

TruVision Recorder Archiving Instructions

Searching and playing back recorded video

- In live view, press the **Search** button on the front panel.
– Or –
In live view, right-click the mouse to call up the mouse menu. Click **Search Video**.
Note: If you are not already logged into the recorder you will have to enter your username and password.
- The search window appears. Select the desired cameras, record type, file type as well as the start and end times of the recording. A maximum of eight cameras can be selected.



- Click the **Go** button.
- The playback window appears. To change the speed and direction of playback:
Front panel: Press the left and right arrows on the front panel to speed up and slowdown playback. Press the **Playback** button to reverse playback.
Mouse: In the playback toolbar on the bottom of the window, click  and  buttons to speed up and slowdown playback. Click on the timeline to jump forwards or backwards in time.

Exporting video recordings

You can export a complete archive file that covers the entire period recorded (A), or you can clip one or more segments of interest in the file and just export the clips (B).

A. Archiving the entire video file

- Search for the desired recorded video. See “Searching and playing back recorded video” above.

- Insert a CD/DVD or USB device in the recorder.
- Front panel:** Press the **Archive** button on the front panel during playback.
Mouse: Click the Archive  button in the playback window.
- The Archive window appears. Under **Device Name**, select the storage media used for archiving.
- Check **Include Player** (or **Player Backup** depending on the recorder model) to include the Player tool with the archived files.
- Click **Archive** to export the currently selected video file.
Note: This will archive the recording file recording file currently being used.

B. Archiving clipped video files

You can export video that spans several recording files and/or days. The system automatically cuts the exported video files at midnight. If a recorded file runs over midnight, it will be cut into two files – pre and post-midnight. The clipped video will be exported as recording files.

You can clip the segments of a video file that are of interest to you and export those.

The exported video files can be merged in TruVision Player (see “Using TruVision Player” on page 2).

Using the front panel:

- Find the footage required **before** midnight using the playback process (start and end times should not cross midnight).
- Insert a CD/DVD or USB device in the recorder.
- Front panel:** Press the **Archive** button on the front panel during playback.
Mouse: Click the Archive  button in the playback window.
- The Archive window appears. Under **Device Name**, select the storage media used for archiving.
- Check **Include Player** (or **Player Backup** depending on the recorder model) to include the Player tool with the archived files.
- Click **Archive** to export the currently selected video file.
Note: This will archive the recording file recording file currently being used.
- Find the footage required **after** midnight (start and end times should not cross midnight).

8. Insert a CD/DVD or USB device in the recorder and select the storage media used from the menu.
9. Click **Archive** to export the currently selected video file.
Note: This will archive the recording file recording file currently being used.

Using the mouse:

1. During playback, locate the desired footage (the start and end times should cross midnight).
2. Click the **Start Clipping** button  at the start of the desired time that you want clip.
3. Fast forward or drag the time bar to the end of playback.
4. Click the **Stop Clipping** button .
5. Insert a CD/DVD or USB device in the recorder.
6. Click the **Archive** button. A pop-up box appears asking if you want to save the video clips. Click **Yes**.
7. The Clips Archive window appears listing all video clips saved. Select the desired clips and click **Archive**.
8. The Archive window appears. Under **Device Name**, select the storage media used for archiving.
9. Check **Include Player** (or **Player Backup** depending on the recorder model) to include the Player tool with the archived files.
10. Click **Archive** to export the currently selected video file.
Note: This will archive the recording file recording file currently being used.

Exporting video recordings via TruVision Navigator

TruVision Navigator allows you to export a single recording file per camera. Exported video files from TruVision Navigator need to be viewed using the TruVision export file tool.

1. In the playback window, drag the blue seek triangle in the Controller timeline to locate the desired time frame of the video segment.



2. Slide the green and red markers of the video segment to adjust the time frame of the segment as required.
Note: The selected time frame can apply to multiple cameras.
3. Click the **Video** button to move the selected video segment to the Collector.
4. In the Collector, select the desired video thumbnails to export.
5. Click **Browse** and select the destination of the export file.
All selected video thumbnails will be exported as a single file.

6. Click the **Export Now** button.

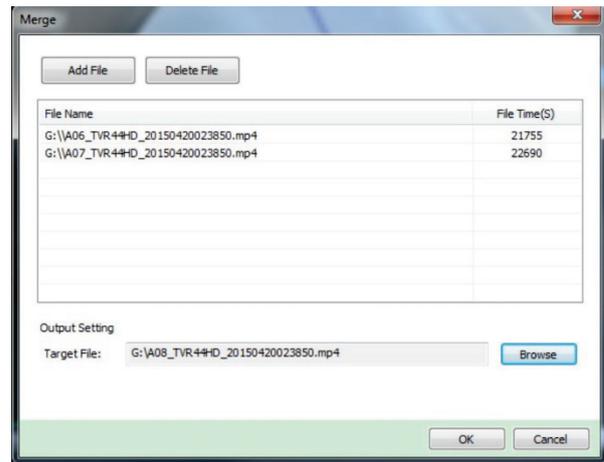
Using TruVision Player

Playing back video using TruVision Player

You can include multiple files in the TruVision Player playlist. Double-click the desired video file from the list and click the **Start** button. When the first file finishes, the next file will automatically start.

Merging video files in TruVision Player

1. Add the exported video files to TruVision Player,
2. Click the menu icon  and select **Tool > Merge**.
3. The Merge window appears. Click **Add File** to add the files you want to merge onto a selected video file. Under **Output Setting**, select the video file to which you want to add the files.



4. Click **OK**.

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