A How To Guide for the Sigmax DER Owner

1. *How do I **install Remote Center**?*

    a. Sign onto work station as administrator.
    b. In the Control Panel window, double click display.
    c. Click the properties tab and move the Screen resolution slider to the right to indicate the proper resolution of 1024 X 768 pixels.
    d. Click OK. Load installation CD and follow on screen instructions.

2. *How do I **add a second monitor or TV** to the DVR?*

    a. Connect the monitor to the DVI or S-Video output on the video card on the DVR and reboot the unit.
    b. Click on System Setup
    c. Click on the General setup button
    d. In the System Setup & Maintenance section of the screen click the Advanced button. That will take you into the Window user interface.
    e. Right click anywhere (except Icons) to bring up menu.
    f. Choose ATI Catalyst Control Center
    g. In Display Manager screen right click on Monitor 2 symbol and left click to Enable.
    h. Set Desktop Area to 1024 X 768 resolution
    i. Click Apply & OK.
    j. Right click anywhere (except Icons) to bring up menu.
    k. Choose Properties. Click on Settings tab.
    l. Choose 2nd Monitor from the Display drop down menu
    m. Check the box that says "Extend My Windows Desktop Onto This Monitor"
    n. Click Apply & OK

3. *How do I **maximize and minimize windows** in Remote Center?*

    a. In the Server and Workstation Control Panel split screen left click on any camera image to view a single camera (with controls remaining on screen).
    b. Right click on that camera image and it will completely fill the monitor screen.
    c. To minimize to screen with controls, right click on camera image.
    d. For split screen image, left click on that image.

4. *How do I **update the DVR and Remote Center Software***?

    a. On the DVR Main Control Panel screen, right click on the virtual power (exit) button. A System Information window will appear.

    b. Click on the upgrade button, and the system will receive and install the latest version of our software.

5. *How do I **export video archives***?

    a. In the DVR Main Control Panel window screen left click on Search. The search window will appear.

    b. Towards the bottom left corner is a calendar. Select the date of the supposed event.

    c. Then by using the time table blocks or the slide bar just below the blocks, start previewing the video for the proper time frame of the incident you're searching. The controls on the right side of the panel include regular speed view in forward and reverse, high speed review in forward and reverse and frame by frame advance in forward and reverse.

    d. At this time note the start and stop time of the incident to calculate length of video clip. Reset and pause video to start of incident.

    e. Click on **Export Images** button (with floppy disk symbol). The Export Images window will appear.

    f. Click on the **AVI** export file type then as an option you can click on **Authentication Code**. Click on **Set Password**. Enter password in proper fields and click OK

    g. Set the **Export Length** for the proper hours, minutes or seconds of the event then click on the specific media you intend to save the file on, Floppy Disk, Network Drive, Thumb Drive, etc. The Windows **Save As** dialog box will appear at which point you select the destination of the file.

    h. If storage on a CD-RW type disk is required then load a disk and click on the format CD button and then follow the same procedure done for the other media.

6. *How do I **update the software***?

    a. Check with your dealer to confirm the latest version available.

    b. To confirm the version on your video server or workstation, right click on the **Exit** Button on the Main Control Panel screen. If the version is outdated, click the upgrade button. The system will download the update from Sigmax and install it.

7. *How do I **set up a new user**?*
   SERVER
        a. In the Main Control Panel screen of the Server, click **User Admin**. A dialog box with **User Setup** will display.
        b. Click on **Add**. Type in **User Name**, user **Description** and password.
        c. In the **Account Usage** area of the dialog box set the account for unlimited or limited (time settings). Also set the **Authorized Operations** for **Administrative, Search, PTZ, Remote Connection, Audio**.
        d. Finally, select those cameras made available to that specific user by clicking on the required numbered camera symbol at the bottom of the dialog window. Note that there is a check box to enable **Auto Login** (unchecked requires user to enter password to log on each time). Then click on Update.
   WORKSTATION
        a. In the Main Control Panel screen of the Remote Center workstation, click **User Admin**.
        b. A dialog box with **User Profile** will display. Have the **Site Name, User Name, IP/DNS Address and Router Port** Number at hand. Click on **Add**. **Type** in **User Name** and password and click OK. Then enter in the Site **Name, User Name, IP/DNS Address and Router Port Number**. Note that there is a check box to enable **Auto Login** (unchecked requires user to enter password to log on each time).
        c. Then click on **Update** and **OK**.

8. *How do I **connect remotely**?*

        a. Assuming that the IT system administrator has enabled your workstation privileges on the server and has added a user profile on the workstation with **Site Name, User Name, IP Address & Port Number**, when the Remote Center software is enabled, the Control Panel will display a split screen (with either static images or no images).
        b. On the right side of the control panel will be the **Site List**. Left click the site you wish to view, left click to expand the device tree (showing all cameras this workstation can view). If any camera symbols indicate an X within, right click and choose show camera.
        c. Left click on site name again then click on connect button.

9. *How do I **use Instant Review**?*

        a. On the Server Control Panel, click on the **Event** button to display event report.
        b. Expand the report chart by clicking the left arrow adjacent to the chart.
        c. Scroll through the event log to search for the specific event you want, right click on that event line and choose **Instant Review** from the menu. That event will play on a pop-up window on screen.
        d. When finished, close that window and click on the right arrow adjacent to the event log to minimize the event log.

10. *How can I **Search** an **Event** using keywords?*
    a. On the Server Control Panel click on the **Search** button
    b. To the right of the Recording Status grid are three buttons, choose **event**.
    c. In the Event Log, right click on any line of the log.
    d. From the menu, choose **Search**.
    e. In the **Search Event** dialog box, choose the range of dates, the Event Type, which camera inputs and any text appropriate to your search such as "Refund >1.00 ."
    f. Click **OK**
    g. From the refreshed chart of search results left click on preferred file and use the control to play the video clip.