Video Management Software

User Manual

Manual Version: V1.11

Thank you for purchasing our product. If there are any questions, or requests, please do not hesitate to contact the dealer.

Notice

CAUTION!

The default password is used for your first login. To ensure account security, please change the password after your first login. You are recommended to set a strong password (no less than eight characters).

- The contents of this document are subject to change without prior notice. Updates will be added to the new version of this manual. We will readily improve or update the products or procedures described in the manual.
- Best effort has been made to verify the integrity and correctness of the contents in this document, but no statement, information, or recommendation in this manual shall constitute formal guarantee of any kind, expressed or implied. We shall not be held responsible for any technical or typographical errors in this manual.
- The illustrations in this manual are for reference only and may vary depending on the version or model. So please see the actual display on your device.
- This manual is a guide for multiple product models and so it is not intended for any specific product.
- Due to uncertainties such as physical environment, discrepancy may exist between the actual values and reference values provided in this manual. The ultimate right to interpretation resides in our company.
- Use of this document and the subsequent results shall be entirely on the user's own responsibility.

Conventions

Document Conventions

Convention	Description
Boldface font	Commands, keywords, parameters and GUI elements such as window, tab, dialog box, menu, button, etc.
Italic font	Variables for which you supply values.
>	Separate a series of menu items, for example, **Device Management** > **Add Device**.

Symbols

Symbol	Description
WARNING!	Contains important safety instructions and indicates situations that could cause bodily injury.
CAUTION!	Means reader be careful and improper operations may cause damage or malfunction to product.
NOTE!	Means useful or supplemental information about the use of product.

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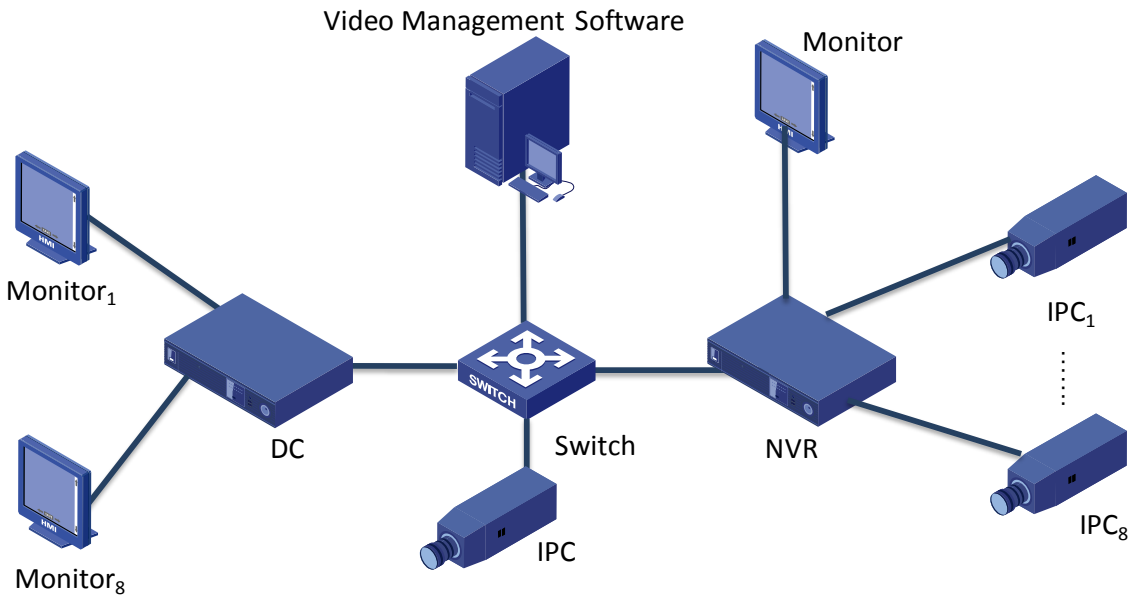
1 Introduction

The Video Management Software is a device management software suite for small video surveillance solutions. It is easy to deploy and operate and suitable for scenarios with relatively small number of video channels, such as super markets, park areas, and residential communities.

The Video Management Software implements various video surveillance services, such as live view, playback, camera management, recording storage management, alarms, sequence display, video wall and e-map. The Video Management Software also integrates various storage functions, such as NVR storage, DVR storage, and the Video Storage Software. It is applicable for medium- and small-sized video surveillance applications.

Figure 1-1 Typical Application



2 Installation, Upgrade, and Uninstall

System Requirements

The Video Management Software components shall be installed on PCs that meet the performance requirements. They can be installed on a single PC or on separated PCs.

System requirements for Video Management Software

Item	Requirements
Operating System	Microsoft Windows 7/Windows 8 (32-bit or 64-bit).
CPU	Intel Pentium IV 3.0 GHZ or higher.
Memory	1 GB or higher.
Network card	Gigabit Ethernet network card (or higher) are recommended.
Display definition	1280*720 or higher.

System requirements for Video Storage Software

Item	Requirements
Operating System	Microsoft Windows 7/Windows 8 (32-bit or 64-bit).
CPU	Intel Pentium IV 3.0 GHZ or higher.
Memory	1 GB or higher.
HDD	1 TB or higher. ***Note:*** *The capacity of hard disk depends on the volume of data to be stored. You can figure out the capacity by the formula provided in the note below.*
Network card	Gigabit Ethernet network card (or higher) are recommended.

System requirements for Media Switch Software

Item	Requirements
Operating System	Microsoft Windows 7/Windows 8 (32-bit or 64-bit).
CPU	Intel Pentium IV 3.0 GHZ or higher.
Memory	1 GB or higher.
Network card	Gigabit Ethernet network card (or higher) are recommended.

NOTE!

- Previewing multi-channel videos simultaneously or videos of higher resolution requires higher hardware configuration.
- The software operates on a 32-bit operating system, or on a 64-bit operating system that can host 32-bit software programs.
- The recommended hard disk space for Video Storage Software should be able to store 1080P (6 Mbps bit rate) video for one week. To store more channels of videos with longer time, use hard disks with larger capacities. To figure out the hard disk space required, please use the formula: capacity (GB) ≈ stream (Mbps) x 60 x 60 x 24 x days x channel numbers/8/1024. For example, the capacity required for a 6 Mbps video to be stored for seven days is about 443 GB and that for 25 channels of CIF (1 Mbps stream) is about 1.8 TB.

Installation

To install the Video Management Software:

1. Double-click the setup file. Follow the instructions to proceed.
2. All components will be installed by default. To customize the installation, click to choose whether to install the component.
3. The Video Management Software is installed on the system disk by default, for example, **C:\Program Files\Video Management Software**. After the installation is completed, the and icons are displayed on desktop.

Upgrade

To upgrade the Video Management Software, please use the installation package of the new version to reinstall. For detailed steps, see Installation.

Uninstall

You can uninstall the Video Management Software by the uninstall shortcut or using the uninstall option of the installer.

Quickly Uninstall

1. Select **Start** > **All Programs** and go to the program folder.
2. Click **Uninstall**.
3. Click **Yes** to uninstall the software.

Uninstall Using the Setup File

1. Double-click the setup file. The installation wizard appears. Click **Next**.
2. Select **Remove** and click **Next** to uninstall.

3 Starting Components

Video Management Software

As a centralized management platform for video surveillance devices, the Video Management Software allows you to configure parameters, maintain the system, and query video recordings and perform other basic surveillance service operations.

1. Double-click and enter the login interface.
2. Use the default username **admin** and password **123456** for your first login.

CAUTION!

Upgrading or reinstalling the software will not change the previous password (admin, 123456 or any other custom password) for the admin user.

After successful login, the control panel appears. The following table describes the icons on the panel.

Icon	Description
menu	System Menu
	Lock
	Switch User
	User Manual
	Latest Alarms
	Historical Info
	Task Management
admin	Current User

NOTE!

- Before performing operations on the interface, make sure that you have related operation permissions. For details, see User Management.
- It is recommended that you change your password after your first login. For details, see Modify User Account Information.

Video Storage Software

As a storage server, the Video Storage Software receives and stores data from the edge devices and provides VOD (video on demand) services.

1. After the installation is completed, double-click to run the software. The icon that appears in the lower right corner of the task bar indicates the software is running.

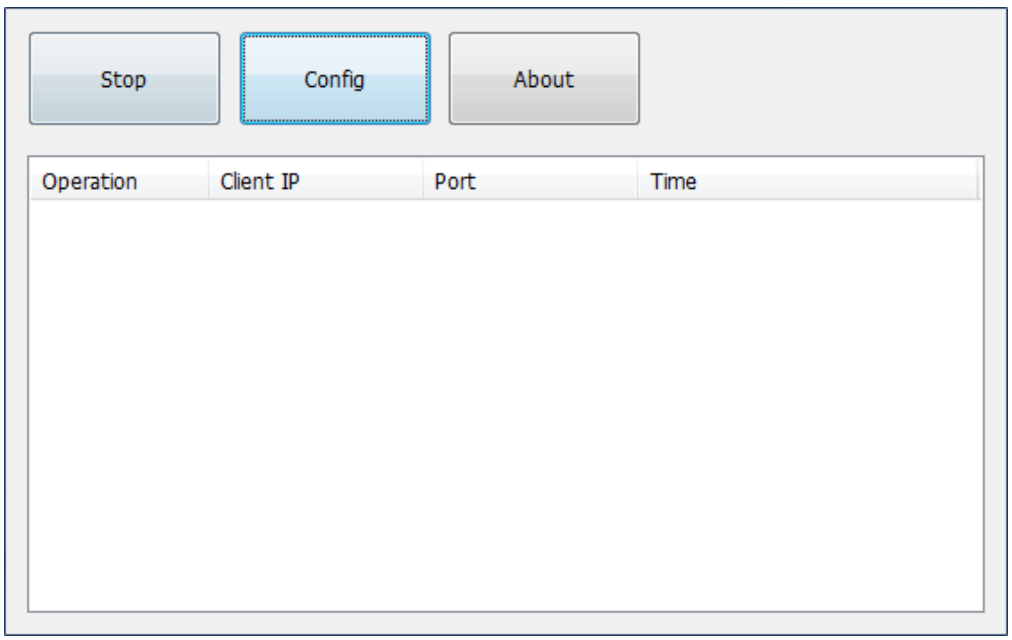
2. Right-click in the task bar and choose **Auto Run**.

- If you select **Auto Run**, the PC will automatically run the software upon startup.
- If you select **Auto Login to Windows** and then enter the username and password for the Windows, you will automatically log in to the Windows after the PC is started.

Media Switch Software

As a stream media server, the Media Switch Software forwards live preview data on a camera if video streams on the camera reach the limit or the network bandwidth is insufficient.

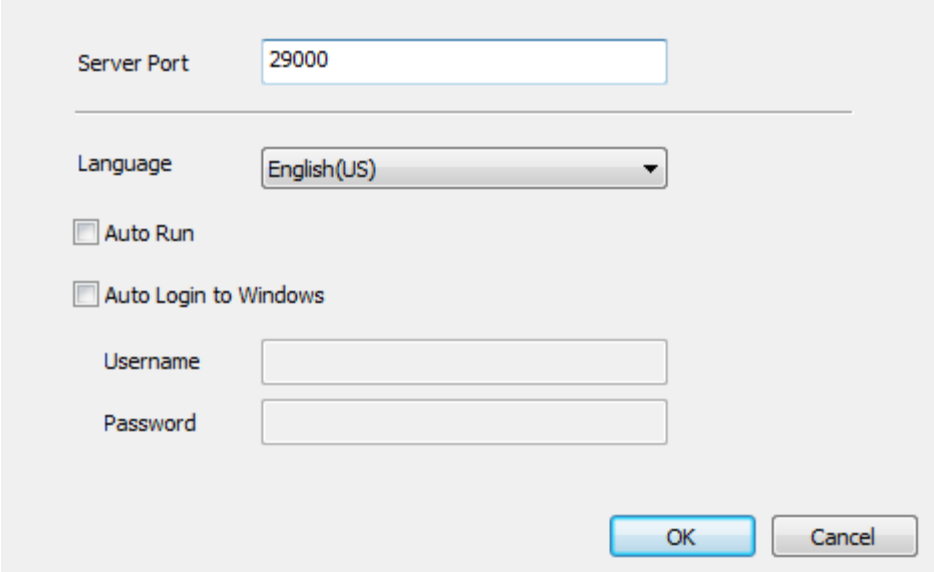
1. After the installation is completed, click on the start menu to enter the software interface.



NOTE!

After the software is started, the media switch service is started by default. Click **Stop** to stop the service if required.

2. In the dialog box that appears, click **Config**.



3. To run the service automatically upon PC startup, select **Auto Run**. To automatically log in to Windows, select **Auto Login to Windows**, enter the username and password.
4. Click **OK** to complete the configuration.

4 Live View

You need to add an encoding device before using the Video Management Software to view live video on the encoding device.

Encoding Device Management

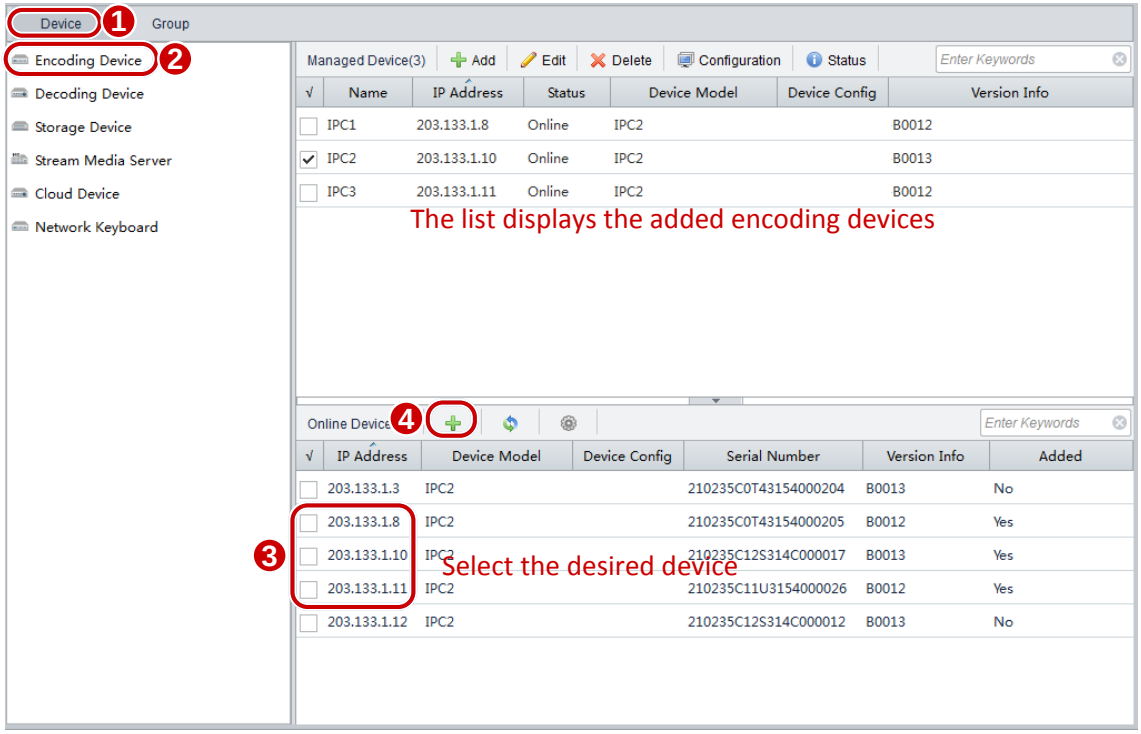
Add an Encoding Device

CAUTION!

- It is recommended that you add an IP camera only in one Video Management Software to ensure proper management.
- You can add an IP camera to the Video Management Software directly or by adding its connected NVR or DVR. The setting parameters displayed for IP cameras may vary, depending on the way of adding. For the actual parameters, see the display on your device. The following uses the way of direct adding as an example.

Search for and add an online device

On the control panel, select **Device Management**, and then follow the steps shown in the figure below.



NOTE!

- By default, the system automatically searches for all online devices on the LAN and updates the list periodically. If you want to search by the network segment, click and select the **IP Segment** check box.
- You can also click . Then the system searches for all online devices on the same network and automatically adds them to the device list.

By clicking , you can select **Add** to add the encoding device to the default group or select **Add to Group** to add the device to a specified group. The devices that are added after search are named in format of *device type_IP address*.

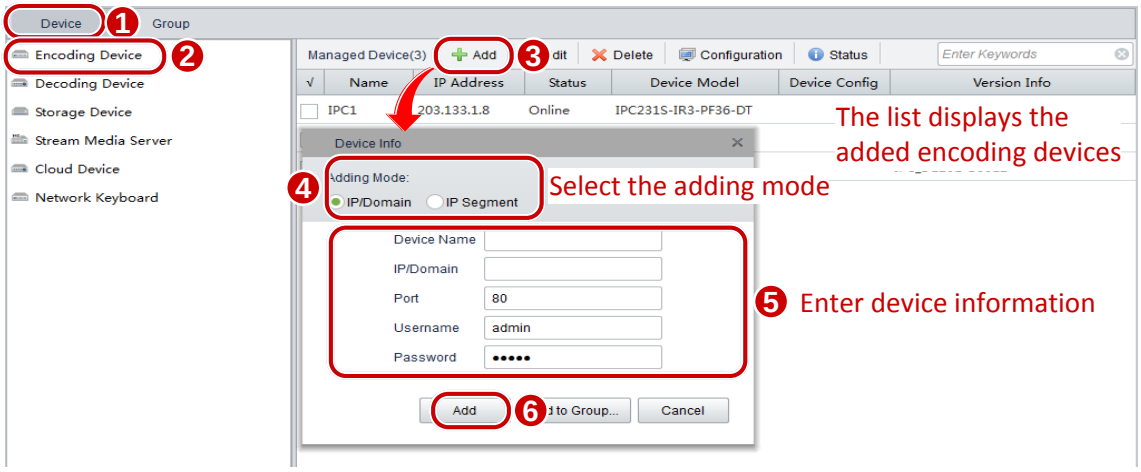
You can right-click an online device in the list to configure the auxiliary parameters. The following table describes the parameters.

Parameter	Description
Edit Network Address	Change the device IP into the specified IP. ***Note**: You need to be the administrator to access this function.*
Browse Web Page	Opens the login page for the device in Internet Explorer.

Manually add one device

To manually add one device:

On the control panel, select **Device Management**, and then follow the steps shown in the figure below**.**

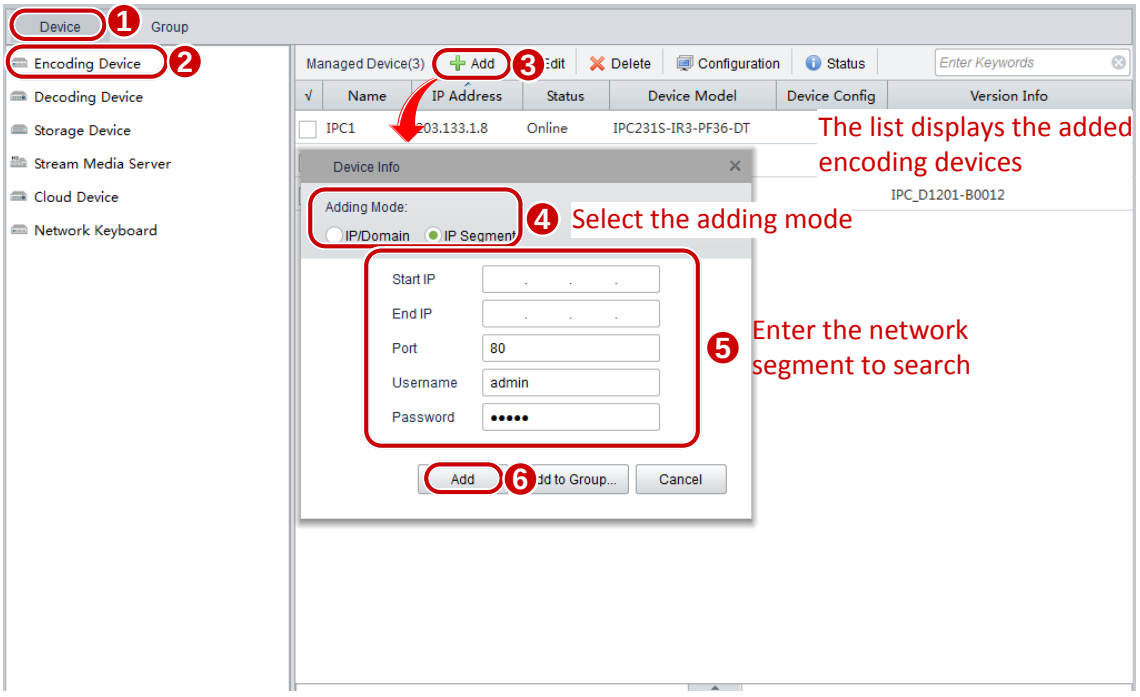


In the **Device Info** dialog box, you can click **Add** to add the encoding device to the default group or click **Add to Group** to add the device to a specified group.

Manually add devices in batches

To manually add device in batches:

On the control panel, select **Device Management**, and then follow the steps shown in the figure below**.**



In the **Device Info** dialog box, you can click **Add** to add the encoding devices to the default group or click **Add to Group** to add the devices to a specified group.

Modify an Encoding Device

To modify an encoding device:

1. On the control panel, select **Device Management**.

2. Select **Device** > **Encoding Device.**
3. Select the desired device and click **Edit**.
4. In the **Device Info** dialog box (as shown in Manually add one device) that appears, modify parameters.

Delete an Encoding Device

To remove a device with storage resource configuration, you need to delete storage resource first (see Configure a Storage Device).

To delete an encoding device:

1. On the control panel, select **Device Management**.
2. Select **Device** > **Encoding Device**.
3. Select the device(s) to be deleted and click **Delete**.
4. In the **Info** dialog box, click **Yes**.

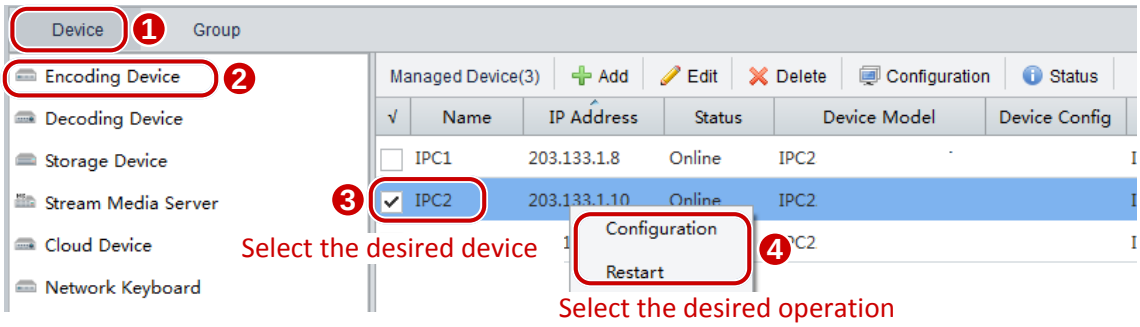
Remotely Perform Operations on an Encoding Device

CAUTION!

Ensure that an encoding device is online before configuring detailed parameters for the device.

To remotely perform operations on a device:

1. On the control panel, select **Device Management**.
2. Follow steps in the following figure to perform operations on the device.

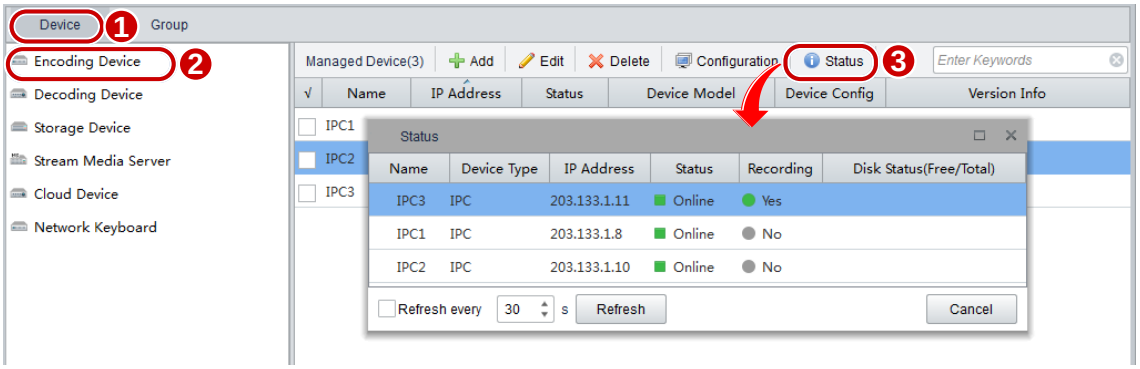


- **Configure**: You need to log in to the corresponding Web interface before configuration.
- **Restart**: Perform this operation with caution because this operation may affect the ongoing services.

Check Device Operation Status

To check the operation status of the devices:

1. On the control panel, select **Device Management**.
2. Follow steps in the following figure to check device operation status.



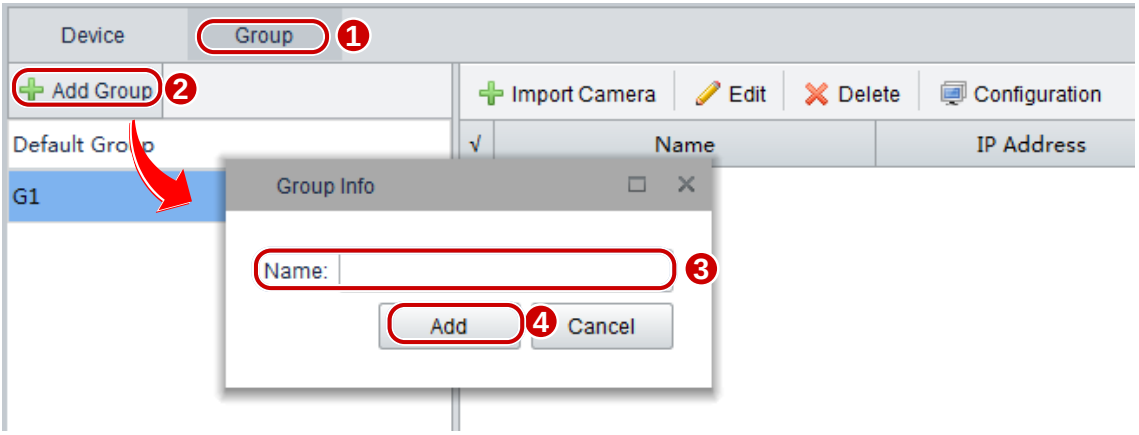
Group Management

The system manages device channels by group.

Add a Group

To add a group:

On the control panel, select **Device Management**, and then follow the steps shown in the figure below.

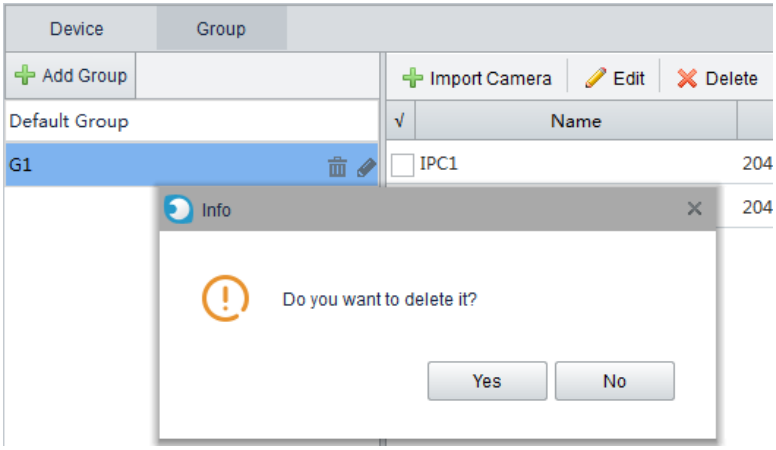


The added group is displayed in the group list on the left.

Delete a Group

To delete a group:

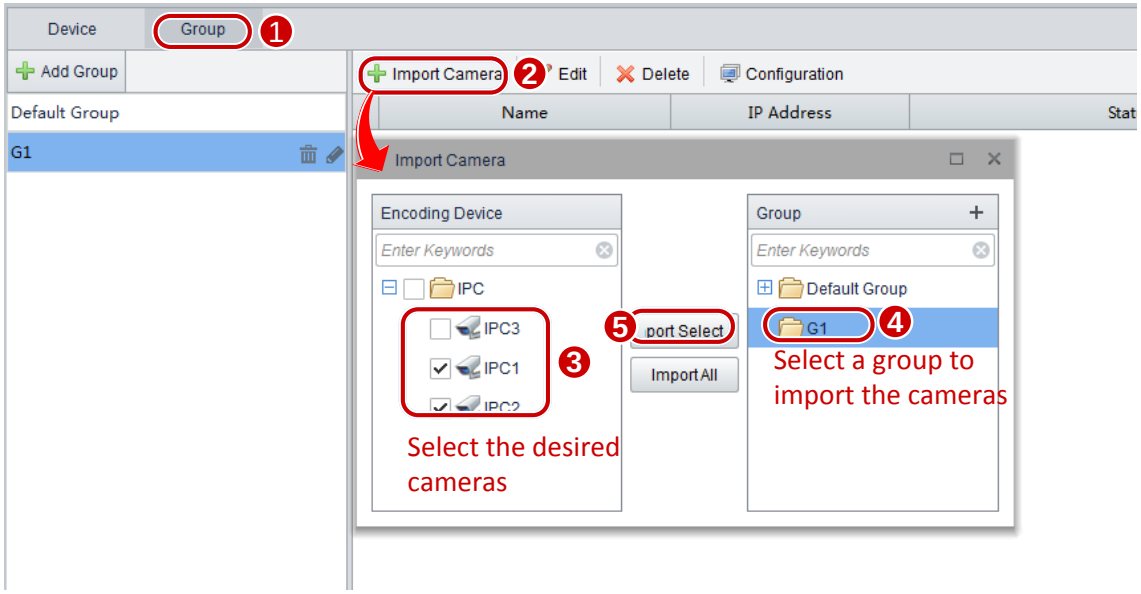
1. On the control panel, select **Device Management**.
2. Click the **Group** tab.
3. In the group list on the left, select the desired group and click .
4. In the **Info** dialog box, click **Yes**.



Import Cameras

To import cameras to a group:

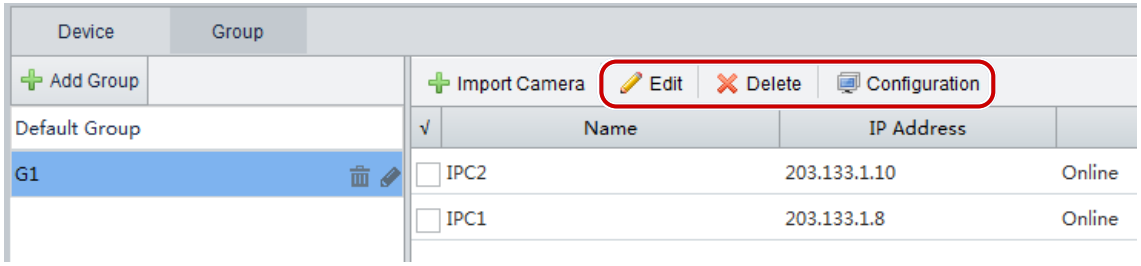
On the control panel, select **Device Management**, and then follow the steps shown in the figure below to import the desired camera(s) to a specified group.



You can click **Import All** to import all cameras to a specified group.

- Click to add a group.
- Click to delete a camera from the group.
- Click to modify the name of the camera.

As shown in the following figure, the imported cameras are displayed in the list on the right. You can edit, delete, or configure a camera.



Play Live Videos

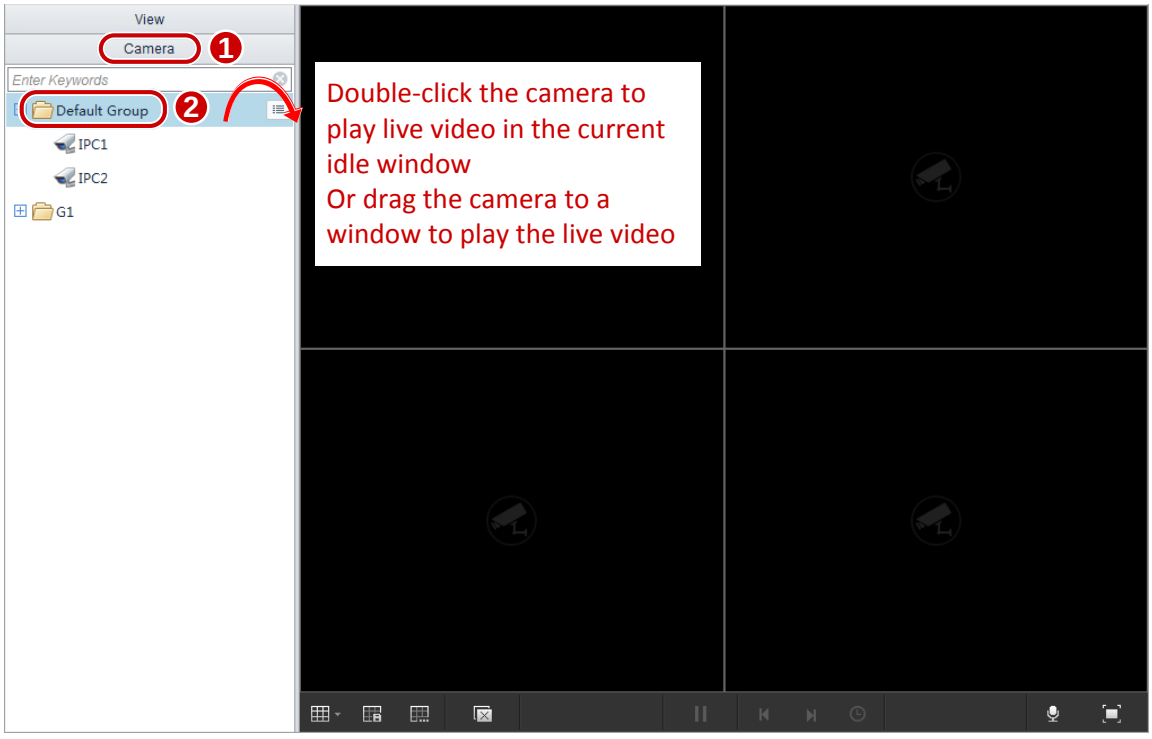
You can play live audio/video of a camera in a window.

After a camera is imported to a group, you can play live video in a window, manipulate the live video by clicking the buttons on the **Live View** toolbar.

Play Live Video in a Window

To play a live video in a window:

On the control panel, select **Live View**, and then follow the steps shown in the figure below.



NOTE!

If you click a camera and then click on the right, you can choose to play live video from the camera with the main, sub or third stream.

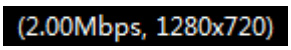
Live View Toolbar

The live view toolbar is under the panes. The following table describes the buttons on the toolbar.

Button	Description
	Switches screen layout.
	Saves the current view.
	Saves the current view as another name.
	Closes all windows playing videos.
	Plays the live video of the previous camera or view.
	Pauses/Resumes sequence display.
	Adjusts the sequence display interval.
	Plays the live video of the next camera or view.
	Adjusts the MIC volume or mutes the MIC for the PC in two-way audio.
	Full screen.

The following table describes the buttons on the floating toolbar.

Button	Description
	Takes snapshots. ***Note:*** *You can set the path to store screenshots in System Configuration.*
	Records and locally stores the live video played in current pane. Click this button again to stop recording. ***Note:*** You can set the path to store video records in System Configuration.
	Opens PTZ control. ***Note:*** *This function is available only for cameras with PTZ configured.*
	Starts/Stops digital zooming. ***Note:*** *Zooms in a region of the live video played in the current pane. Click this button again to stop.*
	Adjusts the speaker volume or mute it for the PC.

Button	Description
	Starts instant playback. ***Note***: *Plays back the live video playing in the current window for the last 5 minutes and 30 seconds (the time cannot be changed). The playback pauses at the end.*
	Bit rate and resolution of the current video.

Shortcut Menu of Live View

The following table describes key parameters on the shortcut menu.

Parameter	Description
Digital Zoom	Zooms in a region of the live video playing in the current pane. Click this button again to stop.
Stream Type	Selects a stream type for the current window: Auto-adaptive, main, sub and third stream. ***Note***: • *The option of sub and third stream will be available only when the device supports this feature.* • *This feature is unavailable in sequence display.*
Manual Alarm	Triggers manual alarm. ***Tip***: *It is recommended that you configure triggered actions for manual alarms first (see Configure Alarm-Triggered Action). Each time you click this button, an alarm is generated and reported and the corresponding action is taken.*
Camera Info	Displays information about the camera corresponding to the current window, including the frame rate, bit rate, encoding format, and packet loss rate.
System Configure	Shortcut to enter the system parameter configuration interface. For details, see System Configuration.

Play Live Videos by View

By default view

To play live videos by default view:

On the control panel, select **Live View**, and then follow the steps shown in the figure below.

After you click an x-split view, the live videos of the cameras in the camera list are played in x windows.

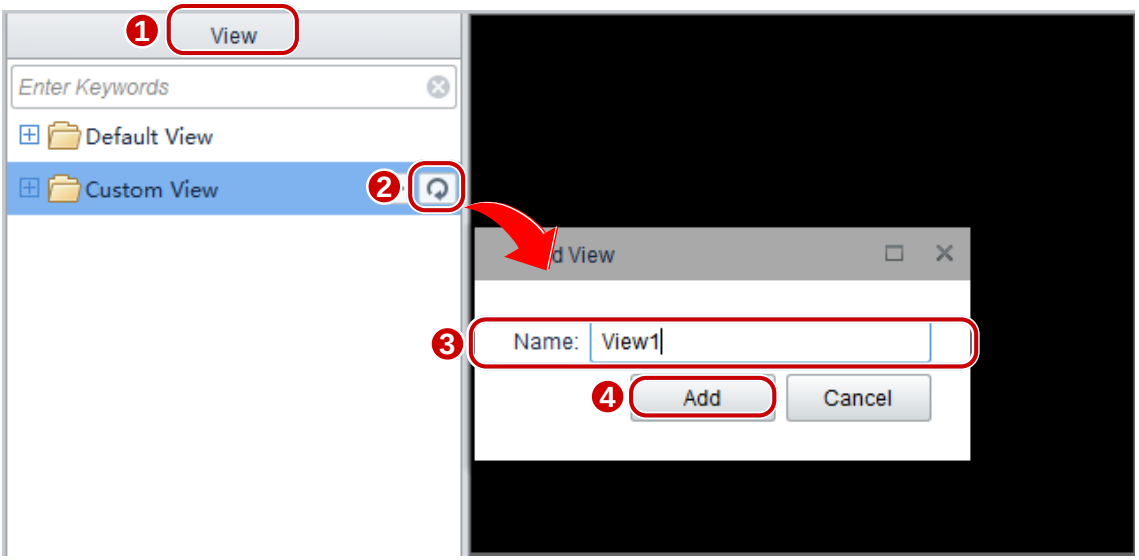
For example, a four-split default view is displayed with four windows. Window 1 plays the live video of the first camera in the camera list, and window 2 plays the second and so on.

By custom view

You need to save a custom view before playing it.

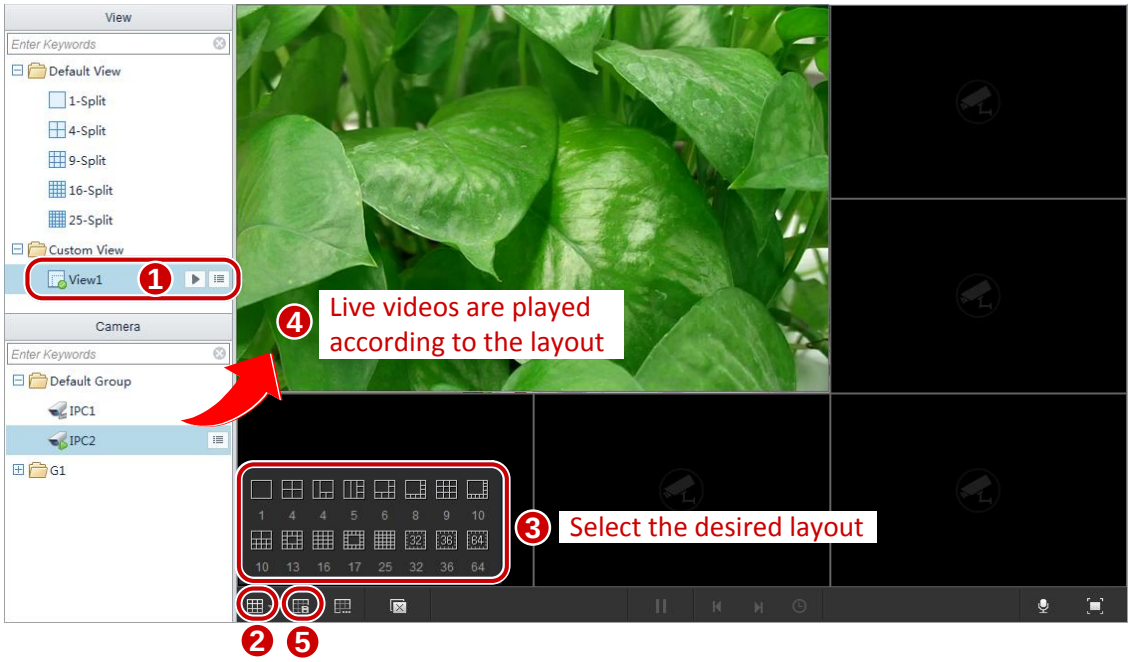
To save the current view as a custom view:

On the control panel, select **Live View**, and then follow the steps shown in the figure below.



The **Custom View** list on the left displays the view that is successfully added.

To add or modify a custom view, follow the steps shown in the figure below.



Click to save the current view. Click to save the current view as another view.

In the **Custom View** list, double-click a view or select the view and click the button to play the live video according to the specified surveillance layout.

PTZ Control

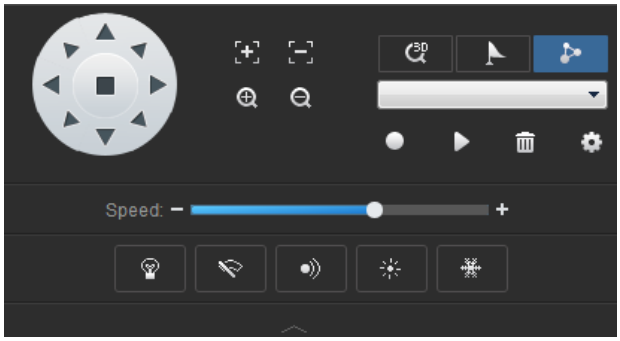
Through PTZ control, you can remotely control PTZ, zooming, focus distance, wiper, and so on. The system also allows you to set preset positions for a PTZ, select camera patrol route, and so on. With PTZ positions preset, you can set a preset position as a guarding position. You can also accessing the auxiliary functions such as 3D positioning, shortcut PTZ, and so on.

After finishing the preparation tasks, you can perform PTZ control through PTZ panel.

NOTE!

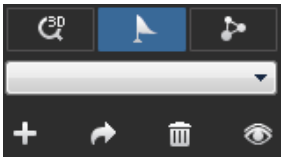
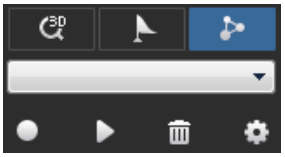
PTZ control is only available to cameras with PTZ configured. Whether or not a PTZ control operation can take effect is determined by the functions and PTZ protocols that the PTZ camera supports. For example, some preset positions of certain PTZ cameras are assigned to special functions (such as wiper, menu, and so on). So you need to refer to PTZ camera specification before performing PTZ control.

1. On the control panel, select **Live View**.
2. Play Live Video in a Window.
3. Click the window and then click on the toolbar to open the PTZ control panel.



4. See the following table to perform PTZ control.

Parameter	Description
	Controls the PTZ rotation direction. ***Note:*** *When the PTZ control panel is displayed (3D positioning must be disabled first), put the mouse on the corresponding window, and when the mouse cursor changes into a triangle (like ▶), you can click and hold the left button and then move the mouse to adjust the viewing direction of the PTZ camera.*
	Adjusts camera focal length and zoom.
	• Enables/Disable the light. • Enables/Disables the wiper. • Enables/Disables the IR. • Enables/Disables the heater. • Enables/Disables snow removal function.
	Adjusts the PTZ rotation speed.
	• With the 3D positioning function enabled, click a point in the window and the PTZ will rotate to the direction of the point. You can zoom in on a region by holding the left button of the mouse and dragging from upper left to lower right or zoom out a region by holding the left button of the mouse and dragging from lower right to upper left. • When 3D positioning is disabled, you can use the mouse to control the rotating direction of the PTZ. For example, when you move the mouse point to the upper-right corner of the window, the point changes to ◥. You can click the mouse to have the PTZ rotate to the upper-right direction.

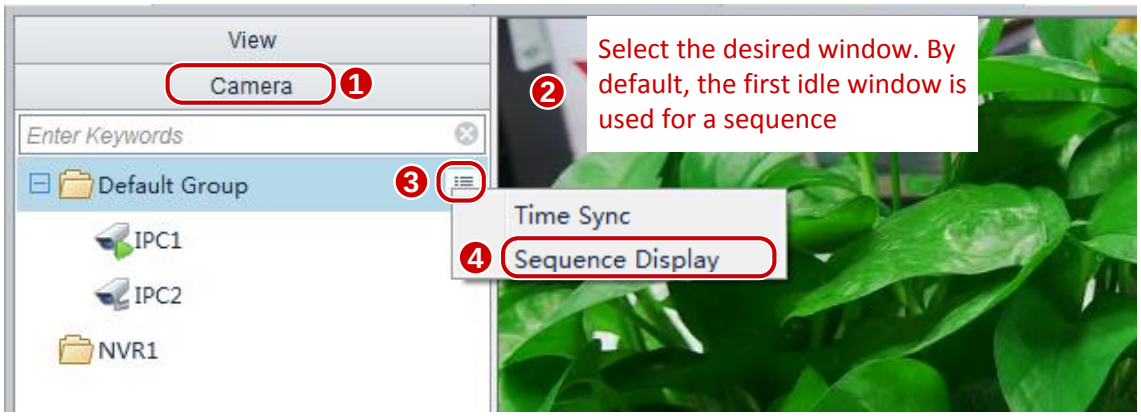
Parameter	Description
	• List of preset positions for setting and selecting. • : Moves PTZ camera to the selected preset position. • : Adds the current PTZ position to the preset position list. Ensure that the serial number for the newly added preset position is unique. Otherwise, the new preset position will overwrite an existing preset if they have the same serial number. • : Deletes a preset position. • : Sets a preset as a PTZ home position and set the corresponding time (**Return to Home After**), after which the PTZ camera goes back to the home position when it is released and no operation is performed to it.
	• Patrol route list. • : Starts a patrol route manually. • : Deletes a patrol route. • : Records a patrol route. After you click **Record**, you can specify the rotation direction and zoom value. The system records each motion trail parameter and automatically adds it to the action list. Click **Stop** to complete action recording. • : Patrol configuration. You can configure patrol routes and plans. In **Patrol Route Info**, specify the number and name for the route. Click **Add** to add an action. Use **Up**, **Down**, **Set Top** and **Set Bottom** to change the order of the actions. Actions include: • Go to a certain preset with a specified duration of pause; • PTZ movement with specified direction, zoom, speed, duration and pause. Check **Keep Rotating** to make the camera rotate constantly. • In Patrol Plan, configure your daily patrol plan.

Sequence Display

Enable Sequence Display by Camera Group

To enable sequence display by camera group:

On the control panel, select **Live View**, and then follow the steps shown in the figure below.



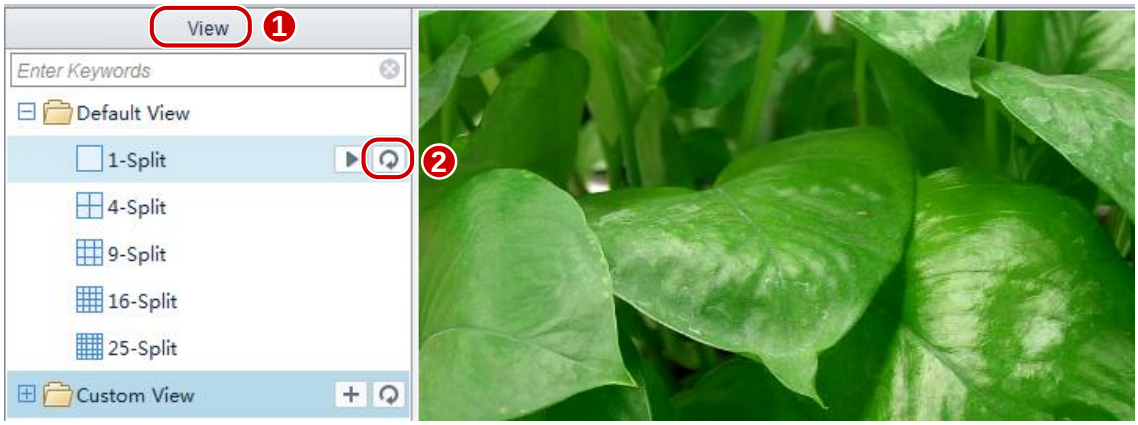
After sequence display is enabled for a camera group, the live videos of cameras in the group are played by turns in the specified window.

Click or to pause or resume sequence display. Click or to play live video of the previous or next camera. Click to adjust the sequence display interval.

Enable Sequence Display by Default View

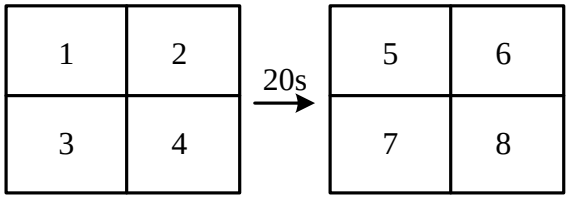
To enable sequence display by default view:

On the control panel, select **Live View**, and then follow the steps shown in the figure below.



After sequence display is enabled for a default x-split view, the live videos of cameras in the camera list are played by turns in x windows.

For example, a four-split default view is displayed with four windows. Window 1 plays the live video of the first camera in the camera list, and window 2 plays the second and so on. After a sequence display interval (assume 20s), window 1 plays the live video of the fifth camera, and window 2 plays the sixth and so on.



Click or to pause or resume the sequence display. Click or to play live video of the previous or next camera, or play live video of the previous or next group of cameras. Click to adjust the sequence display interval.

Enable Sequence Display by Custom View

To enable sequence display by custom view:

On the control panel, select **Live View**, and then follow the steps shown in the figure below.

After sequence display is enabled for the custom view group, each custom view is played by turns.

Click or to pause or resume sequence display. Click or to play the previous or next custom view. Click to adjust the sequence display interval.

5 Recording and Playback

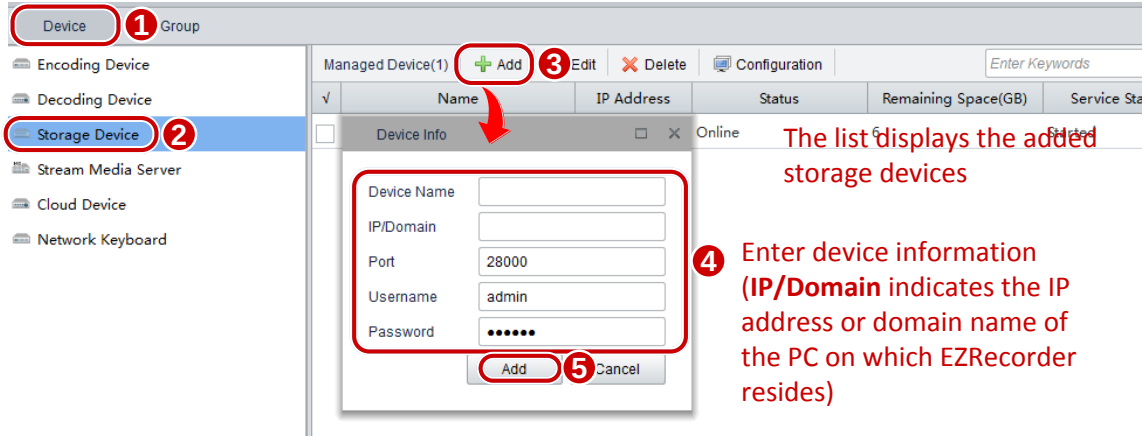
After recording videos, you can obtain the video records by searching. Then you can play or download the video records. Before that, you need to prepare a storage device and run the Video Storage Software.

Storage Device Management

Add a Storage Device

To add a storage device:

On the control panel, select **Device Management**, and then follow the steps shown in the figure below.



Use a username and password with the permission for logging in to the Video Storage Software.

Modify a Storage Device

To modify a storage device:

1. On the control panel, select **Device Management**.
2. Select **Device** > **Storage Device**.
3. Select the desired device and click **Edit**.
4. In the **Device Info** dialog box (see the figure in Add a Storage Device), modify the parameters.

Delete a Storage Device

To delete a storage device:

1. On the control panel, select **Device Management**.
2. Select **Device** > **Storage Device**.
3. Select the desired device(s) and click **Delete**.
4. In the **Info** dialog box, click **Yes**.

CAUTION!

Deleting a storage device using the Video Management Software does not stop the execution of the existing plans on the storage device. To stop all the storage operations on the device, you need to stop Video Storage Software first.

Configure a Storage Device

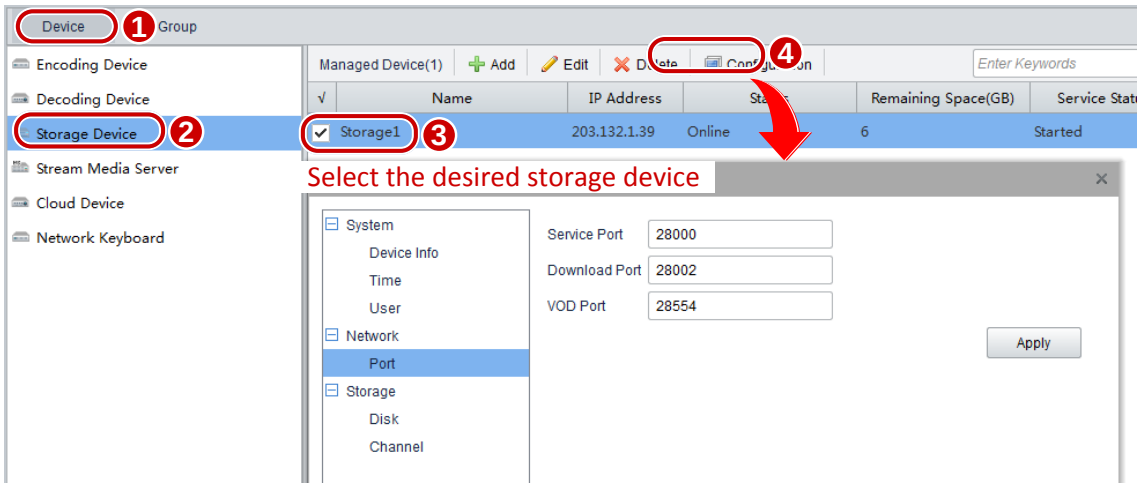
You can allocate storage resources for cameras as required by customers; you can also have cameras operate in different storage modes.

CAUTION!

Make sure that you have the corresponding Video Storage Software operation permission before parameter configuration.

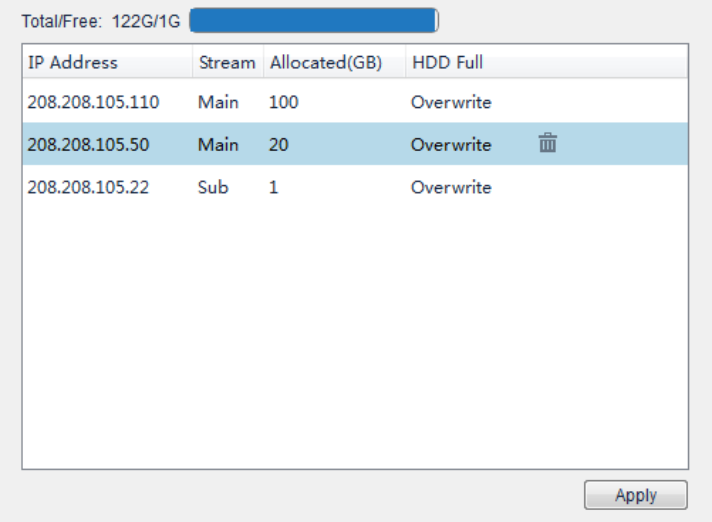
To configure a storage device:

On the control panel, select **Device Management**, and then follow the steps shown in the figure below.



The following table describes key parameters.

Parameter		Description
System	Time	Enables or disables time synchronization with the NTP server at fixed time. ***Note:*** *To enable this function, you need to set a valid NTP server address.*
	User	Select the user account to be modified and change the password. ***Note:*** *The administrator can modify configurations of all users, and the operator can only modify their own configuration.*
Network	Port	• **Service Port**: Communications port for the Video Storage Software. • **Download Port**: Video downloading port for the Video Storage Software. • **VOD Port**: Communications port for VOD media services.
Storage	Disk	Allocate or delete storage space.
	Channel	To view storage stream, storage space, and HDD strategy of the channel for a camera: Select a storage channel and click to delete the storage resources configured for the channel. To configure the storage stream, space and strategies, see For cameras directly connected to the Video Management Software.

Parameter		Description
		 ***Note**: Configure disk storage space and recording schedules before you proceed to any other operations.*

Restart the Storage Service

CAUTION!

Restarting the storage service may affect other ongoing services.

To restart the storage service for a storage device:

1. On the control panel, select **Device Management**.
2. Select **Device** > **Storage Device**.
3. Right-click the storage device and then select **Configure**.
4. Click **Restart Service** in the pop-up dialog box.

Recording Configuration

Configure Recording Schedule

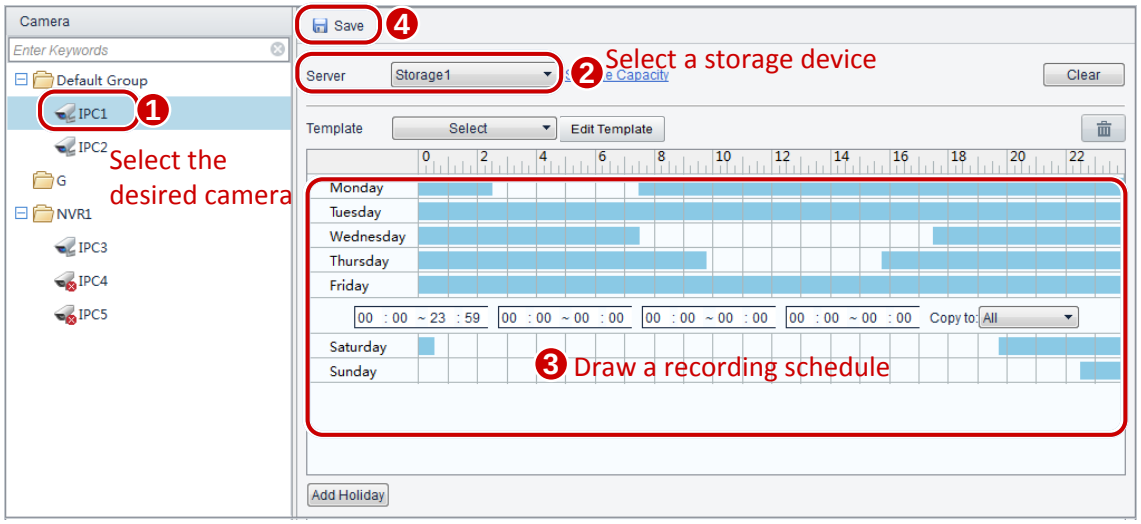
After you configure storage resources for a camera, the specified storage server will automatically start recording and storing according to the plan. It will stop automatically after the end time.

For cameras directly connected to the Video Management Software

NOTE!

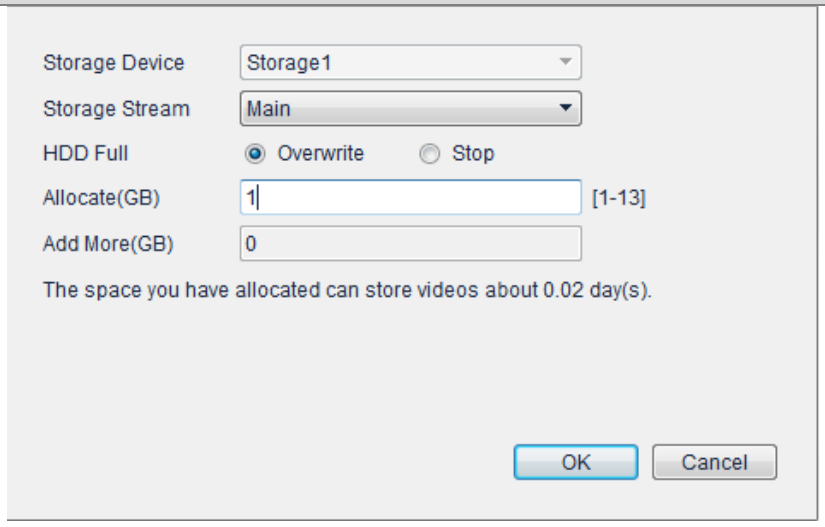
The following configuration is applicable only to the cameras that the Video Management Software directly manages.

On the control panel, select **Recording Schedule**, and then follow the steps shown in the figure below to configure a recording schedule for a camera directly connected to the Video Management Software.



The following table describes the key parameters.

Parameter	Description
	Deleting tool: delete all recording schedules.
Edit Template	Edit a drawn template.
	To apply the recording schedule to other cameras: 1) Click **Copy To**. 2) Select the desired cameras in the dialog box that appears. 3) Click **OK**.
Add Holiday	Perform exception recording on holidays. On the set holidays, the system only performs recording at the time that is configured according to the holiday configuration and performs normal recording in other days.
Storage Capacity	Click **Storage Capacity**. You can self-define the storage capacity by configuring **Storage Stream**, **HDD Full**, and **Add More (GB)**.

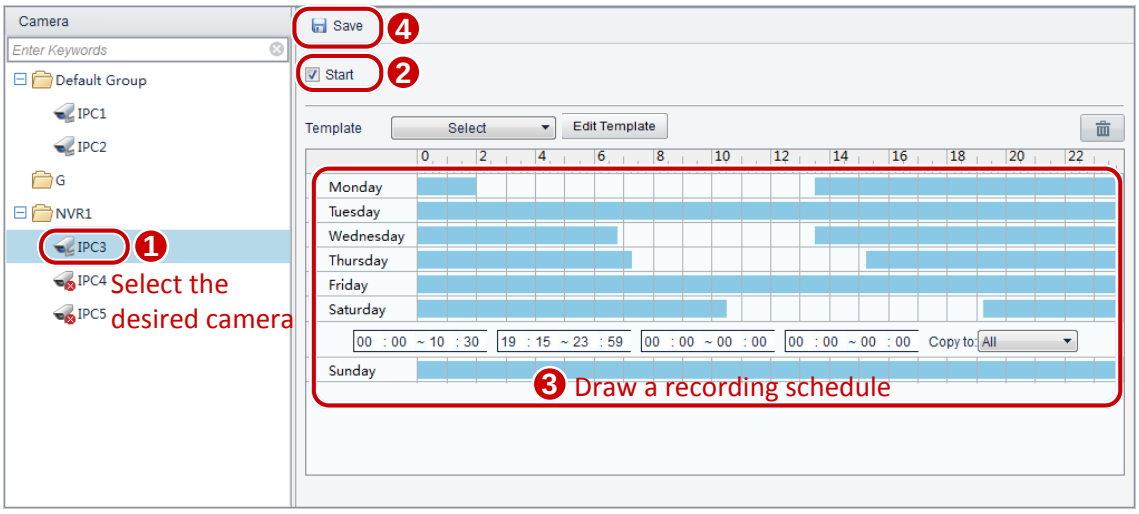
Parameter	Description
	

For cameras directly connected to NVR/DVR

NOTE!

The following configuration is applicable only to the cameras that the Video Management Software manages through a third-party NVR or DVR.

On the control panel, select **Recording Schedule**, and then follow the steps shown in the figure below to configure a recording schedule for a camera directly connected to an NVR or a DVR.



For description of the key parameters, see For cameras directly connected to the Video Management Software.

Manually Record Videos

You can record and save the video playing in a window to your client PC as local recordings.

NOTE!

- You can set the default path and file format under **System Configuration** > **Audio & Video** > **Recording**.
- You can view the content of a local recording file by dragging it to a live view window.

1. On the control panel, select **Live View**.
2. Select the window where the desired video is being played.
3. Click on the toolbar to start local recording.
4. To stop local recording, click on the toolbar.

Alarm-Triggered Video Recording

When an alarm occurs, the Video Management Software triggers an action of storing recordings automatically.

Before the Video Management Software begins to record, make sure that you have added a storage device (see Add a Storage Device) to the system and configured storage resources and alarm-triggered actions for the associated camera.

NOTE!

You can set the duration for storing alarm-triggered recordings in system configuration.

Playback

You can play stored video recordings of a camera in a window. First search for recordings, and then click an area in color (indicating a time range with video recorded) to play the recording. While the recording is playing, you can control it by using the buttons on the recording control toolbar and playing floating toolbar.

NOTE!

During synchronous playback, frequent operations, such as pausing, resuming, and setting playback speed, degrade the synchronizing effect.

Play Back Remote Recordings

You can query and play back the desired remote recordings by following the steps below:

1. On the control panel, select **Playback**.
2. Click the **Device** tab in the upper-left corner and choose to query remote recordings by Camera or **View**.

- By view: You can query recordings from the cameras saved to a custom view. Before the query, make sure that a recording schedule has been configured for the cameras in the view.
- By camera: You can query recordings from a camera. Before the query, make sure that the associated storage device is communicating properly.

3. In the **Search Time** area, select the recording type and date.

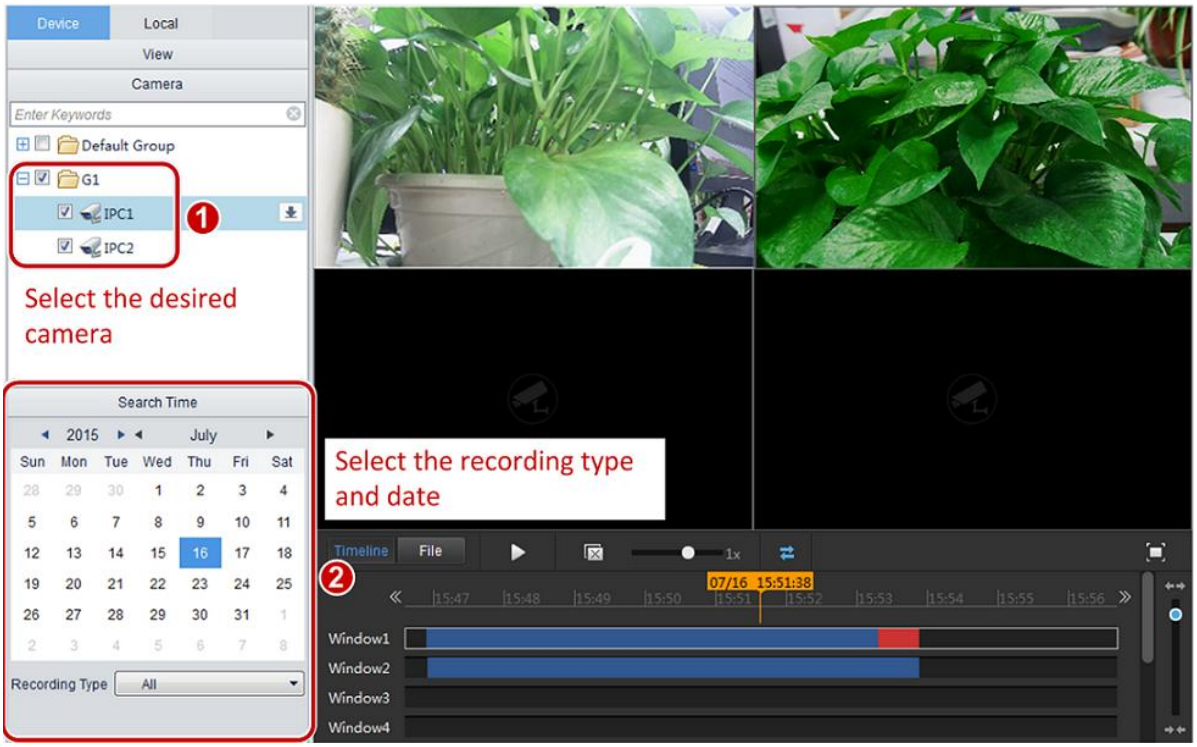
NOTE!

Currently, you can query recordings from a maximum of 16 cameras at a time. If you select more than 16 cameras, excessive ones will be ignored.

4. In the lower-right pane, select **Timeline** or **File**.

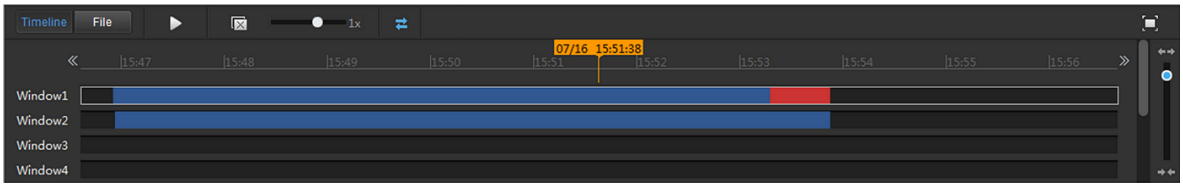
- Timeline: You can drag the timeline bar when watching recordings.
- File: You can view recordings by file.

5. Click to play the recordings, as shown in the following figure.

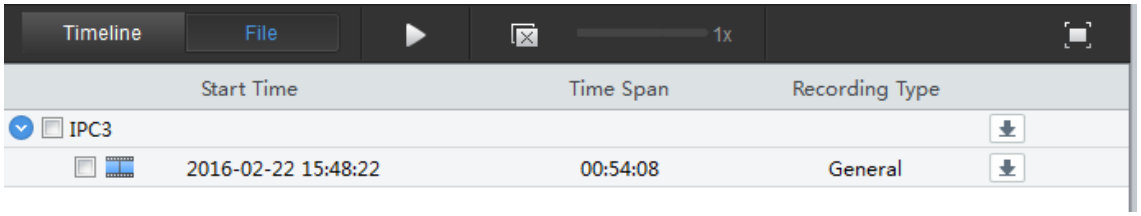


Recording Control Toolbar

The following figure shows the recording control toolbar in timeline mode.

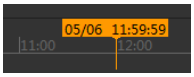


The following figure shows the recording control toolbar in file mode.

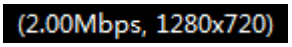


The following table describes the buttons on the toolbar.

Button	Description
Timeline File	Plays recordings by timeline or file.
▶ , ⏸	Plays/Pauses recordings.
	Closes all windows playing recordings.
1x	Controls the recording playing speed.

Button	Description
	Normal playback.
	Synchronous playback.
	Plays recordings in full-screen mode.
	Timeline. You can drag the timeline bar when watching recordings.
	An area in color indicates a time range with video recorded. You can click a colored area to view the recording.
	Moves the timeline leftward and rightward.
	Zooms out/in on the timeline.
	Downloads files.

Playing Floating Toolbar

Button	Description
	Takes snapshots. ***Note***: *You can set the path to store screenshots in System Configuration.*
	Starts/Stops digital zoom. ***Note***: *Zooms in a region of the live video playing in the current window. Click this button again to stop.*
	Clip the video. Specify the start and end times in the current recording to download the clipped period. ***Note***: *For details, see Download.*
	Adjusts the speaker volume or mutes it for the PC.
	Bit rate and resolution of the current video.

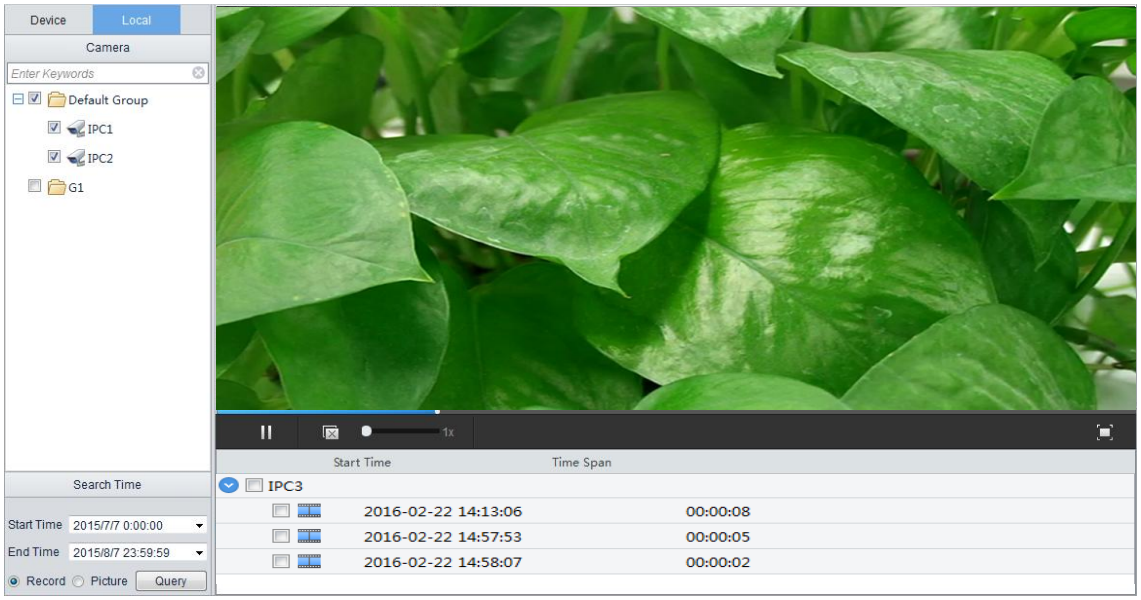
NOTE!

Before playing a recording, you can set the video transmission protocol based on the network environment to improve the image quality.

Play Back Local Recordings

You can query and play back the desired local recordings by following the steps below:

1. On the control panel, select **Playback**.
2. Click the **Local** tab in the upper-left corner and select the desired camera.
3. In the **Search Time** area, select **Record**, set the start and end time, and click **Query**.
4. Select the desired recording and click , as shown in the following figure.



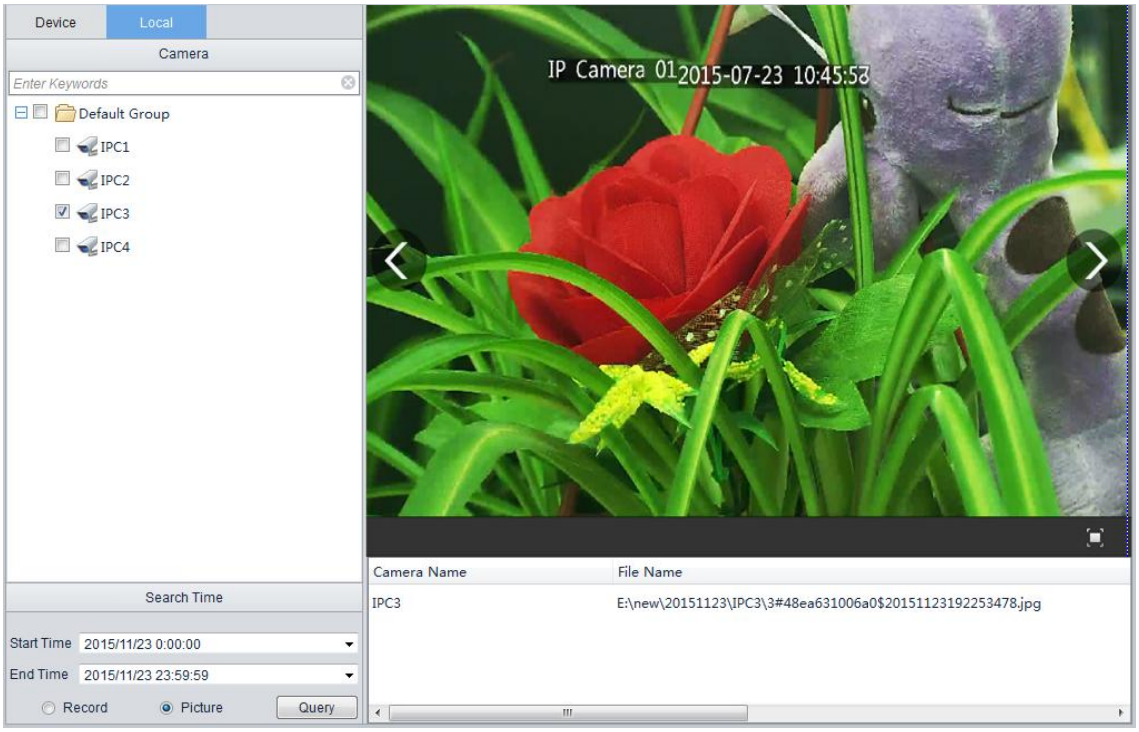
NOTE!

For details about the toolbar, see Recording Control Toolbar and Playing Floating Toolbar.

View Local Snapshots

You can query and view the desired local snapshots by following the steps below:

1. On the control panel, select **Playback**.
2. Click the **Local** tab in the upper-left corner and select the desired camera.
3. In the **Search Time** area, select **Picture**, set start and end times, and click **Query**.
4. Select the desired snapshot to view in the window, as shown in the following figure.



Download

To download a recording file:

1. On the control panel, select **Playback**.
2. Click the **Device** tab in the upper-left corner.
3. Create a download task.

- Clip and download

  In the playback tool bar, click at the beginning of desired period, and click again at the end of the period.

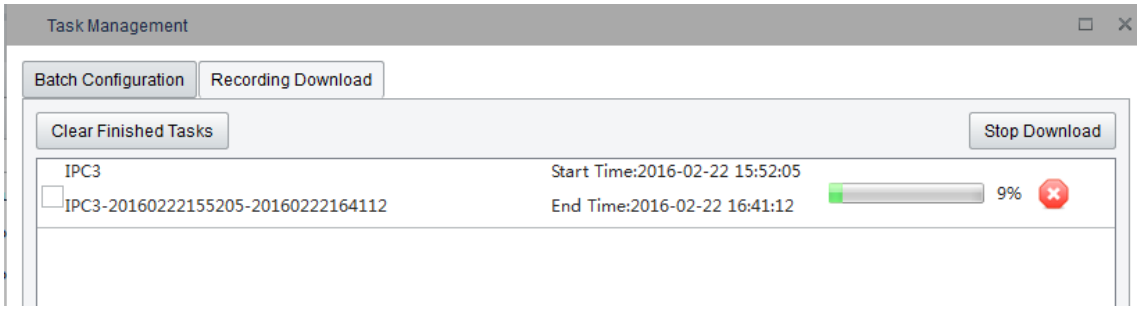
- In file mode

  Select the desired recording file and click .

- In camera mode

  Select the desired camera and click , or select **Download** from the shortcut menu in the playback window. Specify the start and end time, and download the recording.

4. Click in the lower-left corner. In the **Task Management** dialog box, you can manage the download task on the **Recording Downloading** tab.



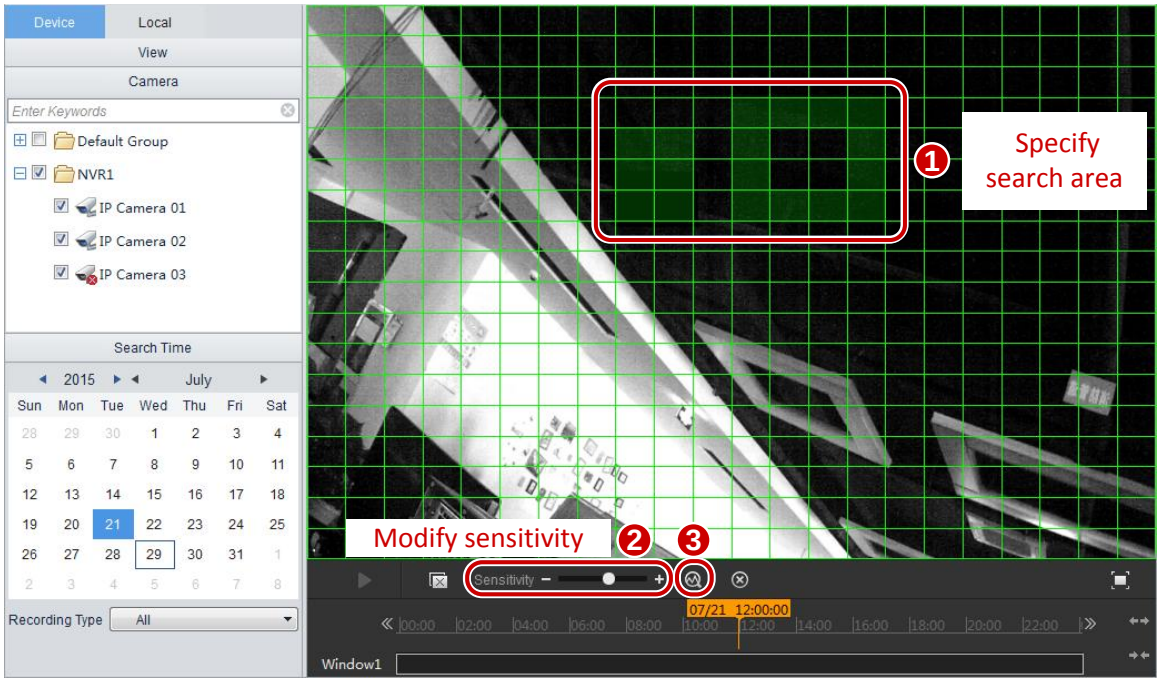
NOTE!

- You can set the default path and file format for downloaded recordings under **System Configuration** > **Audio & Video** > **Recording**.
- Before playing a downloaded recording, make sure your media player supports the format of the recording. VLC player is recommended.

Smart Search

While recording, your NVR device will record the amount of movement in each section of the image. When playing back the recording, you can query desired periods of the recording by specifying time, area and sensitivity. Follow the steps below:

1. On the control panel, select **Playback**.
2. Click the **Device** tab in the upper-left corner. Select the desired camera under the NVR, select the desired date and click **Timeline**.
3. Select a desired window or a timeline. Click to enter the configuration page of smart search.
4. Specify the search area and modify sensitivity. Click again to start smart search, as shown in the following figure.

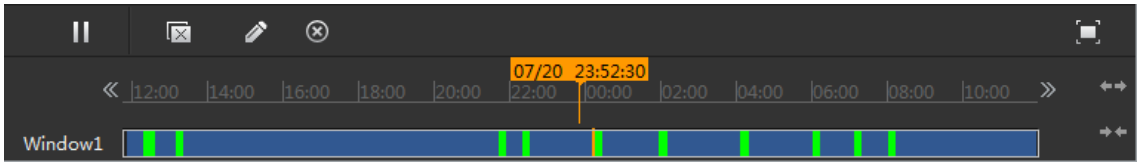


5. The result is shown on the timeline, and will be played from the very beginning.

NOTE!

- After specifying the area and sensitivity, change the date for another query.
- Uncheck the camera or click ⊗ to quit smart search.

The control bar is shown below:



Button	Description
▶ , ⏸	Plays/Pauses recordings
	Closes the window
	Configures smart search, including search area and sensitivity
⊗	Quits smart search
	Full screen
07/21 15:03:44 15:02 15:04	Timeline. Drag to examine different periods of the recording.

Button	Description
	Green sections indicate the periods of detected motion, and will be played at normal speed. Other sections do not match any search conditions, and will be played at higher speed.
,	Zooms in/out on timeline.
,	Moves the timeline leftward and rightward.

6 Stream Media Server

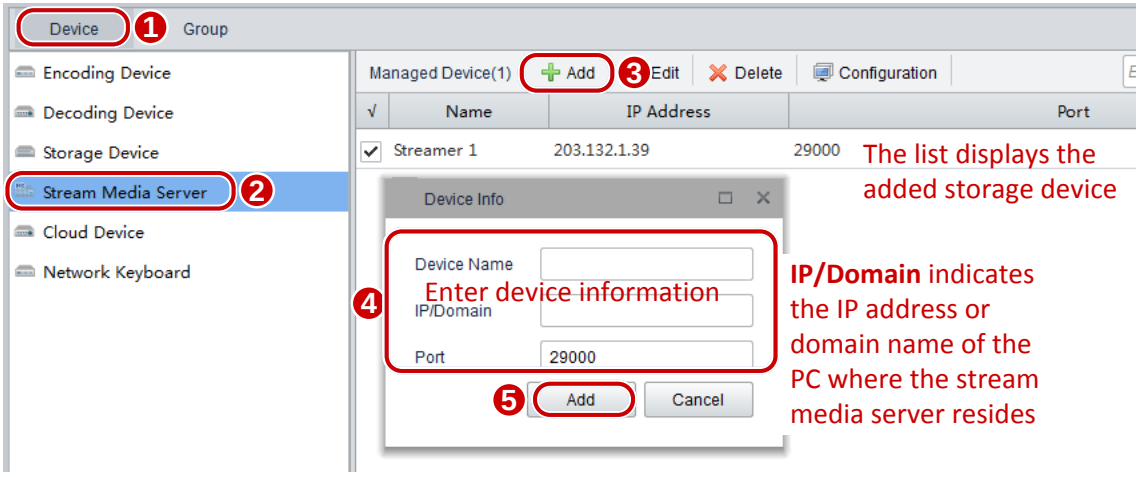
You can configure a stream media server to forward live preview data on a camera if video streams on the camera reach the limit or the network bandwidth is insufficient.

Stream Media Server Management

Add a Stream Media Server

To add a media server:

On the control panel, select **Device Management**, and then follow the steps shown in the figure below.



Modify a Stream Media Server

To modify a stream media server:

1. On the control panel, select **Device Management**.
2. Select **Device** > **Stream Media Server**.

3. In the stream media server list, select the desired server and click **Edit**.
4. In the **Device Info** dialog box (see the figure in Add a Stream Media Server), modify parameters.

Delete a Stream Media Server

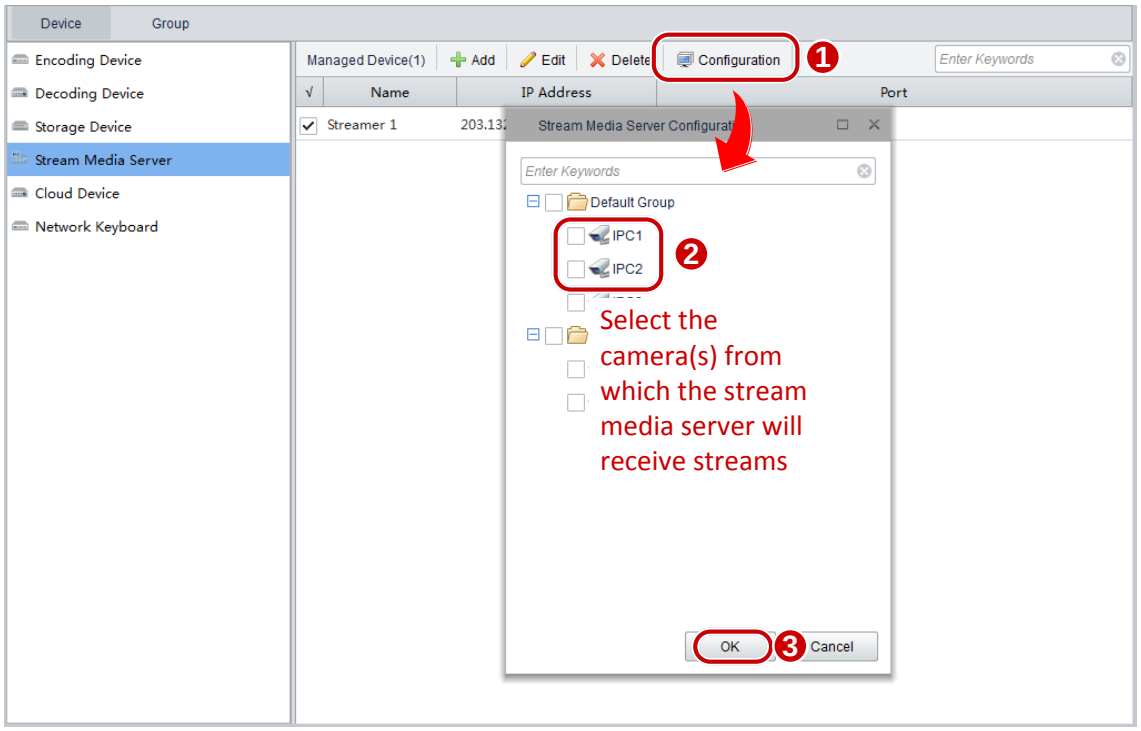
To delete a stream media server:

1. On the control panel, select **Device Management**.
2. Select **Device** > **Stream Media Server**.
3. In the stream media server list, select the desired server(s) and click **Delete**.
4. In the **Info** dialog box, click **Yes**.

Configure a Stream Media Server

To configure a stream media server:

1. On the control panel, select **Device Management**.
2. Select **Device** > **Stream Media Server**.
3. In the stream media server list, select the desired server, and then follow the steps shown in the figure below.



The stream media server will receive streams from the specified cameras and display the stream receiving records.

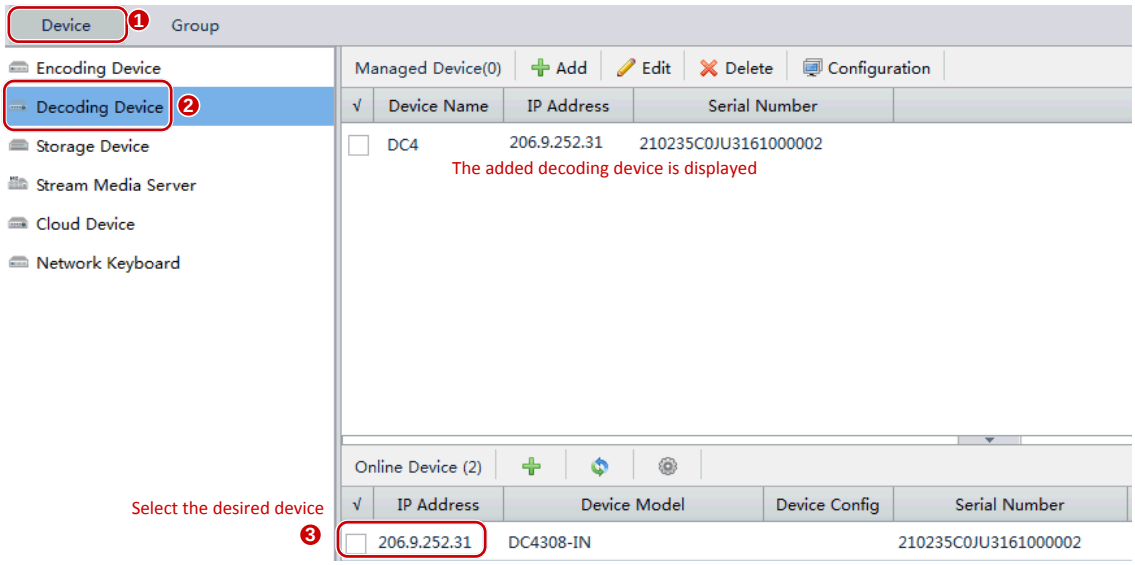
7 Decoding and Displaying Videos on the Video Wall

Decoding Device Management

Add a Decoding Device

Search for and add an online device

On the control panel, select **Device Management**, and then follow the steps shown in the figure below.



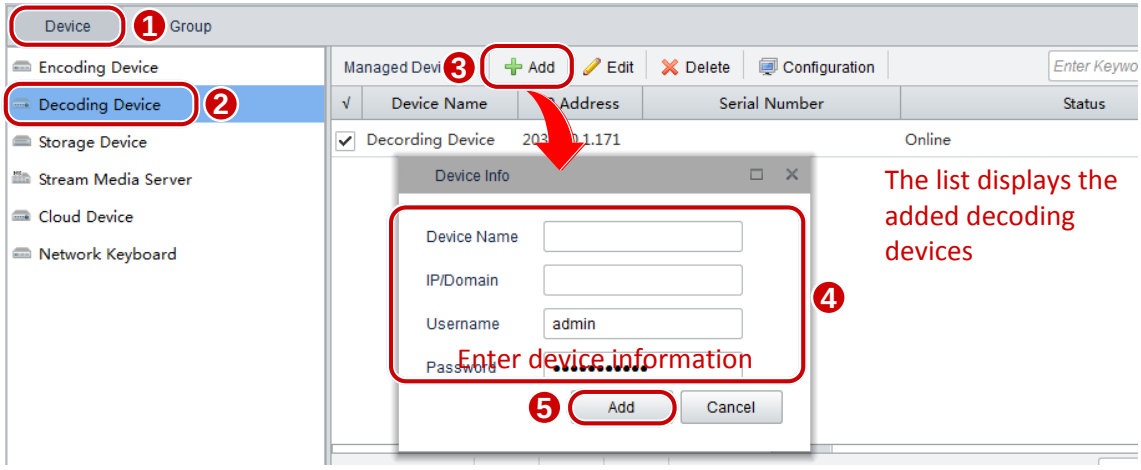
NOTE!

- By default, the system automatically searches for all online devices on the LAN and updates the list periodically. If you want to search by the network segment, click and select the **IP Segment** check box.
- You can also click . Then the system searches for all online devices on the same network and automatically adds them to the device list.

Manually add one device

To add a decoding device:

On the control panel, select **Device Management**, and then follow the steps shown in the figure below.



Modify a Decoding Device

To modify a decoding device:

1. On the control panel, select **Device Management**.
2. Select **Device** > **Decoding Device**.
3. In the decoding device list, select the desired device and click **Edit**.
4. In the **Device Info** dialog box (see the figure in Add a Decoding Device), modify parameters.

Delete a Decoding Device

To delete a decoding device:

1. On the control panel, select **Device Management**.
2. Select **Device** > **Decoding Device**.
3. In the decoding device list, select the desired device and click **Delete**.
4. In the **Info** dialog box, click **Yes**.

Remotely Configure a Decoding Device

To remotely configure a decoding device:

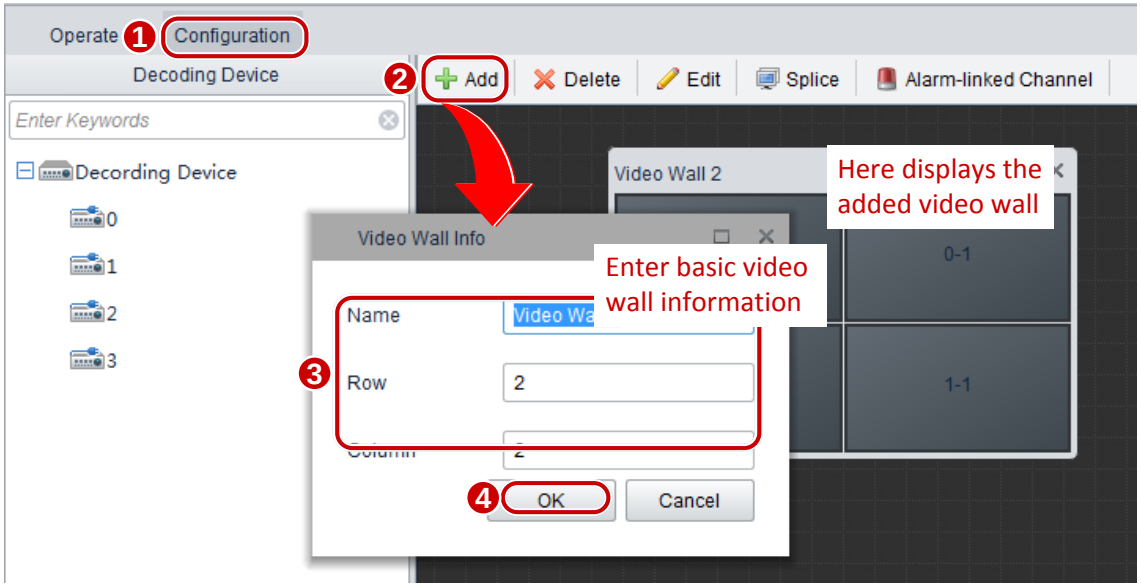
1. On the control panel, select **Device Management**.
2. Select **Device** > **Decoding Device**.
3. In the decoding device list, select the desired device and click **Configure**.
4. On the Web interface, configure parameters.

Video Wall Management

Add a Video Wall

To add a video wall:

On the control panel, select **Video Wall**, and then follow the steps shown in the figure below.



Modify a Video Wall

To modify a video wall:

1. On the control panel, select **Video Wall**.
2. Select **Configure** > **Decoding Device**.
3. On the right, select the desired video wall and click **Edit**.
4. In the **Video Wall Info** dialog box (see the figure in Add a Video Wall), modify parameters.

Delete a Video Wall

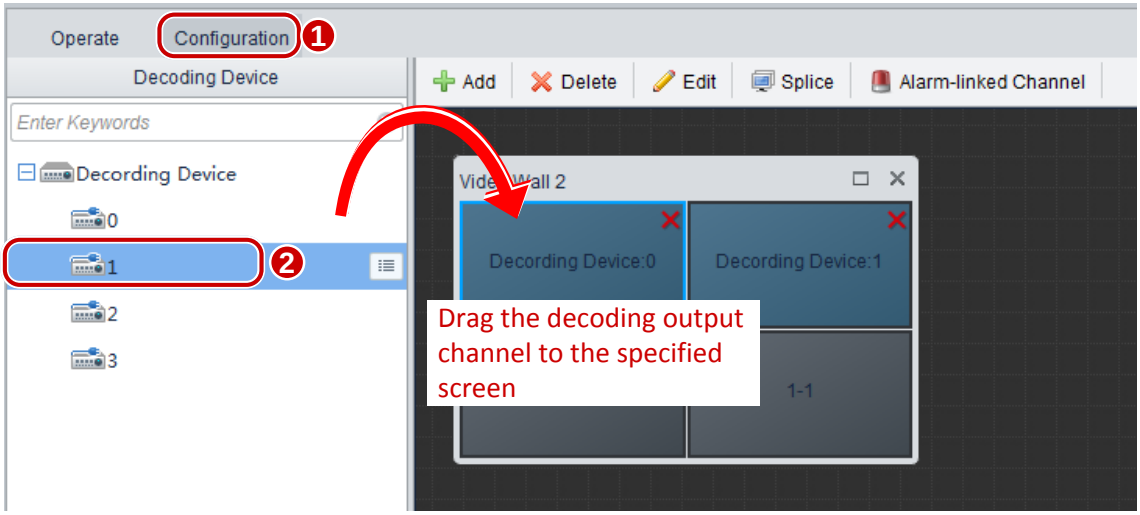
To delete a video wall:

1. On the control panel, select **Video Wall**.
2. Select **Configure** > **Decoding Device**.
3. On the right, select the desired video wall and click **Delete**.
4. In the **Info** dialog box, click **Yes**.

Configure a Video Wall

Bind a decoding output channel to the specified screen

On the control panel, select **Video Wall**, and then follow the steps shown in the figure below.



Splice Screens

You can splice multiple screens into a larger one to play videos from one camera. Before splicing, make sure that the decoding device supports the splicing function.

1. On the control panel, select **Video Wall** > **Configure**.
2. Hold **Ctrl** and select the decoding output channels for screen splicing.
3. Click **Splice**. The selected screens are spliced into one.

To cancel the splicing, select the spliced screen and click **Restore**.

NOTE!

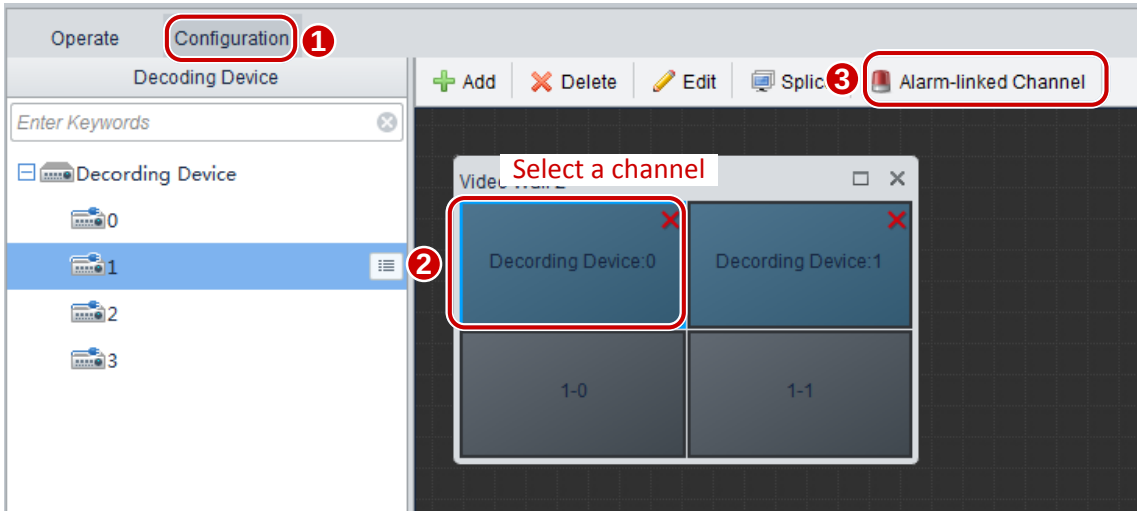
The splicing function is applicable only to the screens bound to channels of the same decoder.

Configure an Alarm-linked Channel

You can link a channel with an alarm. When the alarm is triggered, the live video of the linked camera will be displayed through the linked channel on the video wall.

To set an alarm-linked channel:

1. On the control panel, select **Video Wall**.
2. Follow steps in the following figure to set an alarm-linked channel.



When a channel is successfully linked with an alarm, the icon will be shown at the upper-left corner of the channel.

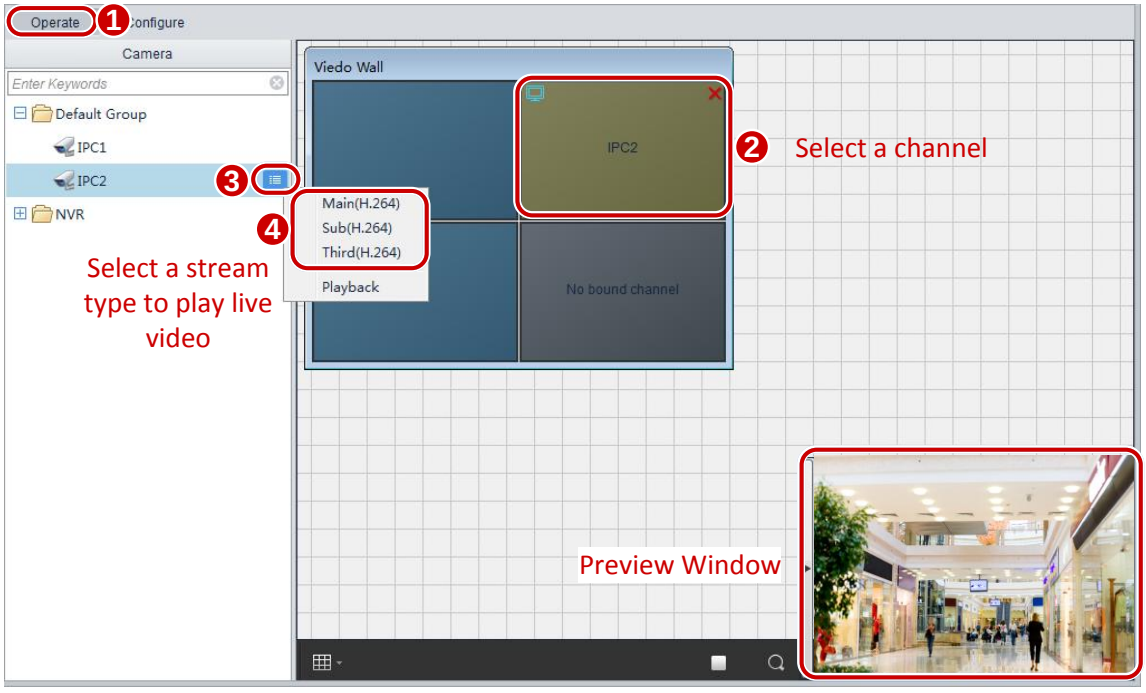
To cancel or modify an alarm-linked channel, click Alarm-linked Channel.

Video Wall Operations

Display Live Video on Video Wall

To display live video on a video wall:

On the control panel, select **Video Wall**, and then follow the steps shown in the figure below to display live video of a camera on a window.



Alternatively you can drag a camera to the channel to display its live video.

After encoding is enabled for a specified channel, the corresponding video wall will display live video from the channel.

NOTE!

When viewing live video, you can right-click on the window to change the stream type.

Close Live Video on a Video Wall

To close the live video on a video wall:

1. On the control panel, select **Video Wall**.
2. Click the **Operate** tab.
3. In the video wall list, select the desired decoding channel and click .

   The decoding is disabled for the channel and the live video is closed.

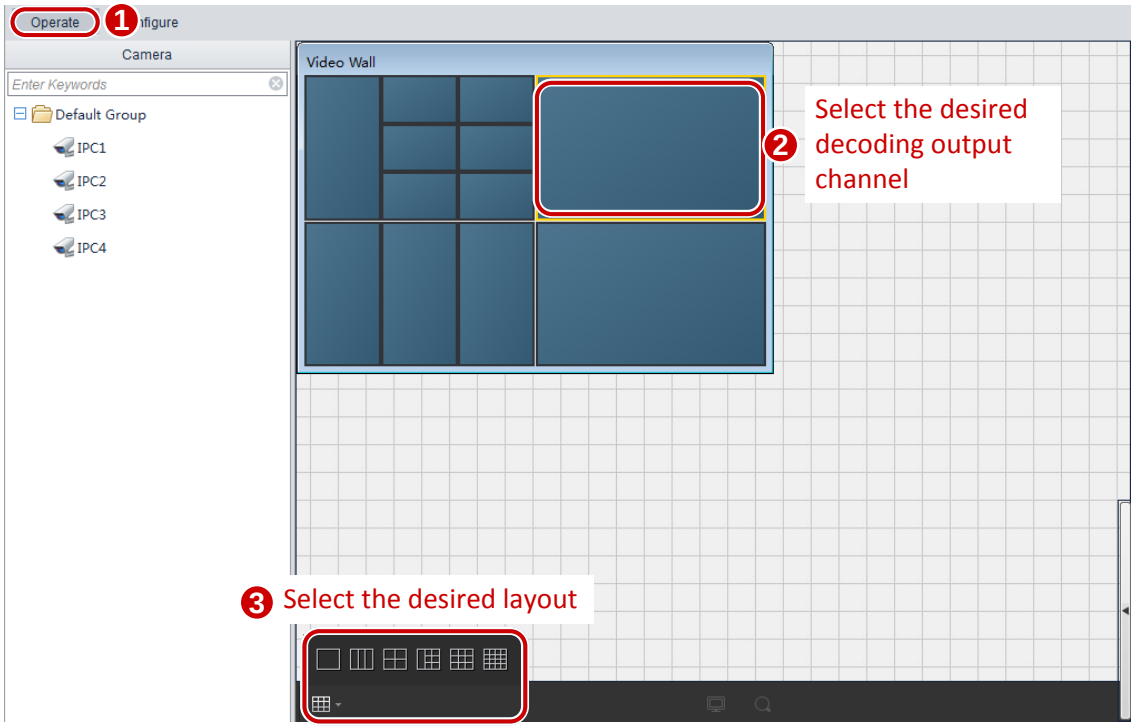
Split Screen for a Decoding Output Channel

NOTE!

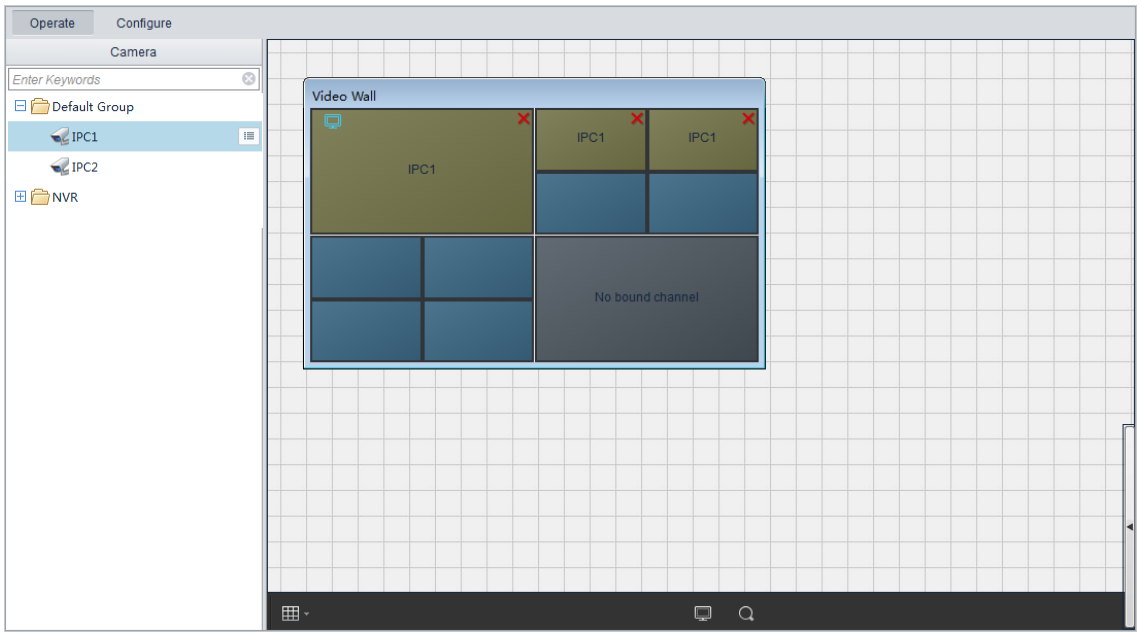
You need to stop the live video in a decoding output channel before splitting the screen.

To split screen for a decoding output channel:

On the control panel, select **Video Wall**, and then follow the steps shown in the figure below.



You can drag multiple cameras to a decoding output channel for which the screen is split. This implements the display of multiple live videos in a single decoding output channel.



Enable Sequence Display on a Video Wall

You can enable sequence display for a camera group on a video wall. Before enabling sequence display, make sure that cameras have been imported to the group. For details about how to import cameras to a group, see Group Management.

1. On the control panel, select **Video Wall** > **Operate**.
2. Select a window.
3. Click the menu on the right of the group and select **Sequence Display in Window** to enable sequence display.

Sequence Display in Single Window: Displays live videos from all cameras of the group in a single window in sequence.

4. Click to stop the sequence display.

The following table describes the sequence display toolbar.

Parameter	Description
	Switches the window layout.
	Stops the sequence display
	Skips to the previous camera or camera group to start the sequence display.

Parameter	Description
	Pauses the sequence display, and starts playing the live video of the sequenced cameras. Clicks the play button to resume the sequence display.
	Adjusts the time interval of the sequence display.
	Skips to the next camera or camera group to start the sequence display.

NOTE!

When in a sequence display, right-click a window to change the stream type. If the current camera does not support the selected stream type, the system will automatically switch to an available one.

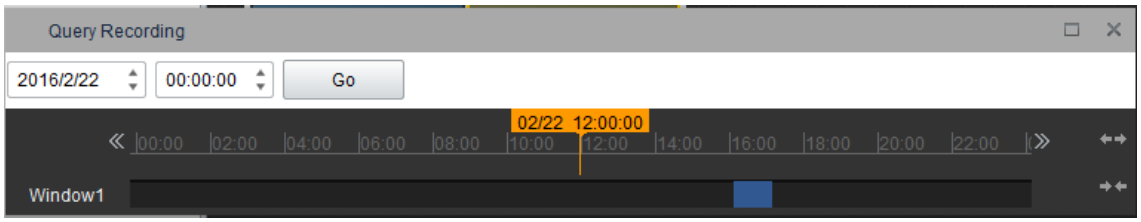
Play Back Recordings on Video Wall

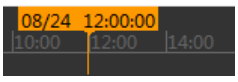
This operation plays recordings from NVR devices in a specified window on video wall.

Perform the following steps to play a recording on video wall:

1. On the control panel, select **Video Wall** > **Operate**.
2. Click and drag a camera to the window to view its live video, and then click to query recordings in the pop-up window. Alternatively, click the menu on the right of the camera and select **Playback**.

The query window is shown below.



Parameter	Description
	Timeline. You can drag the timeline when watching the video.
	An area in color indicates a time range with video recorded. You can click a colored area to view the recording.
	Moves the timeline leftward/rightward.
	Zooms in/out on the timeline.

3. The system displays the recording of the current day by default, you can modify the date to update the timeline. Click on the blue-colored recording bar or modify the start time and then click **Go** to start playing the recording.

You can use the toolbar to control the playing. The following table describes the parameters on the toolbar.

Parameter	Description
	Switches the window layout.
	Stops, pauses, and resumes the playing of a video.
	Controls the playing speed.
	Query recordings.
	Goes back to live view.

Alarm-Triggered Live Video to Video Wall

When an alarm is triggered, the alarm icon will be flashing in the alarm-linked channel which will display the live video of the linked camera. After the alarm is acknowledged, the alarm icon will stop flashing and the live view will be stopped.

8 E-map

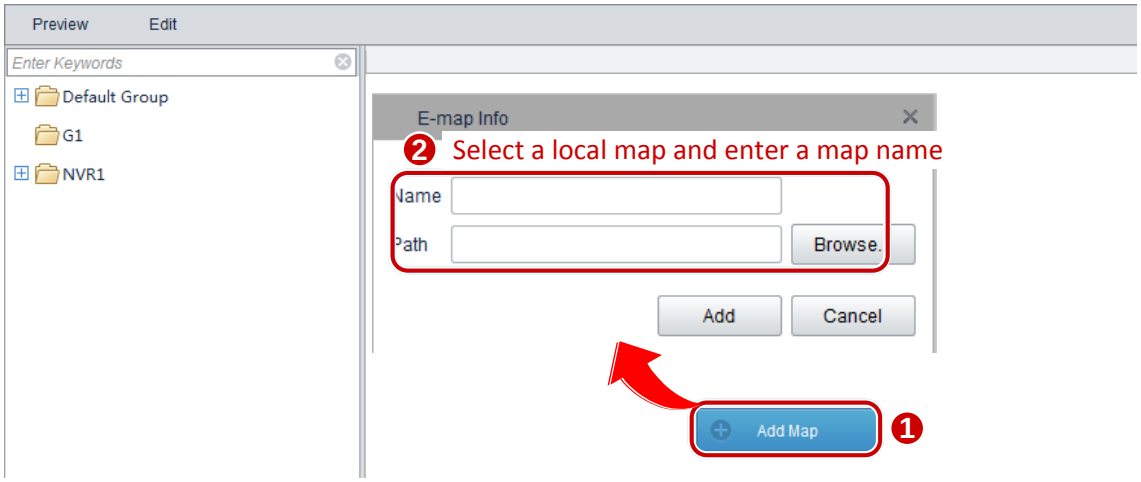
You can manage surveillance for intended areas in accordance with the scene.

E-map Management

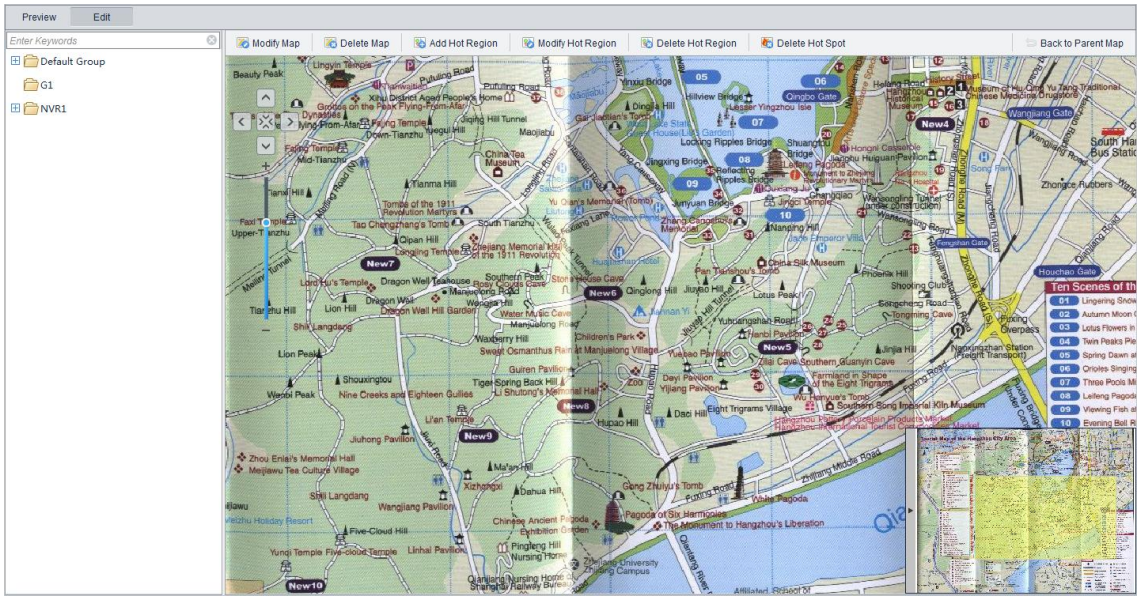
Add an E-map

To add an e-map:

On the control panel, select **E-map**, and then follow the steps shown in the figure below.



The following figure displays the successfully added e-map.



Modify an E-map

To modify an e-map:

1. On the control panel, select **E-map**.
2. Click the **Edit** tab.
3. Click **Modify Map**.
4. In the **E-map Info** dialog box (see Add an E-map), modify the map name or switch to another map as required.

Delete an E-map

To delete an e-map:

1. On the control panel, select **E-map**.
2. Click the **Edit** tab.
3. Click **Delete Map**.
4. In the **Info** dialog box, click **Yes**.

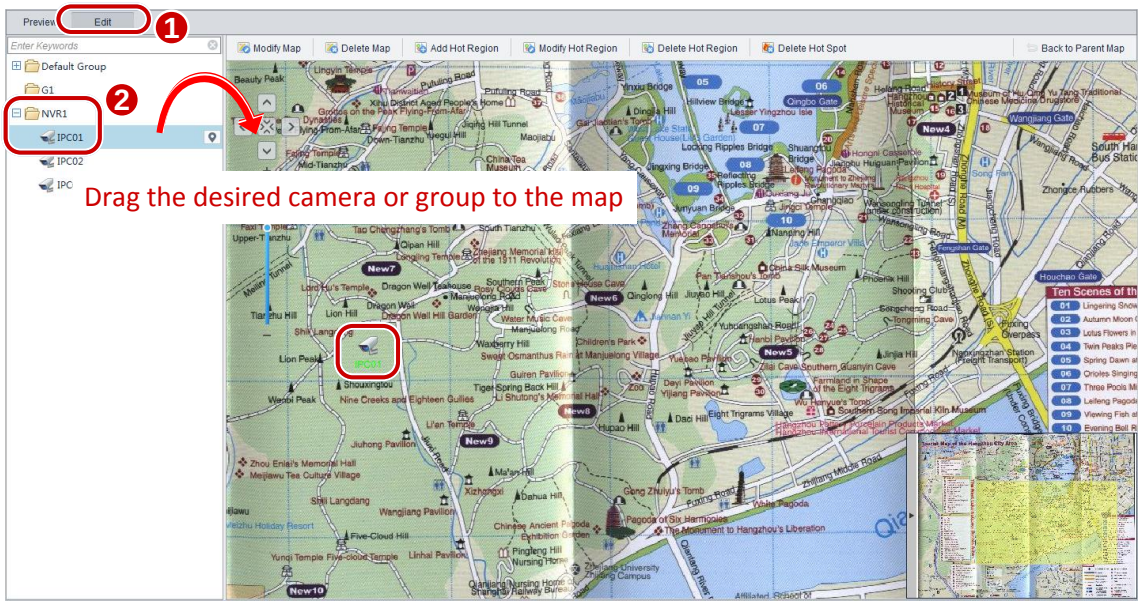
NOTE!

- Deleting a map also deletes all the hot spots and hot regions on the map.
- For a map that has a parent map, the parent map is displayed after the map is deleted. Otherwise, **Add Map** is displayed.

Add a Hot Spot

To add a hot spot:

On the control panel, select **E-map**, and then follow the steps shown in the figure below.



Alternatively, you can drag a camera within the same group as the e-map to the right pane to add it as a hot spot.

After a hot spot is successfully added, drag the hot spot to the actual surveillance area.

Modify a Hot Spot

To modify a hot spot:

1. On the control panel, select **E-map**.
2. Click the **Edit** tab, right-click the hot spot you want to modify, and then select the desired color for the hot spot.

Delete a Hot Spot

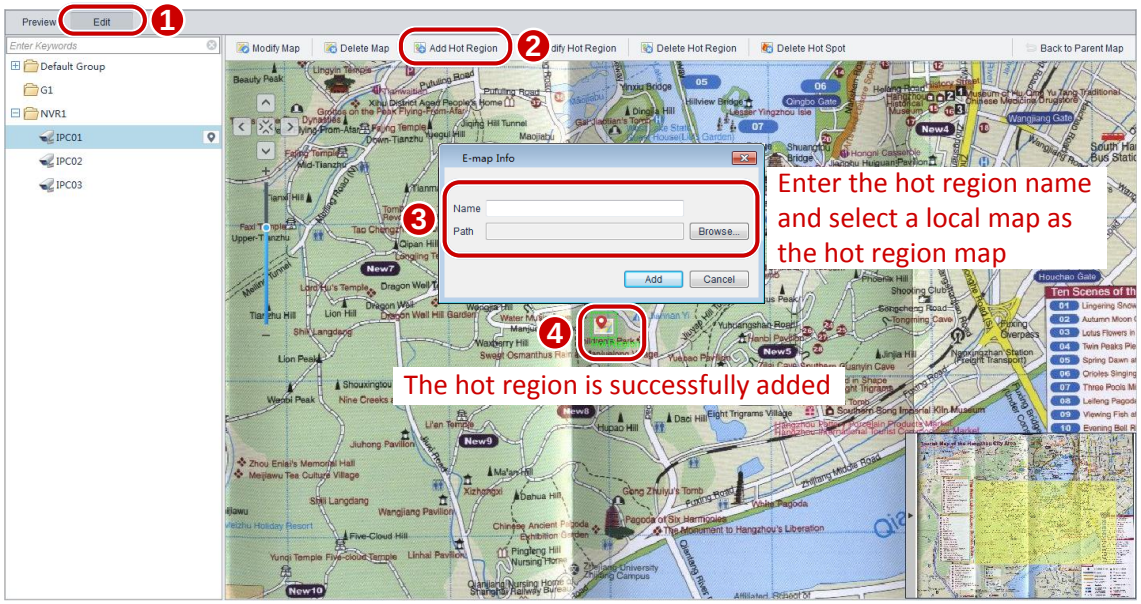
To delete a hot spot:

1. On the control panel, select **E-map**.
2. Click the **Edit** tab.
3. Select the hot spot you want to delete, click **Delete Hot Spot**, and then click **Yes** in the **Info** dialog box.
4. You may also right-click the hot spot you want to delete, choose **Delete** from the shortcut menu, and then click **Yes** in the **Info** dialog box.

Add a Hot Region

To add a hot region:

On the control panel, select **E-map**, and then follow the steps shown in the figure below**.**



Modify a Hot Region

To modify a hot region:

1. On the control panel, select **E-map**.
2. Click the **Edit** tab.
3. Select the hot region you want to modify and then click **Modify Hot Region**.
4. In the dialog box that appears (see Add a Hot Region), modify the map name or switch to another map as required.

Delete a Hot Region

To delete a hot region:

1. On the control panel, select **E-map**.

2. Click **Edit**.
3. Select the hot region you want to delete, click **Delete Hot Region**, and then click **Yes** in the **Info** dialog box.
4. You may also right-click the hot region you want to delete, choose **Delete** from the shortcut menu, and then click **Yes** in the **Info** dialog box.

E-map Operations

View a Hot Spot

To view a hot spot:

On the control panel, select **E-map**, and then follow the steps shown in the figure below.

NOTE!

You can also select a hot spot on the map and double-click to view live video from the hot spot.

View a Hot Region

To view a hot region:

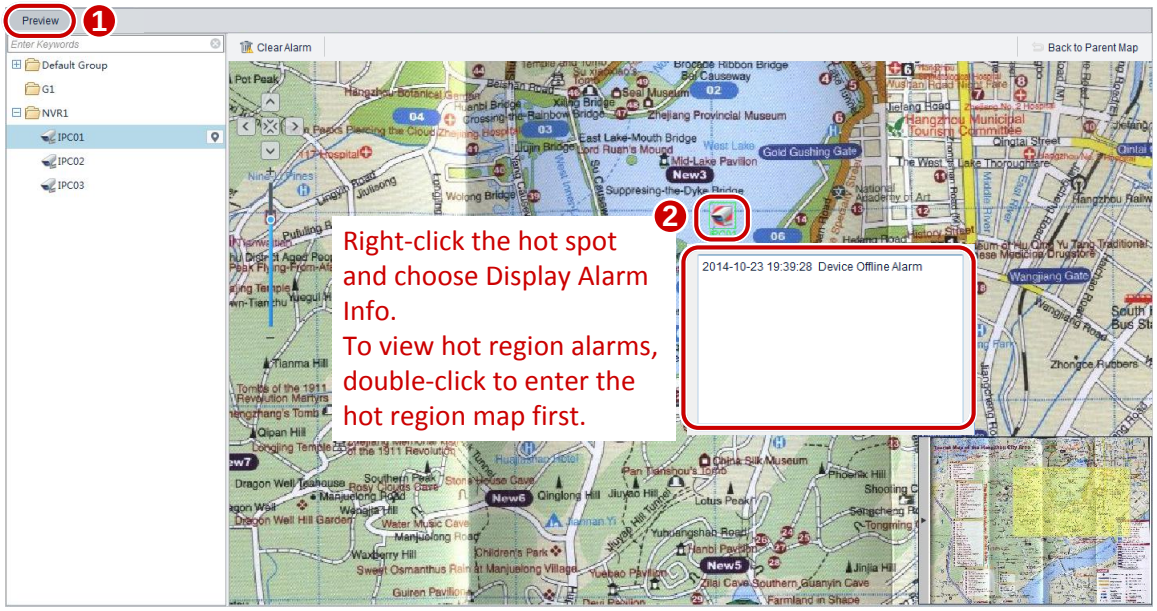
1. On the control panel, select **E-map**.
2. Click the **Preview** tab.
3. Under the parent map, double-click a hot region to see information.
4. To go back to the parent map, click **Back to Parent Map** in the upper right corner.

View Hot Spot/Hot Region Alarms

If a hot spot or a hot spot device in a hot region generates alarms (for example, device online and offline alarms), the hot spot or hot region sends blinking red signals for alarming.

To view hot spot or hot region alarms:

1. On the control panel, select **E-map**.
2. Click the **Preview** tab, and then follow the instruction shown in the figure below.



Clear Hot Spot/Hot Region Alarms

To clear hot spot alarms:

1. On the control panel, select **E-map**.
2. Click the **Preview** tab.
3. Select the desired alarming hot spot, click **Remove Alarm**. To clear hot region alarms, double-click the hot region, select the alarming hot spot in the hot region, and then click **Remove Alarm**.

After alarms are cleared, the hot spot or hot region restores to the normal state.

9 Voice Communication

CAUTION!

The video associated audio, two-way audio, and voice broadcast services are mutually exclusive. If one of the services is ongoing, starting another will stop the ongoing service.

Video Associated Audio

Video associated audio refers to audio that is transmitted with live video simultaneously. Video associated audio is sent one way from a camera to users and stops when live video stops.

CAUTION!

You can listen to the video associated audio from one camera at a time. Starting video associated audio for another camera will stop that from the existing camera.

Two-Way Audio

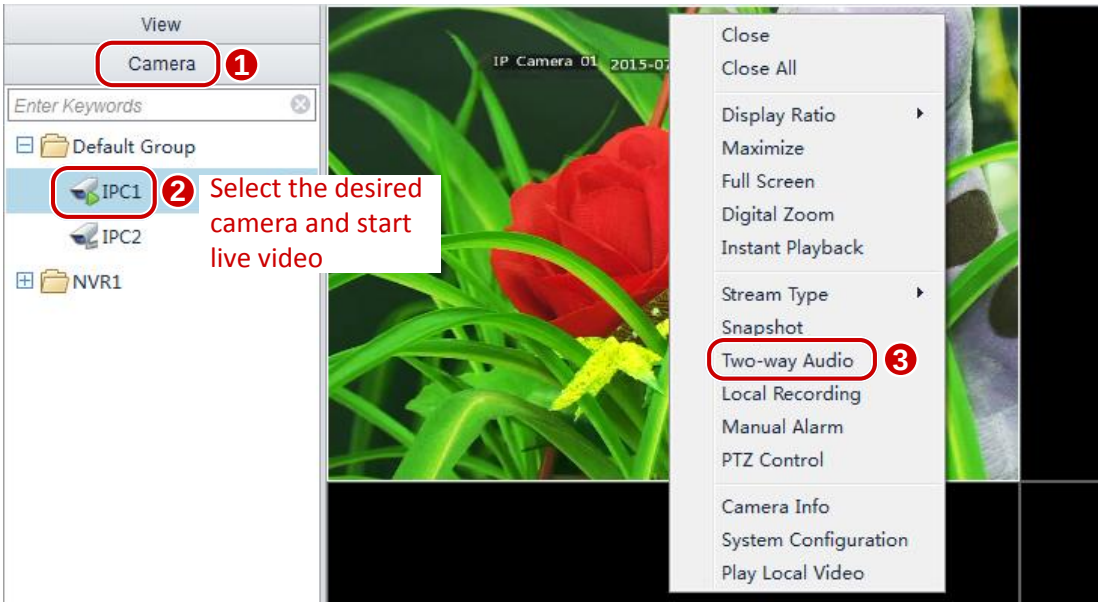
Two-way audio refers to a bidirectional voice session between the Video Management Software and a camera.

NOTE!

Two-way audio requires that the camera is online, audio input and output devices are connected to ports supporting two-way audio on the camera, and audio input and output devices are connected to the PC that runs the Video Management Software. In addition, you need to start live view for two-way audio.

To start two-way audio:

On the control panel, select **Live View**, and then follow the steps shown in the figure below.



To stop two-way audio, perform steps 1 and 2 in the figure above and then deselect **Intercom**.

CAUTION!

- If you close the live view of the camera with ongoing two-way audio, the intercom with the camera then stops.
- You can start a two-way audio with only one camera at a time. Starting another one stops the existing session.

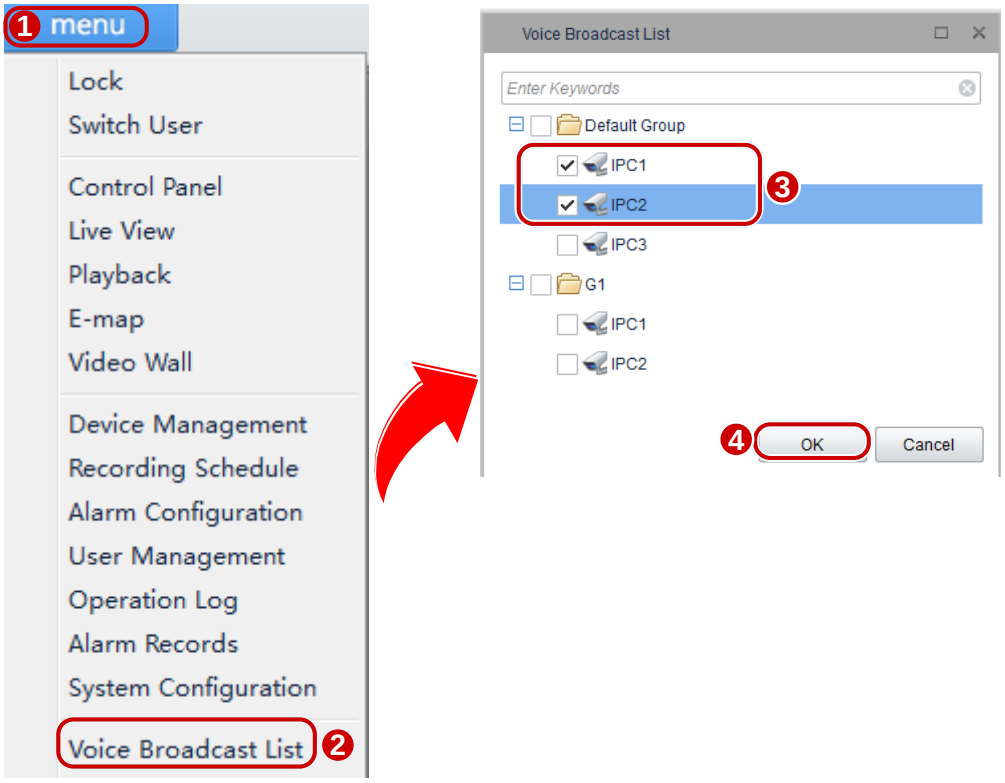
Voice Broadcast

Broadcast here refers to a one-way voice broadcast from the Video Management Software to multiple cameras.

NOTE!

Broadcast requires that the cameras are online, audio output devices are connected to the Audio Out ports on the cameras, and audio input devices are connected to the PC that runs the Video Management Software.

On the control panel, follow the steps shown in the figure below to start voice broadcast.



To stop voice broadcast, perform steps in the figure above and then deselect the cameras from the voice broadcast list.

10 Alarm Management

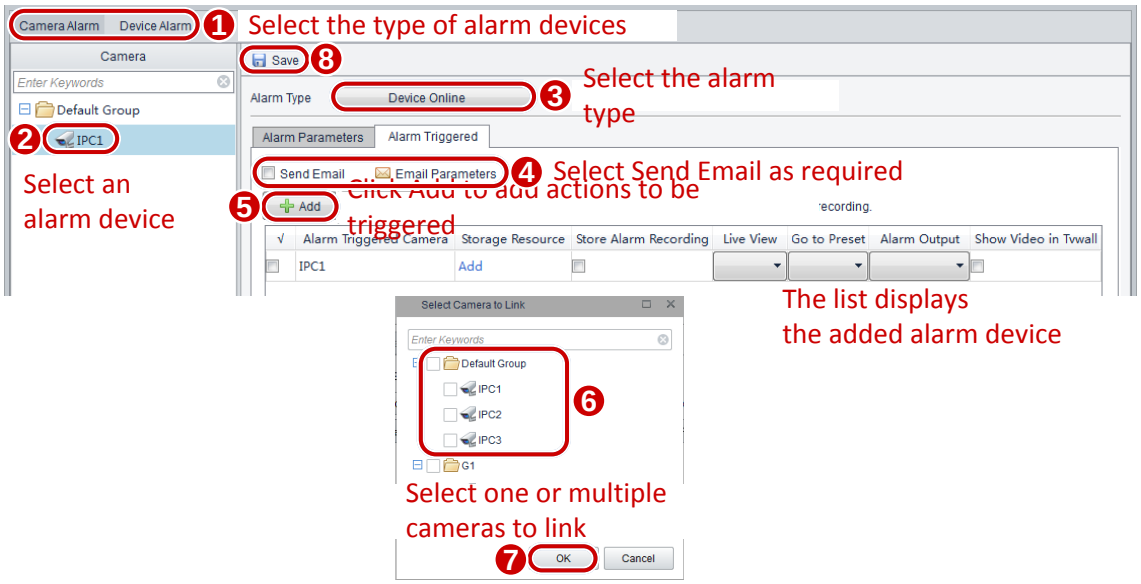
You can set actions to be triggered by an alarm so that the alarm can be handled in time.

Configure Alarm-Triggered Action

CAUTION!

Before the configuration, make sure that alarm-related parameters listed in the following table are configured.

On the control panel, select **Alarm Configuration**, and then follow the steps shown in the figure below to add an alarm device.



Configure desired alarm-related actions according to the following table.

Action	Procedure
Store Alarm Recording	Records and stores the video of the camera when a specific alarm occurs for later reference. Before configuring this action, you need to configure storage resource for the camera first. To configure storage for alarm-triggered recording: • Select **Store Alarm Recording**. • Click **Add** in the **Storage Resource** list. • In the **Storage Configure** dialog box, select the storage device to store the resource from this camera and configure related parameters. • Click **OK** to complete the configuration. ***Note:*** • *To delete an added camera, select the camera and then click* . • *For a camera with storage resource configuration, you can click the storage resource to modify the settings.*
Go to Preset	Moves a PTZ camera to the preset position when a specific alarm occurs, so that users can capture images of the position as needed. ***Note:*** • *This alarm-triggered action will preempt the PTZ when a specific alarm occurs.* • *To configure this action, you need to set a preset position for the camera first.* • *Only cameras with PTZ are supported.* To configure this action, select a preset position for the camera in the list. ***Note:*** *To delete an added camera, select the camera and then click* .
Live view	Plays the live video of a specified camera on a pop-up window when a linked alarm

Action	Procedure
	occurs. ***Note:*** *If multiple cameras are linked to the alarm-triggered live videos, the CPU usage of the PC will become very high once the alarm is triggered. As a result, some services may be affected. Therefore, configure this alarm-triggered action properly.* To configure live video playing action: In the **Live View** list, select the desired duration. ***Note:*** • *To delete an added camera, select the camera and then click* . • *Click* *in the lower-left corner to see latest alarms. You can check* ***Display Link Video*** *to see alarm-triggered video in a pop-up window.*
Alarm Output	Outputs an alarm when a specific alarm occurs, so as to trigger third-party devices. To configure output Boolean alarm triggering: Configure the alarm output of the camera in the list. ***Note:*** *To delete an added camera, select the camera and then click* .
To Video Wall	When an alarm occurred, the alarm-linked channel on video wall will display the live video of the linked camera. For related video wall operations, see Configure an Alarm-linked Channel and Alarm-Triggered Live Video to Video Wall. ***Note:*** *Please select only one camera to be linked with the channel*.

Alarm Records

You can view and acknowledge live and history alarms to know about camera exceptions and locate system problems.

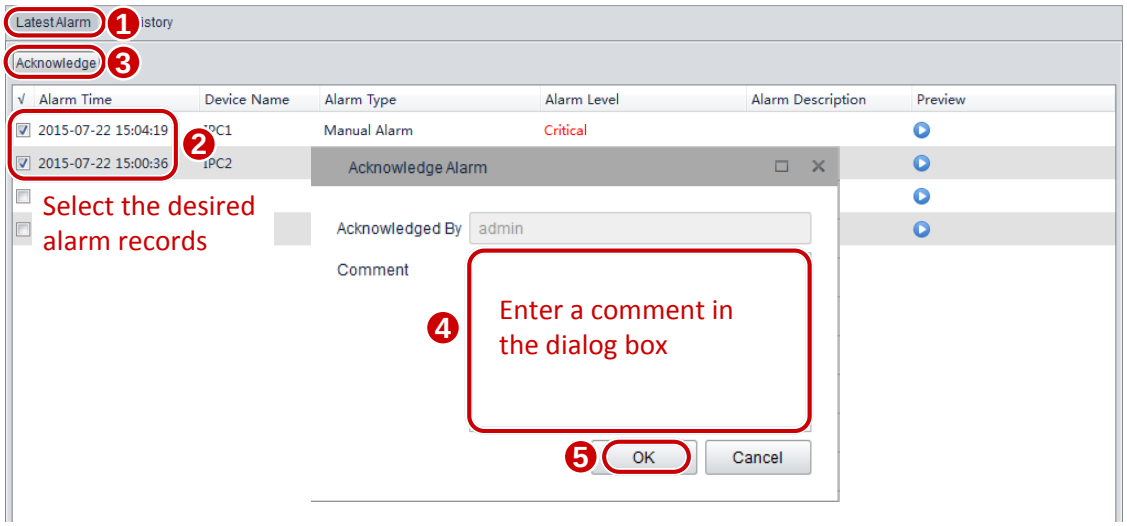
When an alarm occurs, the system reports the alarm automatically. The system also sounds an alert if you have configured an alarm alert. For details, see System Configuration.

Acknowledge Live Alarms

The live alarm list displays the latest alarms since the latest login. An alarm report includes alarm type, camera name, alarm level, alarm time, and descriptive information.

To acknowledge live alarms:

On the control panel, select **Alarm Records**, and then follow the steps shown in the figure below.



NOTE!

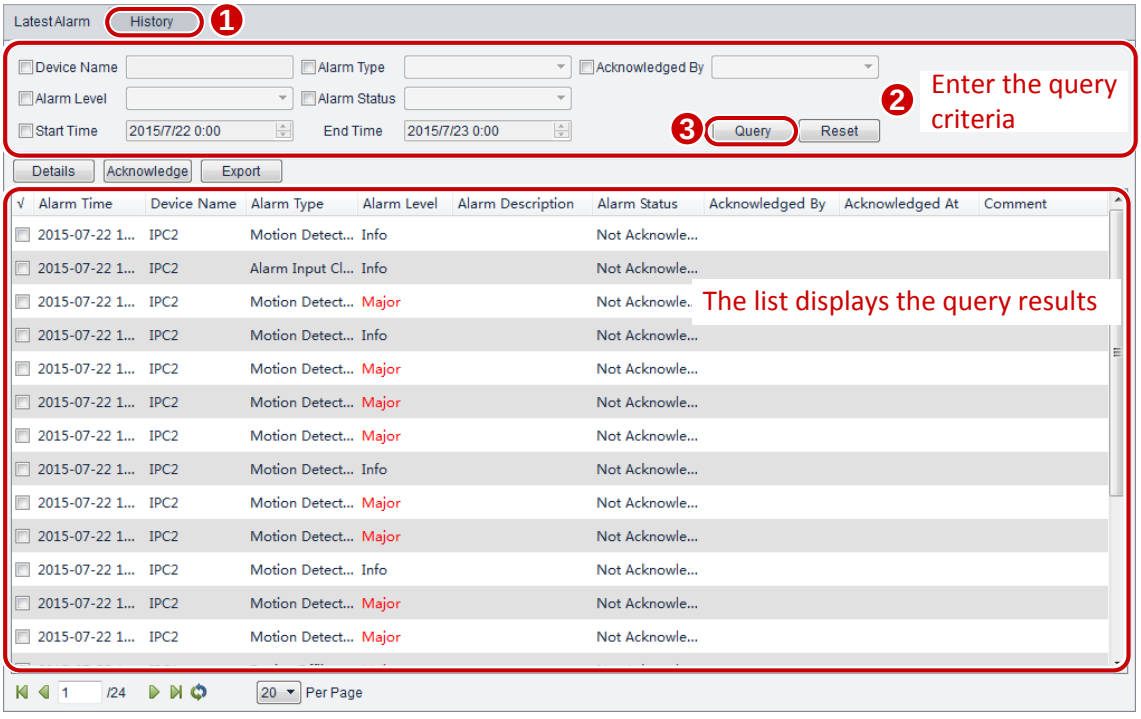
Acknowledged alarms are not displayed in the alarm list.

Query History Alarms

You can search for history alarms and perform operations on the **History** page.

To query history alarms:

On the control panel, select **Alarm Records**, and then follow the steps shown in the figure below.

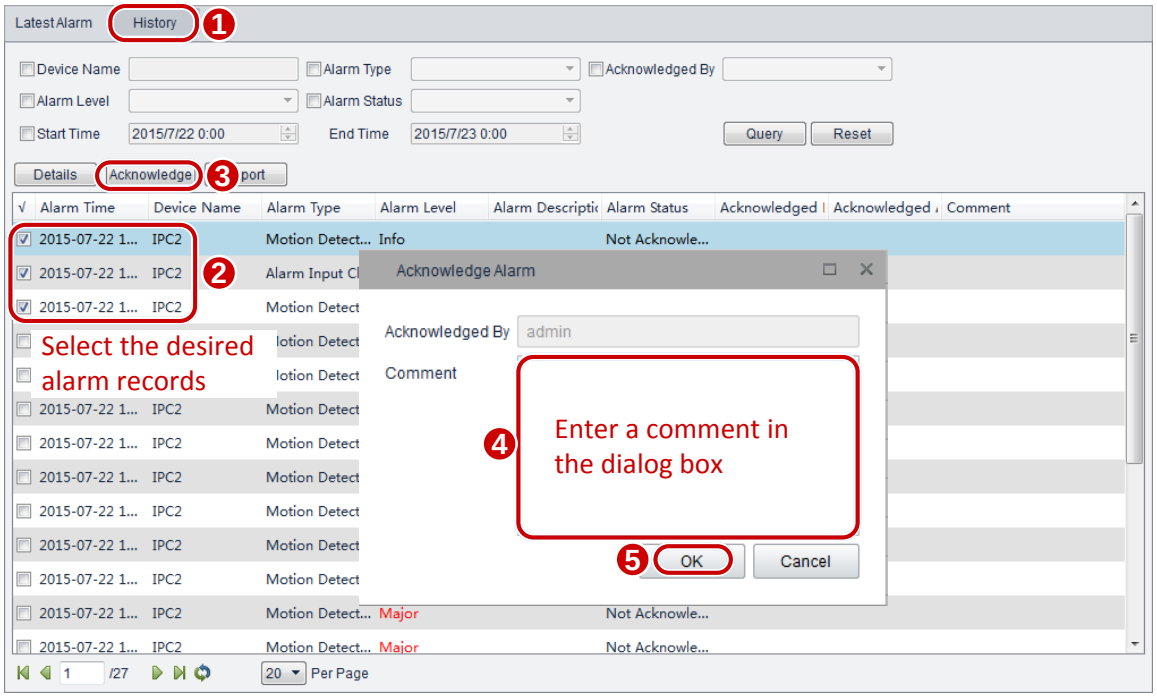


In the query results list, select an alarm record and click **Details** to view details of the alarm.

Acknowledge History Alarms

To acknowledge history alarms:

On the control panel, select **Alarm Records**, and then follow the steps shown in the figure below.



Export Alarm Records

To export alarm records to your local PC:

1. On the control panel, select **Alarm Records**.
2. Click the **History** tab.
3. In the history alarm list, select the desired records and click **Export**.

You can export alarm information to an Excel file and save it to your local PC.

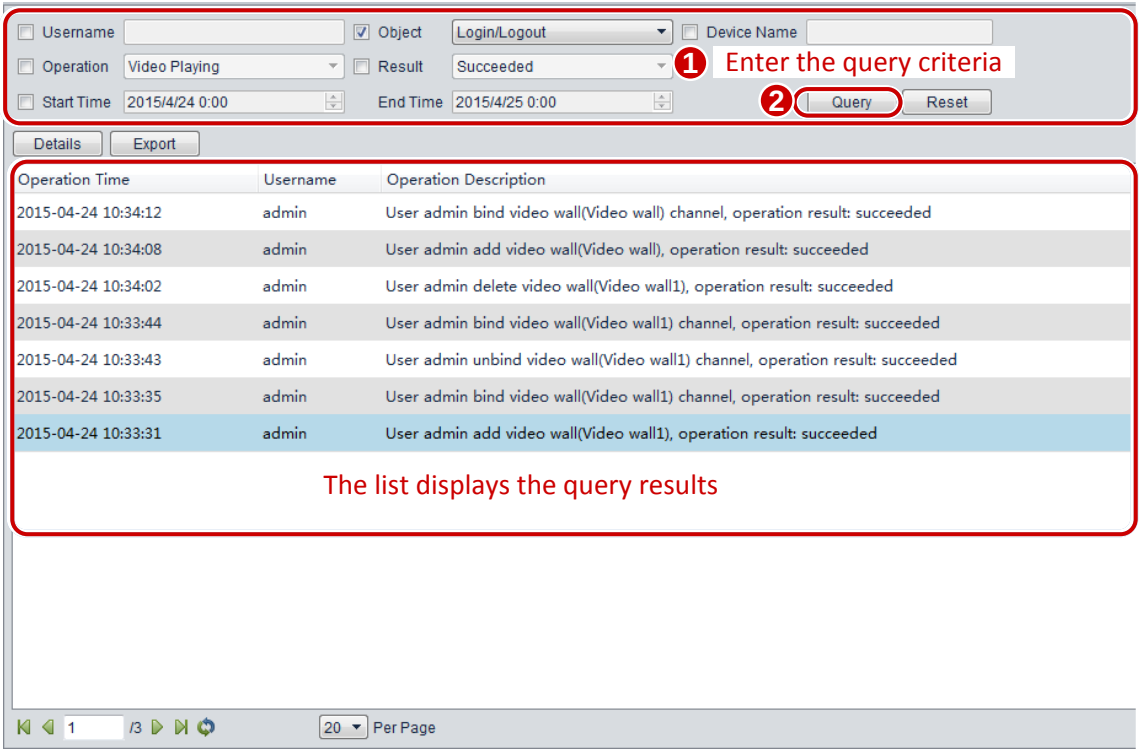
11 Operation Logs

You can view or export operation logs.

Query Operation Logs

To query operation logs:

On the control panel, select **Operation Log**, and then follow the steps shown in the figure below.



In the query results list, select an operation log record and click **Details** to view details of the log.

Export Operation Logs

To export operation logs to your local PC:

1. On the control panel, select **Operation Log**.
2. In the operation log list, click **Export**.

   You can export the operation logs to an Excel file and save it to your local PC.

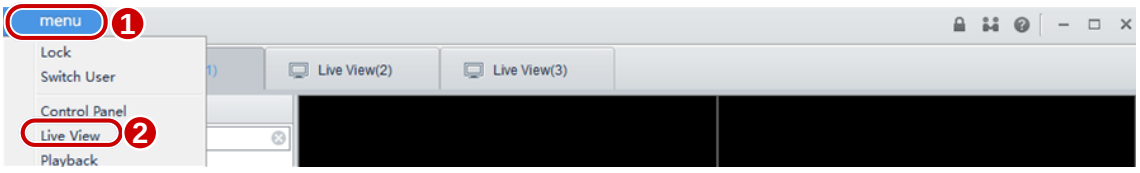
12 Other Functions

Auxiliary-Monitor Preview

You can use the auxiliary-monitor function on a PC with multiple monitors connected. In this case, you can use multiple monitors in addition to the main monitor to view live videos, recordings, and alarms without frequent switching. This helps comprehensive and convenient surveillance. You can only preview live videos but cannot configure parameters on the auxiliary monitors.

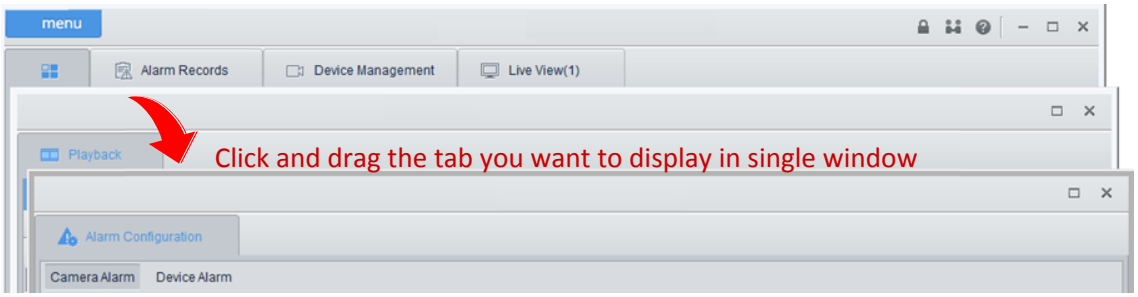
Option 1: Click **Live View** on the control panel. Each time you click **Live View**, a live view window is displayed.

Option 2: Follow the steps shown in the figure below.



Multi-Window Display

The software supports multi-window display. You can drag a tab out of the original window into a new separate window, or drag and move it to other windows.



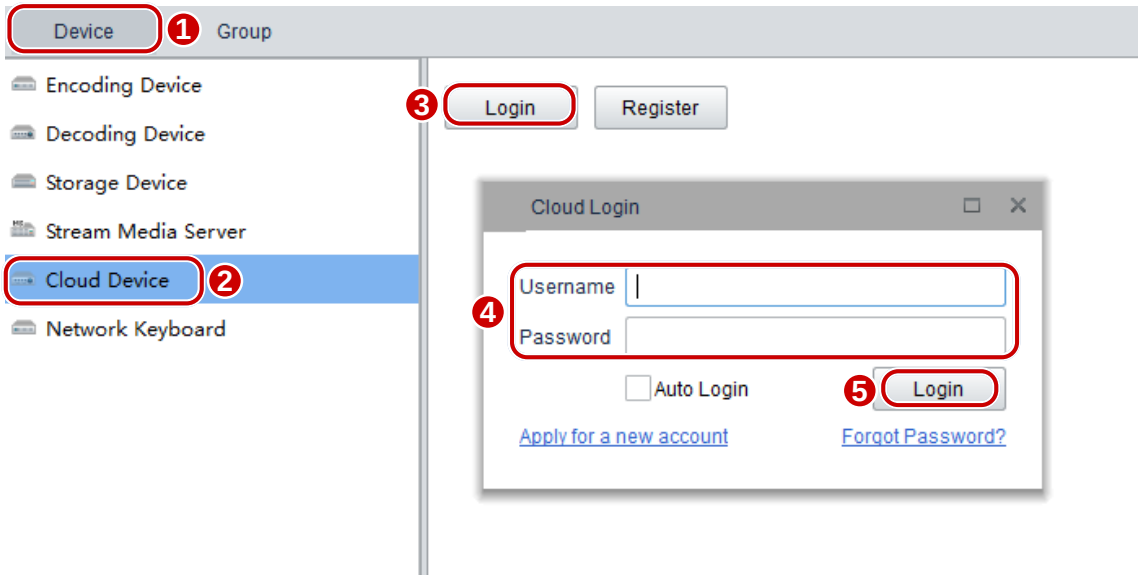
Cloud Device Management

Log in to the cloud

1. On the control panel, select **Device Management**.
2. Click **Device** > **Cloud Device** > **Login**. Then follow the steps in the figures below.

NOTE!

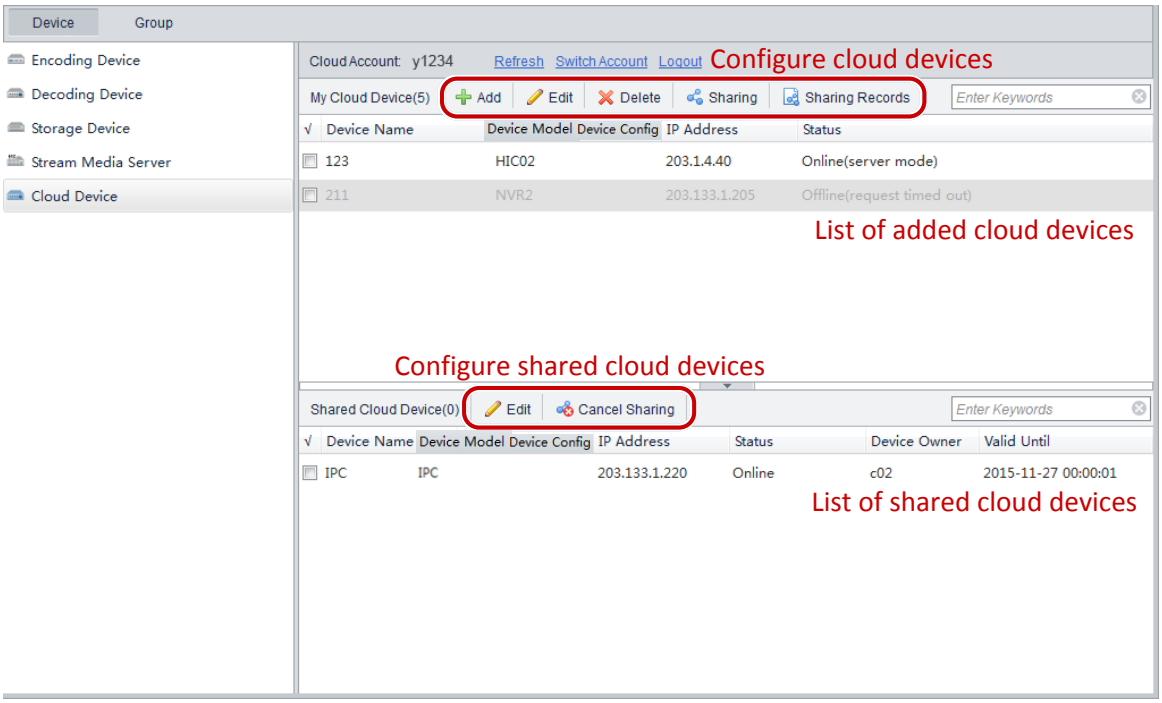
For your first login, you should register first.



Configure a cloud device

Select **Device Management** on the control panel and then select the **Device** tab.

After you have logged in to the cloud, you can add, edit, share and delete a cloud device and view the sharing history, as shown in the following figure.



NOTE!

- When you add a device, the registration code can be obtained from the web of the device. For the detailed information, see the user document.
- Click **Sharing Records** to see detailed sharing information or cancel existing sharings.
- Before deleting a device, you need to delete the storage resources first if the device has been configured with storage resources.

13 Other Configurations

System Configuration

You can set PC parameters through system parameter configuration to implement specific functions.

To configure system parameters, select **System Configuration** and configure parameters in the **System Configuration** dialog box.

The following table describes the key parameters.

Parameter			Description
Audio/Video	Video	Processing Mode	In proper network transmission, the **Short Delay** mode is recommended. When network transmission has delay, the **Fluent** mode is recommended.
		Display Mode	Change the mode according to the display capability of the computer.
		Stream Transmission Protocol	A transmission protocol for a camera to send video data to the display window. ***Note:*** • ***TCP*** *is recommended in poor network conditions. If you change the stream transmission protocol, the change will take effect after you restart Live View.* • *If you select* ***UDP****, make sure the Video Management Software is not disabled by the firewall.*
	Picture	Snapshot Format	Format of snapshot images, which can be: • BMP: non-compressed images and require more space. • JPEG: compressed images and require less space. ***Note****: The default format is* ***JPEG****. To get better image quality, select* ***BMP****.*

Parameter			Description
System	Startup	Auto Login	With this function enabled, the Video Management Software is automatically started after Windows is started and you can log in to the Video Management Software without entering the username and password.
		Auto Login to Windows	You need to enter the username and password for Windows in order to use this function. You can automatically log in to Windows after the computer is restarted.
	Serial Port	Port	Port for external devices to communicate with the PC. ***Note**: To connect external devices (such as specialized keyboard or control handler) to the PC, you need to set the serial port parameters of the PC to match the devices.*
		Baud Rate	Baud rate of the serial port. ***Note**: The baud rate of the serial port must be consistent with that of the device connected to the serial port.*
		Data Bits	Data bits for serial port communication.
		Keyboard Protocol	Keyboard protocol supported by an external device.
	Log	Operation Log Retention Time	Length of time operation logs will be stored.
		Alarm Log Retention Time	Length of time alarm logs will be stored.
	Maintenance	Import Configuration Files	Imports existing configurations to save time.
		Export Configuration Files	Exports current configuration files for future import.
Operation	Alarm	Enable Alarm Sound	Enables/disables alarm sound. If enabled, you need to set the alarm sound duration. You can set unique alarm sound for different alarm types. Currently the software provides six options for alarm sound selection.
		Post-record	Duration of video recording triggered by alarms.

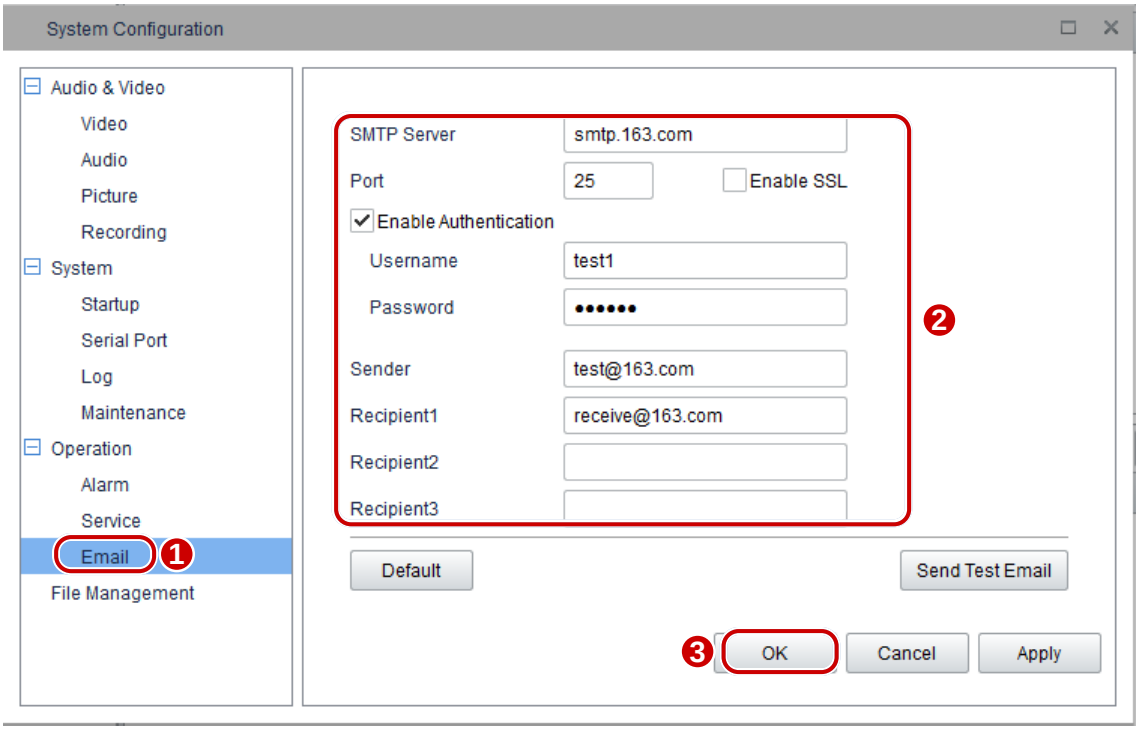
Parameter			Description
	Service	Auto Time Sync	With this function enabled, the Video Management Software synchronizes the time of its managed cameras with the system time, that is, the time of the PC where it runs. Automatic time synchronization interval: the time period between two successive time synchronizations.
		Enable DHCP	With this function enabled, the PC where the program runs acts as a DHCP server. In inter-connected networks, cameras with DHCP enabled will send an application for IP addresses to the DHCP server automatically. You can set the following DHCP parameters: • Start Address: the beginning IP address. • End Address: the end IP address. • Subnet Mask: specifies a subnet mask. • Default Gateway: specifies the default gateway.
	Email	For detailed steps, see the following.	
File Management	Save File To	Local path for saving files. You can change it as needed.	
	Import	Imports files to the path.	
	Export	Exports files in the path to another location.	
	Default	Restores the default path.	

After the Email is configured, the system sends an email to the specified receiver address when an alarm is triggered.

Select **System Configuration** on the control panel and then set as follows.

NOTE!

After configuration is completed, you can enter a valid email address in the **Receiver1** text box and then click **Send Test Mail** to verify that emails can be received.



User Management

A user who is assigned role permissions can perform operations to manage the system after logging in to the system.

In the user management interface, you can add, edit, and delete user accounts.

The default username is **admin**, and the password is **123456**. Admin is the super administrator of the system and has the full permissions. You cannot modify or delete Admin but can change the password.

NOTE!

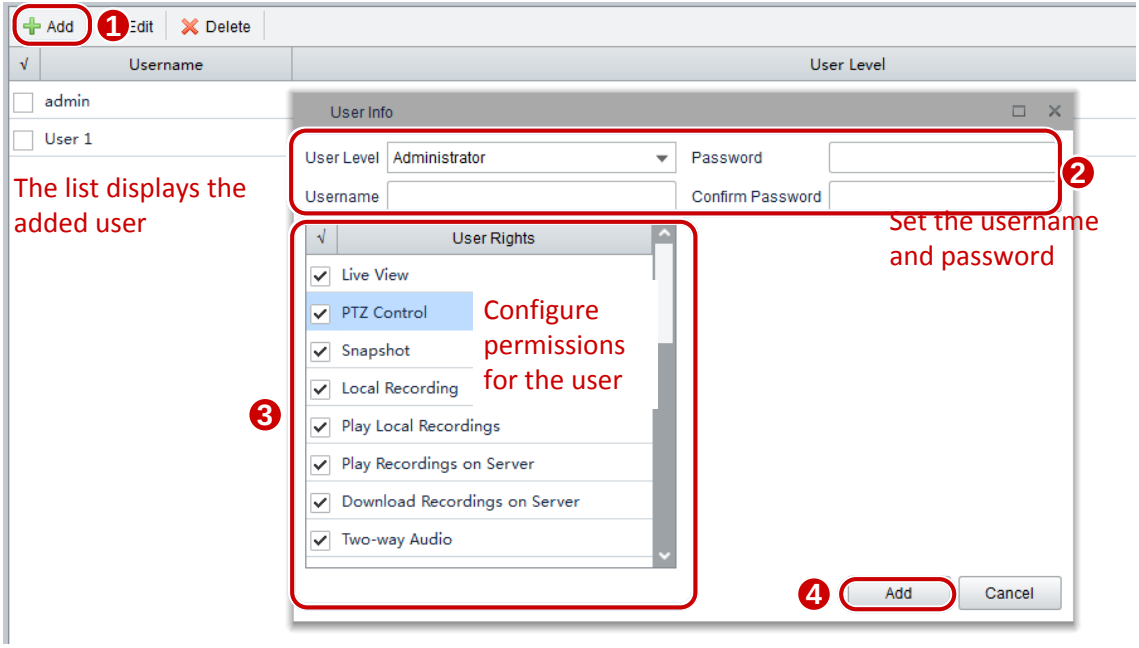
The menu being grayed out or invisible may mean that you do not have the permission to operate. You can view user rights by checking the user role. And you can ask the administrator to modify user rights if required.

Add a User

You can add a user (except admin) and assign permissions to the user.

To add a user:

On the control panel, select **User Management**, and then follow the steps shown in the figure below.



- Administrator: can be added by super administrator (admin) only. By default, administrator has all permissions in the system, and the permissions can be modified as required. After being assigned the user management permission, administrator can add operators.
- Operator: added by super administrator (admin) or administrator who has the user management permission. By default, an operator has no permission when added, and you need to assign permissions to the operator as required.

Modify User Account Information

To modify user account information:

1. On the control panel, select **User Management**.
2. Select the desired user account and click **Edit**.
3. In the **User Info** dialog box, modify parameters.

NOTE!

You can also edit a user account by double-clicking the line where the user account lies in the user account list.

Delete a User Account

CAUTION!

The *admin* user account cannot be deleted.

To delete a user account:

1. On the control panel, select **User Management**.
2. Select the desired user account and click **Delete**.

NOTE!

You can delete multiple user accounts at a time by selecting them and then clicking **Delete**.