



## Hikvision NVR/DVR Quick-Guides GUI 4.0

Live View, Playback, Backup of Footage and  
Hik-Connect setup



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## Introduction

This tech note will take you through the steps how to playback and backup of footage in the Hikvision DVR/NVR and Hik-Connect setup.

## Before you begin

If you are going to playback or backup footage, you will need to connect the mouse to your recorder USB port. You will find at least one on the front and at the back of your recorder.

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**Installation Table Information**

|                              |  |
|------------------------------|--|
| <b>Site Reference</b>        |  |
| <b>Installer name</b>        |  |
| <b>Installation Date</b>     |  |
| <b>Recorder User Name</b>    |  |
| <b>Recorder Password</b>     |  |
| <b>Hik-Connect User Name</b> |  |
| <b>Hik-Connect Password</b>  |  |
|                              |  |
|                              |  |



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## 1.1 Navigating in the recorders menu.

### Mouse control.

When using the mouse to navigate in the menu.



If you right click without clicking “apply” button amended settings won’t be valid.



Apply

# 1.2 Live View

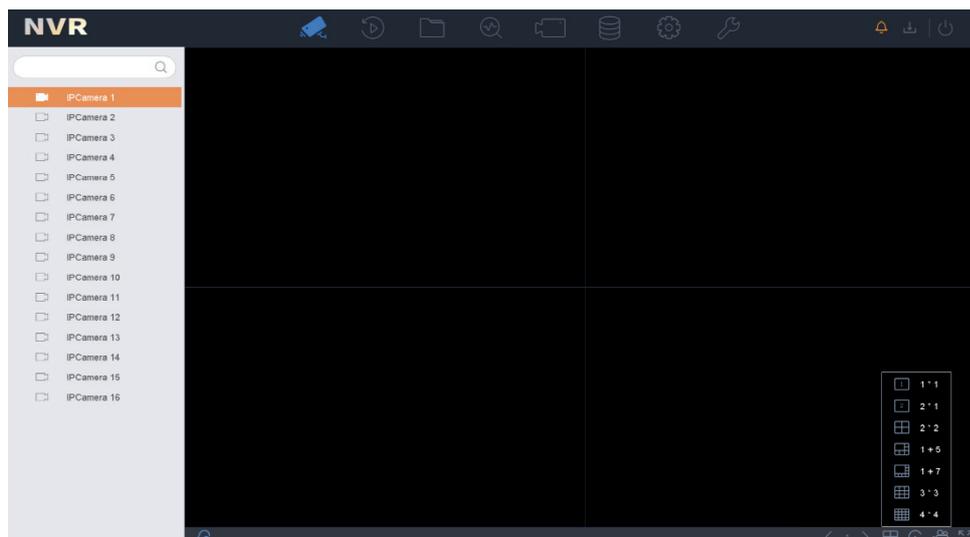
## Using the Mouse in Live View



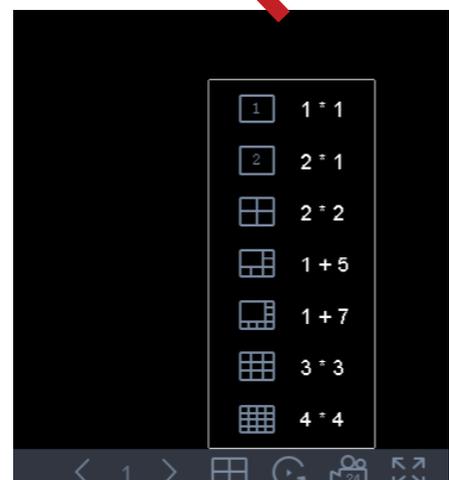
### Start Live View

Click  on the main menu bar to enter the live view.

- You can select a window and double click a camera from the list to play the video from the camera in the selected window.
- Use the toolbar at the playing window bottom to adjust the screen layout by choosing from the dropdown list. See picture below.



|   |                                    |  |
|---|------------------------------------|--|
|  | Previous Screen/Next Screen        | Switch to the next and previous screen.            |
|  | Full Screen                        | Switch to Full Screen                              |
|  | Start/Stop Auto-switch             | Enable/disable the auto-switch of the screens.     |
|  | Start all-day continuous recording | Start all-day continuous recording of all channels |

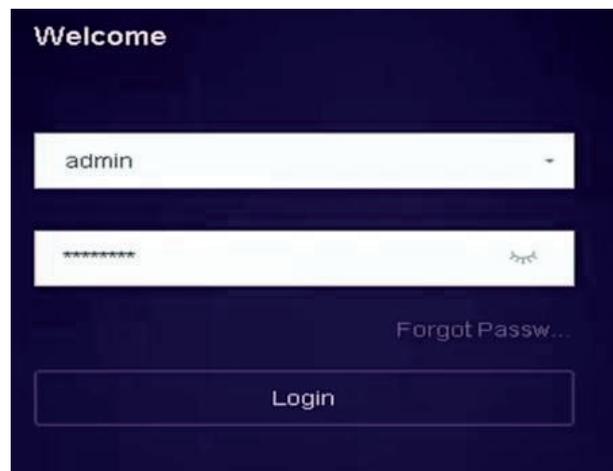


## 1.3 Playback

1. Right-Click anywhere on the screen using the mouse, this will show the menu below.
2. Select "Playback" from the menu.

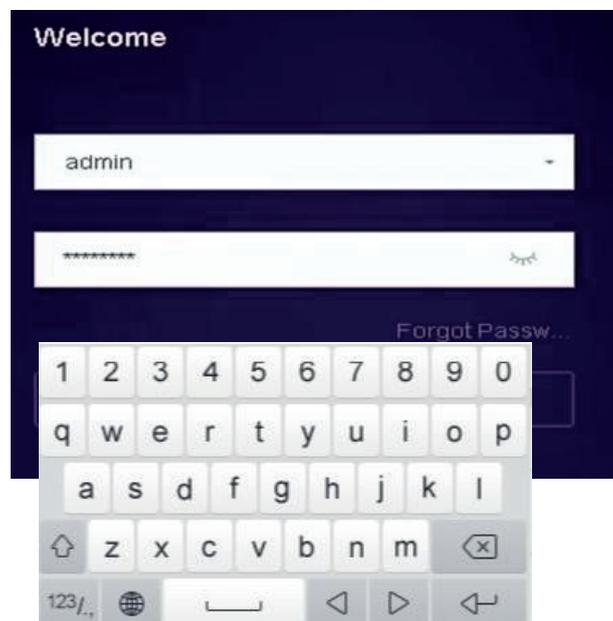


3. You will then be prompted to input the username and password, these credentials will have been issued when the system was installed and demonstrated. Once clicking in the password box, an on-screen-keyboard will appear, with which you must enter your password, then press "OK"



**Please Note:** If your password is case sensitive you need to click on-screen-keyboard shift button for upper case and click it again to change it back to lower case characters.

See picture below.



#### 4. Select a date in the calendar.

- Use the toolbar in the bottom part of playback interface to control the playing and realize a series of operations.
- Click the channel(s) to execute simultaneous playback of multiple channels.



4. The Screen above should then appear, allowing you to select the cameras of interest from the left-side of the screen by ticking the boxes, these cameras will then show on a split-screen.

5. The date of interest can be selected using the calendar in the bottom left-side of the screen.

Dates marked with a blue triangle show files recorded for that day.

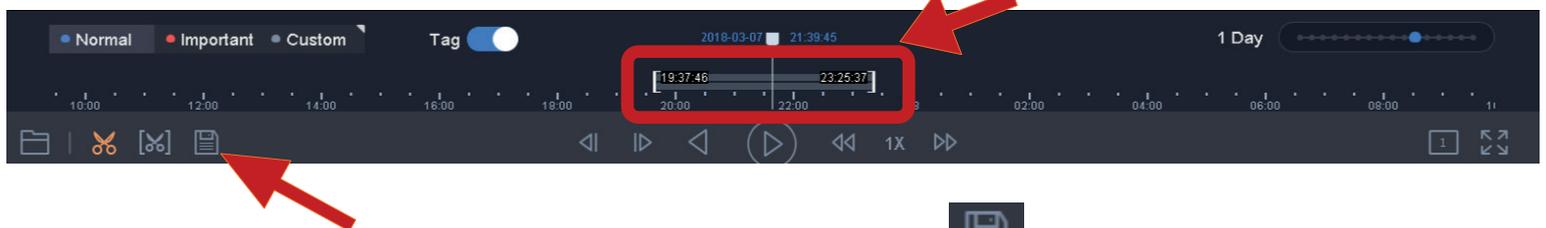


**Please Note-** If the date of interest is not marked in blue, no footage is available for playback for that day.



## 1.4 Backing up the footage.

1. Plug a USB memory stick into the recorder USB port.
2. Search for the event to be backed up using the Playback guide (see overleaf). If you wish to backup multiple cameras, ensure that all the required cameras are selected at the top left of the screen.
3. In the video playback mode, click  to start video clipping operation
4. Set the start time and end time of the video clipping. 
5. Set the start time and end time of the video clipping.



6. Export the video clips to the local storage device. 
7. You will be prompted to save the clip. Click OK.

Path Settings ✕

Device Name

| Name | Size | Type | Edit Date | Delete |
|------|------|------|-----------|--------|
|      |      |      |           |        |
|      |      |      |           |        |
|      |      |      |           |        |
|      |      |      |           |        |
|      |      |      |           |        |

+ New Folder  Format  Free Space

OK Cancel

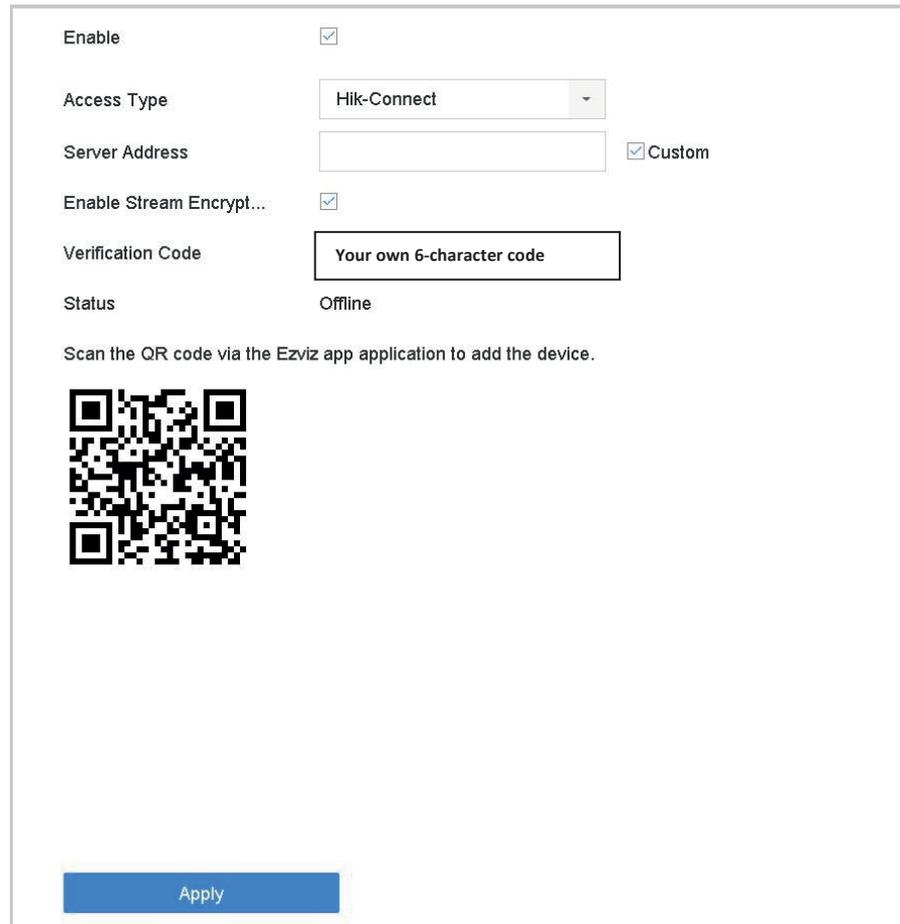
8. The Footage should now be viewable on a computer, if the files will not open, additional software may be required. One possible application with which to replay recorded footage is "[VSPlayer](#)" with can be downloaded from this [link](#).



## 1.5 Enable Hik-Connect via device local GUI 4.0

1. Enter the device local GUI 4.0, go to **System > Network > Advanced > Platform Access**.

Step 1. Check **Enable** and a **Service Terms** window will pop up. Create your verification code, check to agree to the service terms and click **OK**.



Enable

Access Type

Server Address   Custom

Enable Stream Encrypt...

Verification Code

Status Offline

Scan the QR code via the Ezviz app application to add the device.



Apply

Step 2. Check **Enable** and a **Service Terms** window will pop up. Create your **verification code**, check to agree to the service terms and click **OK**.

Step 5. Click **Apply**.

**Note:**

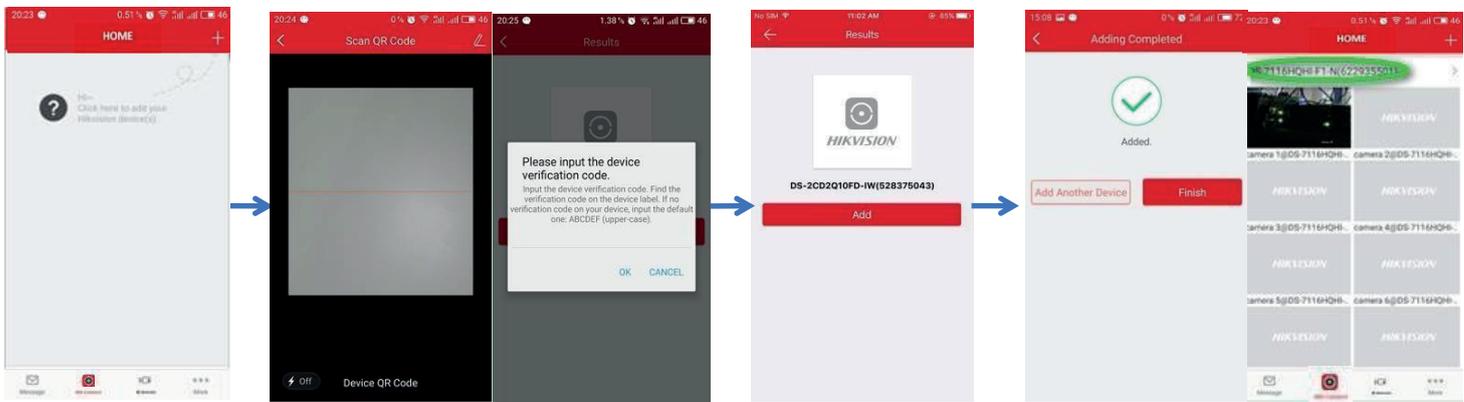
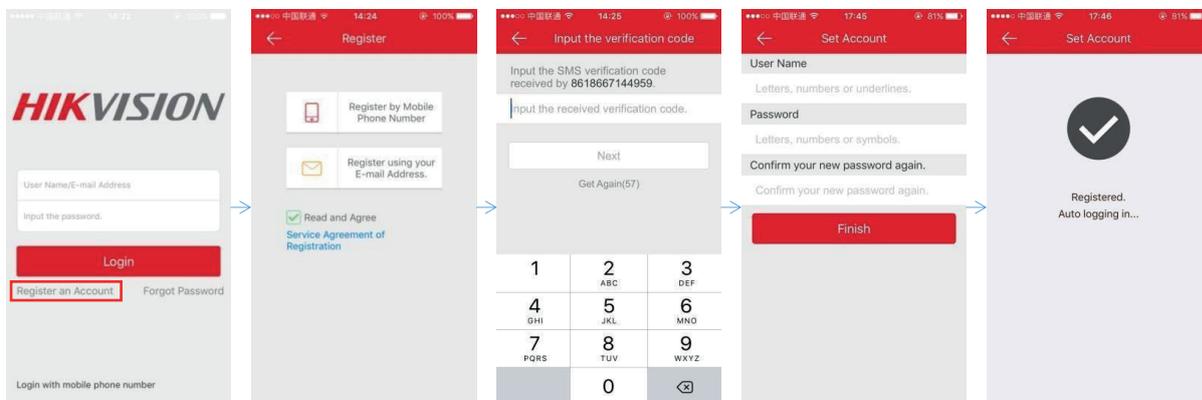
- After configuration, you can access and manage your devices through Hik-Connect app or [www.hik-connect.com](http://www.hik-connect.com).
- For more detailed instructions of Hik-Connect, please refer to the help on [www.hik-connect.com](http://www.hik-connect.com).



## 1.6 Download and Register via Hik-Connect App



## 1.7 Add device via Hik-Connect APP



You'd have to input device verification code manually after scanning device QR

You can modify device domain or port when select the device.



