

Quick Guide for 4100 Calendar Search

- 1) Using the mouse, right click to get the login dialog box and enter in proper username and password, then click **OK**.
 - 2) Right click to launch the DVR menu option box.
 - 3) Left click on **Search**.
 - 4) Under search menu, left click on **Calendar Search**.
 - 5) Within the calendar search menu, left click on the day you wish to review.
(Days with recorded video will be in **Blue**; the selected day will be in **Red**)
 - 6) Below the calendar, left click on the hour you wish to review. Hour selected will be outlined.
(Hours that contain video will be displayed in **Green**)
 - 7) Below the hour line, left click on the starting minute you wish to review. Minute selected will be outlined.
(Minutes that contain video will be displayed in **Green**)
 - 8) After selecting your time, left click on **OK** to start the playback.
 - 9) Double left click on individual cameras during playback to toggle between full-screen single camera view and multi-camera view. You can also adjust speed by moving the mouse to the lower center portion of the screen to reveal the on-screen video controls.
 - 10) To return to the Search Menu, right click and select **Go To Main**. (This will allow the user to repeat search/playback steps beginning at Step 4).
 - 11) To quit calendar search playback, left click and select **Go To Live**. (From the Search Menu, select **Cancel**).
- Further information on using the search features can be found in the user manual located on the utilities disk that was included with the unit.