

## **Quick Guide for Smart Backup 7000 series**

- I. Place CD media into drive.
- II. Log in and Select Search. Then in the search screen, select Backup.
- III. In the pop-up window select Smart Backup >> Click Ok
- IV. In this window select the day of the event in the calendar on the top left. Day selected will highlight in black.
- V. Below the top calendar, select hour of the event. The hour selected will now be red.
- VI. Click and hold the slide bar and move to the starting minute of the event.
- VII. Click and hold the slide bar and move to the ending minute of the event. The minutes to be recorded to the media will now be blue.
- VIII. Below the slide bar choose the down arrows next to “min” to drop the selected time to the bottom calendar.
- IX. On the lower right side of the screen click on the ◀ triangle, this will open the camera select box.
  - a. To remove cameras from the backup click the camera number. An X should now appear in the column.
  - b. To place back into the recording, click the O and select camera number.
- X. On the lower left side of the screen verify that the CD drive has been selected by clicking on the folder icon.
  - a. In the browse for folder window select your compact disk drive. Then click ok.
- XI. Also on the lower left, on the right side of the folder icon, type in a file name.
- XII. Below this look at the two sets of numbers, the second set, (right side) should not read above 690000KB. If this number is larger there is too much data for the media.
  - a. To remove data, under the top calendar, choose the up arrows next to “min” to remove the time from the bottom calendar. Then repeat step V.
- XIII. Once all above steps have been completed, click on the round blue with red center button on the bottom left of the screen. This will begin the burn process.
- XIV. During the burn process you will be asked if you wish to copy DVR player. Choose Yes.
- XV. When backup burn process is finished the DVR will eject the CD media. If finished with backup, click on the close button, bottom right, and in the search screen click the exit button to go back to the main screen.

**Do not insert the backup media into the DVR to test, take to another computer.**