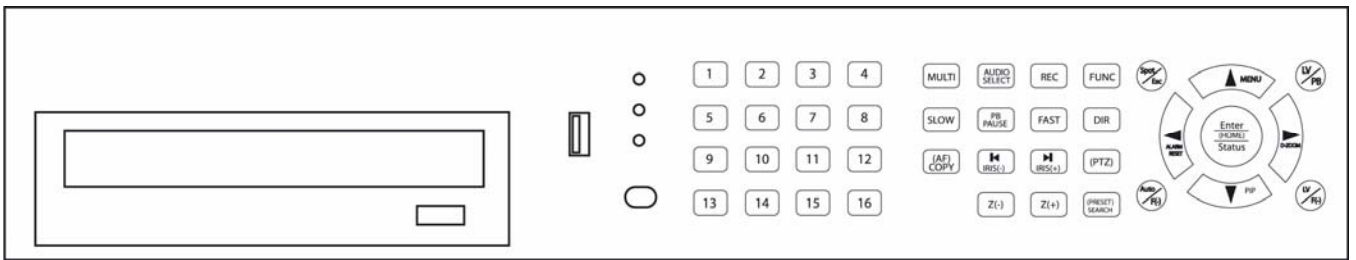


# ZT SERIES REAL TIME DIGITAL VIDEO RECORDER

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15-ZT04-CDRW

15-ZT08CDRW

15-ZT16CDRW

# Operators Guide

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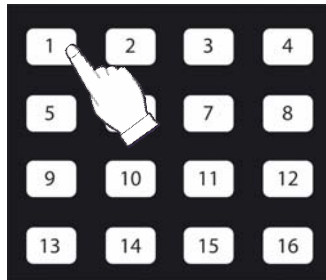
**IMPORTANT.** To protect the data on the DVR and prevent unauthorised access, it is possible to enable password protection. If this is being used then Should you experience any problems in accessing any of the menu's as described in this manual or be asked to input a password at any time, then please contact the installation company or engineer who installed this equipment for you

## 1.1 Multiple or Single Viewing

The images from each camera can be displayed on the video monitor in a variety of ways.

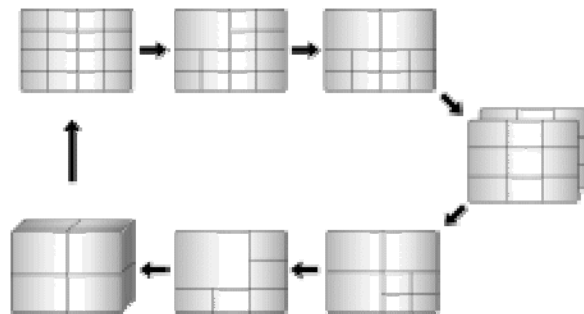
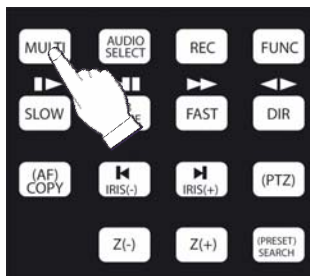
### SINGLE IMAGES

The first and simplest of these is to view the full screen image of any given camera. This is achieved by simply pressing the channel number button for the camera number to be viewed on the numbered keypad on the front of the DVR.



### MULTIPLE IMAGES

The DVR has a 'MULTI' viewing function, this can be selected simply by pressing the button marked **MULTI** on the front panel. Pressing the same button again will switch between different multiple viewing options some of which are shown below.

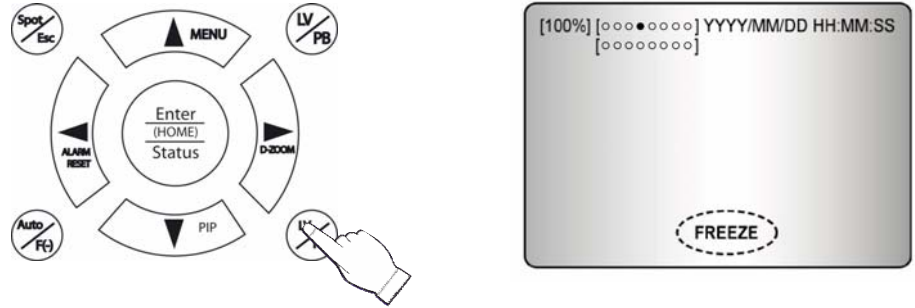


To revert back to the full screen mode simply press the button corresponding to the camera channel you wish to view on the main keypad.

**ALL OF THESE VARIOUS VIEWING OPTIONS ARE ALSO AVAILABLE WHEN PLAYING BACK IMAGES FROM ANY OF THE SEARCH AND PLAY MENU'S.**

## 1.2 Freeze Live Video

You can use freeze function to freeze live images without affecting the recording.



### MULTI SCREEN MODE

- In Multi display mode, press the **FREEZE** button and then select the desired camera number.
- Press the **FREEZE** button again to release the freeze and return to live display.

### SINGLE SCREEN MODE

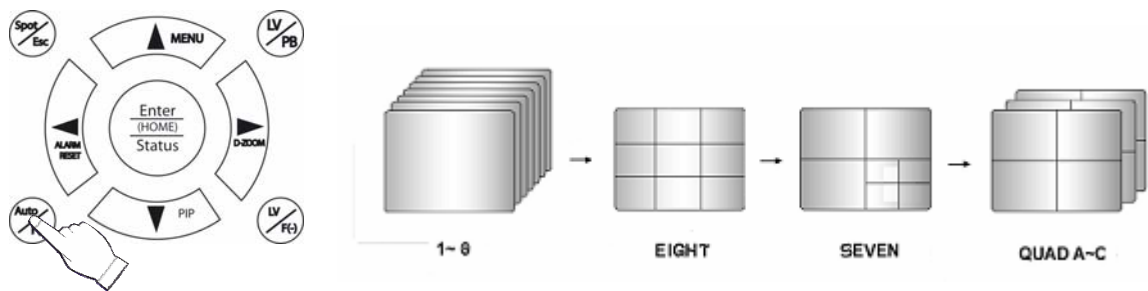
- Press the **FREEZE** button after the desired channel is selected.
- Press the **FREEZE** button again to release the freeze and return to live display.

**Note:** if you press the MULTI button after pressing the FREEZE button all the channels will be come frozen.

## 1.3 Auto Sequence Display

You can select auto sequence to automatically switch between different types of display.

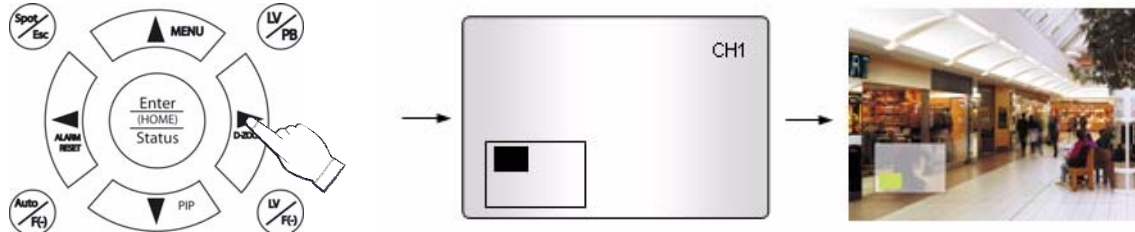
**Note:** The exact type of sequence will have been programmed by the engineer on installation.



- Press the **AUTO** button, the display will automatically switch according to the engineer programming.
- Press the **AUTO** button again to exit the auto mode.

## 1.4 Digital Zoom

You can use the digital zoom function to zoom in to a live picture or during playback.



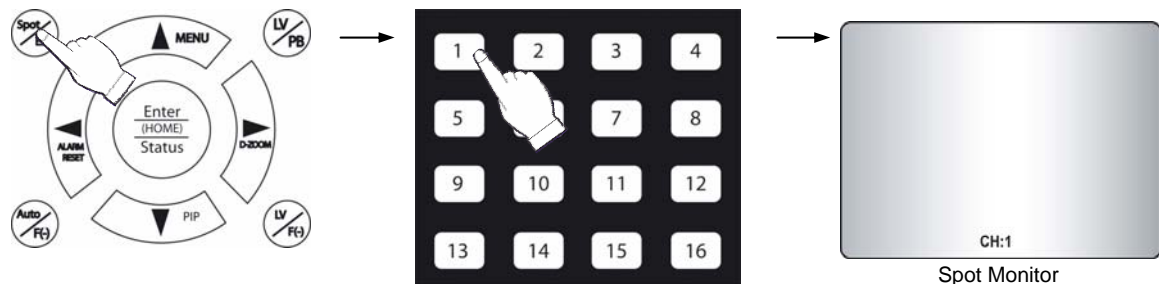
- Press the desired camera number button you wish to display on the monitor.
- Press the **D-ZOOM** button.
- Press the **Up / Down / Left / Right** buttons to move the zoom location.
- Press the **ESC** button to exit this screen.

## 1.5 Spot Monitor

The Engineer will have set up the spot monitor when the system was installed, however it is possible to change the camera displayed on the spot monitor.

### If the engineer has set the spot monitor to Manual mode

- Press the **SPOT** button on the front panel.
- Press a camera button to display that camera on the spot monitor.



### If the engineer has set the spot monitor to EVENT mode

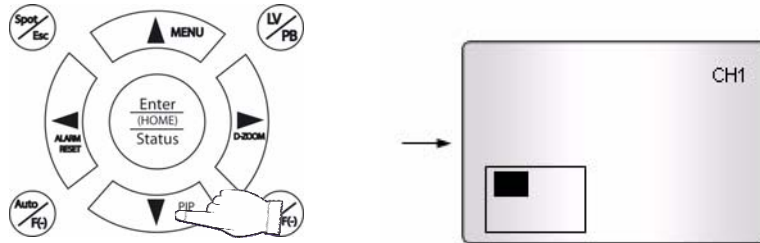
- Press the **SPOT** button and the Spot monitor will display the channel on which an event occurred.

### If the engineer has set the spot monitor to SEQUENCE mode

- Press the **SPOT** button and each channel will be displayed on the Spot monitor in sequence.

## 1.6 Picture in Picture (PIP)

You can use the PIP function to display a small additional live picture when viewing a single camera in full screen, PIP is only available when viewing live images.



- Select a single camera to display in full screen
- Press the **PIP** button and a small PIP window will appear on the screen
- Press the desired camera number button you wish to display in the PIP window.

Note: You can change the size of the PIP window by pressing the enter button

Note: you can change the position of the PIP window by using the **UP**, **DOWN**, **LEFT** and **RIGHT** arrow buttons

- To exit **PIP** press the **ESC** button

## 1.7 Live Display Details

There may be some messages and icons on the display in live mode, what is displayed will have been set by the engineer during installation, so what is displayed on your screen may vary.

**Hard Drive space remaining**.....  
Shown as a percentage or Gigabyte's

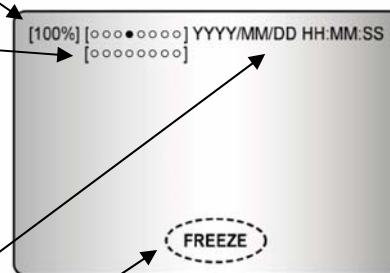
**Recording status**.....  
There is a dot for each channel, with 4 colours to represent different recording states.

- Yellow (N on 4ch)** = Manual recording
- Green (S on 4ch)** = Schedule recording
- Red (E on 4ch)** = Event recording
- White (- on 4ch)** = Not recording

**Time and date**.....  
Shows the current time and date

**Status Message**.....  
This message shows the status of the channel, there are several messages that can be shown.

- Text** = input by the engineer to show the channel name
- Freeze** = the channel id frozen
- Alarm** = an alarm has been activated
- Motion** = motion has been detected on the channel

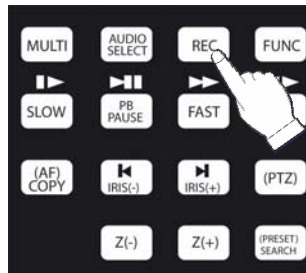


## 2.1 Start and Stop Recording

Normally recording will have been set up by the engineer and should not be changed, however it is possible to manually stop and start recording if desired.

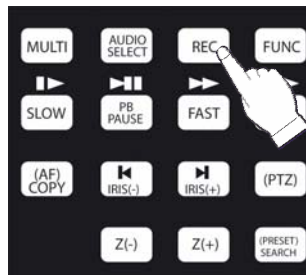
### To start recording

- Press the **REC** button to begin recording.



### To stop recording

- Press the **REC** button again.



**The ZT range of DVR's can carryout all tasks including playback and copy without the need to stop recording**

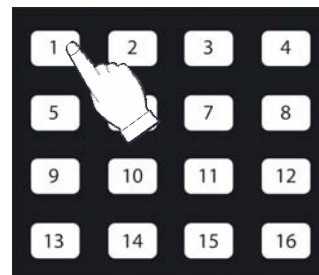
**Note: It is not recommended that recording be manually stopped as the DVR will have been set to record in the desired way by the engineer.**

### 3.1 Switching Audio On & Off

Audio can be recorded and played with playback as well as being available during live video.

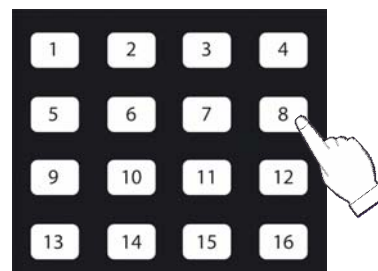
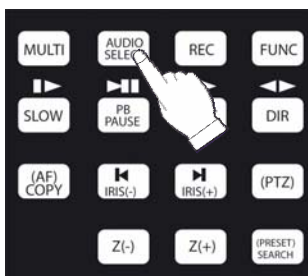
#### Switching audio on.

- Press the **AUDIO SELECT** button followed by the channel number you wish to listen to audio from. (IE:- AUDIO then CHANNEL 1)



#### Switching audio off.

- Press the **AUDIO SELECT** button followed by a channel number that has no audio input. (IE:- AUDIO then CHANNEL 8)



**Note: Switching off the audio in this way will not affect the way audio is recorded.**

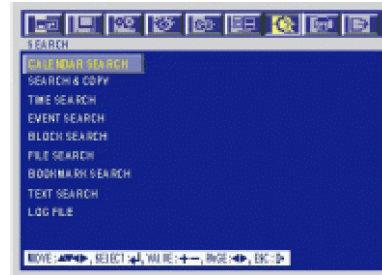
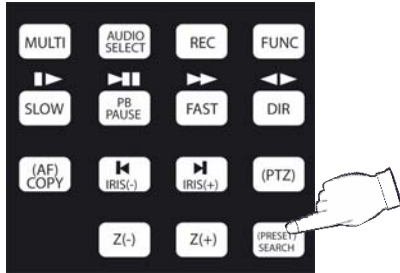


## 4.1 Search & Playback

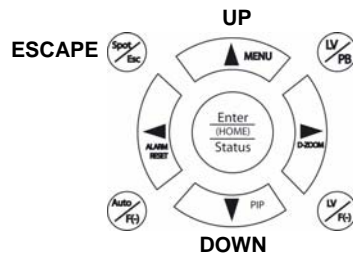
The ZT range of DVR's are capable of both simultaneous record and playback.

To playback video you will first need to select what you wish to view.

- To begin the search and play process press the **(PRESET) SEARCH** button on the front keypad.



- Pressing this button will bring the **SEARCH** menu up onto the screen.
- You can move the cursor up, down, by use of the buttons on the front panel as shown below.



- Select the search method you require by pressing the **ENTER** button (located in the centre of the button array).

**Note:** To quit and go back at any time then use the **ESCAPE** button.

There are various different ways of searching for the recorded video the most common are.

### CALENDAR SEARCH

This will allow you to search for video recorded on a particular day.

### TIME SEARCH

This will allow you to search for video recorded for a specific time.

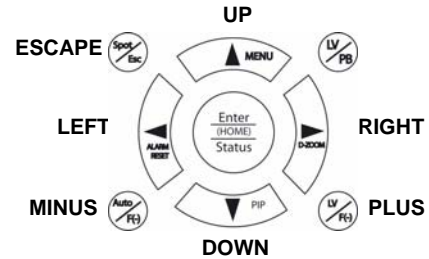
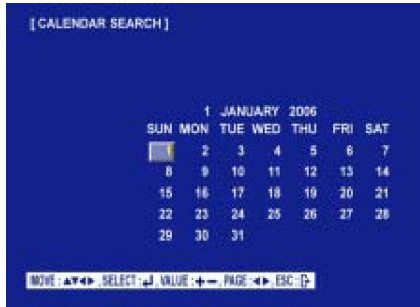
### EVENT SEARCH

This will allow you to view recorded video when a specific event took place, for example; "alarm activation".

## 4.2 Calendar Search

Search for recorded video by a specific date.

- Press the **(PRESET) SEARCH** button
- Move to **CALENDAR SEARCH** on the search menu.
- Press the **ENTER** button and the Calendar search screen will appear.



- Highlight the month and year using the **ARROW** buttons and change using the **MINUS** and **PLUS** buttons.
- Use the **UP**, **DOWN**, **LEFT AND RIGHT** buttons to select the day and press the **ENTER** button

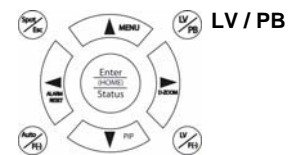
**Note:** The highlighted day numbers indicate dates on which there have been images stored. Dates that are left white have no data associated with them.



- Move the cursor along the display to the time you wish to view and press the **ENTER** button.

**Note:** The bar graph display shows a 24 hour period for that day divided into 1 hour segments along the bottom. Any period of that day where there have images stored will be highlighted.

**To return to live video simply press the LV / PB button**  
 You can switch between live and playback at any time

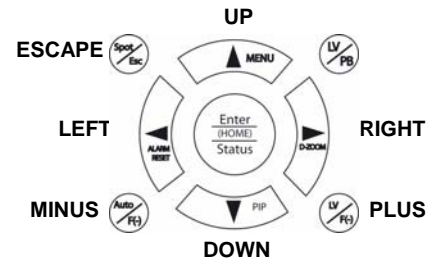


**You can use all the viewing options as described on page 2**  
**You can control the playback by using the playback controls described on page 13**

### 4.3 Time Search

Similar to the **CALENDAR SEARCH** but allows you to select the start time much more accurately.

- Press the **(PRESET) SEARCH** button
- Move to **TIME SEARCH** on the search menu
- Press the **ENTER** button and the time search screen will appear.

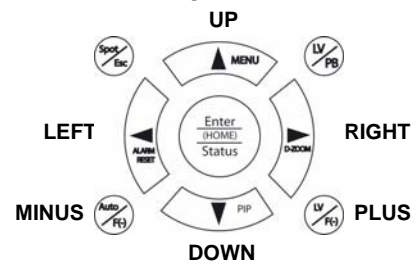


The **HDD ID** selector for most installations this should be set to **NORMAL**

The **CHANNEL** option allows you to select which channel you wish to view. This should normally be set to **ALL**

- Using the **ARROW** keys move down to the Time and date settings
- Set the time at which you want to start to copy.
- Set the time you want the copy to finish

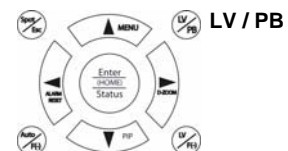
To change the time and date use the **ARROW** buttons to move the cursor and the **PLUS** and **MINUS** buttons to change the value(yyyy/mm/dd hh:mm:ss)



- Press the **ENTER** button to commence the playback

To return to live video simply press the **LV / PB** button

You can switch between live and playback at any time

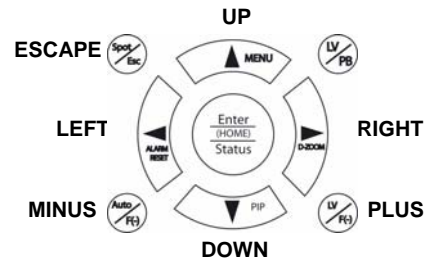


You can use all the viewing options as described on page 2  
 You can control the playback by using the playback controls described on page 13

## 4.4 Event Search

This option allows you to search for specific event activations.

- Press the **(PRESET) SEARCH** button
- Select **EVENT SEARCH** from the search menu
- Press the **ENTER** button and the event search screen will appear.



The **CHANNEL** option allows you to select which channel you wish to view. This should normally be set to **ALL**

The **HDD ID** selector for most installations this should be set to **NORMAL**

- Move the cursor to **EVENT** and using the **PLUS** or **MINUS** buttons, select the event to be searched for and press the **ENTER** button this will bring up a log of all the relevant events.

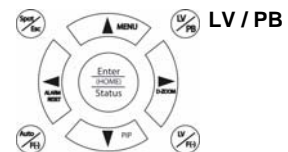
**Note:** Events that can be selected are **ALL** events, **SENSOR** activated events, **V-LOSS** (Video Loss) events or **MOTION** activated events driven from the DVR's on board video motion detection.

**Note:** The search can be narrowed further by entering a start date and time.

- The cursor can then be moved over a list of events to highlight the one you wish to view.
- Pressing the **ENTER** button will commence the playback.

**To return to live video simply press the LV / PB button**

You can switch between live and playback at any time



**You can use all the viewing options as described on page 2**  
**You can control the playback by using the playback controls described on page 13**

## 4.5 Bookmark Search

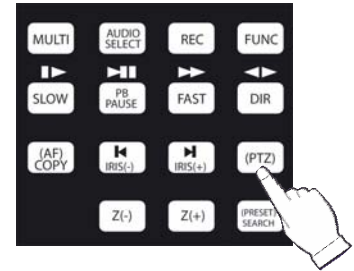
Bookmarks are used for marking a point in the recorded video you might want to go back to later.

To create a book mark you must be in playback mode, when you reach a point in the playback you want to book mark follow these steps.

- Press the **PB/PAUSE** button



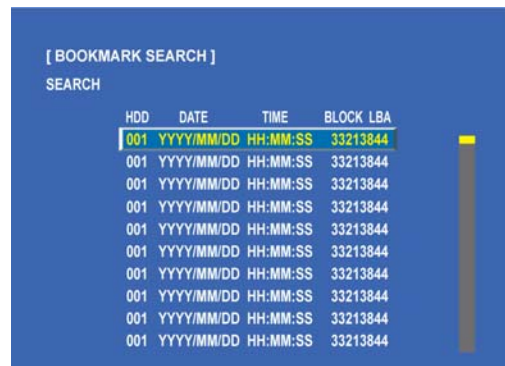
- Then press the **PTZ** button to Bookmark the position in the recording



Note: you can create up to 30 bookmarks

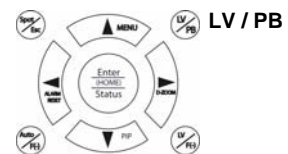
### To search for book marks

- Press the **(PRESET) SEARCH** button
- Select **BOOKMARK SEARCH** from the search menu
- Press the **ENTER** button and the bookmark search screen will appear.
- Press the **ENTER** button again to search



- The cursor can then be moved over a list of events to highlight the one you wish to view.
- Pressing the **ENTER** button will commence the playback.

To return to live video simply press the LV / PB button  
 You can switch between live and playback at any time



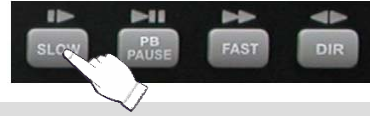
You can use all the viewing options as described on page 2  
 You can control the playback by using the playback controls described on page 13

## 4.6 Playback Buttons

To control the playback the DVR is equipped with a set of buttons similar to those found on a conventional video recorder and are shown below.

### SLOW (Slow playback)

- The **SLOW** button will reduce the playback speed.



**Note:** The first press of this button will reduce the playback speed to half. Repeatedly pressing this button will step the speed down still further to that of 1/4, 1/8, 1/16, 1/32, 1/64 and 1/128<sup>th</sup>.

### PB / PAUSE (Playback and pause)

- The **PB / PAUSE** button is used to resume normal speed playback and to pause the playback



### FAST (Fast playback)

- The **FAST** button will accelerate the playback speed.



**Note:** Pressing the **FAST** button once will increase the playback speed to twice normal speed. Repeatedly pressing this button will step the speed up still further to that of x4, x8, x16, x32, x64 and x128.

### DIR (Direction)

- The **DIR** button simply changes the direction of the playback.



### Single frame playback

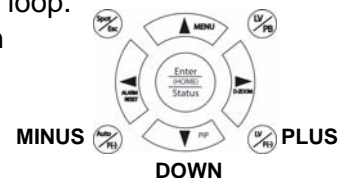
- To playback frame by frame press the **PAUSE** button
- Then Press the **SLOW** button to advance one frame at a time

## 4.7 Playback a Loop

It is possible to create a loop of recorded video, this is useful if there is an incident you wish to play over a few times without stopping and rewinding.

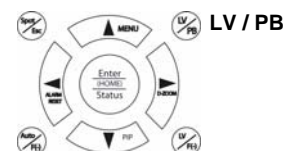
To create a playback loop you must be in playback mode, when you reach a point in the playback you want to create a loop follow these steps.

- At the desired starting point press the **MINUS** button
- At the desired end point press the **PLUS** button
- The playback will now play from the point you pressed **MINUS** until the point you pressed **PLUS**, then it will loop back and repeat the loop.
- To go back to normal play back press the **DOWN** button



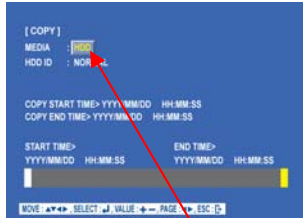
**To return to live video simply press the LV / PB button**

You can switch between live and playback at any time



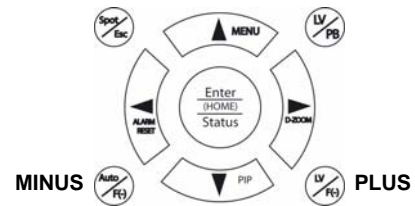
## 5.1 Copy Video to CD

- Insert a blank recordable CD-R disc in to the DVR CD drive
- Press the **COPY** button to display the copy menu screen.
- From this menu select the **COPY** option then press the **ENTER** button



- Change the media to **INTERNAL CD-RW/DVD**

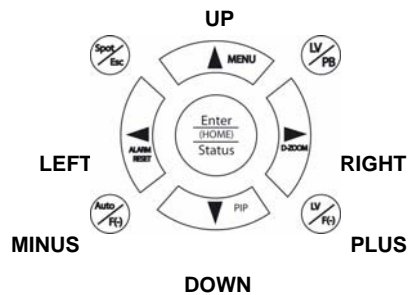
This is done by using the **PLUS & MINUS** buttons



**Note:** The **HDD ID** should be set to **NORMAL** and all the **CHANNEL's** can be set to 1-2-3-4-etc (this will copy all channels)

- Using the **ARROW** keys move down to the Time and date settings
- Set the time at which you want to start to copy.
- Set the time you want the copy to finish

To change the time and date use the **ARROW** buttons to move the cursor and the **PLUS** and **MINUS** buttons to change the value(yyyy/mm/dd hh:mm:ss)



- Press the **ENTER** button.

**Note:** You should take care when selecting the end time as a CD-R will hold a limited amount of recorded video and if you select a long period you will need to use more than one CD, You can get between 10 to 20 minutes of video on a single CD-R

- A screen will appear asking for a password.
- Using the number keypad enter any 8 digit code

**Note:** This is used to protect the data which is being copied from being accessed by anyone who is not authorised to do so. It is important to make a note of this code otherwise you will not be able to playback the copied video without it.

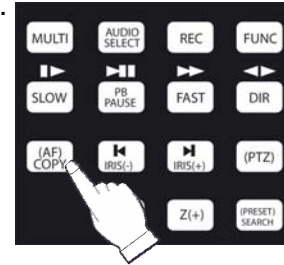
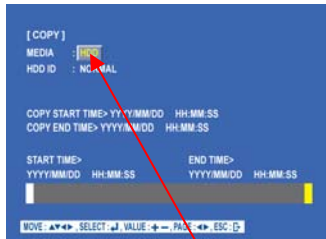
- The screen will return to that of live video feed whilst in the top right hand corner the progress of the copying process will be displayed as a percentage.

**DO NOT REMOVE THE CD-R UNTIL THE COPY PROCESS IS COMPLETE.**

- Once the copy process is complete, you can safely remove CD from the machine.

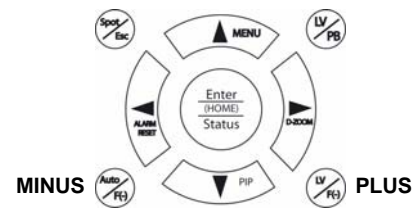
## 5.2 Copy Video to USB

- Insert a USB memory stick or USB Hard drive in to the front panel USB socket
- Press the **COPY** button to display the copy menu screen.
- From this menu select the **COPY** option then press the **ENTER** button



- Change the media to **USB-FRONT**

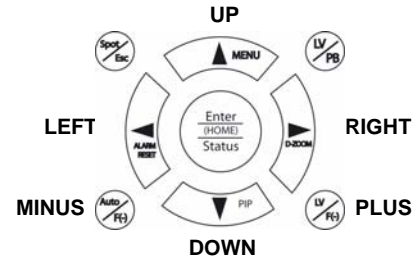
This is done by using the **PLUS & MINUS** buttons



**Note:** The **HDD ID** should be set to **NORMAL** and all the **CHANNEL's** can be set to 1-2-3-4-etc (this will copy all channels)

- Using the **ARROW** keys move down to the Time and date settings
- Set the time at which you want to start to copy.
- Set the time you want the copy to finish

To change the time and date use the **ARROW** buttons to move the cursor and the **PLUS** and **MINUS** buttons to change the value (yyyy/mm/dd hh:mm:ss)



- Press the **ENTER** button.

**Note:** You should take care when selecting the end time as a Memory stick or USB HDD will hold a limited amount of recorded video and if you select a long period you will need to use more than one device, You can get about 15 minutes of video on to a 512MB memory stick

- A screen will appear asking for a password.
- Using the number keypad enter any 8 digit code

**Note:** This is used to protect the data which is being copied from being accessed by anyone who is not authorised to do so. It is important to make a note of this code otherwise you will not be able to playback the copied video without it.

- The screen will return to that of live video feed whilst in the top right hand corner the progress of the copying process will be displayed as a percentage.

### **DO NOT REMOVE THE USB DEVICE UNTIL THE COPY PROCESS IS COMPLETE.**

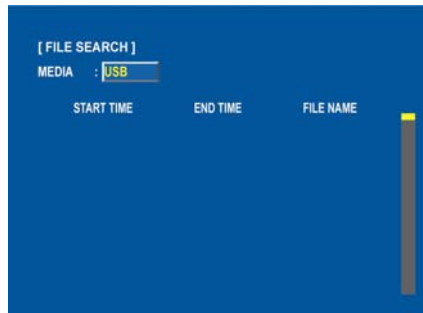
- Once the copy process is complete, you can safely remove USB device from the machine.



## 6.1 Play Copied Video on the DVR

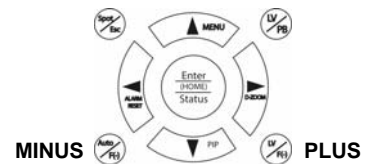
Insert either the memory stick into the USB socket on the front of the DVR or the CD-R into the CD drive that has the copied video you wish to playback.

- Press the **(PRESET) SEARCH** button to open the **SEARCH** Menu.
- Select **FILE SEARCH** from the search menu
- Press the **ENTER** button and the file search screen will appear.
- 



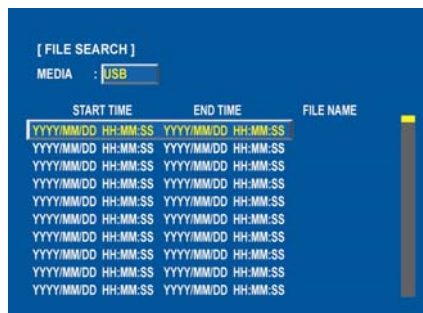
- With the cursor on the **MEDIA** select the source of the video you wish to view.

This is done by using the **PLUS & MINUS** buttons



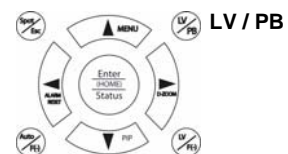
**Note:** You can select either **USB\_FRONT**, **USB\_REAR1**, **USB\_REAR2** or **INTERNAL CD-RW/DVD**

- Press **ENTER** and a file listing will appear on the screen.



- Move the cursor down the list to the file on the memory stick or CD that you wish to view and press **ENTER**.
- The DVR will now commence playback of the selected file.

To return to live video simply press the **LV / PB** buttons  
You can switch between live and playback at any time



You can use all the viewing options as described on page 2  
You can control the playback by using the playback controls described on page 11

## 6.2 Playing back on a Computer

This facility allows the copied video on the Memory stick, USB hard drive or CD to be viewed on a personal computer.

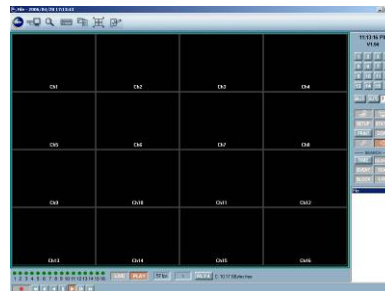
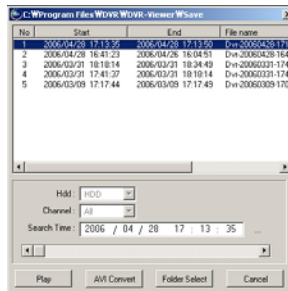
When the DVR copies video to removable media, it also automatically copies the viewing software required to playback on a Computer. You will need the password that was set when the video was copied, without this it will not be possible to view the video.

**Note:** You will need a computer with the following to play video.  
Pentium PC 1.3GHz processor' Windows 2000 or XP' CD drive or USB port

- Insert the CD-R into drive or the USB memory stick in to a free USB port of the computer on which the images are to be viewed.
- The playback software will automatically start.

**Note:** If the playback software does not start automatically see the section below on manual starting the playback software.

- A list of all the video files that are available will be shown.



- Select the file you wish to review and press the **Play** button and you will be prompted to enter the password.
- Enter the password and press the **Ok** button. If the password you entered was correct then the playback will begin showing all the camera channels simultaneously.

**Note:** Individual channels may be displayed either by clicking on the channel to be viewed, or by selecting it's number from the channel select bar at the bottom left of the screen. Just below the channel select bar are the playback buttons to control the speed and direction playback in a similar way to those on the DVR itself.

### Manually starting the playback software

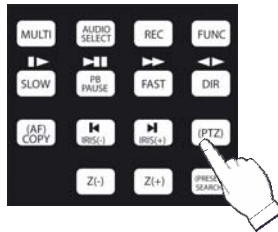
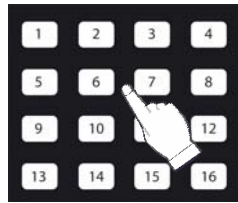
- From the Windows **START** menu select **MY COMPUTER** and browse for either the CD drive or the memory stick which has the copied video on.
- Double left click on this to explore the media.
- Stored on the media there will be a file entitled **FileViewer.exe** (This is the viewer software) double left click on this file to open it and start it running.

## 7.1 PTZ Control

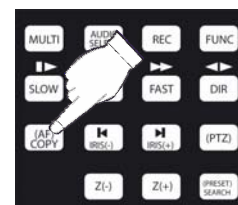
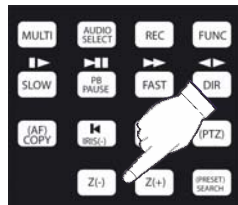
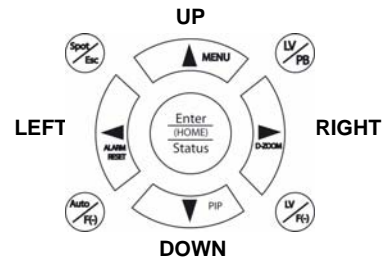
PTZ control stands for **Pan**, **Tilt** and **Zoom** and refers to the ability to move the position of a camera remotely. This can be done from either the front control panel of the DVR or by use of the remote control.

**Note:** This facility requires a PTZ camera to be fitted and connected to the DVR

- Begin by selecting the desired camera number to be controlled by using the numeric keypad.
- Next press the **PTZ** button.



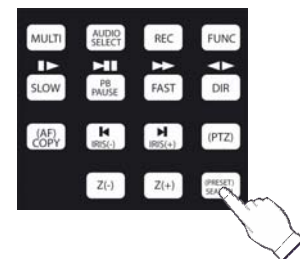
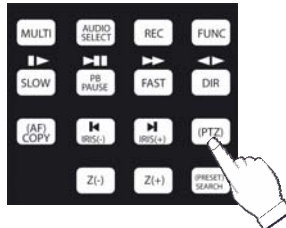
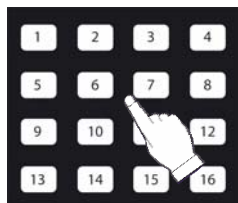
- Use the **LEFT**, **RIGHT**, **UP** & **DOWN** buttons to move the camera in those directions.
- Use the **Z (+)** and **Z (-)** buttons to zoom in & out.
- You can also use the **IRIS (+)** and **IRIS (-)** to open and close the iris on the camera
- You can switch off the auto focus function by pressing the **(AF)** button



- To exit the **PTZ** mode simply press the **PTZ** button again.

You can also send a PTZ camera to a “preset” point if they have been programmed by the engineer.

- Begin by selecting the desired camera number to be controlled by using the numeric keypad.
- Next press the **PTZ** button.



- Then press the **PRESET / SEARCH** button
- Use the numeric keypad to select the desired preset
- To exit press the **PTZ** button again.