Installation and Operation of Guard Station Video Management System Application

Downloading and Installing Guard Station VMS Software

1. Go to www.univiewtec.com via a web browser.
2. Click on **Client Software VMS** under the **Support Center** tab at the top of the page.
3. Click on the **Download** button for Guard Station that matches your computer's operating system.
    a. Be sure to note where it will be saved on your computer.
4. Once Downloaded, locate the file and **double click** to install the program.
    a. Follow the instructions to install on your computer.

Opening and Setting up Software

1. Upon first opening the software, it will ask for a **username** and **password**.
    a. Default user is **admin**.
    b. Default password is **123456.** Beginning with software version 3.12 and later, you will be prompted to create a strong password and provide answers to password retrieval questions. You may use your app login password as the software password if you choose.
    c. Check the **Save Password** and **Auto Login** boxes if you do not want login information to be required each time you open the software.
2. Once logged in, click on the **Device Management** tab to setup your NVR in the software.
    a. In Device Management, click on **Cloud Device** on the left.
    b. Click the **Login** button and sign in using your **Guard Viewer App** user name and password.
    c. Once logged in, your NVR should appear on the list. Click on the box next to it.
3. Close the Device Management tab by clicking the **X** next to the tab.

Live View Cameras on Guard Station

1. With Guard Station open, click on the **Live View** tab.
2. On the left, **double click** on your NVR. This will load all cameras into the window.
    a. To view a single camera, **double click** on that camera view and it will fill in the screen. Double click again to go back to view all cameras.
3. There are options at the bottom of each camera window.
    a. **Snapshot** – Takes a screenshot of that camera view.
    b. **Start Local Recording** – Saves a video file locally on your computer.
    c. **PTZ Control** – Control Pan, tilt, zoom, and focus settings on compatible cameras.
    d. **Enable Digital Zoom** – Digitally zoom in on the picture.
    e. **Turn Audio On/Off** – Only available on cameras equipped with microphone.
    f. **Start 2-way Audio** – Only Available on cameras equipped with two way audio.
    g. **Instant Playback** – Play back the last 5 minutes that has been recorded.
4. On the bottom left of the camera views, there is a V**iew** tab. This allows you to arrange the cameras in several different layouts to meet your needs.

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      a. To save a layout, click on the **Save View** tab.

Search and Playback

1. To play back recorded video, click on the **Playback** tab on the Control Panel.
2. Click on the white box next to the NVR to view the camera list.
3. Click on the camera(s) you want to view. The calendar dates which contain video recordings will be highlighted.
4. Select the day you want to view recordings and click **Search**.
5. Playback will begin at 12:00 Midnight of the selecteded day.
6. The Timeline will also appear on the bottom.
    a. You can zoom in on the timeline by hovering your mouse over the timeline and use the center scroll wheel on your mouse to zoom in and out. This will allow you to have a more detailed view of the recording timeline.
7. On the right is a list of motion capture events. You can use this to also easily find points in time where the camera detected motion.
8. On the bottom of the camera view, you have different tools
    a. **Snapshot** – Take a screenshot (picture) of the camera view.
    b. **Digital Zoom** – Zoom in on the camera view to get closer look.
    c. **Snipping Tool** – Used to save video footage.
    d. **Turn Audio On/Off** – Used to listen to audio captured by the camera (if equipped)

Saving Video Footage to Your Computer

1. Snipping Tool
    a. Start playback and navigate to the footage you want to save.
    b. Click on the **Start Snipping** icon at the bottom of the camera view.
    c. Let the video that you want to capture play until the event of interest has ended.
    d. Click on the same icon. It will now say **Stop Snipping**
2. By default, the program creates a file to save the videos. You can change where it saves them in the settings.
    a. In the Control Center tab, click on **Client Configuration**.
    b. Under Recording, change the Local and Download Recording Formats to mp4 if desired.
    c. For local and download recording path, Click on **Browse** and select the file you want your videos to save into.
    d. When done, click **Apply**, then **OK**.
    e. You can repeat this procedure for Snapshots under the Snapshot options.