

Models: HDDVR4, HDDVR8 & HDDVR16



## Quick Start Guide

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### **About this Manual**

This Manual is applicable to HD Digital Video Recorder (HDDVR4 / HDDVR8 / HDDVR16 models).

The Manual includes instructions for using and managing the product. Pictures, charts, images and all other information hereinafter are for description and explanation only. The information contained in the Manual is subject to change, without notice, due to firmware updates or other reasons. Please find the latest version on the company website.

Please use this user manual under the guidance of professionals.

### **Legal Disclaimer**

REGARDING TO THE PRODUCT WITH INTERNET ACCESS, THE USE OF PRODUCT SHALL BE WHOLLY AT YOUR OWN RISKS. OUR COMPANY SHALL NOT TAKE ANY RESPONSIBILITIES FOR ABNORMAL OPERATION, PRIVACY LEAKAGE OR OTHER DAMAGES RESULTING FROM CYBER ATTACK, HACKER ATTACK, VIRUS INSPECTION, OR OTHER INTERNET SECURITY RISKS; HOWEVER, OUR COMPANY WILL PROVIDE TIMELY TECHNICAL SUPPORT IF REQUIRED.

SURVEILLANCE LAWS VARY BY JURISDICTION. PLEASE CHECK ALL RELEVANT LAWS IN YOUR JURISDICTION BEFORE USING THIS PRODUCT IN ORDER TO ENSURE THAT YOUR USE CONFORMS WITH APPLICABLE LAW. OUR COMPANY SHALL NOT BE LIABLE IN THE EVENT THAT THIS PRODUCT IS USED WITH ILLEGITIMATE PURPOSES. IN THE EVENT OF ANY CONFLICTS BETWEEN THIS MANUAL AND THE APPLICABLE LAW, THE LATER PREVAILS.

## Regulatory Information

### FCC Information

Please take attention that changes or modification not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

**FCC compliance:** This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

### FCC Conditions

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions:

1. This device may not cause harmful interference.
2. This device must accept any interference received, including interference that may cause undesired operation.

### EU Conformity Statement



This product and - if applicable - the supplied accessories too are marked with "CE" and comply therefore with the applicable harmonized European standards listed under the EMC Directive 2014/30/EU, the LVD Directive 2014/35/EU, the RoHS Directive 2011/65/EU.

2012/19/EU (WEEE directive): Products marked with this symbol cannot be disposed of as unsorted municipal waste in the European Union. For proper recycling, return this product to your local supplier upon the purchase of equivalent new equipment, or dispose of it at designated collection points. For more information see: [www.recyclethis.info](http://www.recyclethis.info)

2006/66/EC (battery directive): This product contains a battery that cannot be disposed of as unsorted municipal waste in the European Union. See the product documentation for specific battery information. The battery is marked with this symbol, which may include lettering to indicate cadmium (Cd), lead (Pb), or mercury (Hg). For proper recycling, return the battery to your supplier or to a designated collection point. For more information see:




[www.recyclethis.info](http://www.recyclethis.info)

### Industry Canada ICES-003 Compliance

This device meets the CAN ICES-3 (A)/NMB-3(A) standards requirements.

## Symbol Conventions

The symbols that may be found in this document are defined as follows.

Symbol	Description
 <b>NOTE</b>	Provides additional information to emphasize or supplement important points of the main text.
 <b>WARNING</b>	Indicates a potentially hazardous situation, which if not avoided, could result in equipment damage, data loss, performance degradation, or unexpected results.
 <b>DANGER</b>	Indicates a hazard with a high level of risk, which if not avoided, will result in death or serious injury.

## Safety Instructions

- Proper configuration of all passwords and other security settings is the responsibility of the installer and/or end-user.
- In the use of the product, you must be in strict compliance with the electrical safety regulations of the nation and region. Please refer to technical specifications for detailed information.
- Input voltage should meet both the SELV (Safety Extra Low Voltage) and the Limited Power Source with 100~240 VAC, 12 VDC or 48 VDC according to the IEC60950-1 standard. Please refer to technical specifications for detailed information.
- Do not connect several devices to one power adapter as adapter overload may cause over-heating or a fire hazard.
- Please make sure that the plug is firmly connected to the power socket.
- If smoke, odor or noise rise from the device, turn off the power at once and unplug the power cable, and then please contact the service center.

## Preventive and Cautionary Tips

Before connecting and operating your device, please be advised of the following tips:

- Ensure unit is installed in a well-ventilated, dust-free environment.
- Unit is designed for indoor use only.
- Keep all liquids away from the device.
- Ensure environmental conditions meet factory specifications.
- Ensure unit is properly secured to a rack or shelf. Major shocks or jolts to the unit as a result of dropping it may cause damage to the sensitive electronics within the unit.
- Use the device in conjunction with an UPS is recommended.
- Power down the unit before connecting and disconnecting accessories and peripherals.
- Always follow proper shut down procedures vs. simply removing power from the device.
- A factory recommended HDD should be used for this device.
- Improper use or replacement of the battery may result in hazard of explosion. Replace with the same or equivalent type only. Dispose of used batteries according to the instructions provided by the battery manufacturer.

## Chapter 1 Rear Panel Interfaces Description

The rear panel interfaces vary with different models. Refer to Table 1-1 for the common interfaces description of rear panels.

Table 1-1 Common Interfaces Description of Rear Panels

Item	Description	Item	Description
<b>VIDEO IN</b>	BNC interface for TVI, AHD, CVI and 960H analog video input	<b>VIDEO OUT</b>	BNC connector for video output
<b>AUDIO IN</b>	RCA connector	<b>AUDIO OUT</b>	RCA connector
<b>LINE IN</b>	Connector for two-way audio input	<b>USB Interface</b>	Universal Serial Bus (USB) port for additional devices
<b>VGA</b>	DB15 connector for VGA output. Displays local video output and menu.	<b>HDMI</b>	HDMI video output connector
<b>RS-485 Interface</b>	Connector for RS-485 devices	<b>RS-232 Interface</b>	Connector for RS-232 devices
<b>LAN</b>	Connector for network	<b>eSATA</b>	Storage and expansion interface for record or backup
<b>ALARM IN/OUT</b>	Connector for alarm input/output	<b>GND</b>	Ground
<b>Power Switch</b>	Switch for turning on/off the device	<b>Power Supply</b>	12 VDC (Specific to model)

## Chapter 2 Installation and Connections

### 2.1 DVR Installation

During installation of the DVR:

- Use brackets for rack mounting (HDDVR16 only).
- Ensure ample room for audio and video cables.
- When routing cables, ensure that the bend radius of the cables are no less than five times than its diameter.
- Connect the alarm cable.
- Allow at least 2 cm (≈0.75-inch) of space between racks mounted devices.
- Ensure the DVR is grounded.
- Environmental temperature should be within the range of -10 to +55° C, +14 to +131° F.
- Environmental humidity should be within the range of 10% to 90%.

## 2.2 HDD Installation

### Before you start

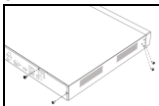
Before installing a hard disk drive (HDD), please make sure the power is disconnected from the device. A factory recommended HDD should be used for the installation.

**Tools Required:** Cross screwdriver.

### 2.2.1 Fix-on-Bottom Installation

Fix-on-bottom installation is applicable when you need to install and fix the HDD on the device bottom.

Step 1 Remove the cover from device by unfastening the screws on panels.



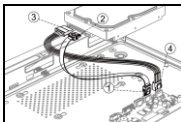
Step 2 Connect the data cable and power cable.

1) Connect one end of data cable to the device motherboard.

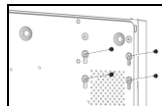
Step 4 (Optional) Repeat the steps above to install other HDDs.

Step 5 Reinstall the device cover and fasten screws.

- 2) Connect the other end of data cable to HDD.
- 3) Connect one end of power cable to HDD.
- 4) Connect the other end of power cable to the device motherboard.



Step 3 Set the device up, match HDD screw threads with the reserved holes on the device bottom, and fix HDD with screws.



## 2.3 RS-485 and Controller Connection

To connect PTZ to the DVR:

Step 1 Identify the RS-485 terminal block.

Step 2 Press and hold the orange part of the terminal block, insert signal cables into slots, and release the orange part. Ensure signal cables are in tight.

Step 3 Connect A+ on PTZ to D+ on terminal block and B- on controller to D- on terminal block. Fasten stop screws.

Typical Connection:

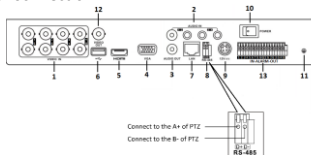


Figure 2-1 Controller Connection A



**NOTE**

Make sure both the controller and DVR are grounded.

## Chapter 3 Menu Operation

### 3.1 Startup

Proper startup is crucial to expanding the life of the DVR.

Step 1 Check the power supply is plugged into an electrical outlet.

It is HIGHLY recommended that an Uninterruptible Power Supply (UPS) be used in conjunction with the device. The Power button on the front panel should be red, indicating the device is receiving the power.

Step 2 Press the POWER button on the front panel.

The Power LED should turn blue. The unit will begin to start.

### 3.2 Activating Your Device

#### **Purpose:**

For the first-time access, you need to activate the device by setting an admin password. No operation is allowed before activation. You can also activate the device via Web Browser, SADP or Client Software.

Step 1 Input the same password in the

text field of **Create New**

**Password** and **Confirm New**

**Password**.

Step 2 In **IP Camera Activation**, enter the

password to activate the IP

camera (s) connected to the

device.



Figure 3-1

Step 3 (Optional) Check **Security Question Configuration** to enable security questions for password resetting.)




**WARNING**

**STRONG PASSWORD RECOMMENDED**-We highly recommend you create a strong password of your own choosing (Using a minimum of 8 characters, including at least three of the following categories: upper case letters, lower case letters, numbers, and special characters.) in order to increase the security of your product. And we recommend you reset your password regularly, especially in the high security system, resetting the password monthly or weekly can better protect your product.

Step 4 Click **OK** to save the password and activate the device.



**NOTE**

- Clear-text password is supported. Click the  icon and you can see the clear text of the password. Click the icon again and the content of the password restores invisible.
- For the old version device, if you update it to the new version, the following dialog box will pop up once the device starts up. You can click **YES** and follow the wizard to set a strong password.

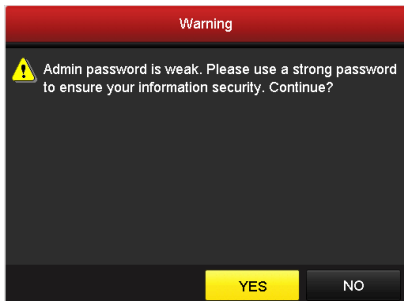
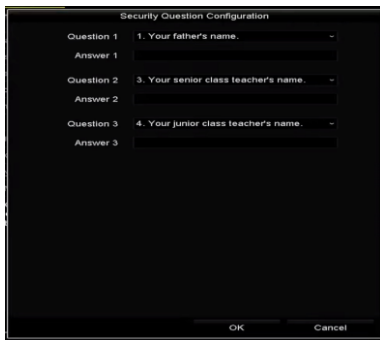




Figure 3-1 Warning

Step 5 (Optional) A prompt of Security Questions Configuration pops up if **Security Questions Configuration** checked as shown in Figure 3-2.



The image shows a dialog box titled "Security Question Configuration". It contains three rows of questions and answer fields. Each row has a question label, a question text, and an answer input field. The questions are: "1. Your father's name.", "3. Your senior class teacher's name.", and "4. Your junior class teacher's name.". At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

Question	Answer
Question 1 1. Your father's name.	Answer 1
Question 2 3. Your senior class teacher's name.	Answer 2
Question 3 4. Your junior class teacher's name.	Answer 3

Figure 3-2 Security Question Configuration

- 1) Select three security questions from the drop-down list and input the answers.
- 2) Click **OK**
- 3) A Configuration Succeeded prompt will pop up, Click **OK**.

Step 6

After the device is activated, the Attention box pops up as below.



Figure 3-3 Attention

Step 7

(Optional) Click **Yes** to export GUID. The Reset Password interface pops up. Click **Export** to export GUID to the USB flash drive for password resetting.

It is highly recommended to export the GUID file for quick **self-resetting** of password if password is forgotten. If no GUID file is exported you will need to contact tech support at 1-855-388-7422 or [techsupport@northernvideo.com](mailto:techsupport@northernvideo.com) for password reset instructions. The reset procedure requires a Windows PC running SADP software and could take up to 45 minutes.

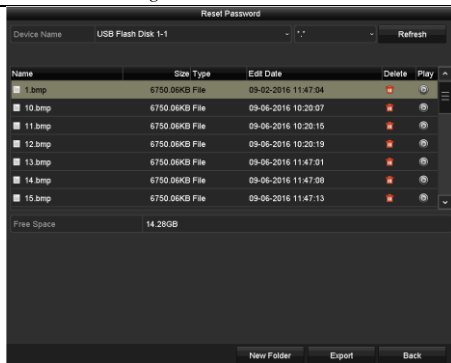


Figure 3-4 Export GUID

Step 8 After exporting GUID, the Attention box pops up as below. Click **Yes** to duplicate the password or **No** to cancel it.



Figure 3-5 Duplicate the Password

### 3.3 Using the Unlock Pattern for Login

#### Purpose

For the Admin user, you can configure the unlock pattern for device login.

After the device is activated, you can configure the device unlock pattern.

- Step 1 Use the mouse to draw a pattern among the 9 dots on the screen. Release the mouse when the pattern is done.



#### NOTE

- Connect at least 4 dots to draw the pattern.
- Each dot can be connected for once only.

- Step 2 Draw the same pattern again to confirm it. When the two patterns match, the pattern is configured successfully.

- Step 3 You can use the configured unlock pattern for future login.

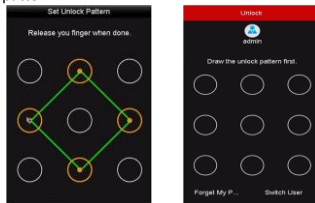


Figure 3-6 Draw the Pattern

### 3.4 User Login

#### Purpose

If DVR has logged out, you must log in to the device before operating the menu and other functions.

- Step 1 Select the **User Name** in the drop-down list.

- Step 2 Enter the **Password**.

- Step 3 Click **OK** to log in.



#### NOTE

For the admin, if you have entered the wrong password for 7 times, the account will be locked for 60 seconds. For the operator, if you have entered the wrong password for 5 times, the account will be locked for 60 seconds.

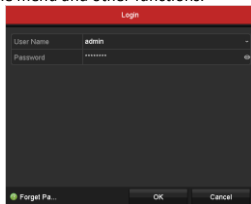


Figure 3-7 Login

## 3.5 User Logout, Shutdown and Reboot

### Purpose

You can log out of the system, shut down, or reboot the device on your demands.

Step 1 Go to **Menu > Shutdown**.

Step 2 Click **Logout, Shutdown, or Reboot**.



**NOTE**

After you have logged out of the system, menu operation on the screen is invalid. It is required to enter a user name and password to unlock the system.

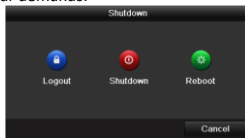


Figure 3-8 Logout

## 3.6 Adding IP Cameras


### Purpose

Before you can get live video or record the video files, you should add the network cameras to the connection list of the device.

### Before you start

Ensure the network connection is valid and correct, and the IP camera to add has already been activated. Please refer to the *User Manual* for activating the inactive IP camera.

Step 1 Go to **Menu > Camera > IP Camera**.

Step 2 Select the IP camera from the list and click  to add the camera (with the same admin password of the DVR's).

Step 3 (Optional) Check **Enable H.265 (For Initial Access)** for the connected IP camera supporting H.265. Then the IP camera will be encoded with H.265.

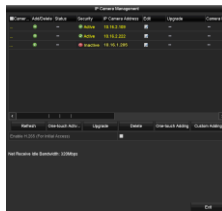


Figure 3-9 Add IP Camera

## 3.7 Configuring General Settings

### Purpose

Network settings must be properly configured before you operate DVR over network.

- Step 1 Go to **Menu > Configuration > Network > General**.
- Step 2 Configure the general parameters of network.
- Step 3 Click **Apply** to save the settings.

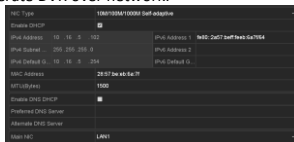


Figure 3-10 Network Settings

### 3.7.1 Configuring Guarding Vision

#### Purpose

Guarding Vision provides the mobile phone application and the service platform page ([www.guardingvision.com](http://www.guardingvision.com)) to access and manage your connected DVR, which enables you to get a convenient remote access to the surveillance system.



NOTE

The Guarding Vision can be enabled via operation on SADP software, GUI and Web browser. We introduce the operation steps on GUI in this section.

- Step 3 Go to **Menu > Configuration > Network > Platform Access**.

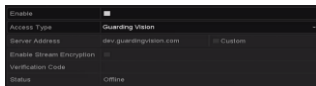


Figure 3-11 Guarding Vision Settings

- Step 4 Check the **Enable** checkbox to activate the function. Then the **Service Terms** interface pops up.
  - 1) Create the verification code and enter the code in the **Verification Code** text field.
  - 2) Check the checkbox of **The Guarding Vision service will require internet access. Please read Service Terms and Privacy Statement before enabling the service.**
  - 3) Scan the QR code on the interface to read the Service Terms and the Privacy Statement.
  - 4) Click **OK** to save the settings and return to the Guarding Vision interface.



NOTE

- Guarding Vision is disabled by default.
- The verification code is empty when the device leaves factory.

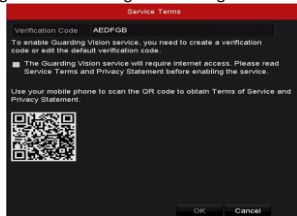


Figure 3-12 Service Terms

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- The verification code must contain 6 to 12 letters or numbers and is case sensitive.
- Every time you enable Guarding Vision, the Service Terms interface pops up and you should check the checkbox before enabling it.

Step 5 (Optional) Check **Custom** and enter the **Server Address**.

Step 6 (Optional) Check **Enable Stream Encryption**.  
After this feature is enabled, the verification code is required for remote access and live view.



**NOTE**

You can use the scanning tool of your phone to quickly get the code of the device by scanning the QR code.

Step 7 Click **Apply** to save the settings.

Step 8 After configuration, you can access and manage the DVR by your mobile phone or by the website ([www.guardingvision.com](http://www.guardingvision.com)).

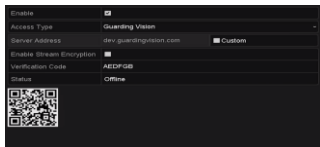


Figure 3-13 Guarding Vision Settings

- For the iOS users, please scan the QR code below to download the Guarding Vision application for the subsequent operations.



Figure 3-14 QR Code for iOS Users

- For the Android users, please scan the QR code below to download the Guarding Vision application for the subsequent operations. You must install *googleplay* on your Android mobile phone to skip to the address successfully.



Figure 3-15 QR Code for Android Users



**NOTE**

Please refer to the help file on the official website ([www.guardingvision.com](http://www.guardingvision.com)) and the *Guarding Vision Mobile Client User Manual* for adding the device to Guarding Vision and more operation instructions.

## 3.8 Live View

Icons are provided on screen in Live View mode to indicate camera status. These icons include:

### Live View Icons

In the live view mode, there are icons at the upper-right corner of the screen for each channel, showing the status of the record and alarm in the channel for quick reference.



Alarm (video loss, tampering, motion detection, VCA or sensor alarm)



Record (manual record, continuous record, motion detection, VCA or alarm triggered record)



Alarm and Record



Event/Exception (event and exception information, appears at the lower-left corner of the screen.)

## 3.9 Recording Settings

### Before you start

Make sure that the disk has already been installed. If not, please install a disk and initialize it. You may refer to the user manual for detailed information.

### Purpose

Two kinds of record types are introduced in the following section, including Instant Record and All-Day Record. And for other record types, you may refer to the user manual for detailed information.



### NOTE

After rebooting all the manual records enabled are canceled.

- Step 1 Click **Start Recording** from the right-click menu.
- Step 2 Select **Continuous Record** or **Motion Detection Record** on your demand.
- Step 3 Click **Yes** in the pop-up box to confirm the settings.

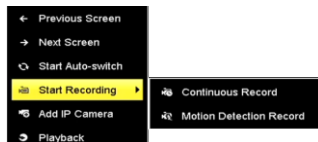


Figure 3-16 Start Recording from Right-Click Menu



## 3.10 Playback

### **Purpose**

The recorded video files and pictures on the hard disk can be played back in the following modes: instant playback, all-day playback for the specified channel, and playback by normal/event/smart/tag/system logs/sub-periods/external file search/picture.

Step 1 Go to **Menu > Playback**.

Step 2 Check the channel(s) in the channel list for playback.

Step 3 Double click a date on the calendar.

Step 4 (Optional) Use the toolbar in the bottom part of Playback interface to control the playing progress.

Step 5 (Optional) Select the channel(s) to execute simultaneous playback of multiple channels.



Figure 3-17 Playback

## 3.11 Accessing by Web Browser



You shall acknowledge that the use of the product with Internet access might be under network security risks. For avoidance of any network attacks and information leakage, please strengthen your own protection. If the product does not work properly, please contact with your dealer or the nearest service center.

### Purpose

You can get access to the device via web browser. You may use one of the following listed web browsers: Internet Explorer 6.0, Internet Explorer 7.0, Internet Explorer 8.0, Internet Explorer 9.0, Internet Explorer 10.0 & Apple Safari. The supported resolutions include 1024\*768 and above.

Step 1 Open web browser, enter the IP address of the device and then press Enter.

Step 2 Log in to the device.

- If the device has not been activated, you need to activate the device first by setting the password for the admin user account.
- If the device is already activated, enter the user name and password in the login interface, and click **Login**.

Step 3 Install the plug-in before viewing the live video and managing the camera. Please follow the installation prompts to install the plug-in.



- You may have to close the web browser to finish the installation of the plug-in.
- After login, you can perform the operation and configuration of the device, including the live view, playback, log search, configuration, etc.

Figure 3-18 Activate the Device

Figure 3-19 Login

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