## SPYCLOPS BASIC DVR SETUP

All steps are given in order as if from home screen. If after completing a step and returning to the home screen you see a message that says *"Configuration changed! To save the latest configuration?"* Click *"Yes"* to save your settings.

Step 1: First Time Log In

Right click on mouse for Setup (screen will display "*Username*" and "*Password*", do not enter any text in this window).
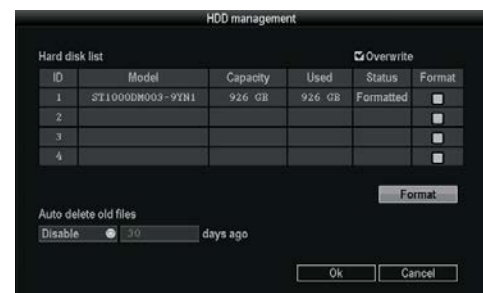

➔ OK.

➔ Setup (you will now see the main Setup screen).
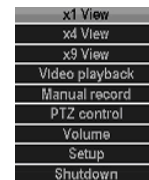
Step 2: Format the Hard Drive

Setup
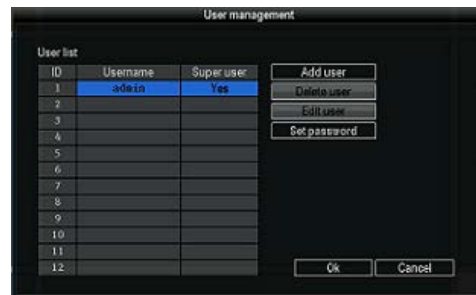

➔ System Tools -- HDD management

➔ Check "√" the Format box.

➔ Select the Format button.

➔ Click "Yes" to the 'Are you sure to continue' popup.

➔ It may take a few minutes for the hard drive to format.

➔ Ok.

➔ Ok.

Step 3: Username and Password (Password is required for remote access in browsers or apps)

Setup

➔ 🖰 System Tools -- 🖥 User management

➔ Set password, (Old password leave blank).

➔ Enter new password.

➔ Repeat.

➔ Ok.

➔ Ok.

"Configuration changed! To save the latest configuration?" Click *"Yes"* to save your settings.

If you want the Username to be different than "*admin*" you will need to add user.

To add new *"User"*

Setup

➔ 🖰 System Tools-- 🖥 User management

➔ Add User.

➔ Type in User Name.

➔ Select User Access Level.

➔ OK.

➔ Select new "User".

➔ New Password.

➔ Repeat.

➔ Ok.

➔ Ok.

Step 4: Set Date and Time

Setup

➔ System setup – General setup

➔ Select the correct Date and time.

➔ Click the 'Apply' button.

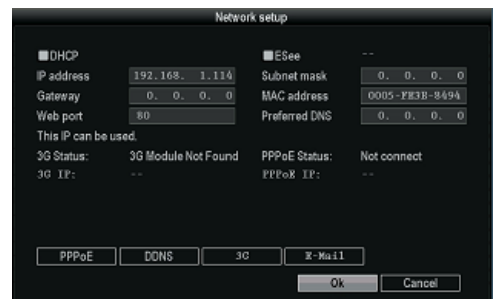➔ Click 'Yes' to 'Are you sure to continue'.

➔ Ok.

➔ Ok.

To generate the Esee ID the DVR must be connected to the network through an Ethernet cable.

Step 5: Basic Network Setup

Setup

➔ System setup – Network setup.

➔ Check the DHCP box to dynamically assign an IP through the router and click the Esee box to populate the Esee ID.

➔ Ok.

➔ It may take up to 10 minutes for the Esee number to populate.

"Configuration changed! To save the latest configuration?" Click "*Yes*" to save your settings.

Step 6: Access the DVR from a browser connected to the same network

Setup

➔ System setup – Network setup -- make note of your DVR IP address and Esee number.

➔ In a web browser in the same network, enter the IP address you just took note of from the DVR.

➔ Accept the pop up and install Active X controls.

➔ Enter the username and password for the DVR in the log in screen and select the log in button.

Step 7: Setup Recording

Setup

➔ System setup – Record setup

➔ Pick the channel and day of the week you want to record.

➔ Choose Time, Motion or Sensor for the recording mode.

   *Note: Sensor recording not currently supported.

➔ Click Copy to if you want to copy the setting to another channel or to all other channels.

➔ Ok.
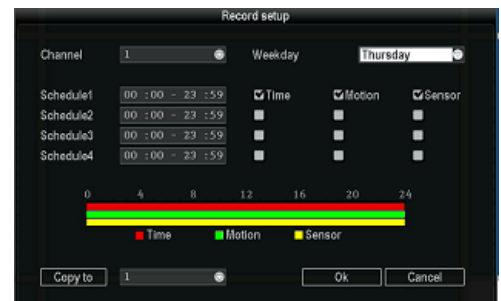
"Configuration changed! To save the latest configuration?" Click "*Yes"* to save your settings.

Step 8: Video Playback

➔ Setup – Video Playback

➔ Pick the channel you want to play back.

➔ Choose Time, Motion or Sensor for the recording mode.

Note: Sensor playback not currently supported.

➔ Enter the record time and hit Search.

➔ Select the recording block in which you want to view and click playback.

For more detail instructions such as setting up the Spyclops DVR, Network settings, Recording settings, and info about the free Smartphone app, please visit our website: www.spyclopsusa.com
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