



# TruVision Recorder Archiving Instructions

## Searching and playing back recorded video

- In live view, press the **Search** button on the front panel.  
– Or –  
In live view, right-click the mouse to call up the mouse menu. Click **Search Video**.  
**Note:** If you are not already logged into the recorder you will have to enter your username and password.
- The search window appears. Select the desired cameras, record type, file type as well as the start and end times of the recording. A maximum of eight cameras can be selected.




- Click the **Go** button.
- The playback window appears. To change the speed and direction of playback:  
**Front panel:** Press the left and right arrows on the front panel to speed up and slowdown playback. Press the **Playback** button to reverse playback.  
**Mouse:** In the playback toolbar on the bottom of the window, click  and  buttons to speed up and slowdown playback. Click on the timeline to jump forwards or backwards in time.

## Exporting video recordings

You can export a complete archive file that covers the entire period recorded (A), or you can clip one or more segments of interest in the file and just export the clips (B).

### A. Archiving the entire video file

- Search for the desired recorded video. See “Searching and playing back recorded video” above.

- Insert a CD/DVD or USB device in the recorder.
- Front panel:** Press the **Archive** button on the front panel during playback.  
**Mouse:** Click the Archive  button in the playback window.
- The Archive window appears. Under **Device Name**, select the storage media used for archiving.
- Check **Include Player** (or **Player Backup** depending on the recorder model) to include the Player tool with the archived files.
- Click **Archive** to export the currently selected video file.  
**Note:** This will archive the recording file recording file currently being used.


### B. Archiving clipped video files

You can export video that spans several recording files and/or days. The system automatically cuts the exported video files at midnight. If a recorded file runs over midnight, it will be cut into two files – pre and post-midnight. The clipped video will be exported as recording files.

You can clip the segments of a video file that are of interest to you and export those.



The exported video files can be merged in TruVision Player (see “Using TruVision Player” on page 2).

#### Using the front panel:

- Find the footage required **before** midnight using the playback process (start and end times should not cross midnight).
- Insert a CD/DVD or USB device in the recorder.
- Front panel:** Press the **Archive** button on the front panel during playback.  
**Mouse:** Click the Archive  button in the playback window.
- The Archive window appears. Under **Device Name**, select the storage media used for archiving.
- Check **Include Player** (or **Player Backup** depending on the recorder model) to include the Player tool with the archived files.
- Click **Archive** to export the currently selected video file.  
**Note:** This will archive the recording file recording file currently being used.
- Find the footage required **after** midnight (start and end times should not cross midnight).

- Insert a CD/DVD or USB device in the recorder and select the storage media used from the menu.
- Click **Archive** to export the currently selected video file.  
**Note:** This will archive the recording file recording file currently being used.

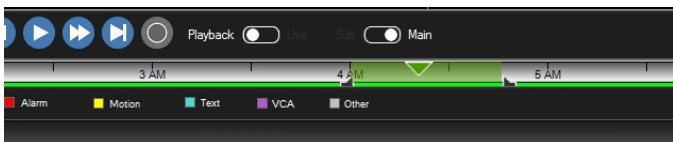
#### Using the mouse:

- During playback, locate the desired footage (the start and end times should cross midnight).
- Click the **Start Clipping** button  at the start of the desired time that you want clip.
- Fast forward or drag the time bar to the end of playback.
- Click the **Stop Clipping** button .
- Insert a CD/DVD or USB device in the recorder.
- Click the **Archive** button. A pop-up box appears asking if you want to save the video clips. Click **Yes**.
- The Clips Archive window appears listing all video clips saved. Select the desired clips and click **Archive**.
- The Archive window appears. Under **Device Name**, select the storage media used for archiving.
- Check **Include Player** (or **Player Backup** depending on the recorder model) to include the Player tool with the archived files.
- Click **Archive** to export the currently selected video file.  
**Note:** This will archive the recording file recording file currently being used.

## Exporting video recordings via TruVision Navigator

TruVision Navigator allows you to export a single recording file per camera. Exported video files from TruVision Navigator need to be viewed using the TruVision export file tool.

- In the playback window, drag the red seek triangle in the Controller timeline to locate the desired time frame of the video segment.



- Slide the black start and end markers of the video segment to adjust the time frame of the segment as required.  
**Note:** The selected time frame can apply to multiple cameras.
- Click the **Video** button to move the selected video segment to the Collector.
- In the Collector, select the desired video thumbnails to export.
- Click **Browse** and select the destination of the export file.  
All selected video thumbnails will be exported as a single file.

- Click the **Export Now** button.

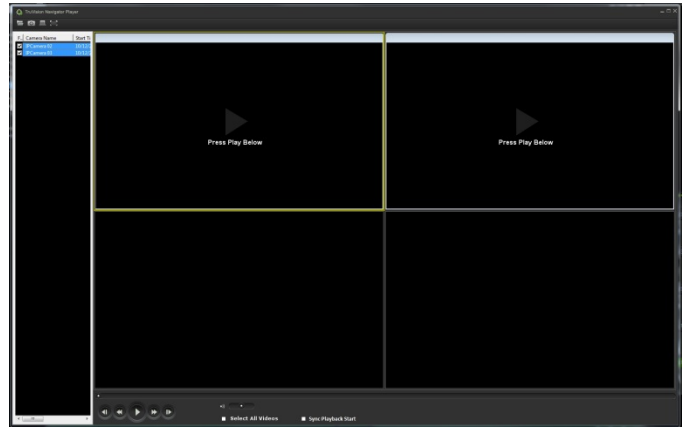
## Using the TruVision Player

### Playing back video using TruVision Player

When video clips are exported, the TruNav Player is also exported to the file(s) location. Double-click on the Player icon.



The TruNav Player program displays.



To load your exported video clips:

- Click on the **File Open** icon in the menu bar.
- Navigate to the file location.
- Select the files you want to view.
- Click the **Open** button.

## Legal information

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