ACTi CMS 2.0
Quick User Guide

BEFORE YOU START

Thank you for using ACTi CMS 2.0 server system. This guide will demonstrate the fundamentals of how to:
- Monitor live view and operate relevant live view functions
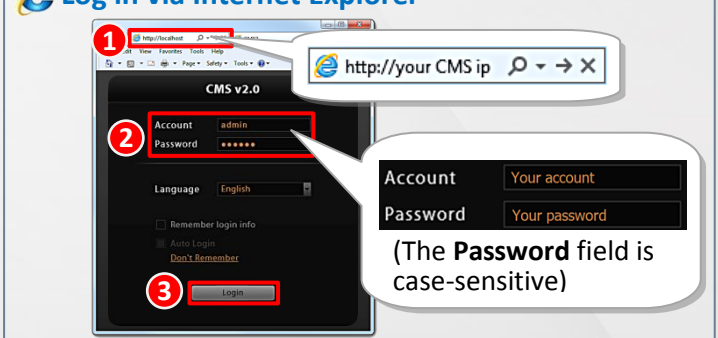- Search recordings
- Export video

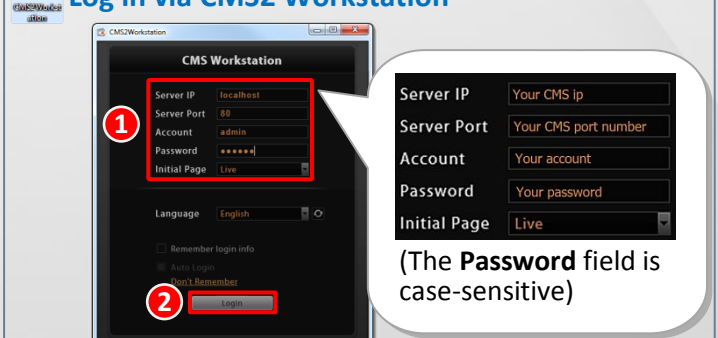You may download ACTi CMS 2.0 User's Manual for detailed operation instructions from product page:
http://www.acti.com/CMS2

For technical support, please contact your system supplier or contact our technical support team via http://www.acti.com/chd.

1 LOGIN & LOGOUT

Log in via Internet Explorer

http://your CMS ip

| Account | Your account |
| Password | Your password |

(The **Password** field is case-sensitive)

Log in via CMS2 Workstation

Server IP	Your CMS ip
Server Port	Your CMS port number
Account	Your account
Password	Your password
Initial Page	Live

(The **Password** field is case-sensitive)

Log out from CMS
On top of the screen, click **Options** ⚙ → Logout

2 OVERVIEW

Click the buttons on the right to switch between two main screens:

Live View
- See live view
- Control a PTZ camera
- Receive event alerts
- Record manually or take a snapshot

Playback
- Search / Play back recordings
- Export snapshots or video

3 LIVE VIEW

You will enter the default live view layout after logging in.

- **Apply a preset view:** Left-click on a view

Display Area

- **Watch all cameras of an NVR site :** Click on the NVR

Channel

- **Watch a camera:** Drag it into layout

- **Watch an instant event playback:** Select the desired NVR source, and double-click on the event.

4 SINGLE CHANNEL OPTIONS

On **Live View** screen, select a single channel on layout.

Take a snapshot to client PC   Start/Stop manual recording

● **Open channel menu:** Right-click

	Instant Playback
	Manual Record
	Digital Zoom
	Snapshot
	DO 1
	DO 2
	Audio Out
	Remove
	Default Hotspot

● **Enlarge to full display:** Double-click

● **Stretch view:** Press F6

Trigger output device   Send audio to camera

Show live view windows on a map

● **Link to another map:** Click 👁

● **Show all camera live view:** Right-click to open channel menu→ "**Show All Live View**"

● **Show single camera live view:** Double-click on the camera icon

5 PTZ OPERATION

Operate digital PTZ function

Use the mouse to do digital PTZ operation on a selected channel.

Picture-in-Picture window

❶ **Draw a zoom area:** Hold left button and draw.

❷ **Navigate:** Hold left-button and move the red frame.

❸ **Cancel digital PTZ:** Right-click in PiP window.

Operate optical PTZ function

Operate a PTZ camera with on-screen controls/joystick.

Zoom in / Zoom out

Pan/Tilt direction keys

Digital/ Optical zoom switch

PTZ

Near/Far focus

Pan/Tilt/ Zoom speed

Preset/Tour /Command menu

6 SEARCH PLAYBACK

1. Enter **Playback** screen, select a View or drag a camera to **Display** area.
2. Drag the **Time Bar** to find specific scene, and use the controls on **Control** panel to play and search.

Display Area

View

●**Apply a preset view:** Left-click on a view

●**Watch a camera:** Drag it into layout

●**Watch all cameras of an NVR site :**Click on the NVR

Device

Control

Time Bar

Rewind /Pause /Play

Go to specific time   Go to current time

2012-05-20 23:52:22 095

Previous   Next

Display event   Search

F ½ (1) 2 4 8   10 Minutes   Export video

Play speed   Time bar scale

7 EXPORT VIDEO

1. Enter **Playback** screen, drag the **Time Bar** to video start point, right-click and select "**Mark Export Start**" on quick menu.
2. Drag to video end point, right-click and select "**Mark Export End**" on quick menu.
3. Right-click and select "**Export Video**".

	Previous Recording		Previous Recording
	Next Recording		Next Recording
❶	Mark Export Start		Mark Export Start	❷
	Mark Export End		Mark Export End
	Clear Selection		Clear Selection	❸
	Export Video		Export Video

Export Video

Export Settings

Time Duration
2013/02/04 17 : 32 : 05 ~ 2013/02/04 17 : 38 : 59

Video Settings
Video Type ⦿ AVI ○ RAW
☐ Filter no video

Overlay
☑ Enable
Timestamp ⦿ YYYY/MM/DD HH:MM:SS
○ MM/DD/YYYY HH:MM:SS
○ DD/MM/YYYY HH:MM:SS

Text

Save Path
C:\Users\Wen.Cheng\Desktop
Browse

Device
☐ MobileGo
  ☑ 1 11F_Entrance
  ☐ 2 11F_Lab
  ☐ 3 7F_Office Area A
  ☑ 4 7F_Office PTZ
  ☑ 5 7F_Office Area B
  ☐ 6 7F_Office Area All
  ☐ 7 7F_Entrance
  ☐ 8 7F_Entrance_Counter
  ☐ 9 11F_Entrance_Outer
  ☐ 10 ACTi
  ▸ ☐ Office Site

Cancel   Apply ❺

❹

4. Set the export settings, and then click "**Apply**".

NOTE: The exported video and snapshots are saved to your designated file location, the default location is Windows desktop.