

# Quick Start Guide

## **Hybrid DVR**

DS-9000HFI-ST Series Hybrid DVR

## **NVR**

DS-9600NI-ST Series NVR

**NOTE:** For more detailed information, refer to the User's Manual on the CD-ROM. You must use your PC or MAC to access the files.

## Quick Start

**NOTE: Connect VGA monitor and mouse before starting.**

1. Overview
2. Connection
3. Start Up/Shutdown
4. Formatting a Disk
5. Setting Date & Time
6. Recording
7. Playback
8. Backup
9. Configure IP Cameras

(Only for DS-9000HFI-ST Series Hybrid DVR and DS-9600NI-ST Series NVR)

**NOTE: For more detailed information, refer to the User's Manual on the CD-ROM. You must use your PC or MAC to access the files.**

# HYBRID DVR/NVR/ANALOG

## 1. Overview

**BEFORE STARTING: Connect VGA monitor and mouse (mouse supplied).**

**Check that your package includes the following:**



Hybrid/Analog DVR



Mouse



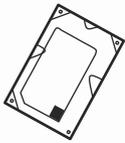
IR Remote



Power Cord



Screws



Hard Drive (PreInstalled)



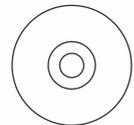
HDD Cables



Rack Mount Ears



Quick Start Guide



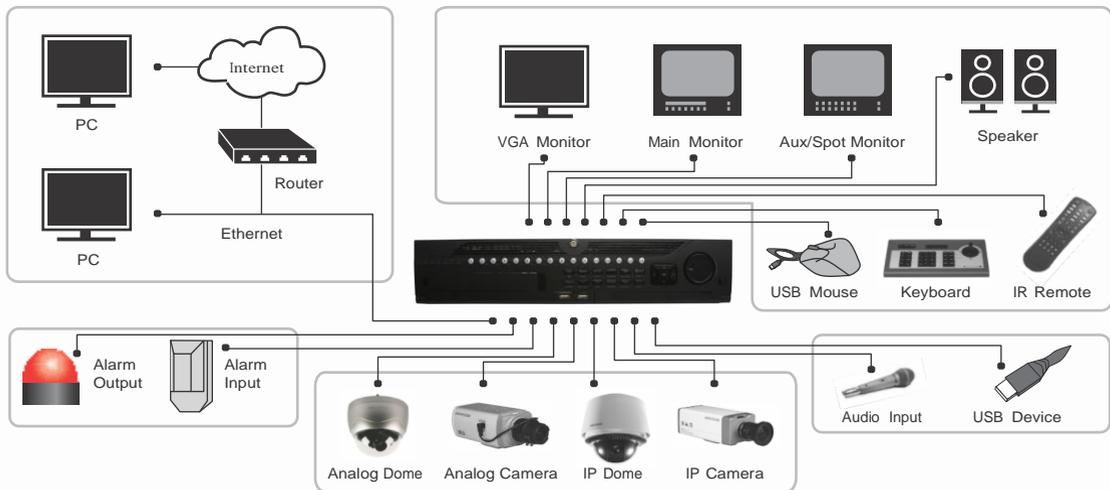
Manual/Software CD

### Front Panel Description:



- |                         |                           |
|-------------------------|---------------------------|
| 1. Status Indicators    | 6. USB Ports              |
| 2. IR Receiver          | 7. Control Buttons        |
| 3. Front Panel Lock     | 8. Direction/Enter Button |
| 4. DVD-R/W              | 9. Jog Shuttle Control    |
| 5. Alphanumeric Buttons | 10. Power Button          |

## 2. Connection



**NOTE:** DS-9000HFI-ST Series Hybrid DVR support both Analog and IP cameras.  
DS-9600NI-ST Series NVR support only IP cameras.

## 3. Startup and Shutdown

### To startup your DVR:

1. Plug power cord into DVR and electrical outlet. It is HIGHLY recommended to use a surge protector.
2. Connect a VGA or HDMI monitor and mouse into the DVR. NOTE: Monitor and mouse need to be plugged in before starting.
3. Switch the POWER button on the back rear panel. The Power indicator LED will turn blue. The unit will begin to start.

**NOTE: Each HDD will start separately to conserve power**

**NOTE: Default password is 12345**

## 3. Startup and Shutdown (cont.)

### To shut down your DVR:

#### OPTION 1: Standard Shutdown

1. Enter the Shutdown menu by going to **Main Menu > Maintenance**.
2. Click **Shutdown**  button to access the Shutdown menu.
3. Select the Shutdown button.
4. Click the Yes button.

#### OPTION 2: Manual Shutdown

1. Press and hold the POWER button for 3 seconds.
2. Enter the administrator's username and password in the dialog box for authentication.
3. Click the Yes button.

**NOTE: Do not press the POWER button again when the system is shutting down.**



## 4. Formatting a Disk

A newly installed hard disk drive (HDD) must be formatted first before it can be used with your DVR.

**NOTE: Formatting the disk will erase all data on it.**



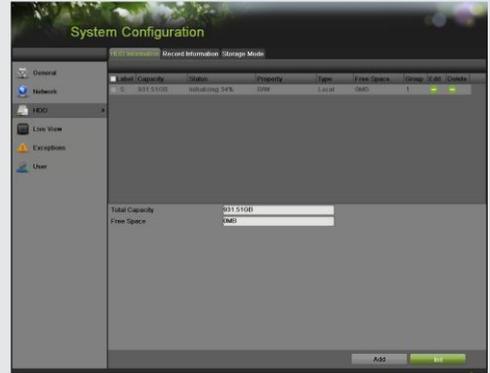
To format a new disk:

1. Enter the Disk Management menu by going to **Main Menu > System Configuration > HDD**.
2. Place a check next to the disk to format. A disk that has not been formatted will show Uninitialized as its status.  
If the disk is newly installed, the status of the drive will show up as **Uninitialized**.

# HYBRID DVR/NVR

## 4. Formatting a Disk (cont.)

3. Click the **Init** button.
4. A confirmation message will appear on the screen. Click the **OK** button to continue formatting process.
5. The status column will show the Initialization progress. After the disk has been formatted, the status of the disk will change to **Normal**.
6. Click the  button to exit out of Disk Management.



## 5. Setting Date & Time

### To setup date and time:

1. Enter the Time/Date menu by going to **Main Menu > System Configuration > General > Time/Date**.
2. Select the correct time zone. Enter the correct date and time.
3. Click the **Apply** button to save the settings.



## 6. Recording

### To setup recording schedule:

You can set the recording through two ways:

#### OPTION1:

Right click to access the menu. Select **Start Recording** from the list, select either **Continuous Record** or **Event Record**. This will apply a 24/7 recording for all active channels.

#### OPTION2:

1. Enter the **Schedule Configuration** menu by going to **Main Menu > Recording Configuration > Schedule**.
2. Select a camera to configure from the camera drop down menu.
3. Check the **Enable Schedule** checkbox to enable the recording schedule. If the checkbox is unchecked, the recording schedule will be disabled.
4. Click blue **Continuous** or yellow **Event** icon below time table to select recording type. The time table will switch to editable mode, drag mouse over time table to configure recording schedule. Different recording types will be marked with corresponding color.  
Note: Step 4 scheduling adjustments made to the hour, if recording schedule requires adjustments to the minutes, move to Step 7.
5. Select Recording Type for each day of the week. **Recording type** includes **Continuous** for continuous recording or **Event** for recording when an event is triggered (i.e. from detected motion) for the selected time period.
6. Select the start and stop time for each day of the week. The start and stop time are listed using a 24 hr cycle (i.e. 18:00 is equivalent to 6:00pm)
7. Select the **Apply** button to save the schedule settings and click  to return to the

previous menu. Clicking  without clicking **Apply** will go out of the menu without saving settings.

**NOTE: Event recordings are recordings that are triggered from motion detection and/or from an external alarm.**



## 7. Playback

### Playback from Search:

1. Enter the Playback menu by going to **Main Menu > Playback.**
2. Select the camera and date you want to search.
3. The search results will be shown on the timeline with blue bars designating recorded files.
4. Click a time on the timeline, and then click **Play**

**Forward**  button below the video preview window.



### Playback Multiple Channels

1. Follow the steps mentioned above to playback the video.
2. Click **Full-screen**  button to enter full-screen mode, and select additional channels by clicking the checkbox next to the camera to playback multiple channels.
3. Stop playback on any of channel by un-checking the corresponding checkbox.

**NOTE: Up to 16 channels can be played back at the same time**

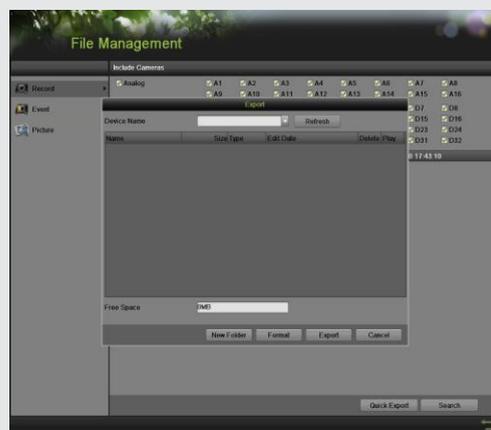


# HYBRID DVR/NVR

## 8. Backup

### Backup recorded files (Export):

1. Enter the **File Management** menu by going to **Main Menu > File Management**
2. Place a check next to the cameras you want to search files for backup. Select the recording type, date and time range you want to backup. Click on **Search**.
3. A search results window will display your results. You may click the **Play**  button to verify that these files are indeed the ones you would like to backup. The total size of backup files will be displayed in lower left hand corner.
4. Click the **Export** button.
5. Select device to backup to from drop-down list (USB Flash Drive, USB HDD, DVD Writer). If backup device is not recognized:
  - Click the Refresh button.
  - Reconnect the device.
  - Check for compatibility from vendor.
6. The total available free space will be shown. If the free space is not sufficient, delete files from the storage device or insert a device with more available free space.
7. Click the **Export** button to begin backup process. After the backup has completed, click the **OK** button.



## 9. Network Connection

### Network Connection

#### Using Web Browsers

All Hikvision products use the default IP address of **192.0.0.64**

1. Connect a CAT5 or CAT6 cable from the DVR to a PC or Laptop computer.

Note your laptop or PC computers existing address, such as:

- IP: 192.0.0.62
- Subnet: 255.255.255.0

2. Open web browser.
3. In the address bar, type 192.0.0.64

If prompted, allow the installation of the Hikvision application.  
It may be necessary to add this IP address as a Trusted Site with Low Security.

4. Login to the DVR:

- Username: admin
- Password: 12345

5. Go to the **Configuration** tab, then **Remote Configuration**, then [Network Settings]
6. Click on **Network Settings**.
7. Enter the IP address you wish the DVR to have, then **SAVE**.
8. Reset your laptop or PC to its original IP address, subnet and gateway.
9. Type the new address in web browser.

#### Using Hikvision iVMS 4200 software

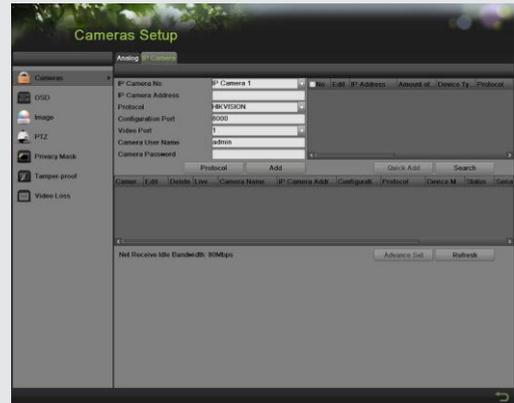
If possible, check <http://www.hikvision.com> for the latest version of the **iVMS4200** software.

If internet access is not available, install the software from the CD.  
Then follow the instructions included with the software.

# HYBRID DVR/NVR/ANALOG

## 10. Adding IP Cameras

### Adding IP Cameras



#### Directly on the Hybrid DVR and NVR's Menu:

1. Enter the Add/Remove Cameras menu by going to **Main Menu > Cameras Setup > Cameras**.
2. Select the **IP Camera** tab.
3. Click the **Search** button to automatically detect connected IP cameras on the network.
4. If the detected IP cameras and DVR are not on the same subnet, you can modify the camera's IP, subnet and port settings by clicking on the  next to camera's IP address.
5. Input the camera's password in the password field. Click the **Add** button to add the IP camera to the **Added Cameras** list. Please note the camera's status will show as disconnected initially. Click the refresh button to obtain a connected status. You can also click the play icon to verify a successful connection to the camera.
6. Once an IP camera has been added to the Added Cameras list, you may remove the camera by clicking the Trashcan icon or view the camera by clicking the Play icon.
7. Go to **Main Menu > Recording Configuration > Recording Quality** to setup IP camera recording resolution, frame rate, etc.

#### Using Internet Explorer

1. Connect to the DVR by typing the IP address in the address bar
2. Login to the DVR as above.
3. Click on **Configuration > Camera Management > IP Camera**
4. Enter the camera IP Address and other appropriate information on the right side of the screen.
5. Repeat to add more cameras.

**HIK***VISION*

First Choice For Security Professionals

**HIK***VISION*

908 Canada Court  
City of Industry, CA 91748  
U.S.A.

[www.hikvision.com](http://www.hikvision.com)