RECORDER

User Manual



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Online Help Center

Questions about your camera system? Please visit our online help center. Here you can find the most recent articles about how to operate your system.

Visit: www.bascom.support

Safety Instruction

Bascom products are designed and tested to meet strict safety requirements. Carefully read the instructions below before you start working with the products and, if necessary, consult the instructions again, so you are always using the product safely.

- ⊗ Carefully follow the operating instructions when connecting this product.
- ⊗ Keep all parts of the product out of the reach of children.
- © Do not drop the product and do not shake the product. A rough treatment could damage the internal electronic switch and the fine mechanics.
- ⊗ Always use the included power supply units to provide the product with power.
- Prevent overload of wall sockets and extension cords.
- Before cleaning the product, remove the product from the power source.
- ❷ Do not use aggressive chemicals, solvents or strong detergents to clean the product.
- Contact your supplier if you have any doubts about connecting the product, the product safety
 or the operating mode of the product.

Declaration of Conformity

Bascom hereby declares that the product is in conformity with the essential requirements and other relevant provisions of guidelines 2004/108/EC, 2006/95/EC and 2011/65/EU. A copy of the declaration of conformity can be found on our website: www.bascom-cameras.com/conformity/.

Content of Package

Your package contains these items:

RECORDER

USB MOUSE





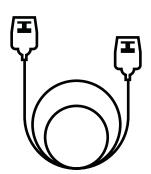
POWER SUPPLY

HDMI CABLE



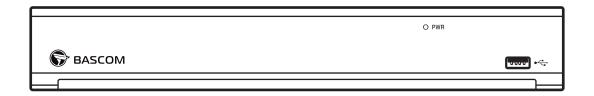


NETWORK CABLE



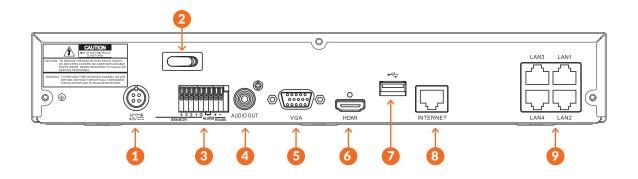
Product Overview

Front Panel



ITEM	INDICATOR	REMARK	FUNCTION & DESCRIPTION
1	Power	PWR	If the "Green" indicator is on, NVR is getting power normally.
2	USB	•	USB port

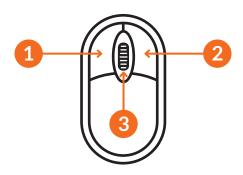
Rear Panel (For reference only)



ITEM	PORT	CONNECTION METHOD	
1	Power Port	Connect power supply	
2	Power Switch	Switch power on/off	
3	Sensor/Alarm	Connect external sensor or alarm device	
4	Audio Output	Audio signal output, RCA interface	
5	VGA Port	Connect monitor with VGA port	
6	HDMI Port	Connect monitor with HDMI port	
7	USB Port	Connect USB devices, such as USB mouse	
8	INTERNET Port	Connect to internet / router / network	
9	LAN Port	Connect camera(s) – support PoE	

Chapter 1: Operating The System

1.1 USING THE MOUSE



1. Left Button:

- ⊗ Click to select menu options.
- ⊘ During live viewing in split-screen view, double-click on a channel to view it in full-screen.
- ∅ Double-click the channel again to return to split-screen viewing.
- ⊗ Click and hold to drag sliders in the split-screen view.

2. Right Button:

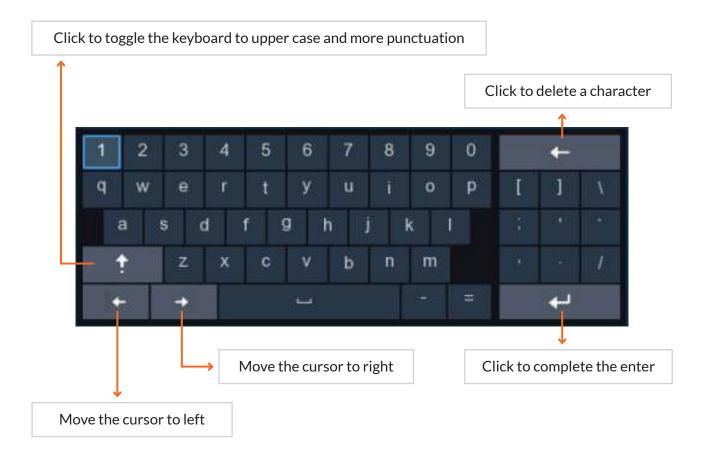
- ⊘ Click once to open the Taskbar on the Live Viewing screen.
- ⊗ In menus, click to go back / close menus.

3. Scroll Wheel:

- ⊗ In menus, scroll to move up / down through the menu content.
- ⊗ In full screen live view, scroll up to zoom in, scroll down to zoom out.

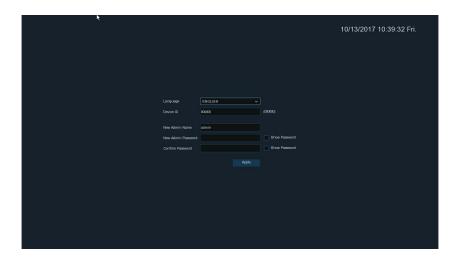
1.2 USING THE VIRTUAL KEYBOARD

You will see the virtual keyboard automatically on the screen when you need to enter data



1.3 PASSWORD

The first time you start the system, you must set your own password. Please make sure to write down your username and password and save them in a secure place.



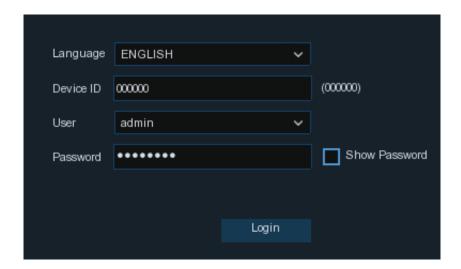
Language: Choose your language.

New Admin name: Set your administrator name.

New Admin Password: Set your password. The password must be a combination of 8 to 16 characters.

Confirm Password: Enter your password again.

Click **Apply** to confirm your settings and go to the login interface. Enter your user name & password to **Login**.

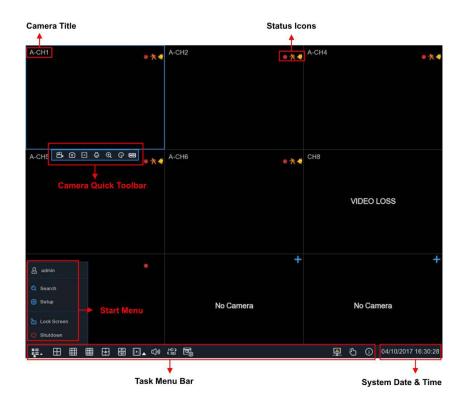


NOTE: If you forget your password, you will be unable to login the system, please contact your reseller to reset the password.

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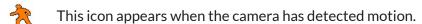
Chapter 2: Live View and Menus

2.1 LIVE VIEW SCREEN OVERVIEW



Status Icons





The icon indicates that the external I/O alarm device is triggered.

This icon indicates an error in the HDD.

This icon indicates the HDD is unformatted.

This icon indicates the HDD is full.

This icon indicates the HDD is read-only.

No Camera: Camera is disconnected.

Decoding Failed: The system doesn't support this kind of compression standard, please change to H.264 compression standard.

+ Click to open Quick Add menu to add a camera

Click to edit current camera

2.1.1 Camera Quick Toolbar

In live viewing, click the left button of your mouse on a connected camera to display the Camera Quick Toolbar.



- Click to manually record the channel immediately. If the manually recording is in process, the icon will be in red color. Click one more time to stop manual record.
- Click to save a snapshot of the current camera image. Manual Capture must be enabled to use this feature.
- Click to play the latest5 minutes recording of this channel
- Click to enter zoom lens configuration.
- Click to zoom-in the channel. When the icon appears, press and hold the left button of your mouse to drag the area you want to zoom in.
- Click to adjust the image color of the channel. You can adjust the HUE, BRIGHT, CONTRAST& SATURATION of the image.
- To switch the live view video stream between HD & SD. HD is mainstream live view, SD is substream live view.

2.1.2 Taskbar

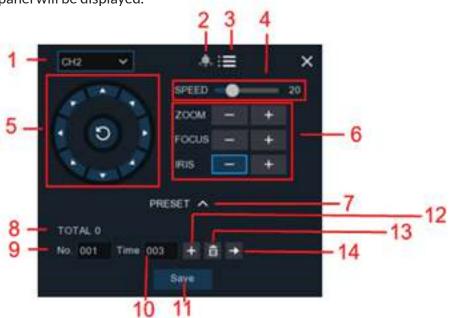


- Click to choose different layout for live view
- Click to choose more layouts for live view
- Click to start viewing channels in a sequence
- Quick playback. You can choose to play the latest recording for all channels from the beginning of the day, or you can choose the playback from the latest 5s, 10s, 30s, 1Min, 5Min.
- This icon will appear if the network is disconnected.

2.1.3 Zoom lens configuration

If your camera has a zoom lens, you can use this control panel to zoom in or out. Because the cameras have an autofocus function, please only adjust the zoom to make the viewing angle bigger or smaller. Focus and iris will be set automatically.

- 1) Click left your mouse upon a channel on Live Viewing screen to open *Camera Quick Toolbar*, and choose the control icon \bigoplus .
- 2) The control panel will be displayed.

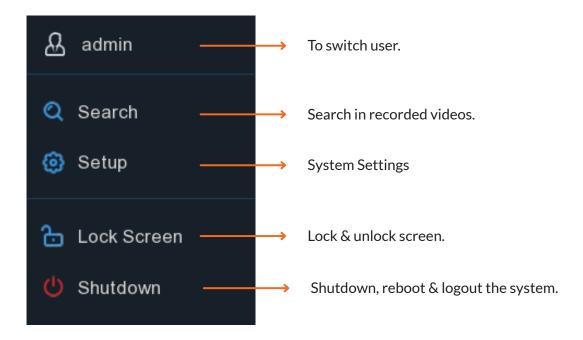


No.	ICON	ITEM	DESCRIPTION
1	00 v	Camera	Click to select the channel of the camera
2		Cruise	N/A
3	∷≡	UTC Menu	N/A
4	Speed	Speed	Adjust the speed
5	(0)	Pointer Panel	N/A
	- ZOOM+	Zoom	Click to zoom in/out
6	- FOCUS+	Focus	Click to adjust the focus
	- IRIS +	Iris	Click to adjust the iris setting
7	~	PRESET	N/A
8	Total	Total	N/A
9	No.	No.	N/A
10	Time	Time	N/A

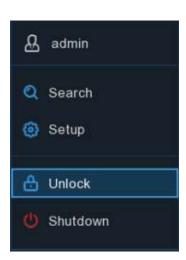
No.	ICON	ITEM	DESCRIPTION
11	Save	Save	N/A
12	+	set	N/A
13	â	Delete	N/A
14	→	Go to	N/A

2.1.4 Start Menu

With the start menu, you can switch user, playback recorded videos, adjust settings, lock & unlock the screen, shut down, reboot & logout the system.



2.1.4.1 Unlock and Lock Screen



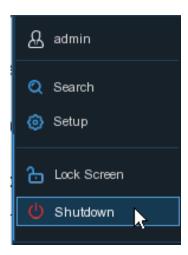
The screen will be locked to protect unauthorized operation when the system is not in menu operation 1 minute.

If necessary, you can also lock the screen operation manually. To do so, go to Start Menu, and then click the Lock Screen icon \bigcirc to lock the system immediately.

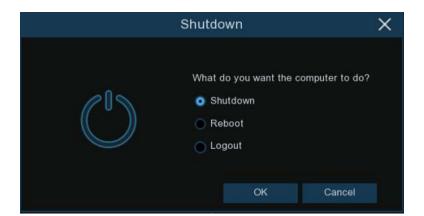
If the system is locked, you can click the Unlock icon $\stackrel{\circ}{\Box}$ to unlock the system for further operation.

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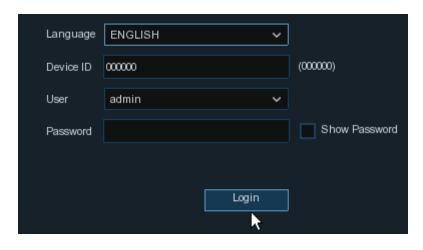
2.1.4.2 Shutdown



Click the Shutdown button from the Start Menu and the choose the action. Click OK button. The system will require to input the Admin password to authenticate. What do you want to do?



If you choose Logout the system, the live viewing screen will disappear. You need to login for further operations.



Chapter 3: Settings

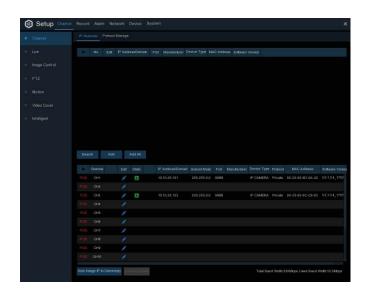
You are able to configure the settings for Cameras, Record, Alarm, Network, HDD & System from Start Menu \rightarrow Settings.



3.1. CAMERAS

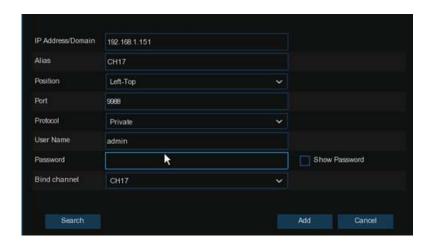
In this section, you are able to configure the camera settings.

3.1.1. Management



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Click **Search** to search cameras in the local network, click **Add** to add individual cameras, click **Add All** to add all cameras.



Click **Search** button to search cameras, and then click one of the cameras in the device list.

IP Address/Domain: IP address or domain name of the camera

Alias: Name of the camera

Position: Position to display the camera name on the screen.

Port: Port of the camera

Protocol: Choose the protocol of the camera from the dropdown menu

User Name: User Name of the camera **Password:** Password of the camera

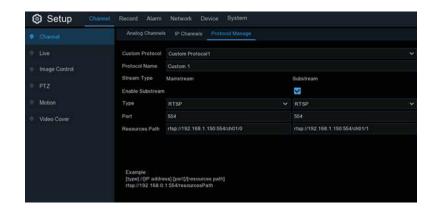
Bind channel: Choose a system channel you want to attach the camera to

Auto Assign IP to Camera(s): The added camera would be not able to connect if its IP address is not in the same network segment with the system. With this function to reassign an IP address to all added cameras.

Channel Delete: Choose one or more added cameras, and click this button to delete.

3.1.2 Protocol Management

With Protocol Management, you can edit your own RTSP protocol for your camera connection.



Custom Protocol: The system support max. 10 custom protocol options.

Protocol Name: To give a name to your custom protocol.

Enable Substream: Check the box if you want to enable substream.

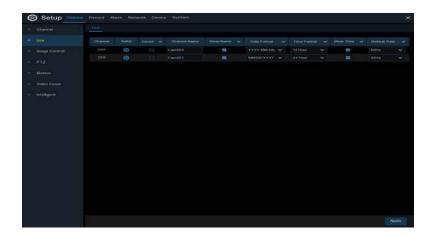
Type: Only RTSP.

Port: Input the RTSP port of your camera.

Resources Path: Input the RTSP address of your camera.

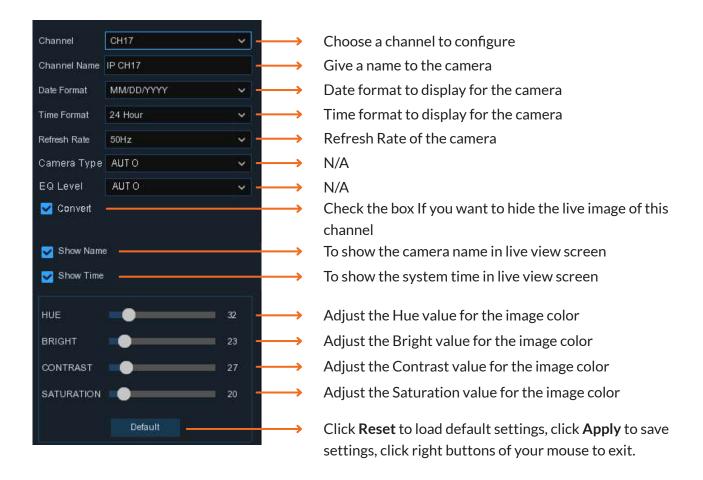
3.1.3 General Settings

To configure general camera settings.



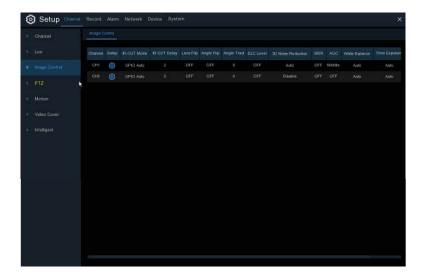
Cameras: Display channel name.

Setup: Click icon into the adjust the settings.



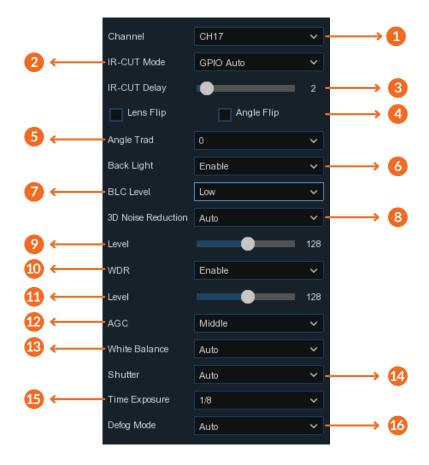
3.1.4 Image Control

This menu allows you to control image settings for your cameras.



Cameras: Channel name.

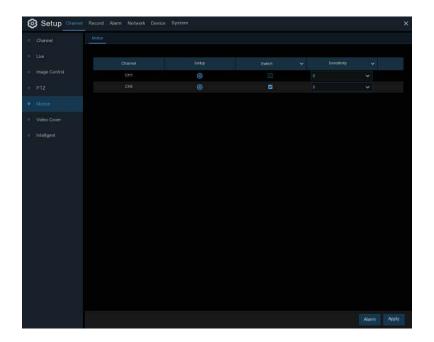
Setup: Click icon to adjust the settings.



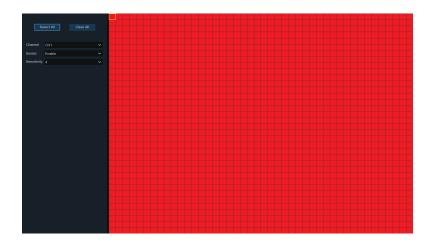
- Choose a channel to configure
- Select the desired built-in IR cut filter mode to ensure the camera works properly both in the day and night.
- Set the delay time of IR-CUT switching
- Oheck to enable lens flip and angle flip
- 6 Set the flip angle
- or disable Backlight compensation
- Choose the backlight compensation level
- To enable or disable 3D noise reduction function
- Set the 3D noise reduction level
- Enable WDR to allow automatically adjust the brightness and contrast of the video when shooting in the darkness with bright light sources.
- Set the WDR level.
- 4 Automatic Gain Control
- Configure white balance
- Set the shutter mode
- Choose the exposure time of the camera
- Use in foggy environments to improve the video quality

3.1.5 Motion Detection

This menu allows you to configure motion settings. When motion is detected by one or more cameras, the system can alert you by sending an email alert with an attached image and/or send push notifications to your mobile app.



Setup: Click icon to adjust the settings.



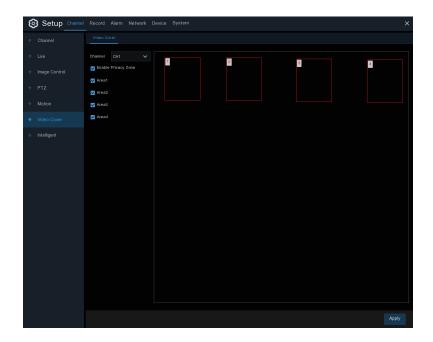
Motion Detection Area: The whole screen is marked for motion detection (red blocks) as default. If you want to disable the motion detection on a certain area, click the grid cursor and then drag the mouse to highlight the scope to unmark the area into transparent blocks. After setting is completed, click the right button of your mouse to return and click Save to make the area setup effective.

Enable: Enable or disable motion detection.

Sensitivity: Set the sensitivity level. Level 1 the lowest sensitivity level while level 8 is the highest sensitivity level.

3.1.6 Privacy

This menu allows you to create privacy zone(s) if you want to partially cover some certain part of the image. You can create up to 4 privacy zones in any size and location on the camera image. Enable the Privacy Zone, and choose how many zones you need. The zone(s) appear as "red box". Click the edge of the red box and drag it to any size to create a privacy zone.



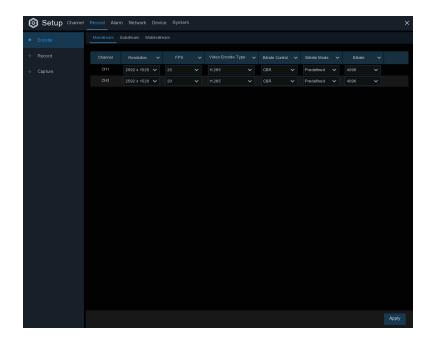
NOTE: The area of privacy zones you set will be invisible in both live view & recording video.

3.2 RECORD

This menu allows you to configure the recording parameters.

3.2.1 Streams

This menu allows you to configure different video streams. Generally, Mainstream defines the recording video quality which will be saved in the HDD; Substream defines the video quality which is being viewed via remote access; Mobilestream defines the video quality which is being viewed via remote access via mobile devices.



Resolution: This parameter defines how large the recorded image will be.

FPS: This parameter defines the number of frames per second the system will record.

Video Encode Type: H.265 is default, H.264 to support older cameras.

Bitrate Control: Select the bitrate level. For a simple scene, such as a gray wall is suitable constant bitrate (CBR). For more complex scene, such as a busy street is suitable variable bitrate (VBR).

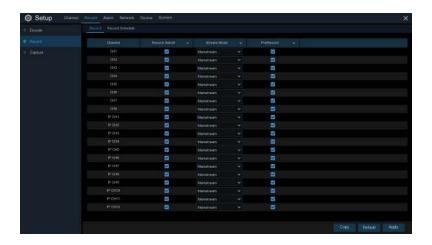
Bitrate Mode: If you want to set the bitrate by yourself, then choose User-defined mode. If you want to select the predefined bitrate, choose Predefined mode.

Bitrate: This parameter corresponds to the speed of data transfer that the system will use to record video. Recordings that are encoded at higher bitrates, will be of better quality.

3.2.2 Record

This menu allows you to configure the channel recording settings.

3.2.2.1 Record Settings



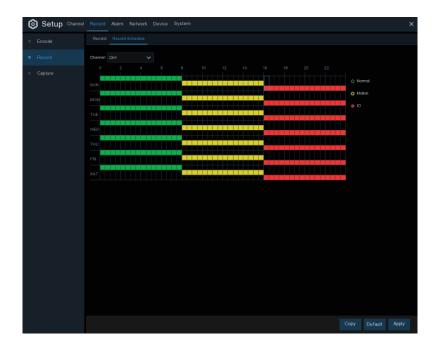
Enable: Check to enable recording this channel.

Stream: Choose the recording quality. If you choose Dualstream, the system will record in both Mainstream & Substream.

Pre-Record: If this option is enabled, the system starts recording a few seconds before an alarm event (motion detection for example) occurs. Use this option if your primary recording type is motion or I/O alarm based.

3.2.2.2 Record Schedule

This menu allows you to specify when the system records and defines the recording mode for each channel. The recording schedule lets you set up a schedule like, daily and hourly by normal (continuous) recording, motion recording and I/O alarm recording. To set the recording mode, click first on the mode radio button (Normal, Motion, IO), then drag the cursor to mark the slots. The recording schedule is valid only for one channel. If you want to use the same recording schedule for other channels, use **Copy** function. Click **Apply** to save your settings.



Cameras: Select the channel to set its recording parameters.

Normal: When the time slot is marked green, this indicates the channel performs normal recording for that time slot.

Motion: When the time slot is marked yellow, this indicates the channel records only when a motion is detected during that time slot.

IO: When the time slot is marked red, this indicates the channel records only when the sensor is triggered during that time slot.

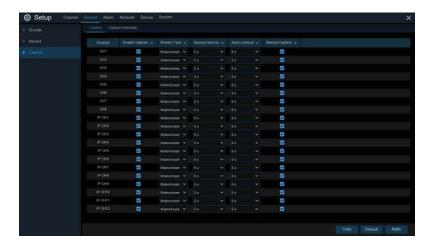
No Record: A time slot marked black means that there is no recording scheduled for the time slot.

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3.2.3 Snapshot

This menu allows to configure the snapshot function.

3.2.3.1 Snapshot settings



Enable: Enable or disable snapshots on the channel.

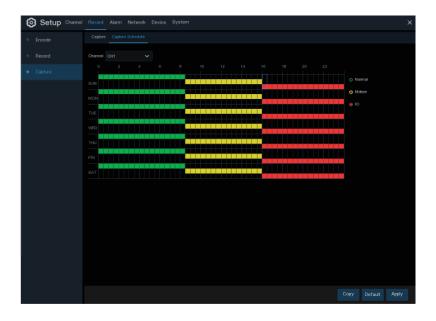
Stream Type: Select the image resolution by mainstream or substream.

Normal Interval: Time interval to capture an image in normal recording.

Alarm Interval: Time interval to capture an image when motion or IO alarm is triggered

Manual Capture: Enable or disable manual capture in the channel

3.2.3.2 Snapshot Schedule



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Cameras: Select the channel to set its snapshot schedule.

Normal: When the time slot is marked green, this indicates the channel performs normal snapshot for that time slot.

Motion: When the time slot is marked yellow, this indicates the channel snapshots are only made when a motion is detected during that time slot.

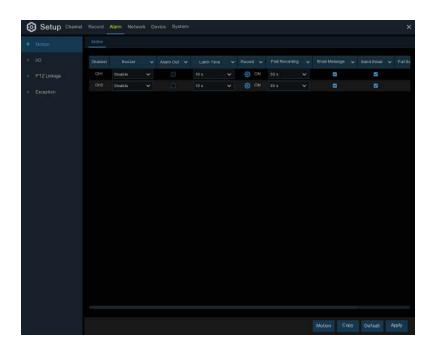
IO: When the time slot is marked red, this indicates the channel snapshots are only made when the sensor is triggered during that time slot.

No Capture: A time slot marked black means that the snapshot function is not active in that time slot.

3.3 ALARM

In these section, you can configure the alarm settings.

3.3.1 Motion Alarm



Cameras: Channel name

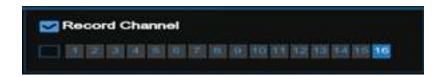
Buzzer: The system can use its internal buzzer to emit an alarm tone. You can set the buzzer duration in seconds when the motion is detected.

Alarm Out: Optional function. If your system is connected to an external alarm device, you can set to emit an alarm tone.

Duration: To configure the external alarm time when motion is detected.

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Record: Click icon and choose which channel(s) you want to record when the motion detection is triggered.



Post-Record: You can set how long after an event occurs the system will continue to record. The recommended recording length is 30 seconds, it can be up to 5 minutes.

Icon: Check the box to display a motion icon on the live view screen when motion is detected.

Email: Receive an email when motion is detected.

Full Screen: If this function is enabled and a motion is detected in a channel, you will see that channel in full screen.

FTP: To upload alarm images to FTP server when motion is detected. To enable FTP, please view *5.4.4 FTP*.

3.3.2 I/O Alarm

You can connect external sensor I/O alarm devices to the system.



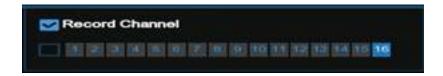
Alarm In: I/O channel.

Alarm Type: There are 3 types for your choice: Normally-Open, Normally-Close, and OFF. Choose the one to match your sensor type, or choose OFF to close the sensor trigger function. **Buzzer:** The system can use its internal buzzer to emit an alarm tone. You can set the buzzer duration in seconds when a sensor is triggered.

Alarm out: Tick to enable external alarm device to emit an alarm tone when a sensor is triggered.

Duration: you can set how long the buzzer will sound when external sensor is triggered (10s, 20s, 40s, and 60s).

Record: Click icon and choose which channel(s) you want to record when the motion detection is triggered.



Post-Record: You can set how long alarm record will last when alarm ends (30s, 1minutes, 2minutes, 5minutes).

Icon: Display the alarm icon on the screen when sensor is triggered.

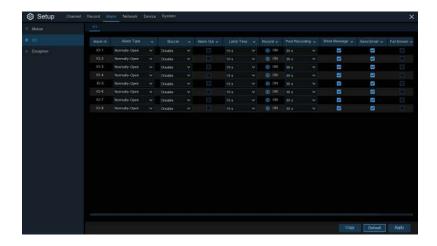
Email: Receive an email when the sensor is triggered.

Full Screen: When sensor is triggered, the corresponding channel will be switched to the full screen mode.

FTP: To upload alarm images to FTP server when I/O alarm is triggered.

3.3.3 Other

This menu allows you to receive notifications when specific events happen.



Event Type: Select the event type from below options:

- No Space on Disk: When an HDD is full.
- Disk Error: If the HDD is not detected properly.
- Video Loss: If a camera is not connected properly.

Enable: Check the box to enable the monitoring of the event.

Buzzer: Set the buzzer duration when the event occurs (Off/10s/20s/40s/60s). To disable buzzer, select OFF.

Duration: This is an optional function. Determine how long the external alarm device has to make sound (10s, 20s, 40s, 60s)

Alarm Out: This is an optional function. Click to enable the external alarm device to make sound.

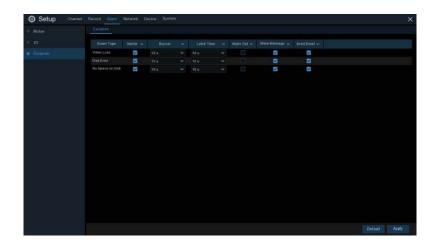
Icon: Check the box to display a message on the screen when No Space on Disk, Disk Error, or Video Loss events happen.

Email: Receive an email when an event occurs.

3.4 NETWORK

This menu allows you to configure network settings.

3.4.1. General



When **DHCP** is active, the router will assign automatically all the network parameters to your system. When DHCP is not active, you must set them manually:

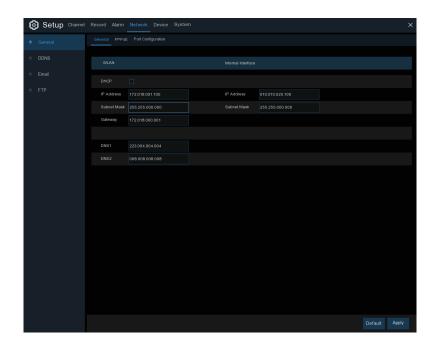
IP Address: The IP address identifies the system in your network. It consists of four groups of numbers between 0 to 255, separated by periods. For example, "192.168.001.100".

Subnet Mask: Subnet mask is a network parameter which defines a range of IP addresses that can be used in a network. If IP address is like a street where you live, then subnet mask is like a neighborhood. The subnet address also consists of four groups of numbers, separated by periods. For example, "255.255.000.000".

Gateway: This address allows the system to access the Internet. The format of the Gateway address is the same as the *IP Address*. For example, "192.168.001.001".

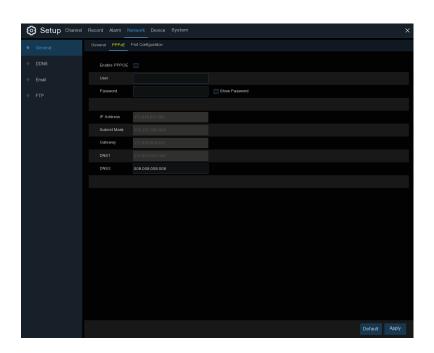
DNS1/DNS2: DNS1 is the primary DNS server and DNS2 is a backup DNS server. Usually should be enough just to enter the DNS1 server address.

3.4.1.1 PPPoE



This is an advanced protocol that allows the system to connect to the network more directly via DSL modem. Only use this function when you are an expert. Check the "Enable PPPOE" box, and then enter the User name & Password of the PPPoE. Click *Apply* to save, system will reboot to active the PPPoE setting.

3.4.1.2 Port Configuration



Web Port: This is the port that you will use to log in remotely to the system (e.g. using the Web Client). If the default port 80 is already taken by other applications, please change it.

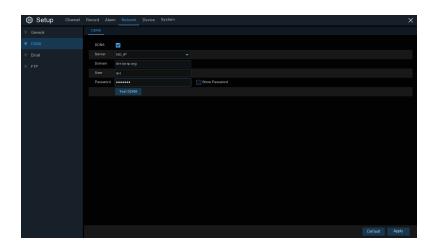
Client Port: This is the port that the system will use to send information through. If the default port 9000 is already taken by other applications, please change it.

RTSP Port: Default is 554, if the default port 554 is already taken by other applications, please change it. **UPNP:** UPNP makes it easy to connect to your system remotely. You do not need to configure manually port forwarding on your router. If your router does not support UPnP, make sure the port forwarding is completed manually.

P2P: P2P makes it possible to scan the QR-code from the system on your smartphone and have access to your cameras for everywhere.

3.4.2 DDNS

This menu allows you to configure DDNS settings. The DDNS provides a static address to simplify remote connection to your system. To use the DDNS, you first need to open an account on the DDNS service provider's web page.



DDNS: Check to enable DDNS.

Server: Select the preferred DDNS server (DDNS 3322, DYNDNS, NO IP, CHANGEIP, DNSEXIT).

Domain: Enter the domain name you created on the DDNS service provider's web page. This will be the address you type in the URL box when you want to connect remotely to the system via PC. For example: mycamerasystem.no-ip.org.

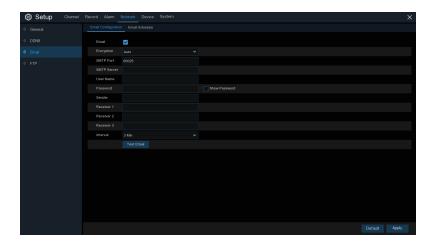
User/Password: Enter the user name and password you obtained when creating an account on the DDNS service provider's web page.

After all parameters are entered, click Test DDNS to test the DDNS settings. If the test result is "Network is unreachable or DNS is incorrect", please check whether the network works fine, or the DDNS information is correct or not.

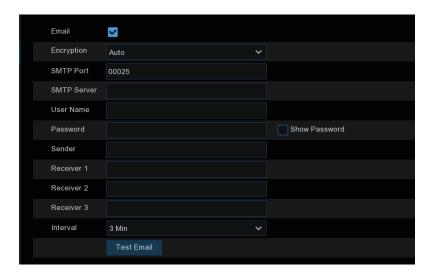
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3.4.3 Email

This menu allows you to configure email settings. Please complete these settings if you want to receive the system notifications on your email when an alarm is triggered, HDD becomes full, HDD is in error state, or Video Loss occurs.



3.4.3.1 Email Configuration



Email: Check to enable.

Encryption: Enable if your email server requires the SSL or TLS verification. If you are not sure, set to be Auto.

SMTP Port: Enter the SMTP port of your email server.

SMTP Server: Enter the SMTP server address of your email.

User Name: Enter your email address.

Password: Enter the password of your email.

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Sender: Enter a sender name for the system.

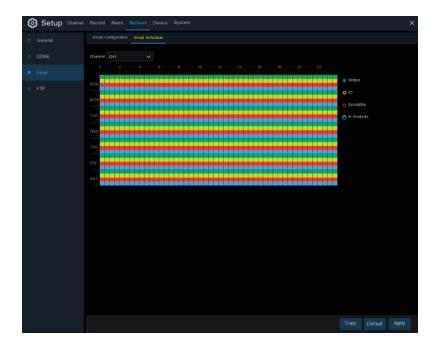
Receiver 1~3: Enter the email address where you want to receive the event notifications.

Interval: Configure the length of the time interval between the notification emails.

To make sure all settings are correct, click Test Email. The system sends an automated email message to your inbox. If you received the test email, it means the configuration parameters are correct.

3.4.3.2 Email Schedule

You need to configure the schedule to receive Email notifications.



The color codes on email schedule have the following meanings:

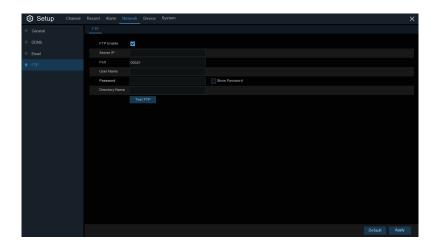
Green: Slot for Motion detection. **Yellow:** Slot for I/O Alarm (optional).

Red: Slot for Other events (HDD full, HDD error, or Video Loss).

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3.4.4 FTP

This menu allows you to enable FTP function to view and load snapshots to your storage device over FTP.



Enable: Click to enable FTP function.

Server IP: Enter your FTP server IP address or domain name.

Port: Enter the FTP port for file exchanges.

Name/ Password: Enter your FTP server user name and password.

Directory Name: Enter the default directory name for the FTP file exchanges.

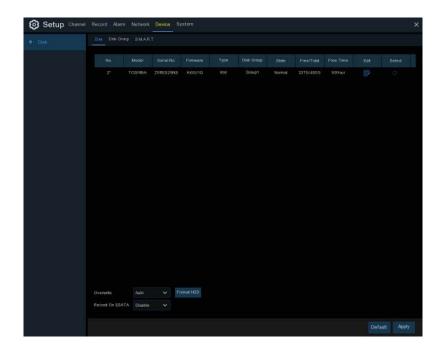
Test FTP: Click to test the FTP settings.

3.5 HDD

In this section, you can configure the internal HDD function.

3.5.1 Disk

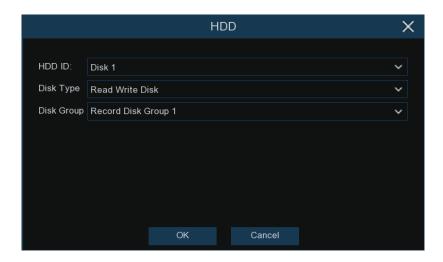
This menu allows you to check & configure the internal HDD(s). You need to format the HDD only at the first startup and if you replace a new HDD.



Format HDD: Select the HDD you want to format and then click Format HDD. To start formatting, you need to enter your user name and password and then click OK to confirm to continue formatting.

Overwrite: Use this option to overwrite the old recordings on the HDD when the HDD is full. For example, if you choose the option 7 days then only the last 7 days recordings are kept on the HDD. To prevent overwriting any old recordings, select OFF. If you have disabled this function, please check the HDD status regularly, to make sure the HDD is not full. Recording will be stopped if HDD is full.

If your systems supports to install multiple HDDs, the edit icon appears in your system, you can click it to edit the HDD as below:



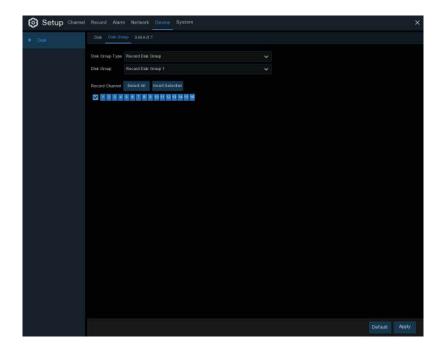
Disk Type: Read-write, read-only, and redundant.

Read-write mode is the normal status for a HDD to save recording or search recording to play. To prevent important video data from being overwritten during cyclic recording, the HDD can be set as *Read-only* mode. New recording will be not able to save into this read-only HDD. You can still search recording from this read-only HDD to play.

A Redundant HDD can be used to automatically backup video footage on the recording (read-write) hard drive. When a redundant HDD is set, the system can be set to record cameras in parallel to both the recording hard drive and the redundant hard drive in case of hard drive failure.

3.5.1.1 Disk Group

If your system supports to install multiple HDDs, you can configure the HDD to be different groups. HDD groups allow you to balance recordings across multiple hard drives. For example, you can record channels $1\sim4$ to one hard drive and $5\sim8$ to a second hard drive. This can reduce the amount of wear on the hard drives and may extend the life of the hard drives.

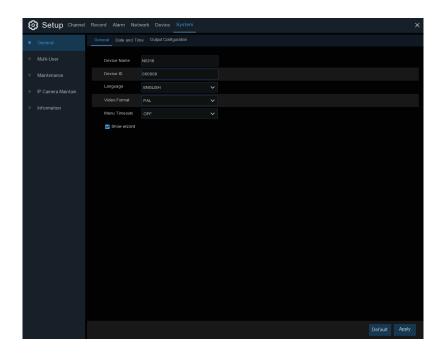


- 1. Use the dropdown next to *Disk Group Type* to select the type of group to configure.
- 2. Use the dropdown next to *Disk Group* to select the specific group within the selected group type.
- 3. Click the numbered boxes representing channels to record channels to HDDs in the selected group.
- 4. Click Apply to save.

3.6 SYSTEM

Change general system information such as date, time and region, edit passwords and permissions, and more.

3.6.1. General



Device Name: Enter the desired name for your system. The name can include both letters and numbers.

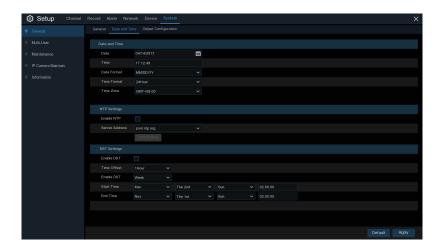
Language: Select a language you would like the system menus to be displayed in. Multiple languages are available.

Video Format: Select the correct video standard for your region.

Menu Timeouts: Click the drop-down menu to select the time your system will exit the Main Menu when idle. You can also disable this by selecting "OFF" (password protection will be temporarily disabled).

Show Wizard: Click the checkbox if you would like to display the Startup Wizard each time you turn on or reboot your system.

3.6.1.1 Date and Time



Date: Click the calendar icon to change the date.

Time: Click the dialogue box to change the time.

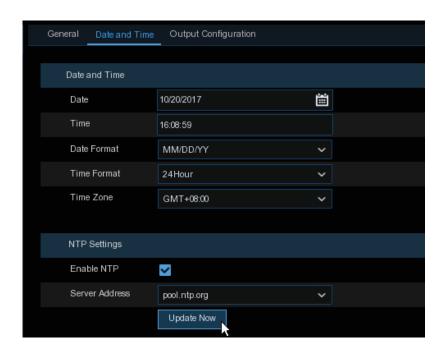
Date Format: Select the preferred date format.

Time Format: Select the preferred time format.

Time Zone: Select a time zone relevant to your region or city.

3.6.1.2 NTP Settings

The NTP (Network Time Protocol) function allows your system to automatically sync its clock with a time server. This gives it the ability to constantly have an accurate time setting (your system will periodically sync automatically).



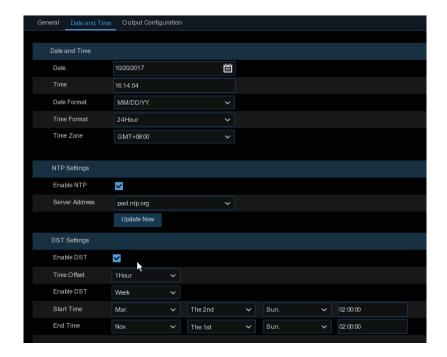
Check to enable the *NTP*, and select a *Server Address*, click Update Now to manually sync the date & time.

Click **Apply** to save your settings.

When NTP function is enabled, system will update the system time at 00:07:50 per day, or every time when the system is starting up.

3.6.1.3 DST Settings

The DST (Daylight Saving Time) function allows you to select the amount of time that Daylight Saving has increased by in your particular time zone or region.



Enable DST: If Daylight Saving applies to your time zone or region, check this option to enable.

Time Offset: Select the amount of time that Daylight Saving has increased by in your time zone. This refers to the difference in minutes, between Coordinated Universal Time (UTC) and the local time.

Enable DST: You can select how Daylight Saving starts and ends:

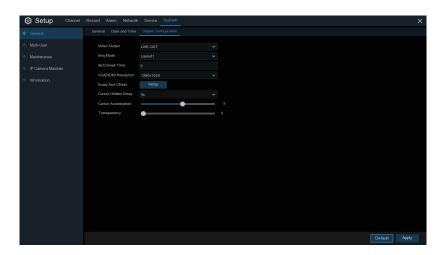
Week: Select the month, a particular day and time when Daylight Saving starts and ends. For example, 2 a.m. on the first Sunday of a particular month.

Date: Select the start date (click the calendar icon), end date and time when Daylight Saving starts and ends.

Start Time / End Time: Set the start time and end time for Daylight Saving.

3.6.2 Monitor Settings

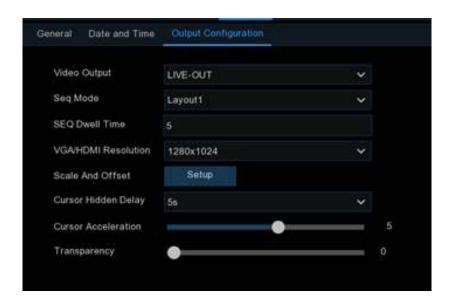
This menu allows you to configure video output settings.



Video Output: To choose the output options:

LIVE-OUT is used to configure the main output parameters.

3.6.2.1 LIVE-OUT



Choose LIVE-OUT from the Video Output drop-down menu.

SEQ Mode: Select how many video channels you would like to display when your system is in sequence mode.

SEQ Dwell Time: Enter in seconds the maximum length of time you would like to display a video channel in sequence mode before displaying the next video channel (300 seconds is the maximum).

VGA/HDMI Resolution:: Select a display resolution that is suitable for your TV. 1920 x 1080 will suit most TVs. If your system supports 4K output resolution, you can select either 2K (2560 x 1440) or 4K (3840 x 2160) to take advantage of the higher resolution that your 4K TV provides.

Scale and Offset: The system supports to adjust the size & position of the display screen to match your monitor or TV. Click Setup button to adjust.



Scale: To adjust the size of the displayed screen by scale.

X Offset: To move the displayed screen to left or right.

Y Offset: To move the displayed screen to up or down.

Click once or long press the left button of your mouse on the arrow to adjust the size and position, or you can scroll the wheel of the mouse to adjust. Click the right button of your mouse to exit, and click *Apply* to save your modifications.

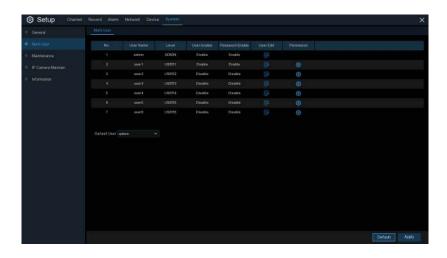
Cursor Hidden Delay: Click the drop-down menu to select the time your system will hide the mouse cursor when idle. You can also disable this by selecting "OFF" (password protection will be temporarily disabled).

Cursor Acceleration: To adjust the speed to move the mouse cursor.

Transparency: Click and hold the slider left or right to change how transparent the Menu Bar and Main Menu will appear on-screen. Adjust accordingly.

3.6.3 Users

This menu allows you to configure the user name, password and user permission.

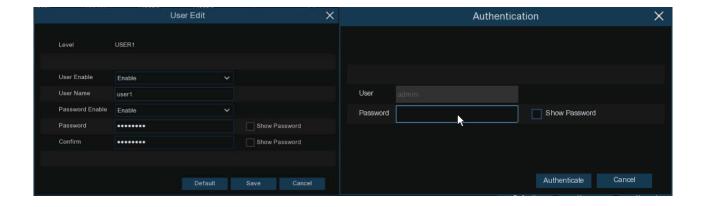


The system supports the following account types:

- Substitution
 Substitution
 With the substitution
 Substitution

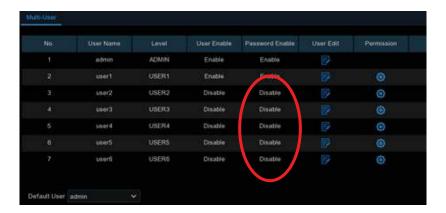
3.6.3.1 Changing Password

To change the password for the administrator or user accounts, click the User Edit icon . The password has to be a minimum of 8 characters and can contain a mixture of numbers and letters. Enter your new password again to confirm, and then click Save to save your new password. You will be required to input your old password to authenticate.

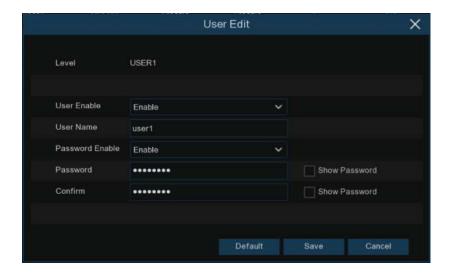


Password Enable: It's strongly recommended to enable the password to protect your privacy. If you want to disable the password protection, please ensure your system is placed in a secure place.

3.6.3.2 Add New Users



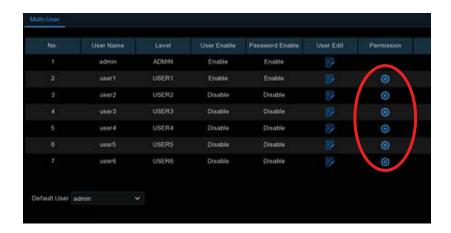
1. Select one of the user accounts that is currently disabled, click the User Edit icon 📝 .



- 2. Select Enable from the drop-down next to User Enable.
- 3. Click the field next to *User Name* to change the user name for the account.
- 4. Select *Enable* from the drop-down next to Password Enable.
- 5. Click the field next to *Password* to enter the desired password.
- **6.** Click the field next to **Confirm** to reenter the password.
- 7. Click Save. You will be required to input your Admin password to authenticate.

3.6.3.3 Setting User Permissions

The administrator account is the only account that has full control of all system functions. You can enable or disable access to certain menus and functions of each user account.



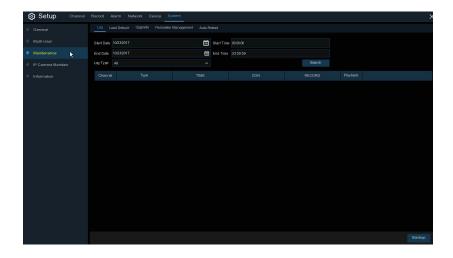
1. Click the edit icon (a) under Permission tab.



- 2. Check the boxes next to any system menus or capabilities you would like the user to access. Click *All* to check all boxes. Click Clear to check none of the boxes.
- 3. Click Save to save your modifications.

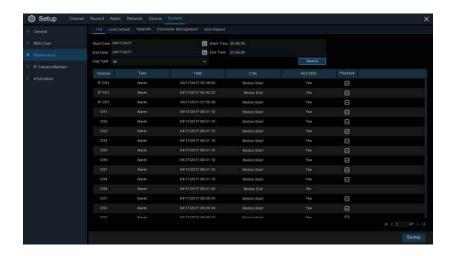
3.6.4 Maintenance

In this section, you will be able to search & view the system log, load default settings, upgrade the system, export & import system parameters and manager system auto reboot.



3.6.4.1 Log

The system log shows you important system events, such as motion alarms and system warnings. You can easily create a backup file of the system log for a set time period to a USB flash drive.



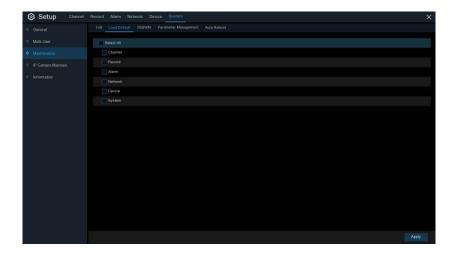
Log Searching and Backing Up:

- 1. Click the field next to *Start Date & Start Time* to choose the starting date & time for your search from the on-screen calendar.
- 2. Click the field next to *End Date & End Time* to choose the end date & time for your search from the on-screen calendar.

- 3. Select the type of events you would like to search for from the dropdown next to Log Type, or select *All* to see the entire system log for the selected time period.
- 4. Click Search.
- 5. Browse system log events from your search period:
- Video events can be played back instantly by clicking in the Playback column. Right-click to return
 to your search results.
- Use the |⟨ ⟨ / ⟩ ⟩| buttons in the bottom-right corner of the menu to move between pages of system log events.
- **6.** Click **Backup** to create a backup of the system log for your search period. Please make sure your flash drive has been connected to the USB port.
- 7. The backup drive menu appears. Navigate to the folder you want the backup file to be saved in, then click **OK** to begin.

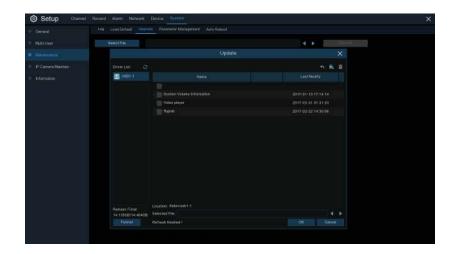
3.6.4.2 Load Default

Reset the systems settings to its out-of-box state. You can choose to reset all settings at once, or just settings on specific menus. Restoring default settings will not delete recordings and snapshots saved to the hard drive.



Check the items you want restore, or check **Select All** to choose all items. Click **Apply** to load default settings of your chosen items.

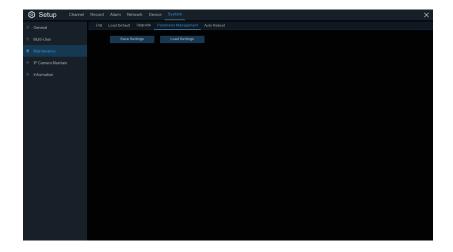
3.6.4.3 Upgrade



- 1. Copy the firmware file (.sw file) to your USB drive, and insert the USB flash drive into the front USB port.
- 2. Click Select File button to choose the firmware file in your USB flash drive, then Click OK.
- 3. Click *Upgrade* button to start system upgrade. The system upgrade will last around 5-10 minutes, please do NOT power off the system or remove the USB flash drive during firmware upgrade.

3.6.4.4 Settings Backup

You can export the main menu settings you have configured to a USB flash drive, or import an exported setting file from USB flash drive.

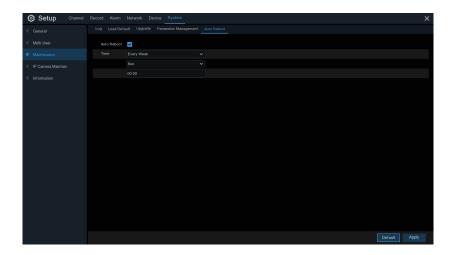


Save Settings: Click to save the current system settings to the USB device. You will be required to input the Admin password to authenticate.

Load Settings: Once you have created a system settings export, you can import the settings on another SYSTEM. Click Load Settings button to navigate to the system settings file you want to import from your USB flash driver. You will be required to input the Admin password to authenticate.

3.6.4.5 Auto Reboot

This menu allows the system to auto reboot regularly. It is recommended to leave this function enabled, as it maintains the operational integrity of your system.

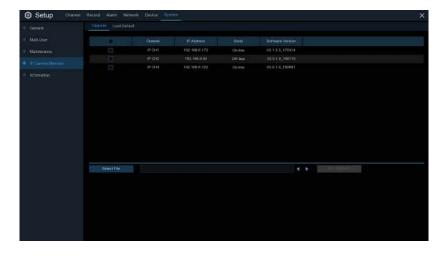


Auto Reboot: Check to enable.

Time: You can set the reboot by day, week or month.

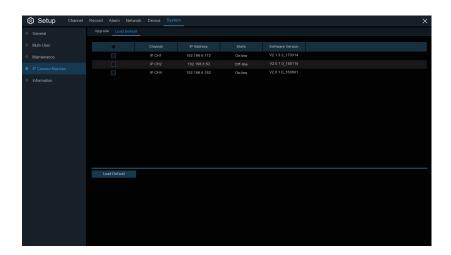
3.6.5 Camera Maintenance

This menu allows you to upgrade the camera's firmware and restore default settings of the cameras.



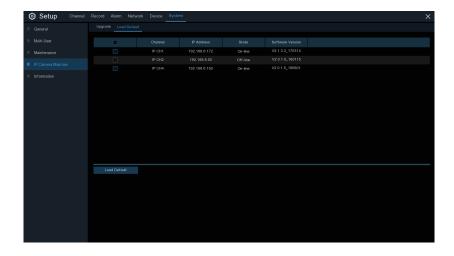
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3.6.5.1 Upgrade Camera



- 1. Choose one of the cameras you want to upgrade firmware.
- 2. Click Select File to select the update file from your USB flash drive, then click OK.
- 3. Click IPC Upgrade button to start upgrading. You will be required to input the Admin password to authenticate. Please do NOT power off system and camera or remove the USB flash drive during the upgrading.

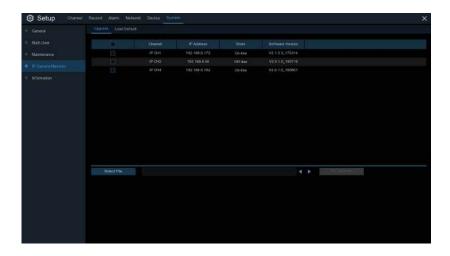
3.6.5.2 Load Default Settings for Camera



- **1.** Choose the cameras you want to restore.
- **2.** Click *Load Default* to restore settings. You will be required to input the Admin password to authenticate.

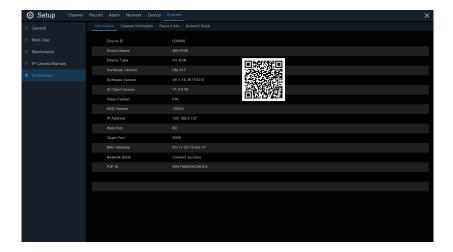
3.6.6 System Information

This menu allows you to view the system information, channel information, record information & network status.



5.6.6.1 Information

View system information such as device ID, device model name, IP address, MAC address, firmware version and more.



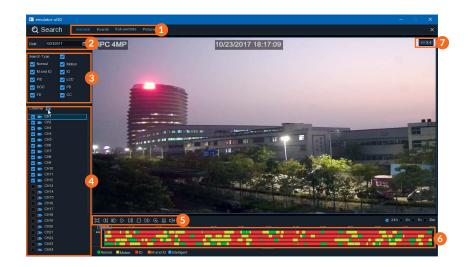
You will find the P2P ID & P2P QR code in the information page. You can scan this QR code with the mobile Bascom app to view your cameras on your smartphone or tablet.

Chapter 4: Search, Playback & Backup

The playback function gives you the ability to search for and play previously recorded videos as well as snapshots. You have the choice of playing video that matches your recording schedule, manual recordings or motion events only. The backup function gives you the ability to save important events (both video and snapshots) to an USB flash drive.

4.1 USING SEARCH FUNCTION

Click Search button in the Start Menu to enter search section.



- Search Options: the system provides various search & playback methods: All, Events, Sub-periods & Snapshots
- **2. Search Date:** search by a date to play back.
- 3. **Search Type:** the system provides different search types to narrow your search.
- **4.** Camera Selection: to choose the channels you want to search & play.
- 5. Video Playback Controls: to control the video playback.



- Enlarge the video playback to full screen
- \bowtie Rewind, x2, x4, x8 and x16
- ||> Slow Play, 1/2, 1/4 and 1/8, 1/16 speed
- Play

- Pause
- \square Play frame by frame. Click once to play a frame of the video
- □ Stop
- Fast Forward, x2, x4, x8 and x16
- ① Digital Zoom: Click to zoom in then click-and-drag on a camera image during playback to zoom in on the selected area. Right-click to return to regular playback.
- Video Clip. Quickly save a section of video to a USB flash drive.
- Save Video Clip.
- Volume Control: scroll the slider bar to increase or decrease volume.
- Snapshots: to capture a snapshot image to your USB flash drive. If the video playback is in split-screen view, move the mouse cursor to the channel you want to capture, and then click the icon to save the snapshot.
- 6. Timeline: Continuous recordings are shown with colored bars to represent different types of recording (legend shown in the bottom-right corner of the display). Use the timeframe options
 (24h 2h 1h 30m) to view a smaller or larger time period.

Different types of recording shown in different colors:



Continuous Recording in Green color;

Motion Recording in Yellow color;

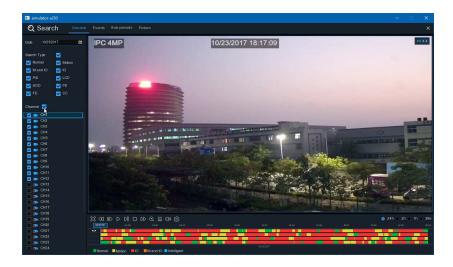
I/O Recording in Red color;

Motion & I/O Recording in Orange color;

7. Playback Status: display the video play status

4.1.1 Search & Play Video in General

This menu gives an option to search & play recording for a selected date.



- 1. Select a date to search for video recording from the calendar.
- 2. Choose a search type.
- 3. Check channels you would like to search, or check *Cameras* to search all connected channels.
- 4. The search result will display on the timeline from 00:00 to 24:00.
- **5.** Click ▷ button to start playback.
- 6. Control the playback with buttons on Video Playback Controls.
- 7. Use the timeframe options (o 24h o 2h o 1h o 30m) to view a smaller or larger time period.
- 8. If you want to quickly save a section of video during playing back to a USB flash drive, use the Wideo Clip backup function.

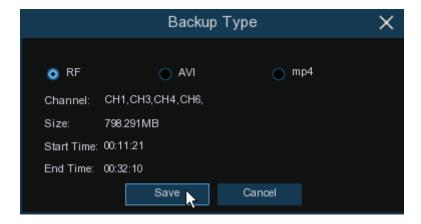
4.1.1.1 Video Clip Backup



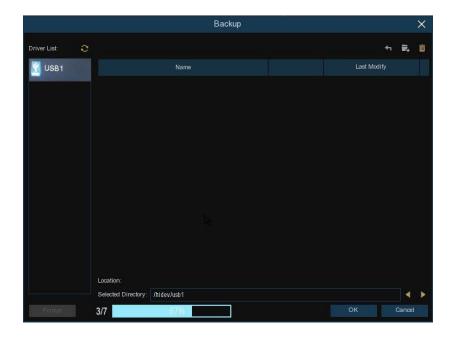
- 1. Insert your USB flash drive.
- 2. Start a video recording playback.
- 3. Click 🐰 icon.
- **4.** Check the channel(s) you want to make a video clip backup.
- 5. Move the mouse cursor to the timeline where you want to start the video clip.

6. Press and hold the left button of your mouse, and drag the drag the cursor to the timeline where you want to end the video clip.

- 7. The & icon has been changed to \blacksquare icon, click \blacksquare to save the video clip.
- **8.** Select a file type for your backup files, click *Save* button to save the video clips. Please make sure your USB driver has enough space to save the video clips.

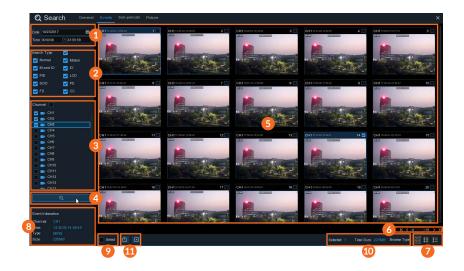


- 9. The backup drive menu appears. Navigate to the folder you want the backup files to save in.
- **10.** Click **OK** to begin. The progress bar at the bottom of the window shows you the progress of the backup.



4.1.2 Event Search, Playback & Backup

Event search lets you view a list of video recordings with the channel, start and end time, and recording type conveniently summarized. You can also quickly back up events to a USB flash drive.



To search, play & back up for events:

- 1. Choose the date & time you want to search.
- 2. Check the recording types you want to search, or check Search Type to choose all.
- 3. Choose the channels you want to search, or check Cameras to choose all channels.
- **4.** Click Q icon to start search.
- 5. Events fitting your search criteria are displayed in list form. You can double click the left button of your mouse upon one of the events to play the video immediately.
- 6. Click K (4 7/15 > XI icons in the bottom-right corner of the menu to browse between pages of events, or input the page you want to browse.
- 7. You can switch the view of list form in by clicking below icons which is show at the right bottom corner of the screen:
- **Thumbnails view.** You can view the snapshots of the events.
- **List view.** The events will be displayed in list.



Detailed view. You can view the details of the events.



- **8.** When you click the left button of your mouse upon one of the pictures, system will show the picture information on the left bottom corner of the screen.
- **9.** Check the box next the number of the event to select files, or check the box next **Select** to select all pictures in the page.
- **10.** The number of selected files, total size information will be displayed at the right bottom of the screen.
- **11.** After selecting file, you can click button to save the pictures to USB flash drive. Or click button to go into picture preview control window.

4.1.2.1 Event Playback Control



- **1.** Event List, you can select the events here.
- 2. Click 🖺 icon to save your selected event videos to USB flash drive. Click 🕨 icon to play video.
- 3. Control the playback with buttons on Video Playback Controls. You can click icon or click right button of your mouse to exit the playback and return to event search window.

- 4. The event you are playing now will be displayed on the timeline.
- 5. Use the timeframe options (o 24h o 2h o 1h o 30m) to view a smaller or larger time period.

4.1.3 Sub-periods Playback

Sub-periods playback allows you to play multiple normal recordings and motion events simultaneously from a single channel. With normal and event recordings, the video is divided evenly depending on the split-screen mode that has been selected. For example, if the video is an hour long and you have selected Split-screens x 4, each split-screen will play for 15 minutes.



To search & play video in sub-periods:

- 1. Choose the date & time you want to search.
- 2. Choose the split-screens you want the videos to be played in.
- 3. Check the recording types you want to search, or check **Search Type** to choose all.
- **4.** Choose the channels you want to search. Please note that this function only supports to search & play one channel at a time.
- 5. Click the play button ▷ to start playing. Control the playback with buttons on *Video Playback Controls.*
- **6.** Videos are being played in split-screens.
- 7. Click the left button of your mouse upon a particular split-screen, the time period of the video split-screen will be displayed on the timeline. The color bar on the top of the timeline indicates the time span of the video split-screen you have clicked. The color bar on the bottom of the timeline indicates the time span for the whole videos you have searched.



8. Use the timeframe options (• 24h • 2h • 1h • 30m) to view a smaller or larger time period.

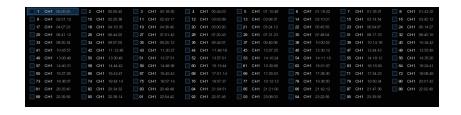
4.1.4 Snapshot Search & View

This function can be used to search, play and copy snapshots to a USB flash drive.



To search, play & back up pictures:

- 1. Choose the date & time you want to search.
- 2. Check the picture capture types you want to search, or check **Search Type** to choose all.
- 3. Choose the channels you want to search, or check Cameras to choose all channels.
- **4.** Click Q button to start search.
- 5. Pictures fitting your search criteria are displayed in list form. You can double click one of the pictures to get a larger view.
- 6. Click K 4 1/15 > xis in the bottom-right corner of the menu to browse between pages of pictures, or input the page you want to browse.
- 7. You can switch the view of list form in by clicking below icons which is show at the right bottom corner of the screen:
- **Thumbnails view.** You can view the snapshots of the events.
- **List view.** The events will be displayed in list.

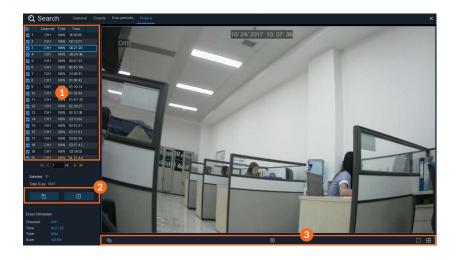


Detailed view. You can view the details of the events.



- 1. When you click the left button of your mouse upon one of the pictures, system will show the picture information on the left bottom corner of the screen.
- 2. Check the box next the number of the event to select files, or check the box next *Select* to select all pictures in the page.
- 3. The number of selected files, total size information will be displayed at the right bottom of the screen.
- **4.** After selecting file, you can click button to save the pictures to USB flash drive. Or click button to go into picture preview control window.

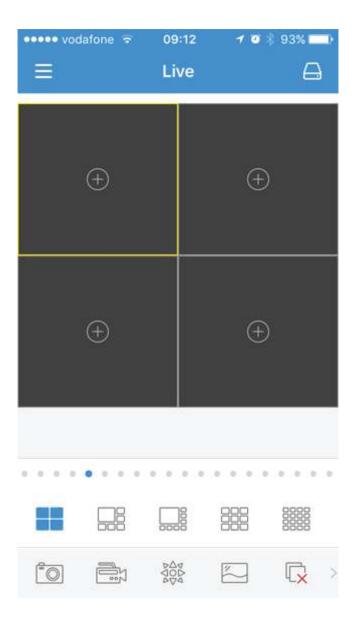
4.1.4.1 Snapshot Preview Control



- 1. Picture List, you can select the pictures here.
- 2. Click button to save your selected pictures to a USB flash drive. Click button to view the pictures in slideshow.
- 3. Press 🖒 button to exit preview control window and go back to picture search window.
 - Press □ button to pause, press > to resume slideshow.
 - Press | button to display previous snapshot or group of snapshots, press | to display the next snapshot or group of snapshots.
 - Click ☐ button to view a single snapshot at a time, click ☐ button to view four snapshots at a time, press ☐ buttons to view nine snapshots at a time.

Chapter 5: Smartphone and Tablet Access

Watch your camera images on your smartphone or tablet, everywhere in the world. Using the Bascom app. The Bascom app is compatible with Android and iOS 7.0 and above. It can support live view, remote playback, local playback, snapshot and push notifications.



5.1 SETTING UP THE APP

Step 1: Make sure your system is connected to the internet.

Step 2: Download the "Bascom" APP.

- ⊗ Use your smartphone or tablet and go to the APP store and search the "Bascom" APP.
- ∅ Download and install the "Bascom" APP on your smartphone or tablet.

Step 3: Add your system.

- Ø Open the Bascom APP.
- Ø Go to [Device Manager] and press [+] to add a new device.
- ⊗ Select "Device Name" to name your camera system.

- Scan the QR-code sticker on the recorder.
- ⊗ Enter your "Username". (default is "admin")
- ⊗ Enter your "Password". (default is "admin").

- ⊗ Go back to the menu and select "Live View".

You can now view your camera system on your smartphone or tablet.

Chapter 6: Computer Access

Access your camera system from your computer. Visit our online help center at: http://www.bascom.support to download the latest software for Windows or Mac.

More Questions?

Questions about your camera system? Please visit our online help center. Here you can find the most recent articles about how to operate your system.

Visit: www.bascom.support

Warranty



All Bascom products include a 2-year warranty period.

Does your product get defective within 2 years?

Then contact your supplier to use this warranty arrangement.

