



## **HOW TO BACK UP AN EVENT (DVR or USB) DVR PRIME PRO 1610**

1. *Right click* on mouse once – menu will appear in middle of the screen
  - Move arrow down to search & *left click* on “Archive”
2. Enter Password – *click* “OK” twice
  - Search menu will appear.
    - Enter Date & Time to start and end recording
    - Chose an option for Destination (USB or DVR-R)
    - Make a File Name
    - Chose the cameras you’d like to back-up
3. *Click Start* – Back-Up will now begin.
  - When screen says complete you can eject your DVD or USB

## **HOW TO PLAY BACK VIDEO DVR PRIME PRO 1610**

1. Right Click with mouse on any place in the screen
2. Menu will appear – move arrow down to search & left click once
3. Menu will show date/time search or calendar search option
  - Choose your option and left click once – enter your password – click “OK” twice
4. For date/time & calendar option – enter the date you want to see activity from & the time you’d like it to start from – left click “search once” and play back will begin.
5. Move your cursor down to the bottom middle of the screen and a tool bar will appear
  - Tool bar allows you to pause – fast forward – rewind – stop play back
6. Exit play back – right click the mouse once and select “Exit”. This will take you back to live view