

### To Configure Cameras:

- Hook up camera to a network via POE port or switch; also hook up a computer or laptop to same network
- Either have the IP address for the camera, or find it via manufacturer's tool or router (If it's not set as default)
- Set the computer's network information to match the subnet of the network; i.e. if the camera is at 192.168.85.41, then set your computer to 192.168.85. \_\_\_\_, with the blank portion being any open address on the network
- Open Internet Explorer and enter in IP Address
- You should see a login screen for the camera; enter the user and password associated with the camera or if a new or factory reset camera, then this information can typically be found from manufacturer's website or documentation/manuals
- Standard username for most cameras is 'admin'; while the standard password varies based on brand. The most common passwords are 'admin' or '12345' or 'P@ssword'.

Instructions from this point on are for a new **Hikvision brand** camera, however most IP cameras are similar in how they are configured. These settings can also differ based upon what the client needs.

- Once logged into the camera click on the Configuration tab
- For all Menu options you **MUST SAVE** between each tab
- Advanced Configuration
  - System
    - Change Device name as needed (i.e. name it by location or other identifier)
    - Time Zone = Set to desired time zone based on GMT standard time
    - DST enable if needed, and set to current DST standards (can be found online)
  - Network
    - Set IPV4 address to desired address (If changing IP address)
    - Set default gateway to 0.0.0.0 or blank as allowed by software
    - Set all other network parameters as directed by client to work with their network (possibly overriding these instructions)
  - Video/Audio
    - Video Quality -> Higher
    - Frame Rate -> 15
    - I Frame Interval -> 30
    - Save, then select the Sub stream from the Video Stream options
    - Same settings as Main stream, other than Resolution -> 352 \* 240
  - Image
    - OSD Settings
    - Set camera name
    - Display Date -> Off (If Smart VMS is being used it handles this)

- User Account
  - Change the admin password if needed (leave a record of the new password for other changes as needed)
  - Add user account Security with user 'em' and password 'Ems#8524'.
  - Set account type as 'user' and select the option 'Remote: Log Search/Int etc.'
- System Maintenance
  - Reboot Camera
  - Wait 2-3 minutes for reboot then log-in and confirm changes

### Smart VMS Setup:

- These instructions are for setting up Smart VMS either on a workstation or Server where the video files will be stored long-term. Remember to **SAVE**.
- Open Smart VMS software; user = 'admin', password = 'admin'
  - Quick Setup
    - Output IP Address -> Same as the static IP address of the server or workstation
    - Users -> 'em' Pass -> 'ems8524' set as Web Client Add -> Finish (For use with EMS panel)
- Adding Cameras
  - Channel Name – set as name of camera or other identifier
  - Channel Description – brief description of camera (i.e. location)
  - Video Source Type – Check list for type and brand of camera
  - Set IP information to IP Address of camera etc.
  - User: 'em' Password: 'Ems#8524'
  - Recording Stream – set to Main Stream
  - Continuous recording -> Yes
  - Check 'Record at Full FPS on alarm or motion -> Yes
  - Save
- Other Smart VMS Settings
  - User Interface Settings
    - Display Settings
      - Edit -> Enable video window viewing -> Save
  - Video Devices
    - Channels -> Select Camera(s)
      - Motion from Application = Checked
      - Uncheck show analytics (when done testing motion)
  - Alarm Management
    - Motion Detection (5)
      - Category: Log -> Uncheck all options -> Save
  - Communication
    - Set correct IP address for incoming and outgoing (same as computer or server's IP Address)