



**ACTi**  
Connecting Vision

# Quick Installation Guide

**CMS-100**

800-Channel 1 Bay Mini Standalone CMS

# BEFORE YOU START

Thank you for purchasing ACTi Standalone Central Management System (CMS). This guide contains all the information you need to quickly set up the device via local display interface.

For detailed instructions on installation and operation, please search for the product manuals on <http://www.acti.com/downloadcenter>.

The items below are required for installation:

- Monitor (with HDMI or Display Port input and the cable)
- USB mouse
- USB keyboard
- Network cables

## 1 UNPACK

This package includes the following items:

CMS Unit



Power Adapter



Socket Converters



SATA Cable



HDD Screws



Quick Installation Guide

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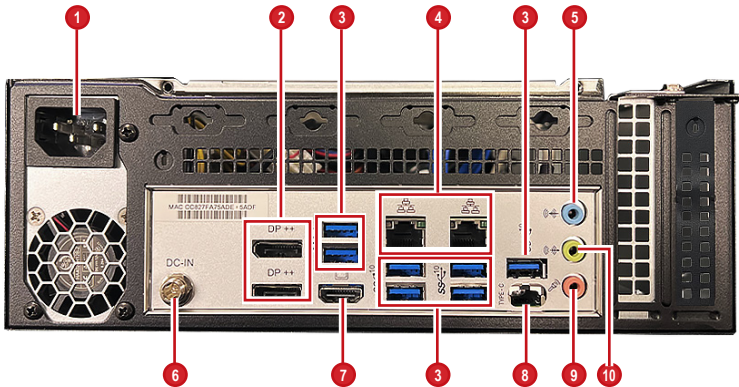
## 2 AT A GLANCE

### FRONT PANEL



- 1 Power Button
- 2 USB 3.0 Ports x 2

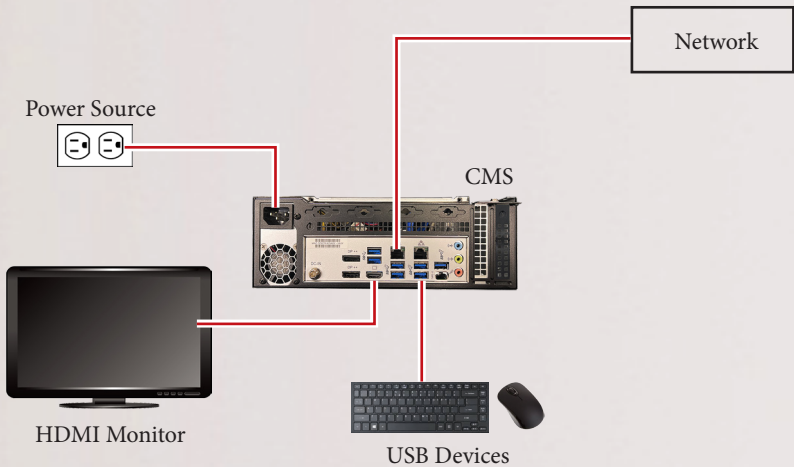
### REAR PANEL



- 1 Power Connector
- 2 Display Port
- 3 USB 3.0 Ports
- 4 LAN Ports x 2
- 5 Audio Output
- 6 DC Power Input
- 7 HDMI Port
- 8 USB Type-C Port
- 9 Audio Input
- 10 Audio Output

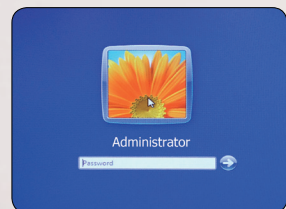
### 3 CONNECT THE DEVICES

The example below displays a network with CMS and basic required peripherals to start using the device.



### 4 START UP


1. On the front panel, press the **POWER BUTTON** to turn on the INR.
2. On the **Windows** log on screen, type “123456” to enter the Windows system.

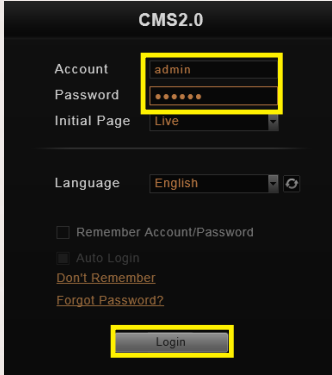


**NOTE:** To assign a static IP address to the CMS, after entering Windows operating system, configure the network settings in **Windows Network and Sharing Center**.

## 5 LOGIN

The CMS is equipped with the CMS2 workstation software.


1. On **Windows** Desktop, double-click the  **CMS2 Workstation** icon to enter the user interface.
2. Input the default account and password to log in.



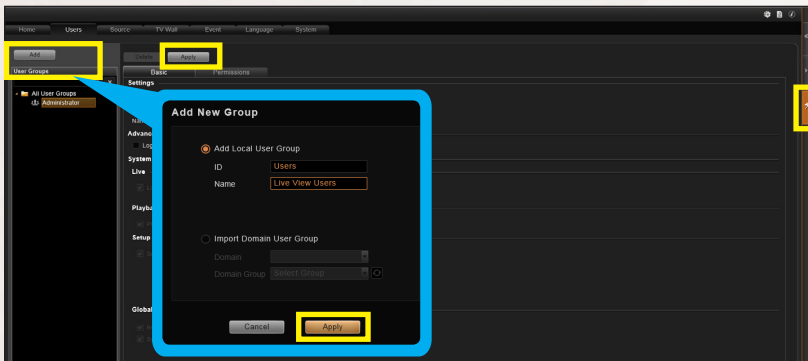
**Account: admin**  
**Password: 123456**

“123456” is the default password of the CMS administrator’s user account. For security reasons, please remember to change it.

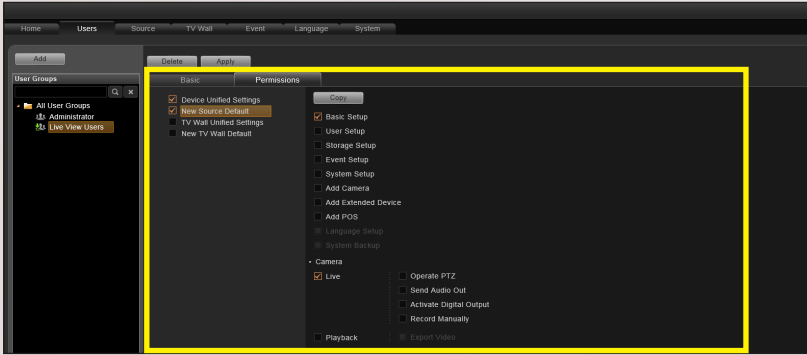
## 6 CREATE USER GROUPS

On the CMS screen, click the **Setup**  button to go to the **Setup** page. Then click the **Users** tab. By default, there is an Administrator group wherein all permission levels are enabled. To limit CMS access for a certain group of users, create user groups.

1. Select **User Groups**, click **Add** to start adding a new user group.
2. Input group ID and click **Apply**.



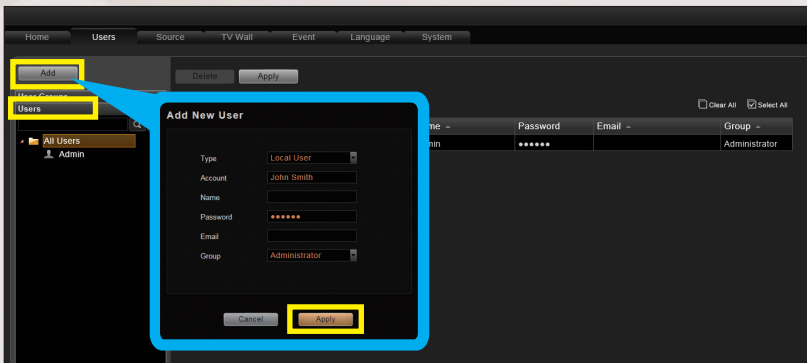
3. Configure the user group **Permissions** and click **Apply**.



## 7 ADD USERS

After creating user groups, create individual users.

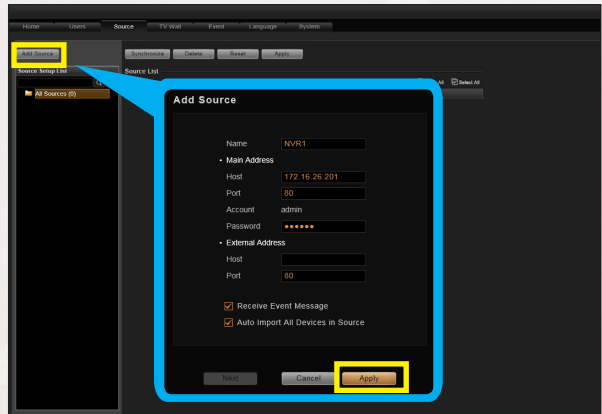
1. On the left panel, click the **Users** title bar, click **Add** to start adding a new user.
2. Input the user's **Account**, **Password**, **Email** address and select its **User Group**, and then click **Apply**.



## 8 ADD SOURCE

1. On the **Setup** page, click the **Source** tab.
2. Click **Add Source**.
3. Input the following:
  - **Name:** Name to identify the NVR
  - **Host:** IP address of the NVR source such as an NVR Server
  - **Port:** Port number of NVR
  - **Password:** Administrator's password of the NVR
4. To automatically import all devices on the NVR to the CMS server, click **Auto Import All Devices in Source**. Otherwise, manually add the devices later in the **Source Settings** page.
5. Click **Apply**.

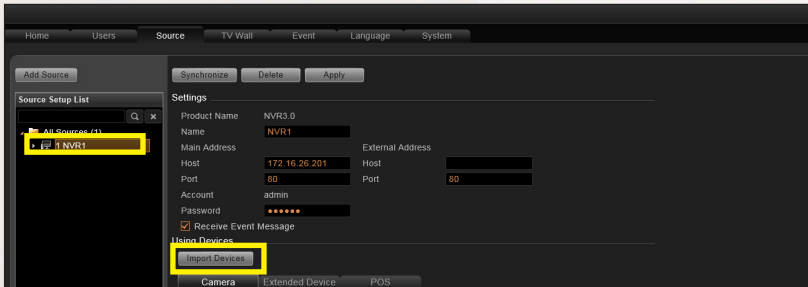
**NOTE:** Repeat the same procedures to add more NVRs.



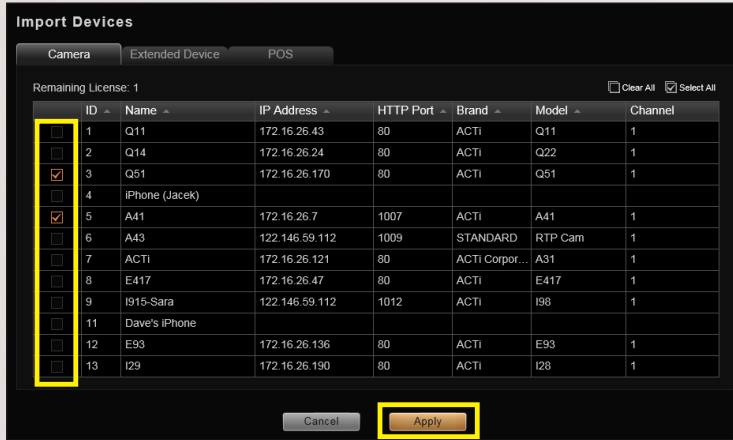
## 9 IMPORT DEVICES

To manually import devices on the NVR to the CMS server, do the following:

1. On the left panel, select the NVR source, click **Import Devices**.



2. Select the devices to import. Number of allowed devices to be imported depends on the CMS license (contact a sales representative to purchase more license).
3. Click **Apply**.

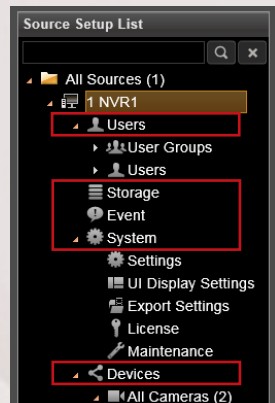


The configurations done on the NVR site will not be automatically synchronized with the CMS server. If the NVR administrator replaced some cameras which have been imported to the CMS server, the CMS site would lose the connections with the replaced cameras. Click the Synchronize button to sync CMS

## 10 CONFIGURE THE DEVICES

Administrators can configure the NVR and other devices settings through the CMS server.

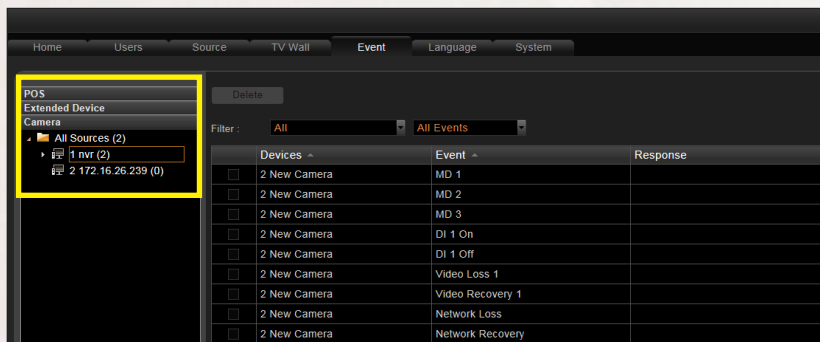
1. On the **Setup** page, click the **Source** tab.
2. On the **Source Settings List** panel menu, click the NVR to expand the item.
3. The submenu items of the NVR is shown, click an item to display the settings on the right panel screen.
  - **Users:** Expands to show the list of user groups and users.
  - **Storage:** Shows the storage settings of the NVR.
  - **System:** Shows the system settings of the NVR.
  - **Devices:** Includes cameras, extended devices, pos systems, etc.
4. Modify the settings, as needed.
5. Click **Apply** to complete.




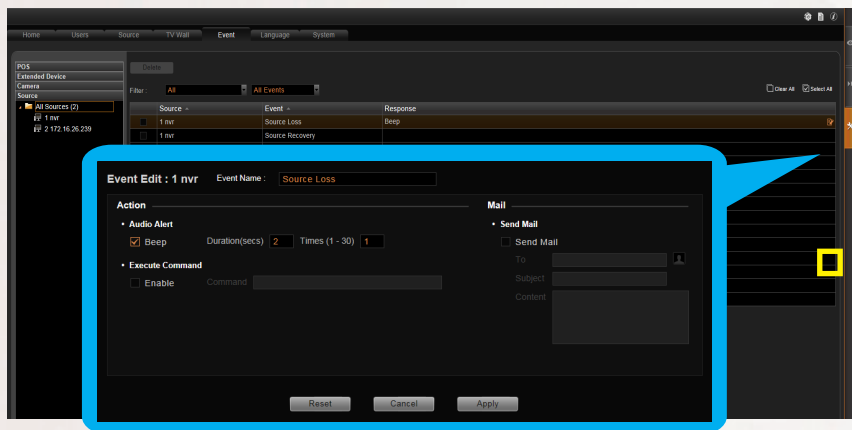
## 11 SET EVENT RULES

There are default Event Rules on the CMS. Once an event is detected on a device, the NVR client and CMS can both be notified at the same time. To enable the event rule, do the following:

1. On the **Setup** page, click the **Event** tab.
2. Select the device tab and then the device from the menu list on the left panel.




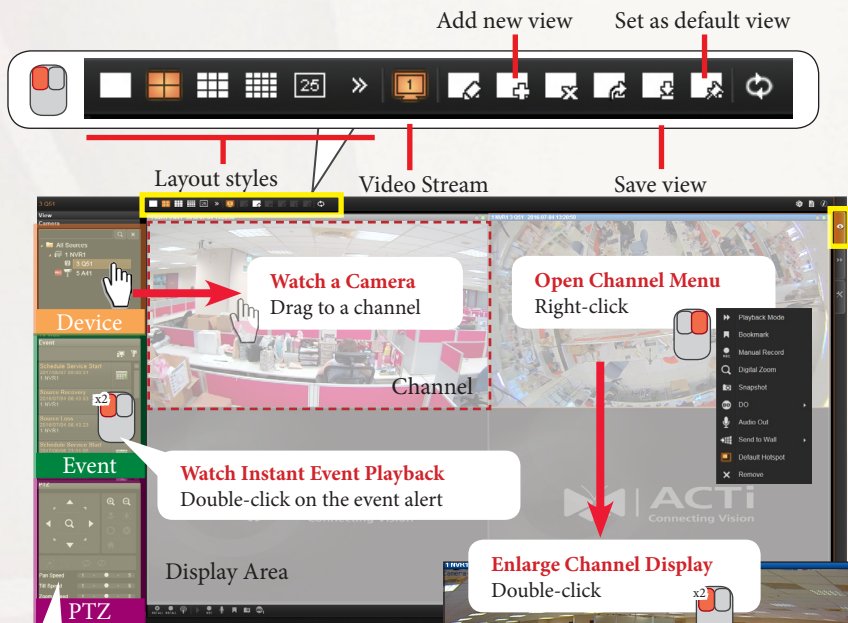
3. Double-click the Edit icon  of the pre-defined event rule to configure the settings.



4. Configure the response you want CMS to do when the event is triggered, such as sound a beep or alarm sound, send a notification email, or execute a command.
5. Click **Apply**.

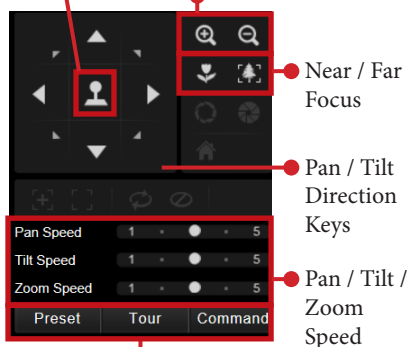
## 12 CUSTOMIZE LIVE VIEW

1. Click the **View**  button to go to the **Live View** page.
2. From the **Camera** list, drag a channel to a layout window. Repeat this process to add other channels.



### Optical PTZ Function

Digital / Optical Zoom Switch  
Zoom in / Zoom out



### Digital PTZ Function

Hold left button and draw to zoom area



**Navigate**  
Hold left button and mo  
the red frame

**Exit**  
Right-click on  
small window

# 13 PLAYBACK AND EXPORT VIDEO

1. Click the **Playback** button to go to the **Playback** page.
2. Select a view layout from the **View List** or drag a camera from the **Camera** list.

**Export Video**

**Take Snapshot**

**Bookmark**

**Layout styles**

**Apply a Preset View**  
Click on a view

**Watch a Camera**  
Drag to a channel

**Watch all cameras on an NVR**  
Click on the NVR

**Search Playback based on Event**

- Select an event
- Click Search

**Watch all cameras on an NVR**  
Click on the NVR

**Find Specific Scene**  
Drag the time bar

**Time Bar**

**Play Speed**

**Time Bar Scale**

**Go to Specific Time**

**Go to Current Time**

**Playback Controls**

**Display Event on Time Bar**

**Displays Time Bar**

## Export Video

1. Right-click on the time bar, set **Mark Export Start**.
2. Right-click on the time bar, set **Mark Export End**.
3. Click **Export Video**.

1. Mark Export Start

2. Mark Export End

3. Export Video



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Due to continuous product improvements, some contents may have changed from the time this documentation was printed. You can download the latest user documentation, which shall prevail over the printed version provided in the package, from <http://www.acti.com/downloadcenter>.



## WARRANTY CARD

This product is under warranty  
from the date of the original purchase  
("Warranty Period").

For more information,  
please visit our website  
<http://www.acti.com/warranty>

