

Quick Installation Guide

INR-100
16-Channel Desktop Standalone NVR

BEFORE YOU START

Thank you for purchasing ACTi Standalone Network Video Recorder (INR). This guide contains all the information you need to quickly set up the INR system 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 DVI input and the cable)
- USB mouse
- USB keyboard
- Network cameras
- Network cables
- Power-over-Ethernet (PoE) switch
- One ACTi-certified 3.5-inch SATA hard disk drive (HDD)
Find the certified disk models at <http://www.acti.com/hddselector>

1 UNPACK

This package includes the following items:

INR Unit



Power Adapter



Socket Converters



SATA Cable



HDD Screws



Quick Installation Guide



Warranty Card



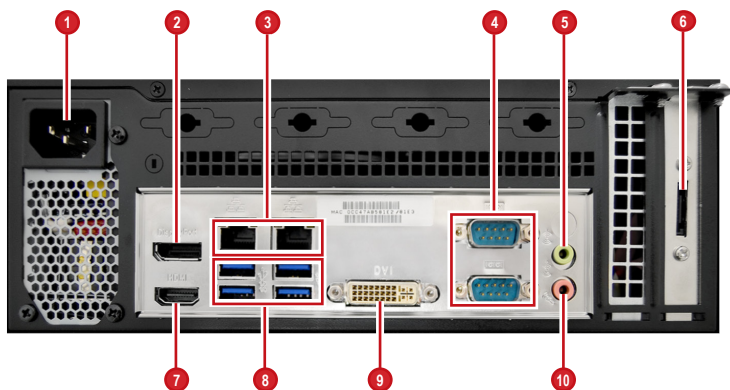
2 AT A GLANCE

FRONT PANEL



- 1 Power Button
- 2 USB 3.0 Ports x 2

REAR PANEL



- 1 Power Connector
- 2 Display Port
- 3 LAN Ports x 2
- 4 COM Port x 2
(for RS-232)
- 5 Audio Output
- 6 eSATA Connector
- 7 HDMI Port
- 8 USB 3.0 Ports x 2
- 9 DVI Connector
- 10 Audio Input

3 INSTALL THE HARD DISK

An optional hard disk drive or HDD (sold separately), can be installed inside the INR to store recordings.

MAKE SURE THE UNIT IS NOT CONNECTED TO POWER before installing the hard disk.

Step 1

Remove the two (2) screws; then slide the top cover backwards to pull off the cover.



Step 2

Remove the screw securing the HDD plate; then lift to remove the plate.



Step 3

Orient the HDD on the plate with its SATA connector facing towards the black foam.



Step 4

Attach the side screw to fix the HDD position on the plate.



Step 5

On the underside of the plate, attach 2 to 4 screws to secure the HDD.



Step 6

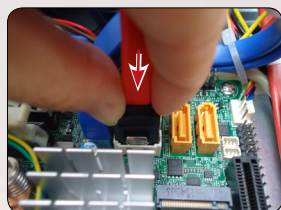
Connect the bundled SATA cable to the SATA connector on the HDD.



NOTE: Applicable screw holes vary depending on the HDD models. At least 2 screws are required to secure the HDD.

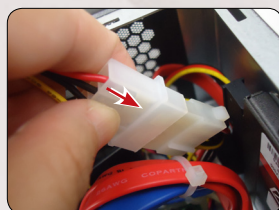
Step 7

Connect the other end of the SATA cable to the mainboard.



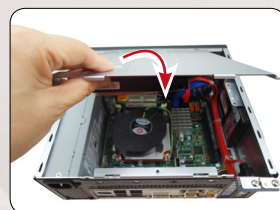
Step 8

Connect the power connector of the HDD to the mainboard.



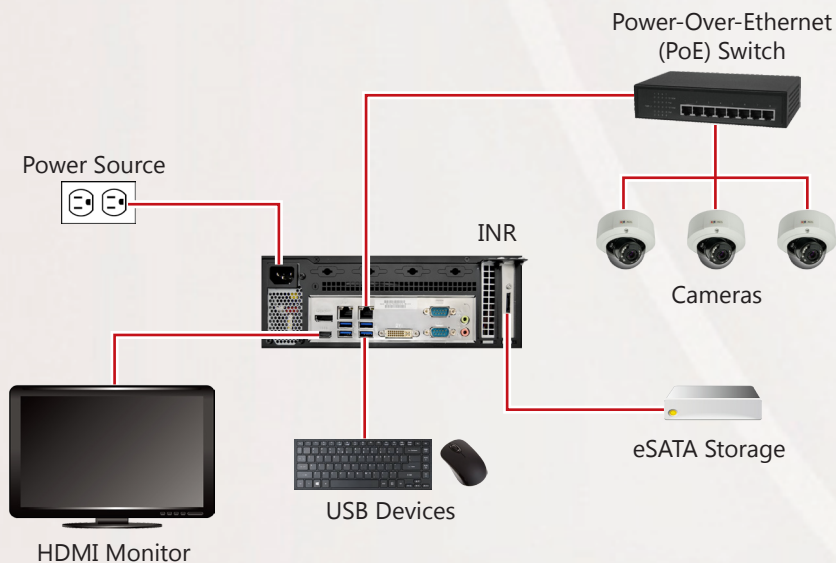
Step 9

Secure the plate with one (1) screw. Close the INR with the top cover.



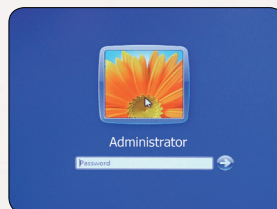
4 CONNECT THE DEVICES

The example below displays a local network consisting of an INR, network cameras and basic required peripherals to start using the device.



5 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 INR, after entering Windows operating system, configure the network settings in **Windows Network and Sharing Center**.

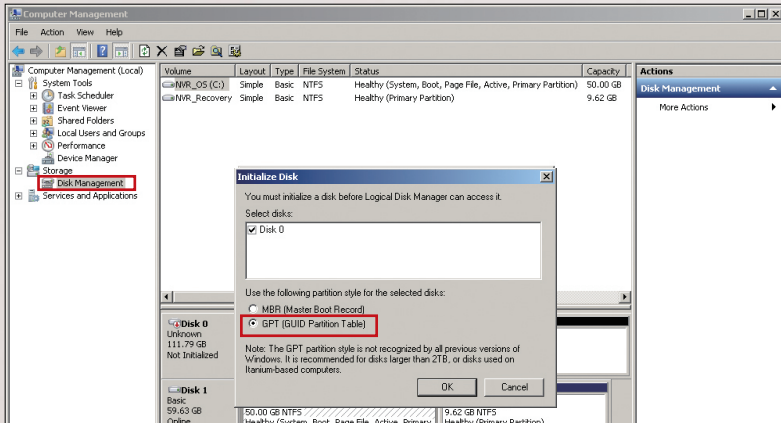
6 INITIALIZE THE HARD DISK

After installing the hard disk, use the **Windows Disk Management** to initialize the disk to enable INR to save the video recordings.

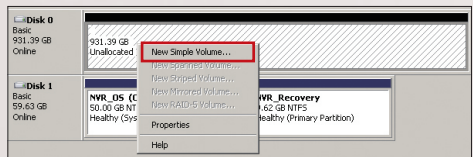
1. In **Windows Search Box**, search and enter "**Computer Management**".



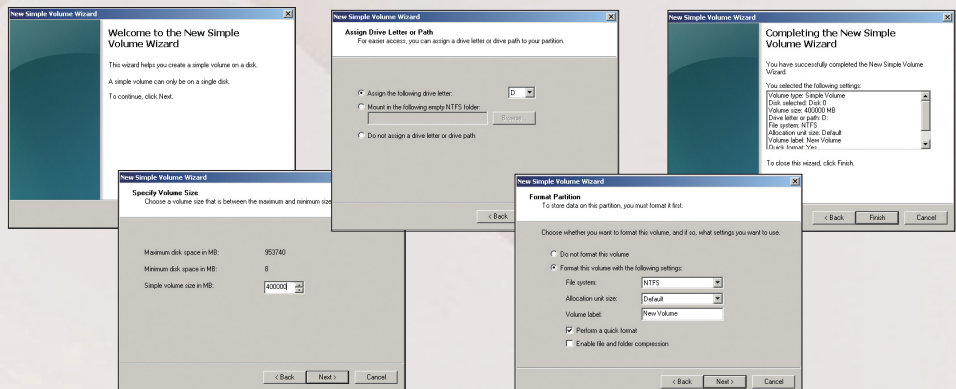
2. Select **Disk Management**. The **Initialize Disk** pop-up window will appear.
3. Select **GPT** as the partition style, and then click **OK**.



4. Right-click on the initialized disk and select **New Simple Volume**.



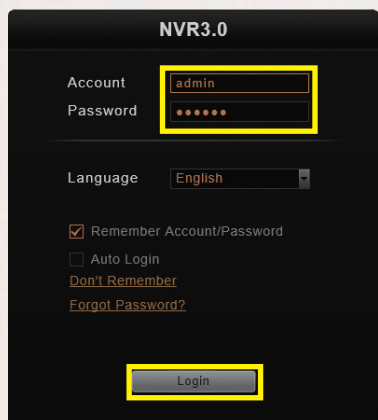
5. Follow the wizard to create the disk volume, assign the drive letter and volume label. Repeat steps 4 and 5 to create other volumes, as needed.



8 LOGIN

The INR is equipped with the **NVR** workstation software.

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

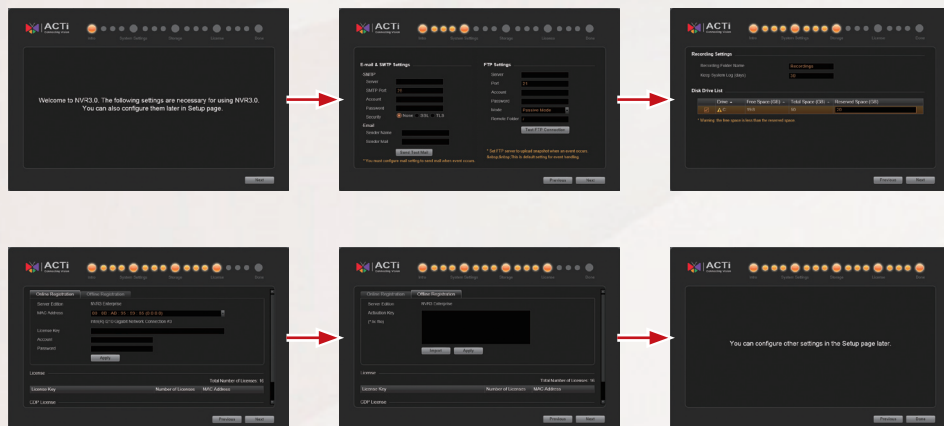


The NVR3.0 login interface is shown. It has a dark background with white text. At the top, it says 'NVR3.0'. Below that, there are fields for 'Account' and 'Password'. The 'Account' field contains 'admin' and the 'Password' field contains '123456'. Both fields are highlighted with a yellow box. Below these fields, there is a 'Language' dropdown menu set to 'English'. There are two checkboxes: 'Remember Account/Password' (checked) and 'Auto Login' (unchecked). Below the checkboxes are links for 'Don't Remember' and 'Forgot Password?'. At the bottom, there is a 'Login' button highlighted with a yellow box.

Account: admin
Password: 123456

"123456" is the default password of the NVR administrator's user account. For security reasons, please remember to change it.

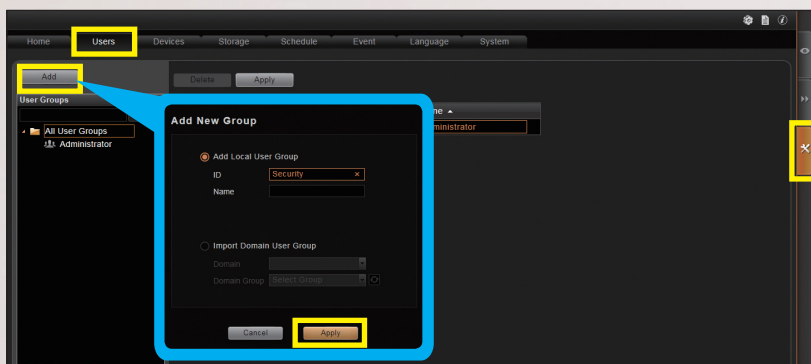
For first-time use, follow the Installation Wizard to start configuring the settings or skip this process and manually configure the settings in the **Setup** page.



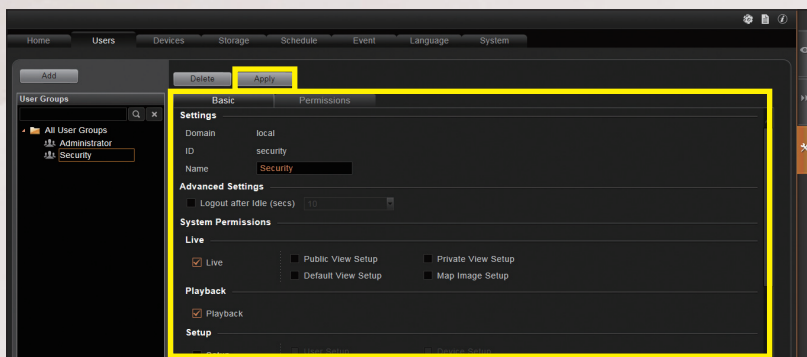
9 CREATE USER GROUPS

On the NVR 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 NVR 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**.



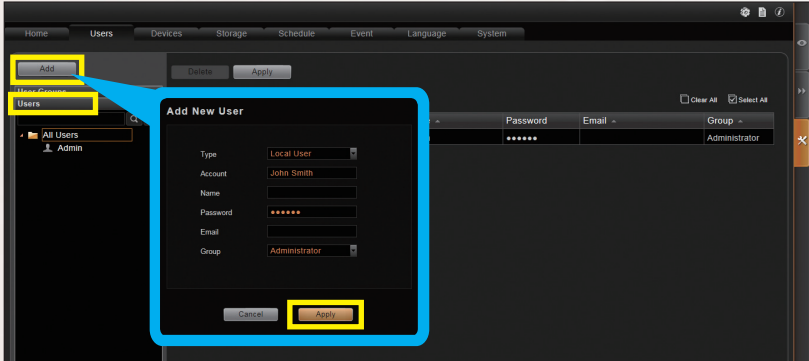
3. Configure the user group **Permissions** and click **Apply**.



10 ADD USERS

After creating user groups, create individual users.

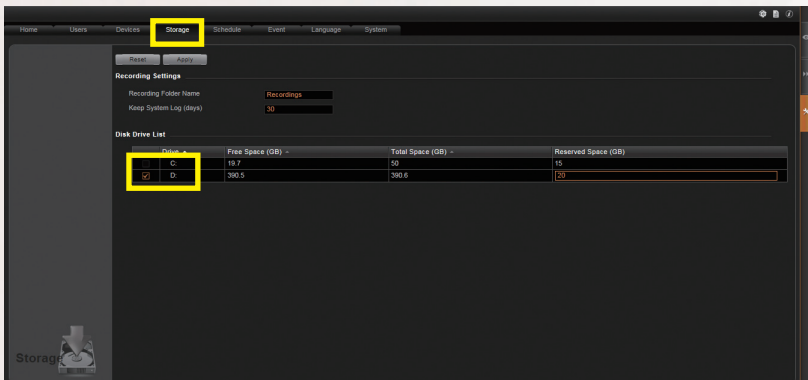
1. On the left panel, click the **Users** title bar, click **Add** to start adding a new user.
2. Input the user's **Account**, **Password**, **Email** address and select its **User Group**, and then click **Apply**.



11 SELECT STORAGE DRIVES

Select the disk where the INR will save the recordings.

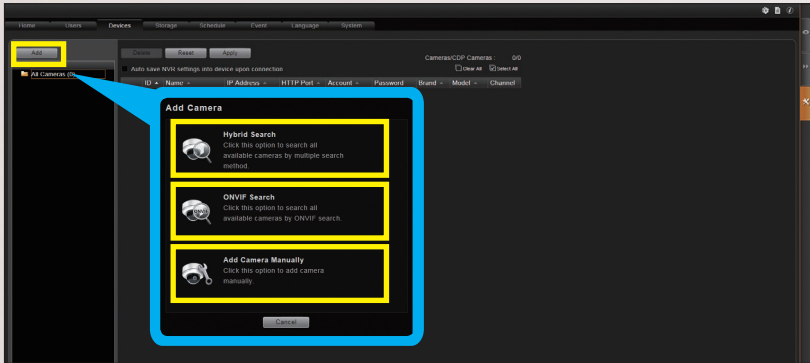
1. On the **Setup** page, click the **Storage** tab.
2. On **Disk Drive List**, select a storage drive.



3. Click **Apply**.

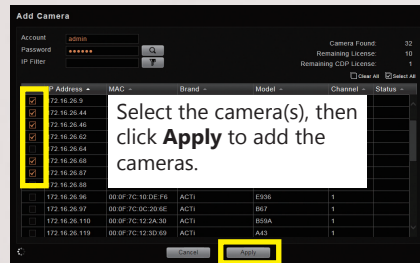
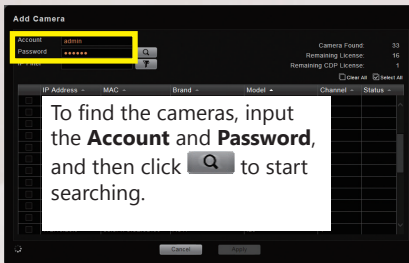
12 ADD CAMERAS

1. On the **Setup** page, click the **Devices** tab.
2. Click **Add**.
3. Choose a search method based on your network environment and camera brand.



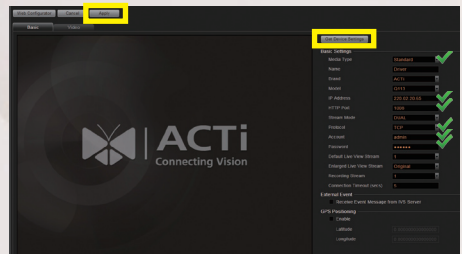
To Search Cameras in the Local Area Network (LAN)

- Click **Hybrid Search** to auto-search the network for ACTi cameras.
- Click **Search ONVIF Cameras** to search for ONVIF-compliant cameras of any brand.



To Add Cameras Manually

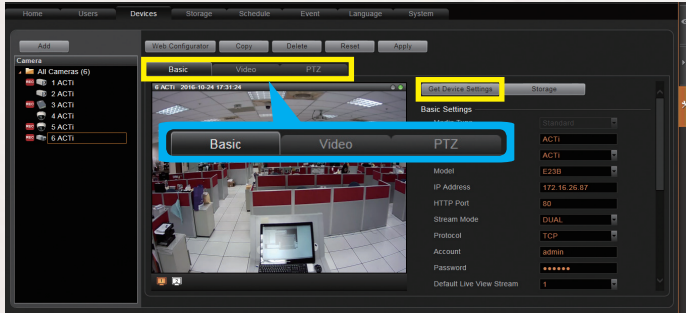
1. Click **Add Camera Manually**.
2. Fill in **Media Type, Protocol, IP Address, HTTP Port, Account** and **Password**.
3. Click **"Get Device Settings"** and then **"Apply"**.



13 CONFIGURE CAMERA SETTINGS

1. On the **Setup** page, click the **Devices** tab.
2. Choose the camera from the **Camera** list on the left panel.
3. Select **Basic**, **Video**, **PTZ**, or **Preset Tour** tab to configure related settings.

NOTE: The available tabs vary depending on the camera model.



14 SET RECORDING SCHEDULE

The recording service automatically starts full-time recording for a newly added camera. You can modify the recording schedule to suit your needs.

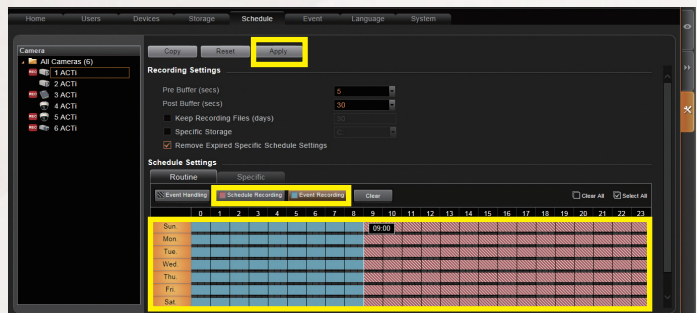
1. On the **Setup** page, click the **Schedule** tab.
2. Select the camera from the **Camera** list on the left panel..
3. Choose a recording mode: **Schedule Recording** or **Event Recording**

- **Schedule Recording:** Records video continuously during the scheduled session.
- **Event Recording:** Records video based on specific triggers such as when motion is detected by the camera.

4. Drag on the time table to define the time session.
5. Click **Apply**.

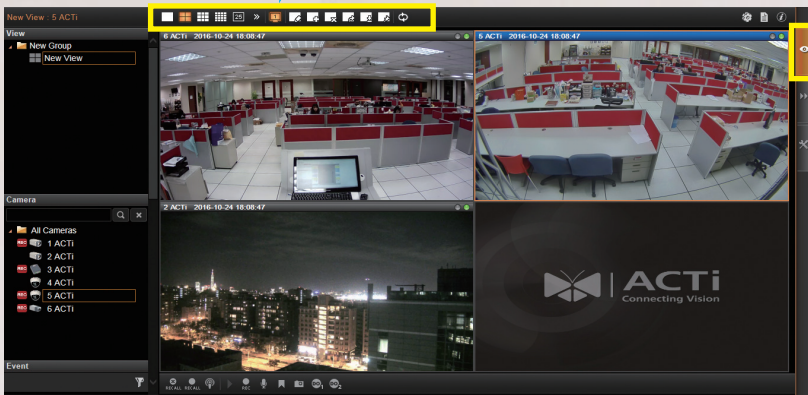
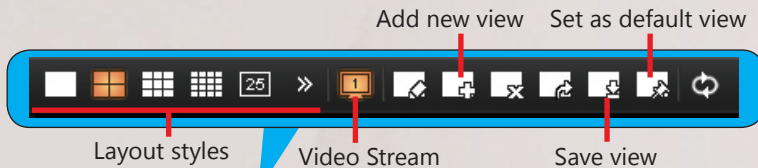
Note

If you have any question during the system installation, please feel free to contact our engineers via **ACTi Customer Help Desk** platform at <http://www.acti.com/CHD>.



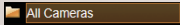
15 CUSTOMIZE LIVE VIEW

1. Click the **View**  button to go the **Live View** page.
2. From the **Camera** list, drag a channel to a layout window. Repeat this process to add other channels.
3. On the **View Toolbar**, click  to save the layout style and channel view.
4. Type a view group.
5. To set the current view as the default, click .



16 VIEW AND RECORD



To check live streaming of all channels, go to Live View page, double-click on  on the **Camera** list.



To check the recording, go to the **Playback** page, and then select (double-click) a view from the **View List** or a camera from the **Camera** list. Drag on the time bar to see the recorded video.

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>.