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INTRODUCTION

PRODUCT DESCRIPTION

RADIUS software is Network DVR Management Software, a powerful utility that allows you to control 100 or more recorders using one computer. This software allows you to view live video, search saved video, edit and configure setup on each recorder, and import maps of buildings and other locations.

RADIUS software is specifically designed as an Enterprise software solution.

PC REQUIREMENTS

These are the hardware requirements to operate RADIUS Software.

Minimum Requirements

- Intel Dual Core i3 Processor (or equivalent)
- 4 GB system memory
- Dual monitor: Intel HD Graphics (or equivalent); Quad monitor: NVIDIA GeForce GT610 (or equivalent)
- Network connection (Gigabit required for Megapixel)
- Microsoft Windows 7, 8, or 10 with DirectX support
- 1280 x 1024 optimal display resolution

Recommended Requirements

Note Minimum requirements for H.264 solutions and highly recommended for MegaPixel image rendering.

- Intel Quad Core i7 Processor (or equivalent)\(^1\)
- 8 GB system memory
- Dual monitor: Intel HD Graphics (or equivalent); Quad monitor: NVIDIA GeForce GT 610 (or equivalent)\(^2\)
- Network connection (Gigabit required for Megapixel)\(^3\)
- Microsoft Windows® 7, 8, or 10 with DirectX support\(^4\)
- 1080p optimal display resolution

---

\(^1\) Highly recommended for H.264 solutions and Megapixel image rendering.
\(^2\) FireMV, NVS, and CAD cards are not supported. SLI/Crossfire not supported.
\(^3\) For specific bandwidth requirements, refer to [OpenEye System Configurator](#).
\(^4\) No Support for server operating systems.
INSTALLING RADIUS SOFTWARE

Caution  RADIUS and Emergency Agent are not compatible to run on the same PC. If you have Emergency Agent installed on your PC, you must uninstall it before installing RADIUS. RADIUS will perform the same alarm notification as Emergency Agent.

1. Locate the RADIUS CD-ROM and make sure that the PC is turned on.
2. Insert the RADIUS CD-ROM into the CD drive.
3. If the CD Drive is set to auto run, wait for the Radius Setup screen to appear. Once it appears, go directly to Step 4.
   a) If the Setup program does not automatically start, or to manually start the setup process:
   b) Click Start > My Computer – or – double-click the My Computer icon on your desktop.
   c) Locate the CD drive and double-click on it to display contents of the CD-ROM, and then double-click on the RADIUS directory to display contents of the directory.
   d) Double-click Setup.exe – or – click Setup.exe then click Open.
4. Follow the on-screen instructions for installing the software.
5. The Setup process will notify you when RADIUS is installed. Click Finish to complete Setup and start RADIUS.

RUNNING THE RADIUS SOFTWARE

To run the RADIUS Software click Start > All Programs > OpenEye > RADIUS > RADIUS.

Logging in

Each time the RADIUS software starts, the Authentication window opens, prompting the user to login with a user account.

If logging in for the first time, use the following information to log in:

User ID: administrator
Password: <none>
RADIUS BASICS

CONNECTING TO A RECORDER

Refer to the video recorder manual for instructions on configuring the recorder for use with RADIUS software.

Viewing Video

1. Locate the recorder in the Connection list. If it is not visible, click the plus sign (+) next to the DVR Group name to expand the file tree.
2. Double click the desired recorder icon – or – right-click the icon and click Connect.
3. Click the plus sign (+) next to the recorder icon to display the connected camera icons.
4. Double-click a camera you want to view – or – drag the camera icon onto a box on the Live Display screen.

Moving Cameras

To change the position of a camera on the Live Display screen, click on the displayed video and drag to a new box.

Remove a Camera

To remove a camera from the Live Display Screen:
Right-click the displayed video and select Close
– or –
Right-click the camera icon in the Connection list and click Close Live.
The Connection list displays the current configured recorders in the DVR List Setup window. Each recorder can be displayed with the cameras showing or cameras minimized.

DVR Site – to hide the cameras click the minus sign (-)

Camera not displayed

Camera currently displayed
SHORTCUT LISTS

The shortcut lists help organize connected recorders, open windows and available maps.

Server List – The Server List displays all recorders connected to your RADIUS software and allows users to connect to recorders and their associated cameras quickly. This list is the default display.

Screen List – View the list of custom video screens, add new screens, and edit existing screens.

Map List – The Map List displays all maps, open and closed, including HTML map links. The maps are listed in the order they are added.

DVR Options

Right-click a recorder icon to display these shortcut options.

- Connect
- Disconnect
- Connect All Cameras
- Disconnect All Cameras
- Show All Channels
- Search
- Close Search
- Device Configuration
- Network Backup
- Clip Backup
- View Log Files
- Move To Map
- Add Device
- Edit Device

Connect – Opens a connection to the recorder.

Disconnect – Closes an open connection to the recorder.

Connect All Cameras – Connects all camera channels on the recorder.

Disconnect All Cameras – Disconnects all camera channels on the recorder.

Show All Channels – Displays all channels in a new window.

Search – Opens Search Display with the current recorder selected.

Close Search – Closes the Search Display and returns to Live Display.

Device Configuration – Opens the DVR Setup window.

Network Backup – Opens the Network Backup window.

Clip Backup – Opens the Clip Backup window.

View Log Files – Opens the Log File window.

Move to Map – Shows a list of the maps associated with the server. Select a map to open it in a new tab.

Camera Options

Right-click a camera icon to display these shortcut options.

- Show Live
- Close Live
- Open New Window
- Pause Live
- Search
- Close Search
- Search In Live
- Show PTZ Control

Show Live – Displays selected camera in the Camera Display Area.

Close Live – Removes the camera from the Camera Display Area.

Open New Window – Displays selected camera in a new window.

Search – Opens Search Display for the currently-selected recorder.

Close Search – Closes the Search Display and returns to Live Display.

Search In Live – Allows you to search recently recorded video from the Live screen.

Show PTZ Control – Opens the on-screen PTZ controller.
**Camera Display Area** – Displays up to 64 cameras. Move video display by dragging display to a different square.
### Live Camera Options

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start</td>
<td>Start live video after pausing.</td>
</tr>
<tr>
<td>Pause</td>
<td>Pause live video.</td>
</tr>
<tr>
<td>Close</td>
<td>Close live video display.</td>
</tr>
<tr>
<td>Mouse Action</td>
<td>Change the function of the mouse to Move, PTZ control, or Digital Zoom.</td>
</tr>
<tr>
<td>Live Capture</td>
<td>Capture a JPG snapshot.</td>
</tr>
<tr>
<td>Reset Zoom</td>
<td>Reset Zoom on specific camera.</td>
</tr>
<tr>
<td>Reset All Zoom</td>
<td>Reset Zoom on all cameras.</td>
</tr>
<tr>
<td>Real Size</td>
<td>Resize camera to actual resolution size.</td>
</tr>
<tr>
<td>Fit to Window</td>
<td>Return full screen display to show full Live Display window.</td>
</tr>
<tr>
<td>Full Screen</td>
<td>Display the Live Display full-screen (Press ESC to exit full-screen mode).</td>
</tr>
<tr>
<td>Fit to Window with Full</td>
<td>Display the selected camera full-screen. (Press ESC to exit full-screen mode)</td>
</tr>
<tr>
<td>Show All Channels</td>
<td>Open a new window will all channels displayed.</td>
</tr>
<tr>
<td>Show New Window</td>
<td>Open a new window with selected channel displayed.</td>
</tr>
<tr>
<td>Add User Screen</td>
<td>Add the current screen configuration to the Screen List.</td>
</tr>
<tr>
<td>Update User Screen</td>
<td>Save the current screen configuration as the currently-selected User Screen in the Screen List.</td>
</tr>
<tr>
<td>Search</td>
<td>Open the Search Display with the channel selected.</td>
</tr>
<tr>
<td>Search In Live</td>
<td>Search recently recorded video from the Live screen.</td>
</tr>
<tr>
<td>PTZ Control</td>
<td>Open the on-screen PTZ controller.</td>
</tr>
<tr>
<td>Controls</td>
<td>Manually trigger a control output (relay).</td>
</tr>
<tr>
<td>360 Camera Setup</td>
<td>Configure RADIUS for compatibility with a 360 camera.</td>
</tr>
</tbody>
</table>
Live Camera Tools

Move – Drag live cameras from one location on the screen to another. This is selected by default.

PTZ – Enable on-screen PTZ compass. Click and drag the mouse on a PTZ camera channel to move it.

Digital Zoom – Use the mouse to zoom in on a camera channel. Click the camera channel and use the scroll wheel on the mouse to zoom in or out. A yellow icon will appear, indicating your position on the overall camera image.

Using Digital Zoom to Create Hot Spots

You can use the Digital Zoom function to see multiple detailed close ups from a single camera at the same time.

1. In the Server List, click the camera you want to use and drag it into as many windows as you want views.
2. Right-click the Live screen, click Mouse Action, and then click Digital Zoom.
3. Click on one of the camera windows.
4. Scroll your mouse to zoom in or out, and click and drag to select the appropriate portion of the camera image.
5. To control the Digital Zoom on another camera window, click the window.
6. When you have completed setting your screens, right-click the mouse, click Mouse Action, and then click Move to reset your mouse to normal function.
CUSTOM SCREENS

The RADIUS software allows the user to create groups of cameras called screens and customize the organization of the cameras. These screens can be selected from the Screen list.

Each Screen can contain up to 64 different cameras, and the Screen Division buttons will affect only the selected screen. Screen names and configurations will not be available unless Auto Load Settings (on Log on) and Auto Save Settings (on Log off) options are selected on the General settings screen.

Creating Custom Screens

Select a screen division option for the custom screen configuration.
1. Add cameras to the Live Display.
2. Select the desired screen division option.
3. Click Screen List in the shortcut list.
4. Right-click in the Screen List, and then click Add Group.
5. Type a name to identify the group.

Tip You must create or select a group before adding a new screen.
6. Right-click the group name and select Add User Screen.
7. Type a name to identify the screen.

Editing Custom Screens

1. To change your custom screen, add cameras to the Live Display.
2. Right-click the name of the Screen you want to change in the Screen List, and then click Update User Screen.
Create Screen Sequences

Combine several custom screens to create a sequence series.

1. On the Live tab, click Edit Sequence.
2. Click Add Sequence.
3. Double-click the new sequence on the list to type a custom name.
4. Select a screen from the User Screen list, and then click Add screen.
   
   **Tip** You must have created two or more user screens to create a sequence.

5. Repeat until you have added all the screens that you wish to include in the sequence.
6. When you have finished, click OK.

Using Screen Sequences

To view live video via screen sequence, click Sequence on the Live tab, and then use the drop-down menu to select your desired screen sequence.
The RADIUS software can support multiple open windows at one time. The windows are organized using tabs at the top of the Live/Search View Area. To switch between windows, click the appropriate tab.

The Window List in the left pane also organizes open windows by type: Live, Search, and Other.

Multiple Monitor Support

Multiple monitors may be used with RADIUS Software. Use multiple monitors to view the Map Editor, the Search window, and the Live Display at the same time.

Most Microsoft operating systems support multiple monitors but the video card may need to be upgraded to support more than one display. Contact a local computer vendor or your systems manager for more information.

Using Multiple Monitors

Drag a tab to open it in a new window.
1. Drag the window to another monitor.
2. To expand the window to full screen, click the Maximize button on the top right corner of the window.

You can also open the live screen in another window.
1. Click Clone Live View.
2. Drag the cloned Live view window into another monitor.
3. To expand the window to full screen, click the Maximize button on the top right corner of the window.
Use the General Options to configure map alarm settings and user information.

**User Information** – Displays the current user ID.

**Change Password** – Change the password of the current user.

**Load/Save Options** – Auto load or auto save all settings. (Must be selected to save user screens)

**Open Lock List** – Displays a list of functions that can be locked after configurable time of inactivity.

**Use Disconnect Notice Dialog** – Opens a dialog box, for the specified number of minutes, to indicate that a recorder has disconnected from RADIUS.

**Disconnect Alert Sound Setting** – Specify the audible alert to sound when a recorder disconnects from RADIUS.

**Map Alarm Event** – Specify the colors that display around map alarms on alarm events.

**Auto-switching to map event** – Opens the map associated with an alarm on an alarm event for the specified number of seconds.

**Use Map Alarm Sound** – Triggers an audible alarm on a map alarm event.

**Show linked object label** – Displays the user-defined label under linked objects on maps.

**Pop up DVR live on events** – Opens live video of recorder associated with an alarm on an alarm event.

**Camera popup always on top** – Opens live video window on top of all current application windows running on the system.
Locking Functions

Use the Lock List function to lock specific functions after the user-defined waiting period.

- Video Management System Options
- DVR Configuration
- Backup
- Backup Viewer
- Show Alarm Monitor
- Search
- Edit Map
- Show Health Check Status
- Minimization or Maximization
- Shut down Video Management System
- Show Video Management System Log Viewer
- Map Viewer
Use the Live Setup to configure on screen display options, full-screen on alarm settings, and JPEG image capture on alarm.

Auto Switching Time (Sec) – Sets time between the camera view sequencing

PTZ controller transparency setting – Set the transparency level of the PTZ controller.

Enable full window when double clicked in live mode – Enable to show a channel full screen when the live mode display is double-clicked.

Reset live video position on disconnection – Resets video positioning to display in sequential order.

Show PTZ controller with advanced mode – Show that advanced menu when the PTZ controller opens.

Hide hidden cameras in tree list – Exclude cameras, which are set to be hidden from a user, from the tree list of cameras.

Hold Screen Ratio – Preserves the native aspect ratio of the video.

Hide all OSD – Hide all on screen display text.

Use Font Setting – Change the font and font size of the on screen display text.

Save Directory – The location to which alarm images are saved.

Jpeg Capture on Alarm – Capture a JPEG image of the associated channel on an alarm event.

Full Screen Duration Time – Show alarm video full screen on motion or sensor alarm.

Note The duration defines the amount of time the video will display before a subsequent alarm video can display. Single alarms will display full screen until closed by the user.

Audio play mode – Quality first – Play best quality video / Sync first – Keep audio synced with video.
Adding a New Recorder

1. Click **Menu**, and then click **Settings**.
2. Click **DVR List Setup**.
3. Select the recorder model type from the **Model** list.
4. Type a name to identify the recorder in the **Server Name** field.
5. Type the IP Address of the recorder in the **IP / URL** field.
6. Select the **Port** the recorder uses to transfer data. This port is specified in the Network Setup display on the recorder.
7. Type the **User ID** and **Password** of an authorized remote user. This is the same information used by the recorder.
8. Type the name of a new group in the **Group** box – or – click the arrow to select a previously created group.
9. When you are finished, click **Add**.
10. When you have added all of your recorders, click **Save and Close**.

Editing a Recorder

1. Click **Menu**, and then click **Settings**.
2. Click **DVR List Setup**.
3. Select the recorder to edit from the list of connected recorders.
4. Edit the necessary information.
5. When you are finished editing information, click **Update**.
6. When you have added all of your recorders, click **Save and Close**.
Name Sensors and Relays

1. Click **Menu**, and then click **Settings**.
2. Click **DVR List Setup**.
3. Double-click the recorder to edit from the list of connected recorders.
4. Click the **Sensor/Relay Name** tab.
5. Type custom names for the sensors in the **Name** columns as desired.
6. To reset the names to their defaults, click **Reset By Server's Setting**.
7. When you have finished naming your sensors and relays, click **OK**.
8. Click **Save and Close** to close the DVR List Setup window.

DVR Groups

DVR nesting groups can be created for easier recorder identification. The nesting groups are ideally designed for up to 4 layers, though more layers are available if a more complex structure is needed.

1. Click **Menu**, and then click **Settings**.
2. Click **DVR List Setup**.
3. Click the **Group** dropdown menu.
4. Right-click in the menu space and select **Add Group**. The group can be named once added.
5. To use nesting, select the group previously created and right-click, and then select **Add Group**. This will create a nested group within the group selected.
6. Repeat steps 4 and 5 until desired group nesting is complete.
7. To rename a group, left-click a group name to select it and left-click again to change to rename mode.

**Note** Unnecessary groups can be deleted by left-clicking to select a group then right-clicking and selecting **Delete Group**. This will also delete all subsequent nested groups.
Global Unique ID (GUID) Control for PTZ Keyboard Joystick Control

When using a PTZ joystick to control PTZ cameras, RADIUS allows users to specify which PTZ camera to control if more than one recorder site has a PTZ camera. The GUID is a unique static ID assigned to each camera in RADIUS that makes selecting a PTZ camera to use joystick controls with quick and easy.

Set a Global Unique ID

1. Click **Menu**, and then click **Settings**.
2. Click **DVR List Setup**.
3. Double-click the appropriate recorder connected to the desired PTZ camera.
4. In the Global Unique ID tab, check the check boxes of the recorders associated with the desired PTZ camera(s).

**Note** If the recorder check box isn’t checked, then that recorder’s cameras won’t be given a GUID.

5. All cameras associated with the checked recorders will be given a sequential GUID. Click on the desired **GUID** to change it manually if a different GUID is desired.

**Note** You will receive an error message if the GUID is changed manually to a duplicate number.

6. When the GUID configuration is complete, click **OK**.
7. Click **Save Changes** to close the **Settings** menu.

Using a Global Unique ID to Control a PTZ Camera

Once a GUID is set, you can access the desired PTZ camera immediately without having to search through the individual recorders and cameras.

1. Type the **GUID + Full**, and then press the **Enter** key.
   
   For example, type “49+Full” and then press the **Enter** Key.
HEALTH CHECK SETUP

Health Check enables you to monitor the status of your recorders and notify users of video loss, recording failures or storage failures via e-mail alerts or trigger an audio warning to notify the RADIUS operator.

Set Up Health Check Options

Actions

The Actions tab allows you to define the frequency and thresholds for your Health Checks. You can also choose how to be notified when a Health Check alert is triggered.

1. Click Menu, and then click Settings.
2. Click Health Check Setup.
3. Click the Actions tab.
4. Select Enable Health Check.
5. Define the Check Once Every interval by Day, Hour, and Minute (10 min. ~ 7 days).
6. Select the appropriate check levels for Video Loss, Recording Failure, Disk Free Space, HDD Error, and Recorded Day Failure.
7. Define the number of occurrences that determines a warning or failure for each item.

Note RADIUS can send E-mail notification of warnings. To configure email updates, see the E-mail Alert Setup section of this manual.
Action on Failure

1. Click **Menu** and then click **Settings**.
2. Click **Health Check Setup**.
3. Set up the Health Check options (Pop up on Failure, Pop up on Warning, Voice Warning on Failure).
4. If you select the Voice Warning on Failure check box, find and test the wav file you will use.
   a) Click the folder button to browse for a wav file.
   b) Click the speaker button to test the .wav file.
5. Continue by completing the steps required in the **Servers** tab.

**Servers**

The Servers tab allows you to choose which servers are included on your health check.

1. Select the appropriate recorders in the Server Name list.
2. Type or use the Up or Down arrows to change the port.

**Note** Set your Health Check port to match the port used by your recorder. OpenEye Professional Recorders (X-Series, N-Series, and H-Series) use port 2005. E-Series recorders use port 0.

3. To add Predefined Text options, type your note into the Predefined Text field, and then click Add.

**Note** Adding Predefined Text terms to your health check setup allows you to assign predetermined health check status memos when running a health check, such as scheduled recorder restart, camera maintenance, power outage, or suspected theft.

4. Click **Update** to save your changes to the Predefined Text list.
5. Click **Save and Close** to exit Health Check Setup.
The Alarm Monitor Setup allows users to define alarm confirmation tags for use in the Alarm Monitor Window, select sound options for alarm events, and designate a location to save the alarm log file. Defining alarm confirmation tags will help identify and filter specific alarm events for later searches.

### Set Up Alarm Monitor Options

1. Click **Menu**, and then click **Settings**.
2. Click **Alarm Monitor**.
3. Select **Use** to enable Alarm Monitor options.
4. Type the **Network Port** number.
5. Select **Change to Alarm Monitor on alarm** to bring the Alarm Monitor application to the front on alarm.
6. Select **Show Popup Messenger** to show a small popup message on alarm.
7. Select a sound option for alarm events.
8. Add items to the **Alarm Confirm List**.
**Add Items to Alarm Confirm List**

1. Click Menu and then click Settings.
2. Click Alarm Monitor.
3. Type your desired text in the text entry box.

![Alarm Confirm List](image)

**Note** The items in the Alarm Confirm List will be available on a list under Status Setting in the Alarm Monitor window.

4. Click Add.
5. To edit an entry, select the entry in the Alarm Confirm List and then edit the text. Click Update to save the change.
6. To delete an entry, select the entry and click Delete.
7. When you have finished your Alarm Monitor Settings, click Save and Close.
See the **Data Features** section of this manual for information on configuring Data options.

**Enable Data** – Enable to utilize Data functions such as searching and displaying Data text on screen.

**Using Fonts** – Configure the Font Set for Normal and Alert text.

**Search Keywords** – Configure for commonly searched Data items.

**Ignore DVR Server’s Alert** – Allow custom alerts for RADIUS notification while ignoring DVR alerts.
Write Video Management System Log – Enable to write RADIUS events to the log of the recorder.

Use Digital Watermarking – Adds a user defined digital watermark to exported JPEG files.

Auto reconnect delay time – Specifies amount of time RADIUS waits before attempting to reconnect after a disconnection with a recorder.

Sound alert on free disk space – Enable an audible alert to sound when HDD space becomes limited on the recorder.

PTZ command interval – Delay PTZ commands to reduce the risk of multiple commands reaching the camera at the same time due to network latency.

Network timeout setting – Amount of time before RADIUS reports being disconnected from the recorder.

Alarm Log Cleanup Schedule – Schedule alarm log clean up and resize the alarm log file.

Use Keyboard Control – Enable use of a PTZ joystick keyboard controller.

Additional DVR Information – User-supplied contact information.

Run Data Manager – Opens the Data Manager application to import and export configuration, log, and map files.

Hide Video Noise (Lines) – Adjust settings to hide analog camera video noise.

Audio – Enables Audio for Live and Remote functionality

Set Schedule for discarding normal alarm – Create a schedule to filter out normal alarms, by category, from the event viewer display.

Auto Disconnect – Length of time before the recorder will disconnect.
Data Manager

**Cleanup** – Schedule alarm clean up or restore alarm and recorder configuration to default settings

**Import** – Import system settings

**Export** – Export system settings

**Map Conversion** – Convert maps from legacy versions of RADIUS to use in versions 3.6+

---

**Configuring Import / Export**

Creating the custom settings for this application may take some time, depending on the number of connected recorders, and the complexity of maps. The import/export features provide the option to perform set up once and reuse the settings when desired. This option may need to be used when:

* Using multiple stations. It may be practical to import settings if more than one station is used.
* Installing new software versions. Upgrading to a newer software version sometimes forces the deletion of settings.
* Windows / Software Failure. Windows may become unstable for a number of reasons (viruses, incompatible software, etc).

**Exporting Settings**

1. Click **Menu**, and then click **Settings**.
2. Click **Admin**.
3. Click **Run Data Manager**.
4. You will be required to close RADIUS to set up Data Manager. Click **OK**.
5. Click **Export**.
6. Click the folder icon, and then browse to the location you want to save your settings. Click **Save**.
7. Select the options you want to export, and then click **OK**.
8. Click **Run** to complete the export.

**Import Settings**

1. Click **Menu**, and then click **Settings**.
2. Click **Admin**.
3. Click **Run Data Manager**.
4. Click **Import**.
5. Click the folder icon to select a previously saved configuration file, and then click **Open**.
6. Click **OK**
7. Click **Run** to complete the import.
Set Schedule to Discard Alarms

Create a schedule to filter out Normal Alarms, by category, from the Event Viewer display.

Creating a Schedule to Discard Normal Alarms

1. Click **Menu**, and then click **Settings**.
2. Click **Admin**.
3. Click **Set Schedule**.
4. Select a recorder to apply this schedule to from the list of connected recorders or click **Apply to All Servers** to apply the schedule to all connected recorders.
5. Select the days of the week.
6. Click and drag the mouse to select the hours of the day to ignore the desired type of alarm (Motion, Sensor, Relay).
7. Click **Set** after each block of time is selected.
8. When you have finished, click **OK**.
9. Click **Save and Close** to exit the Admin setup screen.

Scheduling Log Cleanup

1. Click **Menu**, and then click **Settings**.
2. Click **Admin**.
3. Click **Alarm Log Cleanup Schedule**.
4. Select **Use Cleaning Alarm Log File Automatically**.
5. Select your desired setting for the time to keep log files, and for when and how frequently to delete log files.
6. When you have finished, click **OK**.
7. Click **Save and Close** to exit the Admin setup screen.
RADIUS allows the administrator to define user privileges. User privileges are defined individually per user by the administrator.

Creating Users

1. Click **Menu**, and then click **Settings**.
2. Click **Users**.
3. Click **Add User**.

**Tip** Select the **User DVR Server's Authentication** check box to use the user ID and privileges defined by the recorder.

4. Type a username in the **User ID** field.
5. Enter and confirm a password.

**Tip** To import custom screens from another user, select **Import User Screens From**, and then click **Administrator** and select your desired user from the list.

6. In the **Server Access Permission** list, select the recorders to allow the user to view.
7. In the **Permission** list, select the Functions to allow the user to access.
8. To restrict camera access, click a **Server Name** to reveal the camera channels in the **Hidden Camera** field.
9. Select cameras to hide from the user.
10. Click **OK** to apply your changes.
Editing Users

1. Click Menu, and then click Settings.
2. Click Users.
3. Select a user listed in the User window.
4. Click Update User.
5. Perform the desired changes; change the password, user permissions, or server access.
6. Click OK to apply your changes.

E-MAIL ALERT SETUP

Configure the E-mail setup window to send e-mail alerts to users based on alarm events.

General E-mail Setup

1. Click Menu, and then click Settings.
2. Click E-Mail, and then click the General tab.
3. Select Enable E-Mail Alarm.
4. Type the Display Name and E-Mail Address of the e-mail account used to send e-mail alerts.
5. Type the Primary SMTP Settings, and then click Test.
6. If desired, click the checkbox to Use Secondary SMTP Setting and enter the secondary SMTP settings.

Users E-mail Setup

Creating a User

1. Click Menu, and then click Settings.
2. Click E-Mail, and then click the Users tab.
3. Type a Name for the recipient.
4. Type the E-Mail Address for the recipient.
5. Click Add.

Activating a User

1. Click Menu, and then click Settings.
2. Click E-Mail, and then click the Users tab.
3. Select the user in the Users list.
4. Click Save and Close.

Note Only activated users will receive e-mail notification of alarm events.
**Editing a User**
1. Click **Menu**, and then click **Settings**.
2. Click **E-Mail**, and then click the **Users** tab.
3. Select the user from the list.
4. Edit the user’s name and/or e-mail address.
5. Click **Update** to apply changes.

**Deleting a User**
1. Click **Menu**, and then click **Settings**.
2. Click **E-Mail**, and then click the **Users** tab.
3. Select a user from the list.
4. Click **Delete** to remove the user.

**Normal Alarm E-mail Setup**
1. Click **Menu**, and then click **Settings**.
2. Click **E-Mail**.
3. Create e-mail users on the **User** tab.
4. Click the **Normal Alarm** tab.
5. Select **Use**.
6. Select the alarm types you want to trigger e-mail alerts.
7. Define how often to send e-mail notices.

**Emergency Alarm E-mail Setup**
1. Click **Menu**, and then click **Settings**.
2. Click **E-Mail**.
3. Create e-mail users on the **User** tab.
4. Click the **Emergency Alarm** tab.
5. Select the **Use**.
6. Select the alarm types you want to trigger e-mail alerts.
Health Check Alarm E-mail Setup

1. Click Menu, and then click Settings.
2. Click E-Mail.
3. Create e-mail users on the User tab.
4. Click the Health Check Alarm tab.
5. Select Use.
6. Select the types of alarm to trigger an e-mail notification.
7. Type a comment to include with the e-mail if desired.
8. Click Save and Close to apply changes.
RADIUS software is capable of importing maps and associating cameras and sensors to locations on the map, as well as linking maps together. This feature allows you to quickly identify alarm zones and view the related video.

Search Devices on Map Display

Right-click in the Map List, and then click Search Devices on Map Display to locate specific devices/icons on the map.
**ADDING A MAP FILE**

Import as many maps as necessary. Maps are listed in the Map List in the order that they are added. Name the files in a manner that allows for easy recognition.

1. Click **Map List** in the shortcut menu.
2. Right-click the **Map List**, and then click **Add Map**.
3. Type a **New Map Name**. Use a name that will make the map easy to identify.
4. Click **Find** to browse for the map file.
5. Select the file. Supported file types include:
   a) Auto CAD files (up to R14) – DFX, DWG
   b) Standard image files – JPG, BMP, EMF, WMF
6. Type any additional information you want to include with the map display in the **Comment** field.
7. Click **OK** to add the map.

**ADDING AN HTML MAP**

1. Locate an HTML map in a preferred online map service such as Google Maps or Microsoft Live Search.
2. Copy the permalink to your clipboard.
3. Right-click the **Map List** and select **Add Map**.
4. Type a **New Map Name**. Use a name that will make the map easy to identify.
5. Paste the permalink of the HTML map in the **File Name or URL** field.
6. Select **URL**.
7. Type any additional information you want to include with the map display in the **Comment** field.
8. Click **OK** to add the map.

**OPENING A MAP**

Right-click the map name on the Map List and select **Open Map**.
- or -
Double-click the **map name**.

**CLOSING A MAP**

To close the map display tab, click **X** on the Map Display tab.

**CREATING MAP LEVELS**

If you have many map files associated with your recorders you may want to organize the maps by level. Organize the maps so that lower level maps are grouped under the higher level maps. For example, if your first-level map is the state of California, you might want maps of Los Angeles, Sacramento and San Francisco to be second-level maps. You can create up to four levels of maps.

To create a new map level:
- In the map list, drag a map over another map name to organize it as a lower level map.
PLACING MARKERS ON A MAP

Placing cameras, sensors, relays, servers and links allows easy identification of the locations where cameras and alarms are located, as well as the ability to link between multiple area maps.

Attaching Cameras/Sensors

1. Click Map List on the shortcut menu.
2. Right-click the name of a map and then click Open Map, or double-click the name of the map to open it.
3. Click the Lock/Unlock icon to unlock the map.
4. Click Add Map Items, and then click your desired device (Add Camera, Add Sensor, Add Relay, Add Server).
5. Click the location on the map to place the icon.
6. Select a recorder from the Server list.
7. Select a specific camera, sensor or relay from the Camera list.
8. Select the Icon Size and Background Color.
9. Click OK.

Attaching Map Links

1. Click Map List on the shortcut menu.
2. Right-click the name of a map and then click Open Map, or double-click the name of the map to open it.
3. Click the Lock/Unlock icon to unlock the map.
4. Click Map Items, and then click Add Maplink.
5. Click the location on the map to place the icon.
6. Select a map from the Map Name list.
7. Select the Icon Size.
8. Add a comment to describe the map, if necessary.
9. Click OK.
Changing Alarm Colors

The colors of the three alarm types can be customized in the RADIUS Options window. It may be necessary to change the alarm colors depending on the colors of the map. Customize the color and alarm time for Sensor, Motion and Video Loss events.

1. Click **Menu**, and then click **Settings**.
2. Click **General**.
3. Change the **Map Alarm Event** colors.
4. In the **Auto-switching to map event** section, select **Use** to open the associated map on an alarm event.
5. Enter the time (in seconds) for the alarm to flash after activation.

Adding a Map Alarm Sound

1. Click **Menu**, and then click **Settings**.
2. Click **General**.
3. In **Use Map Alarm Sound**, select the **Use** check box.
4. Select **Beep** or **Wave File**.
5. If using a Wave file, click the folder icon to browse to the file location.
6. Click **Test**.
7. Click **Save and Close**.

Viewing Video on Alarm

When the Alarms are activated, colored circles will flash around the sensor icon in the map. To view the camera associated with the alarm, double-click the flashing sensor icon. The video will open in a new window.
Camera markers placed on the map can be selected to show the Live video popup window. From this window there are two Search options, Search and Advanced Search.

### Search

The Search button will open a Search In Live side bar giving search and export controls.

**Play Controls:**
- Play forward/backward, fast forward/backward, and pause
- Time and date selection
- Simple time selection for 10sec, 30sec, 1min, 10min, 30min, or 1hr

**Other Options:**
- Print – Print still image to your selected printer.
- Export – Save selection of video to AVI

### Advanced Search

Advanced Search will open the selected camera in the RADIUS Search window. This allows all the same advanced search control RADIUS has to offer. See the Search section for details.
360 DEGREE CAMERA

RADIUS can enable, configure, and control 360 degree cameras. The controls for a 360 degree camera are identical to the PTZ camera controls and are used to clarify the circular view of a 360 degree camera.

360 CAMERA SETUP

Once connected, a 360 degree camera will begin streaming video automatically. You can use the 360 Camera Setup menu to configure the camera for optimal settings and performance.

1. Right-click in the 360 camera live view screen and select 360 Camera Setup.
2. Using the 360 Camera Setup popup menu, configure the camera to the appropriate settings with the dropdown menus.

360 Camera Type – 360 camera manufacturer, used to predetermine ideal settings.

<table>
<thead>
<tr>
<th></th>
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<th>ONCAM</th>
<th>Vivotek</th>
<th>Panomorph</th>
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<tr>
<td>DRM</td>
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<td>No</td>
<td>Yes</td>
</tr>
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<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Type</td>
<td>Fisheye</td>
<td>Fisheye</td>
<td>Fisheye</td>
<td>Panomorph</td>
</tr>
</tbody>
</table>

Note: OpenEye recommends using 360 Plus because it can save Preset camera views. The other 360 camera types are unable to do this.
Lens – future option will be available
View Type – 360 camera view
Mount – how and where the 360 camera is mounted
Projection – future option will be available
Use ePTZ – when enabled, PTZ controls can be used to control the 360 camera.

3. Check the Use ePTZ check box if you want to use PTZ camera controls to control the 360 camera.
4. Click OK.

360 CAMERA CONTROL

If Use ePTZ is enabled in the 360 Camera Setup, then PTZ camera controls can be used to control the 360 camera.

1. Click Mouse Action in the Live Camera Tools menu, and then select PTZ.
2. Use the PTZ controls to modify the camera view.
The Network Backup window allows you to backup all cameras on the selected recorder to a local or network drive.

Professional Recorders (X, Xr, H, N-Series)

1. Open the Network Backup window. Right-click your desired recorder on the Server List and then click Network Backup.
2. If necessary, select the desired recorder on the Site Name list and type a User ID and Password.
3. Click Connect.
4. Click a date on the calendar. Browse to preceding months/years using the arrows.
5. Click the Hour you want to backup, and then select the Minute (shown in ten-minute blocks). Selected blocks of time will turn red. To clear a block of time, click it again.
6. Click the Backup Path folder icon to browse to the network storage location.
7. Click Start. The Download Status section will display backup progress.
8. To stop a backup already in progress, click Stop.

Note If the amount of video exceeds the storage capacity of the selected media, an error message will display. If this happens, reduce the amount of video in the backup or select a backup media with a larger storage capacity.
Commercial Recorders (E-Series)

**Regular Backup**

1. Open the Network Backup window. Right-click your desired recorder on the Server List and then click Network Backup.
2. Click on a date on the calendar. Browse to preceding months/years using the arrows.
3. Type a Start Time and an End Time or use the arrows to define the time.
4. Select a backup location from the Target Drive list.
5. Select the check boxes next to the channels to include in the backup or select All.
6. Click Start Backup. The Progress section will display backup progress.

**Scheduled Backup**

The Scheduled Backup screen is used for performing bulk backup of video recorded by all cameras for a selected period, on a regular scheduled basis (1-24 hours).

1. Open the Network Backup window. Right-click your desired recorder on the Server List and then click Network Backup.
2. Click Schedule.
3. Select the recorders that you want to create backup schedules for.
4. Select a backup location from the Target Drive list.
5. Set the Run Time to define what time of day the system will perform the backup.
6. Set the Start Time and the End Time to define the hours of each day to include in the backup.
7. To run a scheduled backup each time the system is turned on, select Autorun on Windows startup.
8. Click Apply to save changes.
**CLIP BACKUP**

The Clip Backup window allows you to backup one or more cameras on the current recorder to a local drive, CD/DVD or USB device.

**Note** Clip Backup is only compatible with Professional recorders.

---

**Backing up Selected Cameras**

1. Select the desired recorder from the **Server List**.
2. In the Device Management tab, click **Clip Backup**
   
   **or**
   
   Right-click the desired recorder in the **Server List** and select **Clip Backup**.
3. Select an available **Backup Drive**.
4. Select your desired cameras in the **Channel Select** list.
5. In the **Clip Backup Time** area select the desired date and **Start Time** and **End Time** for the clip.
6. Type a name to identify the clip in the **Title** box.
7. Type a note in the **Memo** box if desired.
8. Type the desired file name in the **Clip Name** box.
9. To include the proprietary Backup Viewer application with the backup clip, select the **Include Backup Viewer** check box.
10. Click **Size Check** to make sure the backup drive has sufficient available space.
11. Click **Configure** to check the file size.
12. Click **Start Clip Backup**. The Status area will display backup progress.

**Note** If the size of the video file exceeds the storage capacity of the selected media, an error message will display. If this happens, reduce the amount of video in the backup or select backup media with a larger storage capacity.
SEARCH

SEARCH OVERVIEW

RADIUS Software has several options to allow for searching recorded video. From Motion and Sensor indexing to calendar views showing days with recorded video, RADIUS is designed to help the user quickly locate specific data.

There are two types of Search windows:

- **Standard Search** – Provides multiple searching options but only allows searching video of one recorder at a time.
- **Multiple Search** – Allows searching of video from multiple recorders simultaneously. This function is only supported with OpenEye Professional recorders.

Performing a Basic Search

1. Right-click a recorder or camera in the **Server List** and select **Search**.
2. Click the **Calendar** button and select a time and date. Dates with recorded video are indicated with a red circle.
3. Select cameras by dragging them from the **Connection List** into the display field.
4. Start playback using the playback controls. Video can be played forward, backward and frame-by-frame.
Bookmarks

Use bookmarks to mark a video clip during a search. Quickly find bookmarked clips for later review or backup.

1. Perform a search for the desired video.
2. Stop playback at the beginning of the desired clip.
4. Type a Bookmark Title.
5. If desired, type notes regarding the bookmark in the Memo field.
6. You may also select additional channels to include video at different locations recorded at the same time.
7. Click Add.

Search Bookmarks

Access previously bookmarked points of recorded video and open them in the Search screen.

1. On the Search tab, in the Bookmark section, click Search.
2. Select your desired bookmark from the list.
3. Click Search, the recorded video will open at the bookmarked point in the search screen.

Modify Bookmarks

You can modify a previously created bookmark to change the start time of the clip or add additional cameras.

1. On the Search tab, in the Bookmark section, click Search.
2. Select your desired bookmark from the list.
3. Make your desired change.
4. Click Update.
5. When the modification is complete, click Cancel to close the window.
Save to JPG or AVI

The Save function allows you to export single images in the .JPG file format or video clips in .AVI format. JPG and .AVI file formats are the most commonly used formats. Virtually every computer offers support for these file formats which makes them ideal for saving images/video.

- **JPG** – Optimized for compressing full-color or grayscale photographic images. JPG images are 24-bit (16.7 million colors) graphics. JPG is used to save a single image or frame.
- **AVI** – The AVI format is used to save video clips. Can be stored uncompressed but is typically compressed using a Windows-supplied or third-party compression and decompression module called a codec. AVI is used to save video clips.

1. Perform a **Search** to locate saved video.
2. After locating your video, click **Save**.
3. Select the type of file format; .AVI for a video clip or .JPG for a single frame.
4. If saving a video clip, select a compression codec, length of clip (seconds) and quality.
5. Click **Next**.
6. Type a file name in the **Export Name** box.
7. Select a location to save the file by browsing the file tree.
8. Click **Next**.
9. Click **OK**.
10. Click **Finish**.

### Printing an Image

RADIUS software can print a recorded image to a local or network printer.

1. Perform a **Search** to locate saved video.
2. After locating the desired video, click the **Print** button to open the **Print Options** window. Depending on the printer used, there may be several printing options available. Refer to the printer manual for more information.
3. Click the **Print** button to print the selected image.

**Note** The message **NO DEFAULT PRINTERS INSTALLED** will appear if no printer is connected.
The Preview Search can be used in a number of circumstances to quickly find the exact moment where an event (such as a theft) occurred. The Preview Search displays a 24-hour visual overview of a single camera by separating a 24-hour period (1 day) into 24 images, one image for each hour of the day. The search can then be further narrowed down into ten minute increments and one minute increments by simply selecting one of the images displayed. The example below shows how the Preview Search works.

The first screen has 24 images displayed. Each image represents the first second of each hour. If there is no image recorded during that period, nothing will be displayed. Double-click an image to select an hour. A new screen appears with 6 images, each one representing a 10-minute segment of video. Double-click an image to select a 10-minute segment. The final screen appears with the 10-minute segment broken into 1-minute increments (10 images).

Performing a Preview Search

1. Right-click a recorder or camera in the Server List, and then click Search.
2. Select a single camera.
3. Click the Calendar button to select a date from the calendar.
4. Click Preview to display 24 images. If there is no recorded video during a portion of the day, the OpenEye logo will be displayed in place of an image.
5. Refine the search by double-clicking an image to display six 10-minute increment images.
6. Refine the search further by double-clicking an image to display ten 1-minute increment images.
7. Double-click an image to display a 1-minute segment of video. Return to the previous display by right-clicking an image.
8. Use the forward, reverse or pause playback controls to view the video segment.
9. To exit Preview Search with the current image still selected, click Preview.

Note When using Preview Search, the other Playback control options are disabled. To use the speed controls or view additional cameras, toggle Preview Search off by clicking the Preview button to return to Standard Search mode.
Using the Index Search can decrease the amount of time spent searching through saved video. The Index Search allows a user to perform a search based on criteria such as Sensor, Motion and Instant Record events.

Performing an Index Search

1. Right-click a recorder or camera in the Server List and select Search.
2. Click the Calendar button to select a time and date, and then click OK.
3. Click Index to open the Index Search window.
4. Select one or more camera check boxes, or Select All.
5. Select the type of event to search (Sensor, Motion, Instant Record) or select All Events.
6. The default search time is a 24 hour period. To specify a search interval, select Selected Time and define a Start Time and End Time.
7. Click Find. There may be a delay while results are returned. Results will display on the Index Result tab. If no results are found, “No Data Received” will appear.
8. Double-click a displayed result to display the associated video.
9. To apply a selected result to the Main Search, click Close.
STATUS SEARCH

The Status Search option displays a timeline in graph format. Scroll through multiple cameras and easily locate hours with recorded video.

Performing a Status Search

1. Right-click a recorder or camera in the Server List and select Search.
2. Click the Calendar button to select a time and date, and then click OK.
3. On the Search tab, click Status.
4. Click on an orange recorded video block.
5. After locating the desired video click Close.
6. Use the playback controls to play forwards, reverse or frame-by-frame.

DATA SEARCH

See the Data Features chapter for more information on using the Data Search feature.
The Multiple Search window allows users to search video recorded on multiple recorders simultaneously.

Performing a Multiple Recorder Search

1. Click **Menu**, and then click **PC-DVR Multiple Search**.
2. Click the **Date** button and then select a date and time to search.
3. Drag cameras from any connected professional-grade recorder on the **Server List** to the Multiple Search display.

**Note** Multiple Search is only compatible with OpenEye Professional recorders (X, Xr, N, H-Series).

4. Use the playback controls can be used to play video forward, backward, and frame-by-frame.
LOG FILES

RADIUS SYSTEM LOG

The RADIUS System Log keeps track of when the software is opened closed and which users log in and log out.

View the RADIUS Log

1. Click Menu, and then click Log.
2. Click a date on the calendar to view the log files from that day.
The Alarm Monitor Setup window is used to view emergency alarms from the connected recorders, including Video Signal Loss and Sensor alarms. Use the Filter Options to filter through the different types of alarms. After viewing event video, include a memo for future searches.

By double-clicking an alarm entry, the search window will open with the associated recorder, camera, and time related to the event already selected.

**Note** If all Alarm Event results are not visible click Off to turn the Filter Options off.

---

**Assign Status Settings**

1. Click **Menu**, and then click **Alarm Monitor**.
2. Select an Alarm Event from the list.
3. Right-click the event and select a status level: **Default, Review, Dismiss, Critical**.
4. Select a defined Alarm **Confirmed Type** from the list under **Status Setting**.
5. Type a description of the event, and then click **Memo**.
Configuring the Alarm Monitor

1. Click **Menu**, and then click **Settings**.
2. Click **Alarm Monitor**.
3. Select **Use** to enable the Alarm Monitor.

**Note** The Alarm Monitor uses one port to transfer the data (the Emergency Port). The port can be adjusted inside the Network settings if necessary. It is recommended that the default setting should be used unless the port must be changed.

4. Click **Save and Close**.

**Configure your Recorder**

For the Alarm Monitor to work, you must have configured your recorder to transmit alarm information to RADIUS. To access your recorder’s configuration settings using RADIUS, right-click the recorder in the Server List, and then click **Device Configuration**.

**Professional Recorder**

For a Professional Recorder, follow these steps:

1. Click **Recording Schedule**.
2. Select the appropriate **Alarm Option**.
3. Set your desired **Transmission Duration**.
4. Type the IP Address of your RADIUS workstation in the **Emergency IP** list.
5. To enable an IP address, select **Use**.

**Tip** The RADIUS Alarm Monitor displays only events set up as **Emergency Alarms**.

6. Click **Apply**.

**E-Series Recorder**

For an E-Series Recorder, follow these steps:

1. Click **Record**, and then click **Motion / Event Setup**.
2. Click **Alarm Monitor**.
3. Set **Send to Alarm Monitor** to **On**.
4. Click **Save**.
Filter Alarm Events

1. Open the Alarm Monitor display. Click Menu, and then click Alarm Monitor.
2. Select one or more Status Level buttons in the Filter Options section.
3. Select a start and end Date to search from.
4. Select a recorder from the Server list.
5. Select the type of alarm event or select All Events.
6. Select Normal or Emergency Alarm or select All Alarms.
7. Select a Confirmed type.
8. Select the number of frames and frame size of the thumbnail results.
9. Click On to filter results.

View and Export Alarm Reports

1. Click Display, and then click Report.
2. Click the Report Selection drop down menu and select Alarm Report.
3. In the Selection Parameters field, select each recorder needed for the report.
4. In the Filters Condition field, select the filter name to only show the selected filter items.
5. Set the From and To date and time.
6. Click Preview to show a preview of the report.
7. Click Export to select the export file format (HTML, Excel, CSV, or Text)
8. Click Export to save the Alarm report.
10. Type a File Name.
11. Click Save.
VIEW RECORDED ALARM VIDEO

1. Right-click an event listing and click Search to open the video in Search.
2. Use the playback controls to locate the desired video frame.

EXPORT VIDEO

1. Right-click an event listing and click Search to open the video in Search.
2. Use the play controls to locate the desired video frame.
3. Click Save.
4. Select the Export Type – JPG or AVI.

Save JPG:
   a) Select JPG, and then click Next.
   b) Define the location to save the image.
   c) Click Next to save the image.

Save AVI
   a) Select AVI, and then click Next.
   b) Select a CODEC from the list.
   c) Set the length of saved video in the Time to Save field.
   d) Reduce Quality only if necessary to reduce the size of the file.
   e) Click Next.
   f) Define the location to save the video.
   g) Click Next to save the video file.
HEALTH CHECK

HEALTH CHECK OVERVIEW

The Health Check window is used to view the health of recorders connected to RADIUS.

Health Check Status Icons

<table>
<thead>
<tr>
<th>DVR Status</th>
<th>Video / Recording / Free Space</th>
<th>Network</th>
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<tr>
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</table>
View Health Information

1. Click Menu, and then click Health Check.
2. Clear the Show Current Health Check Status check box.
3. Select your desired date from the Check List.
4. Double-click your desired health check event from the Event List.

Note Health check events with no failures display a green box next to the date and time; events with one or more failures display a red box. To hide results without failures, select Hide Good Items.

5. Double-click the appropriate recorder in the Status window. A detailed information window will open, displaying the health check status for the selected recorder.

View and Export Recorder Health Reports

1. Click Display, and then click Report.
2. Click the Report Selection drop down menu and select Health check Report.
3. In the Selection Parameters field, select each recorder needed for the report.
4. In the Filters Condition field, select your desired filter names to only show the selected filter items.
5. For each filter you select, select the status you want to include for that filter (N/A, Abnormal, Failure, Warning, or Good).
6. Set the From and To date and time.
7. Click Preview to show a preview of the report.
8. Click Export to select the export file format (HTML, Excel, CSV, or Text).
9. Click Export to save the Alarm report.
10. Browse for a location to save your file.
11. Type a File Name.
12. Click Save.
Use the Data options to configure the Data search feature to search data recorded on recorders with a POS upgrade.

### Add Data Search Keywords

1. To access the Data setup menu, click **Settings**, and then click **Data**.
2. Select **Enable Data**.
3. Enter a search keyword.
4. Click the **Add** button in the Search Keywords section. The keyword will be added to the box above and be available in the list of search terms in the **Data Search** window.

### Add Data Alert Text

1. To access the POS setup menu, click **Settings**, and then click **Data**.
2. Select **Enable Data**.
3. Enter text to trigger an alert.
4. Select the **Font** or **Beep** check box to define the type of alert.
5. Click the **Add** button.
6. Select the check box next to the alert text above to enable the alert. Clear the check box to disable the alert.
The Data Search allows users to search video using POS, access control, or other data.

**Caution** Data index search simultaneously from two separate RADIUS work stations is not recommended.

### Search POS Data

1. Click **Menu**, and then click **Data Search**.
2. Select a recorder from the **Servers** list.
3. Select a register from the **Data ID** list.
4. Define the **Date** and **Time**.
5. Select a predefined item from the **Find Item** list.
6. Click **>>** to add the item to the **Data Search**. You can add multiple items to the search list.
7. Select **AND** or **OR** to apply to the item names entered in the search list.
8. Click **Find**.

### Filter Data Search Results

Perform a Data Search.

1. Enter an item name in the Item box under **Item Filtering**.
2. To define a value for the item select the **Use Condition** check box, select a value condition and enter the value in the blank box.
3. Click **Apply Filter**.