Setting Up Your Recorder

Follow the steps below to complete physical setup of your recorder.

To set up your recorder:

STEP 1: Connect IP cameras

STEP 2: Connect router

STEP 3: Connect monitor

STEP 4: Connect mouse

STEP 5: Connect power

Connect your IP cameras (not included) using one of the following methods:

a. Connect cameras directly to the recorder (recommended).

b. Connect cameras to a PoE switch or router on your network (not included).

NOTES:
• It may take up to 1 minute for cameras to start up and transmit video to your recorder.
• This guide covers connecting IP cameras to your security recorder only. For full instructions on installing your cameras, please refer to your camera’s documentation at lorex.com.
• Connecting cameras to a router, or a network switch without PoE, requires a power adapter for each camera. Refer to your camera’s documentation at lorex.com for the correct power adapter model number.

Connect the recorder to your router using the included Ethernet cable.

NOTES:
• If you are using a PoE switch, ensure the switch is connected to the same network as your recorder.
• To receive automatic firmware updates and enable remote viewing with computer and mobile apps, a high speed Internet connection is required (minimum 3.5Mbps upload speed). All other system features can be used without an Internet connection.

Connect the recorder to a monitor using the included HDMI cable or a VGA cable (not included). The HDMI port supports up to 4K resolution, and VGA supports up to 1080p.

NOTE: To optimize picture quality, set the recorder’s video output to match the resolution of your monitor.

Use the included power adapter to connect the recorder to a nearby outlet.

Overview of extra ports:

Audio I/O
Connect microphone / speaker

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1 Visit lorex.com
2 Search for the model number of your product
3 Click on your product in the search results
4 Click on the Downloads tab

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**STEP 1: Creating a New Password**

When using your system the first time, you will be prompted to create a new 8-32 character password.

To create a new password:
1. Connect your system according to the instructions on the front of this guide.
2. When the recorder turns on, create and confirm your new secure password. This password will be used to connect to your system from now on.

Record your password below and store in a secure place:

**STEP 2: Firmware Update**

This system features automatic firmware upgrades for enhanced functionality. It is required to upgrade your system to the latest firmware version.

To upgrade firmware:
1. After startup, a notification will appear asking you to upgrade the firmware if a newer version is available.
2. Click OK to upgrade.

The system will download and install the firmware upgrade. Wait for the firmware update to complete. The system may restart during the firmware upgrade process.

**STEP 3: Setting Date and Time**

It is important to set the correct time to ensure accurate time stamps on recordings.

1. In live view, right-click and click Main Menu.
2. Log in using the system user name (default: admin) and your new, secure password.
3. Click Date & Time and select the Date & Time tab.
4. Enter the current time and select your time zone, and click OK.
5. Click Update to instantly update the time.
6. Click to back up all files that match your search.
7. Drag the sliders next to Duration to set the active area for automatic deterrence.
8. Click the sliders next to Sensitivity and Threshold to determine how much motion is needed to trigger the automatic white light. It is recommended to test that the cameras are not being triggered by much motion.
9. Click Apply to save changes.

**STEP 4: Adding Cameras from the LAN**

Follow the steps below to add cameras that are not directly connected to the Power over Ethernet (PoE) ports on the back of the recorder.

To add cameras from the LAN:
1. Connect the camera to a router or switch on the same network as the recorder.
2. From live view, right-click and choose Device Search.
3. The Remote Device menu appears. Perform the following:
   a. Check the camera(s) you would like to add.
   b. Click Add. The status indicator turns green to show the camera is successfully connected.
   c. Click OK to save changes.

**STEP 5: Configuring Deterrence Settings**

Set preferences for the automatic warning light triggering on compatible Lorex deterrence cameras. For a complete list of compatible deterrence cameras, see lorex.com/compatibility.

To configure automatic deterrence using recorder:
1. In live view, right-click and click Main Menu.
2. Log in using the system user name (default: admin) and your new secure password.
3. Click Deterrence and select Deterrence Tab.
4. Click Event and select the Event Tab.
5. Right-click when finished.
6. In the Live View screen, hover the mouse cursor over the top of the screen to open the Navigation Bar. Move the mouse cursor away from the top of the screen to close the Navigation Bar.

**Reference: Using the Quick Menu**

Right-click anywhere on the live viewing screen to open the Quick Menu.

1. LEFT-CIJK:
   a. Select camera/live display view.
   b. Control PTZ cameras (not included).
   c. Control auto focus cameras (not included).
   d. Adjust camera color and image settings.
   e. View system information.
   f. Stop/start sequence mode.
   g. Disable current audible warning.
   h. Search and playback recordings.
   i. Open manual recording controls.
   j. Add IP cameras over the LAN.
   k. Open Main Menu.

**Reference: Using the Mouse**

Reference: Quick Access to System Information

To quickly open a window that displays vital system information such as device ID, model number, firmware version, and IP address:

- Press the ENTER button on the front panel.

**Reference: Playback and Search**

Search through and play video recordings from the hard drive.

To search for and play back recordings:
1. From live view, right-click and then click Playback.
2. Log in using the system user name (default: admin) and your new secure password.
3. Configure the following:
   a. Use the calendar on the right to select the date to playback.
   b. Check channels you want to playback. Click the grey icon beside each selected channel to select Mainstream (M) or Substream (S) video quality.
   c. Click inside the video bar to select the playback time. Playback starts immediately at the selected time.

**Reference: Backup**

Back up recordings from the hard drive to a USB flash drive (not included).

To back up recordings:
1. Insert a USB flash drive (not included) into a free USB port on the recorder.
2. From live view, right-click and then click Main Menu.
3. Log in using the system user name (default: admin) and your new secure password.
4. Click Backup and then click BACKUP.
5. Configure the following:
   a. Select the type of quality of recordings to search for.
   b. Select the channel(s) to search by.
   c. Select a Start Time and End Time for your search.
   d. Choose a file format for your backed up files.
   e. Click Add to see recordings that match your search.
   f. Click boxes next to recordings you want to back up, then click Start. You may also click Erase Backup to back up all files that match your search.