Setting Up Your Recorder

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

To set up your recorder:

STEP 1: Connect IP camera

STEP 2: Connect router

STEP 3: Connect monitor

STEP 4: Connect power

STEP 5: Connect mouse

B-channel configuration shown. 16/32 channel will have the respective number of video inputs.

For camera compatibility information, visit lorex.com/compatibility.

* Not included / sold separately.

Package Contents

4K Network Video Surveillance Recorder
Remote Control
Power Adapter
Ethernet Cable
USB Mouse
HDMI Cable

Dimensions

14.7” / 375mm
12.9” / 327mm
2.1” / 53mm

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). See “Adding Cameras from the LAN” on reverse for more details.

Notes:

• 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.

• 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.

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

Overview of extra ports:

Audio I/O
Connect microphone / speaker

Alarm Block
Connect alarm devices

RS232
Connect access control systems

**NOTE:** For full instructions on using the extra ports, please refer to your security recorder’s instruction manual at lorex.com.

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Once you have completed the physical setup of your recorder, follow the steps below to configure essential system settings.

**STEP 1: Creating a New Password**
When using your system for the first time, you will be prompted to create a new 6-32 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. Click OK to upgrade.
2. The system will download and install the firmware update. Wait for the firmware installation to complete. The system may restart during the firmware upgrade process.

**IMPORTANT:** Do not power off the recorder or disconnect the power cable during firmware installation.

**STEP 3: Setting Date and Time**
It is important to set the correct time to ensure accurate time stamps on recordings.

To set date and time:
1. Connect your system according to the instructions on the front of this guide.
2. Log in using the system user name (default: admin) and your new, secure password.
3. Click **Main Menu** and select **General** and **Date & Time** tab.
4. a. Enter the current time and select your time zone, and click OK.
b. Check **DST** to enable auto Daylight Savings Time updates.
c. (Optional) Check **NTP** to sync your system with an Internet time server. Click **Manual Update** to instantly update the time.

**NOTE:** A constant Internet connection is required to use NTP.

5. 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.

**NOTE:** Please visit lorex.com/compatibility for a list of compatible Lorex IP cameras.

To add cameras from the LAN:
1. Connect the camera to a router or switch on the same network as the recorder.
2. Right-click and select **Device Search**. Log in using the system user name (default: admin) and your new, secure password.
3. The Remote Device menu appears. Perform the following:
   a. Click **Device Search**.
   b. Check the camera(s) you would like to add.
   c. Click **Add**. The status indicator turns green to show the camera is successfully connected.
   d. Click **OK** to save changes.

**STEP 5: Configuring Recording Settings**

**STEP 6: 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 and quality of recordings to search for.
b. Select the channel(s) to search by.
c. Select a start 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.
1. Check boxes next to recordings you want to back up, then click **Start**. You may also click **Onekey Backup** to back up all files that match your search.