Milestone XProtect Smart Client User Guide

Contents

Prerequisites before Installing Milestone Client
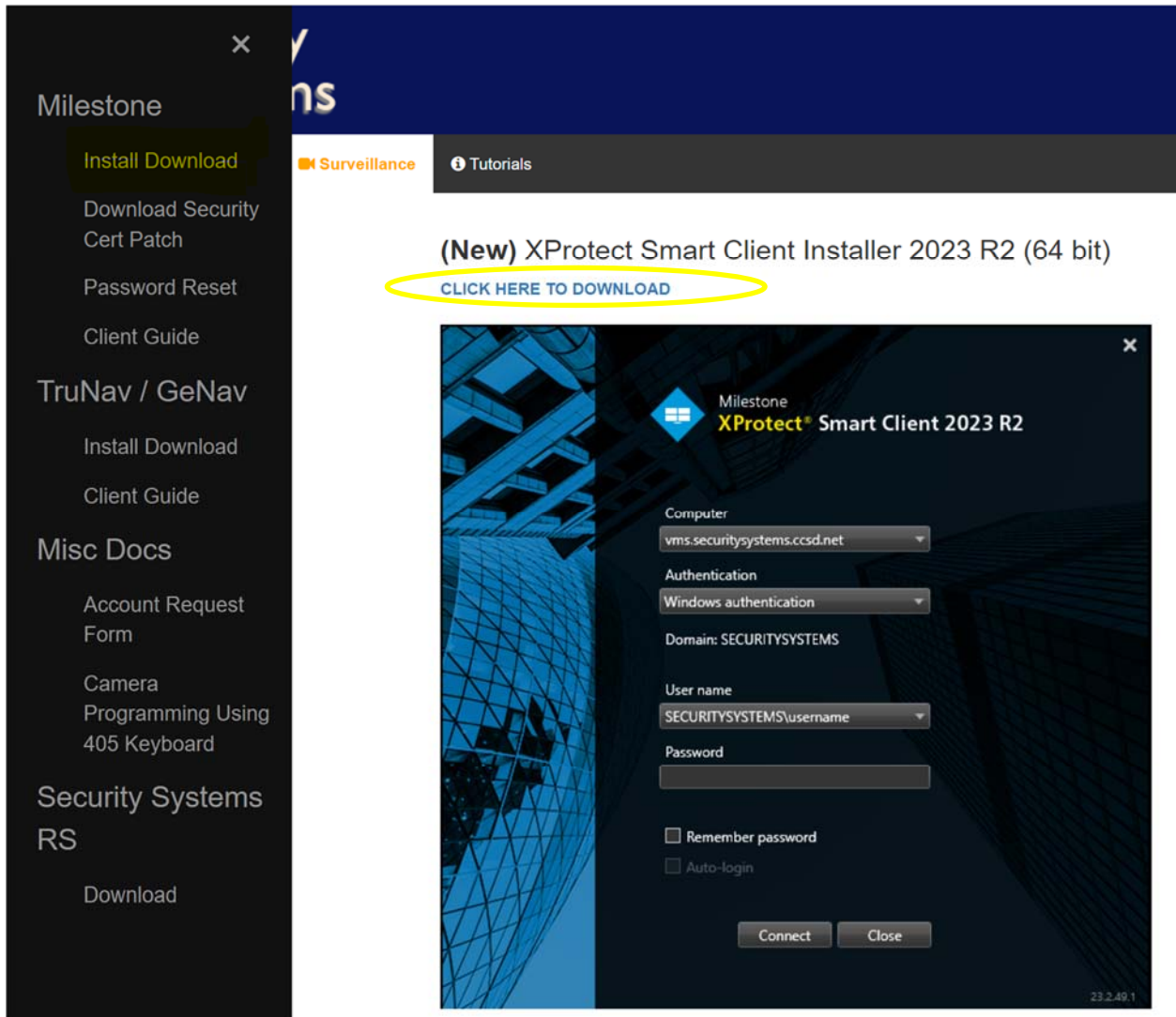
1. **Windows (64 bit)**

Installing Milestone Client

In a **Web Browser** go to http://info.ss.ccsd.net and click on the **Surveillance** tab.
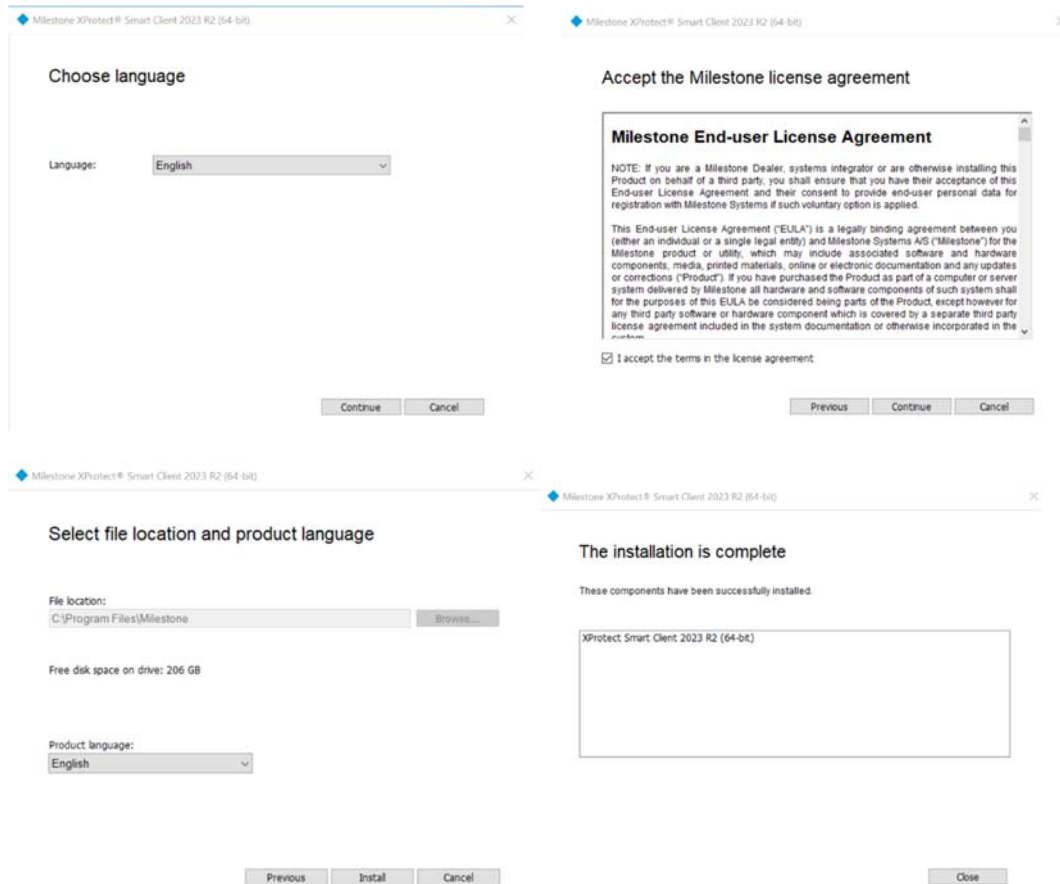
On the left side of the screen, select **Install Download**. Then click "**CLICK HERE TO DOWNLOAD**" to begin download.

On this page you will also see an example of the login box.

Click Yes to Allow this App to make changes to your computer.

Once the installation is complete click **Close** on the final screen.

Once download is complete find and double-click on the **Milestone XProtect Icon** on your desktop.

Log In

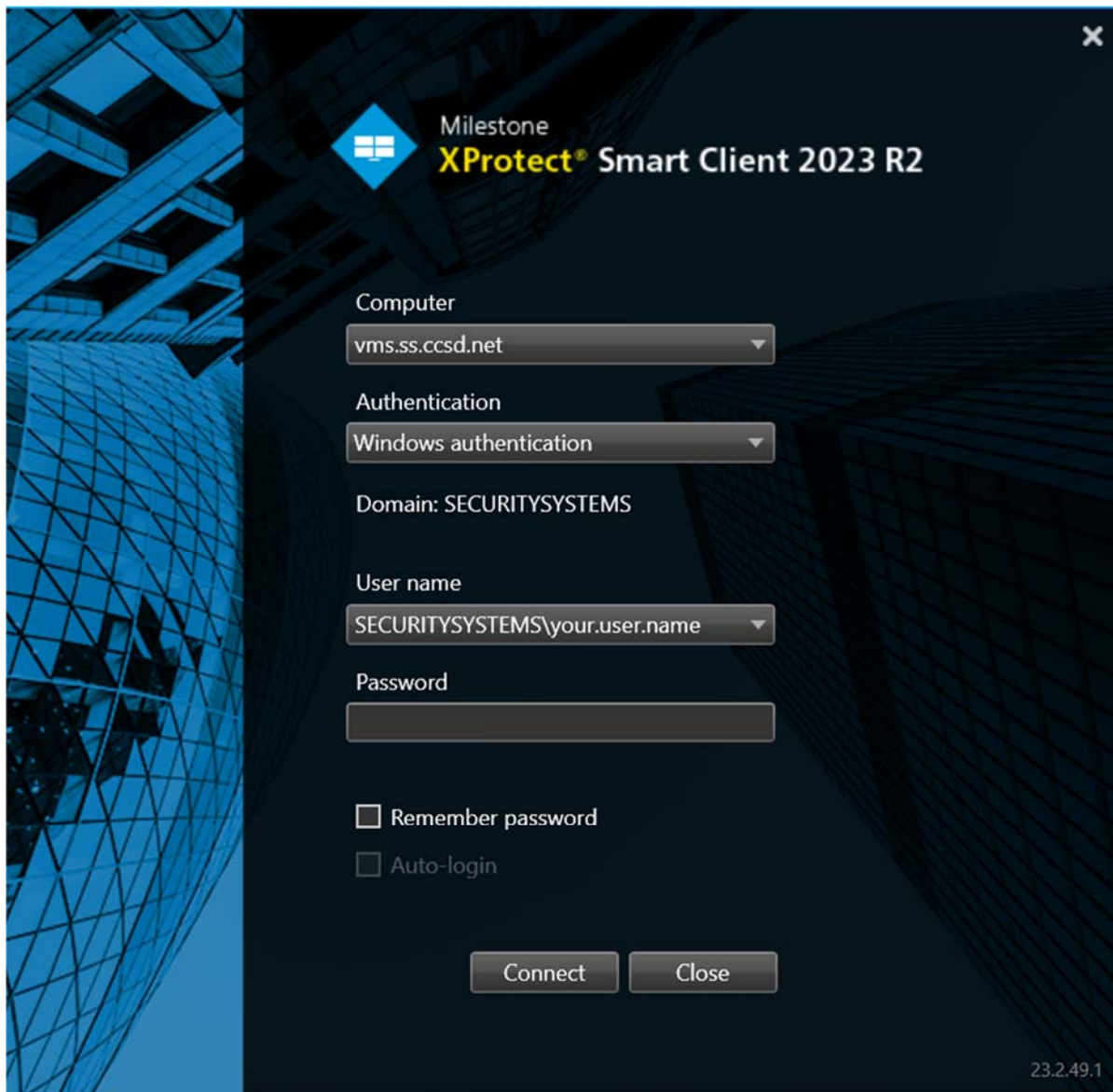You will see the **Login Box** where you will enter your login information.

You will need to change the following information:

Computer: vms.ss.ccsd.net

Authentication: <u>Windows Authentication</u> Note: NOT "Windows Authentication (Current User)"

SECURITYSYSTEMS\USERNAME (this will typically be the same as your AD ID)

Password Reset

To reset your password, go to **info.ss.ccsd.net**. Click on **Surveillance**. On the left side of the page, under the **Milestone** tab, click **Milestone Password Reset**. Enter your information in the box. Once you submit, you will receive and email from noreply@securitysystems with the information to reset your password.

Note: Even if you are the only employee with access to your PC we do not recommend checking the Remember Password Box.

Do not share your Log On information with anyone; setting the Remember Password function creates an unsecure environment for your account and will be a violation of the CCSD Acceptable Use Policy.

Live View

Select the **Live Tab** at the bottom center of the program window. In the **Views Window,** double-click on your site folder and it will drop down and show you another folder with your site name. Double click on the second folder and it will open up a list of camera views. Now click the view you wish to open.
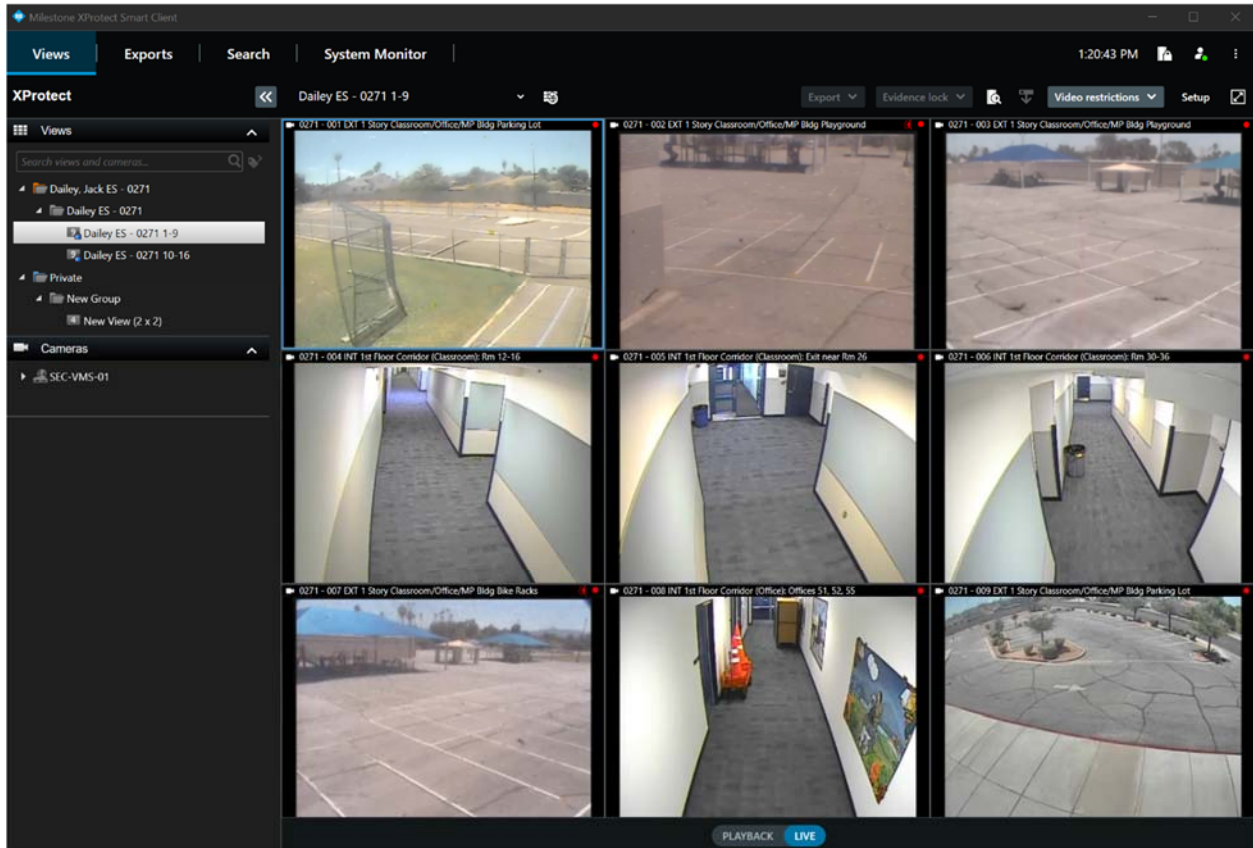
Note: In the upper right corner of each live camera view you will see either a green dot or a red dot. Occasionally you will see a little red man next to the red or green dot.

Green Dot: means the camera is active but no video is being recorded to the Server because there is no motion detected.

*Red Dot: means there is movement within the camera view and video is being **Archived**.*

Red Man: appears when motion is detected.

NOTE: The cameras are set to record everything (even with no motion) M-F 6am-6pm. From 6pm-6am and on weekends, the cameras are set to record on motion only.

Double left-click on any **Single Camera** anywhere in the image to enlarge it to the entire **Viewing Window**, and then double left-click again anywhere in the image to return to the grid view.
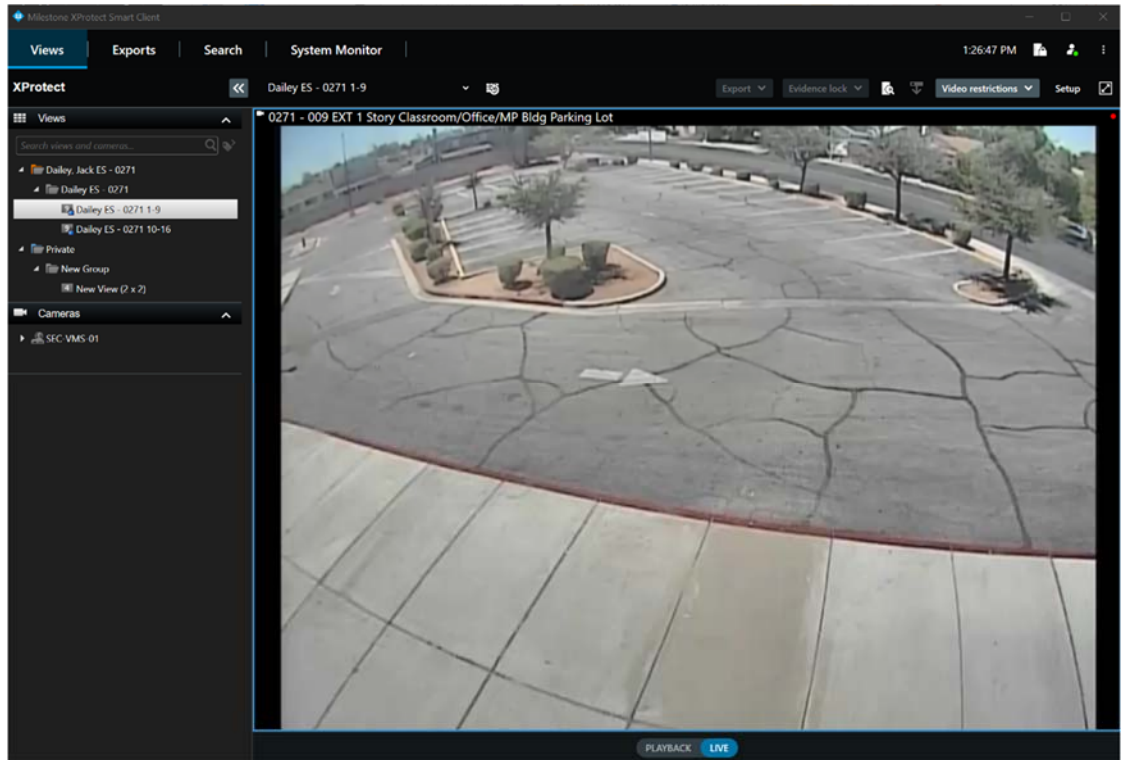
Full Screen

You can maximize the entire main view window to full view by clicking on the **Full Screen Mode Button** at the top right of the Client. This will hide everything except the **Camera Views**. You can get back to the standard view by pushing **(Esc) Escape** on or **F11** on your keyboard.

Digital Zoom

Mouse over the camera view. You will notice plus/minus buttons on the lower left corner of the video view. You can click these buttons to zoom in/out of the camera view. You can also left click any area of the window and hold as you drag down and to the left or right to create a white box around the area you wish to zoom in on.

Once you **Zoom,** a **Digital Toggle Wheel** will open up in the lower left side of the view, use this to navigate around the view, to return to full view click in the center of the **Digital Toggle Wheel**.
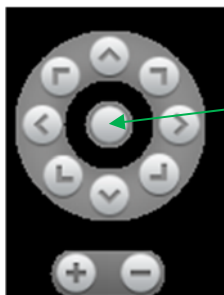
Back to full view

Digital Toggle Wheel

A smaller view of the camera will show up in the bottom right corner, left-clicking on the white lined box in the smaller window and holding it allows you to pan around and see other areas in the view.

Custom View

Private Folder

In order to create a custom view click on the **Setup Button** in the top right:

In the **View Window** select the folder titled **Private,** if there is no folder titled **New Group** then right click **Private** to get to the **New Group Option**, click the **New Group** and rename the folder.

Right click your newly created **New Folder** and mouse over **New View** from the drop down menu, you will see four screen size options, mouse over one and select a grid from the next menu list.
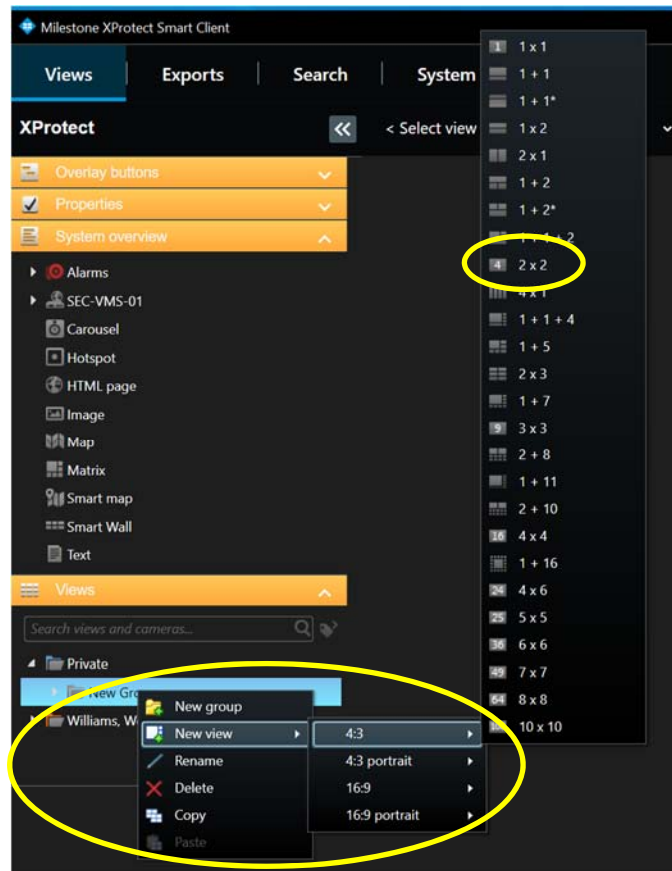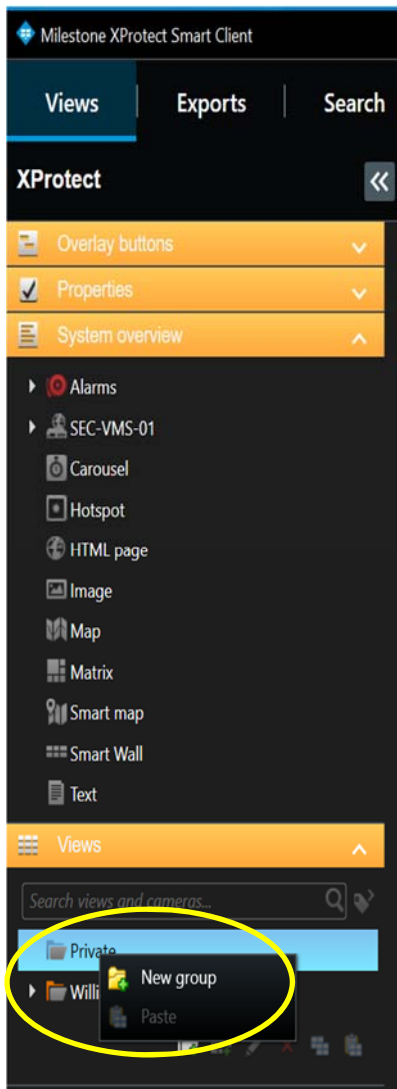
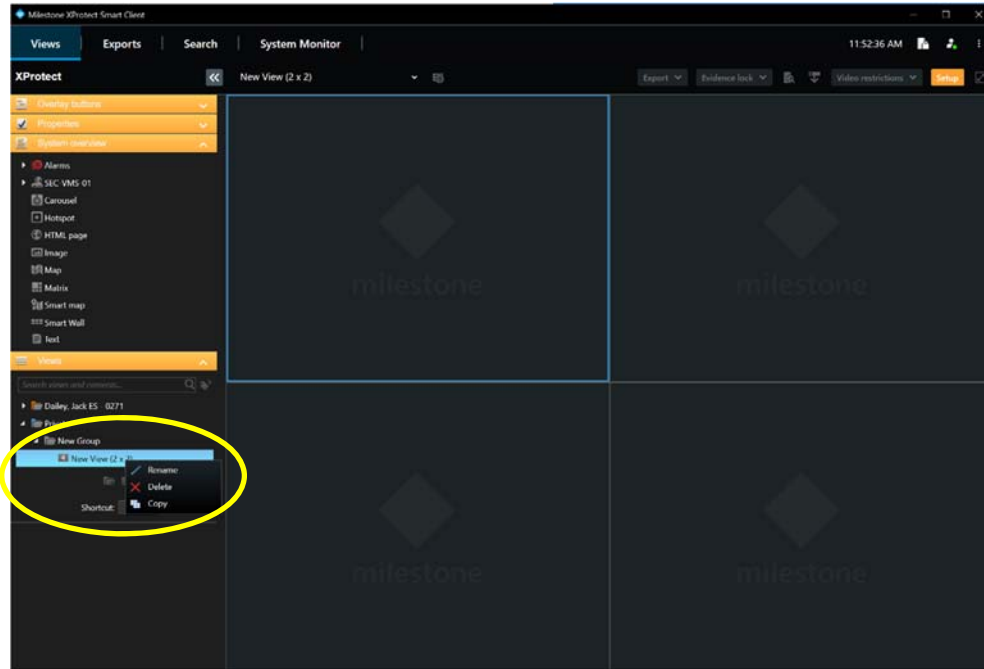You will see the empty grid you have chosen, ready for you to insert cameras. You can also right-click and change the name of the grid (for example: Playground, Parking Lot, etc.)

Next in the **System Overview Window** open up the **SEC-VMS01** folder, followed by the **All Groups**, and then **All Sites**, and then finally **Your Site** folder and left-click and hold on the camera you wish to review, and then drag it over to one of the empty video viewing boxes.
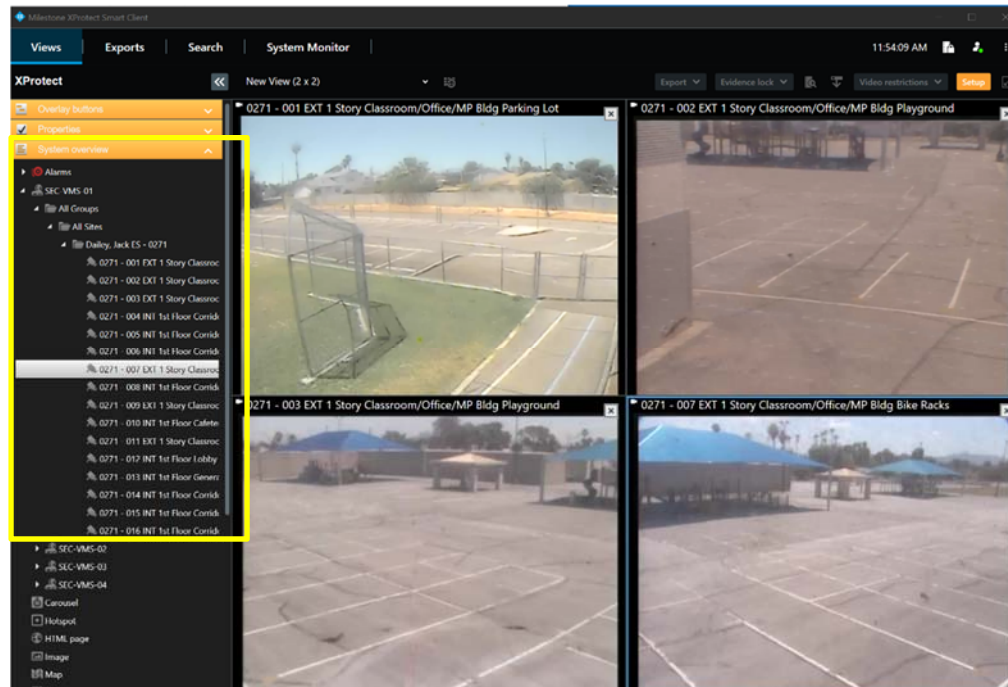
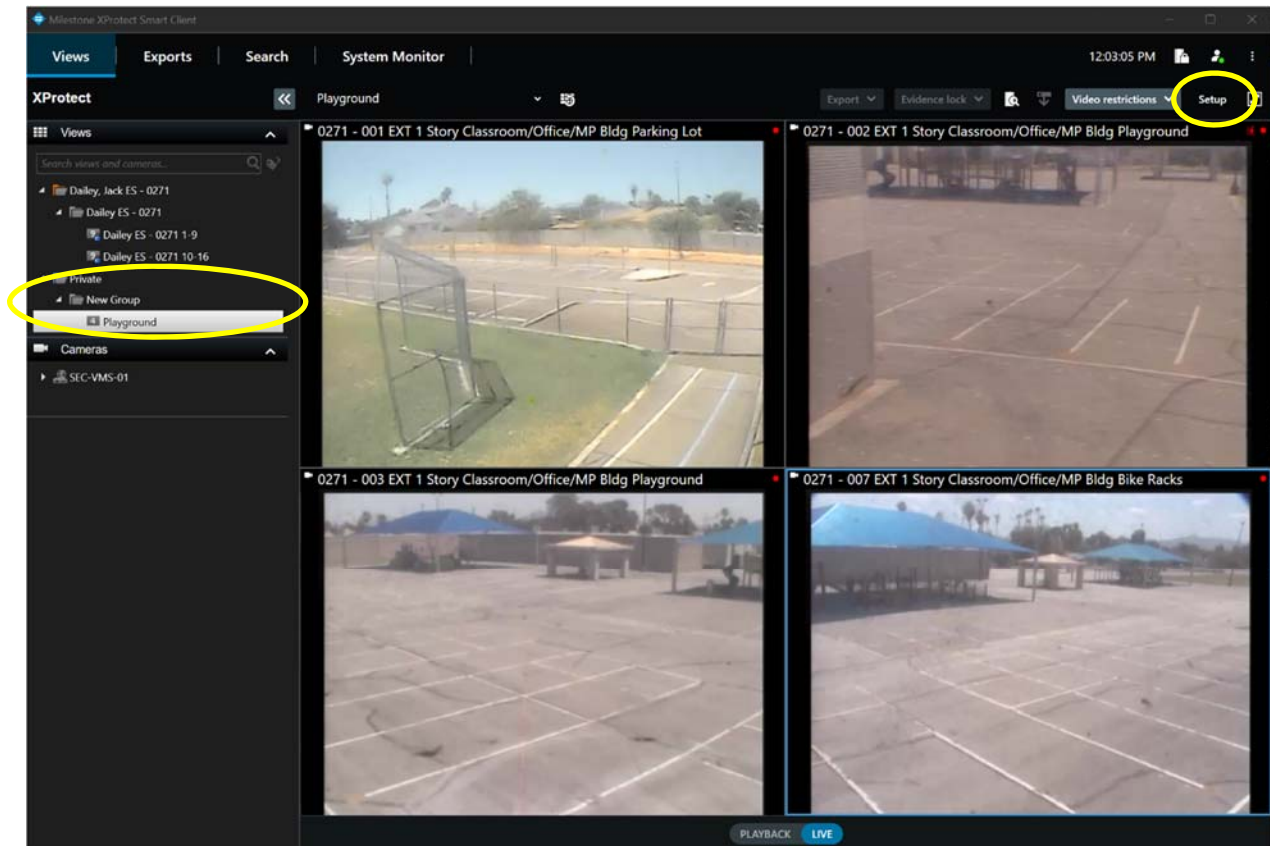You can keep the camera or remove it from the viewing window simply by clicking on the **Black X** in the upper right corner view and replace it with any other until you are satisfied with your **New View**. You can also drop another camera over the camera to replace it in the view.

When finished with edit mode, click on the SETUP button to leave setup mode.
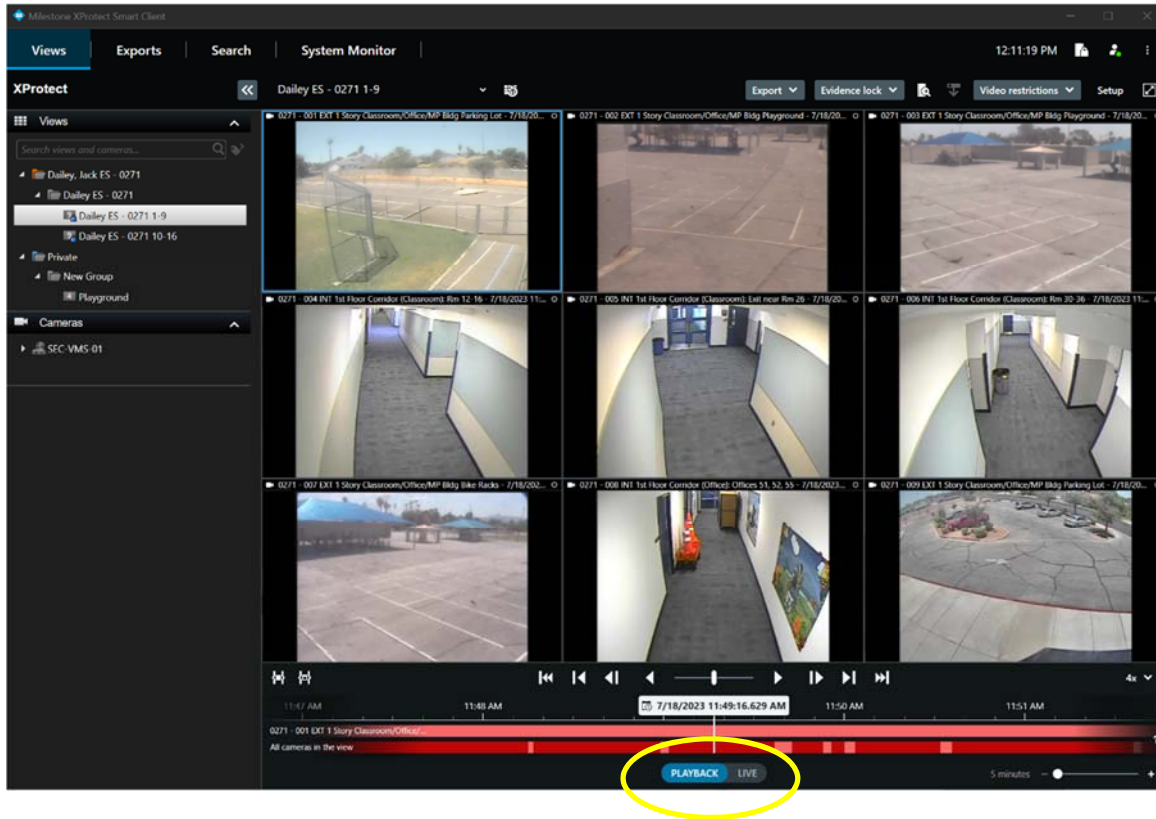

Your **New View** will be available to select from the **View Window** as **Live** or **Playback Video**

NOTE: You can add/delete/rename any grids when you are in SETUP mode.

Playback

Select the **Playback Tab** at the bottom of the screen**.** Then click on the grid view you would like to review.

The **Timeline Browser** at the bottom of the **Milestone Client** shows lines with **Red, Pink** or **Gray** within the bars.

The top bar shows details for the camera selected within the grid.
The bottom bar shows details for all cameras in the grid(overlapped).
Red means you have recorded media to view as a result of active motion.
**Pink** means non-motion recording.
**Gray** means the there is no video recorded for that time period.

To choose a specific date/time to review, click on the time or date in the white box on your **Timeline Browser**. A calendar will pop up and you can select the date/time you would like to view.
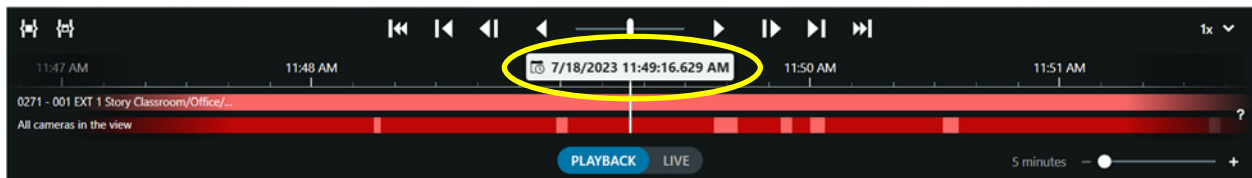
Select the date on the calendar, then enter the time you want to start your review. Then click "Go to time"
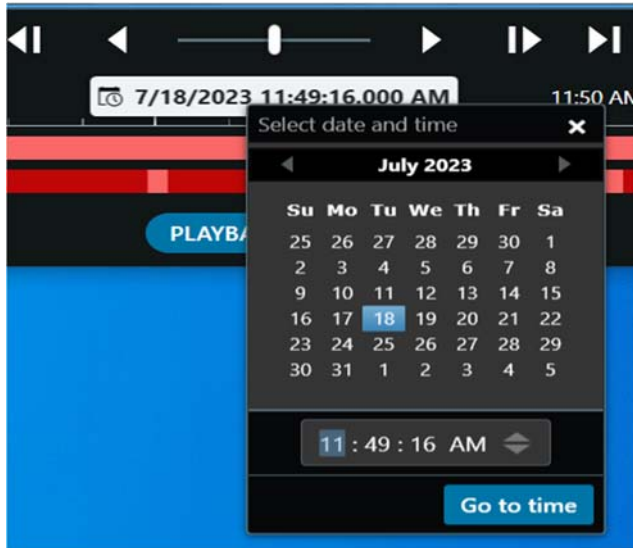
The play/rewind buttons are located at the bottom of the screen. You can also navigate through the playback by left-clicking on the red/pink/gray bars and holding you can drag them left or right to fast forward or reverse the video manually.
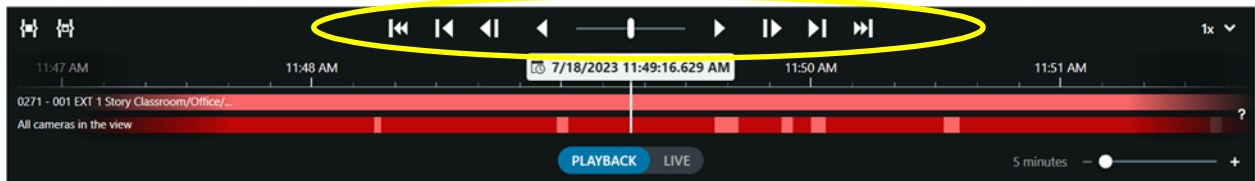

For a more precise control of review, use the **Set Start/End Time Tab** on the bottom left side of the **Timeline Browser**. Enter the detailed date/time info, then click 'OK'.
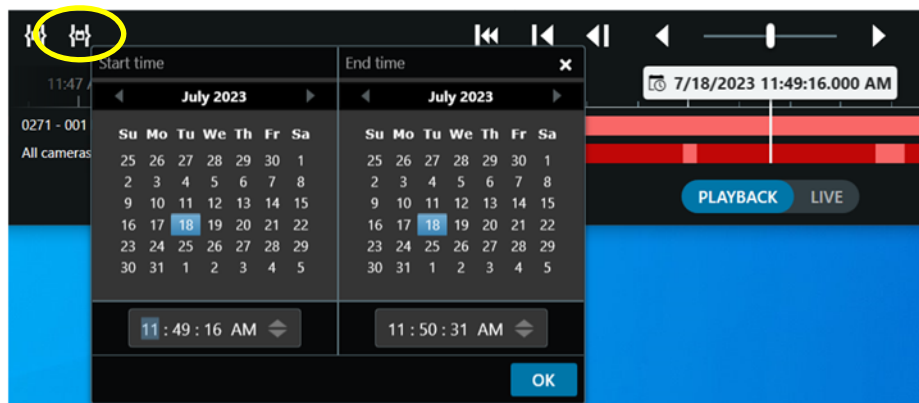

Enter specific date and time info in the calendar that pops up and then click **OK.**

This will create a bracket on your timeline for review. When these brackets are present, the video marked inside the brackets will play in a loop. You can slide the brackets to further refine the clip. You can use the player function buttons to perform the fast-forward, play, and rewind actions.
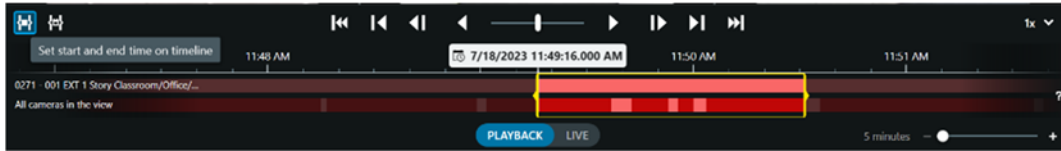
Printing Selected View

In **Play Back or Live** once you have located the **Still Camera View** you need, click on the **Printer Tab** as it pops up in the bottom right corner of the screen when you mouse over the view, this will open up a document called **XProtect Smart Client Surveillance Report**.
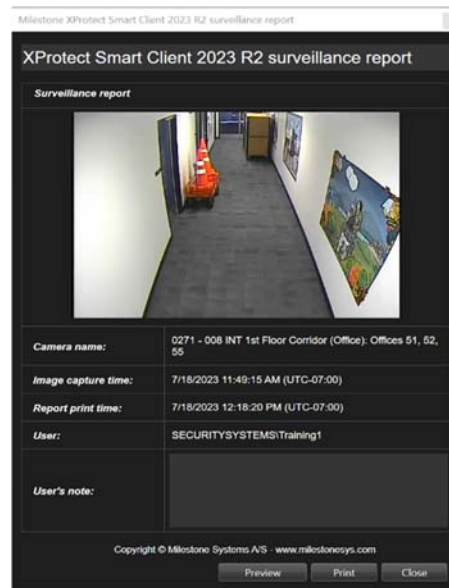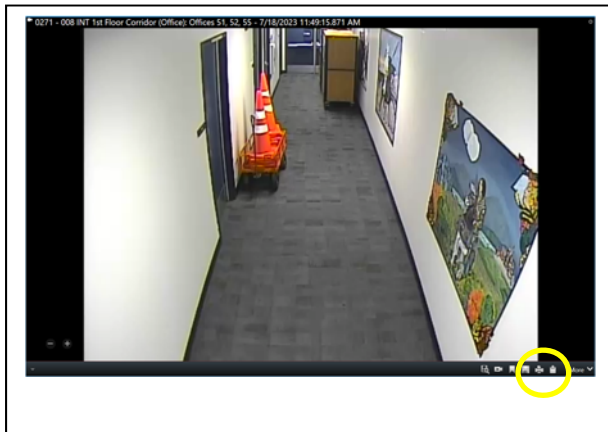
Once you finished creating your **Report**, Click on the **Print Tab** at the bottom of the **Surveillance Report** to bring up the **Print Screen**.

If you want to simply **Print the Report**, set the **Name** section to your **Default Printer** and click on okay.

If you want to save the **Report** to a file select **Microsoft XPS Document Viewer** in the **Name** section then click **Okay**.

Next you will see the "**Save the File As" Window**, you can now set where you want the **XPS** file saved on your **PC**.

Contact Information

If you need additional assistance, please contact us at:

- ➢ **Help Desk: 702-799-1048**
- ➢ **Help Desk WAN: 0099-3160**

Or log onto http://info.ss.ccsd.net to download programs and manuals.

The CCSD Security Systems Help Desk is available Monday through Friday 8:00am to 3:30pm. If you are calling after normal hours, please leave a message and the Help Desk technician will return your call during normal business hours.

Thank You.