Art Sentry Security Software

Version 8.2 Administrator Manual

Administration Utility Overview

The Administration Utility area provides management tools to determine how the server is operating. Users with access can use these tools to manage servers, users, cameras, and other devices.

To access the Administration Utility, log in to the application as an Administrator. Then, select **Admin > Configure** in the top toolbar**.**

The Administration Utility loads the **Home** tab by default, which shows all the users, cameras, disks, and other configured devices on the server. For details about an item, click the item in the list and the details will display on the right side of the screen. Items that appear in red are either disconnected or not working correctly.

The **Home** tab displays a list of **System Devices** configured on the server in the left pane, which include:

- **Users**: Click on a user to display information about the user's connection on the right side of the screen. To log the user out of the system, click **Logout User. Devices**: Displays any connected devices, such as Barix units, IP-based intercoms, and A/D encoders. Click on a user to display the device information.

- **Cameras:** Select a camera from the list to display the details. For Axis and IQeye cameras, the **Item Details** window also has a **Reset** button for restarting the camera. If the camera is a pan–tilt–zoom (PTZ) camera, it has a **Release PTZ Lock** button that removes a concurrent user's control over the PTZ controls.

- **Drives:** Select a drive from the list to display its status and details, including its remaining storage capacity. We recommend that you keep your drives less than 95% full to prevent unintentional deletion of files.

For more information about these tools, see the **Servers** section of this document.

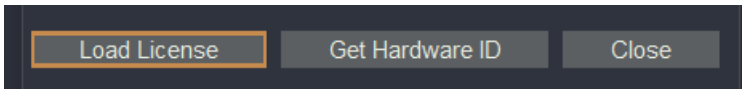
Software License Key

Note: The Art Sentry System is delivered with a temporary license key. A permanent key is issued upon receipt of full payment for the system. When using a temporary key, a message displays on log in stating how much time remains before the key expires.

Use the following steps to update your software license key once you have obtained a .lic license file:

1. Click **<License>** on the **Server Information** section of the home screen

2. Click **<Load License>**



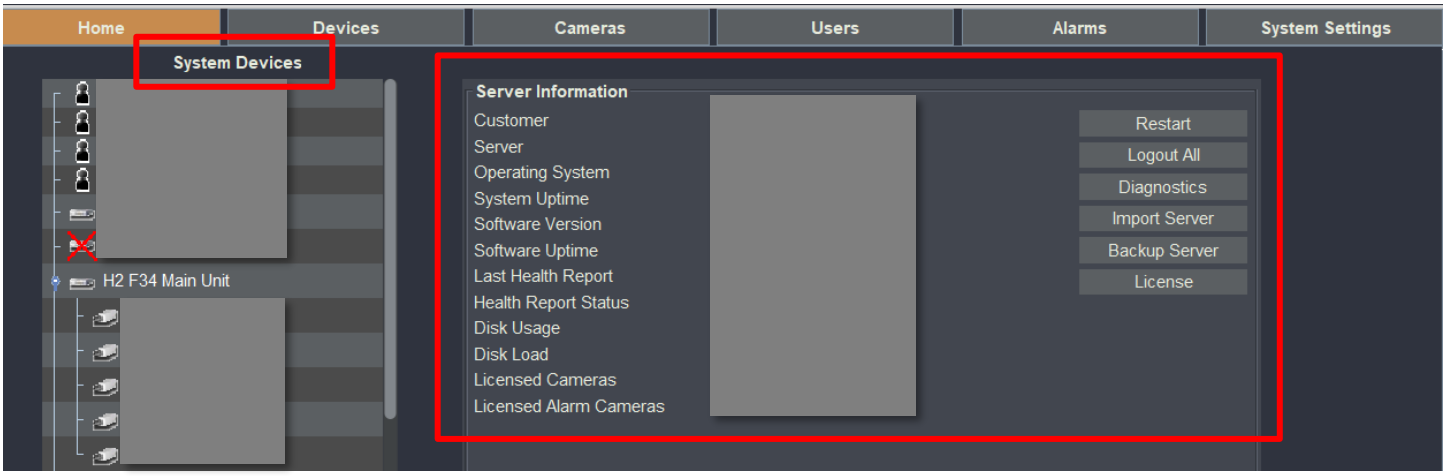
3. Upload a .lic license file

To request another temporary license key, call Art Sentry Support at (888) 426-6646 or send an email to support@artsentry.com.

Note: To expedite your license key support request, we recommend that you send a screenshot of the **Software License** window or have it ready when you call.

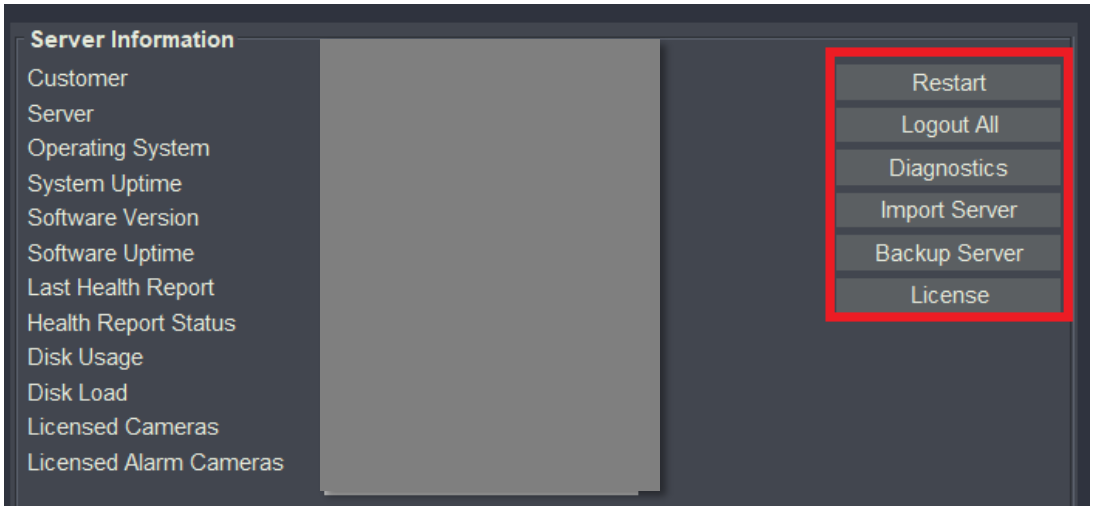
Managing Servers

To manage a server, select the server in the **System Devices** pane on the left.
The **Server Information** area displays on the right.



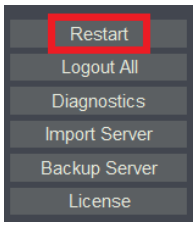
Under each server, there are options to do the following:

- Restart the server
- Logout all users
- Export server diagnostics
- Import server configuration
- Backup server
- Review / manage software license

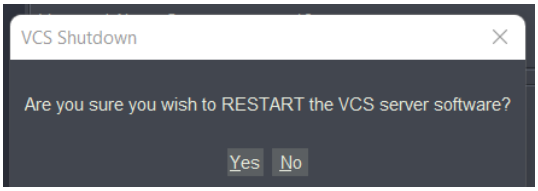


Restarting or Rebooting a Server

> **!!Warning!!** Only perform this action if you are confident in your operation.

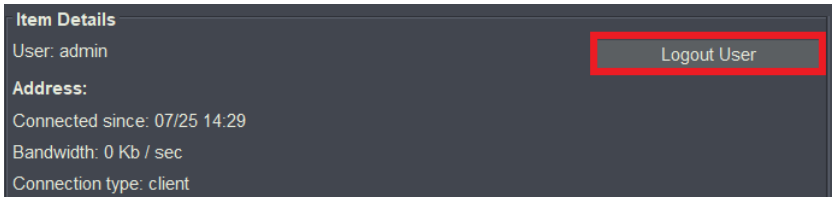


1. Select the server in the **System Devices** pane on the left.
2. Click **<Restart>** and the **Shutdown** window will appear.
3. Confirm (**<Yes>**) or cancel (**<No>**)



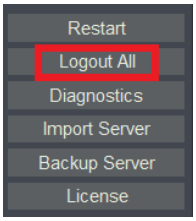
Log Out One User

1. On the **Home** tab, select the user from the **System Devices** pane.
2. The **Item Details** for the user display on the right. Click **<Logout User>**.



Log Out All Users

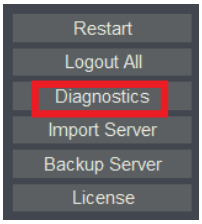
1. Select the server in the **System Devices** pane on the left.
2. Click **<Logout All>** in the **Server Information** area on the right.
3. In the window that appears, enter a logoff message to send to users before they are disconnected.

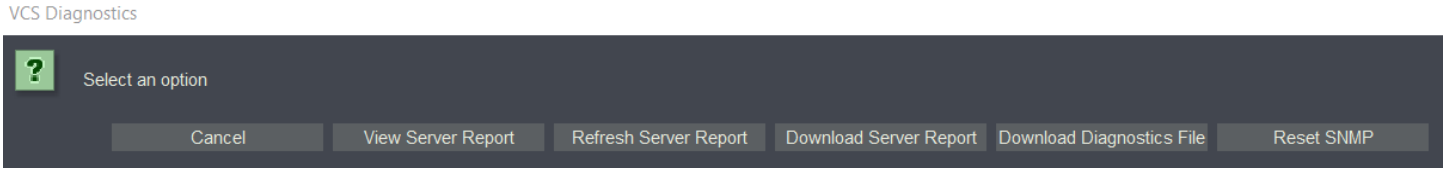


Server Diagnostics & Reports

1. On the **Home** tab, select the server in the **System Devices** pane on the left.
2. Click **<Diagnostics>** in the **Server Information** area on the right.

   See below for **Diagnostics** window options





View Server Report

This pulls up a new window that shows you the server report. This will allow you to see information such as how full the video drives are, cameras that are out, when cameras last recorded, and other useful information.

Refresh Server Report

The server report is generated every day. If you would like to view current information, click the **Refresh Server Report** button to generate a new report.

Download Server Report

Clicking the **Download Server Report** button will allow you to download and save a PDF version of the server report to your local machine.

Download Diagnostics File

Clicking the **Download Diagnostics File** button will allow you to download a Diagnostics File to your PC. This file contains useful logs and files to better allow us to troubleshoot an issue with the system. Sending this file to support when you have an issue is very helpful to speed up the investigation process.

Reset SNMP

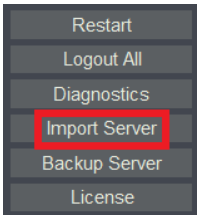
When a hardware issue occurs on the system, it will alert you via an SNMP alert. The red text associated with the alert on the Admin home screen will need to be cleared out after the issue is addressed. Pressing this button will perform the reset on this for you.

Importing a Server Configuration

If you are using multiple servers, you can import a predefined configuration.

> **Note:** We highly recommend that you contact Art Sentry Support before using the import feature.

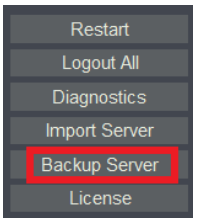
1. Select the server in the **System Devices** pane on the left.
2. Click **<Import Server>** in the **Server Information** area on the right.
3. In the window that appears, browse to the configuration file that you want to use -- select it, and click **<Open>**.



Backing Up a Server

> **Note**: We recommend backing up your servers at least four times a year and store the backups in a safe place.

1. Select the server in the **System Devices** pane on the left.
2. Click **<Backup Server>** in the Server Information area on the right.
3. Select the location where you would like to save the backup and click **<Save>**.



Art Sentry offers a *Remote Backup & Server Health Product (RBSHP)* that includes monthly remote backups of all servers, as well as system health checks. For more information, please contact your Sales Representative or Customer Support.

Server Storage

Server storage space refers to the available space on the server's hard disk drives (HDDs) where camera footage is stored. Changing camera options such as storage times, resolution, and recorded frames per second (FPS) may increase the amount of storage space that is used.

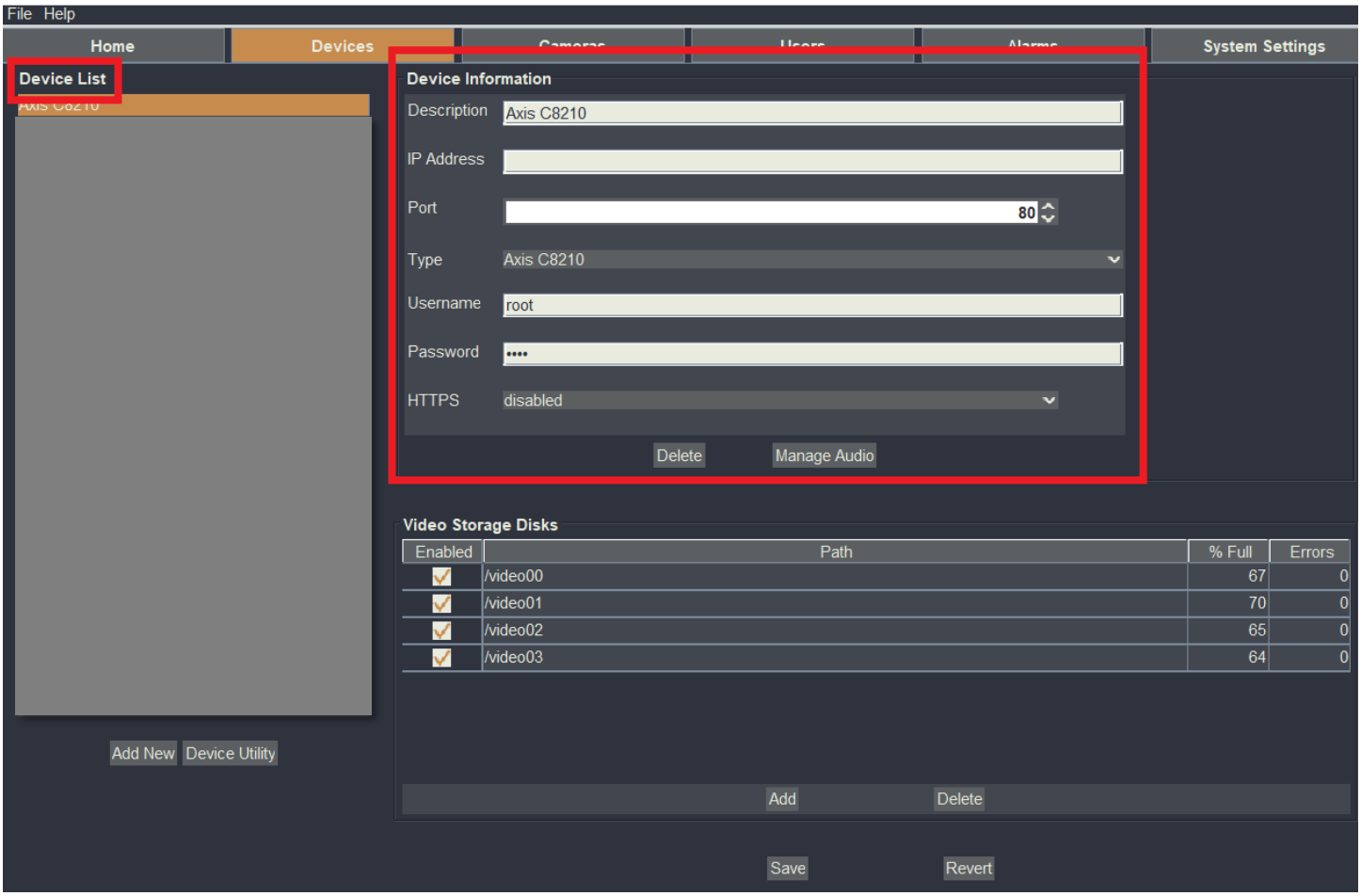
You can check storage use at any time in the **Server Information** area on the right (with a server selected).

> **!!Warning!!** When the server is 95% full, the server begins to delete recordings to prevent a failure, even if the camera hasn't reached the configured storage time.

Devices

Add, delete, or edit devices using the **Devices** tab. Devices include analog-to-digital converters, multi-image sensor cameras, IOLAN Pearle devices, Barix units, paging units, Internet Protocol (IP)-based intercoms, A/D encoders and any other devices that you integrate into the system. The **Devices** tab also displays the video drives added to the system.

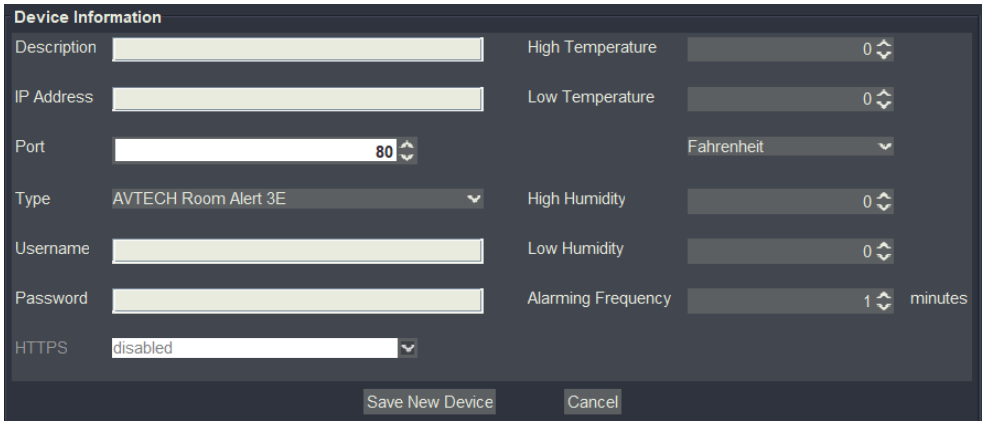
The **Device List** is displayed on the left. Select a device from the list to display the **Device Information** on the right.



Adding a New Device

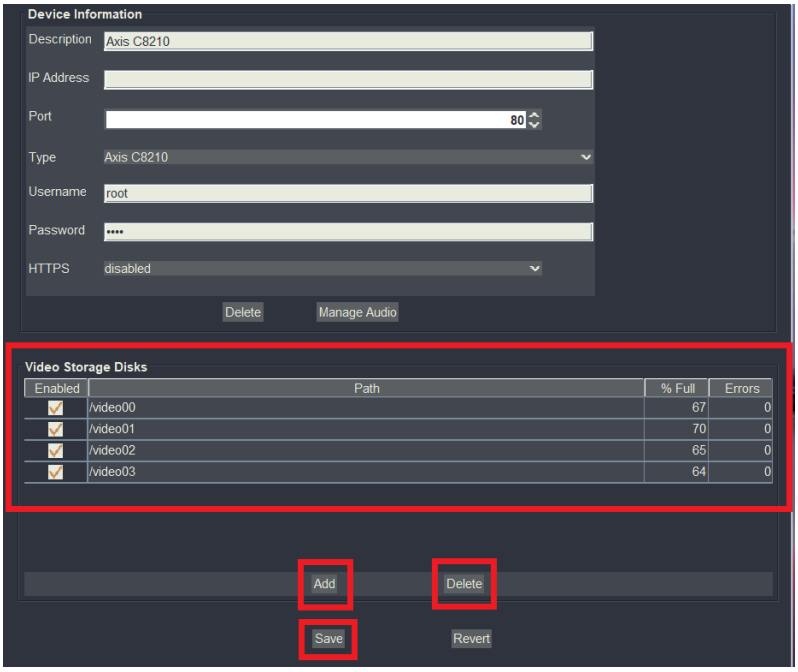
Use the following steps to add a new device:

1. On the Devices tab, click **<Add New>** at the bottom of the **Device List**.
2. **Description:** enter a name for the device.
3. **IP Address:** enter the IP address of the device.
4. **Port:** enter the port for communications. Most web servers and web clients communicate over port 80 unless otherwise specified.
5. **Type:** use the drop-down menu to select the type of device to add.
6. **Username:** automatically populates when the device type is selected. If the device's username has changed for security purposes, ensure that the updated username is entered.
7. **Password:** enter the device password. If the device's password has changed for security purposes, ensure the updated password is entered.
8. **HTTPS:** we recommend that HTTPS is left disabled.
9. Click **<Save New Device>**.



Video Storage Disks

The **Video Storage Disks** section is displayed under **Device Information**. This section displays the video drives that are on the server. These disks should have equally sized partitions mounted to the operating system (OS).



Disabling a Video Storage Disk

If an error occurs on a disk, uncheck the **Enabled** box next to the disk to disable it until repairs to the server are complete. If a drive encounters problems, it is unchecked automatically.

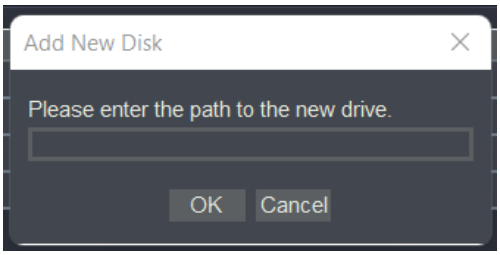
Enabling a Video Storage Disk

To force the system to try to use a disabled disk, check the **Enabled** check box, then click **<Save>**.

Adding a New Video Storage Disk to the server

After your disks have been configured and mounted in the system, use the following steps to add a new disk to the server:

1. Select the device in the **Devices** tab.
2. Click **<Add>** in the **Video Storage Disks** section.
3. In the **Add New Disk** window, enter the path to where the partition is located on your server
4. Chen click **<OK>**.
5. Click **<Save>** at the bottom of the screen.



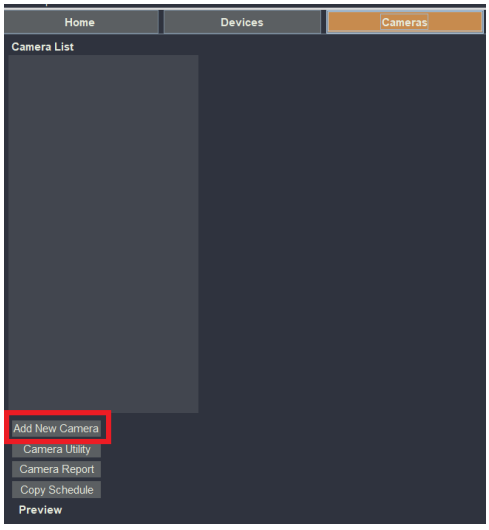
The system will then begin to write to the new video disk.

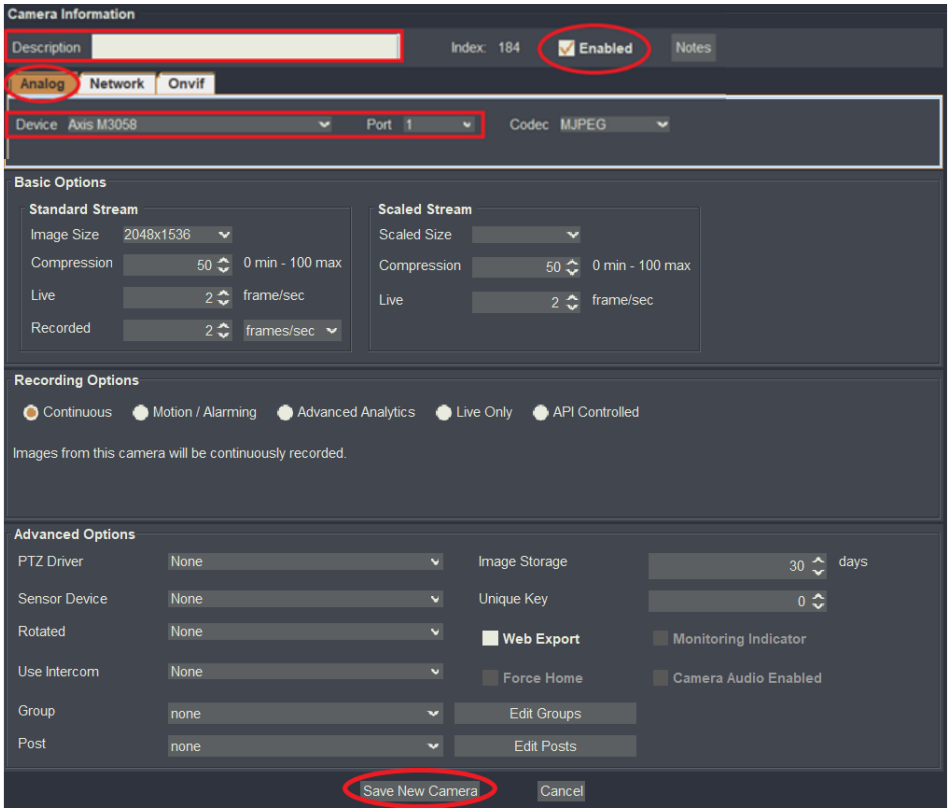
Cameras

The **Cameras** tab is where cameras can be added and configured. Both network and analog cameras can be added (assuming an analog-to-digital converter is added to the server via the **Devices** tab).

Adding an Analog Camera

1. Confirm that an analog-to-digital converter has been added to the system by checking the **Devices** tab.
2. Click **<Add New Camera>** at the bottom left of the screen.
3. Click the **<Analog>** tab in the **Camera Information** section.
4. Enter a name for the camera in the **Description** field.
5. If the camera should have a live stream, leave the **Enabled** box checked.
   Note that if the camera has failed or is no longer installed, this should be unchecked to prevent the server from needlessly trying to access the camera.
6. Select the **Device** (analog-to-digital converter) that will be used for this camera.
7. Select the **Port** on the analog-to-digital converter to which the camera runs.
8. When finished, click **<Save New Camera>**.

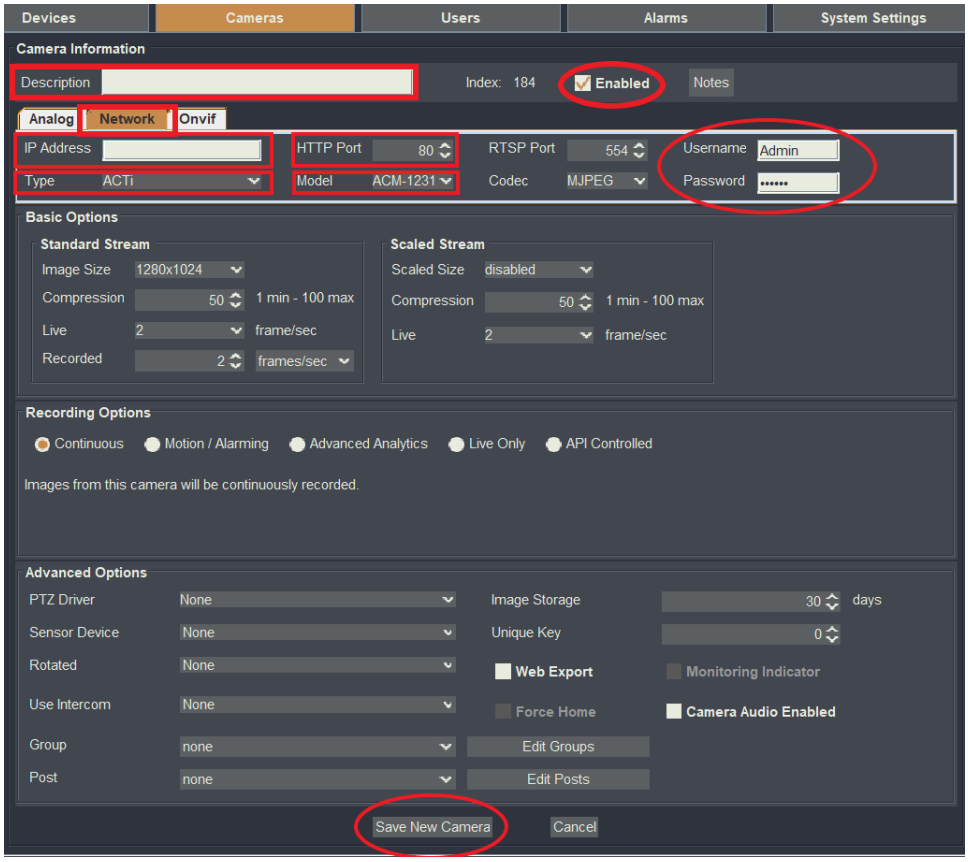




Verify that the correct users have permissions to both see the new camera and control the PTZ, if applicable, on the **Users** tab.

Adding a Network Camera

1. At the bottom left of the screen, click **<Add New Camera>**.
2. In the **Camera Information** section, click the **<Network>** tab.
3. In the **Description** field, enter a name for the camera.
4. If the camera should have a live stream, leave the **Enabled** box checked.
   Note that if the camera has failed or is no longer installed, this should be unchecked to prevent the server from needlessly trying to access the camera.
5. Enter the **IP Address** of the camera being added to the system.
6. Select the **HTTP Port** that handles the incoming traffic from the camera. In most cases, this is port 80.
7. The **Username** field automatically populates when the device type is selected. If the device's username has changed for security purposes, ensure the updated username is entered.
8. Enter the password in the **Password** field. If the device's password has changed for security purposes, ensure the updated password is entered.
9. In the **Type** field, select the manufacturer of the camera being added.
10. In the **Model** field, select the model of the camera being added.



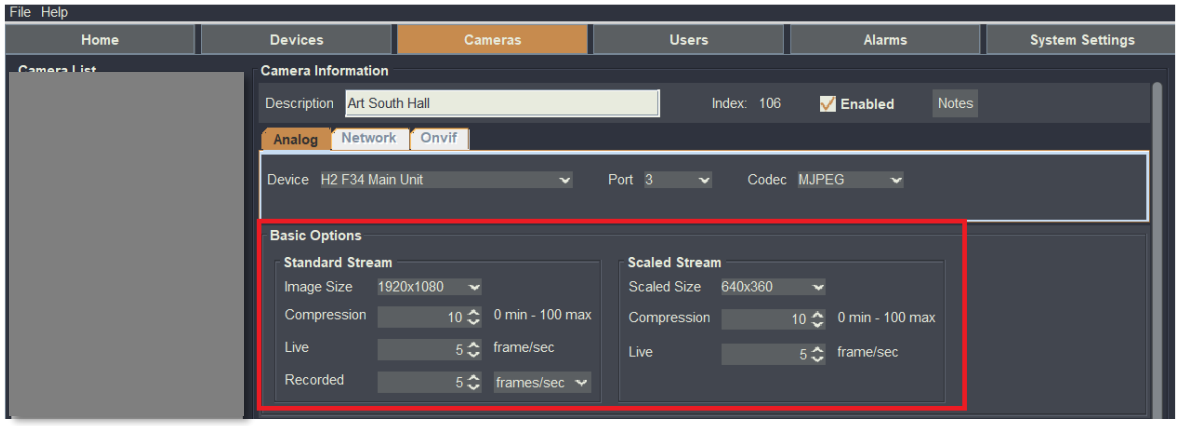
11. When finished, click **<Save New Camera>**.

Verify that the correct users have permissions to both see the new camera and control the PTZ, if applicable, on the **Users** tab.

Configuring Cameras

Basic Options

The following settings are configurable in the **Basic Options** section:

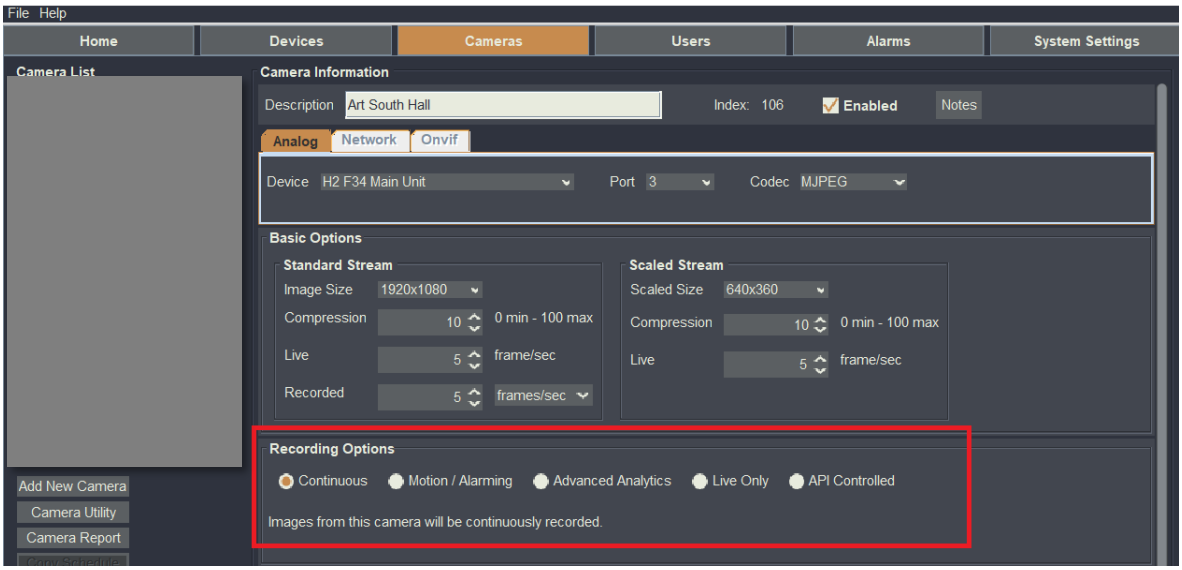


1. **Image Size**: The image size or resolution in which footage will be recorded. Choose from a list of image sizes that are available for the camera. If a scaled size is not selected, this image resolution also appears in the view panel. This is also the image resolution that displays when double-clicking to zoom in on a camera.
2. **Scaled Size**: Some cameras can send a second stream to the system. This second stream is only sent to the view panel and is not recorded. This feature is useful for improving the refresh rate of live streams in the view panel. The **Scaled Size** is the image size or resolution of this second stream. Select a **Scaled Size** that is smaller than **Image Size**. We recommend that you set it to the smallest available size.

   > **Note**: Not all camera models support this two-stream functionality.

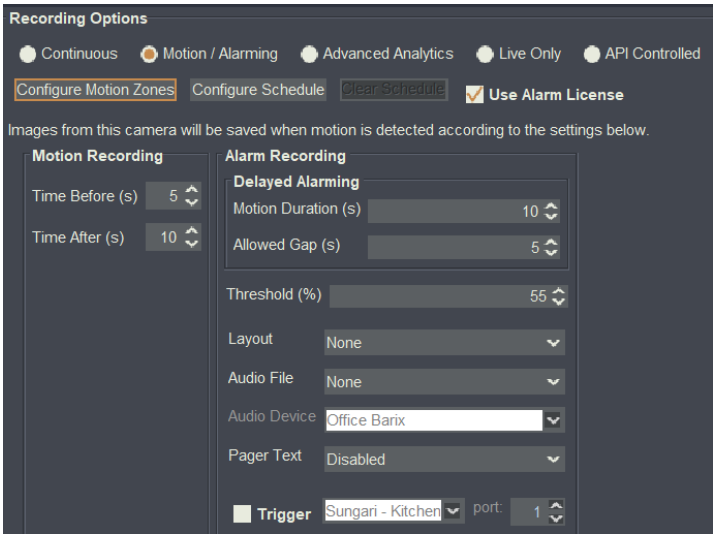
3. **Compression**: This option controls the file size of saved images and footage. A higher number in this field results in a smaller file size, but also a lower-quality image. Conversely, a lower number in this field results in higher-quality images and larger file sizes.
4. **Live**:

Recording Options

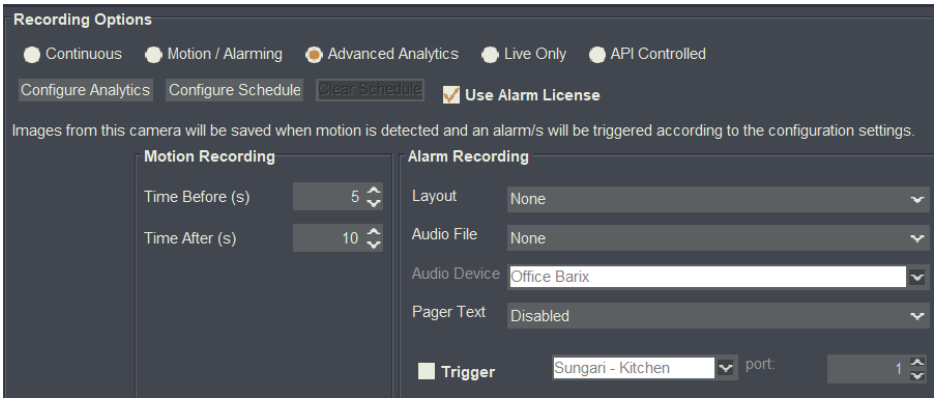


The following settings are configurable in the **Recording Options** section:

- **Continuous:** camera records footage continuously.
- **Motion / Alarming:** only records when the camera detects motion. Options as follows:
  - Configure Motion Zones – see Zones
  - Configure Schedule – see Scheduling
  - Use Alarm License – allows creation of alarm zones on the camera
  - Motion Recording
    - Time Before: how many seconds to record prior to the motion
    - Time After: how many seconds to record after the motion
  - Alarm Recording
    - Delayed Alarming
      - Motion Duration
      - Allowed Gap
    - Threshold (%)
    - Layout
    - Audio File
    - Audio Device
    - Pager Text – see Configuring a Custom Alarm Message
    - Trigger: Select Trigger to have an alarm trigger an I/O port on a device. Select the camera or device from the drop-down menu.



- **Advanced Analytics:** only records when the camera detects motion and an alarm will be triggered. Options as follows:
  - Configure Analytics
  - Configure Schedule – see Scheduling
  - Use Alarm License – allows creation of alarm zones on the camera
  - Motion Recording
    - Time Before: how many seconds to record prior to the motion
    - Time After: how many seconds to record after the motion
  - Alarm Recording
    - Layout
    - Audio File
    - Audio Device
    - Pager Text – see Configuring a Custom Alarm Message
    - Trigger: Select Trigger to have an alarm trigger an I/O port on a device. Select the camera or device from the drop-down menu.



- **Live Only:** sends a live stream from the camera to the system but does not record any images.
- **API Controlled:** Recording is controlled by the API commands. If this feature applies to your system, refer to the API Manual for details about the specific commands to use. The camera does not record unless the API directs.
  - **Live Snapshot** sets the camera to listen to an API command to take a single snapshot for the camera recording.

Advanced Options

The following settings are configurable in the **Advanced Options** section:

1. **PTZ Driver**: If the camera bring added is a PTZ camera, selecting the driver in this field enables the PTZ controls.
2. **Image Storage**: Select the number of days that the camera should store images. The actual storage time is affected by the number of hard drives in your server, the sizes of the drives, and how close to capacity the drives are.

   Note: When the server is 95% full, the server begins to delete recordings to prevent a failure, even if the camera hasn't reached the configured storage time.
3. **Sensor Device**: he **Sensor Device** to use with the camera. Sensor devices trigger actions in the system. For example, temperature and humidity sensors can be used with a camera and the data they collect can appear in the camera live view. For assistance with adding a sensor device or to request more information, contact Art Sentry Support.
4. **Unique Key**: The system uses a **Unique Key** to archive metadata that is required to play *Piece-Based video*. The start and stop times of each piece of video are saved to internal files. Since no more than 10,000 files can be saved to an individual directory, the **Unique Key** enables file storage to be shared among several smaller directories. For example, if a manufacturer uses a seven-digit piece number and the **Unique Key** is set to 4, the start and stop times for piece number 3485937 are stored in a directory whose name includes the first four digits for the piece (such as /3485). Piece-based searches are very fast because the system can immediately find the right directory based on the requested piece number. The default value is zero.
5. **Rotated**: Rotates the camera image 90, 180, or 270 degrees. If the image is rotated, close the current session and log back in to see the change take effect. We recommend using the rotation that the camera's web page indicates. For more information, see the Rotating a Camera section of this document.
6. **Web Export**: Exports an image per second to the directory where software is installed.
7. **Monitoring Indicator**: For enabled cameras, illuminates a light-emitting diode (LED) on the camera when a user is listening to the audio from the camera.
8. **Use Intercom**: The intercom unit to use with the camera, if any.
9. **Force Home**: Forces the PTZ camera back to the preset "Home" position after a 30-second period of inactivity. This time interval cannot be changed.
10. **Camera Audio Enabled**: For enabled cameras, enables a two-way audio feature. You must configure this feature on the camera first. The audio is not recorded in the system.

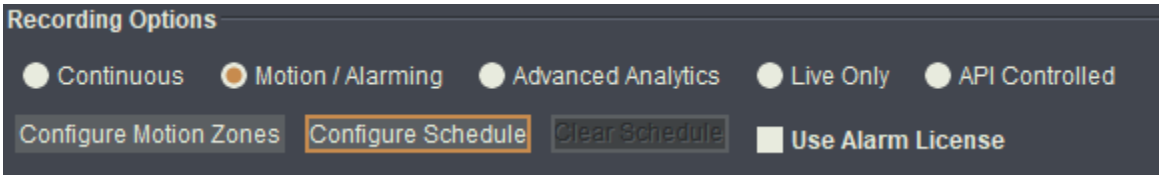
11. **Setup I/O Ports**: Choose an IO port number (1-5) and enter the text the IO port should display.
12. **Group**: Add camera to a group (see Groups for more information)
13. **Edit Groups**: Add/edit group options
14. **Use Mask** and **Custom Mask**: see Adding a Privacy Mask
15. **Post**: Add camera to a post for iPad app users
16. **Edit Posts**: Add/edit post options for iPad app users

Scheduling

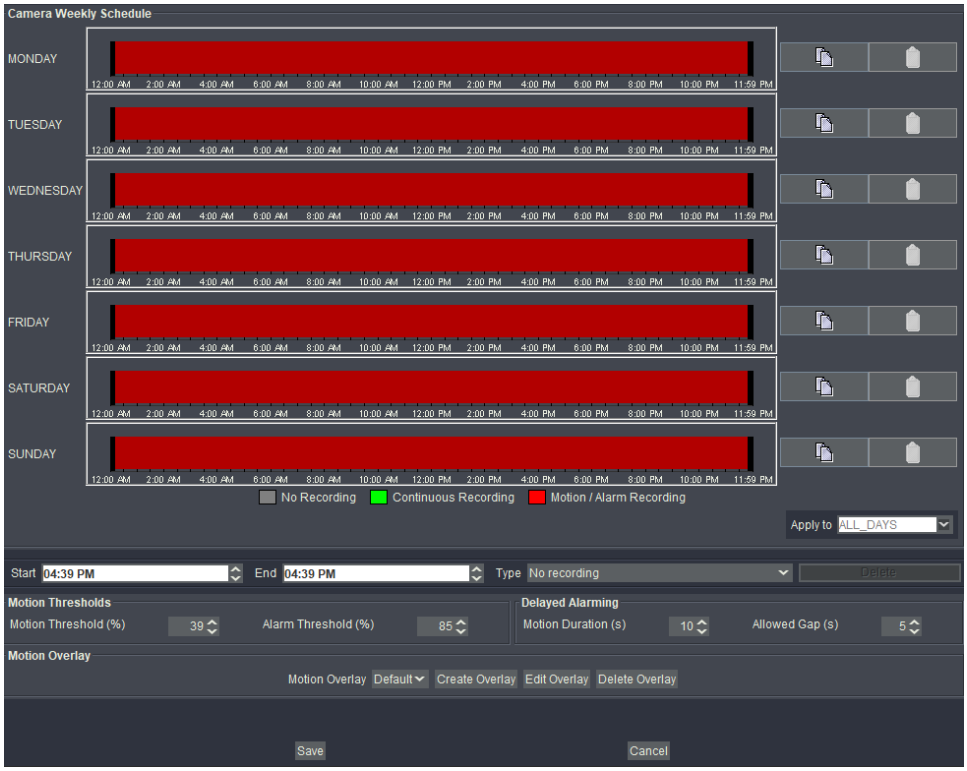
Schedules can be used to toggle a camera into three different modes: “no recording”, “motion recording”, or “continuous recording” at specific times of the day. A schedule can be applied to a camera that is set to “Motion/Alarming” or “Advanced Analytics”.

Creating a Schedule

To create a schedule, make sure the camera is set to a supported mode. Then select the **<Configure Schedule>** button.



Then, the schedule dialog below should be presented. It should appear like the image below:



This dialog has a bar for each day of the week and defaults to the current camera’s mode for the whole day. The next sections will describe how camera schedules can be configured.

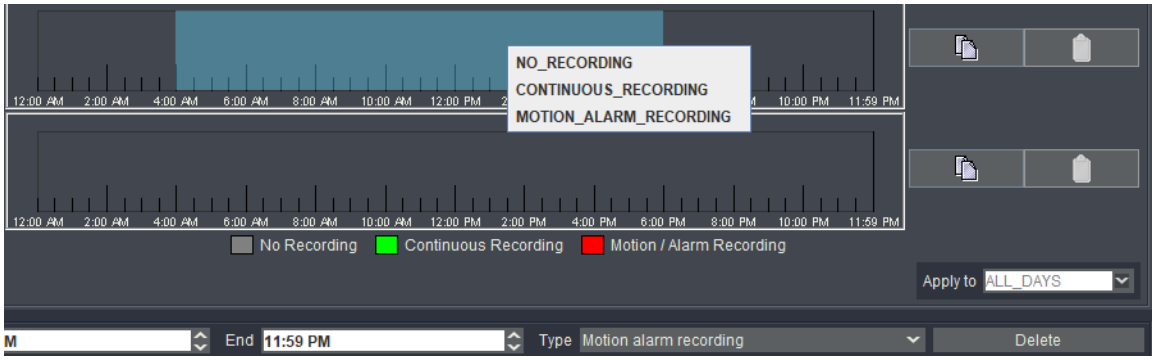
Schedule Blocks

A schedule block can have multiple properties configured. If a schedule block's properties differ from the camera's current settings (i.e. Motion Threshold), the schedule block's settings will take precedence during the schedule block's time period. Once the camera is outside of the schedule block, the camera will revert to the originally configured settings.

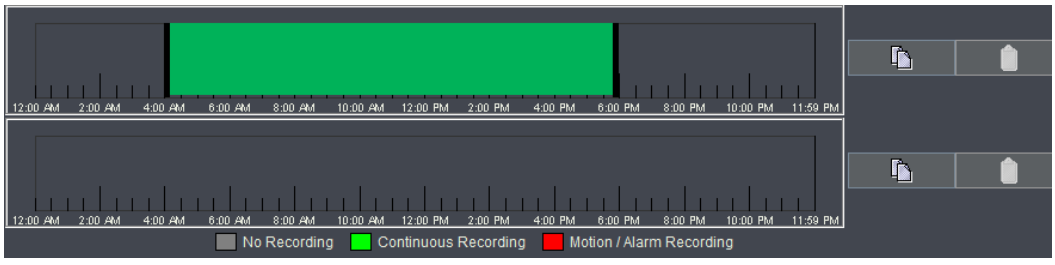
- **Motion Threshold** - the threshold for the motion defaults to 25
- **Alarm Threshold** - the alarm threshold for the alarm zone defaults to 55
- **Motion Duration** seconds
- **Allowed Gap** seconds
- **Motion Overlay** - the overlay to use for a Motion / Alarm recording block

Adding a Schedule Block

1. Click and drag on the timeline from a start time to an end time.
2. Once the selection is highlighted, right click inside the selection and select the recording type for the schedule block.

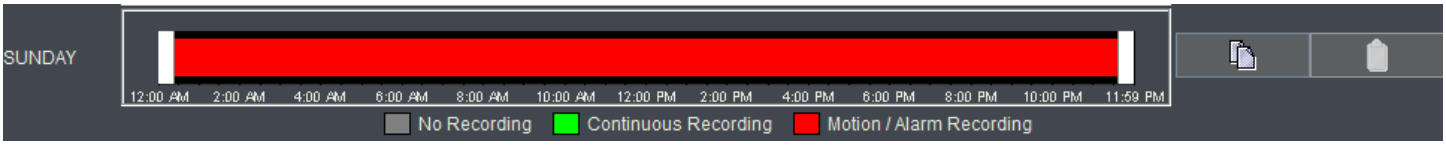


3. Selecting a recording type in the popup selection box will create a new recording block that can be edited.
   The image below shows the result after selecting the continuous recording option.

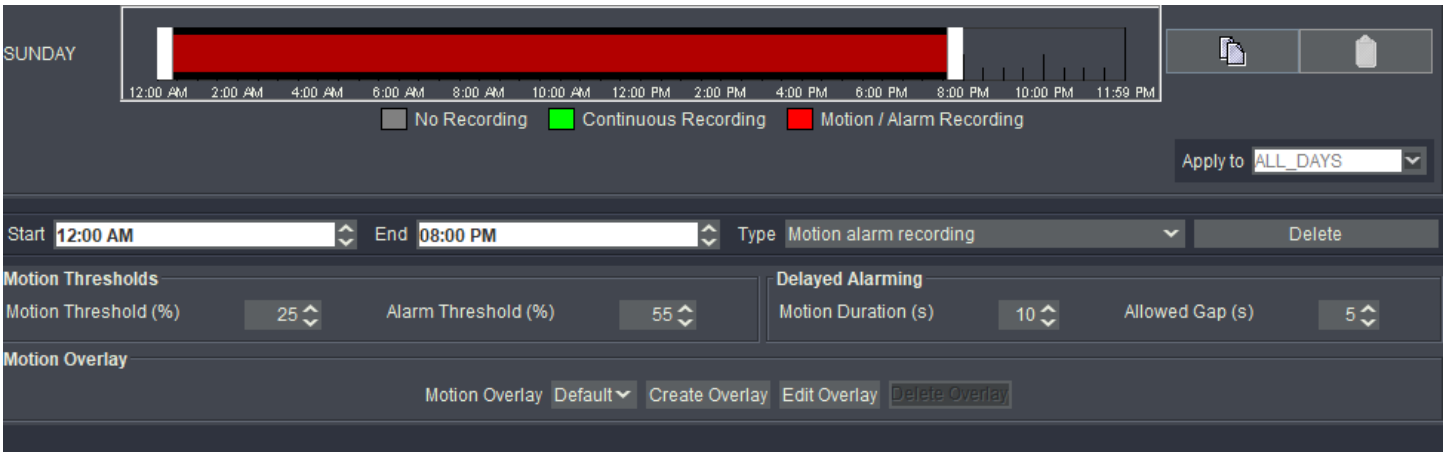


Editing a Schedule Block

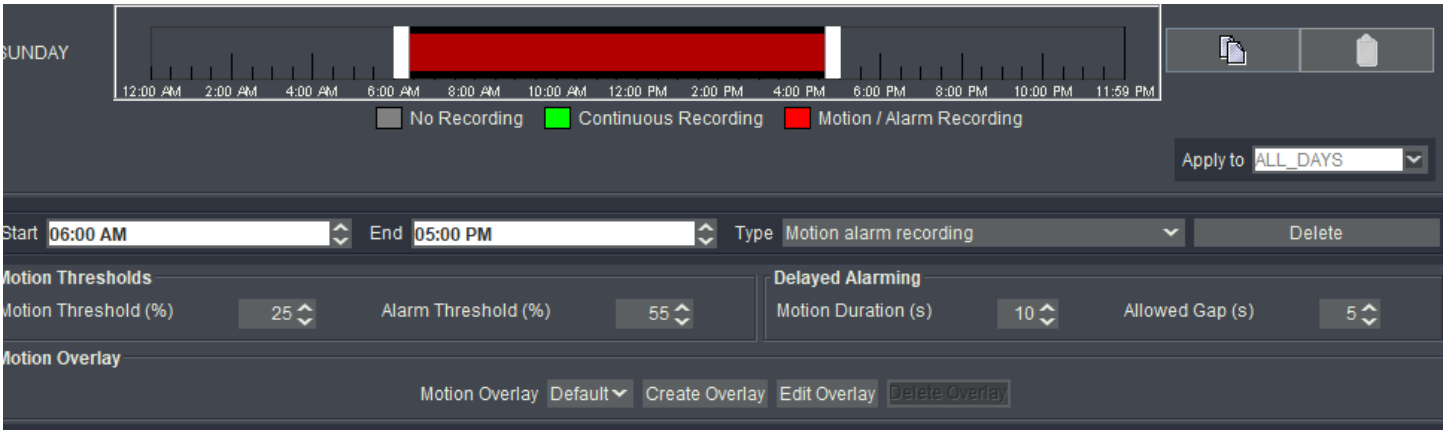
1. Select the block in the dialog; when the block is selected, white thumbs will appear on the edges. These thumbs can be used to adjust the size of a schedule block.



2. Move the thumbs to adjust the block size or select the block and use the bottom panel to edit the time spinner. Schedules for a single day can have multiple blocks and do not need to cover the whole day.

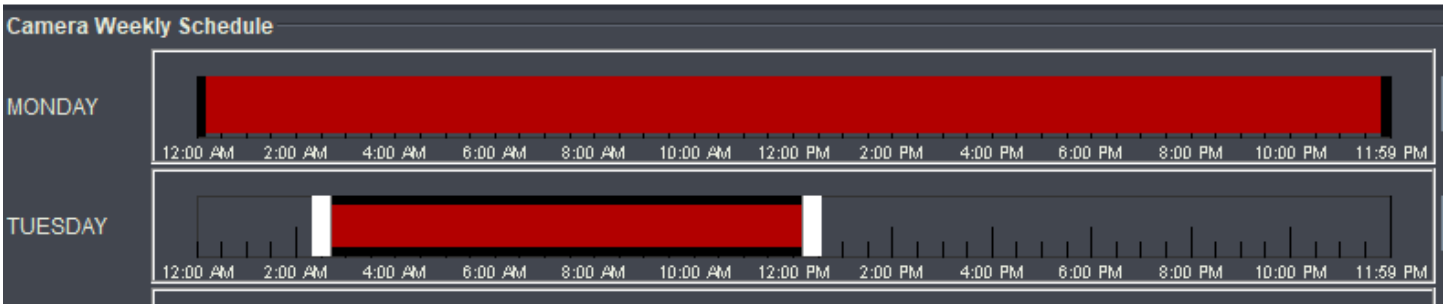


Example: The schedule below will set the camera to “Motion / Alarm recording” from 6:00AM to 5:00PM. During the remaining hours, the camera will be configured based on the camera settings in the admin.

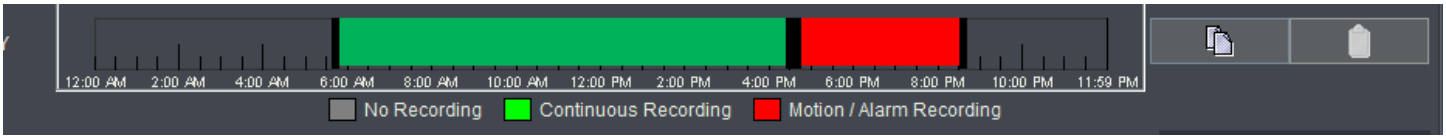


Moving a Schedule Block

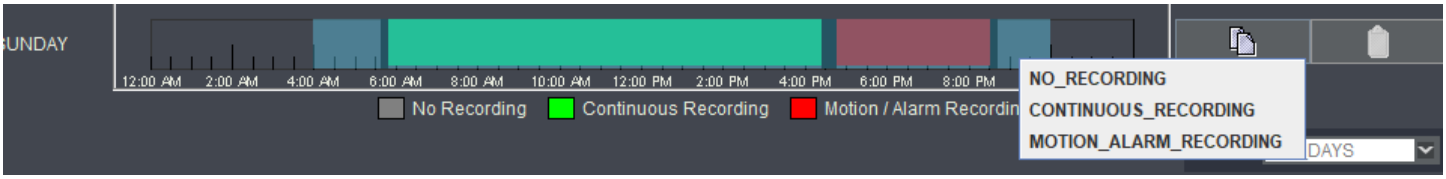
A schedule block can be moved across the timeline by selecting the block and picking it up from the center to drag it to a new location.



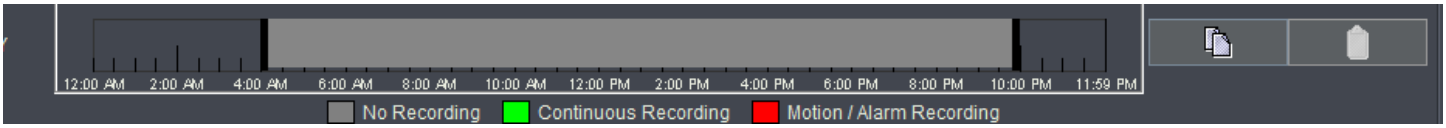
- A scheduled block cannot overlap an existing block or move past the existing block; each block will need to be adjusted or removed in order to move a block to the other side of another block.



- A selection including existing blocks will remove the existing blocks and create a new block.

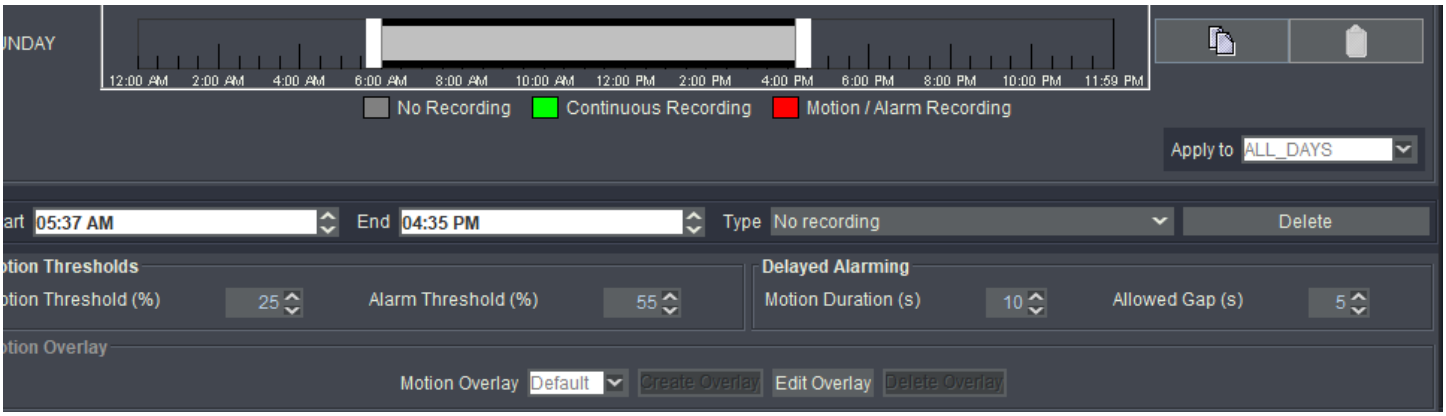


- Selecting **<No Recording>** will remove the old blocks and place a “No Recording” block in the selection location.

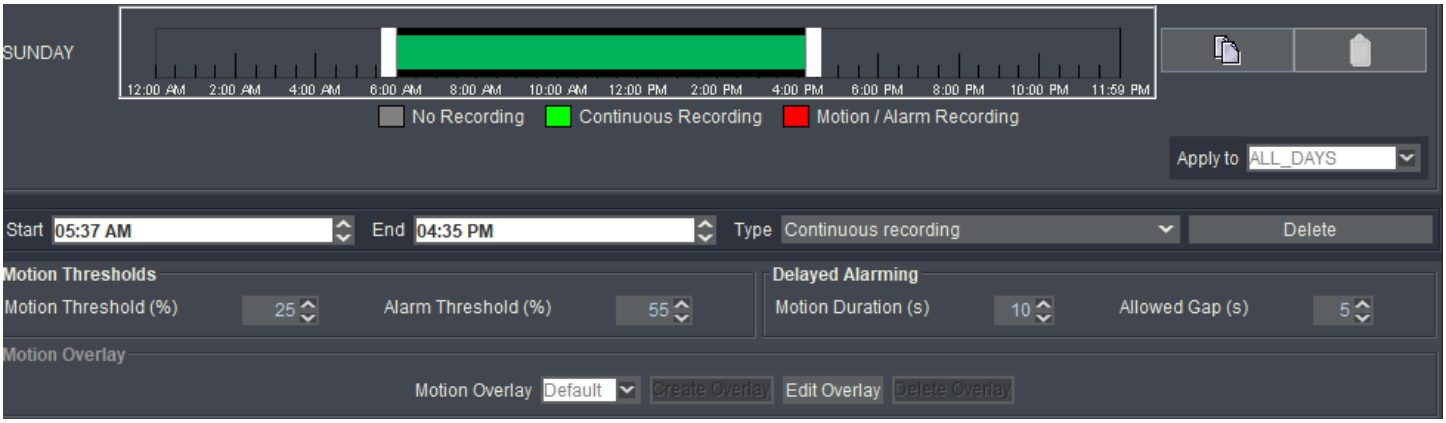


Changing the Recording Type

1. Select the schedule block.
2. Select a new type from the “Type” drop down menu.



The image below shows the recording type above (“No Recording”) has been changed to “Continuous Recording”



Copying Schedules

A schedule can be copied from one day to another.

To copy the schedule for a day, press the copy button.  and follow one of the options below.

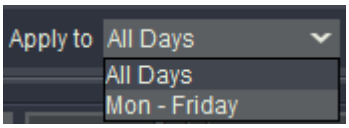
Copy to Single Day

To copy to a single day, select the paste button  next to the day to apply the schedule to.

Copy to Multiple Days

A schedule can be copied to all days or just weekdays.

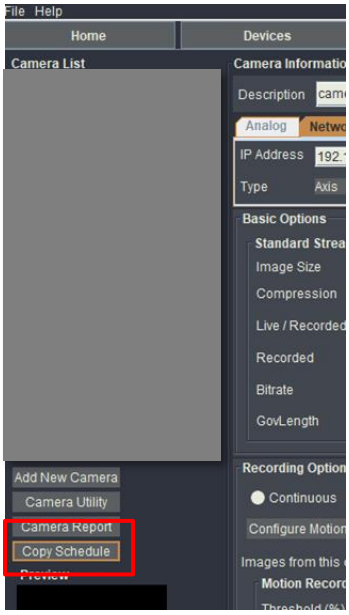
Select the “apply to” option and select **<All Days>** or **<Mon - Friday>.**

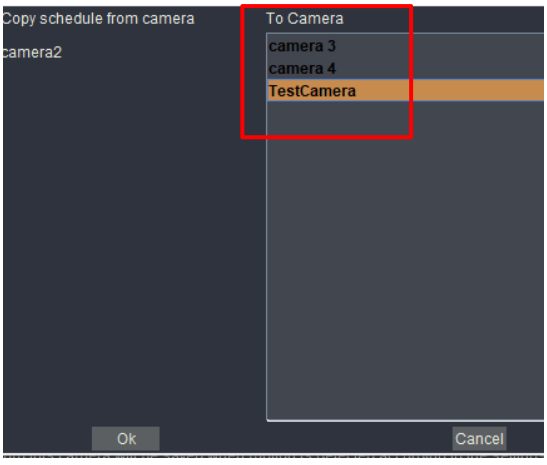


Copying Schedule to Another Camera

An existing schedule can be applied to another camera. Doing so will copy one camera's schedule to another so they are exactly the same.

1. Select the camera in the Camera List.
2. Press the **<Copy Schedule>** button in the lower left corner.
3. A dialog will display requesting the destination camera to apply the schedule to.

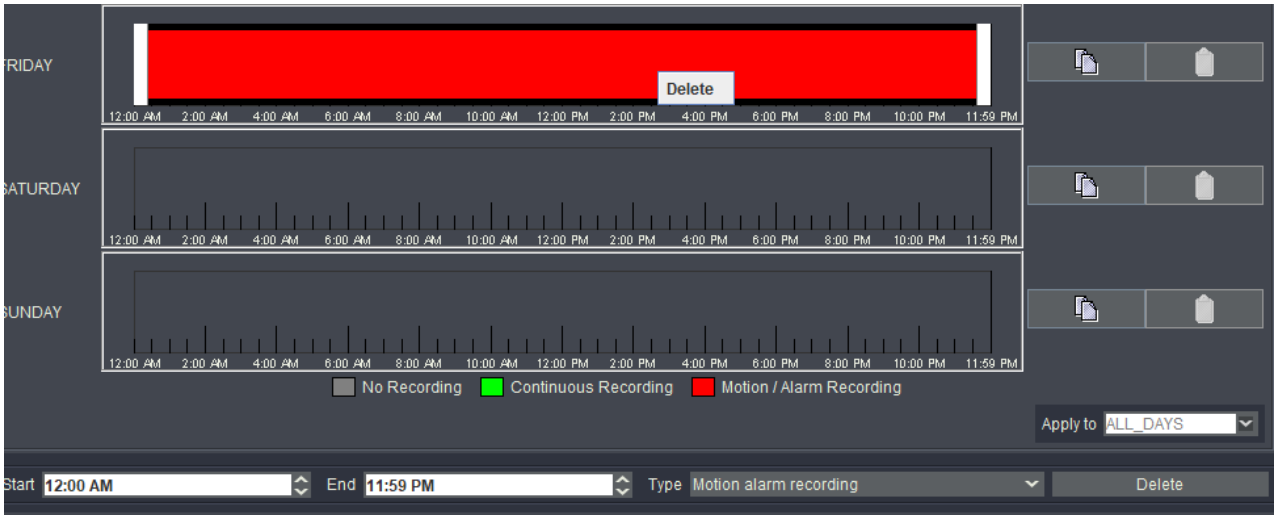




Deleting a Schedule Block

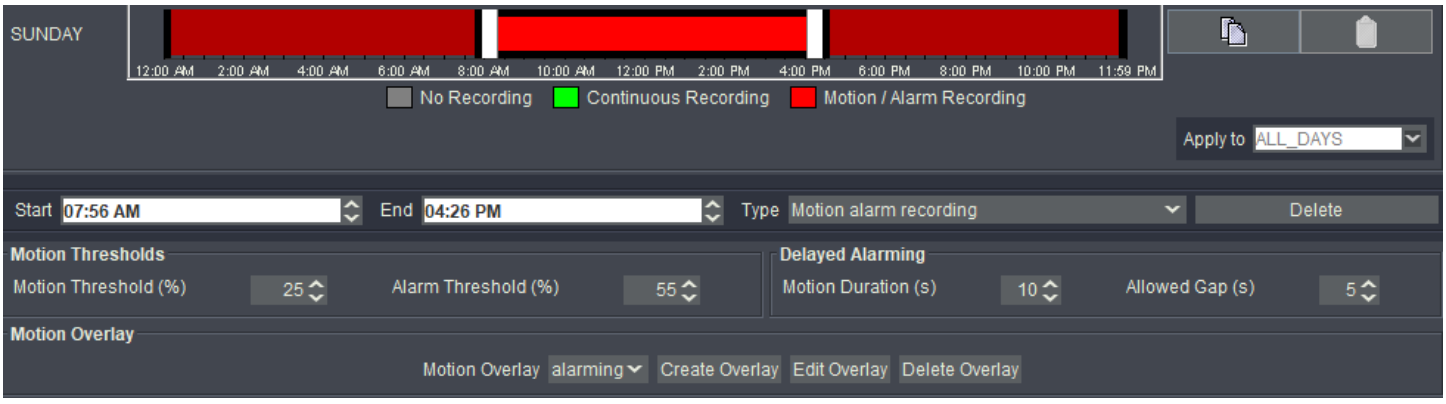
A schedule block can be deleted in two ways after selecting the block

1. Right click the block and select delete.
2. Press the delete button in the bottom right corner.

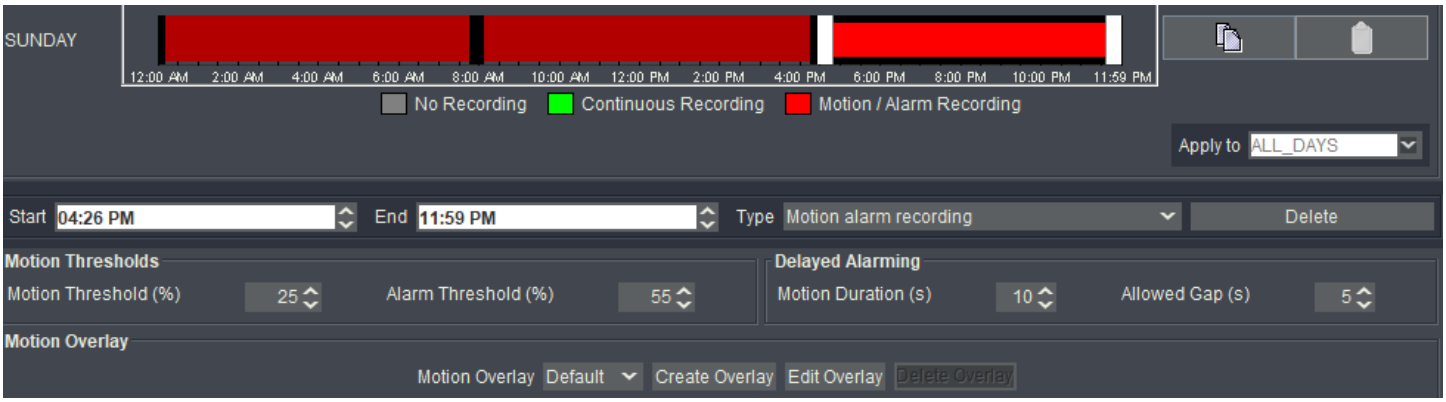


Example Schedule

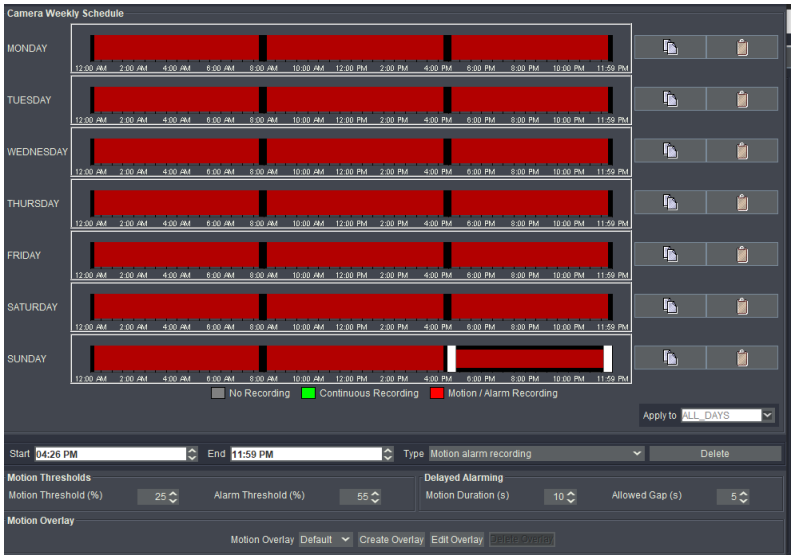
The following schedule is using “motion / alarm recording” for the whole day but uses a different overlay for the middle block. The middle block is using an overlay named “alarming” and the blocks on the left and right are using the default overlay.



The image below is of the right block showing that its overlay is set to the default overlay.



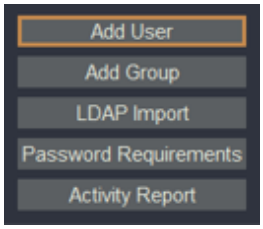
After creating the schedule for a single day use the copy feature to apply the schedule to all days. The schedule below shows this single day schedule applied to all days.



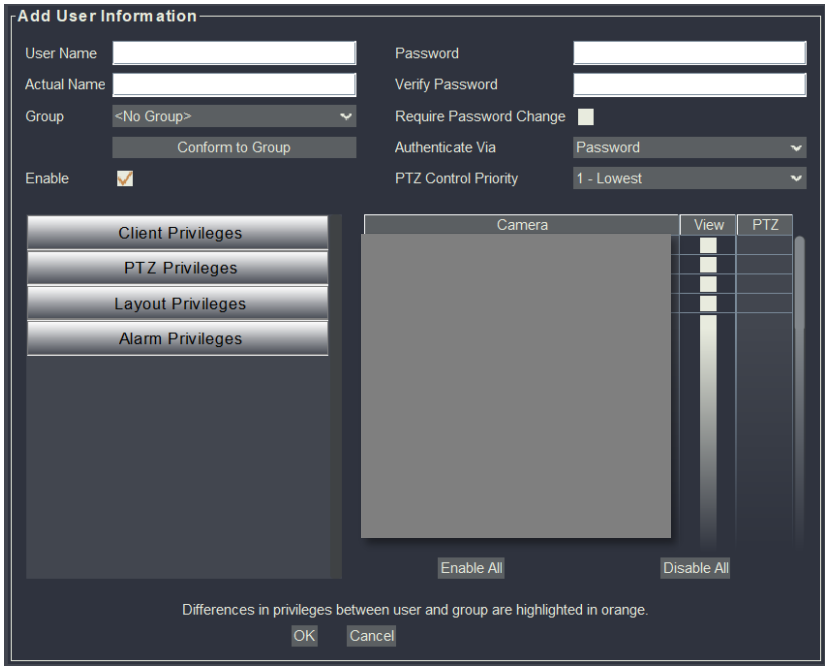
Managing Users

The **Users** tab enables system administrators to manage users and user privileges.

Adding a User



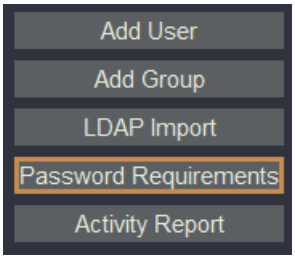
1. On the **Users** tab, click **<Add User>** near the bottom of the left pane.
2. Enter a unique **User Name** for the user.
3. Enter the user's **Actual Name** (first and last name).
4. Enter a **Password** for the user.
5. **Verify Password:** re-enter the same password for verification
6. Select a **PTZ Control Priority** level from the drop-down list. This field controls priority over the PTZ controls. A user with a higher priority level can kick off a user with a lower priority level.
   - System administrator usually has priority level 5
   - Default is set at **1 – Lowest** priority
   - If two users have the same PTZ Priority, the users can boot each other off the PTZ controls.



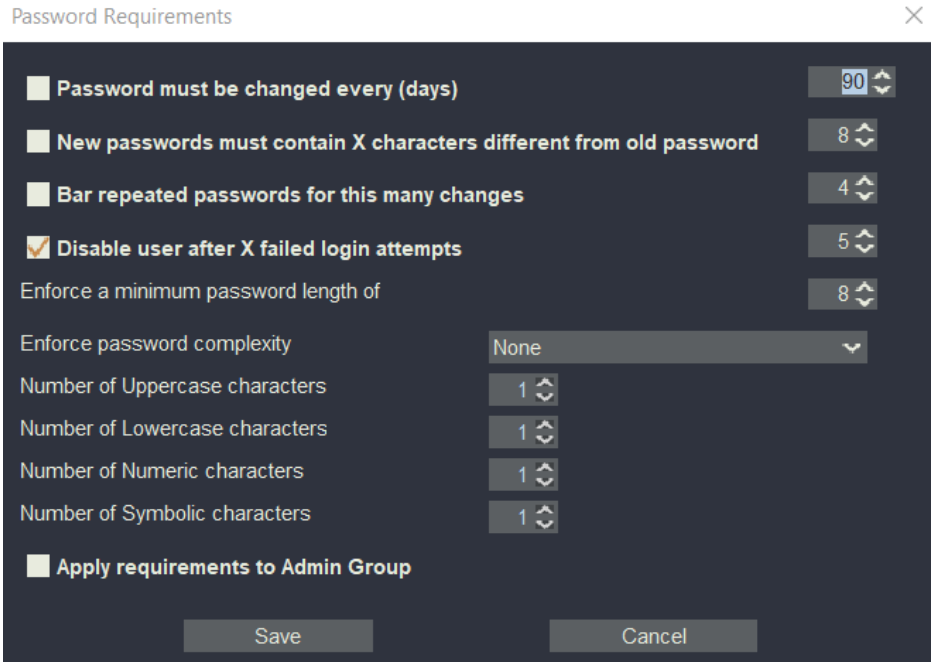
7. In the **Authenticate Via** field, select an authentication method from the drop-down list (either **Password** or **LDAP Credentials**). The default authentication method is **Password**.
8. *(Optional)* Select the group to which you want to add the user. For more information, see Adding a Group.
9. *(Optional)* **Conform to Group** applies the Group's default permissions to the user

Password Requirements

The **Password Requirements** button allows you to set different levels of complexity to passwords. Parameters can be set to require passwords to be changed at certain intervals, disabling users after a number of failed login attempts, and even specify the complexity requirements of passwords.

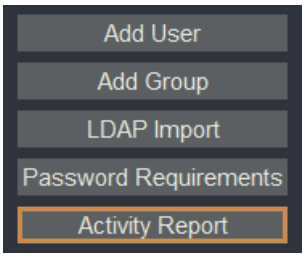


1. On the **Users** tab, click <**Password Requirements>**
2. Use the check boxes and up/down arrows to specify password requirements for user
3. Once requirements have been selected, click **<Save>**

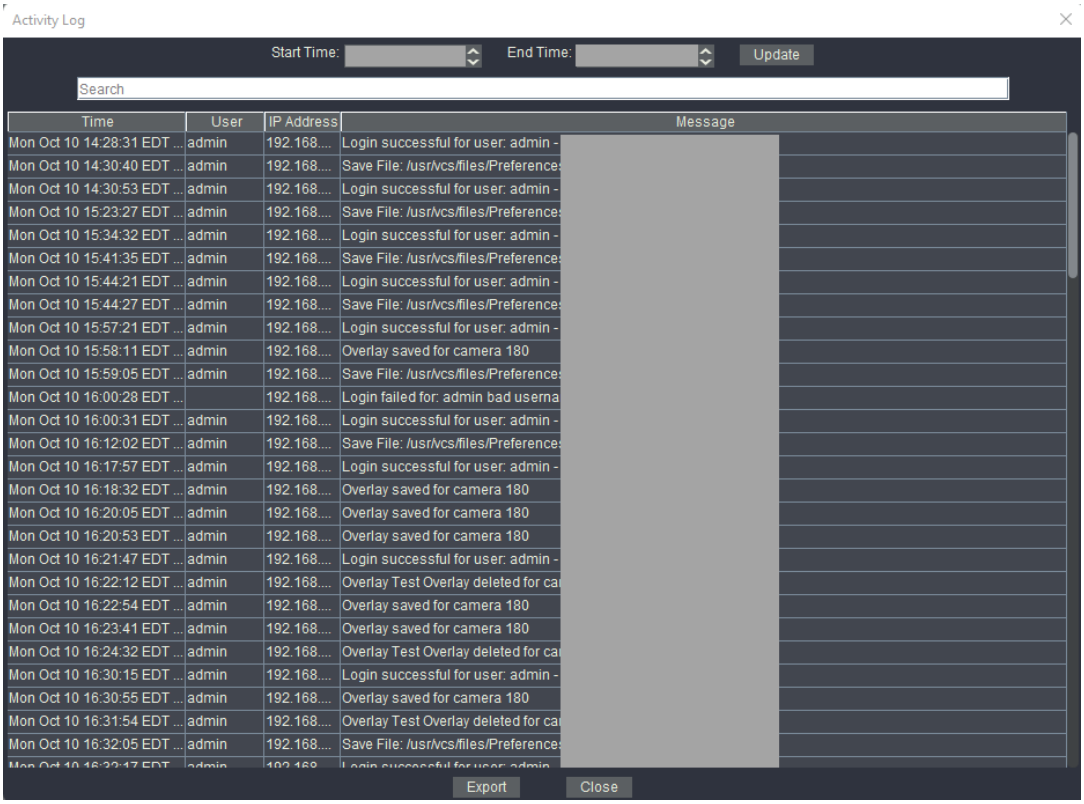


Activity Report

The Activity Report allows you to see a log of user interactions with the software. The report captures user logins and which IP they connected from with that user, when a change was made to the user's preferences, and when that user made setting changes on a camera.



1. On the **Users** tab, click **<Activity Report>**
2. Choose a start and end time and click **<Update>**
3. Click **<Export>** to export and save the list or click **<Close>** to exit



Editing a User

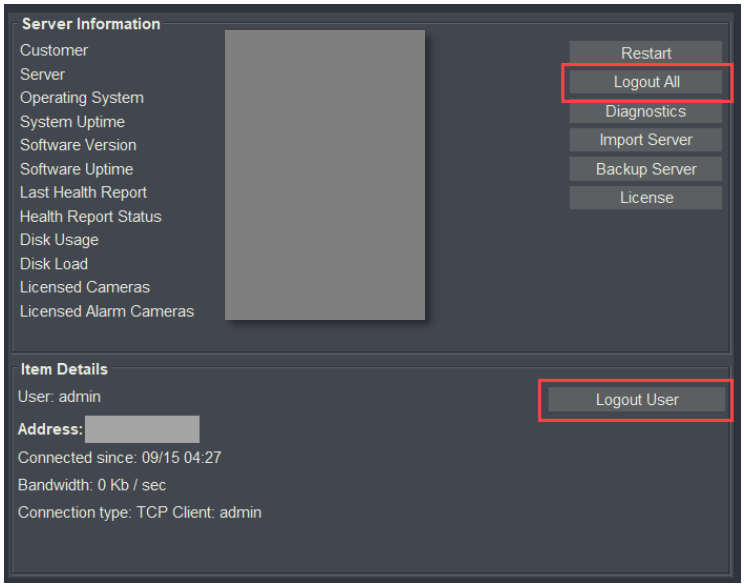
1. On the **Users** tab, select the user from the **User & Groups** list in the left pane.
2. Update the **User Information**
3. Click **<Save>** to save or **<Revert>** to undo changes

Deleting a User

1. On the **Users** tab, select the user from the **Users & Groups** list in the left pane.
2. At the bottom of the **User Information** section, click **<Delete>**.
3. In the confirmation window that displays, click **<Yes>** to confirm the deletion.

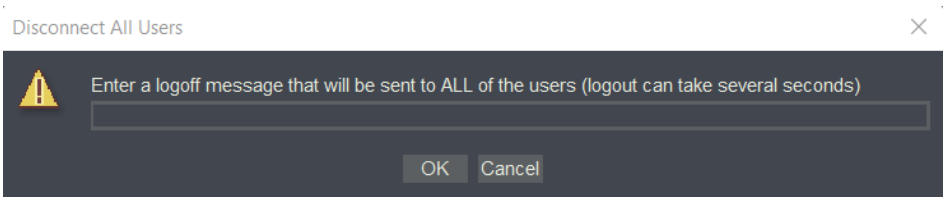
Log Out One User

1. On the **Home** tab, select the user from the **System Devices** pane.
2. The **Item Details** for the user display on the right. Click **<Logout User>**.



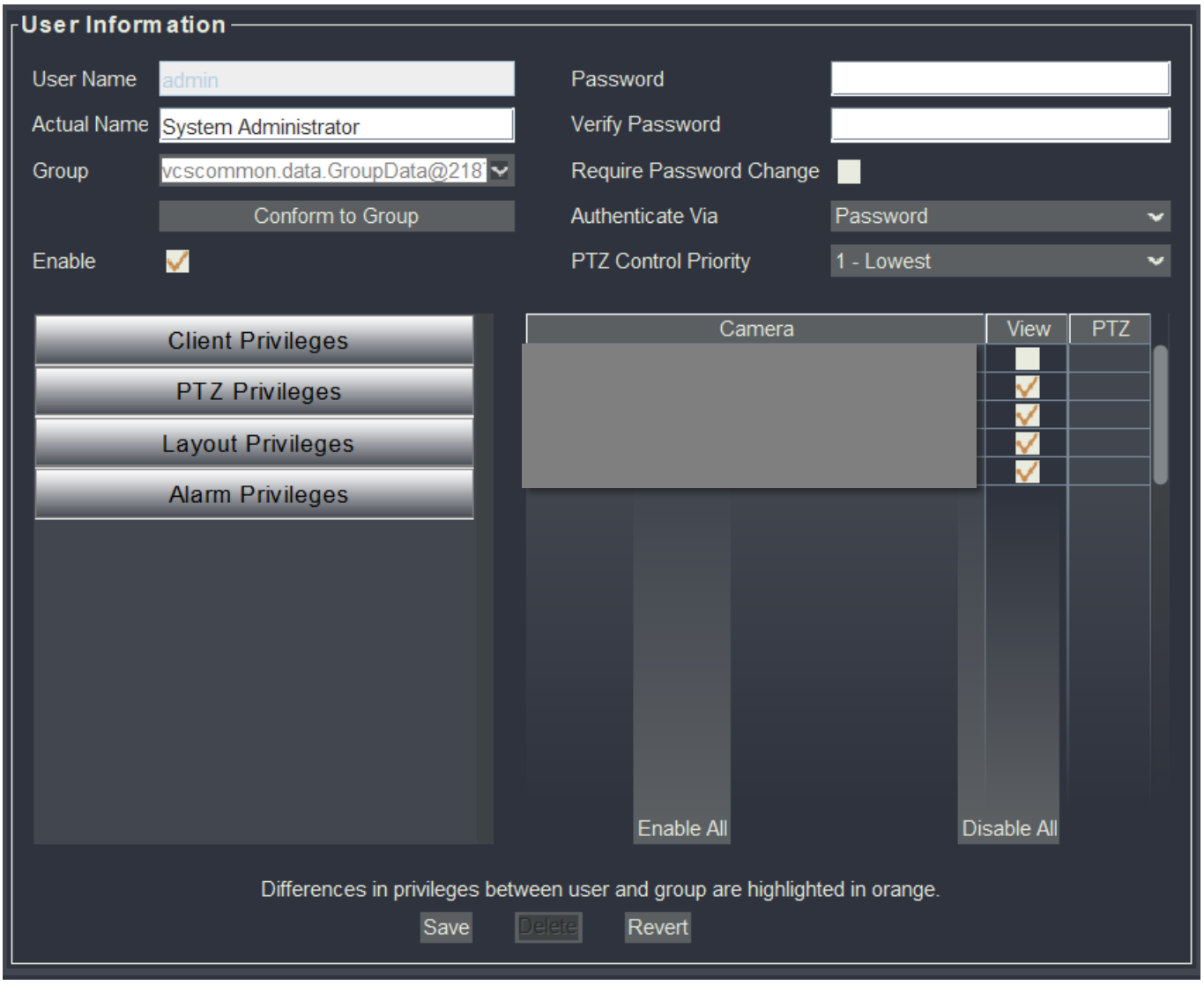
Log Out All Users

1. On the **Home** tab, select the server in the **System Devices** pane on the left.
2. In the **Server Information** area that displays on the right, click **<Logout All>**.
3. In the window that appears, enter a logoff message to send to users before they are disconnected and click **<OK>**.

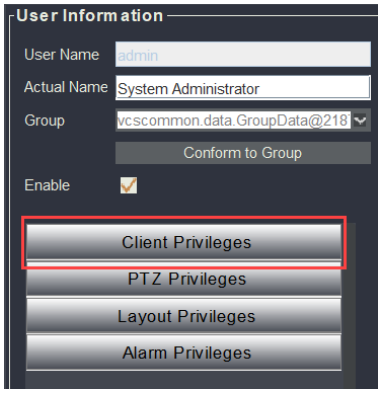


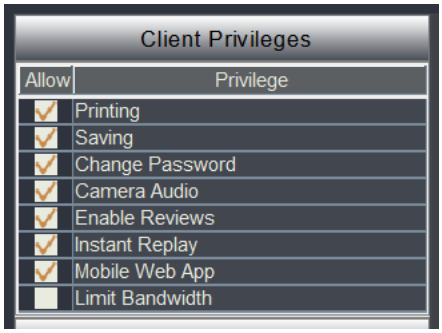
User Privileges

Privileges are used to grant or restrict access to certain functions.
Click the **Users** tab and select a user from the left pane to display the **User Information** screen.



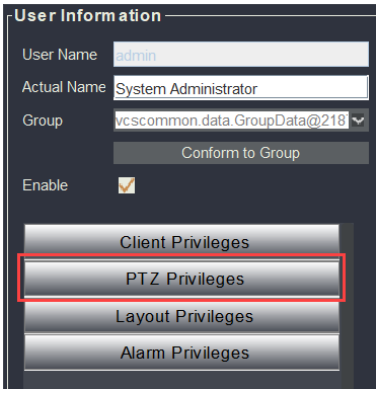
Adjusting Client Privileges

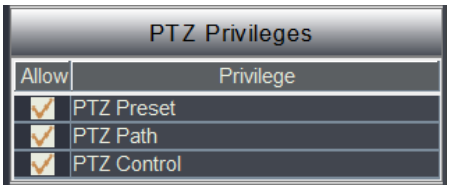




- **Printing:** Allows printing a screenshot from the view panel.
- **Saving:** Allows video exporting
- **Change Password:** Allows the user to change their own password.
- **Camera Audio:** Allows the user to access camera audio
- **Enable Reviews:** Allows the user to review footage
- **Instant Replay:** Allows the user access to instant replay of footage
- **Mobile Web App**: Allows the user access to the mobile app
- **Limit Bandwidth:** Limits the amount of bandwidth the client is allowed to use.

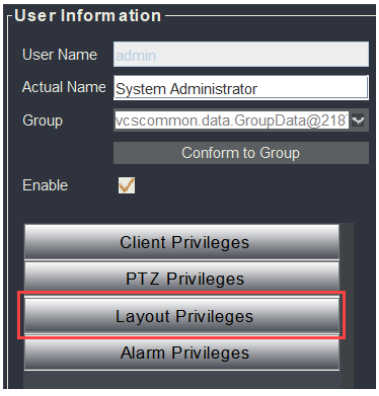
Adjusting PTZ Privileges

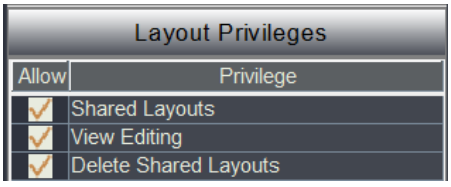




- **PTZ Preset:** Allows the user to use presets on their cameras
- **PTZ Path:** Allows the user to create a path
- **PTZ Control:** Allows the user to control the PTZ

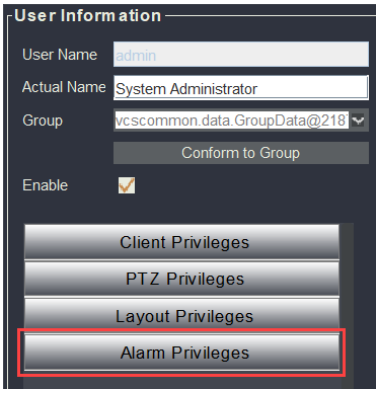
Adjusting Layout Privileges



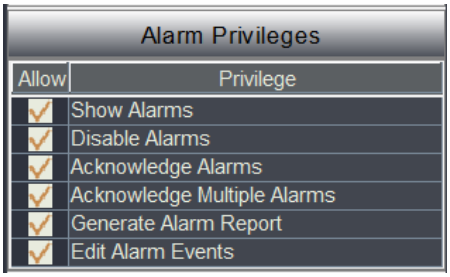


- **Shared Layouts**: Allows the user to create and share layouts
- **View Editing**: Allows the user to edit their views
- **Delete Shared Layouts**: Allows the user to delete shared layouts created by other users

Adjusting Alarm Privileges

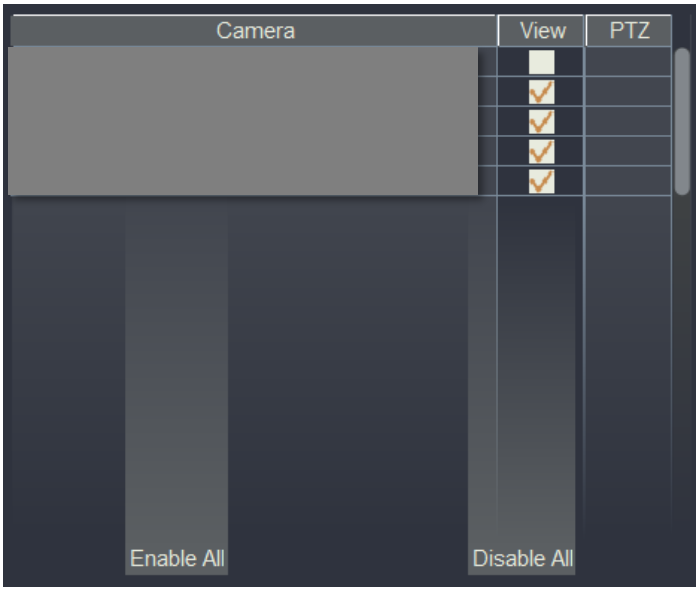


- **Show Alarms:** Enables the Alarms tab for the user. Allows the user to acknowledge alarms, review alarms, disable alarms, and generate alarm reports
- **Disable Alarms:** Allows the user to disable alarms on cameras
- **Acknowledge Alarms:** Allows the user to acknowledge and dismiss alarms
- **Acknowledge Multiple Alarms:** Allows the user to acknowledge multiple alarms
- **Generate Alarm Report:** Allows the user to generate an alarm report
- **Edit Alarm Events:** Allows the user to edit what happens when an alarm occurs



Adjusting Camera Privileges

Camera privileges in the right pane are used to determine a user's specific camera access. When a new user is created, they will have no privileges by default. However, if a new user is being created within an already established group, the new user will inherit the privileges from that group.



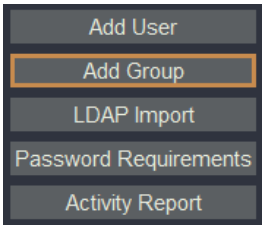
- **View Camera Privileges:** Enable and disable certain cameras from a user's view by checking or unchecking the **View** box
- **PTZ Camera Control:** Enable and disable a user's PTZ camera controls by checking or unchecking the **PTZ** box

PTZ Control Priority can also be set. See step 6 under Adding a User.

Groups

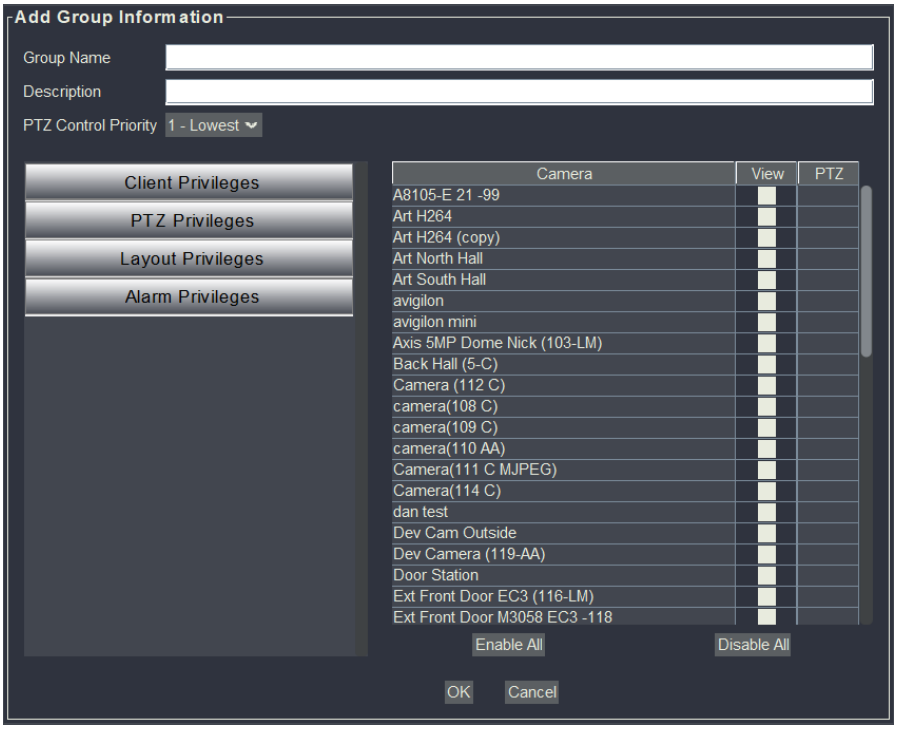
Groups enable you to easily manage users by automatically assigning the same permissions to all users in the group. For example, only users who are members of the Administrators Group have access to the Administration Utility. Permissions can still be granted and revoked for specific users.

Adding a Group



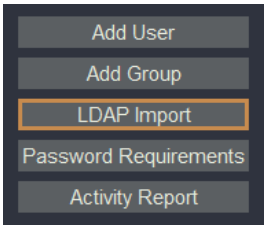
Use the following steps to add a new user group:

1. On the **Users** tab, click **<Add Group>** on the left pane**.**
2. In the **Group Name** field, enter a name for the group.
3. Add a **Description** for the group.
4. In the **PTZ Control Priority** field, select the group's priority level for the PTZ controls. Users with a higher priority level can boot users with a lower priority level off of the PTZ controls. If a user's personal PTZ control priority differs from that of the group, the system uses the personal privileges.
5. Configure the **Client**, **PTZ**, **Layout**, and **Alarm Privileges** that you want the group to have. For more information, see User Privileges
6. In the **Camera** area on the right, select the cameras that you want to enable for all existing and new group members. There is also the option to **<Enable All>** or **<Disable All>**.
7. Click **<OK>** to save or **<Cancel>** to undo all changes.

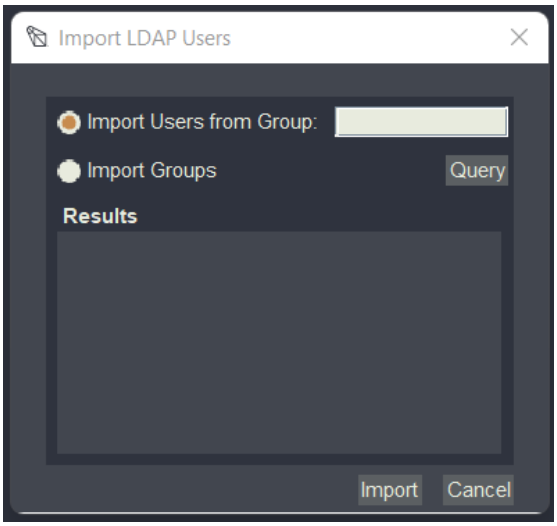


Importing LDAP Users

After you configure your LDAP settings, you can use the following steps to import your LDAP users:



1. On the **Users** tab, click **<LDAP Import>** on the left pane.
2. On the **Import LDAP Users** window, select one of the following options:
   - **Import Users from Group:** Searches for an LDAP user group, from which group members can be selected for import.
   - **Import Groups:** Imports an entire LDAP user group.
   - **Query:** Enables administrators to search their computer for active login groups or users depending on the radio button choice.



Alarms

Alarms trigger based on the settings that administrators configure, using cameras and proprietary technology to detect motion in specific areas. These areas can be so specific that they can detect when people touch objects, open doors, or walk down hallways. These instances are often used to generate alarms.

Zones

Alarms are based on the Zones that you configure. Administrators can configure the following types of zones:

Motion Zones

A **Motion Zone** records video while motion is occurring inside of it.

Motion Alarm Zones

A **Motion Alarm Zone** records video while motion is occurring inside of it. In addition, Motion Alarm Zones trigger alarms to alert personnel about breaches. Motion Alarm Zones display in red.

Motion Delayed Alarm Zones

A **Motion Delayed Alarm Zone** records video and triggers an alarm when continuous motion is detected for a time period that exceeds the configured settings. This type of zone is also called a Time-Delay Zone or a Loitering Zone. Motion Delayed Alarm Zones display in yellow.

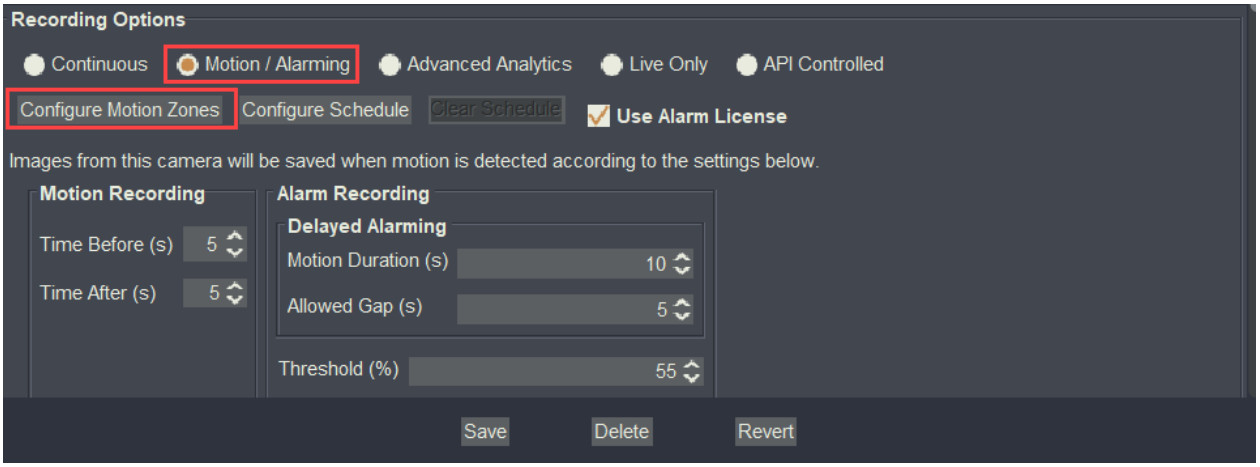
Motion Clear Zones

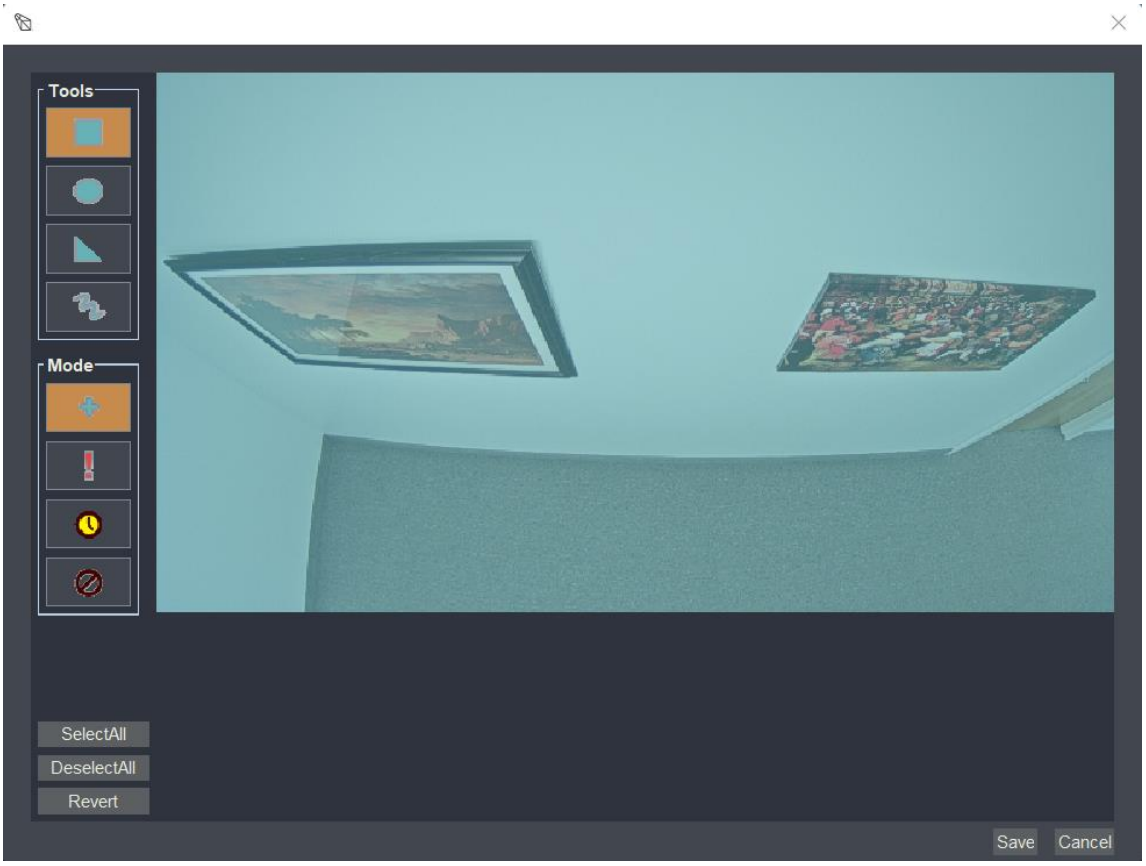
A **Motion Clear Zone** is an area in which motion detection is unwanted. For example, if there is a tree that is always moving and triggering the camera, setting a clear motion zone on that tree can reduce the number of false alarms.

Configure Zones for a Camera

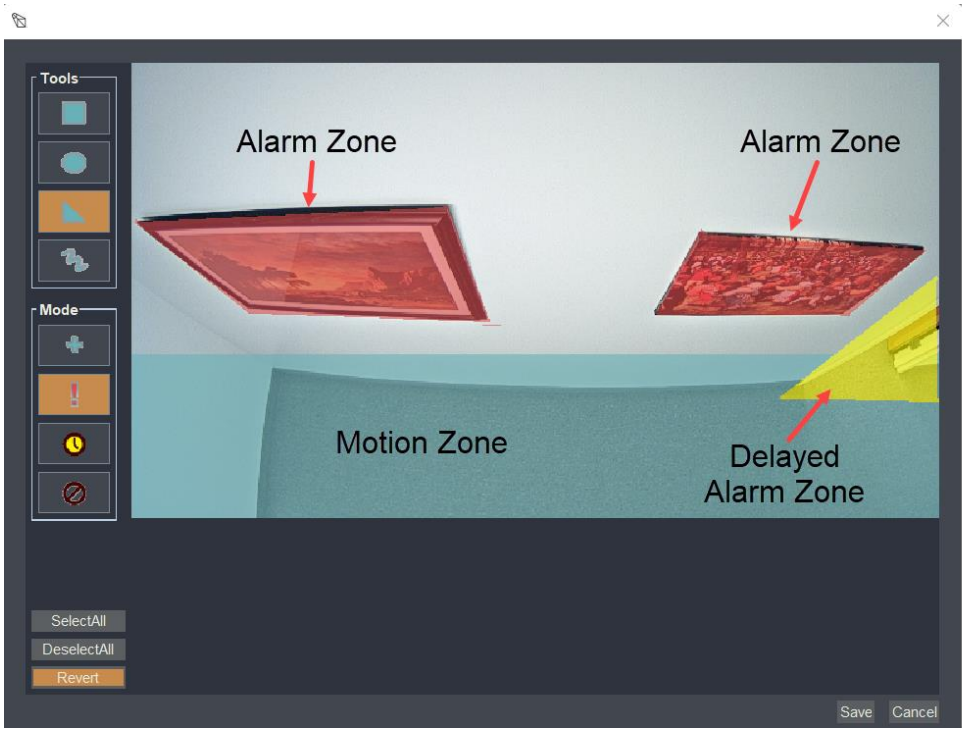
Use the following steps to configure an Alarm Zone on a camera:

1. Select the **Cameras** tab and select the desired camera to configure an Alarm Zone for.
2. In the **Recording Options** for the camera, select **Motion/Alarming** and then click **<Configure Motion Zones>**





3. Select a zone symbol from the **Mode** menu.
    - To add a **Motion Zone**, click the blue plus sign in the left pane. To paint the entire view with a **Motion Zone**, click **Select All**.
    - To add a **Motion Alarm Zone**, click the red exclamation point icon.
    - To add a **Motion Delayed Alarm Zone**, click the yellow clock icon.
    - To add a **Motion Clear Zone**, click the clear circle icon. To paint the entire view with a Motion Clear Zone, click **Deselect All**.
4. Select one of the following drawing shapes from the **Tools** menu:
    - **Rectangle Tool** draws a rectangular shape
    - **Oval Tool** draws an oval shape.
    - **Polygon Tool (Triangle button)** draws a polygonal shape
      The first three points that are clicked draw a triangle connecting points 1, 2. and 3. Clicking again creates another triangle connecting points 1, 3 and 4.
    - **Freehand Tool:** Use this tool to draw by freehand.
5. Draw the area where an alarm is desired. Note how exact the red Alarm Zones are on the frames in the image below.
6. Click **Save**.

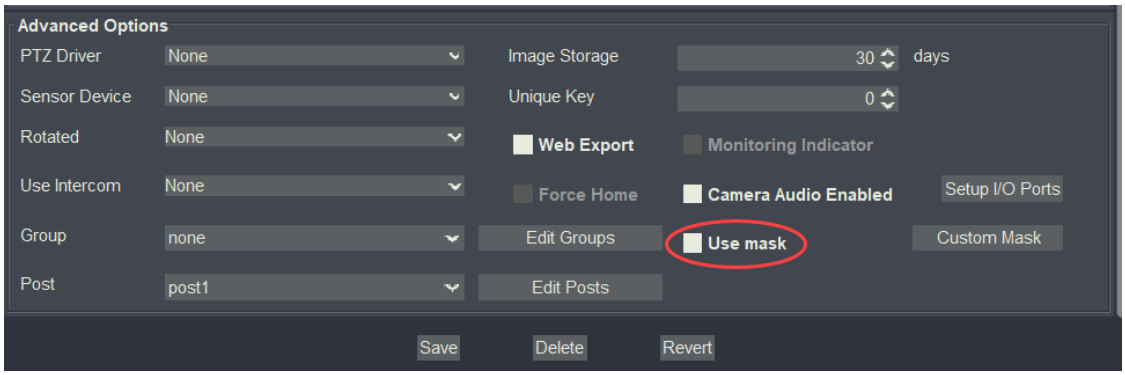


Adding a Privacy Mask

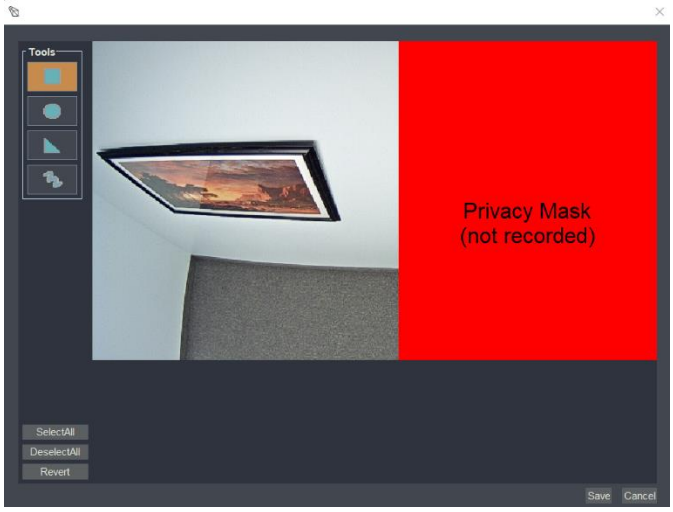
Use the **Custom Mask** feature to draw a privacy mask around any area of the image that should remain hidden to the operators.

> **Note**: The privacy mask is not recorded and does not appear in reviews or exported video.

1. Select the **Cameras** tab and select the desired camera to set a privacy mask for.
2. Under **Advanced Options**, select the **Use Mask** checkbox.



3. Click **<Custom Mask>** to open the zone selection window.
4. Select one of the following drawing shapes from the Tools menu and draw the area that you want to mask with a red shape.
   - **Rectangle Tool** draws a rectangular shape
   - **Oval Tool** draws an oval shape.
   - **Polygon Tool (Triangle button)** draws a polygonal shape
     The first three points that are clicked draw a triangle connecting points 1, 2. and 3. Clicking again creates another triangle connecting points 1, 3 and 4.
   - **Freehand Tool:** Use this tool to draw by freehand.



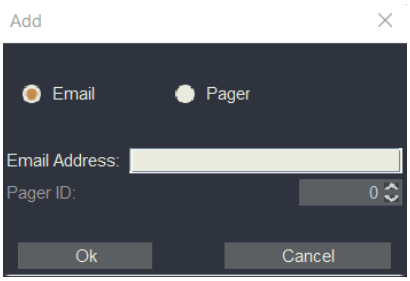
5. Click **<Save>** to save your changes.

Adding an Alarm Destination

Note: Paging systems must first be integrated by Art Sentry.

An **Alarm Destination** is typically an email address, pager number, or cell phone number that is configured to receive alerts from the system. Use the following steps to add a new **Alarm Destination**:

1. In the Administration Utility, click the **Alarms** tab
2. To add a new email address, pager number, or cell phone number, click **<Add Destination>**.
3. Choose **Email** for email or text, **Pager** for a pager



   - Cell Phone: When adding a cell phone, enter the number in the format of an email address, including your cellular service provider's email extension. For example: **[PhoneNumber]@vtext.com**.
   - Pager: When adding a pager, the paging system must first be integrated into the system. Then select a **Pager ID**.
   - Click **<OK>** to save

Important: You must enable the email options in the **System Settings** tab for email notifications to work. For help with configuring Simple Mail Transfer Protocol (SMTP), contact Customer Support.

4. In the **Sources** area, specify the event that triggers the notification to the **Alarm Destination**, then click **<Save>**. This field has the following options:
   - **Access Control:** Sends an alert to an access control system if it is configured
   - **Report:** Sends an Updated Server Report approximately twice a day
   - **Camera Recording:** If this is set, the software will send a message to the access control with the event description. This requires Access Control to be configured.
   - **System Error:** Sends a notification if an error takes place
   - **Configuration Change:** Sends a notification when a configuration change occurs in the Administration Utility
   - **Stored Piece:** Sends a notification when a new piece finishes running.
   - **I/O Trigger:** Sends an IO signal to a camera or device if it is configured

5. All cameras and some integrated devices are also able to send notifications to **Alarm Destinations**. On the **Cameras** and **Room Alert Devices** tabs, check the boxes for any connected devices notifications will be sent to.
    - **Motion Alarm:** Sends a message to the **Alarm Destination** if an alarm event is triggered in your **Alarm Zone**. The message includes a screenshot of the event. This functionality only works if the camera's recording mode is **Alarm**.
    - **Lighting Alarm:** If a lighting zone is set up in the Advanced Analytics window, you can set up alerts to let you know when there is a change in the lighting of a camera.
    - **Communication Alarm:** If a camera loses its connection to the server, this alarm sends a notification to the **Alarm Destination**.
6. **Alarm Reason List**
    - To require alarm descriptions for acknowledgments, check the box next to **Alarm Reason**.
    - Select or add the alarm event descriptions that operators should use when they acknowledge alarms from the system. For example, a museum might use Touch, Too Close, Lighting, and similar descriptions for events that trigger alarms.
    - When finished with the **Alarm Reason** area, click **<Save>**.
7. **Audio Files**

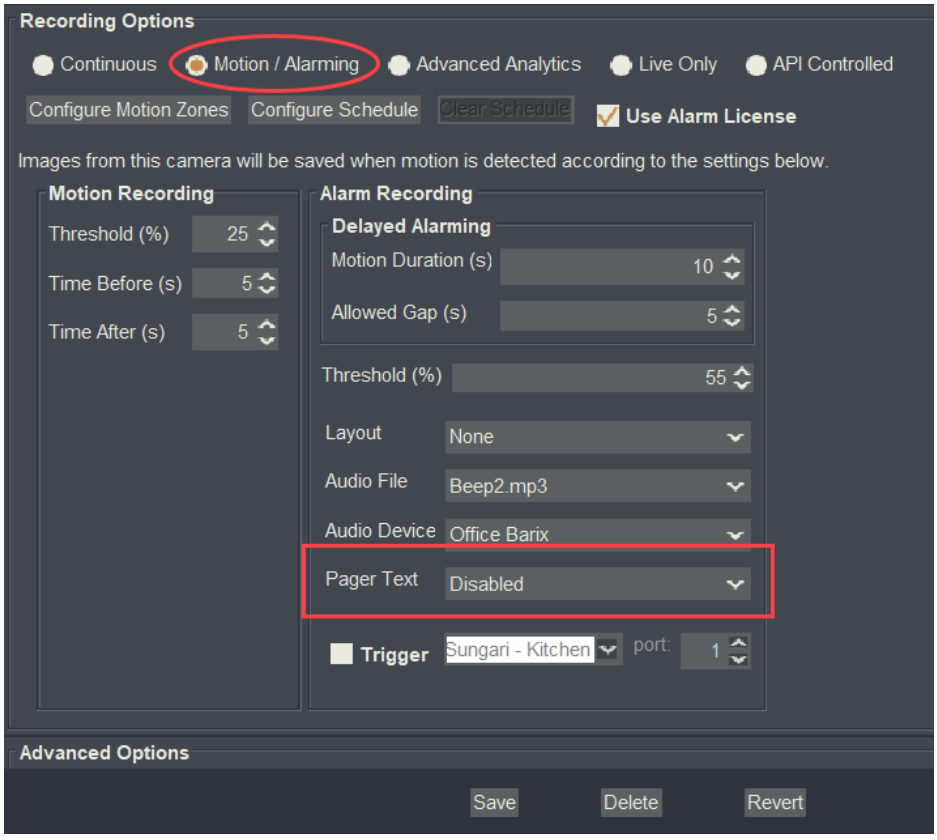
    Audio files can be played in motion zones when certain alarms trigger. Select or upload the audio file to use with the audio devices that are compatible with the system. The audio files that are uploaded here display under the settings for a camera when it is set to **Alarm** mode.

Configuring a Custom Alarm Message

Use the following steps to send a custom message to an email address, cell phone or pager when an alarm triggers:

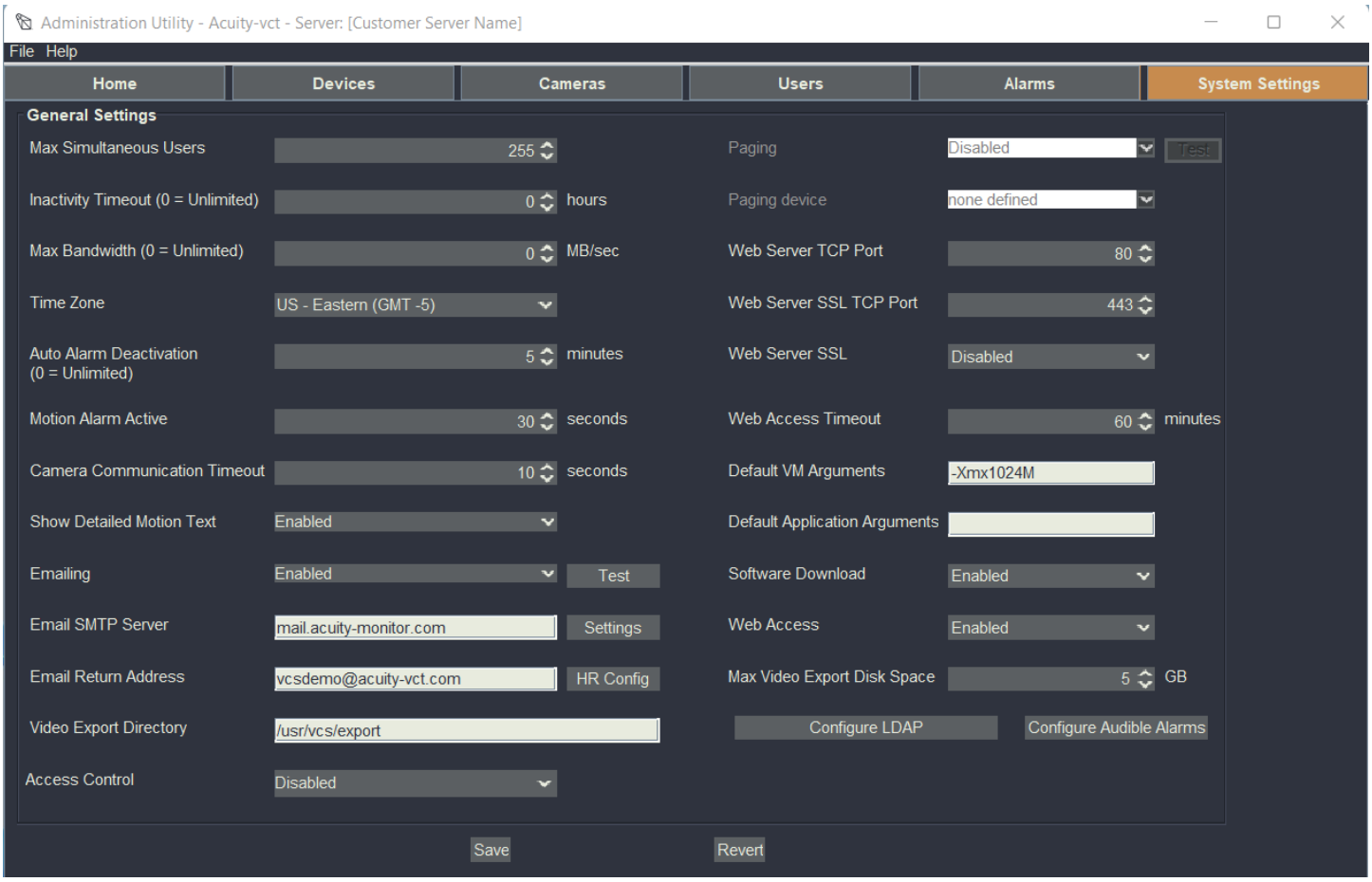
1. Click the **Cameras** tab and ensure that the camera is set to **Motion/Alarming**.
2. **Pager Text** default is **<Disabled>**.
    a. If messages are already configured, choose the message from the list.
    b. If messages are not configured, select **<Custom Text>** and enter your message.
3. Select the new message and click **<Save>**.

After alarms are configured, they are triggered by motion events in their specific areas. When an alarm triggers, the **Alarm** tab on the left side of the main page blinks red on the main screen to notify you. Click the **Alarm** tab to view a list of alarms.



Configuring System Settings

The **System Settings** tab is where you configure basic options such as SMTP, the maximum number of simultaneous users, and other information. Once the system is operational, these settings rarely require adjustment.



Configuring SMTP Settings

SMTP settings for email alerts must be properly configured to work. Use the following steps to enable:

1. Select the **System Settings** tab
2. **Emailing**: Select **<Enabled>**
3. **Email SMTP Server:** Enter the IP address or fully qualified domain name (FQDN) of the SMTP server that will be used
4. Click **<Settings>** and Enter in the Username and Password for the SMTP server. You may also change the port if port 25 is not the correct port for your server.
5. **Email Return Address:** The “sent from” email address for alerts. It is recommended to set and authenticate for each server.
6. Click **<Save>** to confirm these settings
7. Click **<Test>** next to the **Emailing** field to send a test email with your settings.

For help with setting up SMTP, contact Art Sentry Support.

Configuring LDAP for Authentication

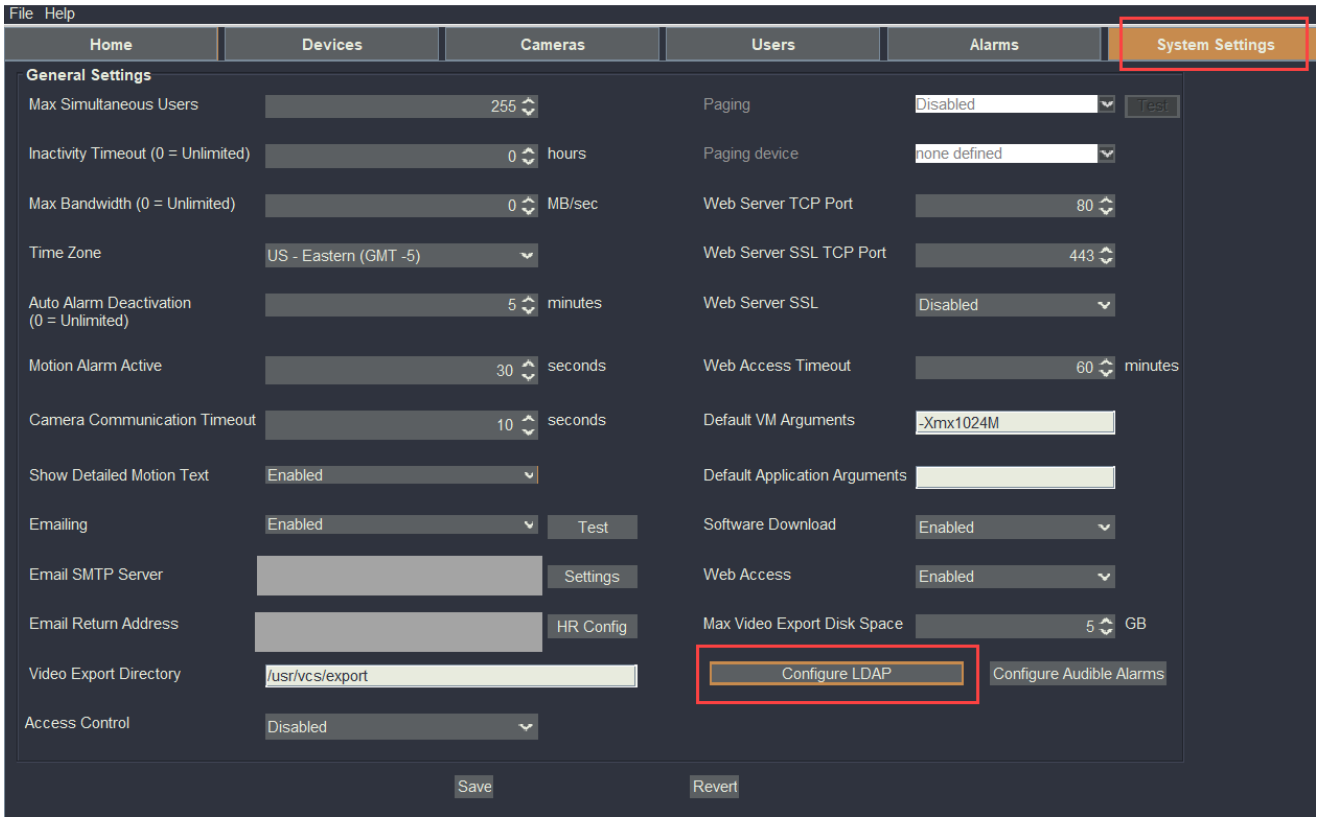
Lightweight Directory Access Protocol (LDAP) is a network protocol used to interface with multiple directory services. Using LDAP enable users to log in with their organizational credentials instead of a separate login. Using LDAP simplifies user authentication because separate sets of user login information for the system do not need to be managed independently.

The system uses LDAP to accomplish two tasks. First, the system authenticates the user by using their directory login. Then, the system retrieves a list of all the security groups of which the user is a member. The list of security groups can be used to determine the user's permissions.

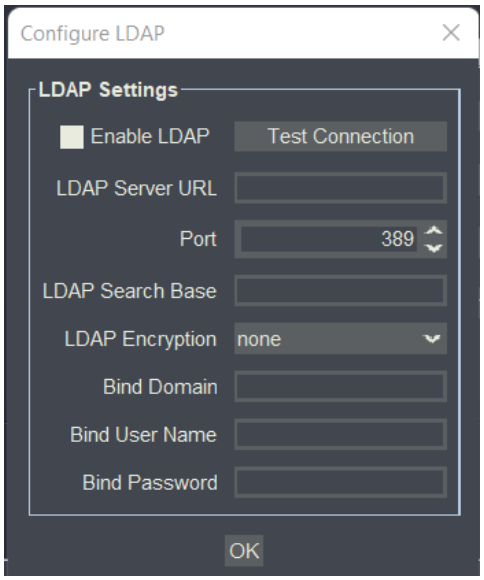
Configuring LDAP Settings

Before using LDAP to authenticate users, configure LDAP settings using the following steps:

1. In the Administration Utility, click the **System Settings** tab.
2. Click **Configure LDAP**.



3. The **Configure LDAP** window will pop up. Select **Enable LDAP**.
4. In the **LDAP Server URL** field, enter the address of your LDAP server.
5. In the **Port** field, specify the port for LDAP server communication.
6. **LDAP Search Base**: specify where the search starts in the Active Directory hierarchical structure for user account entries
7. In the **LDAP Encryption** field, specify the encryption method that the LDAP server uses
8. In the **Bind Domain** field, enter your company's domain
9. Enter the **Bind User Name** and **Bind Password** for accessing the LDAP server
10. Click **<OK>** to save



Note: The Art Sentry system only supports Microsoft Active Directory (AD) deployments for LDAP.

Support

For questions or technical assistance, contact Art Sentry Support at

support@artsentry.com

(888) 426-6646