

# Quick Installation Guide

**GNR-340**

72-Channel 5-Bay Tower Standalone NVR

# BEFORE YOU START

Thank you for purchasing ACTi Standalone Network Video Recorder (NVR). This guide contains all the information you need to quickly set up the device via local display interface.

For detailed instructions on installation and operation, please search for the product manuals on <http://www.acti.com/downloadcenter>.

The items below are required for installation:

- Network cameras
- Monitor (with HDMI / DVI / DisplayPort input and cable)
- Network cables
- Network switch
- At least one ACTI-certified 3.5 inch SATA hard disk

Check the list of certified models in <http://www.acti.com/hddselector>

If you have any problems during installation, please contact us via <https://www.acti.com/CHD> or US/Canada toll-free number: 1-866-410-2284 (ACTI)

## UNPACK

This package includes the following items:

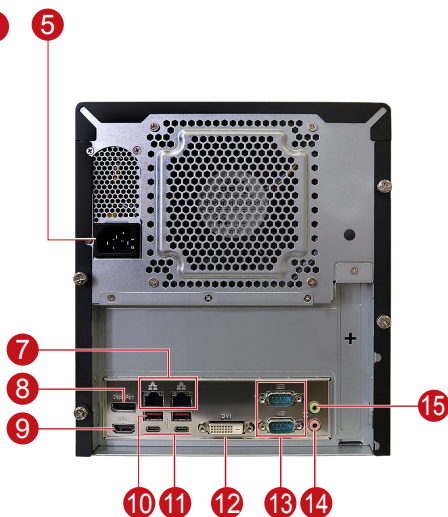
- NVR Unit
- Power cord
- Socket converter
- Hard disk screw pack
- Front cover keys (2)

## AT A GLANCE

### FRONT PANEL



### BACK PANEL



① Hard Disk Bays

② Power Button

③ Reset Button

④ LED Indicators

⑤ Power Input Connector

⑥ USB 2.0 Ports (2)

⑦ LAN Ports

⑧ DisplayPort

⑨ HDMI Port

⑩ USB 3.1 Ports (2)

⑪ USB Type-C Ports (2)

⑫ DVI Port

⑬ Serial Ports (2)

⑭ Audio Input

⑮ Audio Output

# INSTALL HARD DISK DRIVE

## Step 1

Using the bundled keys, unlock the front cover panel.



## Step 2

Push the lock towards the right to eject the HDD bay.



## Step 3

Pull out the HDD bay.



## Step 4

Remove the empty tray from the HDD bay.



## Step 5

Secure the hard disk on the HDD bracket using the bundled screws.



## Step 6

Push the HDD bay completely into the slot until the bay locks into place.



## Step 7

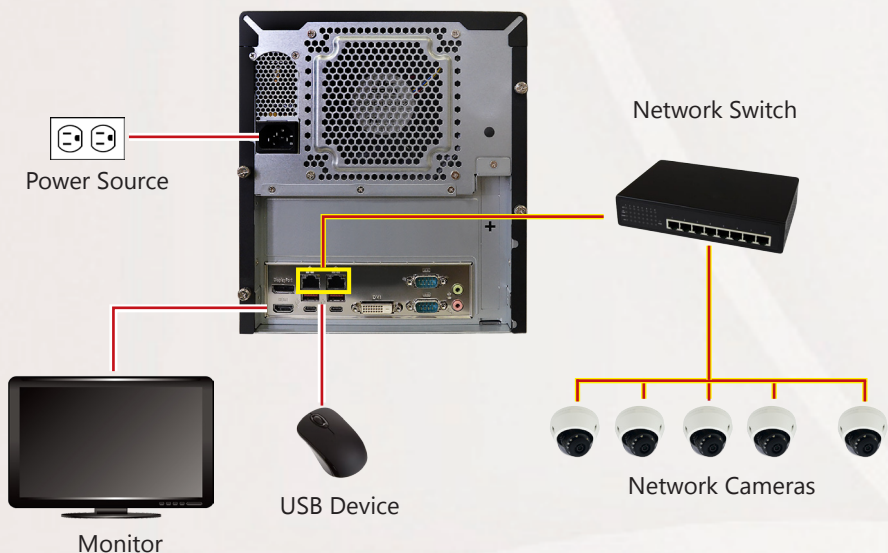
Lock the front cover.



\* Repeat Step 2 to Step 6, to install more hard disk drive.

## CONNECTIONS

The example below displays a network with the NVR and the basic required peripherals to start using the device.



## POWER ON

On the front panel, press the **POWER BUTTON** to turn on the **NVR**.

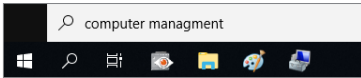


# SOFTWARE CONFIGURATION

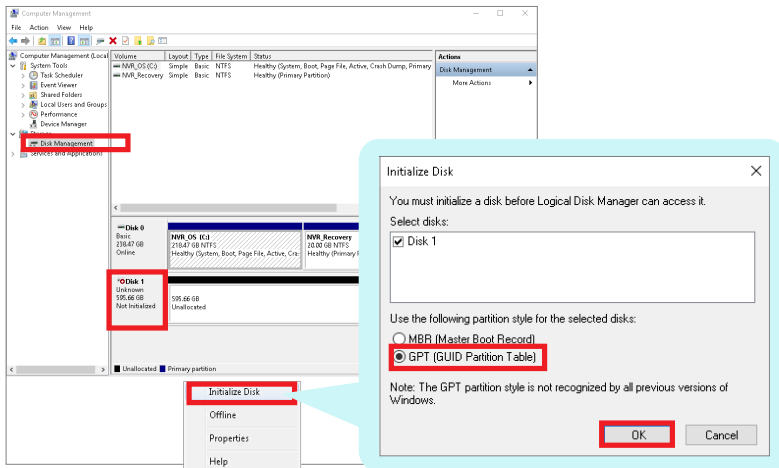
## CREATE DISK VOLUMES

Use **Windows Disk Management** to create disk volumes so that NVR can access the available storage space.

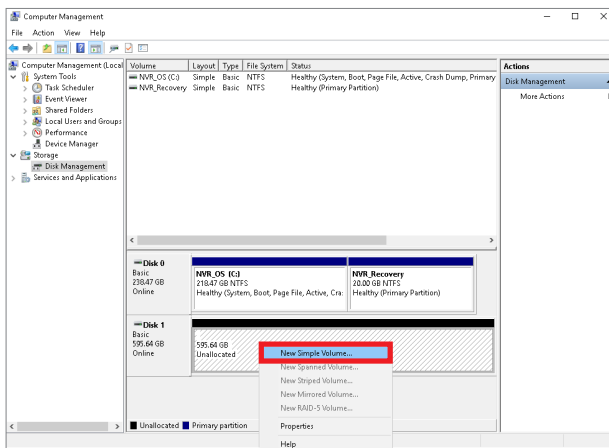
1. On Windows Search Box, search and enter "*computer management*".



2. Select "**Disk Management**", right-click on a disk title and select "**Initialize Disk**", choose "**GPT**" as the partition style and click on "**OK**".



3. Right-click on the initialized disk and select the volume type to make a new volume.



4. Follow the on-screen **Wizard** to complete. Make sure you assign the desired drive letter and give a proper label name to this volume.

New Simple Volume Wizard

**Specify Volume Size**  
Choose a volume size that is between the maximum and minimum sizes.

Maximum disk space in MB: 609534  
Minimum disk space in MB: 8  
Simple volume size in MB: 20000

< Back Next > Cancel

New Simple Volume Wizard

**Assign Drive Letter or Path**  
For easier access, you can assign a drive letter or drive path to your partition.

☒ Assign the following drive letter: D  
☐ Include in the following empty NTFS volume: Browse...  
☐ Do not assign a drive letter or drive path

< Back Next > Cancel

New Simple Volume Wizard

**Format Partition**  
To store data on this partition, you must format it first.

Choose whether you want to format this volume, and if so, what settings you want to use.

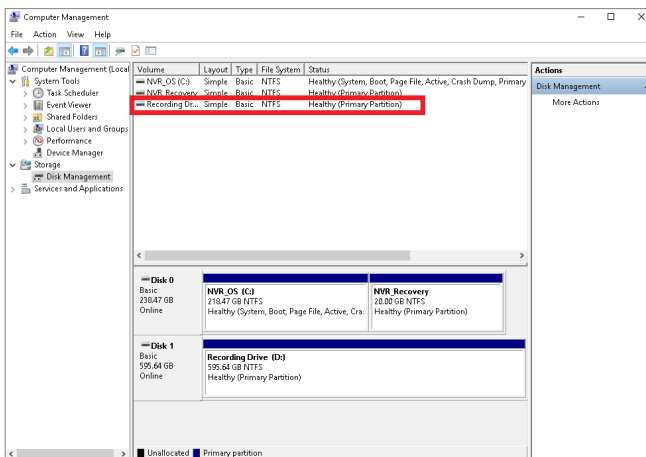
☐ Do not format this volume  
☒ Format this volume with the following settings:

File system: NTFS  
Allocation unit size: Default  
Volume label: Recording Drive

☐ Enable file and folder compression

< Back Next > Cancel

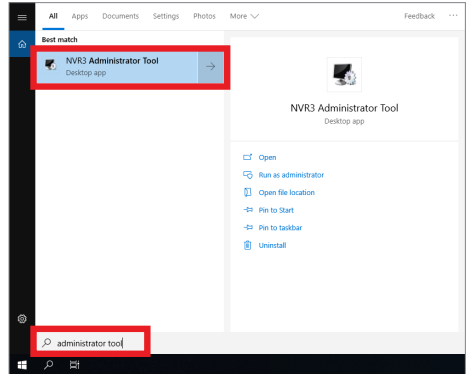
5. After the volume is created, it is shown on **Volume List** and is ready for recording.



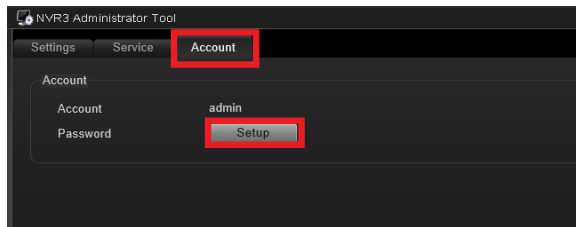
## SET ADMIN PASSWORD

For first-time use, make sure to setup the administrator password.

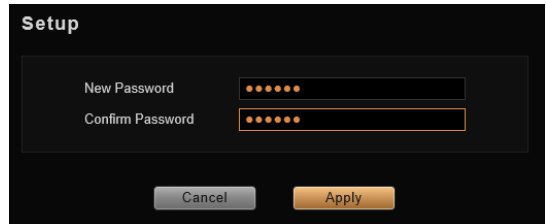
1. On Windows Search Box, search and enter "*administrator tool*".
2. Click **NVR3 Administrator Tool** to open the application.



3. On the tool interface, go to the **Account** page, then click the Password **Setup** button.



4. Type the preferred password, and then click **Apply**.

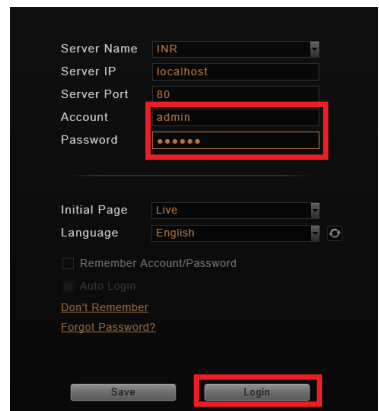


## LOG IN

On Windows Destop, double-click on to enter NVR interface.



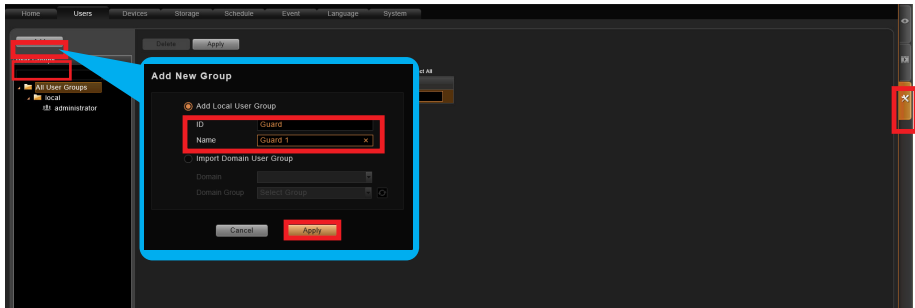
Type the **Account** and **Password**, and click **Login**.



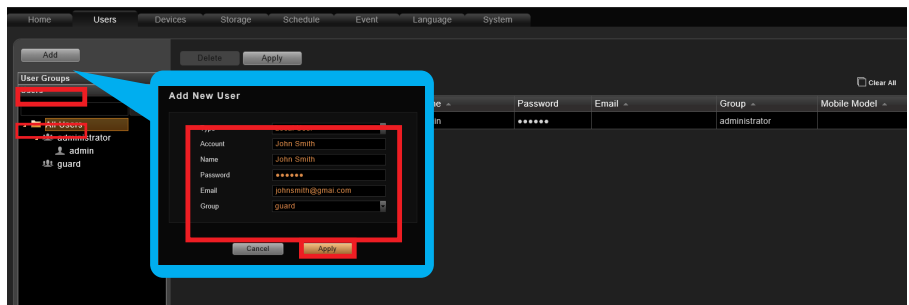
## CREATE USERS

On NVR screen, click **Setup** button to enter **Setup** page and then **Users** tab.

1. Select "**User Groups**", click "**Add**" to start adding a new user group.
2. Input group ID, Name, and click "**Apply**".

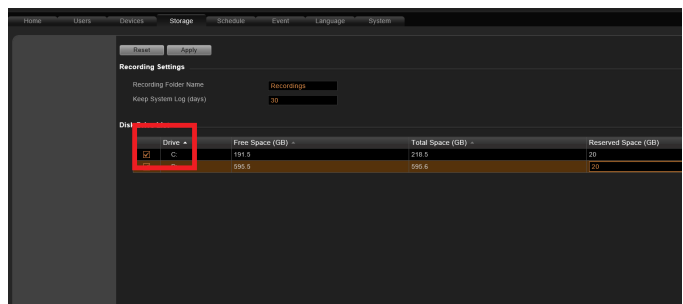


3. Click on the **Users** panel, click "**Add**" to start adding a new user.
4. Input the user's **Account**, **Password**, **Email** address and select its User **Group**, and then click "**Apply**".



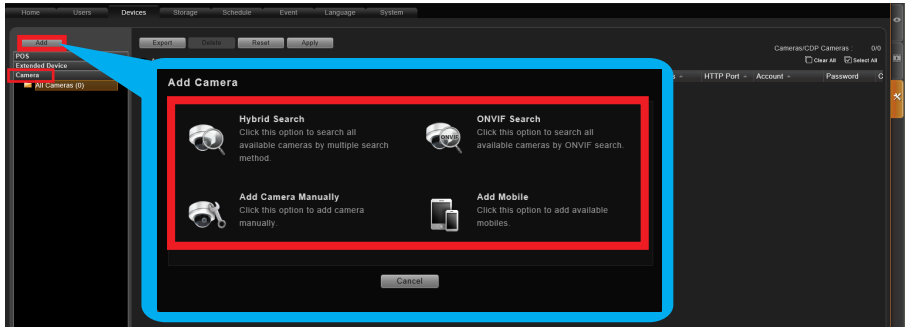
## SELECT STORAGE DRIVES

1. Go to **Setup** page and then **Storage** tab.
2. On **Disk Drive List**, de-select C Drive, and select other storage drives.
3. Click "**Apply**".



## ADD CAMERAS

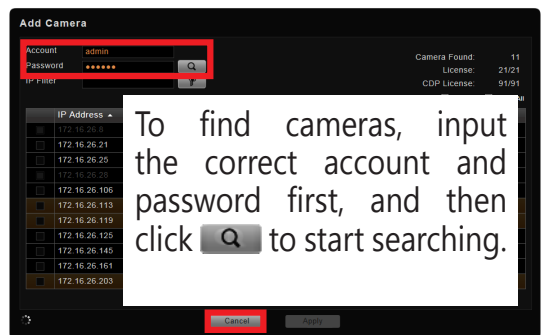
1. Go to **Setup** page and then **Devices** tab.
2. Select the **Camera** panel, and then Click "**Add**".
3. Choose a search method based on your network environment and camera brand.



### Search Cameras

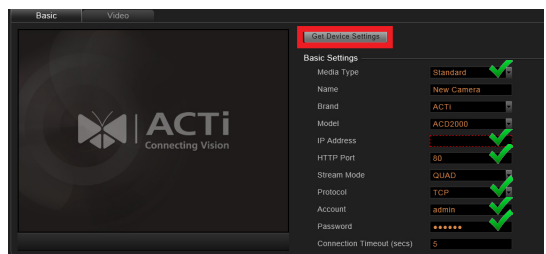
Use "**Hybrid Search**" to automatically search the network for all cameras, or click "**ONVIF Search**" for ONVIF-compliant cameras of any brand.

After selecting your desired cameras, click "**Apply**".



### Add Camera Manually

If you are adding a camera located in another network, use "**Add Camera Manually**". Fill in **Media Type**, **Protocol**, **IP Address**, **HTTP Port**, **Account** and **Password**. Finally, click "**Get Device Settings**" and then "**Apply**".



### Add Mobile

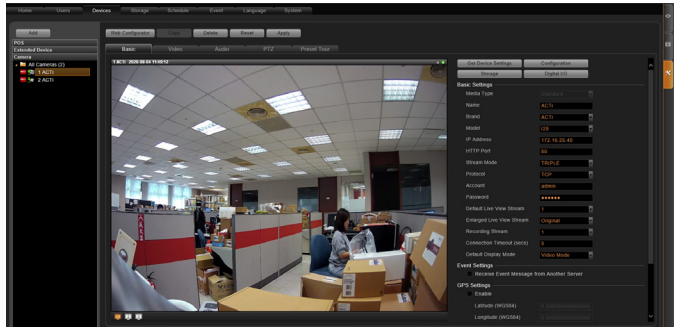
Use "**Add Mobile**" to search for mobile device cameras in the network. Select the device and click "**Accept**".

## CONFIGURE CAMERA SETTINGS

1. Go to **Setup** page and then **Devices** tab. Choose the camera from the **Camera List**.
2. Select **Basic**, **Video**, **Audio**, **PTZ**, or **Preset Tour** tab to configure related settings.
3. Click **"Apply"** to save the settings.

### Note

Availability of page tabs depend on camera capabilities.



## SET RECORDING SCHEDULE

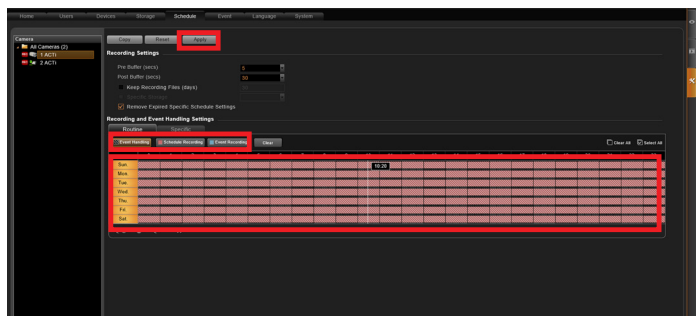
The recording service automatically starts full-time recording for a newly added camera. You can modify the recording schedule to suit your needs.

1. Go to **Setup** page and then **Schedule** tab. Select the camera from **Camera List**.
2. Choose a recording mode: **Schedule Recording** or **Event Recording**

**Schedule Recording:** Records video continuously during the scheduled session.

**Event Recording:** Records video based on specific triggers such as when a motion is detected by the camera.







3. Drag on the time table to define the time session.
4. Click **"Apply"**.



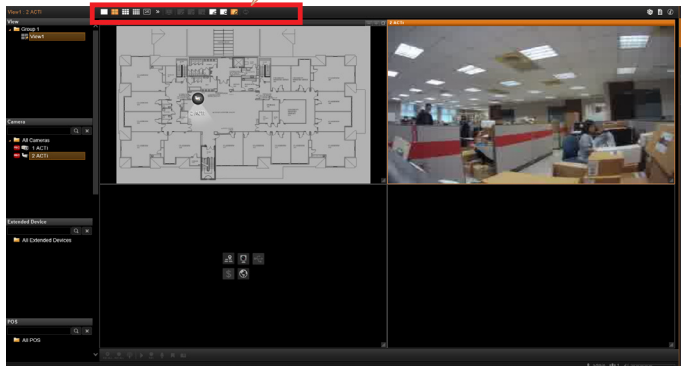
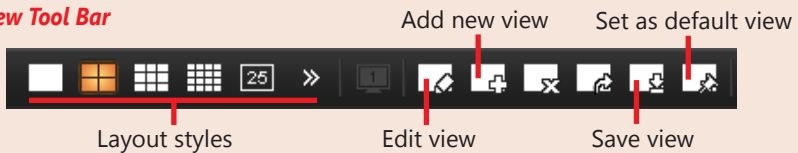
### Note

If you have any question during system installation, please feel free to contact our engineers via **ACTi Customer Help Desk** platform at <http://www.acti.com/CHD>

## CUSTOMIZE VIEWS

1. Go to **Live View** page. On top of the screen, click on  on the **View Tool Bar** to create a new layout, then click on  to enter edit mode.
2. Select a layout style.
3. To add a camera view, pull a camera from **Camera List** to a channel. To add a map view, mouse over a channel and click on , upload the map. Drag the lower right corner  to adjust the channel size.
4. On the **View Tool Bar**, click on  to save this view.
5. You can set this view as default view by clicking on .

### View Tool Bar



## VALIDATION



To check live streaming of all channels, go to Live View page, double-click on  on **Camera List**.



To check recording, go to **Playback** page, and then select (double-click) a view from **View List** or a camera from **Camera List**. Drag on the time bar to see the recorded video.

Due to continuous product improvements, some contents may have changed from the time this documentation was printed. You can download the latest user documentation, which shall prevail over the printed version provided in the package, from <http://www.acti.com/downloadcenter>.