
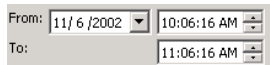


How to use Vigil Server to save video footage to the Hard Drive, a Floppy Disk, or a CD

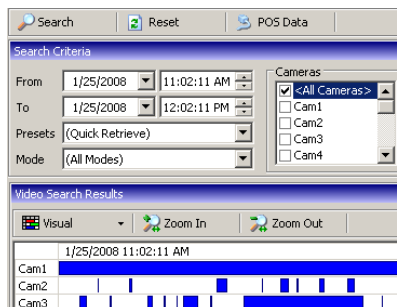
Search Video Footage:

1. Click Search  to open the Search screen



2. In the **From** and **To** fields, enter the date and time to search for.

3. Click the **Search** button



4. Video footage records are displayed in the table.

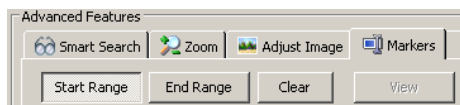
5. Double-click on the desired record in the searched footage table, and it will open in the video **playback** window and begin playing. Play the footage and find the exact Start and End times needed. Use the play/pause buttons to play the footage, or click and drag the scroll bar.

6. In the **Advanced Features** section, click on **Markers**

7. Find the very first frame that you want to save and click **Start Range**

8. Find the very last frame that you want to save and click **End Range**

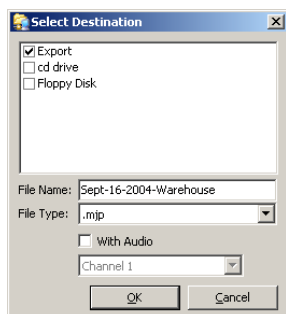
9. Click **View** to display the video clip that will be saved.



Save Video Footage:

1. Click the **Export** button  and click MJPG Video

See Appendix A: Difference between MJPG and AVI Video



2. Tick one or many Destinations where you want the footage to be saved.

3. If the Destinations screen is blank, see Appendix B: How to set up Destinations.

4. In the File name section, enter a file name; include the date in the filename for easy reference.

5. Click **OK**, and click yes to any messages that are displayed

To view saved footage, click on Tools  at the top of the Vigil Server Screen.

To copy footage from the Export destination to CD:

1. Insert a CD into the CDR Drive

2. In the Exports screen, click on the Export destination to list its contents

3. Right click on the file that you would like to copy and select **Copy**

4. Select the CD drive and click **OK**. Click **Yes** to eject the CD if you are done saving files; otherwise click **No** to leave the CD in the drive.

Appendix A: Difference between MJPG and AVI Video

Always save footage in MJPG Video format. If you are saving video in AVI format, save the video in MJPG format as well.

MJPG Video is the video format used by Vigil. It is authentic, which means that we can double check to ensure that it has not been tampered with. MJPG Video can be converted into AVI format using the DV Player. To view MJPG Video, the DV Player must be installed. The DV Player install package is automatically included whenever you save MJPG Video to the CD.

AVI Video is a video format that can be viewed using Windows Media Player. This footage is not authentic, which means that we cannot tell whether it has been tampered with or not. AVI Video is useful if someone wishes to view the video footage without installing DV Player.

Appendix B: How to set up Destinations

Destinations are the places where you save video footage. Vigil DVRs have a separate hard drive partition specifically for saving footage. This is called the Export Drive. It is not recommended to set up a folder on your operating system drive as a destination. To set up destinations in Vigil Client, select the Settings button on the toolbar and click on the **Media Drives** tab. In the **Destinations** section at the bottom of the tab, click **Add** to add a new destination. Please refer to the Vigil Client Users Guide Settings > Media Drives Section for details.