

Item	Function	Description
5.	Play	Click to play selected file.
6.	Free space	Free space available on the backup device is displayed.
7.	Lock disc	Select to prevent other files being recorded onto the disc.
8.	New folder	Create a new folder on the backup device. Files from the NVR can be archived to a specific folder.
9.	Format	Format the USB drive.
10.	Export	Start downloading selected files onto the backup device.
11.	Cancel	Cancel archive and return to the previous menu.
12.	Player Backup	Select to include a backup player.

To export recorded files to a backup device:

1. Connect the backup device to the NVR.

If using a USB flash drive or memory device, insert the device into the USB port on the front panel. If using a digital video disk (DVD), insert the disc into the DVD drive. If both media are found in the TVN 10, the USB device takes precedence over the DVD

2. In live view mode, press the **Search** button on the front panel or remote control.

- Or -

Right-click the mouse and select **Advanced Search**.

The Advanced Search window appears.

3. Select the cameras and search parameters required.

Record type: All, Continuous, Motion, Alarm, or Manual.

File type: All, Locked, or Unlocked.

4. Select the desired start and end times and dates for the recordings.

5. Click **Search**. The list of results appears.

6. Select the files to export.

Note: You can click the Play button to verify that the selected files are the files to export.

7. Click **Archive**. The Archive window appears.

8. Select the storage medium to export from the drop-down list.

9. Click **Archive** to begin the backup process.

10. Click **OK** when archiving is completed. Click **Cancel** until you return to live view.