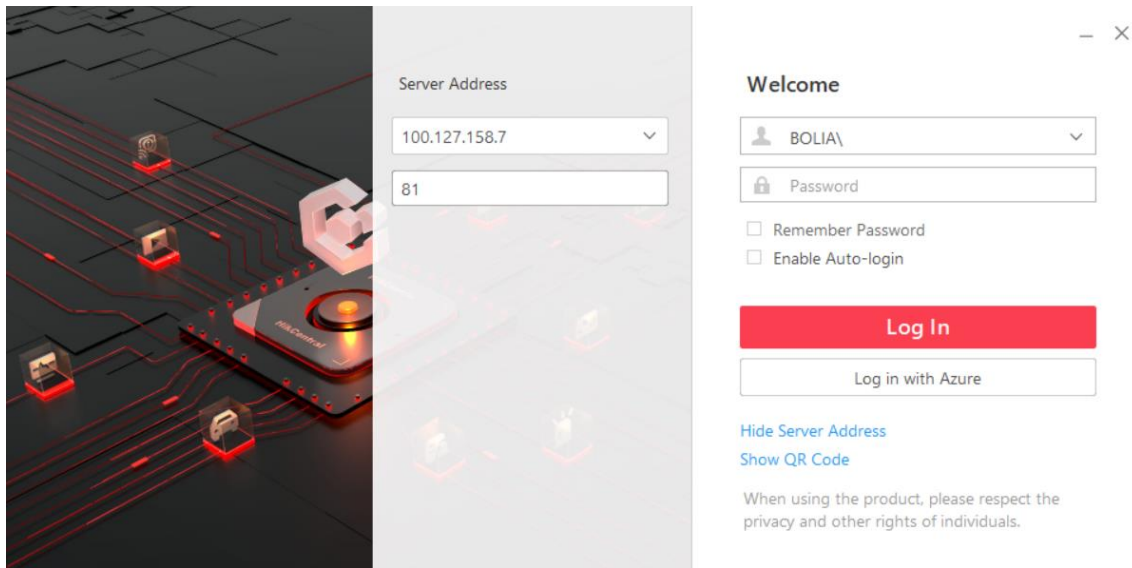# Hikvision: HikCentral

Quick guide

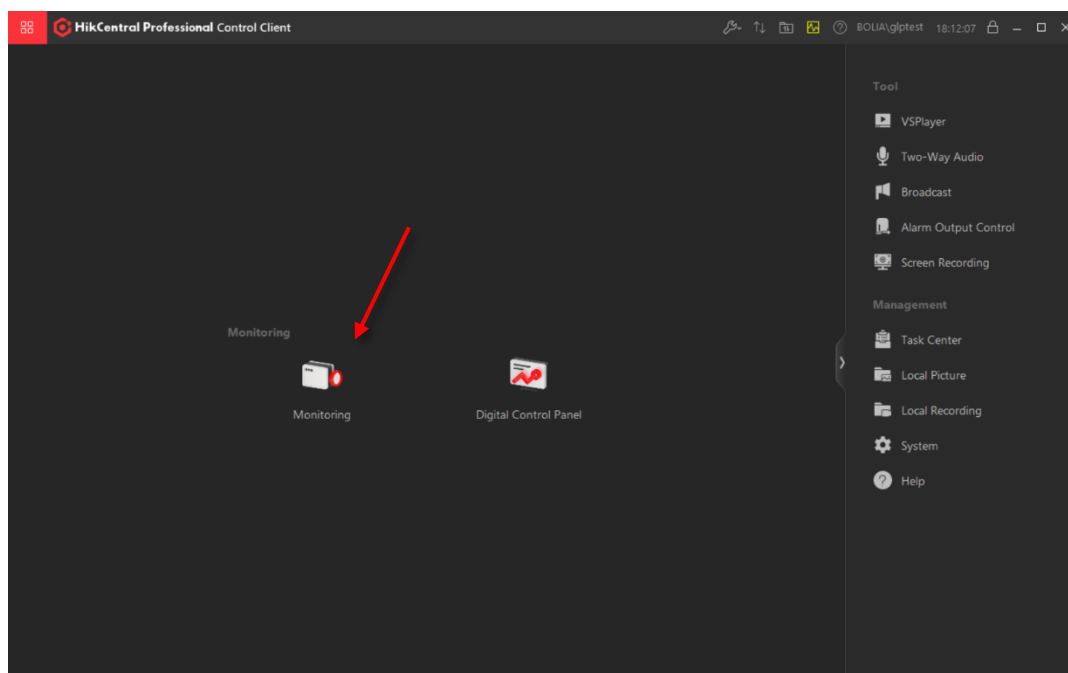BOLIA   x   SeeSafe

How to **access HikCentral**

1) Use Your Bolia mail + password to login.

-If you are not able to put in your password, then untick the "Remember password" box

- Click "Show Server Address" and fill in the correct IP and port (see below)
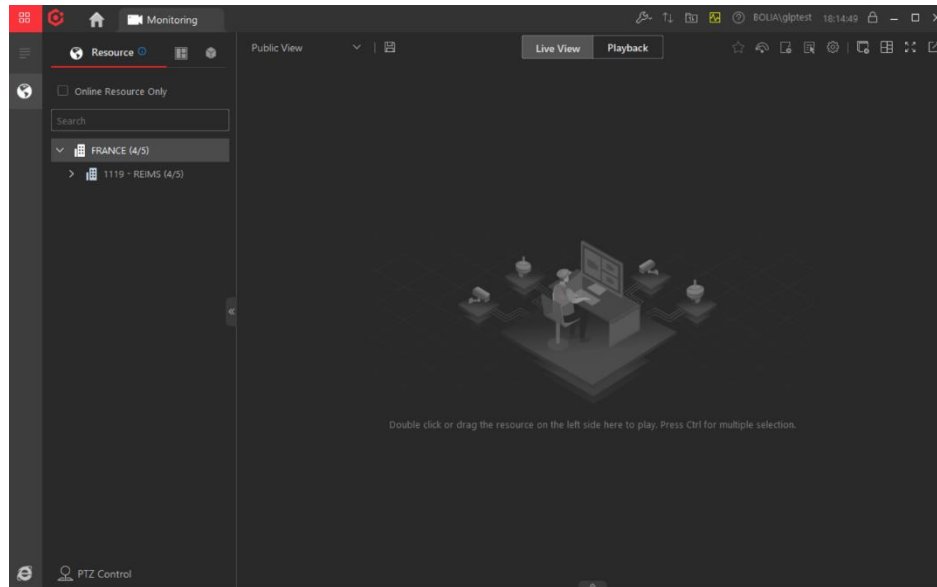

2) When you log in to the Client – This is what you will see. Press the "Monitoring" tab to advance to the monitoring screen.
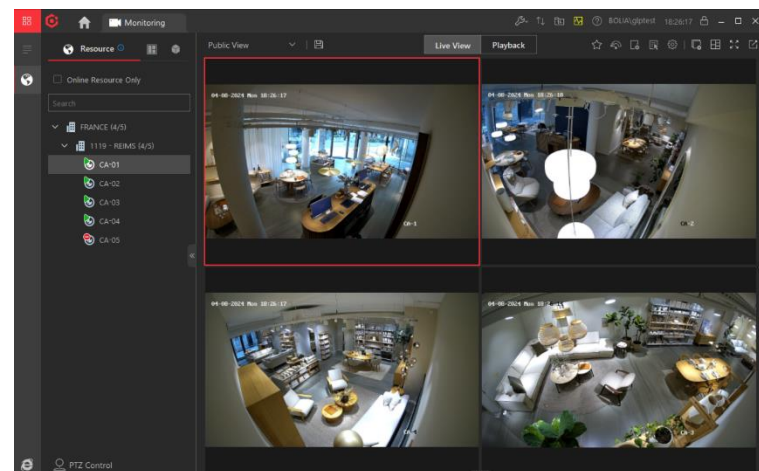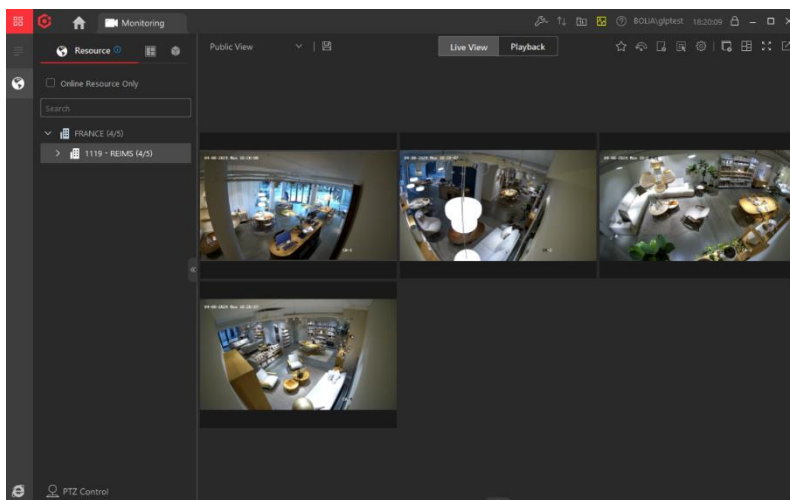
How to **view live surveillance**

3) When you click on the tab "Monitoring" you will get a view like this.
Depending on the permission your administrator has given you, your setup with "stores" might be different. In this example we will use the store 1119, Reims.
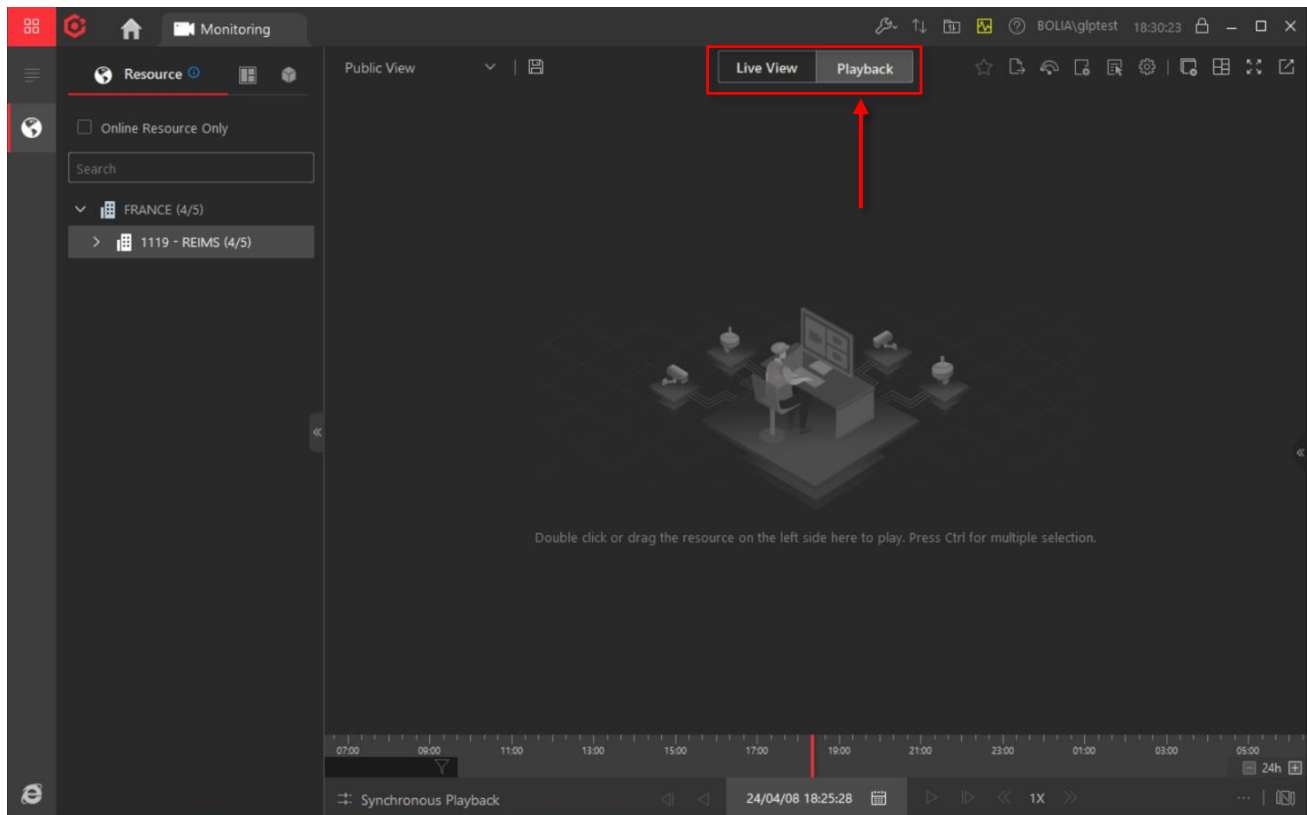

4) If you double click on the store-tab in the dropdown menu in the left column all the cameras in the store will appear in the monitoring window.
You can drag and drop the cameras to set up the view as you prefer.
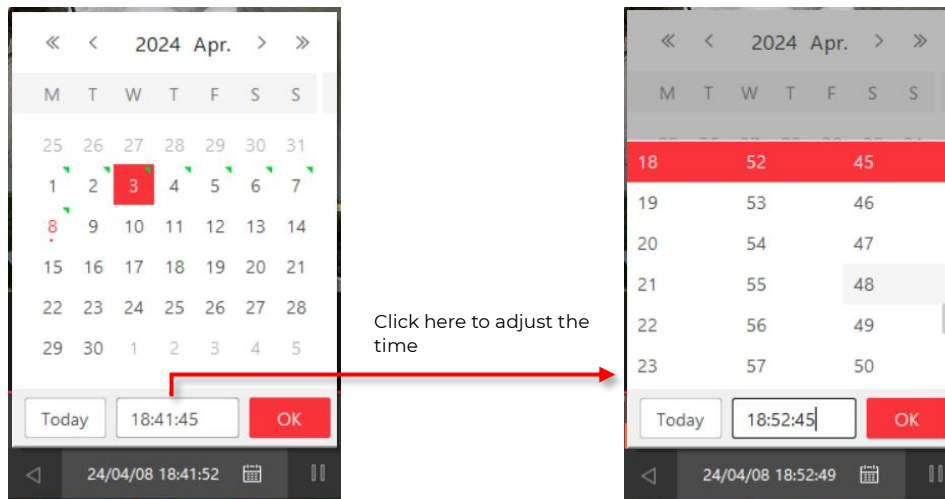
How to **export video data**

6) Click on the "Playback" button and you will get an overview of your store(s) and cameras, just like the "live view" monitoring
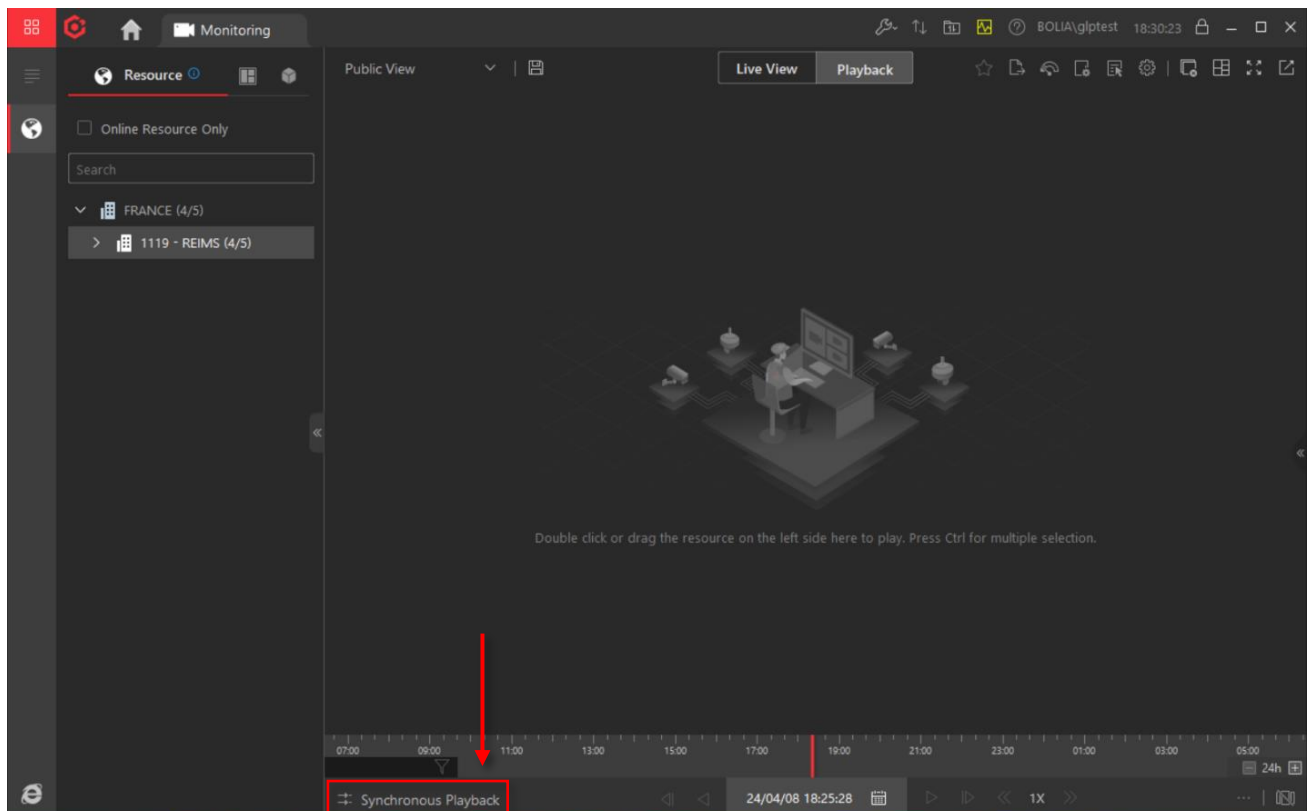

You should also be able to see a timeline at the bottom of your screen. You can drag the timeline to adjust the time that you want to view.

7) Now "double click" on the tab of the Store you want to view, and corresponding cameras will appear.
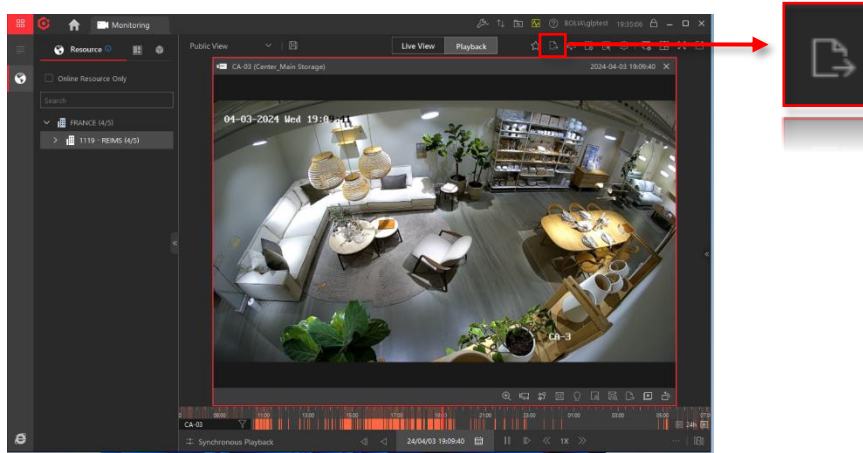
8) If you want to search for a specific date, you can input the date and time in the menu just below the timeline and click "OK".

Click here to adjust the time

Bonus info: If you don't want all the cameras to show the playback Synchronous, you can click "Synchronous Playback" and change it. This means that you can control the time interval for each camera individually.

10) Now you should be able to fill out the precise time and date and which cameras you want to export the video data from by clicking the export button.

- This also gives you the choice in which "format" you can export in.

      (MP4 is the standard and should be used in most cases.)

- If you want to, you can input a password to protect the video file.

- In the "Saving Path" you can input where you want the Client to save the video file on your computer.

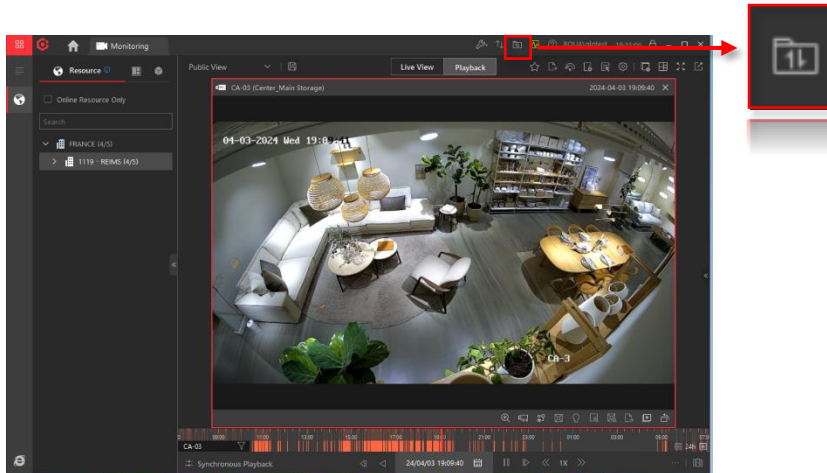- If you don't have a video player you can click on "Download VSPlayer" and one will appear in the folder with the video afterwards.

Clicking this field will bring out the menu on the right.

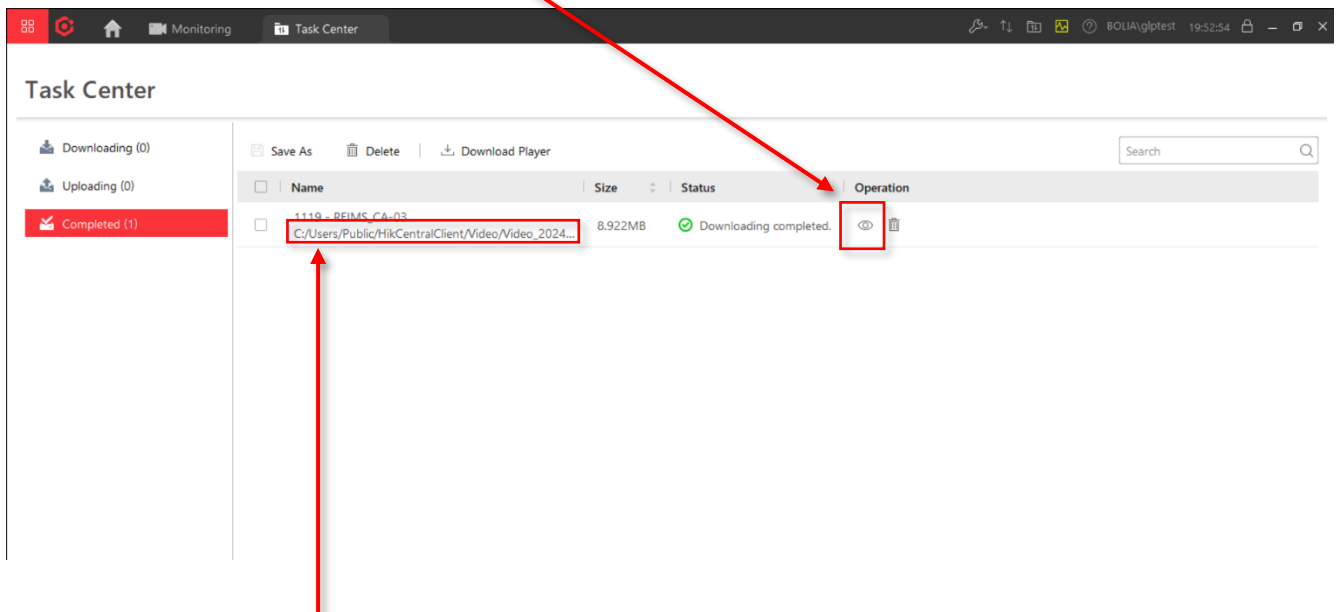Here, you can adjust the recording interval and modify the length of the video.

11) When you are done, click "Save". The client will start to download the footage from the server. To see the status and access the footage you can click on the "download" icon.

13) In the "Task center" the footage from the cameras you have selected for download should know show up in "Complete".

14) Here you can click on the "Eye" Icon and the folder containing the footage should open directly in the VSPlayer.

15) If you want to open the folder containing the footage. "Double Click" on the path for the footage and the folder will open, and you can change the name of the footage or the folder.