

# SONY

Network Video Management System  
Standard Edition 2016 R3

**Administrator Getting Started Guide**

# Contents

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- Copyright, trademarks and disclaimer..... 4**
- Guide contents ..... 5**
- Installation ..... 6**
- Getting started..... 7**
  - About the Getting started page ..... 7**
  - Automatic configuration wizard..... 7**
    - Automatic configuration wizard: First page ..... 7**
    - Automatic configuration wizard: Scanning options..... 7**
    - Automatic configuration wizard: Select hardware manufacturers to scan for ..... 7**
    - Automatic configuration wizard: Scanning for hardware devices ..... 8**
    - Automatic configuration wizard: Continue after scan ..... 8**
- Configure in Management Application ..... 9**
  - Licensing ..... 9**
  - Add hardware devices ..... 9**
  - Configure user access..... 9**
  - Configure a Mobile server ..... 10**
- Clients..... 11**
- Additional features..... 13**
- Upgrade video device drivers ..... 14**
- For more information ..... 15**

**Index ..... 16**

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This product may make use of third party software for which specific terms and conditions may apply. When that is the case, you can find more information in the file

**3rd\_party\_software\_terms\_and\_conditions.txt** located in your surveillance system installation folder.

## **Guide contents**

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This guide briefly explains how to install your Network Video Management System Standard Edition system as well as how to configure some of its basic features.

Check the Sony website <http://www.sony.net/CameraSystem/NVMS/Software> for updates to make sure that you install the most recent version of your system.

# Installation

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## Minimum system requirements

For information about system requirements for the various components of your system, read the release notes available on the software DVD or on <http://www.sony.net/CameraSystem>.

## Administrator rights

When you install your system, it is important that you have administrator rights on the computer that should run your system. If you only have standard user rights, you cannot configure the surveillance system.

## Install the software

**Prerequisites:** Shut down any existing surveillance software.

1. Run the installation file. Depending on your security settings, you may receive one or more security warnings. Click the **Run** button if you receive a warning.
2. When the installation wizard starts, select language for the installer and then click **Continue**.
3. Select if you want to install a trial version of your system or indicate the location of your software license file.
4. Read and accept the license agreement, and indicate if you want to participate in the Sony data collection program.
5. Select **Typical** or **Custom** installation. If you select **Custom** installation, you can select application language, which features to install and where to install them. Let the installation wizard complete.

You can now begin configuring your system through the Management Application.

If you are upgrading from a previous version, make sure you read the upgrade information in the Administrator Manual for the relevant Network Video Management System Standard Edition product.

# Getting started

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## About the Getting started page

The **Getting started** page is always shown when you open the Management Application. The **Getting started** page serves as a place of reference for users. It also provides different wizards that help to configure your surveillance system quickly. After you have run the wizards, it is likely that you need to fine-tune your system further. For more information, see the Advanced configuration chapter in the help.

Under the **License** heading in the bottom-left part of the page, you can get an overview of your system's hardware device licenses and your number of device changes without activation.

You can also access and view video tutorials that show and explain how to go through each step of your system's wizards. To access the video tutorials, click the **View tutorials** link in the bottom-right part of the page. The link takes you to an external web page with video tutorials for your system.

## Automatic configuration wizard

The **Automatic configuration** wizard is for easy configuration for first time use of the system. Use the wizard to automatically add cameras to your system using this step-by-step procedure.

### Automatic configuration wizard: First page

When you open the Management Application for the first time, the Automatic configuration wizard opens to guide you through the process of adding hardware devices to your system.

If you are new to the system, click **Yes, configure** to scan your network for available cameras and configure your system. To exit and use a more advanced way of adding devices to your system, click **Skip** to leave the wizard and go to the Management Application to get more options for setting up your system's device configuration.

### Automatic configuration wizard: Scanning options

Choose where you want your system to scan for cameras and devices.

By default, the **Scan local network** checkbox is selected, which means that you only scan your local network for devices. However, if you know the IP address or a range of IP addresses to which cameras and devices are attached, specify these by clicking the Plus icon next to **Add the IP addresses or IP ranges to be scanned**. You can add more than one range of IP addresses if you need to.

### Automatic configuration wizard: Select hardware manufacturers to scan for

If you know the specific manufacturer of your hardware device(s), select these in the dropdown on this page. You can select as many manufacturers as you want to.

**Note:** All manufacturers are selected by default. If you want to reduce the scanning time or know the specific manufacturers of your cameras, only select the checkboxes that represent these manufacturers.

## **Automatic configuration wizard: Scanning for hardware devices**

Scanning for hardware devices that match your selected manufacturers begins. A status bar indicates how far in the scan process you are. Once scanning for cameras and devices is complete, you may need to provide user name and password for your selected devices or cameras. When you have typed in the relevant credentials, click the **Verify** button to add the device to your system.

**Note:** Not all devices and cameras need a user name and password. You can add such devices to your system without any need to type in credentials.

## **Automatic configuration wizard: Continue after scan**

Once you have added the number of devices and cameras you want to add, your system sets up storage for you. Storage is the location to which your system saves recordings. By default, your system chooses the location with most available disk space.

When the system has finished configuring storage, you are given the option to automatically add new cameras to your system as they are detected on the network. Enabling this allows you to set up your system so that any devices or cameras are automatically set up for you in the future as soon as they are connected to your network. Note that not all devices and cameras support automatic discovery. If your device/camera does not show up automatically after you have connected it to your network, you must add it manually.

To go directly to Network Video Management System Smart Client once you have completed the wizard, select the check box in the bottom-left corner of the wizard page.



# **Configure in Management Application**

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The Management Application is the server-side user interface. All management of your system is handled here.

## **Licensing**

When the installation of your system is complete and you have added your cameras, encoders and other relevant hardware, you must activate your licenses. If your system is offline and you have used all of your device changes without activation, you must manually activate your licenses each time you make changes that affect your use of your licenses. It is important that you activate licenses in a grace period before the grace period ends because the then unlicensed hardware stops sending data to the system.

When the installation is complete, please refer to the help for your Standard Edition product, for more information about:

- how our license system works specific for your Standard Edition product
- how you activate your licenses manually
- when you need to activate your licenses manually even if your system is online
- what device changes without activation is
- where you see how many used and free licenses you have

## **Add hardware devices**

To add more cameras after having run the **Getting Started** wizard, do the following:

1. On the **Getting started** page, start the **Add Hardware** wizard.
2. Select a hardware detection method, and follow the wizard.

Before you add hardware devices, make sure you have configured their IP addresses, user name and passwords as described by the manufacturers.

## **Configure user access**

To quickly and easily configure how client applications should access your system server, and which users should be able to use the client applications, start the **Configure User Access** wizard. Note that the wizard gives users access to all cameras on your system. If you require different rights for individual users, you should use advanced configuration instead:

- Under **Advanced Configuration > Server Access**, specify port number to use, whether you want clients to be able to access the system server from the Internet, how many clients you want to be able to connect simultaneously and more.
- Under **Advanced Configuration > Users**, configure settings and rights for client access.

## **Configure a Mobile server**

A Mobile server handles log-ins when a user wants to log into his/her Network Video Management System surveillance setup via the Network Video Management System Web Client, or the NVMS Mobile client from a mobile device.

Upon correct login, the Mobile server distributes video streams from relevant recording servers to Network Video Management System Web Client or NVMS Mobile client. This offers an extremely secure setup, where recording servers are never connected to the Internet. When a Mobile server receives video streams from recording servers, it also handles the complex conversion of codecs and formats allowing streaming of video on the mobile device.

### **Add a Mobile server:**

1. Go to **Servers > Mobile Servers**. From the menu that appears, select **Create New**. Fill in/edit the needed properties.

**Important:** If you edit settings for **Login method**, **All cameras view** and **Outputs and events**, while you are connected to the NVMS Mobile client, you must restart the NVMS Mobile client for the new settings to take effect.

### **Delete a Mobile server:**

1. Expand **Servers > Mobile Servers** in order to see existing servers.
2. Right-click the unwanted server and select **Delete**. Click **Yes**.

### **Rename a Mobile server:**

1. Expand **Servers > Mobile Servers** in order to see existing servers.
2. Select the required Mobile server.
3. On the **Info** tab, which opens once the Mobile server is selected, change the name of the server by typing in the **Server name** and **Description** fields.
4. In the lower right corner, click **Apply**.

## Clients

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You can use these three client applications with your system:

- Network Video Management System Smart Client
- Network Video Management System Web Client
- NVMS Mobile client

Network Video Management System Smart Client is installed automatically when you install your system. NVMS Mobile client and Network Video Management System Web Client are available if you install the NVMS Mobile server (included per default in a **Typical** installation). To use the NVMS Mobile client, you must have a mobile device running iOS 5+ or Android 2.2+. You can download the application to your device from App Store or Google Play.

### Network Video Management System Smart Client

You view live and recorded video with clients such as Network Video Management System Smart Client. Users and administrators can get Network Video Management System Smart Client in two ways: Either from the software DVD or from the surveillance system server. You must download and install Network Video Management System Smart Client on users' computers.

To install Network Video Management System Smart Client from the server:

1. Open an Internet Explorer browser (version 6.0 or later), and connect to the IP address of the Network Video Management System server with the port number specified under **Advanced Configuration > Server Access** (default is port 80). Example: If the server's IP address is 123.123.123.123 and you use the default port number 80, connect to <http://123.123.123.123:80>.
2. When you connect to the server, you see a welcome page. On the welcome page, click the relevant link to get Network Video Management System Smart Client.

### NVMS Mobile client

1. Access Google Play or App Store<sup>SM</sup> on your device.
2. Search for and download the application NVMS Mobile. Once the download of the application is completed, the NVMS Mobile client is ready for use on your mobile device.

For detailed information about how to set up your NVMS Mobile client, visit the Sony website at <http://www.sony.net/CameraSystem>.

### Network Video Management System Web Client

If you have a NVMS Mobile server installed on your computer, you can use the Network Video Management System Web Client to access your cameras and views. Since you do not need to install Network Video Management System Web Client, you can access it from the local computer on which you installed the NVMS Mobile server or any other computer you want to use for this purpose.

To access the Network Video Management System Web Client:

1. Set up the NVMS Mobile server in the Management Application.

## Network Video Management System Standard Edition 2016 R3 - Administrator Getting Started Guide

2. Open an Internet browser (Internet Explorer, Mozilla Firefox, Google Chrome or Safari) or click **Open Network Video Management System Web Client** in the Mobile Server Manager.
3. Type in the IP address (that is, the external address and port of the server on which the NVMS Mobile server is running).

**Example:** The NVMS Mobile server is installed on a server with the IP address 127.2.3.4 and is configured to accept HTTP connections on port 8081 and HTTPS connections on port 8082 (default settings of the installer).

In the address bar of your browser, type: [http://127.2.3.4:8081/NVMS Mobile/Web](http://127.2.3.4:8081/NVMS%20Mobile/Web) OR [https://127.2.3.4:8082/NVMS Mobile/Web](https://127.2.3.4:8082/NVMS%20Mobile/Web), depending on whether you want to use a standard HTTP connection or a secure HTTPS connection. You can now begin using Network Video Management System Web Client.

4. Add the address as a bookmark in your browser for easy future access to Network Video Management System Web Client. If you use Network Video Management System Web Client on the local computer on which you installed the NVMS Mobile server, you can also use the desktop shortcut created by the installer. Click the shortcut to launch your default browser and open Network Video Management System Web Client.

## **Additional features**

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### **Network Video Management System Download Manager**

Manage which system features your organization's users can access from a targeted welcome page on the surveillance system server. Access Network Video Management System Download Manager from Windows' **Start** menu. Network Video Management System Download Manager comes with a default configuration ensuring that users get access to the Network Video Management System Smart Client. To make special language versions, plug-ins or similar available to users.

### **Built-in help system**

To access the help system from anywhere within the Management Application, click the **Help** button in the toolbar or press **F1** on your keyboard.

## **Upgrade video device drivers**

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1. On the system server on which you want to install the new video device drivers version, shut down any running surveillance software, including any running Recording Server service.
2. Run the Network Video Management System Device Pack installation file and follow the wizard.
3. When the wizard is complete, remember to start the Recording Server service again.

Video device drivers are installed automatically during the initial installation of your system. New versions of video device drivers are collected in device packs which are released from on a regular basis and made available for free on the Sony website <http://www.sony.net/CameraSystem> (within the same product version).

Sony recommends that you always use the latest version of video device drivers. When you update video device drivers, you can install the latest version on top of any version you may have installed.

**IMPORTANT:** When you install new video device drivers, your system cannot communicate with camera devices from the moment you begin the installation until the moment installation is complete and you have restarted the Recording Server service. This process usually takes no longer than a few minutes, but Sony recommends that you perform the update at a time when you do not expect important incidents to take place.

## **For more information**

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For information about how to back up and upgrade your system as well as how to change advanced settings in your system, read the Administrator's Guide for your relevant Network Video Management System product. You can always find the latest Administrator's Guides at <http://www.sony.net/CameraSystem>.

# Index

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## A

About the Getting started page • 7

Add hardware devices • 9

Additional features • 13

Automatic configuration wizard • 7

- Continue after scan • 8

- First page • 7

- Scanning for hardware devices • 8

- Scanning options • 7

- Select hardware manufacturers to scan for  
• 7

## C

Clients • 11

Configure a Mobile server • 10

Configure in Management Application • 9

Configure user access • 9

Copyright, trademarks and disclaimer • 4

## F

For more information • 15

## G

Getting started • 7

Guide contents • 5

## I

Installation • 6

## L

Licensing • 6, 9

## U

Upgrade video device drivers • 14