

# Convert Tool

## User's Manual

**V1.0.1**

# Cybersecurity Recommendations

## **Mandatory actions to be taken towards cybersecurity**

### **1. Change Passwords and Use Strong Passwords:**

The number one reason systems get "hacked" is due to having weak or default passwords. It is recommended to change default passwords immediately and choose a strong password whenever possible. A strong password should be made up of at least 8 characters and a combination of special characters, numbers, and upper and lower case letters.

### **2. Update Firmware**

As is standard procedure in the tech-industry, we recommend keeping NVR, DVR, and IP camera firmware up-to-date to ensure the system is current with the latest security patches and fixes.

## **"Nice to have" recommendations to improve your network security**

### **1. Change Passwords Regularly**

Regularly change the credentials to your devices to help ensure that only authorized users are able to access the system.

### **2. Change Default HTTP and TCP Ports:**

- Change default HTTP and TCP ports for systems. These are the two ports used to communicate and to view video feeds remotely.
- These ports can be changed to any set of numbers between 1025-65535. Avoiding the default ports reduces the risk of outsiders being able to guess which ports you are using.

### **3. Enable HTTPS/SSL:**

Set up an SSL Certificate to enable HTTPS. This will encrypt all communication between your devices and recorder.

### **4. Enable IP Filter:**

Enabling your IP filter will prevent everyone, except those with specified IP addresses, from accessing the system.

### **5. Change ONVIF Password:**

On older IP Camera firmware, the ONVIF password does not change when you change the system's credentials. You will need to either update the camera's firmware to the latest revision or manually change the ONVIF password.

### **6. Forward Only Ports You Need:**

- Only forward the HTTP and TCP ports that you need to use. Do not forward a huge range of numbers to the device. Do not DMZ the device's IP address.
- You do not need to forward any ports for individual cameras if they are all connected to a recorder on site; just the NVR is needed.

### **7. Disable Auto-Login on SmartPSS:**

Those using SmartPSS to view their system and on a computer that is used by multiple people should disable auto-login. This adds a layer of security to prevent users without the appropriate credentials from accessing the system.

### **8. Use a Different Username and Password for SmartPSS:**

In the event that your social media, bank, email, etc. account is compromised, you would not want someone collecting those passwords and trying them out on your video surveillance system. Using a different username and password for your security system will make it more difficult for someone to guess their way into your system.

#### **9. Limit Features of Guest Accounts:**

If your system is set up for multiple users, ensure that each user only has rights to features and functions they need to use to perform their job.

#### **10. UPnP:**

- UPnP will automatically try to forward ports in your router or modem. Normally this would be a good thing. However, if your system automatically forwards the ports and you leave the credentials defaulted, you may end up with unwanted visitors.
- If you manually forwarded the HTTP and TCP ports in your router/modem, this feature should be turned off regardless. Disabling UPnP is recommended when the function is not used in real applications.

#### **11. SNMP:**

Disable SNMP if you are not using it. If you are using SNMP, you should do so only temporarily, for tracing and testing purposes only.

#### **12. Multicast:**

Multicast is used to share video streams between two recorders. Currently there are no known issues involving Multicast, but if you are not using this feature, deactivation can enhance your network security.

#### **13. Check the Log:**

If you suspect that someone has gained unauthorized access to your system, you can check the system log. The system log will show you which IP addresses were used to login to your system and what was accessed.

#### **14. Physically Lock Down the Device:**

Ideally, you want to prevent any unauthorized physical access to your system. The best way to achieve this is to install the recorder in a lockbox, locking server rack, or in a room that is behind a lock and key.

#### **15. Connect IP Cameras to the PoE Ports on the Back of an NVR:**

Cameras connected to the PoE ports on the back of an NVR are isolated from the outside world and cannot be accessed directly.

#### **16. Isolate NVR and IP Camera Network**






The network your NVR and IP camera resides on should not be the same network as your public computer network. This will prevent any visitors or unwanted guests from getting access to the same network the security system needs in order to function properly.

## General

This user's manual (hereinafter referred to be "the Manual") introduces the functions and operations of the Convert Tool (hereinafter referred to be "the Tool").

## Safety Instructions

The following categorized signal words with defined meaning might appear in the Manual.

Signal Words	Meaning
 <b>DANGER</b>	Indicates a high potential hazard which, if not avoided, will result in death or serious injury.
 <b>WARNING</b>	Indicates a medium or low potential hazard which, if not avoided, could result in slight or moderate injury.
 <b>CAUTION</b>	Indicates a potential risk which, if not avoided, could result in property damage, data loss, lower performance, or unpredictable result.
 <b>TIPS</b>	Provides methods to help you solve a problem or save you time.
 <b>NOTE</b>	Provides additional information as the emphasis and supplement to the text.

## Revision History

No.	Version	Revision Content	Release Time
1	V1.0.0	First Release.	March 25, 2017
2	V1.0.1	1. Add "Privacy Protection Notice". 2. Update "About the Manual".	May 21, 2018

## Privacy Protection Notice

As the device user or data controller, you might collect personal data of others' such as face, fingerprints, car plate number, Email address, phone number, GPS and so on. You need to be in compliance with the local privacy protection laws and regulations to protect the legitimate rights and interests of other people by implementing measures include but not limited to: providing clear and visible identification to inform data subject the existence of surveillance area and providing related contact.

## About the Manual

- The Manual is for reference only. If there is inconsistency between the Manual and the actual product, the actual product shall prevail.
- We are not liable for any loss caused by the operations that do not comply with the Manual.
- The Manual would be updated according to the latest laws and regulations of related regions. For detailed information, see the paper User's Manual, CD-ROM, QR code or our official website. If there is inconsistency between paper User's Manual and the electronic version, the electronic version shall prevail.
- All the designs and software are subject to change without prior written notice. The product updates might cause some differences between the actual product and the Manual. Please contact the customer service for the latest program and supplementary documentation.
- There still might be deviation in technical data, functions and operations description, or errors in print. If there is any doubt or dispute, please refer to our final explanation.
- Upgrade the reader software or try other mainstream reader software if the Guide (in PDF format) cannot be opened.
- All trademarks, registered trademarks and the company names in the Manual are the properties of their respective owners.
- Please visit our website, contact the supplier or customer service if there is any problem occurred when using the device.
- If there is any uncertainty or controversy, please refer to our final explanation.

# Table of Contents

<b>Cybersecurity Recommendations .....</b>	<b>I</b>
<b>Foreword .....</b>	<b>III</b>
<b>1 Introduction.....</b>	<b>1</b>
<b>2 Installation and Uninstallation .....</b>	<b>2</b>
2.1 Installation .....	2
2.2 Uninstallation.....	3
<b>3 Basic Operations.....</b>	<b>5</b>
3.1 Launching the Tool .....	5
3.2 Configuring System Parameters .....	6
3.3 Converting the Video Files.....	7

The Tool can convert audio and video file format. It supports multiple video formats conversion and batch conversion with user-friendly interface.

**Usage scenario**

- If the video cannot be played on the major players, you can use the Tool to transcode first and then play it.
- When you need to convert multiple code streams, you can use the Tool for batch conversion.

**Supported format**

- Original format: .dav, .flv, .avi, .ps, .ts
- Output format: .flv, .MP4, .avi, .asf, .dav, .ps, .ts

# 2 Installation and Uninstallation

This chapter provides instructions to install and uninstall the Tool.

## 2.1 Installation

Make sure you have the Tool installation package, if not, contact the customer service.

To install the Tool, do the following:

Step 1 Double-click the installation package.

The **Welcome** screen is displayed. See Figure 2-1.

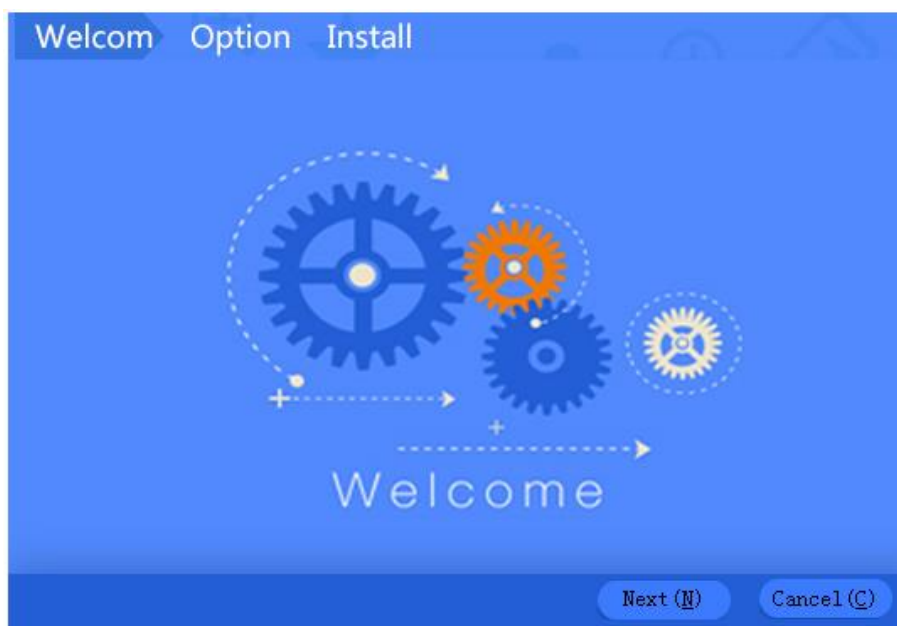


Figure 2-1

Step 2 Click **Next**.

The **Option** screen is displayed. See Figure 2-2.

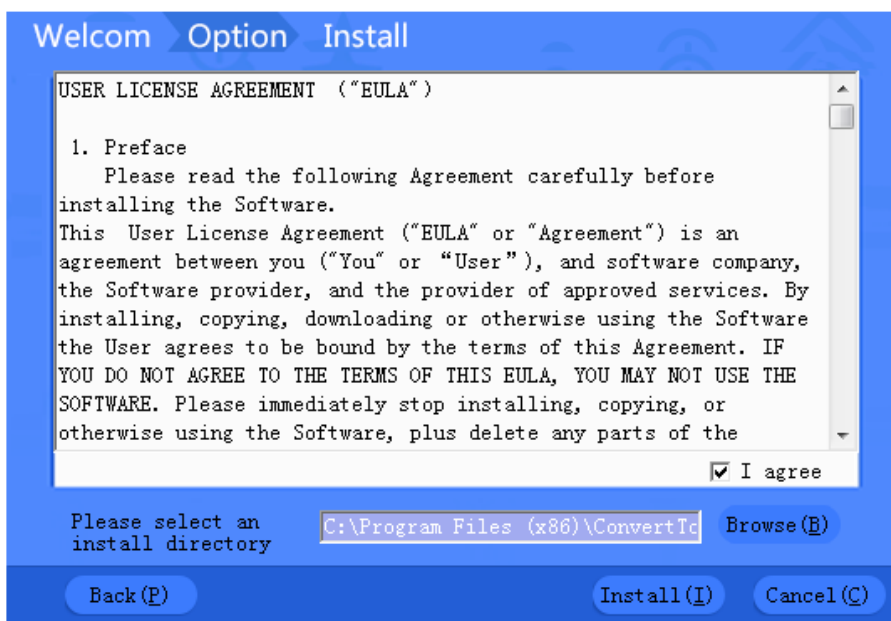




Figure 2-2

Step 3 Read the *User License Agreement*, and then select the **I agree** check box.

Step 4 Click **Browse** to choose the save path.

Step 5 Click **Install** to start installing the Tool.

After the installation is completed, the **Install** screen is displayed. See Figure 2-3.

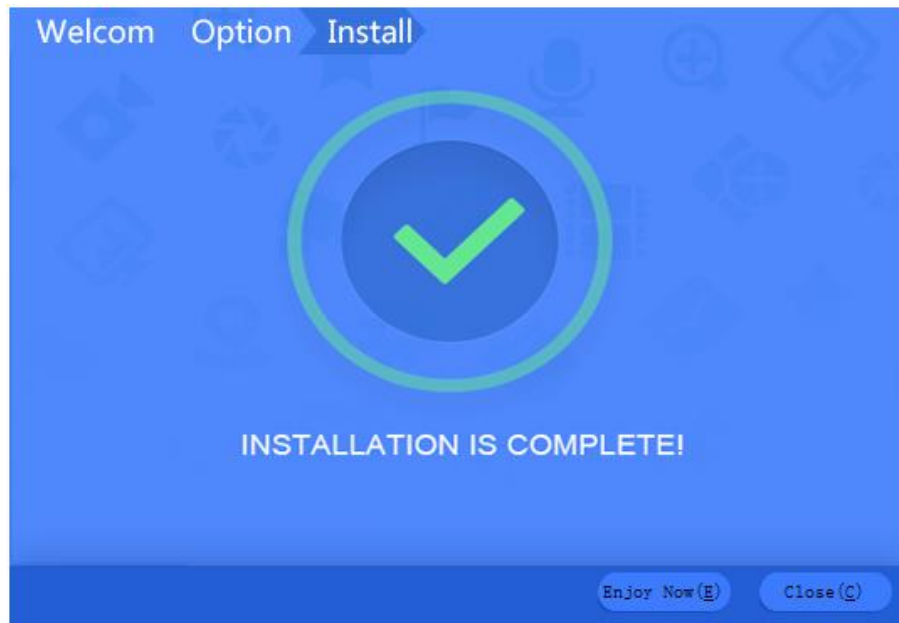


Figure 2-3

Step 6 Complete installation.

- Click **Close** to exit the software.
- Click **Enjoy Now** to launch the software.

## 2.2 Uninstallation

To uninstall the Tool, do the following:

Step 1 On your computer (take Windows 7 as an example), click **Start > All Programs > ConvertTool > Uninstall ConvertTool**.

The **Uninstall** screen is displayed. See Figure 2-4.



Figure 2-4

Step 2 Click **Uninstall** to start uninstalling the Tool.

After the uninstalling is completed, the **Prompt** is displayed. See Figure 2-5.

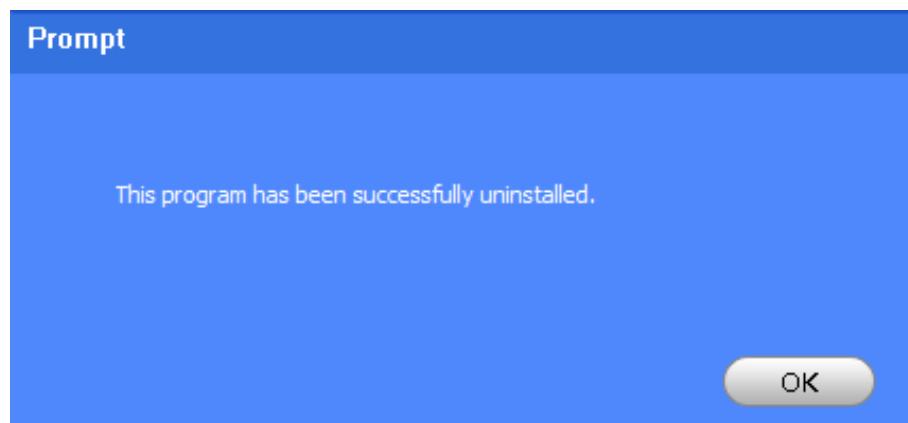



Figure 2-5

Step 3 Click **OK**.

# 3 Basic Operations

## 3.1 Launching the Tool

On the desktop, double-click , the main user interface of the Tool is displayed. Refer to Figure 3-1 and Table 3-1 for more information.

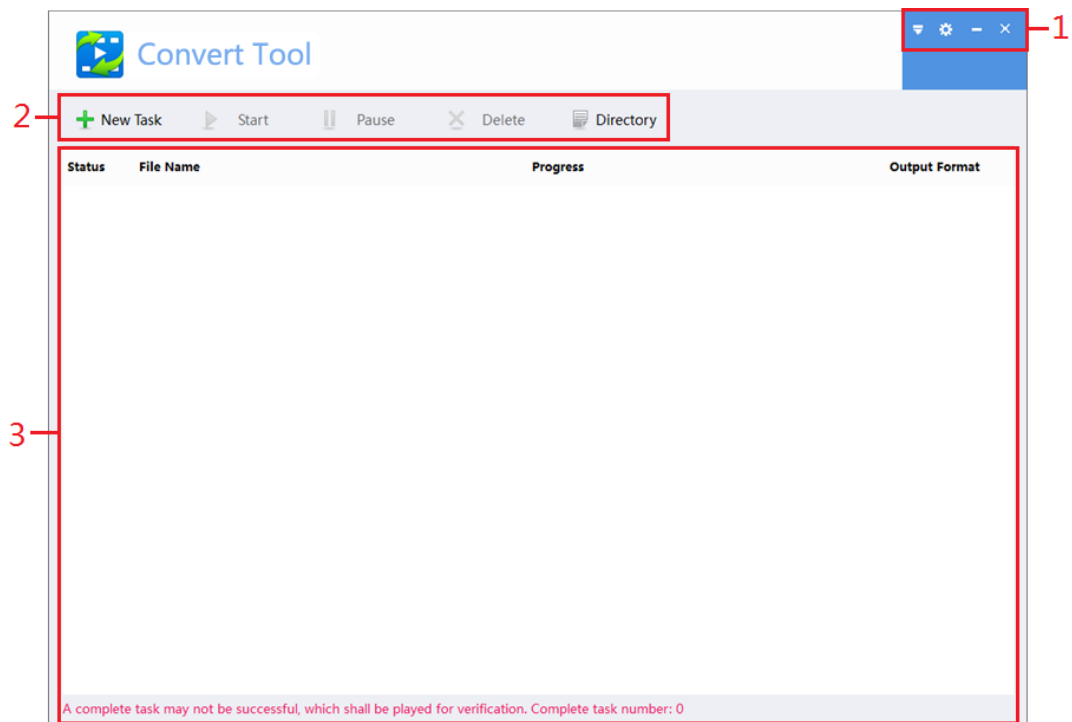






Figure 3-1

No.	Function	Description
1	Help	<p>Check the Help file and software version, set system parameters, minimize or exit the software.</p> <ul style="list-style-type: none"><li>Click  to view the help file and version information.</li><li>Click  to set the general directory and maximum allowed tasks.</li><li>Click  to minimize the software.</li><li>Click  to exit the software.</li></ul>








No.	Function	Description
2	Function buttons	<p>Add video profile, start and pause converting, delete the converting record, and open the output directory.</p> <ul style="list-style-type: none"> <li>Add a video file: Click  <b>New Task</b>.</li> <li>Start converting: When the transcoding is paused, click  <b>Start</b> to continue transcoding.</li> <li>Pause transcoding: When the transcoding is ongoing, click  <b>Pause</b> to pause transcoding.</li> <li>Delete the transcoded record: Select one file and click  <b>Delete</b> to remove it from the list. But the output file will not be deleted.</li> <li>Open the output directory: Select one file and click  <b>Directory</b> to open the directory. If you click  <b>Directory</b> without selecting one file, the usual directory will be opened.</li> </ul>
3	Display area	Display the transcoding status, name, transcoding progress, and output format of the added video files.

Table 3-1

## 3.2 Configuring System Parameters

You can set the general directory and maximum allowed tasks.

**Step 1** On the main user interface, click .

The **Setup** dialog box is displayed. See Figure 3-2.

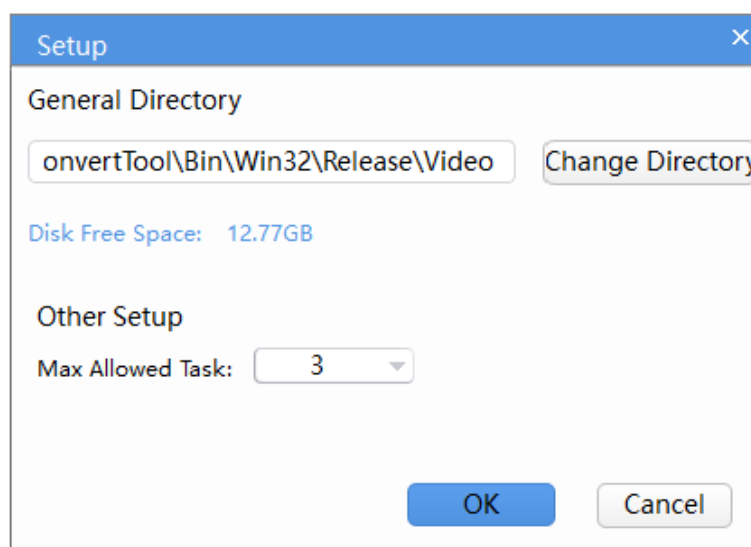


Figure 3-2

**Step 2** Set the system parameters. Refer to [错误!未找到引用源。](#) for more information.

Parameter	Description
General Directory	The save path for the transcoded video. Click <b>Change Directory</b> to set the save path.
Max Allowed Task	The quantity of the video files that are transcoded at the same time. The range is 1–9.

Table 3-2

**Step 3** Click **OK** to complete setting.


### 3.3 Converting the Video Files

You can add the video files and convert to the wanted format.

The Manual introduces this operation by taking converting .dav to .flv as an example.

#### NOTE

- Original format: .dav, .flv, .avi, .ps, .ts
- Output format: .flv, .MP4, .avi, .asf, .dav, .ps, .ts

**Step 1** On the main user interface, click  **New Task**.

The **New Task** dialog box is displayed. See Figure 3-3.

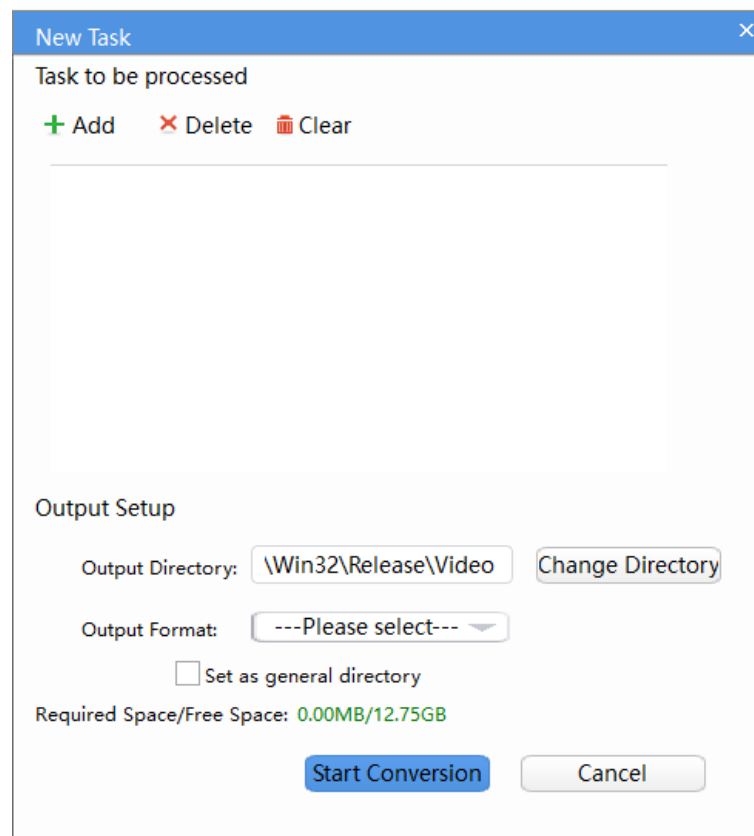


Figure 3-3

**Step 2** Click **Add**.

The **Open** dialog box is displayed.

**Step 3** Select the video files, and then click **Open**.

The added video files appear in the **New Task** screen.

#### NOTE

- To delete one added video file, select it and then click **Delete**.
- To delete all the added video files, click **Clear**.

**Step 4** Set the parameters for the new task. Refer to Table 3-3 for more information.

Parameter	Description
Output Directory	The save path for the transcoded video. Click <b>Change Directory</b> to set the save path.

Parameter	Description
Set as general directory	Select the <b>Set as general directory</b> check box to set the output directory as the usual directory.
Output Format	In the <b>Output Format</b> list, select <b>Standard FLV Format</b> .

Table 3-3

**Step 5** Click **Start Conversion**.

After the conversion is completed, you can check the result on the main user interface. See Figure 3-4.

To view the transcoded video file, click  **Directory**.

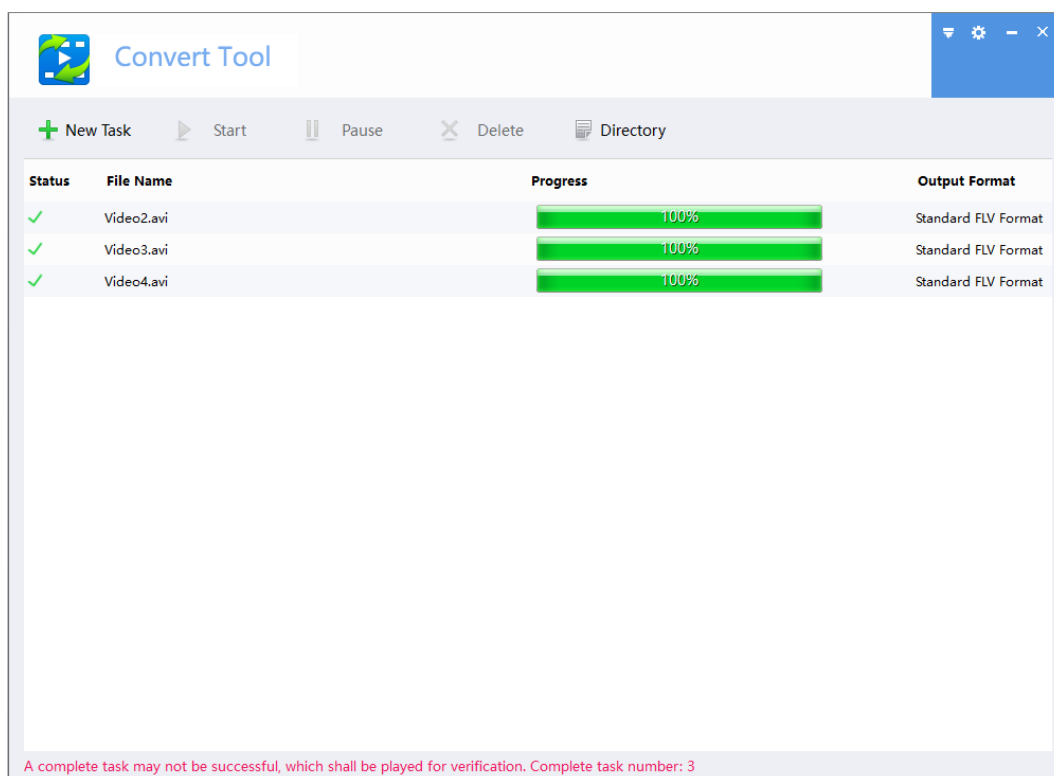


Figure 3-4