

# Ocularis™

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## Quick Start Guide

*For Ocularis PS, Oculars IS and Ocularis CS*

*Version 4.2*

## Ocularis Quick Start

This quick reference will lead you through a typical new Ocularis installation. Use these steps when installing Ocularis PS, IS or CS on a single computer. Refer to the *Ocularis Installation and Licensing Guide* for more detailed installation instructions or the *Upgrading to Ocularis* document if performing an upgrade. A recommended process flow to prepare the video management environment with Ocularis on a new system is listed below. Each numbered step is described in detail following this list.

1. Download and Extract the Ocularis installation file.
2. Install and license the Ocularis Base software.
3. Access the Ocularis Component Installation web page.
4. Install the *Ocularis Administrator* application on a workstation with network connectivity to the Ocularis Base.
5. Install the *Ocularis Client* on at least one workstation.
6. Install the Ocularis recording component software.
7. Add and configure video cameras and devices on the recording component.
8. Create at least one administrative account on the recording component with full access rights.
9. Verify Port Number for the recorder.
10. Configure Ocularis Base using *Ocularis Administrator*.
11. Additional Event Configuration for Ocularis IS and Ocularis CS.
12. Getting Started with *Ocularis Client*.

See the *Release Notes* for the current Ocularis version for known issues, feature changes and fixes.

### 1. Download and Extract the Ocularis Installation File

1. Download the Ocularis file for the desired model (PS, IS, etc.) from [www.onssi.com](http://www.onssi.com).
2. On the Ocularis Base machine, launch the file downloaded in the prior step.
3. An *Installer Extraction* wizard appears. Click **Next** throughout this wizard to extract the installation files (making changes where you deem necessary).
4. At the end of the wizard, you are given the option to 'Install Ocularis Base'. Make sure this checkbox is selected and click **Finish**.
5. Proceed to step 2 Install and License Ocularis Base below.

### 2. Install and License Ocularis Base

Be sure you have your Ocularis SLC handy when installing Ocularis Base.

1. (continued from prior section). You are prompted to activate your Ocularis SLC. Click **Yes** to launch the *Ocularis License Activation* application.
2. Enter (or paste) your Ocularis SLC into the field labeled 'Step 1: Enter SLC' and click **Activate License**. The 'License Status' section should update to reflect licenses purchased. If the Ocularis Base computer is offline, see the document *Ocularis Installation and Licensing Guide* for detailed instructions on how to perform offline licensing.
3. When licensing is successful, click **OK** and then click **Close**.
4. The *Ocularis Base Setup Wizard* appears. Click **Next**.
5. Read and accept the EULA. Click **Next**.
6. Choose **Typical** or **Custom** installation and click **Next**. 'Typical' installs files in default locations for new installations. 'Custom' allows you to modify file locations and database settings. 'Typical' is the recommended selection. The Ocularis Base files are installed to the specified directory. Accept defaults if prompted.
7. An informational message regarding the installation of dependencies appears. Click **OK**. Dependencies are installed including SQL Express 2008. This may take several minutes. A new installer website is also created.
8. A *Setup Wizard Complete* screen appears. Click **Finish**.

### 3. Access the Ocularis Installation Webpage from the Base

During the installation of Ocularis Base, the files required to install Ocularis components were also installed on the Base computer. These installation files may be accessed from other computers on the network via a local webpage. On each satellite PC, access this webpage to download and install Ocularis components

1. Access the Ocularis Installation webpage through a browser using the following URL:

`http://[Base_NAME]:[port]/OcularisService`

where [Base\_NAME] is either the IP Address or computer name of the Ocularis Base machine and [port] is the IIS port number. In most cases, the default port 80 is used and it is not necessary to enter it here. If you are located at the Base machine use: <http://localhost/OcularisService>

2. Click on 'Basic System' for Ocularis PS, IS and CS installations. Use the full installation guide for Ocularis LS and ES.

#### 4. Install Ocularis Administrator

This component configures settings on Ocularis Base. Install the *Ocularis Administrator* on the Base or any PC with connectivity to the Base. This component may be installed in as many places as you like.

1. From the Ocularis Installation webpage 'Basic System', scroll page to bottom and click the *Ocularis Administrator* component.
2. Click 'Yes' at the *Do You Want to Continue?* prompt.
3. The file 'Ocularis Admin.exe' is downloaded. Click the file to run the installation wizard.
4. Follow the on-screen prompts in the wizard. It is recommended to use all defaults.
5. Click **Finish** when Setup Wizard is complete.
6. Continue with step 5 Install Ocularis Client below.

#### 5. Install Ocularis Client

This component is used by operators to display video from surveillance cameras, view maps and receive alerts. Install it on any PC with connectivity to the Base. *Ocularis Client* may be installed in as many places as you like.

1. From the Ocularis Installation webpage 'Basic System', scroll page to bottom and click the *Ocularis Client* component.
2. Click 'Yes' at the *Do You Want to Continue?* prompt.
3. The file 'Ocularis Client.exe' is downloaded. Click the file to run the installation wizard.
4. Follow the on-screen prompts including the acceptance of the EULA in the wizard. It is recommended to use all defaults. Click **Finish** at the completion of the wizard.
5. Continue with step 6 Install Recording Component Software below.

#### 6. Install Recording Component Software

This component configures surveillance cameras (among other things). Install it on any PC with connectivity to the Base or on the Base PC itself. (These steps are for PS, IS and CS).

1. From the Ocularis Installation webpage 'Basic System', scroll page to bottom and click the *Recording Component*.
2. Click 'Yes' at the *Do You Want to Continue?* prompt.
3. The executable file for this component is downloaded. Click the file to launch the installation wrapper to extract files.
4. When *Extraction Complete* screen appears, ensure that checkboxes for 'Install Event Proxy' (for IS and CS) and 'Install Recorder' (for PS, IS and CS) are checked. Click **Finish**.
5. For IS/CS, an *Event Proxy Setup Wizard* appears. Click **Next**. Accept default values throughout the wizard. When 'Setup Wizard Complete' screen appears, click **Finish**.
6. An informational message regarding the need for a new SLC appears. Click **Yes**.
7. Follow the on-screen prompts. It is recommended to use all defaults.
8. When prompted for the version you wish to install, click **Browse** and select the license file you were provided. (file format 6x6-xxxx-xxxx.lic) This file determines which model (PS, IS or CS) will be configured. After selecting the file, click **Open** and then click **Continue**.
9. Read and accept the EULA and click **Continue**.
10. Select **Typical** to use default values for installation. Files are installed.
11. When installation is complete, click **Close**.
12. Continue with step 7 Add Cameras to the Recorder below.

#### 7. Add Cameras to the Recorder

These are the bare minimum steps used to get Ocularis up and running. Additional configuration such as configuring archiving, storage, motion sensitivity and other camera settings should be done at a later time.

1. On the recorder computer, launch the *Management Application* from the desktop icon.
2. The very first time this application is launched, you will see a wizard to configure your system for first start. Click 'Yes, configure' and follow the on-screen prompts.
  - a. You can scan your local network for cameras (default) or add IP ranges for the system to scan for cameras. Click **Next**.
  - b. You can select specific camera manufacturers to expedite the scan or use the default for 'All manufacturers'. Click **Next**.
  - c. The network is scanned for devices. When the scan is complete, a list of devices found is presented. Select or deselect devices and include username and password for specific devices if needed. Click **Next**.

- d. At the screen, 'Your system is configured and ready to use', you can designate that all devices added in the future are automatically added as they are detected. You can also set defaults for audio recording. When ready, click **OK**.
3. Continue with step 8 Setup up a user account to be used with Ocularis below.

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## 8. Set up a user account to be used with Ocularis

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1. Expand the 'Advanced Configuration' node in the left panel of the *Management Application*.
2. Right-click the 'Users' node and select **Add New Basic User**.
3. Enter a **User name** and **password** for an account to be used to import the recording component into the Base. Click **OK**.
4. Leave all defaults for *General Access Properties*. Click **OK**.
5. Continue with step 9 Verify Port Number for the Recording Component below.

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## 9. Verify Port Number for the Recording Component

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1. Right-click the 'Server Access' node and select **Properties**.
2. **Local Port** is set to '81' by default. It is recommended to use this number but you may change it to an unused port if necessary. Click **OK**.
3. Click the **Save** button in the yellow highlighted bar at the top of the screen (if it appears).
4. Exit the *Management Application*. (**File...Exit**)
5. Continue with step 10 Basic Configuration of Ocularis below.

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## 10. Basic Configuration of Ocularis

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These are the bare minimum steps used to get Ocularis up and running. Additional configuration such as configuring alerts, maps and other behavior should be done at a later time.

1. Launch the *Ocularis Administrator* application.
  - a. Use the IP address of the Base computer in the 'Host' field
  - b. Select 'Login Type' of **Basic**
  - c. Enter User name: **admin**
  - d. Enter Password: **admin**
  - e. Check the box to 'Remember Login'
  - f. Click **Login**.
2. Import the Recording Component.
  - a. On the left of the 'Servers / Events' tab, click **Add**.
  - b. In the 'Host' field, enter the IP address for the recording component followed by a colon and the port number as defined in step 2 of section 9.  
e.g. 192.168.11.182:81
  - c. Select 'Login Type' of **Basic**
  - d. Enter the user name for the recorder account created in step 3 of section 8.
  - e. Enter the password for the user account you created above.
  - f. Click **Add**.
3. Select the 'Users / Privileges' tab and create at least one user group.
  - a. Click the **New Group** button at the top left toolbar.
  - b. Type in a name for the group and press the **[ENTER]** key.
4. Add at least one user for this group.
  - a. Click the **New User** button at the top left toolbar.
  - b. Enter a 'User Name' for the user account. (minimum of 4 characters)
  - c. Leave 'User type' as **Basic**.
  - d. Enter a password for the account (twice).
  - e. Click **Add**. Repeat for other user accounts.
5. Assign Camera Privileges to the User Group.
  - a. In the left panel, under the group name, select 'Camera Privileges'.
  - b. Create at least one camera privilege group.
    - i. Click the **Create Group** button in the upper right portion of the window.
    - ii. Double-click the text 'New Group'. Enter a more description name for this group and press **[ENTER]**.
    - iii. Repeat to add multiple camera groups.
  - c. Assign cameras to one or more camera groups as needed.
    - i. Either drag-and-drop the camera name from the 'Unprivileged Cameras' group to another group or right-click the camera and assign the group. Multi-select is supported (use **SHIFT** or **CTRL** to select multiple)

6. Create at least one view.
  - a. Select the 'Views' tab.
  - b. Select the Group name for which you will create a view.
  - c. Click the **New Group** button at the top left toolbar.
  - d. Click the **New View** button to create a basic view.
  - e. Select the layout for the view (1x1, 2x2, 3x3, etc).
7. Populate the view panes with cameras.
  - a. Select the 'Cameras' tab in the lower left panel.
  - b. Expand the folder labeled 'All' to see a list of all privileged cameras for this group.
  - c. Drag and drop camera names from the left pane directly onto the desired pane displayed on the right.
8. Close *Ocularis Administrator* and continue with step 11 (for IS and CS) or step 12 Basic Use of Ocularis Client.

## 11. Additional Event Configuration for Ocularis IS and Ocularis CS

To allow events from cameras to be recognized in Ocularis, the event proxy software needs to be configured to allow the recorders to communicate with Ocularis Base. Initial configuration steps are as follows:

1. Open the *RC-C RC-I Event Proxy* (located on the recorder PC).
2. The **Name** field is used to identify the event (recorder) source and will be visible in *Ocularis Administrator*. You may rename this to allow you to easily identify where the events are coming from (optional).
3. The **Recorder IP** field should contain the IP address of the recorder where the events are coming from. If located on the same PC, the loop back IP address of 127.0.0.1 is acceptable.
4. The **Server IPs** field should contain the IP of the Base. If you are using a third party integration or OpenSight, you may also designate additional destinations for event information. Enter the additional destination IP address separated by a comma.
5. The **NetCentral Port** should match that set in the *Management Application*. Default port of 1237 is recommended but if you change it, take note of it.
6. **NetCentral Username** should match the corresponding field in the *Management Application*. Change the username and take note of it.
7. **NetCentral Password** should also match the corresponding field in the *Management Application*. Assign a password and take note of it.
8. Click **OK**.
9. Open the *Management Application*.
10. In the node 'Advanced Configuration'-'>'NetCentral', make sure NetCentral is enabled and that the Login Name, Password and port number match those you just set in steps 5, 6 and 7 above.
11. Save and exit the *Management Application*.

To configure individual events, refer to the *Ocularis Administrator User Manual*. Or consider registering in an [OnSSI Training class](#).

## 12. Basic Use of Ocularis Client

1. Launch *Ocularis Client* from the desktop icon.
2. At the login screen,
  - a. Enter a 'User Name' and 'password' you created in step 4 of section 10.
  - b. Enter the server name or IP address of the PC with Ocularis Base.
  - c. Make sure 'Basic' is selected.
  - d. Check the 'Store Last Login' checkbox.
  - e. Click **Login**.
3. Move the mouse to the top of the screen to expose the menu bar.
4. In the 'Views' menu, expand the group name, view group name to select the desired view name (created in step 6 of section 10)

For additional help using Ocularis, see the *Ocularis Client User Manual* or view online tutorials at:

<http://www.onssi.com/products/videos/tutorials>