

## Subject: Hot Keys for DW Spectrum V2.2

Below is a complete list of all the hot key shortcuts available on the DW Spectrum software. These shortcuts simplify User Experience make any interaction with the software faster and more intuitive.

### SCENE CONTROLS

**Create New Layout/Close Layout** – use Tab Navigator or Main Menu or CTRL + T/CTRL + W.

#### Open Saved Layout:

- Select Layout in Tree and press Enter
- Use Layout's Context Menu in Tree
- Drag and drop Layout on Scene
- Drag and drop Layout on Tab Navigator to open It in a new tab or window
- Layout can be opened in a new tab or window

#### Add Item(s) to Layout on Scene:

- Select Item(s) in Tree and drag them on Scene
- Double-click on Item in Tree (single)
- Select Item(s) in Tree and use Context Menu
- Item(s) can be opened in a new tab or window
- Open server on Scene for current status
- Use Context Menu on Scene or CTRL + O

**Remove Item(s) from Layout on Scene** – Item's Context Menu or DEL

**Fit Videos in View** – double-click on background (use Context Menu on background)

**Toggle Show/Hide Side Panels** – F11 (or ESC to show panels back) or Panels' Context Menus or 

**Move Entire Scene** – right-click and drag (ALT + Arrows)

**Zoom in on Scene** – mouse wheel (+/- keys)

**Zoom in on whole Layout** – mouse wheel + ALT

**Select item(s)** – left-click or use arrow keys

Draw a rectangle over Items to select several at a time

Toggle Item Fullscreen – double-click

Add Forensic Spyglass – click on  button on Item and draw a rectangle

Black and White Contrast Correction – use  button on Item

Screenshot – use  button on Item

**Video Spacing** – CTRL + mouse wheel (Context Menu)

**Change Cell Aspect Ratio** – Right-click on the scene and select ‘Change Cell Aspect Ratio’

**Save Layout** – Scene’s Context Menu or CTRL + S (or CTRL + ALT + S to Save As...)

**Start Tour** – Scene’s Context Menu or ALT + T

## VIDEO CONTROLS

**Select Item** – click (an orange frame indicates the selected camera)

**Change Selection** – use arrow keys (also in full screen)

**Multi-Select** – mouse drag (or CTRL + click or drag)

**Move/Swap Selected Item(s)** – drag and drop

**Zoom** – mouse wheel (+/- keys)

**Resize** – click and pull any Item corner

**Duplicate Item(s)** – CTRL + drag and drop

**Toggle Fullscreen for Item** – double-click (Enter) or use Item’s Context Menu

**Show/Hide Item’s Info** – Item’s Context Menu or  icon or Alt + I (available for multiple Items)

**Take Screenshot** – use Item’s Context Menu or Alt + S

**Rotate:**

- **Manual** – use  (ALT + click and drag)
- **90° lock** – hold CTRL while performing rotation
- **90 or 180 degrees** – use Context Menu

**PTZ:**

- Use  to open PTZ Control
- Click in the center, hold and move the mouse to change a position (may not be supported by Camera)
- Use  and  to zoom
- Click on the desired spot to move position (may not be supported by all PTX Cameras)
- Draw a rectangle to zoom (may not be supported by all PTZ Cameras)

**Fish-Eye:**

- Go to camera settings and select the fish-eye option
- Use  to de-warp
- Click, hold and move mouse to change a position
- Click on the desired spot to move position
- Use  and  to zoom
- Use 90, 180 and 360 degree button located on the right to change the panoramic de-warping mode
- Possible to use Zoom Windows on fish-eye cameras

## PLAYBACK CONTROLS

**FF/Rew** – use Speed Slider above Play Buttons (or mouse wheel on Speed Slider) or:

- Z/X for Previous/Next Recorded Chunk
- CTRL + Left/CTRL + Right for Speed down/up or Previous/Next Frame (when paused)
- Space for toggle Play/Pause

**Adjust Volume** – Volume Slider (CTRL + up/down arrows or mouse wheel on Volume Slider). Use M or  for toggle Mute.

## SMART MOTION SEARCH

**Select Region to Search Motion on:**

- Use  on Item to draw a region or CTRL + G (can be applied to several Items)
- Hold SHIFT and draw a region, hold CTRL to add a region
- Click and Hold to clear Selected Region(s) or use Context Menu

**Smart Motion Search Tips**

- Timeline navigation will only be applied to motion chunks (in red)
- Do not forget to set Motion Mask in Camera Settings
- Use  again to switch off Smart Motion Search (or click and hold on Item)



## NAVIGATION

### Displaying Archive

- **Recorded fragments** – green
- **Motion fragments** – red
- If multiple Items are opened, fragments are combined on the bottom line, selected Item's fragments appear on the upper line.

**Go to Position** – click on Time Line or click and drag Slider on Time Line

Use  to toggle show/hide thumbnails (or resize Time Line by pulling its upper edge)

Please Note: The last minute of archive is not allowed for navigation and Thumbnails.

### Zoom Time Scale:

- Mouse wheel on Time Line
- Double-click on the bottom scroll bar to zoom out
- **Switch to live** – 
- **Toggle cameras sync'd to same time** – select Item and press 

### Calendar Search

- Use  or Playback Panel's Context Menu to toggle open/close Calendar Search
- Green cells indicate recorded dates
- Orange frames indicate displayed dates
- Click on a cell to zoom to the desired date
- CTRL + click on a cell and add a date to selection

## EXPORT VIDEOS/PREVIEW SEARCH

**Select Item for export** – click on an item

**Select ranges:**

- **Set start/end export range** –right-click and drag or use Time Line Context Menu ("[" and "]" shortcuts)
- **Resize the selected region** by dragging edges
- **Clear the selected region** using Context Menu

Use Context Menu for **Export** or **Preview Search**

**Export Tips:**

- **Export video with same time range from another camera** – click on another item
- Exported video will be displayed in Tree
- Exported videos from cameras are signed by Watermark
- Local file contents can also be exported

## PREVIEW SEARCH

**Select Item to export video** – click on Item

**Select ranges** – same as Export

Use Context Menu for **Preview Search**

**Thumbnail Search Tips:**

- Preview Search is displayed on another Layout (tab)
- Any Item can be played back in Preview Search Layout
- Items cannot be removed from Preview Search Layout
- Preview Search is allowed for local files as well



## TREE

**Manage Users (administrator only)** – use Context Menu

**Manage User Layouts (administrator only)** – use Context Menu or drag and drop Layouts within Tree

### Drag and Drop within Tree:

- Drag and drop Cameras to Layout
- Drag and drop Layout to User to assign (Layout will be copied)
- Drag and drop Cameras to another server

### Multi Selection:

- Select Item – click
- Select multiple Items – SHIFT+ click
- Add Item to selection – CTRL + click

### Setup cameras and servers:

- Use Context Menu to open Camera(s) or use server settings
- Same parameters can be applied to multiple cameras (recording schedule, etc.)
- Do not close Properties. Instead, click on another Camera/Server to set its parameters.

**Delete object(s) from Tree (offline cameras, offline servers, users, layouts)** – Tree's Context Menu or **DEL**.

## SEARCH IN TREE

**Results types** – default is 'Any Type', use the drop down selector to select type (cameras, video files or images)

### Search Terms:

- Enter search keywords into 'Search' box
- It is possible to search cameras by MAC or IP
- Results are displayed in real time as characters are entered (a minimum of 3 characters)
- To show results for less than 3 characters, click Enter
- Search results are added to current Layout
- Use '+' between terms to add search criteria
- Use '\' between terms to remove search criteria

## MISCELLANEOUS

**Open a new application window** – Tree Menu or Ctrl + N

**Main Menu / System Settings** – ALT + Space or click on the logo icon located in the upper left corner

**Connect to a Server** – Main Menu or  icon

**Start/Stop Panic Recording** – **PANIC** icon or CTRL + P

**Start/Stop Screen Recording** –  icon or Main Menu or ALT + R

**Fullscreen/Windowed Mode** – Main Menu or  or CTRL + Enter

**About Screen** – Main Menu or F1

**Context Help** – click on  and select the desired element

Event Log – CTRL + L, Main Menu, Camera's Context Menu (Camera Logs) or Server's Context Menu (Server Logs)

Cameras List – CTRL + M or Main Menu

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Camera List – CTRL + M or Main Menu

Data from Event Log and Camera List can be copied and pasted into Microsoft Excel or exported

Diagnostics – if camera is displaying NO SIGNAL, click "Diagnose"

Alarm/Event Rules – CTRL + L, Main Menu, or Camera's Context Menu (Camera Rules)

