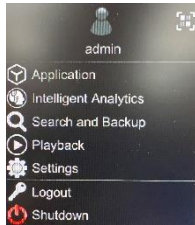


## Creating Database Groups for the Facial Recognition Camera

1. Drag your mouse to the bottom left of the screen and click on the **Menu**.



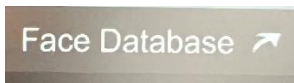
2. Click on **Settings**.



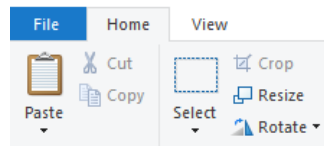
3. Click on **AI/Event** and select **Facial Recognition**.



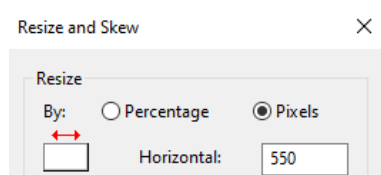
4. Select your Facial Recognition camera at the top of the screen.
5. Click on **Face Database** at the top.



6. Click on **Add Group** at the bottom of the screen.
7. Name your group according to what you would like.
  - a. Ex.) Allow and Deny.
8. To add a face to the group, click on the arrow under **Expand/Collapse** next to your group name.
9. If you have a flash drive with images of faces you want to add insert the flash drive into your NVR.
  - a. If you are inserting a flash drive with images of people that you want to add you must make sure that the image is 70kb or less. Continue reading these steps if you need to learn how to resize these photos to fit or skip to step 10.
  - b. To check if your photos are the correct size insert the flash drive into a windows computer and open it to see where the images are contained and **hover** your mouse over the image file and a little popup should show up saying the file size.
  - c. If they are over 70kb, right click the image and scroll down to **Open with...** and select **Paint**.
  - d. At the top under the **Home** tab choose **Resize**.



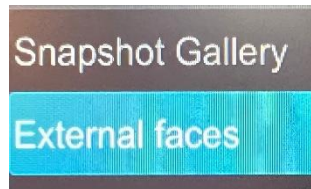
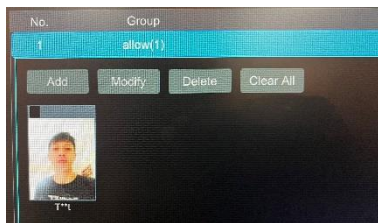
- e. Select **Pixels**



- f. In the box next to **Horizontal** set the pixels to 550 and Vertical box should automatically scale.
  - g. Click **Ok**.
  - h. Go to **File** at the top and choose **Save as** to name your file and make sure it is properly saved on the flash drive.
  - i. Repeat for each image over 70kb.
10. Select **Add** under the group name.
  11. Choose **Select Face** from the menu that popped up.



12. If the person's face was taken by the camera, make sure on the left you have selected **Snapshot Gallery**.
13. If the person's face is saved on your flash drive, make sure on the left you have selected **External Storage** and select the name of the person's image from the list.



14. Add the required information about the person and click **Entry** at the bottom of the screen to add that person to the group in the database.

|              |                                                                                 |
|--------------|---------------------------------------------------------------------------------|
| Name         | <input type="text"/>                                                            |
| Gender       | Male <input type="button" value="v"/>                                           |
| Birthday     | 01/28/2025 <input type="button" value="🕒"/>                                     |
| Native Place | <input type="text"/>                                                            |
| ID Type      | ID Card <input type="button" value="v"/>                                        |
| ID Number    | <input type="text"/>                                                            |
| Mobile       | <input type="text"/>                                                            |
| No.          | <input type="text"/>                                                            |
| Remark       | <input type="text"/>                                                            |
| Group        | allow <input type="button" value="v"/> <input type="button" value="Add Group"/> |