

How to Add your Email to be Informed Via Email when Facial Recognition is Triggered

1. In the bottom left corner on the main screen click on the **menu** button. 
2. Click on **Settings**.
3. Click on **Network**.
4. On the lefthand side of the screen, click on **E-mail**.
5. Fill in all the information requested on the **sender** screen.
6. When you have finished entering the account information click on **Test**.
Verify that the recipient has received the email notification from the NVR.
7. Click on the **X** in the top right.
8. In the bottom left corner on the main screen click on the **menu** button.
9. Click on **AI / Event**.
10. On the left-hand side of the screen under **Event Notification** click on **Email**.
11. Click on **Add**.
12. Fill out the **receiver's** Email address and leave schedule on **24x7**.
13. Click on **Add**.
14. Your newly added receiver email address should appear in the recipients list.
15. Make sure that the correct email address is listed under **Sender**.
16. Click on **Apply**.
17. On the left-hand side under **AI Event** click on **Face Recognition**.
18. At the top click on the box next to Camera Name and select your facial recognition camera.
19. Click on Recognition at the top.
20. Click on the box next to **Successful Recognition**.
21. Click on the filter icon next to Face Group. 
22. Choose the Face Groups you would like to receive successful recognition emails from.
23. Under Trigger General click on the box next to E-mail.
24. Hit **Apply** at the bottom.
25. Repeat **Steps 18 through 24** for each Facial Recognition Camera.