

## **AXIS Guardian**

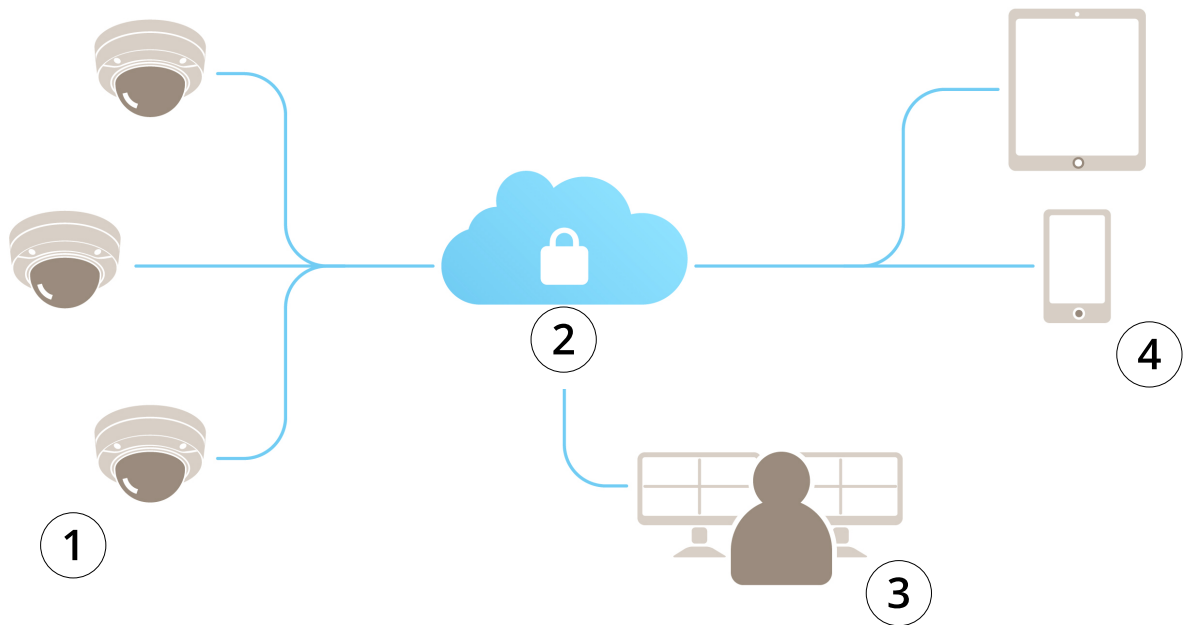
## **User Manual**

# AXIS Guardian

## Solution overview

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### Solution overview



- 1 Customer site
- 2 Internet
- 3 Alarm monitoring
- 4 Customer access

# AXIS Guardian

## About AXIS Guardian

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### About AXIS Guardian

AXIS Guardian provides a comprehensive solution that is easy to use and maintain. The service is a cloud-based solution where video can be stored in the cloud, locally on edge storage or in a combination of both.

# AXIS Guardian

## Sign in to AXIS Guardian

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### Sign in to AXIS Guardian

1. Go to the sign-in page for AXIS Guardian.
2. Sign in using your supplied username and password.

# AXIS Guardian

## Manage sites and alarm zones

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### Manage sites and alarm zones

A site in AXIS Guardian represents a physical location you need monitored. An alarm zone is a section of a site that warrants specific behavior using actions and triggers. Actions can be activated and deactivated according to schedules or by the press of a button. Settings like schedules and action rules are specific to each site and alarm zone.

#### Create a site

A site in AXIS Guardian represents a physical location you need monitored. To create a site, you need to go to the advanced settings page in the AXIS Guardian Web Application.

1. Go to **Options menu > Go to advanced settings**.
2. In the settings page, go to **Account > Manage sites and alarm zones**.
3. Under **Create site**, enter the name of the site.

#### Edit a site name

To edit a site name, go to **Manage sites and alarm zones** and select the site in the list. Click on the pen icon. You are now able to change the name of the site.

#### Remove a site

To remove a site, click on the x icon and then confirm that you wish to remove the site.

##### Note

When a site is removed, any connected devices will lose all of their settings related to the site's schedules and alarm zones.

#### Create an alarm zone

For easy management and customization, a site can be divided up in alarm zones. To create alarm zones corresponding to areas which need to be monitored, first go to **Advanced settings**.

1. Go to **Account > Manage sites and alarm zones**.
2. Select the site where the zone should be created.
3. Enter the zone name. Use a descriptive name like "Register" or "Entrance".

# AXIS Guardian

## Add a device to AXIS Guardian

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### Add a device to AXIS Guardian

How to add a device to AXIS Guardian

Prerequisites:

- MAC address – can be found on the device itself.
  - OAK (Owner Authentication Key) – provided with the device on a separate document.
1. Sign in to AXIS Guardian.
  2. Select a site.
  3. Go to **Configuration** .
  4. Click **Add device** and enter:
    - MAC address.
    - OAK.
    - Device name.
    - External ID (if needed)
    - Description (optional, but recommended)
  5. Select an alarm zone if available.
  6. Click **Add**
  7. To establish a secure connection to AXIS Guardian, press the control button on the device (see the installation guide for its location on the device).

Repeat the above steps for all your devices.

### Add an unassigned device to a site

Devices not yet assigned to a site are listed in **Advanced settings > Site > Unassigned devices**.

1. Sign in to AXIS Guardian.
2. Click the menu in the top right corner and click **Go to advanced settings**.
3. Go to **Site > Unassigned devices**.
4. In the **Devices** list, click on **Device name** of the device you would like to add. This will take you to the device specific settings.
5. Under **Edit device**, select the site you want the device to be assigned to.
6. If the site has alarm zones you can assign the device to a specific zone
7. Click on the **Save changes** button

# AXIS Guardian

## Edge storage

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### Edge storage

Axis cameras feature Edge storage. In Guardian, as an alternative or compliment to cloud storage, you have the option of using an onboard SD-card or a network-attached storage device like the AXIS Companion Recorder.

### Configure a camera for onboard storage

1. In the AXIS Guardian Web App, click the settings menu in the upper right corner and select **Go to advanced settings**.
2. Select the desired camera in the device list by clicking the device name.
3. If an SD card is installed on the camera, its usage status is visible.
4. Go to **Storage > SD card > Manage**.
5. Choose **Format** to erase all data, **Mount** to activate or **Eject** deactivate the SD-card

### Configure the camera for network storage

In the Guardian Web App, click the settings menu in the upper right corner and select **Go to advanced settings**.

1. Select the desired camera in the device list by clicking the device name.
2. Go to **Storage > Network share > Manage**.
3. Enter the **Share name** and **Server address** followed by **User name** and **Password**.
4. Click **Connect**

# AXIS Guardian

## Create a schedule

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### Create a schedule

1. Go to **Actions overview**.
2. Click **Add new schedule**.
3. Check the boxes corresponding to each day of the week you would like the schedule to be active.
4. Edit the time slot you would like the devices to be active on the selected site.
5. Save the schedule using a descriptive name.
6. To add an additional schedule, click **Add** and select the days and time.

#### Note

Schedules are available to every device on a site.  
Three schedules are pre-set: **Open**, **Closed** and **Always**



# AXIS Guardian

## Edit schedules

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### Edit schedules

#### Schedules

- Go to **Actions overview**.
- Select a schedule to see the details and the action rules for each device that is associated with that schedule.
- Check the boxes corresponding to each day of the week you would like the schedule to be active.
- To delete a schedule click the x next to the schedule name.

#### Note

A schedule that is used by an action rule cannot be deleted.

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## Edit alarm zone schedules

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### Edit alarm zone schedules

Alarm zone schedules have two states: armed and disarmed. Action rules can be associated with both states. The states can be switched at will in the **alarm zone control panel**.

- Go to **Actions overview**.
- Select an alarm zone to see its schedule and action rules for each device that is associated with that schedule.
- Click **Edit schedule**.
- Check the boxes corresponding to each day of the week you would like the devices to be disarmed.
- To delete a schedule click the **x** next to the schedule name.

# AXIS Guardian

## Add an action rule

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### Add an action rule

Add action rules directly to a device in the AXIS Guardian Web Application.

1. Go to **Options menu** > **Go to advanced settings**.
2. Click on a device to access it.
3. Go to **Action rules** and click **Add new**.
4. Under **Trigger settings**, select your trigger type.
5. Select a schedule to use. You can also assign it to an alarm zone, either in its armed or disarmed state.
6. Select an action.
7. Click **Add**.
8. Edit the action's settings.
9. Click **Save**.

The action rule will now appear in the list showing the trigger, the assigned schedule and the action it will take.

# AXIS Guardian

## Watch video

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### Watch video

Monitoring a site is done in **AXIS Guardian Web App > Surveillance** .

Go to the **Select media** button to the left in the timeline section.

Select the cameras you would like to view at the same time.

Up to 16 cameras can be viewed at the same time in a split screen setup.

#### Note

The playback controls control all of the currently selected cameras at the same time.

# AXIS Guardian

## Export clip

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### Export clip

- Go to **Surveillance**.
- Select the cameras you would like to export video from.
- Use the timeline to navigate to the recorded video you would like to export. You can also select the exact date by clicking **CALENDAR ICON**
- Click on **→|** and a selection area will appear on the timeline.
- Adjust the time and length of the selection that will be exported.
- Click **Save** to download the clip in a zip file.

#### Note

Total time of the clips can't exceed 15 minutes.

# AXIS Guardian

## Add a guest account

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### Add a guest account

Guest accounts are highly customizable in terms of permissions and scheduled access.

1. Go to **Options menu** > **Go to advanced settings**.
2. In the settings page, go to **Account** > **Add new guest**.
3. Add the guest information and click **Apply**.
4. If you want to configure guest permissions click **Edit rule**.
  - Check the permissions that apply and schedule when they apply.
  - Click **Update**.
5. Select the devices that should be shared with the user.
  - Check the permissions that apply and schedule when they apply.
  - Click **Update**.

#### Note

Guest accounts are accessible in the guest list in **Advanced settings**.

