

# IP-COM

## Quick Installation Guide

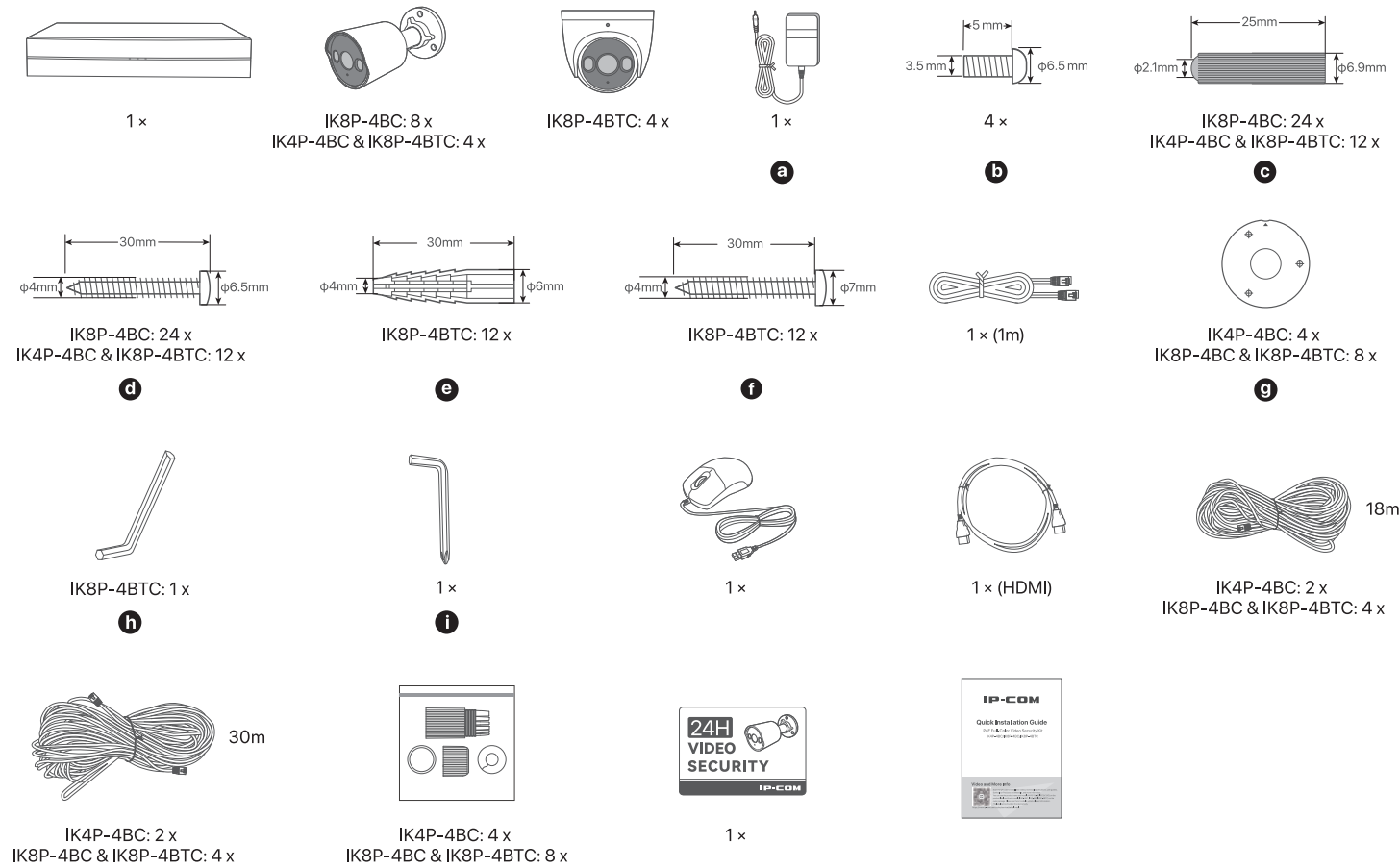
PoE Full-Color Video Security Kit  
IK4P-4BC/IK8P-4BC/IK8P-4BTC

### Video and More Info



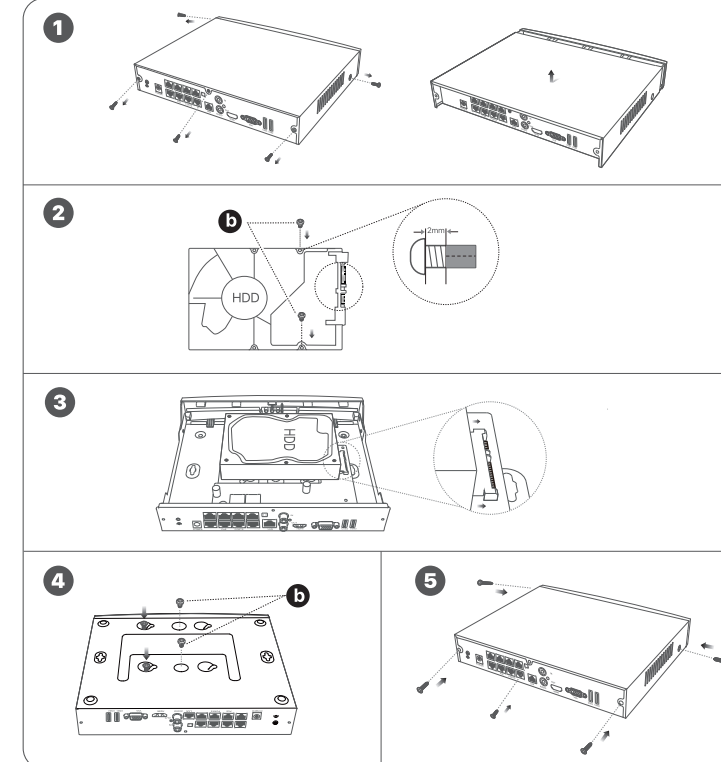
Scan the QR code for installation videos, technical specifications, user guides, Symbols on Products and Materials, and more information. You can see the product name and model (NVR3108-8P, IPC3X24C) on the product label and the kit model (IK4P-4BC, IK8P-4BC, IK8P-4BTC) on the outer package. Please use the kit model to obtain relevant information. The label can be found on the device body.

<https://www.ip-com.com.cn/en/service/default.html>

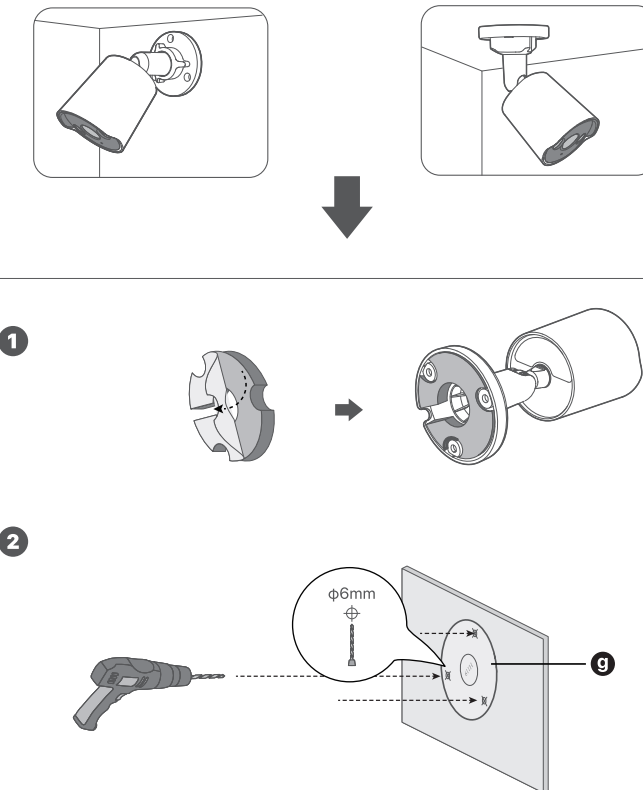


Tips

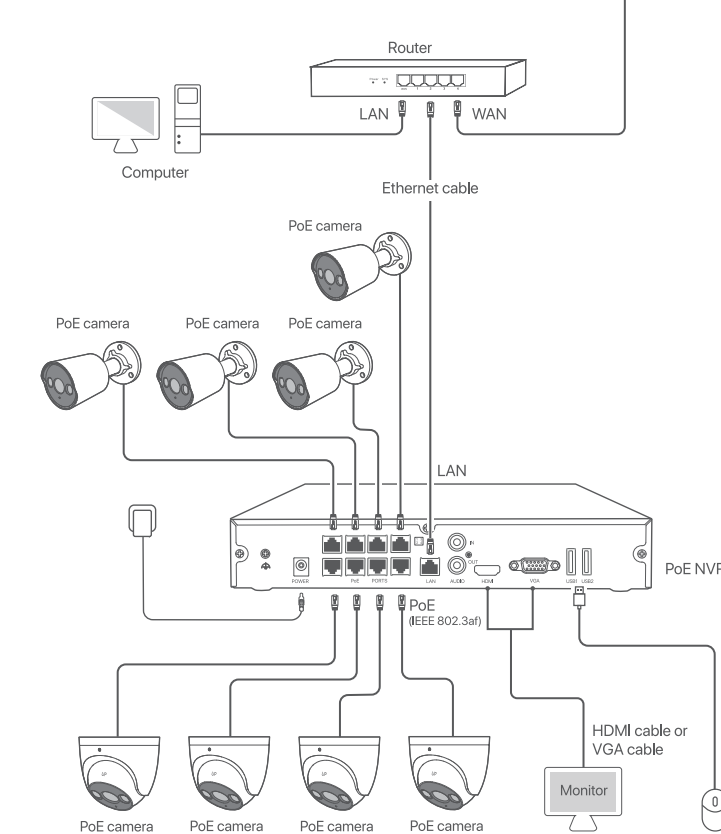
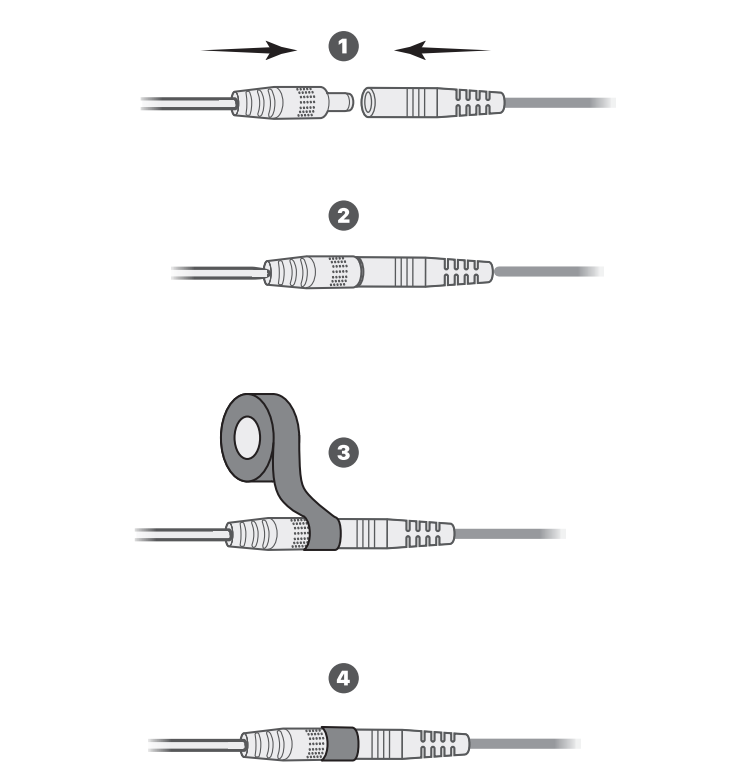
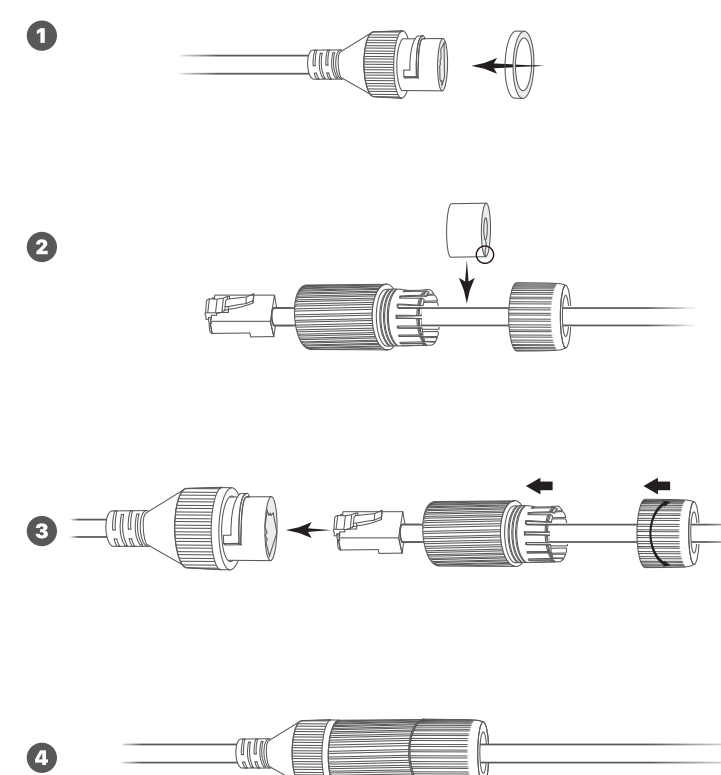
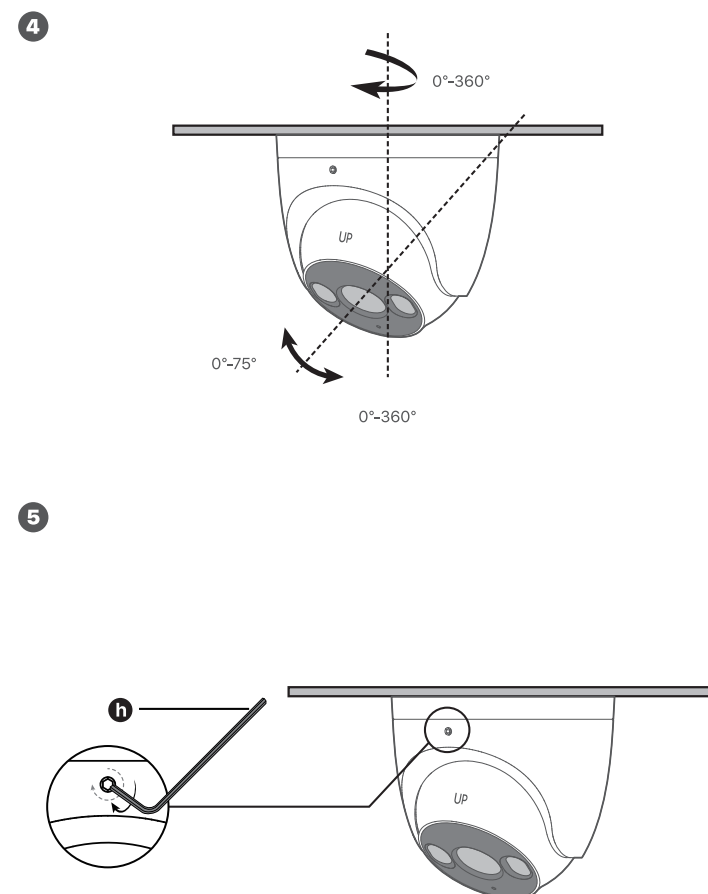
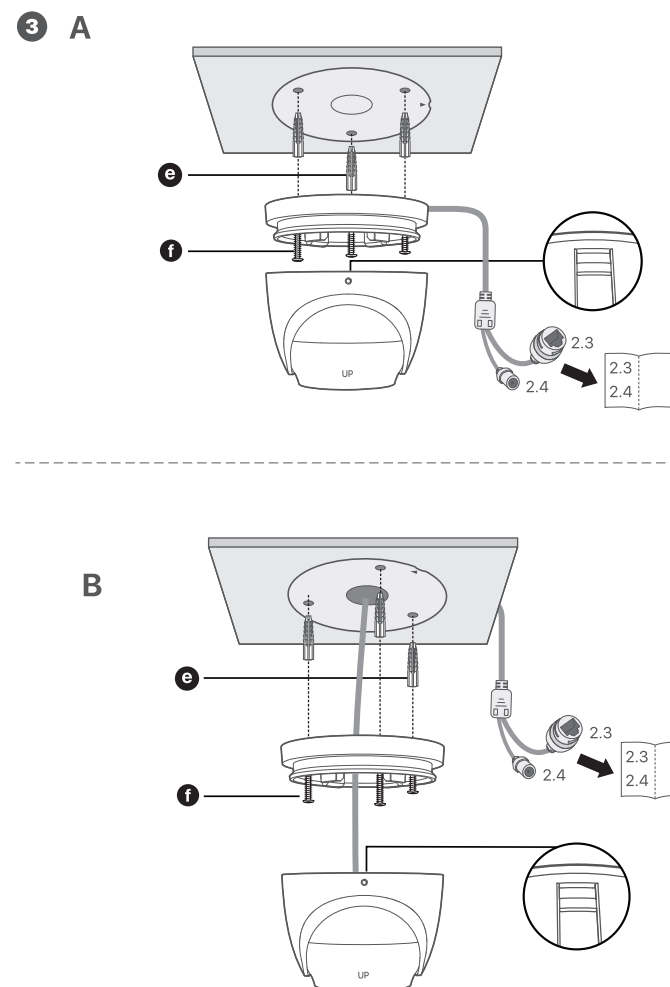
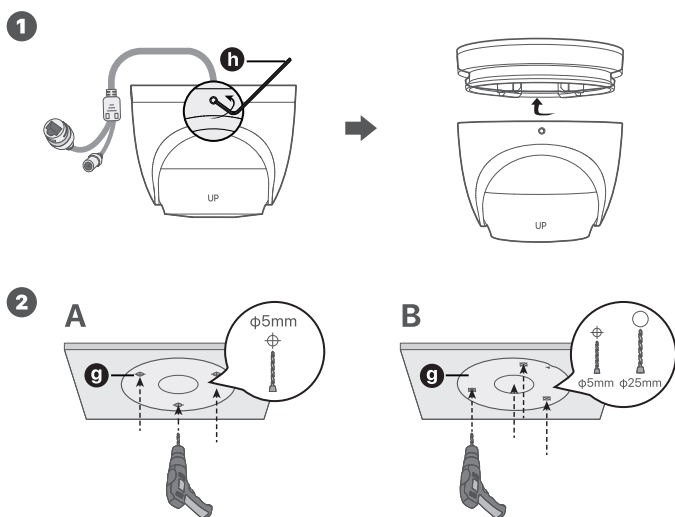
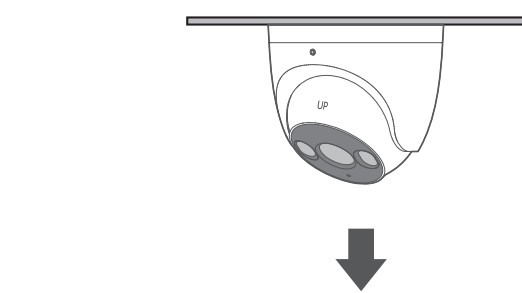
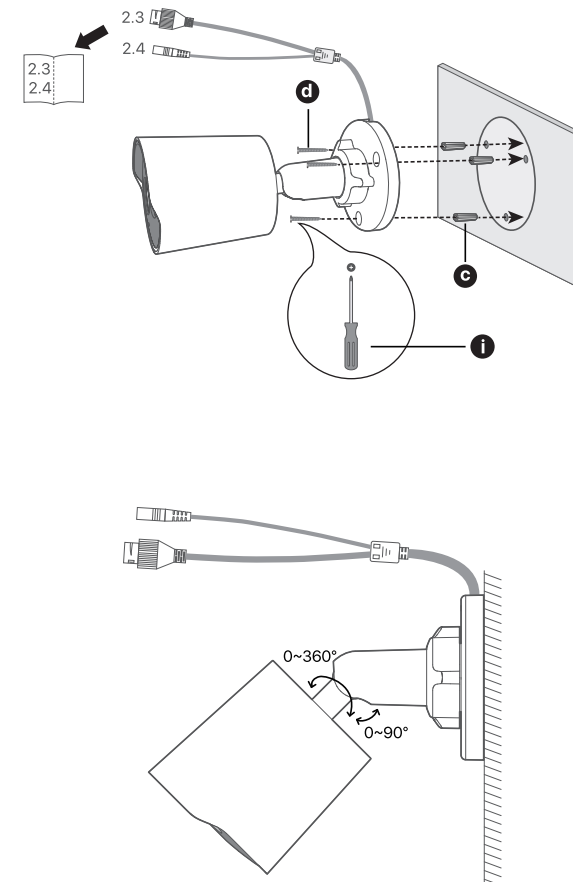
- When installing or replacing the HDD, cut off the power supply of the NVR first; otherwise, the HDD may not be detected or even be damaged.
- The kit does not include any HDD, prepare it by yourself. You are recommended to use the HDD dedicated for surveillance.



2.1




3



# 4. Basic Configuration


## ■ Startup

- 



**Tips**  
Use the included power adapter to power on the NVR. The NVR may fail to work normally or even be damaged due to abnormal power supply.

Connect the included power adapter to the power port of the NVR, and plug the power adapter into the power socket to start up the NVR.


## ■ Shutdown

- 

**Note**  
Do not directly cut off the power supply of the NVR to force a shutdown; otherwise, the HDD may be damaged, videos may be lost, or even the NVR may be damaged.

After connecting the mouse and monitor to the NVR, perform the following settings on the NVR's GUI (exit the Full Screen interface): Click  in the upper right corner, click **Shutdown** , and then click **OK**. When **The Device is Shut Down. Please Cut Off the Power** appears on the screen, unplug the power adapter of the NVR.

## ■ Quick Setup

- 

**Note**
  - If the camera you want to add has been connected to the switch or router that is connected to the LAN port of the NVR, ensure that the IP address of the camera and the NVR are in the same network segment.
  - If the camera you want to add has been connected to the PoE port of the NVR, ensure that the DHCP function of the camera is enabled.

### GUI

After connecting the mouse and monitor to the NVR, you can perform quick setup.

### Web UI


#### Activate and Log in to the web UI

If the NVR is not activated, you can activate it through the web UI. When the activation is completed, you need to log in again.

1. Connect the computer to the switch or router that is connected to the NVR.
2. Set the IP address of the computer to an unused one belonging to the same network segment as the default IP address of the NVR but different from the IP address of the NVR.

The default login IP address of the NVR is **192.168.1.254**. Set the IP address of the computer to **192.168.1.X** (X indicates 2 to 253, and is unused by other devices).

3. Launch a browser, enter the default IP address 192.168.1.254 of the NVR in the address bar, and then follow the on-screen instructions.

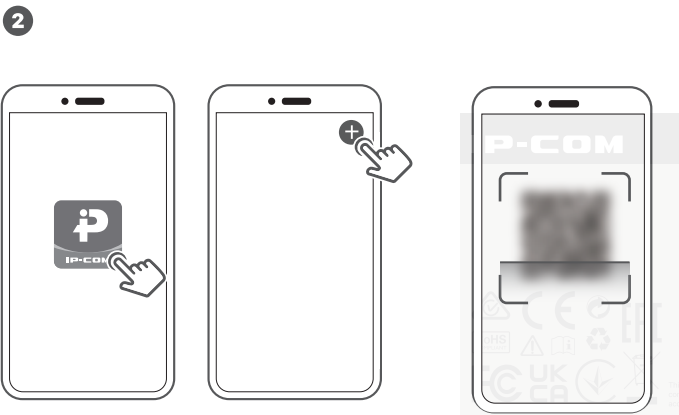
- 

**Tips**  
The NVR supports HTTPS login. When you access its management page, the browser may prompt that the web address is not secure, just ignore it and continue.

**Done.** You can re-enter the web UI of the NVR to preview real-time videos or configure the NVR as required.  
The DHCP function of the NVR is enabled. If there is a DHCP server in the network, the IP address of the NVR may be changed. Refer to the actual IP address assigned to the NVR by the DHCP server.

## ■ App

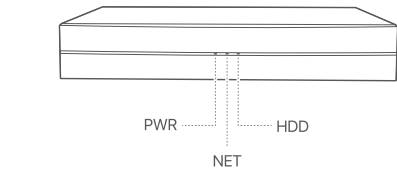
After the cloud service of the NVR is enabled and the cloud status is online, you can add and manage the NVR via the **IP-COM View** App.  
Get the **IP-COM View** App from the **Google Play**, **App Store** or **QR code** below.



# Appearance

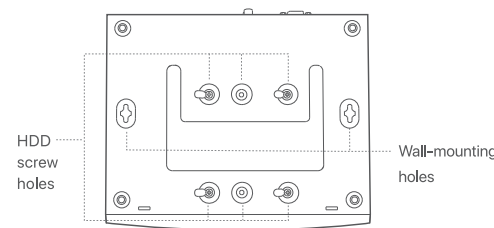
## ■ NVR

### Indicator

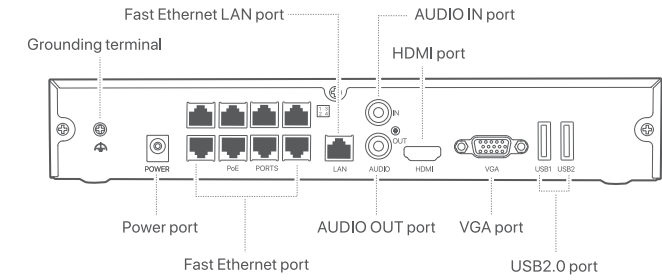



Indicator	Description
PWR	<b>Solid on:</b> Powered on. <b>Off:</b> Powered off.
NET	<b>Blinking:</b> LAN port connected. <b>Off:</b> LAN port disconnected.
HDD	<b>Blinking:</b> HDD working properly. <b>Off:</b> No HDD detected.

### Bottom panel

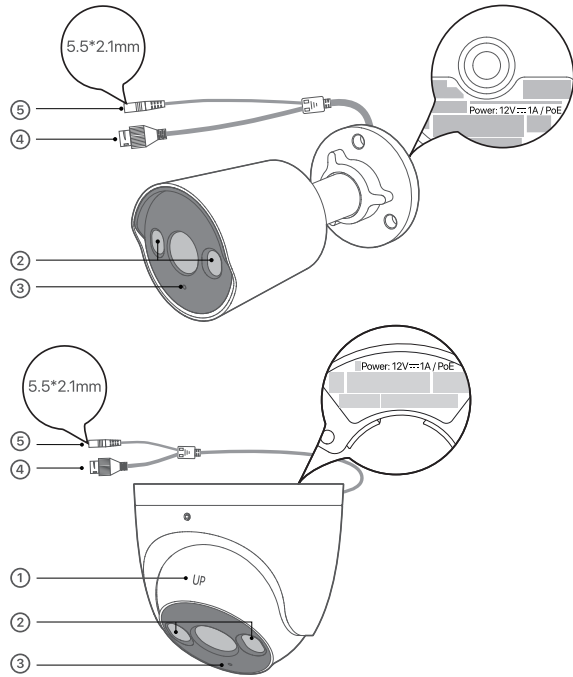


### Rear panel



Ports	Description
	Grounding terminal. Connect the grounding terminal of the NVR to the earth or the ground terminal of the building with a grounding cable to prevent static electricity or lightning from damaging the NVR.
POWER	Power port. Use the included power adapter to power on the NVR.
PoE PORTS	Fast Ethernet port, which supports IEEE 802.3af/at PoE power supply. Used to connect to cameras. <b>Tips</b> <ul style="list-style-type: none"><li>– Recommended Ethernet cable: CAT 5 or better.</li><li>– Power supply distance:<ul style="list-style-type: none"><li>• Normal Mode (default): Up to 100m</li><li>• Long-range Mode: Up to 250m</li></ul></li></ul>
LAN	Fast Ethernet LAN port. Used to connect to such devices as the router and switch.
AUDIO IN	Audio input port. Used to connect to the audio input devices, such as pickups.
AUDIO OUT	Audio output port. Used to connect to audio output devices, such as active speakers.
HDMI	HDMI port. Connect your monitor or TV to this port using an HDMI cable for audio and video output.
VGA	VGA port. Connect your monitor to this port using a VGA cable for video output.
USB	USB 2.0 port. Used to connect to such devices as a mouse and a USB storage device.

### Camera




Item	Description
①	<b>Direction arrow</b> When the "UP" is at 12 o'clock position, the monitoring direction is the positive direction.
②	Fill light.
③	Microphone.
④	<b>10/100 Mbps PoE port (IEEE 802.3af)</b> <ul style="list-style-type: none"><li>– Used to connect to such devices as router and switch.</li><li>– Used to connect to PoE power supply device.</li></ul>
⑤	<b>Power jack</b>

# FAQ

### Q1. What should I do if the NVR cannot find the camera?

- A1.**
- The camera needs a period to start. Wait about 120 seconds after the camera is connected to the PoE port of the NVR via the Ethernet cable.
  - Ensure the camera is connected to the PoE port of the NVR properly.  
Go to **Configuration > Network Configuration > PoE Configuration** to check the port status of the NVR. If the icon of the port status is gray and the output power is 0.0W, it indicates that the camera connection is abnormal or no power is supplied to the camera. Re-plug or replace the Ethernet cable.
  - If the problem persists, contact IP-COM technical support.

### Q2. What should I do if the GUI preview is normal, but no recordings during playback?

**A2.** Enter the **Live View** page to view whether a recording icon  is displayed in the upper right corner of the channel.

**If no recording icon is displayed in the upper right corner of the channel, try the following solutions:**

- If the HDD is not installed inside the NVR, install it first.
- Go to **Configuration > Storage > HDD** to check whether the HDD is normal. If the status of the HDD is abnormal, shut down the NVR first, then remove the cover and unplug and re-plug the HDD. If the problem persists, format or replace the HDD.
- Go to **Configuration > Storage > Schedule** to check that the recording function is enabled, and the recording mode and time are set correctly.

**If a recording icon is displayed in the upper right corner of the channel, try the following solutions:**

- Go to **Configuration > System > Time** to ensure that the system time of the NVR is accurate.
- Go to **Configuration > Storage > HDD** to check whether the HDD space is full. By default, the Overwrite function is enabled. If the HDD space is full, the oldest recording files will be overwritten.

### Q3. What should I do if the IP-COM View App fails to add the NVR?

**A3.**

Go to **Configuration > Network > Cloud Service** of the NVR to ensure that the cloud service function is enabled.

– If **Cloud Status** is **Online**, ensure that the mobile phone (with the App installed) is connected to the internet.

– If **Cloud Status** is **Offline**:

- Go to **Configuration > Network > Internet** to ensure that the internet parameters configuration is correct.
- Ensure that the LAN port of the NVR is correctly connected to the peer side (switch or router).
- Ensure that the router in the network is connected to the internet and the filter function is enabled (such as MAC filter and blacklist).
- Ensure that the DHCP server function of the router in the network is enabled.

# Safety Precautions

Before operating, read and follow these precautions to prevent accidents.

- The NVR is only suitable for mounting at heights ≤ 2m; The camera is suitable for mounting at heights >2m.
  - For desktop mounting, the NVR must be horizontally mounted for safe use.
  - For NVR: PoE power supply does not meet the LPS, the connected powered equipment must meet the fire shell requirements.
  - For NVR: Use the included power adapter.
  - For camera: Use a power adapter with required specifications.
  - The mains plug is used as the disconnect device, and shall remain readily operable.
  - The power socket shall be installed near the device and easily accessible.
  - Operating Temperature:  
Camera: -40°C to 50°C (-40°F to 122°F).  
NVR: 0°C to 40°C (32°F to 104°F).  
Power adapter: -10°C to 45°C (14°F to 133°F).
  - Keep the NVR and cameras away from high electric field, high magnetic field, and inflammable and explosive items. Additionally, protect the NVR from moisture.
  - The camera is waterproof, but avoid prolonged water immersion for safety and durability.
  - Keep this device out of reach of children to prevent children from using it as a toy and causing personal injury.
  - Do not use the power adapter if its plug or cord is damaged.
  - If such phenomena as smoke, abnormal sound or smell appear when you use the device, immediately stop using it and disconnect its power supply, unplug all connected cables, and contact the after-sales service personnel.
  - Disassembling or modifying the device or its accessories without authorization voids the warranty, and might cause safety hazards.
  - Ensure proper grounding before device operation. Refer to the **Lightning Protection Guide** on the official website for guidance.
  - For NVR: During installation, do not wear conductive items (such as a watch, or hand chain).
  - Refer all servicing to qualified service personnel.
  - Disconnect the power source during servicing.
- For the latest safety precautions, see **Safety and Regulatory Information** on **www.ip-com.com.cn**.

# CE

### CE Mark Warning

This is a Class A product.

Warning: Operation of this equipment in a residential environment could cause radio interference. In which case the user may be required to take adequate measures.

NOTE: (1) The manufacturer is not responsible for any radio or TV interference caused by unauthorized modifications to this equipment. (2) To avoid unnecessary radiation interference, it is recommended to use a shielded RJ45 cable.

### Declaration of Conformity

Hereby, SHENZHEN IP-COM Networks Co., Ltd. declares that the device (PoE Full-Color Video Security Kit) is in compliance with directives 2014/35/EU and 2014/30/EU.

The full text of the EU Declaration of Conformity is available at the following internet address: <http://ip-com.com.cn/en/ce.html>



### RECYCLING

This product bears the selective sorting symbol for Waste Electrical and Electronic Equipment (WEEE). This means that this product must be handled pursuant to European directive 2012/19/EU in order to be recycled or dismantled to minimize its impact on the environment.

User has the choice to give his product to a competent recycling organization or to the retailer when he buys a new electrical or electronic equipment.

# FC

### FCC Statement

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

### Caution!

Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

**NOTE:** (1) The manufacturer is not responsible for any radio or TV interference caused by unauthorized modifications to this equipment. (2) To avoid unnecessary radiation interference, it is recommended to use a shielded RJ45 cable.

### Technical Support

Shenzhen IP-COM Networks Co., Ltd.  
Address: Room 101, Unit A, First Floor, Tower E3, No.1001, Zhongshanyuan Road, Nanshan District, Shenzhen, China. 518052  
Email: [info@ip-com.com.cn](mailto:info@ip-com.com.cn)  
Website: [www.ip-com.com.cn](http://www.ip-com.com.cn)

### Copyright ©2025 IP-COM Networks Co., Ltd. All rights reserved.

This documentation (including pictures, images, and product specifications, etc.) is for reference only. To improve internal design, operational function, and/or reliability, IP-COM reserves the right to make changes to the products described in this document without obligation to notify any person or organization of such revisions or changes.

