

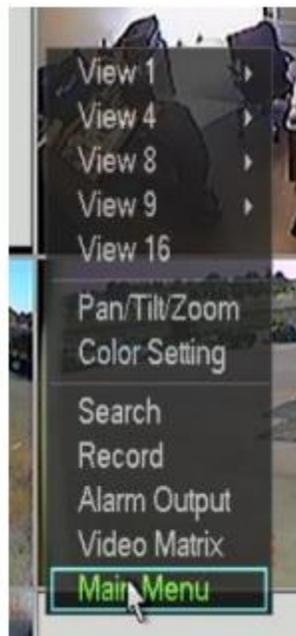
Adding, Deleting, and Modifying User Accounts

This tutorial will explain step by step, how to create a user account, how to delete an existing account, and also how to modify preferences for each account (changing password, permissions, etc).

Adding a User Account

Knowing how to add a user account to your new DVR will benefit you especially if you have more than one person who will be using your DVR.

Step 1: First, after powering on your DVR you will need to right click on the main screen to bring up the on screen menu. After the menu comes up left click on the "Main Menu" option to bring up the main menu window.



Step 2: After clicking on "Main Menu" you will be presented with the main menu screen. There are a few options here to select from but for now we need to open the "Advanced" window. Do this now by left clicking on the "Advanced" Icon as seen in the picture below.



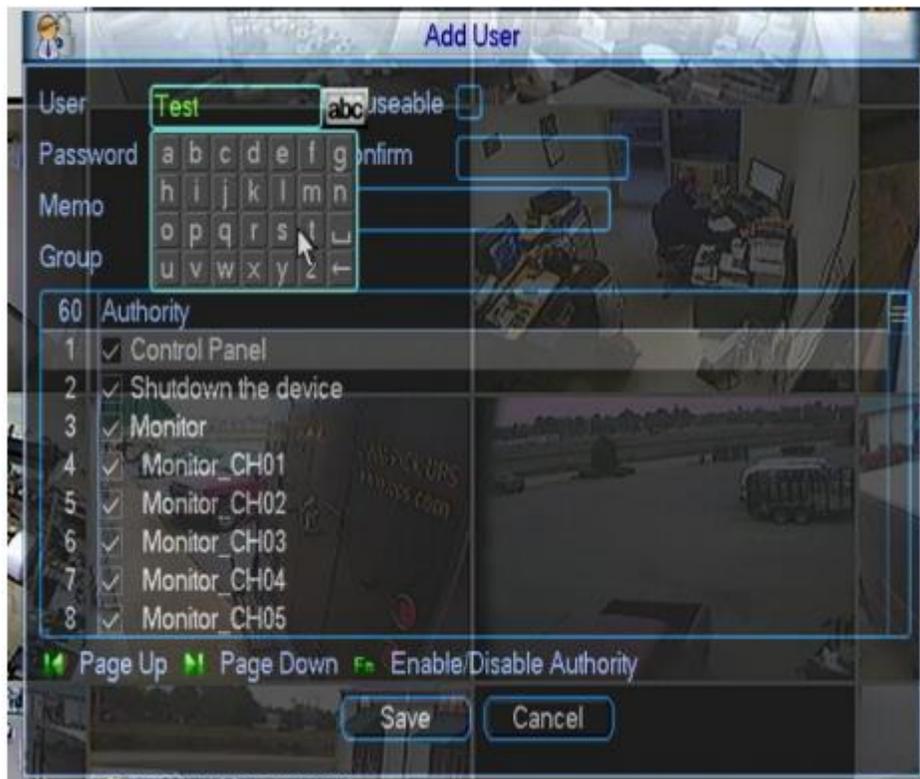
Step 3: After opening up the Advanced window you will see a list of different Icons with names under them. On this specific step we need to access the "Accounts" window, go ahead and left click that icon now.



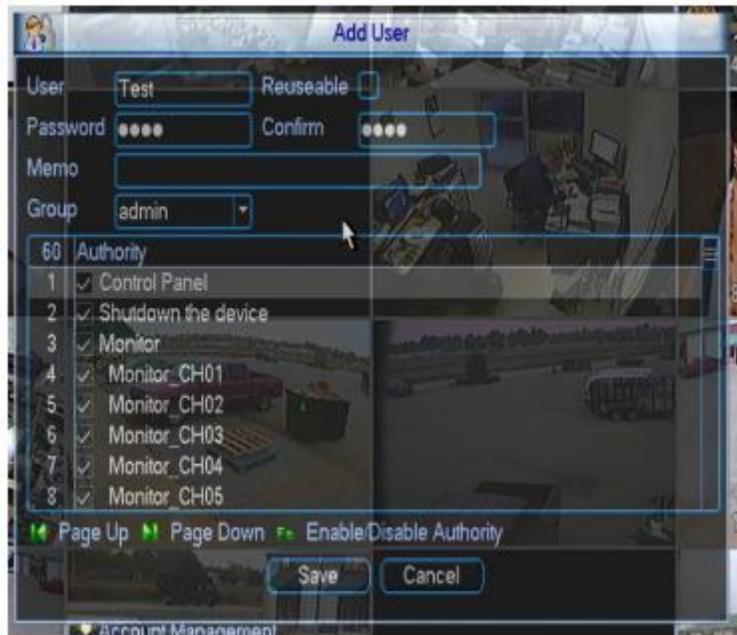
Step 4: After left clicking the "Account" icon you will be in the User Accounts screen. There will most likely be user accounts already created by the system, generally these are labeled Admin, 666666, Default, 888888. To add another user to your existing list, left click on the button in the lower left that says "Add User".



Step 5: This will bring up the "Add User" Window presenting you with fields to create your new user account. To start off you will need to name the account you are creating, to the right of "User" is a field allowing you to select each letter to spell out your account name. In our example below we used the account name "Test".



Step 6: Next we need to create a password for this user, to do this click inside the box next to "Password" and type it in just like you did with the User name. After doing that, click in the box next to "Confirm" and RETYPE that same password.



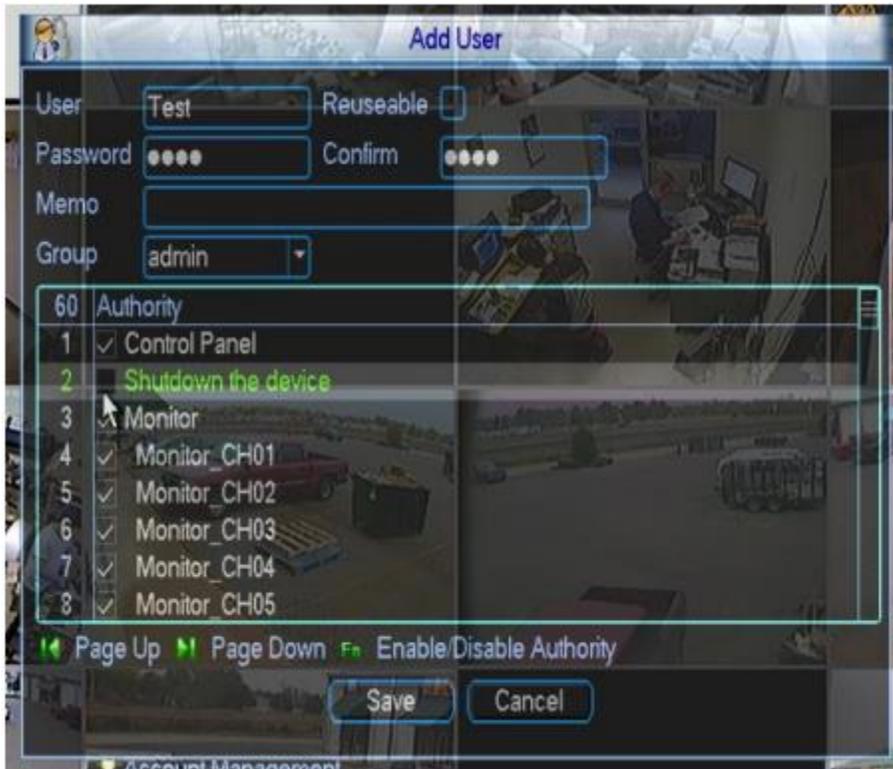
Step 7: After typing in your User name and Password there are a few options that you may or may not need to use:

"Reuseable" option, this basically allows you to access this account from more than one device simultaneously. For example if you have the DVR networked through your internet connection, you would be able to access this User Account from multiple places at the same time, to put it another way you can be logged on to this account from Home, Work, School, etc all at once.

"Group" option, the group option allows you to control which aspects of the DVR you want this account to be able to access. Selecting "admin" allows this account to have access to every nook and cranny of the DVR's options, basically unrestricted access. Certain rights can be changed by deselecting the box's with check marks in them next to each option you would like to disable for the user. Also the other option under the Group setting is "User". Selecting "user" basically gives the user your creating very basic access, viewing camera channels, previous recordings, replay etc.

Now select either admin or user depending on your preference and allow or disallow settings if necessary.

In our example below we disallowed the user "Test" from shutting down the DVR.



Step 8: Click the "Save" button at the bottom of the window to save your newly created user account. A window will pop up saying you have "Successfully added a new user".

Deleting a User Account

Deleting a user account is also needed on certain occasions. Please follow this guide step by step to delete a user account.

Step 1: After accessing your Account window through the main menu you will again see a list of the user accounts currently on the DVR. For this step left click on "Modify User" to open up the new window.



Step 2: Once you see the Modify User window there will be a section at the top that says "User Name", click the dropdown arrow next to it and select the account you need to delete.

In our example below we have selected the account "Test" to delete.



Step 3: Once you have selected your account to delete, all you need to do is left click the "Delete" button at the bottom of the page. After clicking delete you will be presented with a window asking you "Do you really want to remove now?" click "OK" if you want to delete your user account (click "Cancel" if you don't). Congrats, you now know how to delete user accounts!

*Note: The default usernames "Default", admin, and 888888 cannot be deleted.

Changing a Password

Changing a password is very important to know in case you ever run into an instance where your old password has been compromised, you need to disallow someone access by changing their password, or for many other reasons, and this tutorial will show you exactly how.

Step 1: Once on the account screen, left click the "Modify Password" button in the bottom middle of the Account window.



Step 2: After clicking modify password it will bring up the "Modify Password" window showing you 4 options: User, Old Password, New Password, and Confirm. We need to select which account we need to change the password on, do this by left clicking the dropdown arrow next to "User" and select the account.

Once again in our example below we selected the account "Test".



Step 3: Once your user is selected, insert the old password by clicking in the box to the right of it and selecting each letter of the old password. Once you have typed in the old password click on the box to the right of "New Password" and type in a new password for the account, repeat this password by typing it in the box next to "Confirm". Once this is done left click "Save". You will then see a window confirming you modified the password.

Note: If needed, write down your new password and store in a safe place just in case you forget it in the future

