| **PRODUCT:** | **Viper – User Management** |
|---|---|
| **ITEM CODE:** | |

### Introduction

This guide has been formulated to assist with Viper User Management.

## Adding a user

1. On the DVR, click the Menu button in the bottom left corner and select Settings.
2. Once in the Settings Menu then select the Account option.
3. Select Add User, you will then be asked to fill out the below fields, once complete press ok to add your new user:

- Name: This is the name of the user
- Reusable: This determines if the user can be logged on multiple times, i.e. using the app and DVR at the same time.
- Password: This will be the password for the unit.
- Confirm: This will require you to re-enter your password to make sure it is correct.
- Group: This will allow you to select which user group this account is in; different groups have different levels of access.
- Press Add to complete.

## Deleting a user

1. On the DVR, click the Menu button in bottom left and select settings.
2. Once in the Settings Menu then select the Account option and you will see an option for Edit User along the top of the window, select this.
3. Your list of users are down the right hand side.
4. Select Delete icon (you cannot delete the admin user as this is the system defaults) then press OK to confirm deletion.

## Changing a Password

1. On the DVR, click the Menu button in bottom left and select settings.
2. Once in the Settings Menu then select the Account option and you will see an option for Edit User along the top of the window, select this.
3. Your list of users are down the right hand side.
4. Select the Edit icon.
5. Select Modify Password.
6. In the Old box, Enter the existing password for this account.
7. Enter your new password in the New box and then repeat again in the Confirm box.
8. Press OK to change the password.