

PRODUCT:	Cortex - User Management
ITEM CODE:	

Introduction

This guide has been formulated to assist with Cortex user management.

Adding a user

- 1. On the NVR, right click and go to the Settings Option select Settings Login.
- 2. Once in the Settings Menu select User.
- 3. Select Add User, you will then be asked to fill out the below fields, once complete press ok to add your new user:
- Username: the name of the user.
- Password: the password for the unit.
- Re-type Password: re-enter your password to make sure it is correct.

Select A User Name Apply to Selected User admin(Enabled) admin remote(Enabled) Add A User Username: Password: Re-type Password: Cancel Add Change Password	0		es	ser Servic	L	
admin remotelEnabled) Add A User Username: Password: Re-type Password: Cancel Add		cted User	Apply to Selec			ect A User Name
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Deleting a user

- 1. On the NVR, right click and go to the Settings Option select Settings Login.
- 2. Once in the Settings Menu then select the User option.
- 3. Your list of users are down the left-hand side.
- 4. Select the account you wish to delete (you cannot delete the admin user as this is the system default) then press Delete a User.
- 5. Press OK to confirm deletion.

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Approved By:	Date:28/05/2024



Quick Reference Guide

Ref:QRGC002

U	ser Services	0.0
Select A User Name	Apply to Selected User	
admin(Enabled) admin_remote(Enabled)	Enable Account	
-	Disable Account	
	View/Modify Privileges	
	Add a New User	
4]	Delete a User	
	Change Password	
	Close Window	

Changing a Password

- 1. On the DVR, right-click and go to the Settings option select Settings Login.
- 2. Once in the Settings menu then select the User option.
- 3. Your list of users are down the left hand side, select the account you wish to change.
- 4. Select Change Password.
- 5. Enter new password in the New Password field, repeat in the Re-Type Password field.
- 6. Press Change to save the password.

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New Passv	vord:		
Re-type Pa	ssword:		
a	Cancel	 Change	

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