

<b>PRODUCT:</b>	<b>Cortex - User Management</b>
<b>ITEM CODE:</b>	

## 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.



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



## 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.

