How to change the default Admin password and add users to any Hikvision DVR or NVR purchased from Dynamic CCTV Ltd.

Changing the default Admin password:

Right click mouse button and select the menu option at the top of the drop down list to display the OSD sub menu icons as below:



Click configuration to display the associated sub menu as below :

Configuration					
Ceneral DST Settings	More Settings				
Language	English ~				
CVBS Output Standard	PAL ~				
Resolution	1280*1024/60HZ ~				
Time Zone	(GMT+00:00) Dublin, Et ~				
Date Format	DD-MM-YYYY ~				
System Date	29-08-2014				
System Time	11:36:52 📀				
Mouse Pointer Speed					
Enable Wizard					
Enable Password					
	Configuration General DST Settings Language CVBS Output Standard Resolution Time Zone Date Format System Date System Time Mouse Pointer Speed Enable Wizard Enable Password				

Click on the **user** tab which is at the bottom of the left hand side options to display the user setup page as below :

	Con	figuration	
尊 General	User Managem	nent	
🕫 Network	lame Level	User's MAC Add Per.	Edit Del
Alarm	Admin	00:00:00:00:00	1
# RS-232			
↔ Live View			k
▲ Exceptions			
& User	>		
	<	1 1 1	>
♠ Live View		Add	Back

Click the edit tab to the right of the Admin entry to display the associated sube



	Edit	User	
User Name		admin	
Old Password			~
Change Passwo	rd		
Password			
Confirm			
User's MAC A	00 :00 :	00:00:00:00	
			-

Click the old password box and enter the current password using the GUI number pad, the default password from new is 12345.

old password box

	GUI keypad		
1	2	3	
4	5	6	
7	8	9	
	0	-	
and the second second		Enter	ESC

Now put a tick in the box next to change password and click on the password box below it to enter your new password using the GUI keypad. Your new password can be set between 1 and 16 digits.

Change password tick box



Now click the confirm box and enter your new password again as above.

Confirm box



Now click the ok box at the bottom to save your new password.

Adding additional users to the DVR :

Open the User setup box as shown earlier in this guide

MENU > CONFIGURATION > USER.

Now click the Add button at the bottom of the page to display the add user setup page as below :

	Add	User		
User Name				
Password				
Confirm				
Level		Guest		~
User's MAC A	00 :00 :0	: 00 : 00	00:00	
			ок	Cancel

Click on the User name box and select the name you wish to use for your new user, the name can contain numbers and letters and can be between 1 and 16 digits long.

Now click on the password box and select the password for your new user using the GUI keypad, the password can be between 1 and 16 digits long.

Next click on the confirm box and enter the password again using the GUI keypad

Now select the operating level by selecting either Guest or Operator within the level box, the operator setting allows more functionality for the user than

Guest although these settings can be altered at your discretion as shown below.

The last option allows you to add a network MAC address to the user account, this is beneficial if each user is connecting to the DVR/NVR on a network from a fixed computer as it links the computer to the user within the DVR menu.

It is not a necessity that the MAC address section is completed as it has no bearing on the ability to add an additional user.

User's MAC A ... 00 :00 :00 :00 :00 :00

To complete your new user registration simply press the OK button at the bottom of the screen at which point the user details will become visible in the account list as below:

Configuration						
倖 General	User Management					
& Network	lame	Level	User's MAC	Add Per	Edit	Del
\land Alarm		Admin	00:00:00:00:	00:00 -	1	-
🕫 RS-232		Operator	00:00:00:00:	00:00 🥥	1	Û
 Live View 				k		
▲ Exceptions						
& User >						
	<		1	1 1		Þ

Clicking the tab allows you to edit the user details as setup above Clicking the tab allows you to delete the additional user from the

user list



Clicking the tab allows you to edit and setup the

authority/permission levels of the additional user so that you can either restrict or allow access to certain functions and facilities of the DVR through the given account both local and remote.