

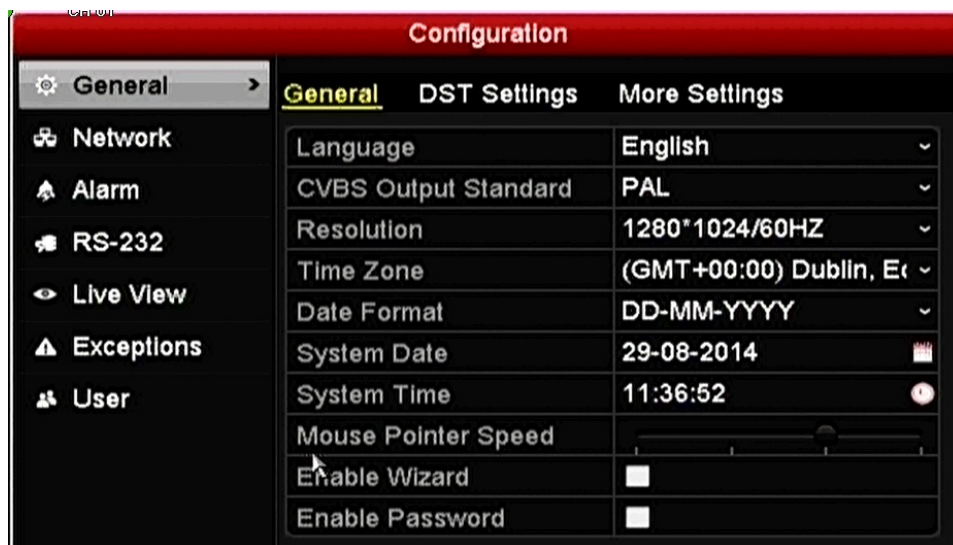
How to change the default Admin password and add users to any Hikvision DVR or NVR purchased from Dynamic CCTV Ltd.

Changing the default Admin password:

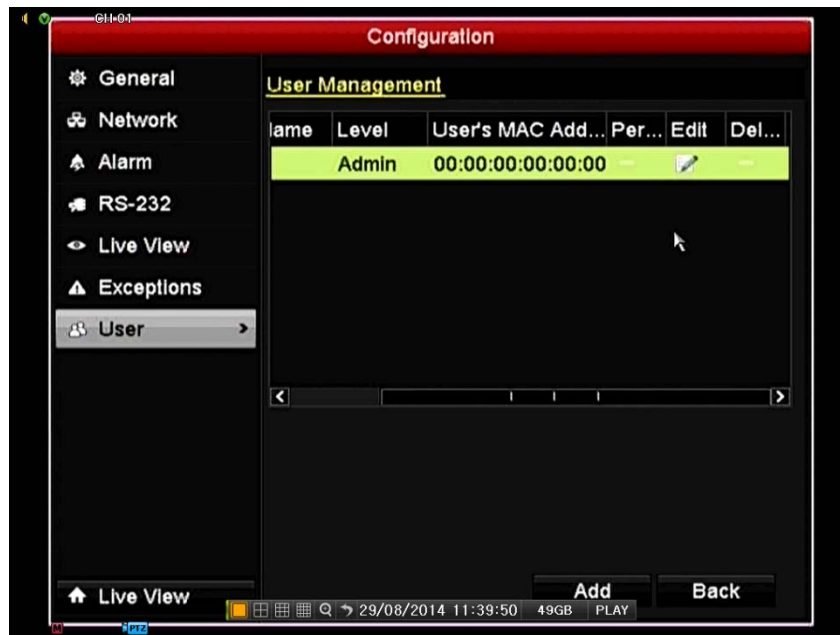
Right click mouse button and select the menu option at the top of the drop down list to display the OSD sub menu icons as below:



Click configuration to display the associated sub menu as below :

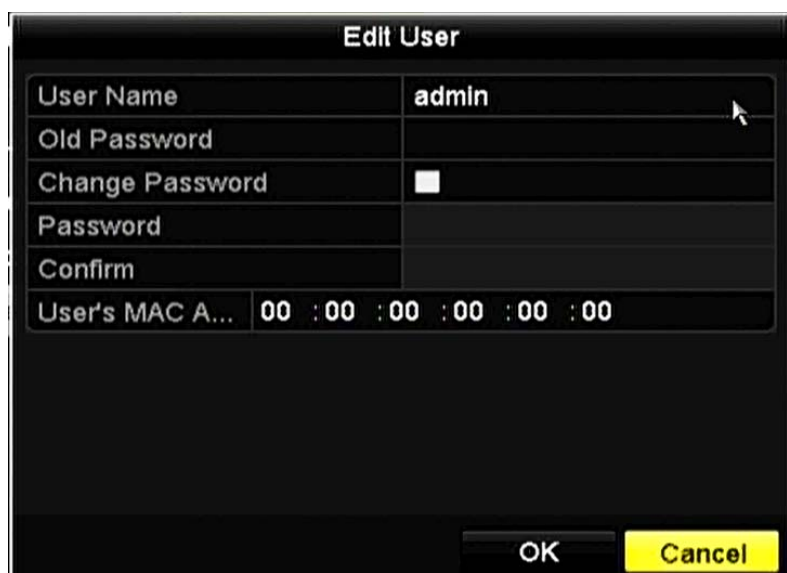


Click on the **user** tab which is at the bottom of the left hand side options to display the user setup page as below :



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

menu :



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

Old Password	
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GUI keypad



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

Change Password	<input checked="" type="checkbox"/>
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New password box

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

Confirm box

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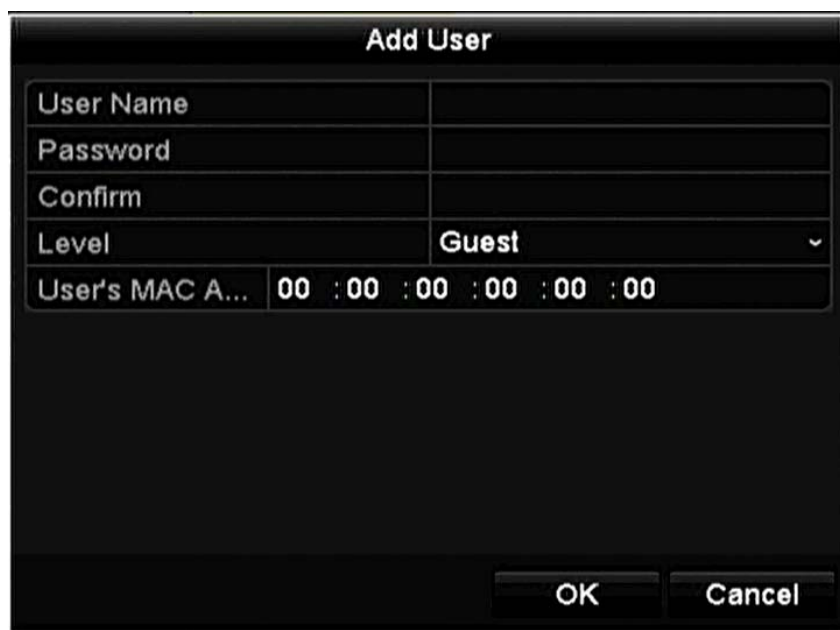
Now click the ok box at the bottom to save your new password.

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 :00 :00 :00 :00

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

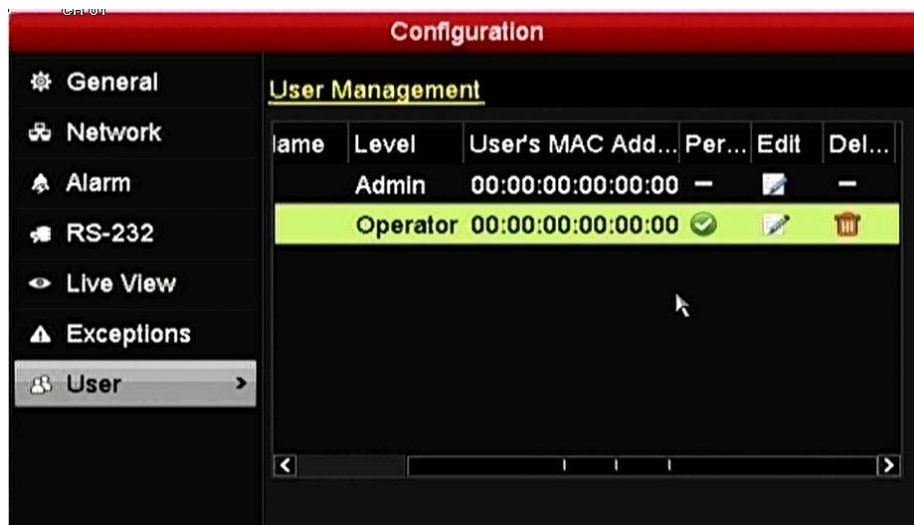
Guest although these settings can be altered at your discretion as shown below.


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:



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.