

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.

	User Servic	es	0
Select A User Name		Apply to Selected User	
admin(Enabled) admin_remote(Enabled) Add A User	<u> </u>	Enable Account	
Username: Password: Re-type Password:			
Cancel	J	Add	
4		Change Recoverd	
		Change Password	1

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: Technical Manager	Date: 09/02/2024



Quick Reference Guide

Ref: QRGC002

U	Iser Services	(- X
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.

	me		Apply to Selected User	
admin(Enabled)		A	Enable Account	
admin remotel Change	Enabled) Password			
New Pass	word:			E
	Cancel	J	Change	F
-				

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