


Uniview Account Modification Guide

To modify or add a new user account on your Uniview NVR, go to **Main Menu->System->User**. Within the user section you will see two available accounts by default. These include: admin and default.


Admin – The admin account will be your primary account in configuring your NVR. **This account is the ONLY account able to modify or add new user accounts.**

Default - The default account is singularly used for modifying which cameras you'd like to display when no accounts are logged in.

Modifying an account:

To modify an account firstly sign into your admin account. Once signed in go to **Main Menu->System->User**. Once within the user section you will see all of the available accounts. To modify an account simply double-click on the accounts name or select the edit  icon next to it.



Username	User Group	Edit	Delete
admin	Administrator		—
default	Reserved User		—
test	Operator		

This will prompt the Modify page up. Here you will be able to modify the selected user's password and its permissions. The accounts permission are split between Basic Permissions and Camera Permissions.

Basic Permissions:

To take away any of the below permissions, simply uncheck the box next to that option.

Configure – This option allows for the user to make configuration changes on the NVR. Adding and modifying accounts is the only configuration options this field will not permit.

Upgrade – This option allows the user to apply firmware updates to and through the NVR.

View and Export Logs – This option allows the user to view and export logs.

Restart – This option allows the user to power cycle the NVR.

Basic Permissions			
<input checked="" type="checkbox"/> Configure	<input checked="" type="checkbox"/> Upgrade	<input checked="" type="checkbox"/> View and Export Logs	<input checked="" type="checkbox"/> Restart

Camera Permissions:

The below five options include the camera permissions available to be modified. If you do not want a channel to have one of the below five permissions, simply select the permission from the drop down you would like to disable, then uncheck the box next to the channel number of your choosing. Once set as needed select OK to save.

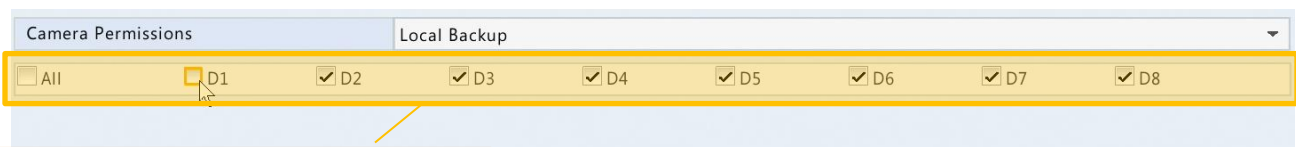
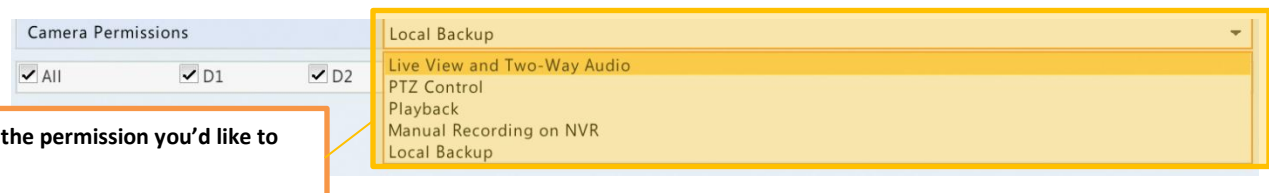
Live View and Two-Way Audio – This option allows for the enabling or disabling of the channels you'd like the modified user to have access to live view or two-way audio.

PTZ Control – This option allows for the enabling or disabling of whichever channels you'd like the modified user to have access to PTZ controls to. *(This would of course only take affect if utilizing a PTZ or motorized zoom camera on any of the available channels)*

Playback – This option allows for the enabling or disabling of the channels you'd like the modified user to have access in reviewing playback.

Manual Recording on NVR – This option allows for the enabling or disabling of the channels you'd like the modified user to have access in setting the channel to record manually.

Local Backup - This option allows for the enabling or disabling of the channels you'd like the modified user to have access to backup files locally.



Step 2– Select the channels you'd like to enable or disable to have the selected permission capability.

Adding an account:

To add an account firstly sign into your admin account. Once signed in go to **Main Menu->System->User**. Once within the user section, select **Add** in the bottom right corner to create a new account. Selecting Add will prompt up the Add user page where you will fill in the following information: Username, User Group, New Password, Confirm, and the permissions you'd like to allow the created user to have. Below is a brief description of what goes in each field.

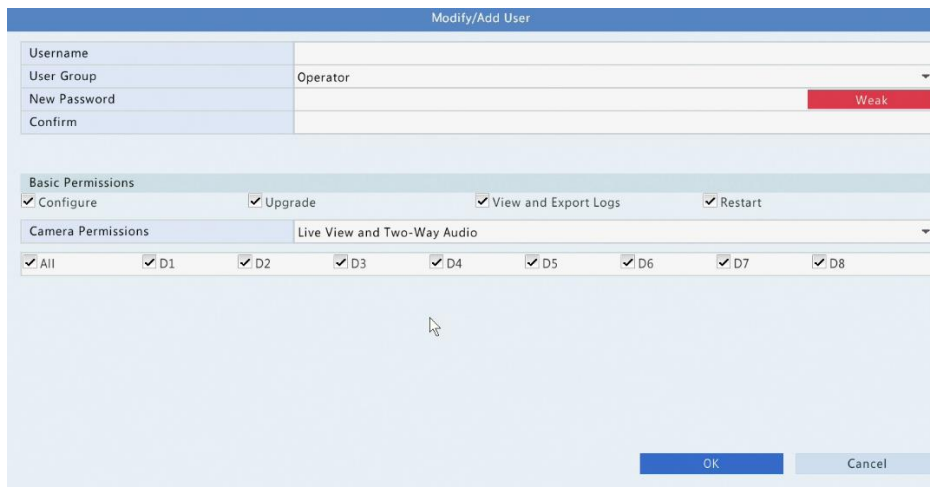
Username – Here you will input the username of your choosing.

Password – Here you will input the password of your choosing. *The password must include at least 8 characters that include three of the four following characters: Uppercase letter, lowercase letter, number, special character.*

Confirm – Here you will input the password of your choosing again.

Basic Permission and Camera Permissions – Here you will select the permissions you'd like to allow the user being added to obtain. [Review modifying an account section for more details]

Once finished select **OK** to save.



The screenshot shows the 'Modify/Add User' form. It includes fields for Username, User Group (set to Operator), New Password (with a 'Weak' indicator), and Confirm. Below these are sections for Basic Permissions (Configure, Upgrade, View and Export Logs, Restart) and Camera Permissions (Live View and Two-Way Audio, All, D1-D8), all of which are checked.