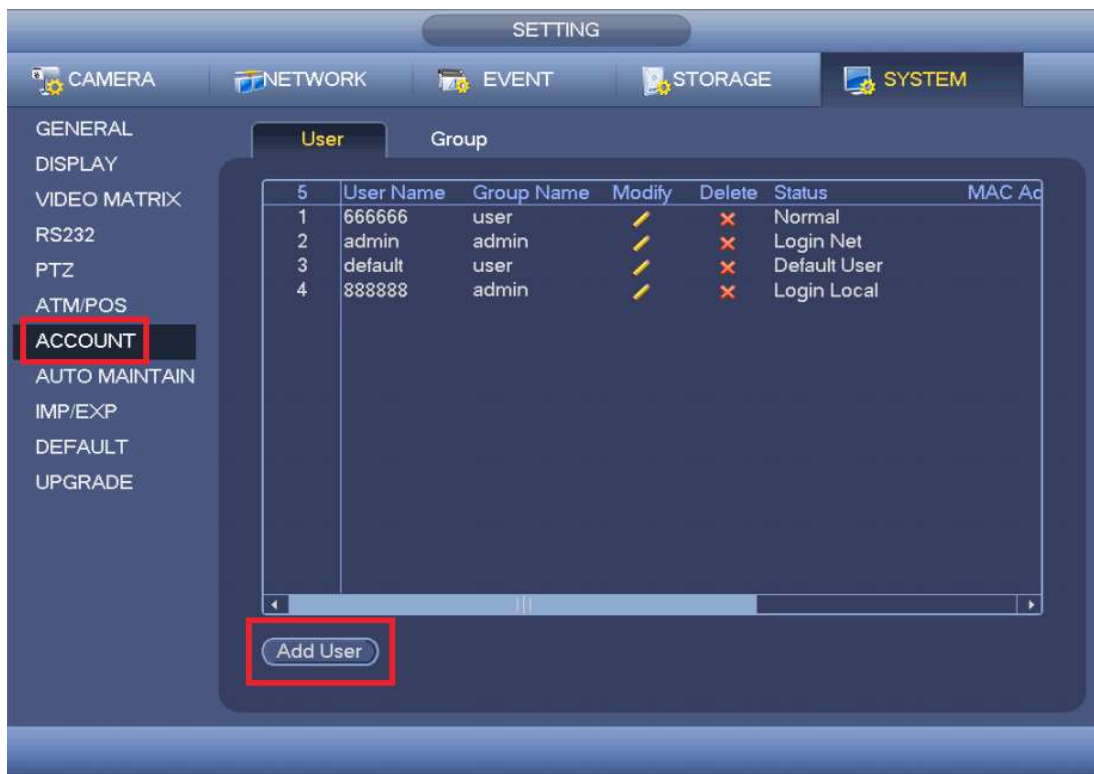


How to Add a User

From the **Main Menu** Select **System**



Select **Account** on the left Column



Enter your new **User Name**, **Password** and **Confirm** your new **Password**. Check **Reusable** if you would like multiple users to log in simultaneously with the new **User Name**. Click **Save**

The screenshot shows the 'Add User' configuration window. The 'User Name' and 'Password' fields are highlighted with a red box. The 'Reusable' checkbox is also highlighted with a red box. The 'Confirm Password' field is highlighted with a red box. The 'Group' dropdown is set to 'admin'. The 'Authority' section has three tabs: 'System', 'Playback', and 'Monitor'. Under 'System', there are checkboxes for 'All', 'ACCOUNT', 'PTZ', 'COLOR', and 'CAMERA'. Under 'Playback', there are checkboxes for 'SYSTEM', 'INFO', 'STORAGE', and 'CLEAR LOG'. Under 'Monitor', there are checkboxes for 'DISCONNECT USER', 'MANUAL CONTROL', 'EVENT', and 'SHUTDOWN'. There are also checkboxes for 'DEFAULT&UPGRADE', 'BACKUP', and 'NETWORK'. The 'Save' button is highlighted with a red box.

Note. You can restrict **Authority** levels of your new user with the check boxes below. If you would like to prevent your new User from accessing particular menus or watching certain cameras, remove the check box under **Authority**.