



uni**view**

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**NAVIGATION
TUTORIALS**



HOW TO LOG ONTO A UNIVIEW RECORDER

LOGGING ON

Logging into your unit will be a critical part of interacting with the unit and retrieving footage. There are two primary ways of logging onto a recorder. One of these ways will be to log directly into the unit while the second will be to log in over the web interface of the same network.

To log into the unit you will have to have a display (monitor/television) connected to the recorder in either the VGA or HDMI slot on the rear of the unit. You will also need to connect a USB mouse. This can be plugged into any of the USB ports on the unit.

To log in to the unit directly...

1. Attach needed peripheral devices (monitor/ mouse).
2. Move the mouse to activate it on the screen.
3. Right-click on the mouse to bring up a drop-down menu.
4. In the drop down menu select "menu," by left-clicking.
5. The log in field will now pop up. You will need to know the password for the admin account. Left click in the password field.
6. A virtual keyboard now appears. You can left-click each of the letters of the password until you have completed the password. The default password is "123456"
7. Click log-in. If successful you will now be in the menu of the recorder! If unsuccessful please consult our "forgot password," tutorial.

To log into the unit on the same network it is important to have a modern computer that is on the same network as the recorder. What does it mean to be on the same network? The recorder and the PC need to be connected to the same router. If your recorder is plugged directly into say a Comcast router, while the PC is connected to a D-Link router that comes out of the Comcast router, then you will not be able to interact with the system.

If you do not know the IP address of your recorder, please download the EZTools software from our [Software page](#) under the support section of our website. This will search your network for any Network Video Recorders or IP cameras.

When using EZTools you can log onto the recorder by...

1. Open EZTools. Left-click the refresh button to search your network for your recorder.
2. Assuming the NVR is networked properly, it will populate in the EZtools window and be labeled "NVR."
3. Click the Internet Explorer (IE) icon to the right of your recorder. This will open IE and take you directly to the recorder.

4. You will land on a log-in screen. If you have never opened the recorder in your computer before you will have to download plug-ins. At the top of the screen a blue hyperlink to download the plug-in will drop down. Left-click the blue hyperlink.
5. After clicking the hyperlink, a window will pop up from the bottom of the screen asking how you want to handle the download. Choose "Save as," and save it to your desktop.
6. Close IE and double-click the download file on your desktop. This will install the plug-ins. Go back into the EZTools and click the IE button again. You'll land on the log in page again.
7. Type "admin," as the user and your password in the password field. The default password is "123456"
8. You should be logged into the recorder now. If you have the wrong password please consult our forgotten password tutorial.

Now let's look at what you would do if you knew the IP address of your recorder.

1. Open Internet Explorer. Uniview recorders work EXCLUSIVELY with IE. Edge, Chrome and Firefox WILL NOT WORK.
2. In the address bar type "http://" followed by the IP address of your recorder.
3. You will land on a log-in screen. If you have never opened the recorder in your computer before you will have to download plug-ins. At the top of the screen a blue hyperlink to download the plug-in will drop down. Left-click the blue hyperlink.
4. After clicking the hyperlink, a window will pop up from the bottom of the screen asking how you want to handle the download. Choose "Save as," and save it to your desktop.
5. Close IE and double-click the download file on your desktop. This will install the plug-ins. Open IE again and type in the address of your recorder again. You will land on the log in page again.
6. Type "admin," as the user and your password in the password field. The default password is "123456"
7. You should be logged into the recorder now. If you have the wrong password please consult our forgotten password tutorial.