Centralized Control Platform User Manual

Manual Version: V1.01

Disclaimer and Safety Warnings

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Network Security

Please take all necessary measures to enhance network security for your device.

The following are necessary measures for the network security of your device:

- Change default password and set strong password: You are strongly recommended to change the default password after your first login and set a strong password of at least nine characters including all three elements: digits, letters and special characters.
- Keep firmware up to date: It is recommended that your device is always upgraded to the latest version for the latest functions and better security. Visit Uniview's official website or contact your local dealer for the latest firmware.

The following are recommendations for enhancing network security of your device:

- Change password regularly: Change your device password on a regular basis and keep the password safe. Make sure only the authorized user can log in to the device.
- Enable HTTPS/SSL: Use SSL certificate to encrypt HTTP communications and ensure data security.
- Enable IP address filtering: Allow access only from the specified IP addresses.
- Minimum port mapping: Configure your router or firewall to open a minimum set of ports to the WAN and keep only the necessary port mappings. Never set the device as the DMZ host or configure a full cone NAT.
- Disable the automatic login and save password features: If multiple users have access to your computer, it is recommended that you disable these features to prevent unauthorized access.
- Choose username and password discretely: Avoid using the username and password of your social media, bank, email account, etc, as the username and password of your device, in case your social media, bank and email account information is leaked.
- **Restrict user permissions:** If more than one user needs access to your system, make sure each user is granted only the necessary permissions.
- **Disable UPnP:** When UPnP is enabled, the router will automatically map internal ports, and the system will automatically forward port data, which results in the risks of data leakage. Therefore, it is recommended to disable UPnP if HTTP and TCP port mapping have been enabled manually on your router.
- SNMP: Disable SNMP if you do not use it. If you do use it, then SNMPv3 is recommended.
- Multicast: Multicast is intended to transmit video to multiple devices. If you do not use this function, it is recommended you disable multicast on your network.
- Check logs: Check your device logs regularly to detect unauthorized access or abnormal operations.
- Physical protection: Keep the device in a locked room or cabinet to prevent unauthorized physical access.
 Isolate video surveillance network: Isolating your video surveillance network with other service networks helps prevent unauthorized access to devices in your security system from other service networks.

Learn More

You may also obtain security information under Security Response Center at Uniview's official website.

Safety Warnings

The device must be installed, serviced and maintained by a trained professional with necessary safety knowledge and skills. Before you start using the device, please read through this guide carefully and make sure all applicable requirements are met to avoid danger and loss of property.

Storage, Transportation, and Use

- Store or use the device in a proper environment that meets environmental requirements, including and not limited to, temperature, humidity, dust, corrosive gases, electromagnetic radiation, etc.
- Make sure the device is securely installed or placed on a flat surface to prevent falling.
- Unless otherwise specified, do not stack devices.
- Ensure good ventilation in the operating environment. Do not cover the vents on the device. Allow adequate space for ventilation.
- Protect the device from liquid of any kind.
- Make sure the power supply provides a stable voltage that meets the power requirements of the device. Make sure the power supply's output power exceeds the total maximum power of all the connected devices.
- Verify that the device is properly installed before connecting it to power.
- Do not remove the seal from the device body without consulting Uniview first. Do not attempt to service the product yourself. Contact a trained professional for maintenance.
- Always disconnect the device from power before attempting to move the device.
- Take proper waterproof measures in accordance with requirements before using the device outdoors.

Power Requirements

- Install and use the device in strict accordance with your local electrical safety regulations.
- Use a UL certified power supply that meets LPS requirements if an adapter is used.
- Use the recommended cordset (power cord) in accordance with the specified ratings.
- Only use the power adapter supplied with your device.
- Use a mains socket outlet with a protective earthing (grounding) connection.
- Ground your device properly if the device is intended to be grounded.

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Introduction

The centralized control platform (hereafter referred to as "platform") is a management system designed to manage conference displays as known as interactive displays (referred to "display" for short). It can control multiple associated displays at the same time, such as brightness/volume adjustment, shutdown, restart, etc., with powerful function and easy operation.

This manual mainly introduces how to use the centralized control platform on the Web interface.

NOTE! The interface, function, and operation may vary with software version.

2 Login

Please contact your technical support in advance to obtain the website, username, and password to log in to the platform. Make sure the display has a network connection to the PC before login.

1. Open your browser, input the IP address of the centralized control platform in the address bar, and then press **Enter** to open the login page.



2. Enter the username, password, and verification code, and then click Login Now.

NOTE!

Please change the password after your first login and keep it secure to ensure that only authorized users can log in. If you forgot the changed password, please contact your technical support.

Centralized Cont	rol Platform							8 •	
🕎 Management Center 🗠	Delete	C Refresh	Operation	ion Release 🖉 Install	🛗 Uninstall	TT SHELL			
Device Management	No.	Device Name	Department	Volume	Brightness	Remaining Storage Space	Operation Time 💠	Status ≑	Operation
Scheduled Release					No Data				
Material Management									
Template Management									
Department Management									
User Management									
App Management									
			T	otal 0 10/page	× < 1	> Go to 1			
Item		Descrip	tion						
		The curre Exit: L Change	ent user Log out and ru ge password: Ch	eturn to the Change the ange Password	login pag e passwo	ge. ord of the o	current user.		
			* Username:	user					
8			*Old Password:	Old Password		Ø			
			* New Password:	New Passwor	d:	Ø			
			* Confirm:	Confirm:		Ø			
					Cance	OK			
Help		View the	version inforr	mation and	user mar	nual.			
Management o	center	Manage a	and control de	epartments,	users, a	and device	S.		
<u> </u>		-							

3 Department Management

Our technical supports have created a department (for example, Department 1 in the figure) with the main account, and you can add other sub departments to it for hierarchical management.

Please enter your departmen Q		+ Add	Delete			Please enter keywords. Q
Department1	No.		Department Name	Department ID	Parent Department	Operation
		1	Department1	000000	Root Department	

3.1 Add Department

1. Enter the **Department Management** page, and click Add.

	Add		×
*Department Name			0 / 63
*Department ID			0 / 6
*Parent Department	Department1		~
		Cancel	ОК

2. Enter the department information, choose the parent department, and click **OK** to add a new department.



NOTE!

The department ID must be unique and all IDs of the admin user cannot be duplicated. It can be named with letters and digits to guarantee the uniqueness.

Please enter your departmen Q	+ Add	Delete			Please enter keywords. Q
 Department1 Department2 	No.	Department Name	Department ID	Parent Department	Operation
	1	Department1	000000	Root Department	
	2	Department2	000001	Department1	2

3.2 Manage Department

The left list shows the hierarchy of the departments. Select any department from the left list, and then the department and its sub-departments will be displayed in the right list. Click **Refresh** to view the latest department information.

Please enter your departmen Q	+ Add	Please enter keywords. Q			
 Department1 Department2 	No.	Department Name	Department Name Department ID		Operation
Department4	1	Department1	000000	Root Department	
	2	Department2	000001	Department1	Ô.
	3	Department3	000002	Department2	Ô.
	4	Department4	000003	Department2	Ô.

1. Edit Department

Click \swarrow , and edit the department name and parent department.

	Edit		×
* Department Name	Department4		11 / 63
*Parent Department	Department2		~
		Cancel	ОК

2. Delete Department

Select the department(s) you want to delete, and then click Delete.



NOTE!

If the selected department is already associated with a display or has a sub-department, you need to disassociate the department from the display or delete its sub-departments before you delete it.

4 Device Management

Add multiple smart interactive displays (hereinafter referred to as "displays") to the centralized control platform for unified management.

Delete	C Refresh	ic Operation	ormation Release	Install 🛗 Uninstall	SHELL			ter keywords. Q
No.	Device Name	Department	Volume	Brightness	Remaining Storage Space	Operation Time ≑	Status 🌩	Operation
				No Data				

4.1 Associate Device

1. Open the Centralized Control Assistant app on the display.

Х

Department ID: Please Enter a 6-digit Department Code	
Smart Interactive Display	
Link	

Centralized Control Assistant

2. Enter the department ID, click **Link**, and then the display will be added to the corresponding department of the centralized control platform.

> NOTE!

-6

The device name on the **Centralized Control Assistant** page cannot be edited. You can modify the display name at **Setting > System > About** on the display, or on the platform's **Device Management** page.

с	Centralized control assistant							
	Department Name: Department1							
	Device Name: Smart Interactive Display							
	Serial Number:							
Device Online	Unlink							
Device Online								

4.2 Manage Device

The associated displays are shown on the **Device Management** page of the platform. Click **Operation Time** or **Status** to sort the displays by operation time or online status. Click **Refresh** to view the latest display information.

Î	🗓 Delete 📿 Refresh 🔯 Basic Operation 🗮 Information Release 🖉 Install 🛱 Uninstall 🔯 SHELL								
	No.	Device Name	Department	Volume	Brightness	Remaining Storage Space	Operation Time ≑	Status 🌩	Operation
	1	Smart Interactive D isplay 1	Departmentl	23	41	53.29 GB	5Hour50Second	Online	8 2
	2	Smart Interactive D isplay 2	Department1	12	56	52.07 GB	29Second	Online	

1. View Device Details

Click	Eq. ·	to enter	the D	evice	Details	window.	and	vou ca	n view	the	displav	/ details
0.000							ana	,			alopia	,



Device Model : MW3565-U-E	Device Serial Number :
System Version :	Operation Time : 5Hour51Second
Android Version : 12	

2. Remotely Control Device

Click **Remote Control**, and the real-time image of the display appears. You can remotely control the display with the mouse.

- Tap on the display: Click the left mouse button.
- Long press on the display: Long press the left mouse button.
- Slide on the display: Long press the left mouse button, and move the mouse to switch the display page.



CAUTION!

Pay attention to the two points when you control the display on the centralized control platform.

- Please do not use the screen recording tool during the remote control. Otherwise, the remote control page will be closed.
- The display's writing tool (such as writing function in Whiteboard and Annotation) cannot be used on the platform's remote control interface



3. Edit Device

Click \swarrow , and edit the device name as needed.

	Edit	×
Device Name	Smart Interactive Display 1	
	Cancel	ОК

4. Disassociate Device

Select the display(s) you want to disassociate with the platform, and then click Delete.

5 Device Control Preparation

Add the desired materials, templates, and apps to the centralized control platform, and then you can release information to the display, control the display via the shell command, and install apps on the display.

5.1 Material Management

On the **Material Management** page, add materials to the centralized control platform for unified management. The materials can be used to release information and control the display.

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Public

• My Materials	III Delete	Please enter keywords.	Q =
image			
SHELL Command			
	No material		
	Total O 10/page \sim < 1 $>$ Go to 1		

5.1.1 Image

Add images on the PC to the centralized control platform. The images can be used as background images for information release.

1. Upload Image

1. Click Upload Materials, and then the Add window appears.

		Add	2	×
Upload Materia	L			
Select Material	Browse			

2. Click **Browse**, select images in PNG, JPG, GIF, JPEG, or BMP format, and upload them to the centralized control platform.



	Add	\times
Upload Material Select Material Browse		
cloud1.jpeg		75%
UploadingPlease wait.		10.0

2. Manage Image

The uploaded images are displayed in the material list. Click \blacksquare \equiv in the upper-right corner to show images in tile/list mode.



Preview Image

Click \bigcirc to preview the image. Click the empty area outside the image or \checkmark in the upper-right corner to close the preview.



E: Zoom out	E Zoom in
: Full screen	: Rotate anticlockwise
C: Rotate clockwise	-

Delete Image

You can delete images one by one or in batches.

- Delete one by one: Select an image you want to delete, and then click $\hat{\mathbb{I}}$.
- Delete in batches: Select the images you want to delete (or select the **Select All** checkbox to select all images), and then click **Delete**.

5.1.2 Audio

=Ø

Add audios on the PC to the centralized control platform. The audios can be used as background music for information release.

1. Upload Audio

1. Click Upload Materials, and then the Add window appears.

		Add	\times
Upload Material			
Select Material	Browse		

2. Click **Browse**, select audios in mp3, wav, flac, or aac format, and upload them to the centralized control platform.

NOTE!	
Up to 5 audio files can be uploaded at the same time.	

		Add	×
Upload Material	L		
Select Material	Browse		
rain.wav			8%
_			0.0

2. Manage Audio

The uploaded audios are displayed in the material list. Click \blacksquare / \equiv in the upper-right corner to show audios in tile/list mode.

+ Upload Materials	Delete	9			
Select All					
F		5		5	
rain.wav (2392.621KB)		piano.wav (2594.326KB)		night.wav (3697.309KB)	
user	តេច	user	តេ 🖻	user	െ 🖻

Try Audio

Click 60 to test the audio. Click \times in the upper-right corner to close the audio.

- Drag or click the audio slider to forward or rewind the audio. Click II to pause; click ▶ to resume.
- Hover over ●, drag or click the slider to adjust the volume, or click to turn off the audio.
- Click to open the toolbar.
 - > Download: Download the audio to your PC.
 - > Play speed: Change the audio play speed.

ш	0:01 / 0:13	 •	:
	0.01/0.10	~	•

Delete Audio

You can delete audios one by one or in batches.

- Delete one by one: Select an audio you want to delete, and then click
- Delete in batches: Select the audios you want to delete (or select the **Select All** checkbox to select all audios), and then click **Delete**.

5.1.3 Shell Command

Set the shell commands as needed, and then you can control the display with the commands.

1. Add Command

1. Click Add Commands.

	Add		×
* Command Name			0 / 20
* Command Content			0 / 64
		Cancel	ОК

2. Enter the command information, and click OK.



2. Manage Command

The added commands are displayed in the material list. Click \blacksquare / \equiv in the upper-right corner to show commands in tile/list mode.





1. Click 🖉.

* Command SHELL1 6 / Name * Command SHELL1SHELL1 Content 18 /	\times
Name * Command Content SHELL1SHELL1SHELL1 18 /	20
Content	64

2. Edit the command information, and click **OK** to save the settings.

Delete Command

You can delete commands one by one or in batches.

- Delete one by one: Select a command you want to delete, and then click ¹/₁.
- Delete in batches: Select the commands you want to delete (or select the **Select All** checkbox to select all commands), and then click **Delete.**

5.2 Template Management

On the **Template Management** page, set the template style for information release with images and audios added on the **Material Management** page.

5.2.1 Add Template

1. Click Add Templates when you add a template for the first time, otherwise click Add.

		Add	\times
Template I	information		
* Template	Please enter the template name		
Name * Template Content	48 ~ A A		
Background Image Music	Select Picture Only one image is allowed Select Audio Only one audio is allowed		

Cancel

2. Set the template style. You can preview the template effect while adjusting the style. Click **OK** when you complete.



Item	Description
Template Name	Template name.
Template Content	 The content to be released. 48 : Font size. Click to choose other font size. A A: Increase/decrease the font size. Font color. Click to choose other font color.
Background Image/Music	Click Background Image/Music to choose an image or audio added on the Material Management page. Background Reselect cloud1.jpg() Image Only one image is allowed Music Reselect piano.wav() Only one audio is allowed You can click Reselect to select again: or click () to delete the current image/audio.

5.2.2 Manage Template

The added templates are displayed in the template list. Click **Refresh** to view the latest templates.

+	Add 📋 Delete 📿 Refresh			Please enter keywords. Q
	No.	Template Name	User	Operation
	1	template3	user	2
	2	template2	user	2 Û
	3	template1	user	2 Ŵ

1. Edit Template

Click 🖄,	and edit the template style as	needed.	
		Edit	×
Template	Information		
* Template	template3		
Name * Template	48 × A* A*		
Content	Welcome!!		
		Welcome!	1
Background	Select Picture		-
Image	Only one image is allowed		
Music	Select Audio		
	Only one audio is allowed		

2. Delete Template

Select the template(s) you want to delete, and then click **Delete**.

5.3 App Management

Upload the application installation package on the PC to the centralized control platform, and then you can install the application on the display.

5.3.1 Upload App

1. On the App Management page, click Upload App.

Cancel

		Upload App	×
Upload Ir	nstallation R	Package	
Package	Browse		

2. Click **Browse**, choose the installation package in the apk format on your PC, and upload it to the centralized control platform.

		Upload App		×
Upload In	stallation F	Package		
Package	Browse			
•			3%	
Uploading	Please wai	t.		

5.3.2 Manage App

The uploaded apps are displayed in the application list. Select the app you want to delete, and click **Delete**.



6 Device Control

The centralized control platform can control the associated displays. Two control methods are available, including instant release and scheduled release.

6.1 Instant Release

On the **Device Management** page, you can release commands to the displays such as shutdown, restart, information release, etc., in real time.

	NOTE!
	Only one command can be released at a time.

Delete	C Refresh	Operation	rmation Release	Install	SHELL			ter keywords. Q
No.	Device Name	Department	Volume	Brightness	Remaining Storage Space	Operation Time 🌩	Status ≑	Operation
1	Smart Interactive D isplay 1	Department1	23	41	53.29 GB	5Hour50Second	Online	R 2
2	Smart Interactive D isplay 2	Department1	12	56	52.07 GB	29Second	Online	R 2

6.1.1 Basic Operation

1. Select the display(s), and click **Basic Operation**.

	Basic Operation		×
Selected Device(s): 1			
Basic Config (The char	nged settings take eff	ect immediately	7)
Volume 🗾			23
Brightness	0		41
Real-Time Operation			
(Θ	
Shutdown	Restart	Sleep	
<u>-77-</u>	\triangle	«ฏ»	
Wakeup	OTA Upgrade	Alarm Sour	nd

- 2. Operate the displays as needed.
 - Basic Config: To adjust the display brightness or volume, drag the volume or brightness slider, or modify the value in the right number box.
 - Real-Time Operation:
 - Shutdown/Restart/Sleep/Wakeup: Control the selected displays to shut down, restart, sleep, or wake up.
 - OTA Upgrade: The platform releases the upgrade command to the display, and the display will check whether a new version is available. If a new version is detected, you can upgrade it manually.
 - Alarm Sound: The display plays an alarm sound and shows the alarm information, which is used to warn people near the display in case of emergency.



NOTE!

- The display will be offline after being turned off. It will be online again after you turn on it manually.
- The alarm sound and message will last for 5 minutes unless the power is disconnected.

6.1.2 Information Release

1. Select the display(s), and click Information Release.

The **Information Release** page shows the templates added on the **Template Management** page. You can click **Add** to add new information release templates.

		Information R	elease	×
+ Add				Please enter keywords. Q
	No.	Template Name	User	Operation
	1	template3	user	2 1
	2	template2	user	2 Ŵ
	3	template1	user	2 1



2. Select a template, click **Release**, and the template information will appear on the display.

Click $2/\overline{10}$ to edit/delete the template.

6.1.3 Install/Uninstall App

1. Install App

 Select the display(s), click Install, and the Installable Apps window appears The apps added on the App Management page will be displayed.

Installable Apps $ imes$
Please enter keywords. Q
Apps
test 1.0

Cancel	Install
--------	---------

2. Select the app(s), click **Install** to start installing the selected app(s).

2. Uninstall App

1. Select an online display, click **Uninstall**, and the **Installed Apps** window appears.

Installed Apps $ imes$
Please enter keywords. Q
Apps
Search 12
test115 1.0
DualScreenDe mo 1.0
Launcher 1.2.2
Chrome 69.0.2497.100
Cancel Uninstall

2. Select the app(s) you want to uninstall, and click **Uninstall**. Only apps with a checkbox displayed can be uninstalled.

6.1.4 Shell Command

1. Select the display(s), and click **SHELL**.

The **SHELL** window shows the shell commands added on the **Material Management** page. You can click **Add** to add new commands.

	SHELL		×
+ Add Selected Device(s): 1 Please se	elect a command to release	Please enter keywords.	Q
Command Name	Command Content	:	Operation
SHELL1	SHELL1SHELL1SHEL	L1	2 🗓
SHELL2	SHELL2SHELL2SHEL	L2	2 🗓
SHELL3	SHELL3SHELL3SHEL	L3	2

Cancel

2. Select a command, click **Release**, and then you can control the display(s) with the command.

Click $\frac{1}{10}$ to delete/edit the command.

6.2 Scheduled Release

On the **Scheduled Release** page, set the schedule to release commands to the display such as shutdown, restart, information release, etc., at scheduled times.

No. Device Name Command Released By Start Time Status Validity Period Operation	-	+ Add 🗍 Delete) Enable	Disable C Refres	h			Pleas	se enter keywords. C
		No.	Device Name	Command	Released By	Start Time	Status	Validity Period	Operation

No Data

6.2.1 Add Schedule

1. Click Add.

	Add	\times
▶ Department1	• Scheduled Command	
	Scheduled Template	
	* Command Scheduled Power Off ~	
	🖌 Enable	
	Execution • Specified Time Mode: • By Schedule	
	Execution Time	
	© Any Time	
	Cancel	

2. Select the display(s), set the schedule, and click **OK**.

NOTE!

- If you select multiple displays, the schedule will be released to the selected displays.
- There are five types of schedules: shutdown, restart, wakeup, sleep, and template; and each type allows only one schedule on a display. Releasing the same type of schedule will delete the existing schedule.

Item	Description				
	 Release a command to the displays such as shutdown, restart, etc. at scheduled time. Command: Choose Scheduled Power Off, Scheduled Restart, Scheduled Wakeup, or Scheduled Sleep. Enable: Selected: The added command is enabled automatically. Cleared: The added command is disabled by default. You need to enable it manually. Execution Mode/Execution Time: Specified Time: Set the specified time. The command will be executed at the set time every day. By Schedule: Set the validity period and release time. The command will be 				
Scheduled Command	Add × Department1 Department2 Smart Interactive D Smart Interactive D Scheduled Template Command Scheduled Power Off v Enable Execution Orgono By Schedule Execution Time 17:00 				
	Cancel				
Scheduled Template	 Release a template to the displays at scheduled time, and the template information will be shown on the display. Select Template: Select a template you want to use. Enable: Selected: The added schedule is enabled automatically. Cleared: The added schedule is disabled by default. You need to enable it manually. Execution Time: Set the validity period and release time. The template will be released to the display by the set schedule every week. 				

Item	Description	
		Add ×
	 Department1 Department2 Smart Interactive D Smart Interactive D 	 Scheduled Command Scheduled Template Select Template Template Selected:template1 Execution Time Walidity Monday × Tuesday × Wednesday × Release Time (09:00 - 17:00))
		Cancel

6.2.2 Manage Schedule

The added schedules are displayed in the schedule list. Click **Refresh** to view the latest schedules.

-	Add 🗍 🗍 Delete) Enable	Disable C Refresh	1			Pleas	e enter keywords. Q
	No.	Device Name	Command	Released By	Start Time	Status	Validity Period	Operation
	1	Smart Interactive D isplay 1	templatel	user	09:00-17:00	Disabled	MondayTuesday¥ednes day	2
	2	Smart Interactive D isplay 1	Scheduled Power Off	user	17:00	Enabled	Everyday	Ĺ

1. Edit Schedule

Click \swarrow , and edit the schedule content as needed. The selected display(s) cannot be changed.

	Edit	>	<
 Department1 Department2 	🔘 Schedul	ed Command	
Smart Interactive D	 Schedul Schedul 	ed Template elect Template	
	Template S	elected:template1	
	Enable	n Time	
	Validity Period	Monday × Tuesday × Wednesday ×	
	Release Time	© 09:00 – 17:00	
		Cancel	

2. Enable/Disable Schedule

Select the schedule(s), and click Enable/Disable to enable/disable the schedule(s).

-	+ Add Delete	Enable	Disable C Refrest	1			Pleas	e enter keywords. Q
8	No.	Device Name	Command	Released By	Start Time	Status	Validity Period	Operation
~	1	Smart Interactive D isplay 1	template1	user	09:00-17:00	Disabled	MondayTuesdayWednes day	Ô.
	2	Smart Interactive D isplay 1	Scheduled Power Off	user	17:00	Enabled	Everyday	l.

3. Delete Schedule

Select the schedule(s) you want to delete, and then click Delete.

7 User Management

If multiple users need to use the centralized control platform, you can add the users and assign different permissions to them for hierarchical management. The interface and available operations may vary with user type.

- Add	🗓 Delete 🏾 🃿 Refresh			Please enter keywords. Q
No.	Username	Department	User Type	Operation
1	user	Department1	Admin	

7.1 Add User

1. On the User Management page, click Add.

	Add		\times
* Username			
* Password		Ø	
* Department	Please select your departm	~	
* Permission Type	Admin	~	

Cancel OK

2. Enter the user information, select the user department and user type, and click **OK**.

ltem	Description
Username	The name of the user.
Password	The password used to log in to the platform.
Department	The department to which the user belongs. The user can view and operate all displays of the department.
User Type	 Admin: Has management and operation permissions. It can manage and control departments, users, apps, and displays. Operator: Only has operation permissions. It can control displays but cannot delete displays.

7.2 Manage User

The added users are displayed in the user list. Click **Refresh** to view the latest users.

+ Add 🗍 🗇 Delete 🖓 Refresh			Please enter keywords. Q		
	No.	Username	Department	User Type	Operation
	1	user1	Department2	Admin	2 🖯
	2	user2	Department2	Operator	2 🖯
	3	user	Department1	Admin	

1. Edit User

Click \swarrow , and edit the username as needed.

	Edit		\times
* Username	user1		
* Department	Department2	~	
* User Type	Admin	~	
	Cancel	OI	ĸ

2. Change Password

• Change the password of the current user: Click version beside in the upper-right side of the platform interface, select **Change Password**, and change the password of the current user.

Ch	ange Password		\times
* Username:	user		
* Old Password:	Old Password:	Ø	
* New Password:	New Password:	Ø	
* Confirm:	Confirm:	Ø	
	C	Cancel	ОК

• Change the password of the subordinate user: Click of the subordinate user on the **User Management** page, and the **Reset Password** window appears. You can change the password as needed.

I	Reset Password	×
Username	user1	
* New Password	Ø	
* Confirm	Ø	
	Cancel	ок

3. Delete User

Select the user(s) you want to delete, and then click **Delete**.