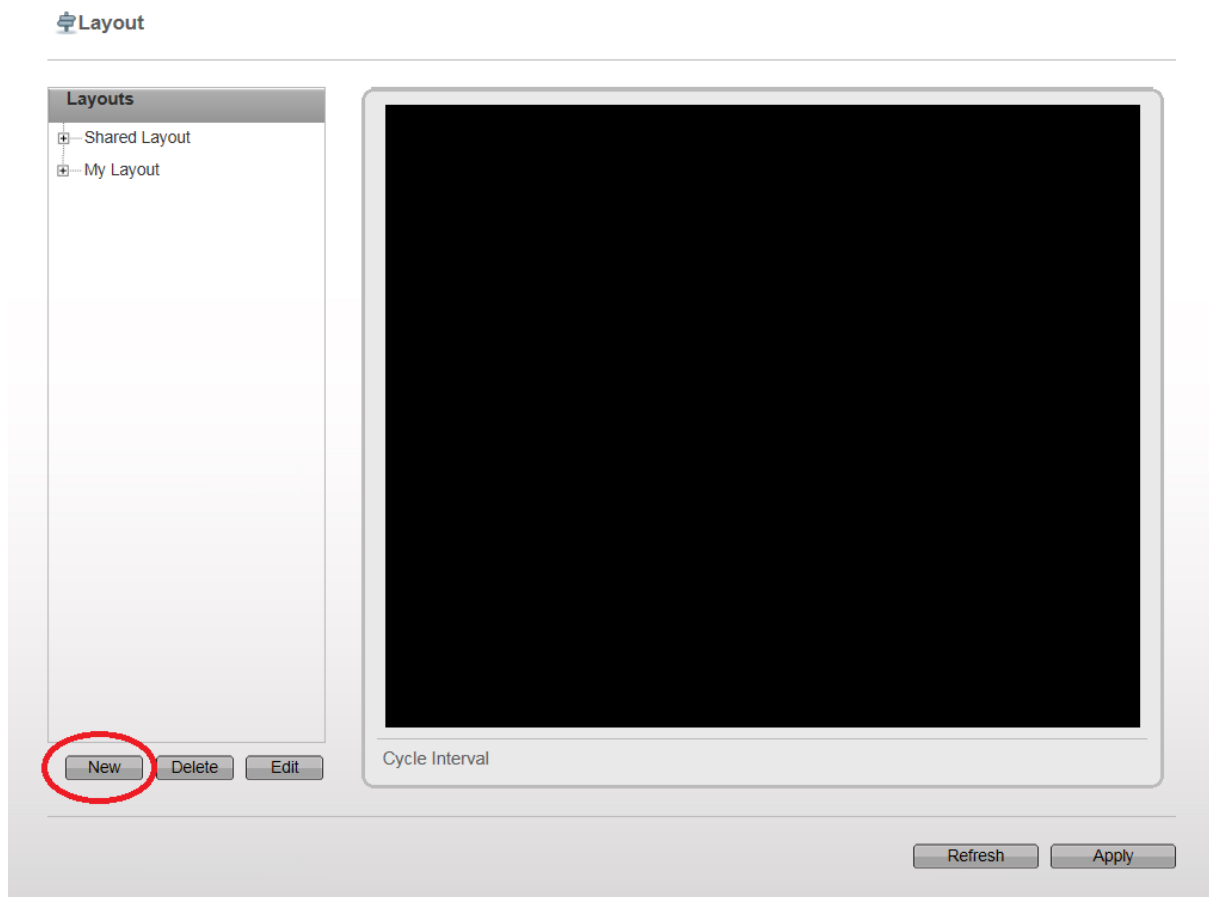# Setting Custom Layouts

This guide must be follow when using either the NVR direct via a local monitor or direct on the network via it's IP address

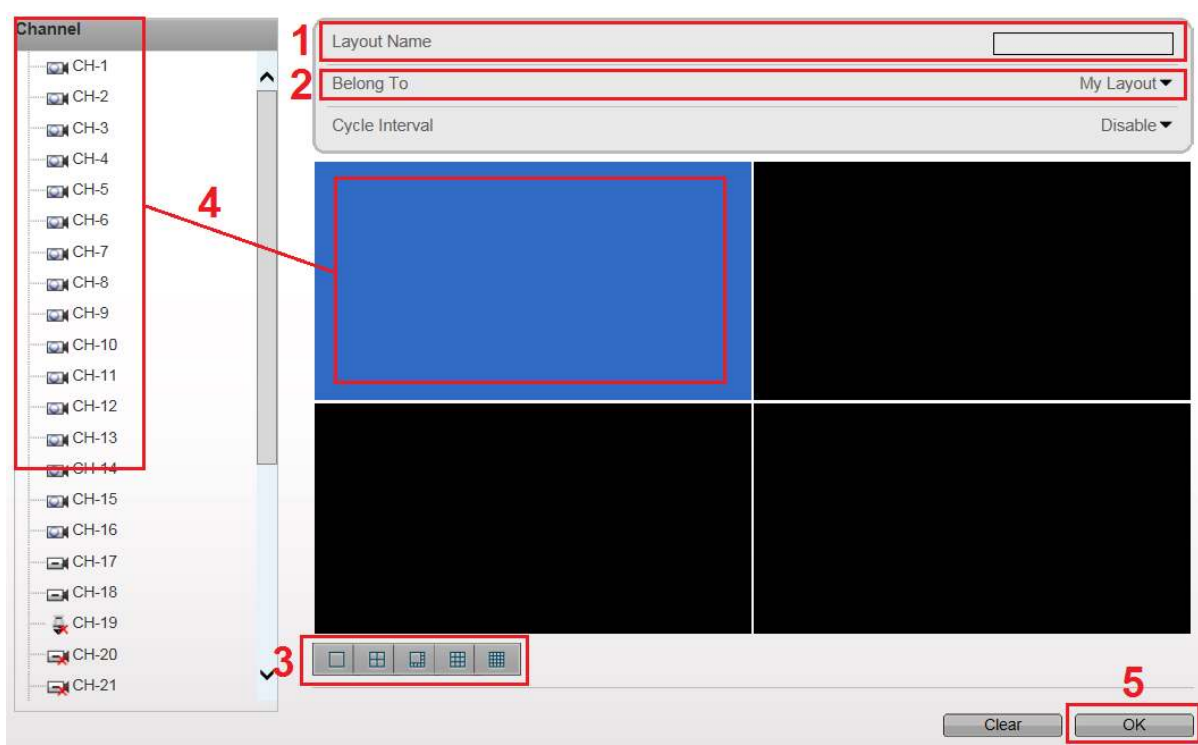Once logged into the Vortec navigate to **SETUP** > **NVR SETUP** > **LIVE VIEW LAYOUTS**.

- First select NEW (circled below) to start a new layout.

- Next give your layout a name (1).

- Select if you would like the layout to be just for this user (My Layout) or shared across all users (Shared Layout) (2)

- Now select window format you wish to use. (3)

- Drag which cameras you would like to add to your layout from the list on the left into the channel you would like it to display. (4)

- Once complete click OK. (5)

- Finally click APPLY.

You will now be able to select your layout from the live view screen.