

5.2 Changing the Administrator (default) password

Open any application on the main management screen and click the **Utilities** tab (last tab on the right).

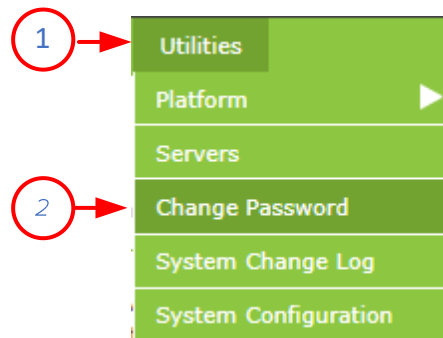


Figure 1 the utilities menu

1. Click the utilities tab to open its sub-menu.
2. Click the **Change Password** option. This opens the **Confirm Password** window as shown in [Figure 2](#).

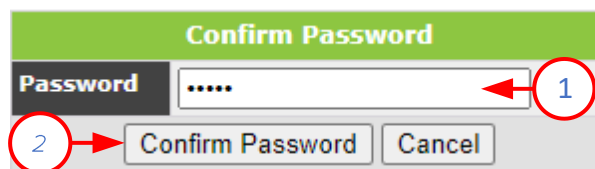


Figure 2 the confirm password window

1. Enter the default password: **admin**.
2. Click the **Confirm Password** button. This will open the Change Password window as shown in [Figure 3](#).

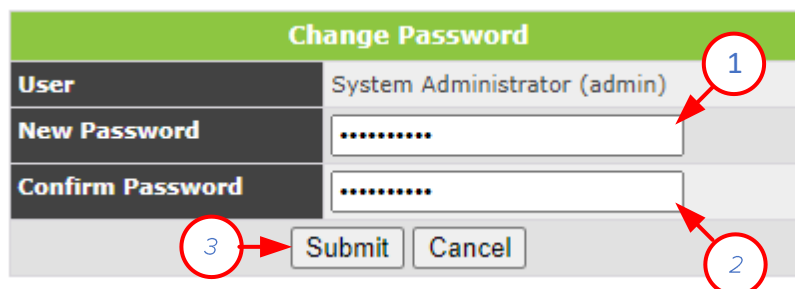


Figure 3 the change password window

3. Enter the new password.
4. Enter the new password again.
5. Click the **Submit** button to save it.

A message is displayed at the top left of the screen confirming the password has been changed.