

Task: Adding an Admin on Initial Setup

It will be necessary to add an admin on initial setup. Admins can register users, edit information, and control system settings. It is recommended to add two in case one is absent.

1. Open the main menu by pressing the **M/OK** button on the keypad (fig.1).



fig.1 keypad

2. Select the **User Mng** option from the main menu (fig.2) screen (will be selected by default) and press the **M/OK** button on the keypad.



fig.2 main menu

3. Select the **New User** option from the user menu (fig.3) screen and press the **M/OK** button on the keypad.

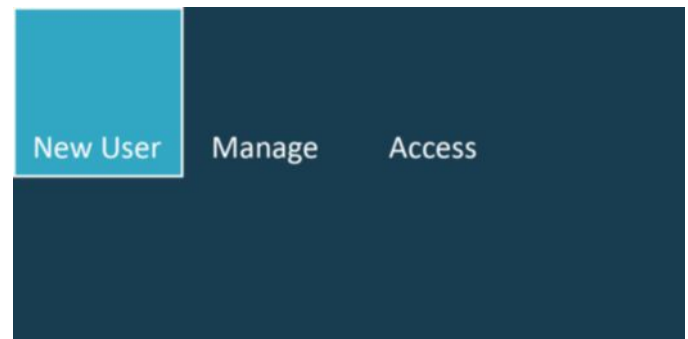


fig.3 user menu

4. Enter the data for the new admin requested from the **New User** screen (fig.4). Inputs include: 'ID. NO', 'FP' (fingerprint), 'PWD' (password), Card, and Purview.

Further explanations of the options and instructions can be found in the "Adding a new Employee" document.

During initial setup it is recommended to have at the admin scan at least two sets of fingerprints and enter a password.

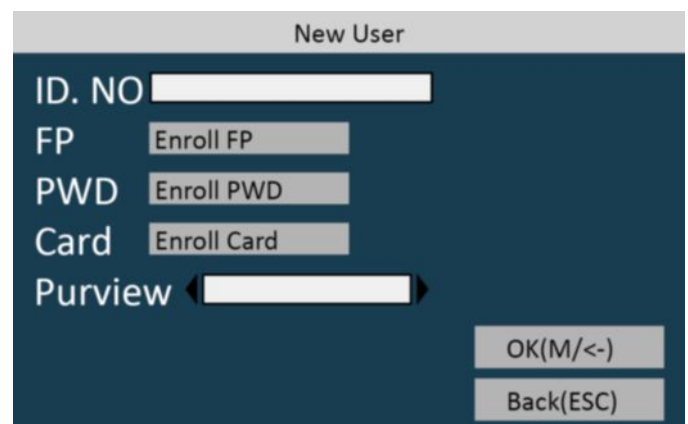


fig.4 user menu

4e. Purview

Using the arrow key search for and select the permission level to **Admin**.



fig.5 Press until you see the Admin option