

Optional: Set a restriction so that only designated individuals have access to the reader menu pages.

To Set Admin Lock

(Computer)

Setup tab > **Reader Download**

What it restricts:

- Adding or deleting usernames, passwords, fingerprints, badges
- Reader display and time settings
- Network settings



Step One:

Usernames with Admin access must first have a numeric password.

Bianchi, Kenneth	45	<input type="text"/>	<input checked="" type="checkbox"/> Download	<input type="checkbox"/> Reader Only	1	Set <input type="text" value="4567"/>	User ▾	Fi Fi
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1. Choose designated username to allow Admin access to reader.

2. Click Download

3. Set a numeric password.

4. Save Changes

Save Changes

Step Two:

Now "Admin" is an option in the dropdown menu under Reader Access.

Bianchi, Kenneth	45	<input type="text"/>	<input checked="" type="checkbox"/> Download	<input type="checkbox"/> Reader Only	1	<input type="checkbox"/> Clear	Admin ▾	Ma Ma
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1. Click Download

2. Choose Admin

3. Save Changes

Save Changes

FAQ

How do I access the menu pages after I set an Admin lock?

You must press the Enter (**M/ ↵**) key first. Once you see the lock on the screen, scan your finger or badge. If using a password, punch in your Employee #, press Enter, punch in your numeric password, press Enter.



To Set Enroll Lock

(Computer)

Setup tab > **Reader Download**

What it restricts:

- Reader display and time settings
- Network settings

Step One:

To allow "Enroll" access, you must first set at least one username to Admin access.

Bianchi, Kenneth	45	<input type="text"/>	<input type="checkbox"/> Download	<input type="checkbox"/> Reader Only	1	<input type="checkbox"/> Clear	Admin ▾	M M
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Step Two:

Now "Enroll" is an option in the dropdown menu under Reader Access.

Bianchi, Kenneth	45	<input type="text"/>	<input type="checkbox"/> Download	<input type="checkbox"/> Reader Only	1	<input type="checkbox"/> Clear	Admin ▾	M M
Bittaker, Larry	33	<input type="text"/>	<input checked="" type="checkbox"/> Download	<input type="checkbox"/> Reader Only	1	Set <input type="text"/>	Enroll ▾	Fe Fe

1. Choose designated username to allow Enroll access to reader.

2. Click Download

3. Choose Enroll

4. Save Changes

Optional: Enroll Fingerprint at the reader for designated Admin or Enroll usernames.

FAQ

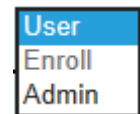
Why is the Reader Access column grayed out for an employee?

This means the employee does not have a fingerprint, badge, or password enrolled yet.



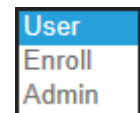
Why is "Enroll" grayed out?

An Admin must be enrolled on the reader first. Otherwise, if the reader disconnects from the internet, no one will be able to access the menu pages to get it back on the network.



Why is "Admin" grayed out?

A numeric password must be set first. Otherwise, if the reader disconnects from the internet and no one can unlock it with a fingerprint, no one will be able to access the menu pages to get it back on the network.



What's the difference between User, Enroll, and Admin?

User access will only allow clocking in and out with no access to the menu pages. **Enroll** access allows limited access to the employee pages to enroll fingerprints, badges, and passwords. **Admin** access unlocks all menu pages.