ACCESS CONTROL: HOW TO
Enroll and delete users

01 In order to enrol people, with the red enrolment device, once it is plugged in to the system via USB, the software needs to be opened up.

02 Once the software is open, if you could open up the 'badge list', you can do this by clicking 'Badge search' and then 'List of badges' in the bottom left of that box. You would then need to click on an empty/spare badge (one with no name or print).

03 Once a blank badge has been located you will need to click once (so the row highlights blue) and then double click to open up the badge options. You will need to fill in the name under the 'Identification' menu. Under the 'Enrolment' tab, there is an image with a hand that will appear on the screen - select which finger that the person would like to use when opening the door, for example the best finger to use would be the thumb.

04 The enrolment device will light up red when it is ready to enrol the prints for the door, the best way to check the print has been enrolled properly would be to click the button 'Fingerprint >>' this would show an image of the finger print as it is being enrolled therefore you are able to see the strength of the print. The person to be enrolled would need to place their finger on the device 3 times, the computer would tell you when to lift your finger and place it down again.

05 Once enrolled then a number will appear on which finger is enrolled. The new person would then test to see if the print has been enrolled successfully by trying it on the access control system on the door. If successful, the print would be accepted and the door would open for them.

06 To remove ex-employees you would need, to find the badge of the person who you would wish to remove, then on the 'Enrolment' option all you would need to do is click on the finger with the number and the software will ask if you would like to delete the print and click' 'Yes'.