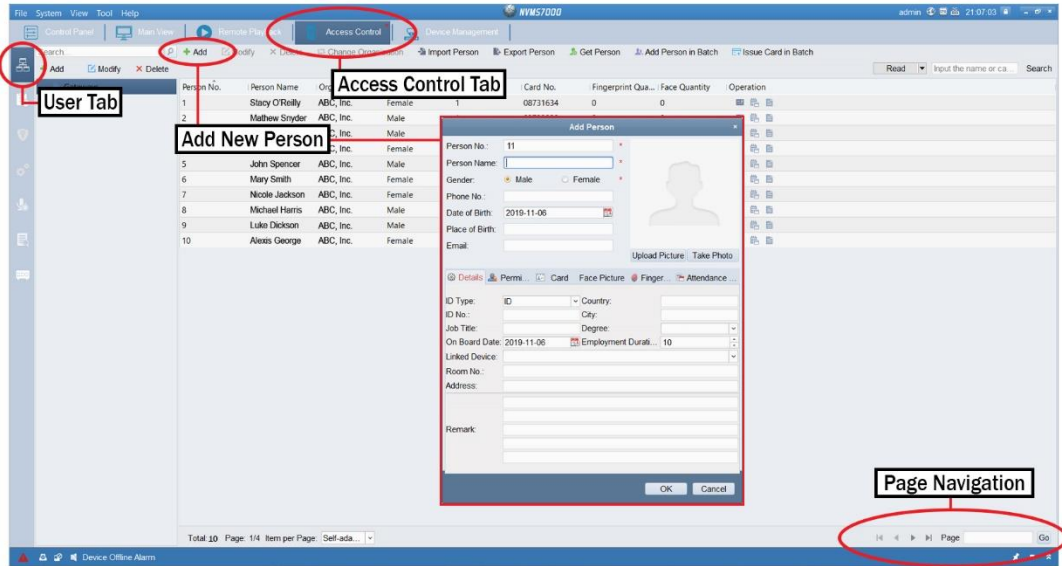
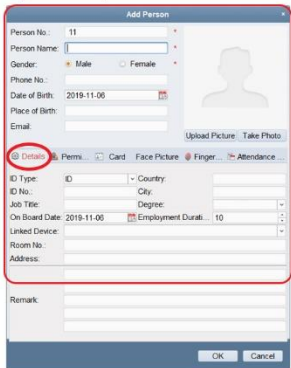


**ADD NEW USER**

1. "Click Add" (New Person)  
(Access Control Main Tab-Top AND User Tab-Left Selected)



2. Fill in Information for New User  
(Details Tab)



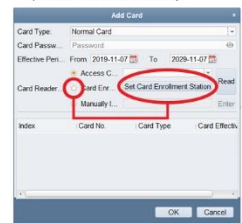
3. Choose Doors and "Click >"  
(Permissions Tab)



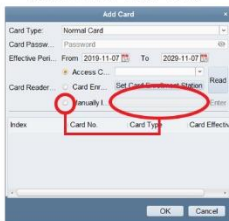
4. "Click Add" for a New Card  
(Card Tab)



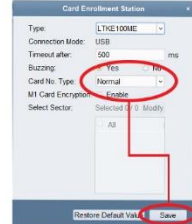
5. Choose Card Enrollment...  
"Click Set Card..."  
(Add Card Sub Menu)



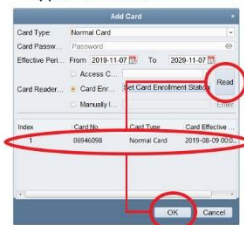
\*For Adding a PIN Number  
5a. Choose "Manually I..."  
Enter a PIN # (4 Digits)  
(Click "Enter" then "OK")



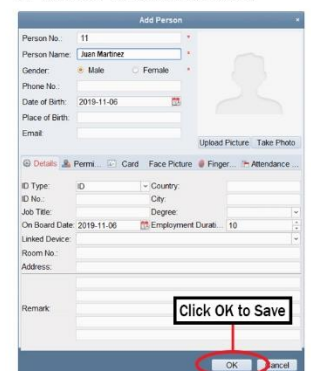
6. Ensure Normal is Selected  
"Click Save"



7. Place Fob on Mifare Reader  
"Click Read" Then "OK" after Card  
Appears in the list

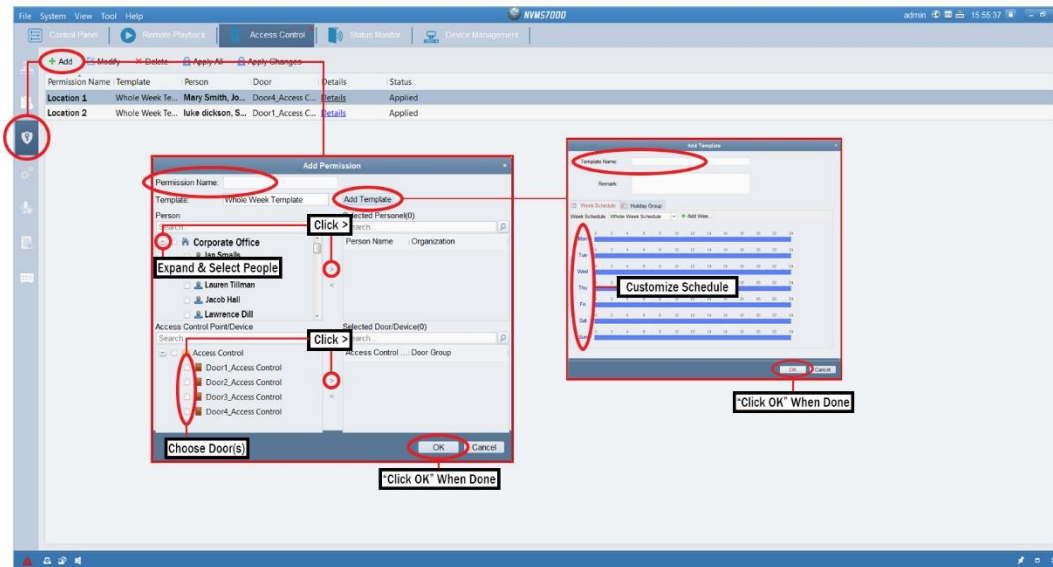


8. "Click OK" to Save New Person



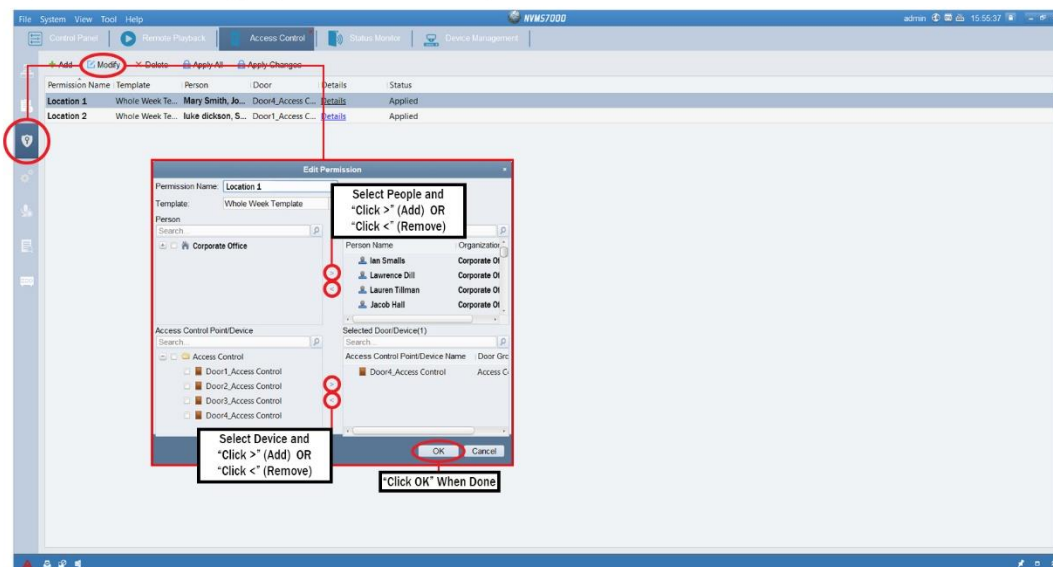
**ADD NEW PERMISSION**

1. "Click Add" (New Permission)  
(Access Control Main Tab-Top AND Permission Tab-Left Selected)



**MODIFY PERMISSION**

1. Select a Permission to Change & "Click Modify" (Edit Permission)  
(Access Control Main Tab-Top AND Permission Tab-Left Selected)



Having Trouble? We Can Help! Call Us Today (330) 565-9055