

How to Add User

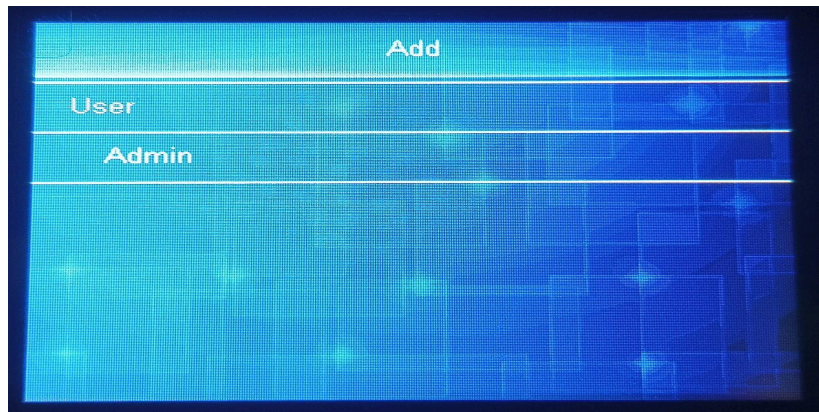
1. On the menu, select User Manager and press OK.



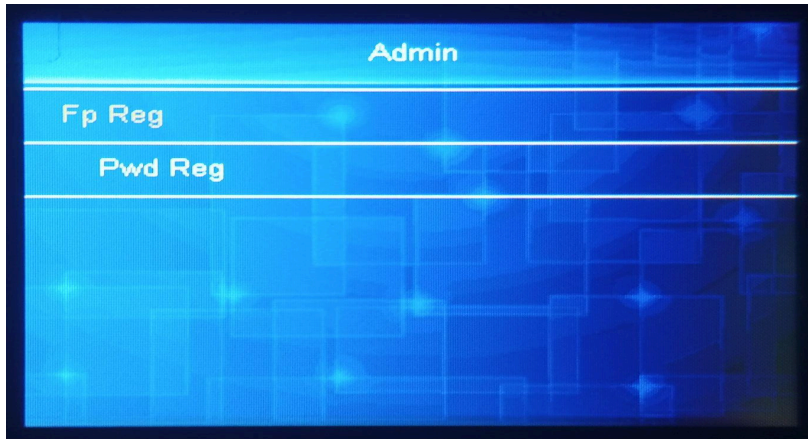
2. Select Add and press OK.



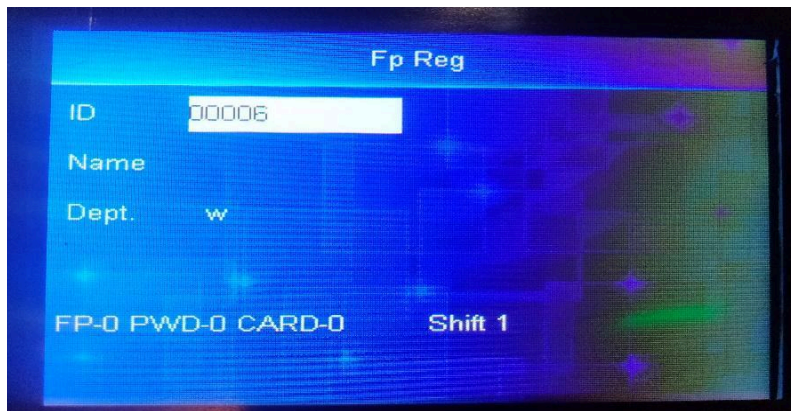
3. Select user and press OK.



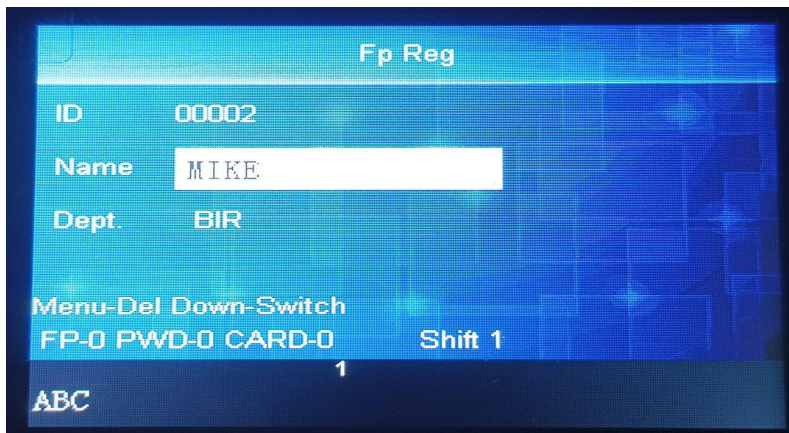
4. Choose Fp Reg for fingerprint and Pwd Reg for password registration.



5. Input the user's biometric ID or you can put your employee's company ID.



6. Once the biometric ID has been finished, hit the arrow right to access the name field, and then OK. Input the user's name, "Ex.JHON" (using the arrow keys to input a value or letters in upper and lowercase).



7. Once the name field has been completed, press OK to proceed to select the department. Press OK until it requires the biometric fingerprint.



8. Choose a finger to enroll and press it against the biometric scanner until you have completed the process three times. Once the dot is filled, it indicates that the fingerprint has been successfully scanned until it says success.

