

In addition to employee clocking, the Reader PIN can be used for reader security. It is required to set an Admin lock, but recommended for the Enroll lock, as well.

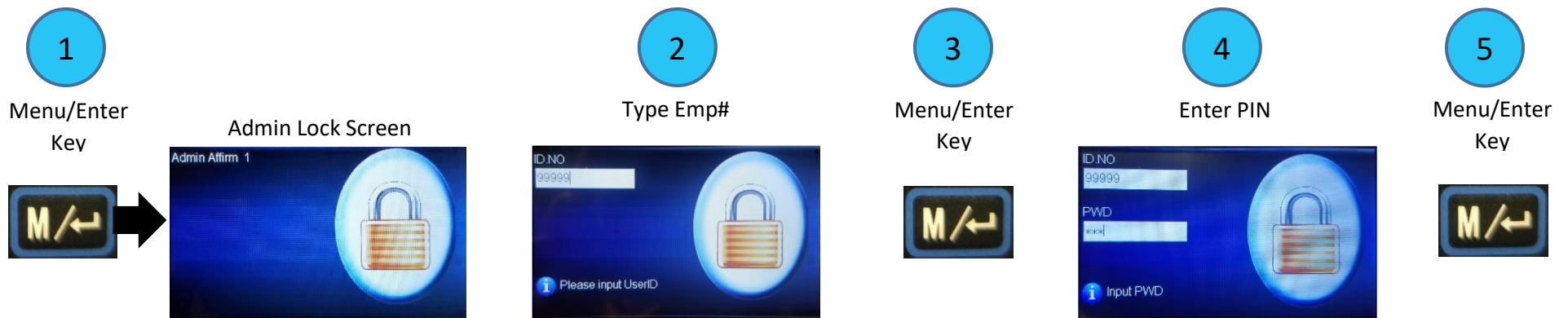
Here are the two types of security locks:

**Admin Lock** – Locks the reader, requiring an authorized employee # and PIN, fingerprint, or badge to access the menu pages.

**Enroll Lock** – Requires an authorized employee # and PIN, fingerprint, or badge to access only the menu pages that allow enrollment.

\*Admin Lock required to use Enroll Lock.

### Unlocking the reader with an Admin or Enroll PIN:





### To Set Admin Lock

Setup tab > Reader Download

#### 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 <input type="text" value="v"/>	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

#### 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 <input type="text" value="v"/>	Ma	Ma
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1. Click Download

2. Choose Admin

3. Save Changes

### To Set Enroll Lock

Once there is an Admin set, "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 <input type="text" value="v"/>	M.	M.
Bittaker, Larry	33	<input type="text"/>	<input checked="" type="checkbox"/> Download	<input type="checkbox"/> Reader Only	1	Set <input type="text"/>	Enroll <input type="text" value="v"/>	Fe	Fe

1. Choose designated username to allow Enroll access to reader

2. Click Download

3. Choose Enroll

4. Save Changes