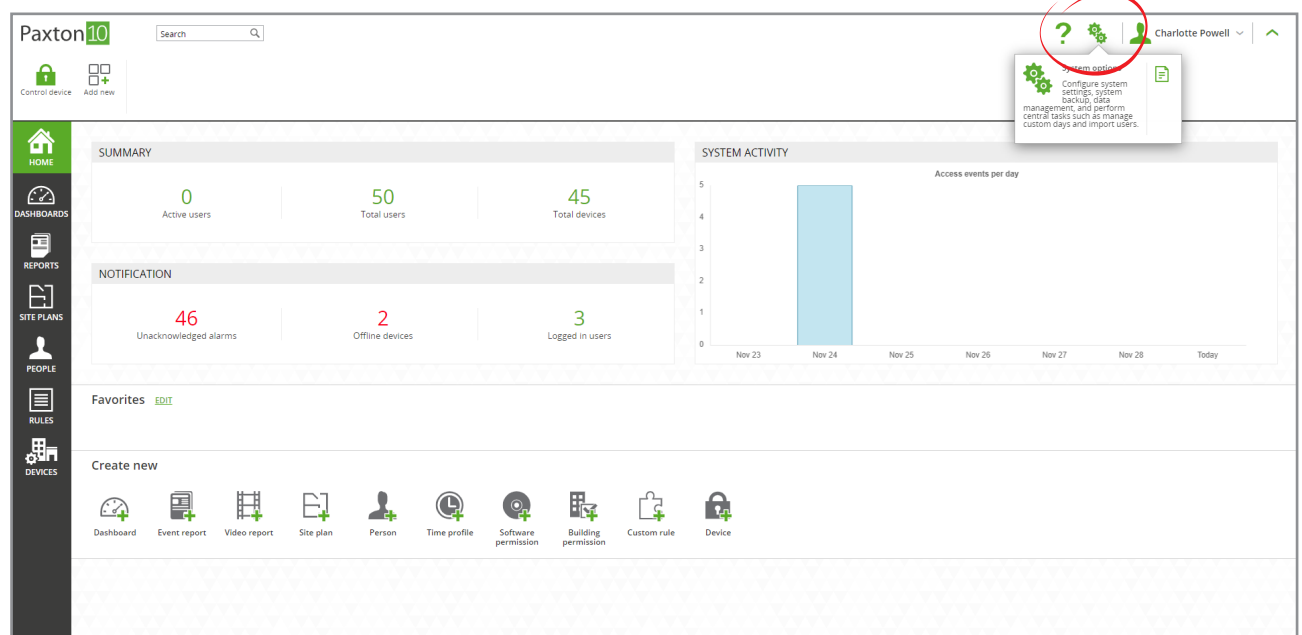# Paxton10

How to configure system settings and backup

System settings

System options are only available to users with the software permissions set to 'Options'.

When configuring a system, there are a few settings that can be changed. To access these settings, select the 'System options' icon at the top right of the screen.
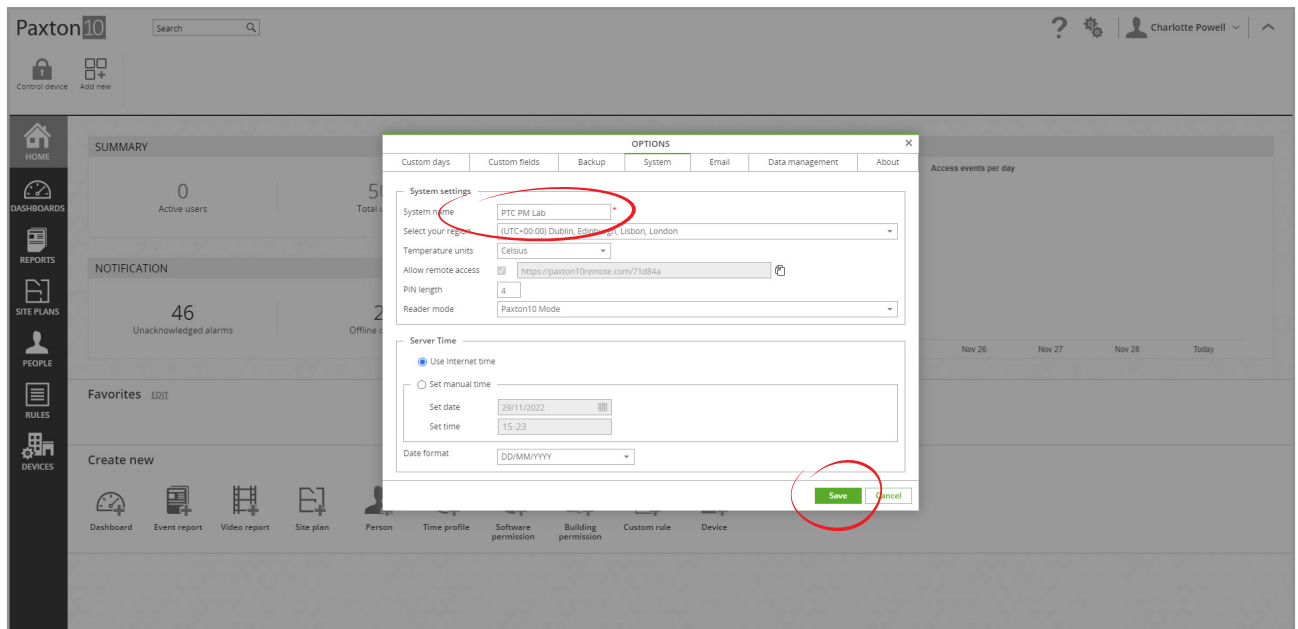

- • Give the System a name (e.g. Paxton).
- • Select the region that the system is in. This makes sure any daylight saving rules are applied correctly.
- • Set the temperature units to be used within Paxton10.

Enable or disable remote access – allowing remote access provides users with a link to access the software outside of the company network.

- • Set the length of PINs to be used for Keypads (4-8).
- • Select the Reader Mode - this should be set to Net2 if you have imported a CSV file containing token numbers from Net2.
- • Set the time – either enter the time and date manually, or if connected to the internet choose to use internet time.
- • Set the Date format to be used within Paxton10.

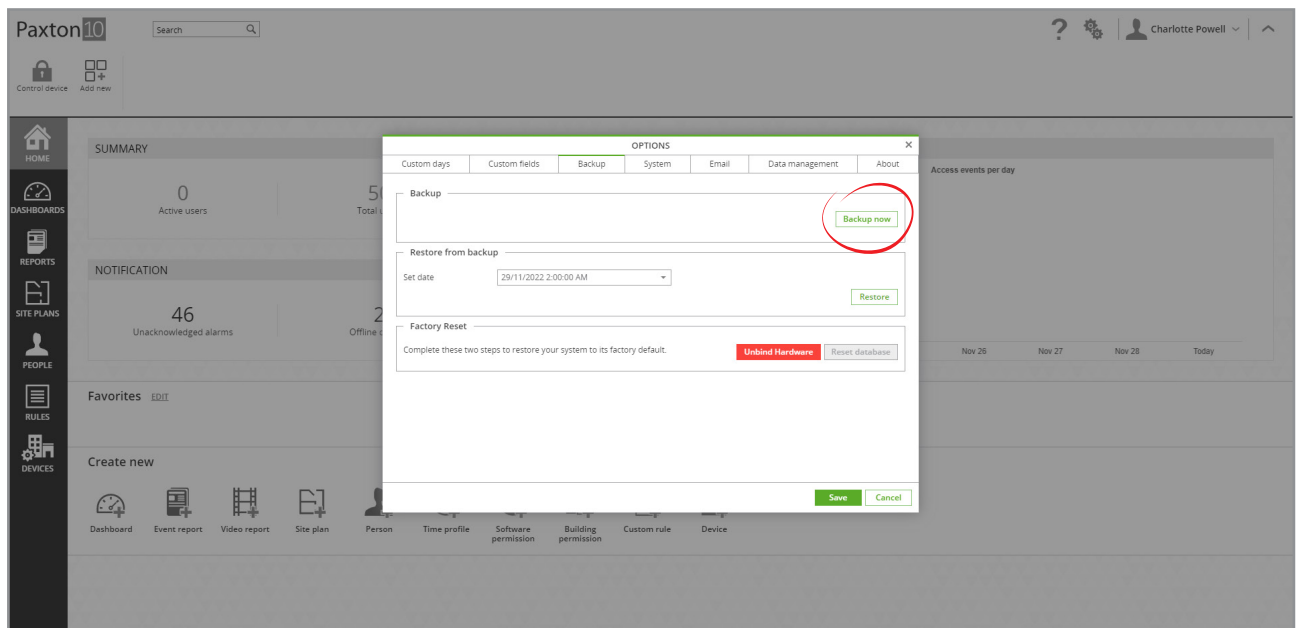When finished amending the settings, click 'Save' to save and close the window.

Backup the system

The System is backed up automatically each day, however it can also be backed up manually.

Manual backup

Select the '**System options**' icon from the top right of the screen, select the '**Backup**' tab, then select '**Backup now**'
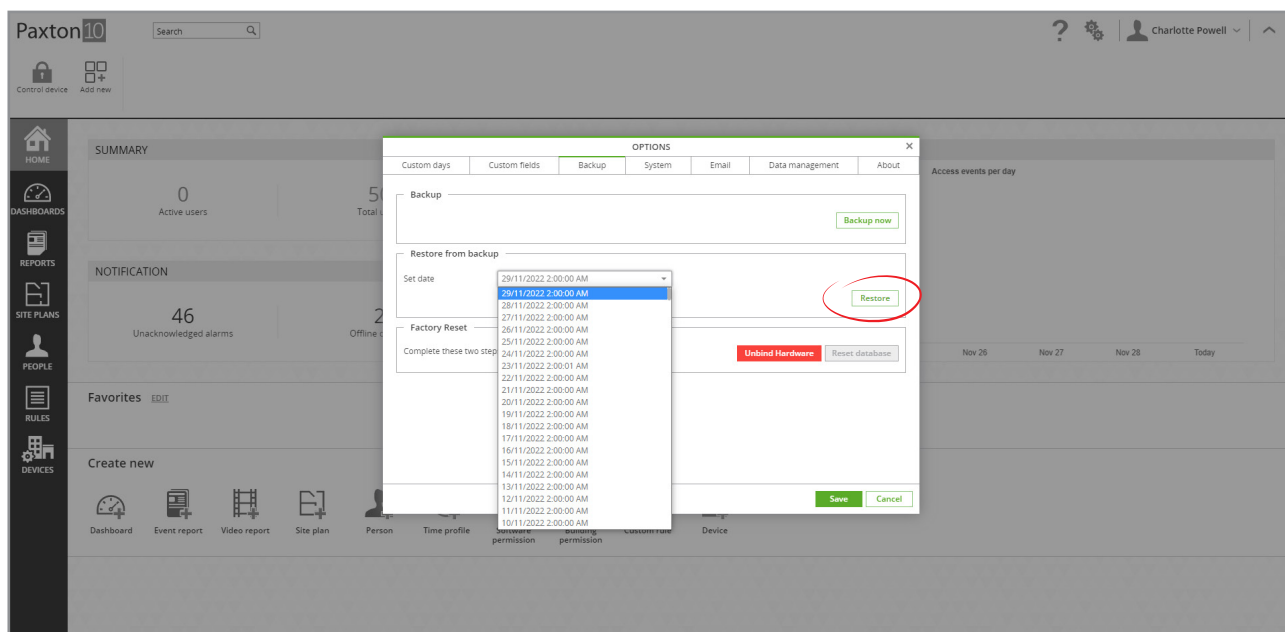

The system can still be used while a backup is in progress. A notification message is displayed when the backup is complete.

Restore from backup

The system can be restored to a previous state. Restoring the system will restore all settings and elements to the state they were in when the system was backed up. All events and changes made since the chosen date will be lost.

1.   Select the 'System options' icon from the top right of the screen, then select the 'Backup' tab

2.   Select the date to restore from the drop-down
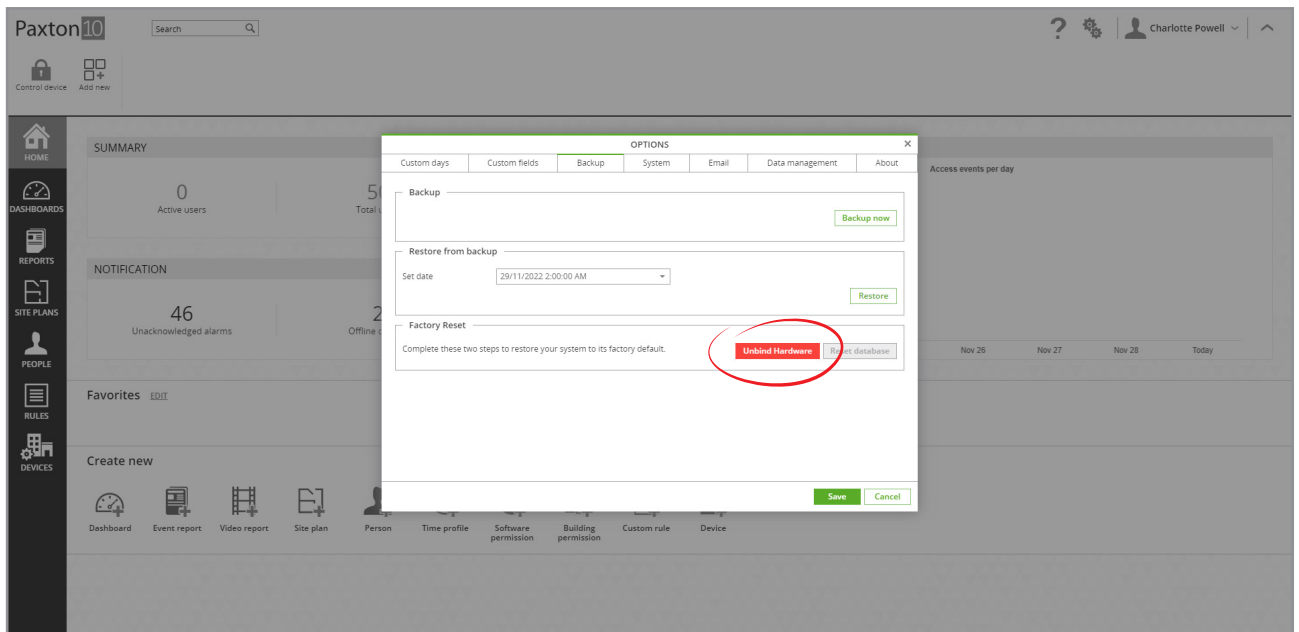
3.   Select 'Restore'

When the restore begins, all users will be logged out of the software. The Paxton10 software will redirect you to the login page when the restore is complete.

Return to system default

It is possible to reset the software to its default settings. Doing so will remove all user data and preferences, including any devices and bound system devices.

1.   Select the 'System options' icon from the top right of the screen, then select the 'Backup' tab

2.   Select 'Restore to factory default'

3.   Select 'Reset database' to factory reset the system

All users will be logged out and the system restored with its initial settings. The Paxton10 software will redirect you to the first-time login page when the restore is complete, allowing you to create a new system engineer login.

Paxton10 controllers bound to the system prior to the system restore may need to be reset before they can be redetected by the system. Hold down the reset button located on each controller for 10 seconds.