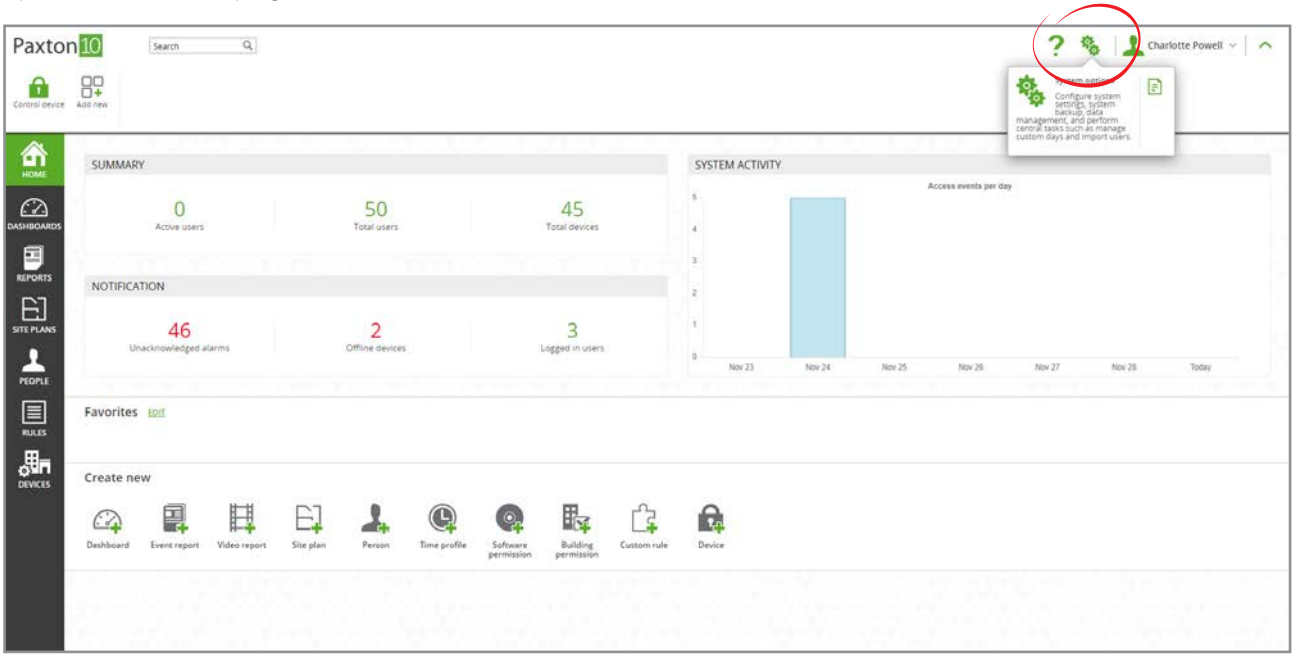
How to configure system settings

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.

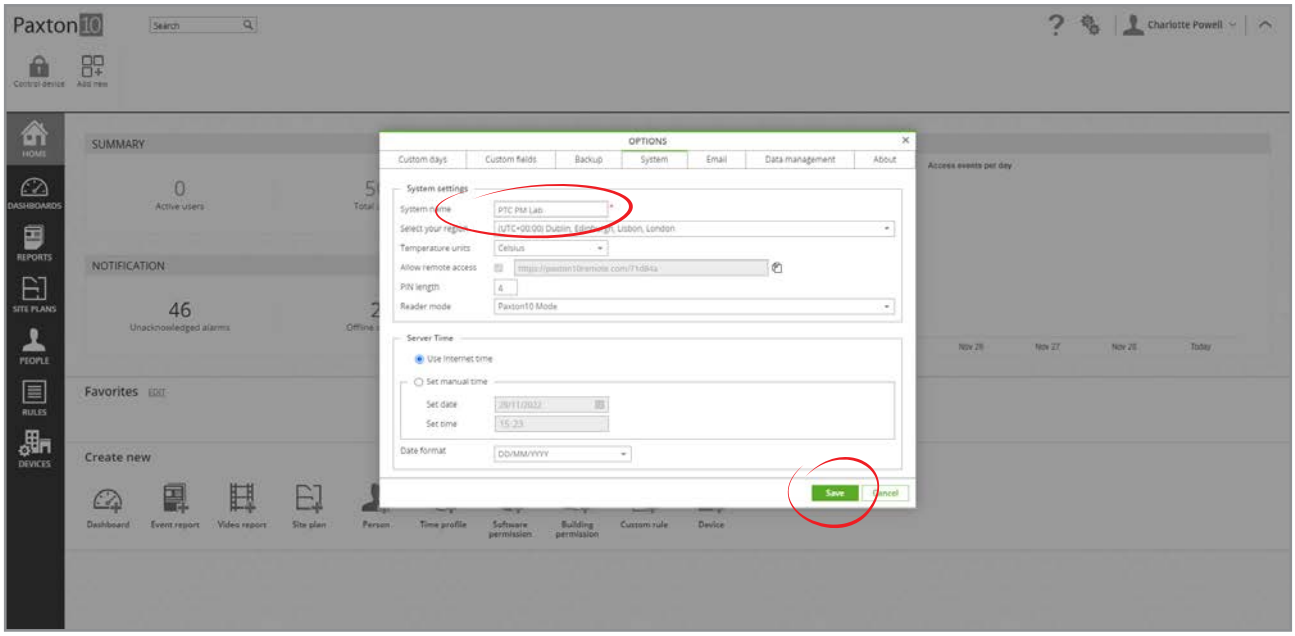


- Give the System a name (e.g. Paxton).
- Select the region that the system is in. This makes sure any daylight saving rules are applied correctly.
- Set the temperature units to be used within Paxton10.

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.



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