

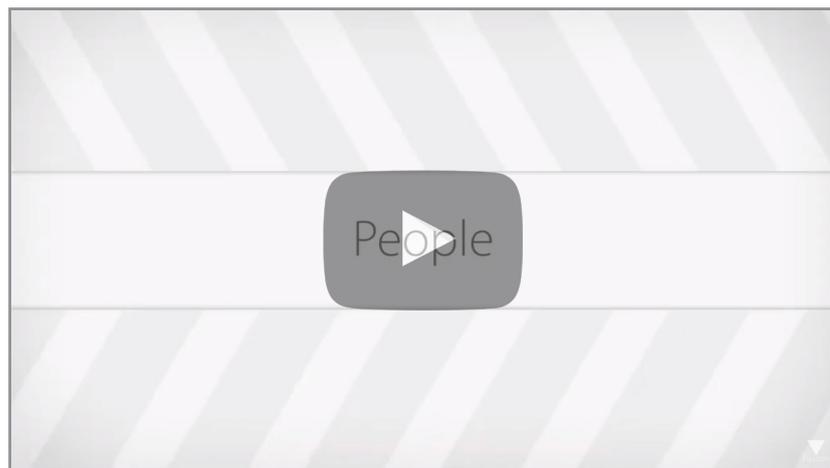


How to use a Desktop reader

Overview

Tokens enable people to access doors and control devices on a system to the doors and control devices on a system. Giving a person permission for a device means that any tokens given to that person will control that device.

Continue reading below or click on the video link below to find out how to add people to your Paxton10 system.



Plugging in a Desktop reader

Plug the Desktop reader into the USB port on your computer. The green light will display when the reader is ready to use.

Add a token to a new user

1. While in the Paxton10 software, present a new token to the Desktop reader. The software will automatically create a new person and add the token to the person

Note: Ensure you have not selected a name or search field otherwise presenting a token to the desktop reader will enter the token number into the field.

The screenshot shows the Paxton10 software interface. At the top, there is a search bar and a user profile for 'Joe Stroud'. Below this is a navigation bar with icons for 'Add to favourites', 'View events', 'View video', 'Add new', 'Delete', 'Change image', and 'Bar person'. The main content area is titled 'People > Joe Stroud' and contains a form with two input fields: 'First name' and 'Last name'. Both fields have a red border and a red error message below them: 'This field is required'. A red oval highlights these two fields and the 'Save' button to their right. Below the form are tabs for 'Information', 'Credentials', 'Permissions', and 'Group membership'. The 'Credentials' tab is active, showing a 'KeyFob' icon. On the right side, there are buttons for 'Add a credential', 'Edit credential', 'Delete credential', 'Mark as lost', and 'Token found'.

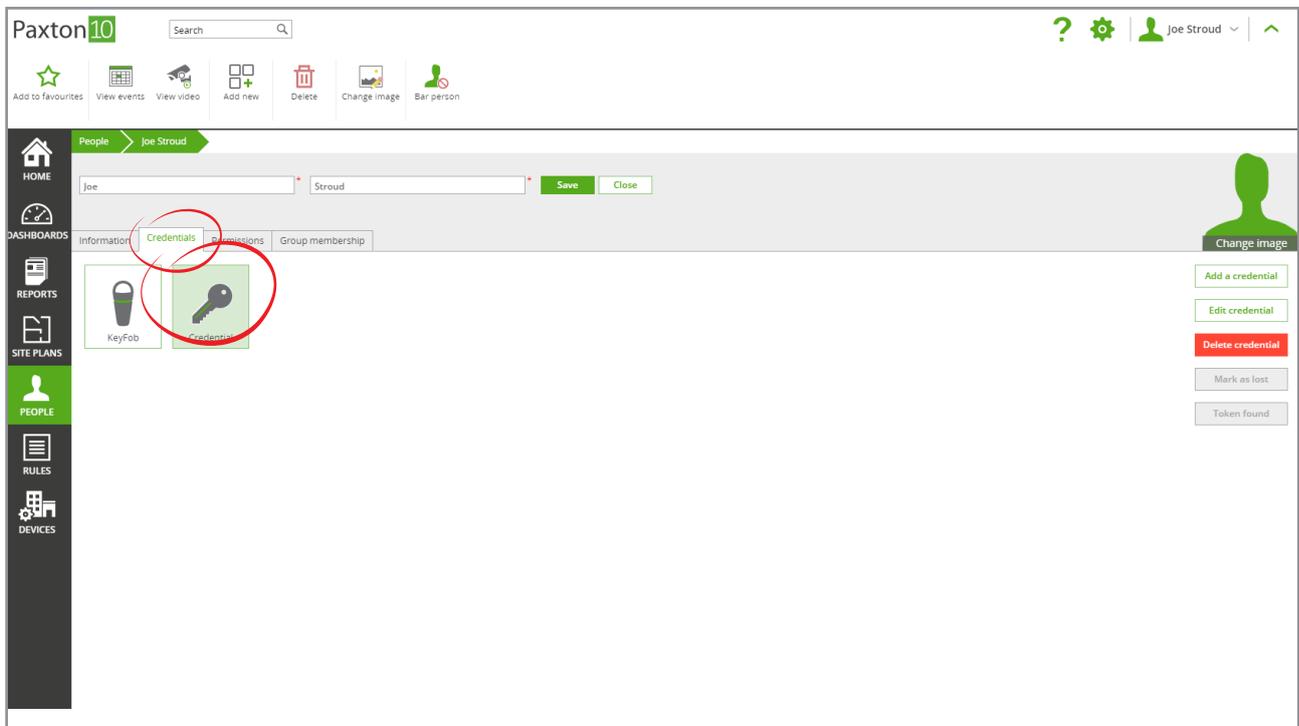
2. Give the person a name, then click 'Save.' The person has now been added to the system and has the token assigned to them

Adding a token to an existing user

1. Open the user record which is to be given the token

The screenshot shows the Paxton10 software interface. At the top, there is a search bar and a user profile for 'Joe Stroud'. Below this is a navigation bar with icons for 'Add to favourites', 'View events', 'View video', 'Add new', 'Delete', 'Change image', and 'Bar person'. The main content area is titled 'People > Joe Stroud' and contains a form with two input fields: 'First name' and 'Last name'. Both fields have a red border and a red error message below them: 'This field is required'. A red oval highlights these two fields and the 'Save' button to their right. Below the form are tabs for 'Information', 'Credentials', 'Permissions', and 'Group membership'. The 'Information' tab is active, showing fields for 'Email address', 'Valid from', and 'Expiry date'. On the right side, there is a button for 'Edit custom fields'.

2. Present the token to the Desktop reader; this will open the Credentials tab within the user, with the new token highlighted



3. Each person can have multiple tokens, simply repeat the above steps
4. Click 'Save'. The token will now give that person control of any doors and devices that are within their assigned Building permissions

Edit a token

Tokens can be given a name and type to make them easier to identify.

1. Double click on the token in the 'Credentials' tab
2. Select the type of token and give it a name
3. Select 'OK' to close the window

Identify a person from a token

Tokens can be used as a quick way of finding a person's record.

While in the Paxton10 software, present a token to the Desktop reader – Paxton10 will open the record for the owner of the token.