



## 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.

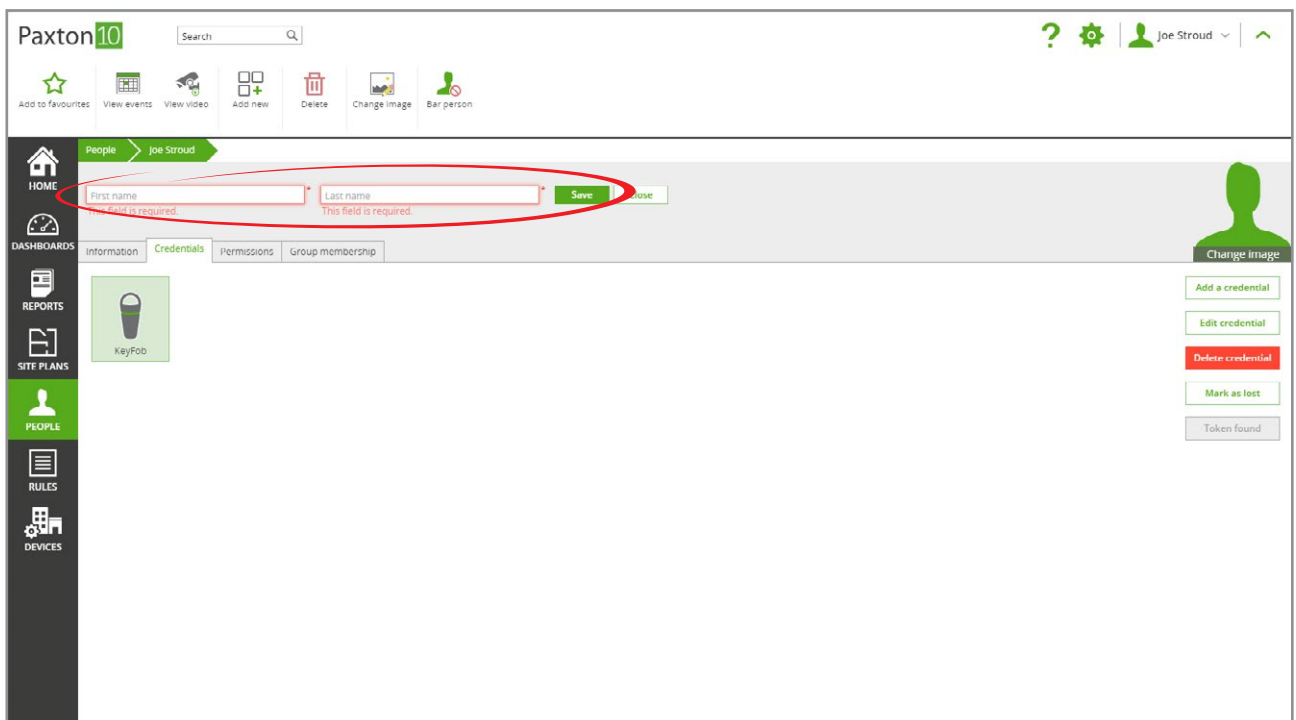
### Plugging in a desktop reader

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

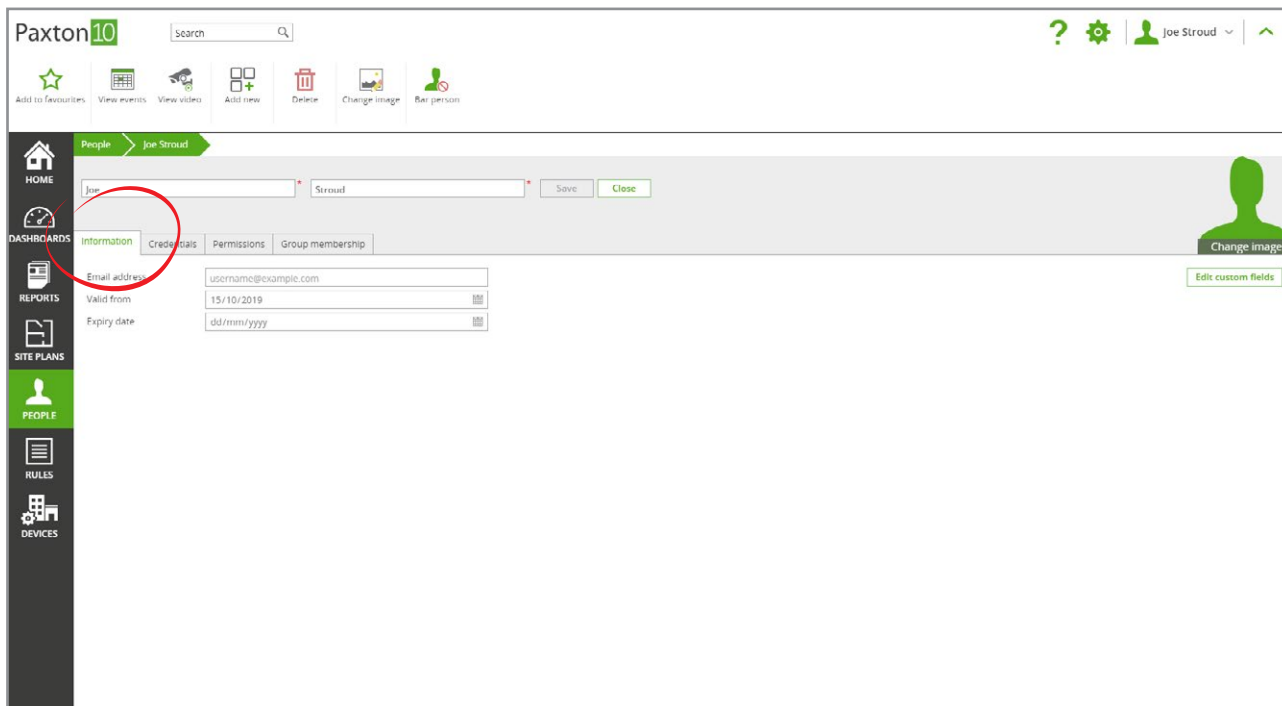
**Note:** Ensure you have not selected a name or search field otherwise presenting a token to the desktop reader will enter the token number into the field.



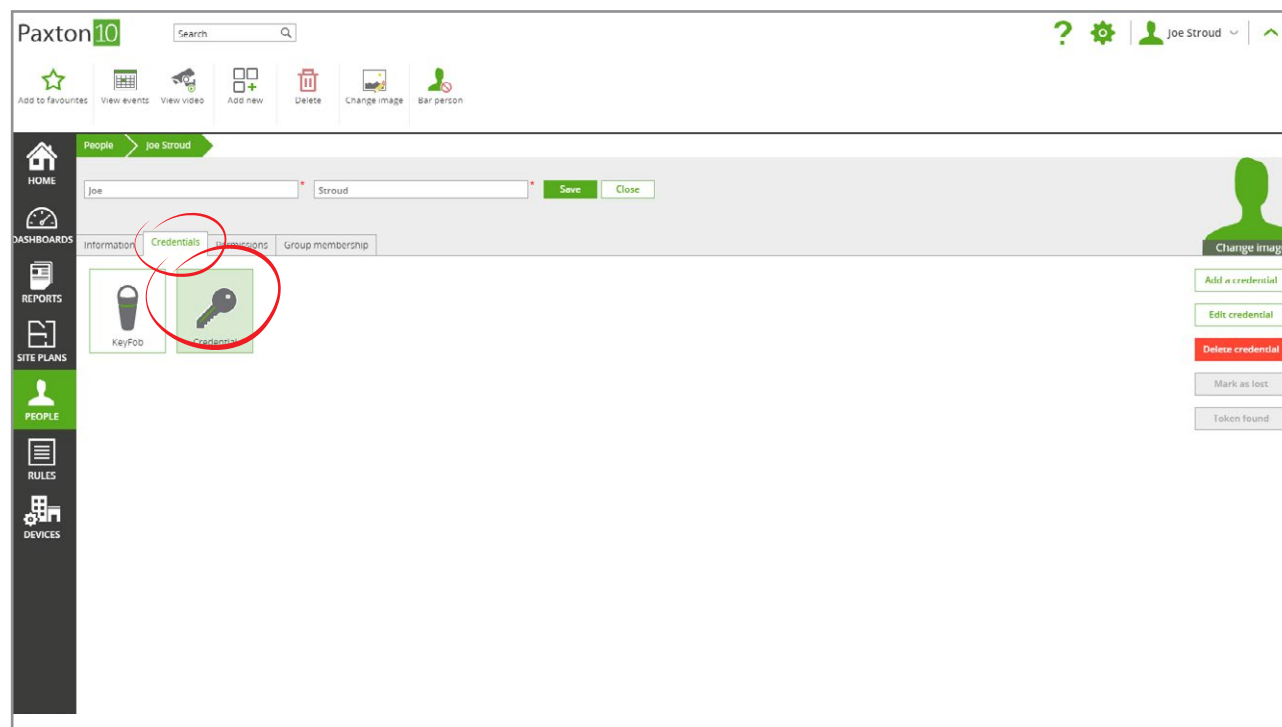
2. Give the person a name, then click '**Save**'. The person has now been added to the system and has the token assigned to them

## Adding a token to an existing user

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



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 section. From there, select the type of token and give it a name
2. 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.