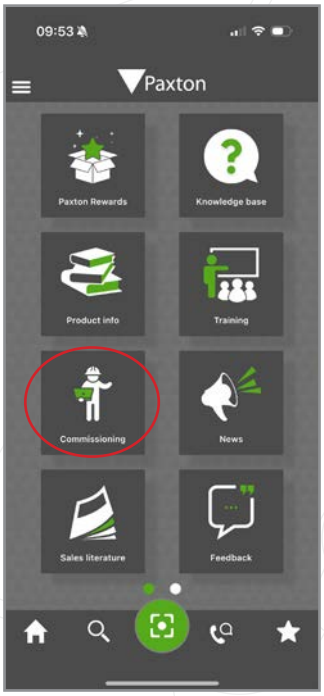
Paxton Installer - Commissioning feature

Overview

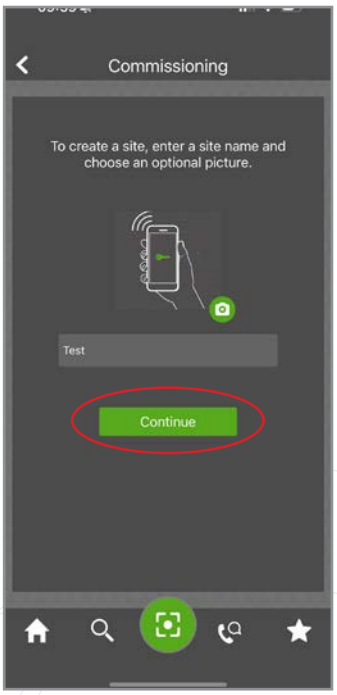
The Commissioning feature within Paxton Installer helps to make the process of naming a controller much simpler, by allowing you to assign the name to the controller or PaxLock when installing the product in the desired location. This negates the need to write any information down, which can easily be mislaid, and allows you to store all the door information in a central location to be then imported into the Net2 software.

How to Commission a site

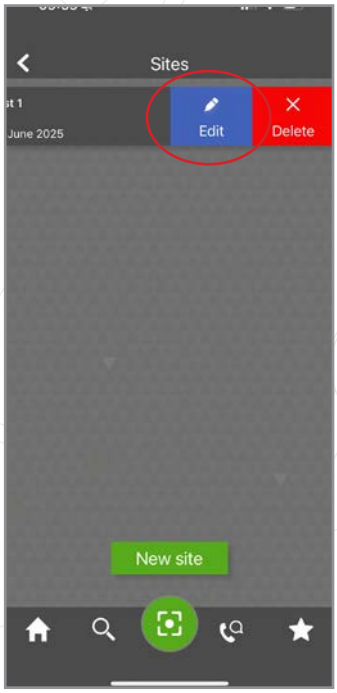
1. Tap **'Commissioning'.**



2. To create a new site, you will need to name the site. You also have the option to add an image if you would like to.

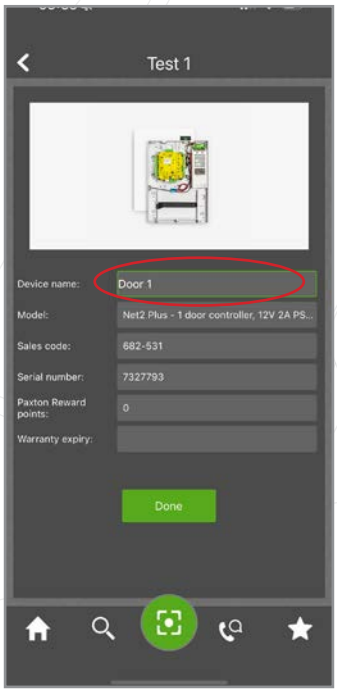


Note: You can edit the name of your site or image at any time, simply by sliding left on the site and tapping **'Edit'.**



3. Once you've created your site, you will be able to scan the products for your site.

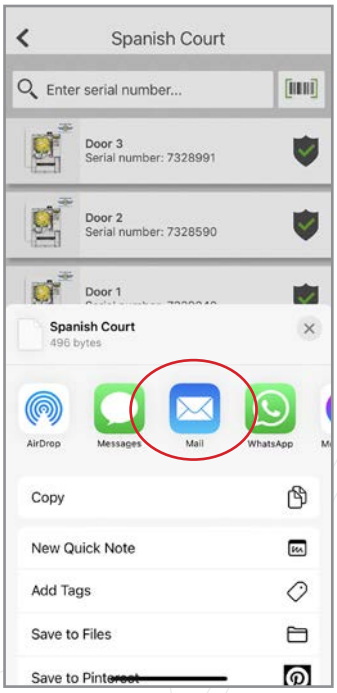
4. When you scan a product, it will also ask you to name the product you have just scanned ie **"Door 1".**



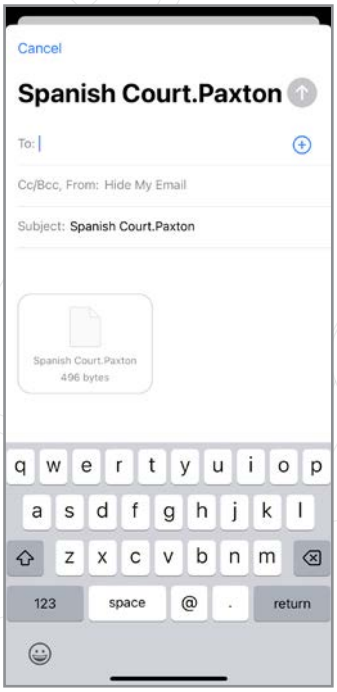
Note: You can remove any scanned product from your site, simply by sliding left on the product and selecting **'Delete'.**

5. To export the site into the Net2 system set up, tap **'Export'.**

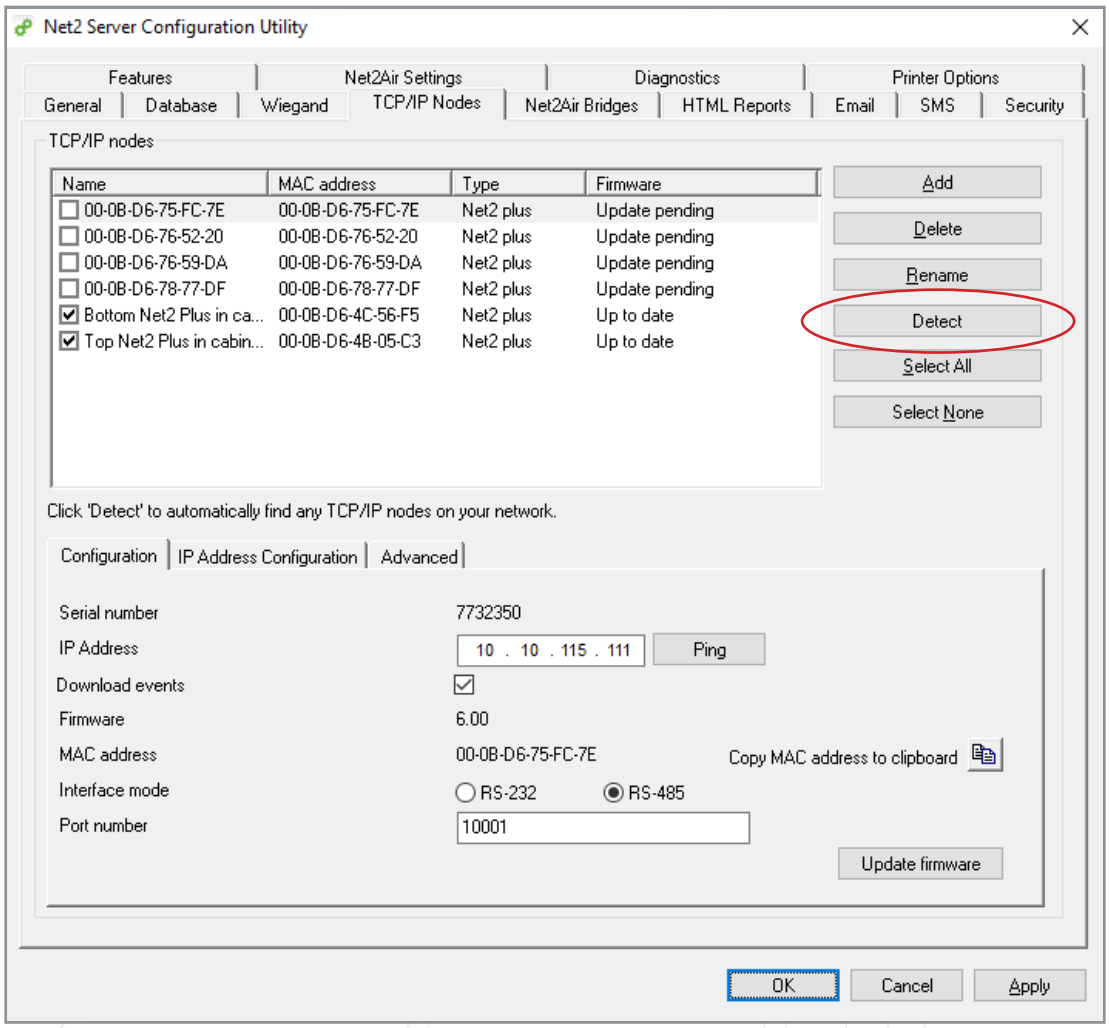
6. Tap **'Email'**



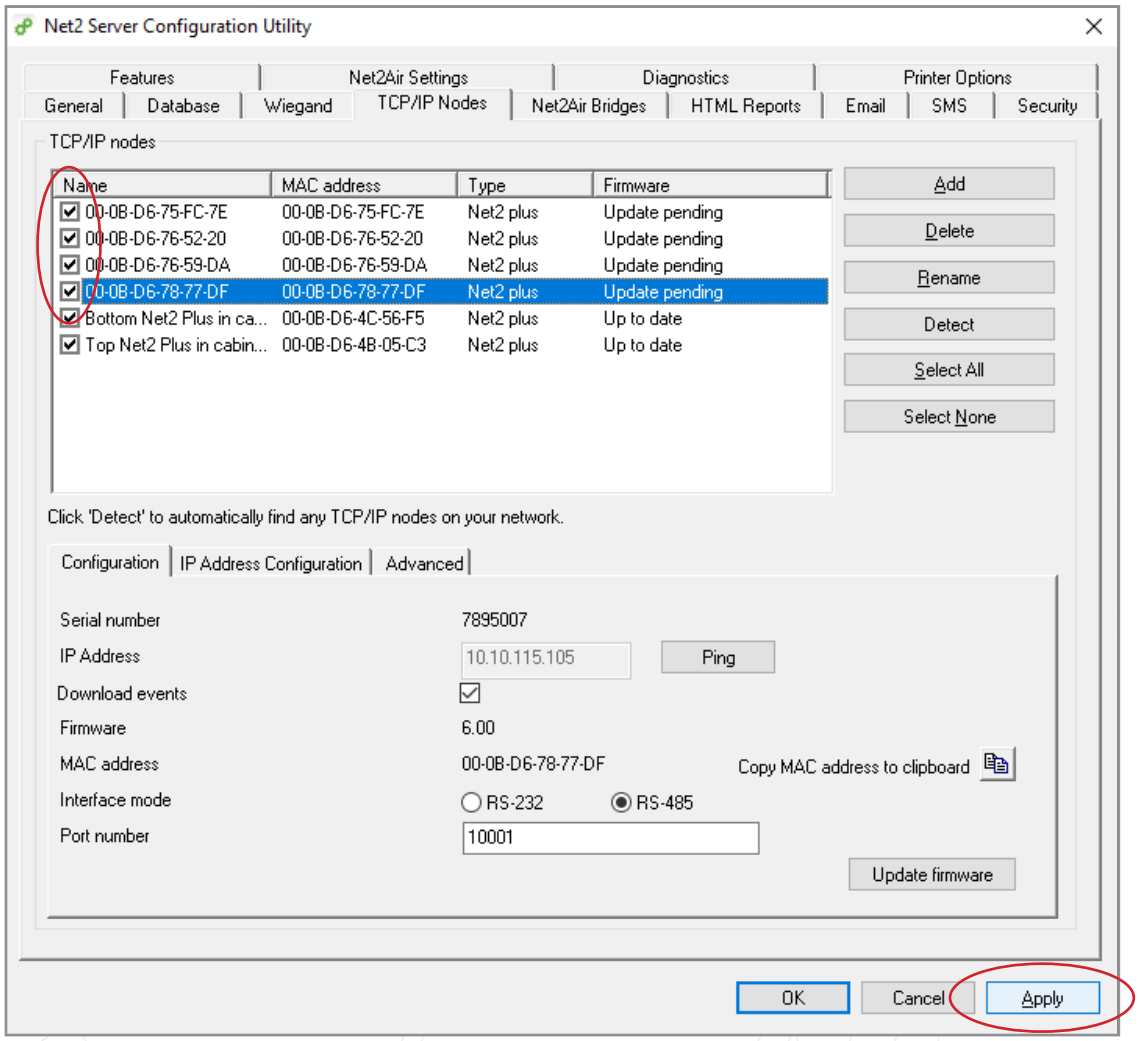
7. You will need to email the commissioning file to yourself so you can import the file into the Net2 system.



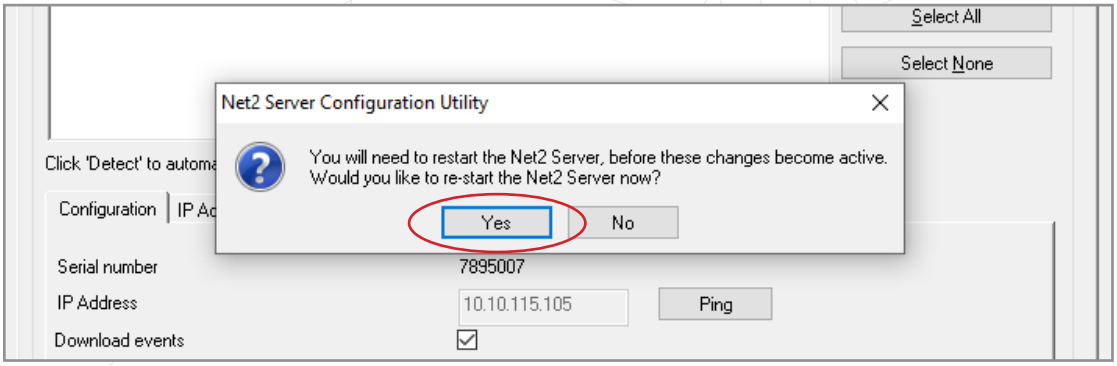
8. Go into the Net2 Configuration Utility and detect your controllers.



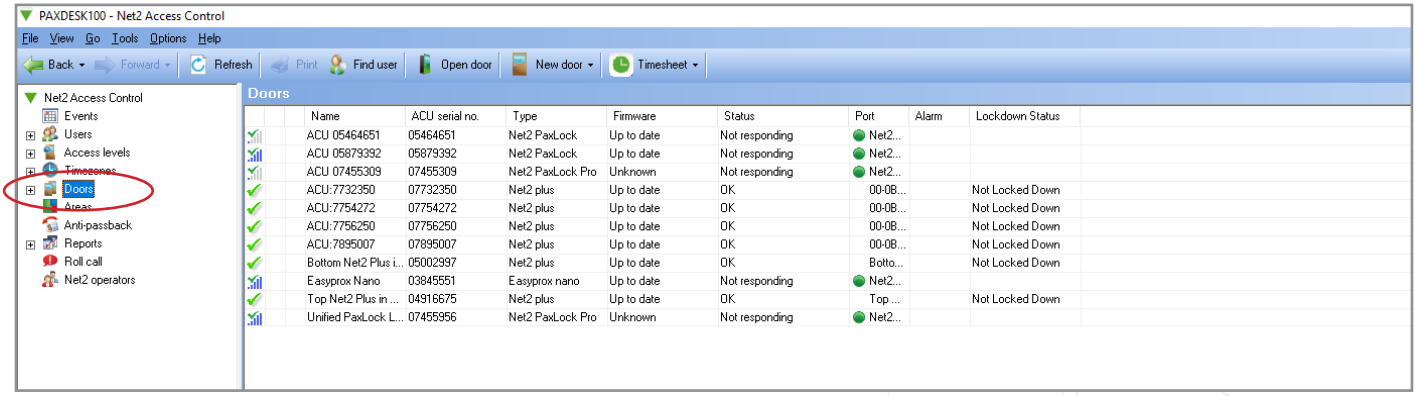
9. Once you have detected the controllers, you will need to tick each one and then click **'Apply'.**



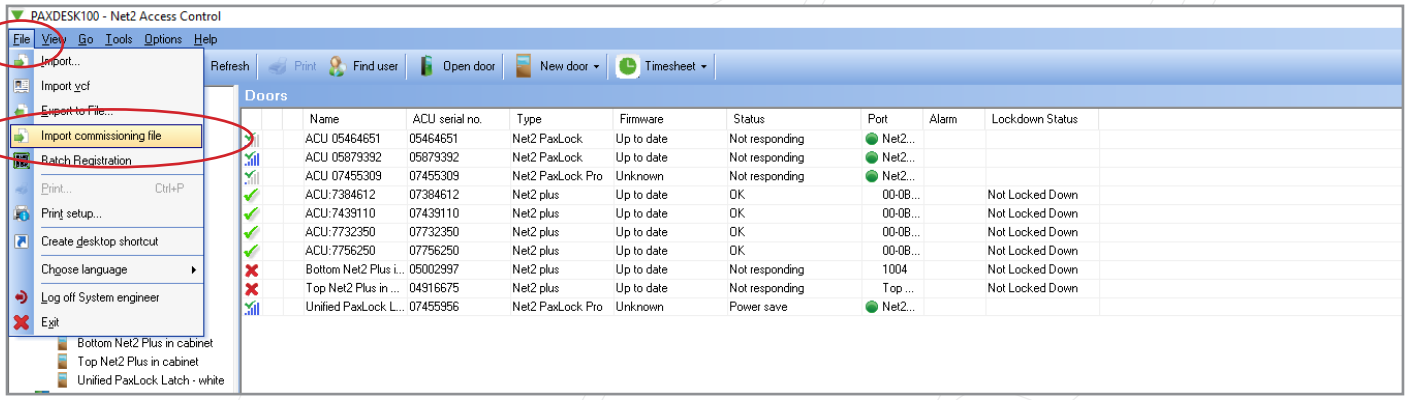
10. A pop up will appear asking if you would like to re-start the Net2 server, click **'Yes'.**



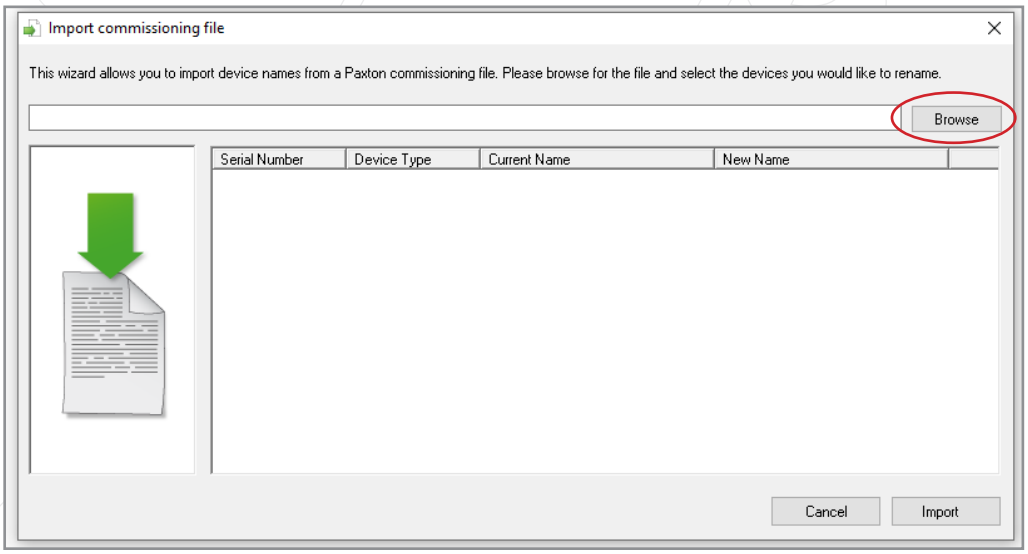
11. You will now need to go into Net2 and click on **'Doors',** here you will be able to see the controllers you have just detected.



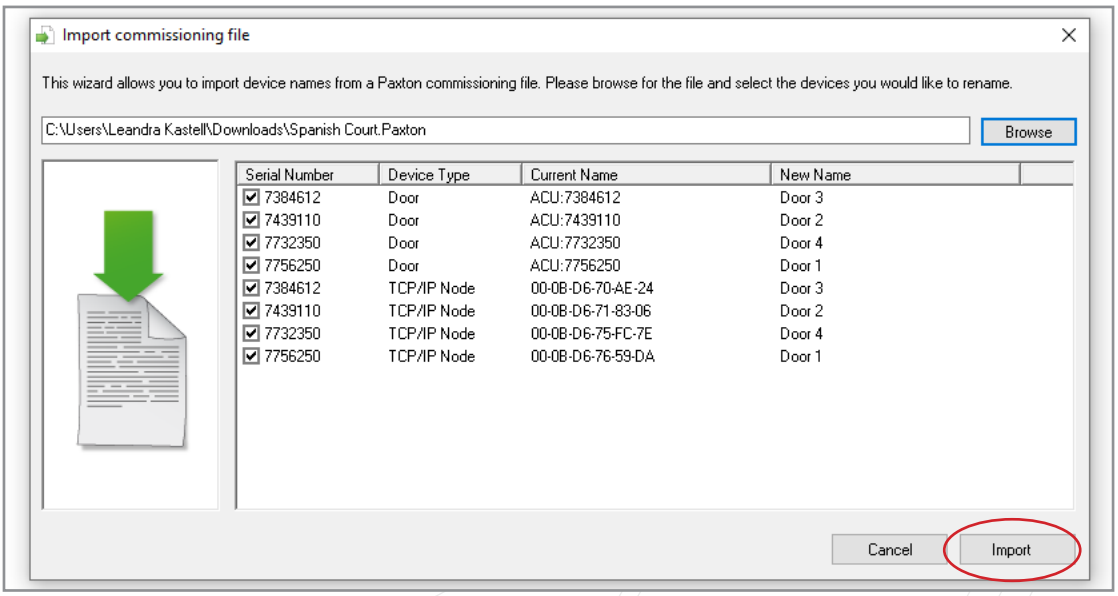
12. Now you need to import the commissioning file from the Paxton Installer app. Go to **'File'** and click **'Import Commissiong File'.**



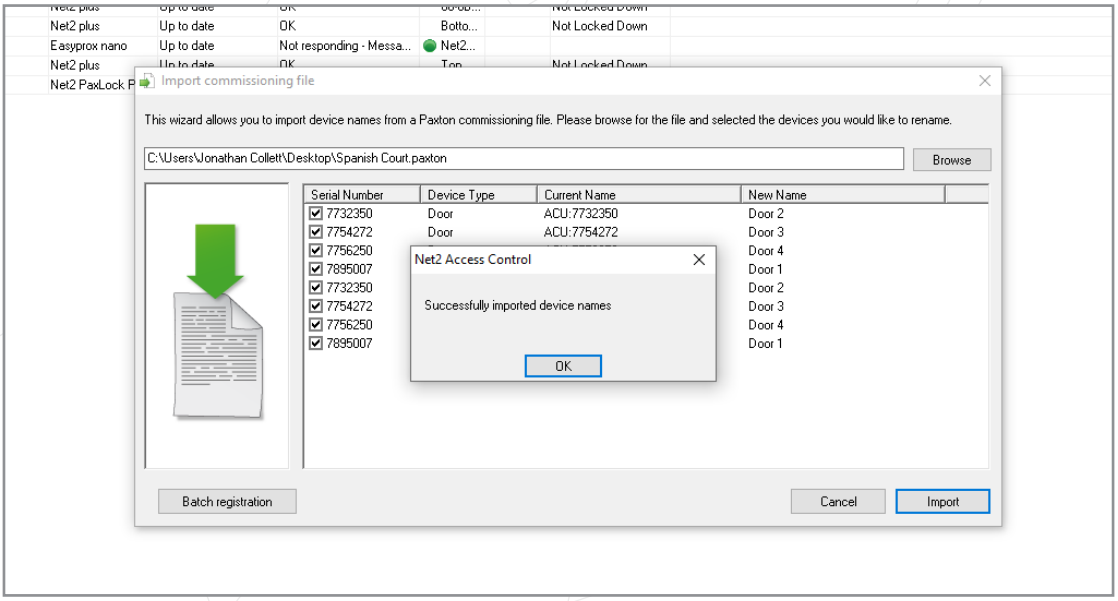
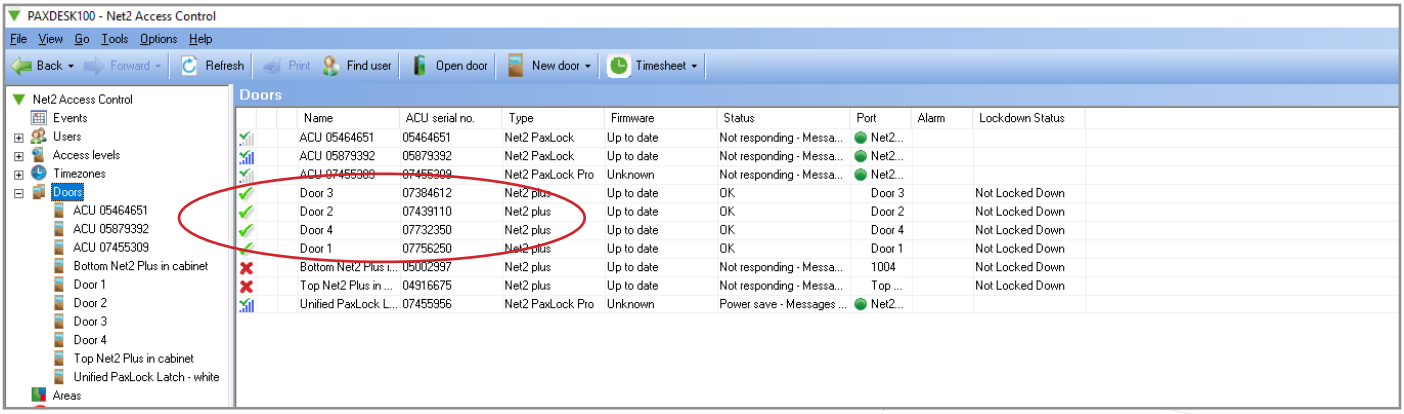
13. Click **'Browse'** and select the commissioning file.



14. It will now show you the controllers with their current name and the new name you gave them in the Paxton Installer app. Now click **'Import'.**



15. A pop up will appear to show importing the device names has been successful.



16. You will now see you have successfully imported the commissioned site from the Paxton Installer app.