

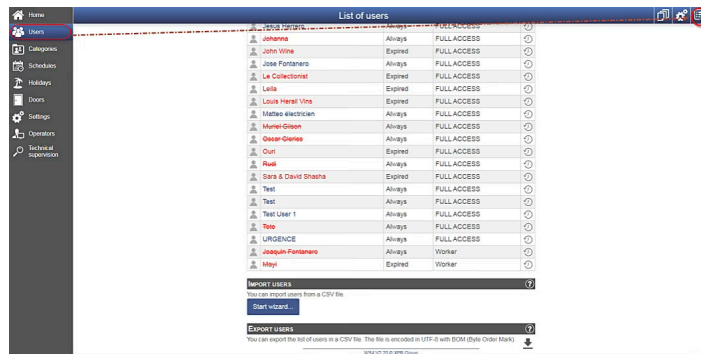
➤ How to add new user with PIN code and Card at the WS4 interface

APPLICATION NOTE

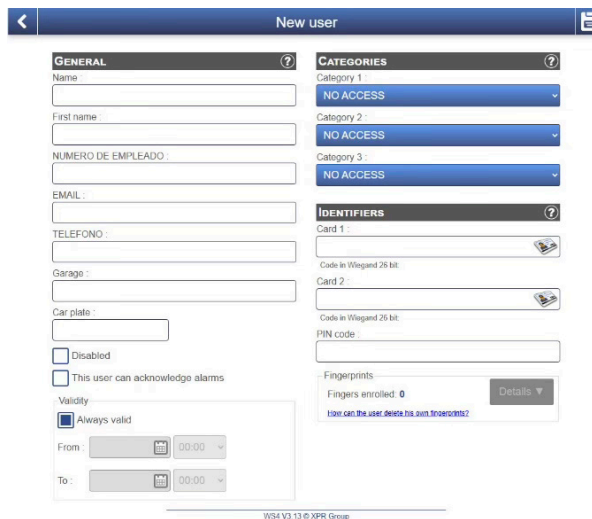
C037 This application note explain how to add new user with PIN code and Card at the WS4 interface.

How to add new user at the WS4 interface

1. Go to section "User" and click on this icon:



2. New window will open.



3. Bellow is detail explanation for each section:

3.1 - Full name / Name & First name:

You can choose in the user options if you want a single field to enter the full name of the user, or if you prefer 2 separate fields (last name and first name). The full name and name fields are on max. 50 characters (1). The first name field is on max. 40 characters (1).

The name will be used in the list of users and in the events.

3.2 - Car plate:

You can enter in this field the license plate of the vehicle that this user is using. And if you have configured a car plate reader at the entrance and/or exit of a car park, this plate will identify this user and give access according to his rights.

3.3 - Validity:

You have 2 possibilities to define the validity of the user:

By checking the Always valid option, the validity of the user will not be limited in time.

By choosing the dates and times of beginning and end, the validity of the user will be limited to specified values.

3.4 - Categories 1, 2 and 3:

You can assign up to 3 categories for each user. Attention, for a user to be active, he needs at least 1 category.

3.5 - Card 1 & 2:

You can encode up to 2 cards per user. The card must be unique and can include 1 to 20 characters.

To encode a card, click on the icon:



Then present the card on one of the readers of the installation: the card will be automatically displayed in the field.

If you are using PROX-USB-X desktop reader for adding cards, place cursor at "Card1" or "Card2" field and place card on top of the PROX-USB-X desktop reader. Number will automatically display at the field.

3.6 - PIN code:

If your installation includes keypads, you can encode the user's pin code in this field. This pin code must be unique, and be between 1000 and 99999999 (from 4 to 8 digits).

3.7 - Fingerprints:

The number of fingers currently enrolled is displayed. It is possible to enroll **4** fingers per user, with a maximum of **100** fingerprints in total in the installation.

To enroll a finger, click on Details and follow the instructions on screen. Please note, it is not possible to use a reader connected to a slave to enroll.

The fingers are numbered from left to right: little finger left hand = 1, little finger right hand = 10. This number is displayed in the events when a biometric reader is used.