

# ACCESS10 User Manual

## 1. How to open manual?

Ans:-Long press on the bell icon for 3 second and enter a six digits administrator code (Default: 888888) to enter the Menu.

## 2. How it use (Bell) & (\*) Button?

Ans:- ( Bell-Confirm or Ok) & (\*-is Back or Cancel).

## 3. How to Add Finger in device?

Ans:-Long press on the Bell icon for 3 second and enter administrator code (Default: 888888) to enter the Menu >> Select 1.User Add >> Select 1.FP Add for Add Finger >> Add user id (supported 5 digits only) >> Press OK (Bell) Button >> Press finger 2 times >> ESC (\*).

## 4. How to Add Card in device?

Ans:-Long press on the Bell icon for 3 second and enter administrator code (Default: 888888) to enter the Menu >> Select 1.User Add >> Select 2.Card Add for Add Card >> Add user id (supported 5 digits only) >> Press OK (Bell) Button >> Swipe card in device >> ESC (\*).

## 5. How to set Password (Common Code)? Only 2 password support in device.

Ans:-Long press on the Bell icon for 3 second and enter administrator code (Default: 888888) to enter the Menu >> Select 2.Common Code >> Select 1.Code or 2.Code >> Enter 6 Digits Password >> Ok (Bell).

## 6. How to set Lock delay time?

Ans:-Long press on the Bell icon for 3 second and enter administrator code (Default: 888888) to enter the Menu >> Select 3.Opening Delay >> Enter Lock Delay Second (1 to 255 second) >> Ok (Bell).

## 7. How to set Date & Time in device?

Ans:-Long press on the Bell icon for 3 second and enter administrator code (Default: 888888) to enter the Menu >> Select 4.Time Set >> Set Date & Time >> ESC (\*).

## 8. How to set Verification mode?

Ans:-Long press on the Bell icon for 3 second and enter administrator code (Default: 888888) to enter the Menu >> Select 5.Pass Mode >> Select verification mode 1.FP/Card/Code 2.FP&Card 3.FP&Code.

## 9. How to Delete User?

Ans:-Long press on the Bell icon for 3 second and enter administrator code (Default: 888888) to enter the Menu >> Select 7.User delete >> Select 1.Number Delete >> Enter Number for delete >> OK (Bell).

## 10. How to Delete All User?

Ans:-Long press on the Bell icon for 3 second and enter administrator code (Default: 888888) to enter the Menu >> Select 7.User delete >> Select 2.All Delete >> Enter Ok (Bell) 4 Times.

## 11. How to Initialize (Factory Reset)?

Ans:-Long press on the Bell icon for 3 second and enter administrator code (Default: 888888) to enter the Menu >> Select 7.User delete >> Select 2.All Delete >> Enter Ok (Bell) 4 Times.

## 12. How to Change Administrator Code (Default: 888888)

Ans:-Long press on the Bell icon for 3 second and enter administrator code (Default: 888888) to enter the Menu >> Select 6.Menu Code >> Enter 6 Digit Code >> Ok (Bell).