



User Guide

# ACTATEK<sub>3</sub>ER ENROLLMENT

# How to Automatic Enrollment Smartcard from device

1. Add new user on web interface from device.

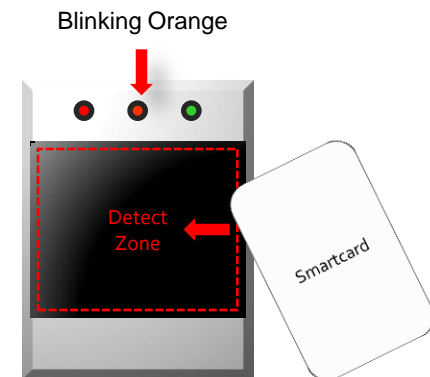
Click Sub Menu -> Add New User

The screenshot shows a web browser window with the URL [192.168.0.105/admin.html](http://192.168.0.105/admin.html). The page title is "ACTatek The worldwide leader in Web based technologies." The left sidebar contains a menu with categories: Terminal, User Administration, Access Control, Terminal Settings, and Support. The main content area is titled "Add New User" and contains a "User Details" section with fields for User ID, Last Name, First Name, Other Name, and Admin Level. Below this is an "Access Group" section with a list of checkboxes for various roles like General/General Staff, General/Manager, Admin/General Staff, etc. There is also a "Department" section with checkboxes for General, Admin, Engineer, H.R., Marketing, Production, and Sales. At the bottom, there is a "SmartCard Number" field, a "Fingerprint Security Level" dropdown, a "Status" section with checkboxes for Active, Auto Match, Password, and Smart Card, and an "Expiry Date" section with a date picker. An "Activate Read" button is located next to the SmartCard Number field.

2. Key in all the necessary field and process with "Activate Read" button

This close-up shows the right side of the "Add New User" form. It includes the "SmartCard Number" field, the "Fingerprint Security Level" dropdown set to "Normal", the "Status" section with "Active" checked, and the "Expiry Date" section with the date "2012/12/5" selected. The "Activate Read" button is highlighted with a red rectangle.

3. When all the three LED lite up and center orange LED is blinking. Present a new smartcard to IP reader as indicate on detect zone.



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- Serial number of the smartcard will be appear on the on the field box.

The screenshot shows a web form for smartcard enrollment. At the top, there are three checkboxes: Marketing, Production, and Sales. Below these, the 'SmartCard Number' field contains the text 'n010106018E096711' and is highlighted with a red rectangular box. To the right of this field are two buttons: 'Activate Read' and 'OK...'. Below the number field, there is a 'Fingerprint Security Level (for ID Match)' dropdown menu set to 'Normal'. The 'Status' section has four checkboxes: 'Active' (checked), 'Auto Match', 'Password', and 'Smart Card' (checked). The 'Expiry Date' section has radio buttons for 'Disable' (selected) and 'Enable', followed by a date picker showing '2012/7/11' and the text '(yyyy/mm/dd)'. At the bottom left are 'Add' and 'Clear' buttons.

- Click check box to enroll with smartcard serial number. Next Click submit button [Add] to add new users with smartcard enrollment.

This screenshot is similar to the previous one, but with two additional red highlights. The 'Smart Card' checkbox under the 'Status' section is now checked and highlighted with a red box. The 'Add' button at the bottom left is also highlighted with a red box. All other elements, including the SmartCard Number and the 'Activate Read' button, remain the same as in the previous screenshot.

## NOTE

Please place the smartcard in the detect zone or else "Fail to detect card..." will be shown.

This screenshot shows the same form as the previous ones, but with a different state. The 'SmartCard Number' field is empty. The 'Activate Read' button is now disabled and greyed out. To its right, a red rectangular box contains the text 'Fail to detect card...'. The 'Fingerprint Security Level' is still 'Normal'. The 'Status' section shows 'Active' checked, 'Auto Match', 'Password', and 'Smart Card' (unchecked). The 'Expiry Date' section shows 'Disable' selected with a date of '2012/12/5'. The 'Add' and 'Clear' buttons are at the bottom left.