


## How to lock the main menu for normal user

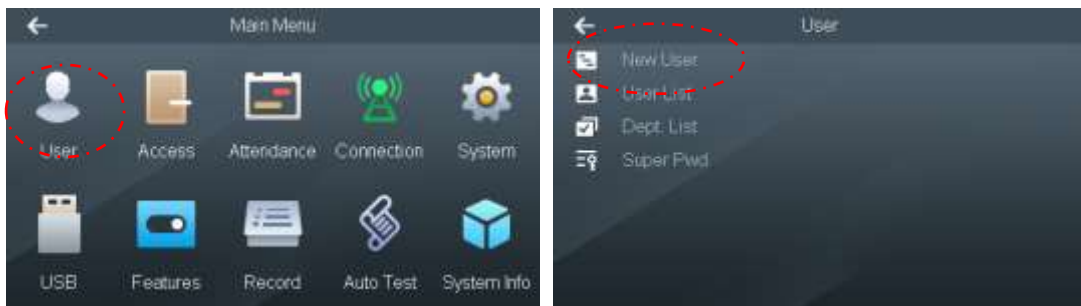
For ASA4214F/ASA6214F, there are two kinds of user level, one is admin, administrator user supports to manage the devices, the other one is user, and normal user can't enter into the main menu.

When the device added any one admin role, the device will be locked; it can't be entered into the menu by the user without administrator permission. The administrator user could punch card, face recognition, fingerprint recognition or password into the system and manage device.

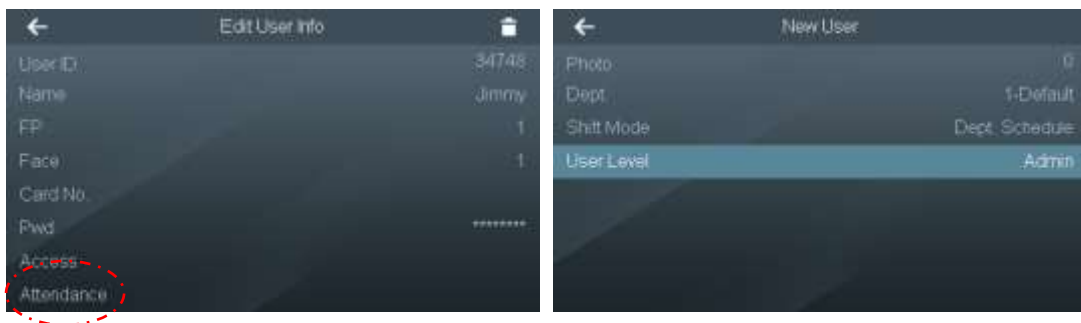
So how to lock the main menu for normal user, it also means how to add the admin role for device.

Step1: Press  to enter the main menu,

Step2: User→New User

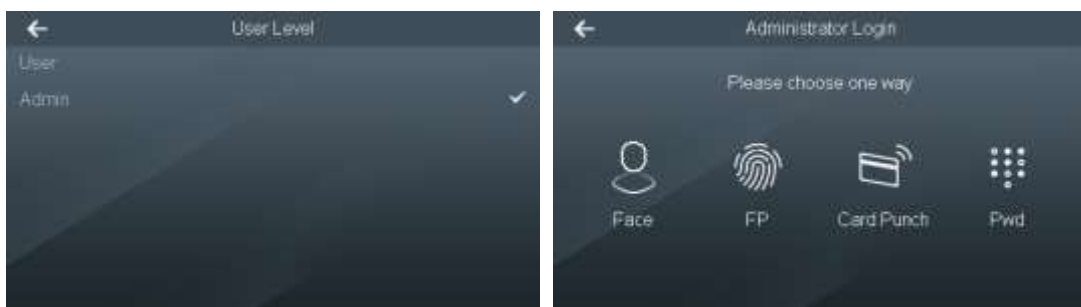


Step3: New User→Attendance→User Level



Step4: User Level→Admin (User in default)

Exit and saved. When you press menu icon , you should choose one way to pass the verification.



Notice: the next version firmware will move the User level out of attendance.