



Locate the Focal Point Icon on desktop  
double click to open program.

Login

# Focal Point Network Based Security



Presented By:



Product Details

Licensed To:	Mercer Crossing
Expiration Date:	08/10/2018
Serial Number:	05151801

Activate

Enter your login credentials.

User:

Password:

Enter a password

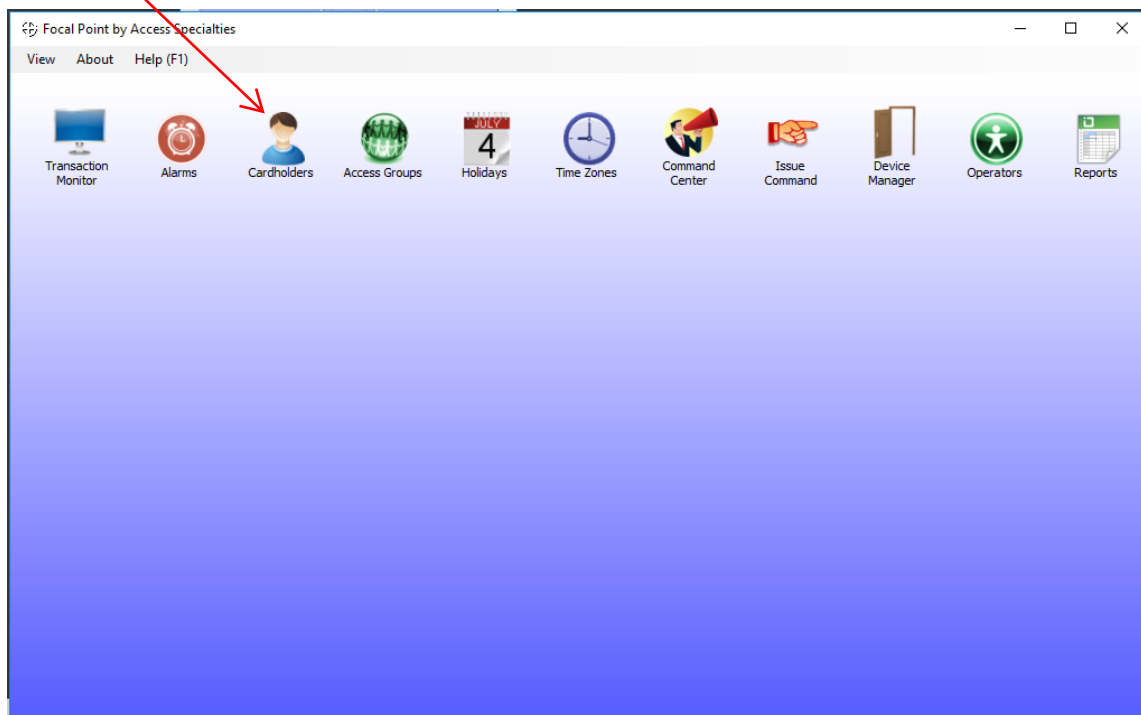
Ok Cancel

Enter user name and  
password. Then click  
OK.

You will need the credential ID #  
along with the Facility Code.

To assign credentials please  
click on Cardholders.

Click here



# Click on Add to add cardholder.

Click Here

The screenshot shows the 'Cardholders' application window. The 'Add (F5)' button is highlighted with a red arrow. The 'General Information' tab is selected, showing fields for First Name, Middle Name, Last Name, Encoded #, Printed #, PIN, Activation, and Expiration. The 'Access Groups' tab is also visible, showing a dropdown menu for 'Select Card Format' set to '26 Bit, System Code: 1'. A red arrow points to the 'Add (F5)' button, and another red arrow points to the 'Access Groups' tab.

1. Enter cardholder information. 2. Enter credential ID# 3. Select the correct FC 4. Click on Access Groups

The screenshot shows the 'Cardholders' application window with the 'Access Groups' tab selected. The 'Zone' dropdown is set to '0001: Default'. The 'Available Access Groups' list shows three groups: 0001 Resident, 0002 Employee, and 0003 Vendor. The 'Selected Access Groups' list is empty. A red arrow points to the 'Available Access Groups' list. A tooltip at the bottom of the list reads: 'List of available Access Groups in the selected Zone for this Cardholder'.

5. Double click on the appropriate group for the cardholder.

The selected group will now be in the selected access group window.

The screenshot shows the 'Cardholders' application window with the 'Access Groups' tab selected. The window title is 'Cardholders'. The top menu bar includes 'Help (F1)', 'Lookup (F2)', 'Edit (F4)', 'Add (F5)', 'Delete (F8)', 'Save (F10)', 'Cancel (Esc)', and 'Issue Command (F11)'. The main area is divided into several sections: a search section on the left, a 'General Information' section with a 'Zone' dropdown set to '0001: Default', and two list boxes. The 'Available Access Groups' list contains two items: '0002 Employee' and '0003 Vendor'. The 'Selected Access Groups' list contains one item: '0001 Resident'. A red arrow points from the text above to the 'Save (F10)' button, and another red arrow points from the text above to the 'Selected Access Groups' list.

6. Now click on Save

The screenshot shows a 'Complete' dialog box with a close button (X) in the top right corner. It features an information icon (i) and the text 'Cardholder data saved.' followed by 'The Cardholder data has been successfully saved to the database.' At the bottom right, there is an 'Ok' button. A red arrow points from the text below to the 'Ok' button.

7. Now click on OK

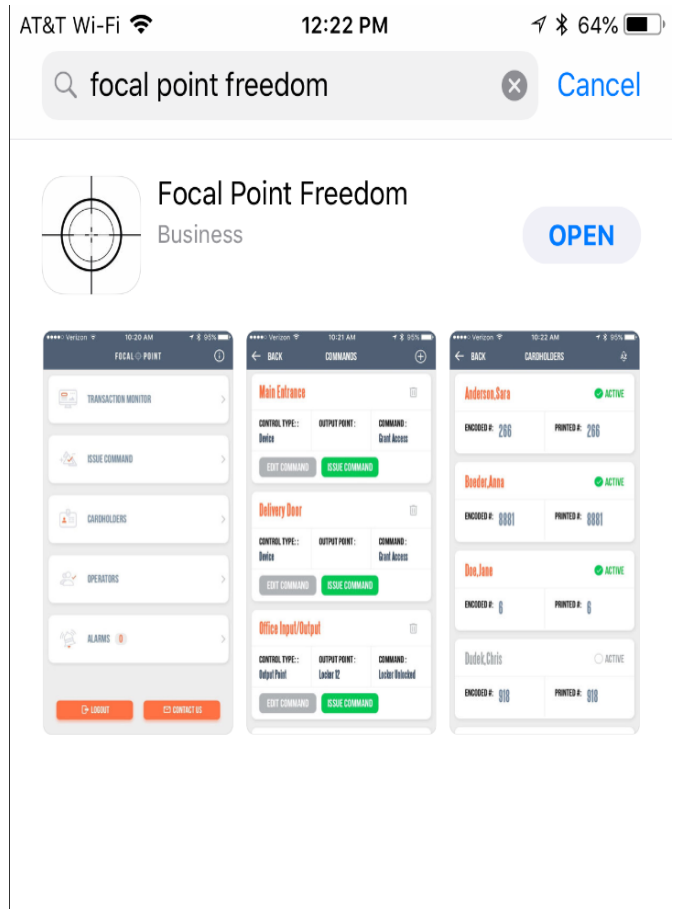
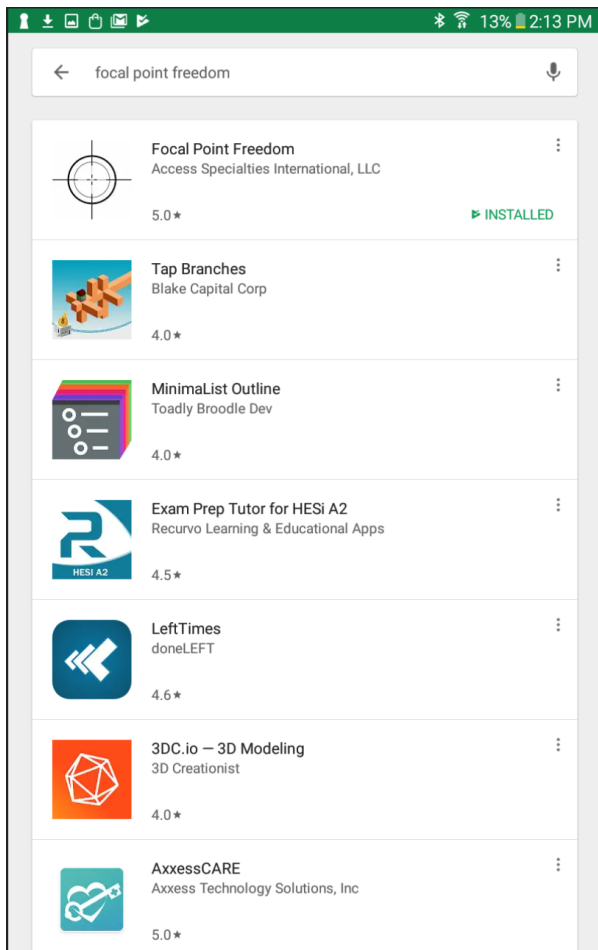
You will create a cardholder for each credential.

# Focal Point Freedom APP

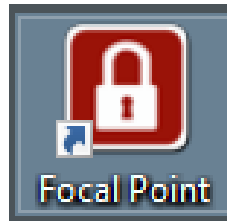
This APP is attended for residents to grant visitors access to approved locations.

RESIDENTS SHOULD NOT USE APP FOR THEIR MAIN WAY OF ACCESS

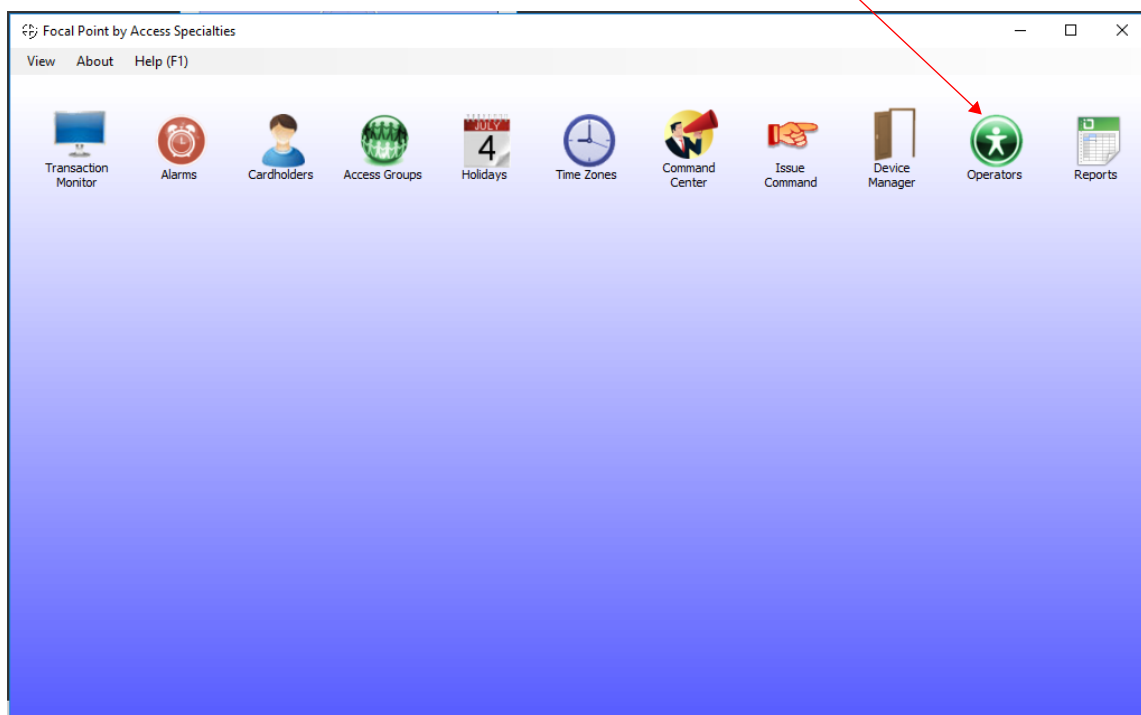
Download the App to the device that will be used.



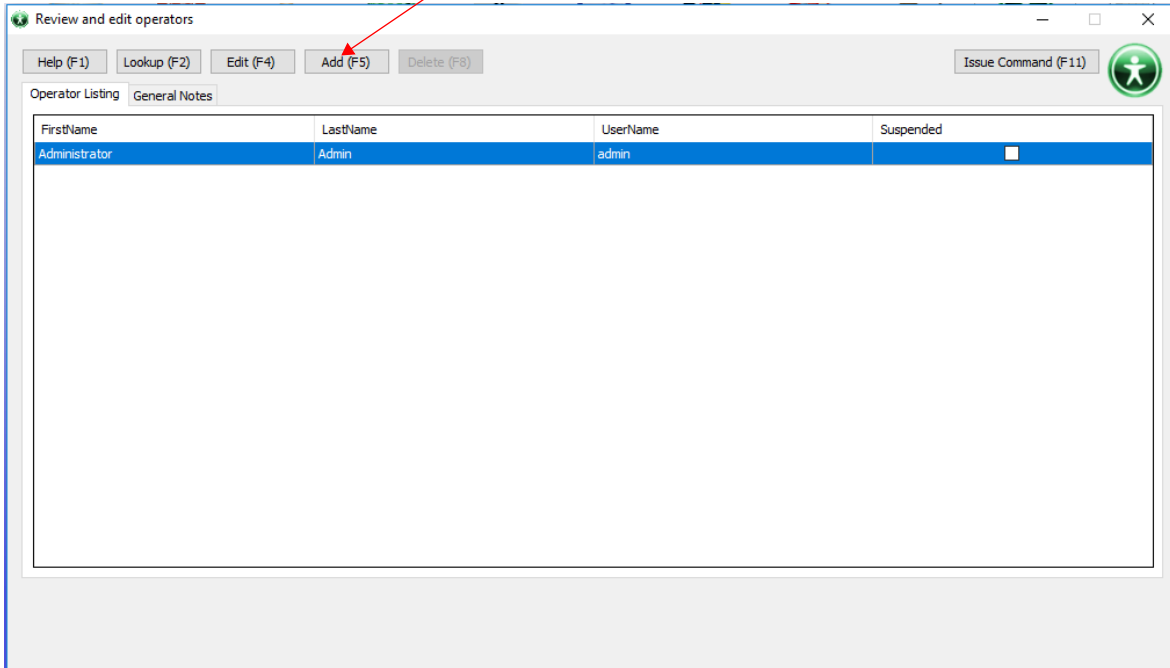
Locate the Focal Point Icon on desktop  
double click to open program. Login if  
not already.



Click on Operators



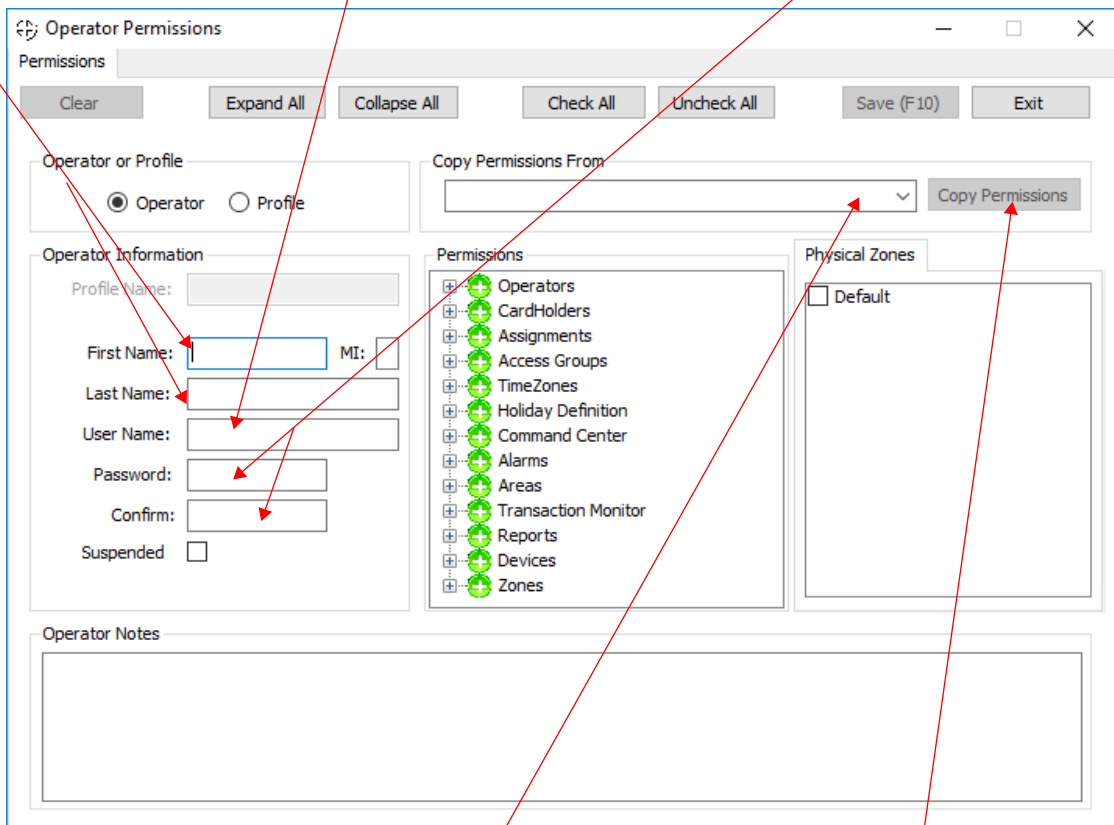
Click on Add



1. Fill out information

2. User Name (can't have duplicates)

3. Password must be 4 characters



4. Select Profile Mobile App

5. Click on Copy Permissions

6. Click on Save

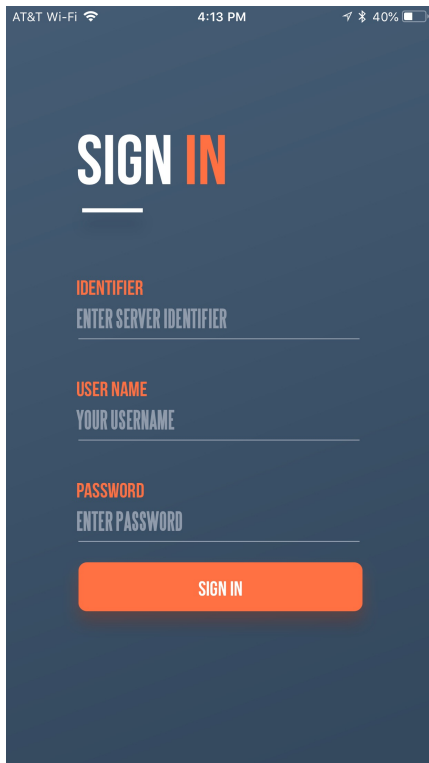
The screenshot shows the 'Operator Permissions' configuration window. At the top, there is a toolbar with buttons for 'Clear', 'Expand All', 'Collapse All', 'Check All', 'Uncheck All', 'Save (F10)', and 'Exit'. A red arrow points from the text '6. Click on Save' to the 'Save (F10)' button. Below the toolbar, there are sections for 'Operator or Profile' (with radio buttons for 'Operator' and 'Profile'), 'Copy Permissions From' (with a dropdown menu and a 'Copy Permissions' button), 'Operator Information' (with fields for Profile Name, First Name, Last Name, User Name, Password, Confirm, and Suspended), 'Permissions' (a list of system components with checkboxes), and 'Physical Zones' (with a 'Default' zone checked). At the bottom, there is an 'Operator Notes' section with a text area and a placeholder text 'Enter any general notes for this Operator'.

You will now see the user listed under operators.

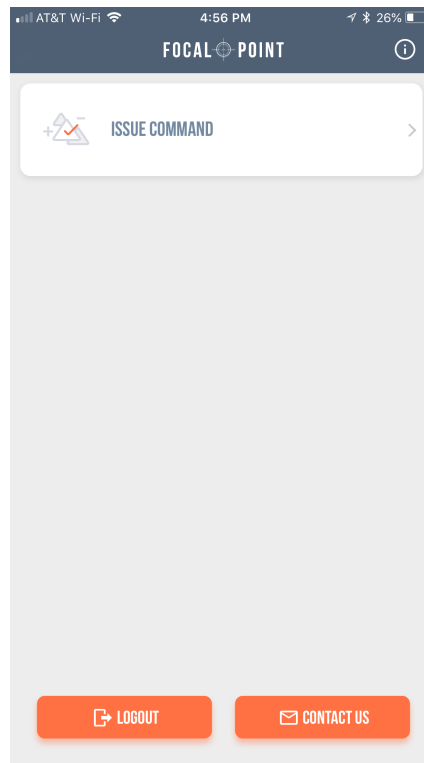
If you force close the APP you won't have to enter in the server identifier again when reopening. If you logout then you will have to.

Server ID: \_\_\_\_\_

1. Open the Focal Point Freedom App
2. Enter in server ID
3. Enter User Name & Password
4. Sign In



5. Tap on Issue Command



6. Find Location
7. Tap on Issue Command

