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**Enroll Fingerprint** (for Users)

To start Fingerprint enrollment, press the **MENU** key on the F4 Vista

Scroll with the ▲/▼ keys and place the cursor ( ) alongside

Menu ▼

►User Manage

Press the OKkey.

Scroll with the ▲/▼ keys and place the cursor ( ) alongside Enroll User.

User Manage ▼

►Enroll User

Press the OKkey.

Scroll with the ▲/▼ keys and place the cursor ( ) alongside Enroll FP.

Enroll User ▼

►Enroll FP

Press the OKkey.

The F4 Vista will prompt you;

Enroll FP

New Enroll?

Press OK

Add the employee # then press OK and have them enroll their finger.

If this is a NEW User, then press **OK.**

If you are enrolling an additional fingerprint to an existing user on the F4

Vista, then press the **ESC** key, instead.

**Note:**

If you press **ESC,** the F4 Vista will prompt you for the existing

User’s ID number;

Backup Enroll

**Note:**

The F4 Vista allows you to add up to 9 “backup” fingers for any of

the users.