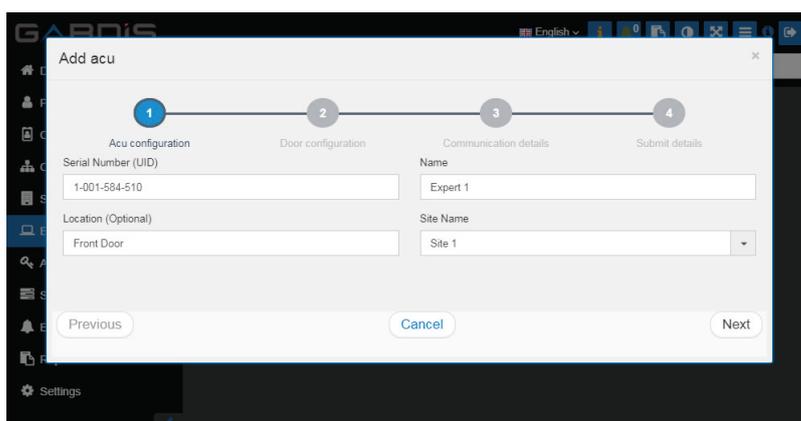


## GARDiS Quick Start Guide

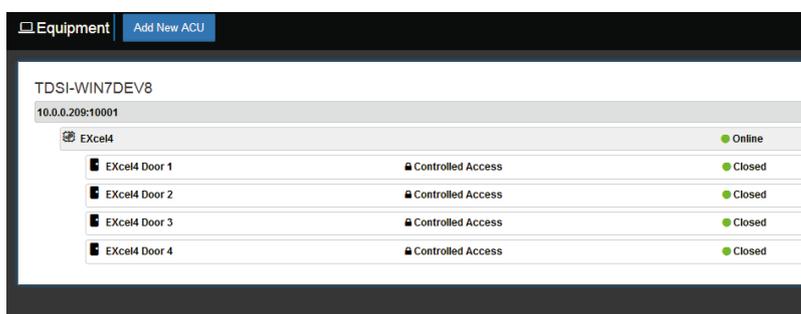
### Step 1: ACU Wizard

- Click **Equipment** in the navigation bar
- Click **Add New ACU**
- Complete ACU Setup Wizard



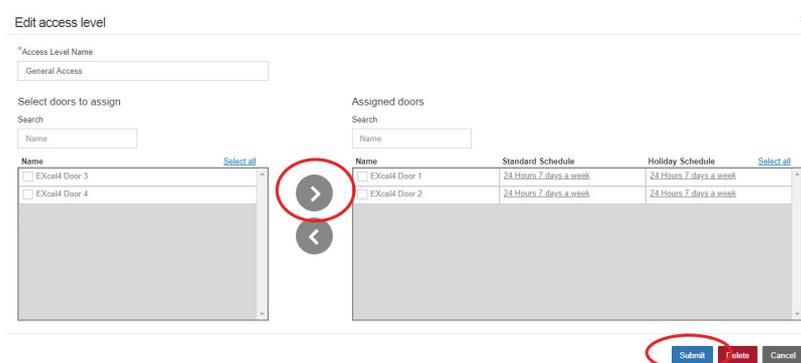
### Step 2: Confirm ACU is online

- Check the equipment is online



### Step 3: Assign door(s) to Access Level

- Click **Access Levels** in the Navigation bar
- Click **Add Access Level**
- Complete by selecting doors (default is 24/7 schedule)



## Step 4: People

- Click **People** in the Navigation bar
- Click **Add Person**
- Add Credential (Step 2)
- Assign Access Level (Step 3)

Add New Person ✕

1 — 2 — 3 — 4  
 Person details — Credential details — Security details — Summary

Person

Person Id Leave blank to auto generate this field	First Name John	Last Name Smith
*Organisation Global	Department Development	Job Title Senior Developer
Start Date dd/mm/yyyy	End Date dd/mm/yyyy	Email John.Smith@tdsi.co.uk
		Car Registration HJ60 BGY

Previous Cancel Next Finish

## Step 5: Confirmation

Go to the Dashboard tab in the Navigation bar, present the card to the reader and check the Configuration was successful.

