COMB SCAN

DEVICE SETUP USER GUIDE

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COMB PORTAL CONFIGURATION

As the Comb Scanner is a device and requires its own license to be enabled.

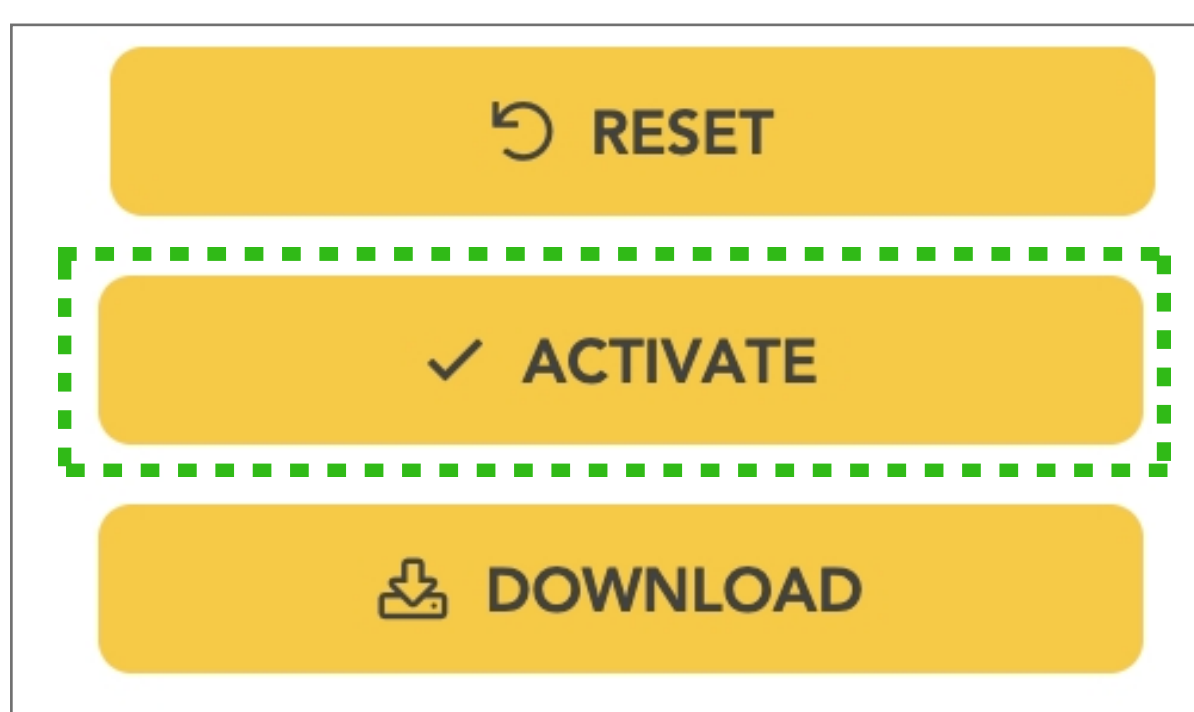## Enabling the Comb Scanner license

1   Log on to Comb Portal and navigate to the "**Comb Store**" from the side menu (**ADMINISTRATION > Comb Store**).

2   Select the "**HARDWARE SOLUTIONS**" TAB and enable the "**HANDHELD SCANNER**" option.

3   Click the "**Activate**" button to apply your changes.

Adding the Comb Scanner device

1 Select Access Setup.

2 Add a new **Access Point**, enter the name and location and click "SAVE". *Alternatively open an existing Access Point.*

3 Add a device and select 'Comb Scan' from the drop-down menu. Enter a device name and click "SAVE".

4 Once you have added a "Comb Scan" device you will be presented with a **QR image** that will be valid for 10 minutes. NOTE: *Scan the QR code on the MyComb App when you link the device.*

5 Click the "**COMPONENT SETTINGS**" accordion and navigate to the Scanner settings (**COMPONENTS -> SCANNER**).

COMPONENT SETTINGS

💾 SAVE COMPONENT SETTINGS ⟳ FACTORY RESET

› RELAYS

˅ COMPONENTS

˅ ▥ SCANNER 1

ENTRY SCAN (On an entry scan into the organisation, what information would you like to record)

SELECT DETAIL TO SCAN	✓ DRIVERS LICENSE/ID
	✓ VEHICLE LICENSE
	⬤ PASSANGERS

EXIT SCAN (On an exit scan out of the organisation, what information would you like to record)

SELECT DETAIL TO SCAN	⬤ DRIVERS LICENSE/ID
	⬤ VEHICLE LICENSE
	⬤ PASSANGERS

FEATURES

ENABLE TAP CODE ENTRY ⓘ   Enable 🟡

ENABLE OPEN GATE BUTTON ⓘ   Enable 🟡

DATA AND DETAILS

ENTRY/EXIT   CONTACT NUMBER ⓘ   Enable 🟡

ENTRY/EXIT   OCCUPANT COUNT ⓘ   Disable ⚪

ENTRY/EXIT   VISITOR PURPOSE ⓘ   Disable ⚪

LOG OUT

DISABLE ⓘ   Disable ⚪

| MINUTES | 2 |

6

› 👥 USERS ACCESS 1

› ☰ FIRMWARE

⬡ **6**

Go through the "Scanner component" settings and configure your device to meet your organisation preferences. *Ensure "TAP CODE ENTRY" and "OPEN GATE BUTTON" are enabled as these features enable your scanner device to verify TAP codes and open gates.*

˅ 👥 USERS ACCESS 1

Please provide the usernames and passwords below for the users who you wish to provide access to.

7

#	USERNAMES	PASSWORDS
1	Guard 1	••••
2	Guard 2	••••
3	Please enter username	
4	Please enter username	
5	Please enter username	
6	Please enter username	
7	Please enter username	

Please note that **Comb Scanner** user passwords must be a 4 digit pin (Eg: 3252)

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Next click the "**USERS ACCESS**" option. Add the users (gaurds) who will have access to the Comb Scanner. *Please note that user passwords must be a 4 digit pin (Eg: 5223).*

Click "SAVE COMPONENT SETTINGS" to apply your changes.

8

Navigate to the lane/lanes that you would like to provide access to from the Comb Scan.

9

Add a 'Comb Scan' authenticator to the lane/lanes.

AUTH TYPE	QUALIFIER	ROLE	TIMEGRID	DESCRIPTION	ACTION
COMB SCAN	COMB SCAN BTN 1	VISITOR	ALL TIMES	Comb Scanner	+ ADD

✅ **Congratulations!** Your Comb Scan device should be successfully setup.

COMB SCANNER APP SETUP

1 Search and download the "MyComb" app from your respective App Store (Google play store, IOS App Store, Huawei App Gallery)
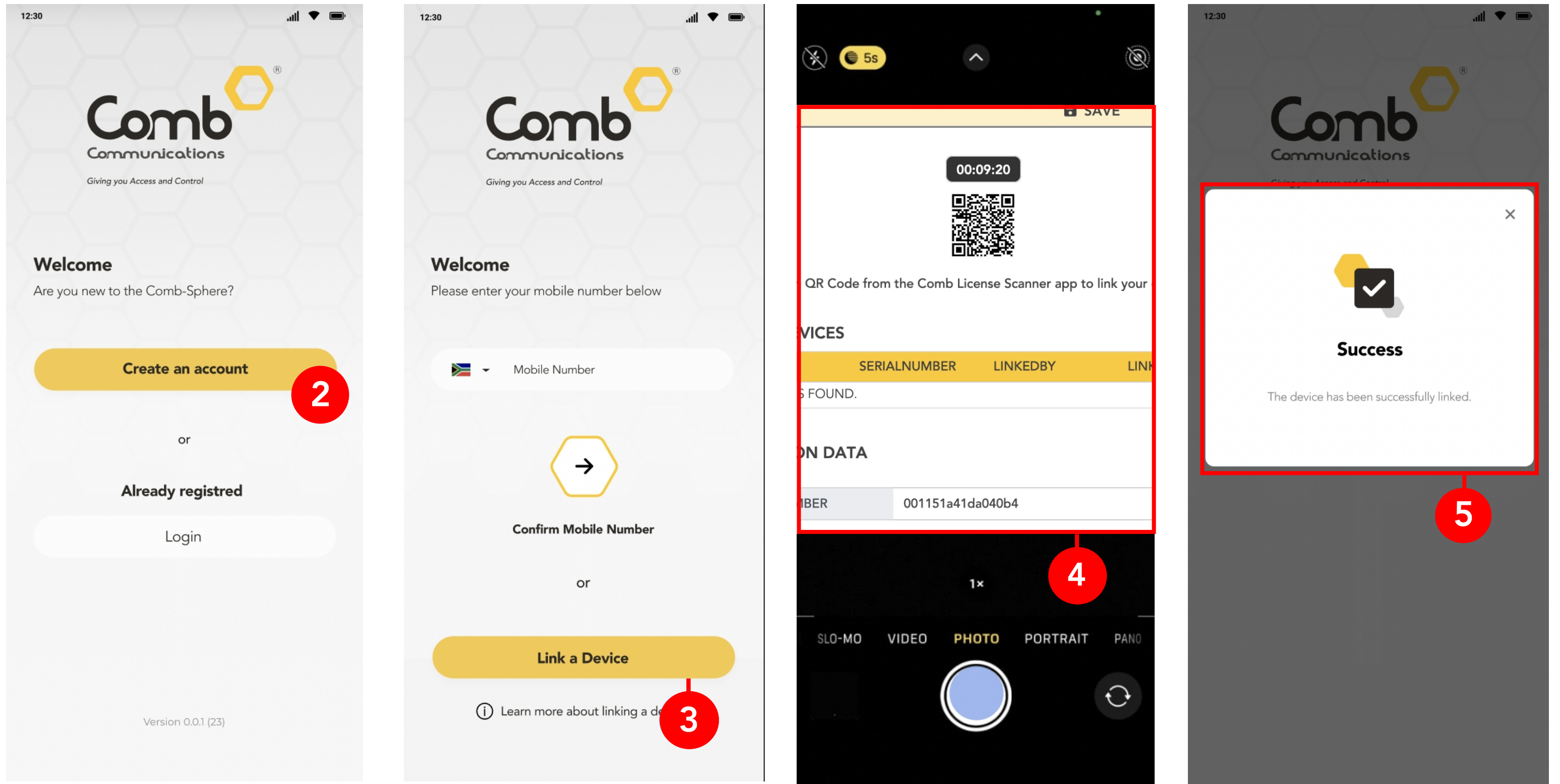
2 Open the MyComb app and select "Create an account".

3 Click the "Link a Device" button to open your device camera.

4 Use your phone camera to scan the QR code generated on Comb Portal.

5 Once your device scans the QR code, the device will link to your organisation and you will be presented with a "Success" screen.