# Controller Initialization and Product Registration

Important: It is recommended to register the access controller for the following reasons:
a. This is the only method to reset the administrator password or perform a factory reset.
b. Enables access to the full menu.
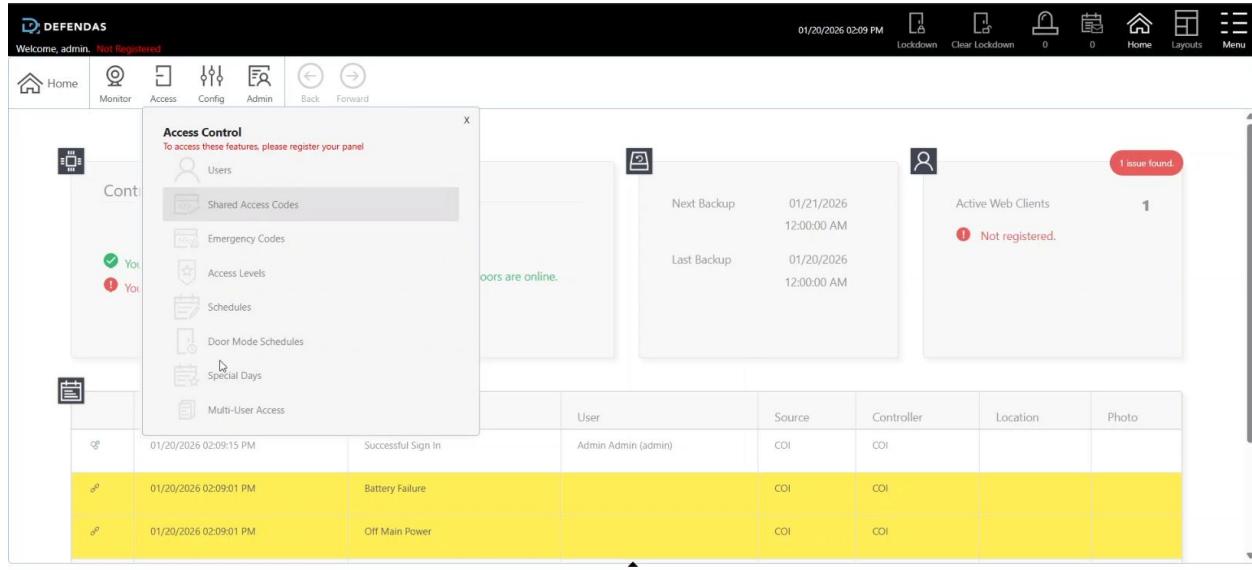
Refer to the product registration process beginning at step 11.

Step 12 – 17 explains online registration (requires Internet).

Step 18 – 19 explains offline registration (doesn't require Internet).

Note: Customers must use either direct internet access or offline mode to complete the registration. Both methods require sending a registration email to finish the process.

Note: When setting up the Sentinel access controller for the first time, ensure that both the access controller and the PC or laptop are connected to the same network, as the access controller is preconfigured with a default static IP address of <mark>169.254.202.242</mark>.

1. Log in to the controller using the default password "admin."


2. Select the desired language.
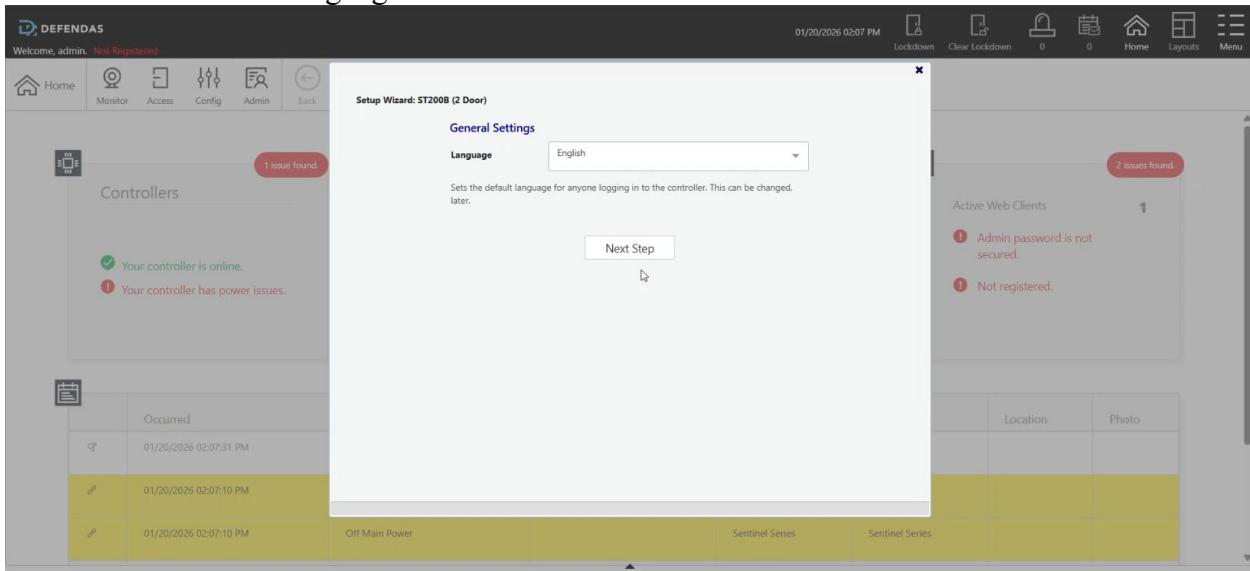
3. Select "Primary" or "Secondary" for the current access controller. If this is the first controller being configured, select "Primary."
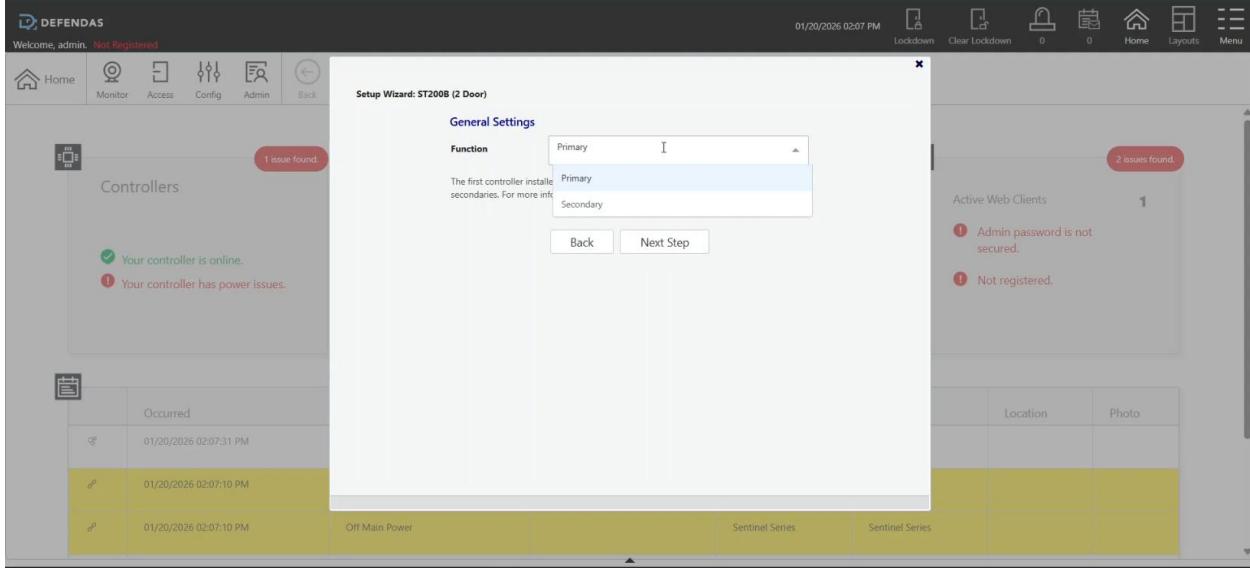

4. Assign a name to the access controller.
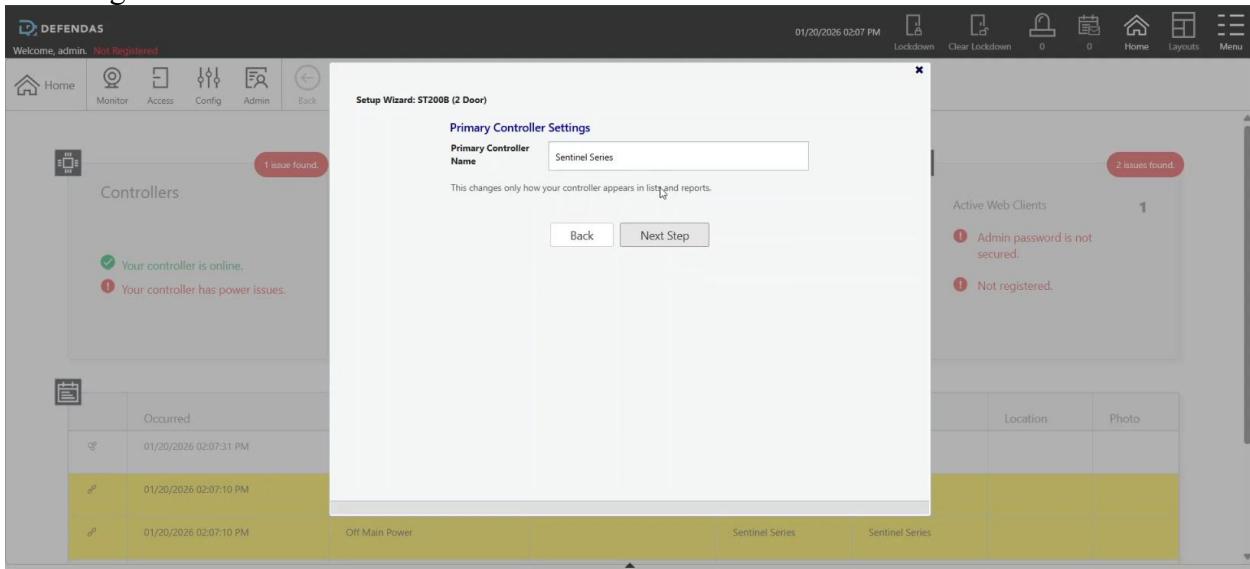
5. Select the appropriate door configuration. In this example, a 2-door controller is used with In-only access, meaning verification is required to enter the building but not to exit.
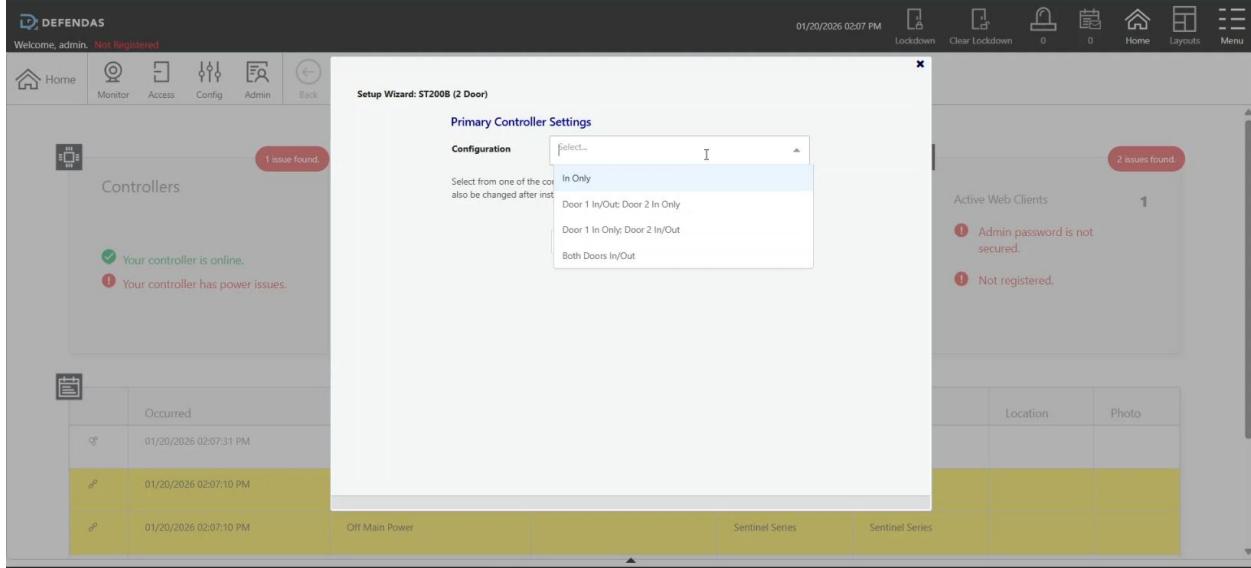
6. Select the appropriate time zone for the access controller.
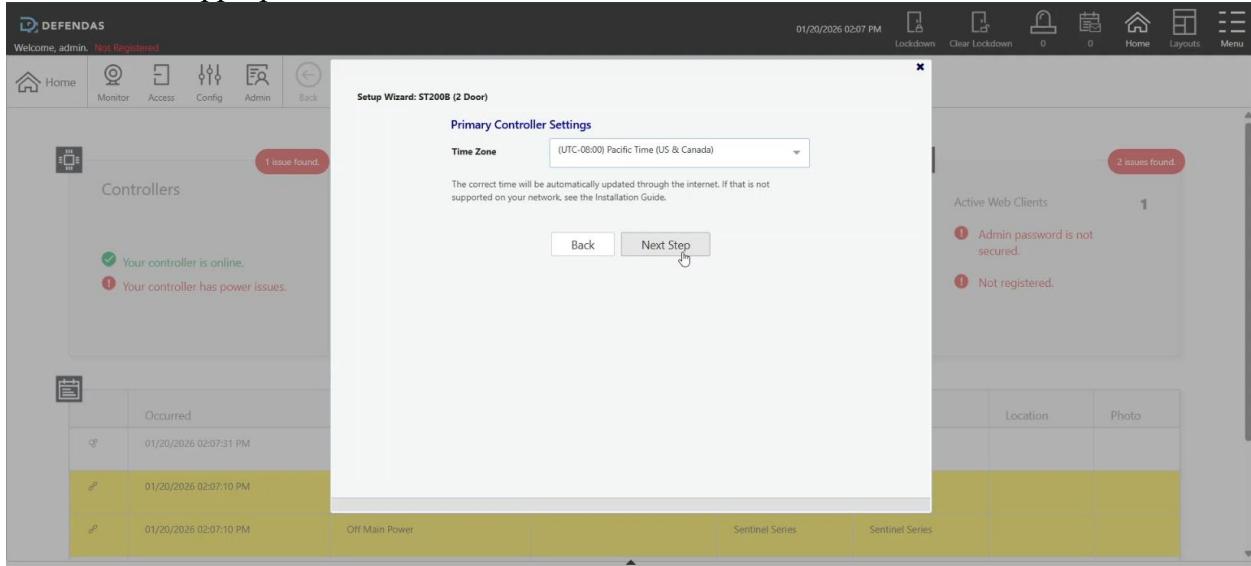
7. Create a new password for the "admin" account.
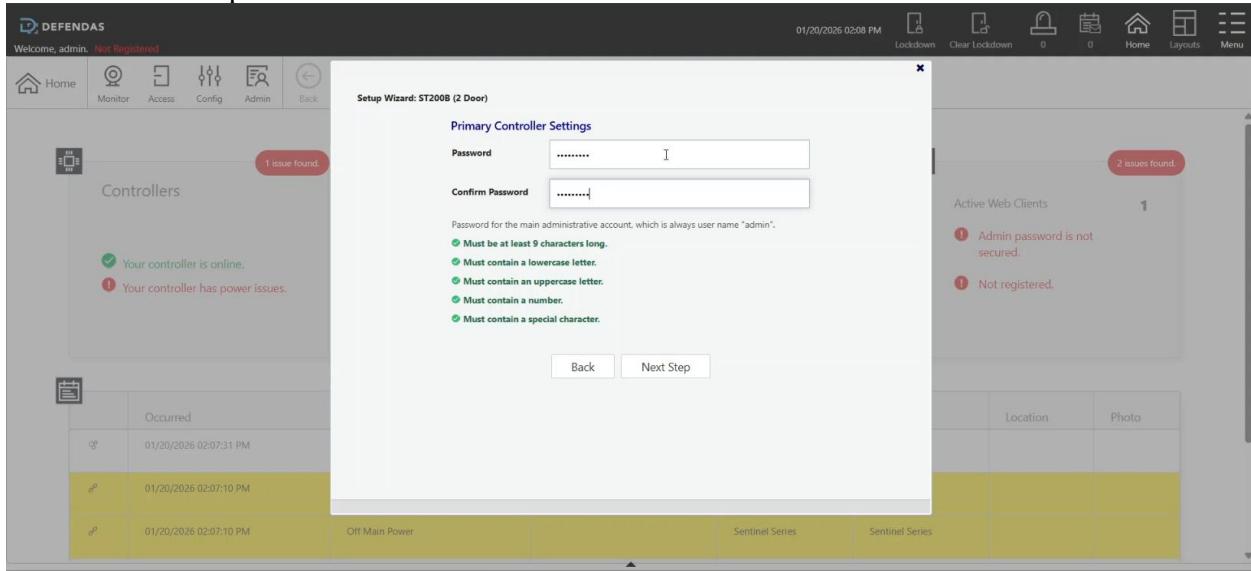
8. It is recommended to assign a static IP address to the access controller. After configuring the network settings, scroll down and click "Next Step."
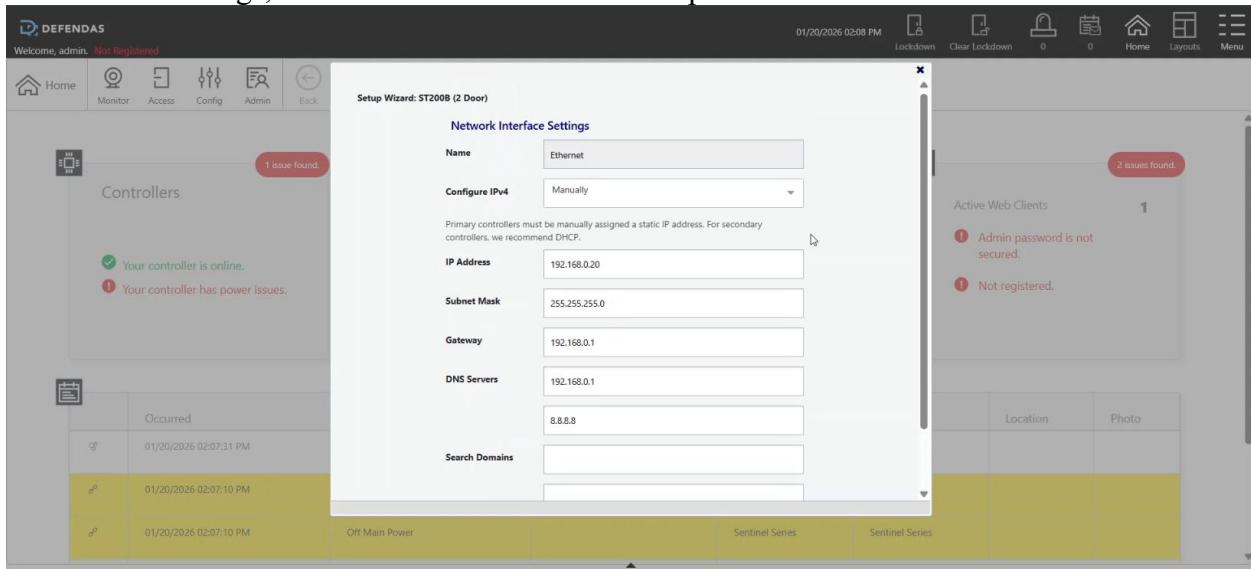
9. Review all configuration settings and click "Complete Setup" to finalize the process. The access controller will reboot; allow approximately 30 seconds, then refresh the web browser.
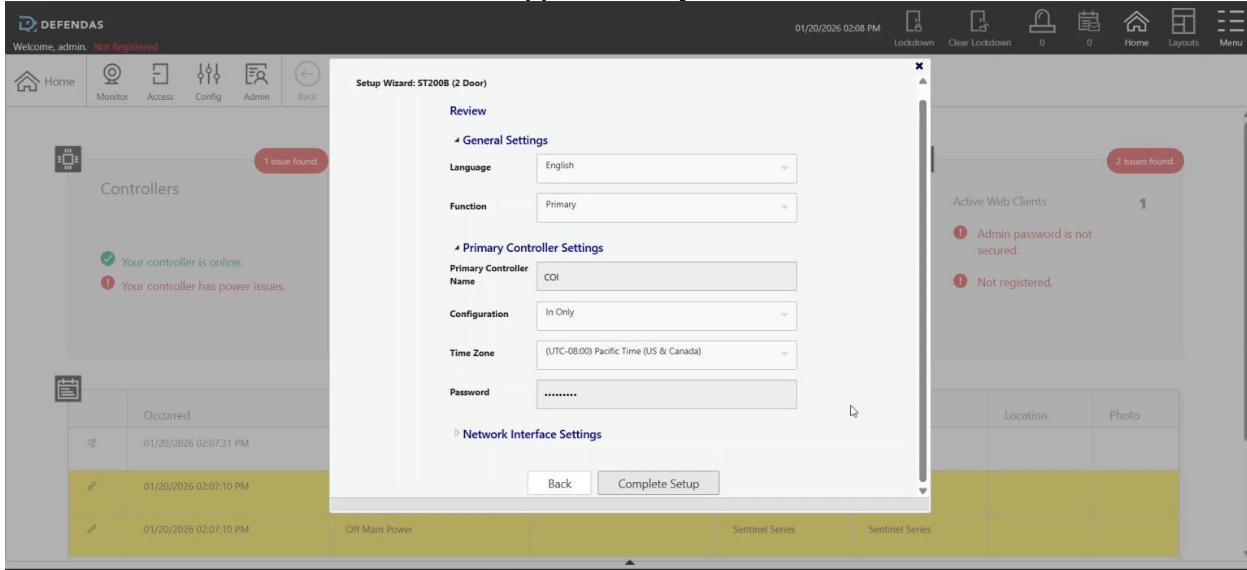

10. Log back into the access controller using the newly created admin password.

11. There are 2 methods to register the product: Submit Online or Offline Registration
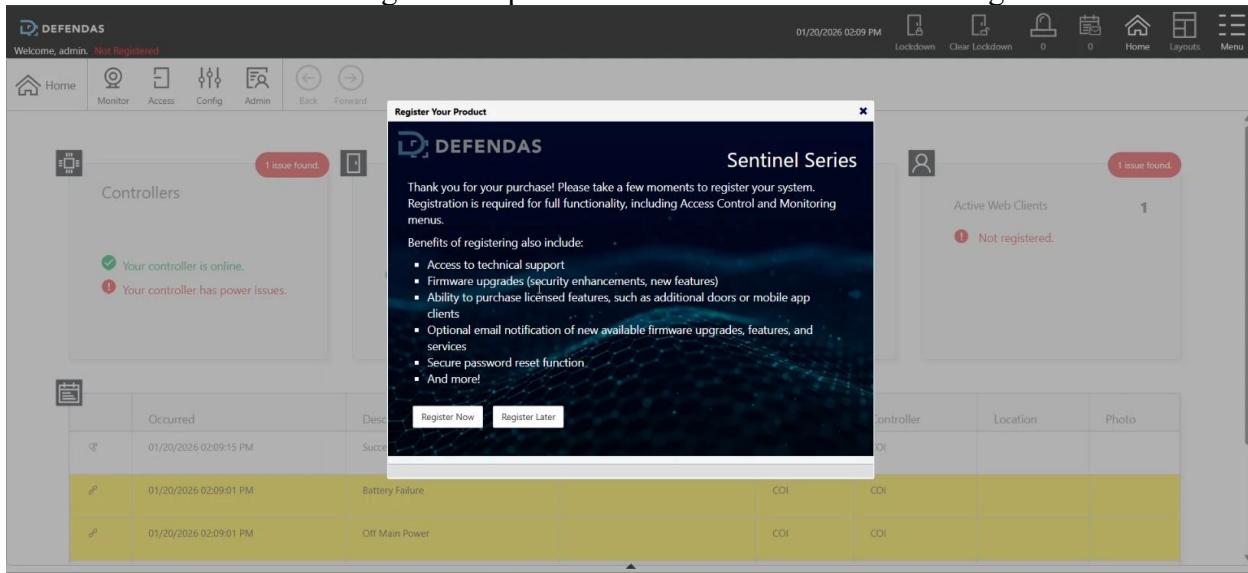
12. If you want to register the access controller later, you can get back to the same product registration page via the "Menu" on the top right corner > Click "About" > Click "Register".
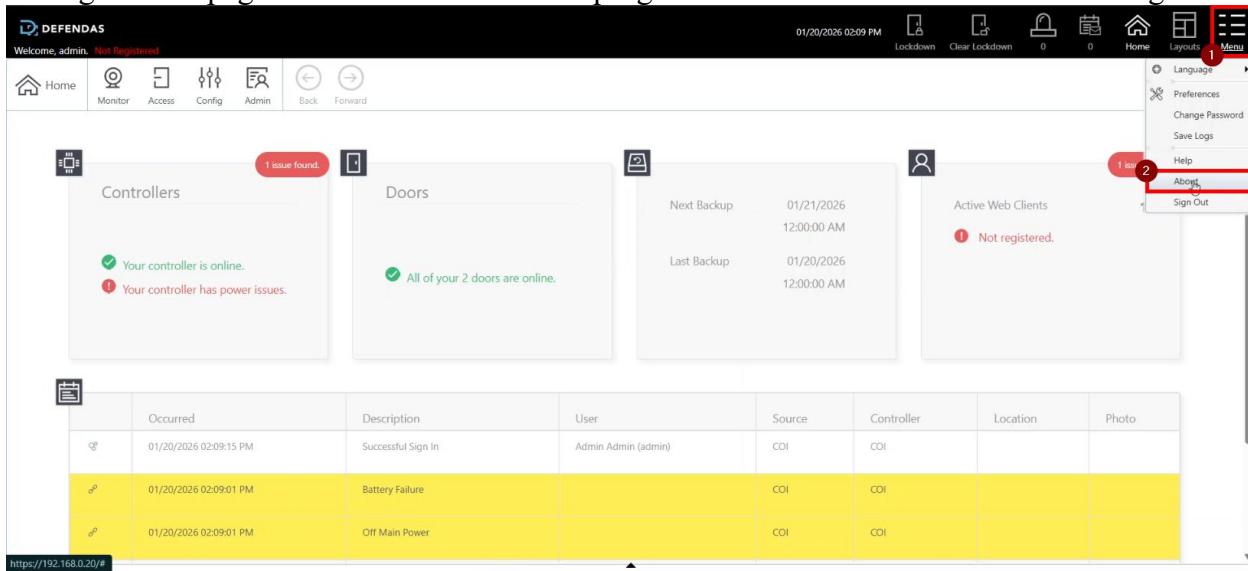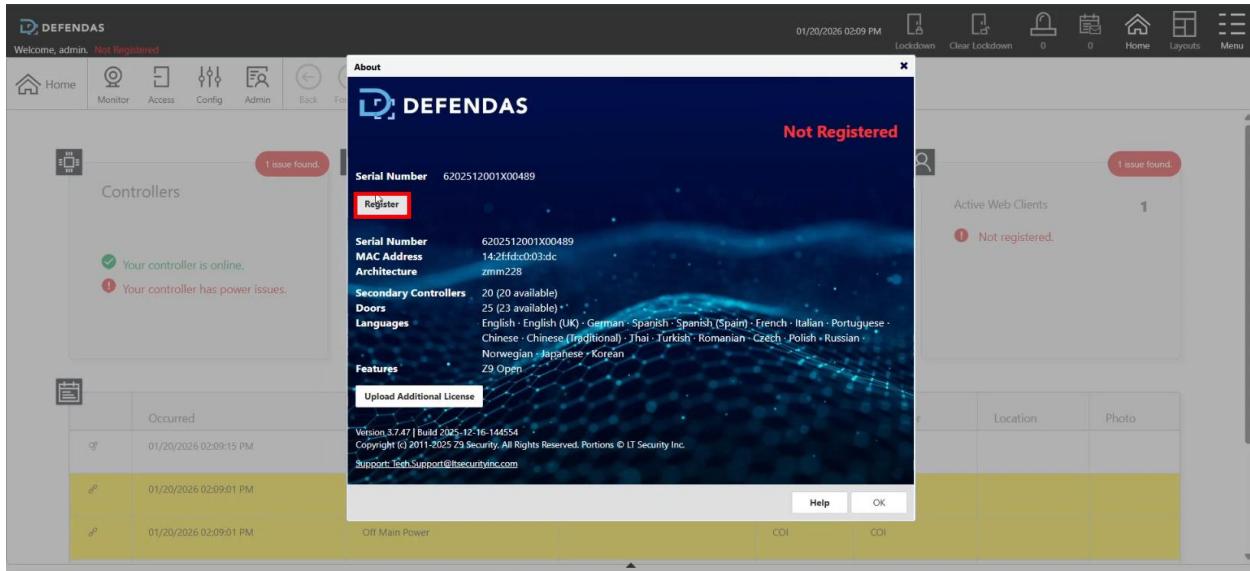
13. Click on "New Registration" to start the process.
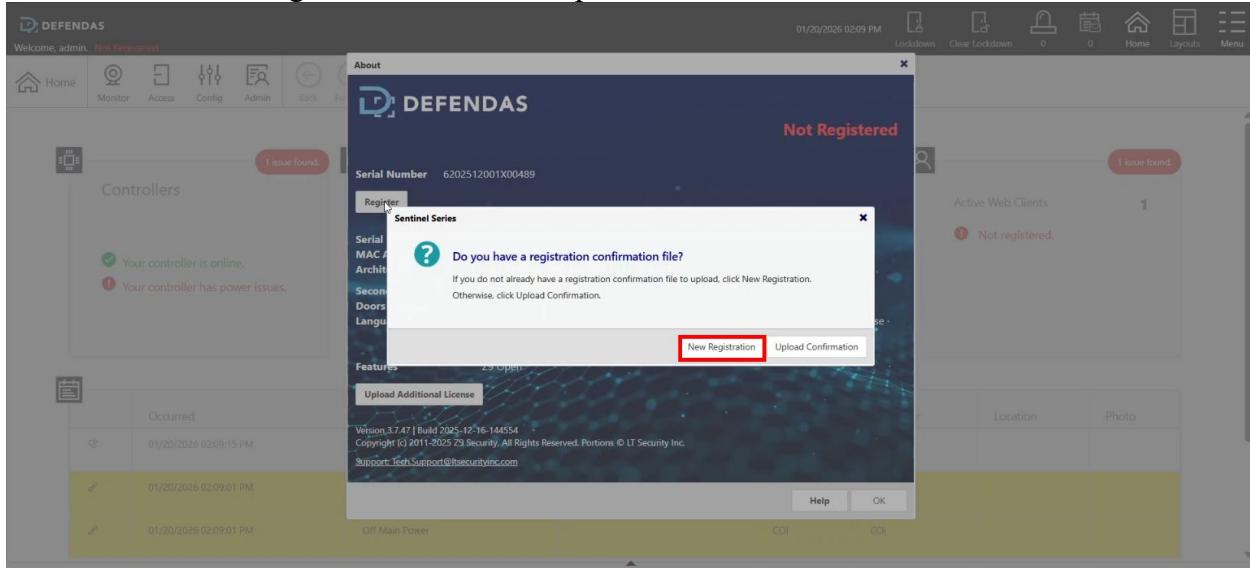
14. Complete all required fields marked with an asterisk (*). Carefully verify the information and ensure a valid email address is used, as this email address will be required for password recovery. Once confirmed, click "Submit Online."
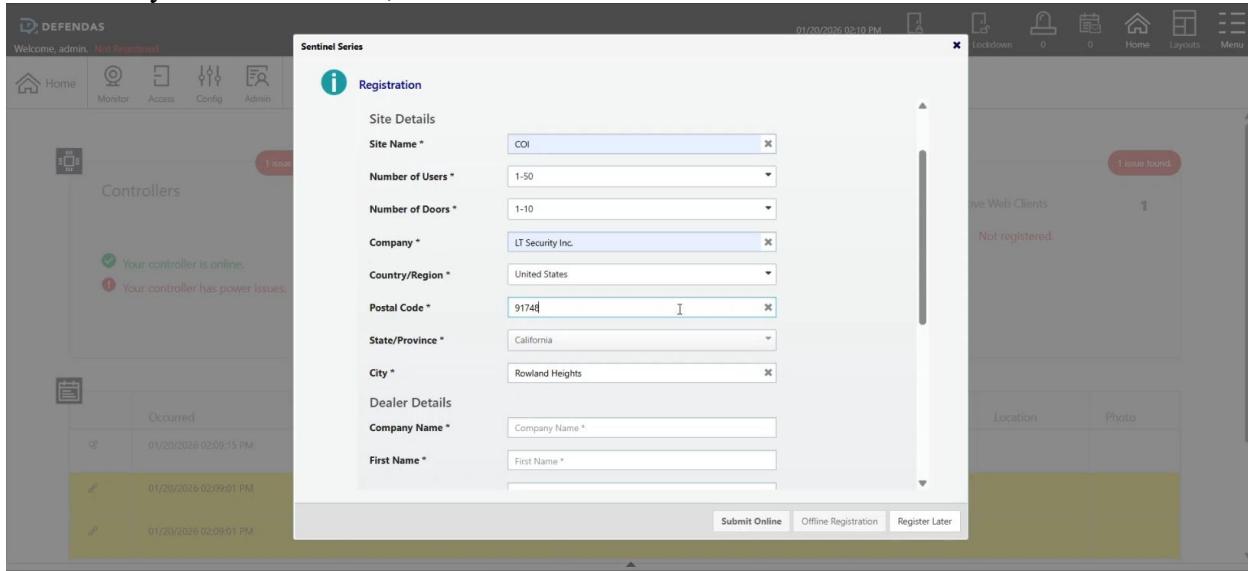
15. A confirmation message will appear to notify completion. Shortly afterward, a confirmation file will be sent via email. This file must be uploaded back to the access controller.
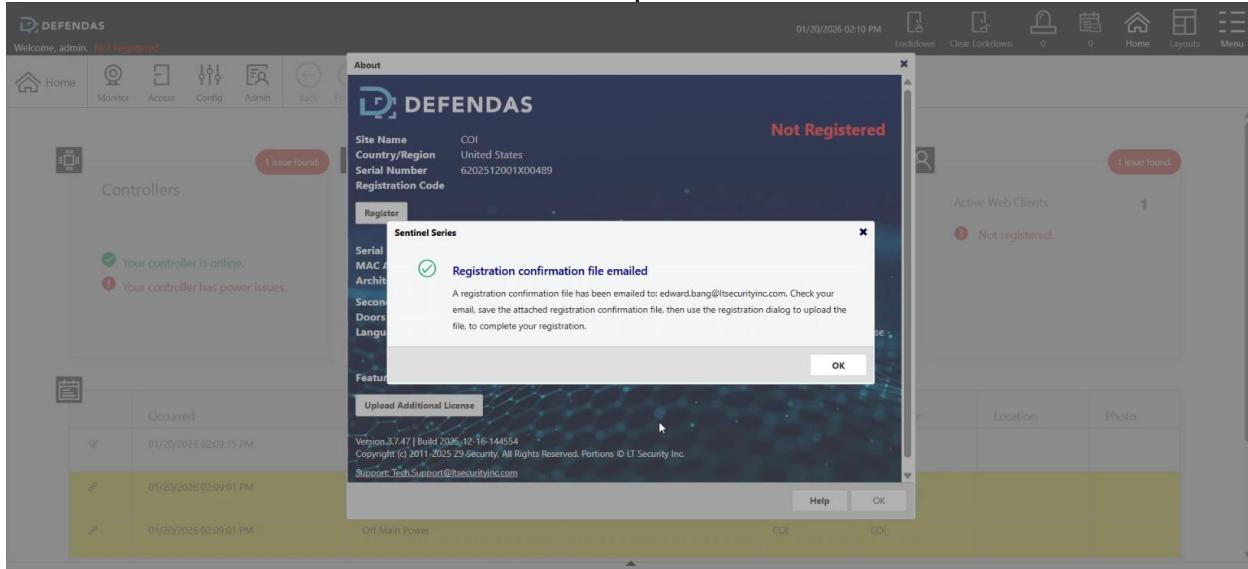
16. Once the confirmation file is received via email, click "Upload Confirmation."
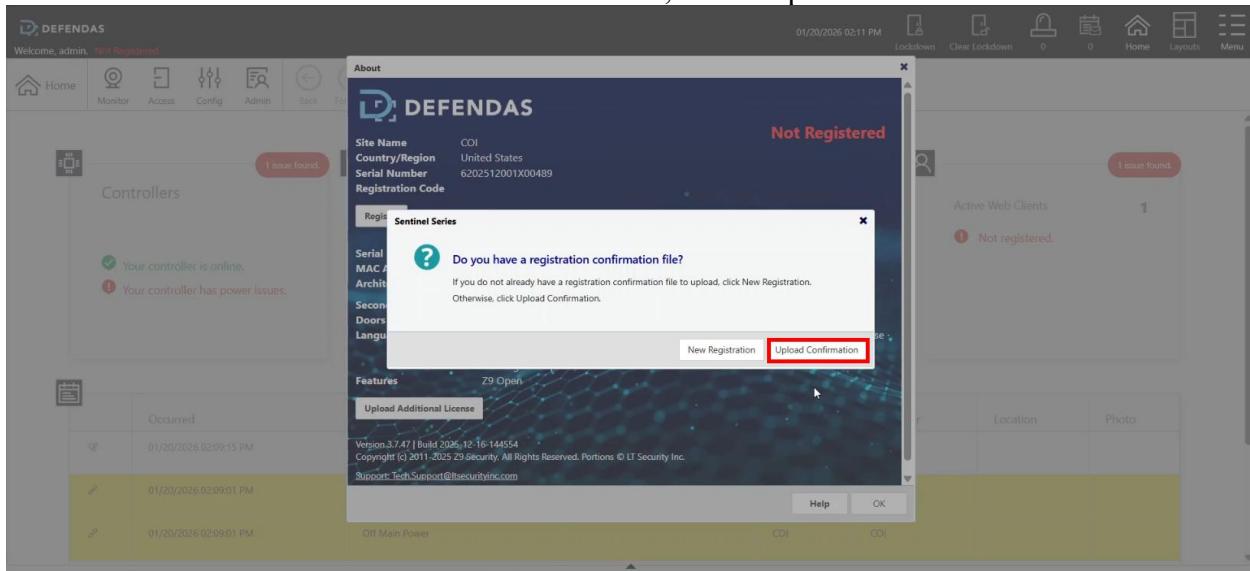
17. After the file is successfully uploaded, a message will appear indicating "Registration successful," and the status "Registered" will be displayed in green on the About page.
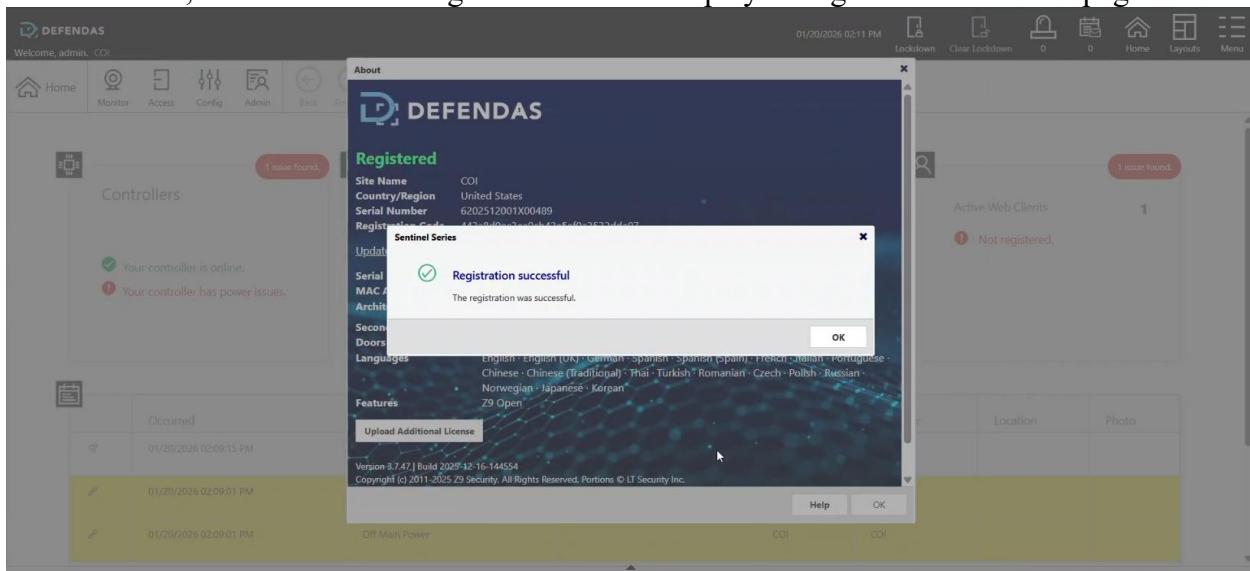
18. Complete the form with all required information to enable the Offline Registration button.
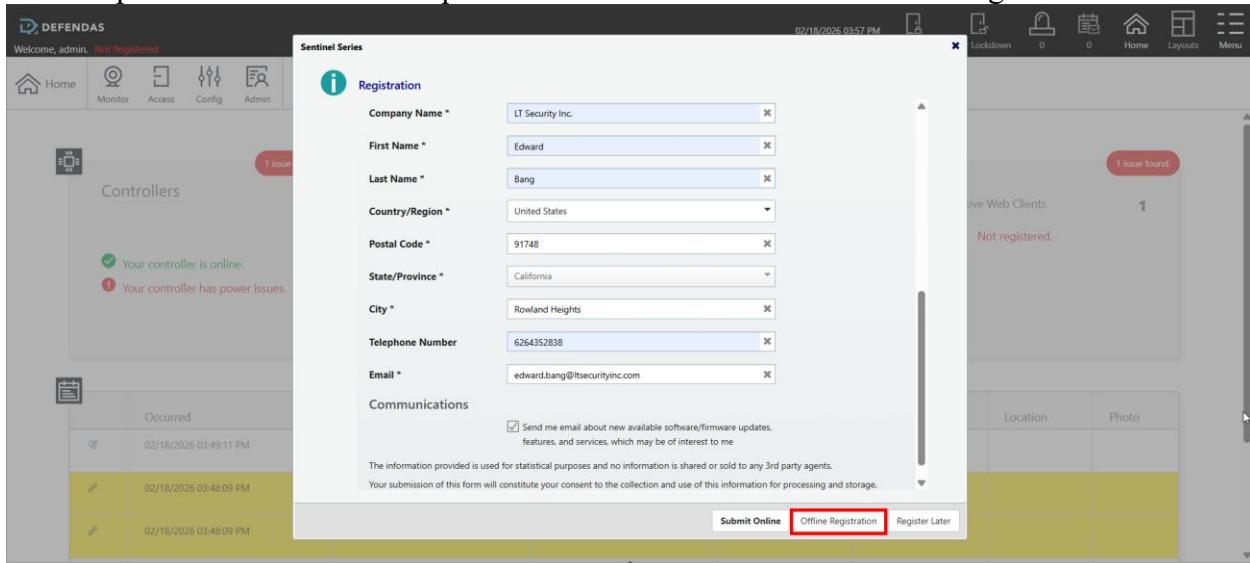
19. Follow the instructions to download the file and send it to the designated email address.