## How to disable the automatic cropping feature in the Multimedia Capture screen in System Administration

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## **Procedure Steps**

You can disable the automatic cropping feature by following these steps:

1) In System Administration, from the Administration menu, select Cardholders.

2) Locate the cardholder in need of the photo.

3) Click [Modify].

4) Click [Capture].

5) On the **Photo** > **General Settings** tab, clear the **Enable automatic cropping** check box under the Crop Window section.

6) If you want to be able to manually crop the image after capturing, then select **Enable manual cropping**.

7) Click [Save User Defaults].

You may now capture photo and manually crop it.

## Applies To

OnGuard (All versions)

## Additional Information

None