

Part 1 Installation and unload of Software

1.1 Basic Steps of Installation

- 1、 If you system is Windows XP, it's required to install patch Windows XP SP3.
- 2、 Install software Access Control.

1.2 Basic requirements for hardware of Installation

Memory: 1GB.

Hard Disk: 1GB above of free space.

1.3 Operating system supported by software

Windows XP SP3

Windows 7

Windows 8

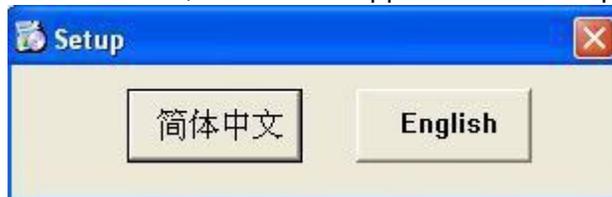
Windows Server 2003 SP2

Windows Server 2008

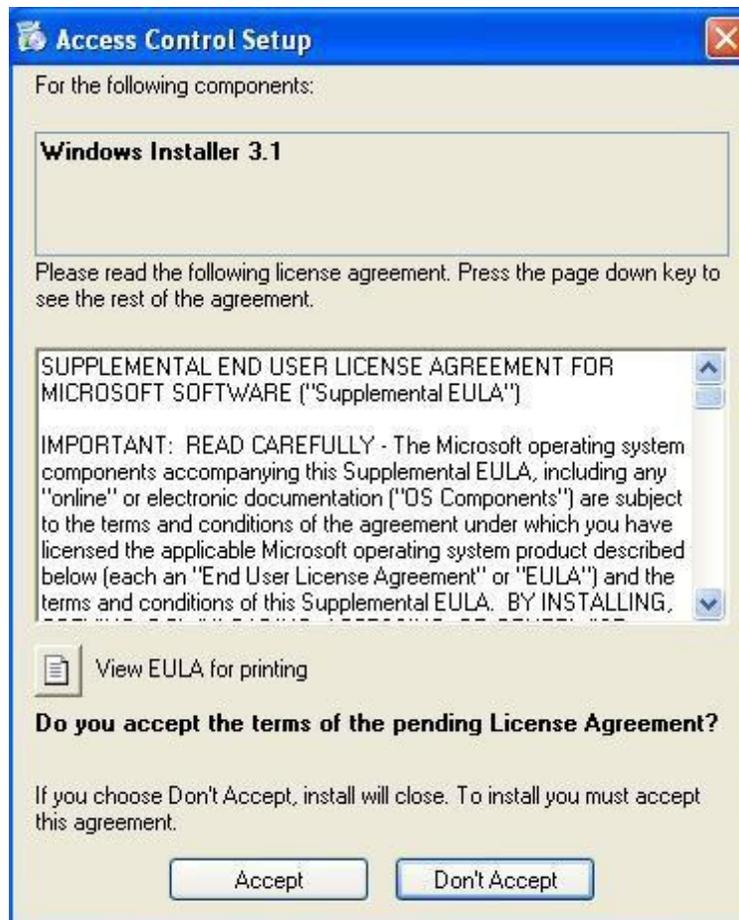
Windows Server 2008 R2

1.4 Software setup

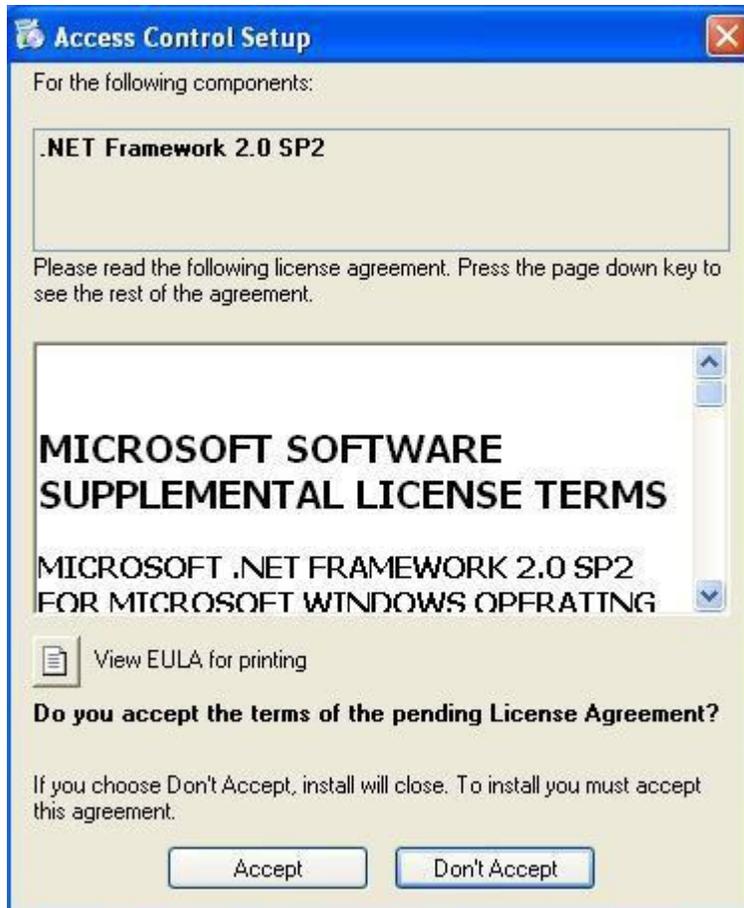
First puts in the CD to CD-ROM, then run the applications of "setup.exe".



Click "English"



Click "Accept"



Click "Accept"



Click "Yes"



If the error occurs, need to install xp sp3. then install the software.

“Microsoft . NET Framework” is required to install, please do not skip. If you do not install “Microsoft . NET Framework”, the program will not work correctly.

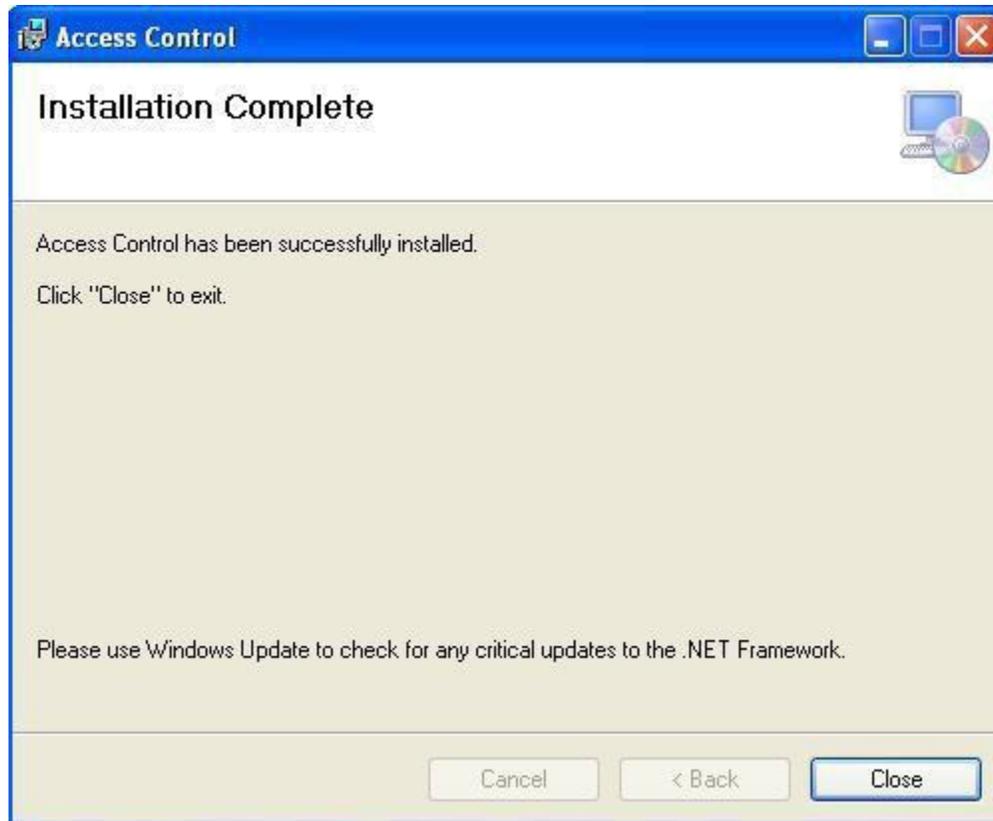
The system will enter into next step for you to install Access Control , if your computer has installed it.



Click "Next"



Click "Next"

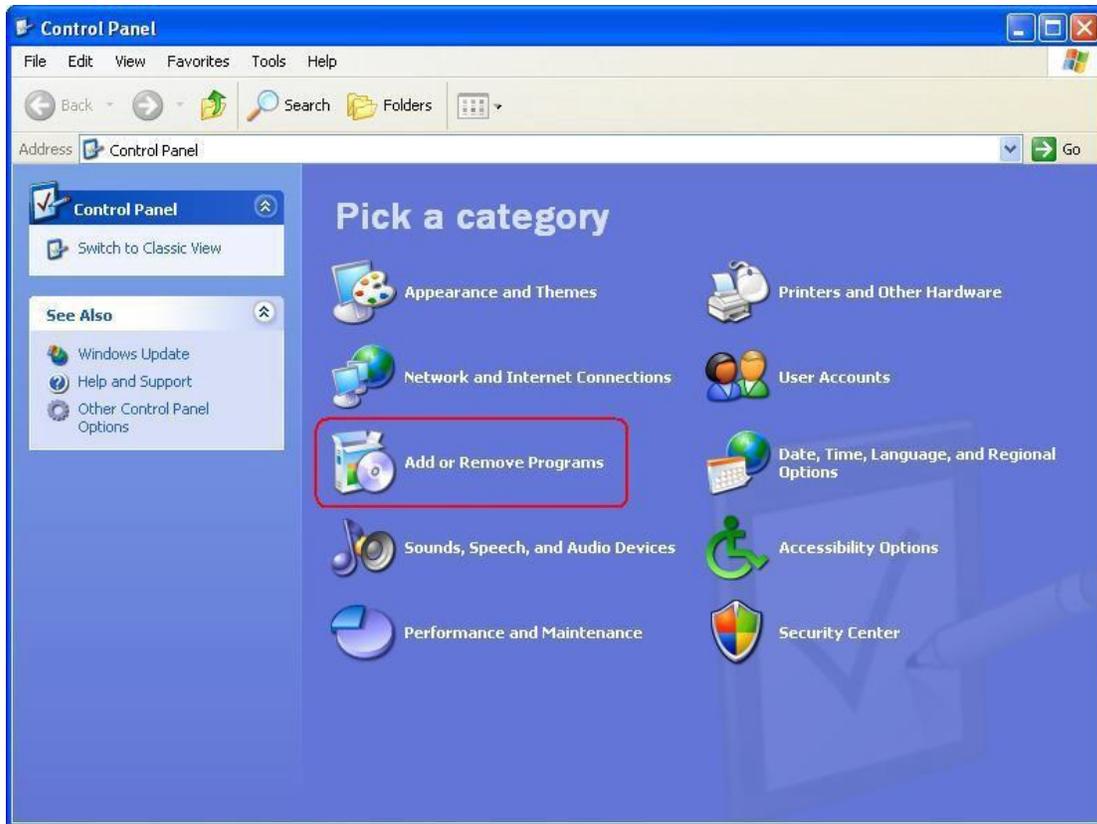


Click "Close"

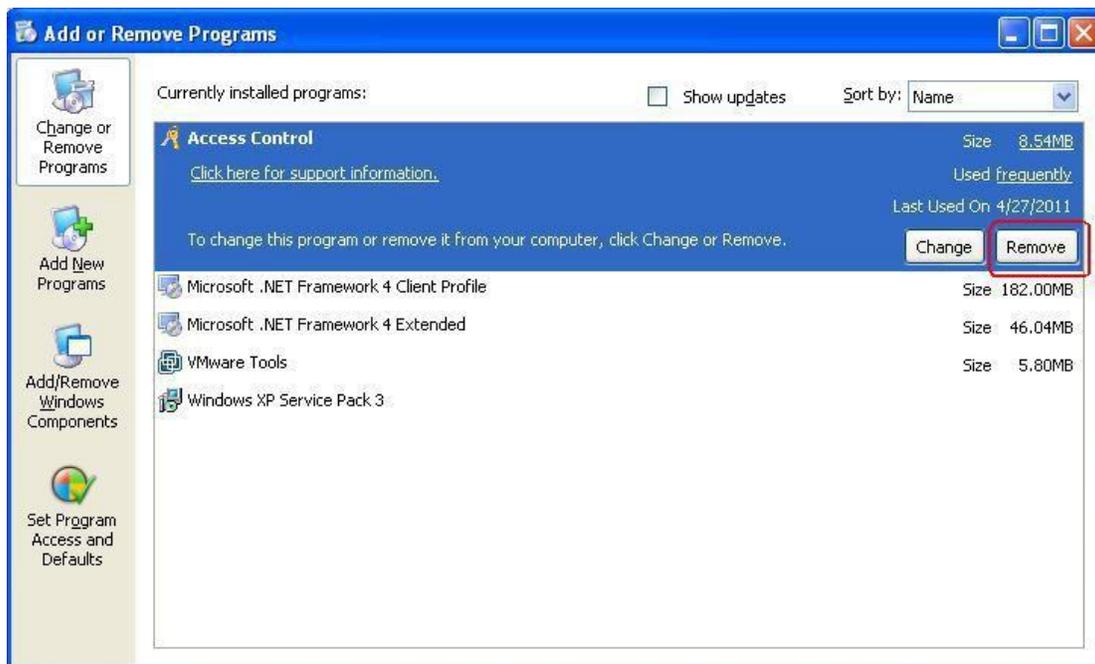
After the installment completes, The  will created automatically and display in computer screen.

1.5 Software Remove

Click **【start】 > 【Settings】 > 【Control Panel】**



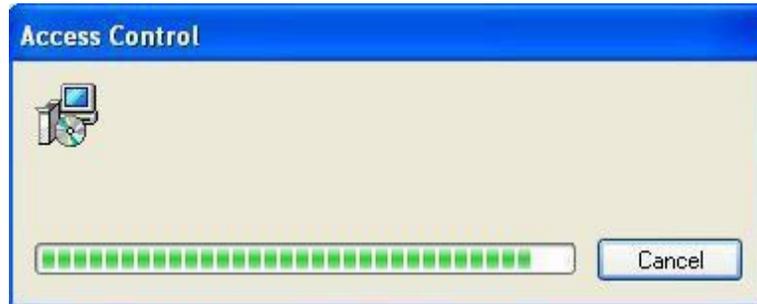
Click "Add or Remove Programs"



Find software "Access Control" in "Currently installed programs", Click "Remove".



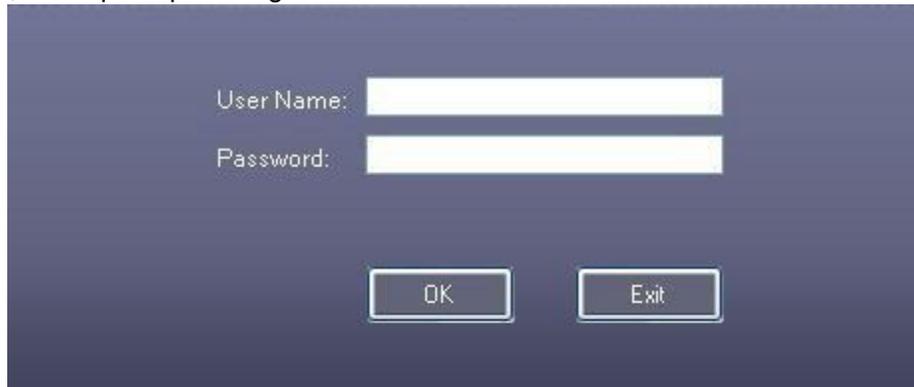
Click "Yes"



Part 2 Basic Operation of Software

2.1 Login

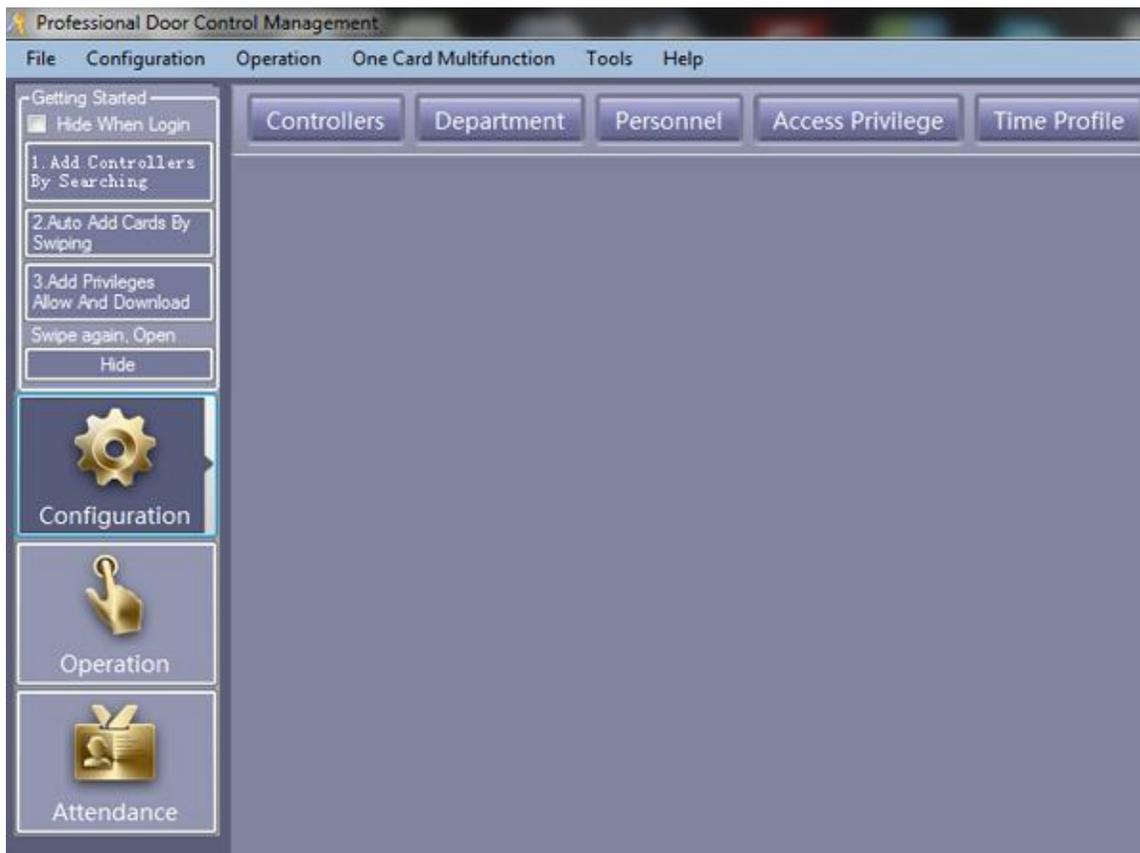
Click the  or run **【start】 > 【Programs】 > 【Access Control】 > 【Access Control】** ,It will open up the Login windows as follows:



A screenshot of a login window with a dark blue background. It features two white input fields: the top one is labeled "User Name:" and the bottom one is labeled "Password:". Below the fields are two buttons: "OK" on the left and "Exit" on the right.

The default user name is “ abc ”, the password is “123”.

It is recommend to change the user name and password at the first use.



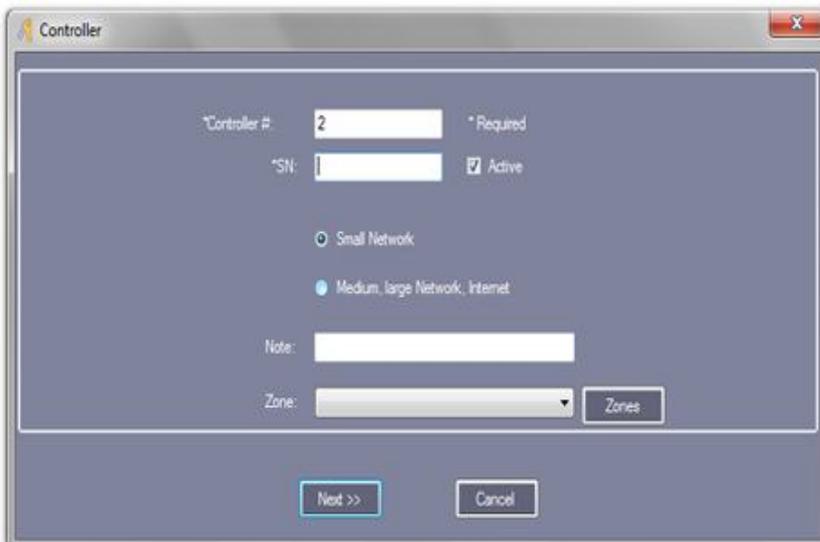
2.2 Parameter Settings of Equipment

2.2.1 Add/Set up Controller

Select **【Configuration】** > **【Controllers】** from the menu bar



click the “+ NEW” to add the controllers into system .

The image shows a dialog box titled 'Controller'. It contains several fields and options: '*Controller #' with a text box containing '2' and a '* Required' label; '*SN:' with a text box and a checked 'Active' checkbox; two radio buttons for network types: 'Small Network' (unselected) and 'Medium, large Network, Internet' (selected); a 'Note:' text box; and a 'Zone:' dropdown menu with a 'Zones' button next to it. At the bottom are 'Next >>' and 'Cancel' buttons.

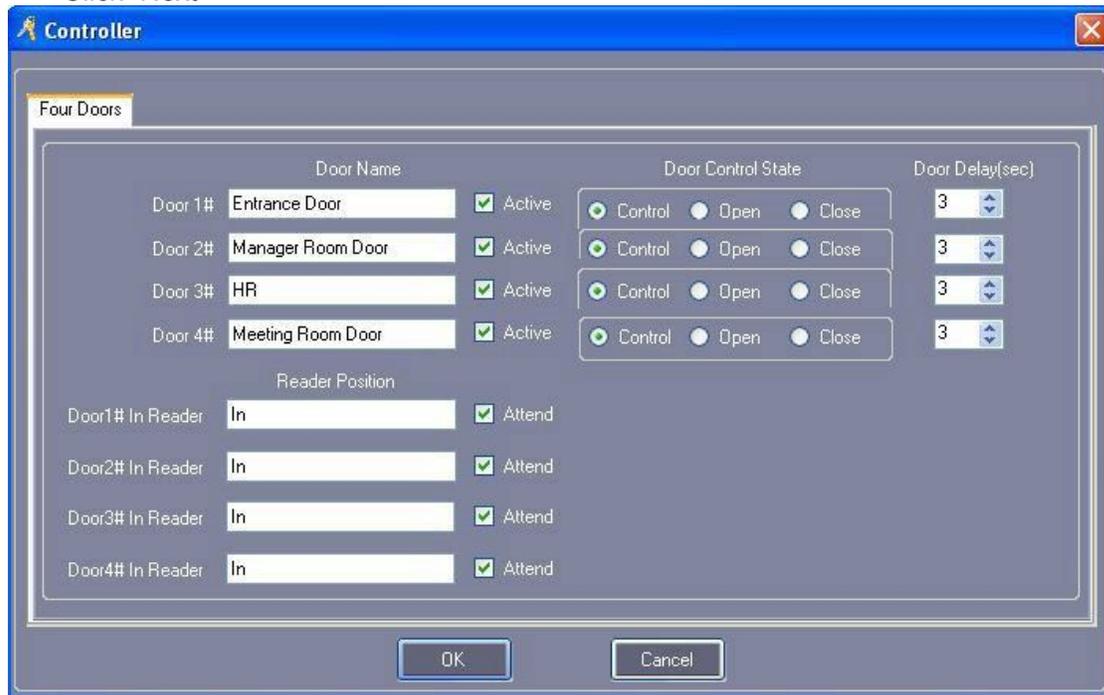
The product S/N (namely each controller serial number) may check on the PCB's label S/N:***** on the controller board.

Attention: If the product S/N which you wrote is not same as the PCB's label S/N.***** the software can't communicate with the controllers.

Small-scale LAN: Support TCP/IP communication, all controllers are in the same network segment

Medium, large scale LAN, or Internet: Support TCP/IP communication for different network segment controllers.

Click "Next"



"Door Name" and "Reader Position" can be modified

Door Delay Time (Second) can be changed.

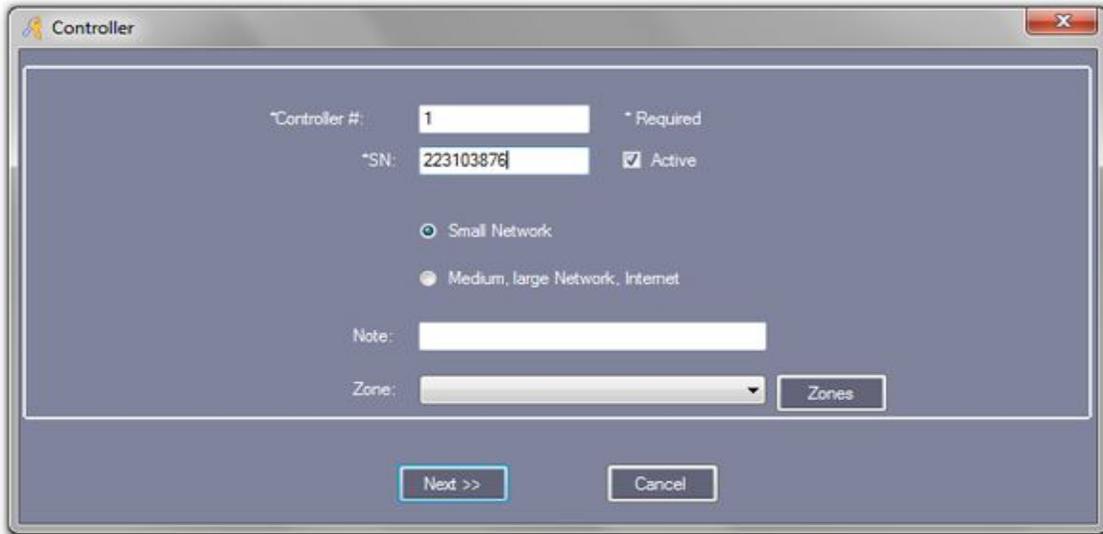
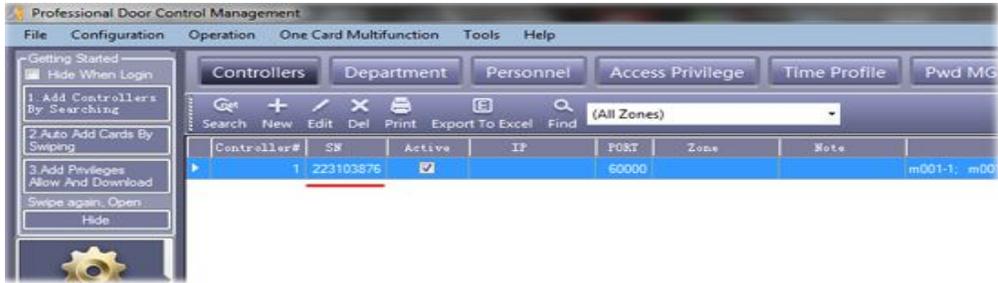
Mark "Active": by , the control console will display each door; otherwise, it won't display.

Mark "Attend": by , the records on card reader can be used as attendance records; otherwise, it can't.

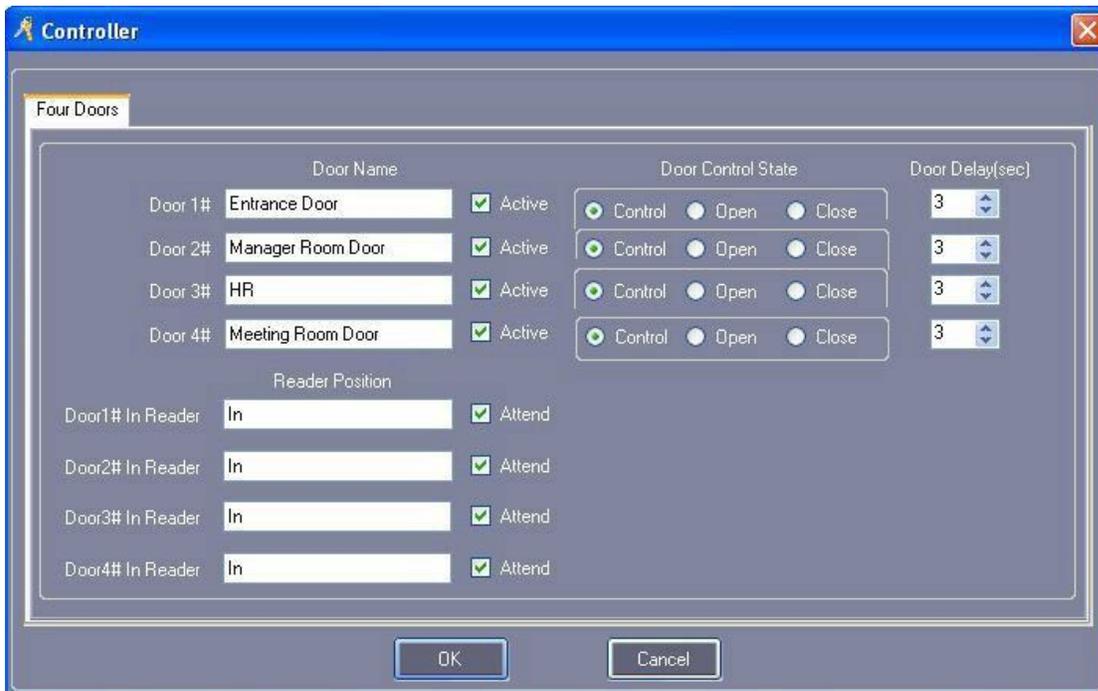
Click "OK"



NOTE: IF you want to keep the door always open or Close, Please follow below steps:
Select **【Configuration】** Then click **Controllers > Double Click Highlighted S/N #**

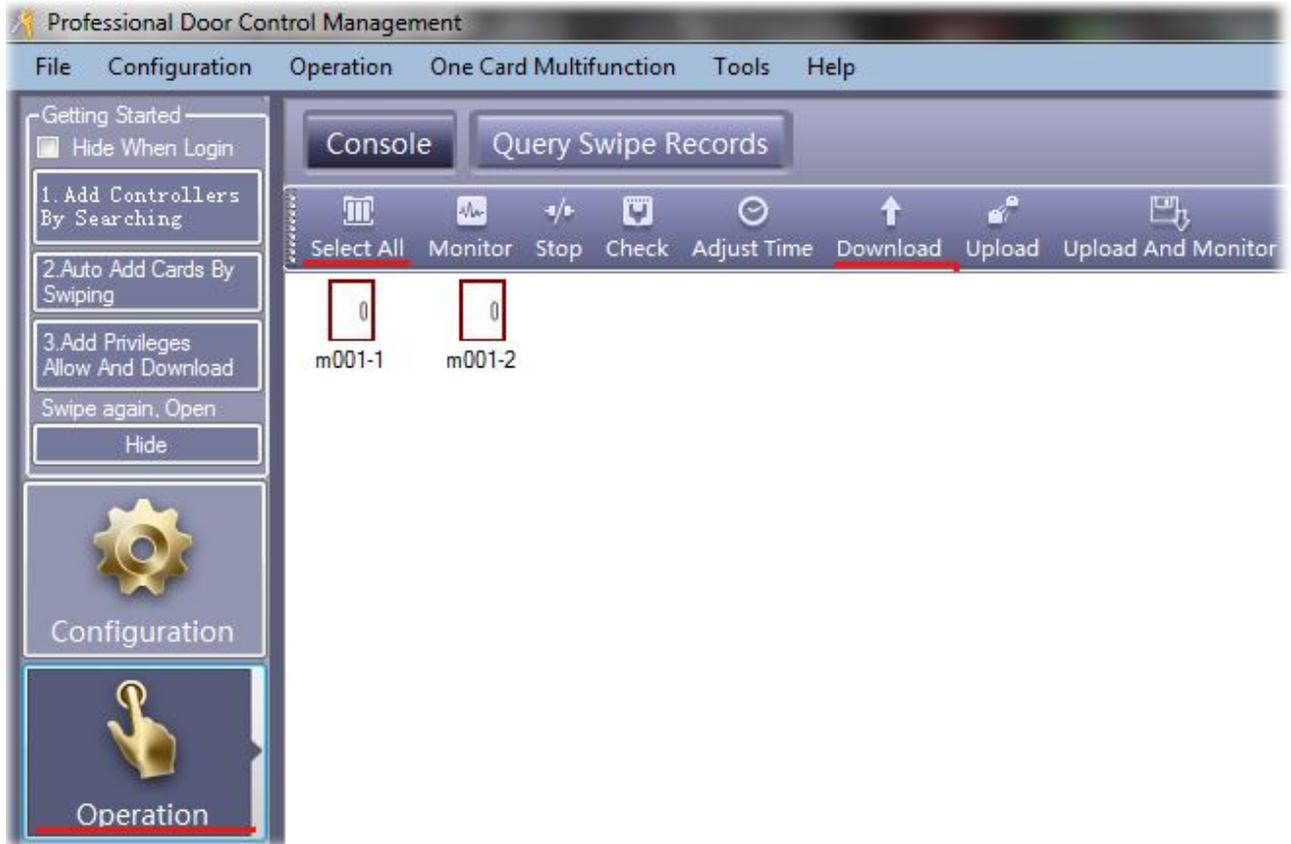


Click Next



Change the Door control state to Open or Closed.
Click Ok.

Then Click >Operation > Click Select All > click Download

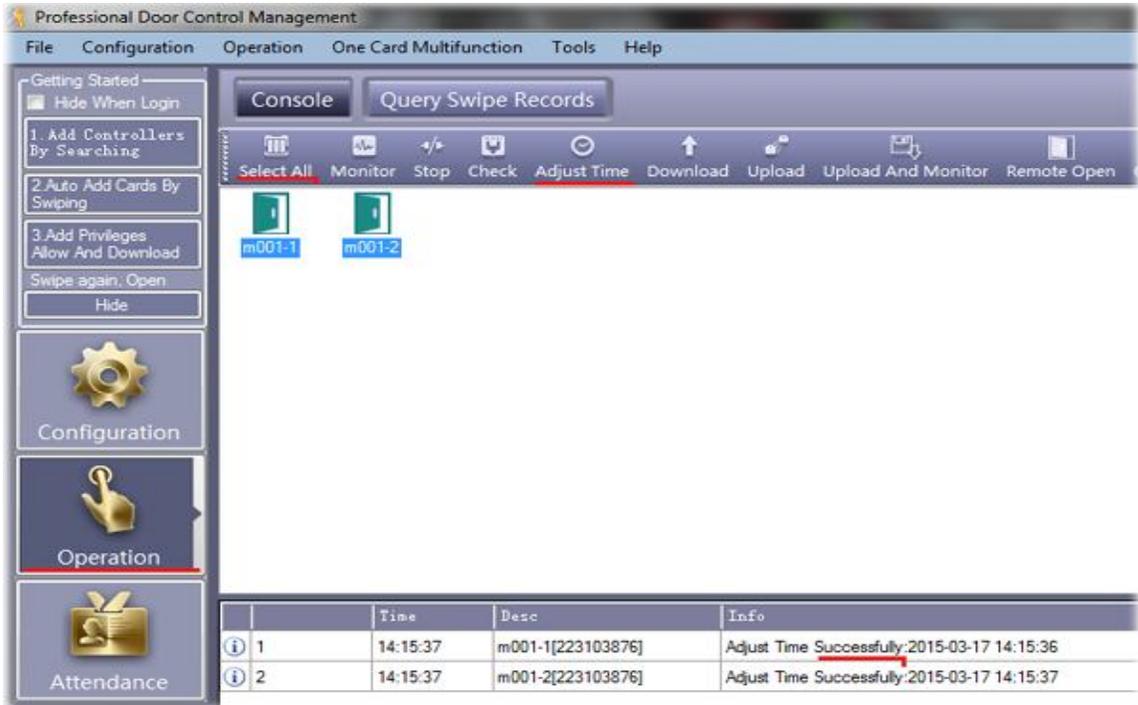


***Do not forget to change it back after changed.

2.2.1B Adjust Time

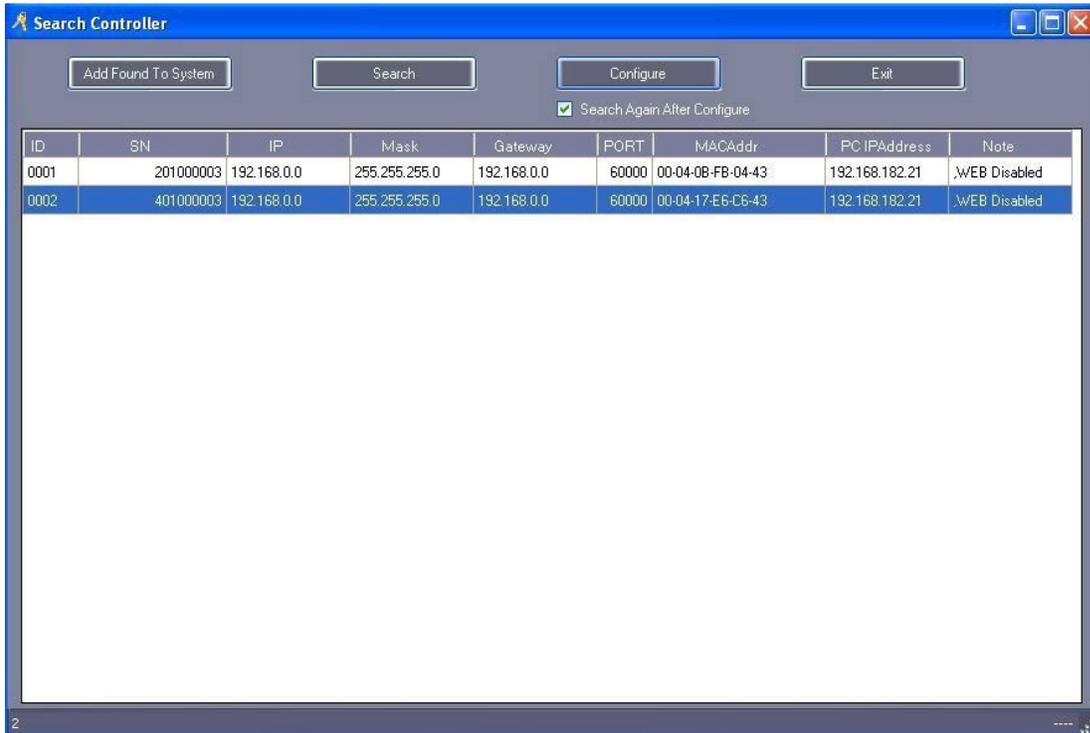
After first time to download software , You need to adjust time on software to let the access control board time to match your computer time.

Select **【Operation】** > Click > Select All > Adjust Time



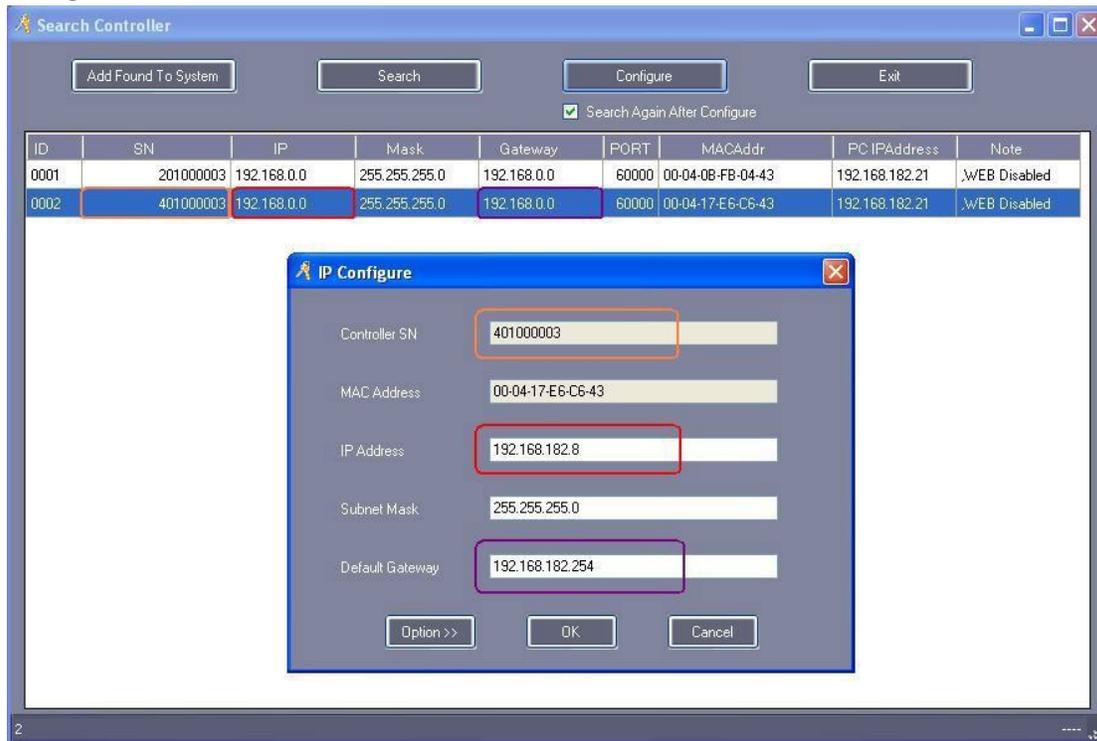
2.2.2 IP setting of Controller

Select **【Configuration】** > **【Controllers】** > **【Search】**

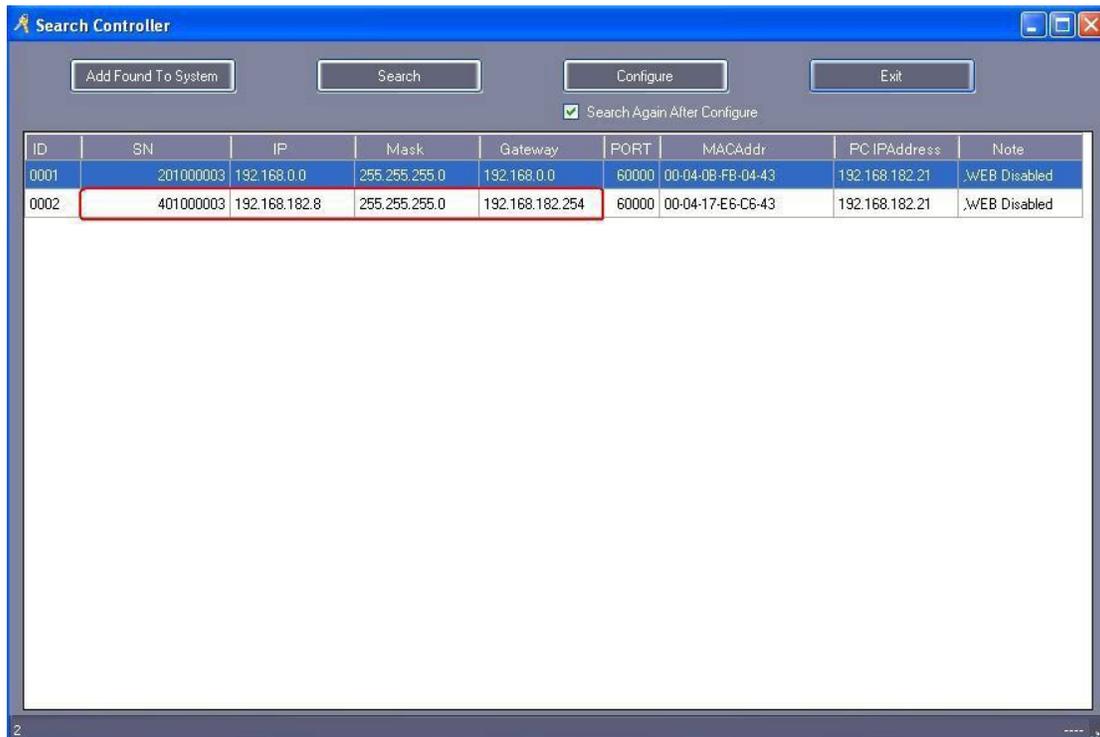


Search need take around 5 Seconds. Click

“Configure”



Click “OK”



If you do not know your Network IP, Please click start on the right bottom corner of your computer. Then click RUN , then type CMD, Then Type ipconfig. You can find your IP , Subnet Mask and Default Gateway there.

2.2.3 Controller Zone

Select **【Configuration】 > 【Controllers】 > 【New】**

*Controller #: 1

*SN: Active

Small Network

Mediumor, large Network, Internet

Note:

Zone:

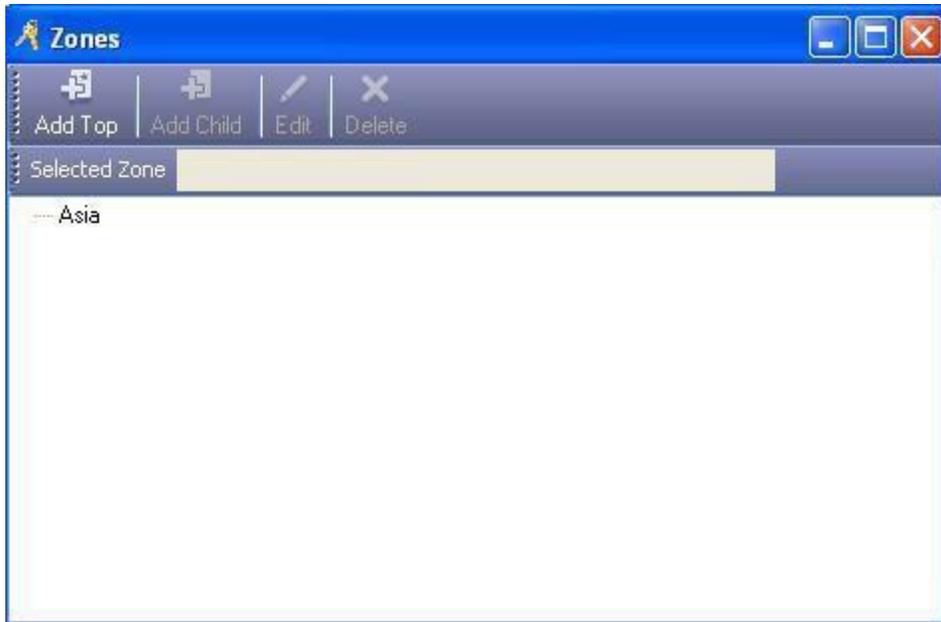
Click "Zones"

Selected Zone

Click "Add Top"

Zone

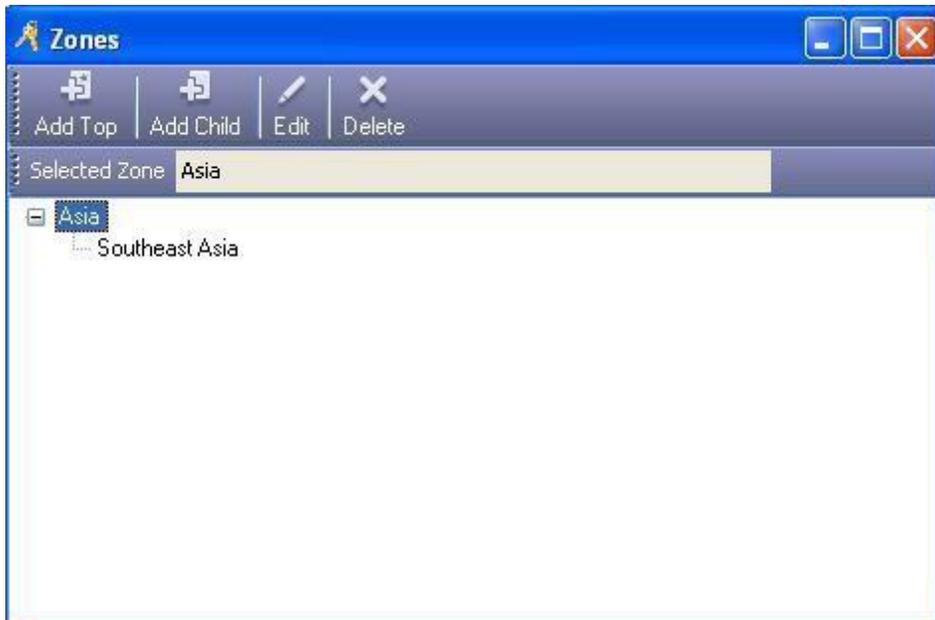
Click "OK"



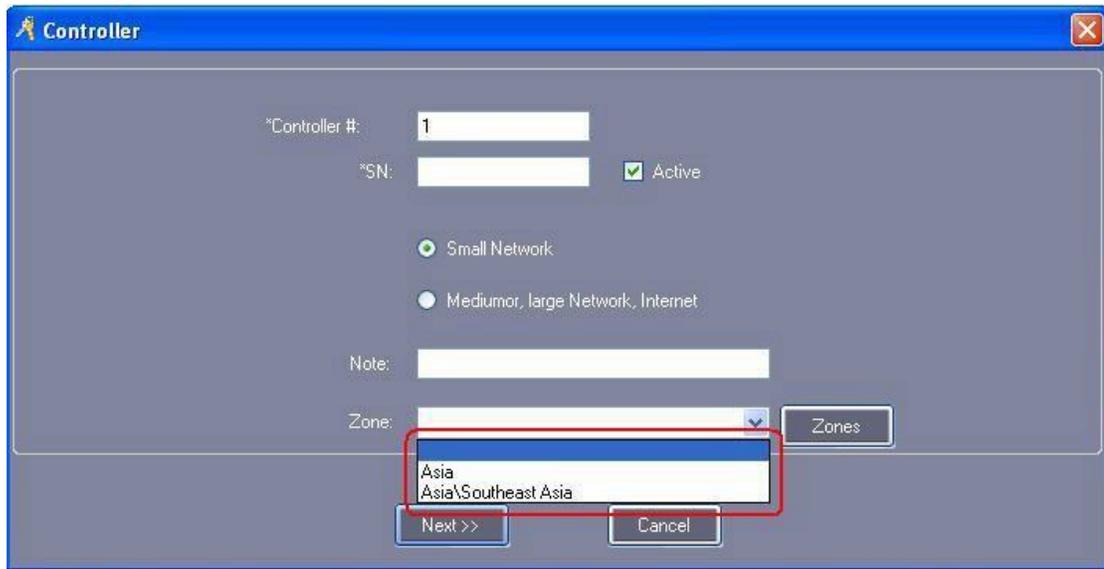
Click the "Add Child" to add a new Child under the Top.



Click "OK"



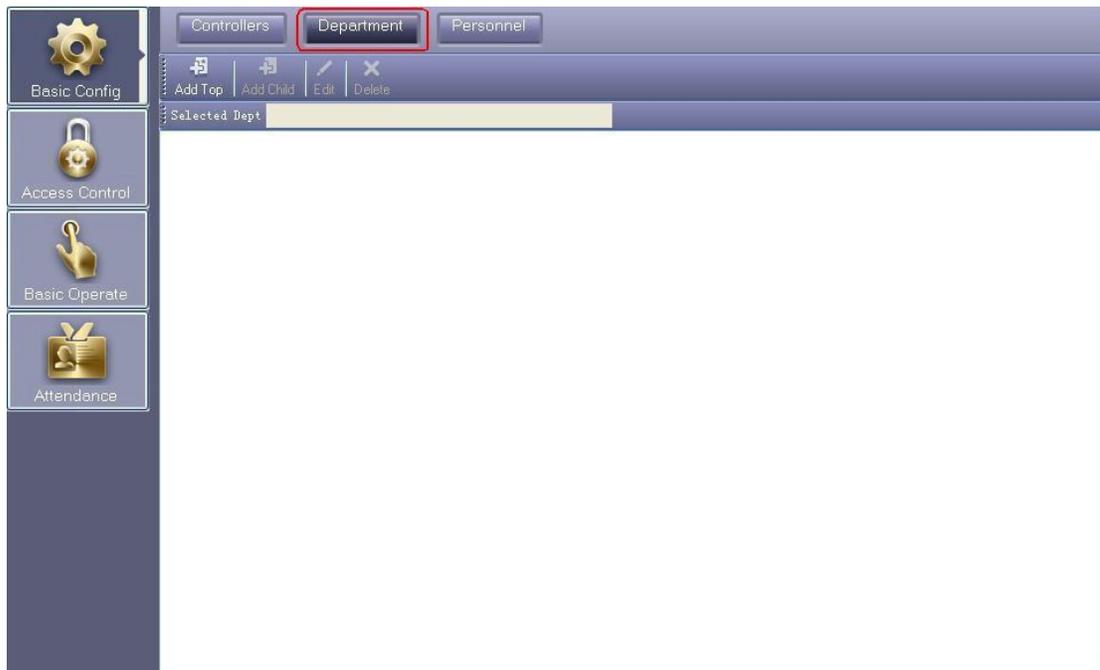
Click 



2.3 Operation of Department and Registered User

2.3.1 Add Department

Select **【Configuration】** > **【Department】** from the menu bar



click the  to create a new department



Click "OK"



Click the **Add Child** to add a new Child under the Top.

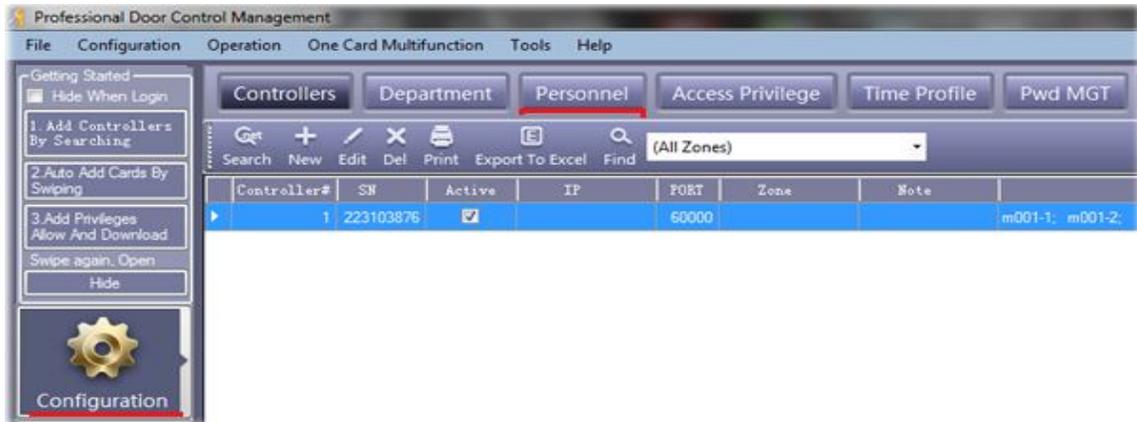


Click "OK"



2.3.2 Add and Edit a User

Select **【Configuration】** > **【Personnel】** from the menu bar



Click “Add” to add users

*User No.: 1 * Required

*Name: Hellen

Card ID: 18016185 Photo

Department: Sales Dep\Oversea Marketing

Attendance Access Control

Activate: 2010-04-28

Deactivate: 2029-12-31

Add Next OK Exit

Remark: “User No.” and “Name” must input.

Card ID: Put the **Last 8 digits** on the RFID card.

 After you input all information of the user, click this button, you complete adding a user to the system, Meanwhile it will remain show the user windows and wait for

you input the next user's information.

Click "OK", This user has been added to the System.



User "Others" information

The screenshot shows a 'User' dialog box with a blue title bar and standard window controls. It has two tabs: 'Main' and 'Others', with 'Others' selected. The form contains the following fields:

Sex:	<input type="text"/>	Corp.:	<input type="text"/>
Nationality:	<input type="text"/>	Title:	<input type="text"/>
Religion:	<input type="text"/>	Tech. Grade:	<input type="text"/>
Hometown:	<input type="text"/>	Cert. Type:	<input type="text"/>
Birthday:	<input type="text"/>	Cert. ID:	<input type="text"/>
Marriage:	<input type="text"/>	Socail Insurance No.:	<input type="text"/>
Political:	<input type="text"/>	Join Date:	<input type="text"/>
Culture:	<input type="text"/>	Leave Date:	<input type="text"/>
Work Phone:	<input type="text"/>	Email:	<input type="text"/>
Mobile:	<input type="text"/>	Addr:	<input type="text"/>
Home Phone:	<input type="text"/>	PostCode:	<input type="text"/>
En. Name:	<input type="text"/>	Note:	<input type="text"/>

At the bottom of the dialog are three buttons: 'Add Next', 'OK', and 'Exit'.

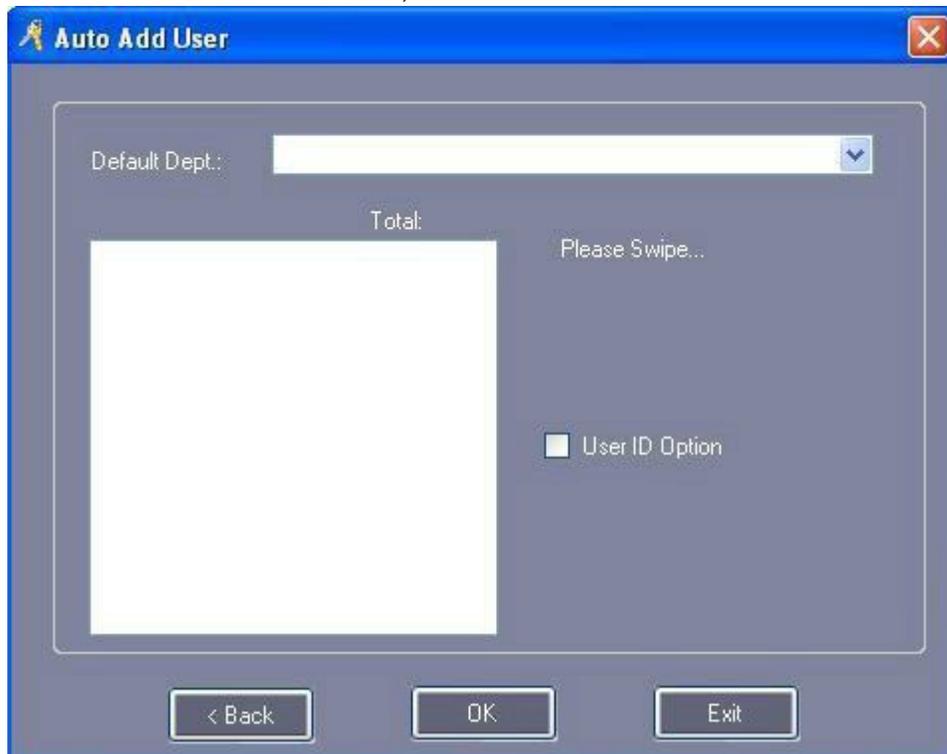
2.3.3 Auto Add the registration card

Select **【Basic Configure】** > **【Personnel】** > **【Auto Add】**

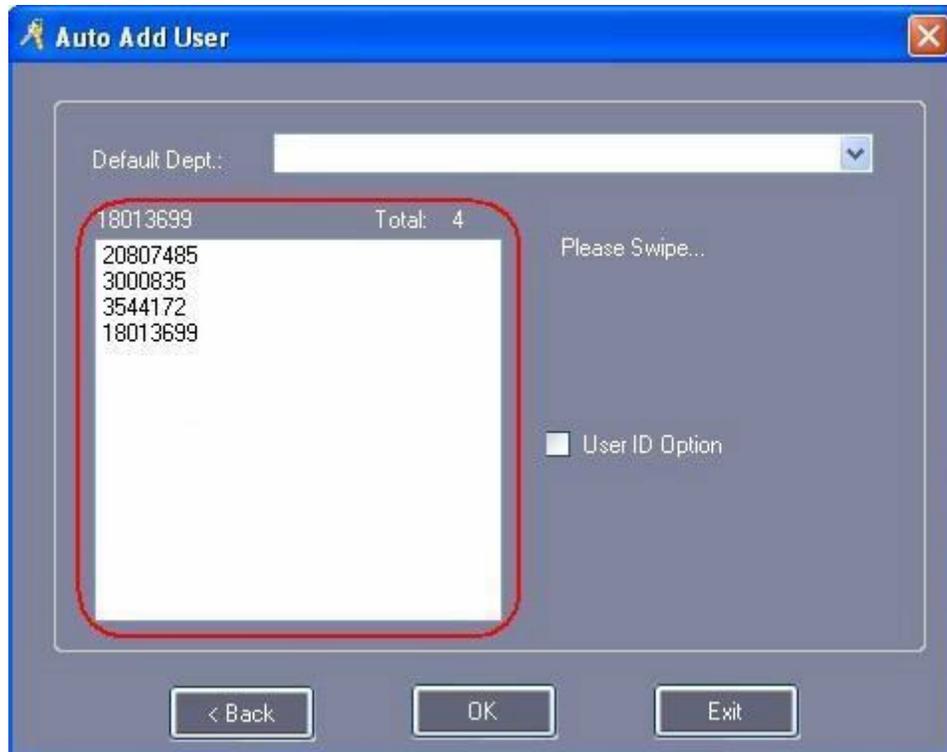


If you selected "USBReader", must connect the assign card reader

Select "USB Reader" or "Controller", Click "Next"



After the card swiping



Click "OK", Auto added to the Software.

Select Door Means You can add user by scan the RF ID card Or Keyfob from the Reader on the door.



Select "Manual Batch Input" ,Click "Next"

Auto Add User

Default Dept.:

Total:

Start No.

End No.

User ID Option

< Back OK Exit

Manual Input "Start NO." and "End NO."

Auto Add User

Default Dept.:

Total:

Start No. 18013377

End No. 18013387

User ID Option

< Back OK Exit

Click "OK", All users card auto added to the Software.

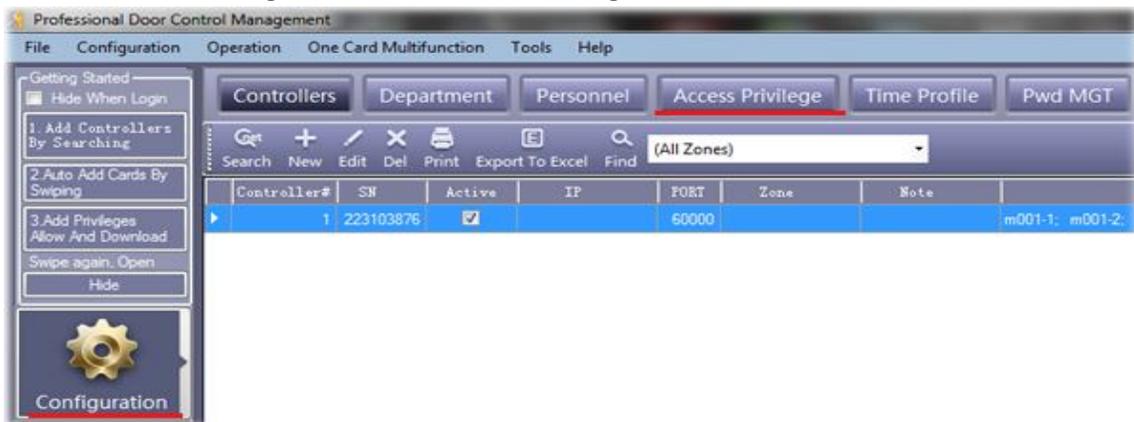
ConsumerNO	Name	Card ID	Attendance	Access Control	Active Date	Deactive Date	Department
1	Hellen	18016185	☑	☑	2011-04-28	2029-12-31	Sales Dep\Oversea Marketing
2	N20807485	20807485	☑	☑	2011-04-28	2029-12-31	
3	N3000835	3000835	☑	☑	2011-04-28	2029-12-31	
4	N3544172	3544172	☑	☑	2011-04-28	2029-12-31	
5	N18013699	18013699	☑	☑	2011-04-28	2029-12-31	
6	N18013377	18013377	☑	☑	2011-04-28	2029-12-31	
7	N18013378	18013378	☑	☑	2011-04-28	2029-12-31	
8	N18013379	18013379	☑	☑	2011-04-28	2029-12-31	
9	N18013380	18013380	☑	☑	2011-04-28	2029-12-31	
10	N18013381	18013381	☑	☑	2011-04-28	2029-12-31	
11	N18013382	18013382	☑	☑	2011-04-28	2029-12-31	
12	N18013383	18013383	☑	☑	2011-04-28	2029-12-31	
13	N18013384	18013384	☑	☑	2011-04-28	2029-12-31	
14	N18013385	18013385	☑	☑	2011-04-28	2029-12-31	
15	N18013386	18013386	☑	☑	2011-04-28	2029-12-31	
16	N18013387	18013387	☑	☑	2011-04-28	2029-12-31	

Attention: Auto add users, Name default is “N + Card Number”

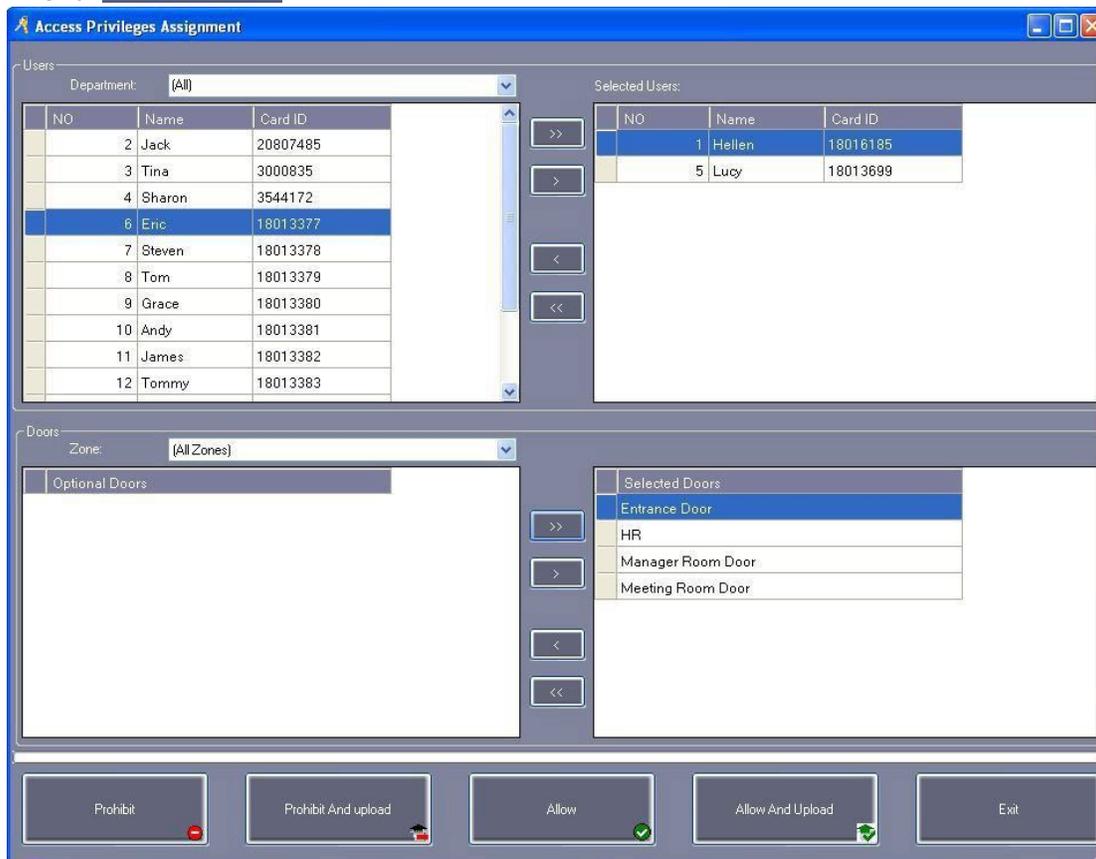
2.3.4 Alter Single-user’s Privilege

2.3.4.1 Access Privilege

Select **【Configuration】** > **【Access Privilege】** from the menu bar or shortcut.



Click  Change Privileges



">>": Select all "Users" or Select all "Optional Doors"

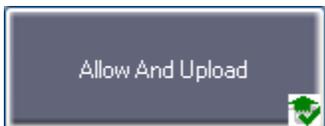
">": Select one "Users" or Select one "Optional Doors".

"<": Cancel one "Selected Users" or Cancel one "Selected Doors".

"<<": Cancel all "Selected Users" or Cancel all "Selected Doors".



After clicking this button, and then **basic operation << upload**, the selected users can pass through selected doors.



After clicking this button, the selected users can pass through selected doors.



After clicking this button, and then **operation >> download**, the selected users can't pass through selected doors.

2.3.5 Card Lost

If someone has lost his card, he must register the lost card, and then redistributes a new card to someone. The steps as follows:

Select **【Configuration】 > 【Personnel】 > 【Card Lost】**

Input "New Card ID" :18014987

Click "OK"

2.5 Console

Select **【Operation】 > 【Console】** from the menu bar. The console window contains many basic operations. For example, "Check", "Adjust Time", "Upload", "GetRec" and "Monitor".



2.5.1 Controller's Info Check

Select **【Operation】** > **【Console】** > **【Check】** from the menu bar

	Time	Desc	Info
1	23:34:12	[Entrance Door Need Ad...	[401000003]RealClock: sho...
2	23:34:12	Entrance Door[401000003]	Closed;OnLine:Door_Delay(Sec)...

Detail [2/2]

```

Entrance Door
Door Status:      Closed
Door Control:    OnLine
Door_Delay(Sec): 3
ControllerSN:    401000003
IP:              192.168.182.8
--Swipes:        8
--Privileges:    2
--RealClock:     2011-04-29 14:29:01 Friday
--Firmware Version: V3.11 [2011-01-13]
---- Enabled ----
    
```

It will show the control's basic information .such as the amount of swipings and privileges, Door status, control status, open delay (sec) .If the controller is well communicated with computer, the door label's color is green , and otherwise the color is red.

	Time	Desc	Info
1	23:30:47	Meeting Room Door	Communicate Failed--ControllerS...

Detail [1/1]

```

Meeting Room Door
Communicate Failed
ControllerSN:    401000003
IP:              192.168.182.8
    
```

2.5.2 Upload Setting

Select **【Operation】** > **【Select All】** > **【Download】** from the menu bar

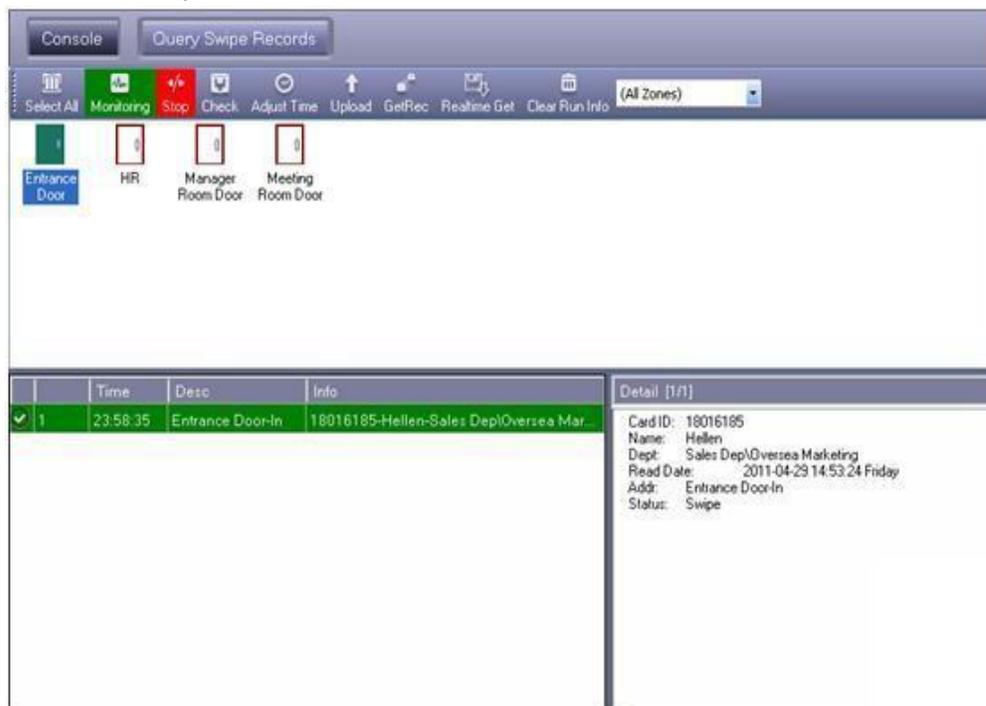


Click "OK"

If there have setting any information, you must download the database' configuration to access controllers in order to keep the software have same information with controllers.

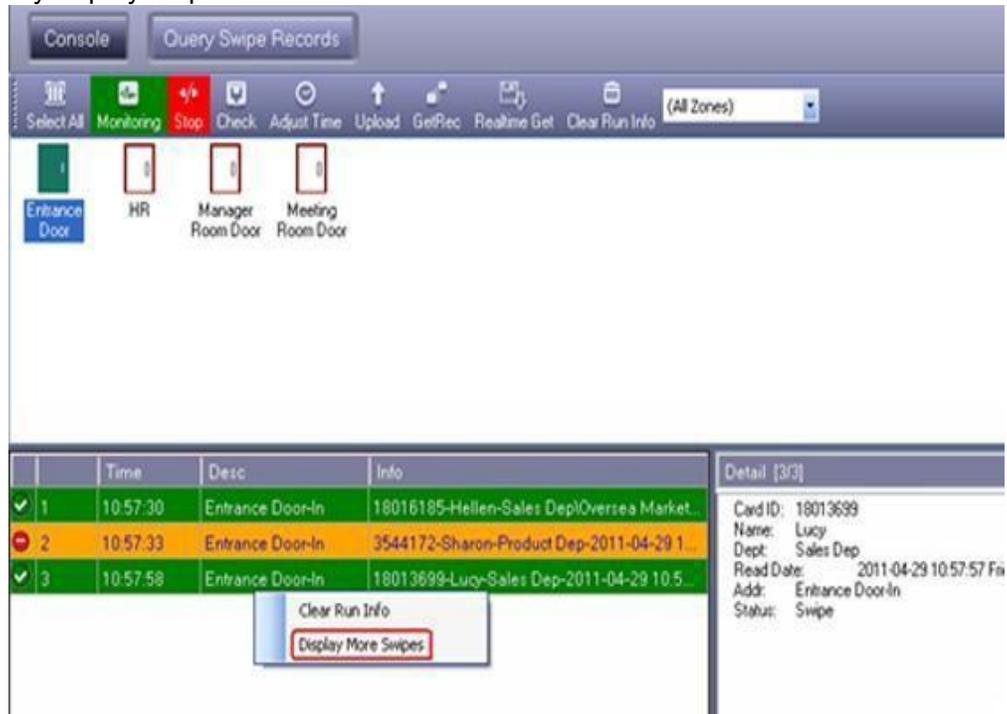
2.5.3 Real-time Monitoring

Select **【Operation】** > **【Console】** > **【Monitor】** from the menu bar



2.5.4 Display More Swipes

Only display swipe card records.



Right click card records, select "Display More Swipes".

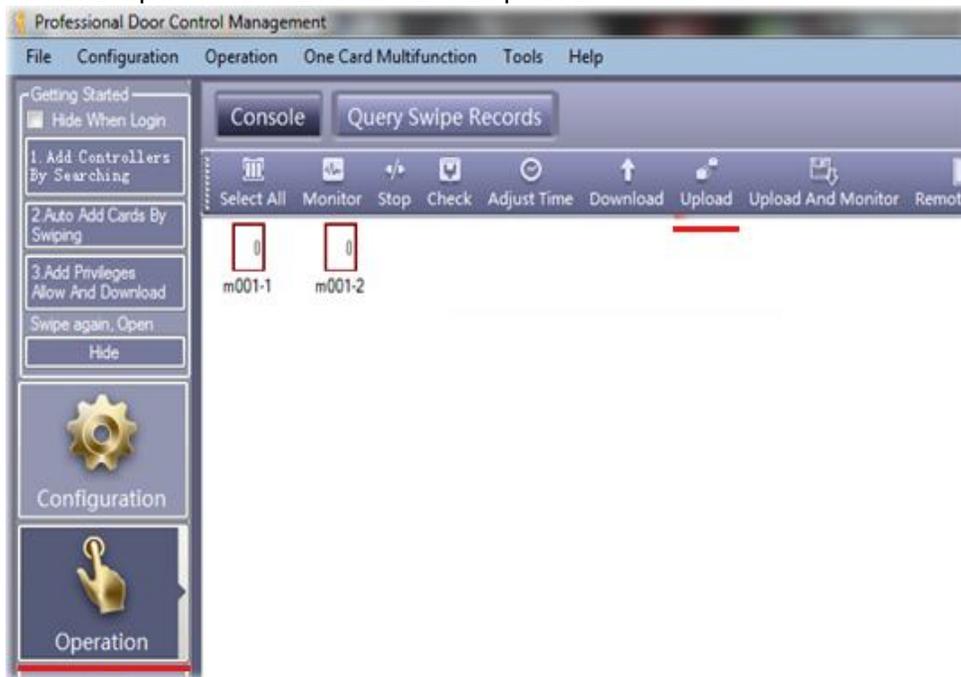


Right click "Space part". You can adjust the display of information.



2.5.5 Download Records

Select **【 Operation 】 > 【 Console 】 > 【 Upload 】** from the menu bar



Collect the access controller's records to database.

2.6 Records Query

Select **【 Operation 】 > 【 Query Card Records 】** from the menu bar

Console Query Card Records

Print Export To Excel Query Option

From: First Event 2011-04-29 Friday To: Last Event 2011-04-29 Friday Time: 00:00 To: 23:59

Name CardID Dept. Query Clear

RecID	Card NO	ConsumerNO	User	Dept	DateTime	Addr	Pass	Desc
105	18016185	1	Hellen	Sales Dep\Oversea Marketing	2011-04-29 15:08:16 Friday	Entrance Door-In	<input checked="" type="checkbox"/>	Swipe
104	20807485	2	Jack	Sales Dep	2011-04-29 15:07:52 Friday	Meeting Room Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
103	18013377	6	Eric	Sales Dep\Oversea Marketing	2011-04-29 15:07:50 Friday	Meeting Room Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
102	18013699	5	Lucy	Sales Dep	2011-04-29 15:07:49 Friday	Meeting Room Door-In	<input checked="" type="checkbox"/>	Swipe
101	3544172	4	Sharon	Product Dep	2011-04-29 15:07:48 Friday	Meeting Room Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
100	18016185	1	Hellen	Sales Dep\Oversea Marketing	2011-04-29 15:07:47 Friday	Meeting Room Door-In	<input checked="" type="checkbox"/>	Swipe
99	20807485	2	Jack	Sales Dep	2011-04-29 15:07:43 Friday	HR-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
98	18013377	6	Eric	Sales Dep\Oversea Marketing	2011-04-29 15:07:42 Friday	HR-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
97	18013699	5	Lucy	Sales Dep	2011-04-29 15:07:41 Friday	HR-In	<input checked="" type="checkbox"/>	Swipe
96	3544172	4	Sharon	Product Dep	2011-04-29 15:07:39 Friday	HR-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
95	18016185	1	Hellen	Sales Dep\Oversea Marketing	2011-04-29 15:07:38 Friday	HR-In	<input checked="" type="checkbox"/>	Swipe
94	20807485	2	Jack	Sales Dep	2011-04-29 15:07:33 Friday	Manager Room Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
93	18013377	6	Eric	Sales Dep\Oversea Marketing	2011-04-29 15:07:30 Friday	Manager Room Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
92	18013699	5	Lucy	Sales Dep	2011-04-29 15:07:29 Friday	Manager Room Door-In	<input checked="" type="checkbox"/>	Swipe
91	3544172	4	Sharon	Product Dep	2011-04-29 15:07:26 Friday	Manager Room Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
90	18016185	1	Hellen	Sales Dep\Oversea Marketing	2011-04-29 15:07:24 Friday	Manager Room Door-In	<input checked="" type="checkbox"/>	Swipe
89	20807485	2	Jack	Sales Dep	2011-04-29 15:07:18 Friday	Entrance Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
88	3000835	3	Tina		2011-04-29 15:07:17 Friday	Entrance Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
87	18013377	6	Eric	Sales Dep\Oversea Marketing	2011-04-29 15:07:14 Friday	Entrance Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
86	18013699	5	Lucy	Sales Dep	2011-04-29 15:07:13 Friday	Entrance Door-In	<input checked="" type="checkbox"/>	Swipe
85	3544172	4	Sharon	Product Dep	2011-04-29 15:07:12 Friday	Entrance Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE

If you want to query by "Addr", Click "Query Option"

Select Addr

Selected Zone: [All Zones]

Select All Select None

Entrance Door-In
 Manager Room Door-In
 HR-In
 Meeting Room Door-In

Query

Close

Query result as follows:

Console Query Card Records

Print Export To Excel Query Option

From: First Event 2011-04-29 Friday To: Last Event 2011-04-29 Friday Time: 00:00 To: 23:59

Name CardID Dept. Query Clear

RecID	Card NO	ConsumerNO	User	Dept	DateTime	Addr	Pass	Desc
105	18016185	1	Hellen	Sales Dep\Oversea Marketing	2011-04-29 15:08:16 Friday	Entrance Door-In	<input checked="" type="checkbox"/>	Swipe
89	20807485	2	Jack	Sales Dep	2011-04-29 15:07:18 Friday	Entrance Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
88	3000835	3	Tina		2011-04-29 15:07:17 Friday	Entrance Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
87	18013377	6	Eric	Sales Dep\Oversea Marketing	2011-04-29 15:07:14 Friday	Entrance Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
86	18013699	5	Lucy	Sales Dep	2011-04-29 15:07:13 Friday	Entrance Door-In	<input checked="" type="checkbox"/>	Swipe
85	3544172	4	Sharon	Product Dep	2011-04-29 15:07:12 Friday	Entrance Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
84	18016185	1	Hellen	Sales Dep\Oversea Marketing	2011-04-29 15:07:11 Friday	Entrance Door-In	<input checked="" type="checkbox"/>	Swipe
83	20807485	2	Jack	Sales Dep	2011-04-29 15:06:51 Friday	Entrance Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
82	3000835	3	Tina		2011-04-29 15:06:50 Friday	Entrance Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
81	18013377	6	Eric	Sales Dep\Oversea Marketing	2011-04-29 15:06:49 Friday	Entrance Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
80	18013699	5	Lucy	Sales Dep	2011-04-29 15:06:48 Friday	Entrance Door-In	<input checked="" type="checkbox"/>	Swipe

2.7 Tools



2.7.1 Change Password

Change operator's password. Select **【Tools】** > **【Edit Operator】**



Modify the Name and password for abc operator.

Input "New Password" and "Confirm Password" must be the same, After the modify current password, Re-login to take effect.

Remark: Only one abc user display the interface above.

Active “Operator Management” in the “Extended Functions” enabled, if have more than one operator will display”change password”.



2.7.2 DB Backup

Select **【Tools】 > 【DB Backup】**



Click “OK”



Click “OK”, This backup file is saved in database under the default installation path.

“C:\Program Files\Microsoft SQL

Server\MSSQL10.MSSQLSERVER\MSSQL\Backup”

2.7.3 Language Option

Select **【Tools】 > 【Option】**



Select "English", Software interface language displays in English
Select "简体中文", Software interface language displays in Simplified Chinese.
Select "Auto Login", In "Login" windows, you don't need to input "User Name" and "Password".

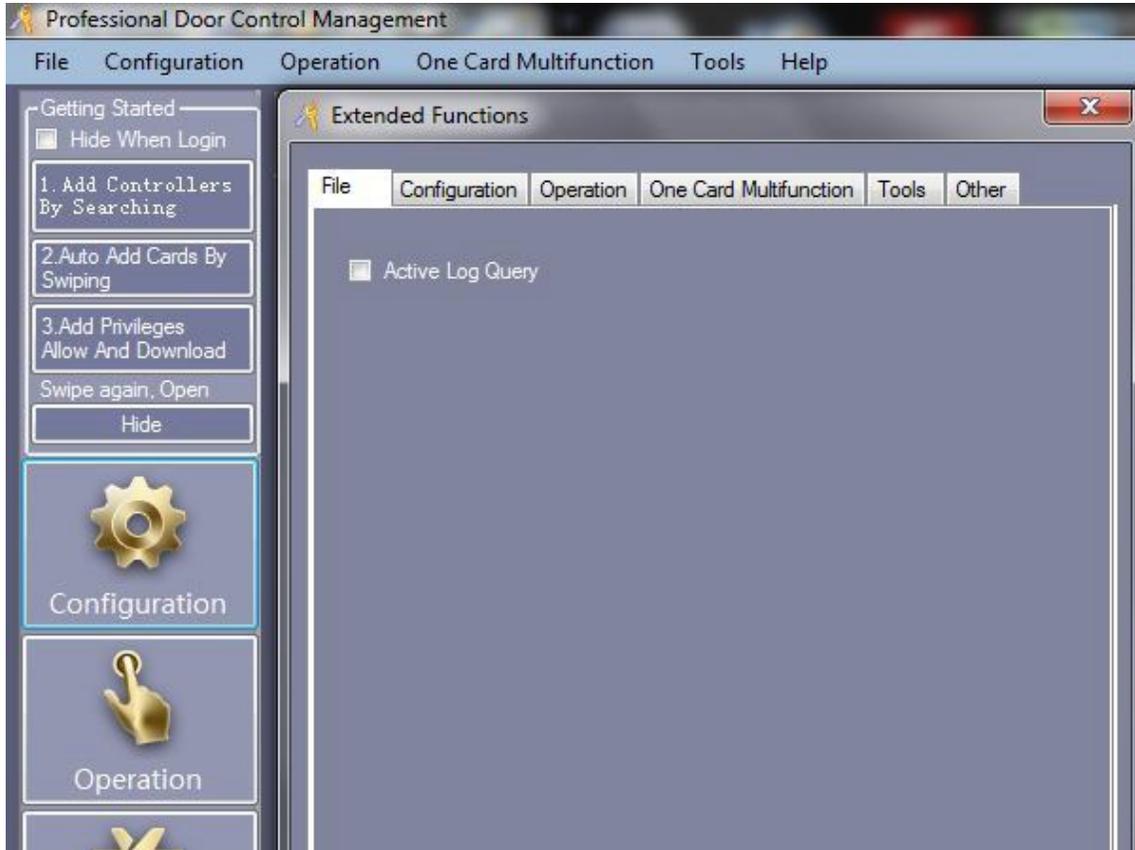
Part 3 Extended Function

Select **【Tools】** > **【Extended Functions】** from the menu bar



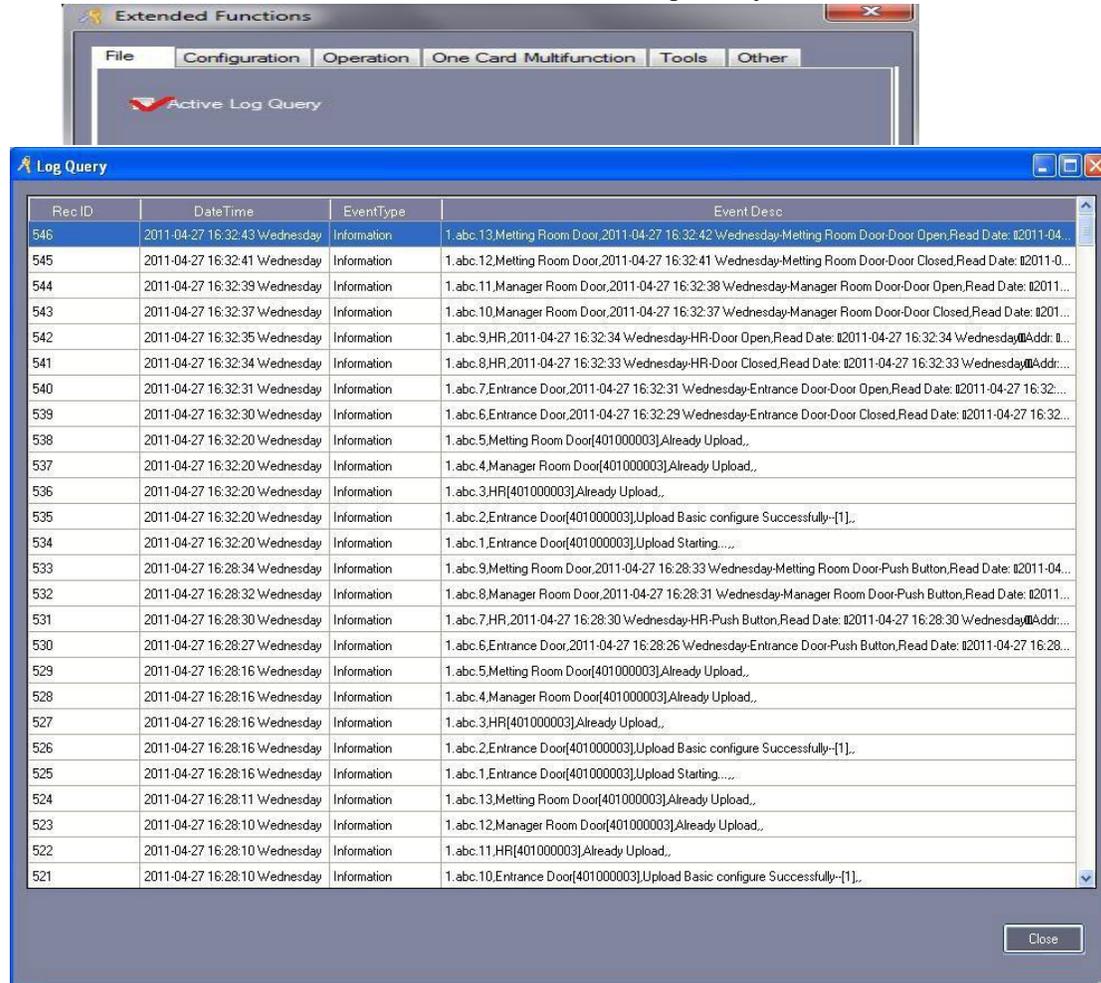
If you want to Activate the Extended Function . please input the password .
"5678".

The extended function list is as follows:



3.1.1 Active Log Query

Select **【Extended Function】** > Check **【Active Log Query】**



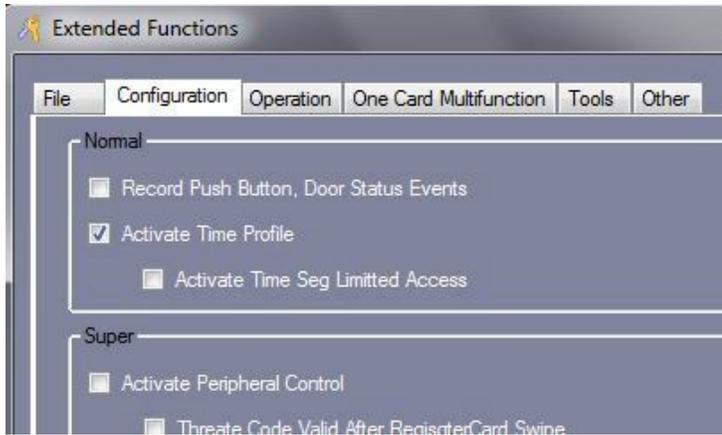
The screenshot displays the 'Log Query' application window. At the top, there is a menu bar with options: File, Configuration, Operation, One Card Multifunction, Tools, and Other. Below the menu bar, the 'Active Log Query' window is visible, showing a list of log entries. The list has four columns: RecID, DateTime, EventType, and Event Desc. The entries are sorted by RecID in descending order, with RecID 546 at the top and 521 at the bottom. The Event Desc column contains detailed information about each log entry, including location (e.g., Meeting Room Door, Manager Room Door, Entrance Door), time, date, and event type (e.g., Door Open, Door Closed, Door Push Button).

RecID	DateTime	EventType	Event Desc
546	2011-04-27 16:32:43 Wednesday	Information	1.abc.13.Meeting Room Door,2011-04-27 16:32:42 Wednesday-Meeting Room Door-Door Open,Read Date: #2011-04-...
545	2011-04-27 16:32:41 Wednesday	Information	1.abc.12.Meeting Room Door,2011-04-27 16:32:41 Wednesday-Meeting Room Door-Door Closed,Read Date: #2011-0...
544	2011-04-27 16:32:39 Wednesday	Information	1.abc.11.Manager Room Door,2011-04-27 16:32:38 Wednesday-Manager Room Door-Door Open,Read Date: #2011-0...
543	2011-04-27 16:32:37 Wednesday	Information	1.abc.10.Manager Room Door,2011-04-27 16:32:37 Wednesday-Manager Room Door-Door Closed,Read Date: #2011-0...
542	2011-04-27 16:32:35 Wednesday	Information	1.abc.9.HR,2011-04-27 16:32:34 Wednesday-HR-Door Open,Read Date: #2011-04-27 16:32:34 Wednesday-#Addr: 0...
541	2011-04-27 16:32:34 Wednesday	Information	1.abc.8.HR,2011-04-27 16:32:33 Wednesday-HR-Door Closed,Read Date: #2011-04-27 16:32:33 Wednesday-#Addr: 0...
540	2011-04-27 16:32:31 Wednesday	Information	1.abc.7.Entrance Door,2011-04-27 16:32:31 Wednesday-Entrance Door-Door Open,Read Date: #2011-04-27 16:32:...
539	2011-04-27 16:32:30 Wednesday	Information	1.abc.6.Entrance Door,2011-04-27 16:32:29 Wednesday-Entrance Door-Door Closed,Read Date: #2011-04-27 16:32:...
538	2011-04-27 16:32:20 Wednesday	Information	1.abc.5.Meeting Room Door[401000003]Already Upload,.
537	2011-04-27 16:32:20 Wednesday	Information	1.abc.4.Manager Room Door[401000003]Already Upload,.
536	2011-04-27 16:32:20 Wednesday	Information	1.abc.3.HR[401000003]Already Upload,.
535	2011-04-27 16:32:20 Wednesday	Information	1.abc.2.Entrance Door[401000003]Upload Basic configure Successfully-[1],.
534	2011-04-27 16:32:20 Wednesday	Information	1.abc.1.Entrance Door[401000003]Upload Starting,....
533	2011-04-27 16:28:34 Wednesday	Information	1.abc.9.Meeting Room Door,2011-04-27 16:28:33 Wednesday-Meeting Room Door-Push Button,Read Date: #2011-04-...
532	2011-04-27 16:28:32 Wednesday	Information	1.abc.8.Manager Room Door,2011-04-27 16:28:31 Wednesday-Manager Room Door-Push Button,Read Date: #2011-0...
531	2011-04-27 16:28:30 Wednesday	Information	1.abc.7.HR,2011-04-27 16:28:30 Wednesday-HR-Push Button,Read Date: #2011-04-27 16:28:30 Wednesday-#Addr: 0...
530	2011-04-27 16:28:27 Wednesday	Information	1.abc.6.Entrance Door,2011-04-27 16:28:26 Wednesday-Entrance Door-Push Button,Read Date: #2011-04-27 16:28:...
529	2011-04-27 16:28:16 Wednesday	Information	1.abc.5.Meeting Room Door[401000003]Already Upload,.
528	2011-04-27 16:28:16 Wednesday	Information	1.abc.4.Manager Room Door[401000003]Already Upload,.
527	2011-04-27 16:28:16 Wednesday	Information	1.abc.3.HR[401000003]Already Upload,.
526	2011-04-27 16:28:16 Wednesday	Information	1.abc.2.Entrance Door[401000003]Upload Basic configure Successfully-[1],.
525	2011-04-27 16:28:16 Wednesday	Information	1.abc.1.Entrance Door[401000003]Upload Starting,....
524	2011-04-27 16:28:11 Wednesday	Information	1.abc.13.Meeting Room Door[401000003]Already Upload,.
523	2011-04-27 16:28:10 Wednesday	Information	1.abc.12.Manager Room Door[401000003]Already Upload,.
522	2011-04-27 16:28:10 Wednesday	Information	1.abc.11.HR[401000003]Already Upload,.
521	2011-04-27 16:28:10 Wednesday	Information	1.abc.10.Entrance Door[401000003]Upload Basic configure Successfully-[1],.

3.2 Normal

3.2.1 Activate Time profile

Select **【Tools】** > **【Extended Function】** > **【Configuration】** > Check **【Time Profile】**



Click **【Configuration】** > Click **【Time Profile】**



Click "New" to add new Time Profile and setting.

Time Profile

Time profile ID: 2

Name: Normal

Next Linked Profile: 0

Activate: 2010-01-01

Deactivate: 2029-12-31

Week Day

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

Time Segment

NO.1	08:30	--	17:30
NO.2	00:00	--	00:00
NO.3	00:00	--	00:00

OK Cancel

Click "OK"

Time Profile ID	Mor	Tue	Wed	Thu	Fri	Sat	Sun	No.1 Begin	End	No.2 Begin	End	No.3 Begin	End	Linked Seg	Activate	Deactive
2 [Normal]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08:30	17:30	00:00	00:00	00:00	00:00	0	2010-01-01	2029-12-31				

If you assign the user card “Normal”, authority that work from Monday to Friday at 08:30-17:30, it has permissions to get in or out during this time range.

If you need to work on Saturday, First write 3 in “Time Profile ID”, Then the “Time Profile ID” 2 linked “Time Profile ID”3.

Add new “Time Profile 3”

Time Profile

Time profile ID:

Name:

Next Linked Profile:

Activate:

Deactivate:

Week Day

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Time Segment

NO.1 --

NO.2 --

NO.3 --

Click “OK”

Time Profile ID	Mor	Tue	Wed	Thu	Fri	Sat	Sun	No.1 Begin	End	No.2 Begin	End	No.3 Begin	End	Linked Seg	Activate	Deactive
2 [Normal]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08:30	17:30	00:00	00:00	00:00	00:00	0	2010-01-01	2029-12-31				
3 [Weekend]	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08:30	12:30	00:00	00:00	00:00	00:00	0	2010-01-01	2029-12-31				

“Time Profile 2” link “Time Profile 3”

Time Profile

Time profile ID: 2
Name: Normal

Next Linked Profile: 3

Activate: 2010-01-01
Deactivate: 2029-12-31

Week Day:
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday
 Sunday

Time Segment:
NO.1 08:30 -- 17:30
NO.2 00:00 -- 00:00
NO.3 00:00 -- 00:00

OK Cancel

After setting “Time Profile”, you need to assign permissions to the corresponding user in the Access Privilege, and then the users can pass in and out at the specified “Time Profile”.

Select **【Access Control】 > 【Access Privilege】 > 【Change Privilege】**

Access Privileges Assignment

Users Department: [All]

NO	Name	Card ID
2	Jack	20807485
3	Tina	3000835
4	Sharon	3544172
5	Lucy	18013699
6	Eric	18013377
7	Steven	18013378
8	Tom	18013379
9	Grace	18013380
10	Andy	18013381
11	James	18013382

Selected Users: Time Profile: 2 [Normal]

NO	Name	Card ID
1	Hellen	18016185

Doors Zone: [All Zones]

Optional Doors
HR
Manager Room Door
Meeting Room Door

Selected Doors: Entrance Door

Prohibit Prohibit And upload Allow Allow And Upload Exit

After setting privilege, please select **【Basic Operate】 > 【Console】 > 【Upload】**

3.2.2 Activate Remote Open Door

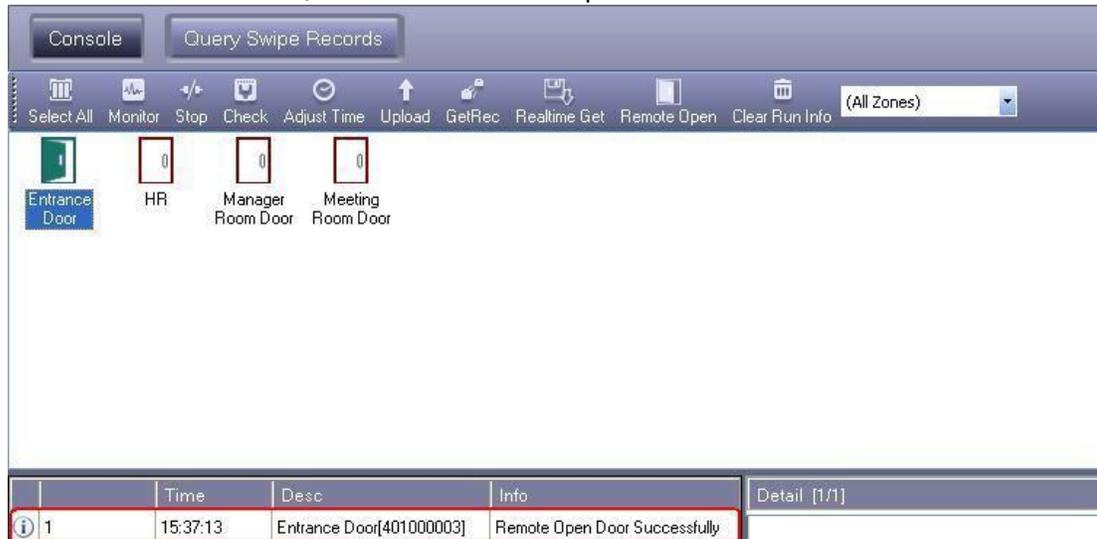
Select **【Tools】** > **【Extended Function】** > **【Operation】** > Check **【Activate Remote open door】**



Click "Operation"

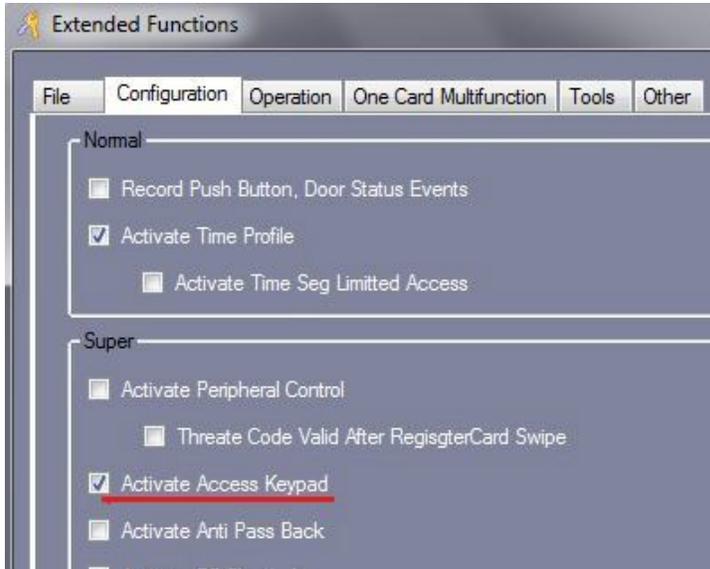


First selected "Front Door", Then click "Remote Open".

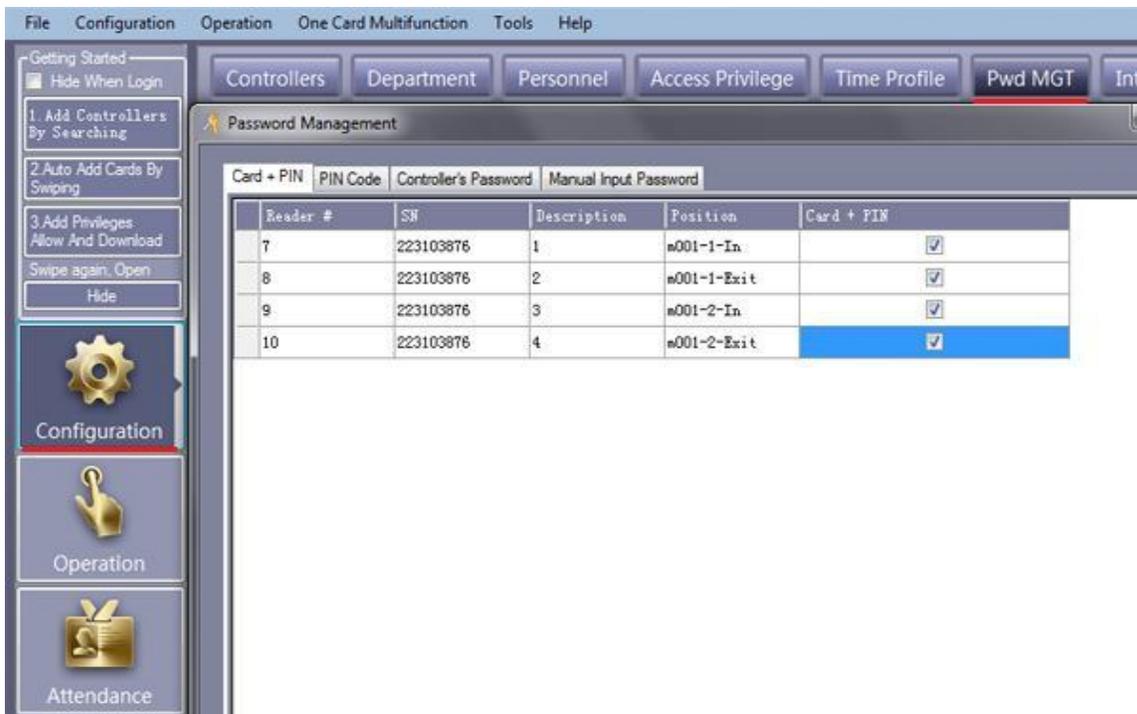


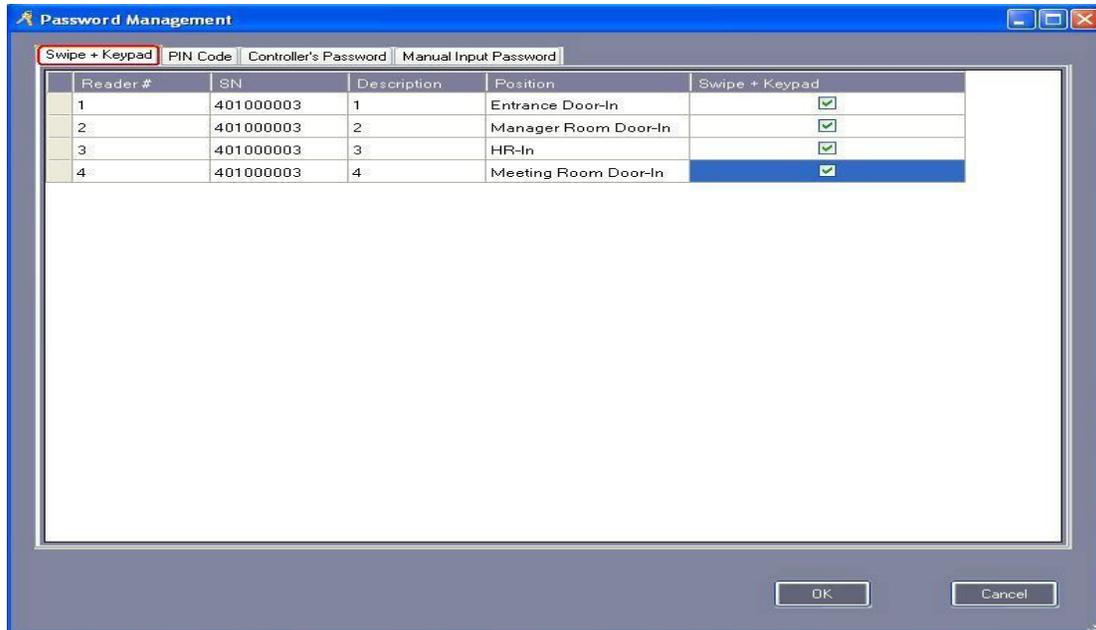
3.2.3 Activate Access Keypad

Select **【Tools】** > **【Extended Function】** > **【Configuration】** > Check **【Active Access Keypad】**



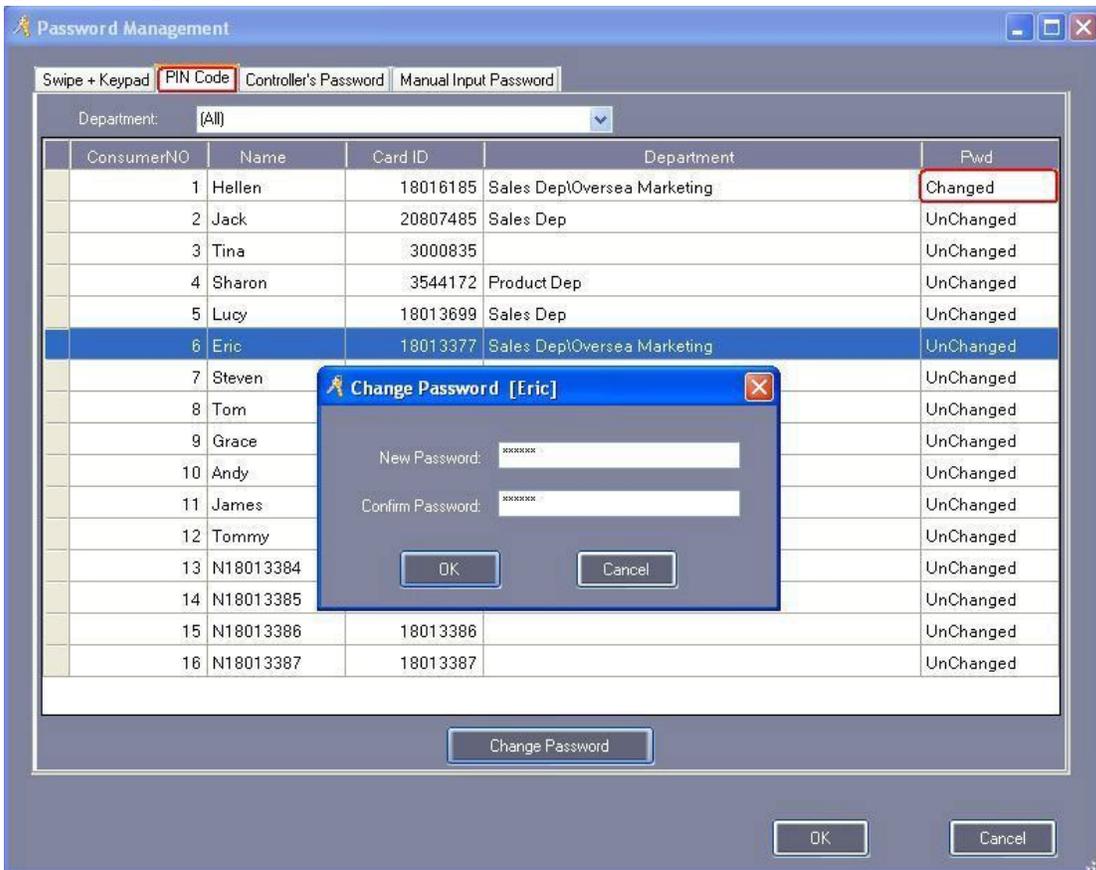
Click Configuration > PWD MGT





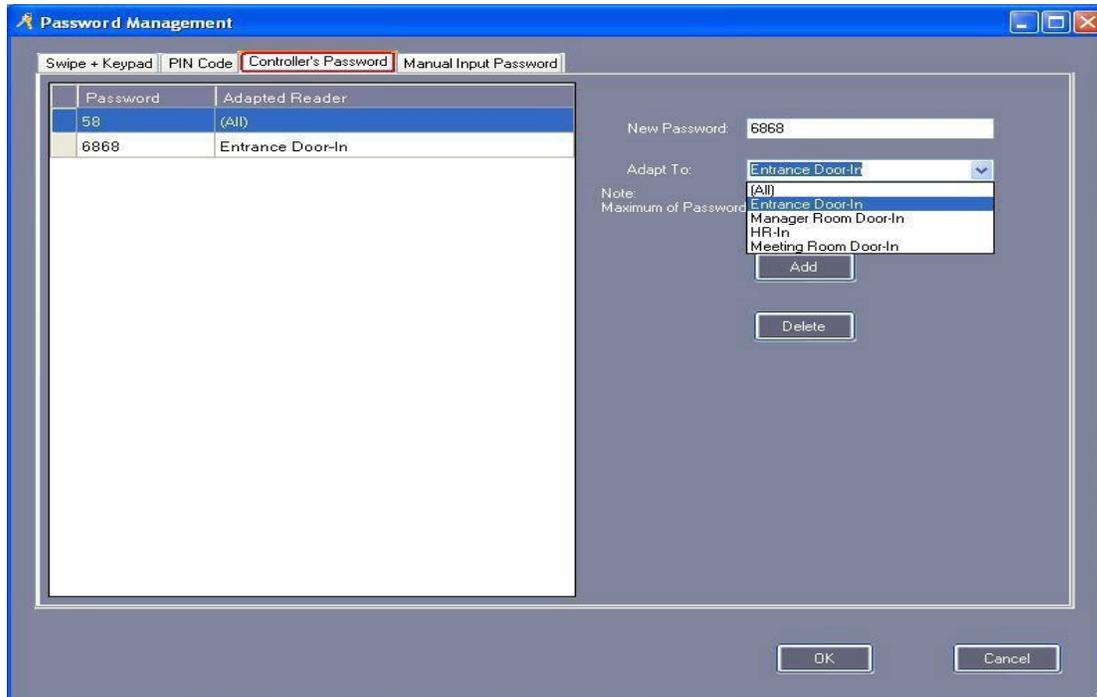
If you checked the Swipe + Keypad , That means you have to use RFID card + PIN Code To Open the door.

【PIN Code】



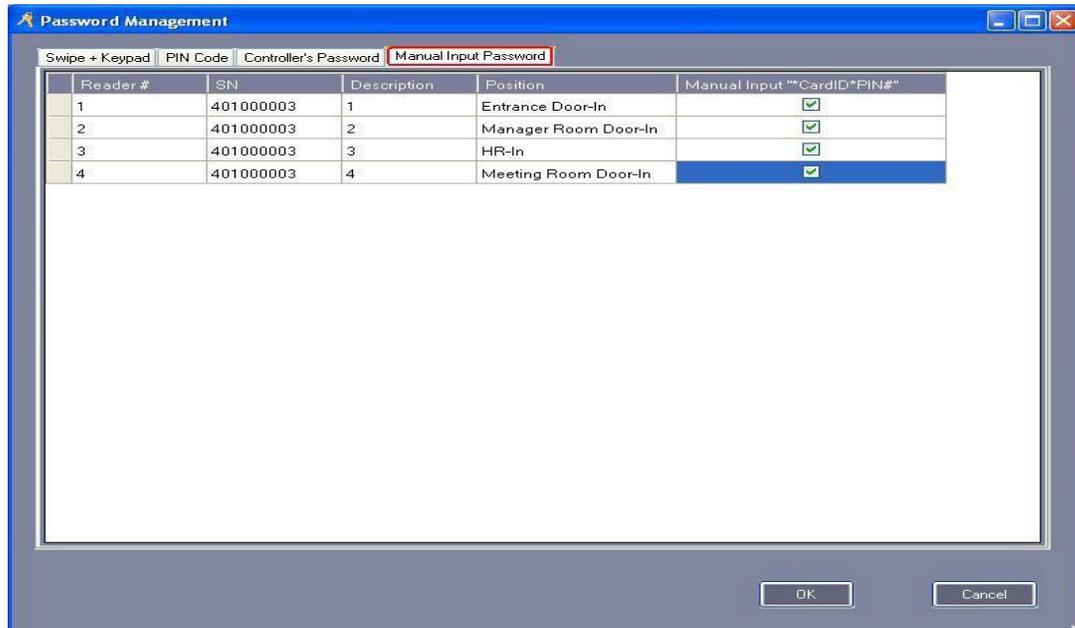
PIN Coder: Pwd default is 345678. You can Change it If you want. But the Pwd must be 6 digits.

【Controller's Password】



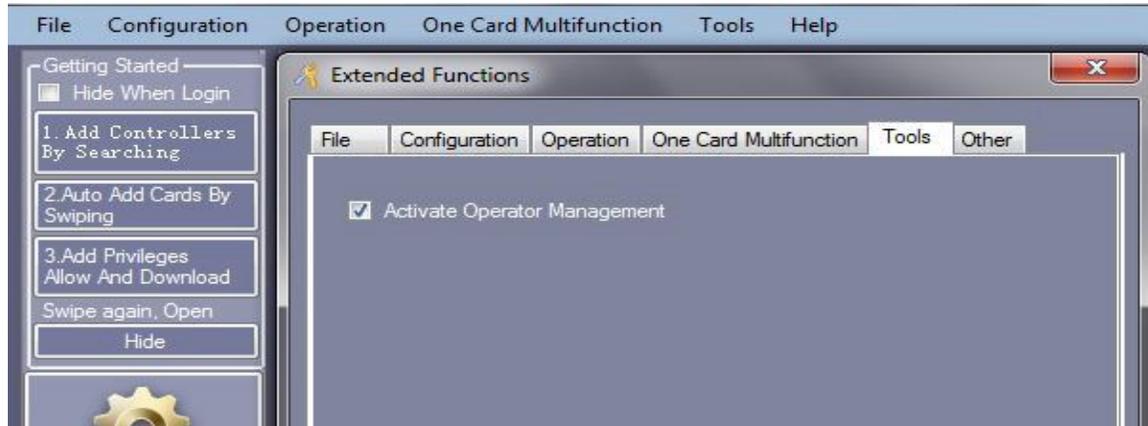
You can add 4 different Passwords AT MOST to each door. In case somebody forgot to bring The ID card. Password can be 6 digits or Less. If it is less than 6 digits, You should put Password + ENT on the keypad.

【Manual Input Password】

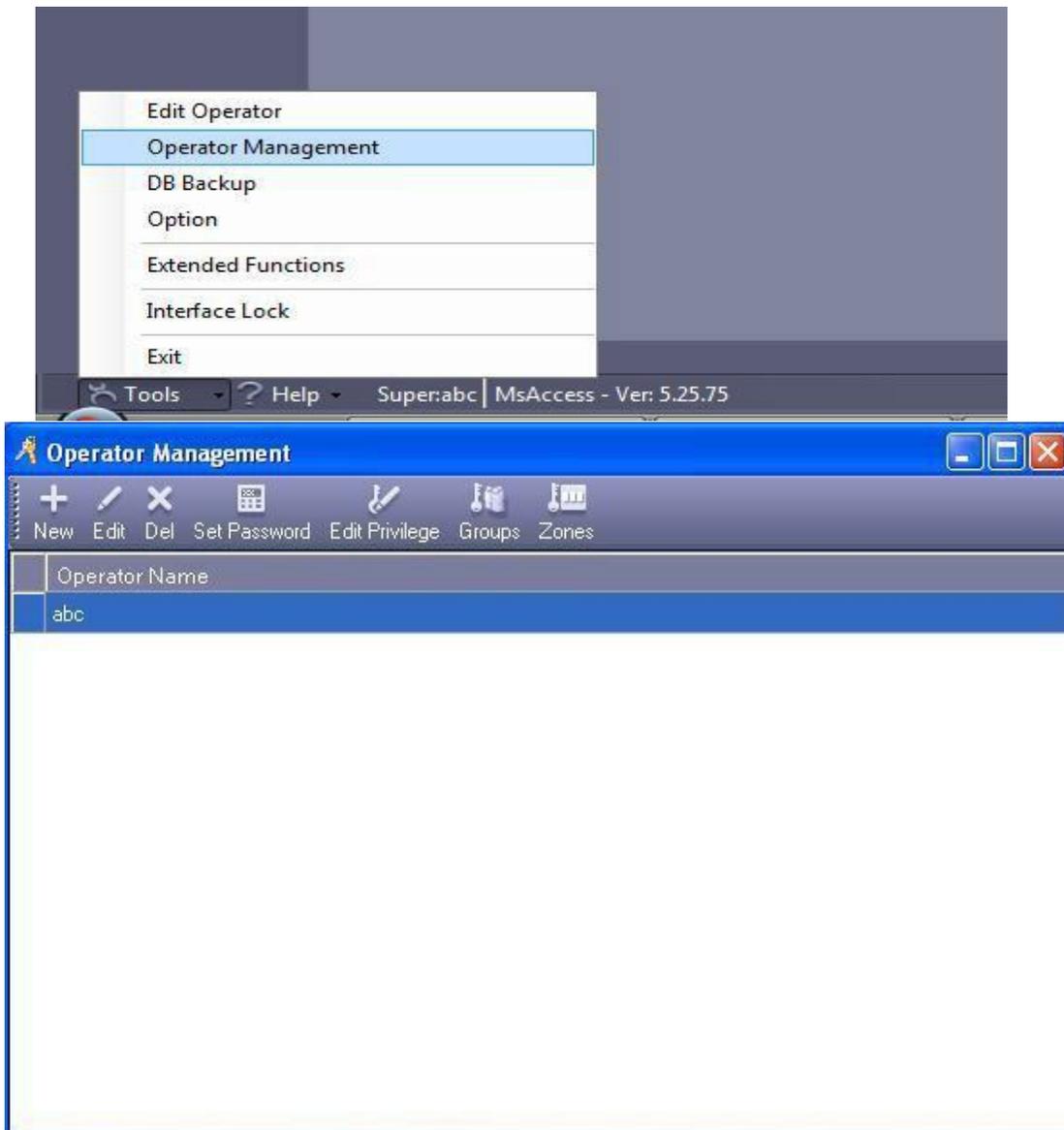


3.2.4 Activate Operator Management

Select **【Tools】 > 【Extended Function】 > 【Tools】 > Check 【Active Operator Management】** Click OK to Restart software



Click **【Tools】 > Click 【Operator Management】** After restart software



You can use the “New”, “Edit”, “Del”, “Edit Privilege”, “Groups” and “Zones” for the operator.

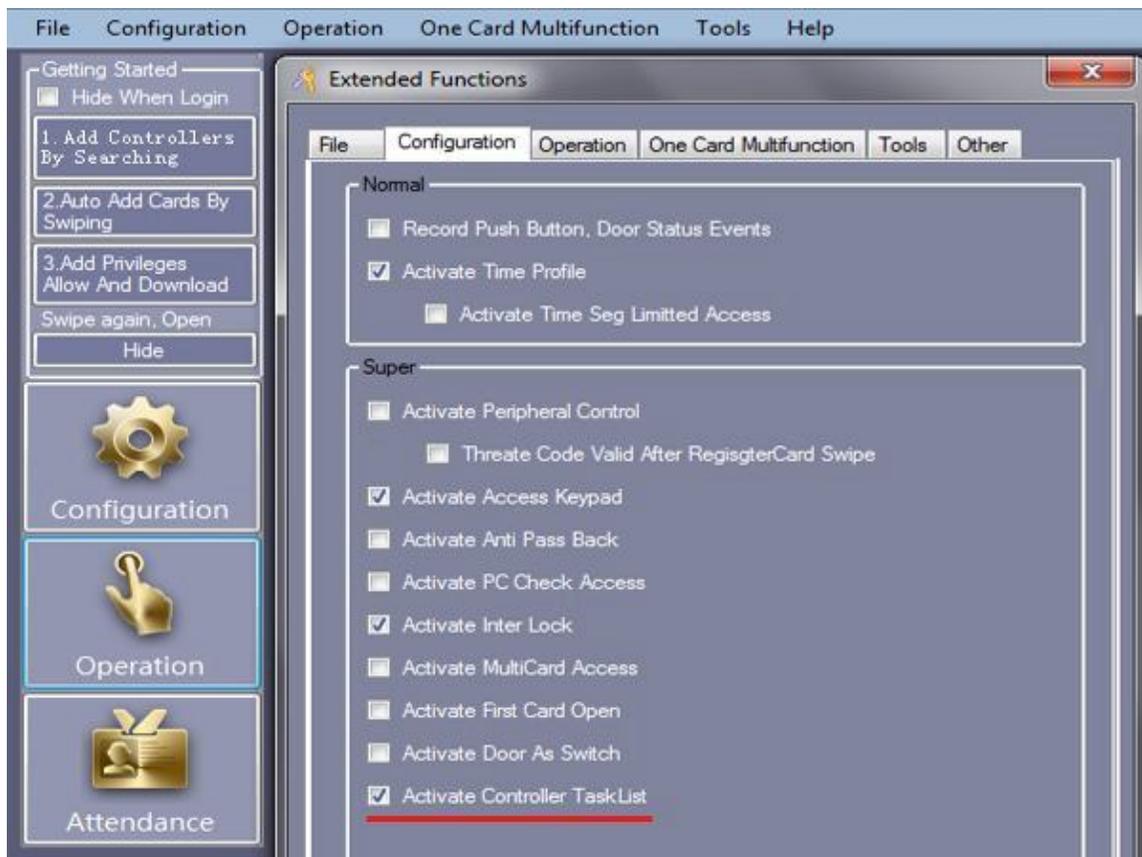


: assign the executive operation and function privilege to operators.

Attention: “abc” is the default high-level Administrators, can not “Del” and “Edit Privilege”.

3.2.5 Activate Controller Task List

You can use this function to set up automatic open and close time for Each door.
Select **【Tools】 > 【Extended Function】 > 【Configuration】 > Check 【Activate Controller Task List】** Click OK to Restart software



Click **【Configuration > 【Task List】**

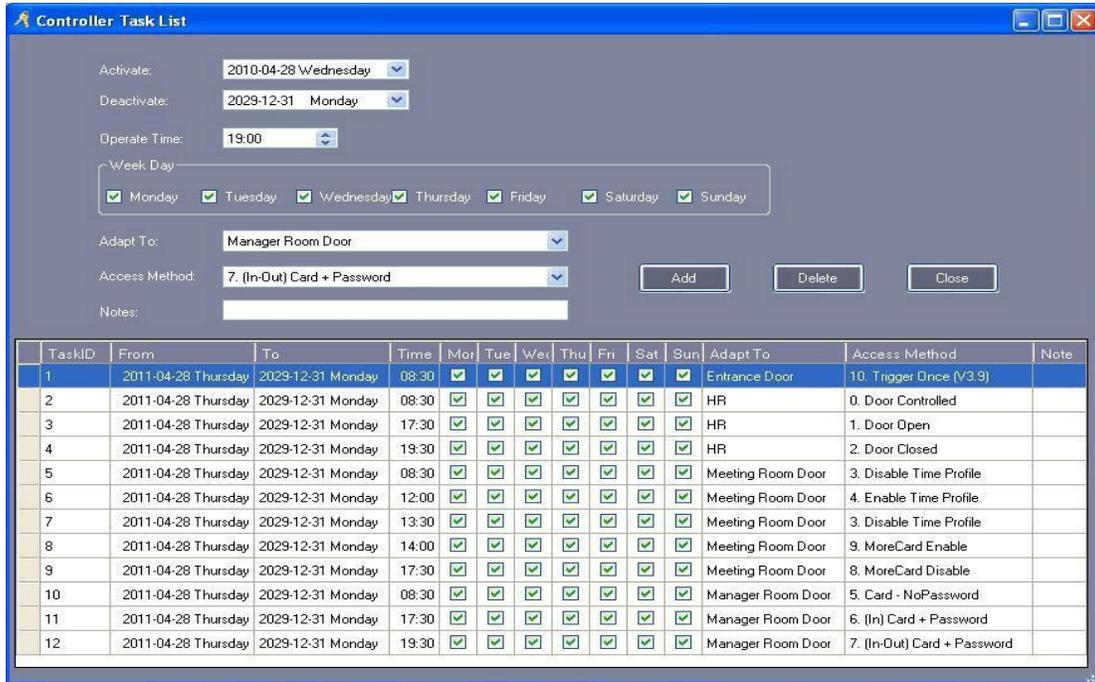
File Configuration Operation One Card Multifunction Tools Help

Getting Started
 Hide When Login
1 Add Controllers By Searching
2 Auto Add Cards By Swiping
3 Add Privileges Allow And Download
Swipe again, Open
Hide

 Configuration

 Operation

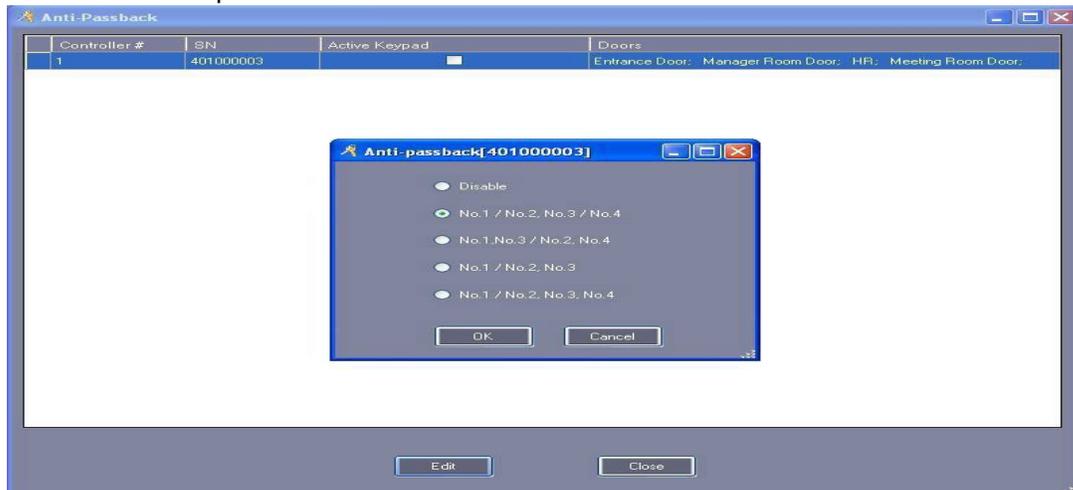
Controllers Department Personnel Access Privilege Time Profile Pwd MGT Inter Lock Task List



3.2.6 Activate Anti Pass Back

Select **【Tools】** - **【Extended Functions】** Put the Password “5678”

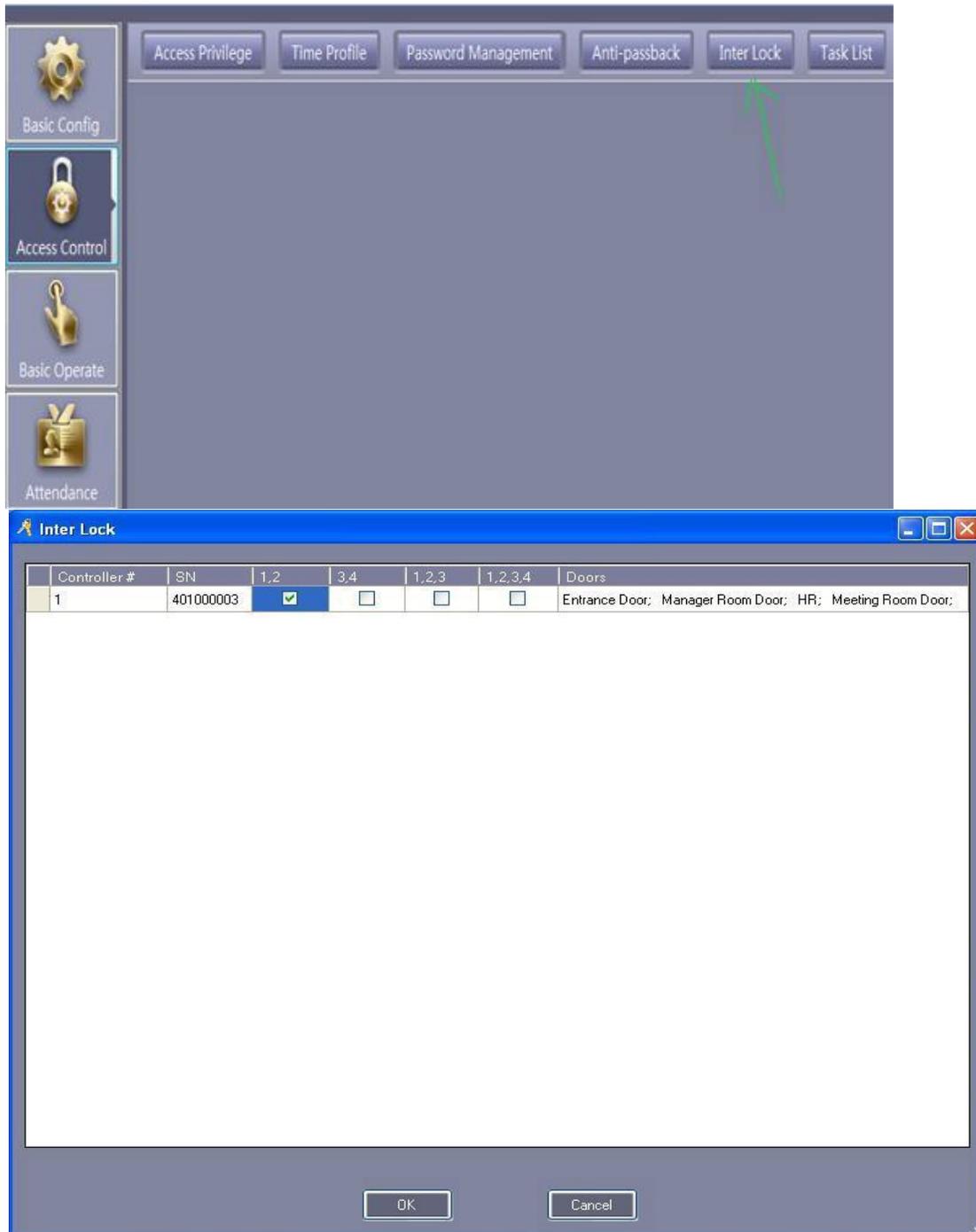
Check the “Anti-passback” Click OK to restart the Software. Then Select **【Access Control】** > **【Anti-passback】**



7.4-3 Multi doors inter lock:

If you have 2 or more doors and want them to lock to each other , Like you have to lock one door , then you can open another door. But You must install magnetic Sensor on the door.

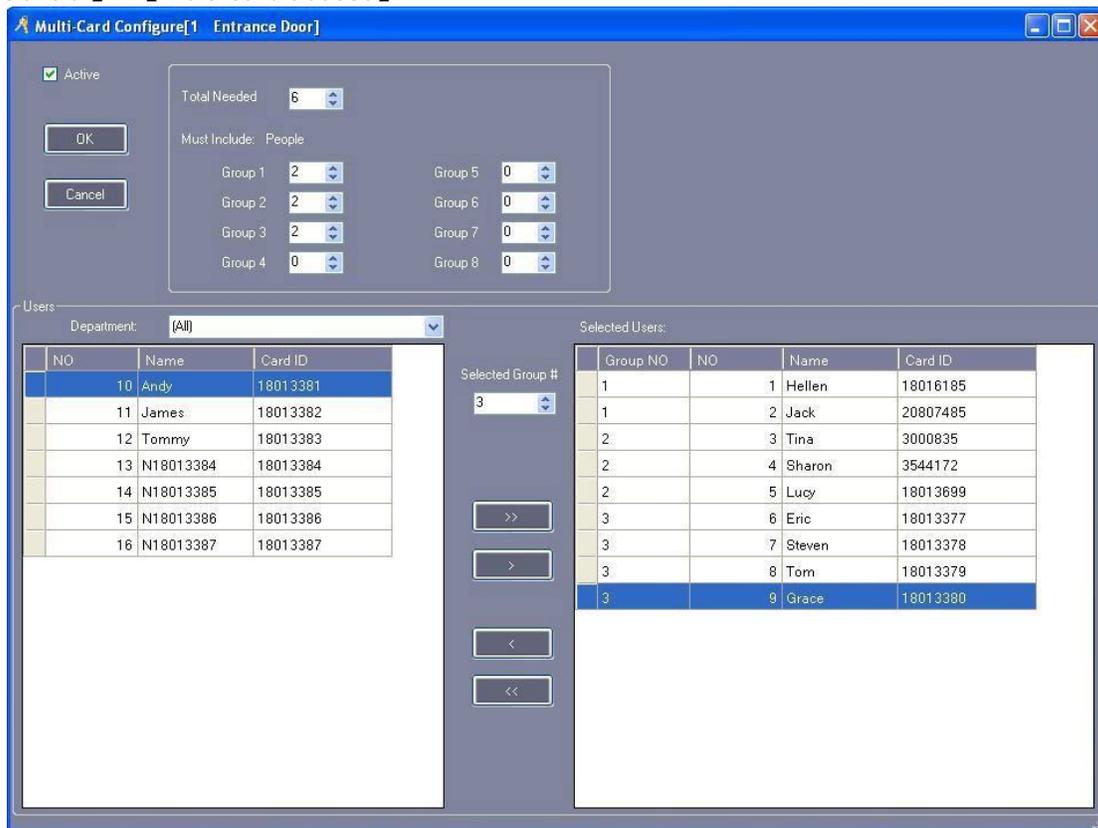
Select **【Tools】 - 【Extended Functions】** Put the Password “5678”
Check the “Inter Lock” Click OK to restart the Software. Then Select **【Access Control】 > 【Inter Lock】**



3.2.7 Activate Multicard Access

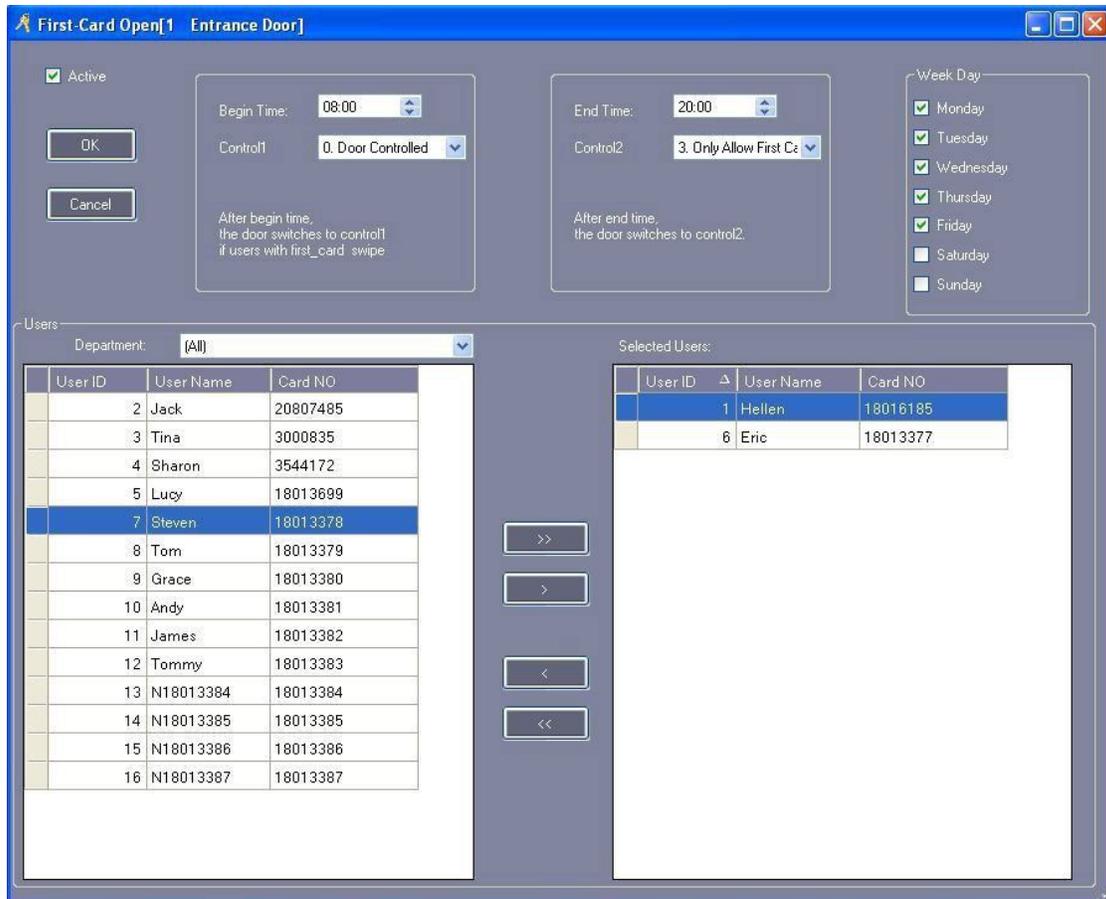
The first group has two persons, the second group has two persons, and the third group has two persons. Each group comes two persons read the card together then allowed to open the door.

Select **【Tools】 - 【Extended Functions】** Put the Password “5678”
Check the “Multi-card access” Click OK to restart the Software. Then Select **【Access Control】 > 【Multi-card access】**



3.2.8 Activate First Card Open

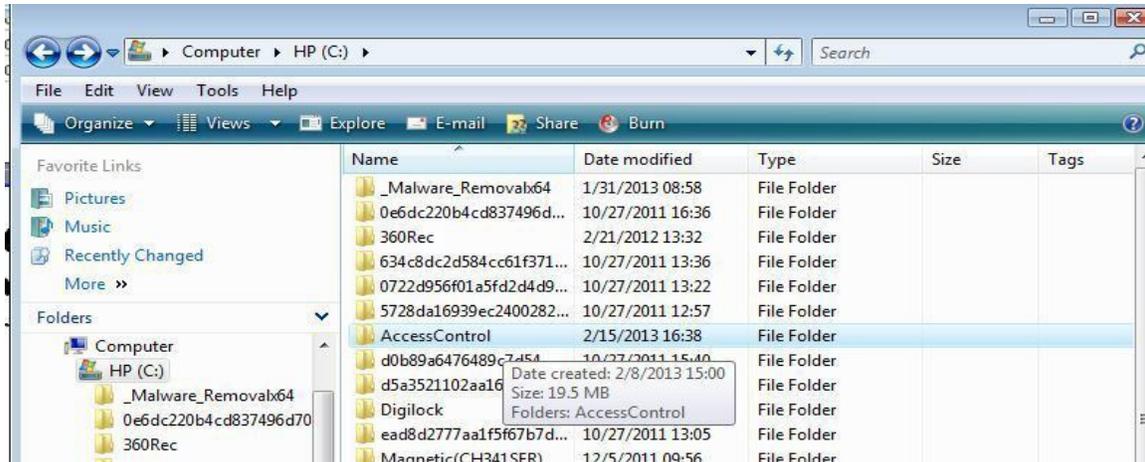
Select **【Tools】 - 【Extended Functions】** Put the Password “5678”
Check the “First Card Open” Click OK to restart the Software. Then Select **【Access Control】 > 【First Card Open】**



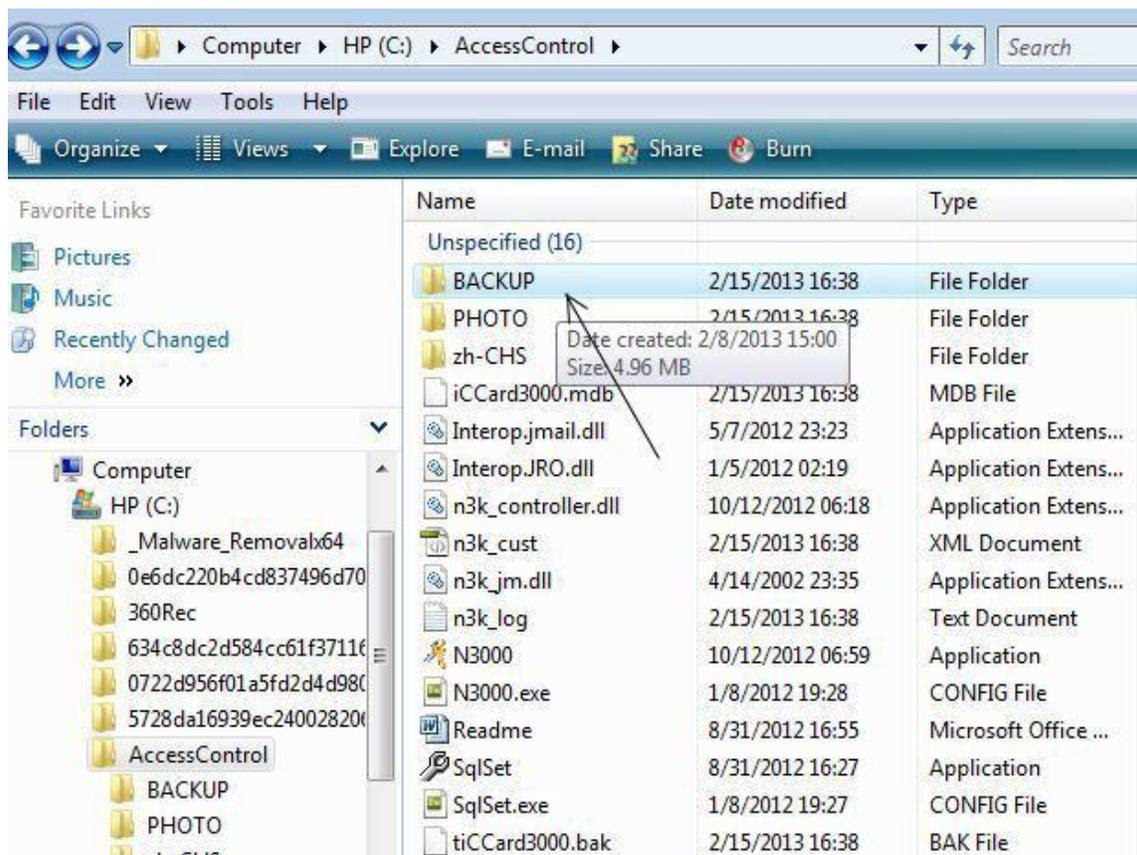
3.2.9 Activate PC Check Access

If you need to enter and exit by the cards, You need to check it to activate this function.
 Select **【Tools】 - 【Extended Functions】** Put the Password “5678”
 Check the “Activate PC Check Access” Click OK to restart the Software.

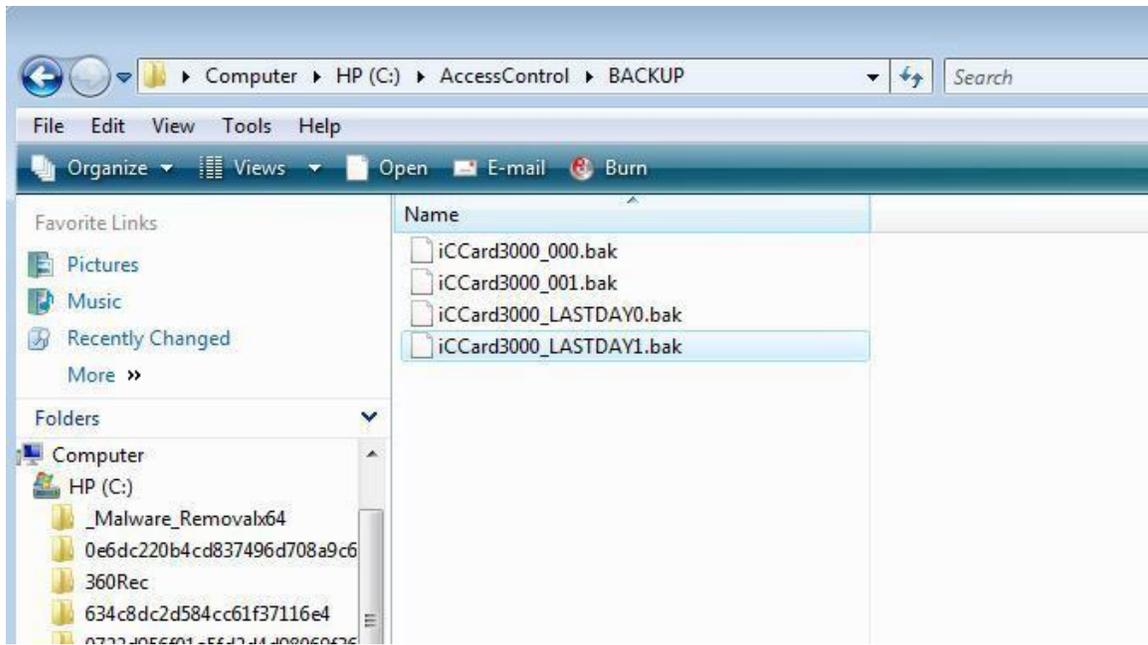
If you install the software to a new PC and want to transfer the existing data to the new software , You have to do following steps:
 Go to your old PC and click C: Drive then find the folder “Access control” Click to open it.



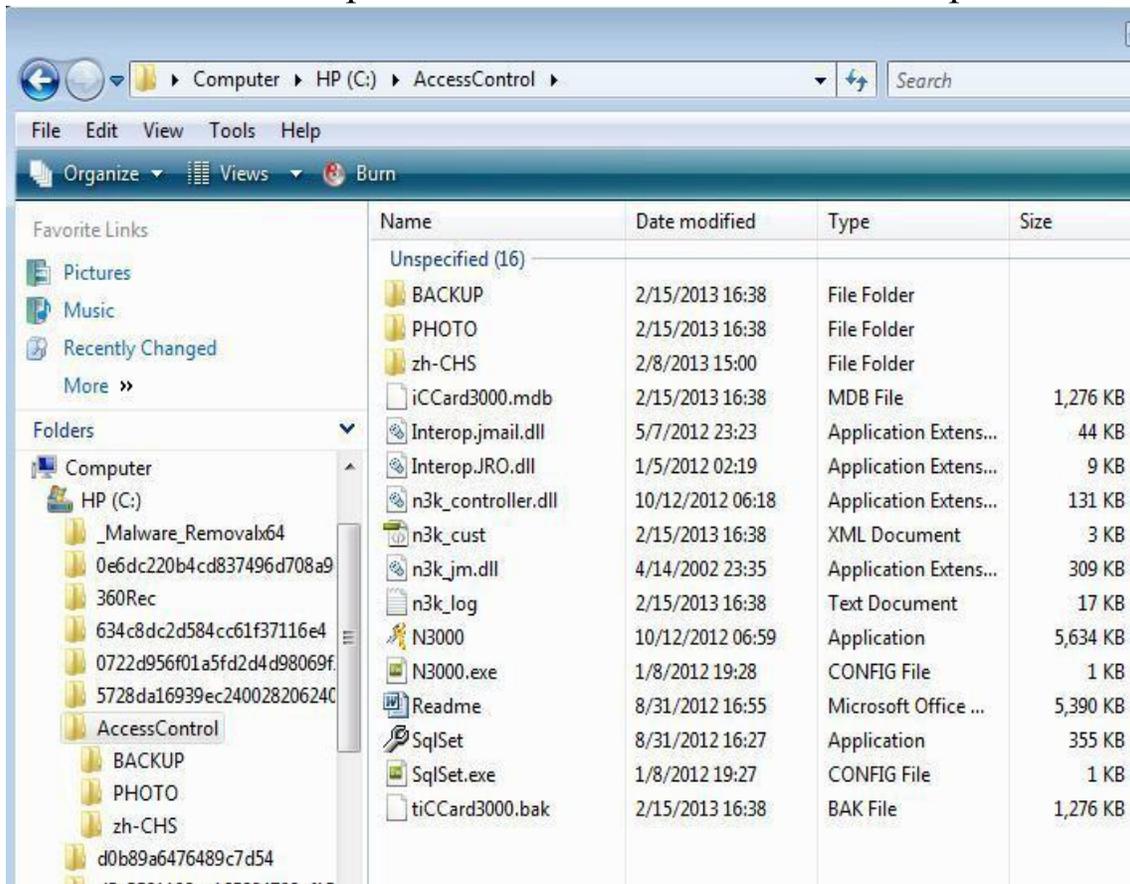
Then Double Click “backup”



Find the latest back up data, Then Right Click it select Copy. After that to paste it to USB memory or CD . Then Change the Name from .bak to iCCard3000.mdb. Right Click it then Copy it.



Then go to your new PC to Open C: Drive to open the “Access control” folder then paste the iCCard3000.mdb file to replace It.



If you want to use more functions about this system, Please read Another User Menu on CD in details.

Important :

We recommend you to backup your access control software everyday. In case your computer crashed .

If your software requires registration code, The Registration is “2004”

