# 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.

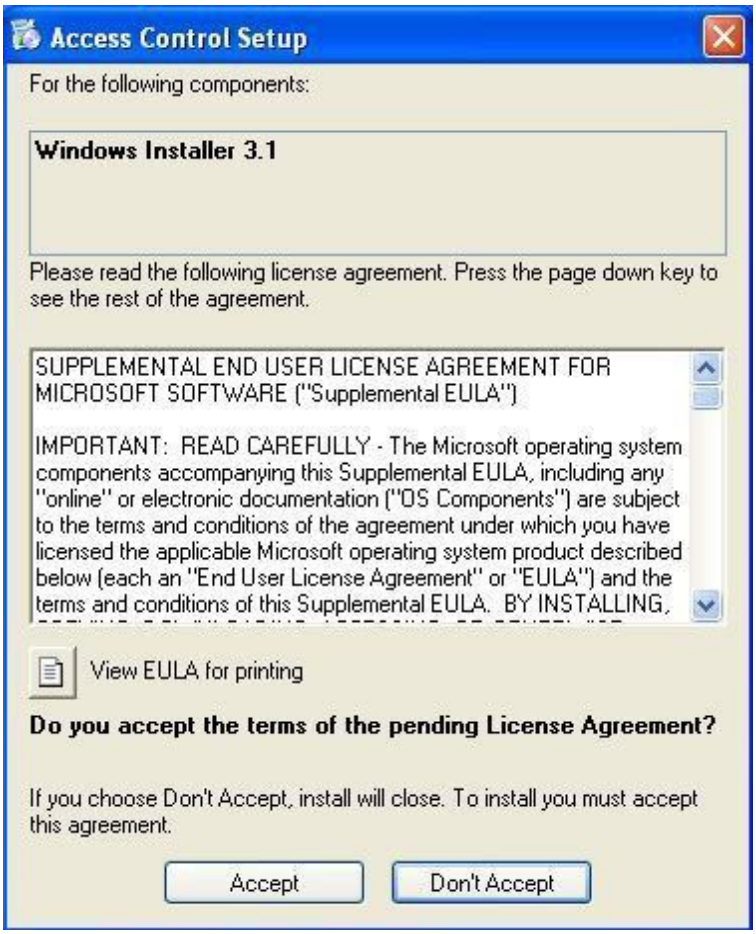
## 1.3 Operating system supported by software

Windows XP SP3
Windows 7
Windows 8
Windows Server 2003 SP2
Windows Server 2008
Windows Server 2008 R2

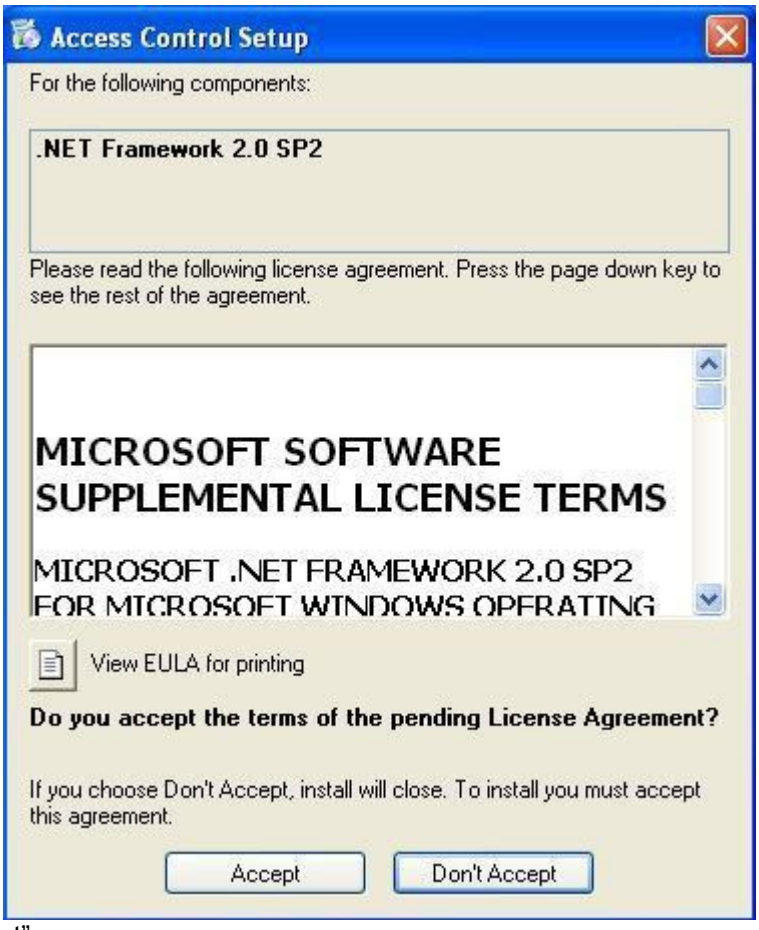
## 1.4 Software setup

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

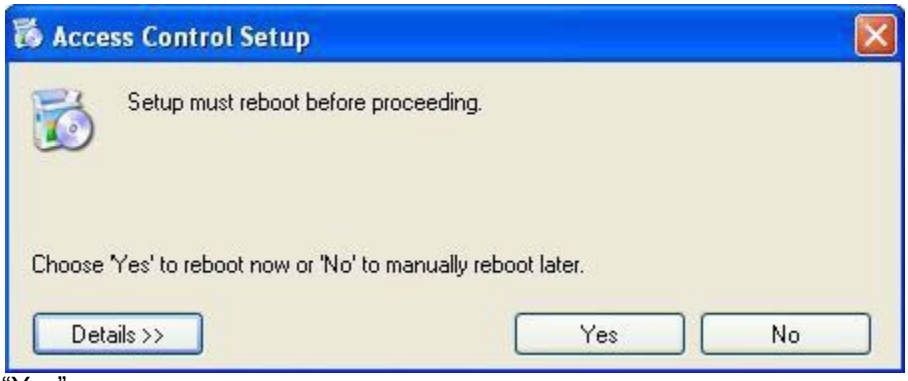
Click "English"




Click “Accept”




Click “Accept”

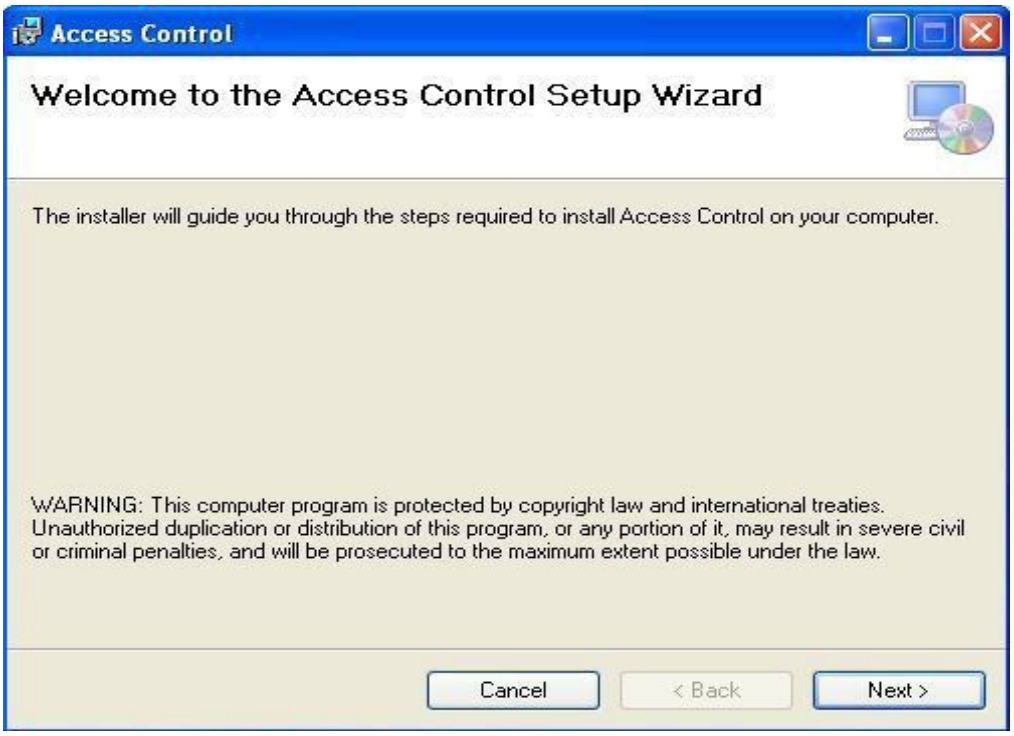



Click “Yes”

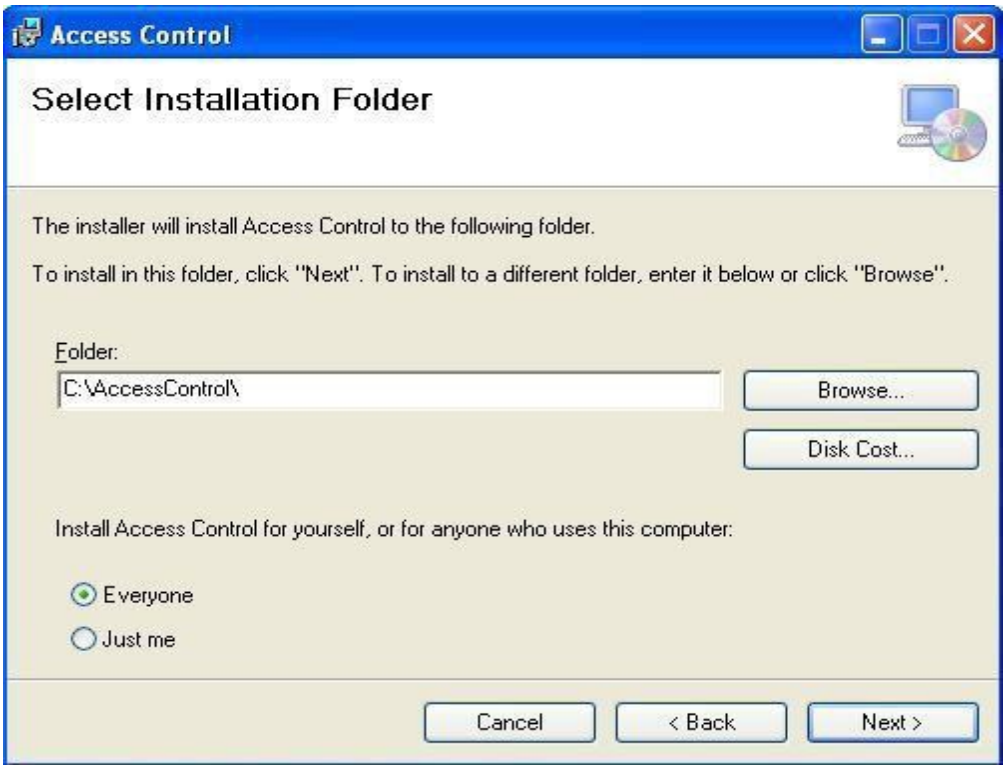
If the error occurs, need to install xp sp3. then install the software.

"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.

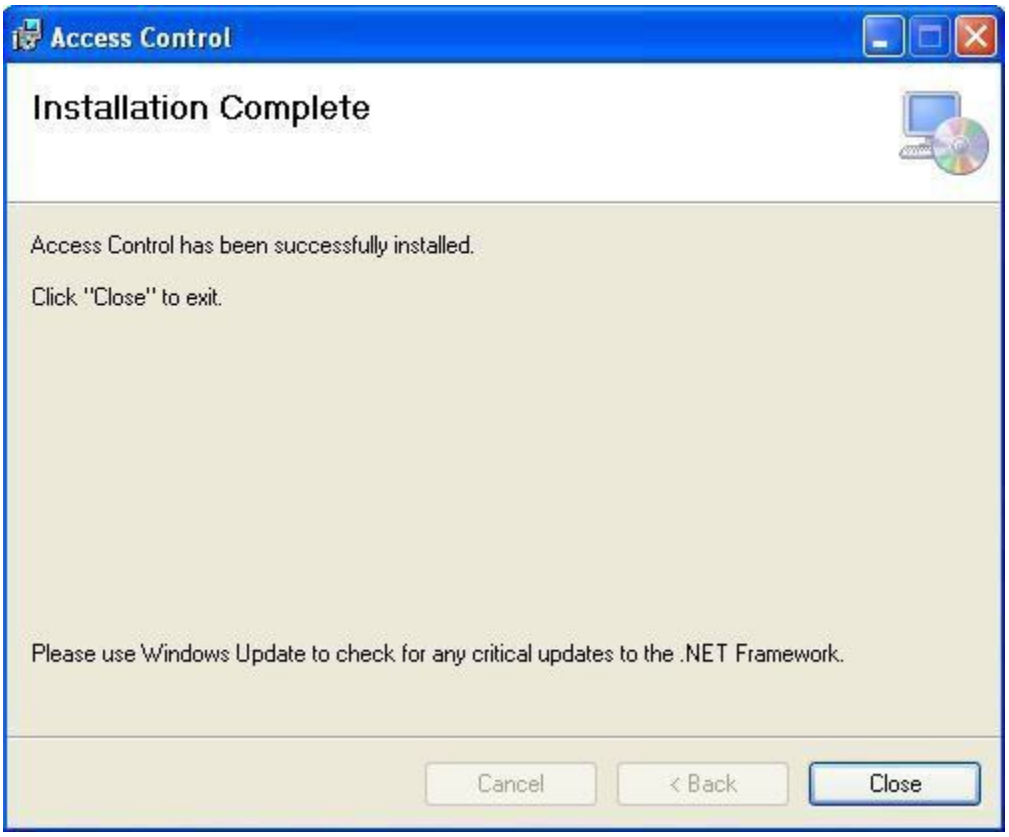
The system will enter into next step for you to install Access Control , if your computer has installed it.




Click “Next”




Click “Next”

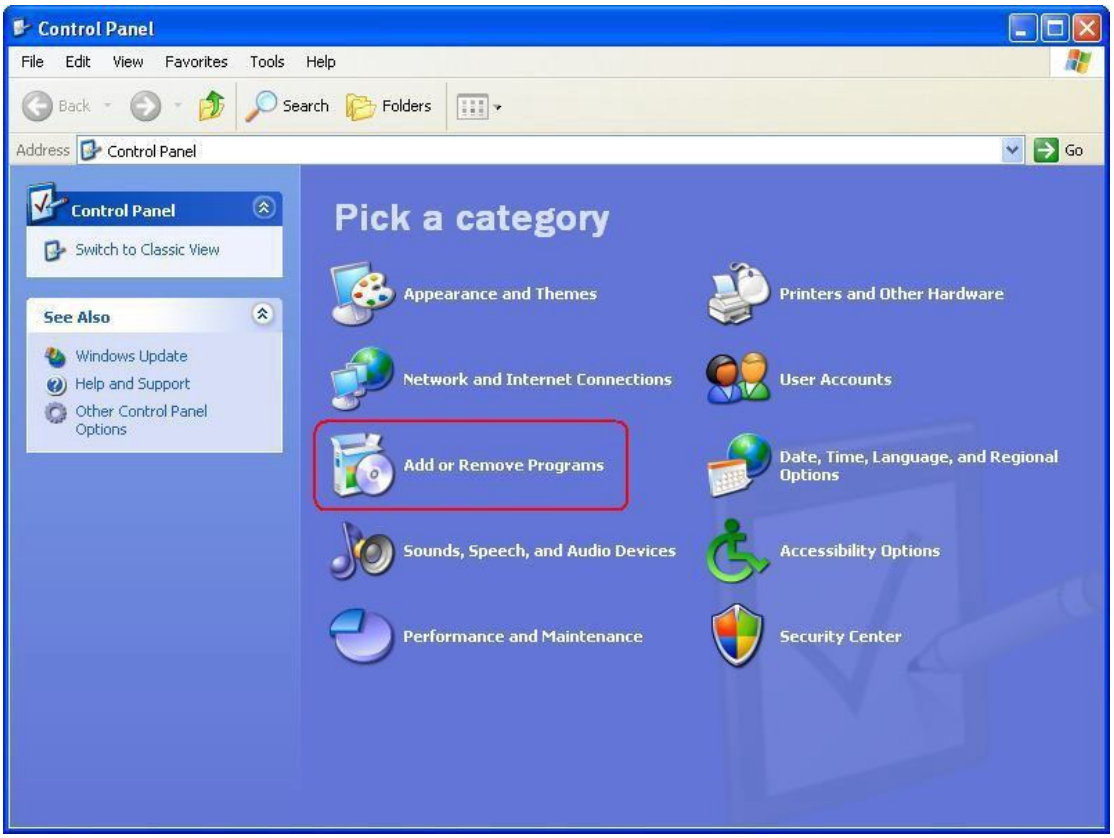



Click “Close”

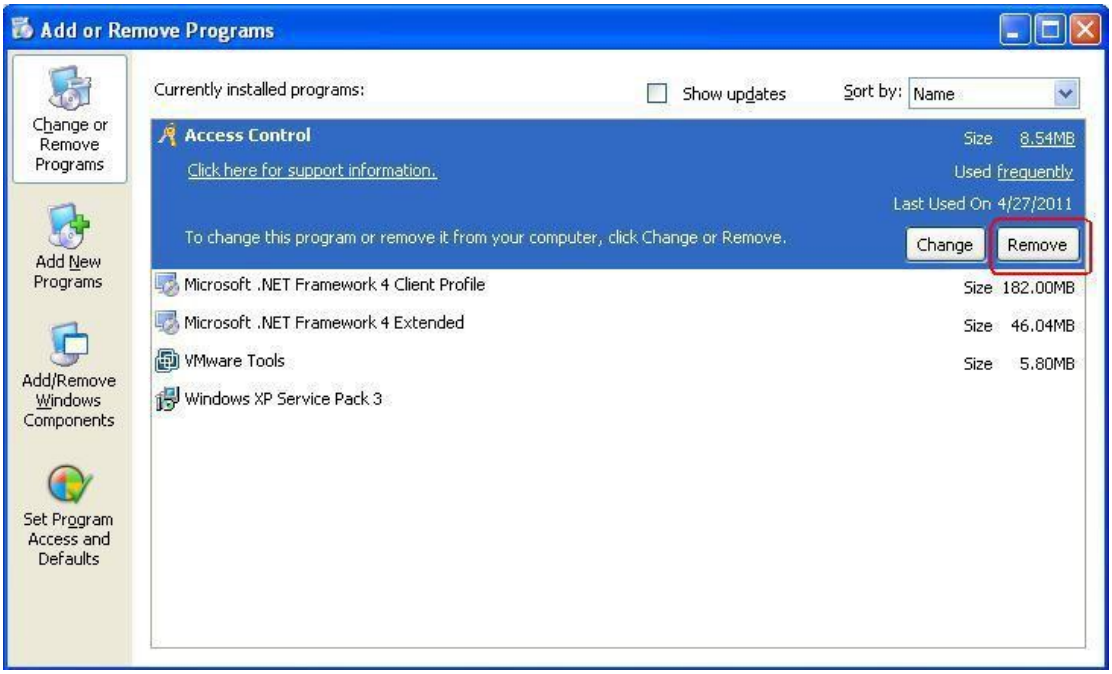
After the installment completes, The will created automatically and display in computer screen.

## 1.5 Software Remove

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



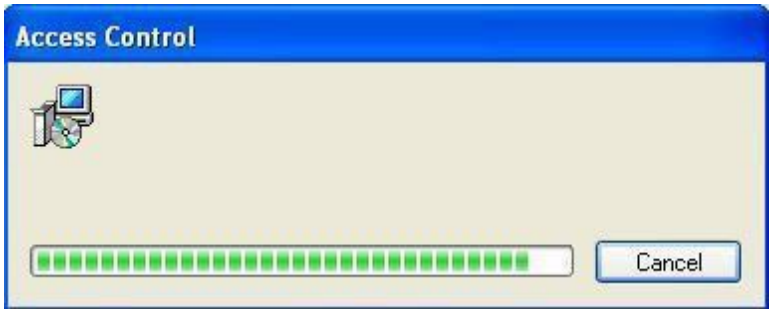

Click “Add or Remove Programs”




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

Add or Remove Programs
Are you sure you want to remove Access Control from your computer?
Yes
No

Click “Yes”

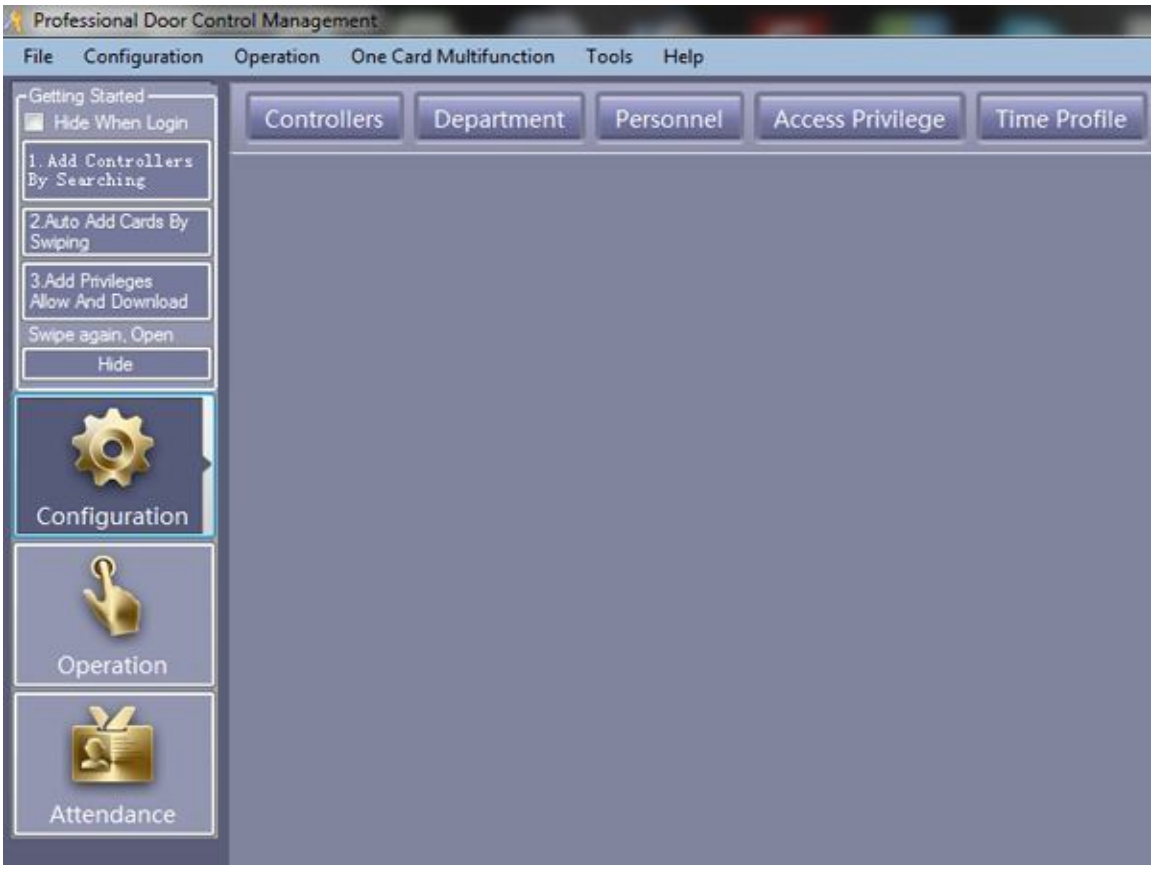

Access Control
Cancel

# 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:

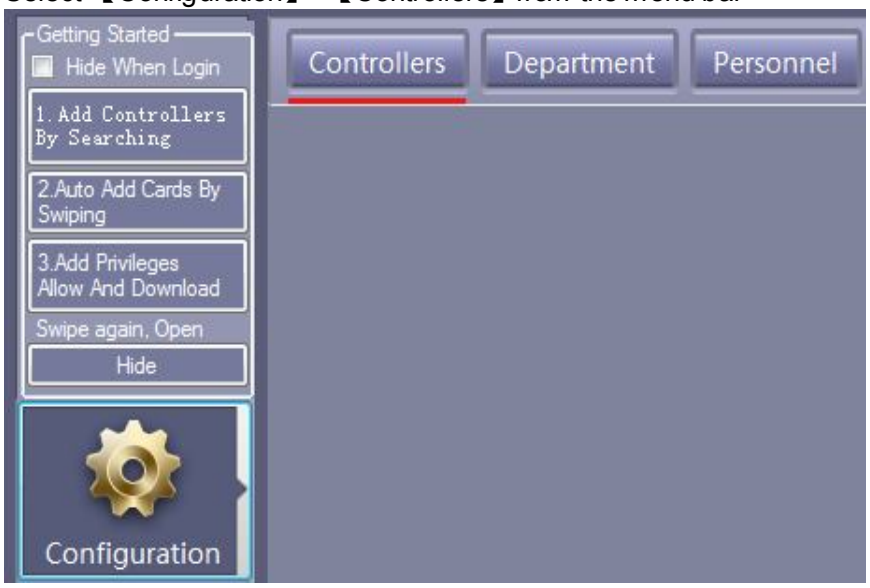
**The default user name is " abc ", the password is "123".**
It is recommend to change the user name and password at the first use.



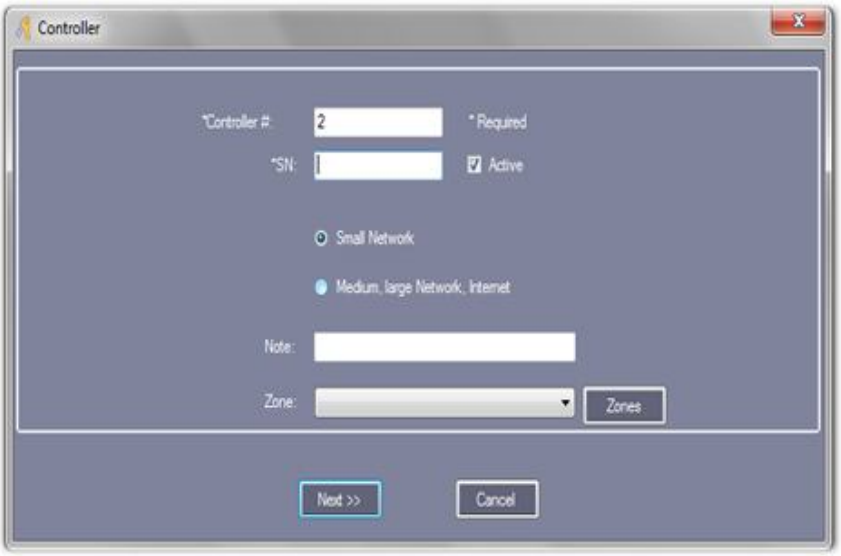
## 2.2 Parameter Settings of Equipment

### 2.2.1 Add/Set up Controller

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




click the "+ NEW" to add the controllers into system.



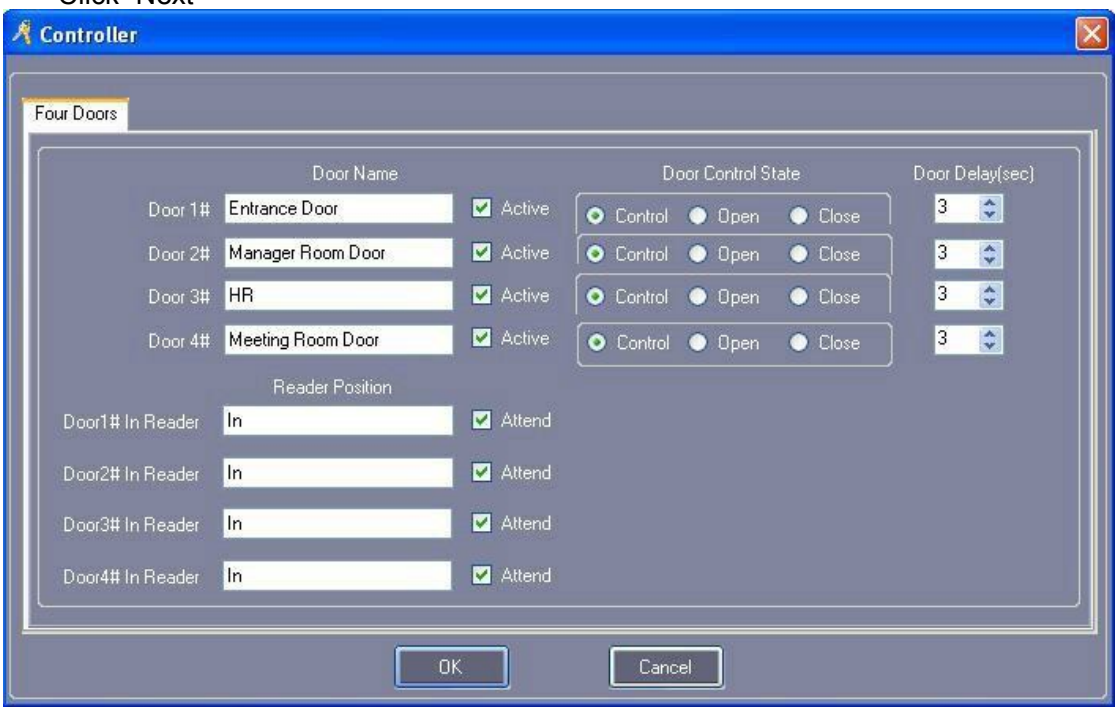

The product S/N (namely each controller serial number) may check on the PCB's label S/N:********* on the controller board.

Attention: If the product S/N which you writed 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

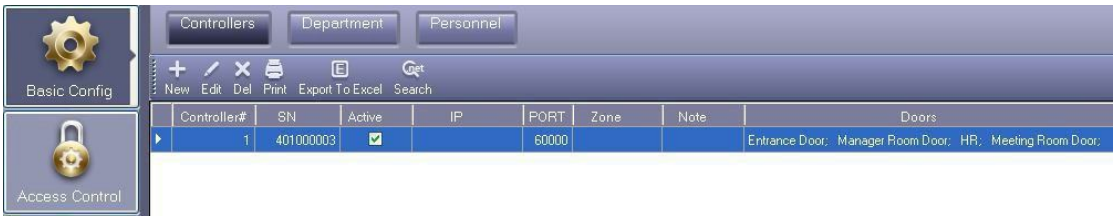
Medium, large scale LAN, or Internet: Support TCP/IP communication for different network segment controllers.

Click “Next”

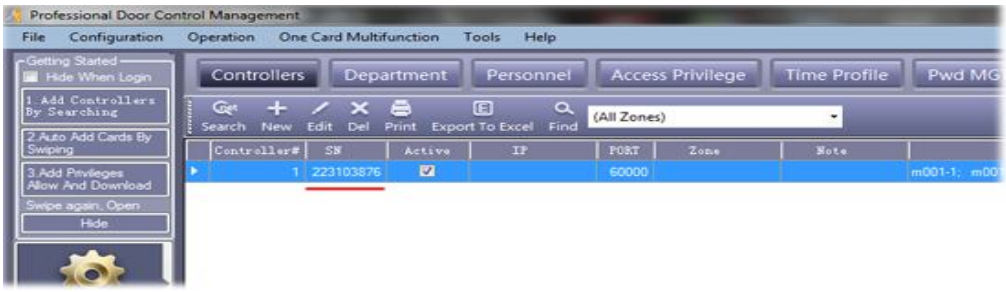


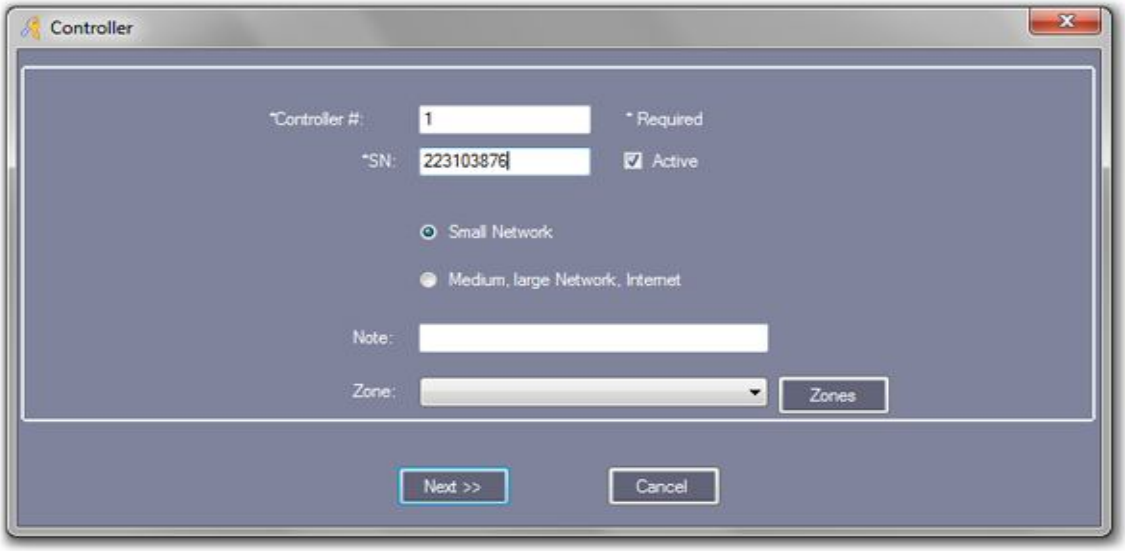

“Door Name” and “Reader Position” can be modified
Door Delay Time (Second) can be changed.
Mark “Active”: by ✔, the control console will display each door; otherwise, it won’t display.
Mark “Attend”:by ✔, the records on card reader can be used as attendance records; otherwise, it cann’t.

Click “OK”

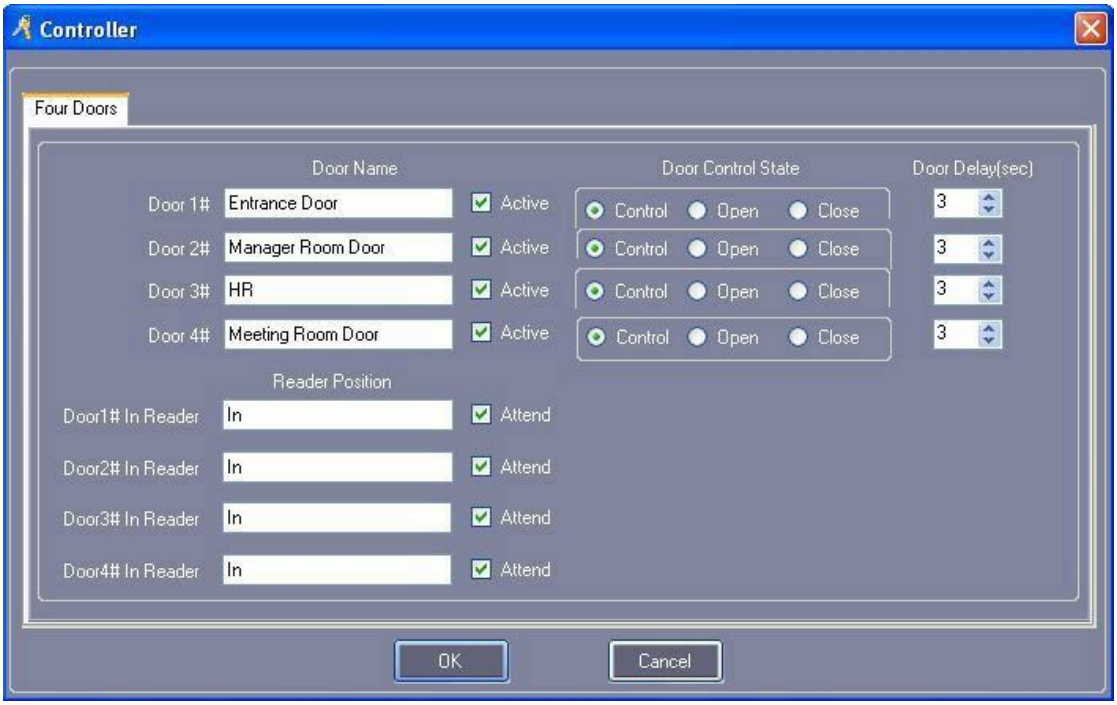



NOTE: IF you want to keep the door always open or Close, Please follow below steps:
Select 【Configuration】Then click Controllers > Double Click Highlighted S/N #



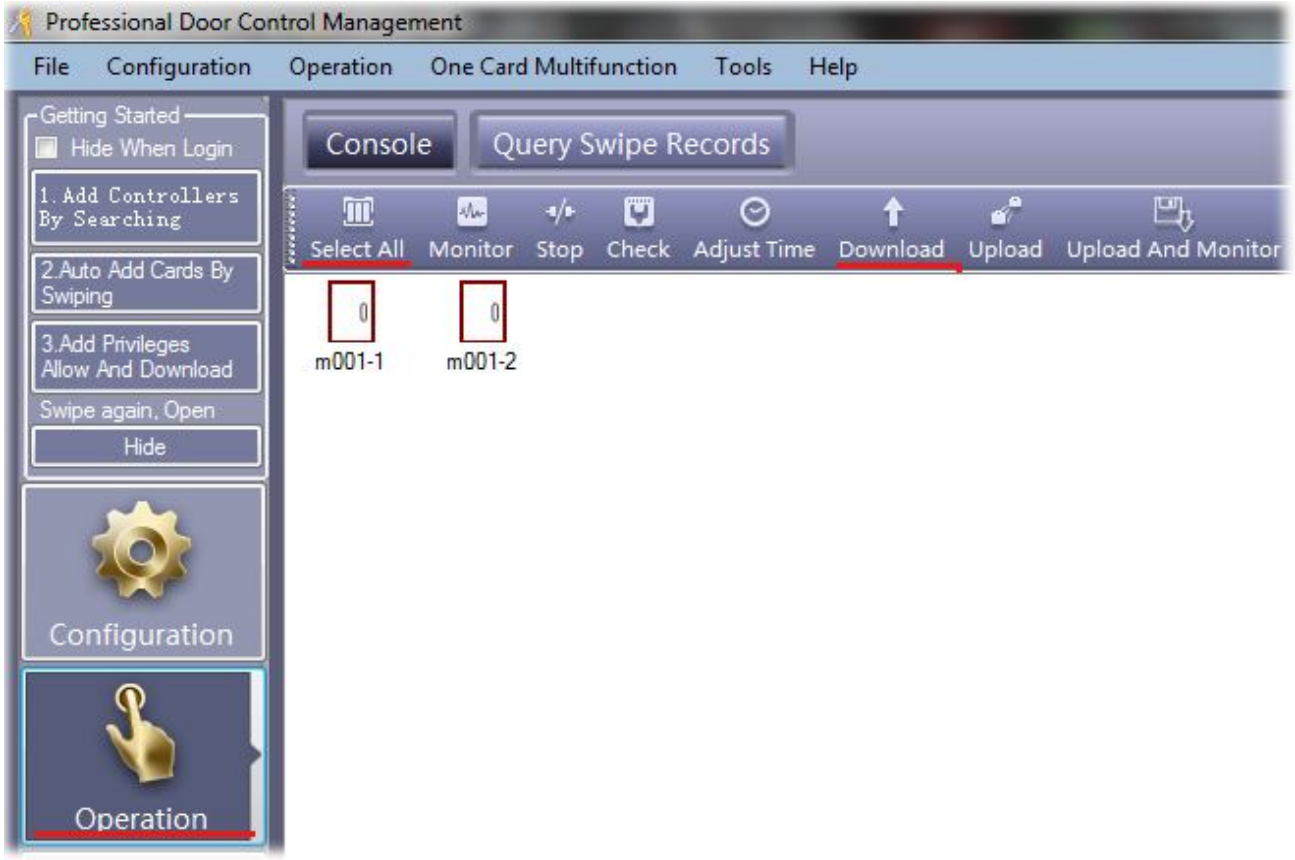




Click Next




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

Then Click >Operation > Click Sellect All > click Download

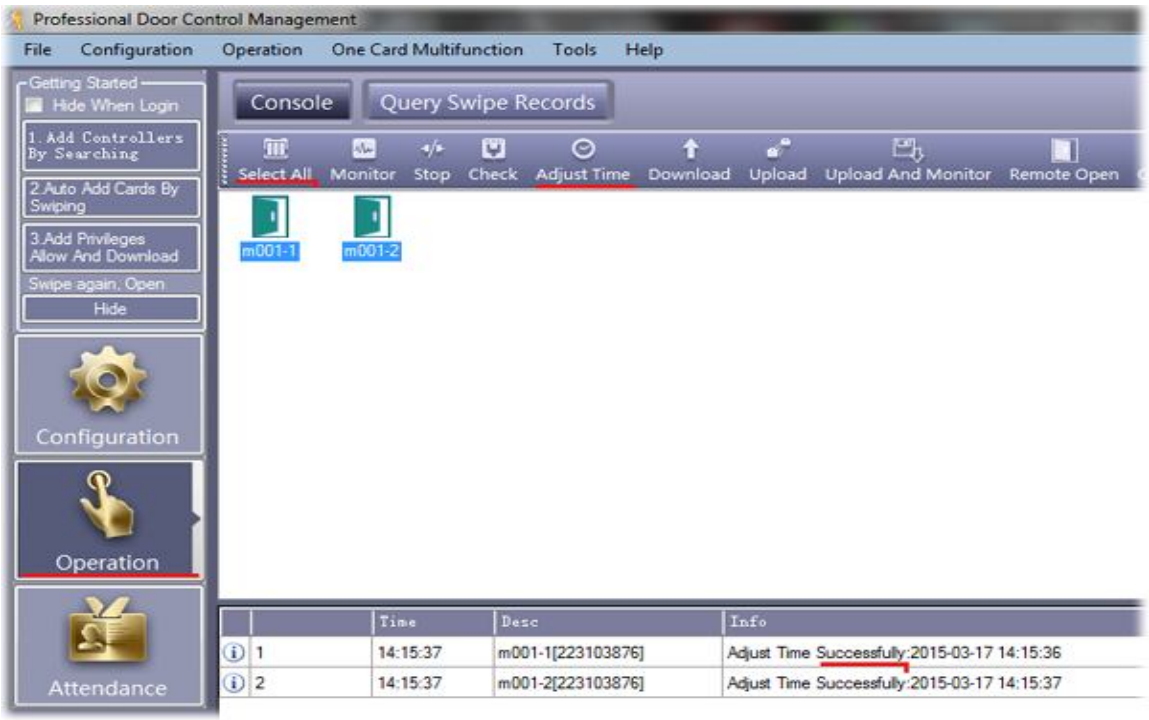



***Do not forget to change it back after changed.

## 2.2.1B Adjust Time

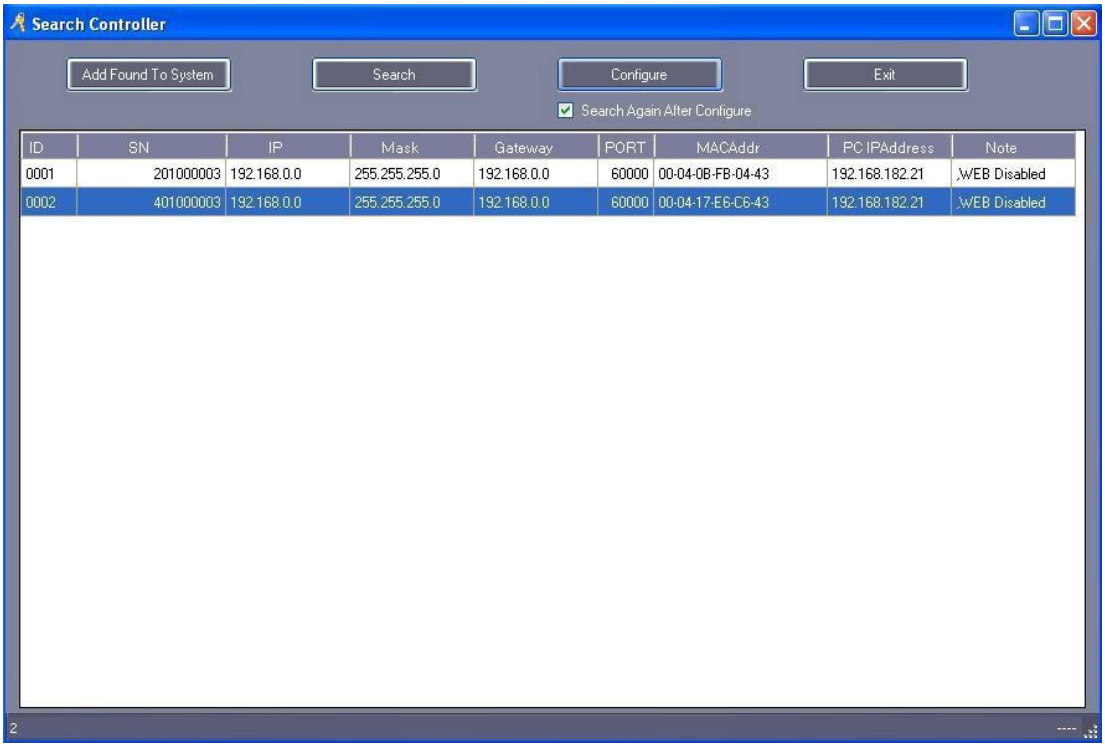
After first time to download software , You need to adjust time on software to let the access control board time to match your computer time.

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



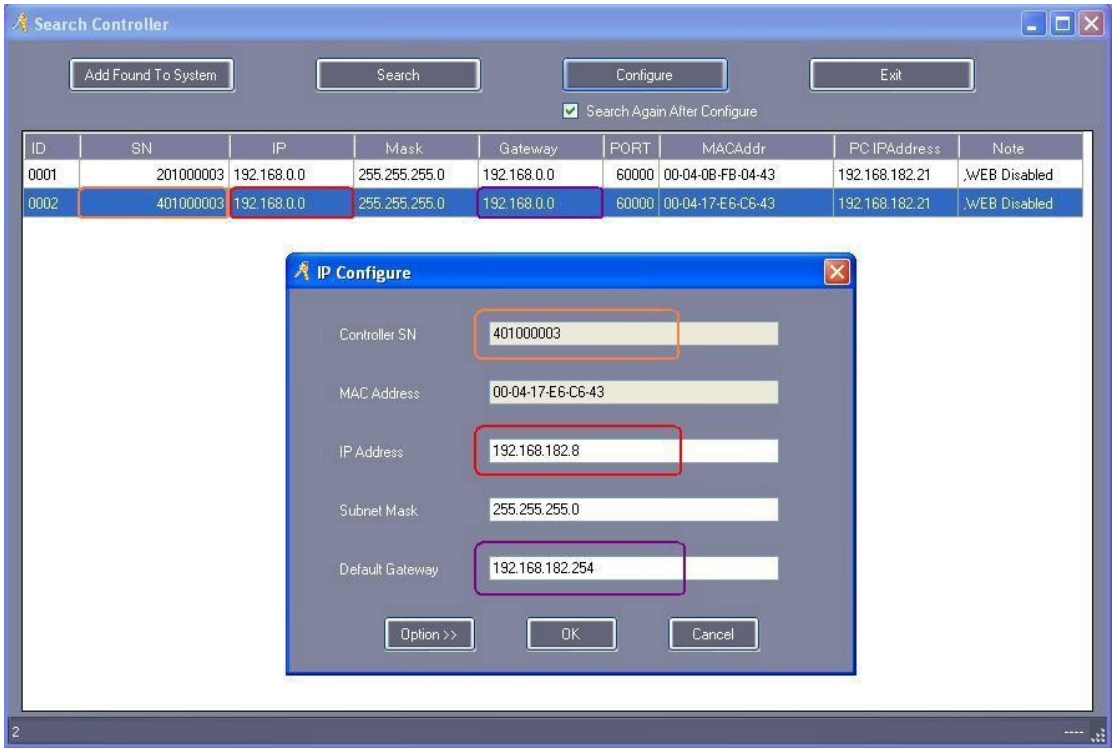

## 2.2.2 IP setting of Controller

Select【Configeration】>【Controllers】>【Search】

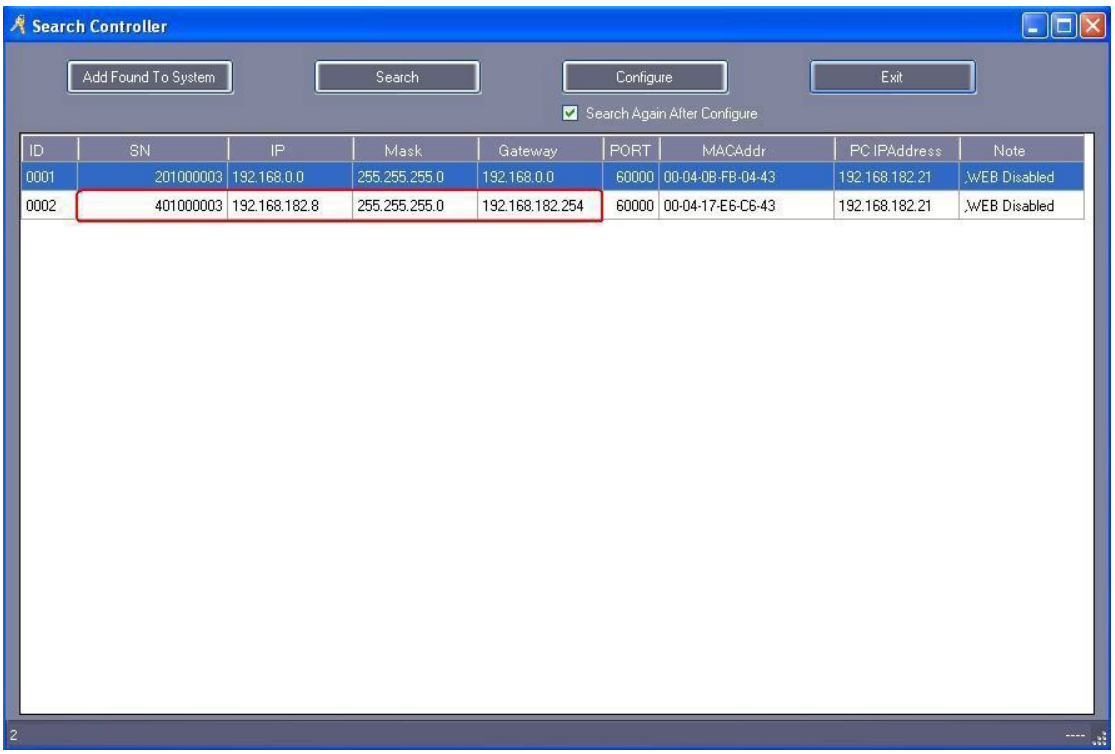


Search need take around 5 Seconds. Click

“Configure”



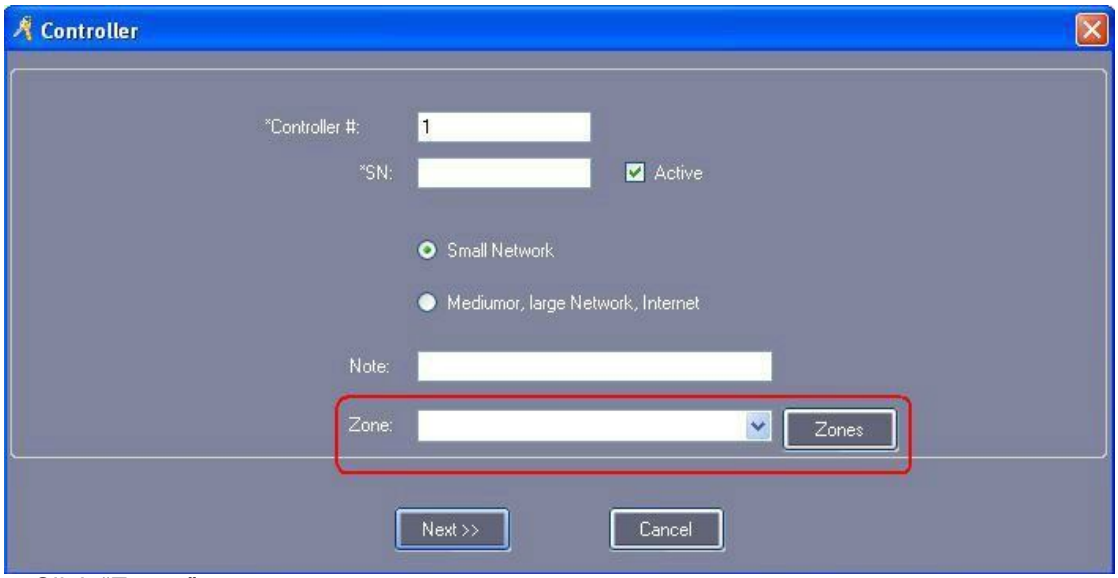

Click “OK”



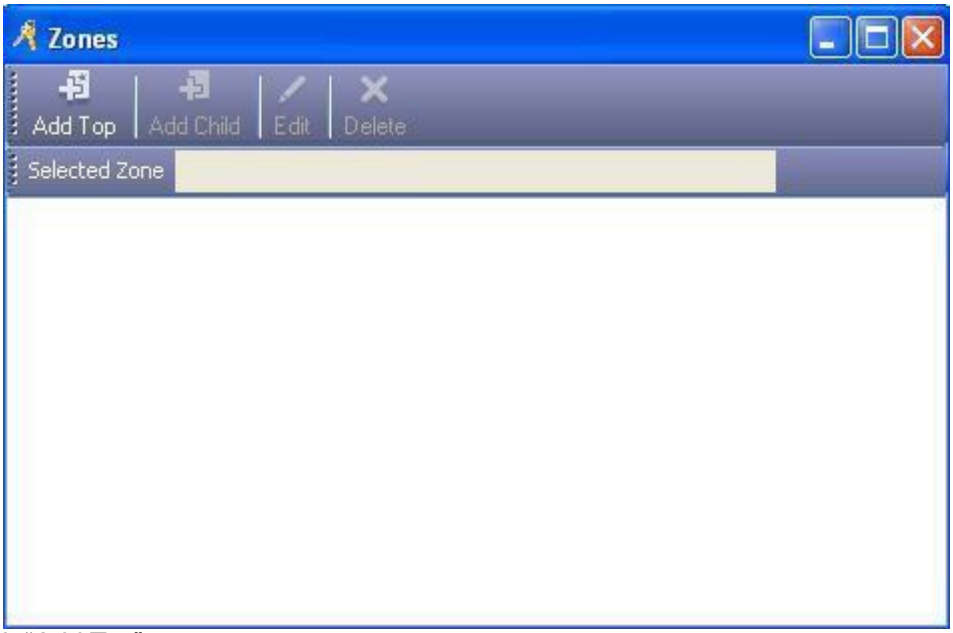

If you do not know your Network IP, Please click start on the right bottom corner of your computer. Then click RUN , then type CMD, Then Type ipconfig. You can find your IP , Subnet Mask and Default Gateway there.

## 2.2.3 Controller Zone

Select【Configeration】>【Controllers】>【New】

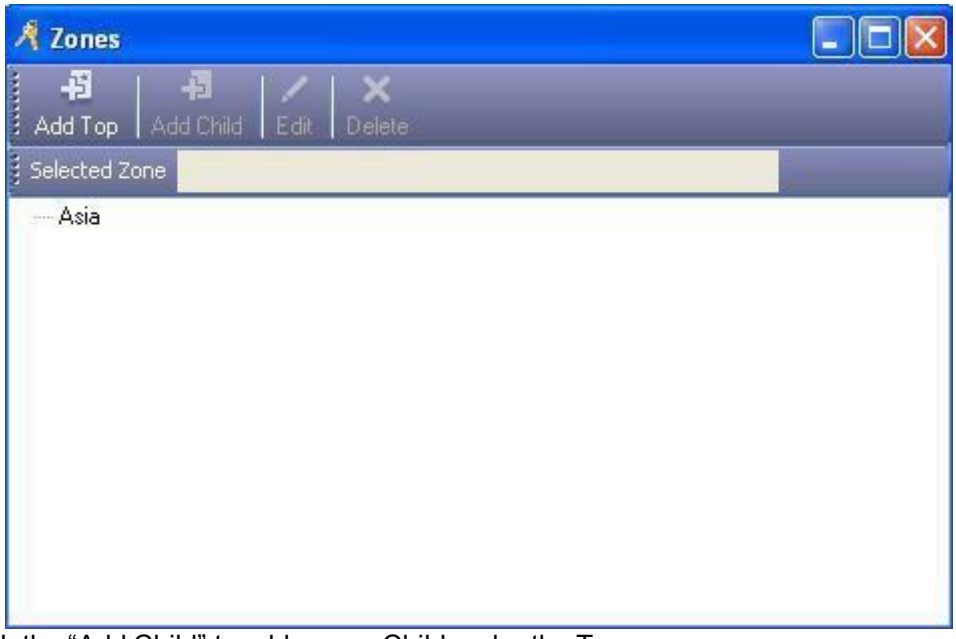



Click “Zones”



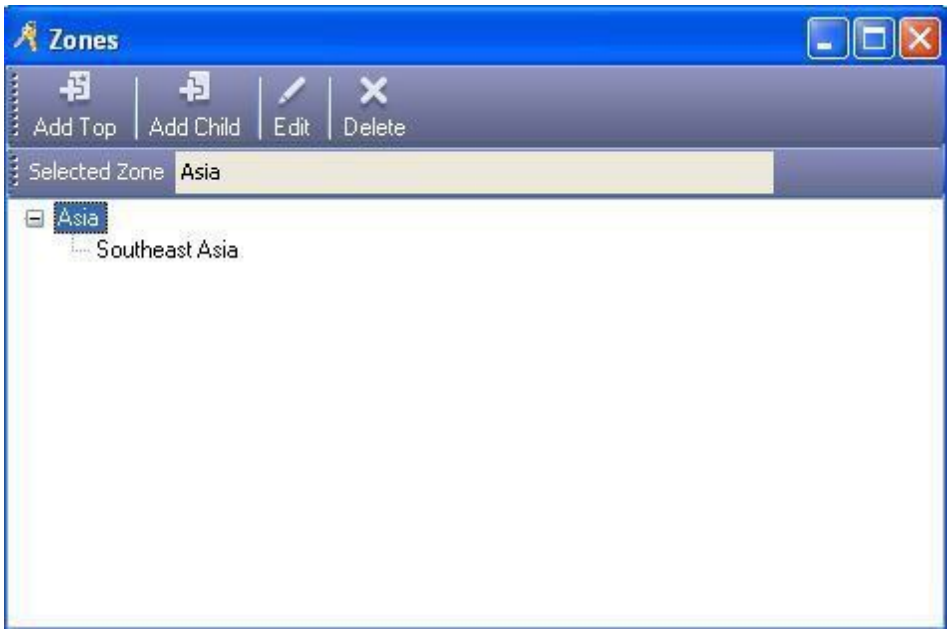

Click “Add Top”

Click “OK”

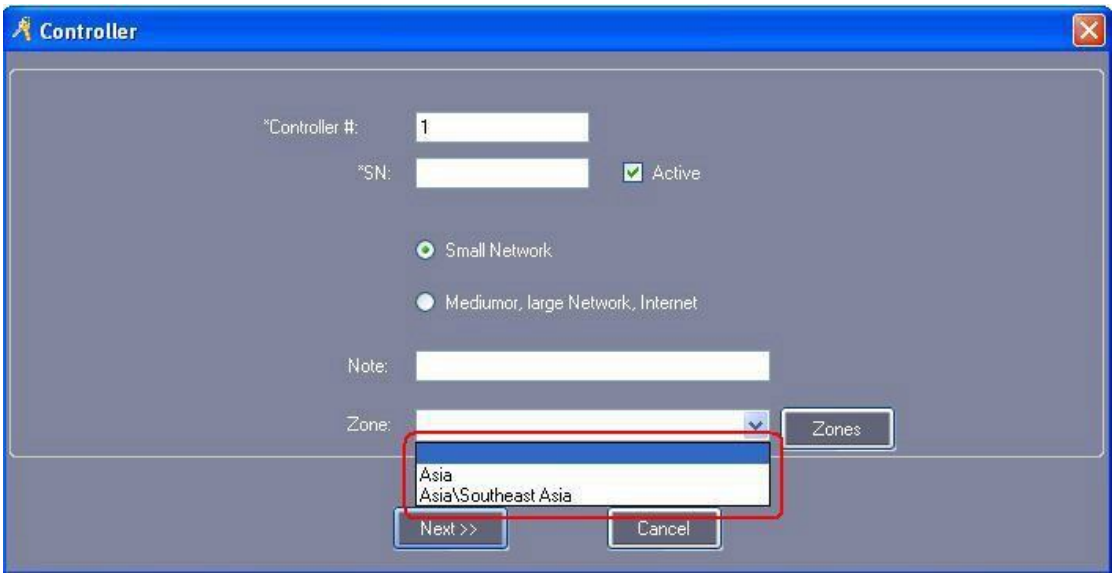



Click the “Add Child” to add a new Child under the Top.

Click “OK”



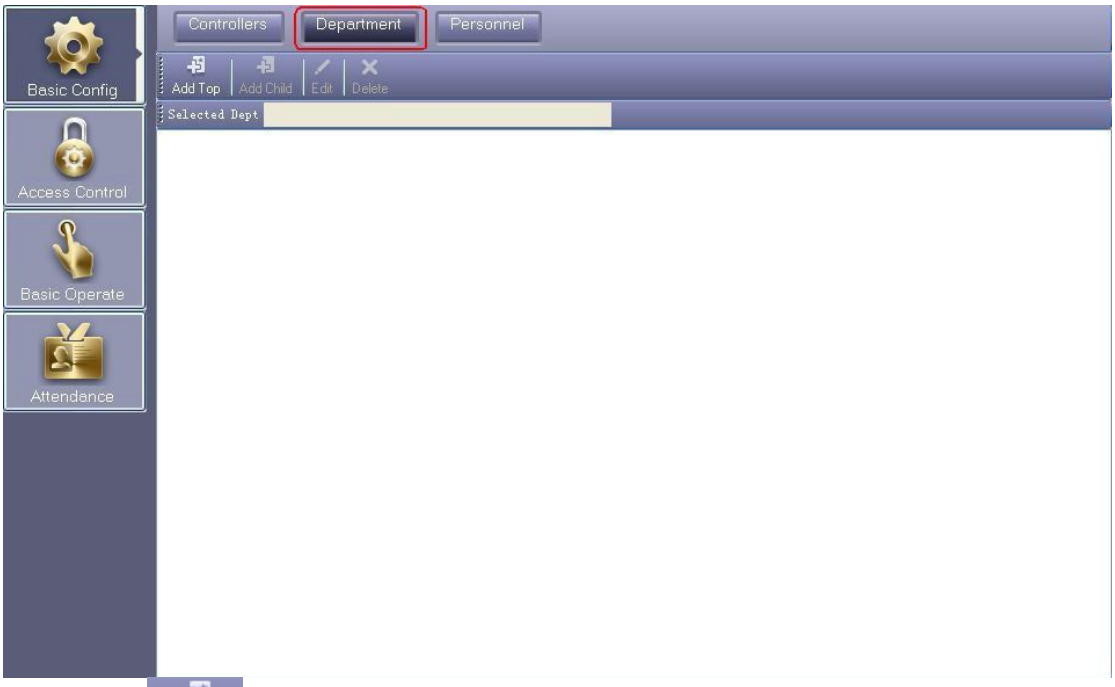
Click




## 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”

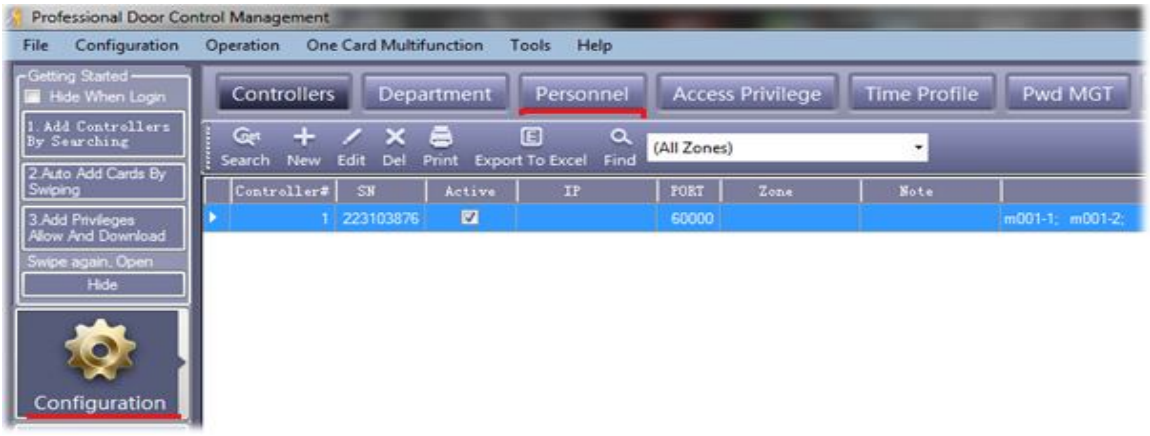
Click the

to add a new Child under the Top.

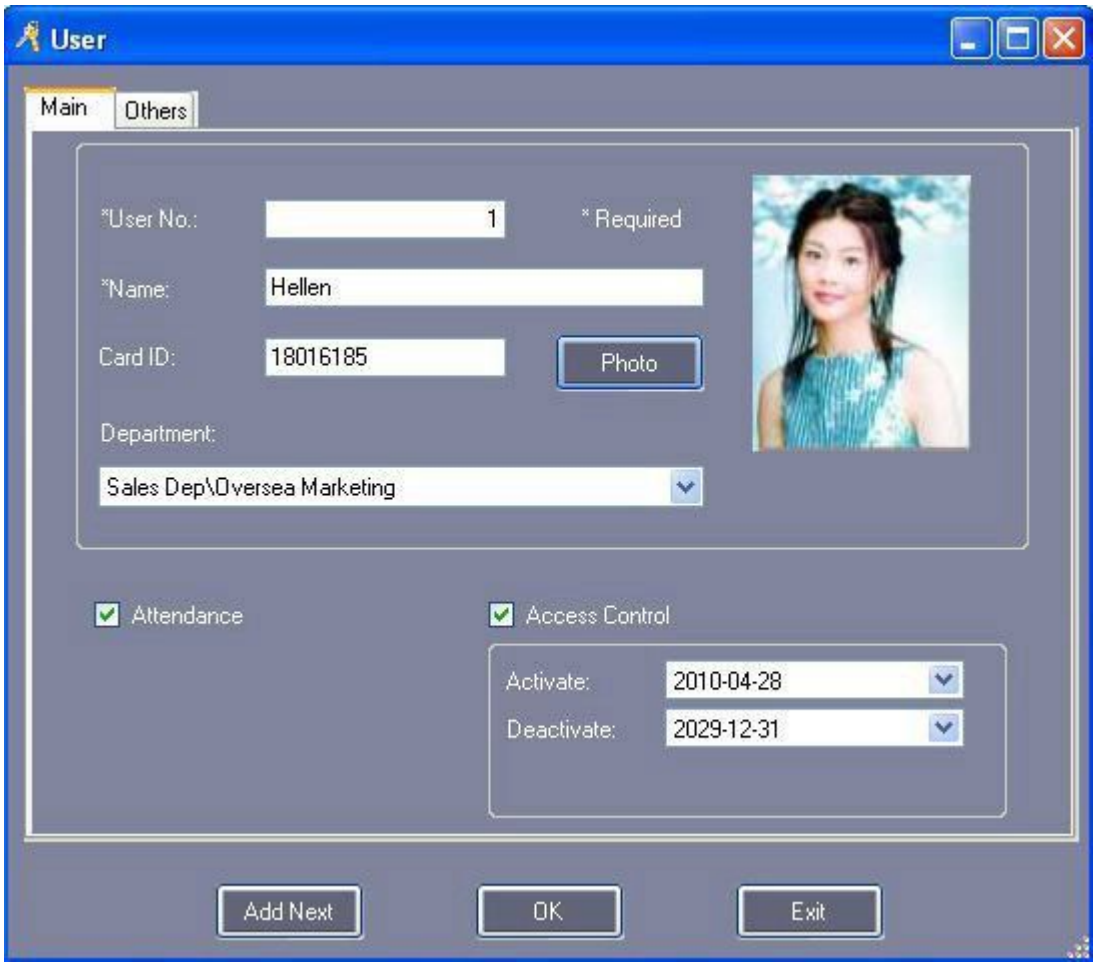
Click “OK”

## 2.3.2 Add and Edit a User

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




Click “Add” to add users




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

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

Add Next 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

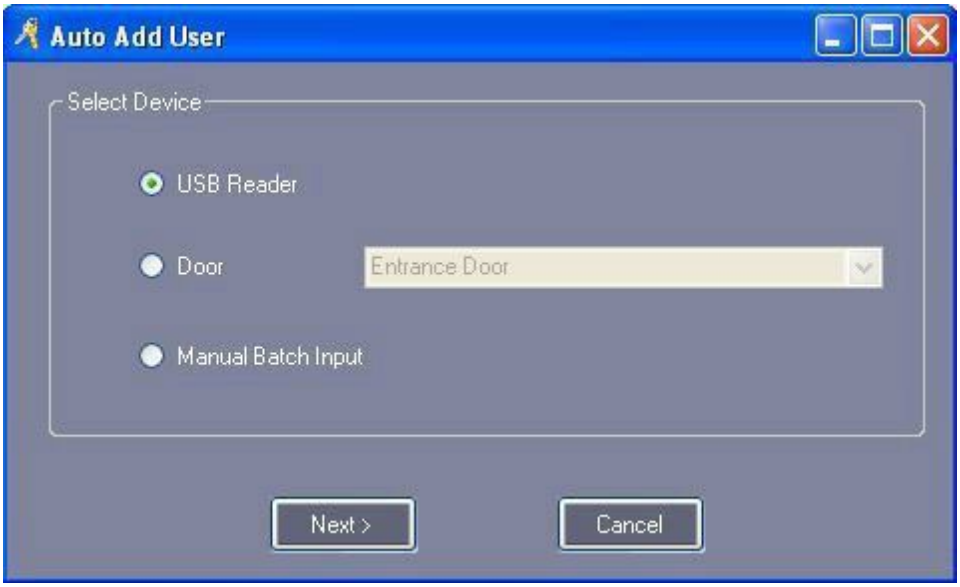
you input the next user's information.

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

User "Others" information

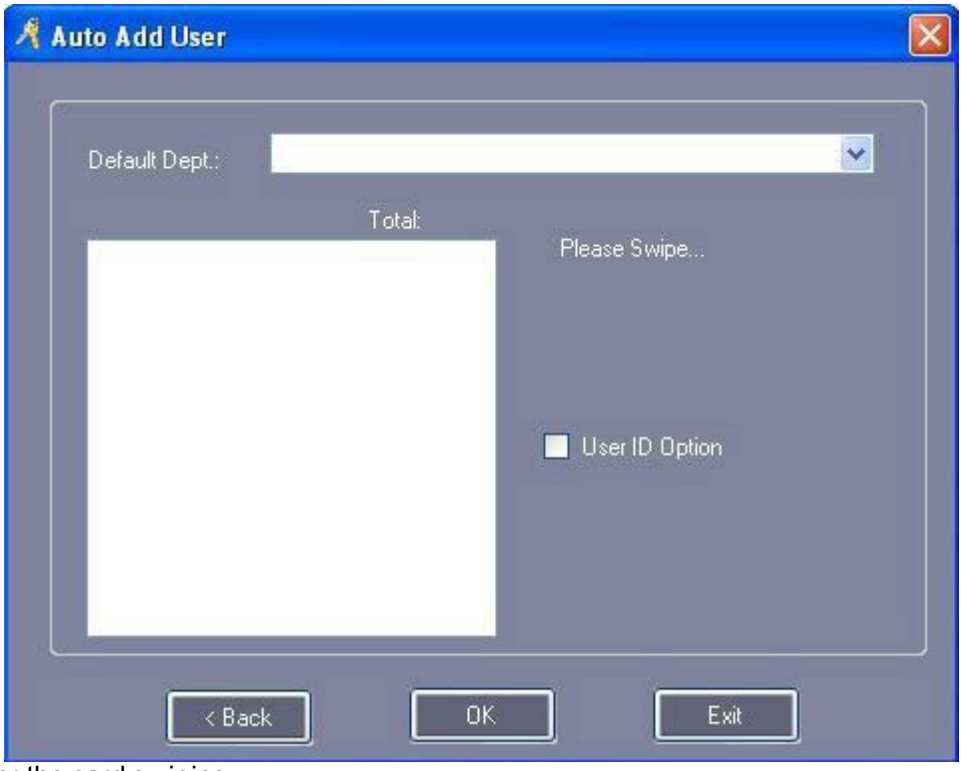
## 2.3.3 Auto Add the registration card

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

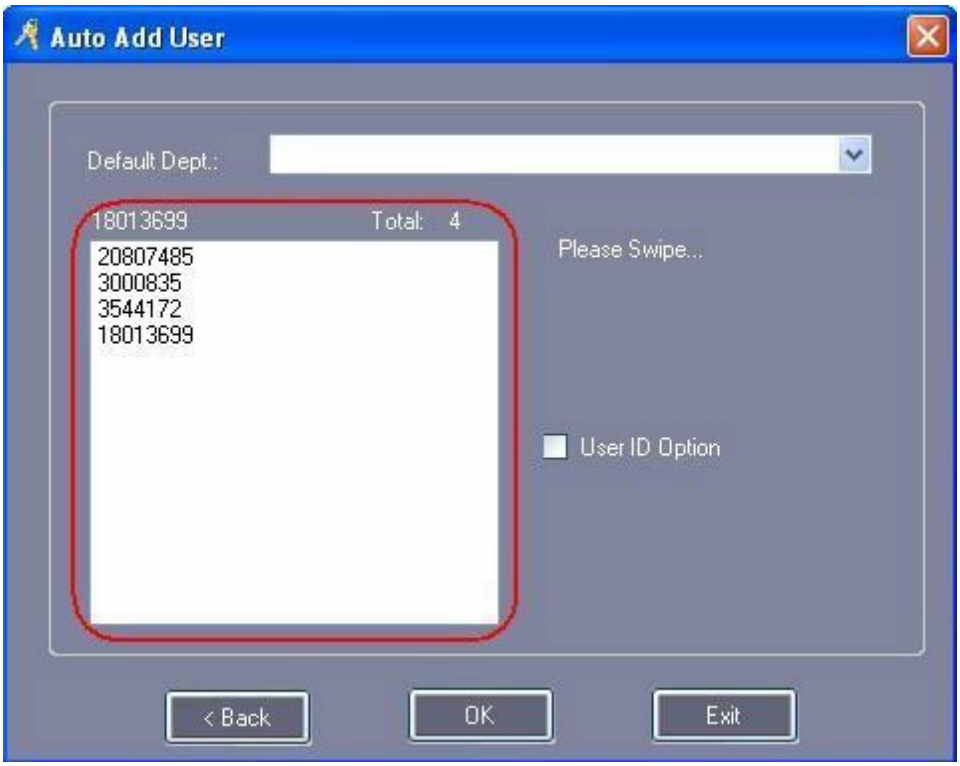



If you selected “USBReader”, must connect the assign card reader

Select “USB Reader” or “Controller”, Click “Next”



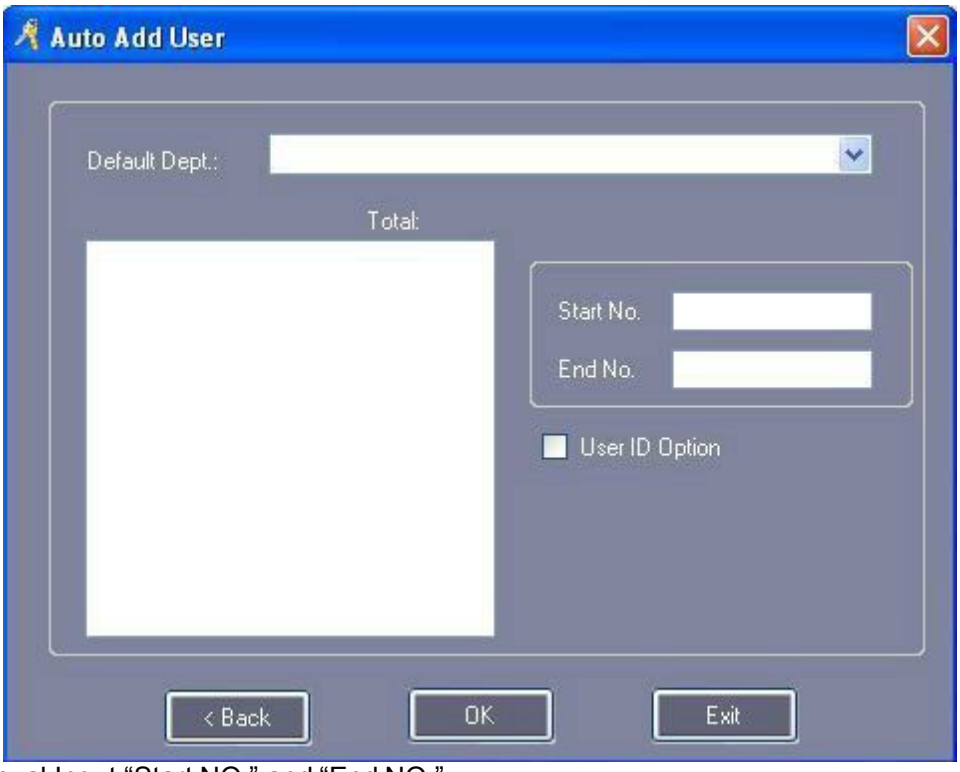

After the card swiping



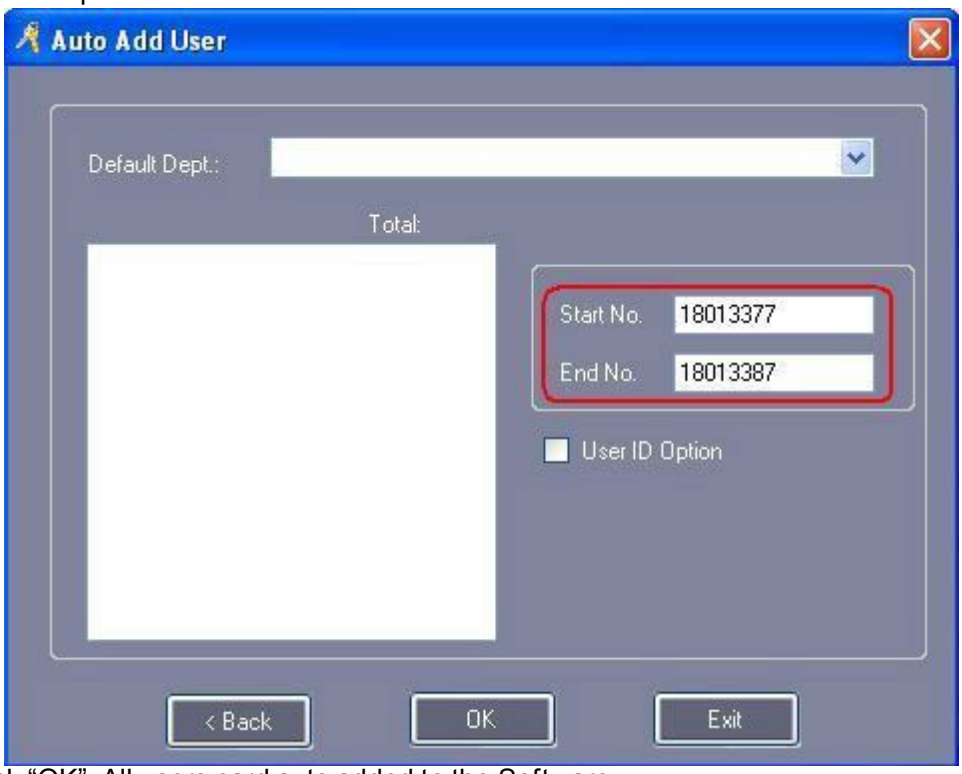

Click “OK”, Auto added to the Software.

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

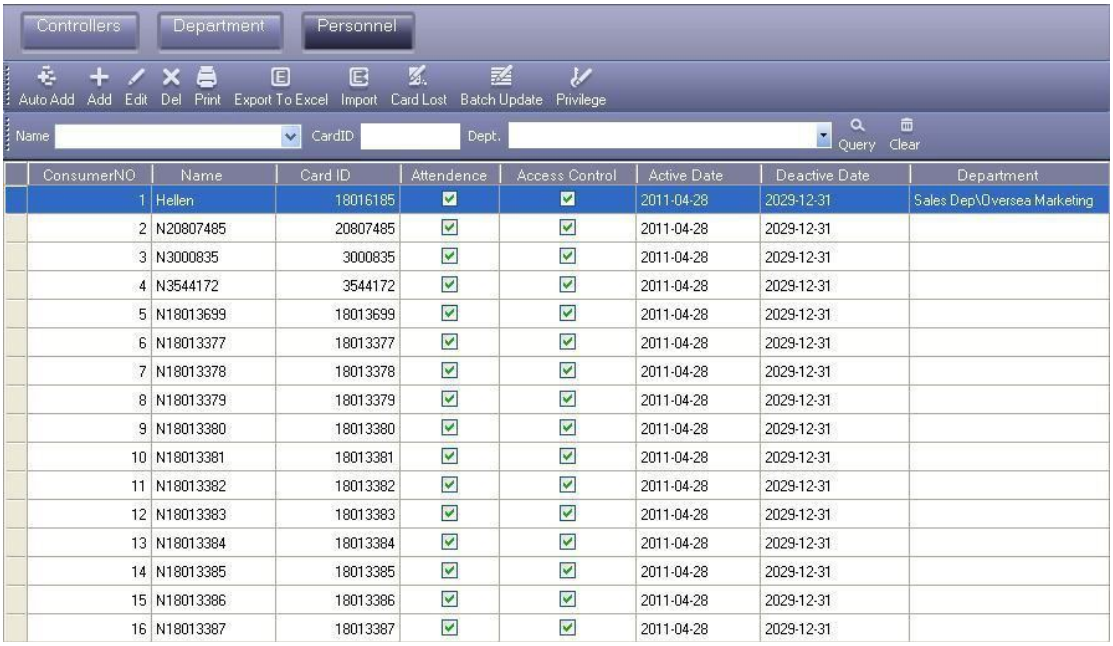
Select “Manual Batch Input” ,Click “Next”




Manual Input “Start NO.” and “End NO.”




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



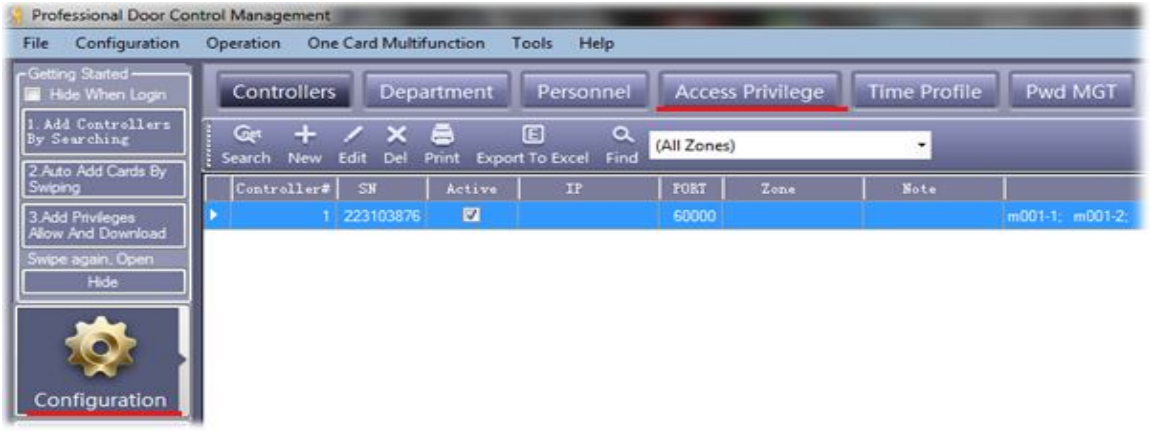

| ConsumerNO | Name | Card ID | Attendence | Access Control | Active Date | Deactive Date | Department |
|---|---|---|---|---|---|---|---|
| 1 | Hellen | 18016185 | ☑ | ☑ | 2011-04-28 | 2029-12-31 | Sales Dep\Oversea Marketing |
| 2 | N20807485 | 20807485 | ☑ | ☑ | 2011-04-28 | 2029-12-31 | |
| 3 | N3000835 | 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”

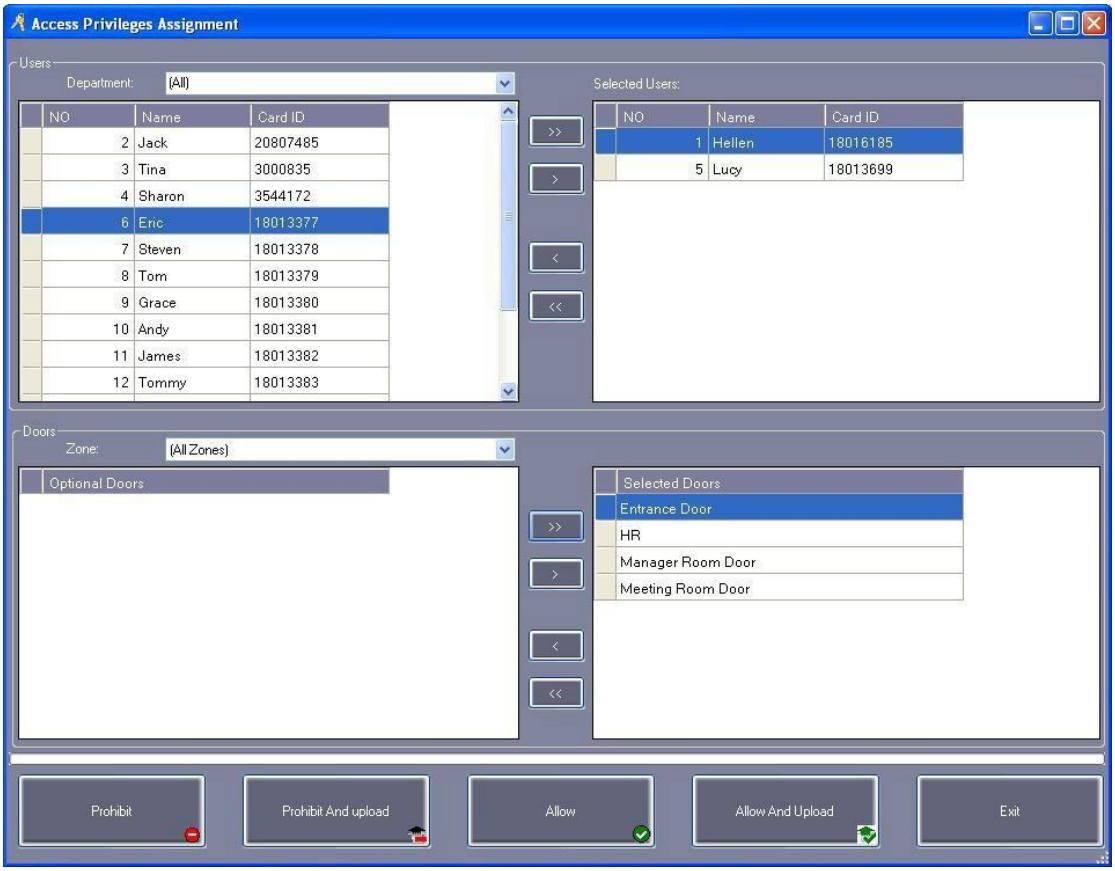
# 2.3.4 Alter Single-user’s Privilege

## 2.3.4.1 Access Privilege

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



Click


“>>”: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"

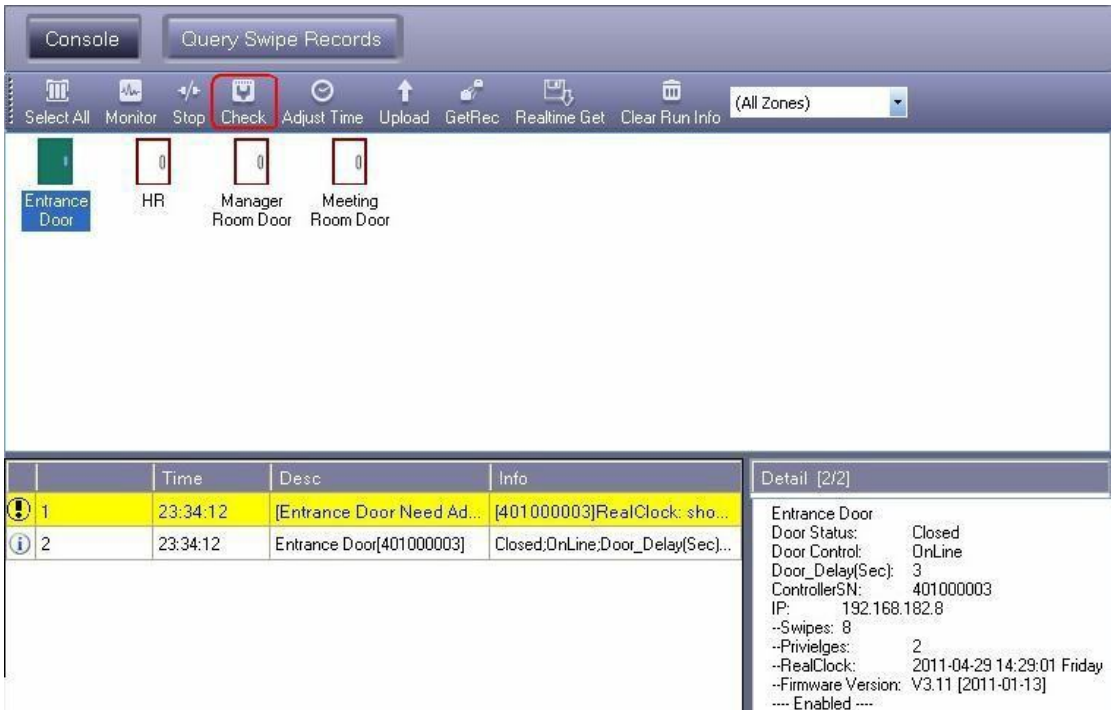
.

## 2.5 Console

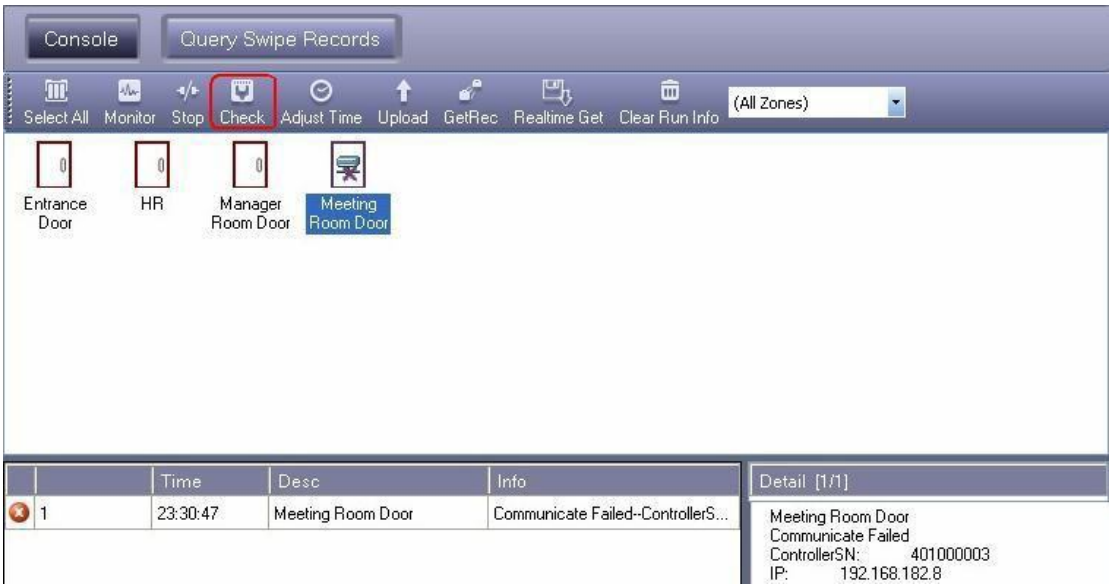
Select 【Operation】>【Console】 from the menu bar .The console window contains many basic operations. For example, "Check", "Adjust Time", "Upload", "GetRec" and "Monitor".

## 2.5.1 Controller's Info Check

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

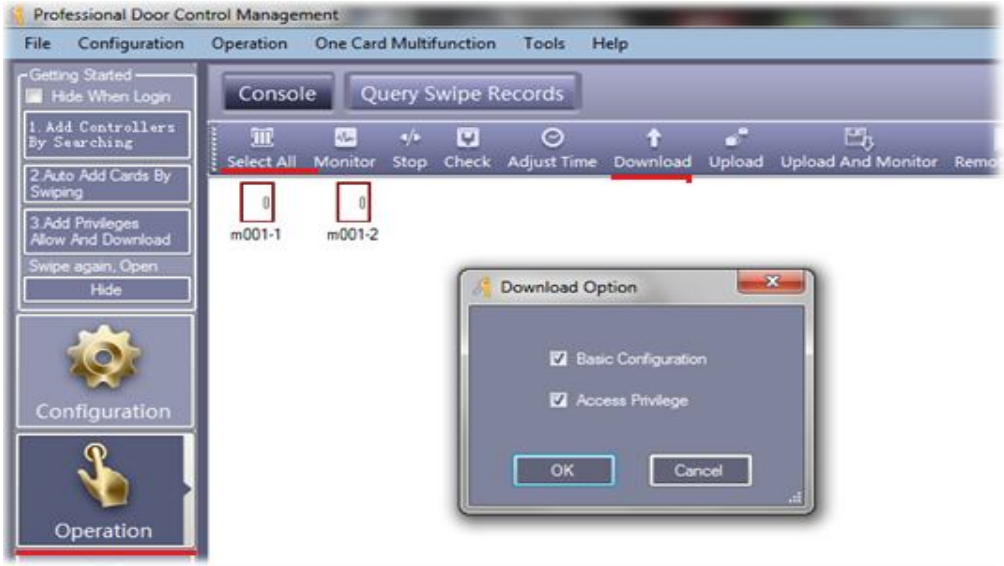



It will show the control's basic information .such as the amount of swipings and privileges, Door status, control status, open delay (sec) .If the controller is well communicated with computer, the door label's color is green , and otherwise the color is red.



## 2.5.2 Upload Setting

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

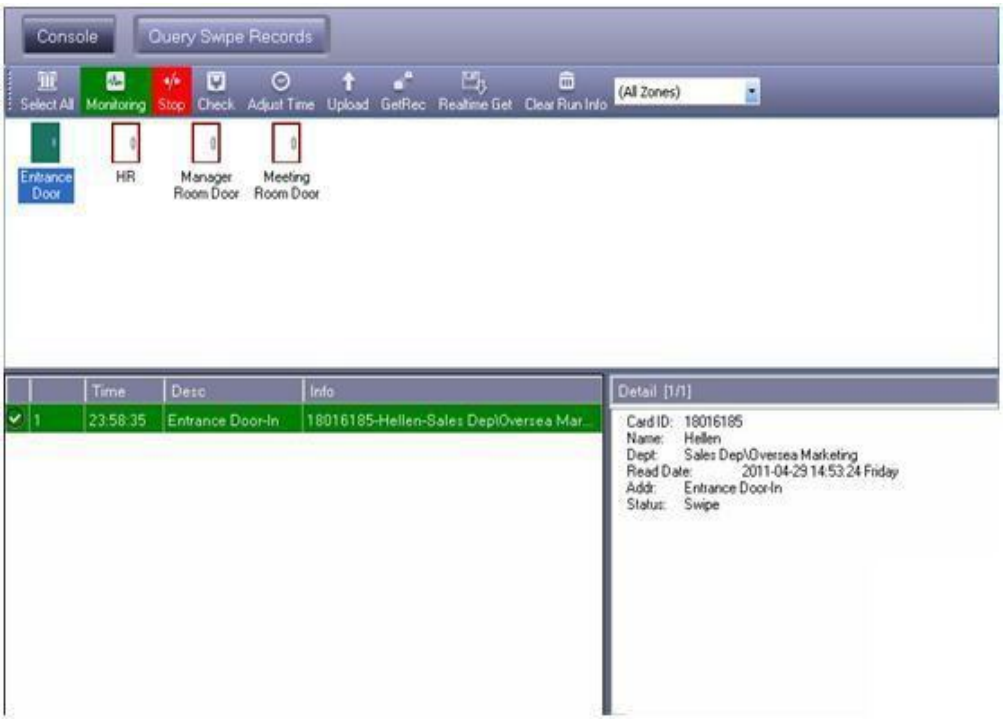



Click “OK”

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.

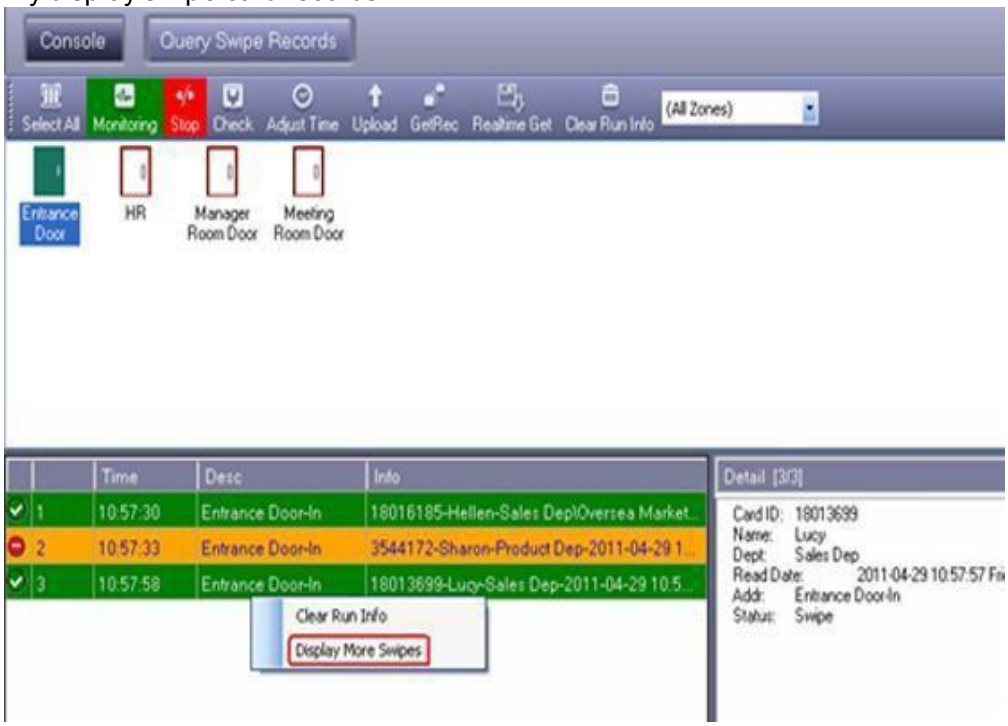
## 2.5.3 Real-time Monitoring

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



## 2.5.4 Display More Swipes

Only display swipe card records.

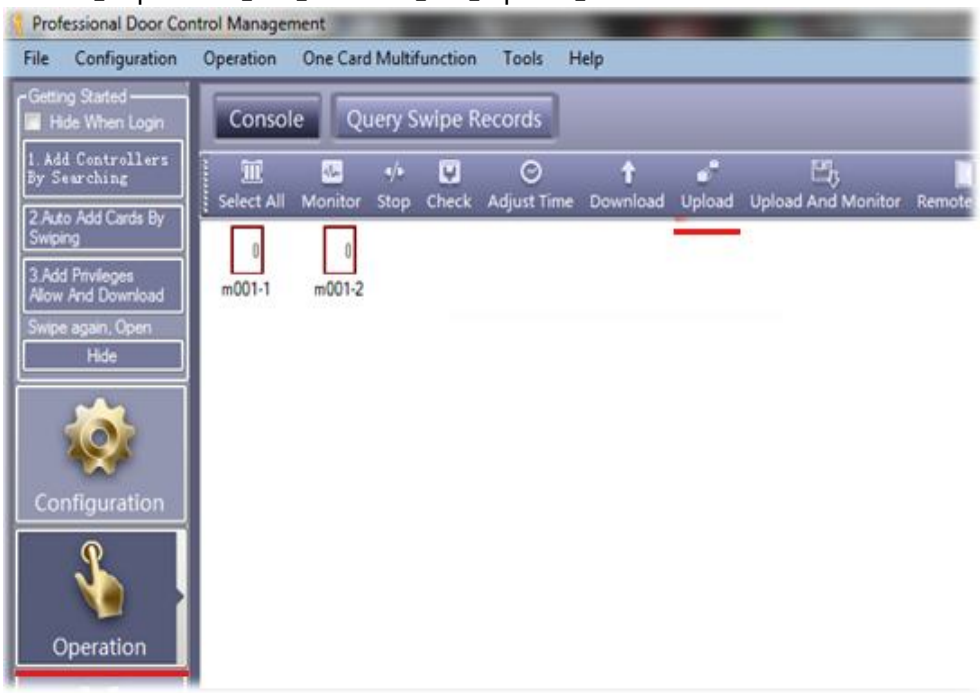



Right click card records, select “Display More Swipes”.

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

## 2.5.5 Download Records

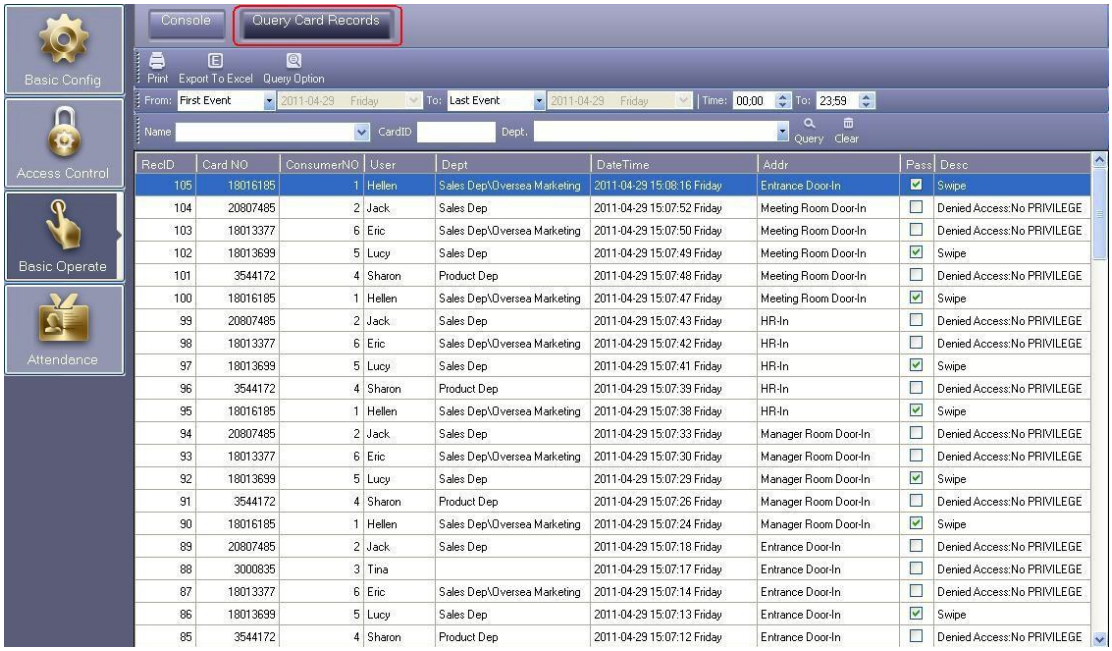
Select【 Operation】>【Console】>【Upload】from the menu bar




Collect the access controller's records to database.

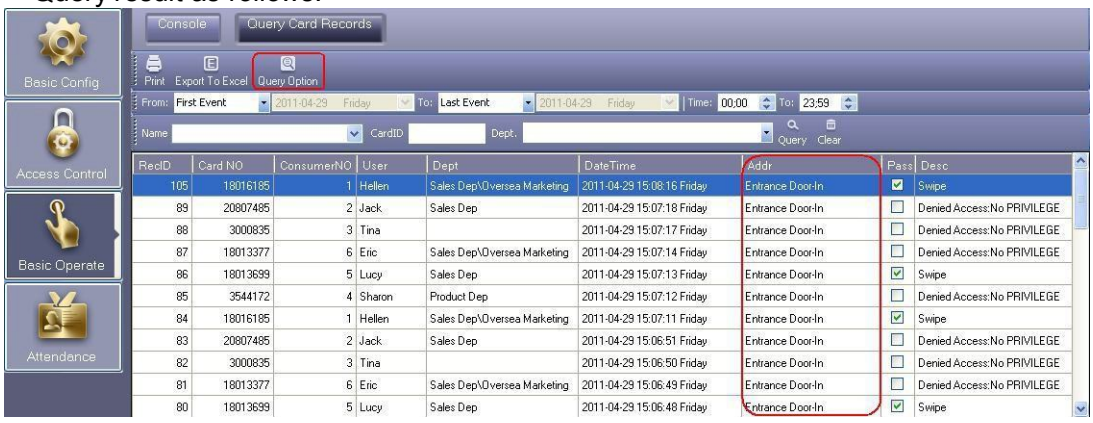
## 2.6 Records Query

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

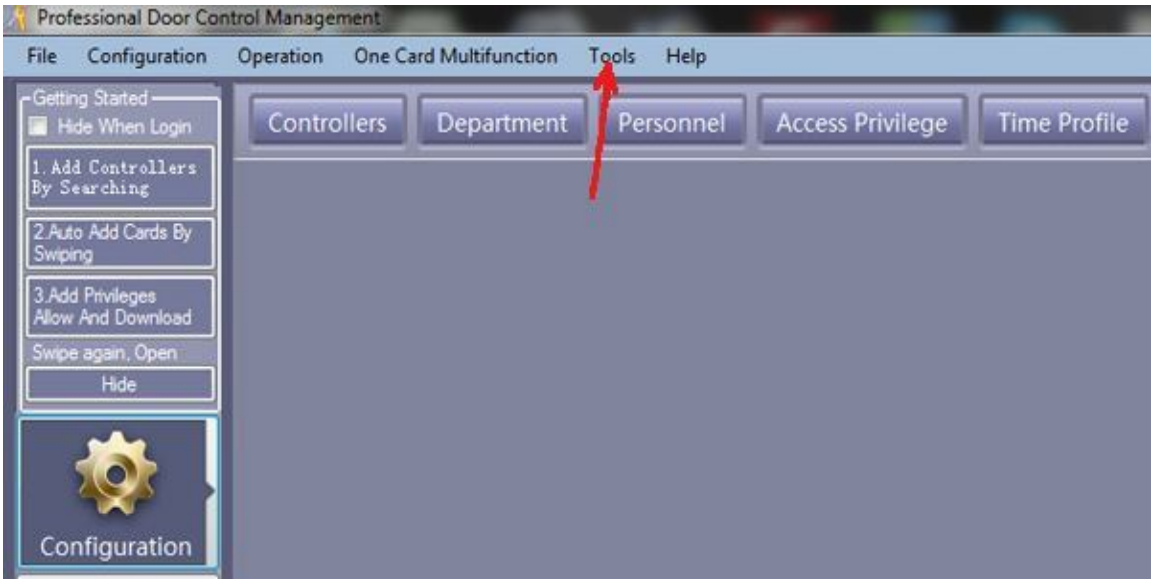



If you want to query by “Addr”, Click “Query Option”

Query result as follows:



## 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.

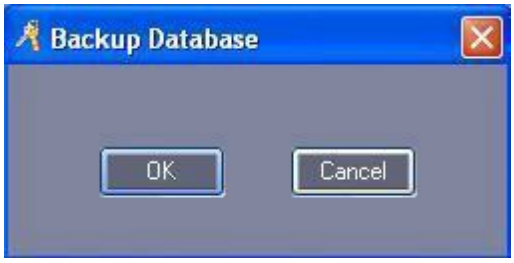
**Remark:** Only one abc user disaply the interface above.

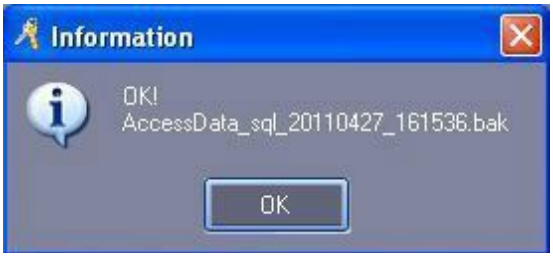
Active “Operator Management” in the “Extended Functions” enabled, if have more than one operator will display”change password”.

## 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

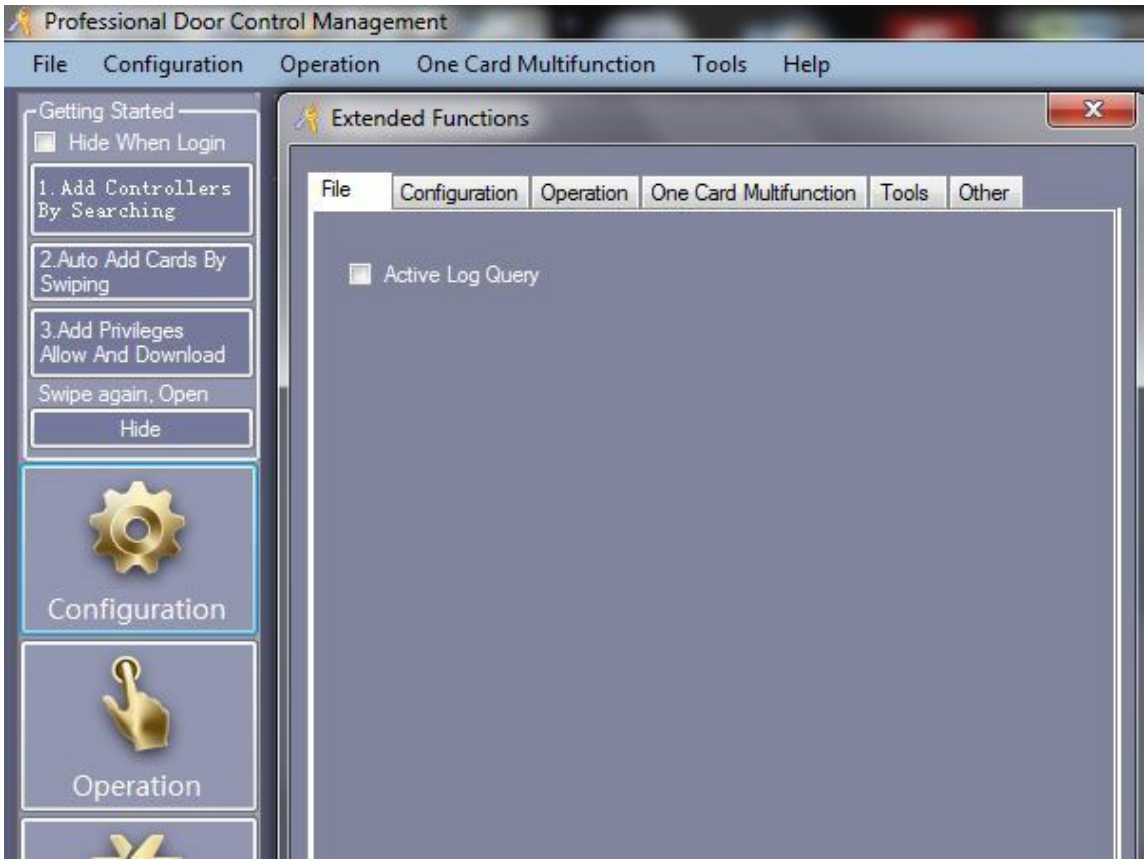
Select【Tools】>【Option】

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

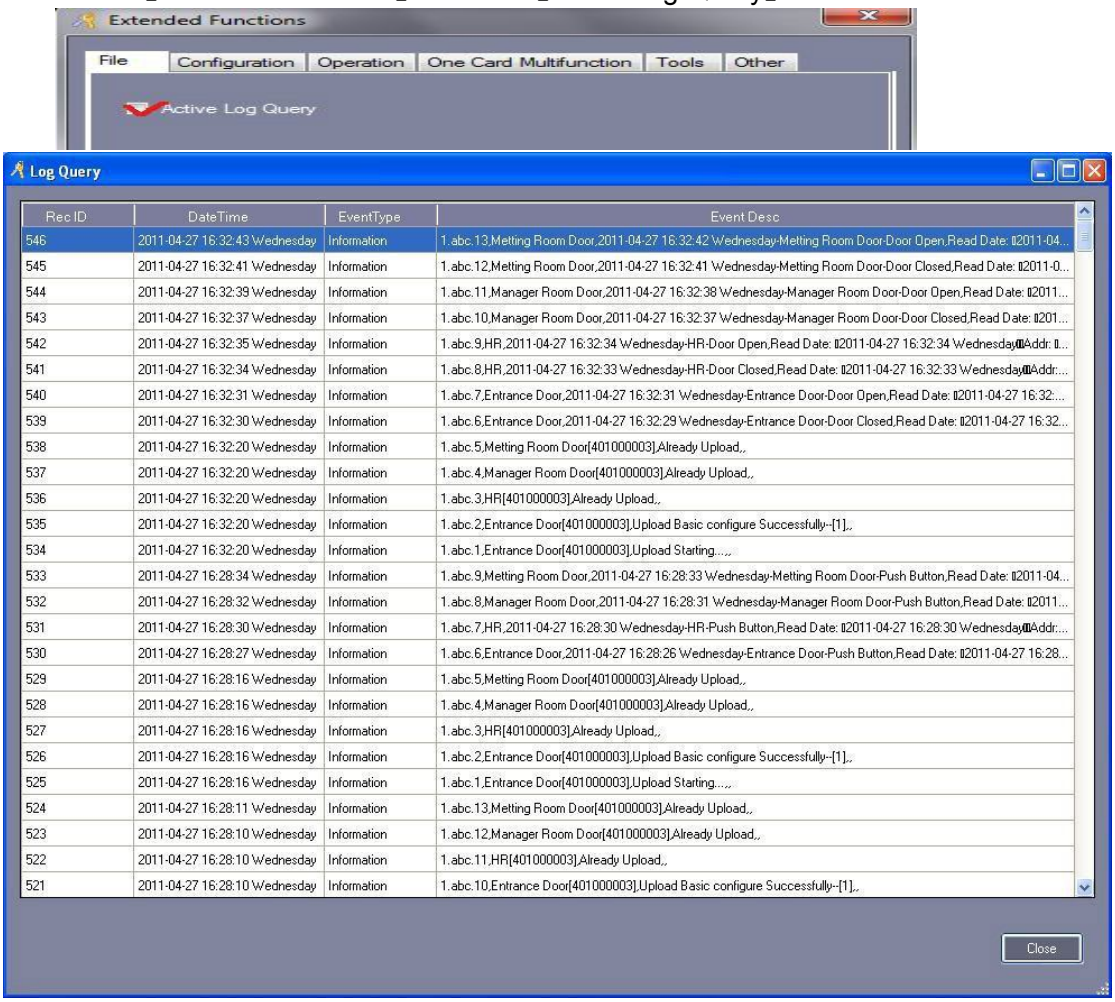
Select【Tools】>【Extended Functions】from the menu bar

If you want to Activate the Extended Function . please input the password . “5678”.
The extended function list is as follows:


Professional Door Control Management
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
Extended Functions
File
Configuration
Operation
One Card Multifunction
Tools
Other
Active Log Query

## 3.1.1 Active Log Query

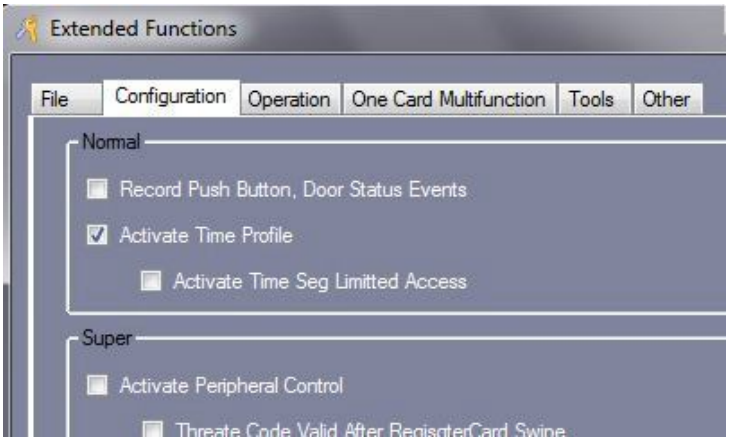
Select【Extended Function】> Check【Active Log Query】



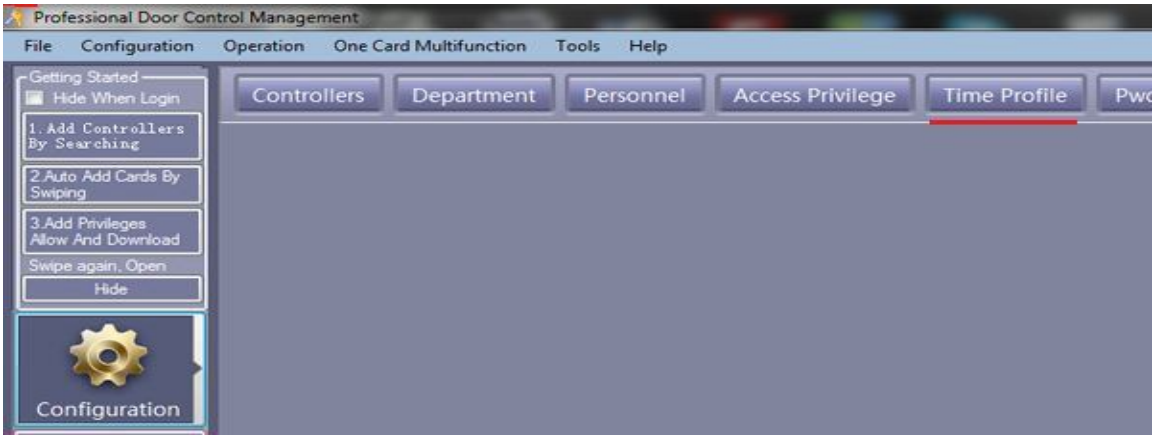

## 3.2 Normal

## 3.2.1 Activate Time profile

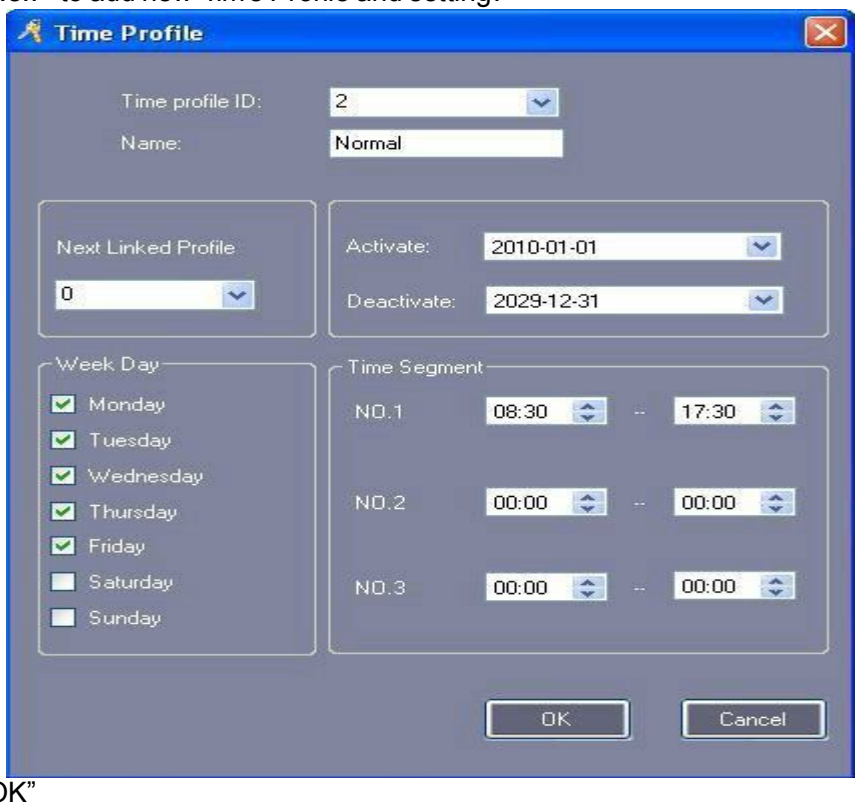
Select 【Tools】>【Extended Function】>【Configuration】> Check【Time Profile】




Click【Configuration】> Click【Time Profile】



Click “New” to add new Time Profile and setting.

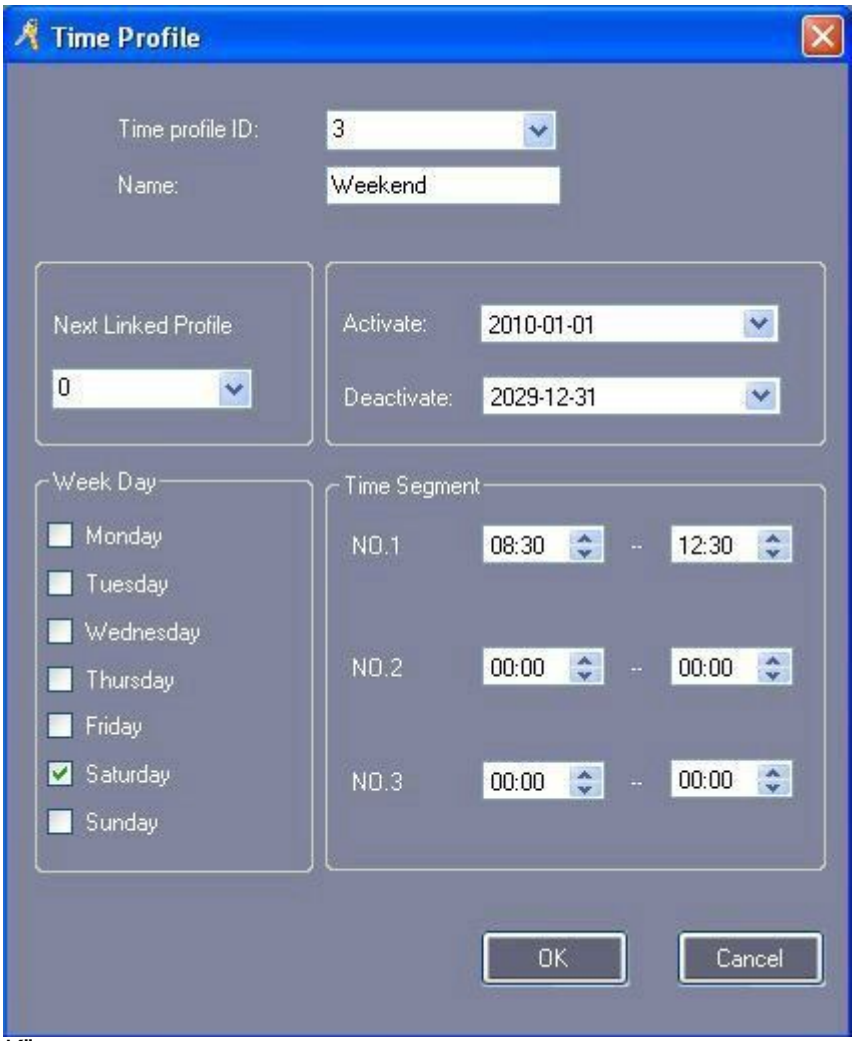



Click “OK”

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.

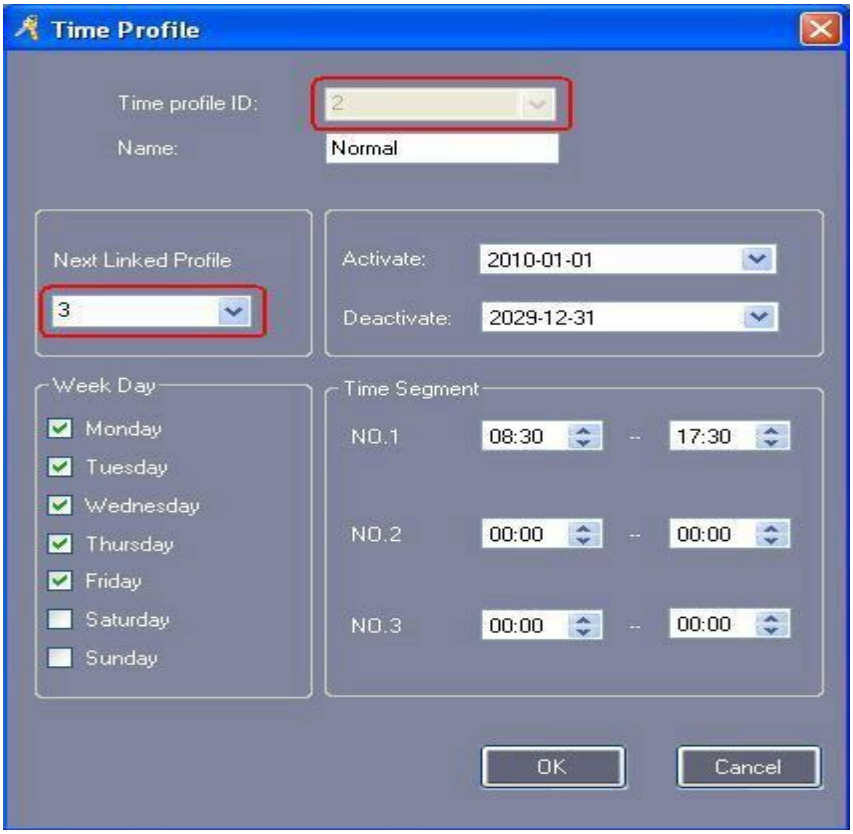
If you need to work on Saturday, First write 3 in “Time Profile ID”, Then the “Time Profile ID” 2 linked “Time Profile ID”3.

Add new “Time Profile 3”



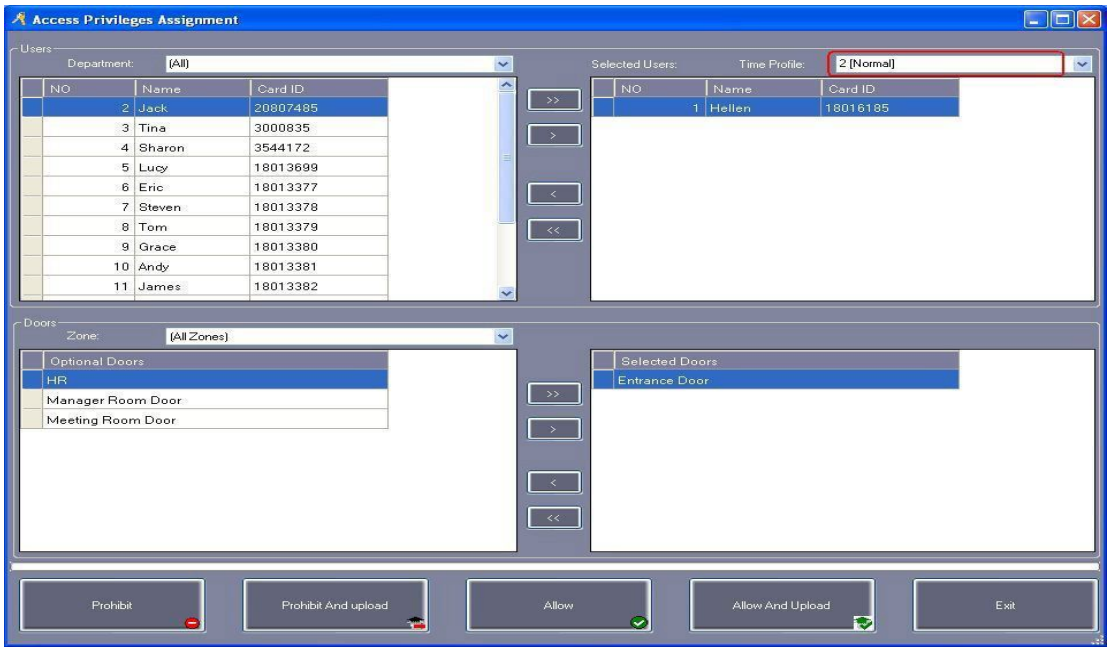

Click “OK”

“Time Profile 2” link “Time Profile 3”




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】

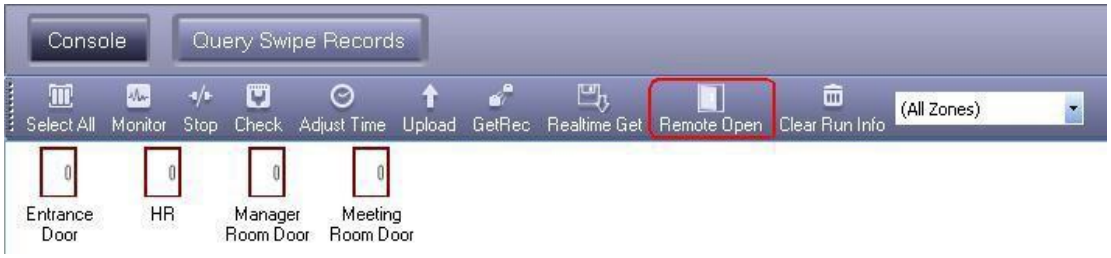



After setting privilege, please select【Basic Operate】>【Console】>【Upload】

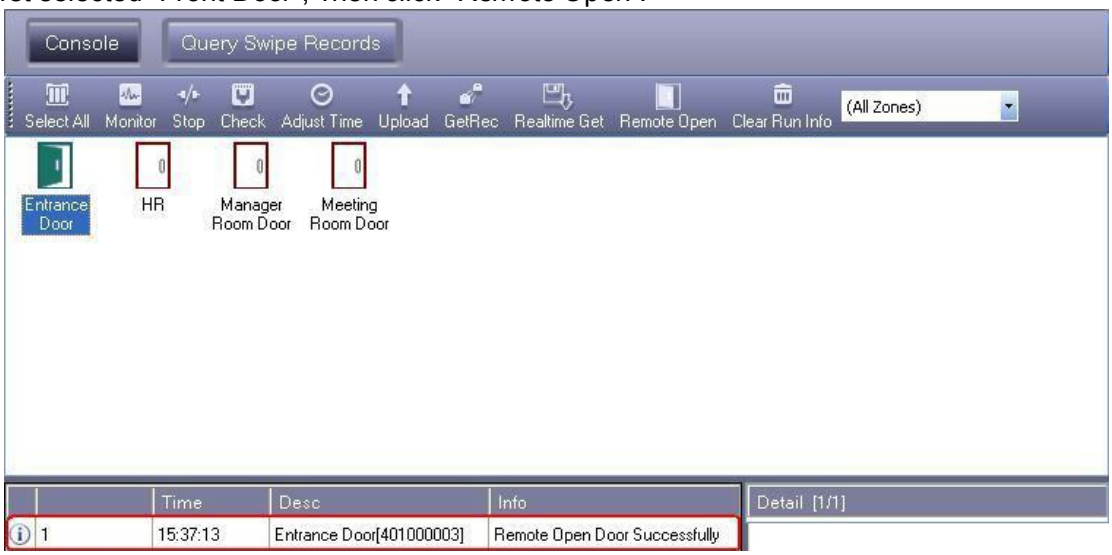
## 3.2.2 Activate Remote Open Door

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

Click “Operation”

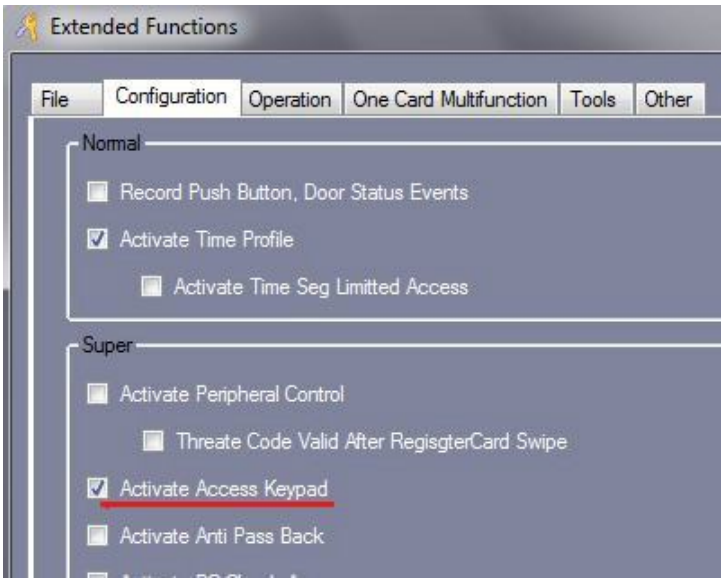



First selected “Front Door”, Then click “Remote Open”.

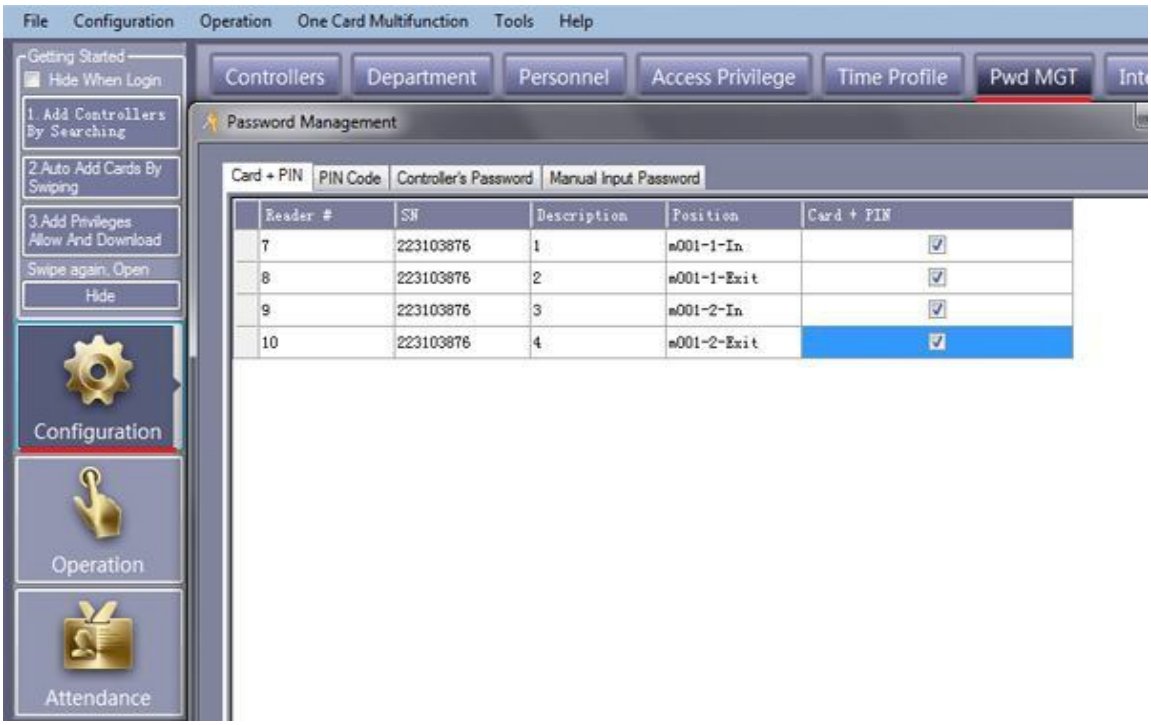


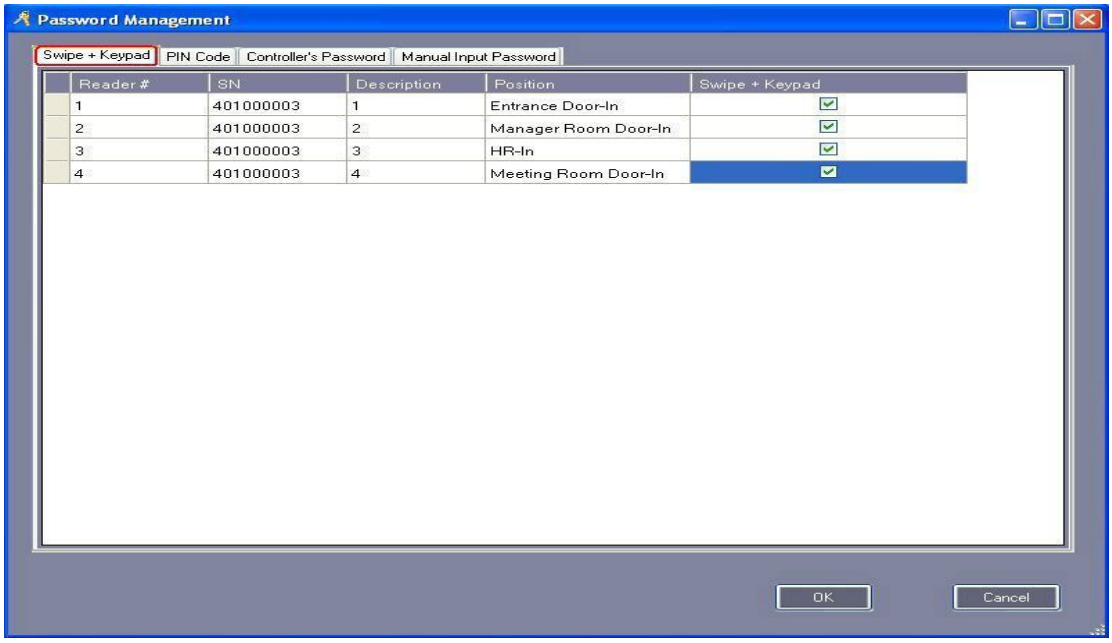

## 3.2.3 Activate Access Keypad

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



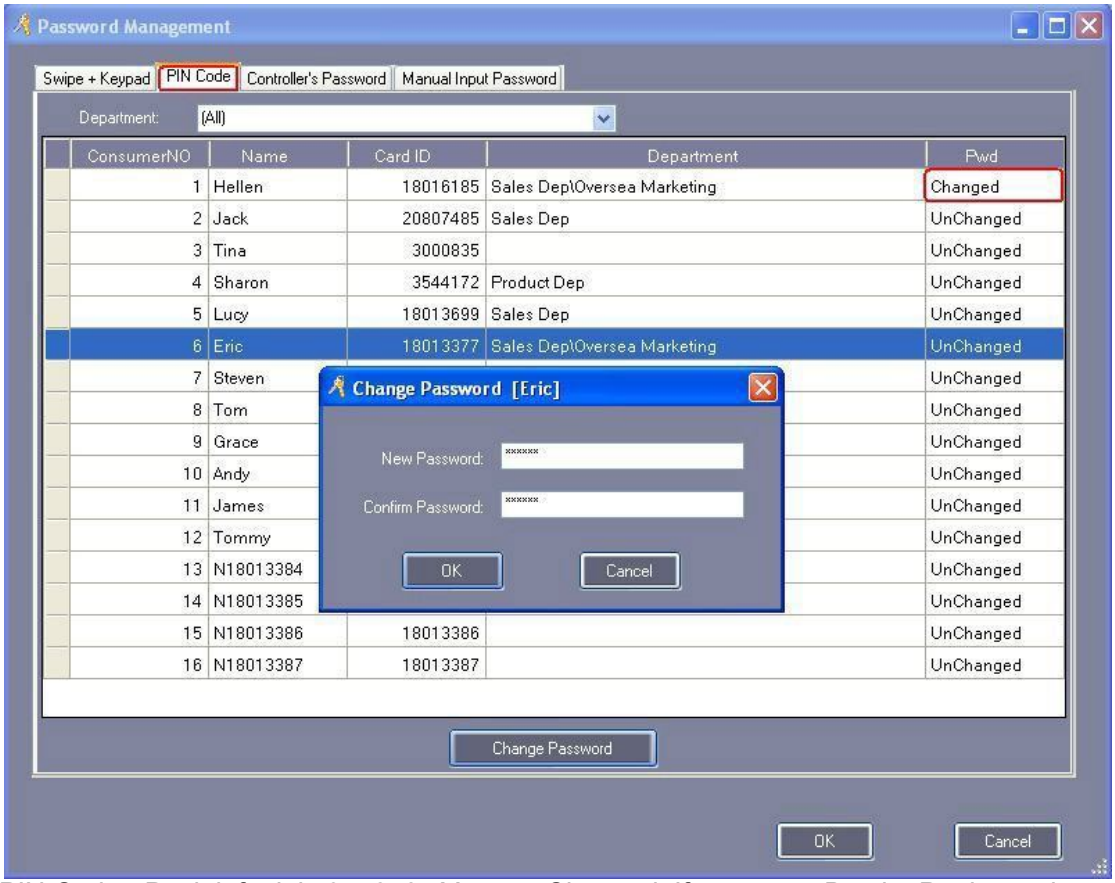

Click Configuration > PWD MGT





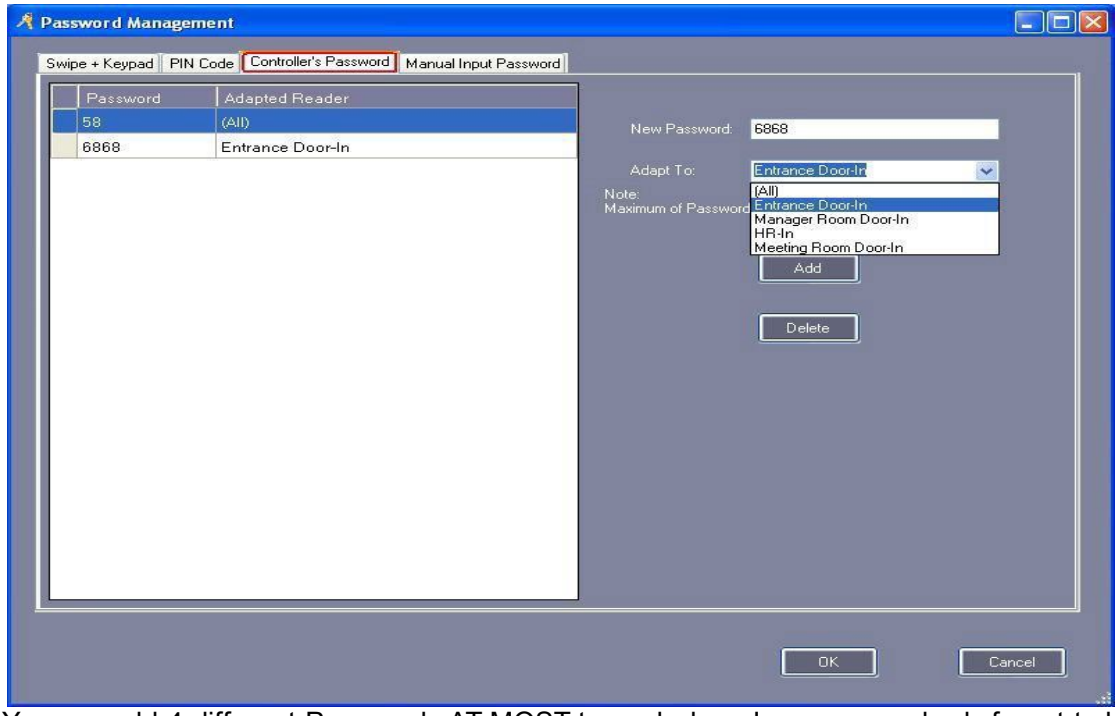

If you checked the Swipe + Keypad , That means you have to use RFID card + PIN Code To Open the door.

【PIN Code】



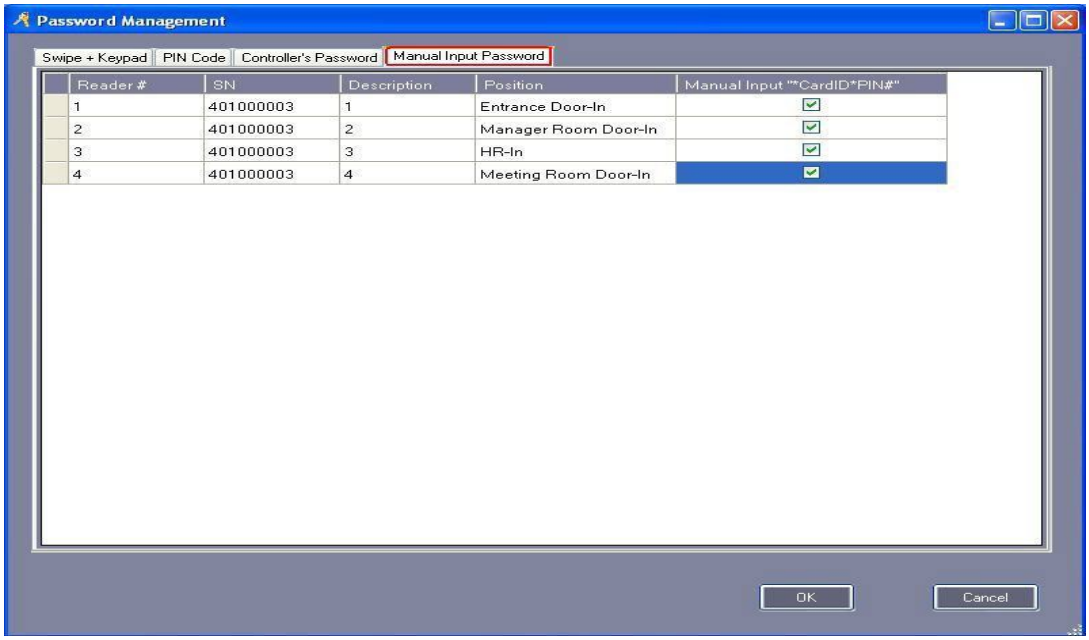

PIN Coder: Pwd default is 345678. You can Change it If you want. But the Pwd must be 6 digits.

【Controller's Password】



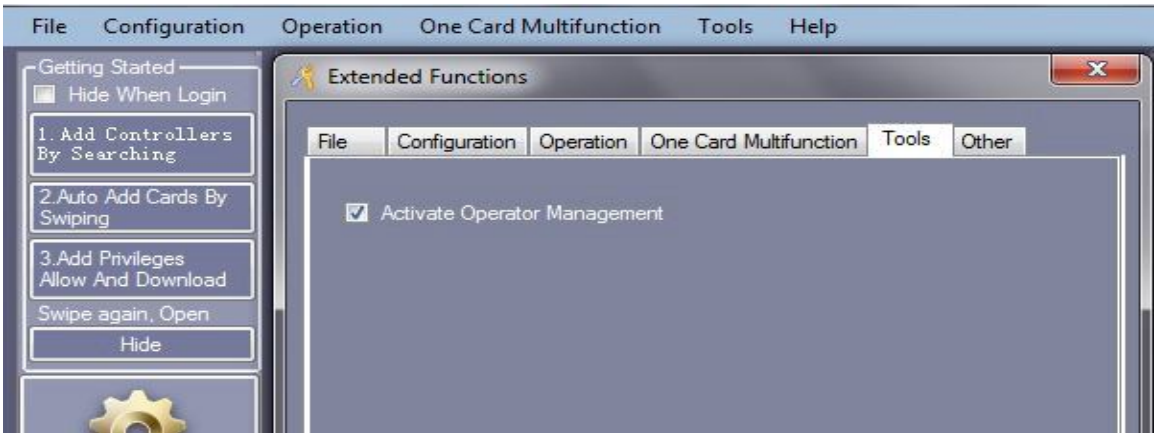

You can add 4 different Passwords AT MOST to each door. In case somebody forgot to bring The ID card. Password can be 6 digits or Less. If it is less than 6 digits, You should put Password + ENT on the keypad.

【Manual Input Password】

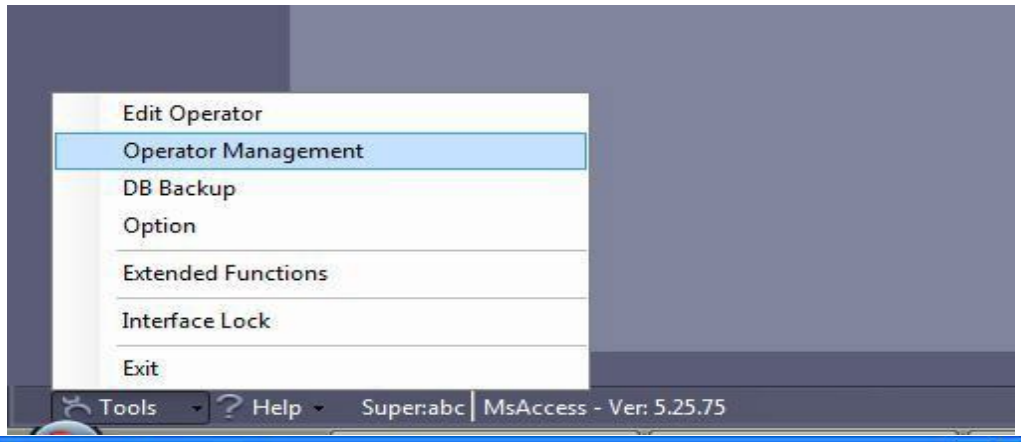


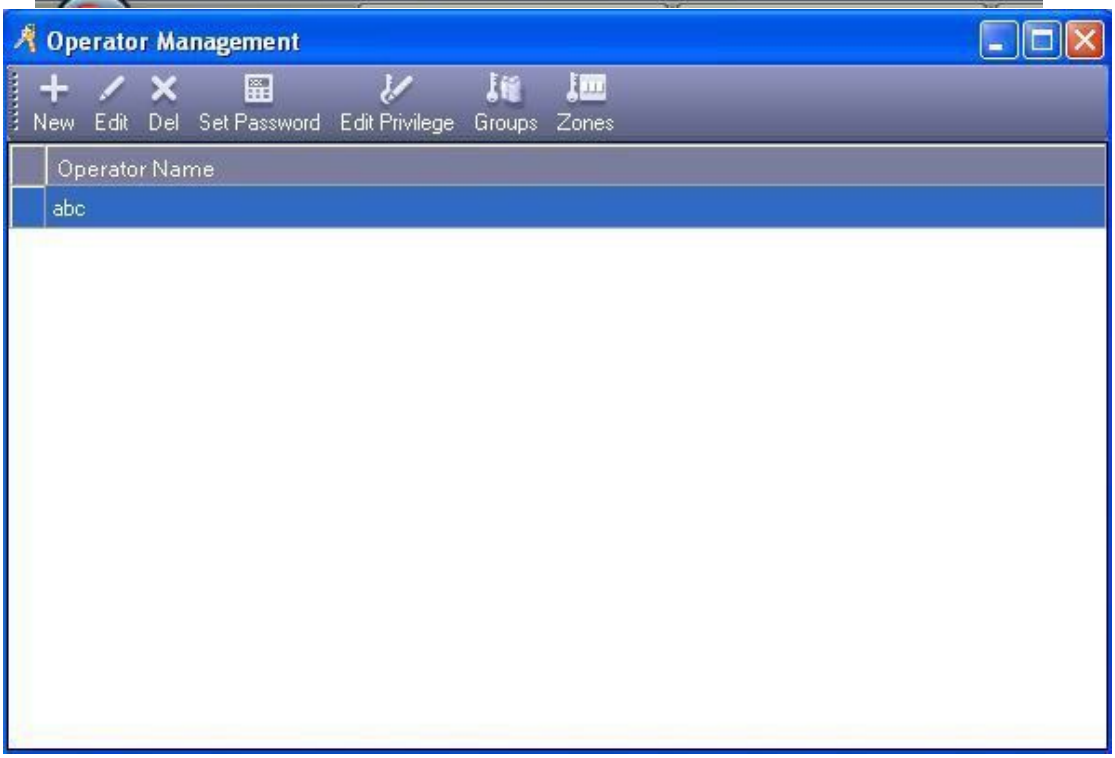
## 3.2.4 Activate Operator Management

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




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



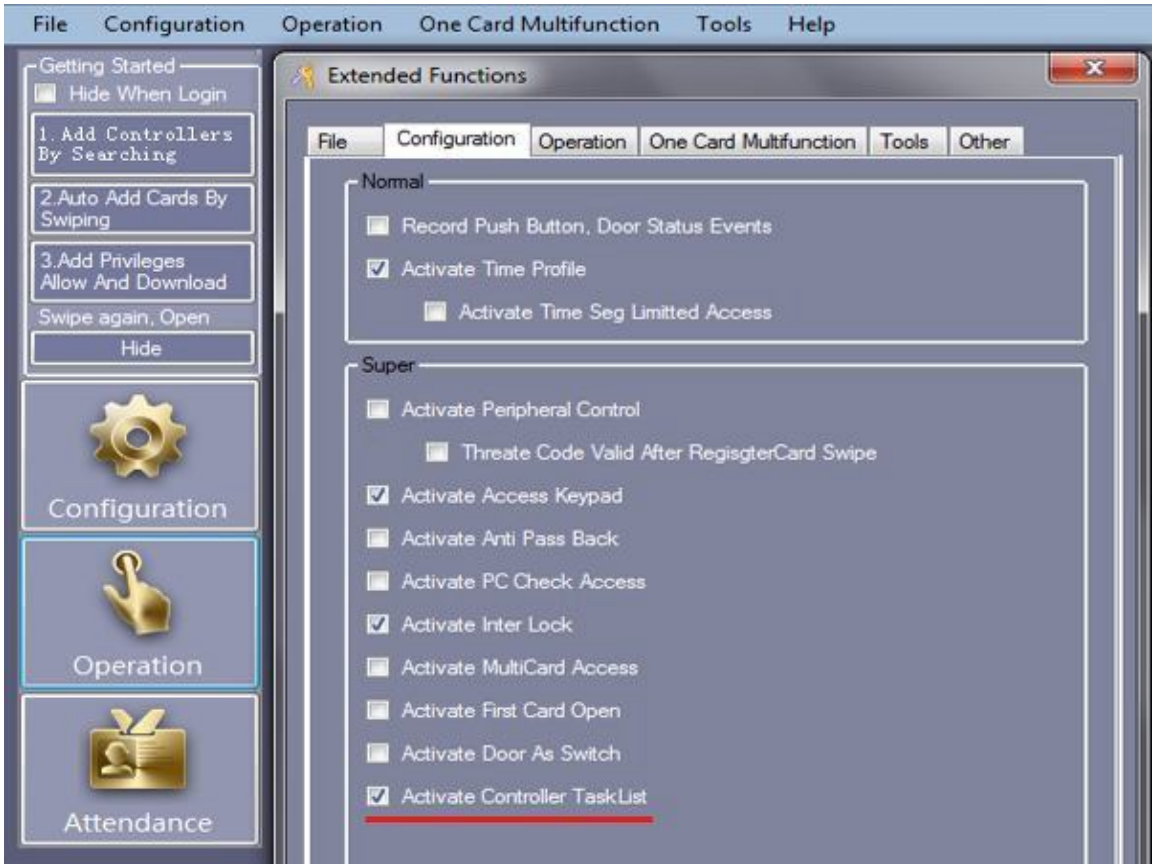
You can use the “New”, “Edit”, ”Del” , “Edit Privilege” , “Groups” and “Zones” for the operator.

: assign the executive operation and function privilege to operators.

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

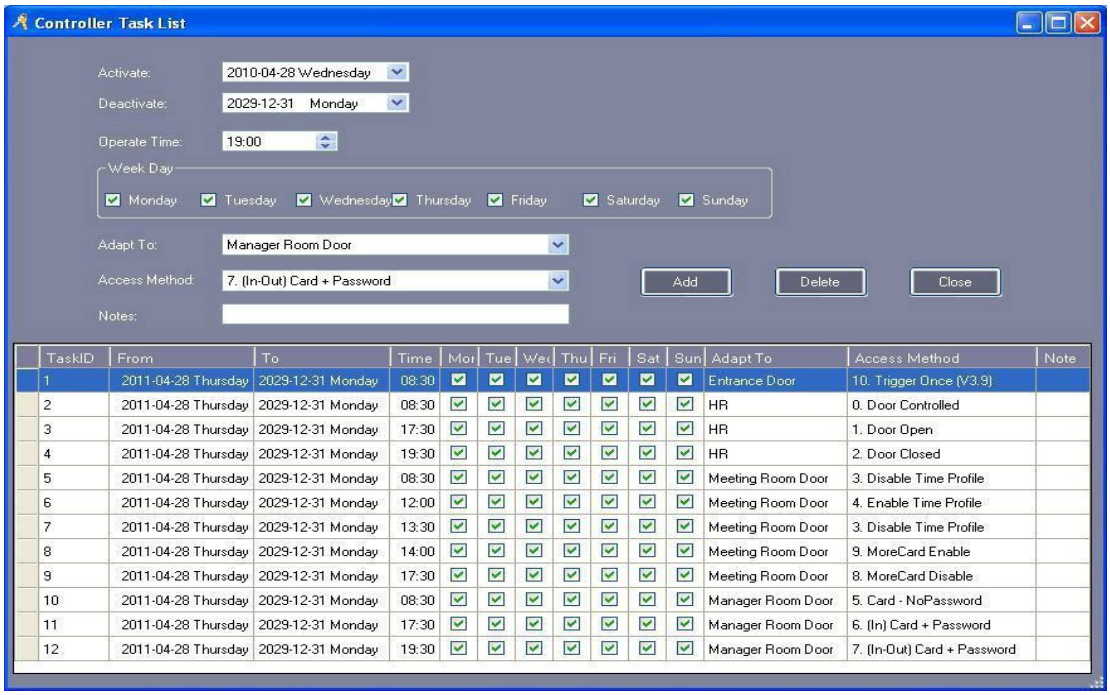
## 3.2.5 Activate Controller Task List

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】

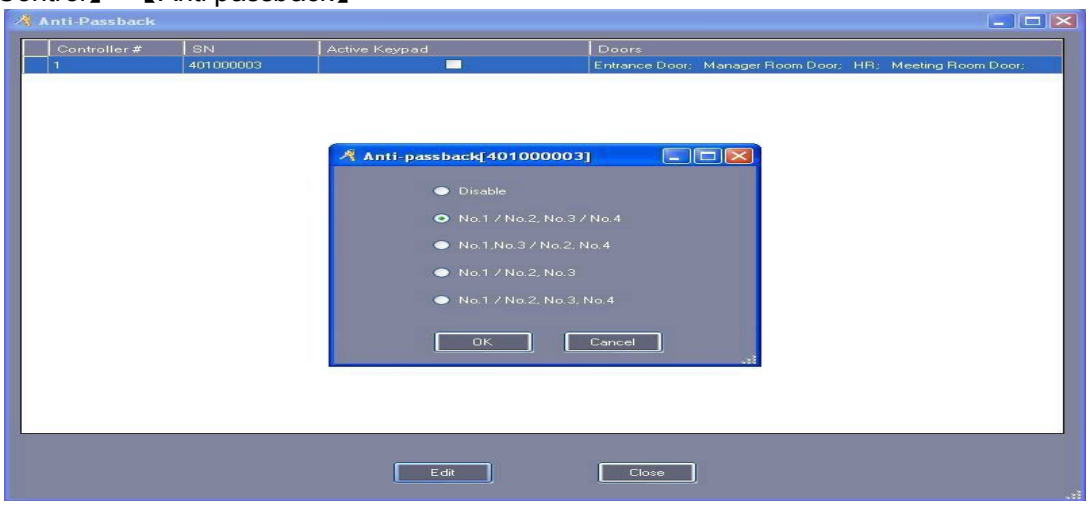
File
Configuration
Operation
One Card Multifunction
Tools
Help
Getting Started
Hide When Login
1. Add Controllers By Searching
2.Auto Add Cards By Swiping
3.Add Privileges Allow And Download
Swipe again, Open
Hide
Configuration
Operation
Controllers
Department
Personnel
Access Privilege
Time Profile
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】

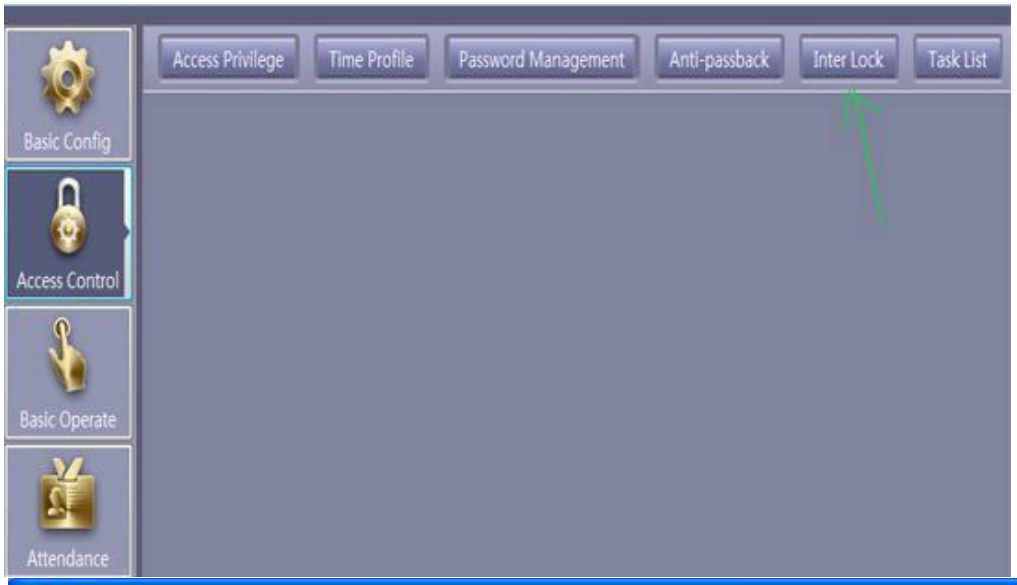


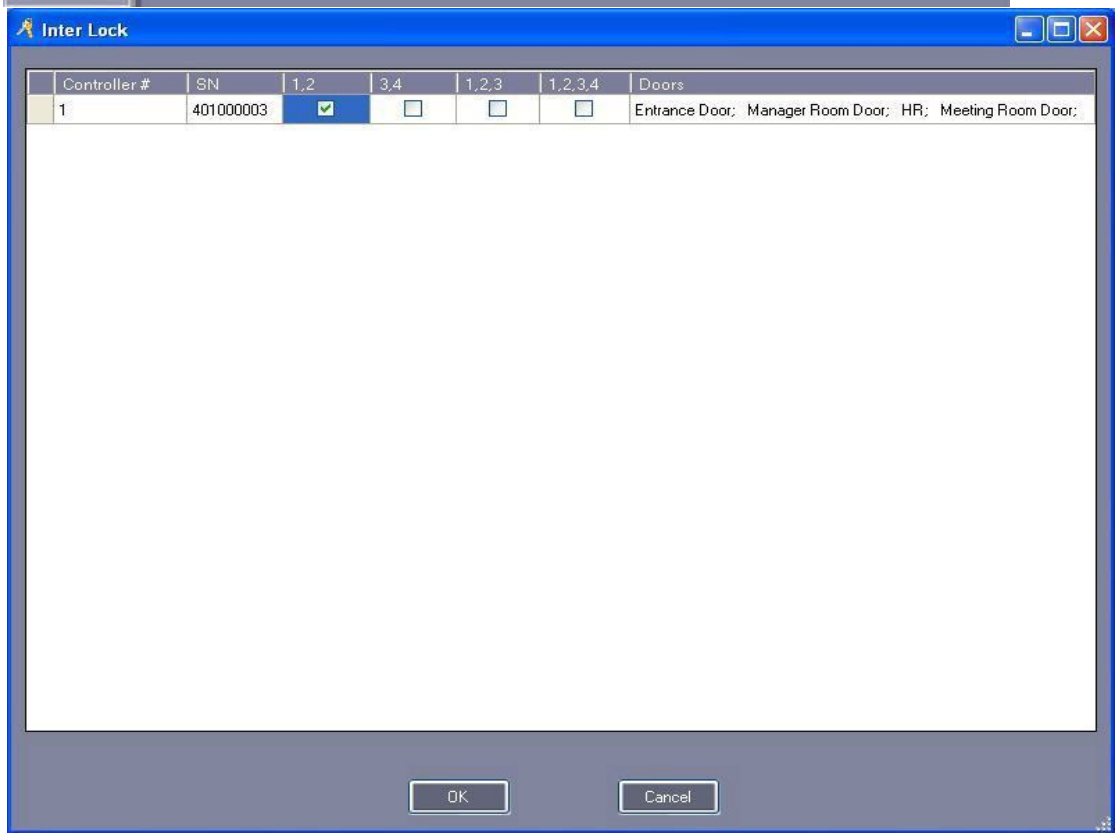
## 7.4-3 Multi doors inter lock:

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】



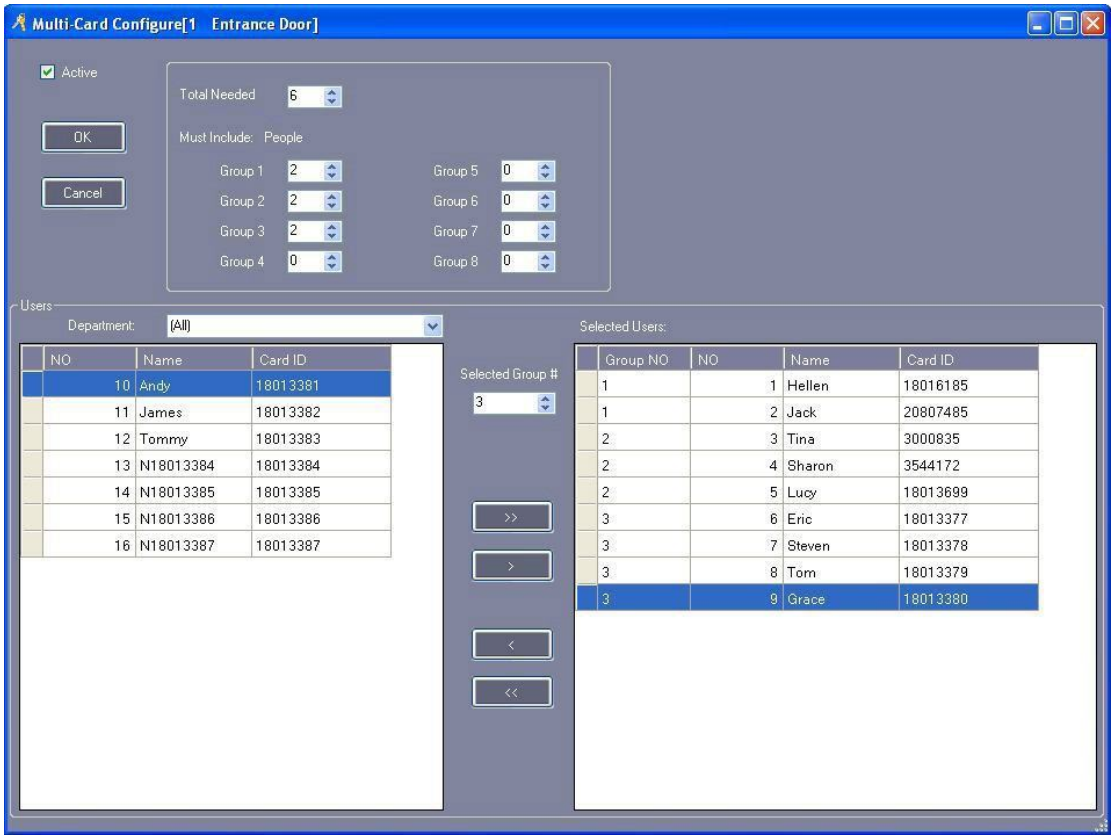



## 3.2.7 Activate Multicard Access

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”

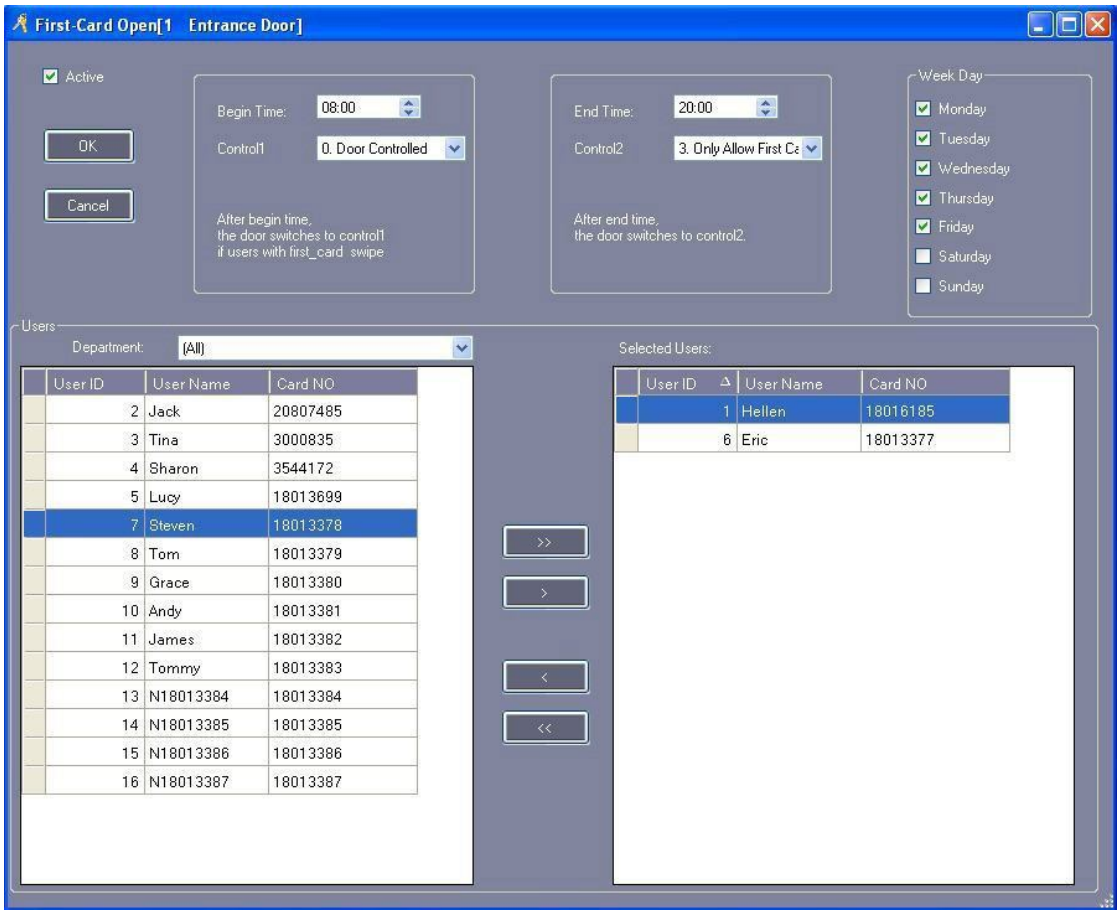
Check the “Multi-card access” Click OK to restart the Software. Then Select【Access Control】>【Multi-card access】




## 3.2.8 Activate First Card Open

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

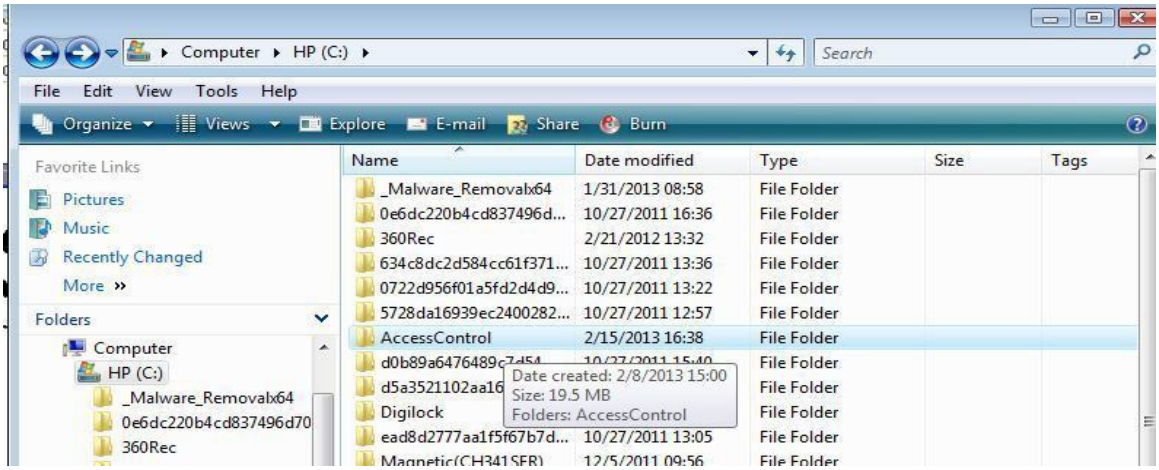
Check the “First Card Open” Click OK to restart the Software. Then Select【Access Control】>【First Card Open】



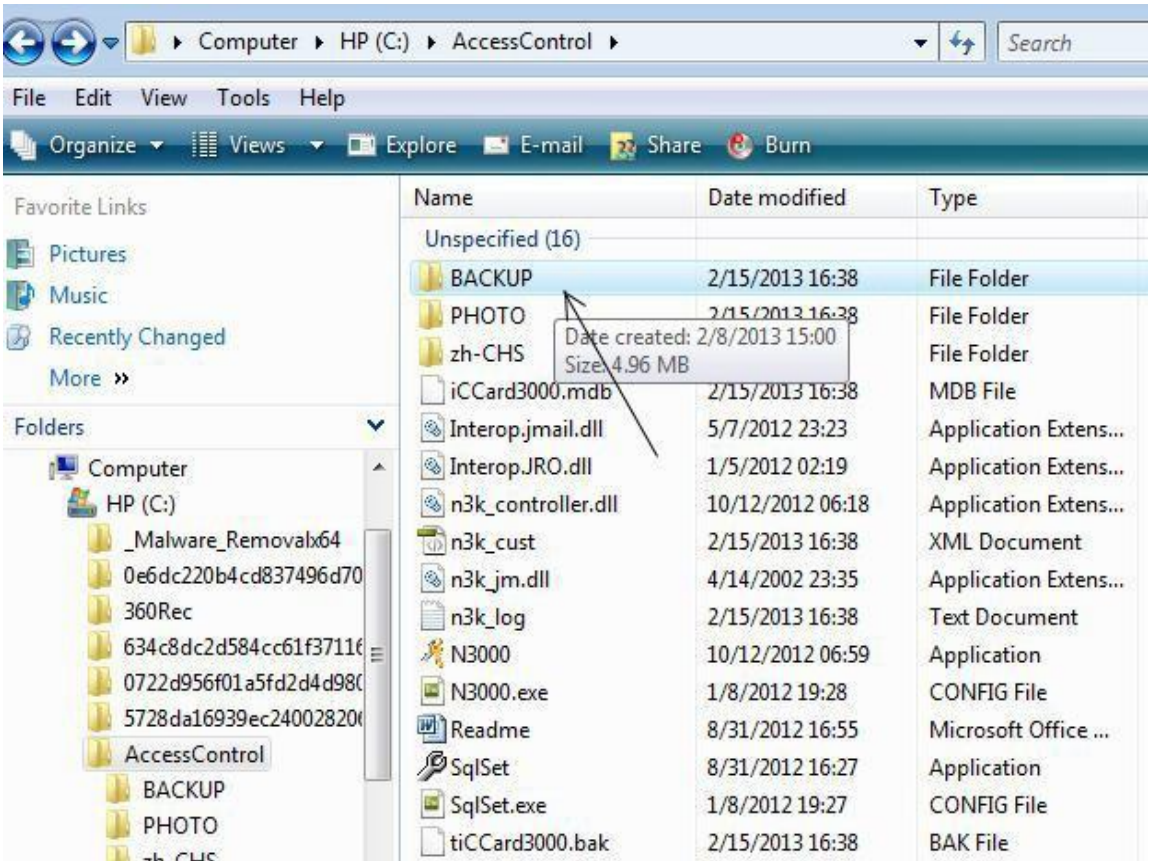

## 3.2.9 Activate PC Check Access

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

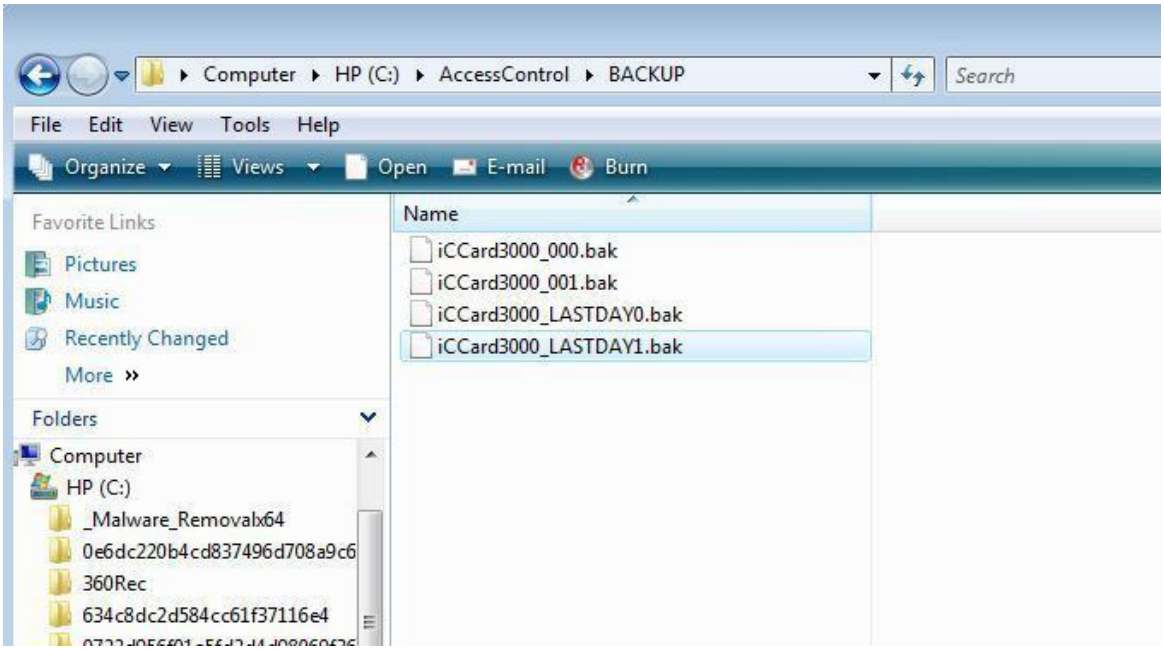
If you install the software to a new PC and want to transfer the existing data to the new software , You have to do following steps:
Go to your old PC and click C: Drive then find the folder “Access control” Click to open it.



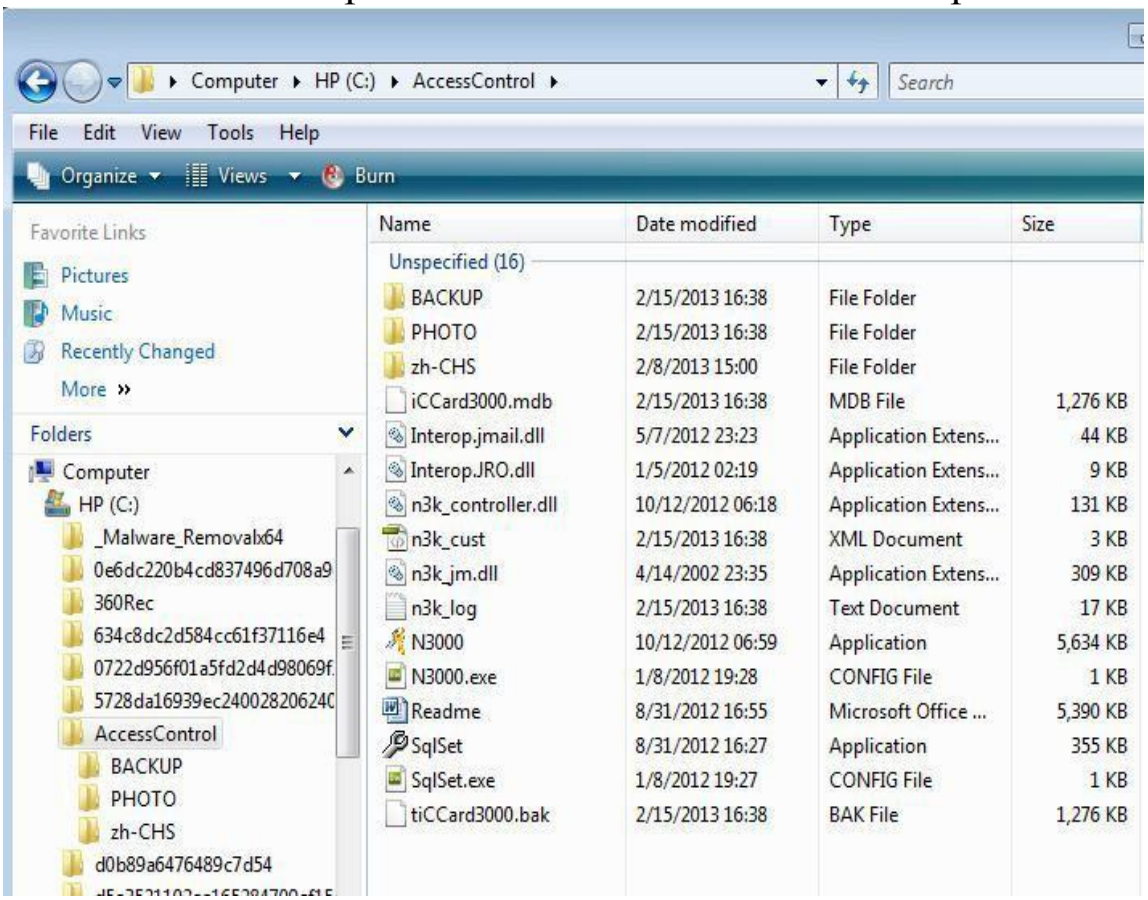

Then Double Click “backup"




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"**