

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.

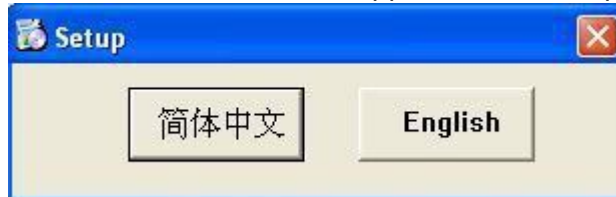
Hard Disk: 1GB above of free space.

1.3 Operating system supported by software

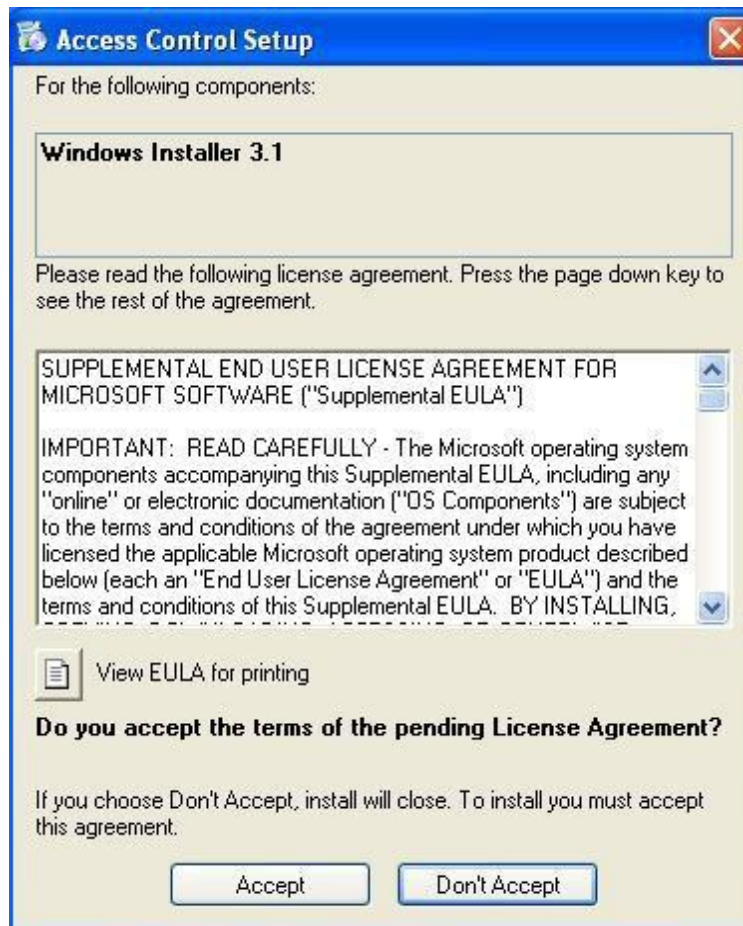
Windows XP SP3
Windows 7
Windows 8
Windows Server 2003 SP2
Windows Server 2008
Windows Server 2008 R2

1.4 Software setup

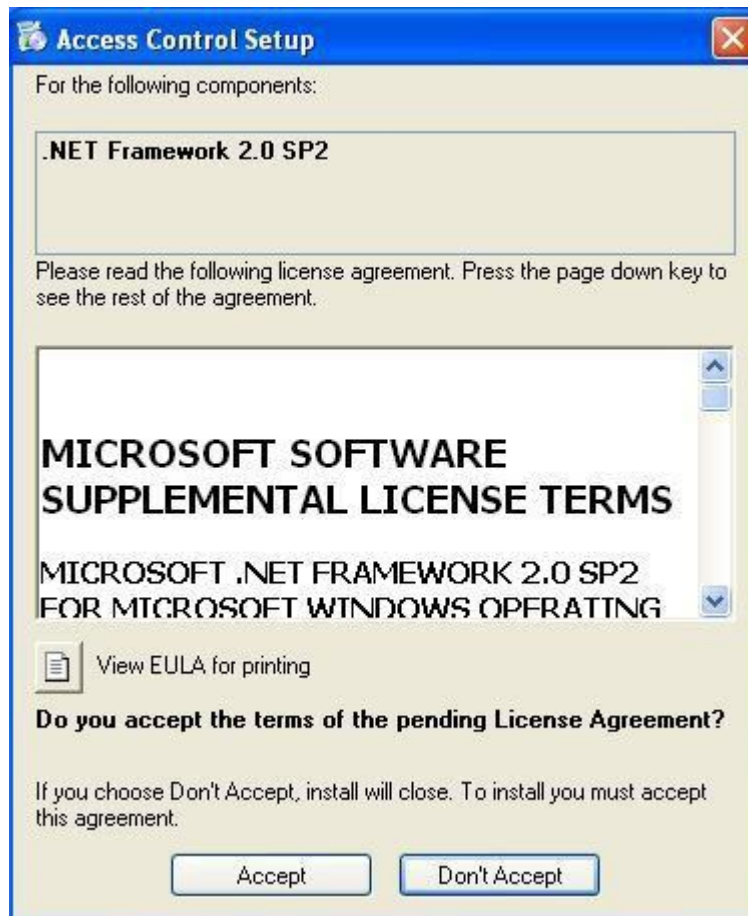
First puts in the CD to CD-ROM, then run the applications of "setup.exe".



Click "English"



Click "Accept"



Click "Accept"



Click "Yes"



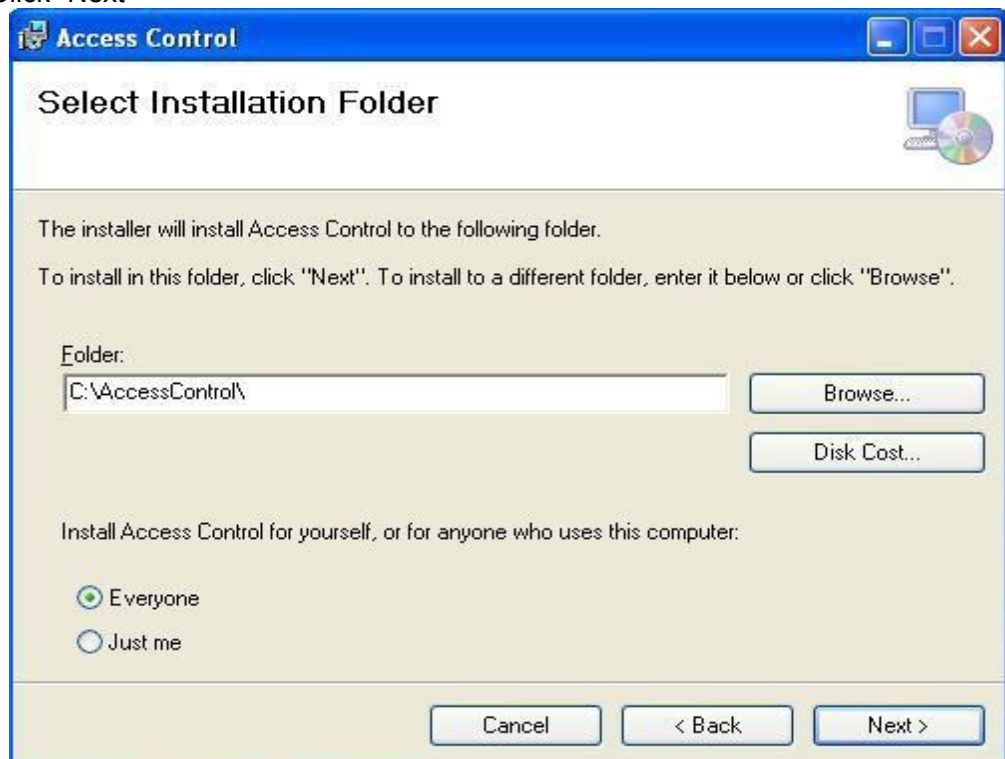
If the error occurs, need to install xp sp3. then install the software.

"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.

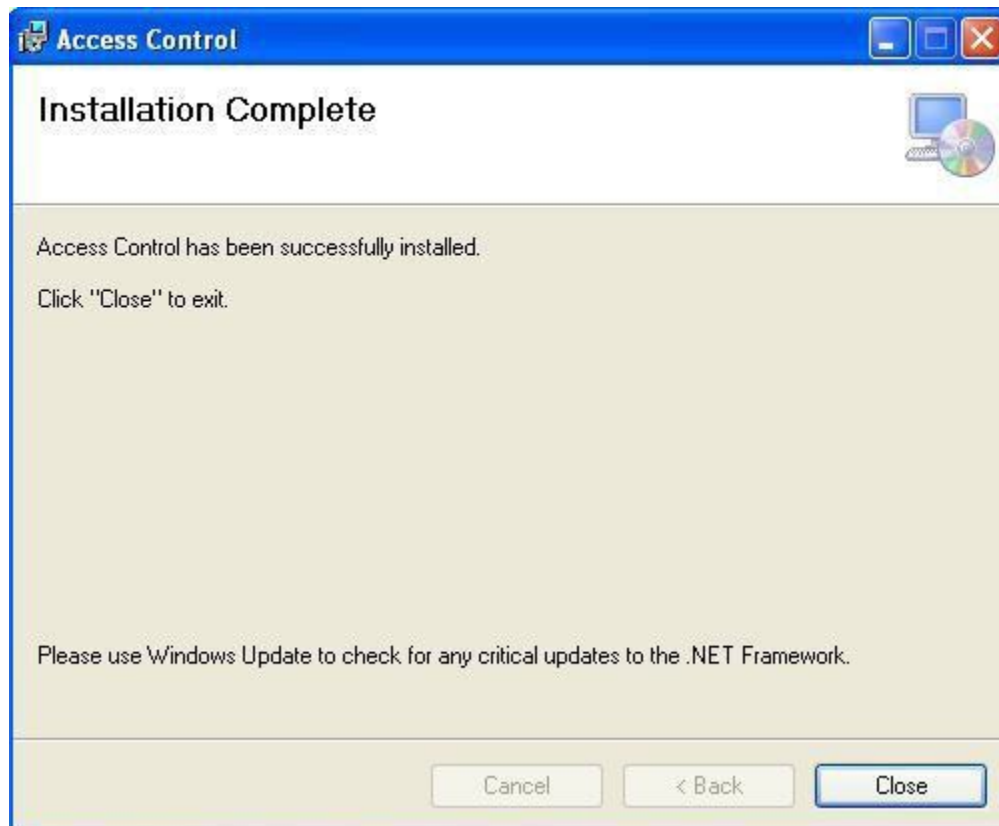
The system will enter into next step for you to install Access Control , if your computer has installed it.



Click "Next"



Click "Next"

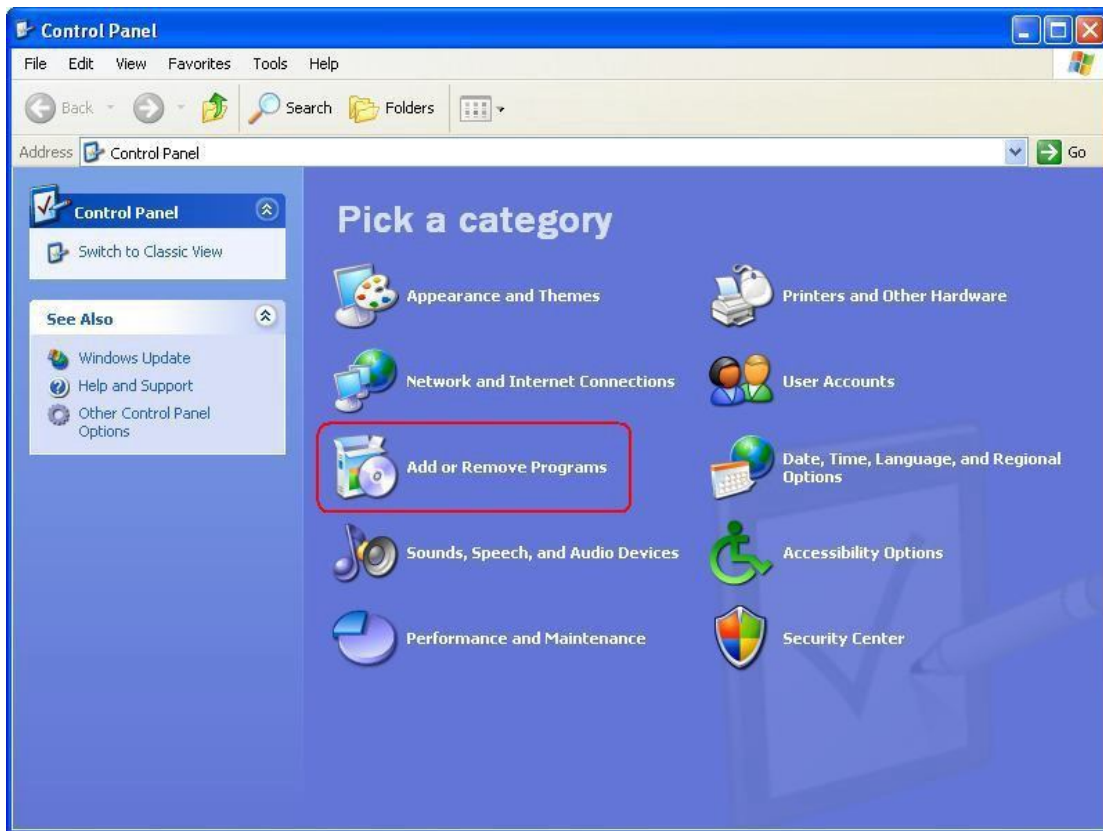


Click "Close"

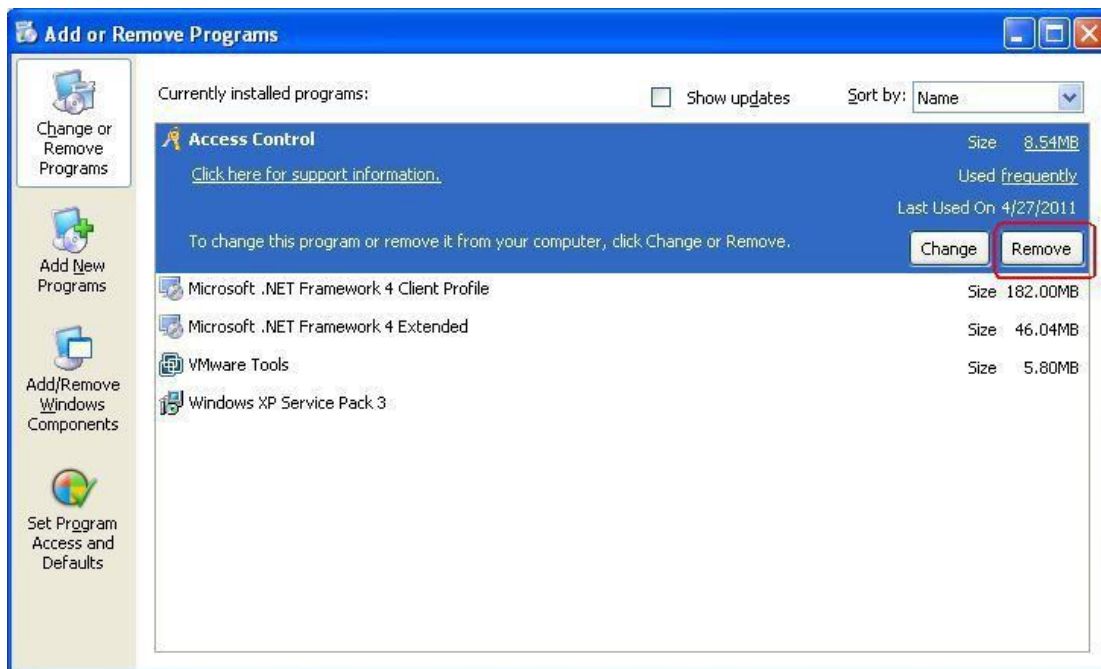
After the installment completes, The  will be created automatically and display in computer screen.

1.5 Software Remove

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



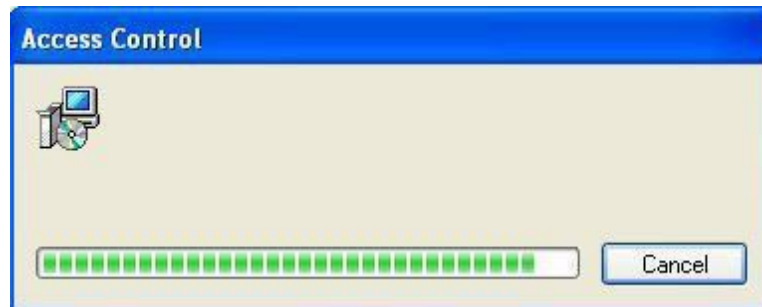
Click "Add or Remove Programs"



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




Click "Yes"



Part 2 Basic Operation of Software

2.1 Login

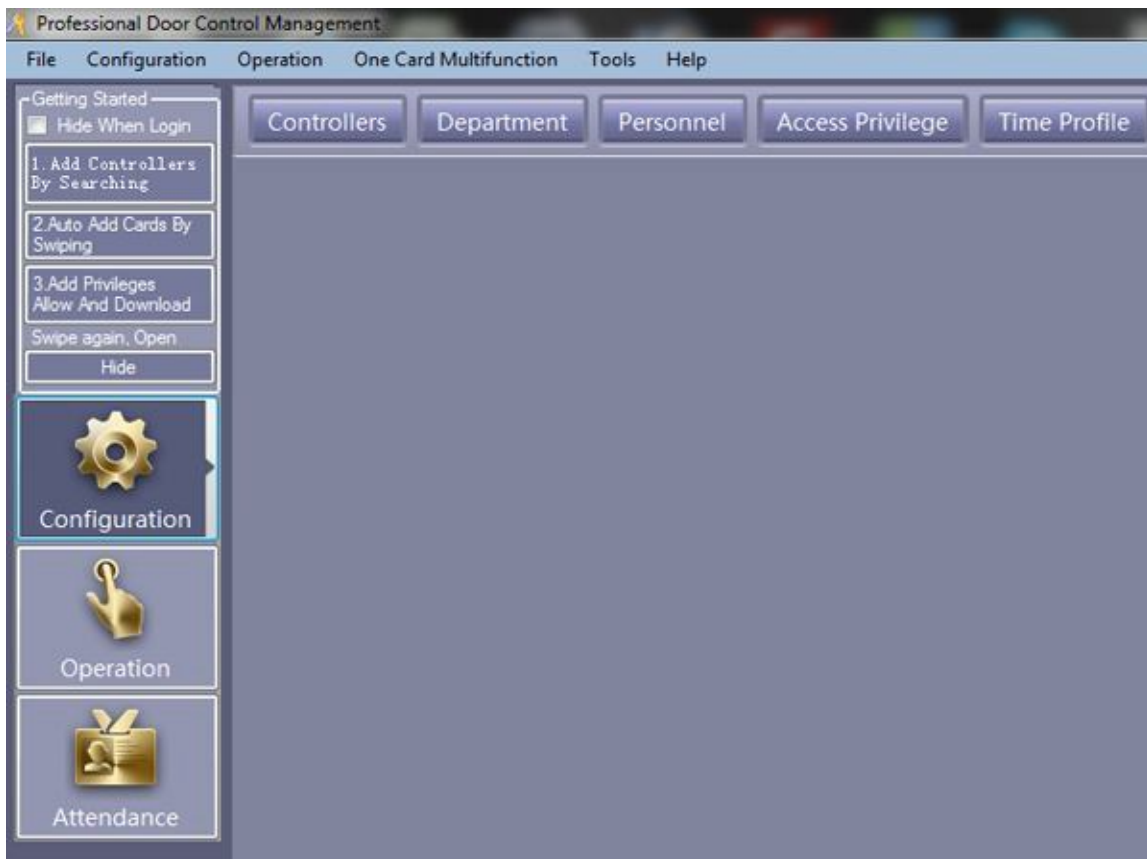
Click the  or run **【start】 > 【Programs】 > 【Access Control】 > 【Access Control】**, It will open up the Login windows as follows:



The login window is a dark blue dialog box with two white input fields. The first field is labeled "User Name:" and the second is labeled "Password:". Below the fields are two buttons: "OK" and "Exit".

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

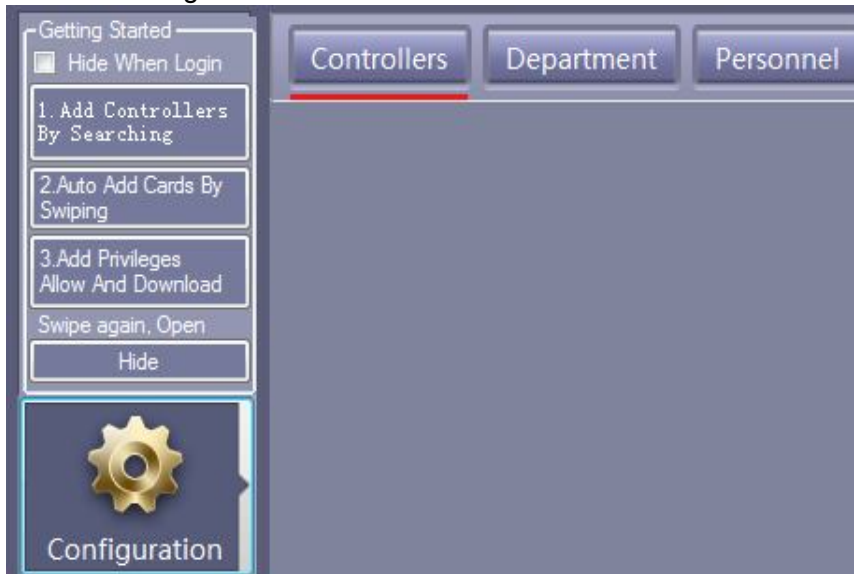
It is recommend to change the user name and password at the first use.



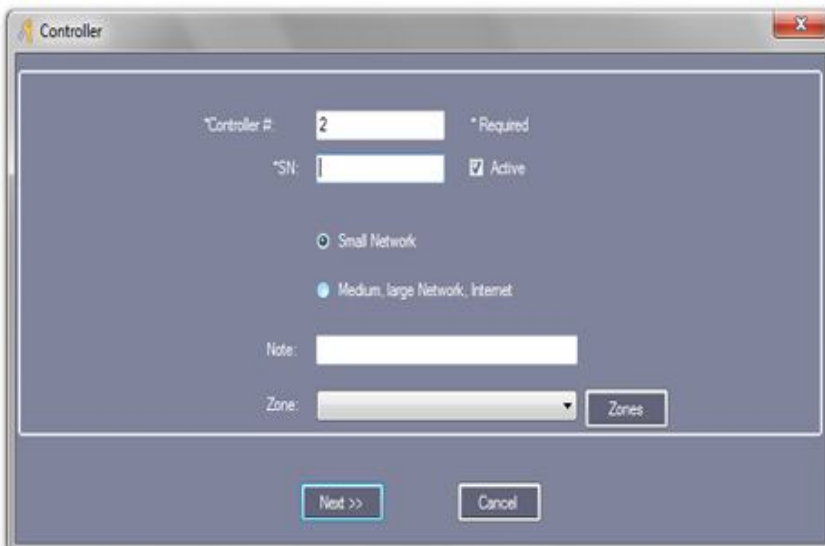
2.2 Parameter Settings of Equipment

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 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 #	Door Name	Active	Door Control State	Door Delay(sec)
Door 1#	Entrance Door	<input checked="" type="checkbox"/>	<input checked="" type="radio"/> Control <input type="radio"/> Open <input type="radio"/> Close	3
Door 2#	Manager Room Door	<input checked="" type="checkbox"/>	<input checked="" type="radio"/> Control <input type="radio"/> Open <input type="radio"/> Close	3
Door 3#	HR	<input checked="" type="checkbox"/>	<input checked="" type="radio"/> Control <input type="radio"/> Open <input type="radio"/> Close	3
Door 4#	Meeting Room Door	<input checked="" type="checkbox"/>	<input checked="" type="radio"/> Control <input type="radio"/> Open <input type="radio"/> Close	3

Door #	In Reader	Attend
Door1#	In	<input checked="" type="checkbox"/>
Door2#	In	<input checked="" type="checkbox"/>
Door3#	In	<input checked="" type="checkbox"/>
Door4#	In	<input checked="" type="checkbox"/>

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

Door Delay Time (Second) can be changed.

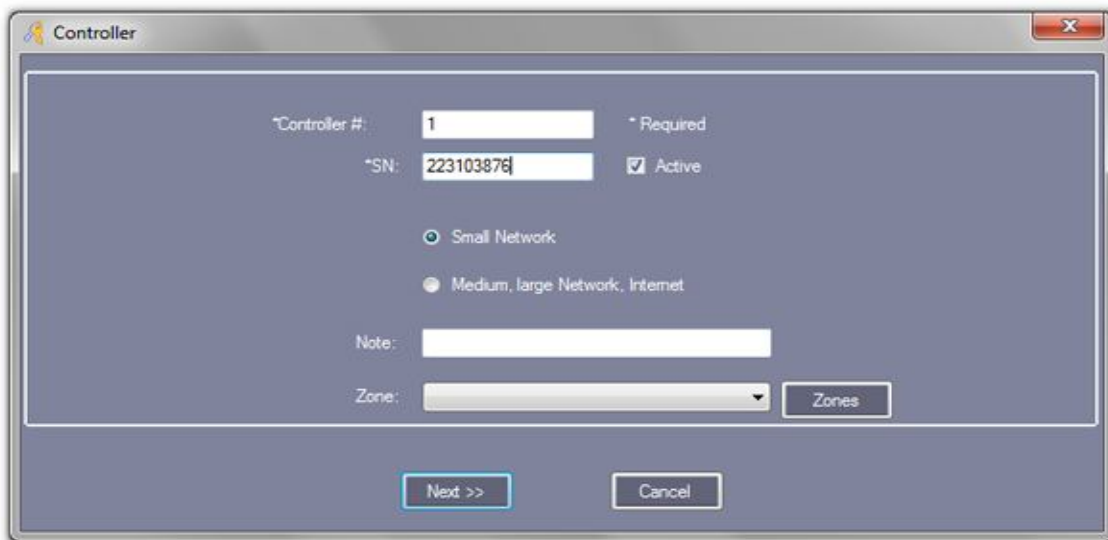
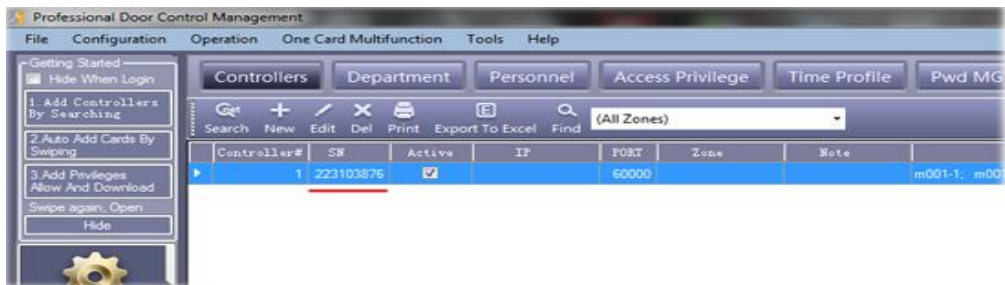
Mark "Active": by ☒, the control console will display each door; otherwise, it won't display.

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

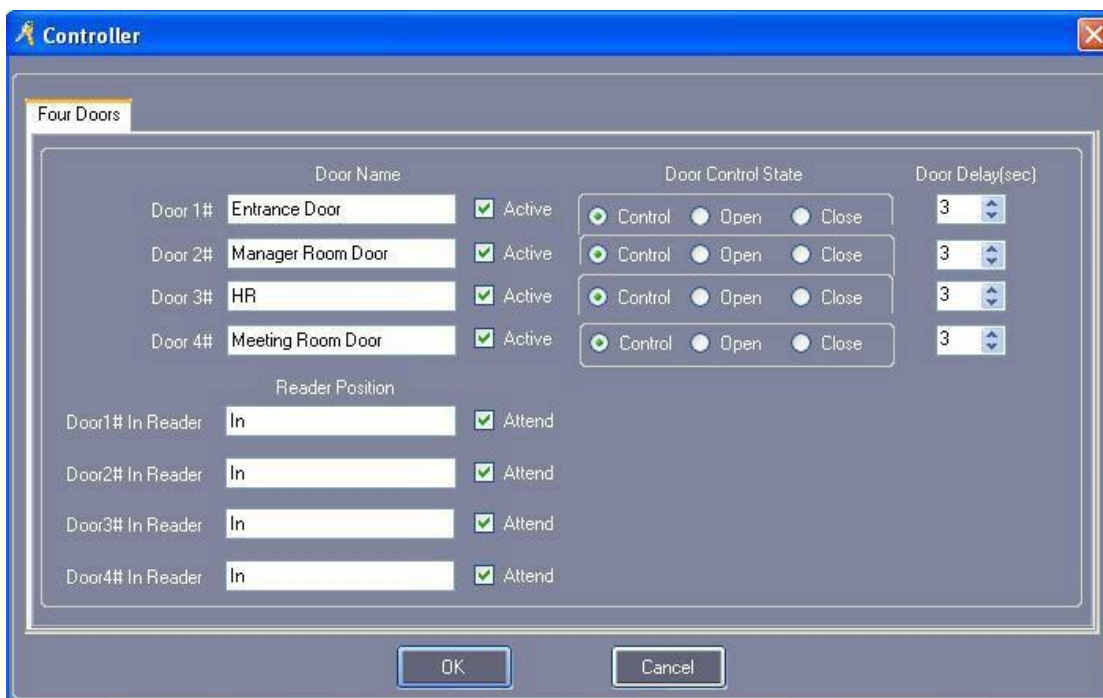
Click "OK"

Controller#	SN	Active	IP	PORT	Zone	Note	Doors
1	401000003	<input checked="" type="checkbox"/>		80000			Entrance Door; Manager Room Door; HR; Meeting Room Door

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 #

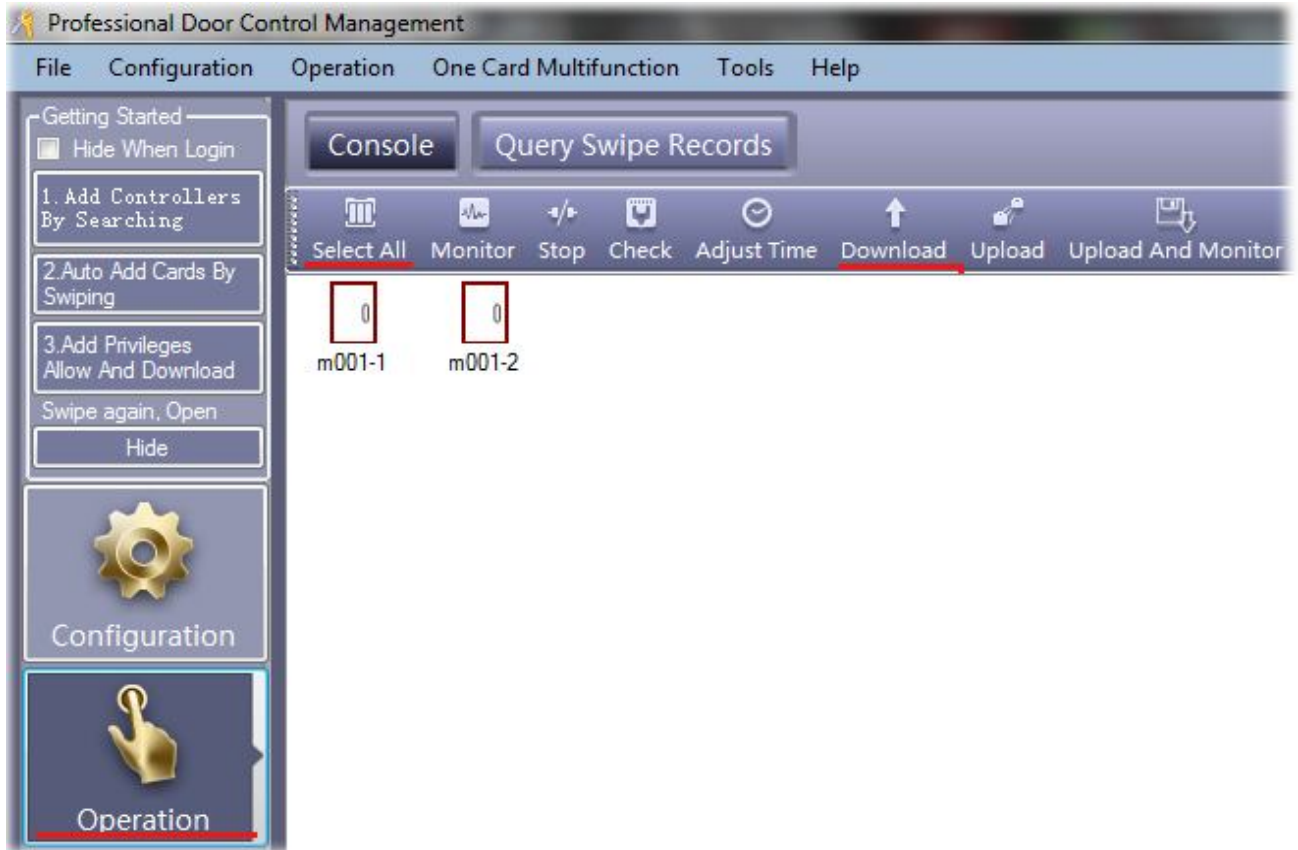


Click Next



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

Then Click >Operation > Click Select All > click Download

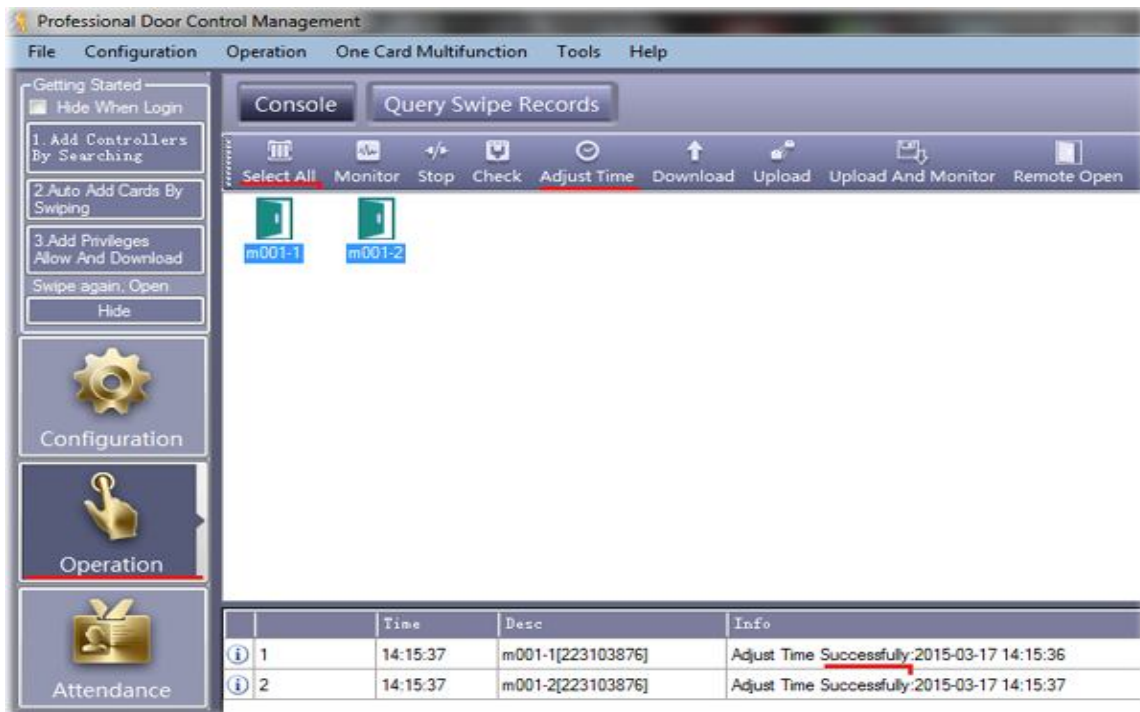


***Do not forget to change it back after changed.

2.2.1B Adjust Time

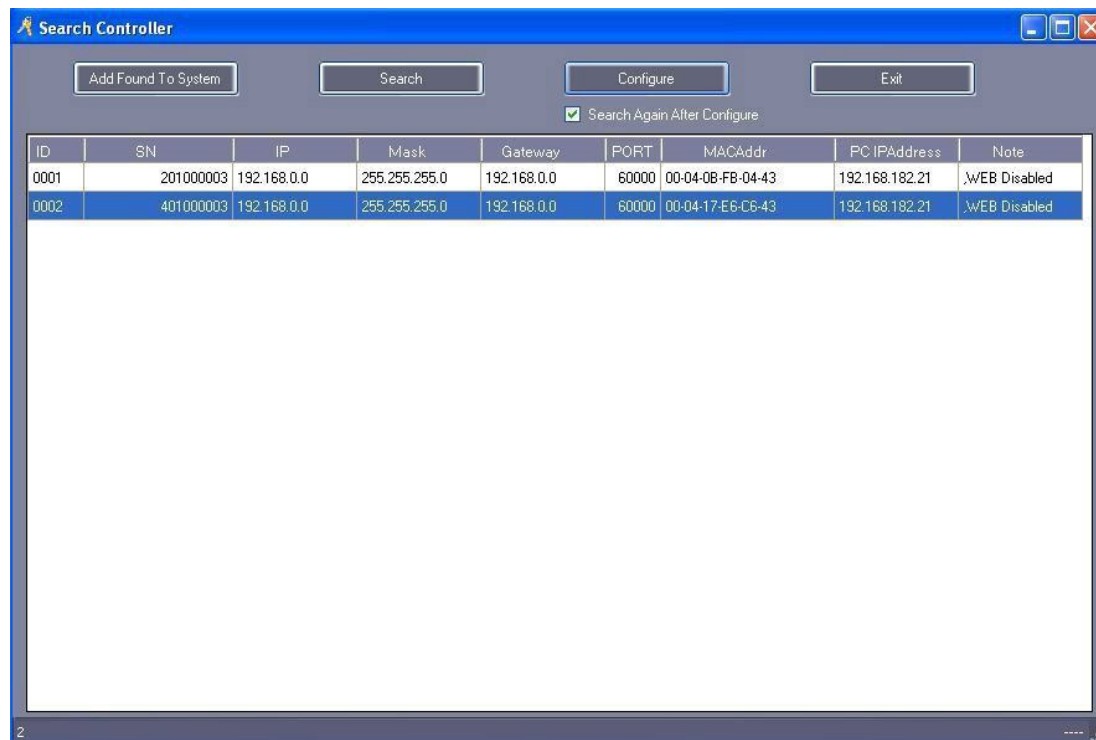
After first time to download software , You need to adjust time on software to let the access control board time to match your computer time.

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



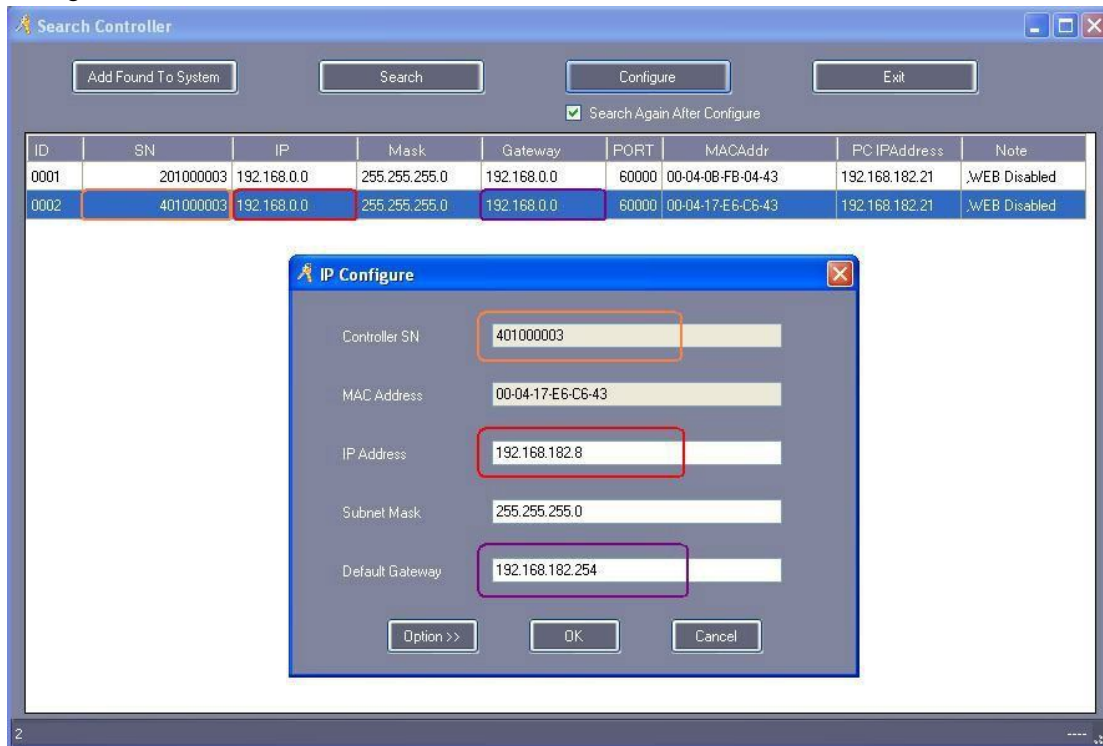
2.2.2 IP setting of Controller

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

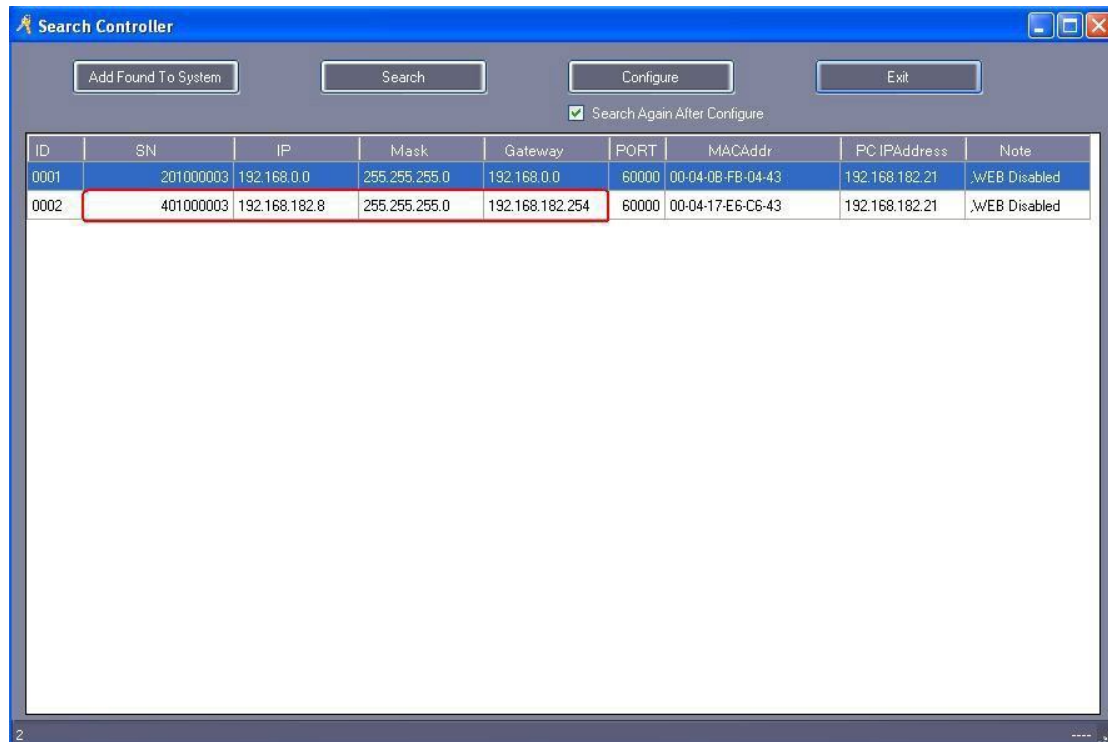


Search need take around 5 Seconds. Click

“Configure”



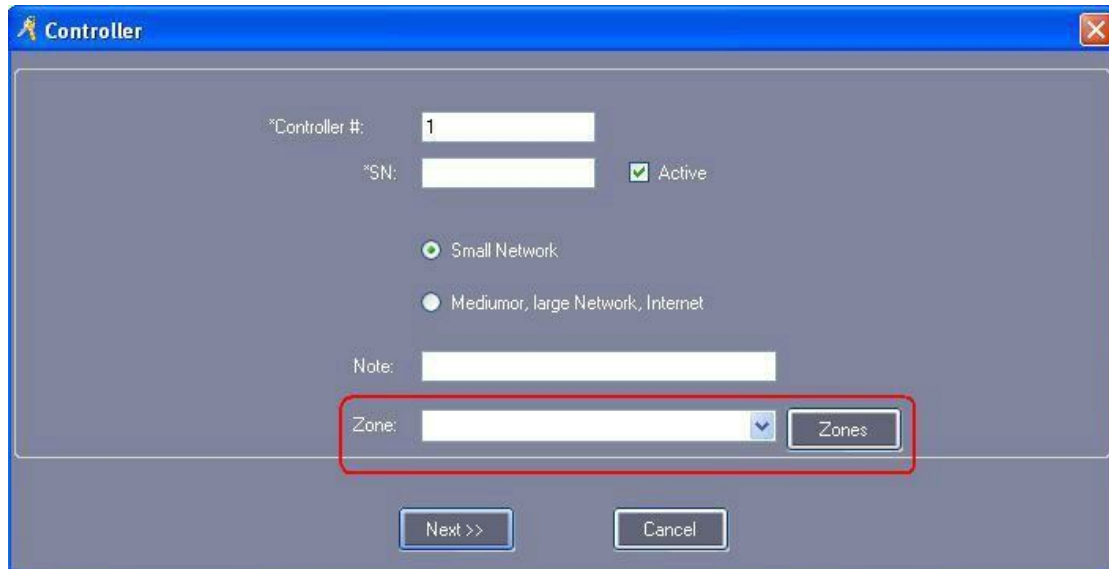
Click “OK”



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

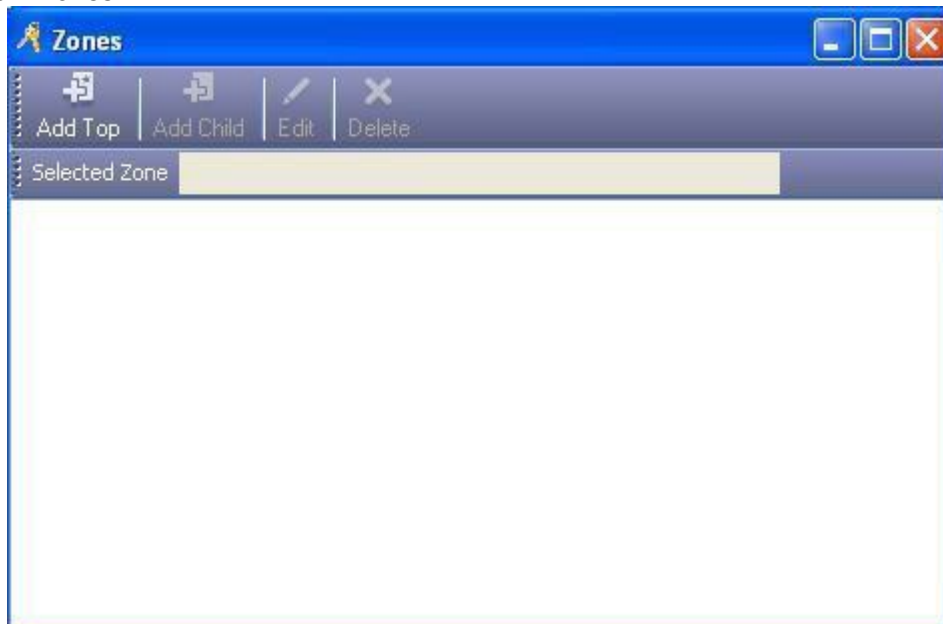
Select **【Configuration】 > 【Controllers】 > 【New】**



The "Controller" window is a configuration dialog with a blue title bar. It contains the following fields and controls:

- *Controller #: Text box with "1" entered.
- *SN: Text box.
- ☒ Active (checkbox).
- ☒ Small Network (radio button).
- ☐ Medium or large Network, Internet (radio button).
- Note: Text box.
- Zone: Dropdown menu with a "Zones" button next to it. This area is highlighted with a red rectangle.
- Next >> (button).
- Cancel (button).

Click "Zones"



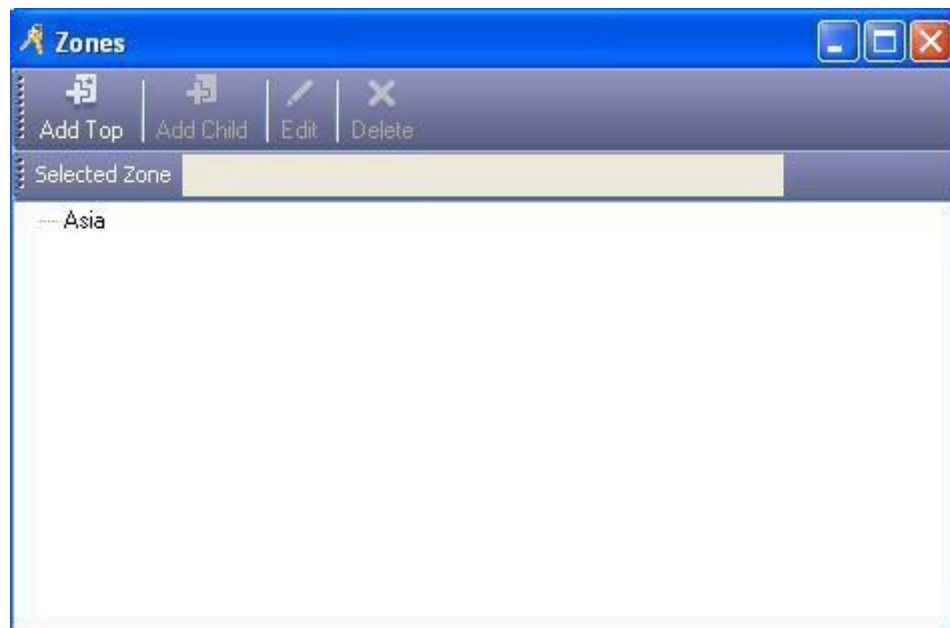
The "Zones" window is a list management dialog with a blue title bar. It features a toolbar with icons for "Add Top", "Add Child", "Edit", and "Delete". Below the toolbar is a "Selected Zone" label and a large empty list area.

Click "Add Top"



The "Add Top" window is a small dialog with a blue title bar. It contains a "Zone" label and a text box with "Asia" entered. At the bottom are "OK" and "Cancel" buttons.

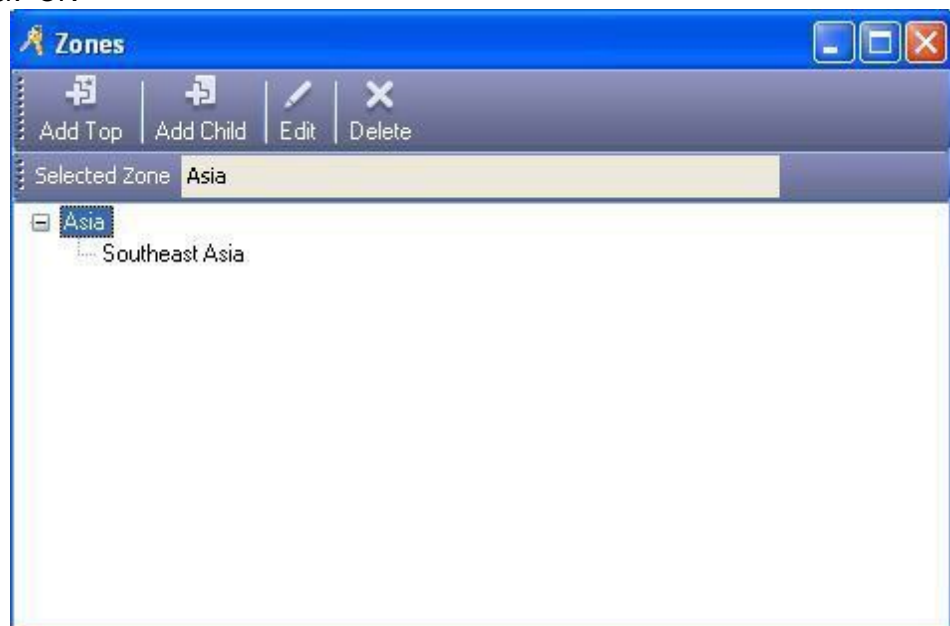
Click "OK"



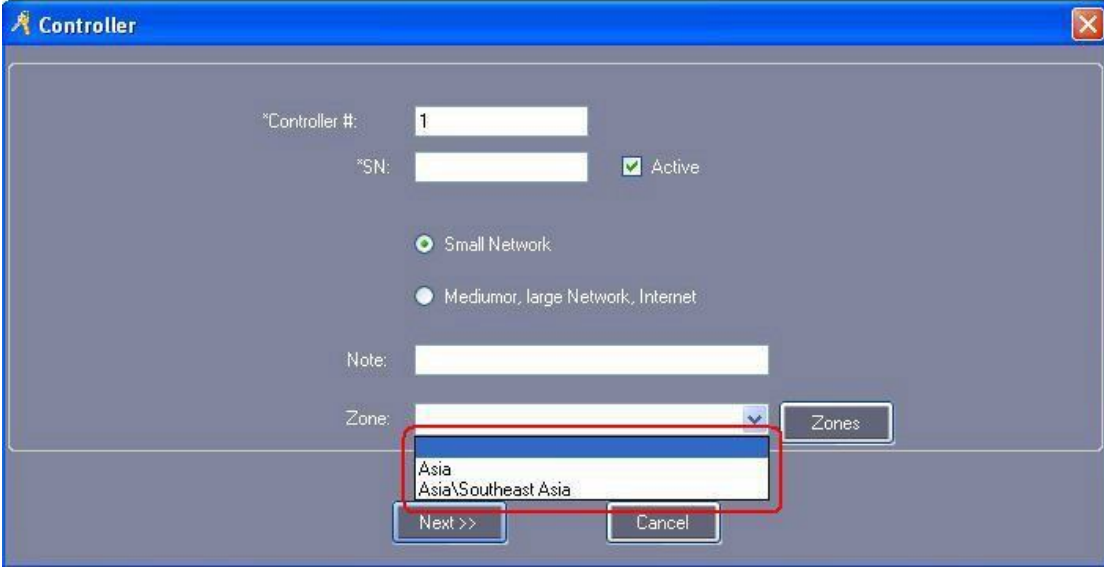
Click the “Add Child” to add a new Child under the Top.



Click “OK”



Click 

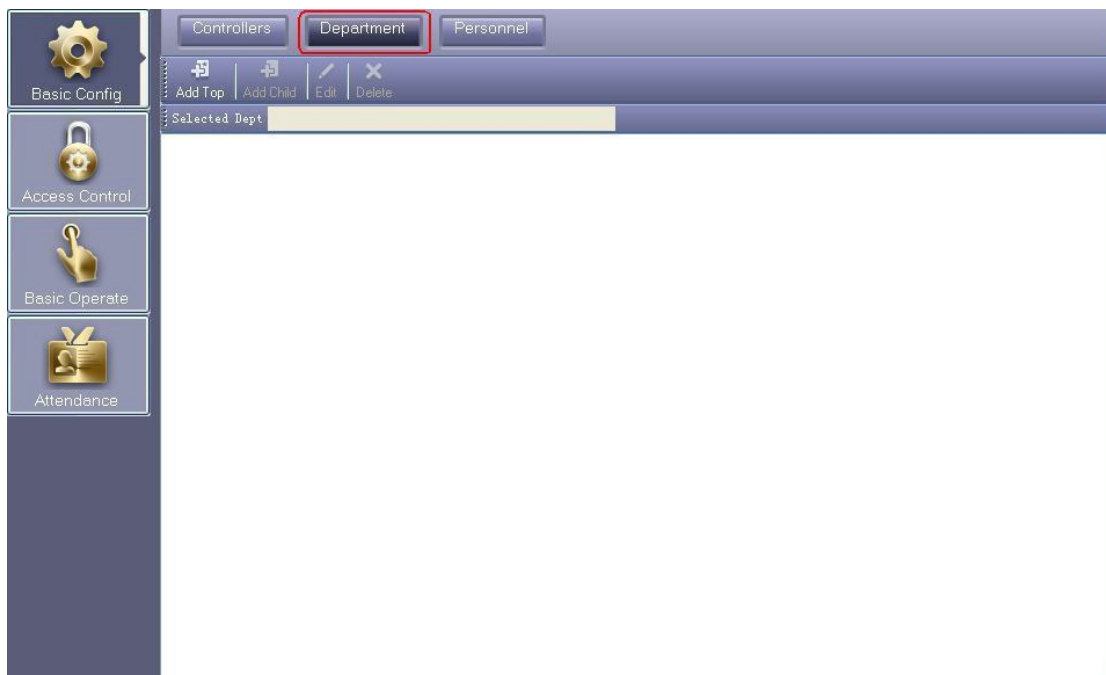



The image shows a 'Controller' configuration window. It has a blue title bar with a close button. Inside, there are fields for 'Controller #' (value 1) and 'SN'. A checkbox labeled 'Active' is checked. There are two radio buttons: 'Small Network' (selected) and 'Mediumor, large Network, Internet'. Below these is a 'Note' text area and a 'Zone' dropdown menu. The 'Zone' dropdown is open, showing 'Asia' and 'Asia\Southeast Asia'. A red rectangle highlights the dropdown list. To the right of the dropdown is a 'Zones' button. At the bottom are 'Next >>' and 'Cancel' buttons.

2.3 Operation of Department and Registered User

2.3.1 Add Department

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



click the  Add Top to create a new department



A dialog box titled "Add Top" with a blue header bar and a red close button. It contains a text field labeled "Dept" with the value "Sales Dep". At the bottom are "OK" and "Cancel" buttons.

Click "OK"



The main application window has a sidebar with "Basic Config" (gear icon) and "Access Control" (lock icon). The top bar has tabs for "Controllers", "Department", and "Personnel". Below the tabs is a toolbar with "Add Top", "Add Child", "Edit", and "Delete" icons. The "Selected Dept" field shows "Sales Dep".

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



A dialog box titled "Add Child" with a blue header bar and a red close button. It contains a text field labeled "Dept" with the value "Oversea Marketing". At the bottom are "OK" and "Cancel" buttons.

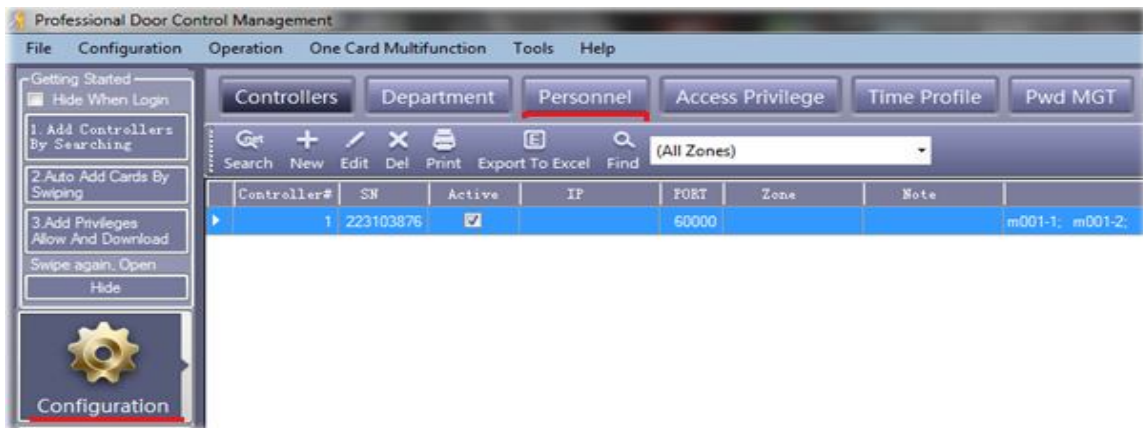
Click "OK"



The main application window is the same as before, but the "Selected Dept" field now shows "Sales Dep". Below it, a tree view shows "Sales Dep" expanded, with "Oversea Marketing" listed as a child.

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.

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.

ConsumerNO	Name	Card ID	Attendance	Access Control	Active Date	Deactive Date	Department
1	Hellen	18016185	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2011-04-28	2029-12-31	Sales Dep\Oversea Marketing

User “Others” information

Sex:

Nationality:

Religion:

Hometown:

Birthday:

Marriage:

Political:

Culture:

Work Phone:

Mobile:

Home Phone:

En. Name:

Corp.:

Title:

Tech. Grade:

Cert. Type:

Cert. ID:

Socail Insurance No.:

Join Date:

Leave Date:

Email:

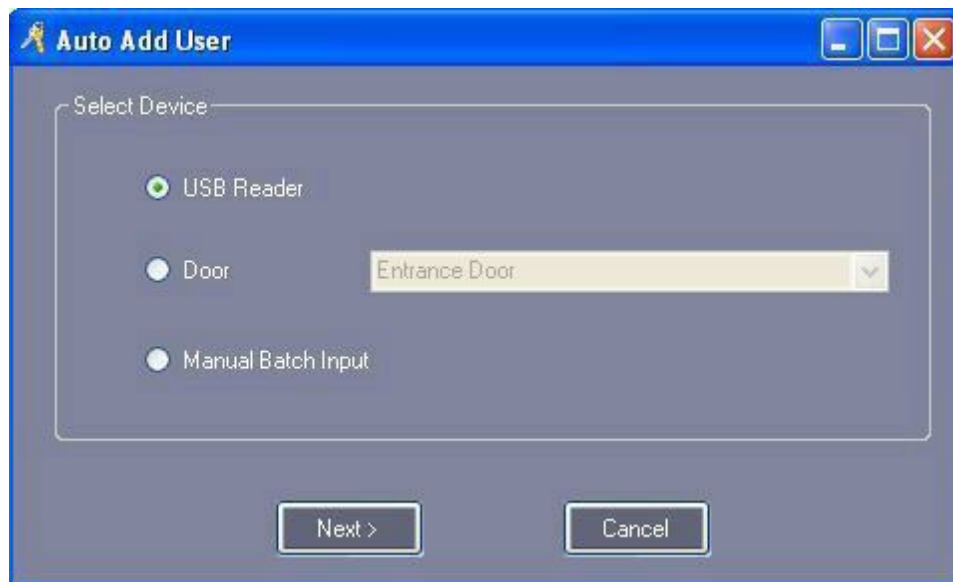
Addr:

PostCode:

Note:

2.3.3 Auto Add the registration card

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

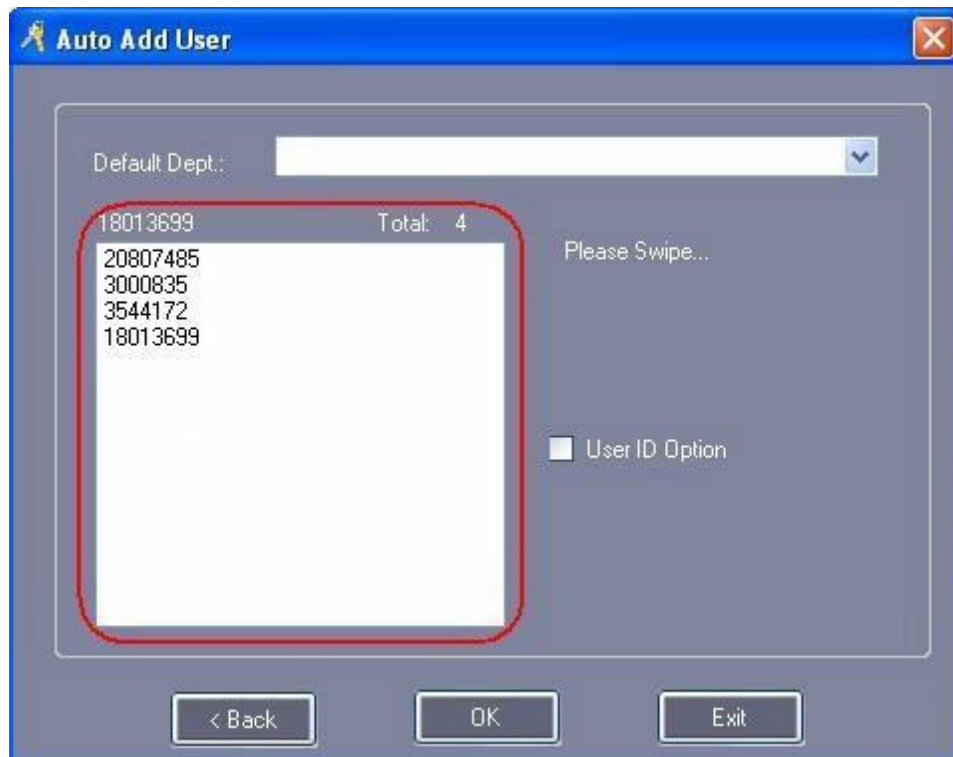


If you selected “USBReader”, must connect the assign card reader

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.

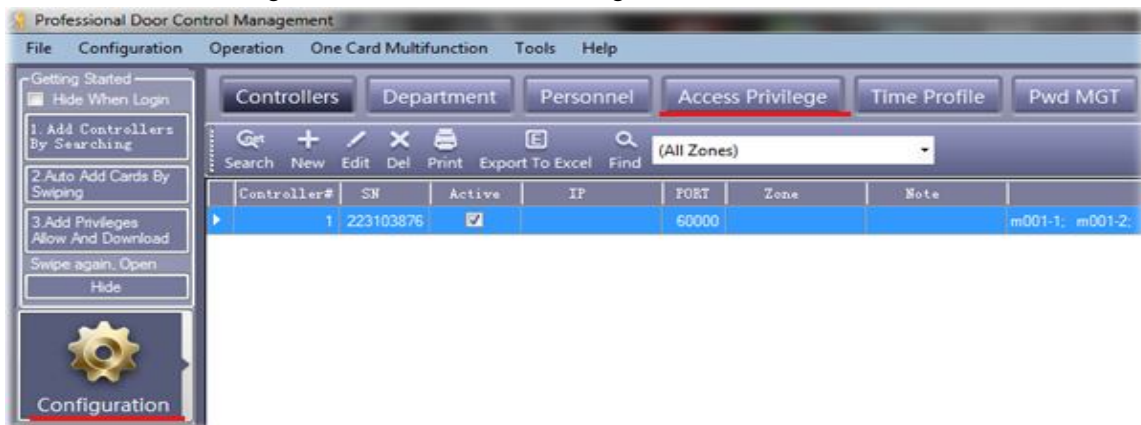
<div> <div>Controllers</div> <div>Department</div> <div>Personnel</div> </div>							
<div> <div>Auto Add</div> <div>Add</div> <div>Edit</div> <div>Del</div> <div>Print</div> <div>Export To Excel</div> <div>Import</div> <div>Card Lost</div> <div>Batch Update</div> <div>Privilege</div> </div>							
<div> <div>Name</div> <div>CardID</div> <div>Dept.</div> <div>Query</div> <div>Clear</div> </div>							
ConsumerNO	Name	Card ID	Attendance	Access Control	Active Date	Deactive Date	Department
1	Hellen	18016185	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2011-04-28	2029-12-31	Sales Dep\Oversea Marketing
2	N20807485	20807485	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2011-04-28	2029-12-31	
3	N3000835	3000835	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2011-04-28	2029-12-31	
4	N3544172	3544172	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2011-04-28	2029-12-31	
5	N18013699	18013699	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2011-04-28	2029-12-31	
6	N18013377	18013377	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2011-04-28	2029-12-31	
7	N18013378	18013378	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2011-04-28	2029-12-31	
8	N18013379	18013379	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2011-04-28	2029-12-31	
9	N18013380	18013380	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2011-04-28	2029-12-31	
10	N18013381	18013381	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2011-04-28	2029-12-31	
11	N18013382	18013382	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2011-04-28	2029-12-31	
12	N18013383	18013383	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2011-04-28	2029-12-31	
13	N18013384	18013384	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2011-04-28	2029-12-31	
14	N18013385	18013385	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2011-04-28	2029-12-31	
15	N18013386	18013386	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2011-04-28	2029-12-31	
16	N18013387	18013387	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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

Access Privileges Assignment

Users

Department: [All]

NO	Name	Card ID
2	Jack	20807485
3	Tina	3000835
4	Sharon	3544172
6	Eric	18013377
7	Steven	18013378
8	Tom	18013379
9	Grace	18013380
10	Andy	18013381
11	James	18013382
12	Tommy	18013383

Selected Users:

NO	Name	Card ID
1	Hellen	18016185
5	Lucy	18013699


Doors


Zone: [All Zones]


Optional Doors


Selected Doors

Entrance Door
HR
Manager Room Door
Meeting Room Door

Prohibit 

Prohibit And upload 

Allow 

Allow And Upload 

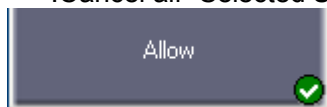
Exit

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

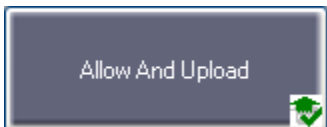
">":Select one "Users" or Select one "Optional Doors".

"<": 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】**

The 'Card Lost' dialog box contains the following fields and buttons:

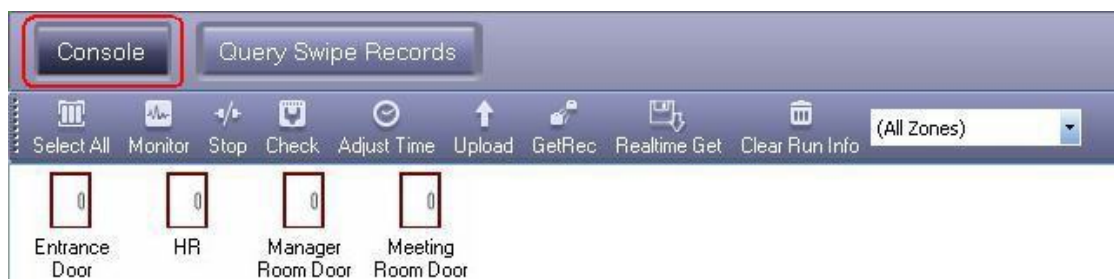
- Name: Hellen
- Lost Card ID: 18016185
- New Card ID: 18014987 (highlighted with a red box)
- Buttons: OK, Exit

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

The screenshot shows the 'Check' interface with the 'Check' button highlighted in the menu bar. Below the menu bar, there are four door status icons: Entrance Door (green), HR (red), Manager Room Door (red), and Meeting Room Door (red). Below these icons is a table with the following data:

	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)...

To the right of the table is a 'Detail [2/2]' panel showing the following information:

- 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.

The screenshot shows the 'Check' interface with the 'Check' button highlighted in the menu bar. Below the menu bar, there are four door status icons: Entrance Door (red), HR (red), Manager Room Door (red), and Meeting Room Door (blue). Below these icons is a table with the following data:

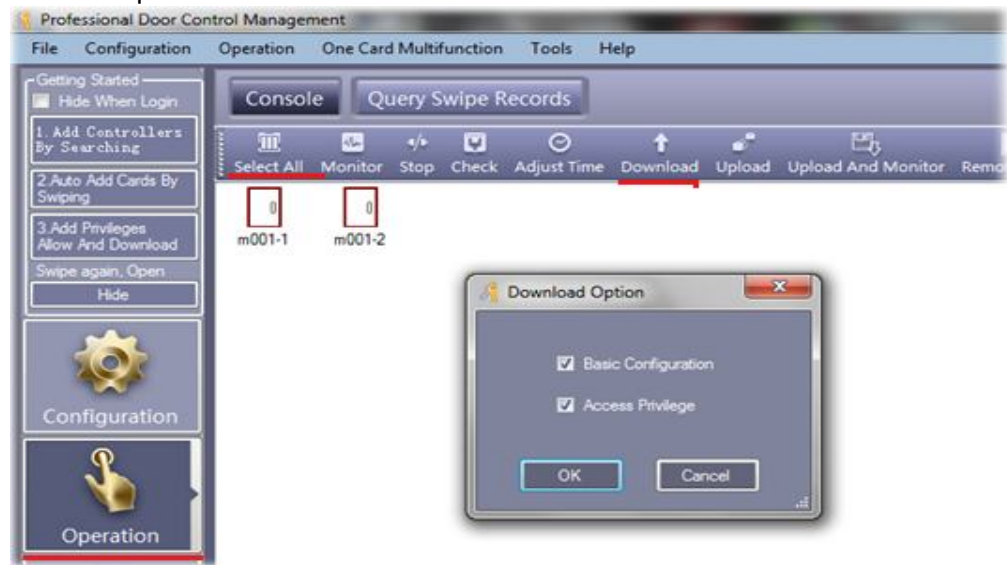
	Time	Desc	Info
1	23:30:47	Meeting Room Door	Communicate Failed--ControllerS...

To the right of the table is a 'Detail [1/1]' panel showing the following information:

- 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

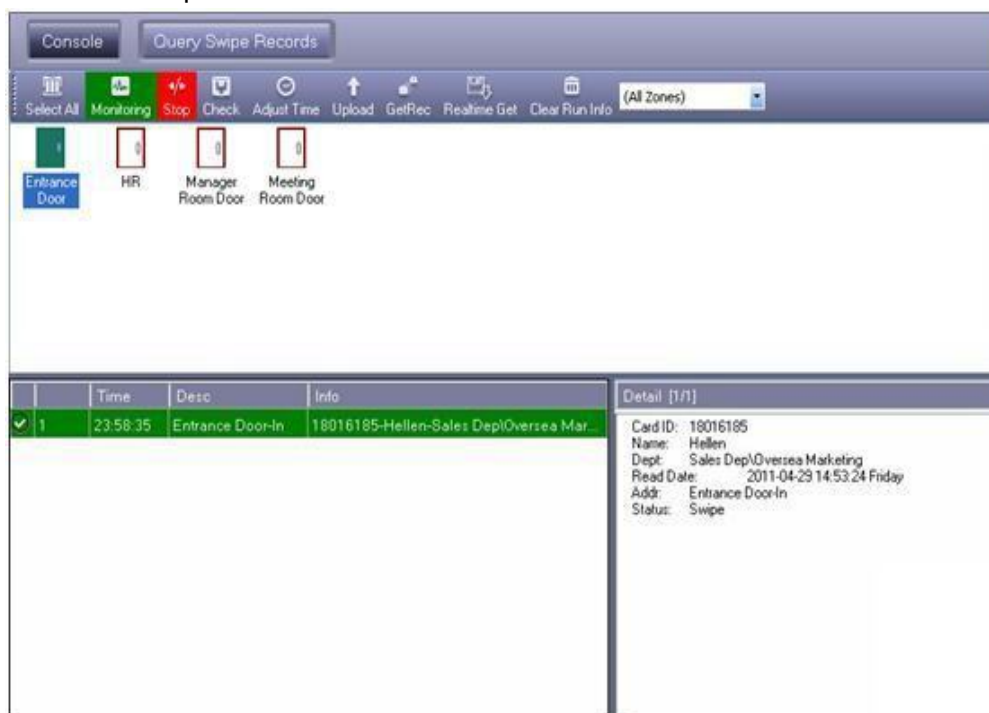


Click "OK"

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.

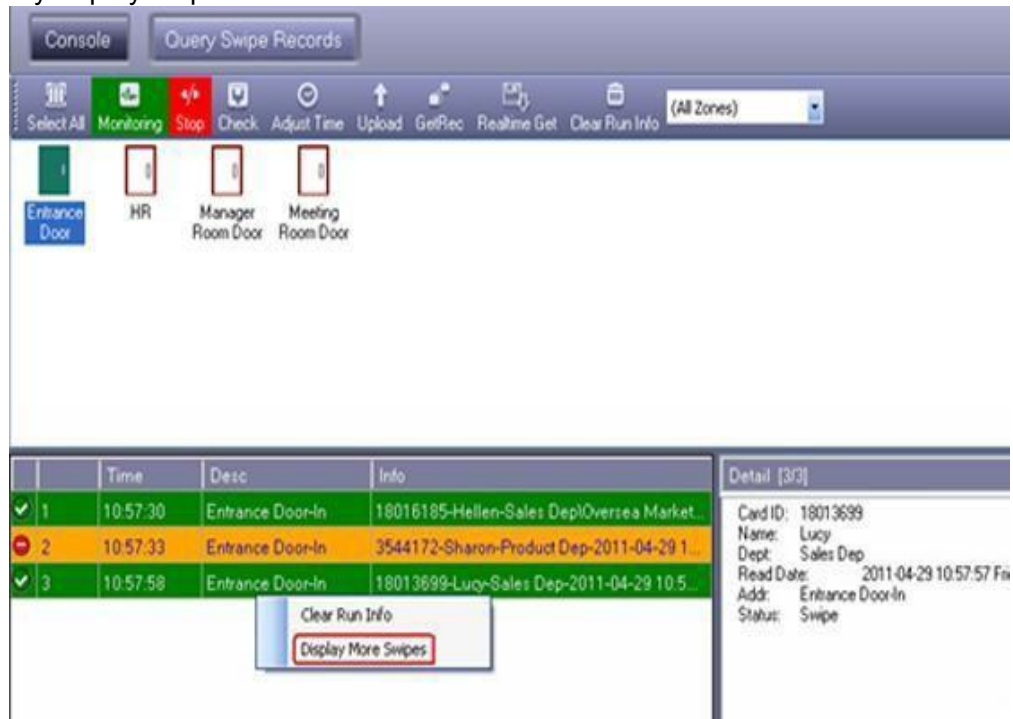
2.5.3 Real-time Monitoring

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”.

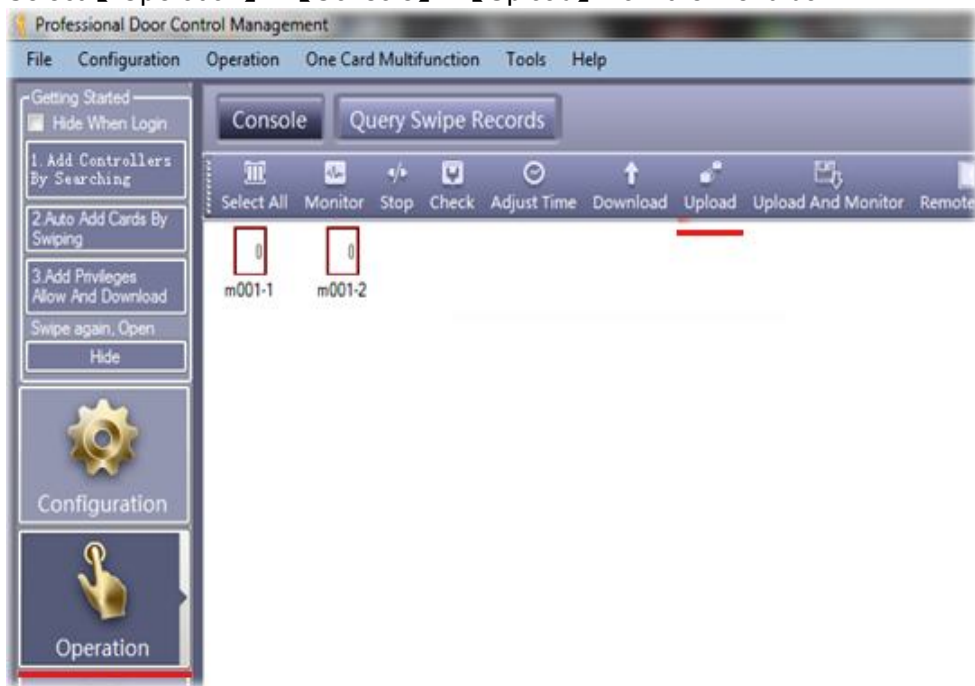


Right click “Space part”. You can adjust the display of information.



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




Basic Config



Access Control



Basic Operate



Attendance

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:

Basic Config

Access Control

Basic Operate

Attendance

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

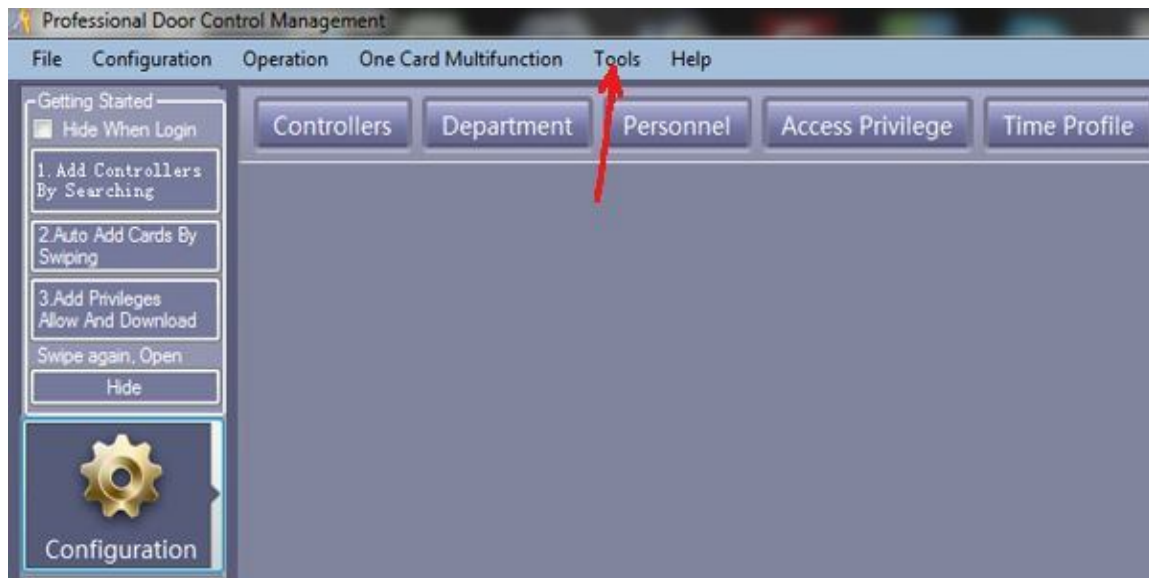
Dept.

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”.

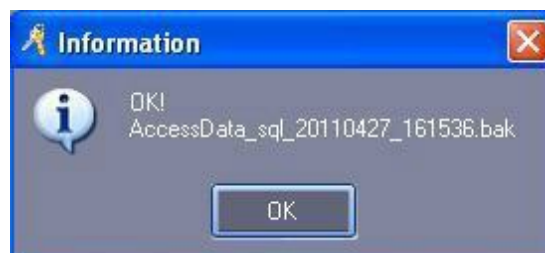


2.7.2 DB Backup

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".

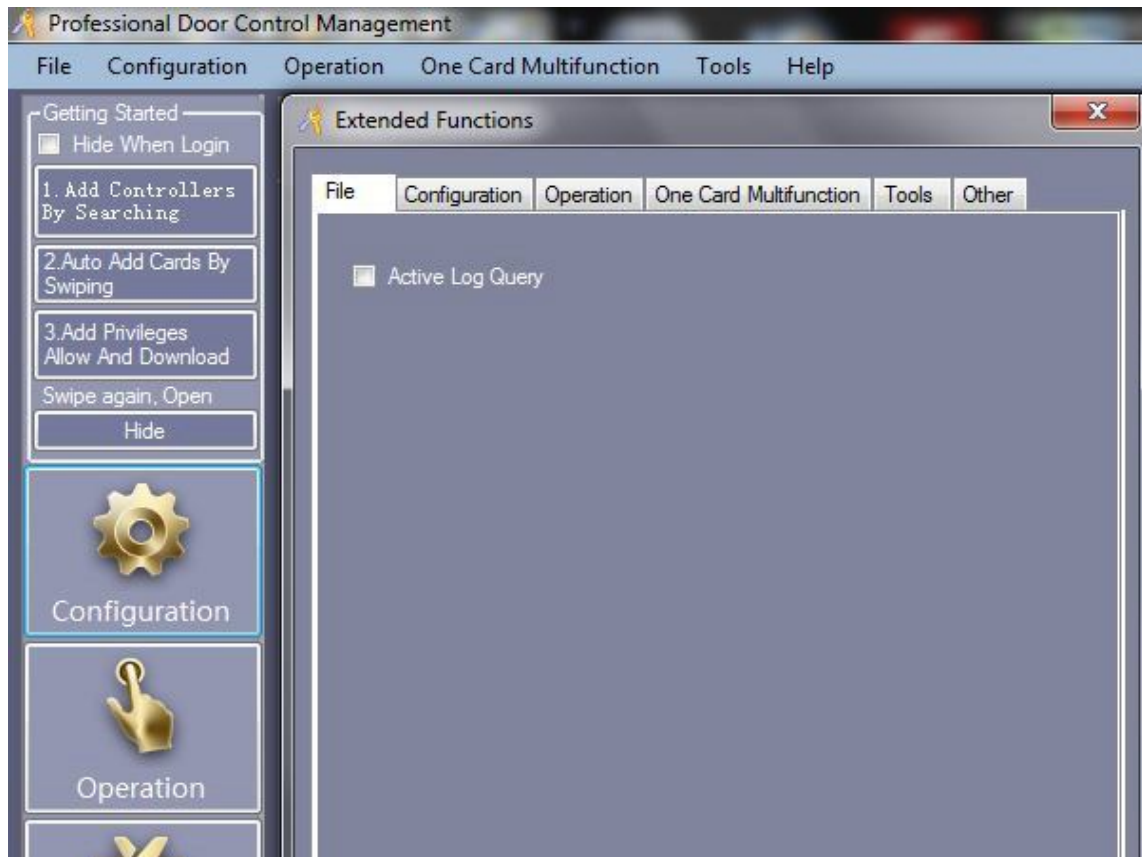
Part 3 Extended Function

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



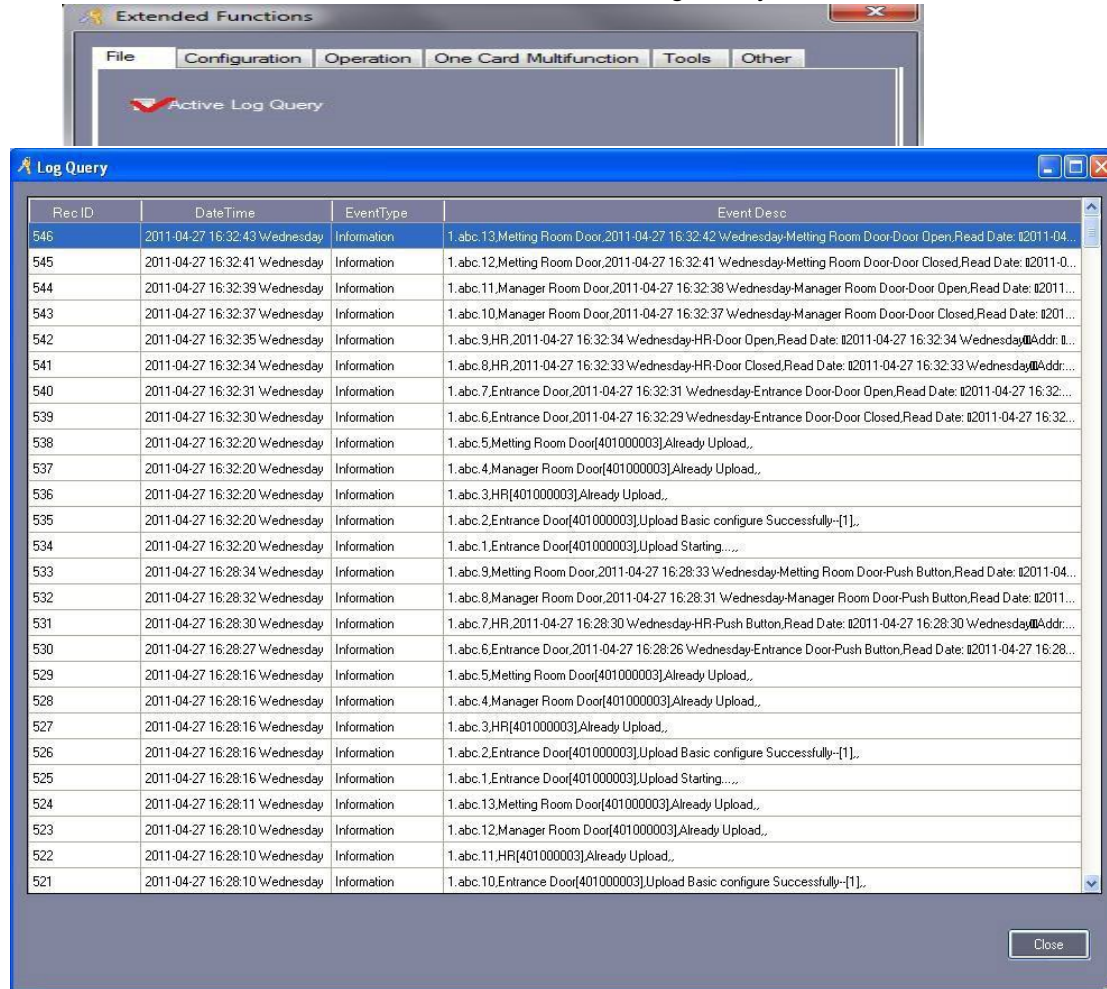
If you want to Activate the Extended Function . please input the password .
"5678".

The extended function list is as follows:



3.1.1 Active Log Query

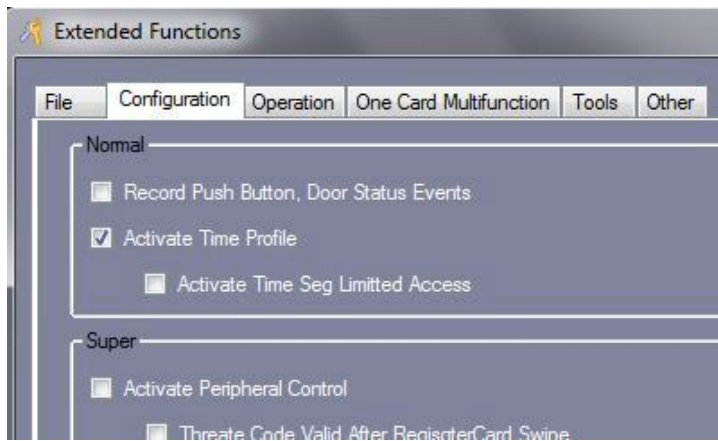
Select 【Extended Function】 > Check 【Active Log Query】



3.2 Normal

3.2.1 Activate Time profile

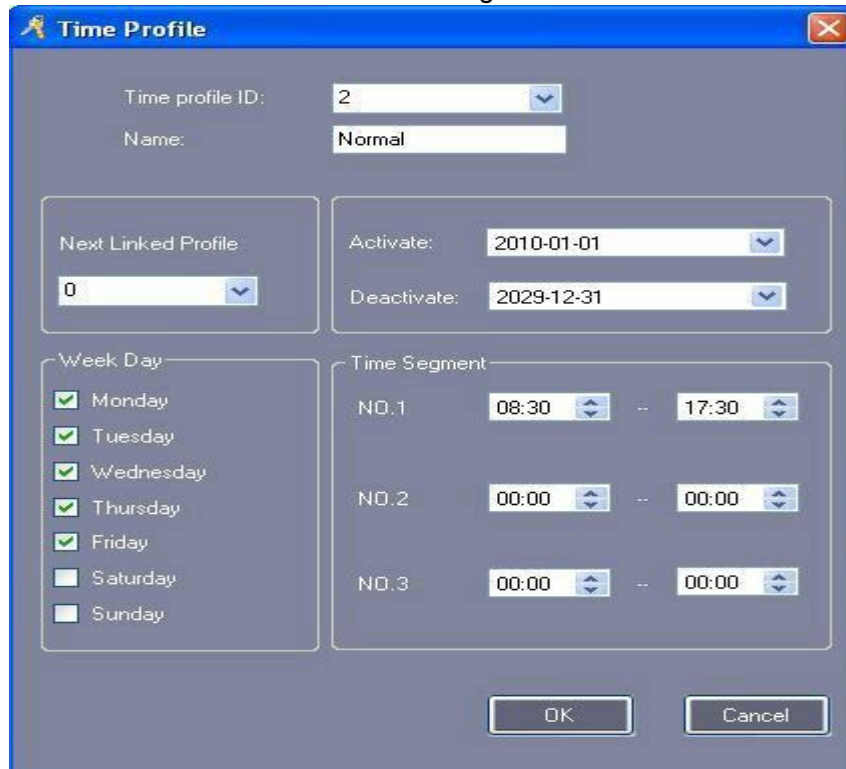
Select 【Tools】 > 【Extended Function】 > 【Configuration】 > Check 【Time Profile】



Click 【Configuration】 > Click 【Time Profile】



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



The image shows a 'Time Profile' dialog box with a blue title bar and a close button. It contains several input fields and checkboxes for configuring a 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:

Segment	Start	End
NO.1	08:30	17:30
NO.2	00:00	00:00
NO.3	00:00	00:00

OK Cancel

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.

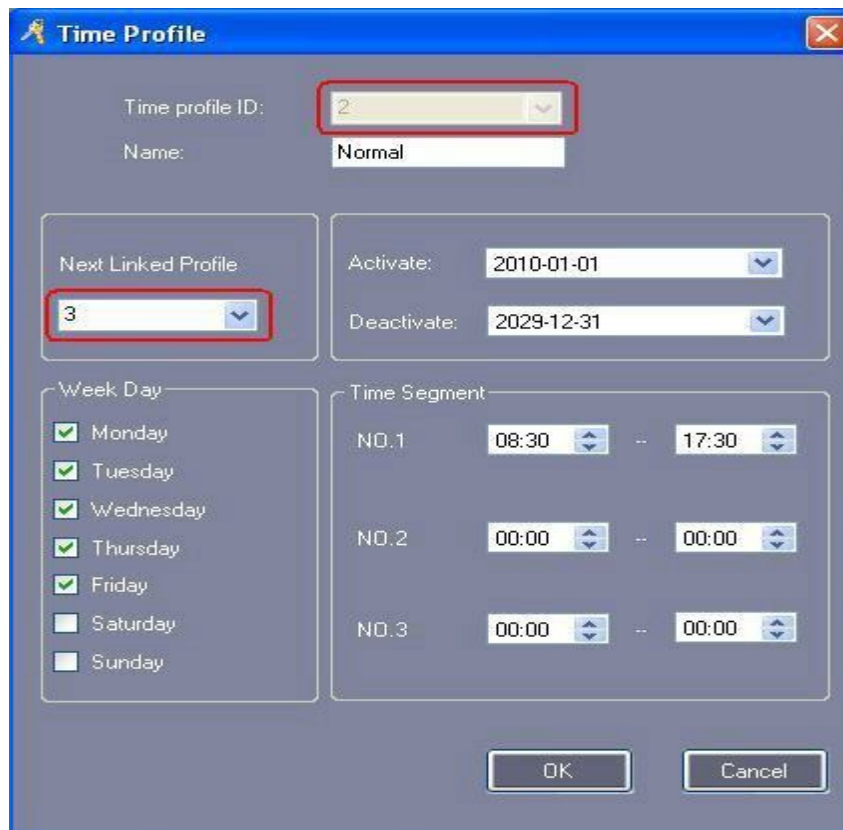
If you need to work on Saturday, First write 3 in “Time Profile ID”, Then the “Time Profile ID” 2 linked “Time Profile ID”3.

Add new “Time Profile 3”

Click “OK”



“Time Profile 2” link “Time Profile 3”

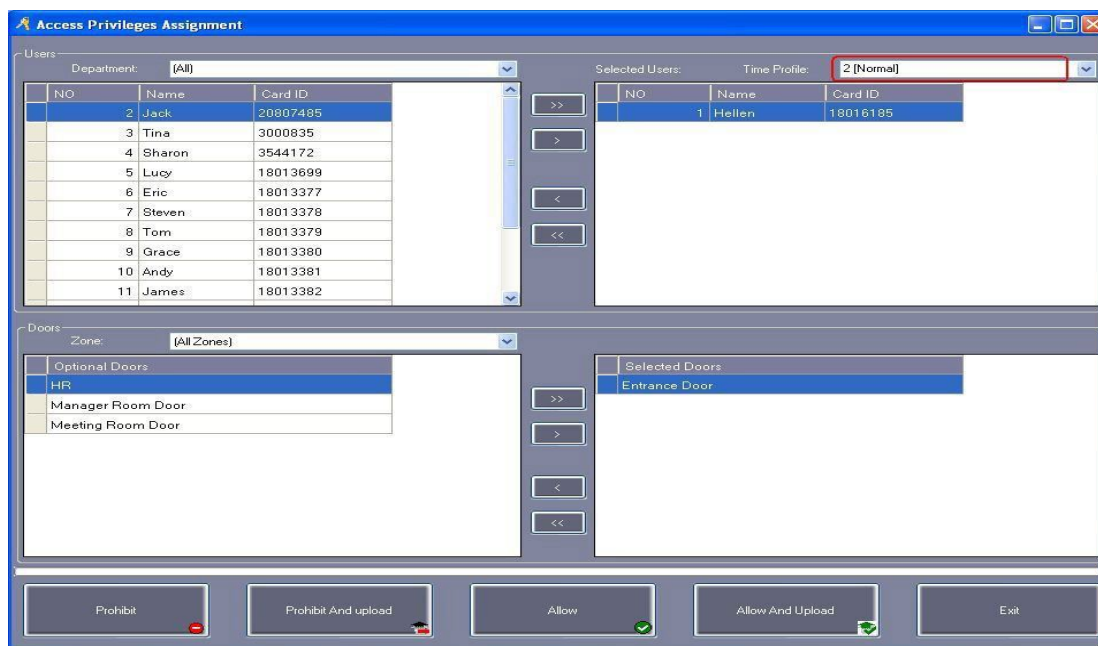


The "Time Profile" window is used to configure a specific time profile. It includes fields for the profile ID, name, activation/deactivation dates, and a list of days of the week. The "Next Linked Profile" field is set to 3. The "Time Segment" section shows three segments (NO.1, NO.2, NO.3) with their respective start and end times.

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

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】**



The "Access Privileges Assignment" window is used to assign permissions to users. It includes a list of users, a list of doors, and a list of selected users and doors. The "Time Profile" is set to 2 [Normal]. The "Selected Users" list shows user 1 Hellen. The "Selected Doors" list shows Entrance Door.

Users	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	NO	Name	Card ID
1	Hellen	18016185	

Doors	Zone	Optional Doors
HR		
Manager Room Door		
Meeting Room Door		

Selected Doors
Entrance Door

Buttons: Prohibit, Prohibit And upload, Allow, Allow And Upload, Exit

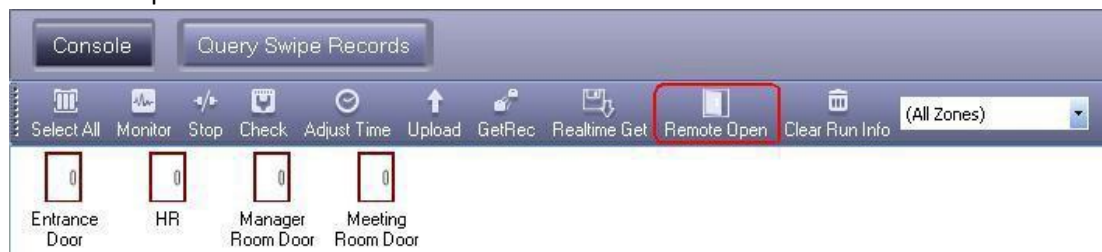
After setting privilege, please select **【Basic Operate】 > 【Console】 > 【Upload】**

3.2.2 Activate Remote Open Door

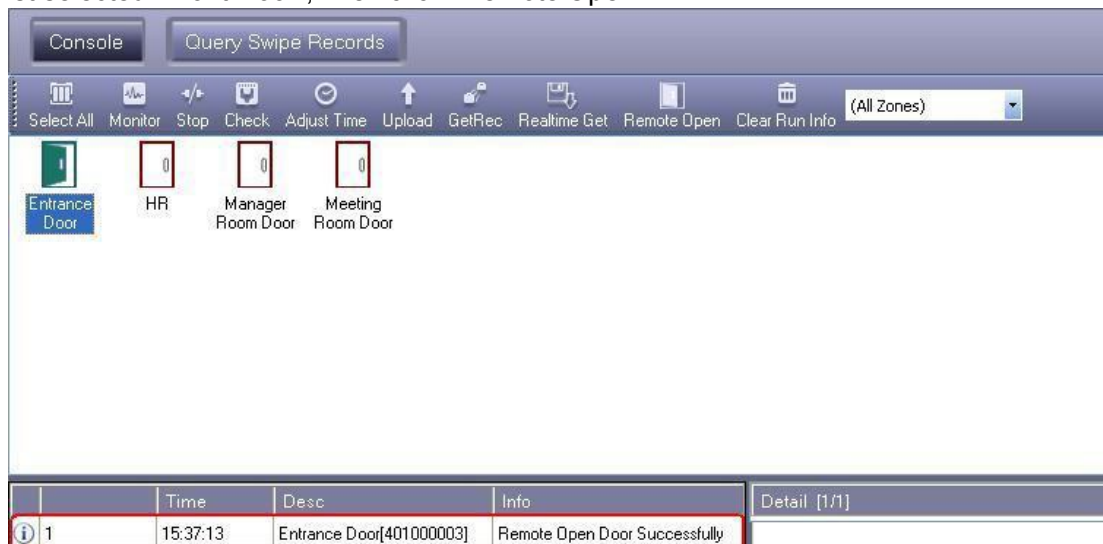
Select **【Tools】 > 【Extended Function】 > 【Operation】 > Check 【Activate Remote open door】**



Click “Operation”

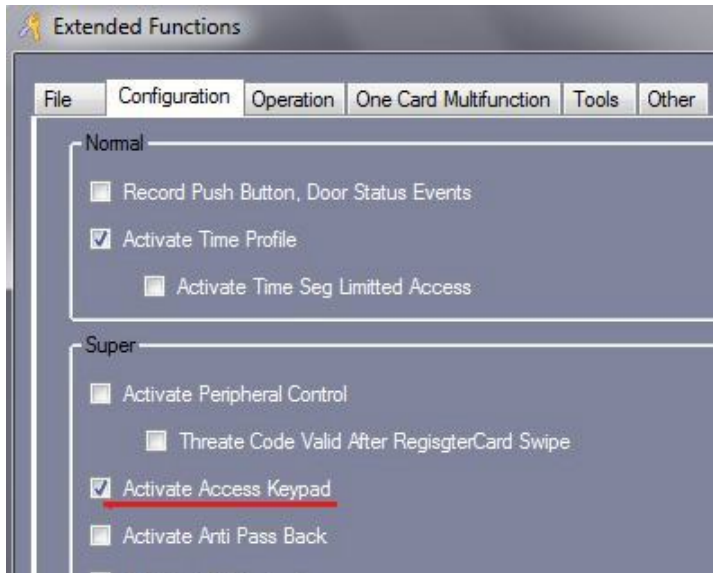


First selected “Front Door”, Then click “Remote Open”.

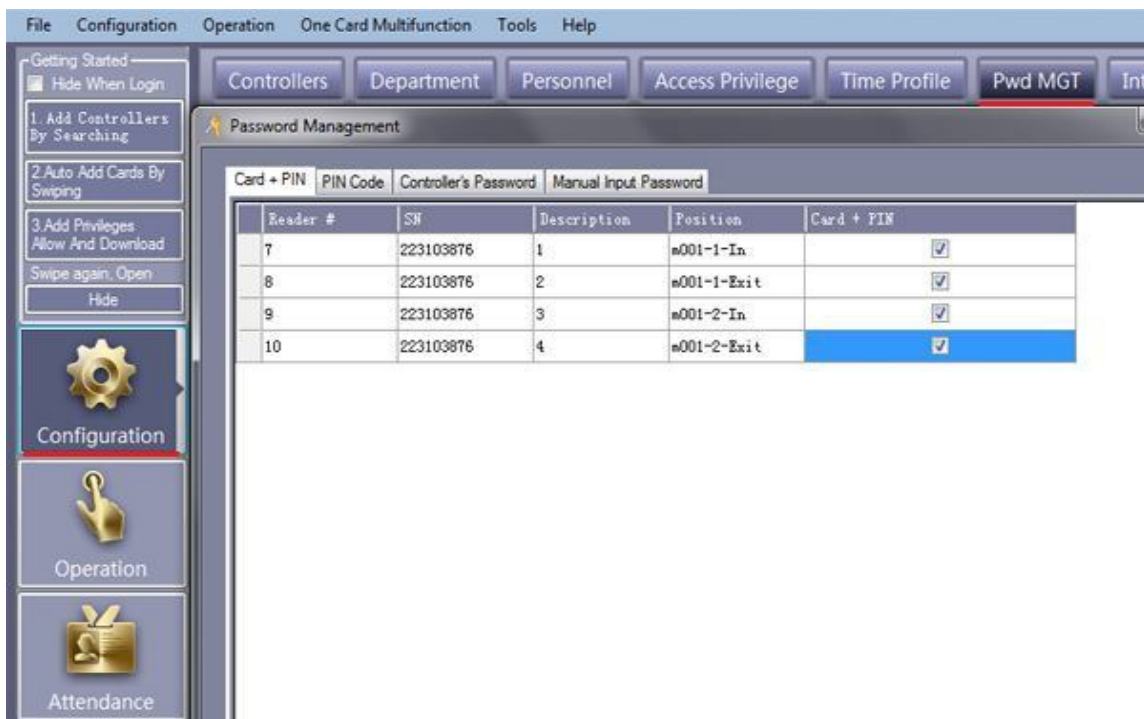


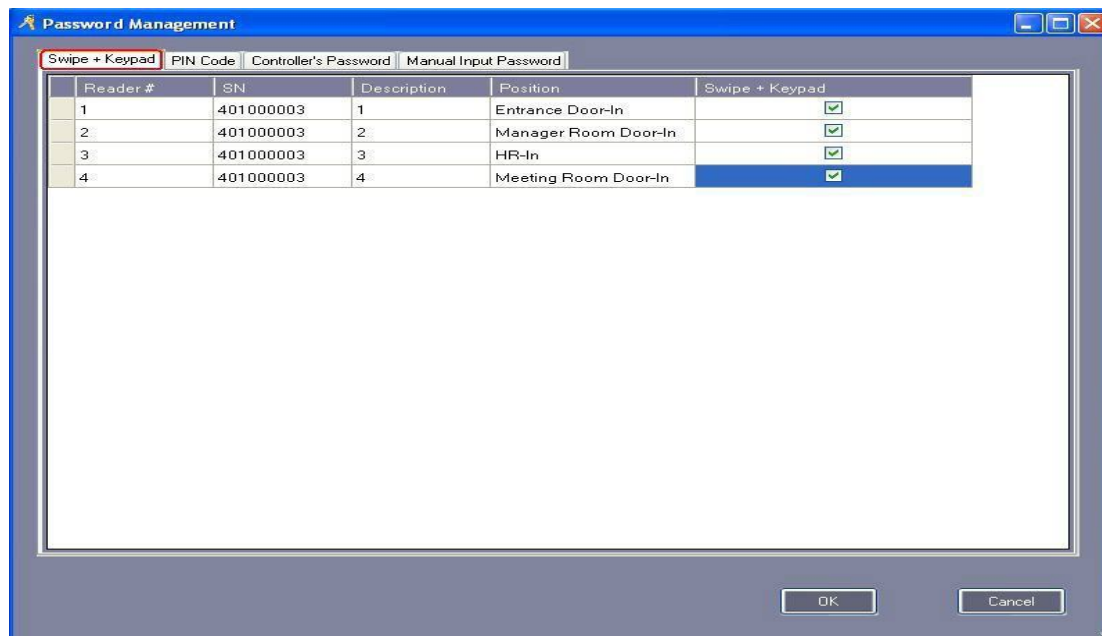
3.2.3 Activate Access Keypad

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



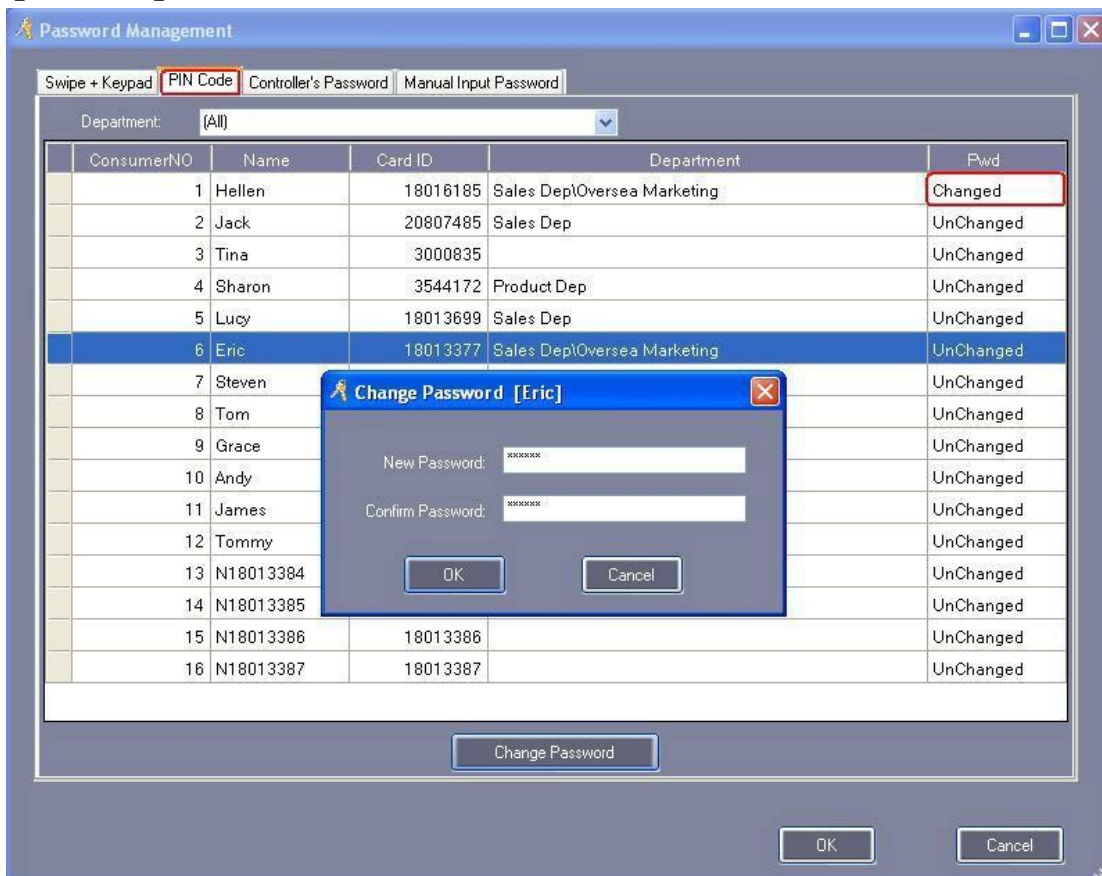
Click Configuration > PWD MGT





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】

The screenshot shows the 'Password Management' window with the 'Controller's Password' tab selected. The window has a title bar with standard Windows controls. Below the title bar are four tabs: 'Swipe + Keypad', 'PIN Code', 'Controller's Password' (highlighted with a red box), and 'Manual Input Password'. The main area is divided into two sections. On the left is a table with two columns: 'Password' and 'Adapted Reader'. It contains two rows: one with '58' and '(All)', and another with '6868' and 'Entrance Door-In'. On the right is a form area. It has a 'New Password:' label followed by a text box containing '6868'. Below this is an 'Adapt To:' label followed by a dropdown menu currently showing 'Entrance Door-In'. A 'Note:' label is positioned to the left of a list box that contains the following items: '(All)', 'Entrance Door-In', 'Manager Room Door-In', 'HR-In', and 'Meeting Room Door-In'. Below the list box are 'Add' and 'Delete' buttons. At the bottom of the window are 'OK' and 'Cancel' buttons.

Password	Adapted Reader
58	(All)
6868	Entrance Door-In

New Password: 6868

Adapt To: Entrance Door-In

Note: Maximum of Password

- (All)
- Entrance Door-In
- Manager Room Door-In
- HR-In
- Meeting Room Door-In

Add

Delete

OK Cancel

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 + # on the keypad.

【Manual Input Password】

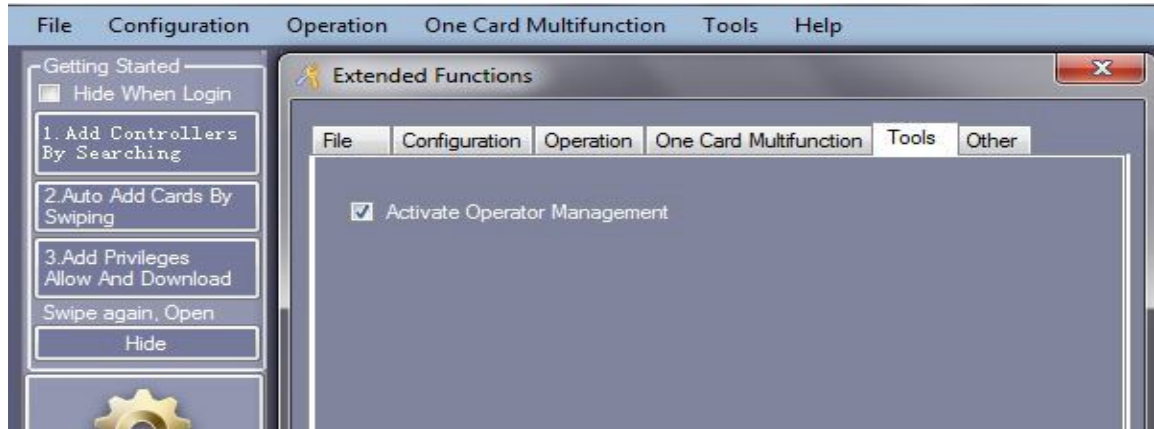
The screenshot shows the 'Password Management' window with the 'Manual Input Password' tab selected. The window has a title bar with standard Windows controls. Below the title bar are four tabs: 'Swipe + Keypad', 'PIN Code', 'Controller's Password', and 'Manual Input Password' (highlighted with a red box). The main area contains a table with six columns: 'Reader #', 'SN', 'Description', 'Position', and 'Manual Input ""CardID*PIN#""'. There are four rows of data. The last row is highlighted. At the bottom of the window are 'OK' and 'Cancel' buttons.

Reader #	SN	Description	Position	Manual Input ""CardID*PIN#""
1	401000003	1	Entrance Door-In	<input checked="" type="checkbox"/>
2	401000003	2	Manager Room Door-In	<input checked="" type="checkbox"/>
3	401000003	3	HR-In	<input checked="" type="checkbox"/>
4	401000003	4	Meeting Room Door-In	<input checked="" type="checkbox"/>

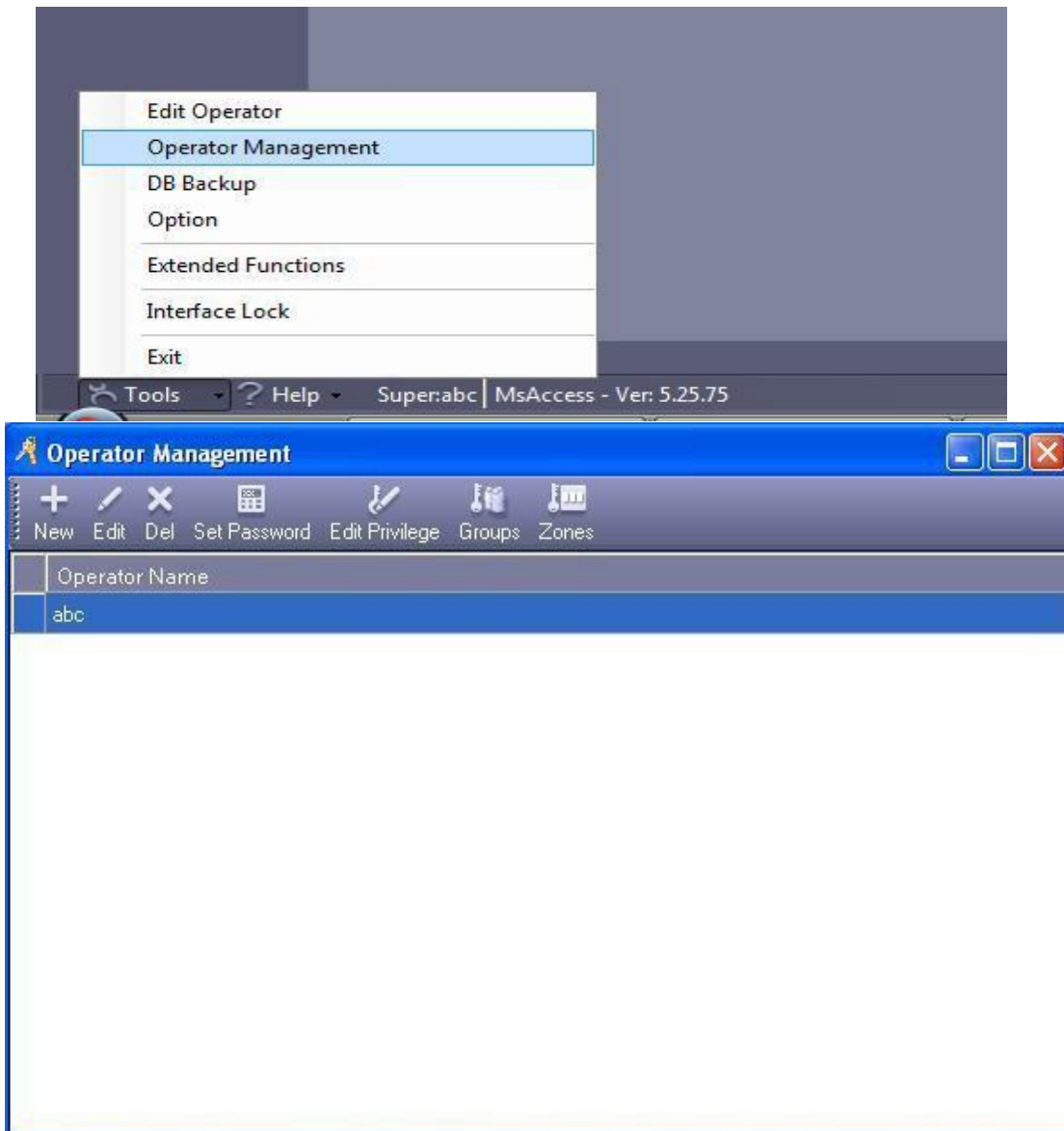
OK Cancel

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.



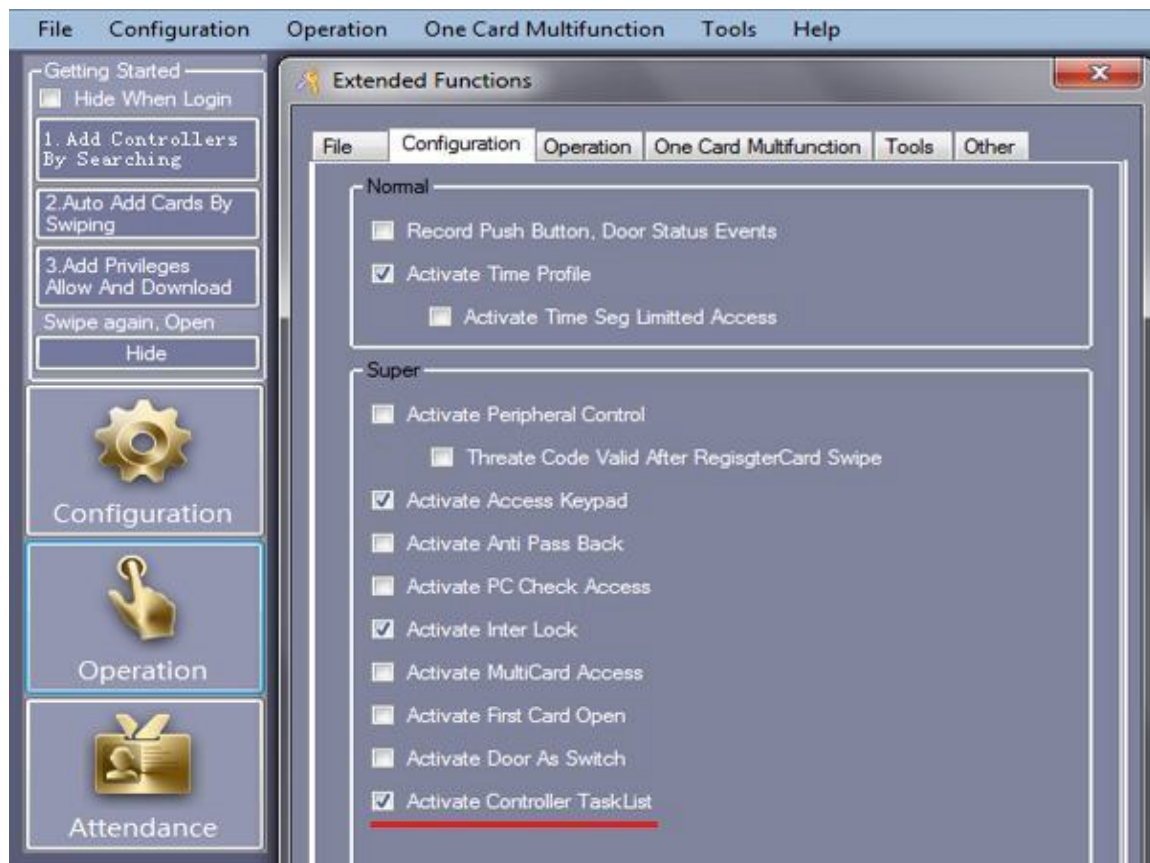
: assign the executive operation and function privilege to operators.

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

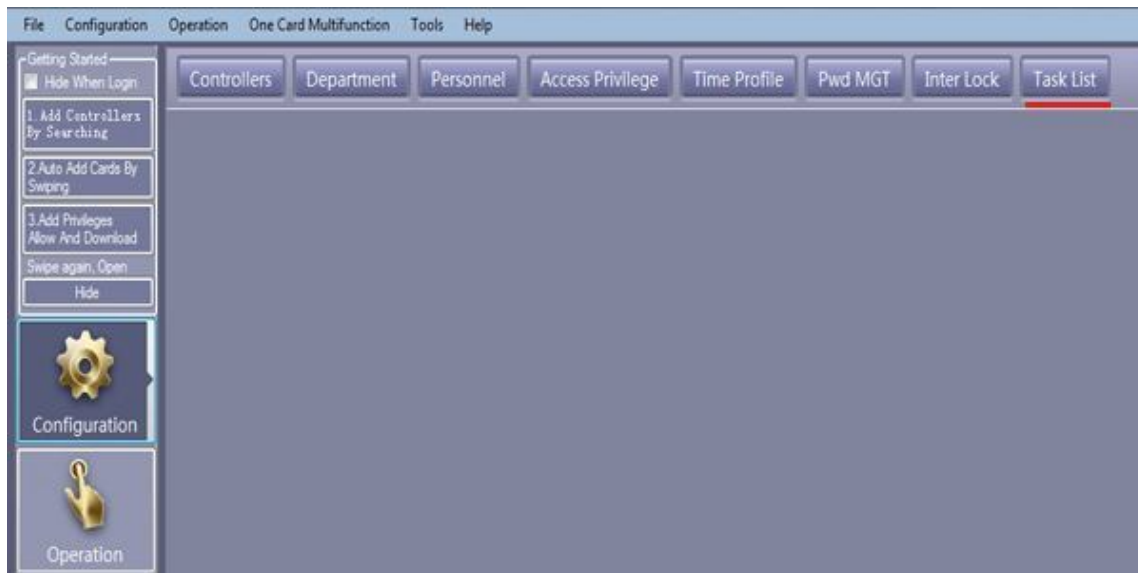
3.2.5 Activate Controller Task List

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】**



Controller Task List

Activate: 2010-04-28 Wednesday

Deactivate: 2029-12-31 Monday

Operate Time: 19:00

Week Day: ☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☒ Saturday ☒ Sunday

Adapt To: Manager Room Door

Access Method: 7. (In-Out) Card + Password

Notes:

Add Delete Close

TaskID	From	To	Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Adapt To	Access Method	Note
1	2011-04-28 Thursday	2029-12-31 Monday	08:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Entrance Door	10. Trigger Once (V3.9)	
2	2011-04-28 Thursday	2029-12-31 Monday	08:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HR	0. Door Controlled	
3	2011-04-28 Thursday	2029-12-31 Monday	17:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HR	1. Door Open	
4	2011-04-28 Thursday	2029-12-31 Monday	19:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HR	2. Door Closed	
5	2011-04-28 Thursday	2029-12-31 Monday	08:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Meeting Room Door	3. Disable Time Profile	
6	2011-04-28 Thursday	2029-12-31 Monday	12:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Meeting Room Door	4. Enable Time Profile	
7	2011-04-28 Thursday	2029-12-31 Monday	13:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Meeting Room Door	3. Disable Time Profile	
8	2011-04-28 Thursday	2029-12-31 Monday	14:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Meeting Room Door	9. MoreCard Enable	
9	2011-04-28 Thursday	2029-12-31 Monday	17:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Meeting Room Door	8. MoreCard Disable	
10	2011-04-28 Thursday	2029-12-31 Monday	08:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Manager Room Door	5. Card - NoPassword	
11	2011-04-28 Thursday	2029-12-31 Monday	17:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Manager Room Door	6. (In) Card + Password	
12	2011-04-28 Thursday	2029-12-31 Monday	19:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Manager Room Door	7. (In-Out) Card + Password	

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】**

Anti-Passback

Controller #	SN	Active Keypad	Doors
1	401000003	<input type="checkbox"/>	Entrance Door: Manager Room Door: HR: Meeting Room Door:

Anti-passback[401000003]

- ☐ Disable
- ☒ No.1 / No.2, No.3 / No.4
- ☐ No.1, No.3 / No.2, No.4
- ☐ No.1 / No.2, No.3
- ☐ No.1 / No.2, No.3, No.4

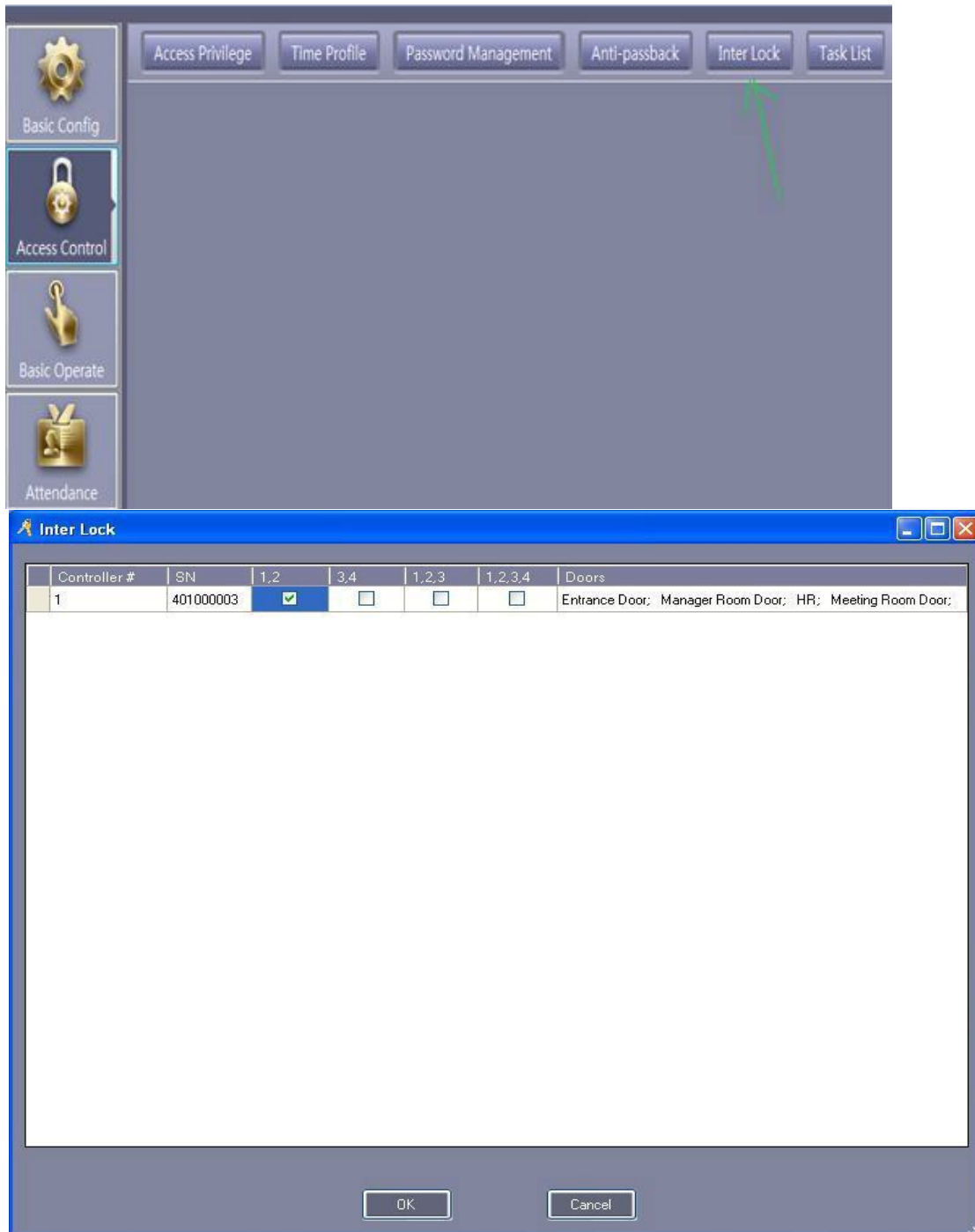
OK Cancel

Edit Close

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】**

Multi-Card Configure[1 Entrance Door]

☒ Active

OK Cancel

Total Needed: 6

Must Include: People

Group 1: 2 Group 5: 0

Group 2: 2 Group 6: 0

Group 3: 2 Group 7: 0

Group 4: 0 Group 8: 0

Users

Department: [All]

NO	Name	Card ID
10	Andy	18013381
11	James	18013382
12	Tommy	18013383
13	N18013384	18013384
14	N18013385	18013385
15	N18013386	18013386
16	N18013387	18013387

Selected Group #: 3

>> > < <<

Selected Users:

Group NO	NO	Name	Card ID
1	1	Hellen	18016185
1	2	Jack	20807485
2	3	Tina	3000835
2	4	Sharon	3544172
2	5	Lucy	18013699
3	6	Eric	18013377
3	7	Steven	18013378
3	8	Tom	18013379
3	9	Grace	18013380

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】**

First-Card Open[1 Entrance Door]

☒ Active

OK Cancel

Begin Time: 08:00
Control1: 0. Door Controlled
After begin time, the door switches to control1 if users with first_card swipe

End Time: 20:00
Control2: 3. Only Allow First C
After end time, the door switches to control2

Week Day
☒ Monday
☒ Tuesday
☒ Wednesday
☒ Thursday
☒ Friday
☐ Saturday
☐ Sunday

Users
 Department: [All]

User ID	User Name	Card NO
2	Jack	20807485
3	Tina	3000835
4	Sharon	3544172
5	Lucy	18013699
7	Steven	18013378
8	Tom	18013379
9	Grace	18013380
10	Andy	18013381
11	James	18013382
12	Tommy	18013383
13	N18013384	18013384
14	N18013385	18013385
15	N18013386	18013386
16	N18013387	18013387

Selected Users:

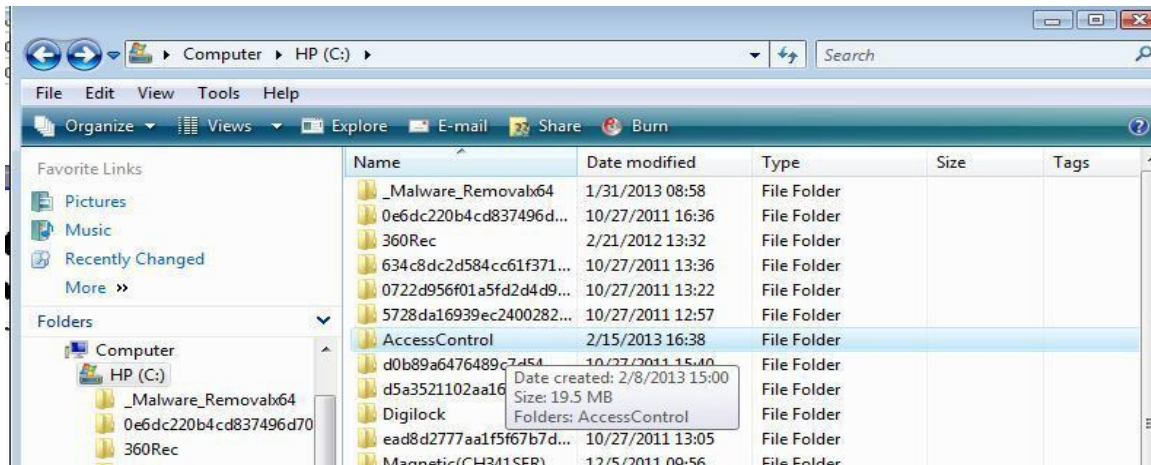
User ID	User Name	Card NO
1	Hellen	18016185
6	Eric	18013377

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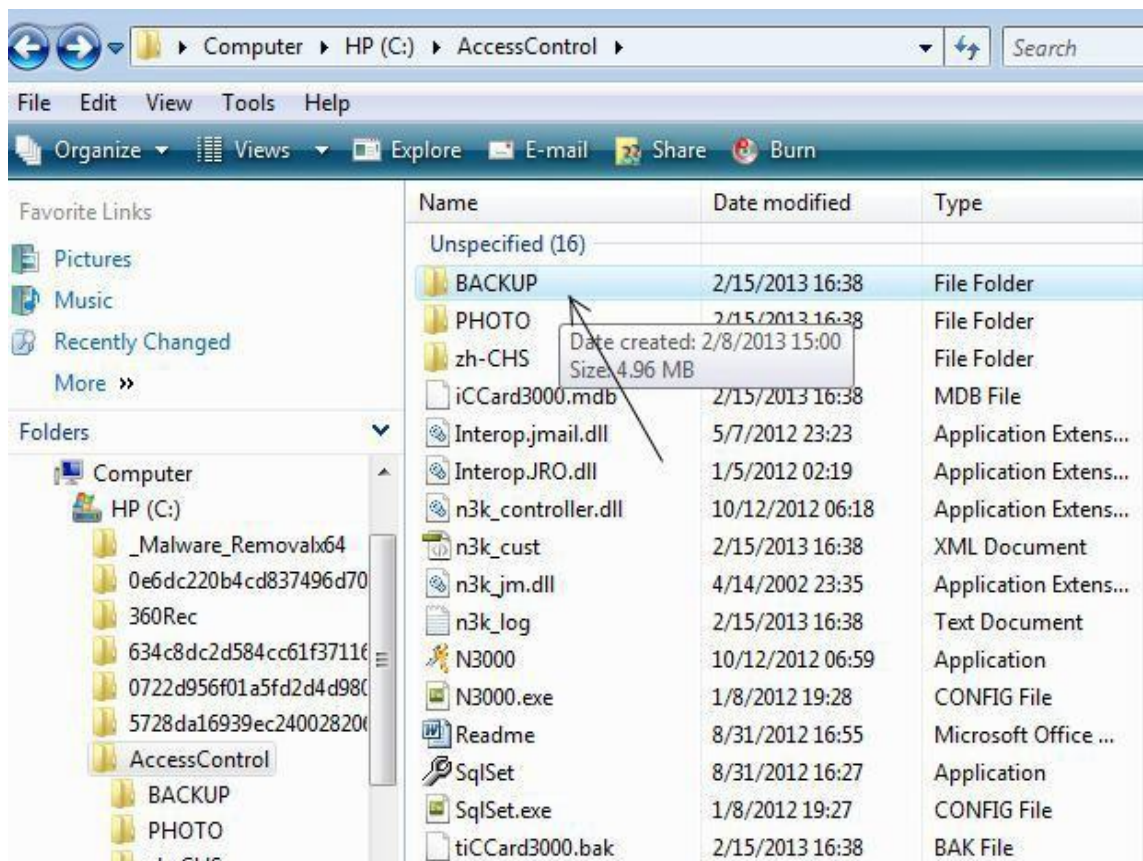
3.2.9 Activate PC Check Access

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.

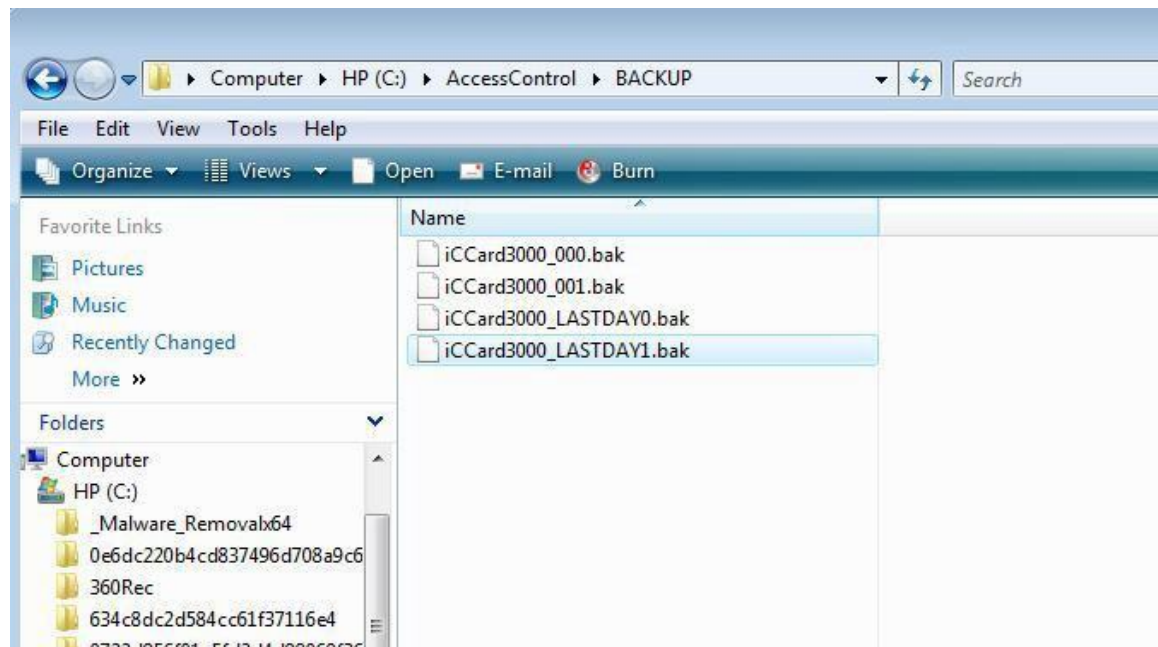
If you install the software to a new PC and want to transfer the existing data to the new software , You have to do following steps:
 Go to your old PC and click C: Drive then find the folder “Access control” Click to open it.



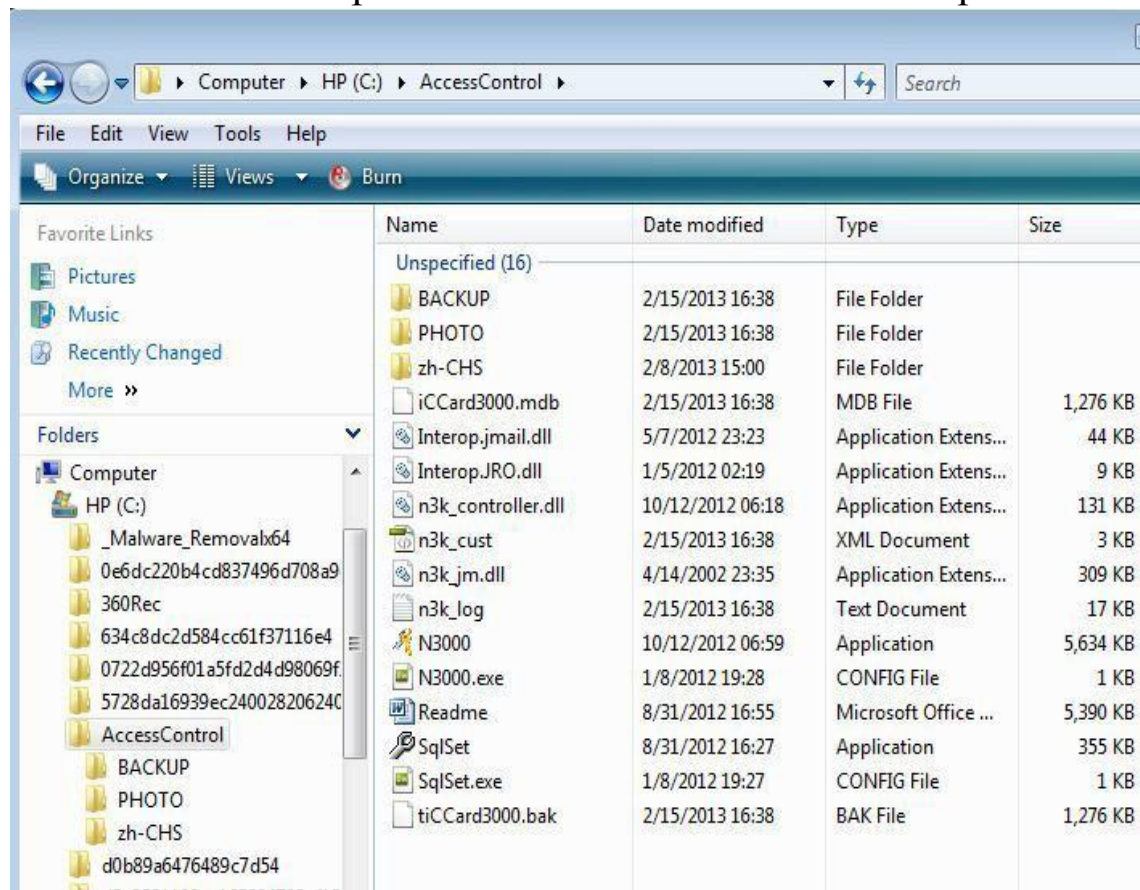
Then Double Click “backup”



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”

