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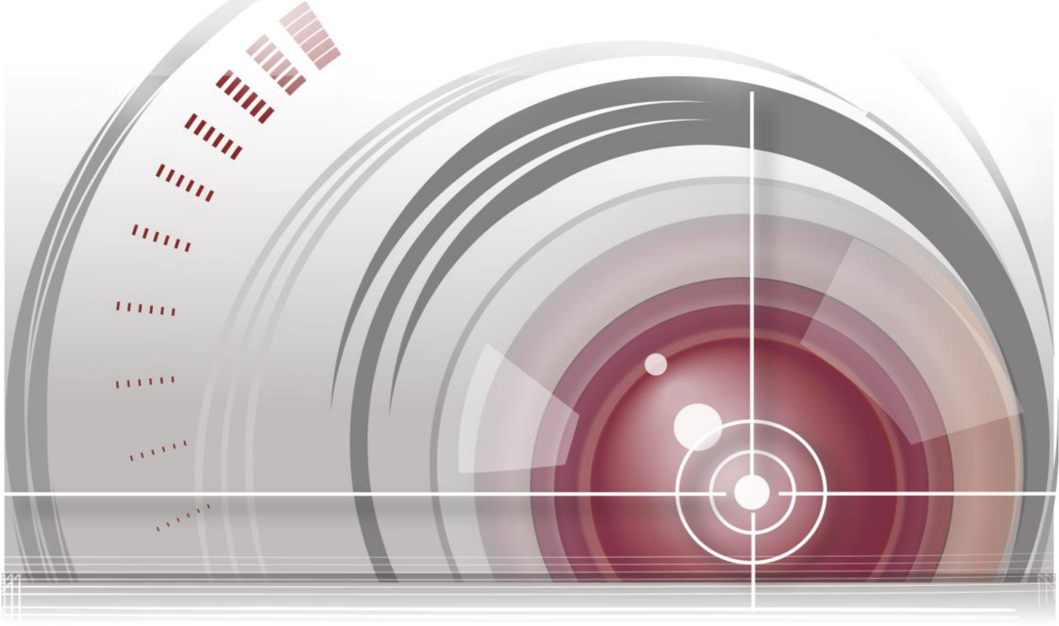

DS-K2600 Series

Access Controller

User Manual

UD.6L0206D1190A01

User Manual

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About this Manual

This Manual is applicable to Access Controller

Product Name	Serials
Access Controller	DS-K2601 Serials Access Controller
	DS-K2602 Serials Access Controller
	DS-K2604 Serials Access Controller

The Manual includes instructions for using and managing the product. Pictures, charts, images and all other information hereinafter are for description and explanation only. The information contained in the Manual is subject to change, without notice, due to firmware updates or other reasons. Please find the latest version in the company website (http://overseas.hikvision.com/en/).

Please use this user manual under the guidance of professionals.

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Regulatory Information

FCC Information

FCC compliance: This equipment has been tested and found to comply with the limits for a digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

FCC Conditions

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions:

1. This device may not cause harmful interference.
2. This device must accept any interference received, including interference that may cause undesired operation.

EU Conformity Statement

This product and - if applicable - the supplied accessories too are marked with "CE" and comply therefore with the applicable harmonized European standards listed under the EMC Directive 2004/108/EC, the RoHS Directive 2011/65/EU.

2012/19/EU (WEEE directive): Products marked with this symbol cannot be disposed of as unsorted municipal waste in the European Union. For proper recycling, return this product to your local supplier upon the purchase of equivalent new equipment, or dispose of it at designated collection points. For more information see: www.recyclethis.info.

2006/66/EC (battery directive): This product contains a battery that cannot be disposed of as unsorted municipal waste in the European Union. See the product documentation for specific battery information. The battery is marked with this symbol, which may include lettering to indicate cadmium (Cd), lead (Pb), or mercury (Hg). For proper recycling, return the battery to your supplier or to a designated collection point. For more information see: www.recyclethis.info.

Industry Canada ICES-003 Compliance

This device meets the CAN ICES-3 (A)/NMB-3(A) standards requirements.

Preventive and Cautionary Tips

Before connecting and operating your device, please be advised of the following tips:

- Ensure unit is installed in a well-ventilated, dust-free environment.
- Keep all liquids away from the device.
- Ensure environmental conditions meet factory specifications.
- Ensure unit is properly secured to a rack or shelf. Major shocks or jolts to the unit as a result of dropping it may cause damage to the sensitive electronics within the unit.
- Use the device in conjunction with an UPS if possible.
- Power down the unit before connecting and disconnecting accessories and peripherals.
- A factory recommended HDD should be used for this device.
- Improper use or replacement of the battery may result in hazard of explosion. Replace with the same or equivalent type only. Dispose of used batteries according to the instructions provided by the manufacturer.

⚠ **Safety Information**

Signs	Description
⚡ **Warning**	Follow these safeguards to prevent serious injury or death.
⚠ **Note**	Follow these precautions to prevent potential injury or material damage.
📝 **Tips**	The additional information as a complimentary of the contents.

⚡ **Warnings:**

Please adopt the power adapter from the legitimate factory which can meet the safety extra low voltage (SELV) standard.

Do not install, wiring, or uninstall when the power is still on.

To reduce the risk of fire or electrical shock, do not expose this product to rain or moisture.

This installation should be made by a qualified service person and should conform to all the local codes.

If the product does not work properly, please contact your dealer or the nearest service center. Never attempt to disassemble the camera yourself. (We shall not assume any responsibility for problems caused by unauthorized repair or maintenance.)

⚠**Note:**

Please do not drop the objects on hard surface, and keep the equipment from the magnetic field. Avoid install the equipment to the vibrated or vulnerable places.

Please do not install the device in the extreme temperature (higher than 65℃ or lower than -20℃)

Keep ventilation.

Do not operate in humid environment.

Do not operate in explosive environment.

Keep the device clean and dry.

Avoid bare electrical wire.

Table of Contents

1 Product Description

1.1 Overview

DS-K2600 is a powerful and stable access controller, using the logical architecture design. DS-K2600 is designed with TCP/IP network interface and its signal processed with special encryption and can be run offline. Anti-tampering function is also supported.

1.2 Main Feature

- The access controller is equipped with 32-bit high-speed processor;
- Supports TCP/IP network communication, with self-adaptive network interface. The communication data is specially encrypted to relieve the concern of privacy leak;
- Support recognition and storage of card number with maximum length of 20;
- The access controller can store 100 thousand legal cards and 300 thousand card swiping records;
- Supports multi-door interlock function, anti-passback function, multi-card function, first card open function, super card and super password function, online upgrade function and remote control of the doors;
- Supports tamper-proof alarm for card reader, alarm for door not secured, force opening door alarm, alarm for door opening timeout, duress card and code alarm, blacklist alarm and alarm for illegal card swiping attempts reaching the limit.;
- The alarm input of controller supports short circuit protection function and cut-proof function;
- Supports RS485 interface and Wiegand interface for accessing card reader. RS485 interface adopts dual-interface design and supports loop breakpoint detection and redundancy function; Wiegand interface supports W26, W34 and is seamlessly compatible with third-party card reader with Wiegand interface;
- Supports various card types as normal/ disabled/ blacklist/ patrol/ guest/ duress/ super card, etc.;
- Various indicators to show different status;

- Supports time synchronization via NTP, manual or automatic method;
- Supports record storage function when it is offline and insufficient storage space storage alarm function;
- The access controller has backup battery design, watchdog design and tamper-proof function;
- Data can be permanently saved after the access controller is powered off.
- Supports I/O linkage, and event linkage;
- Supports Ehome protocol, DNS domainn name analysis, and inter-network communication.
- 500 groups of password under the authentication mode of card and password;

2 Appearance

2.1 Component Description

2.1.1 Access Controller Component Schematic Diagram

Take DS-K2604 as an example, the component schematic diagram is shown below.

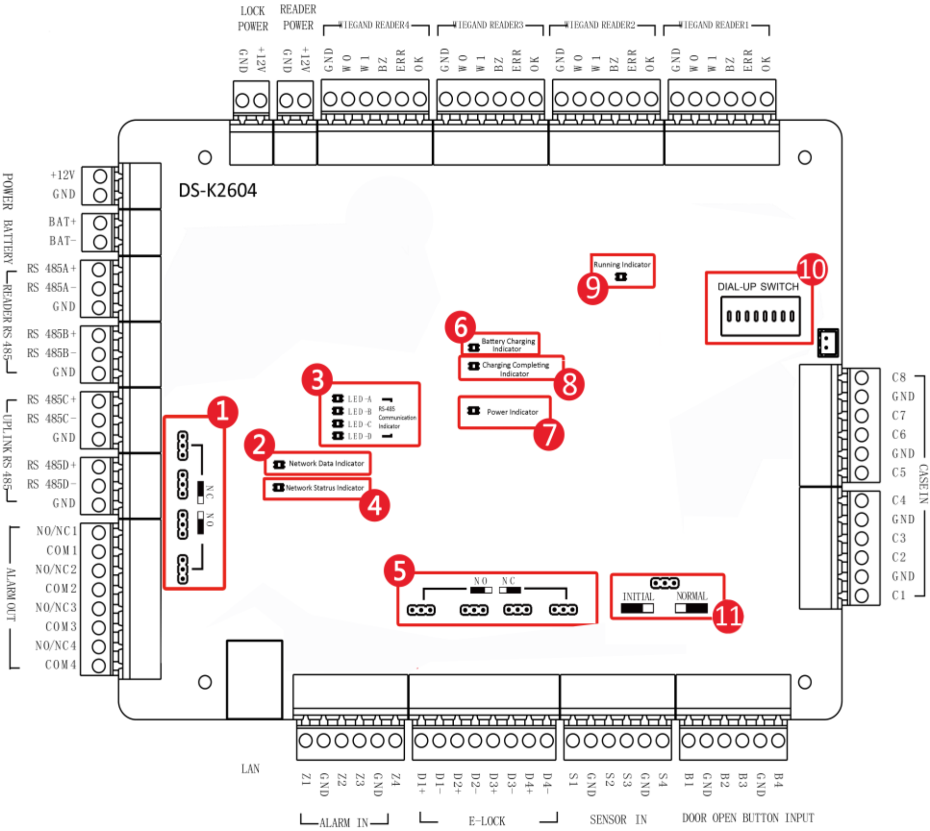


Figure 2-1 DS-K2604 Component Schematic Diagram

Table 2-1 DS-K2600 Component Description

No.	**Component Description**		
	DS-K2601	**DS-K2602**	**DS-K2604**
1	Alarm Relay Output Status (NC/NO)		
2	Network Data Indicator		
3	RS-485 Communication Indicator		
4	Network Status Indicator		
5	Door Relay Output Status (NC/NO) Choice		
6	Battery Charging Indicator		
7	Power Indicator		
8	Charging Completing Indicator		
9	Running Indicator		
10	Hardware Initialization and Normal Working Choice		
11	Main board dial-up switch/ Reserved		

3 Terminal Connection

3.1 Terminals Description

3.1.1 DS-K2601Terminal Description

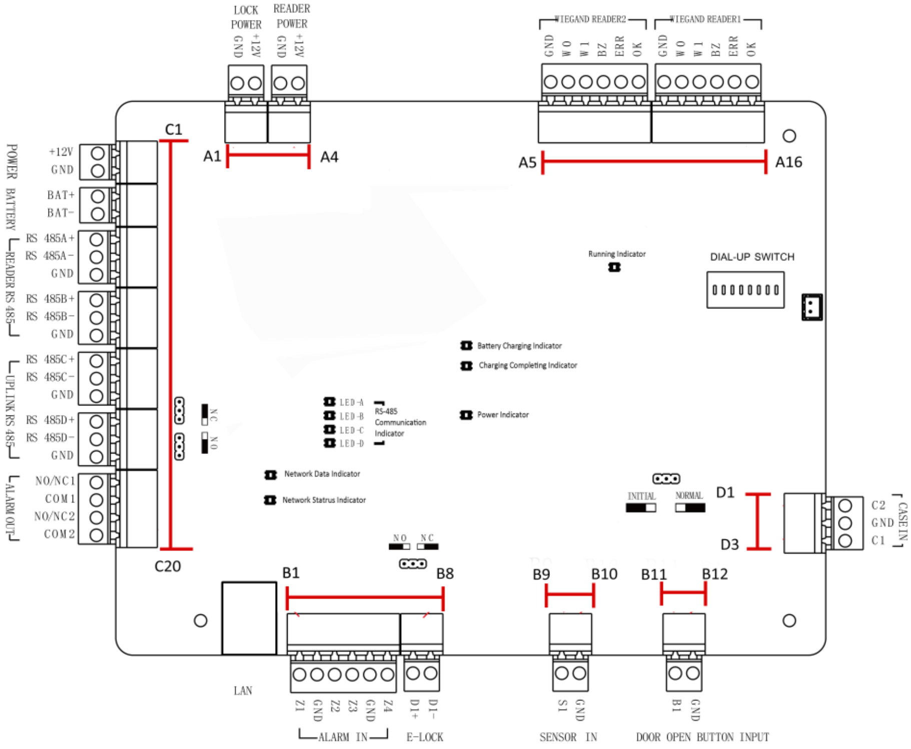


Figure 3-1 DS-K2601 Terminals

Table 3-1 DS-K2601 Terminal Description

No.	DS-K2601		
A1	Lock Power	GND	Grounding
A2		+12V	Power Output of the Lock
A3	Card Reader Power	GND	Grounding
A4		+12V	Power Output of the Head Read
A5	Wiegand Card Reader 2	GND	Grounding
A6		W0	Wiegand Head Read Data Input Data0
A7		W1	Wiegand Head Read Data Input Data1
A8		BZ	Card Reader Buzzer Control Output
A9		ERR	Indicator of Card Reader Control Output (Invalid Card Output)
A10		OK	Indicator of Card Reader Control Output (Valid Card Output)
A11	Wiegand Card Reader 1	GND	Grounding
A12		W0	Wiegand Head Read Data Input Data0
A13		W1	Wiegand Head Read Data Input Data1
A14		BZ	Card Reader Buzzer Control Output
A15		ERR	Indicator of Card Reader Control Output (Invalid Card Output)
A16		OK	Indicator of Card Reader Control Output (Valid Card Output)
B1	Arming Region Input	Z1	Arming Region Access Terminal 1 (Only for Linkage of Alarm Relay Output)
B2		GND	Grounding

No.	DS-K2601		
B3		Z2	Arming Region Access Terminal 2 (Only for Linkage of Alarm Relay Output)
B4		Z3	Arming Region Access Terminal 3 (Only for Linkage of Alarm Relay Output)
B5		GND	Grounding
B6		Z4	Arming Region Access Terminal 4 (Only for Linkage of Alarm Relay Output)
B7	E-Lock	D1+	Door 1 Door Relay Input (Dry Contact)
B8		D1-	
B9	Door Contact Input	S1	Door 1 Door Contact Detector Input
B10		GND	Grounding
B11	Door Open Button	B1	Door 1 Door Open Button Input
B12		GND	Grounding
C1	Power	+12V	DC12V Cathode
C2		GND	DC12V Grounding Input
C3	Battery	BAT+	DC12V Battery Cathode
C4		BAT-	DC12V Battery Anode
C5	485 Card Reader	RS 485A+	Card Reader RS485+ Access
C6		RS 485A-	Card Reader RS485- Access
C7		GND	Grounding
C8		RS 485B+	Card Reader RS485+
C9		RS 485B-	Card Reader RS485-

No.	DS-K2601		
C10		GND	Grounding
C11	Access Controller RS485 Interface	RS 485C+	Reserved
C12		RS 485C-	
C13		GND	
C14		RS 485D+	
C15		RS 485D-	
C16		GND	
C17	Alarm Output	NO/NC1	Alarm Relay 1 Output (Dry Contact)
C18		COM1	
C19		NO/NC2	Alarm Relay 2 Output (Dry Contact)
C20		COM2	
D1	Event Input	C2	Event Alarm Input 2
D2		GND	Grounding
D3		C1	Event Alarm Input 1

3.1.2 DS-K2602Terminal Description

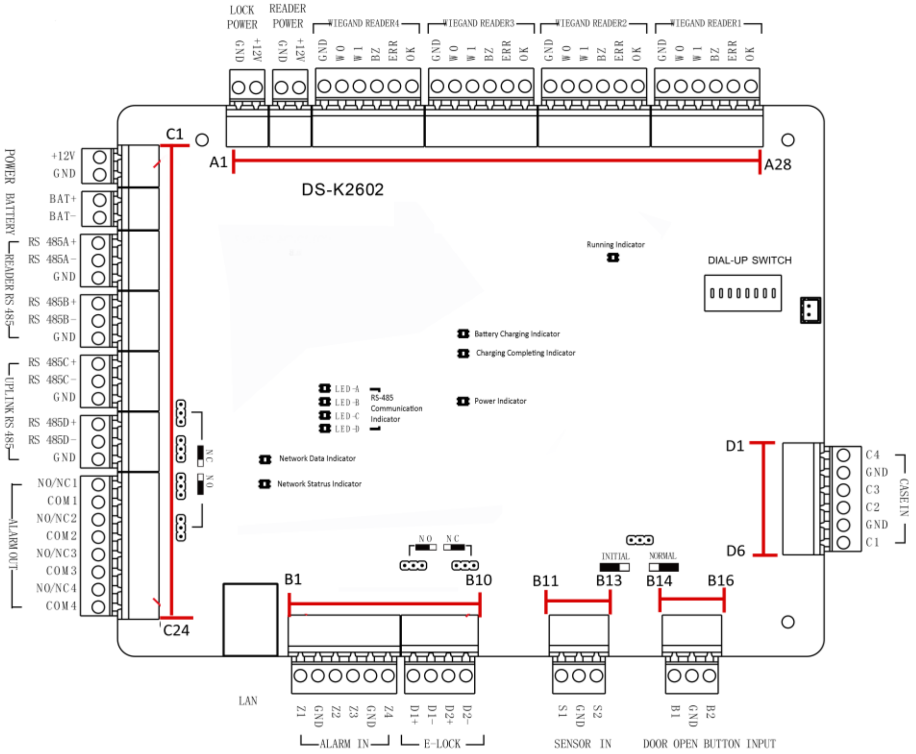


Figure 3-2 DS-K2602 Terminal Description

Table 3-2 DS-K2602 Terminal Description

No.	DS-K2602		
A1	Power for E-Lock	GND	Grounding
A2		+12V	Power Output of the Lock
A3	Power for Card Reader	GND	Grounding
A4		+12V	Power Output of the Head Read
A5	Wiegand Card Reader 4	GND	Grounding
A6		W0	Wiegand Head Read Data Input Data0
A7		W1	Wiegand Head Read Data Input Data1
A8		BZ	Card Reader Buzzer Control Output
A9		ERR	Indicator of Card Reader Control Output (Invalid Card Output)
A10		OK	Indicator of Card Reader Control Output (Valid Card Output)
A11	Wiegand Card Reader 3	GND	Grounding
A12		W0	Wiegand Head Read Data Input Data0
A13		W1	Wiegand Head Read Data Input Data1
A14		BZ	Card Reader Buzzer Control Output
A15		ERR	Indicator of Card Reader Control Output (Invalid Card Output)
A16		OK	Indicator of Card Reader Control Output (Valid Card Output)
A17	Wiegand Card Reader	GND	Grounding
A18		W0	Wiegand Head Read Data Input Data0

No.	DS-K2602		
A19	2	W1	Wiegand Head Read Data Input Data1
A20		BZ	Card Reader Buzzer Control Output
A21		ERR	Indicator of Card Reader Control Output (Invalid Card Output)
A22		OK	Indicator of Card Reader Control Output (Valid Card Output)
A23	Wiegand Card Reader 1	GND	Grounding
A24		W0	Wiegand Head Read Data Input Data0
A25		W1	Wiegand Head Read Data Input Data1
A26		BZ	Card Reader Buzzer Control Output
A27		ERR	Indicator of Card Reader Control Output (Invalid Card Output)
A28		OK	Indicator of Card Reader Control Output (Valid Card Output)
B1	Arming Region	Z1	Arming Region Access Terminal 1 (Only for Linkage of Alarm Relay Output)
B2		GND	Grounding
B3		Z2	Arming Region Access Terminal 2 (Only for Linkage of Alarm Relay Output)
B4		Z3	Arming Region Access Terminal 3 (Only for Linkage of Alarm Relay Output)
B5		GND	Grounding
B6		Z4	Arming Region Access Terminal 4 (Only for Linkage of Alarm Relay Output)
B7	E-Lock1	D1+	Door 1 Door Relay Input (Dry Contact)

No.	DS-K2602		
B8		D1-	
B9	E-Lock2	D2+	Door 2 Door Relay Input (Dry Contact)
B10		D2-	
B11	Door Magnetics Detector	S1	Door 1 Magnetic Detector Input
B12		GND	Signal Grounding
B13		S2	Door 2 Magnetic Detector Input
B14	Door Button	B1	Door 1 Door Button Input
B15		GND	Signal Grounding
B16		B2	Door 2 Door Button Input
C1	Power	+12V	DC12V Cathode
C2		GND	Grounding
C3	Battery	BAT+	DC12V Battery Cathode
C4		BAT-	DC12V Battery Anode
C5	Card Reader 485 Interface	RS 485A+	Card Reader RS485+ Access
C6		RS 485A-	Card Reader RS485- Access
C7		GND	Grounding
C8		RS 485B+	Card Reader RS485+
C9		RS 485B-	Card Reader RS485-
C10		GND	Grounding
C11	RS-485 Interface	RS 485C+	Reserved
C12		RS 485C-	

No.	DS-K2602		
C13		GND	
C14		RS 485D+	
C15		RS 485D-	
C16		GND	
C17	Alarm Output	NO/NC1	Alarm Relay 1 Output (Dry Contact)
C18		COM1	
C19		NO/NC2	Alarm Relay 2 Output (Dry Contact)
C20		COM2	
C21		NO/NC3	Alarm Relay 3 Output (Dry Contact)
C22		COM3	
C23		NO/NC4	Alarm Relay 4 Output (Dry Contact)
C24		COM4	
D1	Event Input	C4	Event Alarm Input 4
D2		GND	Grounding
D3		C3	Event Alarm Input3
D4		C2	Event Alarm Input 2
D5		GND	Grounding
D6		C1	Event Alarm Input 1

3.1.3 DS-K2604 Terminal Description

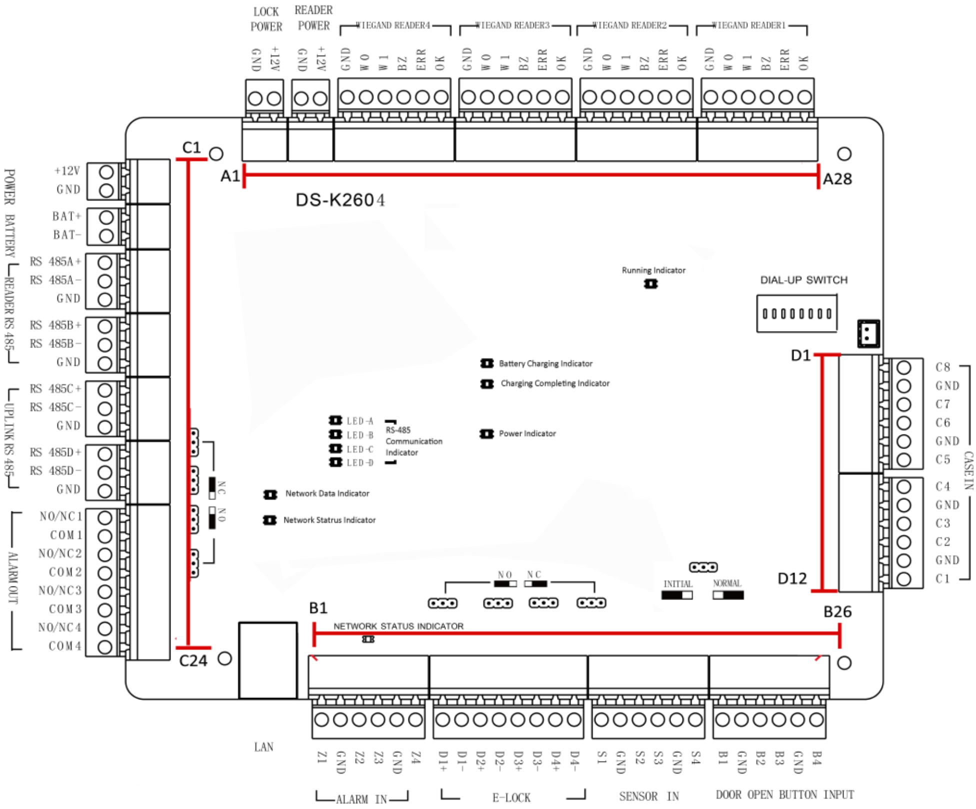


Figure 3-3 DS-K2604 Access Controller Terminals

Table 3-3 DS-K2604 Port Description

No.	DS-K2604		
A1	Power Supply of E-Lock	GND	Grounding
A2		+12V	Power Supply of E-Lock Output
A3	Power	GND	Grounding

No.	DS-K2604		
A4	Supply of Card Reader	+12V	Power Supply of Card Reader Output
A5	Wiegand Card Reader 4	GND	Grounding
A6		W0	Wiegand Card Reader Data Input Data0
A7		W1	Wiegand Card Reader Data Input Data1
A8		BZ	Buzzer of Card Reader Control Output
A9		ERR	Cresset of Card Reader Control Output (Invalid Card Output)
A10		OK	Cresset of Card Reader Control Output (Valid Card Output)
A11	Wiegand Card Reader 3	GND	Grounding
A12		W0	Wiegand Card Reader Data Input Data0
A13		W1	Wiegand Card Reader Data Input Data1
A14		BZ	Buzzer of Card Reader Control Output
A15		ERR	Cresset of Card Reader Control Output (Invalid Card Output)
A16		OK	Cresset of Card Reader Control Output (Valid Card Output)
A17	Wiegand Card Reader 2	GND	Grounding
A18		W0	Wiegand Card Reader Data Input Data0
A19		W1	Wiegand Card Reader Data Input Data1
A20		BZ	Buzzer of Card Reader Control Output
A21		ERR	Cresset of Card Reader Control Output (Invalid Card Output)

No.	DS-K2604		
A22		OK	Cresset of Card Reader Control Output (Valid Card Output)
A23	Wiegand Card Reader 1	GND	Grounding
A24		W0	Wiegand Card Reader Data Input Data0
A25		W1	Wiegand Card Reader Data Input Data1
A26		BZ	Buzzer of Card Reader Control Output
A27		ERR	Cresset of Card Reader Control Output (Invalid Card Output)
A28		OK	Cresset of Card Reader Control Output (Valid Card Output)
B1	Arming Region Input	Z1	Arming Region Access Terminal 1 (Only for Linkage of Alarm Relay Output)
B2		GND	Grounding
B3		Z2	Arming Region Access Terminal 2 (Only for Linkage of Alarm Relay Output)
B4		Z3	Arming Region Access Terminal 3 (Only for Linkage of Alarm Relay Output)
B5		GND	Grounding
B6		Z4	Arming Region Access Terminal 4 (Only for Linkage of Alarm Relay Output)
B7	E-Lock 1	D1+	Door 1 Door Relay Input (Dry Contact)
B8		D1-	
B9	E-Lock 2	D2+	Door 2 Door Relay Input (Dry Contact)

No.	DS-K2604		
B10		D2-	
B11	E-Lock 3	D3+	Door 3 Door Relay Input (Dry Contact)
B12		D3-	
B13	E-Lock 4	D4+	Door 4 Door Relay Input (Dry Contact)
B14		D4-	
B15	Door Magnetics Input	S1	Door 1 Magnetic Detector Input
B16		GND	Signal Grounding
B17		S2	Door 2 Magnetic Detector Input
B18		S3	Door 3 Magnetic Detector Input
B19		GND	Signal Grounding
B20		S4	Door 4 Magnetic Detector Input
B21	Door Button	B1	Door 1 Door Button Input
B22		GND	Signal Grounding
B23		B2	Door 2 Door Button Input
B24		B3	Door 3 Door Button Input
B25		GND	Signal Grounding
B26		B4	Door 4 Door Button Input
C1	Power	+12V	DC12V Cathode
C2		GND	Grounding
C3	Battery	BAT+	DC12V Battery Cathode
C4		BAT-	DC12V Battery Anode
C5	Card Reader RS485	RS 485A+	Card Reader RS485A+

No.	DS-K2604		
C6		RS 485A-	Card Reader RS485A-
C7		GND	Grounding
C8		RS 485B+	Card Reader RS485B+
C9		RS 485B-	Card Reader RS485B-
C10		GND	Grounding
C11	Access Controller RS485	RS 485C+	Reserved
C12		RS 485C-	
C13		GND	
C14		RS 485D+	
C15		RS 485D-	
C16		GND	
C17	Alarm Output	NO/NC1	Alarm Relay 1 Output (Dry Contact)
C18		COM1	
C19		NO/NC2	Alarm Relay 2 Output (Dry Contact)
C20		COM2	
C21		NO/NC3	Alarm Relay 3 Output (Dry Contact)
C22		COM3	
C23		NO/NC4	Alarm Relay 4 Output (Dry Contact)
C24		COM4	
D1	Event Input	C8	Event Alarm Input 8
D2		GND	Grounding
D3		C7	Event Alarm Input 7

No.	DS-K2604		
D4		C6	Event Alarm Input 6
D5		GND	Grounding
D6		C5	Event Alarm Input 5
D7		C4	Event Alarm Input 4
D8		GND	Grounding
D9		C3	Event Alarm Input3
D10		C2	Event Alarm Input 2
D11		GND	Grounding
D12		C1	Event Alarm Input 1

Note:

- The Alarm input hardware interface is normally open by default. So only the normally open signal is allowed. It can be linked to the buzzer of the card reader and access controller, and the alarm relay output and open door relay output.
- Arming region alarm input is only for the alarm relay output linkage.
- RS485 card ID should be set as 1to 8. For example, the ID of door 1 is 1 and 2 standing for in and out respectively.
- For single-door access controller, the Wiegand card reader 1 and 2 respectively correspond to the entering and exiting card readers of door 1. For two-door access controller, the Wiegand card reader 1 and 2 respectively correspond to the entering and exiting card readers of door 1 , and the Wiegand card reader 3 and 4 respectively correspond to the entering and exiting card readers of door 2. For single-door access controller, the Wiegand card reader 1, 2, 3 and 4 respectively correspond to the entering card readers of door 1, 2, 3, and 4.

4 Card Reader Installation

4.1 External Terminal

4.1.1 DS-K2601 External Terminals

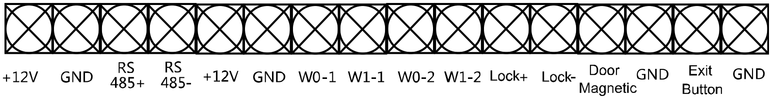


Figure 4-1 DS-K2601 External Terminals

4.1.2 DS-K2602 External Terminals

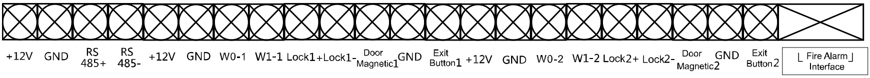


Figure 4-2 DS-K2602 External Terminals

4.1.3 DS-K2604 External Terminals

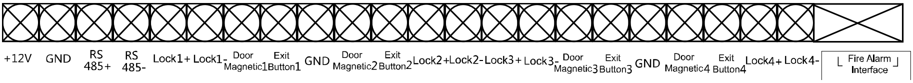


Figure 4-3 DS-K2604 External Terminals

4.2 Card Reader Installation

4.2.1 The Connection of Wiegand Card Reader

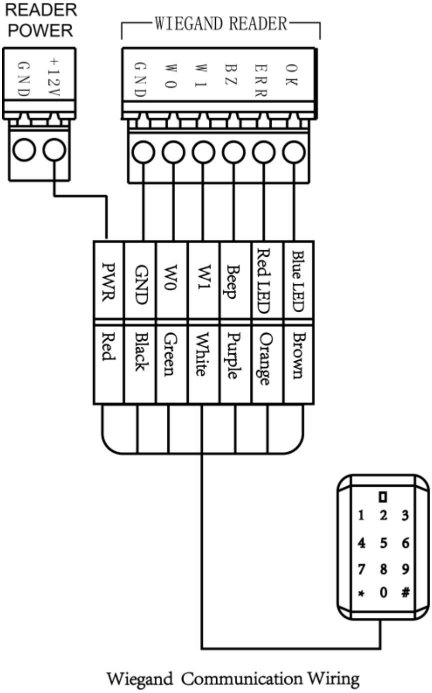


Figure 4-4 Wiring diagram of Wiegand card reader

Note*:*

You must connect the OK/ERR/BZ, if using access controller to control the LED and buzzer of the Wiegand card reader.

4.2.2 RS485 Card Reader Connection

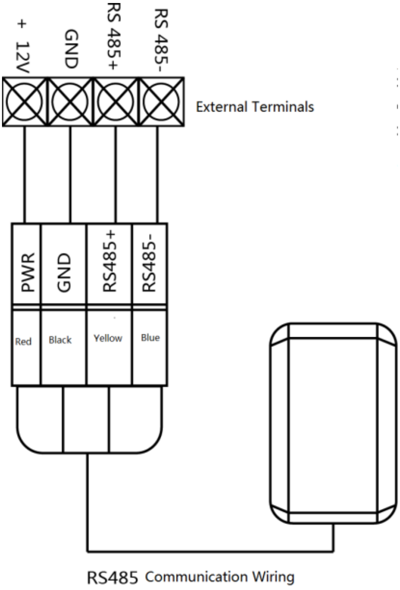


Figure 4-5 Wiring diagram of RS485

4.3 Installing E-Lock

4.3.3 Installation of Cathode Lock

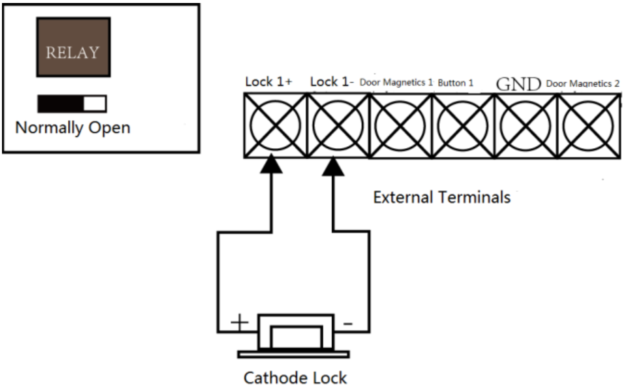


Figure 4-6 Wiring diagram of cathode lock

4.3.4 Installation of Anode Lock

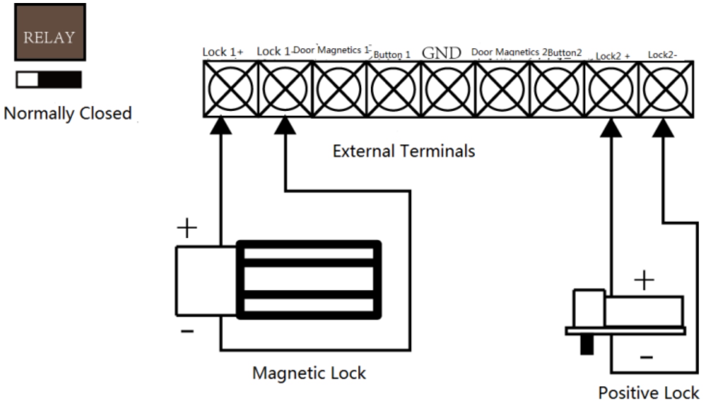


Figure 4-7 Wiring diagram of anode lock

4.4 Connecting the External Alarm Device

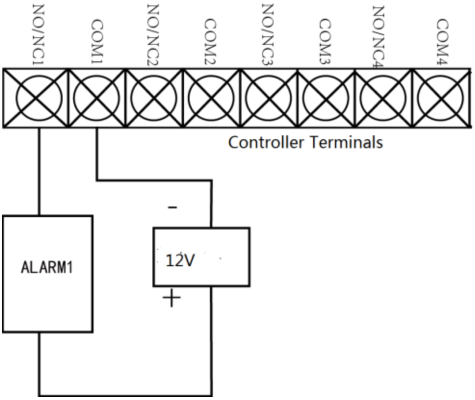


Figure 4-8 External Alarm Device Connection

4.5 Door Button Wiring Diagram

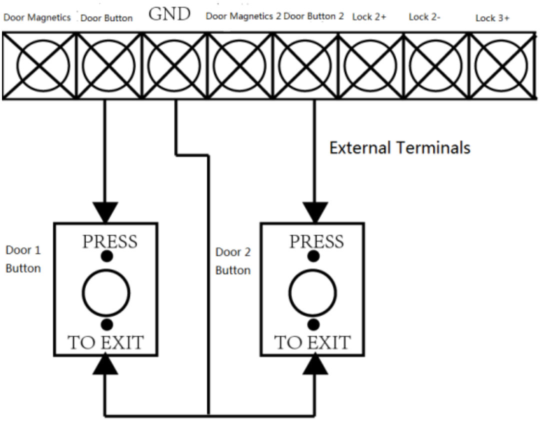


Figure 4-9 Power Button Connection

4.6 The Connection of Magnetics Detection

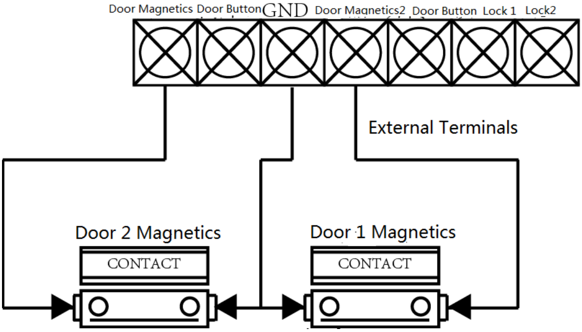


Figure 4-10 Magnetics Connection

4.7 Connecting Power Supply

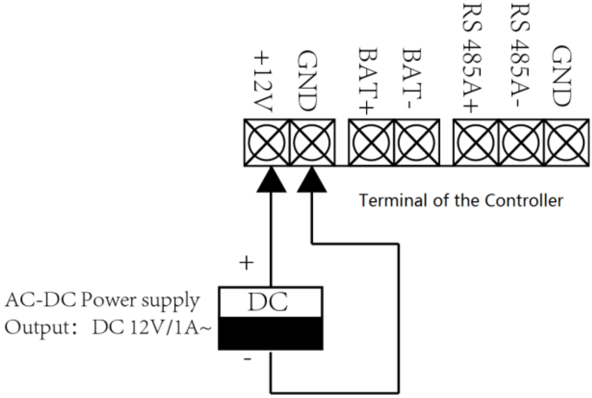


Figure 4-11 Power Supply Connection

4.8 Arming Region Input Terminal

4.8.5 Connecting Normally Open Detector

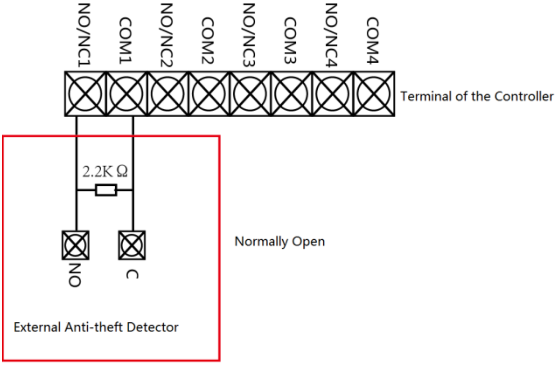


Figure 4-12 Normally Open Status

4.8.6 Connecting Normally Closed Detector

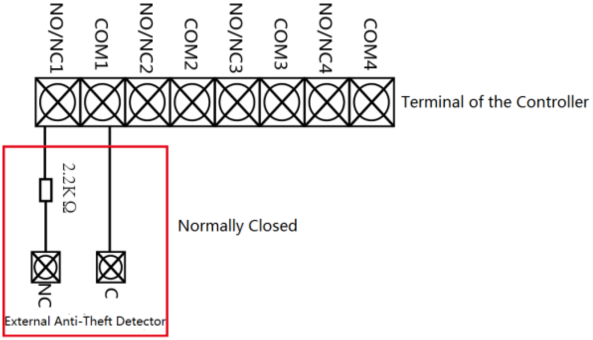


Figure 4-13 Normally Closed Status

4.9 Fire Alarm Module Wiring

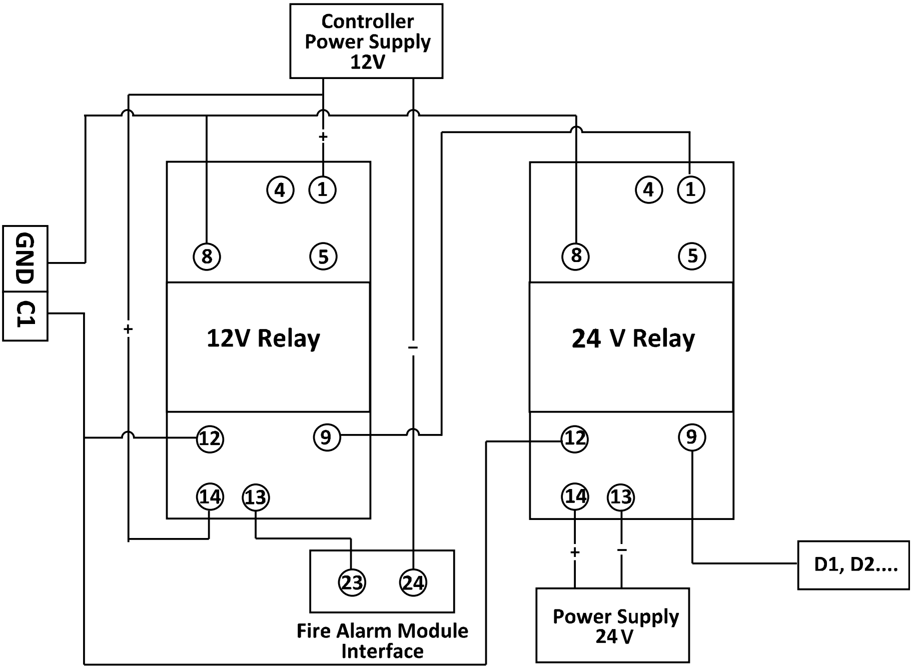


Figure 4-14 Fire Alarm Module Wiring

5 Settings

5.1 Initializing the Hardware

Steps:

1. The jumper cap jumps from Normal to Initial.
2. Disconnect the power and restart the access controller, the controller buzzer buzzes a long warning.
3. After the buzzer stops, jump the jumper cap back to Normal.
4. Disconnect the power and restart the access controller.

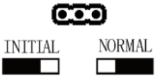


Figure 5-1 Initialization Dial-up

Note*:*

The initializing of the hardware will restore all the parameters to the default setting and all the device events are wiping out.

5.2 Relay Input NO/NC

5.2.1 Lock Relay Output

Lock Relay Normally Open Status

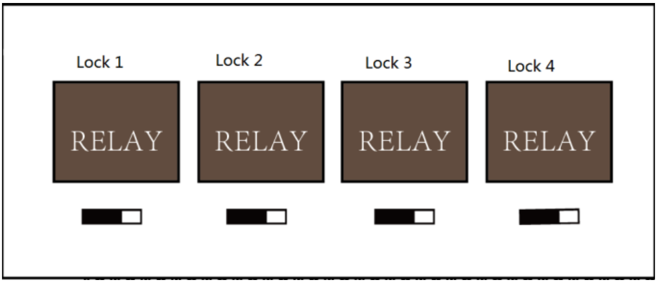


Figure 5-2 Normally Open Status

Lock Relay Normally Closed Status

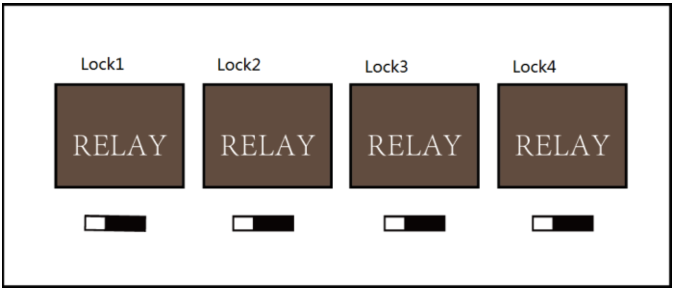


Figure 5-3 Normally Closed Status

5.2.2 Alarm Relay Output Status

Alarm Relay Output Normally Open

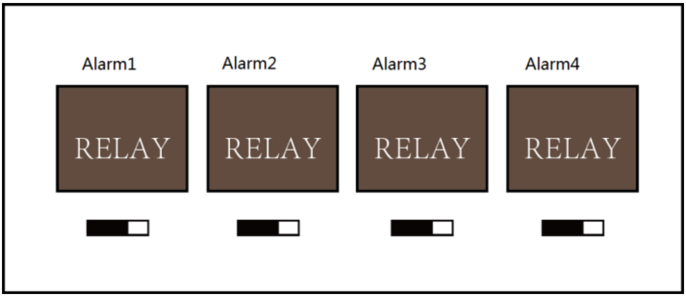


Figure 5-4 Alarm Relay Output Normally Open

Alarm Relay Output Normally Closed

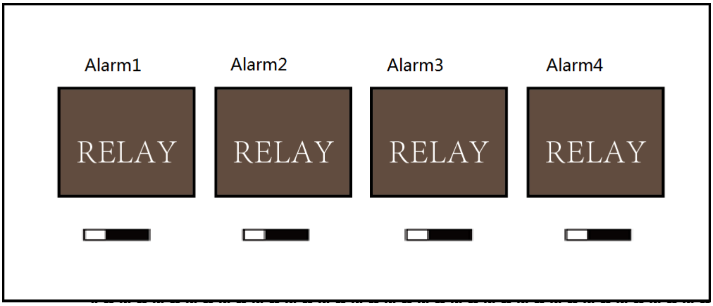


Figure 5-5 Normally Closed Status

Work Flow of Software

For detailed information, please see the user manual of the client software.

Refer to the following work flow:

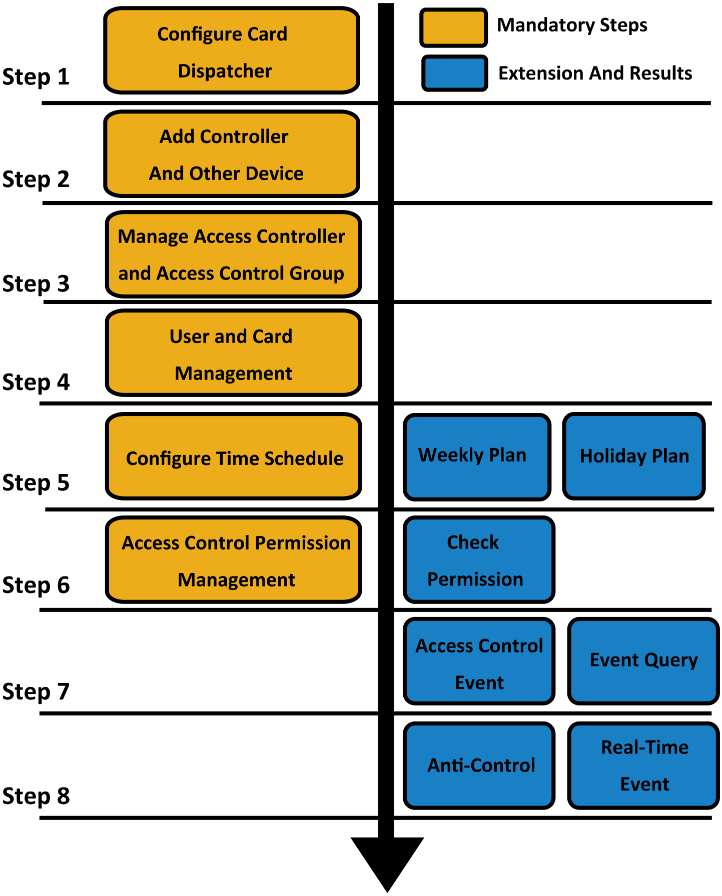


Figure 5-6 Software Client Work Flow

6 Activating the Control Panel

Purpose:

You are required to activate the control panel first before you can use the control panel.

Activation via SADP, and Activation via client software are supported.

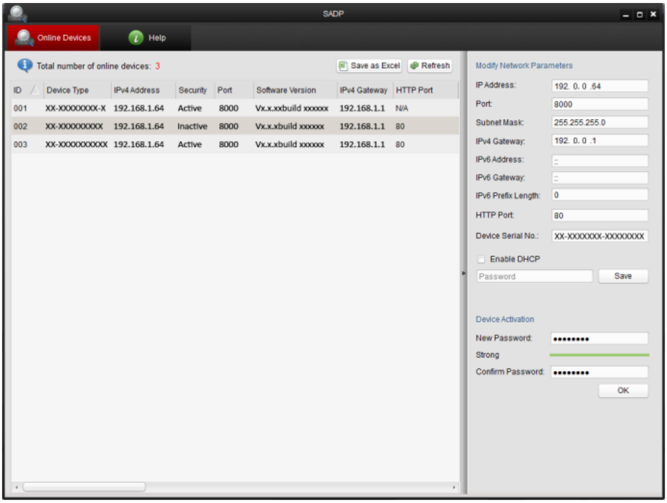
6.1 Activation via SADP Software

SADP software is used for detecting the online device, activating the device, and resetting the password.

Get the SADP software from the supplied disk or the official website, and install the SADP according to the prompts. Follow the steps to activate the control panel***.***

Steps:

1. Run the SADP software to search the online devices.
2. Check the device status from the device list, and select an inactive device.



Total number of online devices: 3

ID	Device Type	IPv4 Address	Security	Port	Software Version	IPv4 Gateway	HTTP Port
001	XX-XXXXXXXX-X	192.168.1.64	Active	8000	Vx.x.xxbuild xxxxxx	192.168.1.1	N/A
002	XX-XXXXXXXXX	192.168.1.64	Inactive	8000	Vx.x.xbuild xxxxxx	192.168.1.1	80
003	XX-XXXXXXXXXX	192.168.1.64	Active	8000	Vx.x.xbuild xxxxxx	192.168.1.1	80

Modify Network Parameters

IP Address:	192. 0. 0 .64
Port:	8000
Subnet Mask:	255.255.255.0
IPv4 Gateway:	192. 0. 0 .1
IPv6 Address:	::
IPv6 Gateway:	::
IPv6 Prefix Length:	0
HTTP Port:	80
Device Serial No.:	XX-XXXXXXX-XXXXXXXX

□ Enable DHCP

Password

Device Activation

New Password:	••••••••
Strong	
Confirm Password:	••••••••

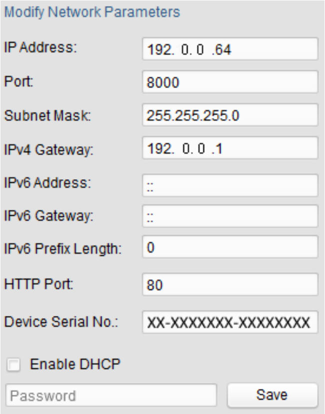
3. Create a password and input the password in the password field, and confirm the password.

<u>**STRONG PASSWORD RECOMMENDED**</u>– *We highly recommend you create a strong password of your own choosing (using a minimum of 8 characters, including upper case letters, lower case letters, numbers, and special characters) in order to increase the security of your product. And we recommend you reset your password regularly, especially in the high security system, resetting the password monthly or weekly can better protect your product.*

4. Click **OK** to save the password.

You can check whether the activation is completed on the pop-up window. If activation failed, please make sure that the password meets the requirement and then try again.

5. Change the device IP address to the same subnet with your computer by either modifying the IP address manually or checking the checkbox of Enable DHCP.



Modify Network Parameters

IP Address:	192. 0. 0 .64
Port:	8000
Subnet Mask:	255.255.255.0
IPv4 Gateway:	192. 0. 0 .1
IPv6 Address:	::
IPv6 Gateway:	::
IPv6 Prefix Length:	0
HTTP Port:	80
Device Serial No.:	XX-XXXXXXX-XXXXXXXX

□ Enable DHCP

6. Input the password and click the **Save** button to activate your IP address modification.

6.2 Activation via Client Software

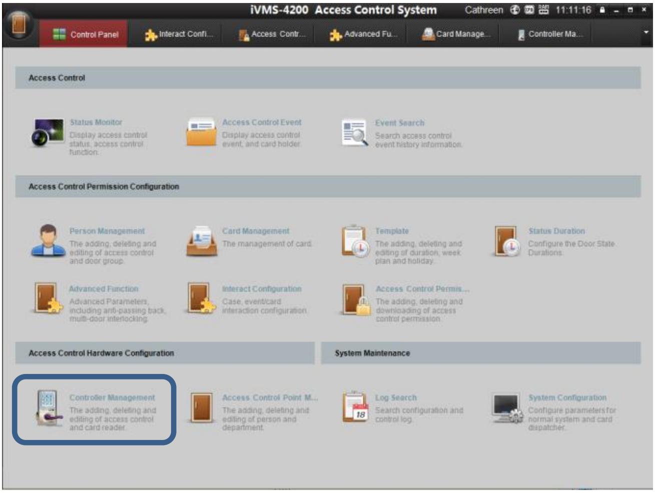
The client software is versatile video management software for multiple kinds of devices.

Get the client software from the supplied disk or the official website, and install the software according to the prompts. Follow the steps to activate the control panel.

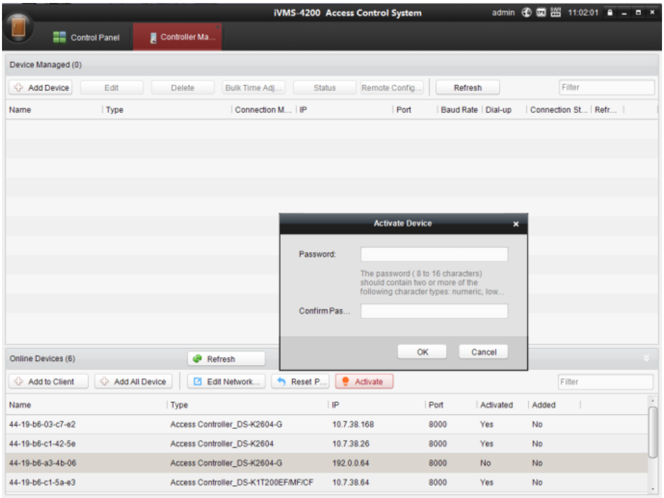
Steps:

1. Run the client software and the control panel of the software pops up, as shown in the figure below.

2. Click the icon on the upper-left side of the page, select **Access Control** to enter the control panel.


iVMS-4200 Access Control System
Cathreen
11:11:16
Control Panel
Interact Confi...
Access Contr...
Advanced Fu...
Card Manage...
Controller Ma...
Access Control
Status Monitor
Display access control status, access control function.
Access Control Event
Display access control event, and card holder.
Event Search
Search access control event history information.
Access Control Permission Configuration
Person Management
The adding, deleting and editing of access control and door group.
Card Management
The management of card.
Template
The adding, deleting and editing of duration, week plan and holiday.
Status Duration
Configure the Door State Durations.
Advanced Function
Advanced Parameters, including anti-passing back, multi-door interlocking.
Interact Configuration
Case, event/card interaction configuration.
Access Control Permis...
The adding, deleting and downloading of access control permission.
Access Control Hardware Configuration
Controller Management
The adding, deleting and editing of access control and card reader.
Access Control Point M...
The adding, deleting and editing of person and department.
System Maintenance
Log Search
Search configuration and control log.
18
System Configuration
Configure parameters for normal system and card dispatcher.

3. Click the **Controller Management** icon to enter the Controller Management interface, as shown in the figure below.

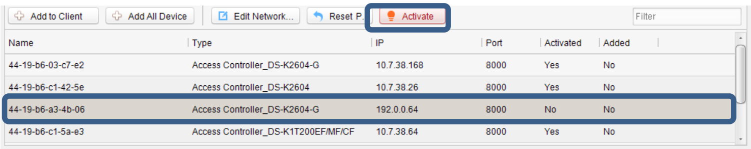


The password (8 to 16 characters) should contain two or more of the following character types: numeric, low...

Name	Type	IP	Port	Activated	Added
44-19-b6-03-c7-e2	Access Controller_DS-K2604-G	10.7.38.168	8000	Yes	No
44-19-b6-c1-42-5e	Access Controller_DS-K2604	10.7.38.26	8000	Yes	No
44-19-b6-a3-4b-06	Access Controller_DS-K2604-G	192.0.0.64	8000	No	No
44-19-b6-c1-5a-e3	Access Controller_DS-K1T200EF/MF/CF	10.7.38.64	8000	Yes	No

4. Check the device status from the device list, and select an inactive device.

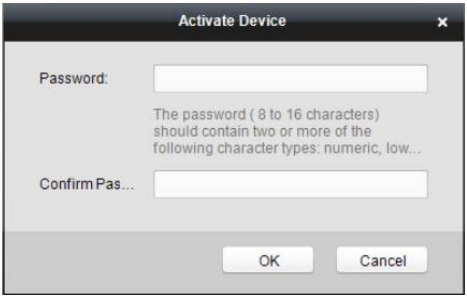
5. Click the **Activate** button to pop up the Activation interface.



Name	Type	IP	Port	Activated	Added
44-19-b6-03-c7-e2	Access Controller_DS-K2604-G	10.7.38.168	8000	Yes	No
44-19-b6-c1-42-5e	Access Controller_DS-K2604	10.7.38.26	8000	Yes	No
44-19-b6-a3-4b-06	Access Controller_DS-K2604-G	192.0.0.64	8000	No	No
44-19-b6-c1-5a-e3	Access Controller_DS-K1T200EF/MF/CF	10.7.38.64	8000	Yes	No

6. Create a password and input the password in the password field, and confirm the password.

STRONG PASSWORD RECOMMENDED– *We highly recommend you create a strong password of your own choosing (using a minimum of 8 characters, including upper case letters, lower case letters, numbers, and special characters) in order to increase the security of your product. And we recommend you reset your password regularly, especially in the high security system, resetting the password monthly or weekly can better protect your product.*



The password (8 to 16 characters) should contain two or more of the following character types: numeric, low...

7. Click **OK** button to start activation.

8. Click the Edit Network... button to pop up the Network Parameter Modification interface.

9. Change the device IP address to the same subnet with your computer by either modifying the IP address manually or checking the checkbox of Enable DHCP.

10. Input the password to activate your IP address modification.

7 Client Operation

7.1 Overview of Access Control System

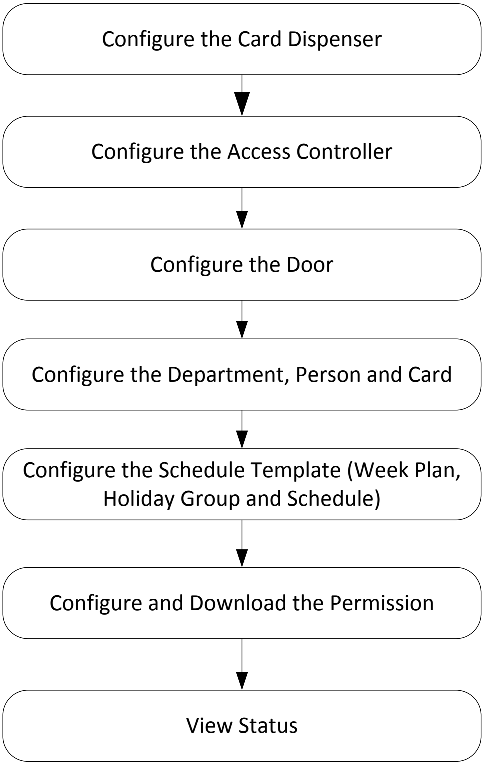
7.1.1 Description

The access control system is a system of configuring permission of door access. It provides multiple functionalities, including access controller management, people/card management, permission configuration, door status management, event search, etc.

This user manual describes the function, configuration and operation steps of Access Control System. To ensure the properness of usage and stability of the system, please refer to the contents below and read the manual carefully before installation and operation.

7.1.2 Configuration Flow

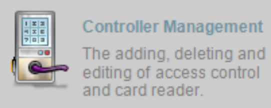
Refer to the following flow chart for the configuration order.


Configure the Card Dispenser
Configure the Access Controller
Configure the Door
Configure the Department, Person and Card
Configure the Schedule Template (Week Plan, Holiday Group and Schedule)
Configure and Download the Permission
View Status

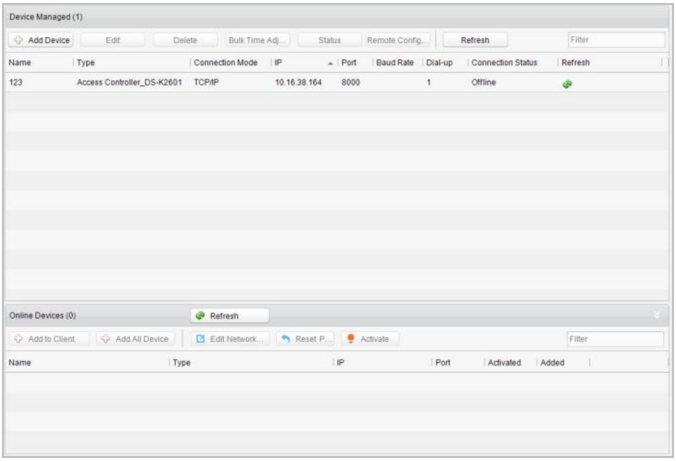
7.2 Device Management

7.2.1 Controller Management

Interface Introduction

Click the  icon to enter the controller management interface.

Controller Management
The adding, deleting and editing of access control and card reader.



Device Managed (1)

Name	Type	Connection Mode	IP	Port	Baud Rate	Dial-up	Connection Status	Refresh
123	Access Controller_DS-K2601	TCP/IP	10.16.38.164	8000		1	Offline	●

Online Devices (0)

Name	Type	IP	Port	Activated	Added

The interface is divided into 2 parts: device management and online device detection.

Device Management:

Manage the access control devices, including adding, editing, deleting, and batch time synchronizing functions.

Online Device Detection:

Automatically detect online devices in the same subnet with the access control server, and the detected devices can be added to the server in an easy way.

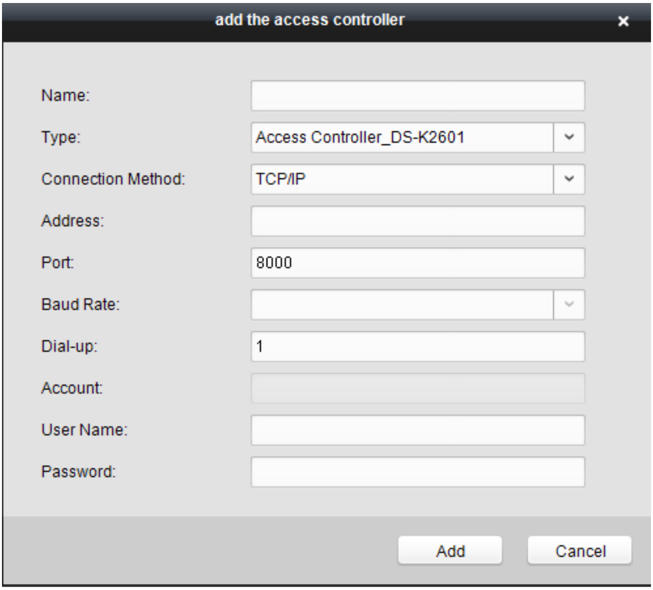
NOTE The control client can manage 100 access controllers at most.

Device Management

Adding Controller

Steps:

1. Click the Add Device to enter the add access controller interface.



add the access controller

Name:	
Type:	Access Controller_DS-K2601
Connection Method:	TCP/IP
Address:	
Port:	8000
Baud Rate:	
Dial-up:	1
Account:	
User Name:	
Password:	

2. Input the device name.
3. Select the access controller type in the dropdown list.
4. Select the connection mode in the dropdown list: TCP/IP, or COM port, or Ehome.

   TCP/IP: Connect the device via the network.

   Ehome: Connect the device via the Ehome protocol.

5. Set the parameters of connecting the device.

   If you choose to connect the device via network, you should input the IP address and port No. of the device, and set the Dial-up value to 1.

   If you choose to connect the device via Ehome protocol, you should input an account.

NOTE For the detailed information about the account, refer to 15.1.3.

6. Click the Add button to finish adding.

You can click Status to check the detailed status of the controller, and click Remote Configuration to configure the settings of the controller.

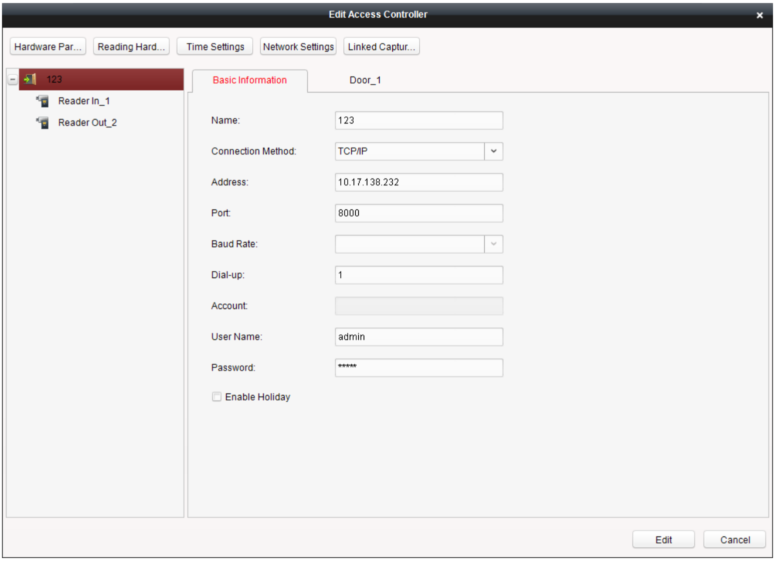
Editing Device (Basic Information)

Purpose:

After adding the device, some advanced parameters can be configured in the editing device interface, e.g. downloading hardware parameters, reading hardware parameters, time synchronizing, configuring access point, etc.

Steps:

1. In the device list, click Edit button to edit the information of the selected added device.



Name: 123

Connection Method: TCP/IP

Address: 10.17.138.232

Port: 8000

Baud Rate:

Dial-up: 1

Account:

User Name: admin

Password: *****

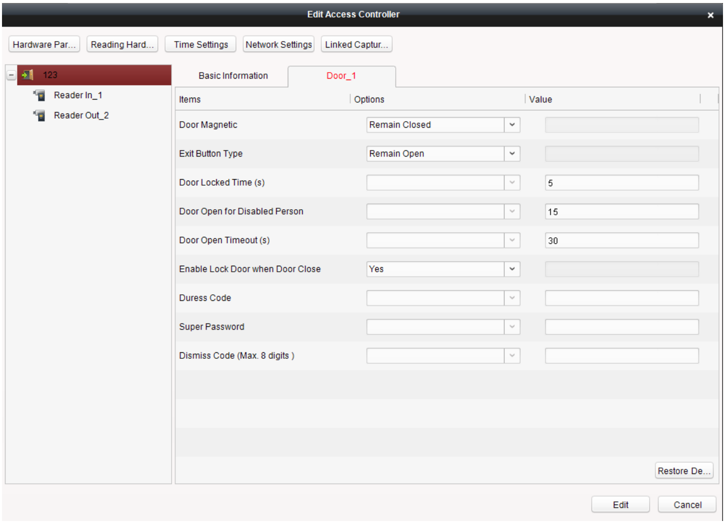
□ Enable Holiday

2. Edit the basic parameters of the device on your demand, which are the same as the

ones when adding the device.

3. (Optional) Check the checkbox of Enable Holiday to enable the holiday parameters when downloading permissions.
4. Click the Edit button to finish editing.
5. Click the Hardware Parameters Downloading button to download the updated parameters to the local memory of the device.

Editing Device (Door Information)



Items	Options	Value
Door Magnetic	Remain Closed	
Exit Button Type	Remain Open	
Door Locked Time (s)		5
Door Open for Disabled Person		15
Door Open Timeout (s)		30
Enable Lock Door when Door Close	Yes	
Duress Code		
Super Password		
Dismiss Code (Max. 8 digits)		

Steps:

1. In the editing interface, click the Door_1 button to edit the information of the selected door.
   1) Door Magnetic: The Door Magnetic is in the status of Remain Closed (excluding special conditions).
   2) Exit Button Type: The Exit Button Type is in the status of Remain Open (excluding special conditions).
   3) Door Locked Time(s): After swiping the normal card and relay action, the timer for locking the door starts working.
   4) Door Open for Disabled Person: The door magnetic can be enabled with

appropriate delay after disabled person swipes the card.

5) Door Open Timeout(s): The alarm can be triggered if the door has not been close

6) Enable Lock Door when Door Close: This function has not been supported yet.

7) Duress Code: The door can open by inputting the duress code when there is a duress. At the same time, the access system can report the duress event.

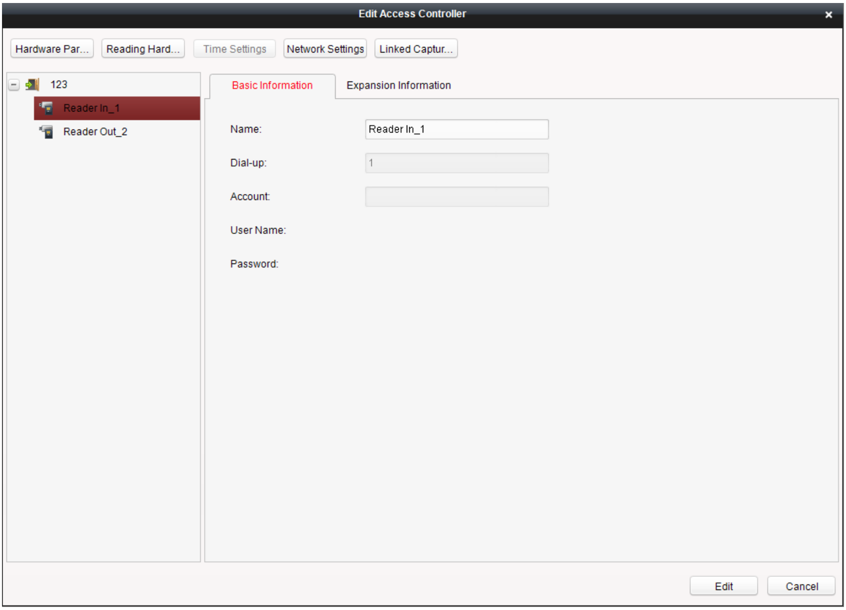
8) Super Password: The specific person can open the door by inputting the super password.

2. Click the Restore Default Value to restore all parameters into default settings.

3. Click the Edit button to save parameters.

4. Click the Hardware Parameters Downloading button to download the updated parameters to the local memory of the device.

Editing Device (Card Reader Information)



Edit Access Controller

Hardware Par... | Reading Hard... | Time Settings | Network Settings | Linked Captur...

123
- Reader In_1
- Reader Out_2

Basic Information | Expansion Information

Name: Reader In_1

Dial-up: 1

Account:

User Name:

Password:

Edit | Cancel

Steps:

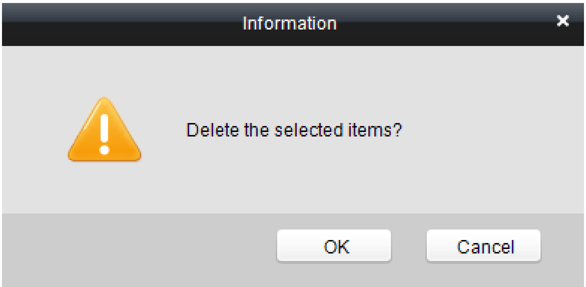
1. In the device list, select a card reader name to enter into the card reader information editing interface.

2. Click the Basic Information button to edit the basic information about the card reader.
3. Click the Expansion Information button to edit the expansion information about the card reader.
4. Click the Edit button to save parameters.
5. Click the Hardware Parameters Downloading button to download the updated parameters to the local memory of the device.

Deleting Device

Steps:

1. In the device list, select a device by clicking it, or select multiple devices by pressing Ctrl button on your keyboard and clicking them one by one.
2. Click the Delete button to delete the selected device(s).
3. Click OK button in the popup confirmation dialog to finish deleting.



Information

Delete the selected items?

Bulk Time synchronization

Steps:

1. In the device list, select a device by clicking it, or select multiple devices by pressing Ctrl button on your keyboard and clicking them one by one.
2. Click the Bulk Time Adjustment button to start time synchronization.

   A message box will pop up on the lower-right corner of the screen when the time synchronization is completed.

Status

In the device list, you can click Status button to enter view the status.

Steps:

1) Door Status: The status of the connected door.

2) Host Status: The status of the host, including Storage Battery Power Voltage, Device Power Supply Status, Multi-door Interlocking Status, Anti-passing Back Status, Host Anti-Tamper Status.

3) Card Reader Status: The status of card reader.

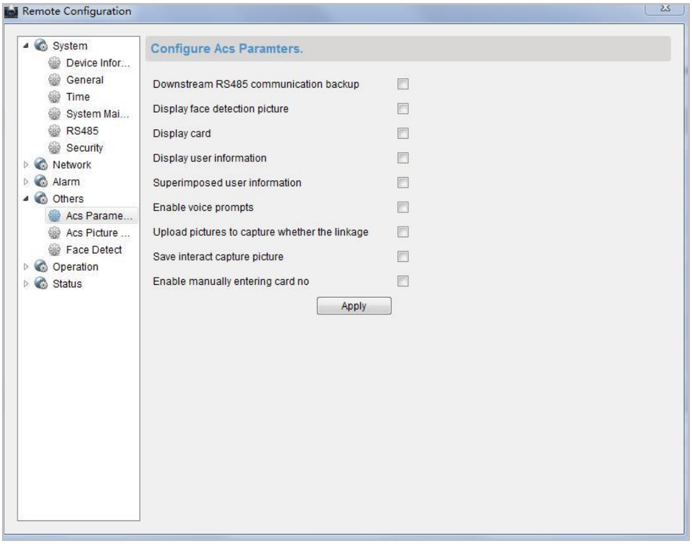
4) Alarm Input Status: The alarm input status of each port.

5) Alarm Output Status: The alarm output status of each port.

6) Event Sensor Status: The event status of each port.

Remote Configuration

In the device list, you can click Remote Configuration button to enter the remote configuration interface. On this this interface, you can set the access parameters, enable the face detection function, and so on.



Configure Acs Paramters.

Downstream RS485 communication backup □

Display face detection picture □

Display card □

Display user information □

Superimposed user information □

Enable voice prompts □

Upload pictures to capture whether the linkage □

Save interact capture picture □

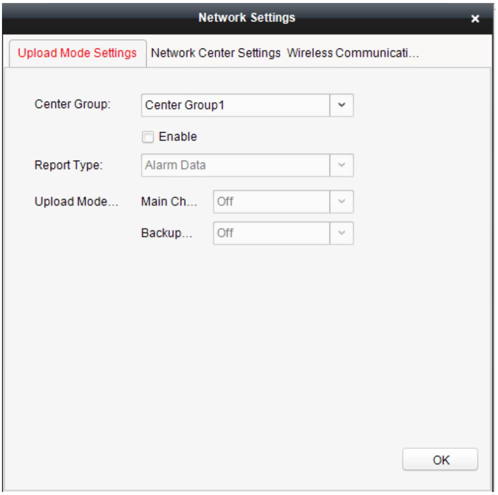
Enable manually entering card no □

Network Settings

Purpose:

In the network settings interface, the network settings of the device can be uploaded and reported.

Uploading Mode Settings



Center Group: Center Group1

□ Enable

Report Type: Alarm Data

Upload Mode... Main Ch... Off

Backup... Off

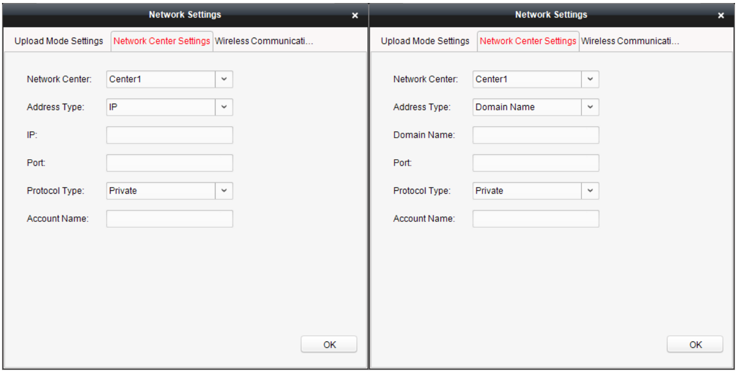
Steps:

1. In the access controller editing interface, click Network Settings button to enter the network settings interface.
2. Click the Uploading Mode Settings button.
3. Select the center group in the dropdown list.
4. Tick the Enable to enable the selected center group.
5. Select the report type in the dropdown list.
6. Select the uploading mode in the dropdown list. You can enable N1/G1 for the main channel and the backup channel, or select off to disable the main channel or the backup channel.

NOTE The main channel and the backup channel cannot enable N1 or G1 at the same time.

7. Click the OK button to save parameters.

Network Center Settings



Network Settings

Upload Mode Settings | Network Center Settings | Wireless Communicati...

Network Center: Center1

Address Type: IP

IP:

Port:

Protocol Type: Private

Account Name:

OK

Network Settings

Upload Mode Settings | Network Center Settings | Wireless Communicati...

Network Center: Center1

Address Type: Domain Name

Domain Name:

Port:

Protocol Type: Private

Account Name:

OK

Steps:

1. In the access controller editing interface, click Network Settings button to enter the network settings interface.
2. Click the Network Center Settings button.
3. Select the network center in the dropdown list.
4. Select the address type in the dropdown list: IP, or Domain Name.

   IP: Input the IP address, and port No..

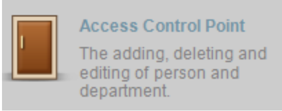
   Domain Name: Input the domain name, and port No..
5. Select the protocol type: Ehome.
6. Set an account name for the network center. A consistent account should be used in one platform.
7. Click the OK button to save parameters.

NOTE

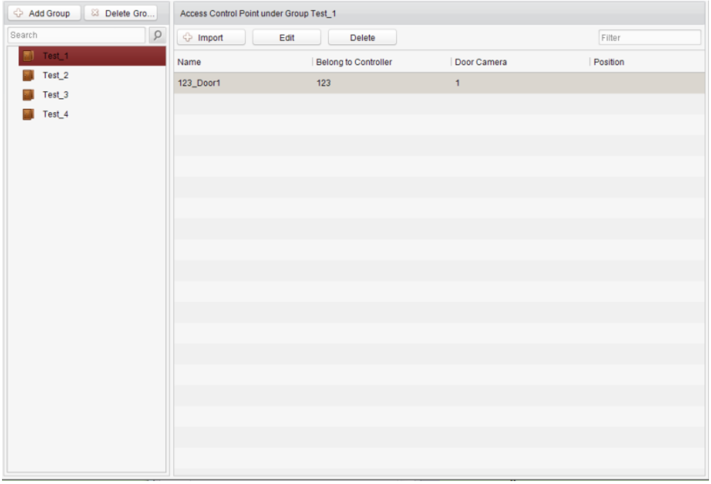
- In the Ehome protocol, the default port number is 7661, and the port type should be UDP port. Related settings files need modifying if the port type does not match.
- The port No. of the wireless network and wired network should be consistent with the port No. of Ehome.

7.2.2 Access Control Point Management

Interface Introduction



Click the icon on the control panel to enter the door management interface.



Name	Belong to Controller	Door Camera	Position
123_Door1	123	1	

Group Management

The doors can be added to different groups to realize the centralized management.

Door Management

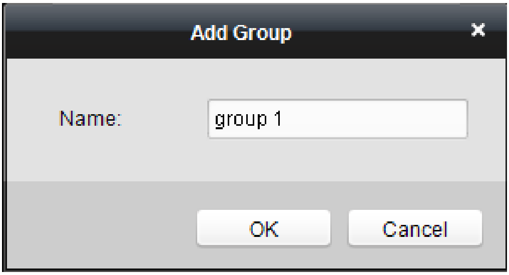
Manage the specific door under the door group, including importing, editing and deleting door.

Group Management

- **Adding Group**

Steps:

1. Click the Add Group button to pop up the Add Group dialog.



Add Group ×

Name: group 1

OK Cancel

2. Input the group name in the text field and click the OK button to finish adding.

NOTE Multi-level groups are not supported yet.

- **Editing Group**

Steps:

Double-click the group or right-click the group and select Edit in the right-click menu.

- **Deleting Group**

To delete a group, three ways are supported.

◆ Click to select a group and click the ☒ Delete Group button.

◆ Right-click a group and select Delete in the popup menu.

◆ Move the mouse onto the group and click ☒ icon of it.

And then click the OK button in the popup window.

Access Control Point Management

Access control points under the group can also be edited, refer to the following instructions.

- **Importing Access Control Point**

Steps:

1. Click the + Import button to pop up the access control point importing interface.
2. Select an access control point to import by clicking it.
3. Click to select a group in the right side bar to import to.
4. Click Import button to import the selected access control points or click Import All to import all the available access control points.

NOTE You can click + button on the upper-right corner of the window to create a new group.

The control client can manage 100 access control points at most.

- **Editing Access Control Point**

Steps:

1. Click to select an access control point in the list and click the Edit button to edit the access control point.
2. Edit the Door Name and Position.
3. Click OK button to finish editing.

NOTE you can also enter the Edit interface by double clicking the door from the list.

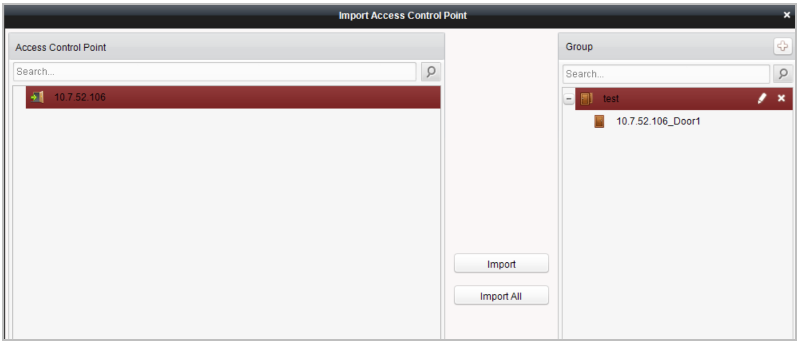
- **Deleting Access Control Point**

Several ways are supported to delete the access control point, as shown below.

◆ Click to select a group in the group list, select door(s) under it, and click Delete button.

- Click to select a group in the group list, and click Delete button to delete all access control points under the group.
- Move the mouse onto a group in the group list, and click ✕ button to delete all access control points under the group.

NOTE You can also edit/delete a door on the Import Access Control Point panel.



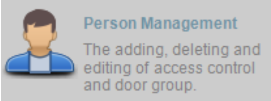
Steps:

1. Select a control point on the Group panel.
2. Click the ✎/ ✕icon to enter the Edit Access Control Point panel or to delete the control point.

7.3 Permission Management

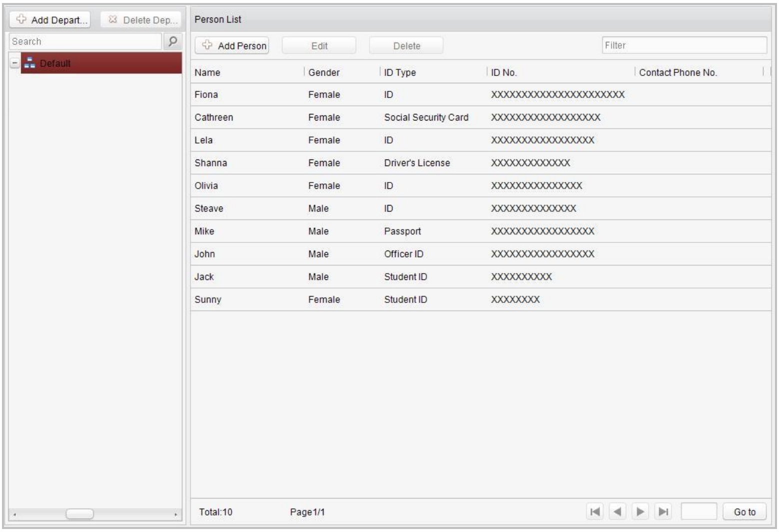
7.3.1 Person Management

Interface Introduction


Person Management
The adding, deleting and editing of access control and door group.

Click the icon on the control panel of the software.

Adding, editing, deleting and filtering of the department and person are supported in this interface.



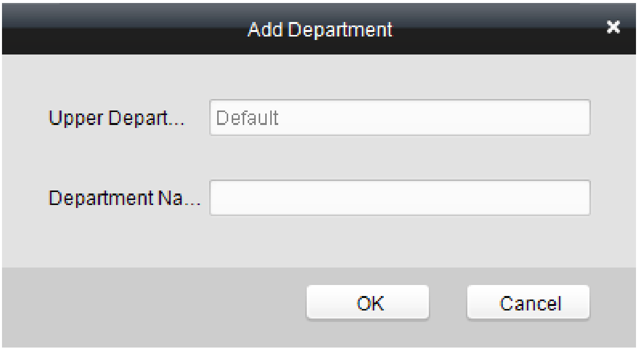
Name	Gender	ID Type	ID No.	Contact Phone No.
Fiona	Female	ID	XXXXXXXXXXXXXXXXXXXXXX	
Cathreen	Female	Social Security Card	XXXXXXXXXXXXXXXXXX	
Lela	Female	ID	XXXXXXXXXXXXXXXXX	
Shanna	Female	Driver's License	XXXXXXXXXXXXX	
Olivia	Female	ID	XXXXXXXXXXXXXXX	
Steave	Male	ID	XXXXXXXXXXXXXX	
Mike	Male	Passport	XXXXXXXXXXXXXXXXX	
John	Male	Officer ID	XXXXXXXXXXXXXXXXX	
Jack	Male	Student ID	XXXXXXXXXX	
Sunny	Female	Student ID	XXXXXXXX	

Total:10 Page1/1

Department Management

Steps:

1. In the department list, click Add Depart... button to pop up the adding department interface.



NOTE

- Multi-level department system can be created. Click a department as the upper-level department and click Add Depart... button, and then the added department will be the sub-department of it.

- Up to 10 levels can be created.

2. You can double-click an added department to edit its name.
3. You can click to select a department, and click the Delete Depa... button to delete it.

NOTE

- The lower-level departments will be deleted as well if you delete a department.
- Make sure there is no person added under the department, or the department cannot be deleted.

Person Management

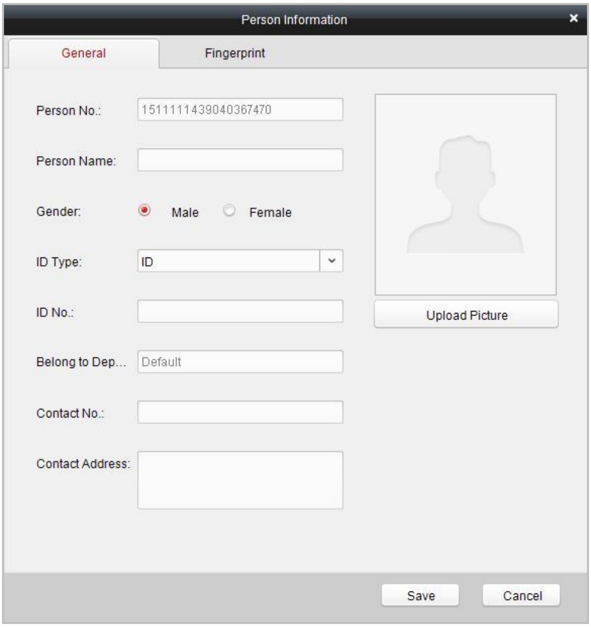
NOTE

- In the person management interface, double-click the person name or click the Edit button to edit the person information.
- In the person management interface, click the Delete button to delete the person.
- Up to 2000 persons ban be added.

- **Inputting General Information**

Steps:

1. Select a department in the list and click the Add Person in the person information list to pop up the adding person interface.



Person Information

General | Fingerprint

Person No.: 1511111439040367470

Person Name:

Gender: ● Male ○ Female

ID Type: ID

ID No.:

Belong to Dep...: Default

Contact No.:

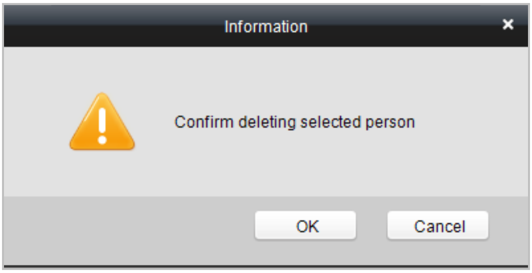
Contact Address:

2. Input the Person Name (required), Gender, ID Card, etc., upload the photo of the person and click the Save icon to finish adding.

NOTE The format of the photo should be .jpg, or .jpeg.

3. You can double-click an added person to edit its information.

4. You can click to select a person, and click the Delete button to delete it.



Information

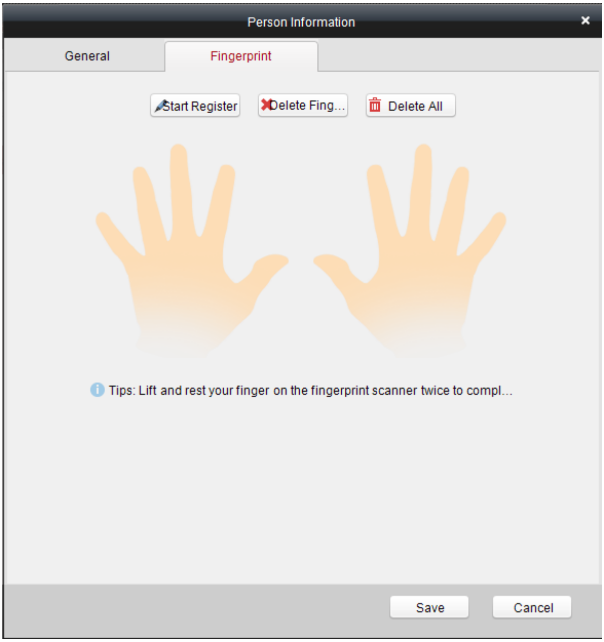
Confirm deleting selected person

If a card is associated with the current person, the association will be invalid after the person is deleted.

- **Inputting Fingerprint**

Steps:

1. In the personal information interface, click the Fingerprint button.



Tips: Lift and rest your finger on the fingerprint scanner twice to compl...

2. Click the Start Register button, and select the fingerprint to be input.
3. Click the Save button to save the parameter.

NOTE

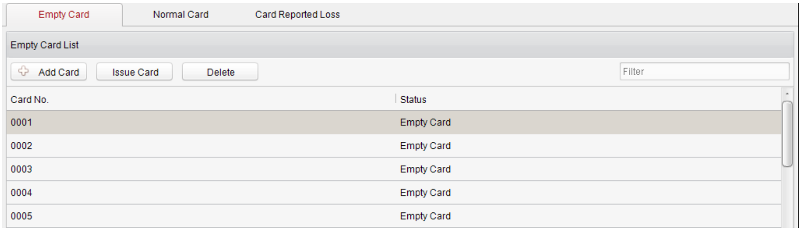
- Click the Delete Fingerprint button to delete the fingerprint.
- Click the Delete All button to clear all fingerprints input.
- The fingerprint associated functions are only supported by device with fingerprint recognition module.

- The fingerprint associated functions are only supported by device with fingerprint recognition module.

7.3.2 Card Management

Interface Introduction

Click Card Management The management of card. on the control panel of the software to enter the card management interface.



Empty Card | Normal Card | Card Reported Loss

Empty Card List

Add Card | Issue Card | Delete | Filter

Card No.	Status
0001	Empty Card
0002	Empty Card
0003	Empty Card
0004	Empty Card
0005	Empty Card

The cards are divided into 3 types: Blank Card, Normal Card, and Lost Card.

Blank Card: A card has not been issued with a person.

Normal Card: A card is issued with a person and is under normal using.

Lost Card: A card is issued with a person and is reported as lost.

Blank Card

- **Adding Card**

Before you start:

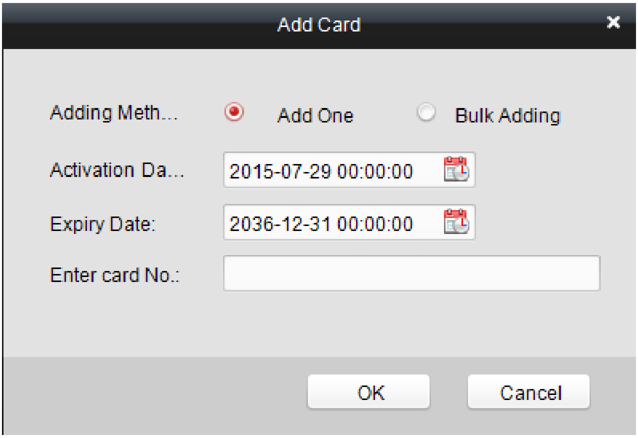
Make sure a card dispenser is connected to the PC and is configured already. Refer to Section 0 Card Dispenser Configuration for details.

Steps:

1. Click the Add Card button to add cards.
2. Two modes of adding cards are supported.

   Adding Single Card

   Choose the Single Add as the adding mode by clicking the ○ to ● and input the Start Date, Expiring Date and Card No. in the text field.



Add Card

Adding Meth... ● Add One ○ Bulk Adding

Activation Da... 2015-07-29 00:00:00

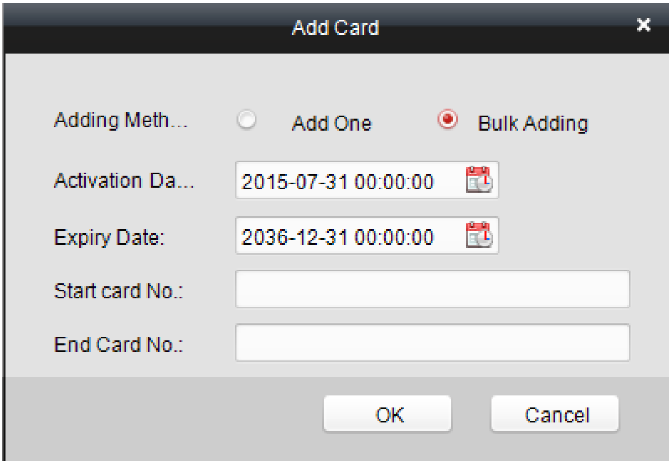
Expiry Date: 2036-12-31 00:00:00

Enter card No.:

Batch Adding Cards

Choose the Bulking Adding as the adding mode by clicking the ○ to ● and input the activation date, expiry date, start card No. and last card No. in the corresponding text fields.

NOTE The start card No. and the last card No. should be in the same length. E.g., the last card No. is 234, then the start card No. should be like 028



Add Card

Adding Meth... ○ Add One ● Bulk Adding

Activation Da... 2015-07-31 00:00:00

Expiry Date: 2036-12-31 00:00:00

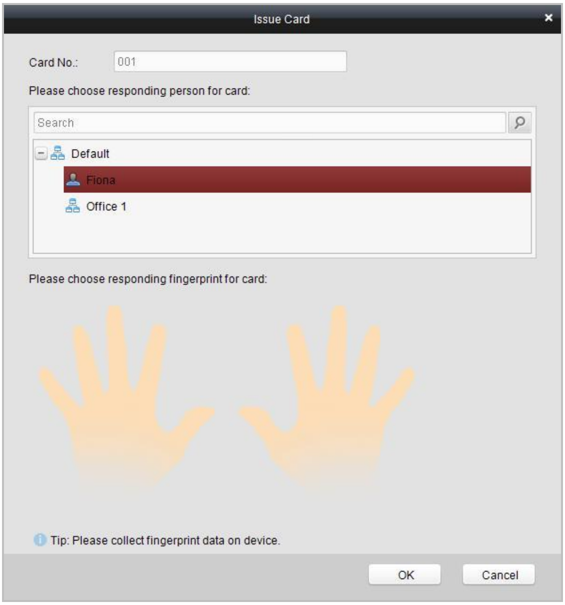
Start card No.:

End Card No.:

3. Click the OK button to finish adding.

4. Click an added blank card in the list and click Issue Card button to issue the card with a person.

   NOTE You can double click the blank card in the card list to enter the Issue Card Page.



Issue Card

Card No.: 001

Please choose responding person for card:

Please choose responding fingerprint for card:

Tip: Please collect fingerprint data on device.

5. Click to choose a person on your demand in the popup dialog box, select a fingerprint, and click OK to finish.

NOTE

- The issued card will disappear from the Blank Card list, you can check the card information in the Normal Card list.
- Up to 2000 cards can be added.
- The fingerprint associated functions are only supported by device with fingerprint

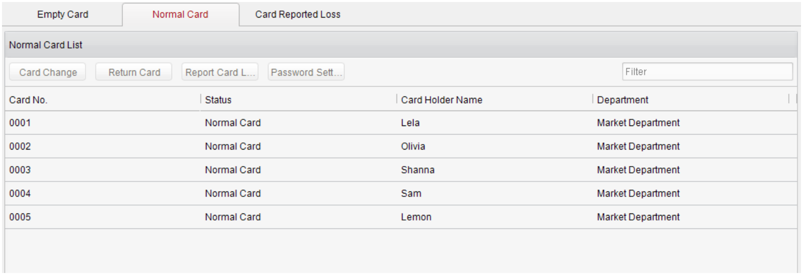
recognition module.

- **Deleting Card**

You can click an added blank card in the list and click Delete button to delete the selected card.

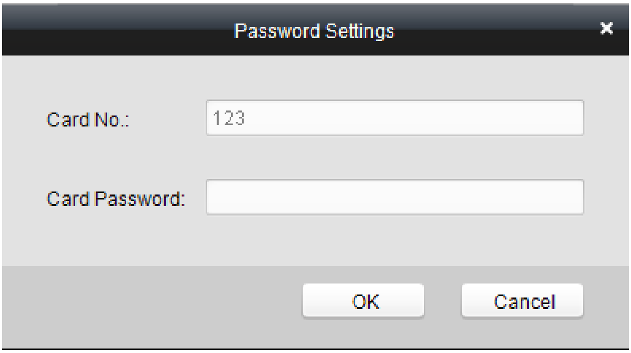
Normal Card

Click the Normal Card tab in the card management interface to show the Normal Card list. You can view all the issued card information, including card No., card holder, and the department of the card holder.



Card No.	Status	Card Holder Name	Department
0001	Normal Card	Lela	Market Department
0002	Normal Card	Olivia	Market Department
0003	Normal Card	Shanna	Market Department
0004	Normal Card	Sam	Market Department
0005	Normal Card	Lemon	Market Department

- ◆ Click to select a card and click the Card Change button to change the associated card for card holder. Select another card in the popup window to replace the current card.
- ◆ Click to select an issued card and click the Return Card button to cancel the association of the card, and then the card will disappear from the Normal Card list, which you can find it in the Blank Card list.
- ◆ Click to select an issued card and click the Report Card Loss button to set the card as the Lost Card, that is, an invalid card.
- ◆ Click to select an issued card and click the Password Settings button to set the password for the card, set the password in the text filed and click the OK button to finish setting.



Password Settings

Card No.: 123

Card Password:

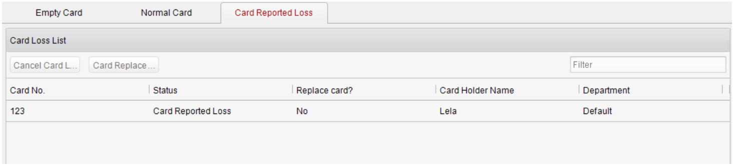
NOTE

The password will be required when the card holder swiping the card to enter to or exit from the door if you enable the card & password authentication on the advanced configuration page.

Lost Card

Click the Card Reported Loss tab in the card management interface to show the Lost Card list.

You can view all the lost card information, including card No., card holder, and the department of the card holder.

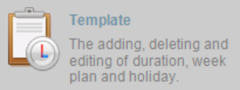


Card No.	Status	Replace card?	Card Holder Name	Department
123	Card Reported Loss	No	Lela	Default

- ◆ Click the Cancel Card Loss button to resume the card to the normal card.
- ◆ Click the Card Replacement button to issue a new card to the card holder replacing for the lost card. Select another card in the popup window as the new card and the predefined permissions of the lost card will be copied to the new one automatically.

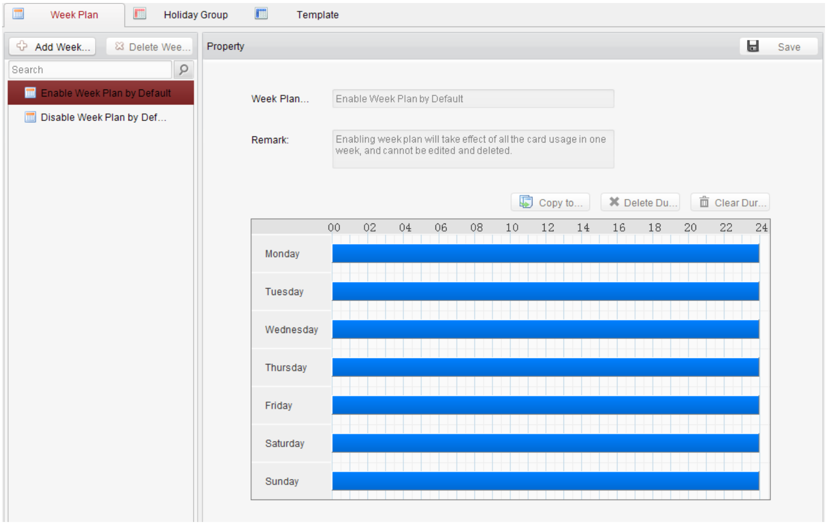
7.3.3 Schedule Template

Interface Introduction

Click  on the control panel of the software to enter the schedule template interface.

Template

The adding, deleting and editing of duration, week plan and holiday.



Week Plan...: Enable Week Plan by Default

Remark: Enabling week plan will take effect of all the card usage in one week, and cannot be edited and deleted.

There are 3 settings in this interface: Week Plan, Holiday Plan, and Template.

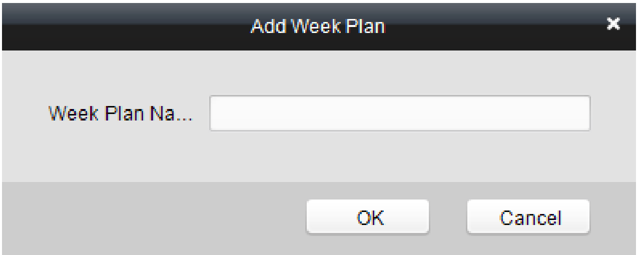
Setting Week Plan

- **Adding Week Plan**

System defines 2 kinds of week plan by default, Enable Week Plan by Default and Disable Week Plan by Default. You can define custom plans on your demand.

Steps:

1. Click the Add Week Plan button to pop up the adding plan interface.



Add Week Plan

Week Plan Na...

2. Input the name of week plan and click the OK button to add the week plan.
3. Select a week plan in the plan list on the left-side of the window to edit.
4. Click and drag your mouse on a day to draw a blue bar on the schedule, which means in that period of time, the configured permission is activated.
5. Repeat the above step to configure other time periods.

   Or you can select a configured day and click the Copy to Week button to copy the same settings to the whole week.

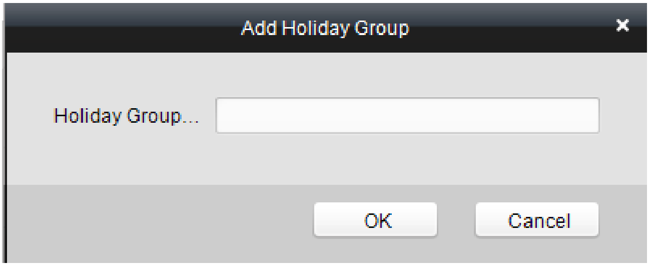
- **Deleting Week Plan**
  - ◆ Click to select a configured duration and click the Delete Duration button to delete it.
  - ◆ Click the Clear Duration button to clear all the configured durations, while the week plan still exists.
  - ◆ Click the Delete Week Plan button to delete the week plan directly.

Setting Holiday Group

- Adding Holiday Group

Steps:

1. Click the Add Holiday Group button to pop up the adding holiday group interface.



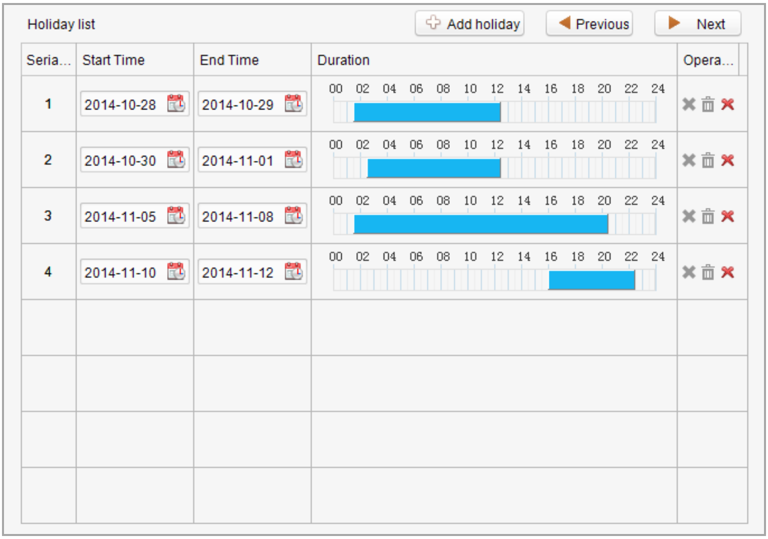
Add Holiday Group

Holiday Group...

2. Input the name of holiday group in the text filed, and click the OK button to add the holiday group.

3. Click the Add holiday icon to add a holiday in the holiday list and configure the duration of the holiday.

NOTE At most 16 holiday periods can be added.



Holiday list

Seria...	Start Time	End Time	Duration	Opera...
1	2014-10-28	2014-10-29		
2	2014-10-30	2014-11-01		
3	2014-11-05	2014-11-08		
4	2014-11-10	2014-11-12		

1) Click and drag your mouse on a day to draw a blue bar on the schedule, which means in that duration, the configured permission is activated.

2) Click to select a configured duration and click the ✖ to delete it.

3) Click the 🗑 to clear all the configured durations, while the holiday still exists.

4) Click the ✖ to delete the holiday directly.

4. Click the Save button to save the settings.

NOTE The holidays cannot be overlapped with each other.

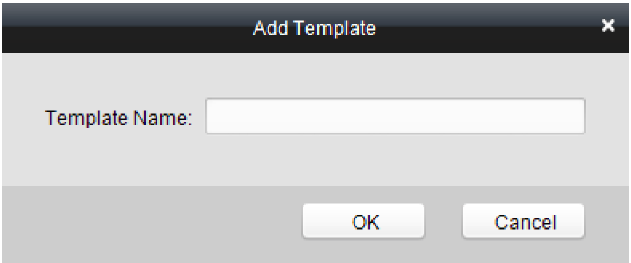
Setting Schedule Template

The schedule consists of week plan and holiday group; you can only choose which plan and group to enable in the schedule template configuration interface. Configure the week plan and holiday group before configuring the schedule template.

NOTE The priority of holiday group schedule is higher than the week plan.

Steps:

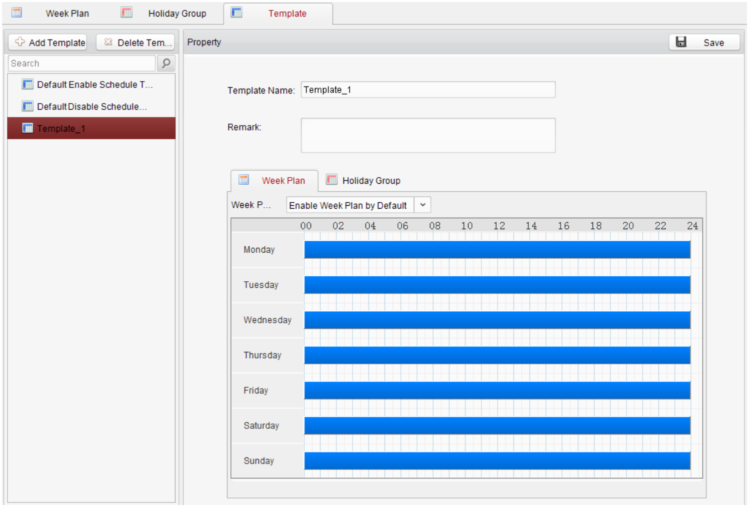
1. Click the Add schedul... to pop up the adding schedule interface.



2. Input the name of schedule in the text filed, and click the OK button to add the schedule.

3. Select a week plan you want to apply to the schedule.

   Click the Week Plan tab and select a plan in the dropdown list.



Default Enable Schedule T...
Default Disable Schedule...
Template_1

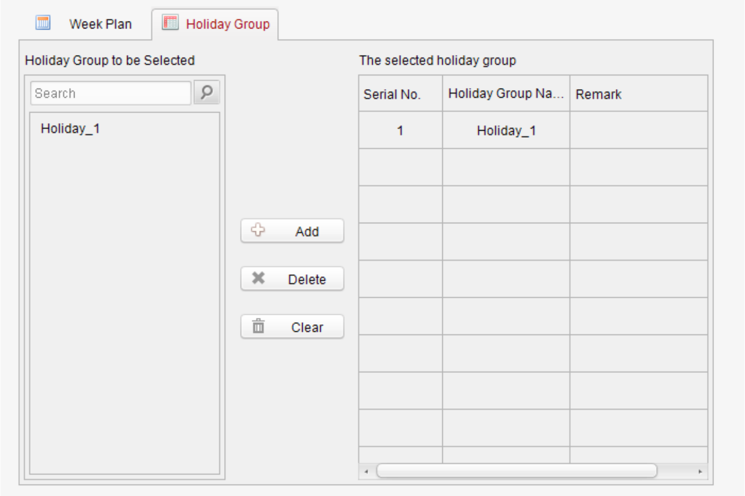
Template Name: Template_1

Remark:

Week P... Enable Week Plan by Default

4. Select holiday groups you want to apply to the schedule.

NOTE At most 4 holiday groups can be added.



Holiday Group to be Selected

Holiday_1

The selected holiday group

Serial No.	Holiday Group Na...	Remark
1	Holiday_1	

- Click to select a holiday group in the left-side list and click the Add to add it.

- Click to select an added holiday group in the right-side list and click the ✖ Delete to delete it.
- Click the 🗑 Clear to delete all the added holiday groups.

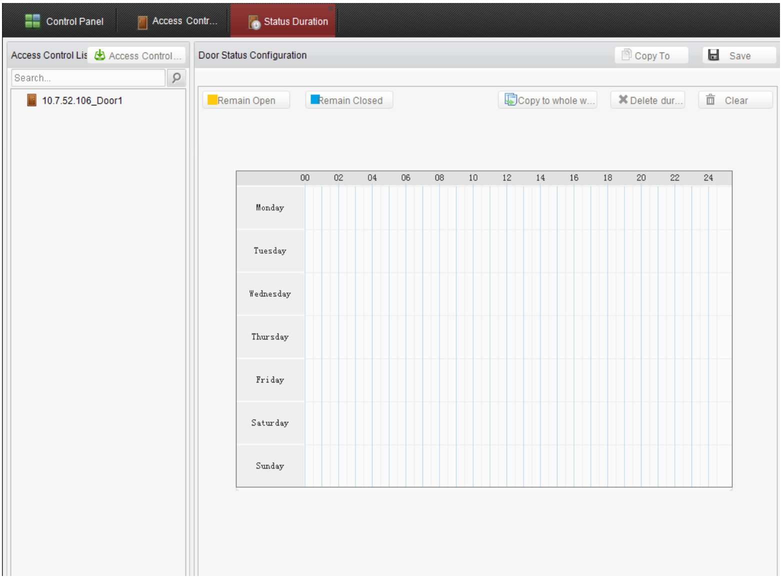
5. Click the 💾 Save button to save the settings.

7.3.4 Door Status Management

Purpose:

The function of Door Status Management allows you to schedule weekly time periods for a door to remain open or closed.

Click the Status Duration Configure the door state Durations. icon on the control panel to enter the interface.



Steps:

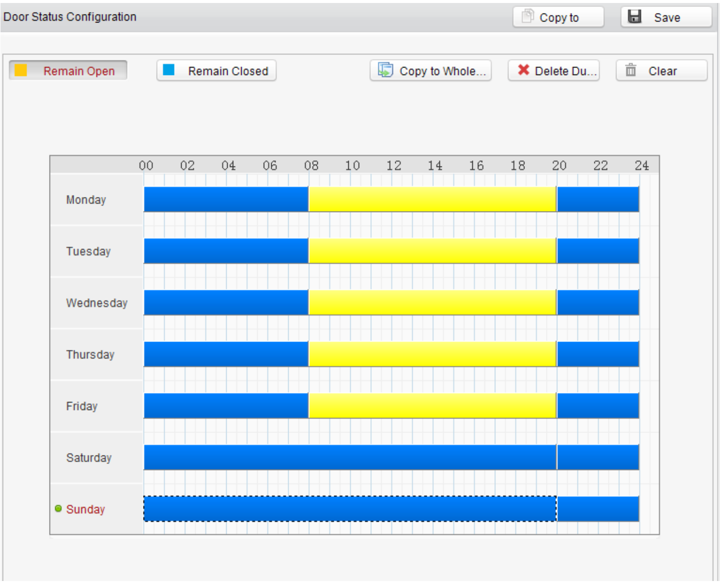
1. Enter the Door Status Management page.
2. Click and select a door from the door list on the left side of the page.
3. Draw a schedule map.

   1) Select a door status brush 🟨Remain Open / 🟦Remain Closed on the upper-left side of the Door Status Settings panel.

      Remain open: the door will keep open during the configured time period. The brush is marked as yellow.

      Remain Closed: the door will keep closed during the configured duration. The brush is marked as blue.

   2) Click and drag the mouse to draw a color bar on the schedule map to set the duration.



NOTE

- The min. segment of the schedule is 30 mins.
- You can copy the configured time periods of a day to the whole week.

Steps:

1. Select a day which has already been configured.
2. Click on Copy to whole w... to copy the time periods to the whole week.

4. Edit the schedule map.

- Edit Duration:

  Click and drag the color bar on the schedule map and you can move the bar on the time track.

  Click and drag the mouse on the ends of the color bar and you can adjust the length of the bar.

- Delete a Duration:

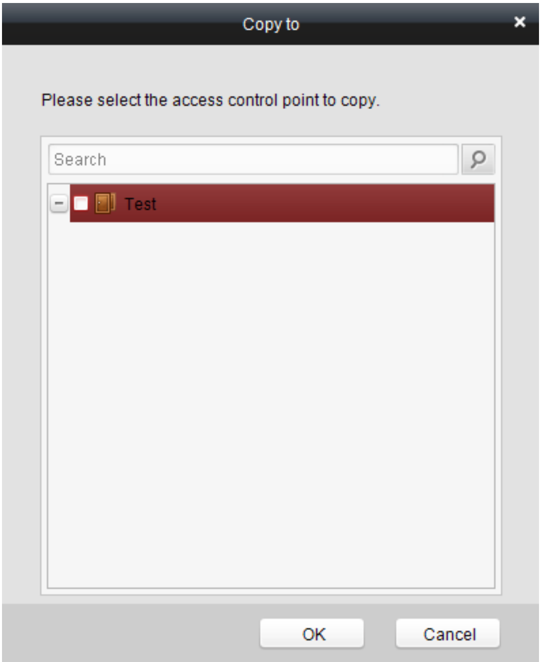
  Click and select a color bar and click ✖ Delete dur... to delete the time period.

- Clear All Durations:

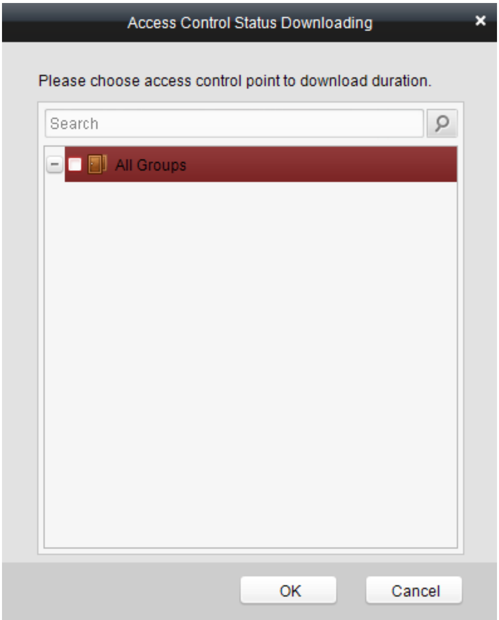
  Click Clear to clear all configured durations on the schedule map.

5. Click on Save to save the settings.

6. You can copy the schedule to other doors by clicking on Copy To and select the required doors.



7. Click on Access Control... to enter the Download Door State page.

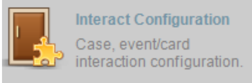


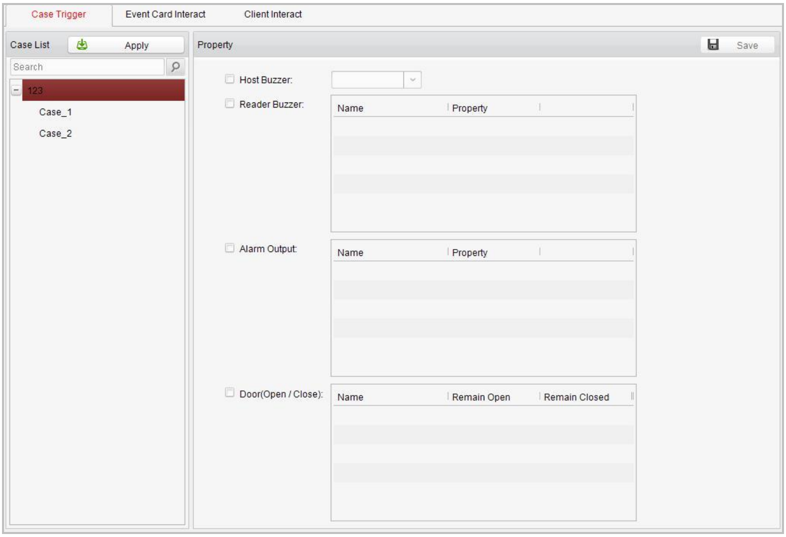
Access Control Status Downloading

Please choose access control point to download duration.

8. Select a control point and click OK to download the settings to the system.

7.3.5 Interact Configuration

Click  on the control panel of the software to enter the interact configuration interface.



In this interface, you can set alarm linkage modes of the access host, including case trigger, event card interact, and client interact.

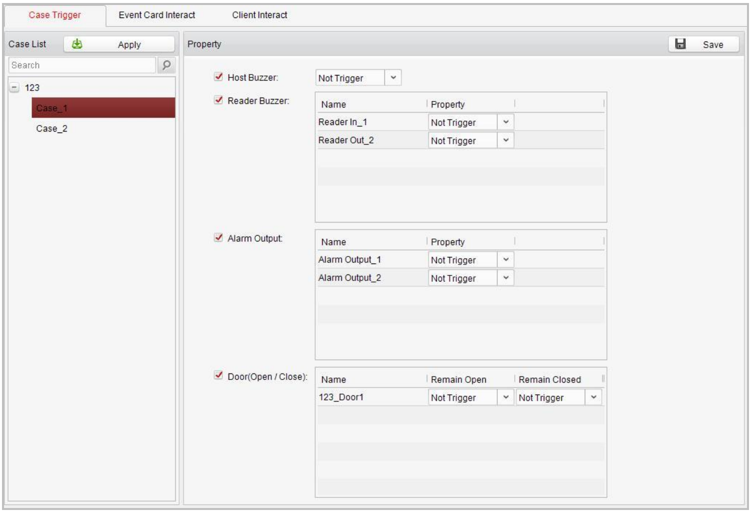
Case Trigger

Purpose:

The case (refer to the triggers of the controller) can be linked to some actions (e.g., alarm output, host buzzer) when it is triggered.

Steps:

1. Click the Case Trigger button to enter the case trigger interface, and select a case.



- 123
  - Case_1
  - Case_2

☑ Host Buzzer: Not Trigger

☑ Reader Buzzer:

Name	Property
Reader In_1	Not Trigger
Reader Out_2	Not Trigger

☑ Alarm Output:

Name	Property
Alarm Output_1	Not Trigger
Alarm Output_2	Not Trigger

☑ Door(Open / Close):

Name	Remain Open	Remain Closed
123_Door1	Not Trigger	Not Trigger

2. Check the checkbox of the corresponding linkage actions and set the property as Trigger to enable this function.

   Host Buzzer: The audible warning of controller will be triggered.

   Reader Buzzer: The audible warning of card reader will be triggered.

   Alarm Output: The alarm output will be triggered for notification.

   Door (Open/Close): The door will be open or closed when the case is triggered.

3. Click the Save button.
4. Click the Apply button to take effect of the new settings.

NOTE The Door cannot be configured as open or closed at the same time.

Event Card Interact

In the Interact Configuration interface, click the Event Card Interact button to enter the settings interface.

- **Event Linkage**

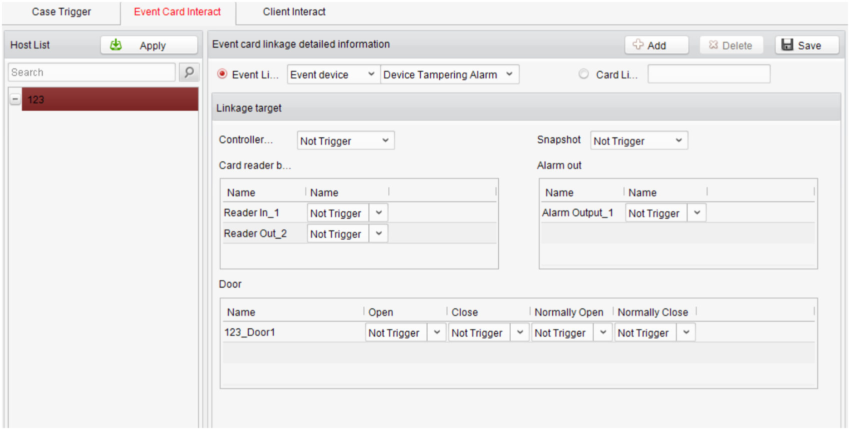
In the Event Interact interface, the linkage alarm action, after triggering alarm event, can be set. The alarm event can be divided into four types: event device, event input alarm, door event, and card reader event.

Steps:

1. Click the Event Card Interact button to enter the event card interface

2. Select the host to be set from the host list.

3. Click the Add button to start setting the event linkage.



Case Trigger | Event Card Interact | Client Interact

Host List | Apply

Search

123

Event card linkage detailed information | Add | Delete | Save

● Event Li... | Event device | Device Tampering Alarm | ○ Card Li...

Linkage target

Controller... Not Trigger | Snapshot Not Trigger

Card reader b...

Name	Name
Reader In_1	Not Trigger
Reader Out_2	Not Trigger

Alarm out

Name	Name
Alarm Output_1	Not Trigger

Door

Name	Open	Close	Normally Open	Normally Close
123_Door1	Not Trigger	Not Trigger	Not Trigger	Not Trigger

4. Click the radio button of the event linkage, and select the event type from the dropdown list.

5. Set the linkage target, and set the property as Trigger to enable this function.

   Host Buzzer: The audible warning of controller will be triggered.

   Snapshot: The real-time capture will be triggered.

   Reader Buzzer: The audible warning of card reader will be triggered.

   Alarm Output: The alarm output will be triggered for notification.

   Door: The door status of open, close, normally open, and normally close will be triggered.

6. Click the Save button to save parameters.

7. Click the Apply button to download the updated parameters to the local memory of the device.

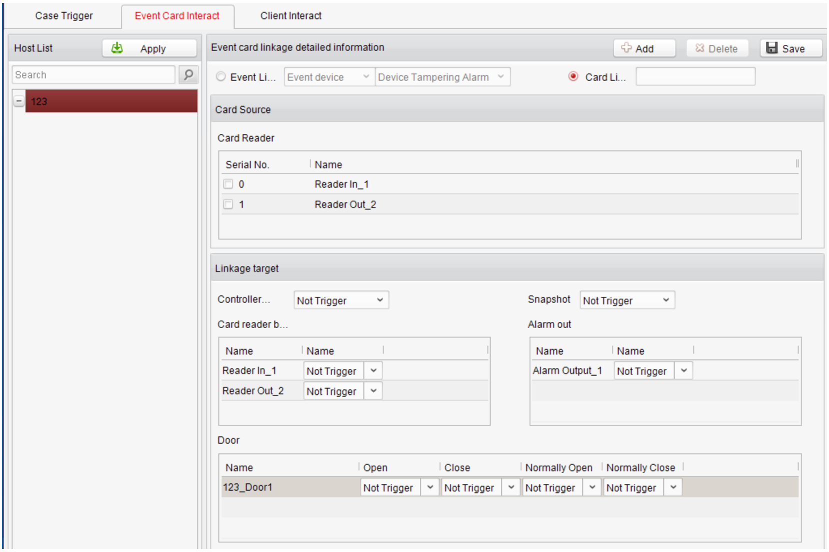
NOTE The door status of open, close, normally open, and normally close cannot be triggered at the same time.

- **Card Linkage**

In the Event Interact interface, the linkage alarm action, after triggering the card number, can be set.

Steps:

1. Click the Event Card Interact button to enter the event card interface
2. Select the host to be set from the host list.
3. Click the Add button to start setting the event linkage.



Serial No.	Name
□ 0	Reader In_1
□ 1	Reader Out_2

Controller... Not Trigger

Snapshot Not Trigger

Name	Name
Reader In_1	Not Trigger
Reader Out_2	Not Trigger

Name	Name
Alarm Output_1	Not Trigger

Name	Open	Close	Normally Open	Normally Close
123_Door1	Not Trigger	Not Trigger	Not Trigger	Not Trigger

4. Click the radio button of card linkage, and input the card number.
5. Select the event source, and check the checkbox of the card reader’s serial number.
6. Set the linkage target, and set the property as Trigger to enable this function.

   Controller Buzzer: The audible warning of controller will be triggered.

Snapshot: The real-time capture will be triggered.

Reader Buzzer: The audible warning of card reader will be triggered.

Alarm Output: The alarm output will be triggered for notification.

Door: The door status of open, close, normally open, and normally close will be triggered.

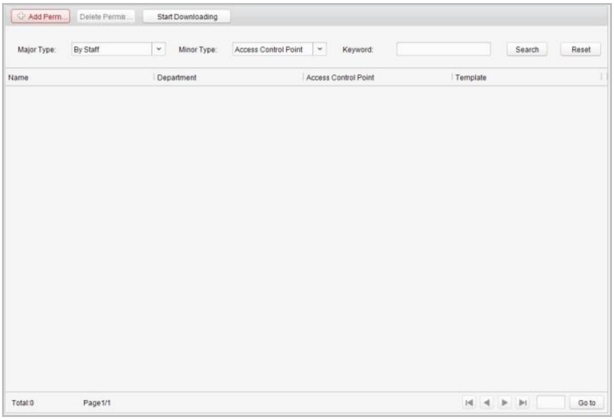
7. Click the Save button to save parameters.

8. Click the Apply button to download the updated parameters to the local memory of the device.

NOTE The door status of open, close, normally open, and normally close cannot be triggered at the same time.

7.3.6 Access Permission Configuration

Click the Access Control Permis... The adding, deleting and downloading of access control permission. icon on the control panel to enter the interface.



Access Permission Settings

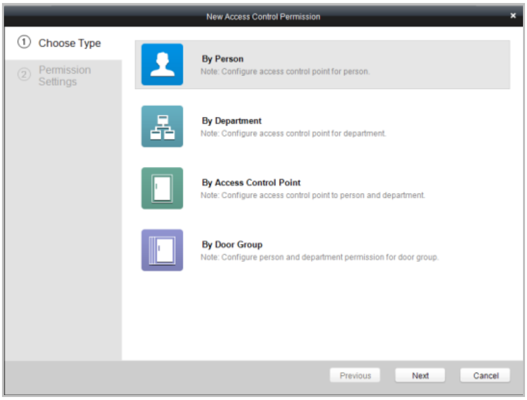
Purpose:

You can allocate permission for people/department to enter/exist the control points (doors) in this section.

Steps:

1. Enter the Permission page.

2. Click on Add Permi... icon on the upper-left side of the page to enter the Add Permission page.



New Access Control Permission

By Person

Note: Configure access control point for person.

By Department

Note: Configure access control point for department.

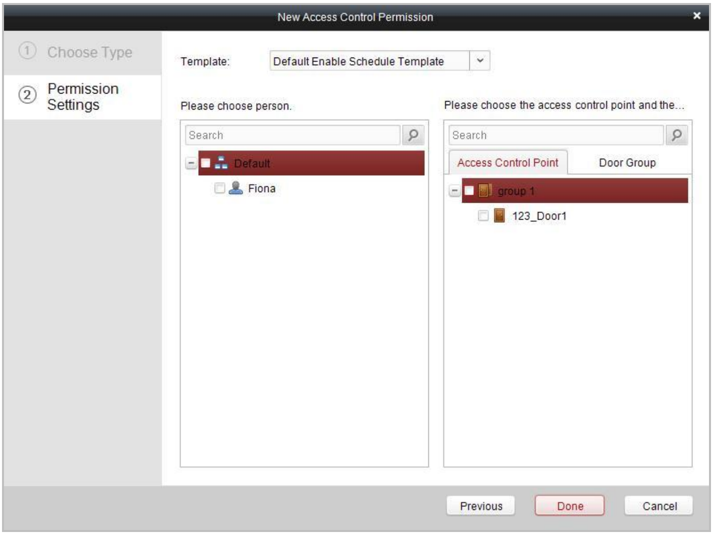
By Access Control Point

Note: Configure access control point to person and department.

By Door Group

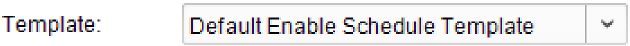
Note: Configure person and department permission for door group.

3. Select an adding type in the Select Type interface.
   - By Person: you can select people from the list to enter/exit the door.
   - By Department: You can select departments from the list to enter/exit the door. Once the permission is allocated, all the people in this department will have the permission to access the door.
   - By Access Control Point: You can select doors from the door list for people to enter/exit.
   - By Door Group: You can select groups from the door list for people to enter/exit. The permission will take effect on the door in this group.
4. Click Next to enter the Permission Settings interface.



Template: Default Enable Schedule Template

5. Click on the dropdown menu to select a schedule template for the permission.

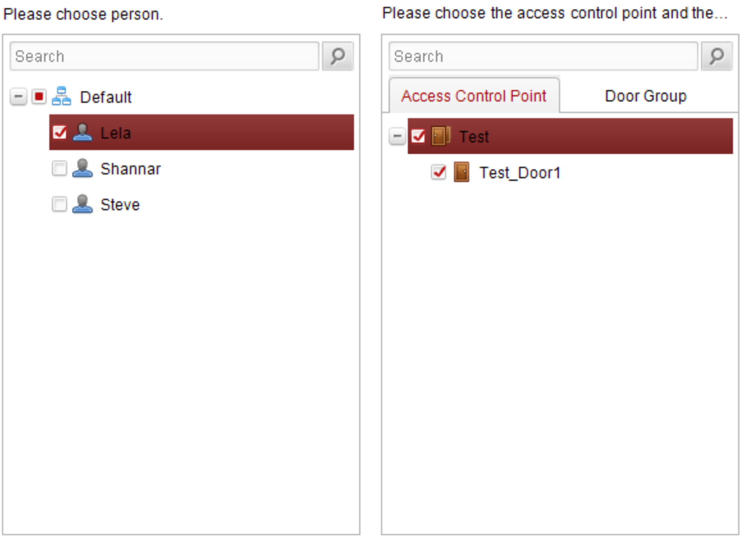


Template: Default Enable Schedule Template

NOTE

The schedule template must be configured before any permission settings. Refer to Section 7.3.3 Schedule Template for detailed configuration guide.

6. Select people/ department and corresponding doors/door groups from the appropriate lists.



Please choose person.

- ■ Default
  - ☑ Lela
  - □ Shannar
  - □ Steve

Please choose the access control point and the...

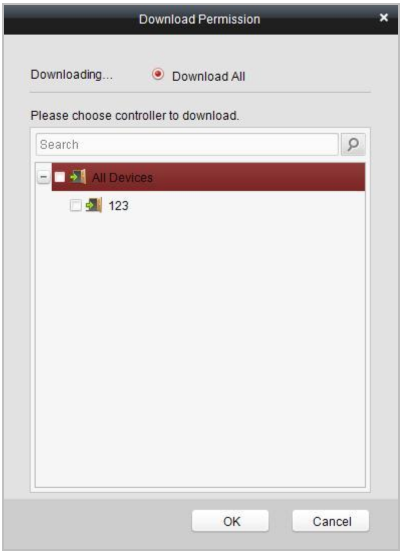
- ☑ Test
  - ☑ Test_Door1

NOTE

The lower-level of department will also be selected if the highest-level of department is selected,

7. Click the Done button to complete the permission adding.

8. Click Start Downloading to enter the Download Permission page.

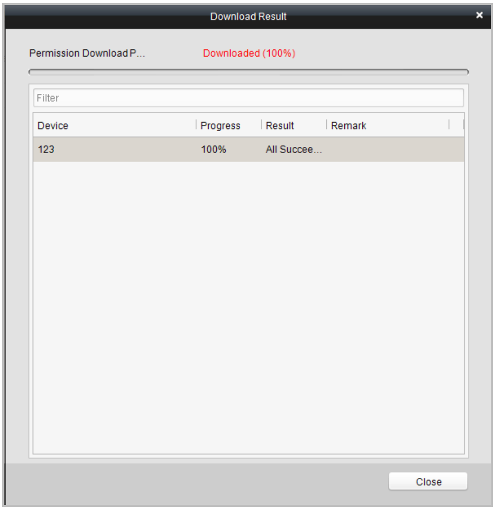


Downloading... ● Download All

Please choose controller to download.

- □ All Devices
  - □ 123

9. Select a control point and click the OK button, to enter the download result interface, to download the permission to the device.



Permission Download P... Downloaded (100%)

Device	Progress	Result	Remark
123	100%	All Succee...	

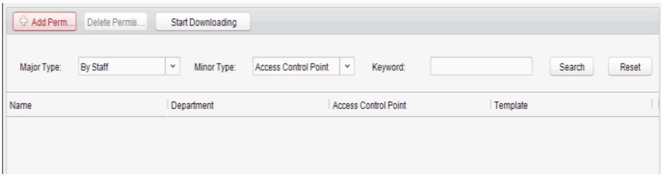
Access Permission Searching

Purpose:

After the permission settings being completed, you can search and view permission assigning condition on the searching interface.

Steps:

1. Enter the Permission page.

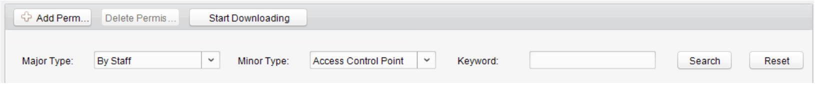


Major Type: By Staff

Minor Type: Access Control Point

Keyword:

2. Enter the search criteria (main type/minor type/Keyword).

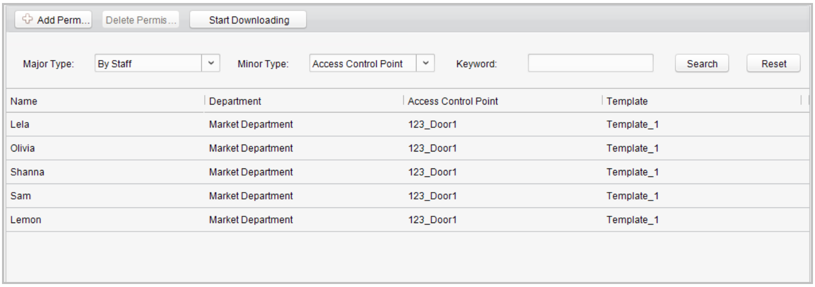


Major Type: By Staff

Minor Type: Access Control Point

Keyword:

3. Click Search to get the search results.



Major Type: By Staff

Minor Type: Access Control Point

Keyword:

Name	Department	Access Control Point	Template
Lela	Market Department	123_Door1	Template_1
Olivia	Market Department	123_Door1	Template_1
Shanna	Market Department	123_Door1	Template_1
Sam	Market Department	123_Door1	Template_1
Lemon	Market Department	123_Door1	Template_1

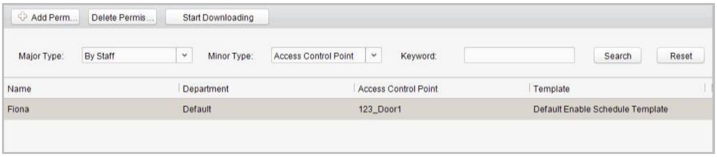
NOTE You can click Reset on the search criteria panel to clear all the displayed search results.

Permission Deleting

Steps:

1. Follow steps 1-3 in the Permission Searching section to search for the permission needs to be deleted.

2. Select the permission from the results list.

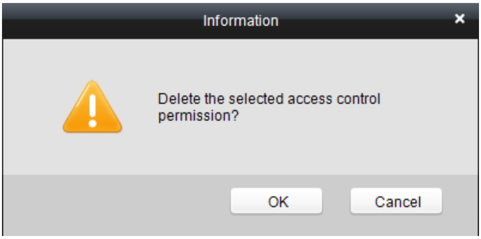


Major Type: By Staff Minor Type: Access Control Point Keyword:

Name	Department	Access Control Point	Template
Fiona	Default	123_Door1	Default Enable Schedule Template

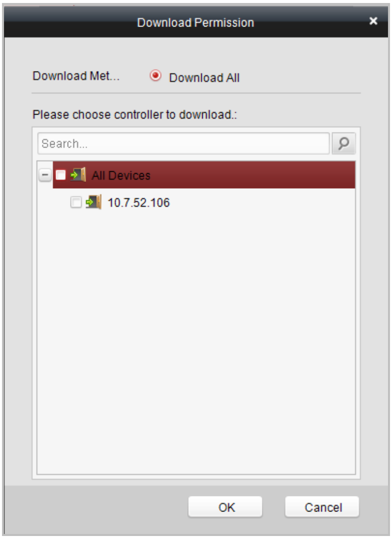
NOTE You can press the Ctrl or Shift key on the keyboard,

3. Click the Delete Permission button to delete the permission.



Delete the selected access control permission?

4. Click Start Downloading to enter the Download Permission page.



Download Met... ● Download All

Please choose controller to download.:

Search...

☐ All Devices

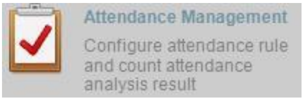
☐ 10.7.52.106

5. Select a control point and click the OK button to download the deletion operation to the device.

7.3.7 Attendance Management

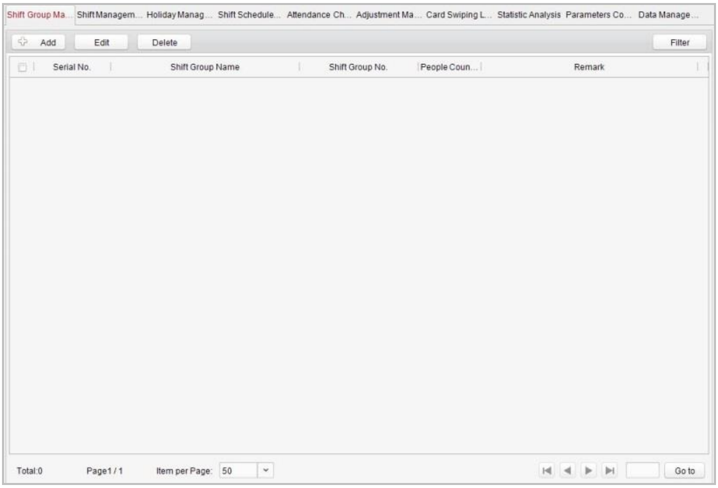
Purpose:

On the attendance management interface, various functions can be implemented such as shift group management, shift management, holiday management, shift schedule, and so on.

Click the  icon on the control panel to enter the interface.

Attendance Management

Configure attendance rule and count attendance analysis result



□	Serial No.	Shift Group Name	Shift Group No.	People Coun...	Remark

Item per Page: 50

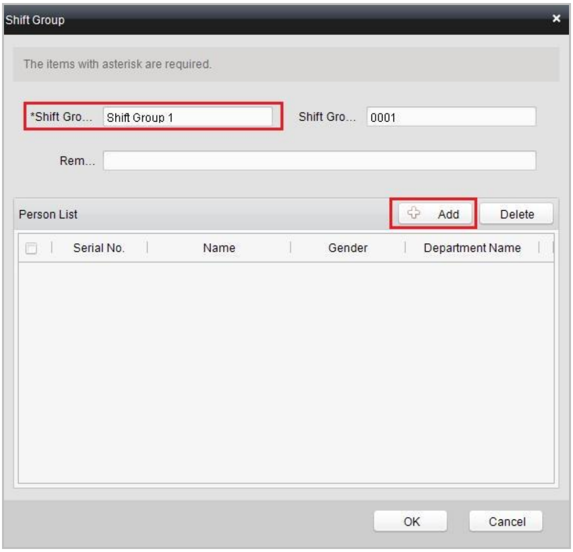
Shift Group Management

Purpose:

On the shift group management interface, you can add, edit, and delete shift groups for attendance management.

Steps:

1. Click the Add button to pop up the shift group formation window.



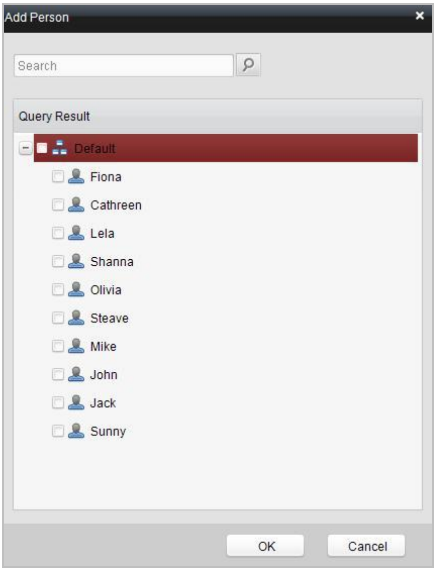
Shift Group

The items with asterisk are required.

*Shift Gro... Shift Group 1

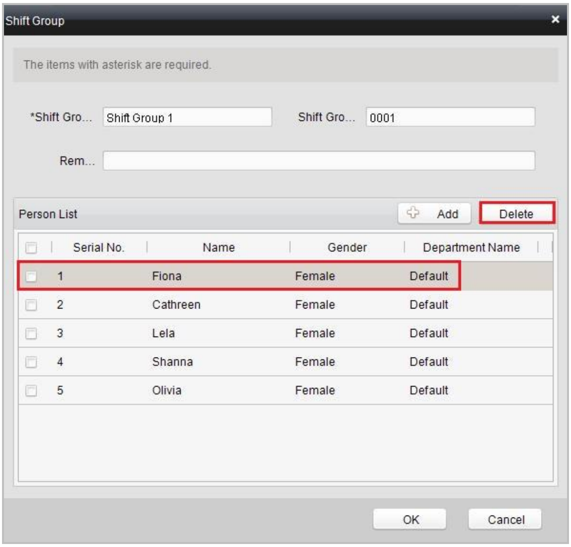
Shift Gro... 0001

2. Enter the shift group name, and click the Add button on the person list area to pop up the person adding window.



Add Person

3. Check the checkbox(es) of persons to be added and click the OK button and return to the shift group settings interface.



The items with asterisk are required.

*Shift Gro... Shift Group 1

Shift Gro... 0001

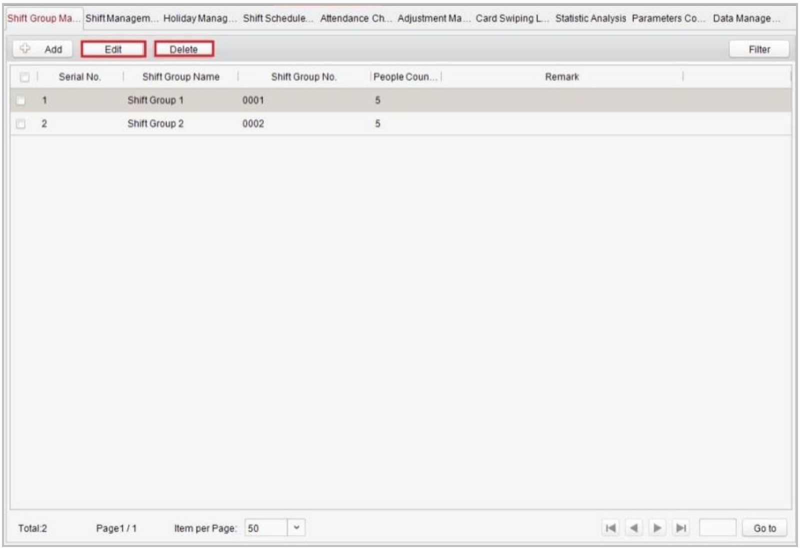
Rem...

Person List

□	Serial No.	Name	Gender	Department Name
□	1	Fiona	Female	Default
□	2	Cathreen	Female	Default
□	3	Lela	Female	Default
□	4	Shanna	Female	Default
□	5	Olivia	Female	Default

NOTE To delete the added person, check the person from the person list, and click the Delete button.

4. Click the OK button to complete the operation.



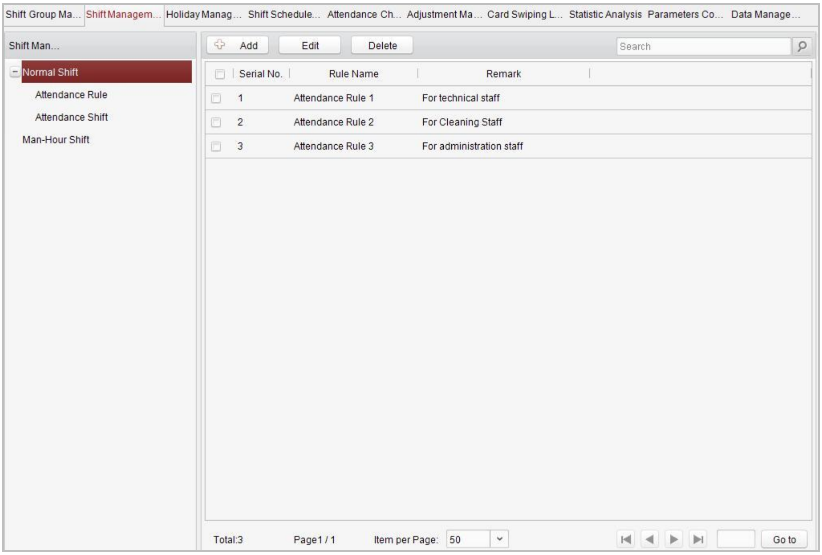
□	Serial No.	Shift Group Name	Shift Group No.	People Coun...	Remark
□	1	Shift Group 1	0001	5	
□	2	Shift Group 2	0002	5	

Total:2 Page1 / 1 Item per Page: 50

You can edit and delete the added shift groups by clicking the Edit and Delete buttons.

Shift Management

Press the Shift Management tab to enter the shift management interface.



□	Serial No.	Rule Name	Remark
□	1	Attendance Rule 1	For technical staff
□	2	Attendance Rule 2	For Cleaning Staff
□	3	Attendance Rule 3	For administration staff

Total:3 Page1 / 1 Item per Page: 50

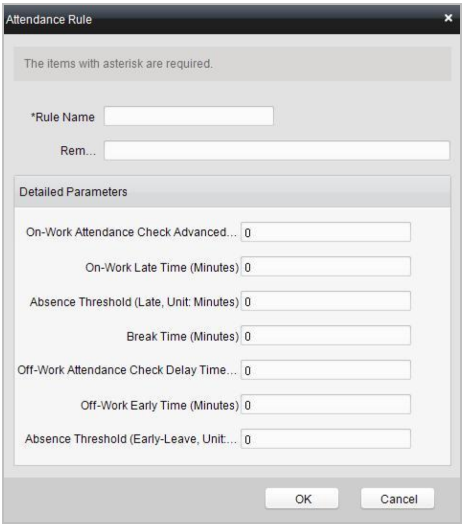
There are two kinds of shifts in this interface: Normal Shift, and Man-Hour Shift.

Normal Shift

- **Setting Attendance Rule**

Steps:

1. Click the ✚ Add button to pop up the attendance rule setting window.



Attendance Rule

The items with asterisk are required.

*Rule Name

Rem...

Detailed Parameters

On-Work Attendance Check Advanced... 0

On-Work Late Time (Minutes) 0

Absence Threshold (Late, Unit: Minutes) 0

Break Time (Minutes) 0

Off-Work Attendance Check Delay Time... 0

Off-Work Early Time (Minutes) 0

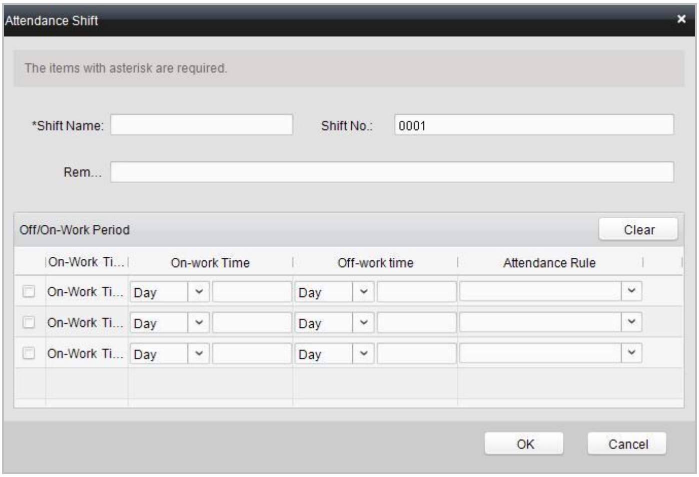
Absence Threshold (Early-Leave, Unit:... 0

2. Set a rule name.
3. Set detailed parameters for the attendance rule: on-work attendance check advance time, on-work late time, absence threshold, break time, off-work attendance check delay time, off-work early time, and absence threshold (early leave).
4. Click the OK button to complete the operation.

- **Setting Attendance Shift**

Steps:

1. Click the Add button to pop up the attendance shift setting window.



Attendance Shift

The items with asterisk are required.

*Shift Name:

Shift No.: 0001

Rem...

Off/On-Work Period

	On-Work Ti...	On-work Time		Off-work time		Attendance Rule
□	On-Work Ti...	Day		Day		
□	On-Work Ti...	Day		Day		
□	On-Work Ti...	Day		Day		

2. Set a shift name.
3. Set on-work duration for the shift, and select the attendance rule.
4. Click the OK button to complete the operation.

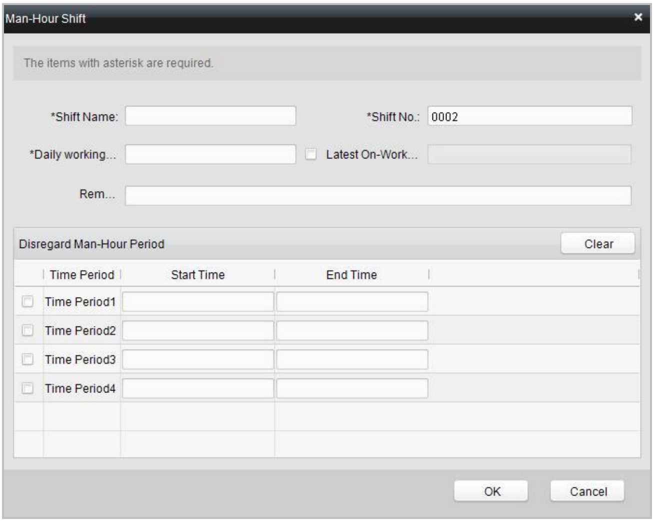
NOTE

The format of on-work time and off-work time should be 00:00 to 23:59.

- ## Setting Man-Hour Shift

Steps:

1. Click the Add button to pop up the man-hour shift setting window.



The items with asterisk are required.

*Shift Name:

*Shift No.: 0002

*Daily working...

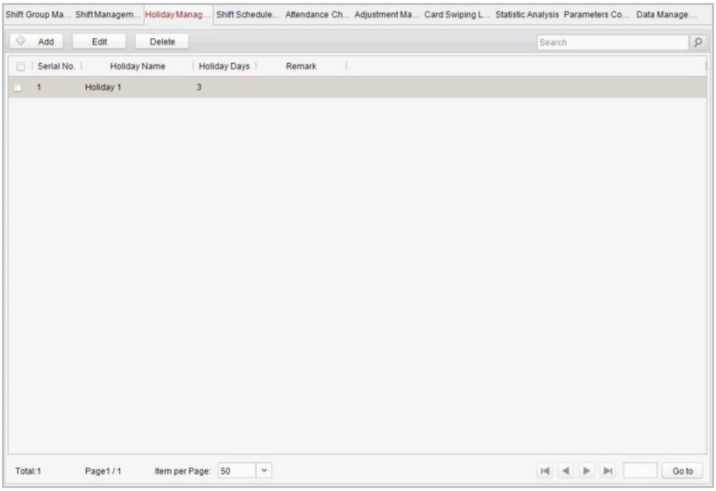
□ Latest On-Work...

Rem...

2. Set a shift name, and daily working duration.
3. (Optional) Check the checkbox of latest on-work time, and set the latest on-work time.
4. (Optional) Set the disregard man-hour period.
5. Click the OK button to complete the operation.

Holiday Management

Press the Holiday Management tab to enter the holiday management interface.

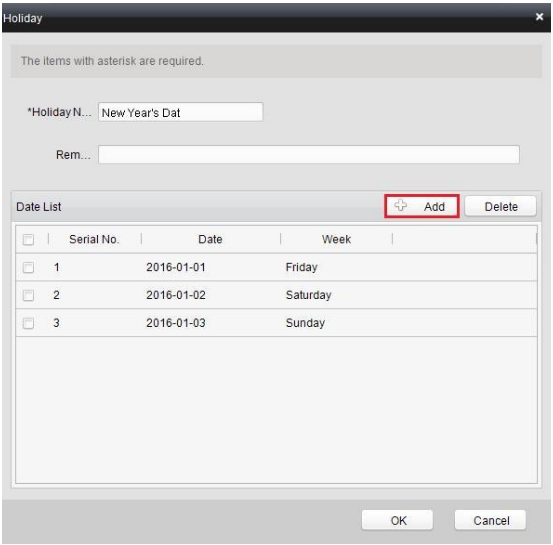


□	Serial No.	Holiday Name	Holiday Days	Remark
□	1	Holiday 1	3	

Total:1 Page1 / 1 Item per Page: 50

Steps:

1. Click the Add button to pop up the holiday setting window.



The items with asterisk are required.

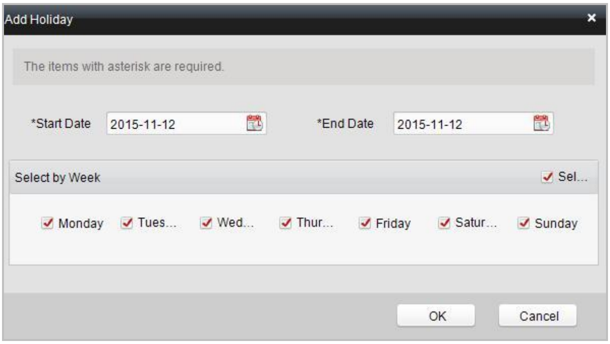
*Holiday N... New Year's Dat

Rem...

Date List

□	Serial No.	Date	Week
□	1	2016-01-01	Friday
□	2	2016-01-02	Saturday
□	3	2016-01-03	Sunday

2. Click the Add button to pop-up holiday adding window.



The items with asterisk are required.

*Start Date 2015-11-12 *End Date 2015-11-12

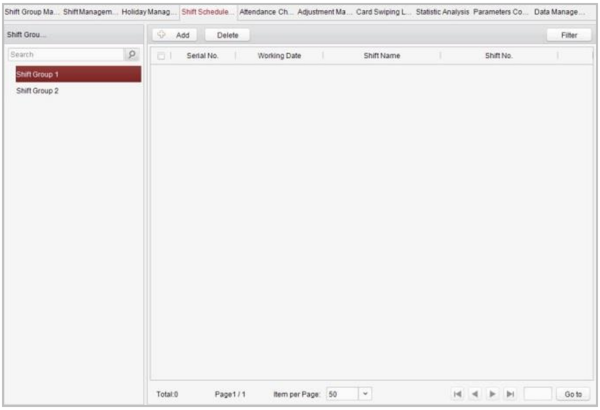
☑ Sel...

☑ Monday ☑ Tues... ☑ Wed... ☑ Thur... ☑ Friday ☑ Satur... ☑ Sunday

3. Set the start date and end date, select the date of week, and click the OK button.

Shift Schedule Management

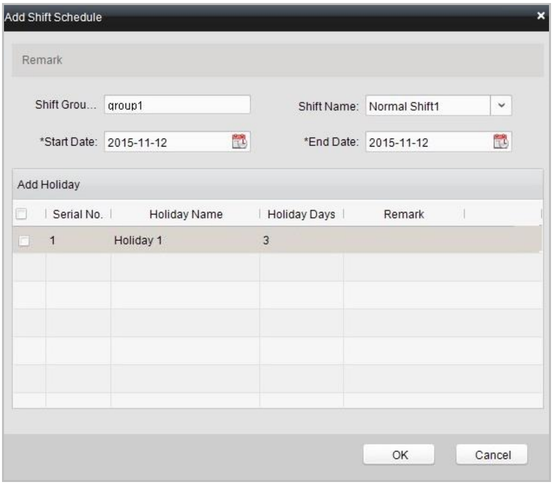
Press the Shift Schedule Management tab to enter the shift schedule management interface.



Steps:

1. Press a tab of shift group on the shift group list.

2. Click the Add button to pop up the shift schedule settings window.



Add Shift Schedule

Remark

Shift Grou... group1

Shift Name: Normal Shift1

*Start Date: 2015-11-12

*End Date: 2015-11-12

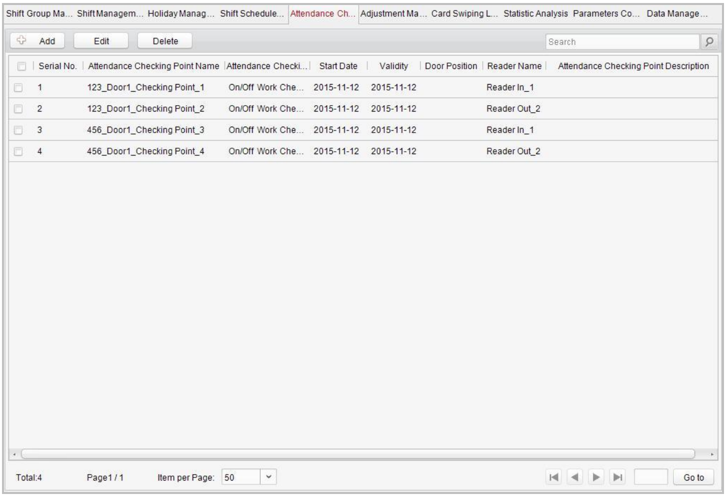
Add Holiday

☐	Serial No.	Holiday Name	Holiday Days	Remark
☐	1	Holiday 1	3	

3. Select the shift name from the drop-down list.
4. Set the start data and end data.
5. (Optional) Check the checkbox of holiday to add the holiday shift.
6. Click the OK button to complete the operation.

Attendance Check Point Management

Press the Attendance Check Point Management tab to enter the attendance check point management interface.



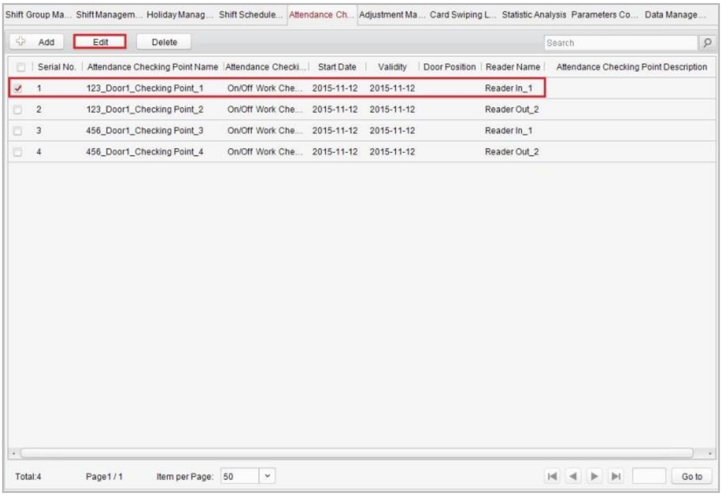
Shift Group Ma... Shift Managem... Holiday Manag... Shift Schedule... Attendance Ch... Adjustment Ma... Card Swiping L... Statistic Analysis Parameters Co... Data Manage...
Add
Edit
Delete
Search

☐	Serial No.	Attendance Checking Point Name	Attendance Checki...	Start Date	Validity	Door Position	Reader Name	Attendance Checking Point Description
☐	1	123_Door1_Checking Point_1	On/Off Work Che...	2015-11-12	2015-11-12		Reader In_1	
☐	2	123_Door1_Checking Point_2	On/Off Work Che...	2015-11-12	2015-11-12		Reader Out_2	
☐	3	456_Door1_Checking Point_3	On/Off Work Che...	2015-11-12	2015-11-12		Reader In_1	
☐	4	456_Door1_Checking Point_4	On/Off Work Che...	2015-11-12	2015-11-12		Reader Out_2	

Total:4 Page1 / 1 Item per Page: 50

- **Adding Attendance Check Point**

Steps:



□	Serial No.	Attendance Checking Point Name	Attendance Checki...	Start Date	Validity	Door Position	Reader Name	Attendance Checking Point Description
☑	1	123_Door1_Checking Point_1	On/Off Work Che...	2015-11-12	2015-11-12		Reader In_1	
□	2	123_Door1_Checking Point_2	On/Off Work Che...	2015-11-12	2015-11-12		Reader Out_2	
□	3	456_Door1_Checking Point_3	On/Off Work Che...	2015-11-12	2015-11-12		Reader In_1	
□	4	456_Door1_Checking Point_4	On/Off Work Che...	2015-11-12	2015-11-12		Reader Out_2	

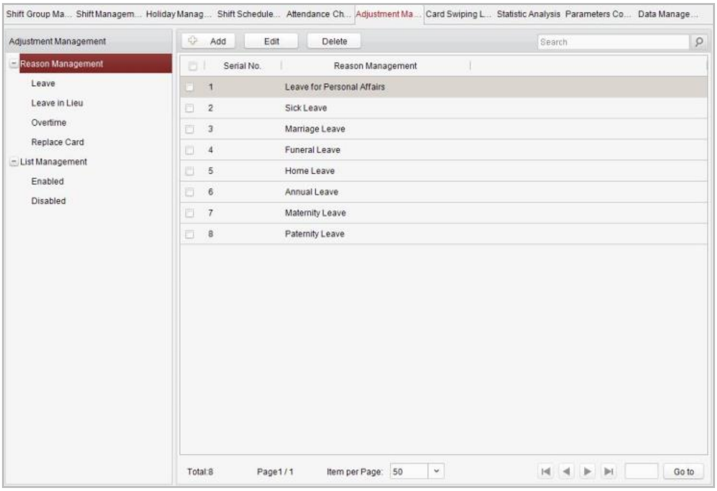
1. Check the checkbox of a checking point, and click the Edit button to pop up the attendance checking point editing window.
2. Edit the attendance checking point name, start date, validity, and attendance checking point type, controller name, door position, and reader name.
3. Click the OK button to complete the operation.

- **Adding Attendance Check Point**

Check the checkbox of a checking point and click the Delete button to delete the added checking point.

Adjustment Management

Press the Adjustment Management tab to enter the adjustment management interface.



Serial No.	Reason Management
1	Leave for Personal Affairs
2	Sick Leave
3	Marriage Leave
4	Funeral Leave
5	Home Leave
6	Annual Leave
7	Maternity Leave
8	Paternity Leave

On this interface, Reason Management and List Management can be realized.

Reason Management

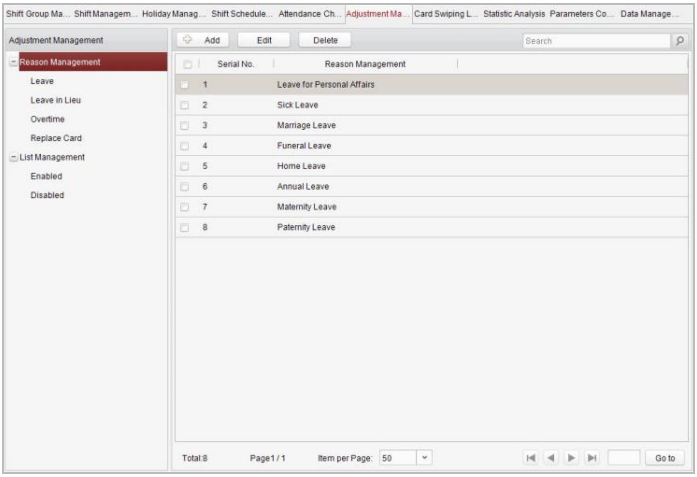
- **Leave**

Purpose:

You can add, edit, and delete reasons for leave on the leave interface.

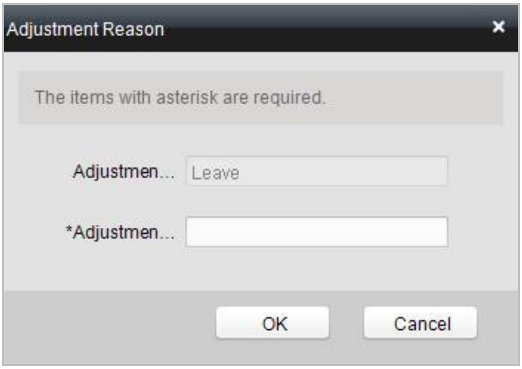
Steps:

1. Press the leave tab to enter the leave interface.



Serial No.	Reason Management
1	Leave for Personal Affairs
2	Sick Leave
3	Marriage Leave
4	Funeral Leave
5	Home Leave
6	Annual Leave
7	Maternity Leave
8	Paternity Leave

2. Click the Add button to pop up the adjustment reason adding dialog box.



Adjustment Reason ×

The items with asterisk are required.

Adjustmen... Leave

*Adjustmen...

OK Cancel

3. Enter the adjustment reason, and click the OK button.

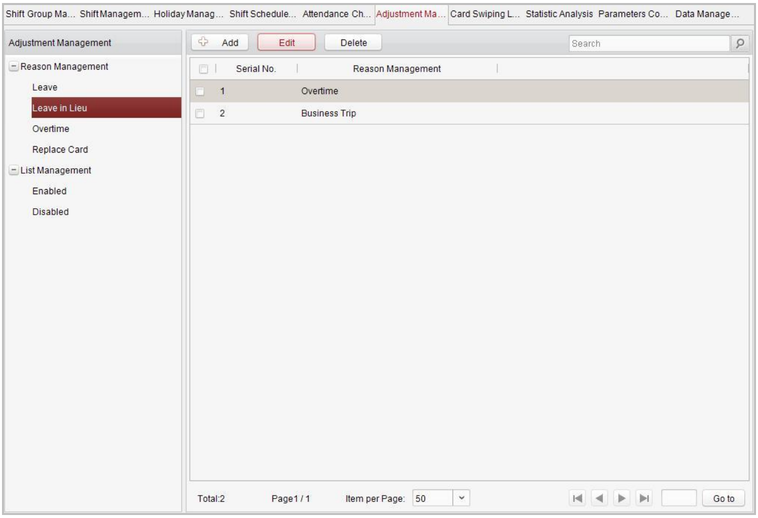
NOTE

- The default adjustment reasons include leave for personal affairs, sick leave, marriage leave, funeral leave, home leave, annual leave, maternity leave, and paternity leave.
- You can check the checkbox of a reason and click the Edit button to edit the reason, and click the Delete button to delete the reason.

- **Leave in Lieu**

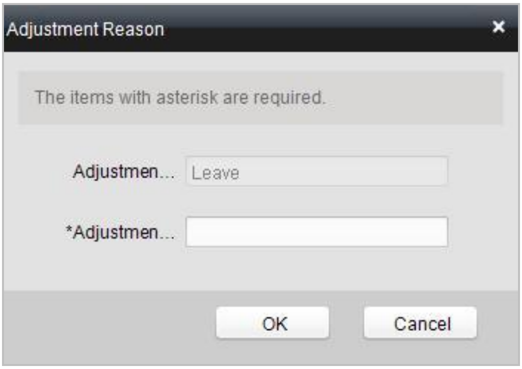
Steps:

1. Press the leave in lieu tab to enter the leave-in-lieu interface.



□	Serial No.	Reason Management
□	1	Overtime
□	2	Business Trip

2. Click the Add button to pop up the adjustment reason adding dialog box.



The items with asterisk are required.

Adjustmen... Leave

*Adjustmen...

3. Enter the adjustment reason, and click the OK button.

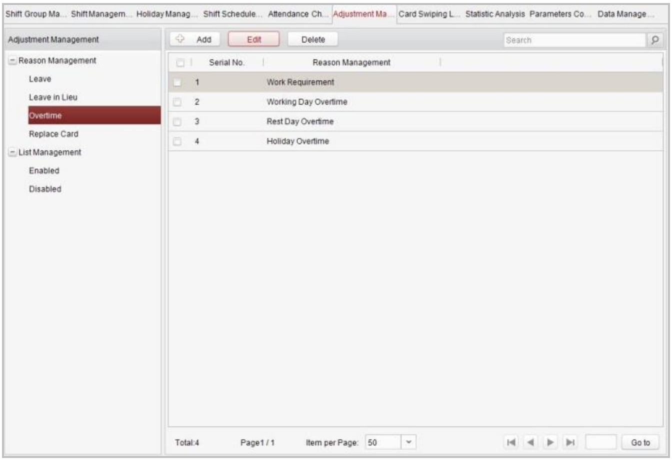
NOTE

- The default adjustment reasons for leave in lieu include overtime, and business trip.
- You can check the checkbox of a reason and click the Edit button to edit the reason, and click the Delete button to delete the reason.

- **Overtime**

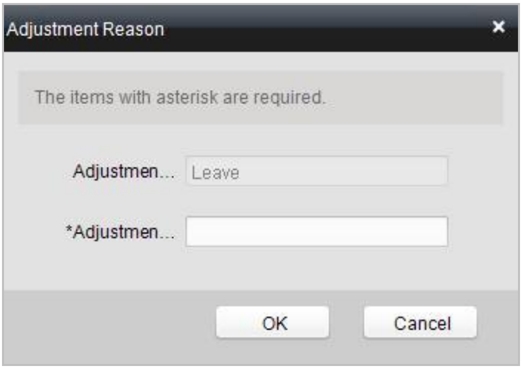
Steps:

1. Press the overtime tab to enter the overtime interface.



□	Serial No.	Reason Management
□	1	Work Requirement
□	2	Working Day Overtime
□	3	Rest Day Overtime
□	4	Holiday Overtime

2. Click the Add button to pop up the adjustment reason adding dialog box.



The items with asterisk are required.

Adjustmen... Leave

*Adjustmen...

3. Enter the adjustment reason, and click the OK button.

NOTE

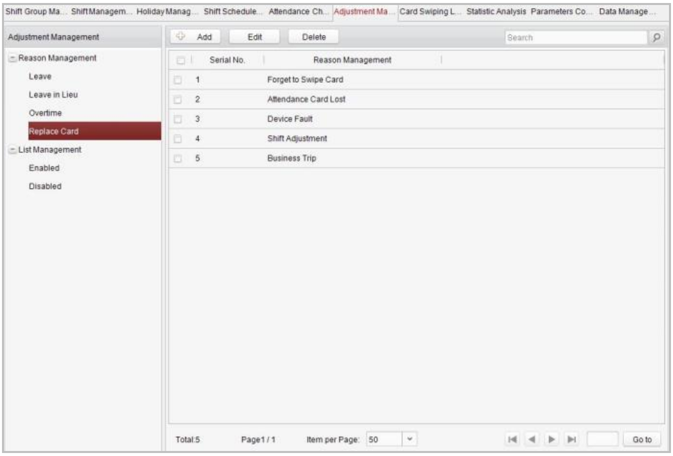
- The default adjustment reasons for overtime include work requirement, working day overtime, rest day overtime, and holiday overtime.

- You can check the checkbox of a reason and click the Edit button to edit the reason, and click the Delete button to delete the reason.

● **Replace Card**

Steps:

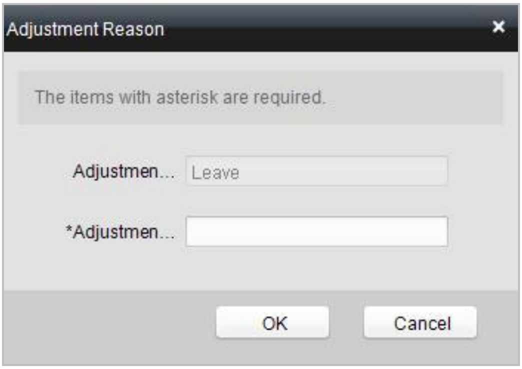
1. Press the replace card tab to enter.



□	Serial No.	Reason Management
□	1	Forget to Swipe Card
□	2	Attendance Card Lost
□	3	Device Fault
□	4	Shift Adjustment
□	5	Business Trip

Total:5 Page1 / 1 Item per Page: 50

2. Click the Add button to pop up the adjustment reason adding dialog box.



The items with asterisk are required.

Adjustmen... Leave

*Adjustmen...

3. Enter the adjustment reason, and click the OK button.

NOTE

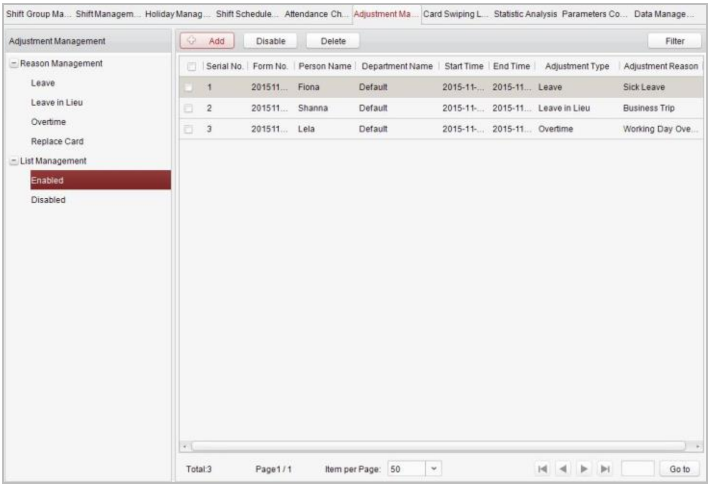
- The default adjustment reasons for card replacing include forget to swipe card, attendance card lost, device fault, shift adjustment, and business trip.
- You can check the checkbox of a reason and click the Edit button to edit the reason, and click the Delete button to delete the reason.

List Management

- **Enabling**

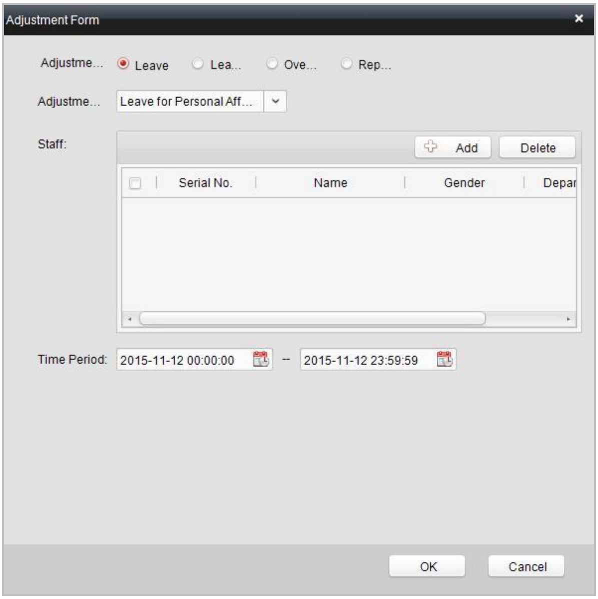
Steps:

1. Press the Enabled tab to enter the enabled list interface.



□	Serial No.	Form No.	Person Name	Department Name	Start Time	End Time	Adjustment Type	Adjustment Reason
□	1	201511...	Fiona	Default	2015-11-...	2015-11...	Leave	Sick Leave
□	2	201511...	Shanna	Default	2015-11-...	2015-11...	Leave in Lieu	Business Trip
□	3	201511...	Lela	Default	2015-11-...	2015-11...	Overtime	Working Day Ove...

2. Click the Add button.



Adjustment Form

Adjustme... ● Leave ○ Lea... ○ Ove... ○ Rep...

Adjustme... Leave for Personal Aff...

Staff:

□	Serial No.	Name	Gender	Depar

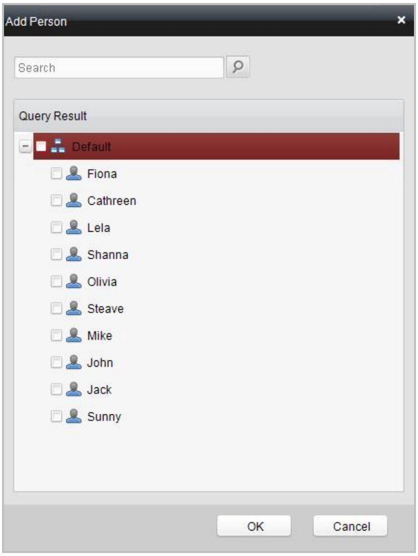
Time Period: 2015-11-12 00:00:00 – 2015-11-12 23:59:59

3. Select the radio button of adjustment type: leave, leave in lieu, overtime, and replace card.

Leave, Leave in Lieu, and Overtime

1) Select the adjustment reason from the drop-down list.

2) Click the Add button to pop up the person adding window.

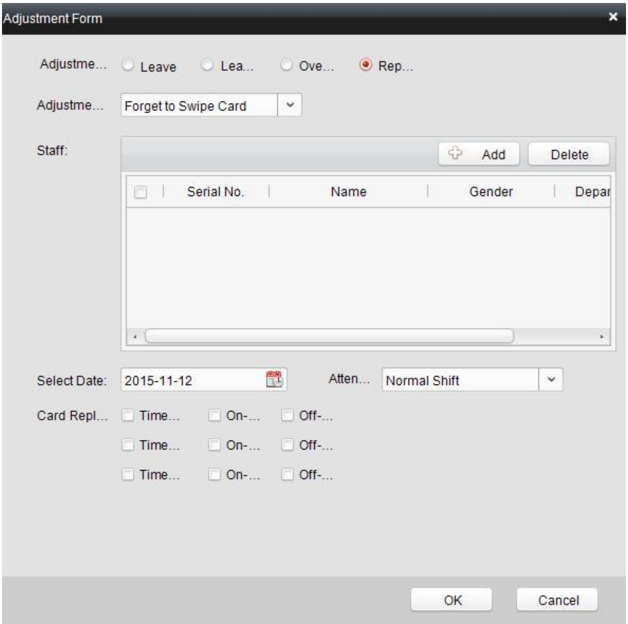


3) Select the person and click the OK button.

4) Set the time period.

Replace Card

1) Select the radio button of replace card.



Adjustment Form

Adjustme... ○ Leave ○ Lea... ○ Ove... ● Rep...

Adjustme... Forget to Swipe Card

Staff:

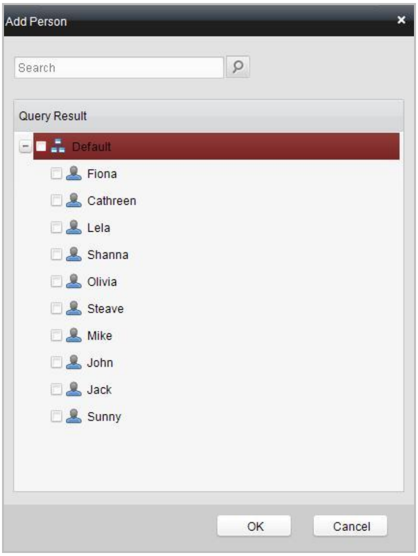
□	Serial No.	Name	Gender	Depar

Select Date: 2015-11-12 Atten... Normal Shift

Card Repl... □ Time... □ On-... □ Off-...
□ Time... □ On-... □ Off-...
□ Time... □ On-... □ Off-...

2) Select the adjustment reason from the drop-down list.

3) Click the Add button to pop up the person adding window.



4) Select the person and click the OK button.

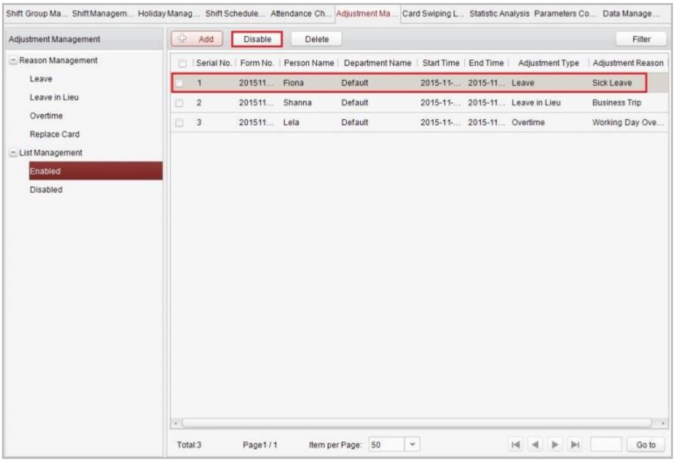
5) Set the date, attendance shift, and card replacing time.

4. Click the OK button to complete the operation

- **Disabling**

Steps:

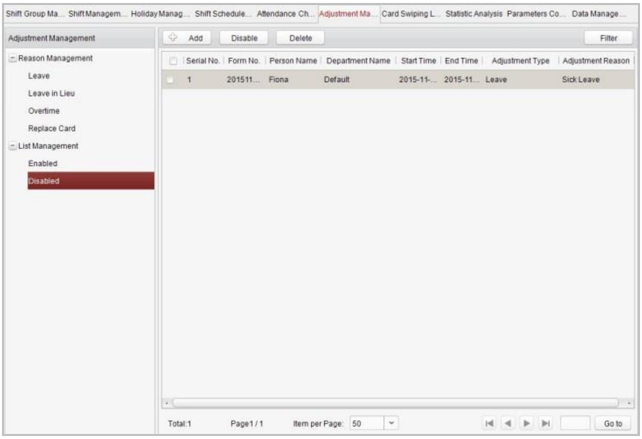
1. Check the checkbox of a piece of enabled information.


Shift Group Ma... ShiftManagem... HolidayManag... Shift Schedule... Attendance Ch... Adjustment Ma... Card Swiping L... Statistic Analysis Parameters Co... Data Manage...
Adjustment Management
Reason Management
Leave
Leave in Lieu
Overtime
Replace Card
List Management
Enabled
Disabled
Add
Disable
Delete
Filter
Total:3
Page1 / 1
Item per Page: 50
Go to

□	Serial No.	Form No.	Person Name	Department Name	Start Time	End Time	Adjustment Type	Adjustment Reason
□	1	201511...	Fiona	Default	2015-11-...	2015-11...	Leave	Sick Leave
□	2	201511...	Shanna	Default	2015-11-...	2015-11...	Leave in Lieu	Business Trip
□	3	201511...	Lela	Default	2015-11-...	2015-11...	Overtime	Working Day Ove...

2. Click the Disable button to disable the information.

3. Press the Disabled tab and the disabled information will be listed on the disabled interface.

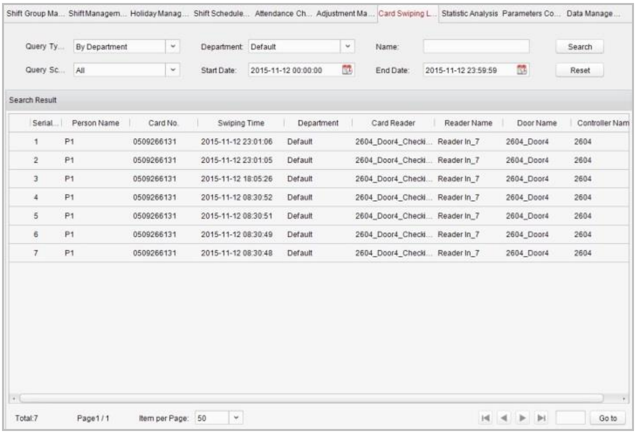

Shift Group Ma... Shift Managem... Holiday Manag... Shift Schedule... Attendance Ch... Adjustment Ma... Card Swiping L... Statistic Analysis Parameters Co... Data Manage...
Adjustment Management
Reason Management
Leave
Leave in Lieu
Overtime
Replace Card
List Management
Enabled
Disabled
Add
Disable
Delete
Filter
Go to

	Serial No.	Form No.	Person Name	Department Name	Start Time	End Time	Adjustment Type	Adjustment Reason
□	1	201511...	Fiona	Default	2015-11-...	2015-11...	Leave	Sick Leave

Total:1 Page1 / 1 Item per Page: 50

Card Swiping Log Query

Press the Card Swiping Log Query tab to enter the card swiping log searching and viewing interface.


Shift Group Ma... Shift Managem... Holiday Manag... Shift Schedule... Attendance Ch... Adjustment Ma... Card Swiping L... Statistic Analysis Parameters Co... Data Manage...
Search
Reset
Search Result
Go to

Query Ty...: By Department
Department: Default
Name:
Query Sc...: All
Start Date: 2015-11-12 00:00:00
End Date: 2015-11-12 23:59:59

Serial...	Person Name	Card No.	Swiping Time	Department	Card Reader	Reader Name	Door Name	Controller Nam
1	P1	0509266131	2015-11-12 23:01:06	Default	2604_Door4_Checki...	Reader In_7	2604_Door4	2604
2	P1	0509266131	2015-11-12 23:01:05	Default	2604_Door4_Checki...	Reader In_7	2604_Door4	2604
3	P1	0509266131	2015-11-12 18:05:26	Default	2604_Door4_Checki...	Reader In_7	2604_Door4	2604
4	P1	0509266131	2015-11-12 08:30:52	Default	2604_Door4_Checki...	Reader In_7	2604_Door4	2604
5	P1	0509266131	2015-11-12 08:30:51	Default	2604_Door4_Checki...	Reader In_7	2604_Door4	2604
6	P1	0509266131	2015-11-12 08:30:49	Default	2604_Door4_Checki...	Reader In_7	2604_Door4	2604
7	P1	0509266131	2015-11-12 08:30:48	Default	2604_Door4_Checki...	Reader In_7	2604_Door4	2604

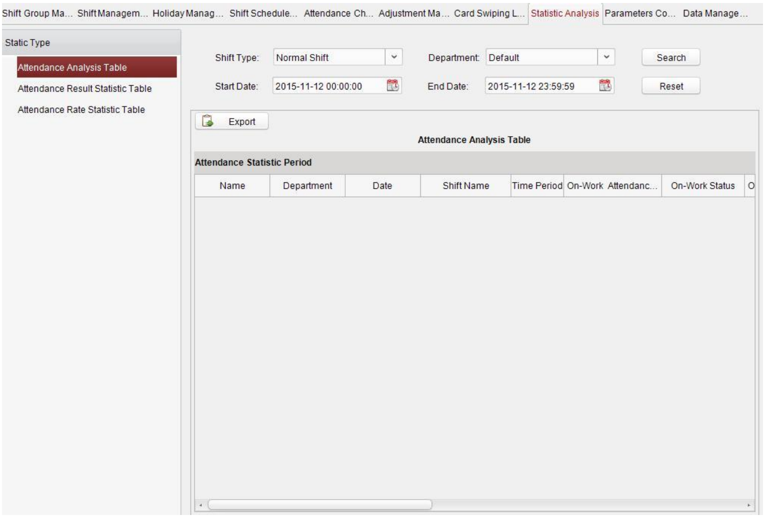
Total:7 Page1 / 1 Item per Page: 50

NOTE

- You can search the card swiping log by two query types: By Shift Group, and By Department.
- You can search the card swiping log by group name.
- You can search the card swiping log by start date and end date.
- You can restrict the query scope: All, First, or Last.

Statistic Analysis

Press the Statistic Analysis tab to enter the statistic analysis interface.



Shift Type: Normal Shift

Department: Default

Start Date: 2015-11-12 00:00:00

End Date: 2015-11-12 23:59:59

Attendance Analysis Table

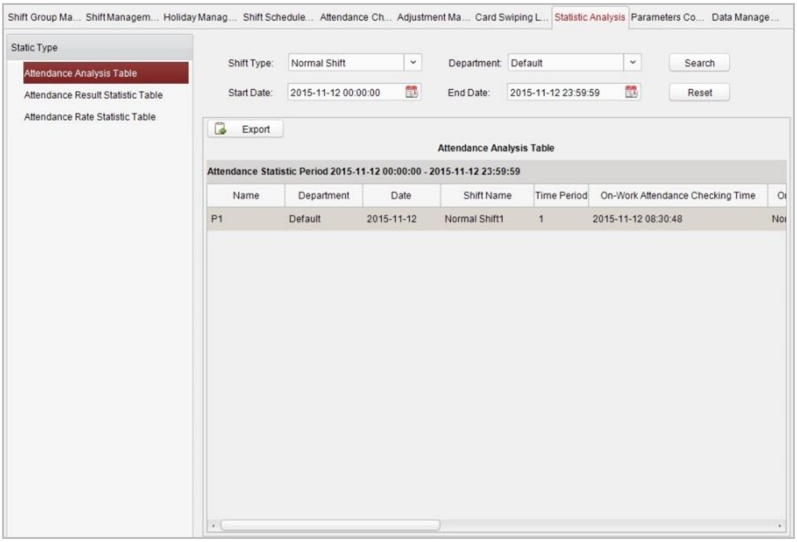
Attendance Statistic Period

Name	Department	Date	Shift Name	Time Period	On-Work Attendanc...	On-Work Status	O

On the statistic analysis interface, you can search the attendance analysis table, attendance result statistic table, and attendance rate statistic table.

Attendance Analysis Table

Press the Attendance Analysis Table tab to enter the attendance analysis interface.



Shift Type: Normal Shift

Department: Default

Start Date: 2015-11-12 00:00:00

End Date: 2015-11-12 23:59:59

Attendance Analysis Table

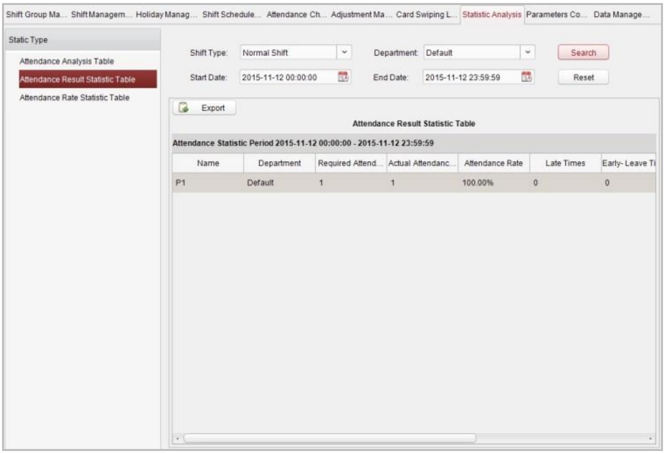
Attendance Statistic Period 2015-11-12 00:00:00 - 2015-11-12 23:59:59

Name	Department	Date	Shift Name	Time Period	On-Work Attendance Checking Time	O
P1	Default	2015-11-12	Normal Shift1	1	2015-11-12 08:30:48	No

- You can search the attendance statistics by different shift type: Normal Shift, or Man-Hour Shift.
- You can search the attendance statistics by department.
- You can search the attendance statistics by start date and end date.

Attendance Result Statistic Table

Press the Attendance Result Statistic Table tab to enter the attendance result analysis interface.



Shift Type: Normal Shift

Department: Default

Start Date: 2015-11-12 00:00:00

End Date: 2015-11-12 23:59:59

Attendance Result Statistic Table

Attendance Statistic Period 2015-11-12 00:00:00 - 2015-11-12 23:59:59

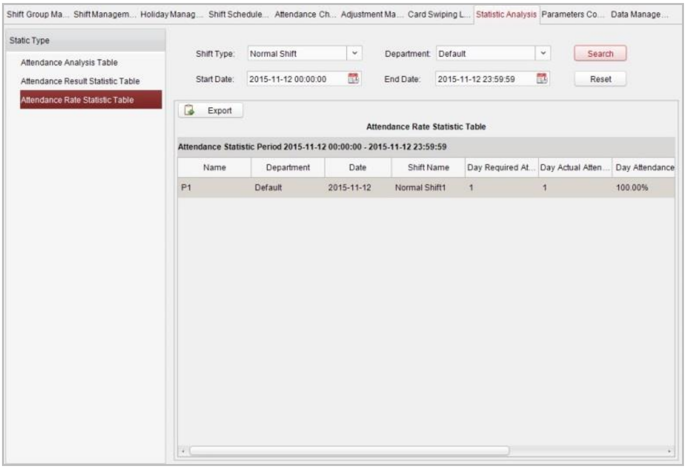
Name	Department	Required Attend...	Actual Attendanc...	Attendance Rate	Late Times	Early- Leave Ti
P1	Default	1	1	100.00%	0	0

NOTE

- You can search the attendance result statistics by different shift type: Normal Shift, or Man-Hour Shift.
- You can search the attendance result statistics by department.
- You can search the attendance result statistics by start date and end date.

Attendance Rate Statistic Table

Press the Attendance Rate Statistic Table tab to enter the attendance rate analysis interface.



Shift Type: Normal Shift

Department: Default

Start Date: 2015-11-12 00:00:00

End Date: 2015-11-12 23:59:59

Attendance Rate Statistic Table

Attendance Statistic Period 2015-11-12 00:00:00 - 2015-11-12 23:59:59

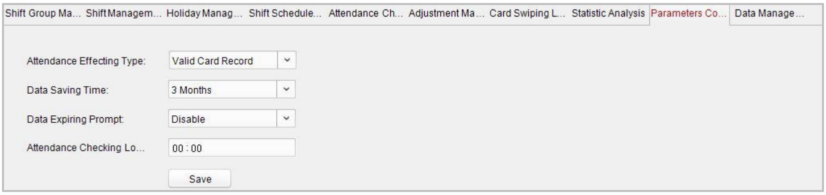
Name	Department	Date	Shift Name	Day Required At...	Day Actual Atten...	Day Attendance
P1	Default	2015-11-12	Normal Shift1	1	1	100.00%

NOTE

- You can search the attendance rate statistics by different shift type: Normal Shift, or Man-Hour Shift.
- You can search the attendance rate statistics by department.
- You can search the attendance rate statistics by start date and end date.

Parameters Configuration

Press the Parameters Configuration tab to enter the parameters configuration interface.



Attendance Effecting Type: Valid Card Record

Data Saving Time: 3 Months

Data Expiring Prompt: Disable

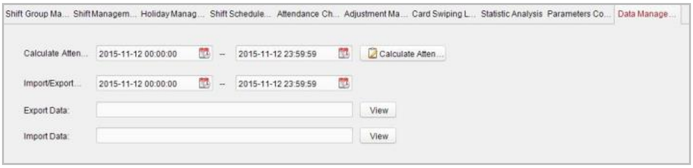
Attendance Checking Lo... 00 : 00

Steps:

1. Select the attendance effecting type (Valid Card Record, or Invalid Card Record), data saving time, data expiring prompt.
2. Set the attendance checking log clearing time.

Data Management

Press the Data Management tab to enter the data management interface.



Calculate Atten... 2015-11-12 00:00:00 – 2015-11-12 23:59:59

Import/Export... 2015-11-12 00:00:00 – 2015-11-12 23:59:59

Export Data:

Import Data:

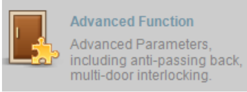
Click the Calculate Atten... button to calculate the attendance date.

On this interface, you can export and import attendance data.

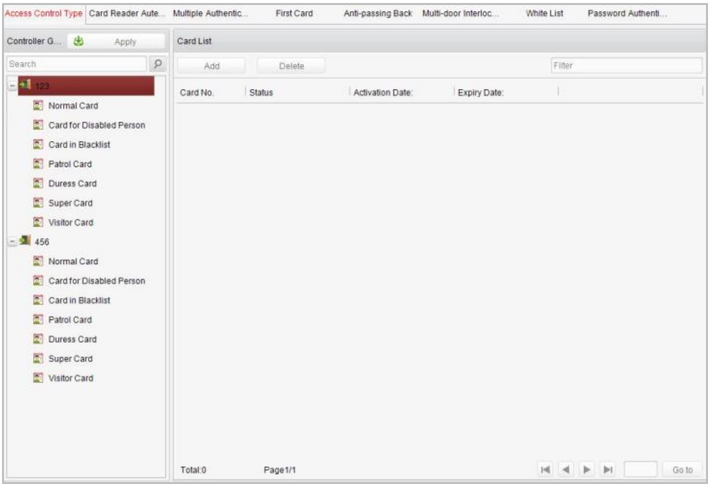
7.3.8 Advanced Functions

Purpose:

The advanced functions of the access control system can be configured, such as access control type, password authentication and first card.

Click the  icon on the control panel to enter the interface.

Advanced Function
Advanced Parameters, including anti-passing back, multi-door interlocking.



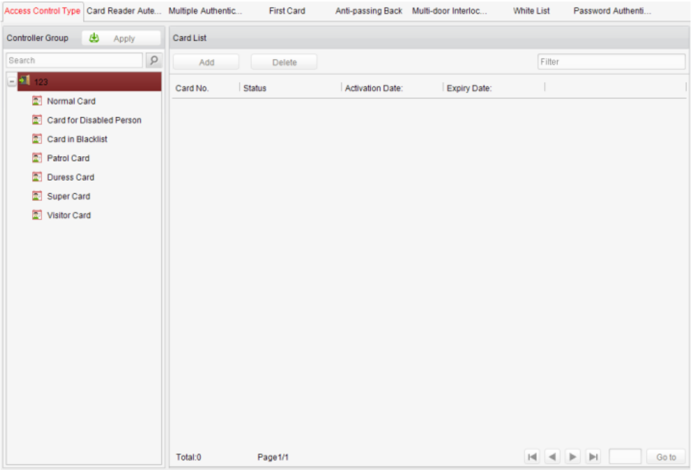
Access Control Type

Purpose:

The added cards can be assigned with different card type for the corresponding usage.

Steps:

1. Click Access Control Type tab and select a card type.



Normal Card: By default, the card is set as normal card.

Card for Disabled Person: The door will remain open for the configured time period for the cardholder.

Card in Blacklist: The card swiping action will be uploaded and the door cannot be opened.

Patrol Card: The card swiping action can used for checking the working status of the inspection staff. The access permission of the inspection staff is configurable.

Duress Card: The card swiping action will be uploaded.

Super Card: The card is valid for all the doors of the controller during the configured schedule.

Visitor Card: The card is assigned for visitors.

2. Click Add and select the available card.
3. Click OK to confirm assigning the card(s) to the selected card type.
4. Click the Apply button to take effect of the new settings.

NOTE You can click Delete to remove the card from the card type and the card can be available for being re-assigned.

Card Reader Authentication

Purpose:

You can only open the door by both swiping card and entering the password during the set time periods.

NOTE

- For this authentication mode, the card swiping operation cannot be replaced by entering the card No..
- For password settings, please refer to Section 16.2.3 Normal Card.

Steps:

1. Click Card Reader Authentication tab and select a card reader.
2. Select a card reader authentication type from the dropdown list.

   Fingerprint: The door can open by only inputting the fingerprint.

   Swipe Card: The door can open by only swiping the card.

   Fingerprint/Swipe Card: The door can open by inputting the fingerprint or swiping the card.

   Swipe Card/Password: The door can open by inputting the password or swiping the card.

   Fingerprint Password: The door can open by both inputting the password and inputting the fingerprint.

   Swipe Card Password: The door can open by both inputting the password and swiping the card.

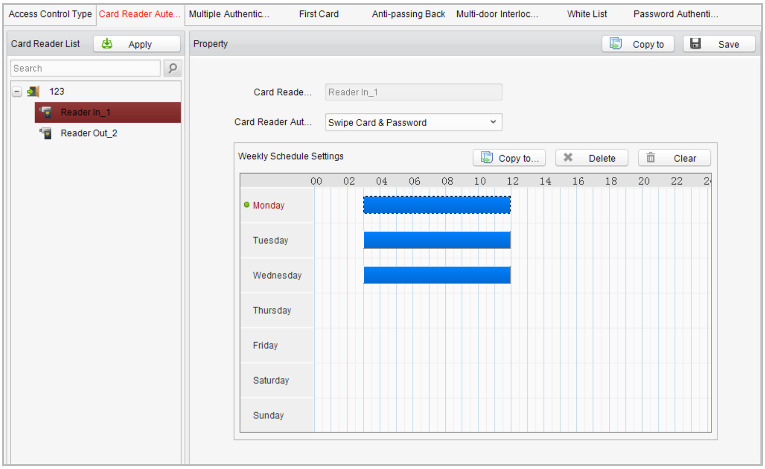
   Fingerprint Swipe Card: The door can open by both inputting the fingerprint and swiping the card.

   Fingerprint Swipe Card Password: The door can open by inputting the fingerprint, inputting the password, and swiping the card.

NOTE

The fingerprint associated functions are only supported by device with fingerprint recognition module.

3. Click and drag your mouse on a day to draw a blue bar on the schedule, which means in that period of time, the password authentication is valid.



Card Reade... Reader In_1

Card Reader Aut... Swipe Card & Password

4. Repeat the above step to set other time periods.

   Or you can select a configured day and click the Copy to Week button to copy the same settings to the whole week.

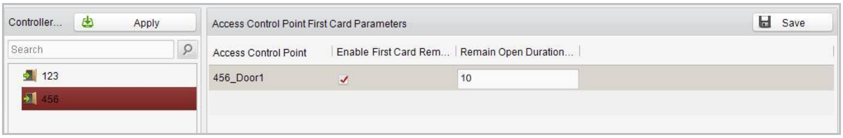
   You can click the Delete button to delete the selected time period or click the Clear button to delete all the configured time periods.

5. (Optional) Click the Copy to button to copy the settings to other card readers.
6. Click the Save button to save parameters.
7. Click the Apply button to take effect of the new settings.

First Card

Purpose:

The door remains open for the configured time duration after the first card swiping.



Access Control Point	Enable First Card Rem...	Remain Open Duration...
456_Door1	✓	10

Steps:

1. Click First Card and select an access control point.
2. Check the checkbox of Enable First Card Remain Open to enable this function.
3. In the Remain Open Duration (min), input the time duration for remaining open the door.
4. Click Add and select the cards to add as first card for the door and click the OK button.
5. Click Save and then click the Apply button to take effect of the new settings.

Anti-Passing Back

Purpose:

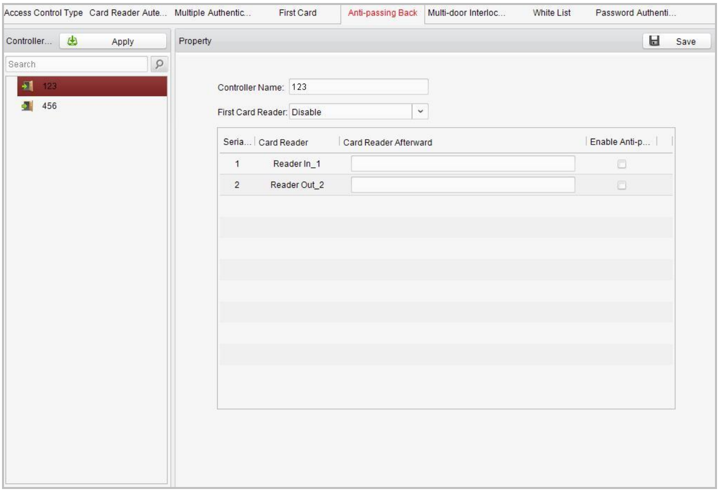
In this mode, you can only pass the access control system according to the specified path.

NOTE Either the anti-passing back or multi-door interlocking can be configured for an access controller at the same time.

Setting the Path of Swiping Card (Card Reader Order)

Steps:

1. Click Anti-passing Back and select an access control point.



Controller Name: 123

First Card Reader: Disable

Seria...	Card Reader	Card Reader Afterward	Enable Anti-p...
1	Reader In_1		□
2	Reader Out_2		□

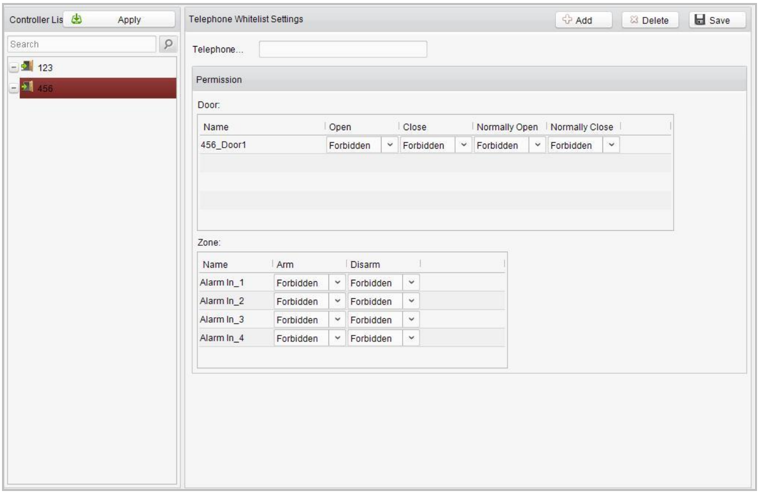
2. You can set the name for the controller and select the card reader as the beginning of the path.
3. In the list, click the text filed of Card Reader Afterward and select the linked card readers.

   Example: If you select Reader In_01 as the beginning, and select Reader In_02, Reader Out_04 as the linked card readers. Then you can only get through the access control system by swiping the card in the order as Reader In_01, Reader In_02 and Reader Out_04.
4. Check the checkbox of Enable Anti-Passing back.
5. Click Save and then click the Apply button to take effect of the new settings.

White List

Steps:

1. Click the White List button to enter into the white list interface.



Telephone...

Permission

Door:

Name	Open	Close	Normally Open	Normally Close
456_Door1	Forbidden	Forbidden	Forbidden	Forbidden

Zone:

Name	Arm	Disarm
Alarm In_1	Forbidden	Forbidden
Alarm In_2	Forbidden	Forbidden
Alarm In_3	Forbidden	Forbidden
Alarm In_4	Forbidden	Forbidden

2. Select the access control point, and click the Add button. Multi-door Interlocking and select an access control point.
3. Select the access control points and click Add button.
4. Input the mobile number.
5. Select the settings of control permission, and set the property as Allow to enable this function.

   Door: The mobile can control the door (open, closed, normally open, or normally closed).

   Arming Region: The mobile can arm and disarm the arming channels
6. Click the Save button to save parameters.
7. Click the Apply button to take effect of the new settings.

NOTE

- The mobile can control the door and the arming region by sending SMS control instructions.
- The SMS control instruction is composed of Command, Operation Range, and Operation Object.

Instruction Content	Digit	Description	Format
Command	3	010-Open, 011-Closed, 020-Normally open, 021-Normally Closed, 120-Disarm, 121-Arm	
Operation Range	1	1-all objects with permission, 2-single operation	Command#1#
Operation Object	3	Starts from 1 (corresponding to different doors or arming regions according to commands)	Command#2#Operation Object#

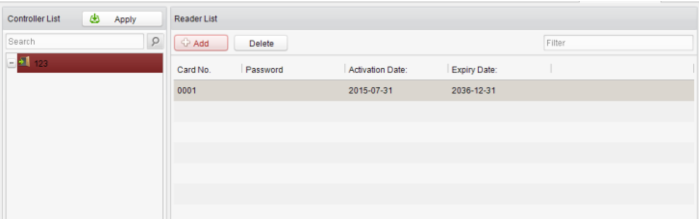
Password Authentication

Purpose:

You can open the door by inputting the password only after finishing the operation of password authentication.

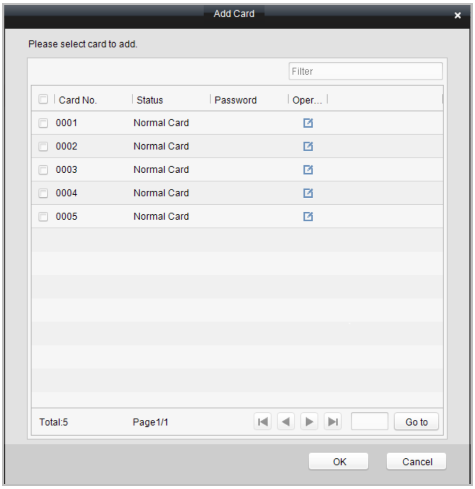
Steps:

1. Click Password Authentication tab and select a host.



Card No.	Password	Activation Date:	Expiry Date:
0001		2015-07-31	2036-12-31

2. Click the Add button to enter card adding interface.



Add Card

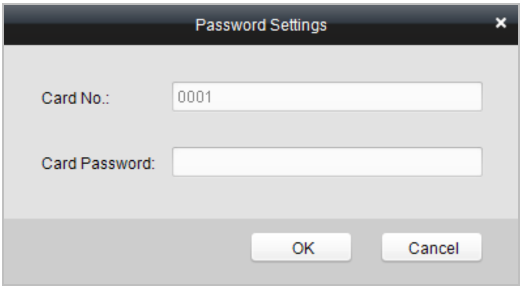
Please select card to add.

Filter

□ Card No.	Status	Password	Oper...
□ 0001	Normal Card		✎
□ 0002	Normal Card		✎
□ 0003	Normal Card		✎
□ 0004	Normal Card		✎
□ 0005	Normal Card		✎

Total:5 Page1/1

3. Check the checkbox of the corresponding card, and click the ✎ button to pop up the password setting dialogue box.



Password Settings

Card No.: 0001

Card Password:

4. Input the card password.
5. Click the Ok button to finish adding the card.

NOTE The card, having added the password, will display in the card list.

You can select the card in the card list, and click the Delete button to delete the password authentication of the selected card.

7.4 Checking Status and Event

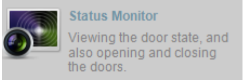
Purpose:

In this section, you are able to anti-control the status of the door and to check the event report of the control point.

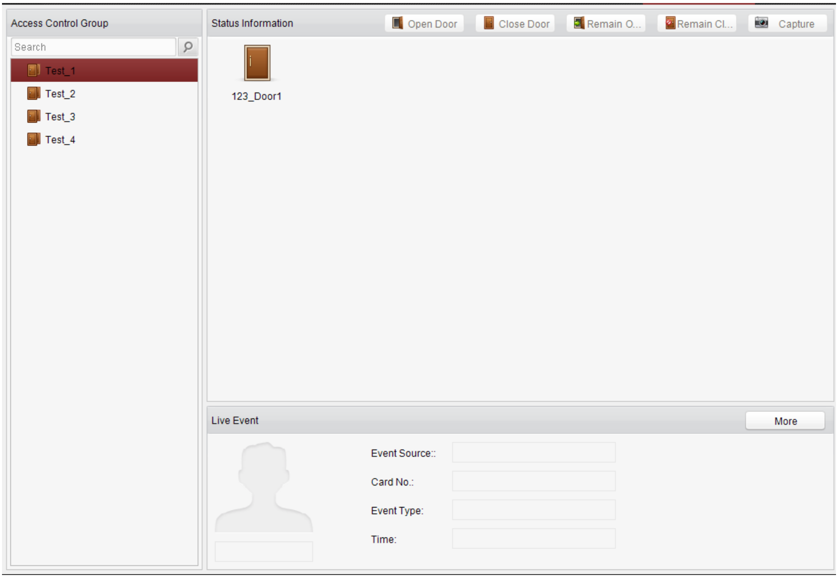
7.4.1 Status Monitor

Purpose:

You can anti-control the door status and check the real-time access event information for the control point.


Status Monitor
Viewing the door state, and also opening and closing the doors.

Click the icon on the control panel to enter the interface.



Access Anti-control

Door Anti-control

Purpose:

You can control the status for a single control point (a door) in this section.

Steps:

1. Enter the status monitor page.

2. Click on the icon on the Status Information panel to select a door.

3. Click on the button listed on the upper-left side of the Status Information panel to select a door status for the door.

   Open : Click on the button to open the door once.

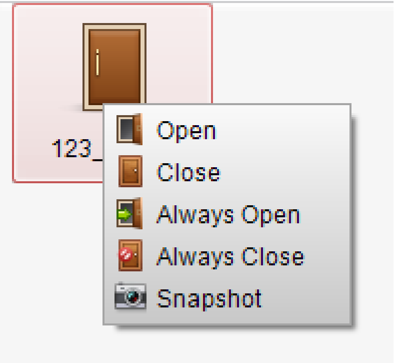
   Close : Click on the button to close the door once.

   Always Open : Click on the button to keep the door open.

   Always Close : Click on the button to keep the door closed.

   Capture : Click on the button to capture the picture.

4. You can also right click the icon and to select a status for the door.



NOTE If the status is selected as Remain Open/Remain Closed, the door will keep open/ closed until a new anti-control command being made.

The function of picture capturing cannot be realized until the storage server is installed.

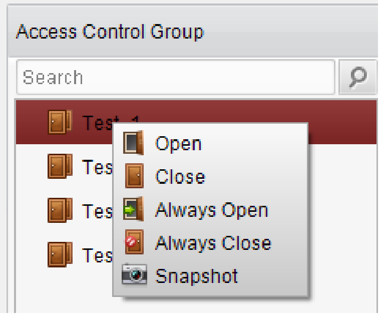
Group Anti-control

Purpose:

You can control the status for a group of control points (doors) in this section.

Steps:

1. Enter the status monitor page.
2. Right click on a group in the Group list and to select a door status for the group.

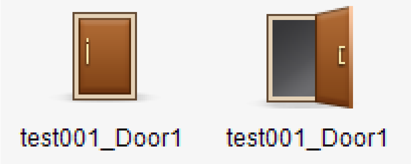


NOTE If the status is selected as Remain Open/Remain Closed, all the doors in the group will keep open/ closed until a new anti-control command being made.

The function of picture capturing cannot be realized until the storage server is installed.

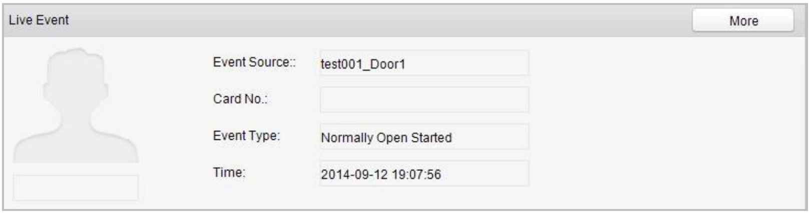
Access Status

The door status will be represented instantly by the change of icon on the Access Information panel if the access event is triggered or an anti-control command is made.



Live Event

You can check the live information of the access event on this panel. Click **More** to enter the Access Event page to view more event information.

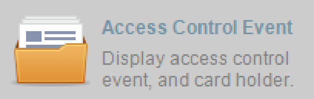


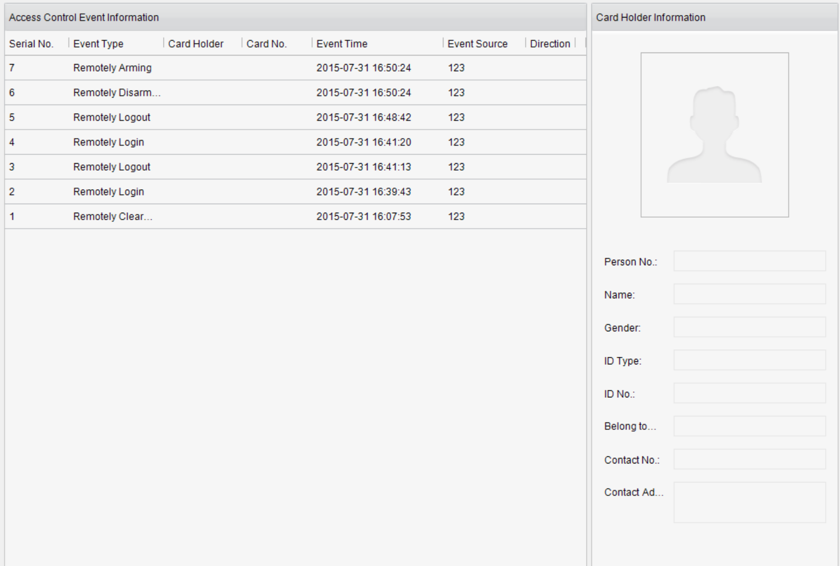
Event Source::	test001_Door1
Card No.:	
Event Type:	Normally Open Started
Time:	2014-09-12 19:07:56

7.4.2 Access Control Event

Purpose:

You can view real-time access event (such as swiping to open the door, unrecognized card number, duration group error, etc.) information in this section.

Click the  icon on the control panel to enter the interface.



Serial No.	Event Type	Card Holder	Card No.	Event Time	Event Source	Direction
7	Remotely Arming			2015-07-31 16:50:24	123	
6	Remotely Disarm...			2015-07-31 16:50:24	123	
5	Remotely Logout			2015-07-31 16:48:42	123	
4	Remotely Login			2015-07-31 16:41:20	123	
3	Remotely Logout			2015-07-31 16:41:13	123	
2	Remotely Login			2015-07-31 16:39:43	123	
1	Remotely Clear...			2015-07-31 16:07:53	123	

Person No.:	
Name:	
Gender:	
ID Type:	
ID No.:	
Belong to...	
Contact No.:	
Contact Ad...	

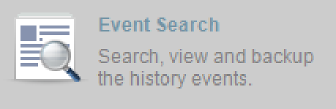
Steps:

1. Enter the access event page.
2. View the event information in the event list.
3. Click on an event to view the information of the card holder on the Person Information panel on the left side of the page.

7.4.3 Event Search

Purpose:

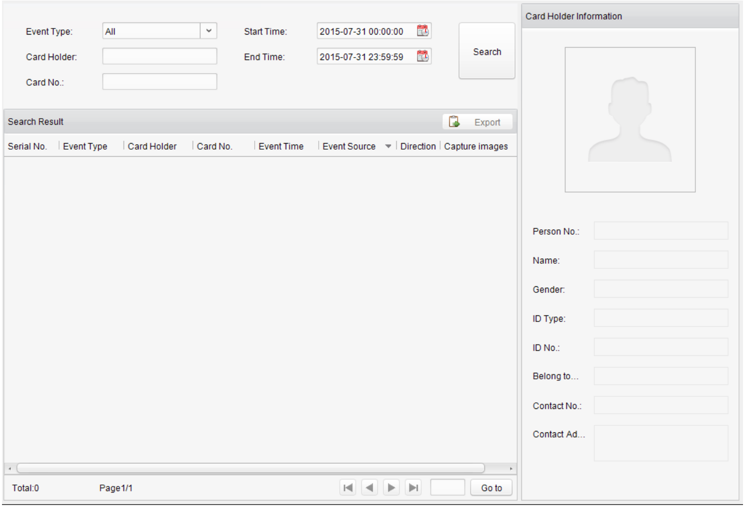
You can search historical access event according to the search criteria (such as event type, name of the person, card No. or start/end time) in this section.



Event Search

Search, view and backup the history events.

Click the icon on the control panel to enter the interface.



Event Type: All

Card Holder:

Card No.:

Start Time: 2015-07-31 00:00:00

End Time: 2015-07-31 23:59:59

Search Result

Serial No.	Event Type	Card Holder	Card No.	Event Time	Event Source	Direction	Capture images

Total:0 Page1/1

Card Holder Information

Person No.:

Name:

Gender:

ID Type:

ID No.:

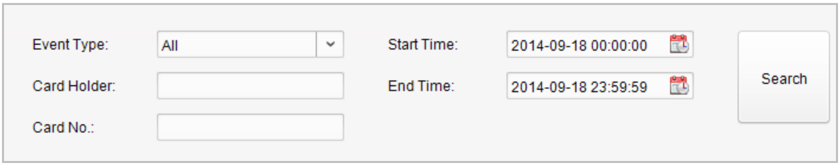
Belong to...

Contact No.:

Contact Ad...

Steps:

1. Enter the event search page.
2. Enter the search criteria (event type/ person name/ card No/ start &end time).



Event Type: All

Card Holder:

Card No.:

Start Time: 2014-09-18 00:00:00

End Time: 2014-09-18 23:59:59

3. Click Search to get the search results.
4. View the event information in the event list.
5. Click on an event to view the information of the card holder on the Person Information panel on the left side of the page.

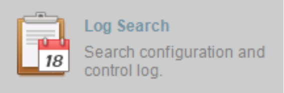
7.5 System Maintenance

7.5.1 Log Management

Interface Introduction

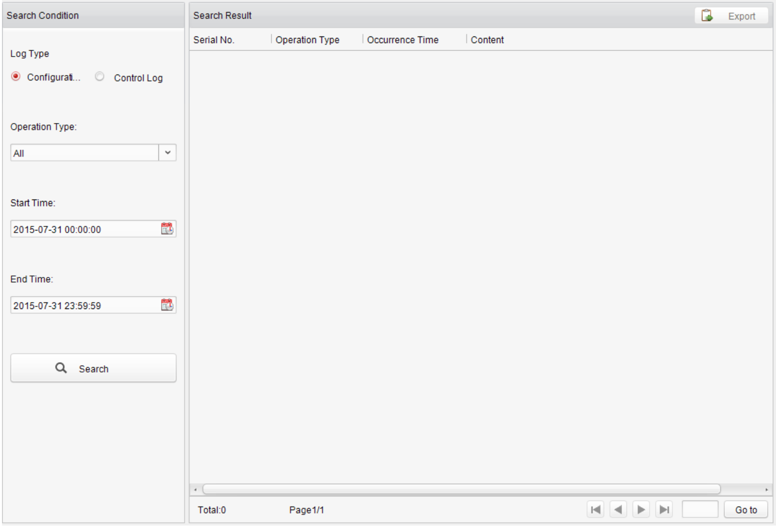
Purpose:

The log files of the Access Control System and the devices that connected to the Access Control System can be searched for checking.

Click the  icon on the control panel to open the Log Search page.

Log Search

Search configuration and control log.



Search Condition

Log Type

● Configurati... ○ Control Log

Operation Type: All

Start Time: 2015-07-31 00:00:00

End Time: 2015-07-31 23:59:59

Search Result

Serial No.	Operation Type	Occurrence Time	Content

Total:0 Page1/1

Configuration Logs Searching

Purpose:

The Configuration Log files of the Access Control System can be searched by time, including One-Card Configuration, Access Control Configuration, Downloading Permission and System Configuration.

Steps:

1. Open the Log Search page.
2. Select the radio button of Configuration Logs.
3. Select the Operation Type of log files.
4. Click the icon 📅 to specify the start time and end time.
5. Click Search. The matched log files will display on the list.

   You can check the operation time, log type and other information of the logs.

NOTE Please narrow the search condition if there are too many log files.

Control Logs Searching

Purpose:

The Control Log files of the Access Control System can be searched by time, including Access Control and Log Search.

Steps:

1. Open the Log Search page.
2. Select the radio button of Control Logs.
3. Select the Operation Type of log files.
4. Click the icon 📅 to specify the start time and end time.
5. Click Search. The matched log files will display on the list.

   You can check the operation time, log type and other information of the logs.

NOTE Please narrow the search condition if there are too many log files.

Searching Configuration Log

Searching One-card Configuration Logs

Purpose:

The One-card Configuration Log files include departments, persons and cards log files. One-card Configuration of the Access Control System can be operated as adding, modifying and deleting logs.

Steps:

1. Open the Log Search page.
2. Select the radio button of Configuration Logs.
3. Select the operation type as One-card Configuration.
4. Click the icon 📅 to specify the start time and end time.
5. Click Search. The matched log files will display on the list.

   You can check the operation time, log type and other information of the logs.

NOTE Please narrow the search condition if there are too many log files.

Searching Access Control Configuration Logs

Purpose:

The Access Control Configuration Log files include Access Control devices log files. Access Control Configuration of the Access Control System can be operated as adding, modifying and deleting door groups or doors and access control device permission operations.

Steps:

1. Open the Log Search page.
2. Select the radio button of Configuration Logs.
3. Select the operation type as Access Control Configuration.
4. Click the icon 📅 to specify the start time and end time.
5. Click Search. The matched log files will display on the list.

   You can check the operation time, log type and other information of the logs.

NOTE Please narrow the search condition if there are too many log files.

Searching Downloading Permission Logs

Purpose:

The Downloading Permission Log files include downloading permission log files, and no record for downloading permission failure log files.

Steps:

1. Open the Log Search page.

2. Select the radio button of Configuration Logs.
3. Select the operation type as Downloading Permission.
4. Click the icon 📅 to specify the start time and end time.
5. Click Search. The matched log files will display on the list.

   You can check the operation time, log type and other information of the logs.

NOTE Please narrow the search condition if there are too many log files.

Searching System Configuration Logs

Purpose:

The System Configuration Log files of the Access Control System can be searched as system configuration interface log files.

Steps:

1. Open the Log Search page.
2. Select the radio button of Configuration Logs.
3. Select the operation type as System Configuration Logs.
4. Click the icon 📅 to specify the start time and end time.
5. Click Search. The matched log files will display on the list.

   You can check the operation time, log type and other information of the logs.

NOTE Please narrow the search condition if there are too many log files.

Searching Control Log

Searching Access Control Logs

Purpose:

The Access Control Log files of the Access Control System include door groups and doors access control logs and door on/off control log files.

Steps:

1. Open the Log Search page.
2. Select the radio button of Control Logs.

3. Select the operation type as Access Control Logs.
4. Click the icon 📅 to specify the start time and end time.
5. Click Search. The matched log files will display on the list.

   You can check the operation time, log type and other information of the logs.

NOTE Please narrow the search condition if there are too many log files.

Log Search

Purpose:

The Log Search of the Access Control System includes information for configuration log files and control log files.

Steps:

1. Open the Log Search page.
2. Select the radio button of Control Logs.
3. Select the operation type as Log Search.
4. Click the icon 📅 to specify the start time and end time.
5. Click Search. The matched log files will display on the list.

   You can check the operation time, log type and other information of the logs.

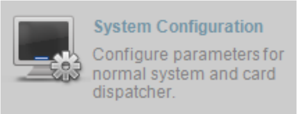
NOTE Please narrow the search condition if there are too many log files.

7.5.2 System Configuration

Interface Introduction

Purpose:

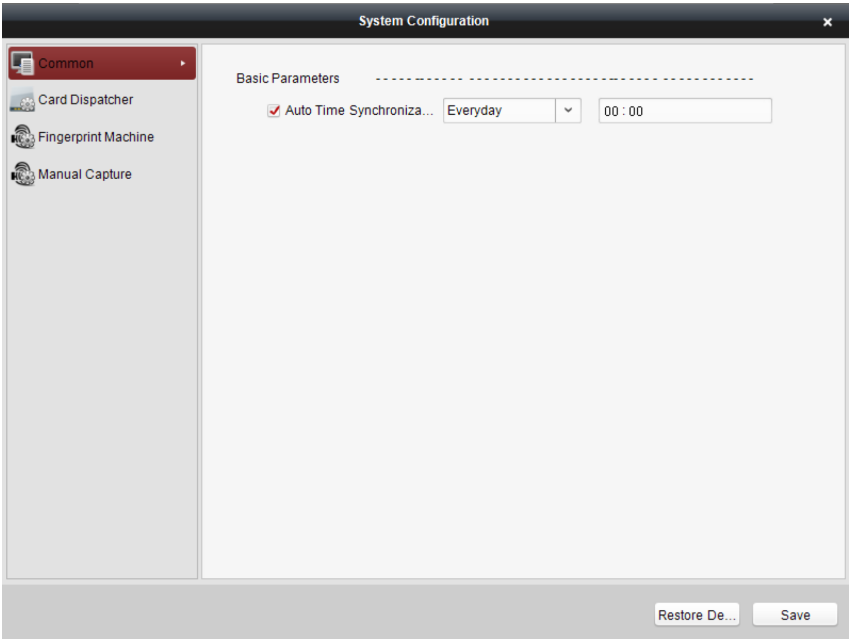
The general parameters, Auto Time Adjustment and Card Reader of the Access Control System can be configured.



System Configuration

Configure parameters for normal system and card dispatcher.

Click the icon on the control panel to open the System Configuration page.



Basic Parameters

☑ Auto Time Synchroniza... Everyday 00 : 00

Auto Time Synchronization

The Auto Time Synchronization of the Access Control System can operate auto time adjustment to all access control devices of the Access Control System according to specified period and time.

Card Reader Configuration

The Card Reader Configuration is for Access Control System to read the card by setting Card Reader parameters.

Fingerprint Machine

The Fingerprint Machine is for Access Control system to collect fingerprints.

NOTE

The fingerprint associated functions are only supported by device with fingerprint recognition module

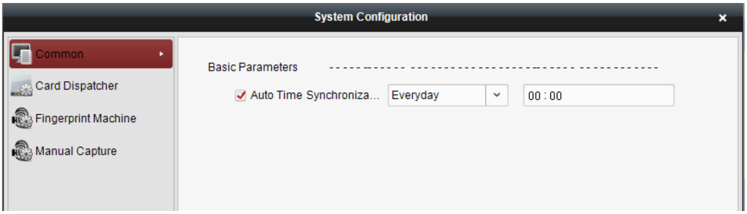
Manual Capture Configuration

The Manual Capture Configuration is for Access Control system to take photos remotely.

Auto Time Synchronization

Steps:

1. Open the System Configuration page.
2. Click the Common tab to enter the Common Settings interface.



Basic Parameters

☑ Auto Time Synchroniza... Everyday 00 : 00

3. Tick the checkbox to enable Auto Time Synchronization.
4. Select the matched day and input the time to operate the time adjustment.
5. Click the Save button to save the settings.

NOTE You can click the Restore Default Value button to restore the defaults of all the local configurations.

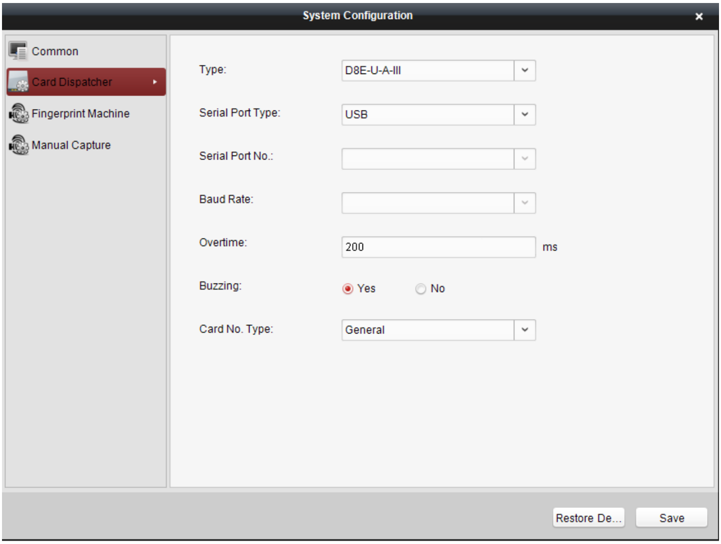
Card Dispenser Configuration

Purpose:

The Card Reader Configuration of the Access Control System can configure device type, connection mode, serial port, baud rate and other parameters of the Card Reader Configuration.

Steps:

1. Click the Card Dispatcher icon on the System Configuration interface to open the Card Dispatcher Configuration page.



Type: D8E-U-A-III

Serial Port Type: USB

Serial Port No.:

Baud Rate:

Overtime: 200 ms

Buzzing: ● Yes ○ No

Card No. Type: General

2. Select the device type, serial port type, serial port, baud rate, and other parameters of the Card Dispatcher.
3. Click the save button to save the settings.

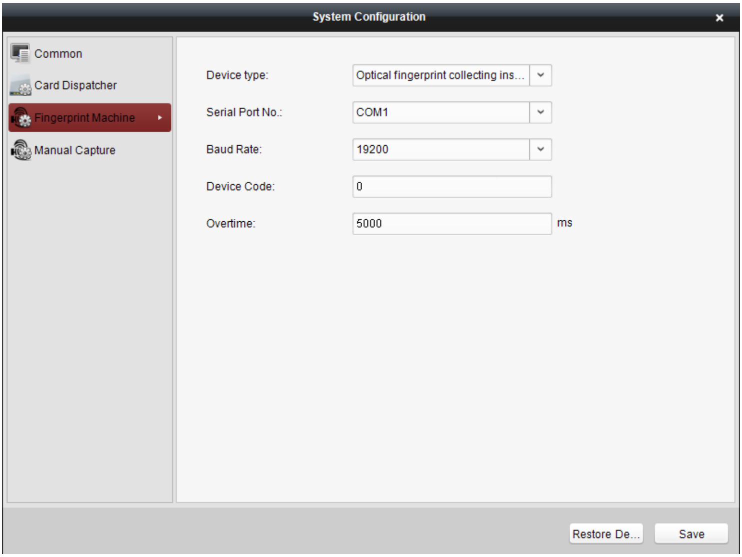
NOTE

- It is supported using card type as regular and Wiegand.
- When the BEEP is selected as "YES", the audio will be off when you click the "SAVE" if the Card Reader Configuration is set wrong; the audio will be on when you click the "Save" and when you insert the card reader if the configuration is set correct.
- You can click the Restore Default Value button to restore the defaults of the entire local configuration.

Fingerprint Machine Configuration

Steps:

1. Click the Fingerprint Machine icon on the System Configuration interface to open the Fingerprint Machine Configuration page.



Device type: Optical fingerprint collecting ins...

Serial Port No.: COM1

Baud Rate: 19200

Device Code: 0

Overtime: 5000 ms

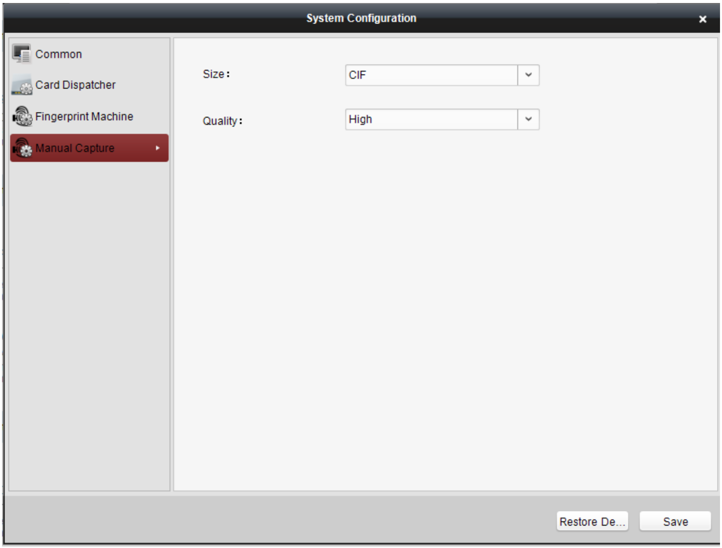
2. Select the device type, serial port number, baud rate, device code, and overtime parameters of the fingerprint machine.
3. Click the save button to save the settings.

- The fingerprint associated functions are only supported by device with fingerprint recognition module
- The serial port number should correspond to the serial port number of PC.
- The baud rate should be called according to the external fingerprint card dispatcher. The default value is 19200.
- Overtime refers to the valid fingerprint collecting time. If the user does not input a fingerprint or inputs a fingerprint unsuccessfully, the device will indicate that the fingerprint collecting is over.
- You can click the Restore Default Value button to restore the defaults of all local settings.

Manual Capture Configuration

Steps:

1. Click the Manual Capture icon on the System Configuration interface to open the Manual Capture Configuration page.



Size: CIF

Quality: High

2. Select the picture size from the dropdown list
3. Select the picture quality from the dropdown list.

NOTE

- It is supported using the picture size as CIF, QCIF, 4CIF/D1, SVGA, HD720P, VGA, WD1, and AUTO.

It is supported using the picture quality as High, Medium, and Low.

First Choice for Security Professionals