Access Control Management System
User's Manual

V1.0.0

Table of Contents

1 Product Overview

1.1 Overview

Access control management system is based on the core access control system operation, integrated access control device, device management, effective control of personnel access, to ensure safe operation of the zone. It is a professional access control software product for intelligent building operator or installer.

Function of the system:

- Remote door unlock, live preview control
- Unlock right setup for user entry/exit
- Unlock period setup
- Anti-passback
- Multi-door interlock each other
- Multi-card unlock
- Log record, search unlock information and alarm information

1.2 System Requirement

Requirement of access control management system is as follows:

Parameter	Note
Process	Core 2 dual 3.0
Memory	DDR3 2GB
HDD	Free space >10GB
OS	Microsoft Windows XP SP3 (32 bit),Microsoft Windows 7
Explorer	IE6, IE7, IE8 IE7.0.573 or IE8.0.7601.17514 and higher version are recommended.
Screen Resolution	1024×768 and higher resolution, 1280×1024 is recommended. Hardware supports DirectX9.0c and higher version.

2 Client Installation

You must install the client of access control management system first, before using the system.

Steps to install:

Step 1.   Double click access control system icon of ".exe" installation file. You will see Figure 2- 1.
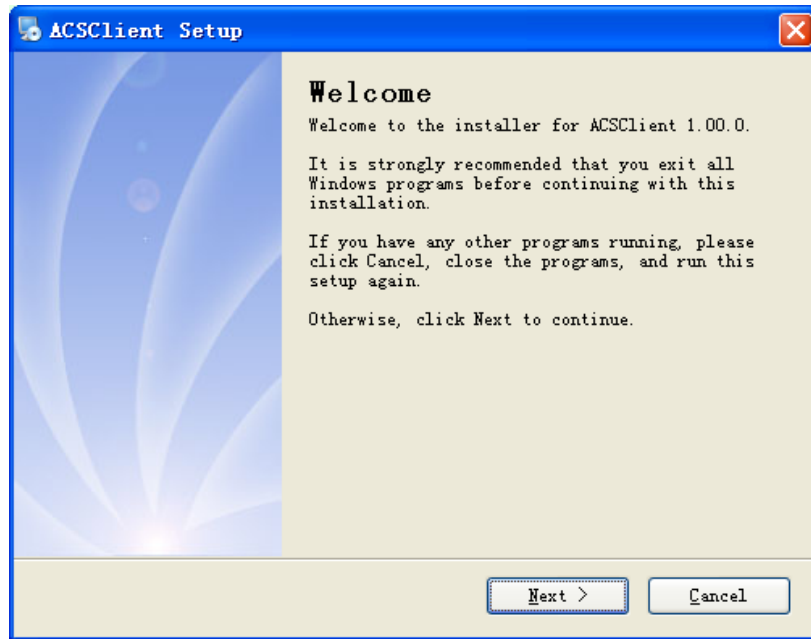

Figure 2- 1
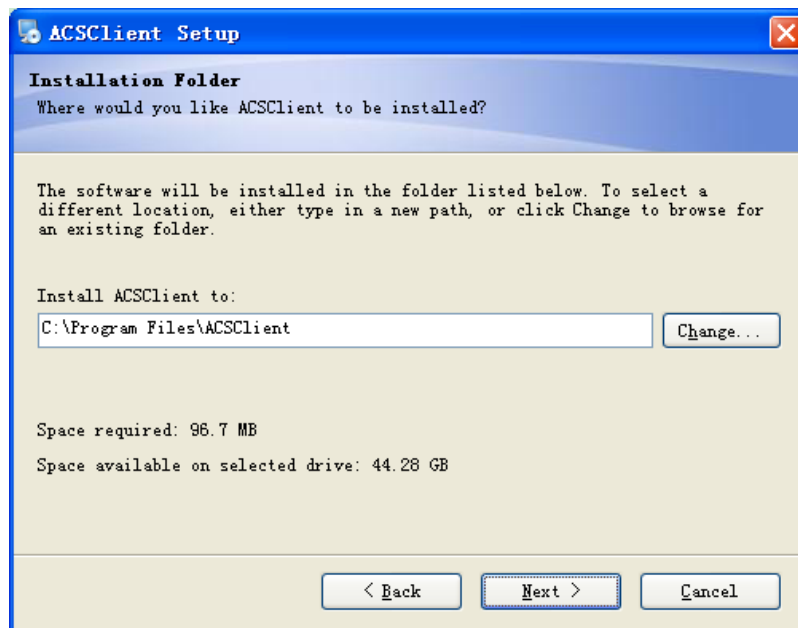
Step 2.   Click Next. See Figure 2- 2.

Figure 2- 2

Step 3. Select installation path, click Next. See Figure 2- 3.
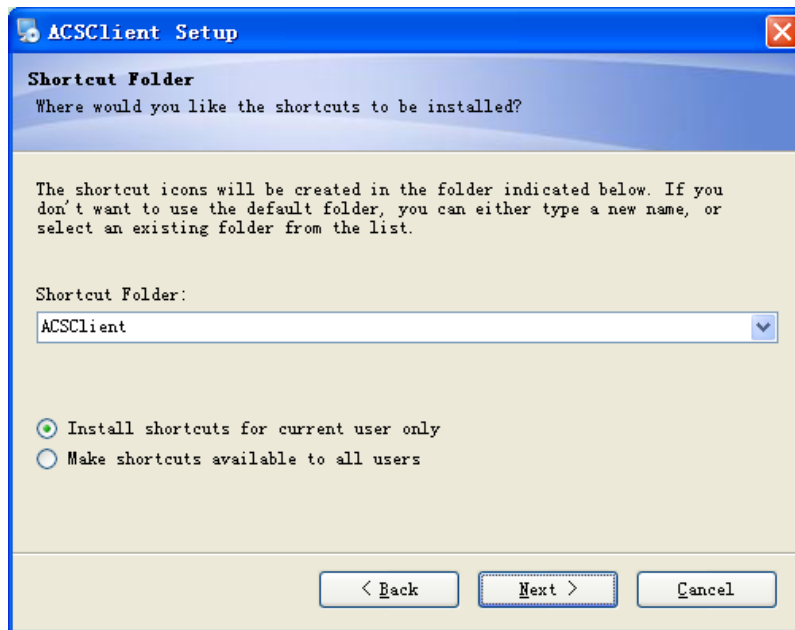

Figure 2- 3

Step 4. Select shortcut folder, click Next. See Figure 2- 4.
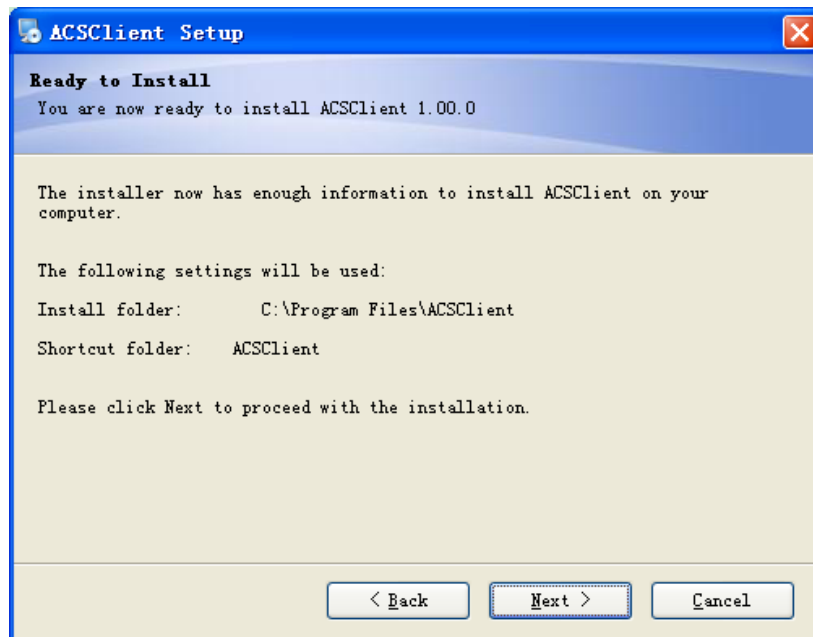

Figure 2- 4

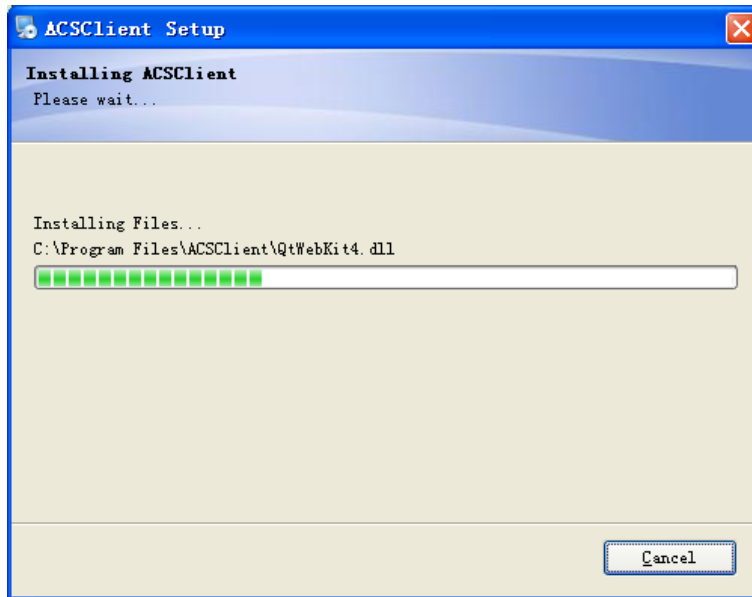Step 5. Click Next. System starts to install, see Figure 2- 5.

Figure 2- 5

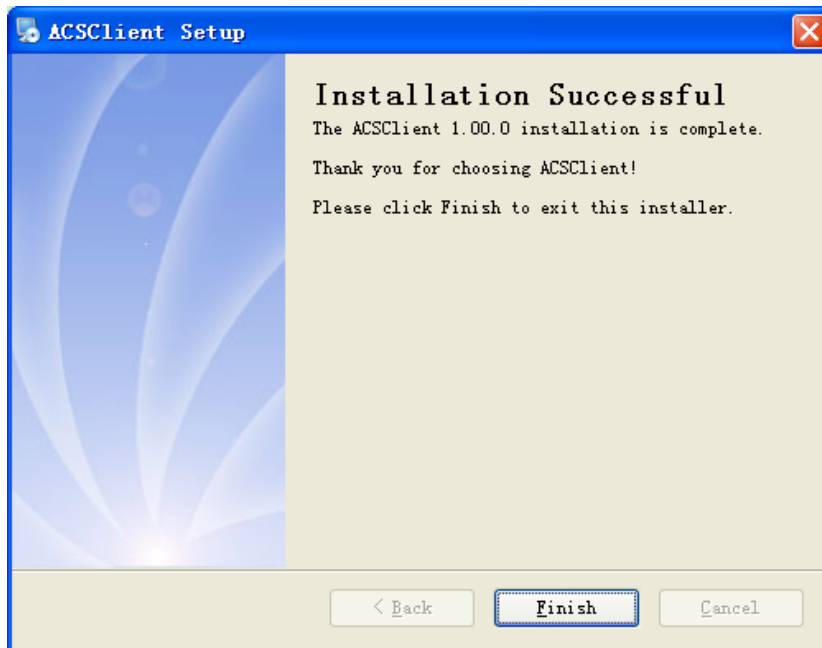When installation finishes, system shows Figure 2- 6.

Figure 2- 6

3 Login System

3.1 Login

To login access control management system:

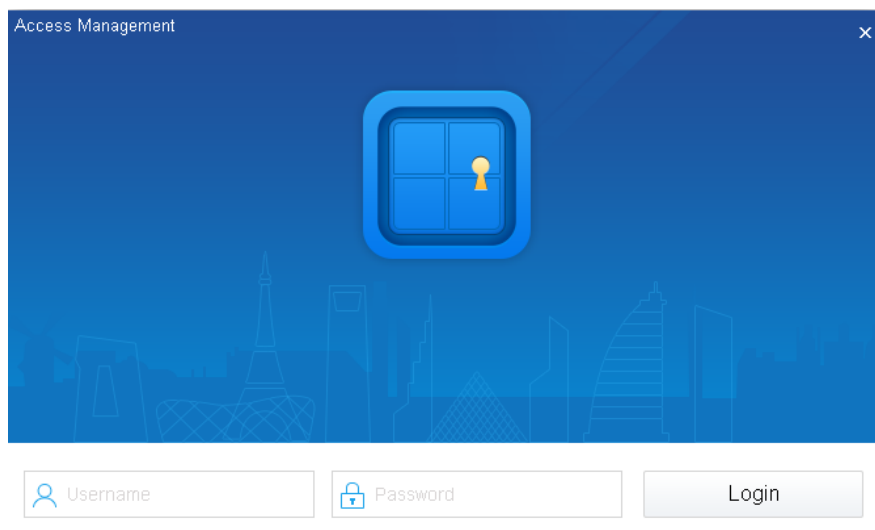Step 1. Double click , system login interface is shown in Figure 3- 1.

Figure 3- 1

Step 2. Enter username and password.
Default username is **admin**. Default password is **admin**.
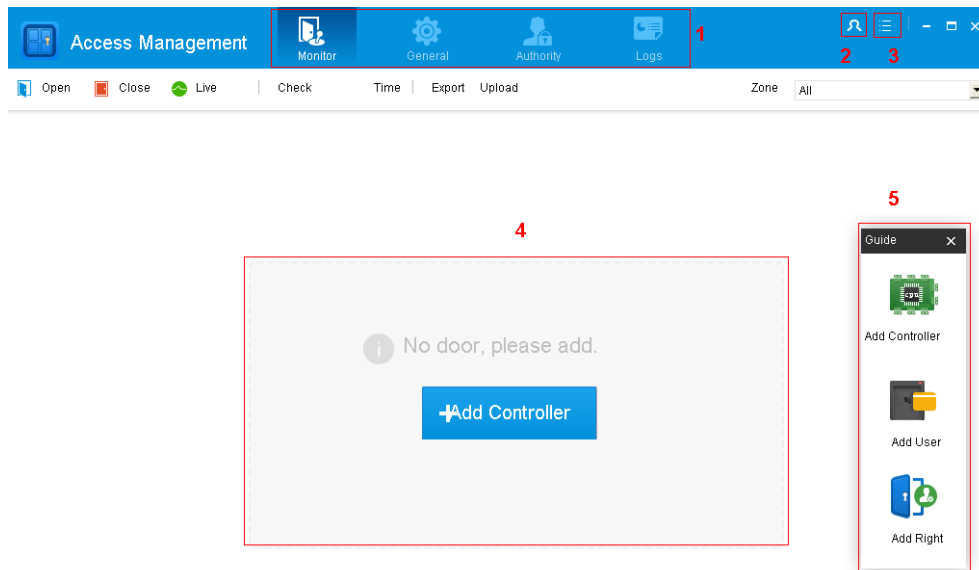Step 3. Click Login. See Figure 3- 2.

Figure 3- 2

No.	Note
1	Menu bar, including monitor, general, authority and logs.
2	Show user login information, and you can change user password, lock user and logout.
3	Open guide.
4	If user has not added device, user can add device here.
5	Guide interface, including add controller, add user and add right.

If this is your first time login, then you will see guide of configuration, see Figure 3- 3.
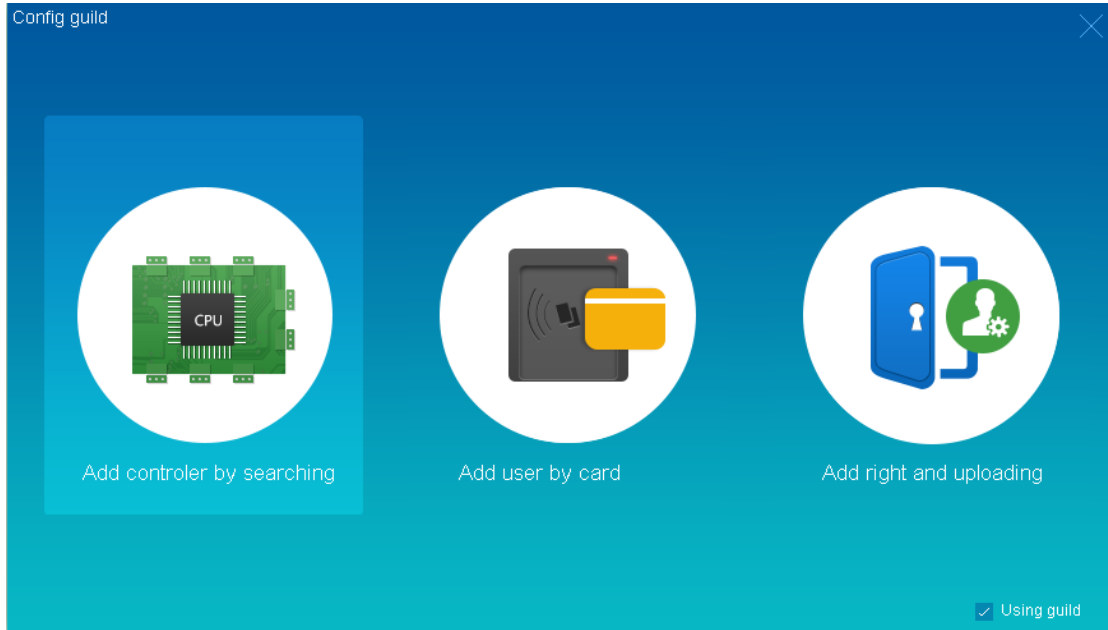
Figure 3- 3

3.2 Buttons

Buttons of access control system are listed in Chart 3- 1.

| Button	Note
Delete	Delete existing interface info.
Modify	Modify existing interface info.
Add	Add interface info.
Delete	Select existing interface info, batch delete.
Import	Batch import interface info.
Export	Batch export interface info.
批量启用	Batch enable config info.
批量关闭	Batch disable config info.
Search	Search existing interface info.
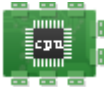
Chart 3- 1

4 Operation

4.1 Device Control

4.1.1 Add Device

Before using access control management system, you shall add access controller device. You can add device via the following three methods.

● In Monitor interface, click ![Add Controller] to add device.

● In Guide interface, click ![cpu icon] to add device.

● Go to General interface to add device.

Step 1. Select General>Device. See Figure 4- 1.

Figure 4- 1

Step 2. Automatically add device.
    a) Click Auto Add.
    b) Click Search. See Figure 4- 2.

Figure 4- 2

    c) Select one device shown, click Add. Or you can select All add to add all shown

devices.

Step 3. Manually add device.

    a)   Click Add. See Figure 4- 3.

Figure 4- 3

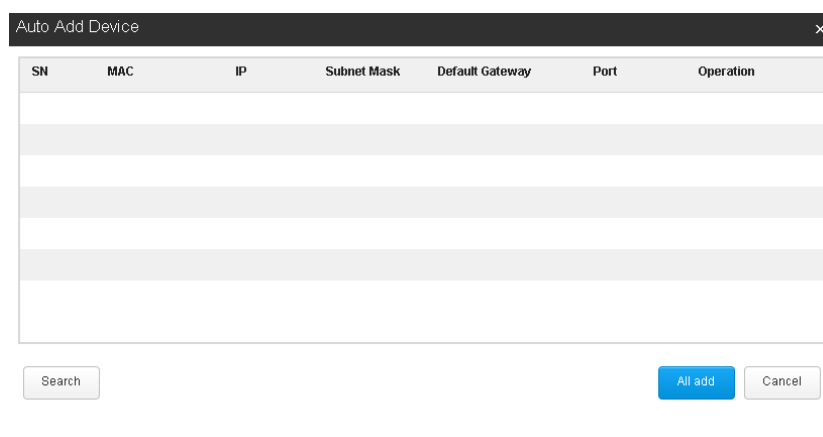| Parameter	Note
Device ID	System automatically show number, you also can manually enter number to mark each controller.
Product SN	Device SN.
Product Type	Select access controller type, including single door two-way controller and etc.
IP	Device IP address.
Port	Device port no.
Location	Select location of the device. Click ⚙ to add or edit area organization.

    b)   Edit device parameter, click Next.
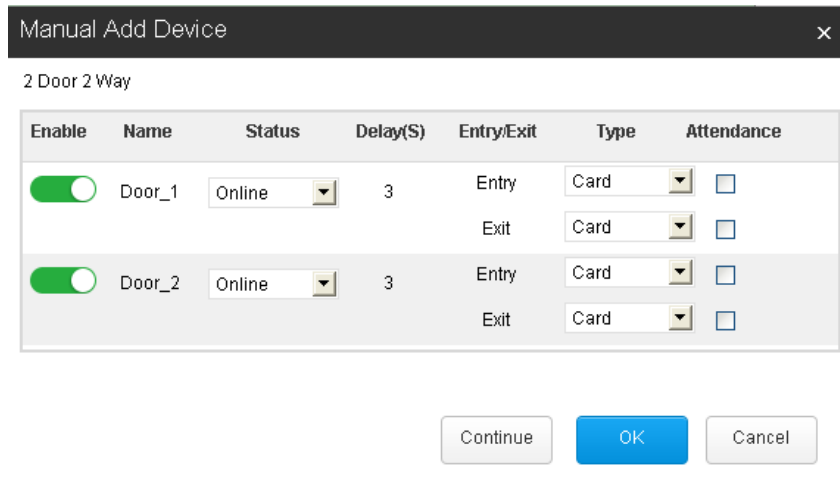
       See Figure 4- 4.

Figure 4- 4

Parameter	Note
Enable	Click it to enable/disable device.
Name	Set name of door controller by the device
Status	- Online：Set door to online status, you can open door by swiping card or fingerprint. - Normal Open：Set door to open status. - Normal Close：Set door to close status.
Delay	Open door delay.
Entry/Exit	Set card reader to entry or exit according to actual condition.
Type	Set unlock via either card or fingerprint.
Attendance	If you check this option, the card swiping data here will be count as attendance.

  c) Click OK.

 Step 4. (Optional) Modify network parameter.

  a) In added device interface, click IP Set. See Figure 4- 5.
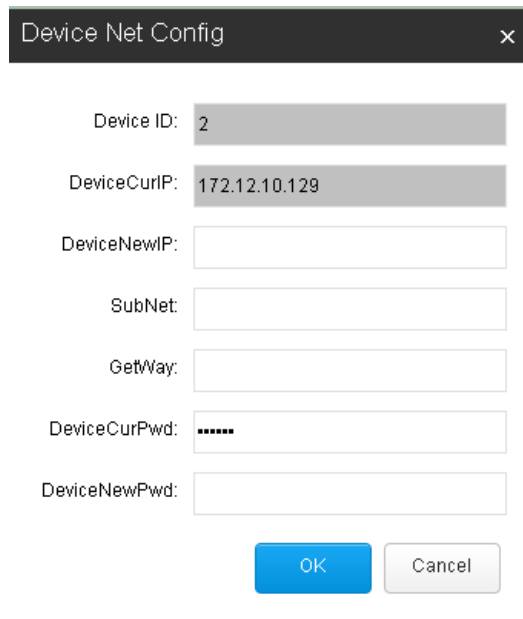
Figure 4- 5

b) Configure current controller IP, Sub Net, Gateway, Password and etc.

c) Click OK.

Note:

You can click Advance, by setting device ID, IP, zone and other filters to add device.

4.1.2 Monitor

After you add device, you can unlock, lock, live preview and etc.

Select Monitor, see Figure 4- 6.

Figure 4- 6
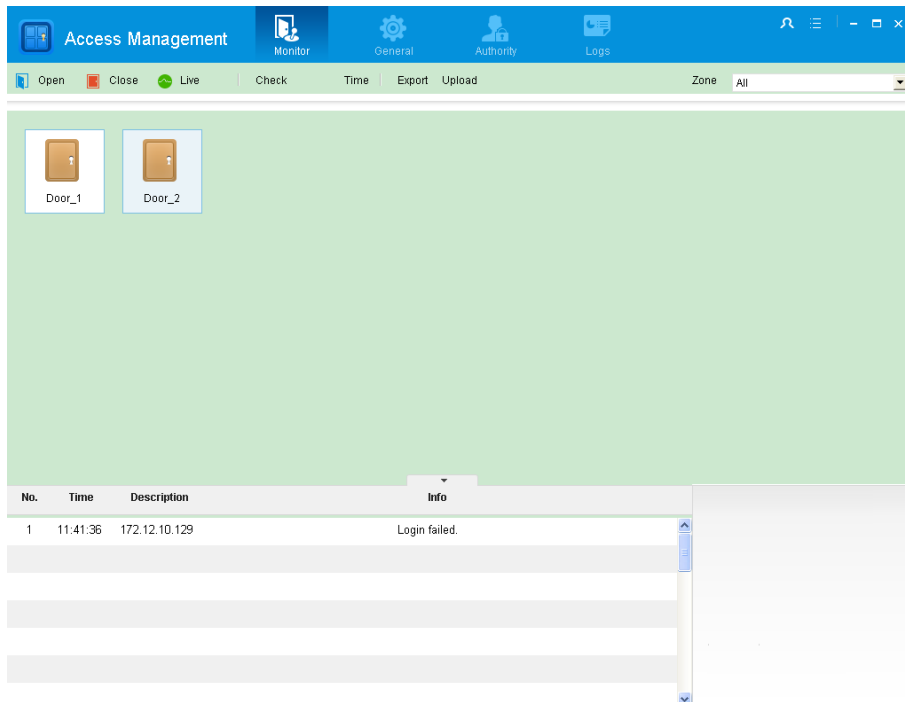
Parameter	Note
All Open	Open all controlled doors, door status is shown in ⬜.
All Close	Close all controlled doors, door status is shown in ⬜.
Live Preview	Monitor device. If there is card record, then show live preview. Door status is ⬜ or ⬜.
Monitor Controller	Record device card quantity, time, version and etc., and door lock holding time, over time length, unlock mode, IP and etc. All information is shown below.
Sync Time	Sync time on device with PC.
Export	Export door record and alarm record.
Upload	Upload access control system config info to access control controller. ● All uploading：upload all config info. ● Async uploading：only upload update config info.
Zone	Select zone of door.
Info	Show detailed device operation info.

Right click on door in Monitor interface, you will see Figure 4- 7.

Figure 4- 7

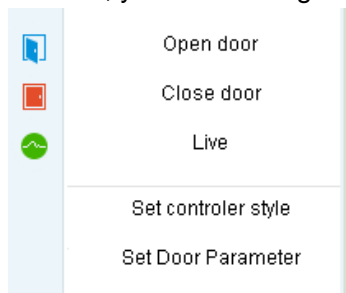| Parameter	Note
Open Door	Open the selected door.
Close Door	Close the selected door.
Live	Live monitor device, if card record occurs, it will show card time instantly.
Set Controller Style	Set style to control door, including password, card, password or card, password and card, card and password, period, fingerprint only, and etc.
Set Door Parameter	Set door parameter, including access control status, lock holding time, normal open period and etc.

Set Control Style

Step 1. Right click door, select Set controller style. System shows Figure 4- 8.
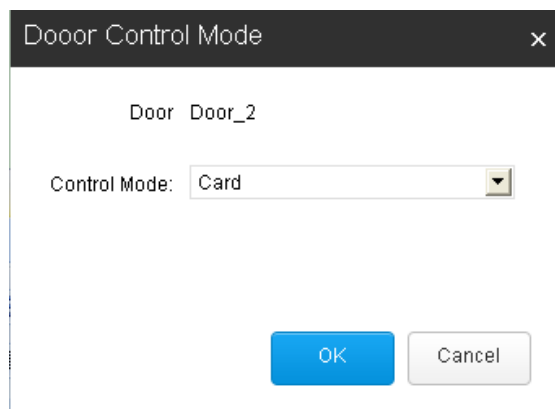

Figure 4- 8

Step 2. Select control mode in dropdown list.

If you select time zone (period), you shall configure unlock mode in each period in time template as shown in Figure 4- 9.
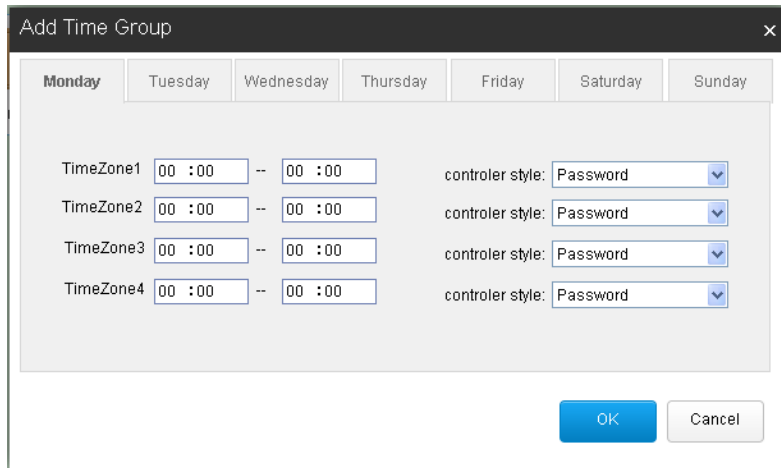
Figure 4- 9

Step 3. Click OK.

Set Door Parameter

Step 1. Right click door, select Set door parameter. See Figure 4- 10.

Figure 4- 10

Parameter	Note
Access Status	Set door status to online, open or close.
Unlock Hold Interval	After swiping card, time that door remains open.
Close Timeout	Max time that door remains open, when it exceed this time length, system will alarm.
Open Always Time Zone	Select door normal open period, you shall add template in Authority>Time Zone.

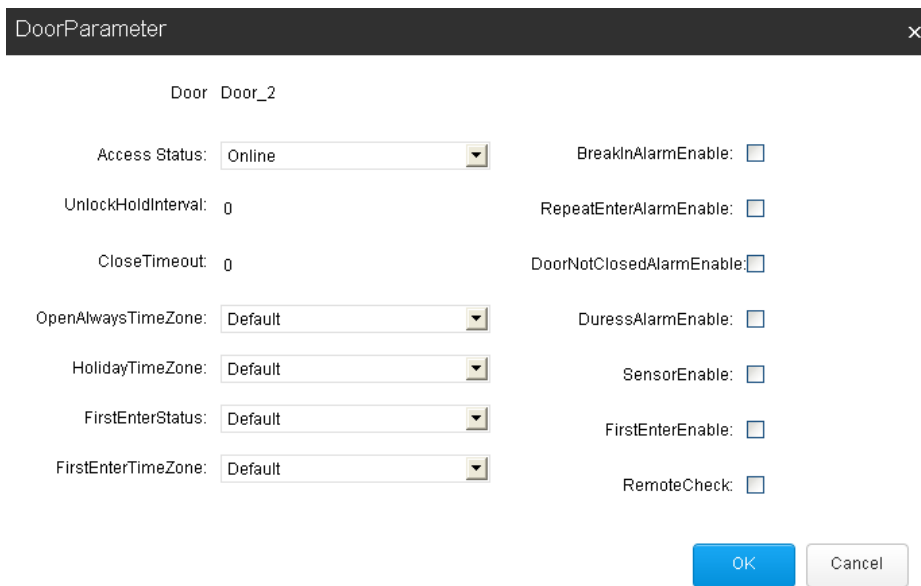| Parameter	Note
Holiday Time Zone	Select door holiday time zone, you shall add template in Authority>Holiday.
First Enter Status	Status after first card unlock door, including default, normal and normal open. **Note:** **First card setup is in Ch 4.2.2.**
First Enter Time Zone	Time period of unlocking by first card.
Alarm	Check alarm option to enable corresponding alarm.
First Enter Enable	Check this option to enable first card unlocking function.
Remote Check	Check this option to enable remote check function. If you cannot unlock door after swiping card, then system sends info to the platform software and unlock door remotely.

Step 2. Set door parameter.

Step 3. Click OK.

4.2 User Management

You can add user, and set their corresponding card no. info and etc. System supports auto and manual adding of user.

4.2.1 Auto Add User
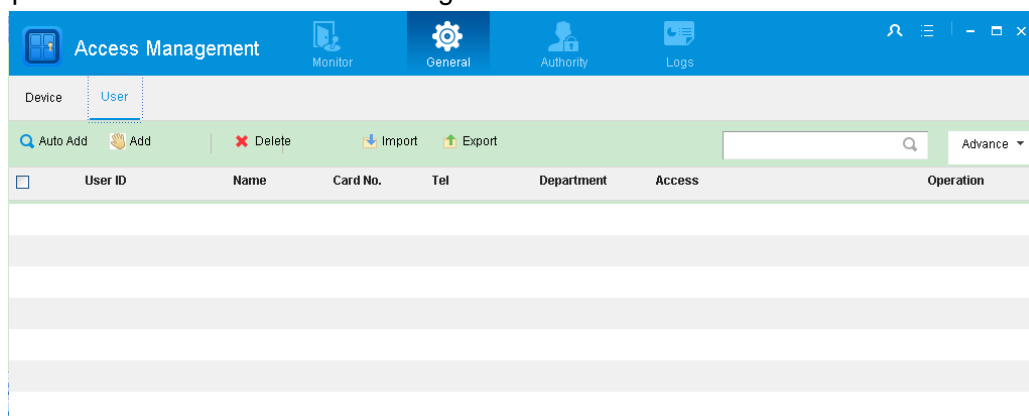
Step 1. Select General>User. See Figure 4- 11.

Figure 4- 11

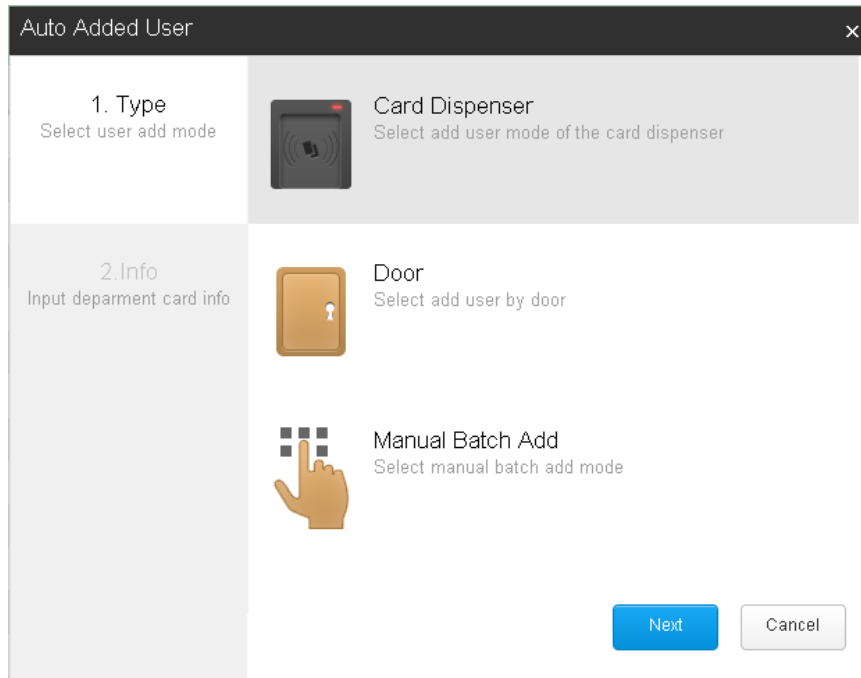Step 2. Click Auto Add. See Figure 4- 12.

Figure 4- 12

Step 3. System supports three methods to add user.
● Card Dispenser:Get card no. info to add user via card dispenser.
Note:
Before adding user via card dispenser, you shall insert card dispenser device first.

    a)   Select card dispenser, click Next.

    b)   Select department, and swipe card on the dispenser. See Figure 4- 13.

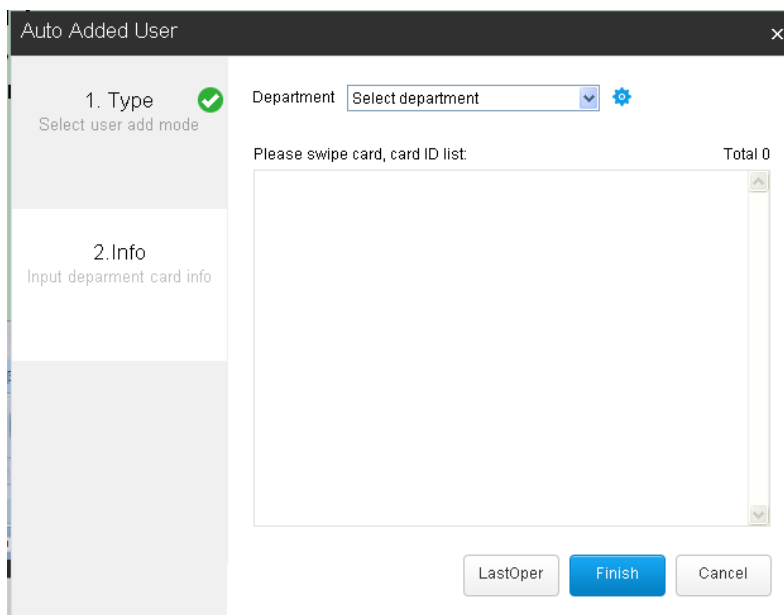Figure 4- 13

    c)   Click Finish.

- Door: Get card no. via card reader on door to add user.
  a) Select Door, click Next.
  b) In dropdown list, select door and department, and swipe card on card reader. See Figure 4- 14.

Figure 4- 14

  c) Click Finish.
- Manually batch enter: manually enter card no. segment to batch add.
  a) Select Manual Batch Add, click Next. See Figure 4- 15.

Figure 4- 15

b) Select user department, enter start card ID and end card ID.

c) Click Finish, system automatically adds all card IDs in the period.

Note:

Auto Added User mainly add card info of user, and detailed user info are set in manual add setup.

4.2.2 Manually Add User

To manually add user:

Step 1. Select General>User.

Step 2. Click Add. See Figure 4- 16.

Figure 4- 16

Parameter	Note
User ID	User ID.
Name	User's name.
Department	Select department of the user. Click ⚙ to edit department or organization.
Card No.	Card no. hold by the user.
Type	Card type, including general card, VIP card, visit card, patrol card, blacklist card, intimidate card. Different cards have

Parameter	Note
	different rights.
Password	For card reader with keyboard, you may enter password to unlock.
Access	Check it, so the card can unlock door.
Valid Date	Card validity period.
Attendance	Check it, so data of the card will be evidence for attendance.
First Enter	Check it, so the card will be first card allowed to unlock door.
Collect Fingerprint from Reader	Check it, so fingerprint will collected from reader. Please refer to Step 4.

Step 3. Configure basic info.

Step 4. Click Fingerprint tab.

- If you check Collect Fingerprint from Reader, then you shall press your finger on reader.
- If you do not check Collect Fingerprint from Reader, then system will collect fingerprint from card dispenser by default.

  You must insert card dispenser device and press your finger on it. System shows Figure 4- 17.
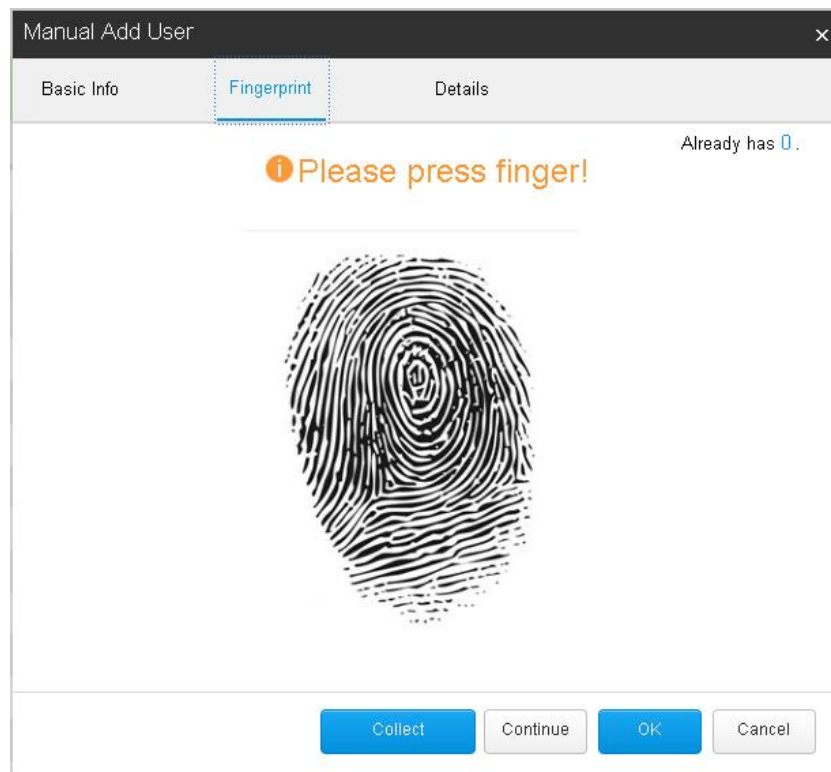

Figure 4- 17

Step 5. Click Details tab. See Figure 4- 18.

Figure 4- 18

Step 6.   Set user sex, native place and etc.

Step 7.   Click OK.

4.2.3 User Operation

After user is added, you can set user right or report lost card.

● Set user right:

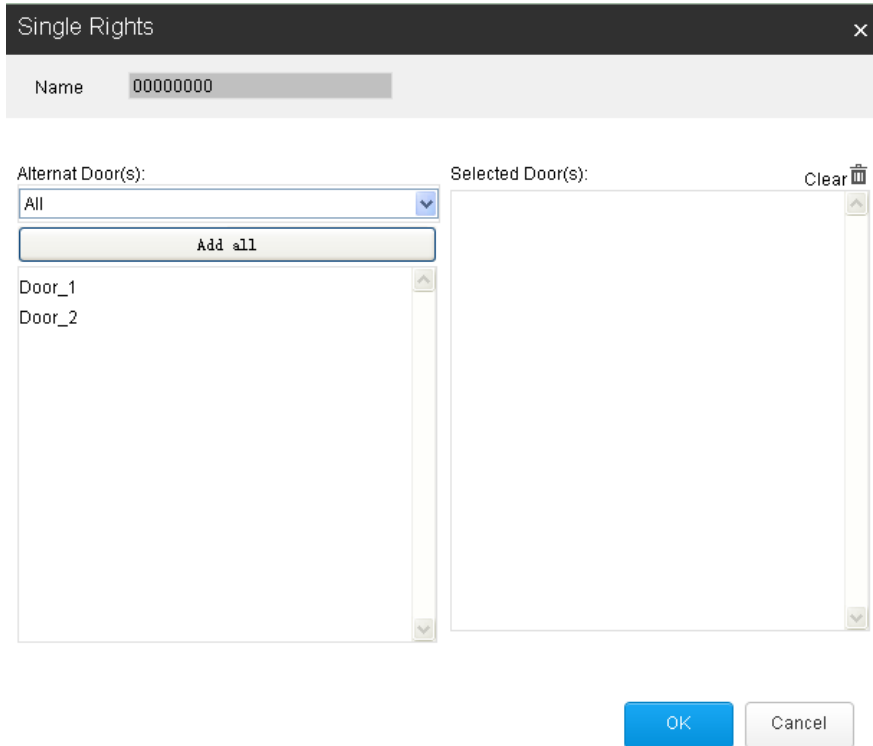Step 1.   In operation bar of added user, click Right. See Figure 4- 19.

Figure 4- 19

Step 2. Select door, click , then the door will added to the right list.

Note:

You can click Add All to batch add all doors.

Step 3. Click OK.

Note:

The above operation is for a single user only. If you want to set right for all users, please refer to Ch 4.3.

● To report lost card.

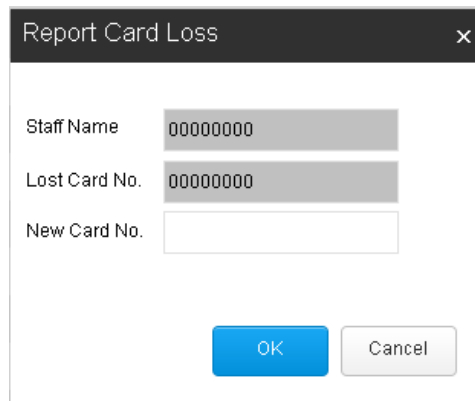Step 1. In operation bar of added user, click Lost. See Figure 4- 20.

Figure 4- 20

Step 2. Set new card no.

Step 3.   Click OK.

4.3 Authority

You can set authority of user, including add time plan, anti-pass back, multi-door interlock, multi-card open and etc.

4.3.1   User Right

You can set user unlock right regarding to different time period.
Note:
Before configuration, you shall ensure that user, door and time plan are set.
For time plan setup, please refer to Ch 4.3.2.1.
Step 1.   Select Authority>Authority.
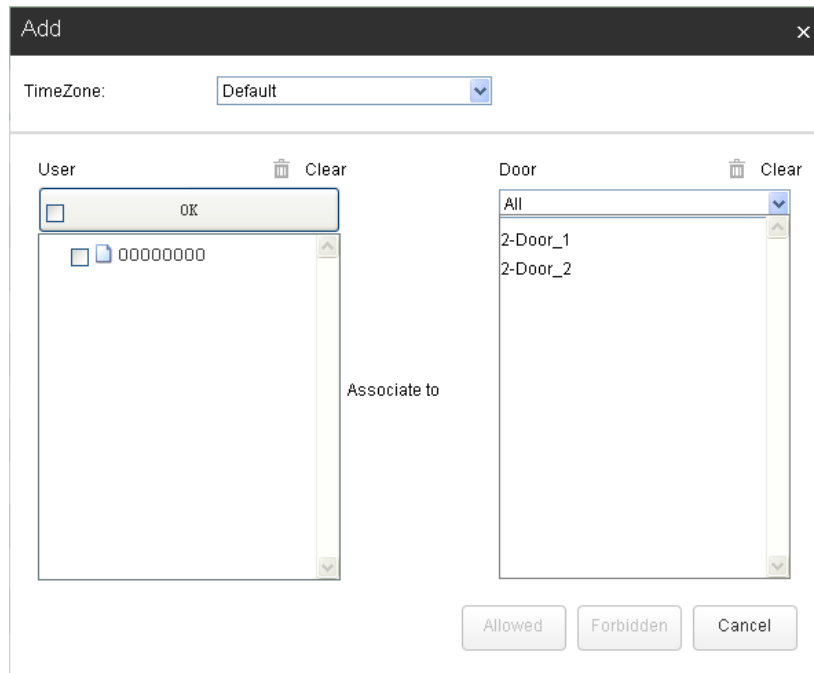Step 2.   Click Add. See Figure 4- 21.

Figure 4- 21

Step 3.   Select a time zone.
Step 4.   On the left, check user, and click OK.
    Note:

    You can click [Delete] to delete select user or door.

Step 5.   Click Allowed or Forbidden to set authority.

4.3.2 Time Plan

You can add time plan, including time plan and holiday plan.

4.3.2.1 Time Zone

You can add time plan, and set user's unlock period.

Step 1. Select Authority>Time Plan>Time Zone.

Step 2. Click Add. See Figure 4- 22.

Figure 4- 22

Step 3. Enter time zone name, set period from Monday to Sunday, and check Enable.
   Note:
   You can select existing time template in the dropdown list. Then time setup in this template will be copied to form below.

Step 4. Click OK.

4.3.2.2 Holiday

You can add holiday plan for unlock period during holiday.

Step 1. Select Authority>Time Plan>Holiday.

Step 2. Click Add. See Figure 4- 23.

Figure 4- 23

Step 3.   Set holiday name and period.

Step 4.   Click OK.

4.3.3 Anti-Pass Back

Anti-pass back means user has to swipe card then enters and exits door while certain users must go through specific door.

Step 1.   Select Authority>Anti-pass Back.

Step 2.   Click Add. See Figure 4- 24.

Figure 4- 24

Step 3.   Select device, click corresponding ant-pass back option.

Step 4.   Click OK.

You can choose to disable anti-pass back function or not.

4.3.4 Multi-door Interlock

Multi-door interlock means that a user cannot unlock more than one door at once, instead, he must unlock one door until the previous door he unlocked is locked. Please note, single-door access controller does not have this function.

Step 1. Select Authority>Multi-door Interlock.

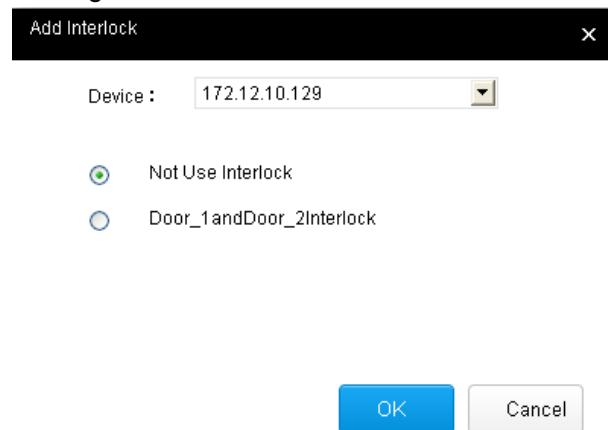Step 2. Click Add. See Figure 4- 25.

Figure 4- 25

Step 3. Select device, and clock corresponding multi-door interlock setup.

Step 4. Click OK.

You can choose to disable multi-door interlock function or not.

4.3.5 Multi-card Open

Multi-card open means that more than one user are required to swipe card at the same time in order to unlock door. This function is mainly used in situation when more than user present.

Step 1. Select Authority>Multi-card Open.

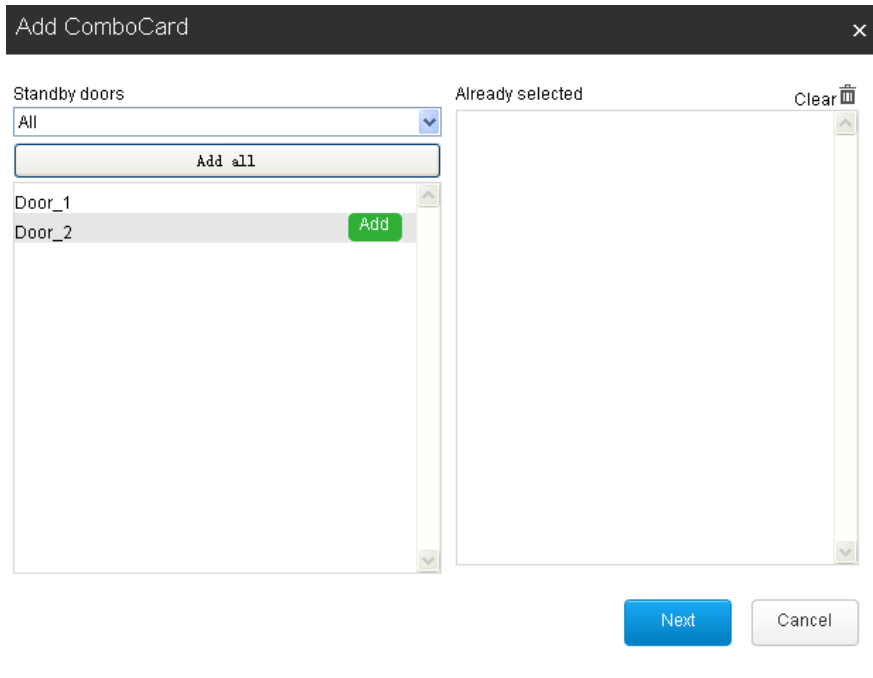Step 2. Click Add. See Figure 4- 26.

Figure 4- 26

Step 3.   In Standby doors section, click [Add] and then select the door will be shown on the right.

Step 4.   Click Next.

Step 5.   In Must contain the following people section, select user. Click [Add] and then selected user will be shown on the right. See Figure 4- 27.
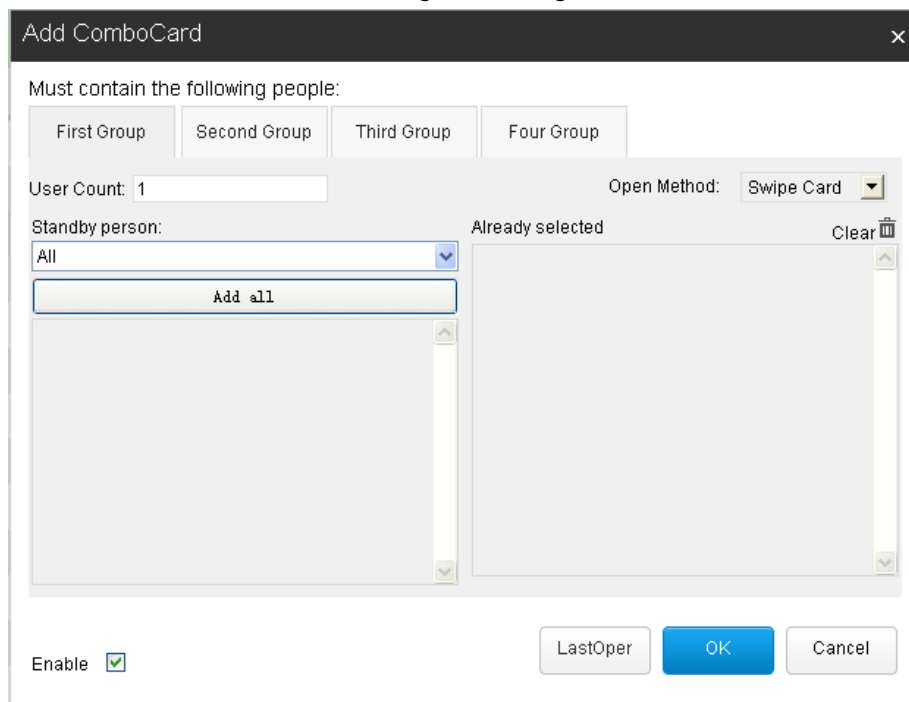

Figure 4- 27

Note:
- You shall add staff unlock right first before selecting user.
- You can set user in group 1 to 4 to swipe card accordingly. If you select more than one user, then the selected users must swipe card at the same time to unlock.
- User Count: if user count is set to 1, then any one user in the group can swipe card to unlock door.

Step 6.   Click OK.

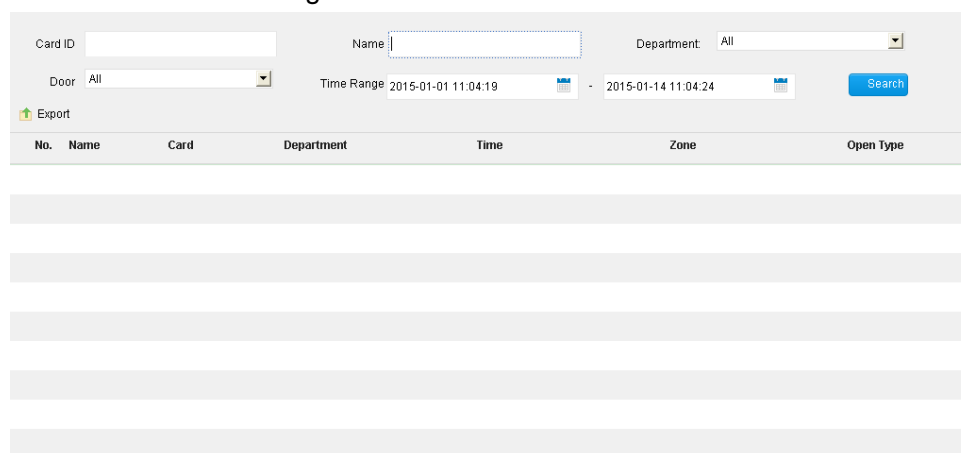You can choose to disable multi-card open function or not.

4.4 Logs

You can view system log, including open record and alarm record.

4.4.1 Open Record

You can search open record via filter.

Step 1.   Select Logs>Open Record.

Step 2.   Click Search. See Figure 4- 28.

Figure 4- 28

4.4.2 Alarm Record

You can search system alarm record via filter, such as vandal-proof begin, unlock time out, intrusion and so on.

Step 1.   Select Logs>Alarm Record.

Step 2.   Select door, alarm type, state, time range.

Step 3.   Click Search. See Figure 4- 29.

Open Record	Alarm Record			
Door All ▼		Alarm type All ▼		State All ▼
Time Range 2015-01-07 11:07:35 📅 - 2015-01-14 11:07:39 📅				Search
⬆ Export				
No.	Door	Alarm Type	Time	Status

Figure 4- 29

Note:

- **This manual is for reference only. Slight difference may be found in the user interface.**
- **All the designs and software here are subject to change without prior written notice.**
- **All trademarks and registered trademarks mentioned are the properties of their respective owners.**
- **If there is any uncertainty or controversy, please refer to the final explanation of us.**
- **Please visit our website or contact your local retailer for more information.**