

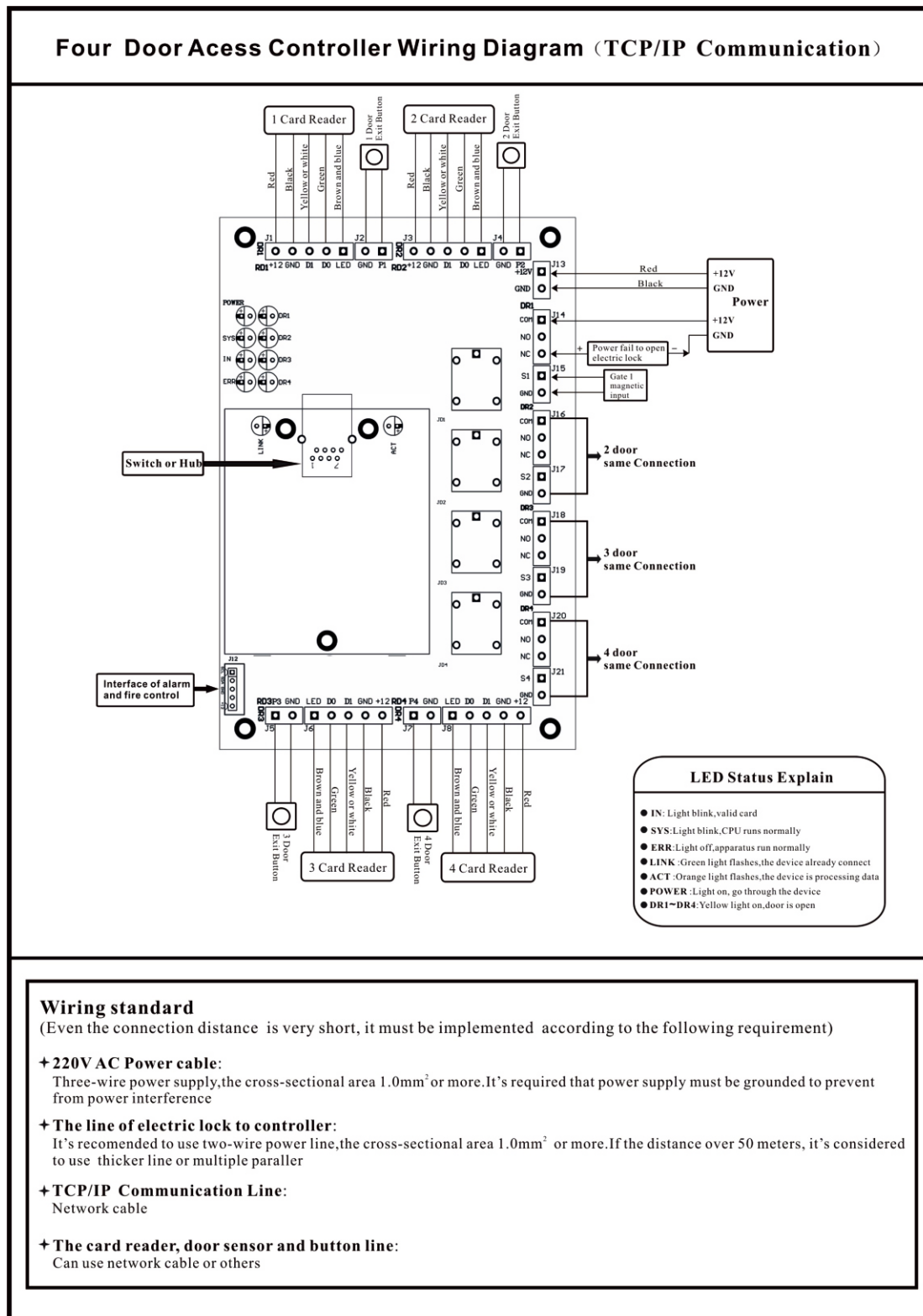


NAC-7001CP/NAC-7002CP/NAC-7003CP
Access Control Panel
User Manual

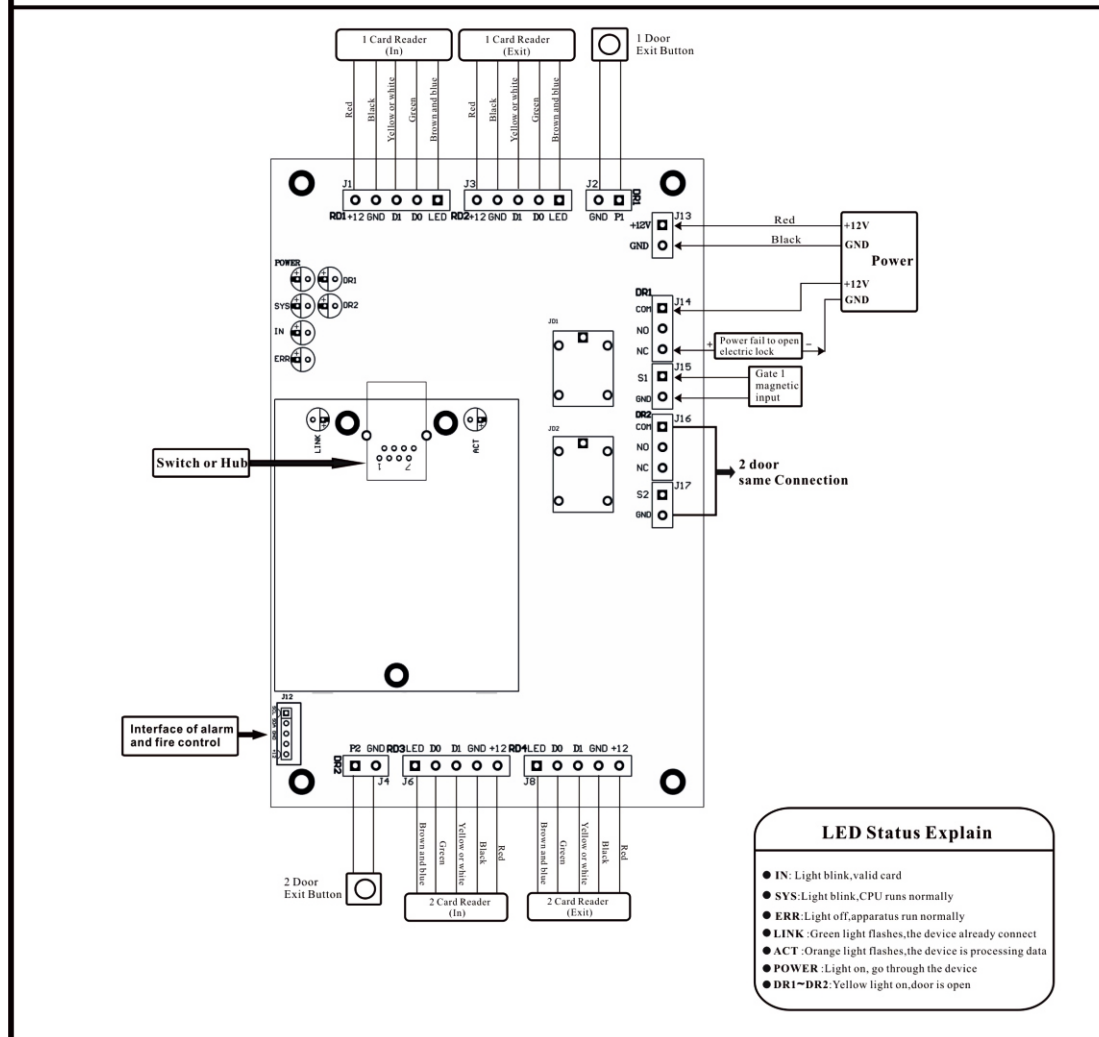


www.nordencommunication.com

Connection Diagram



Double Door Access Controller Wiring Diagram (TCP/IP Communication)



Wiring standard

(Even the connection distance is very short, it must be implemented according to the following requirement)

+ 220V AC Power cable:

Three-wire power supply, the cross-sectional area 1.0mm² or more. It's required that power supply must be grounded to prevent from power interference

+ The line of electric lock to controller:

It's recommended to use two-wire power line, the cross-sectional area 1.0mm² or more. If the distance over 50 meters, it's considered to use thicker line or multiple parallel

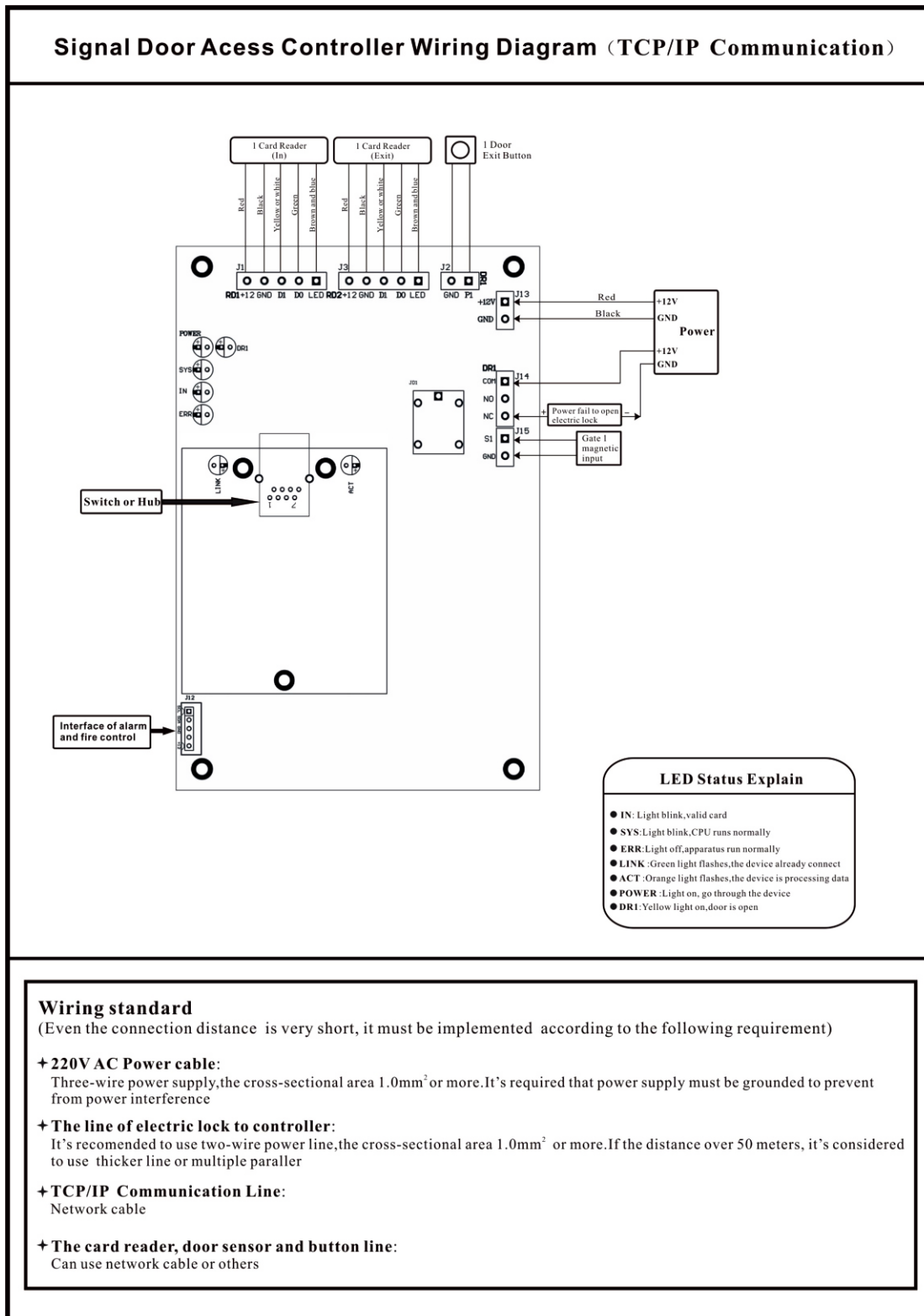
+ TCP/IP Communication Line:

Network cable

+ The card reader, door sensor and button line:

Can use network cable or others

Signal Door Access Controller Wiring Diagram (TCP/IP Communication)

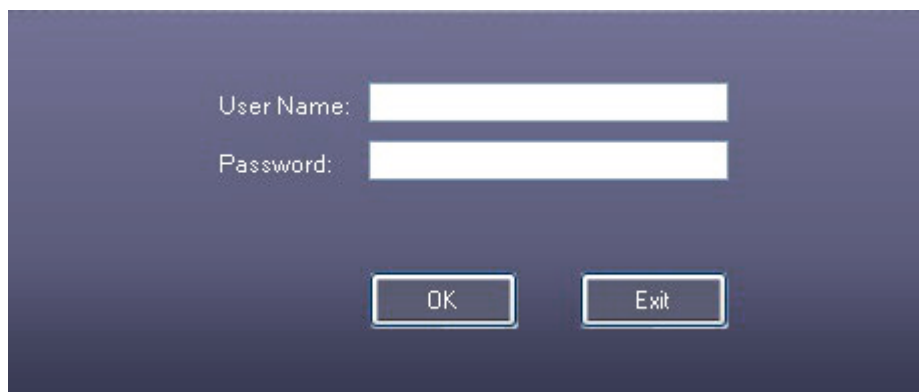


Part 1 Basic Operation of Software

1.1 Login

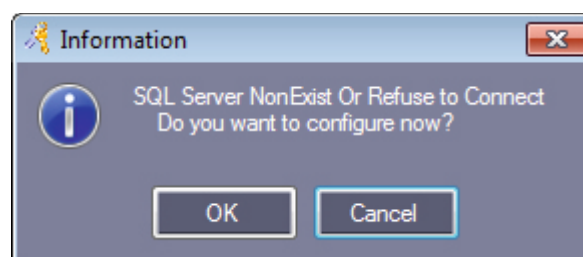


Double Click the Secnor.exe icon to start the software and it will open the Login windows as follows:



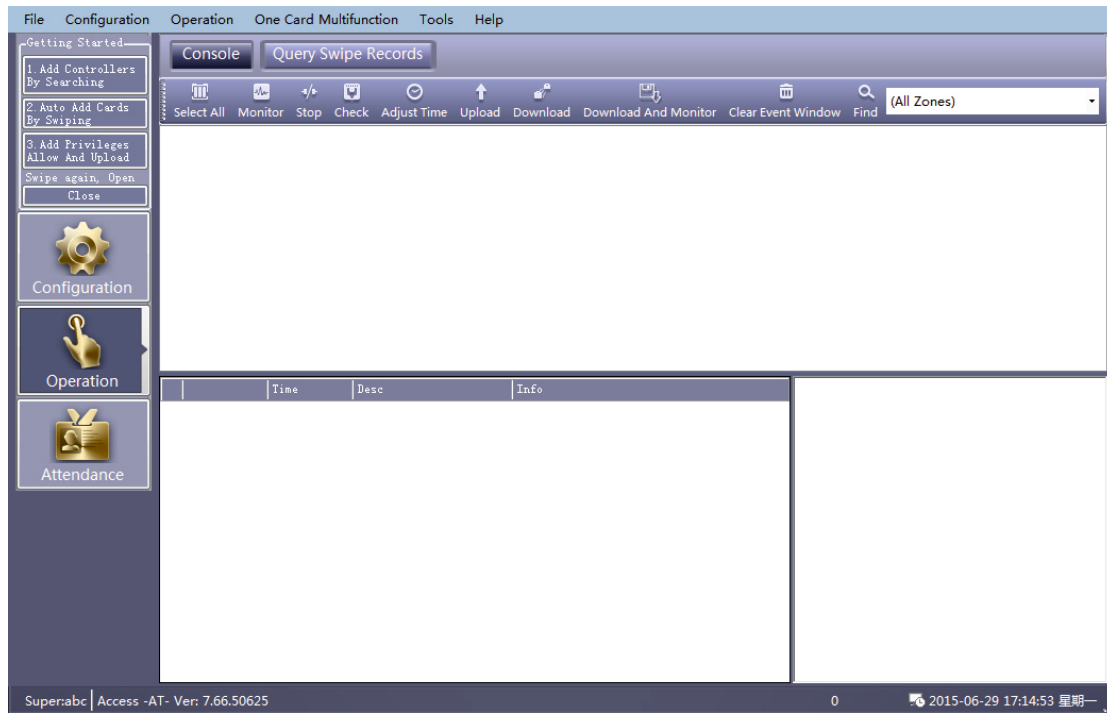
The default username is “abc”, the password is “123”.
It is recommended to change the username and password at the first use.

If the SQL Server connection fail. There will appear a dialog box as follows:



Click “OK”, Please consult the Appendix 5.2 SQL Server Configuration.

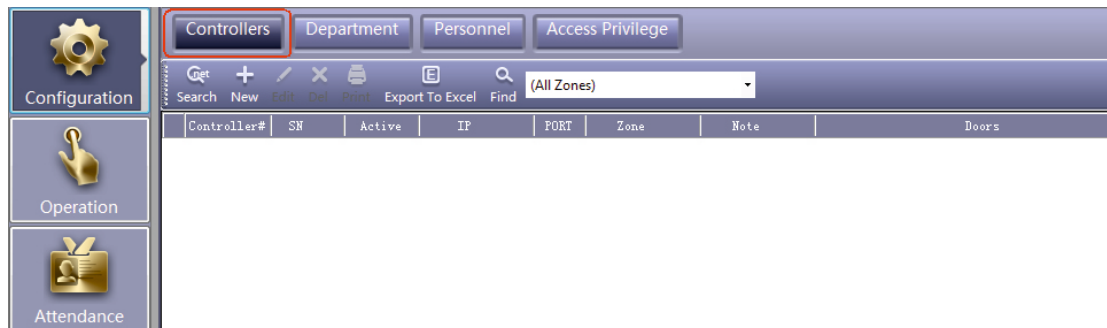
After login, it will show the main windows. as follows:




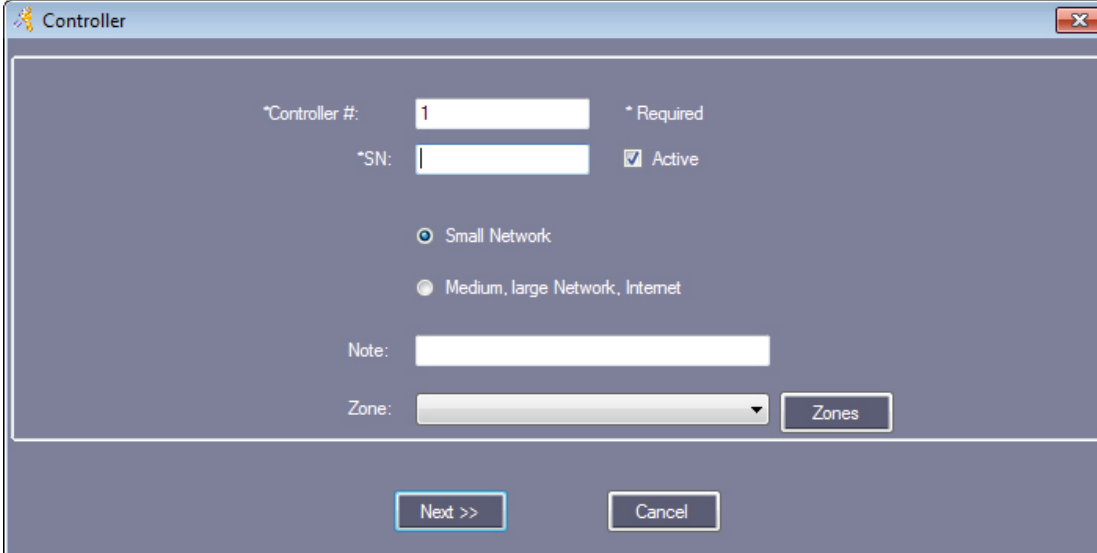
1.2 Parameter Settings of Equipment

1.2.1 Add/Set up Controller

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



click the  **New** to add the controllers into system.



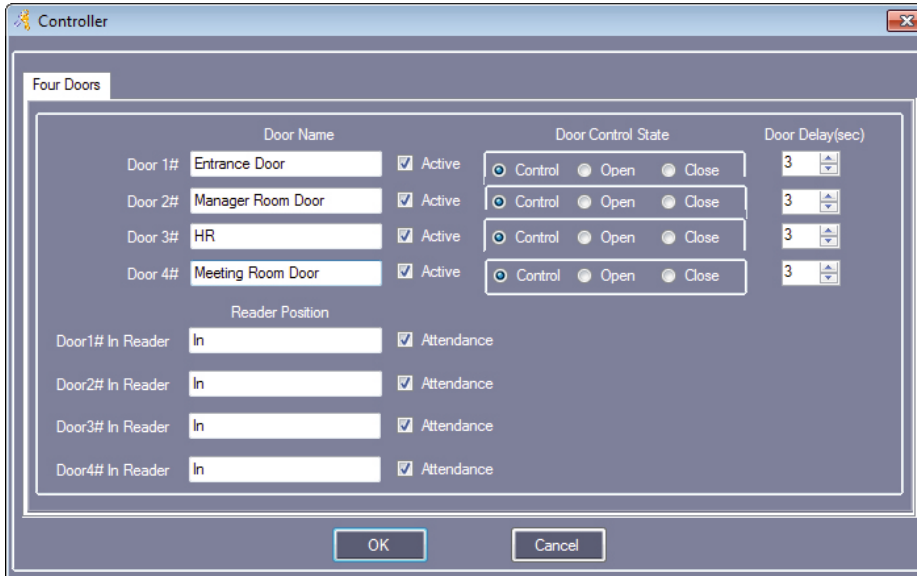
*Controller # (namely each controller serial number) may check on the label S/N:***** of the controller . please fills that nine numerals.

Attention: If the controller S/N which you written is not same as the label S/N:***** the software cannot communicate with the controller.

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

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

Click "Next"



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

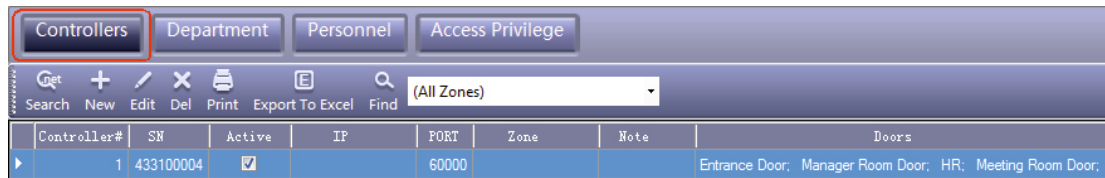
Reader Position	Attendance
Door1# In Reader	<input checked="" type="checkbox"/>
Door2# In Reader	<input checked="" type="checkbox"/>
Door3# In Reader	<input checked="" type="checkbox"/>
Door4# In Reader	<input checked="" type="checkbox"/>

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

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

Mark on the attendance box to use the details on the card reader for attendance records; otherwise, the attendance will not be saved.

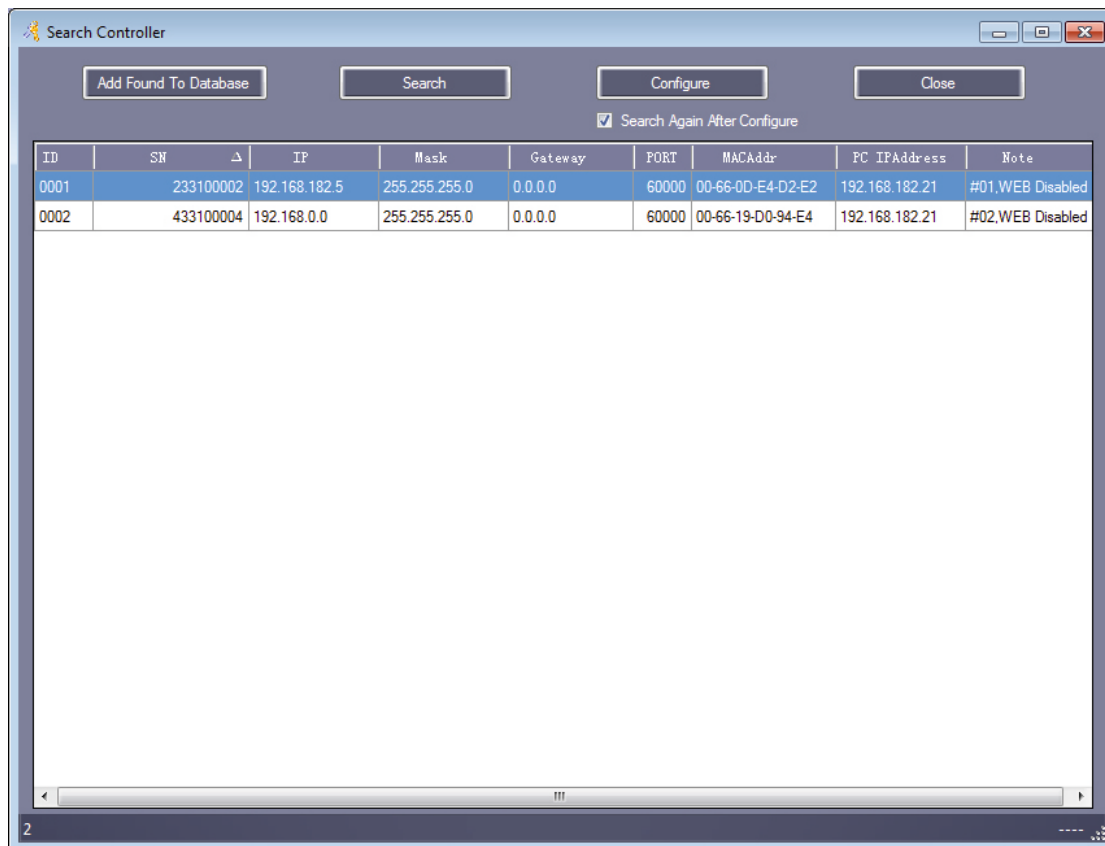
Click "OK"



Controller#	SN	Active	IP	PORT	Zone	Note	Doors
1	433100004	<input checked="" type="checkbox"/>		60000			Entrance Door; Manager Room Door; HR; Meeting Room Door;

1.2.2

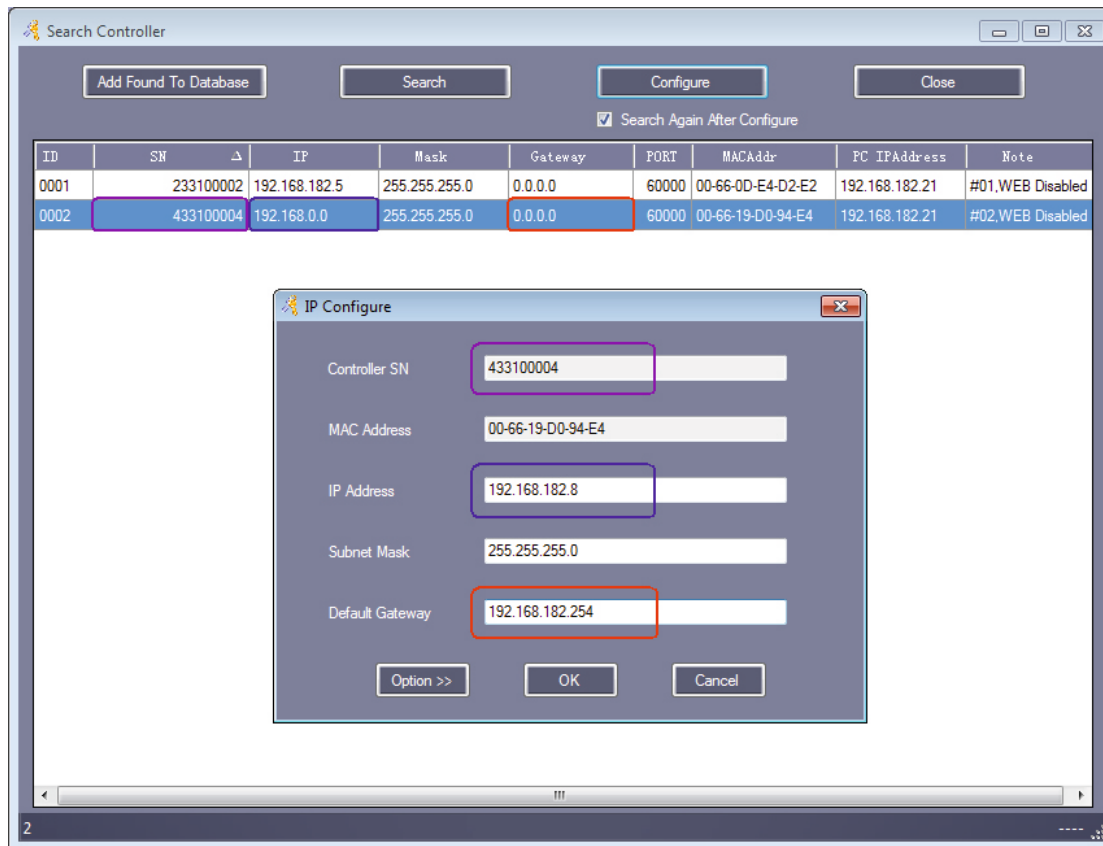
Click **【Configuration】 > 【Controllers】 > 【Search】** .



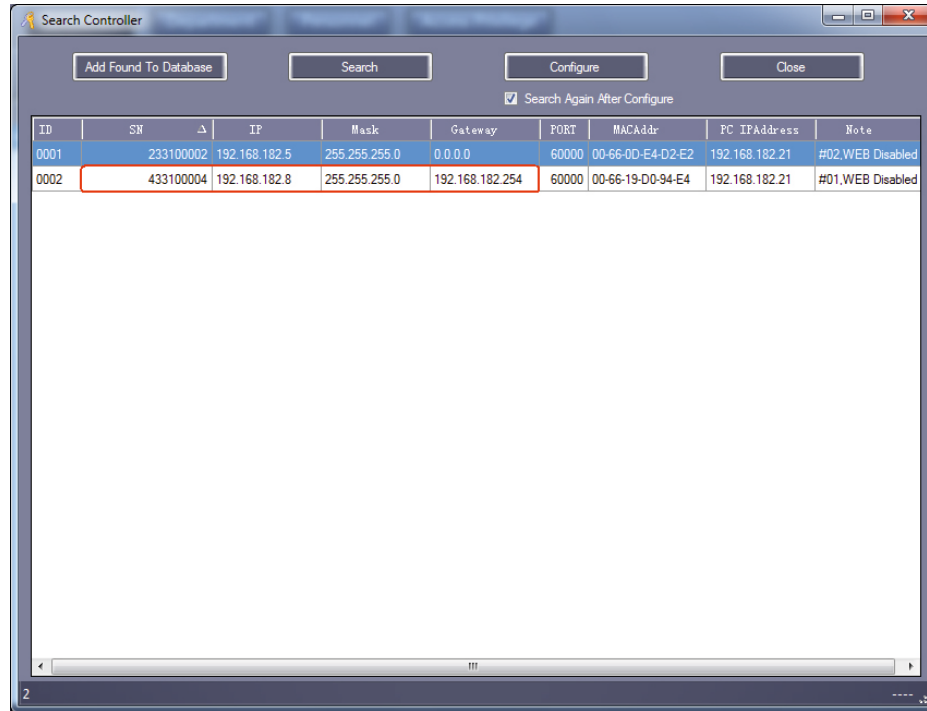
ID	SN	IP	Mask	Gateway	PORT	MACAddr	PC IPAddress	Note
0001	233100002	192.168.182.5	255.255.255.0	0.0.0.0	60000	00-66-0D-E4-D2-E2	192.168.182.21	#01,WEB Disabled
0002	433100004	192.168.0.0	255.255.255.0	0.0.0.0	60000	00-66-19-D0-94-E4	192.168.182.21	#02,WEB Disabled

Search need take around 5 Seconds.

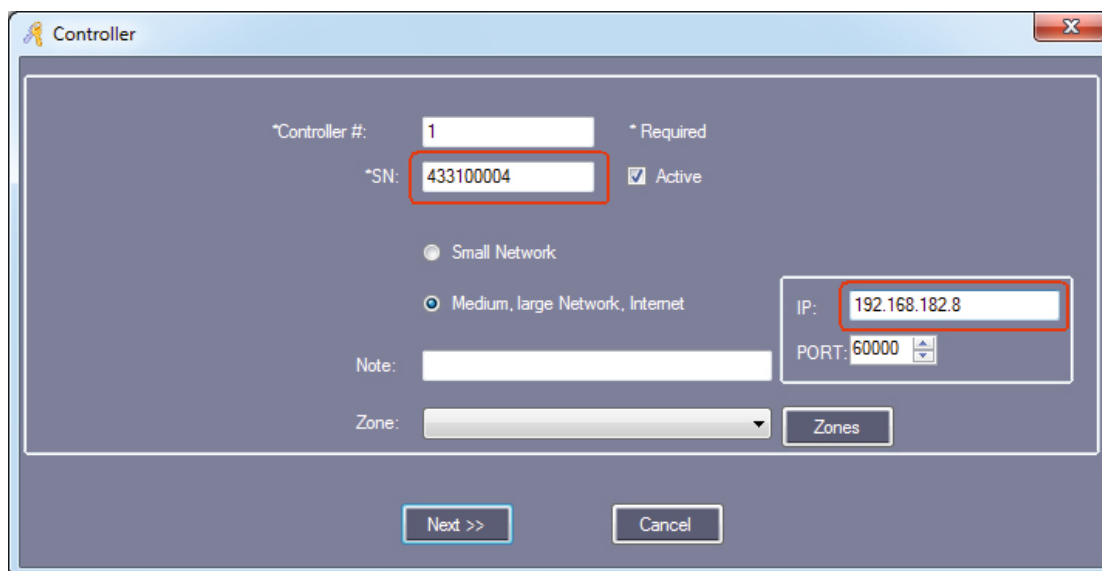
Click "Configure"



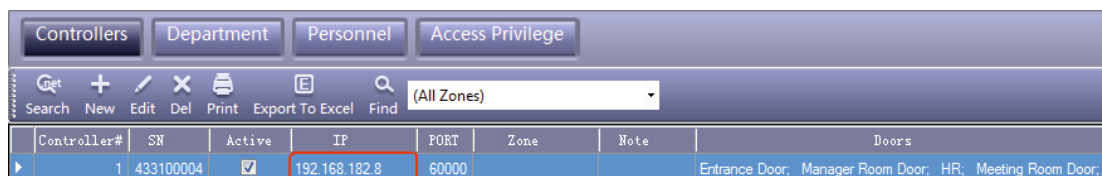
Click "OK"



After IP address setting, you can move to chapter 2.2.1 Add/Set up Controller to set the controller parameters, the IP address should be assigned to the corresponding Controller.



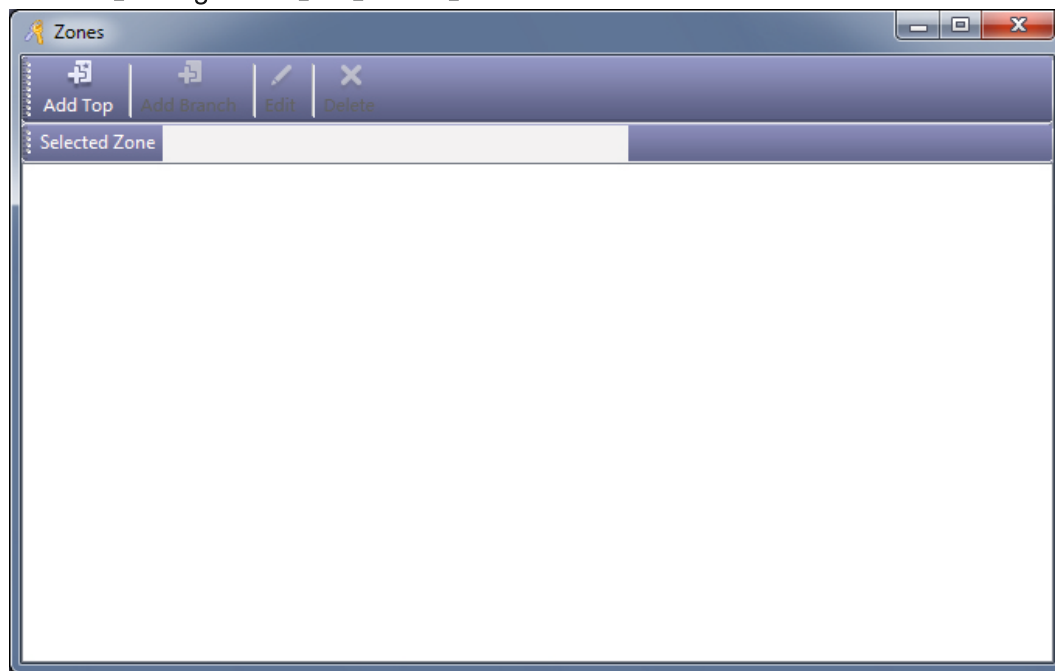
You can see IP address as shown in the picture.



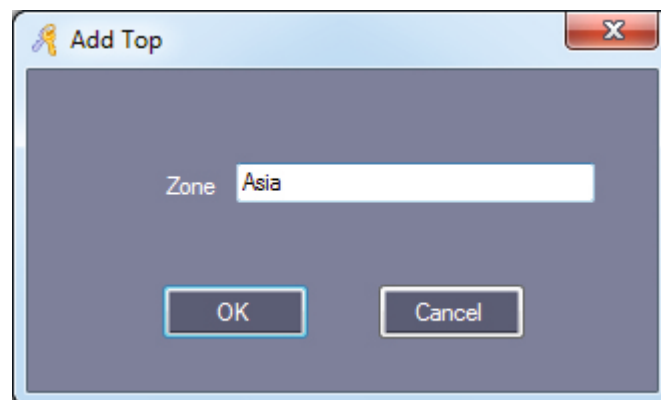
If the controllers are separated into different network, each controller must be assigned a unique IP address.

1.2.3 Controller Zone Management

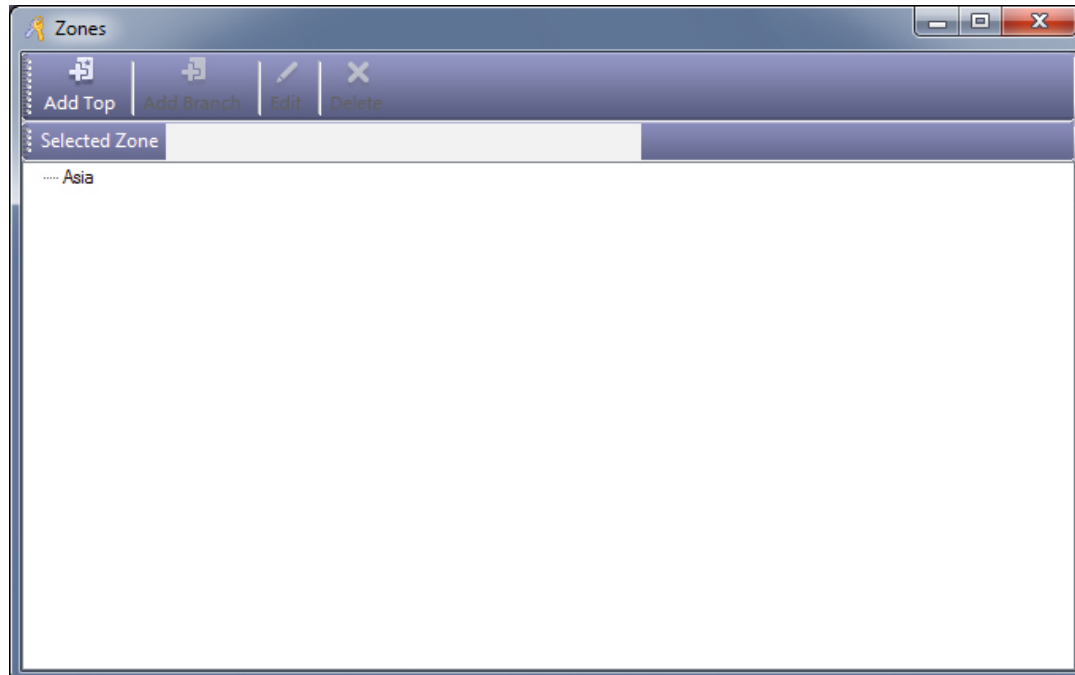
Click **【Configuration】 > 【Zones】**



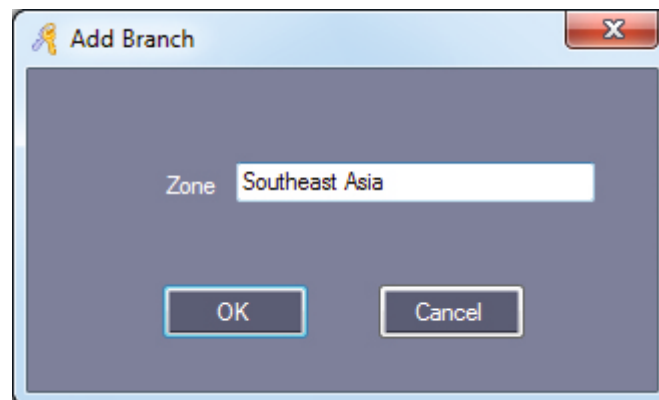
Click "Add Top"



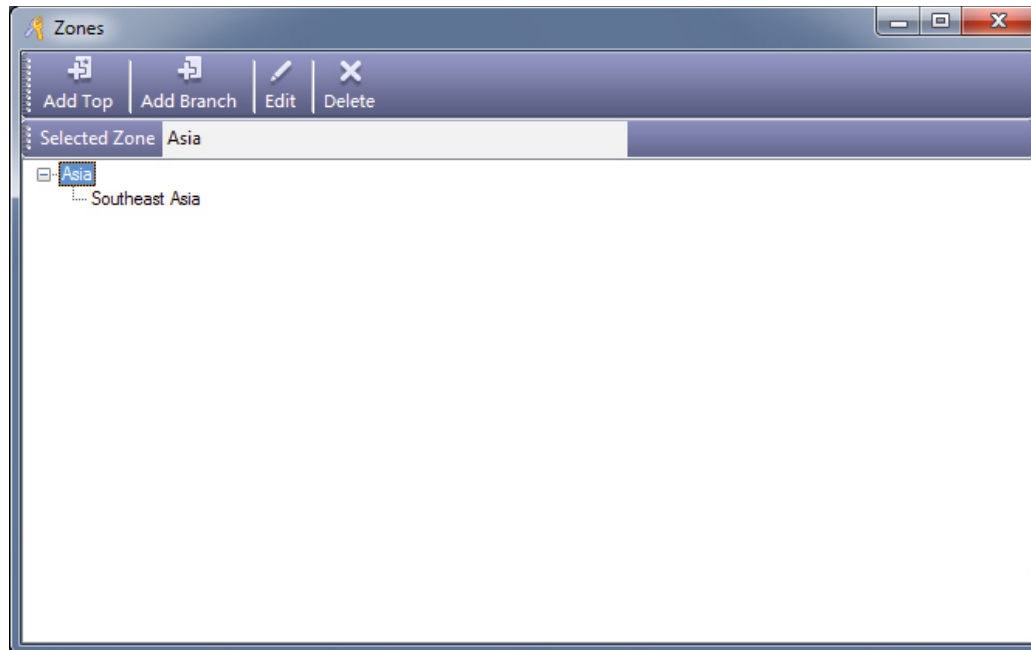
Click "OK"



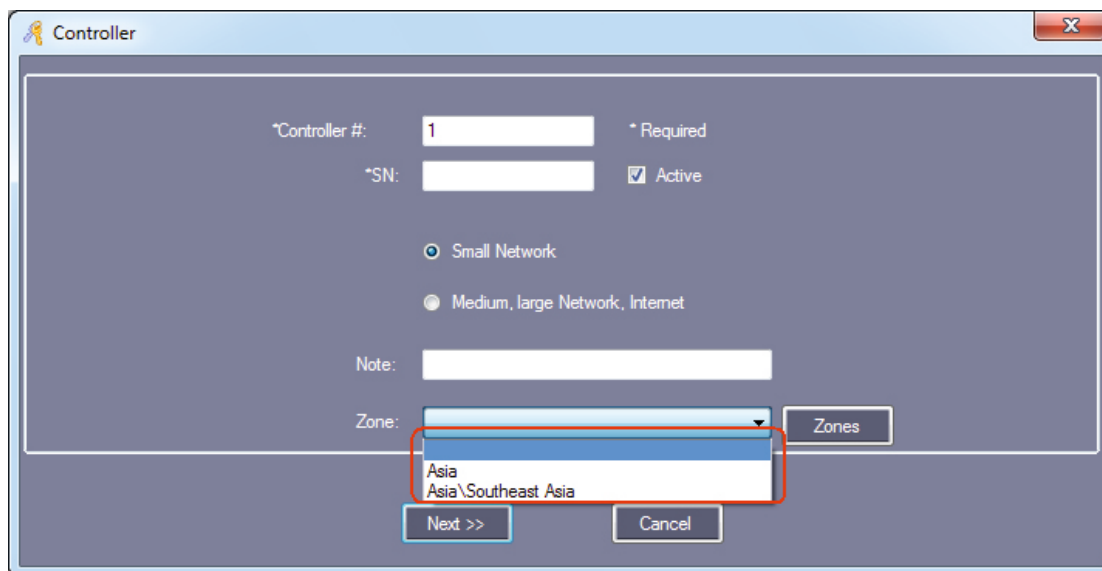
Click the “Add Branch” to add a new Branch under the Top.



Click “OK”



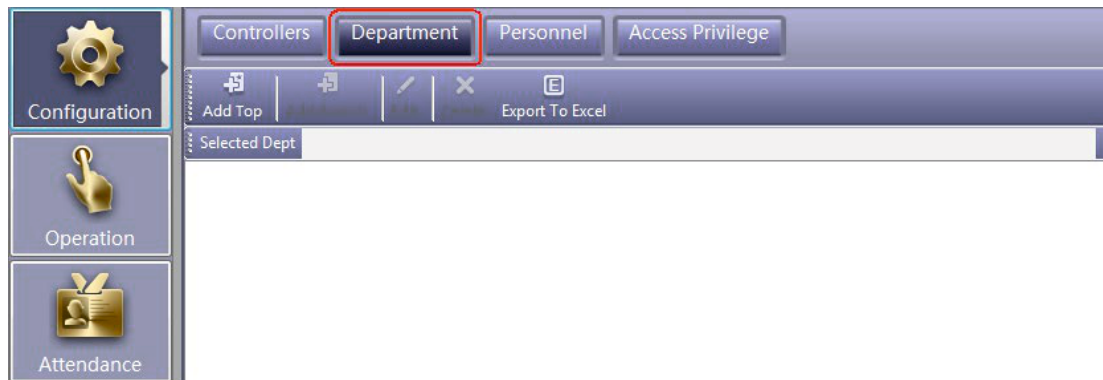
Click , Click **【Configuration】 > 【Controllers】 > 【New】** .




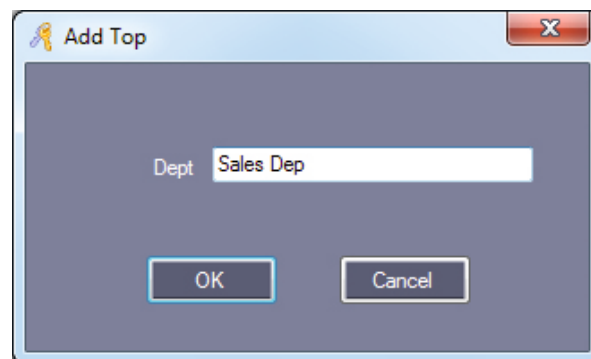
1.3 Operation of Department and Registered User

1.3.1 Add Department

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




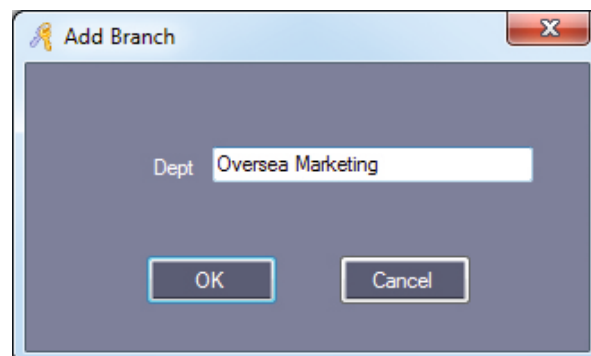
click the  Add Top to create a new department.



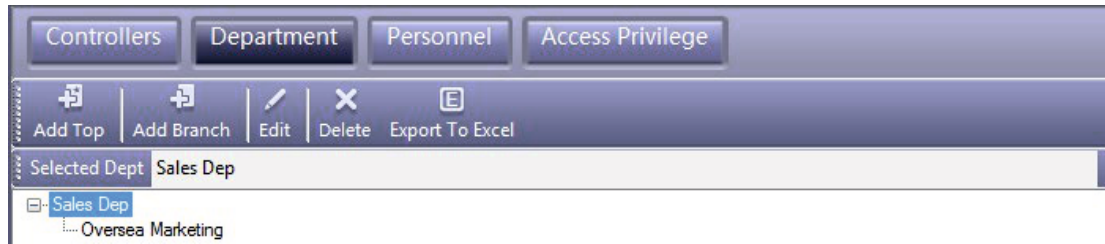
Click "OK"



Click the  Add Branch to add a new Branch under the Top.

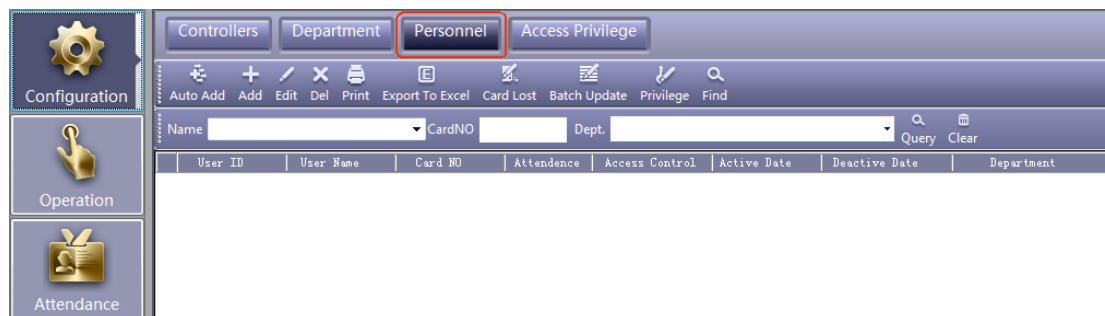


Click "OK"

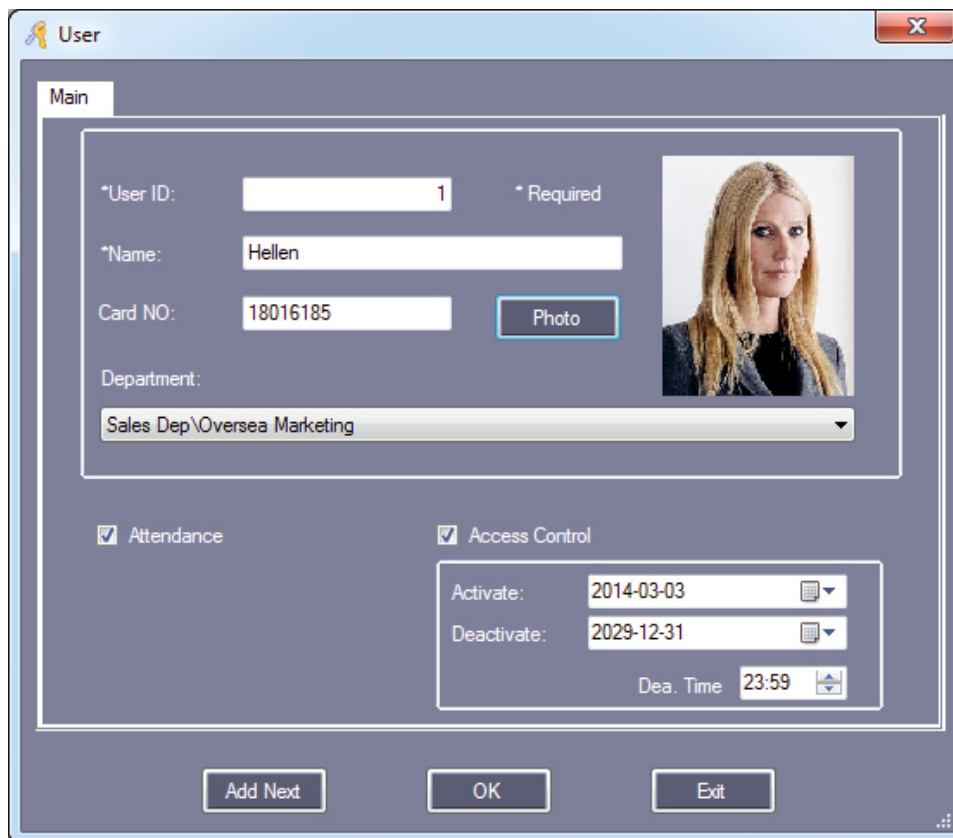


1.3.2 Add and Edit a User

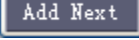
Click **【Configuration】** > **【Personnel】** from the menu bar



Click "Add" to add users.

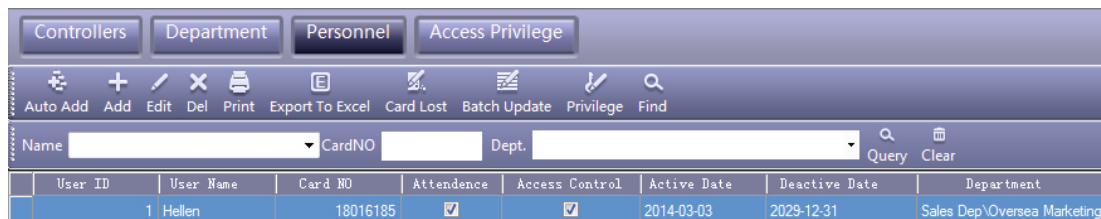


Remark: "User No." and "Name" must be entered.

After entering all information of the user, click this button , once completed adding a user to the system, meanwhile it will show the user windows and wait to add the next user's information.

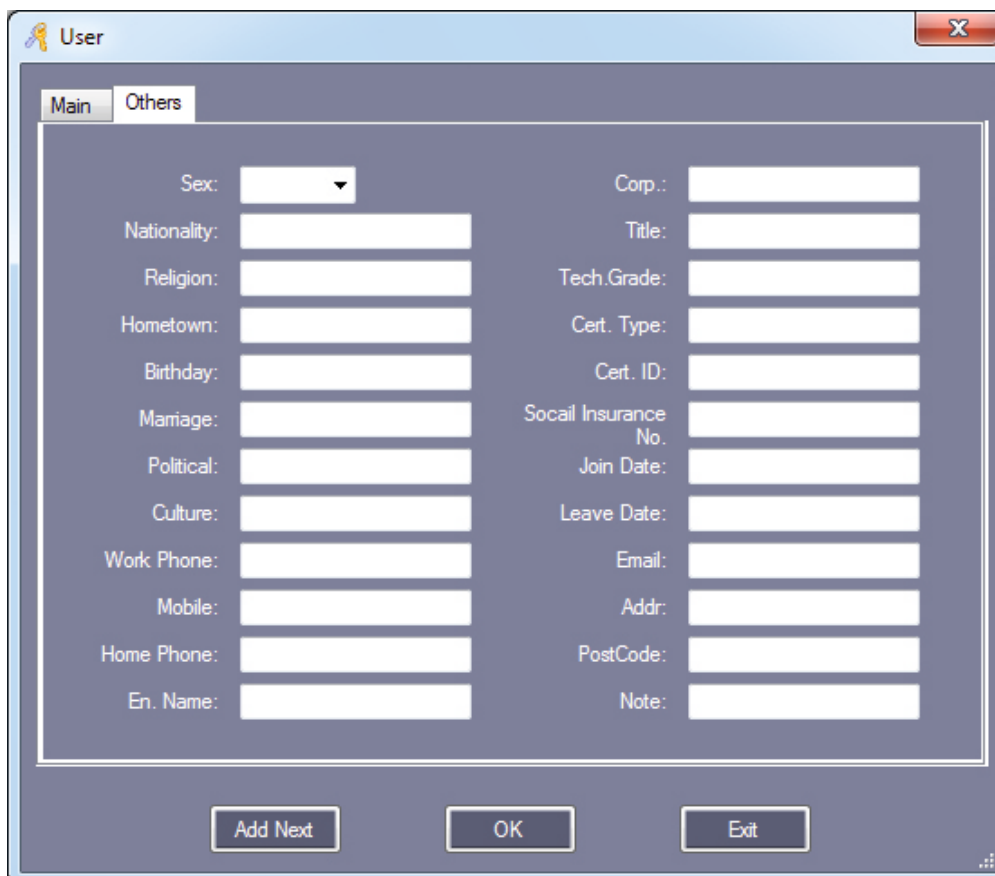
Add photo, please consult the Appendix 5.1 How to display user's photo at Monitor.

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



User ID	User Name	Card NO	Attendance	Access Control	Active Date	Deactive Date	Department
1	Hellen	18016185	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-03-03	2029-12-31	Sales Dep\Oversea Marketing

User "Others" information



User

Main Others

Sex: Corp.:

Nationality: Title:

Religion: Tech.Grade:

Hometown: Cert. Type:

Birthday: Cert. ID:

Marriage: Socail Insurance No.:

Political: Join Date:

Culture: Leave Date:

Work Phone: Email:

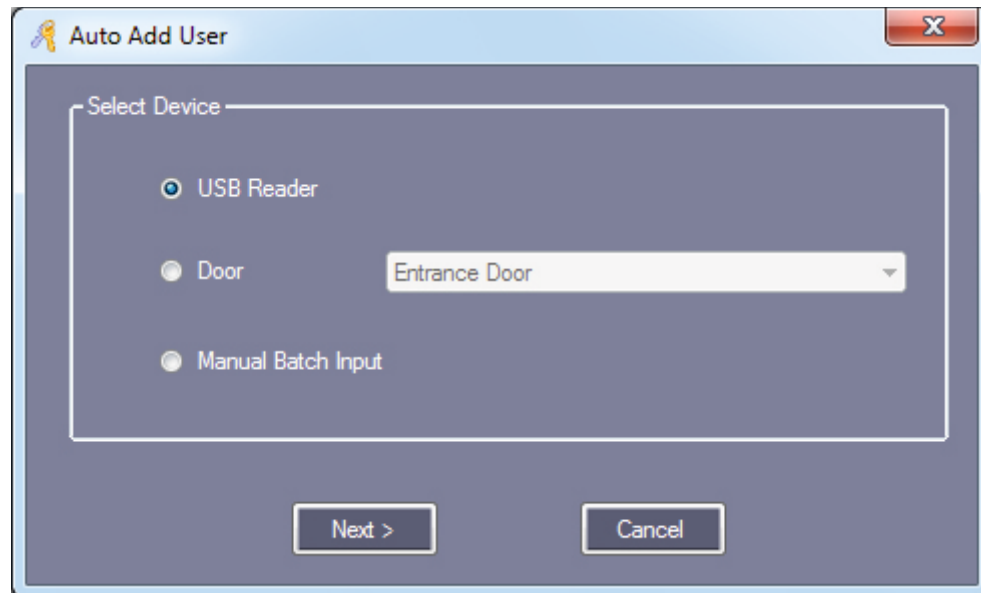
Mobile: Addr:

Home Phone: PostCode:

En. Name: Note:

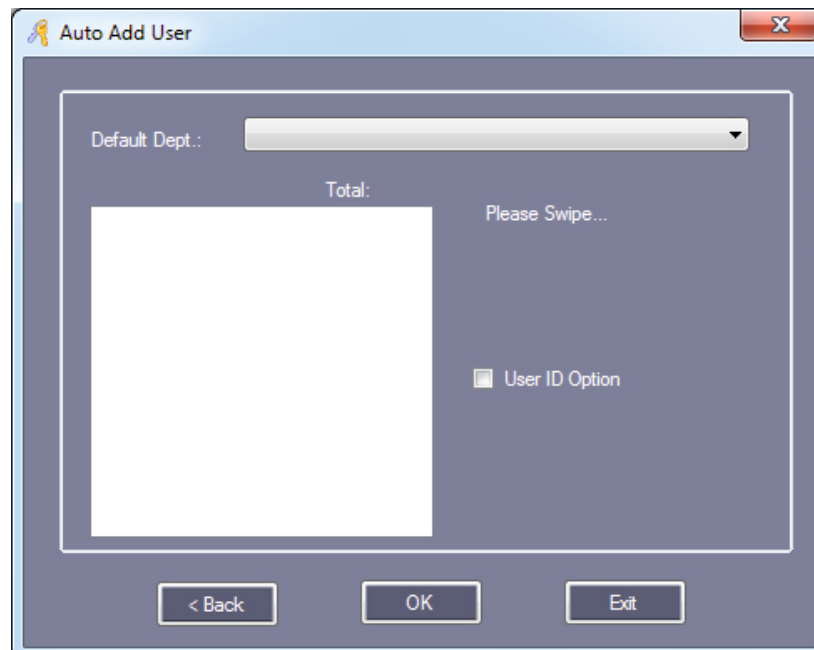
1.3.3 Auto Add the registration card

Click **【Configuration】** > **【Personnel】** > **【Auto Add】**

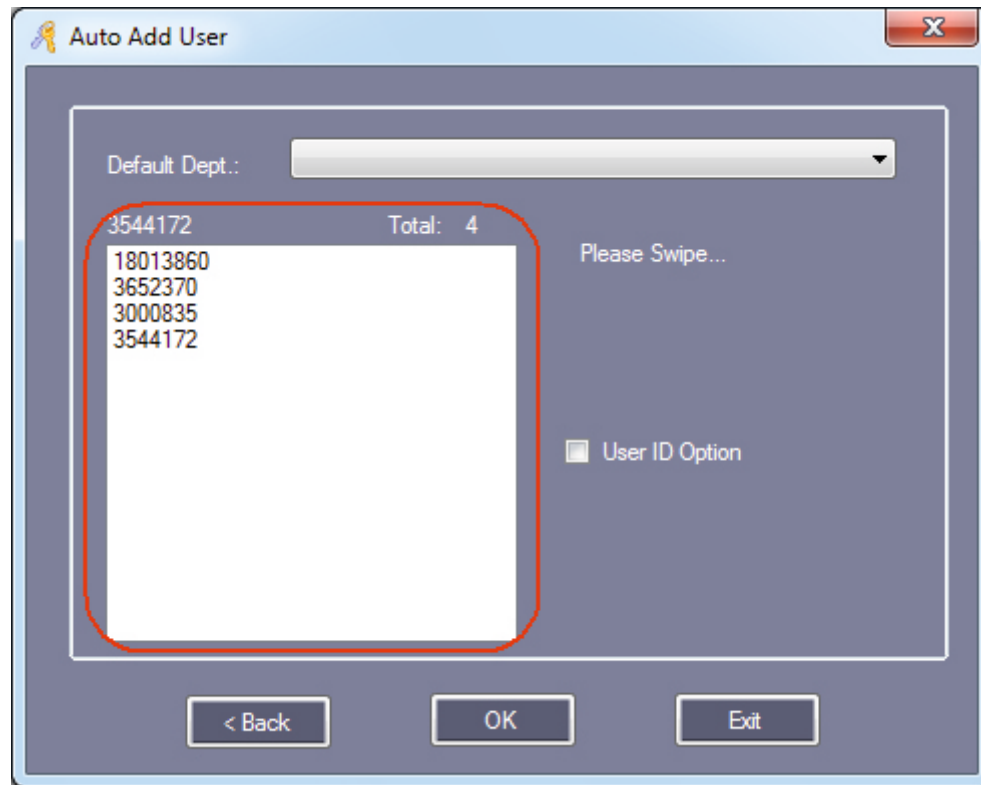


If you selected “USB Reader”, you must connect the USB card reader (The model # for wiegand product is WG1028) with the computer.

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

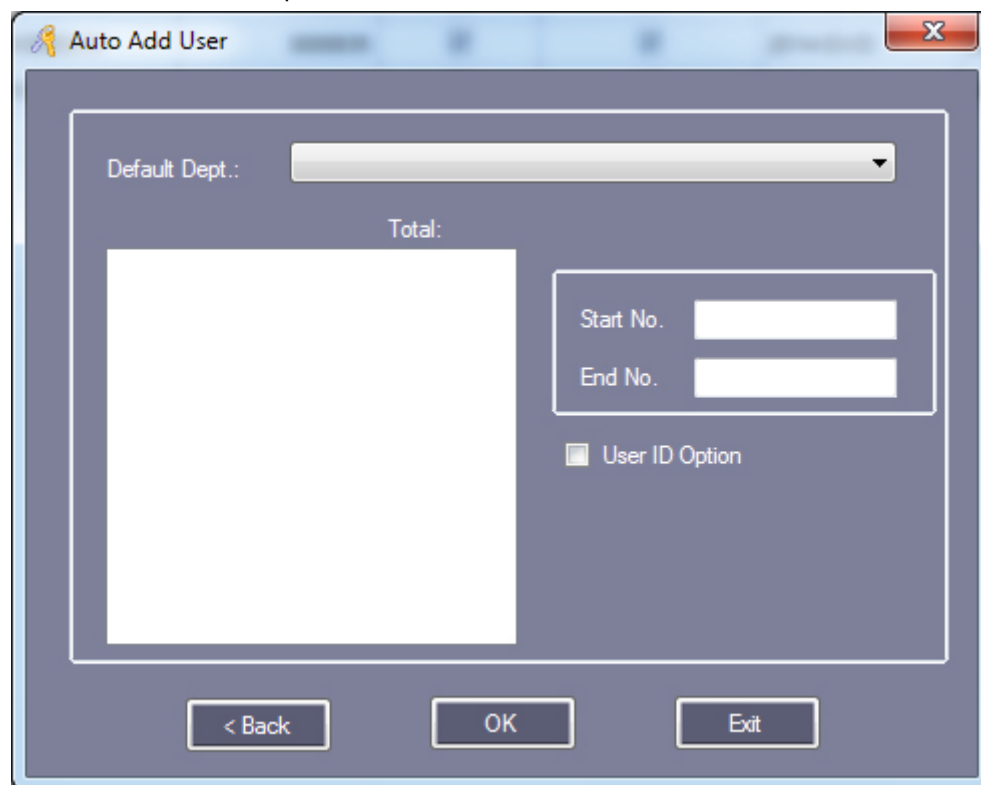


After swiping

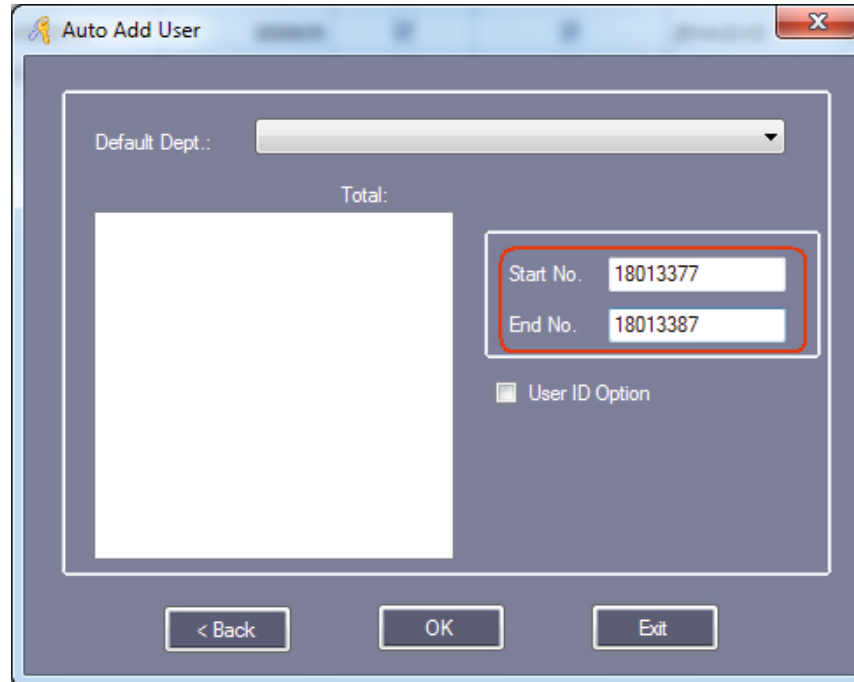


Click "OK", Auto added to the Software.

Click "Manual Batch Input", Click "Next"



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



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

User ID	User Name	Card NO	Attendance	Access Control	Active Date	Deactive Date	Department
1	Hellen	18016185	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-03-03	2029-12-31	Sales Dep\Oversea Marketing
2	N18013860	18013860	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-03-03	2029-12-31	
3	N3652370	3652370	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-03-03	2029-12-31	
4	N3000835	3000835	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-03-03	2029-12-31	
5	N3544172	3544172	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-03-03	2029-12-31	
6	N18013377	18013377	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-03-03	2029-12-31	
7	N18013378	18013378	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-03-03	2029-12-31	
8	N18013379	18013379	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-03-03	2029-12-31	
9	N18013380	18013380	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-03-03	2029-12-31	
10	N18013381	18013381	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-03-03	2029-12-31	
11	N18013382	18013382	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-03-03	2029-12-31	
12	N18013383	18013383	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-03-03	2029-12-31	
13	N18013384	18013384	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-03-03	2029-12-31	
14	N18013385	18013385	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-03-03	2029-12-31	
15	N18013386	18013386	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-03-03	2029-12-31	
16	N18013387	18013387	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-03-03	2029-12-31	

Attention: While Auto Adding users, the default name will be “N + Card Number”

Alter

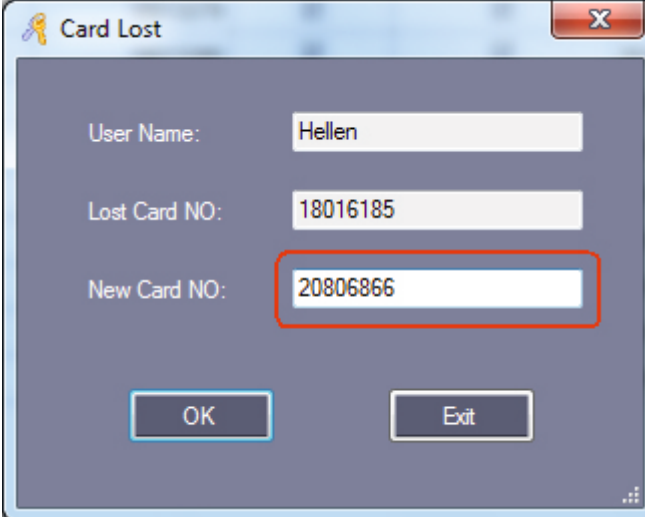
1.3.4 Single-user’s Privilege

Please consult the chapter 2.4.1.2 Edit One User’s Privilege

1.3.5 Card Lost

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

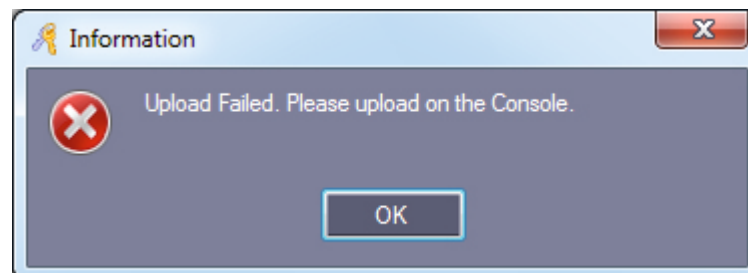
Click **【Configuration】** > **【Personnel】** > **【Card Lost】**



Input "New Card ID" :20806866

Click "OK"

If the communication breaks while uploading the data, the system will show the following error message

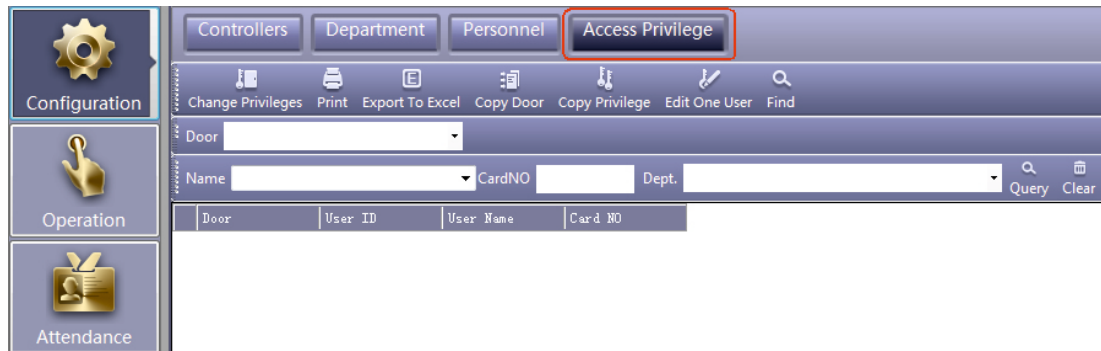


1.4 Operation

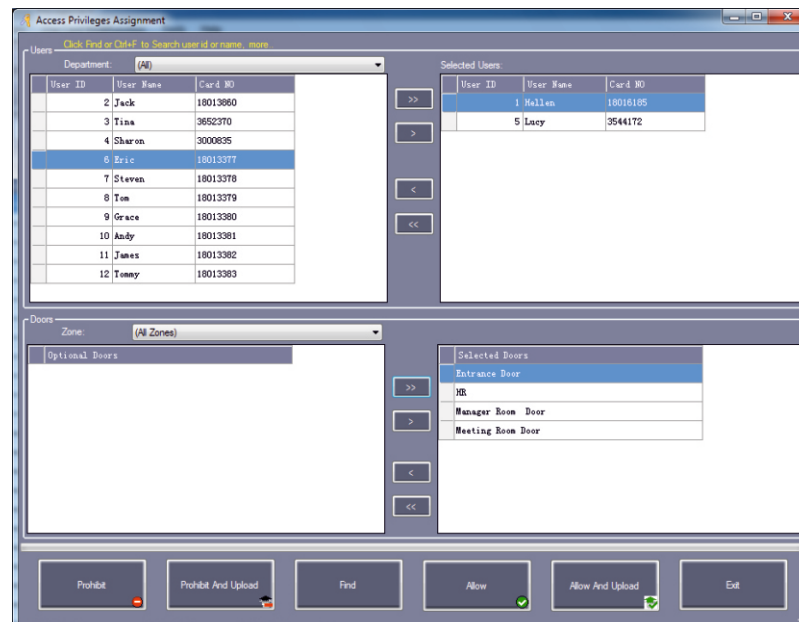
1.4.1 Privilege Management

1.4.1.1 Access Privilege

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



Click  **Change Privileges**

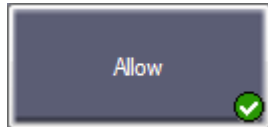


">>" Select all "Users" or all "Optional Doors"

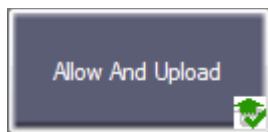
">" Select one "Users" or one "Optional Doors".

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

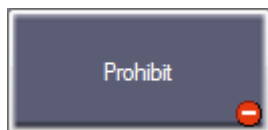
"<<": Cancel all "Selected Users" or all "Selected Doors".



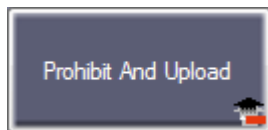
After clicking this button, and then **Operation -> Upload**, the selected users can pass through the selected doors.



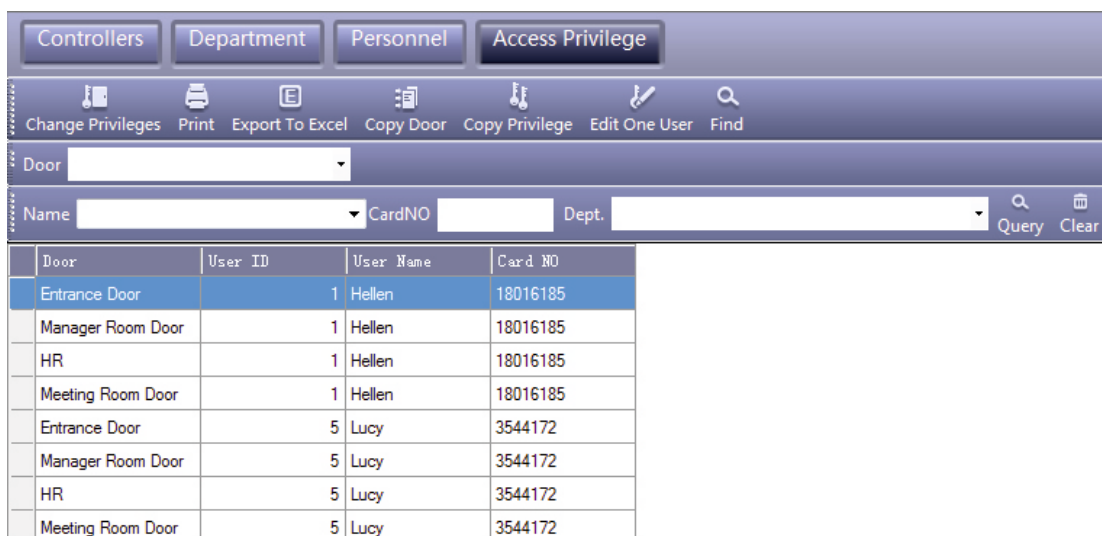
After clicking this button, the data will be uploaded & users can pass through the selected doors.



if the details uploaded (Operation -> Upload) after pressing this button, and then, the selected users cannot pass through the selected doors.



After clicking this button, the selected users cannot pass through the selected doors.

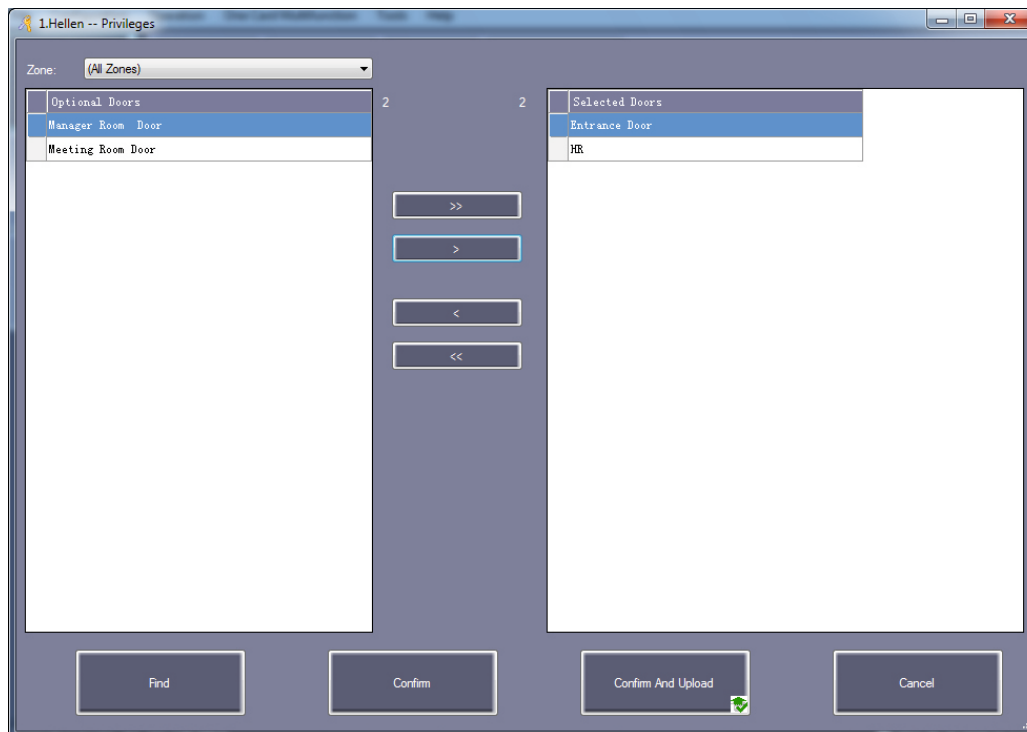


The screenshot shows the 'Access Privilege' tab in the SECNOR software. It includes a toolbar with options like 'Change Privileges', 'Print', 'Export To Excel', 'Copy Door', 'Copy Privilege', 'Edit One User', and 'Find'. Below the toolbar are search fields for 'Door', 'Name', 'CardNO', and 'Dept.'. The main area contains a table with the following data:

Door	User ID	User Name	Card NO
Entrance Door	1	Hellen	18016185
Manager Room Door	1	Hellen	18016185
HR	1	Hellen	18016185
Meeting Room Door	1	Hellen	18016185
Entrance Door	5	Lucy	3544172
Manager Room Door	5	Lucy	3544172
HR	5	Lucy	3544172
Meeting Room Door	5	Lucy	3544172

After adding all privileges into the system, it should be uploaded (Operation << Upload) otherwise it will not work, please consult (Chapter 2.5.2 Upload Setting).

1.4.1.2 Edit One User's Privilege

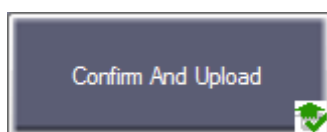


">>": Select all "Optional Doors"

">": Select one "Optional Doors"

"<": Cancel one "Selected Doors"

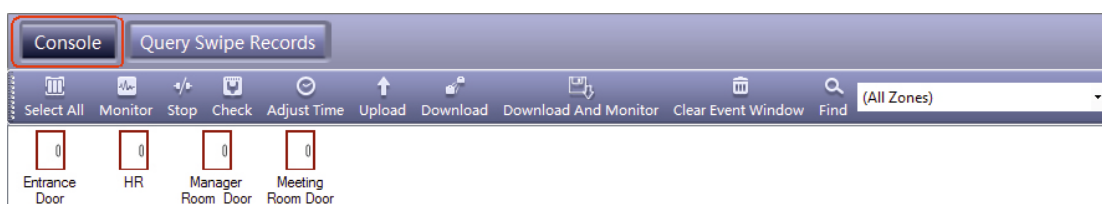
"<<": Cancel all "Selected Doors"



Click this button after adding or removing doors

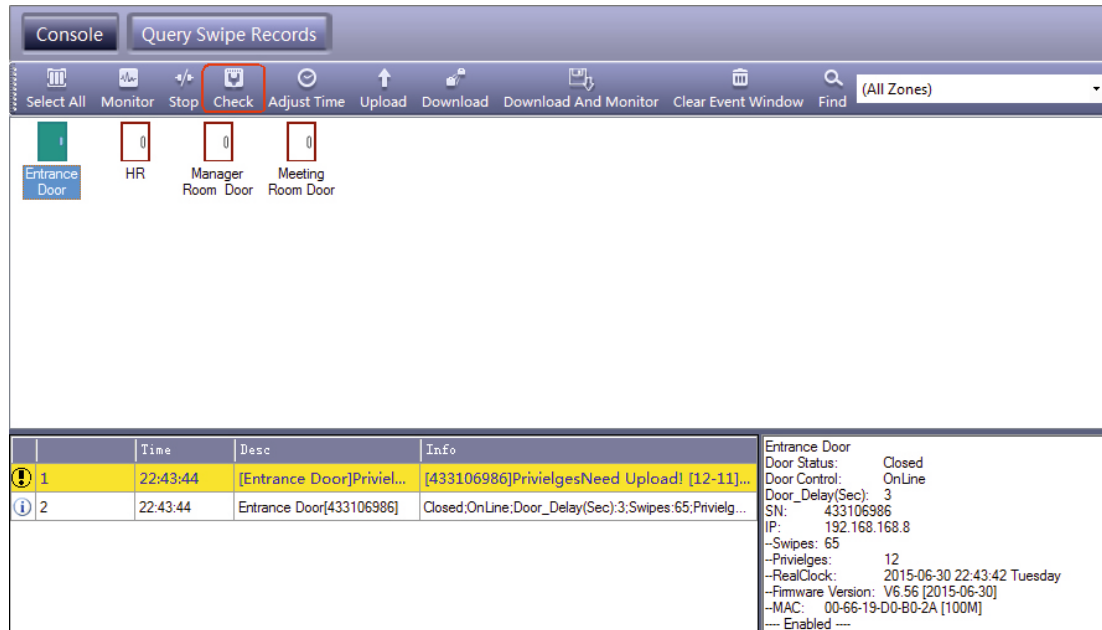
1.5 Console

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



1.5.1 Controller's Info Check

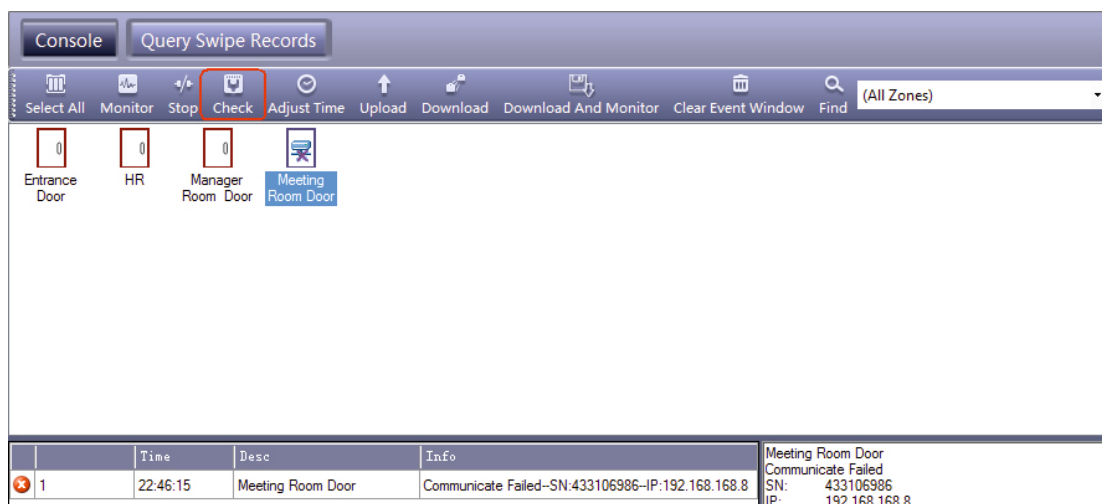
Click **【Operation】 > 【Console】 > 【Check】** from the menu bar.



	Time	Desc	Info
!	22:43:44	[Entrance Door]Priviel...	[433106986]PrivielgesNeed Upload! [12-11]...
i	22:43:44	Entrance Door[433106986]	Closed.OnLine;Door_Delay(Sec):3;Swipes:65;Privielg...

Entrance Door
Door Status: Closed
Door Control: OnLine
Door_Delay(Sec): 3
SN: 433106986
IP: 192.168.168.8
-Swipes: 65
-Privielges: 12
-RealClock: 2015-06-30 22:43:42 Tuesday
-Firmware Version: V6.56 [2015-06-30]
-MAC: 00-66-19-D0-80-2A [100M]
--- Enabled ---

It will show the controller's basic information. such as the number of swipes and privileges, Door status, control status, open delay (sec) etc. If the controller is connected with computer, the door label's color will be green, otherwise the color will be red.

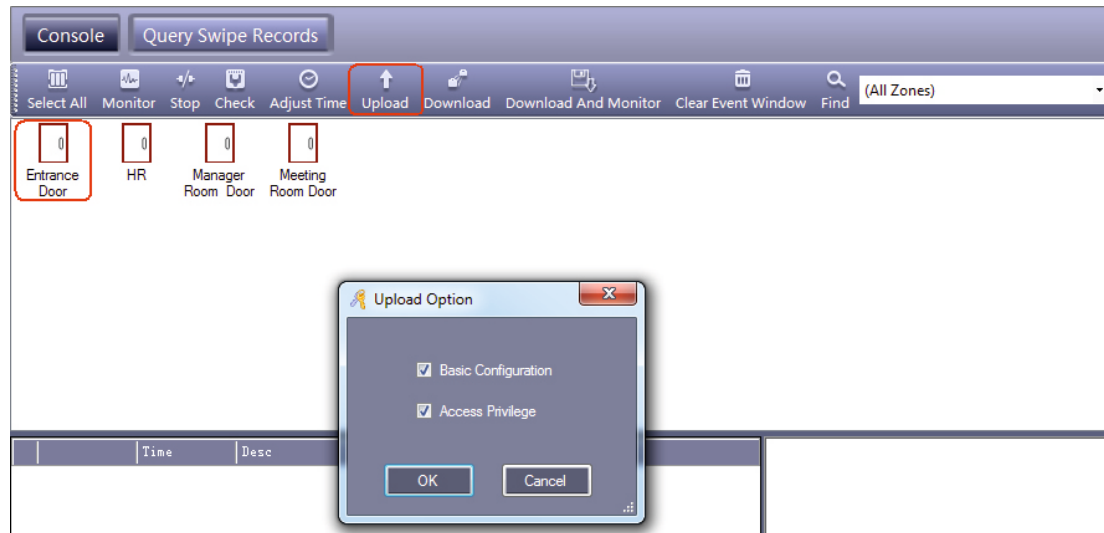


	Time	Desc	Info
x	22:46:15	Meeting Room Door	Communicate Failed--SN:433106986--IP:192.168.168.8

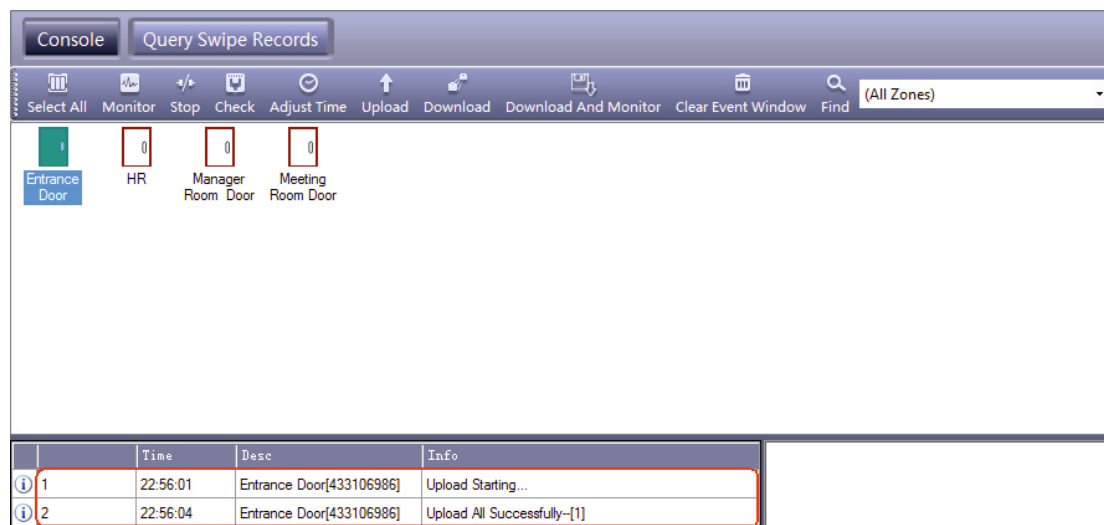
Meeting Room Door
Communicate Failed
SN: 433106986
IP: 192.168.168.8

1.5.2 Upload Setting

Click **【Operation】 > 【Console】 > 【Upload】** from the menu bar.



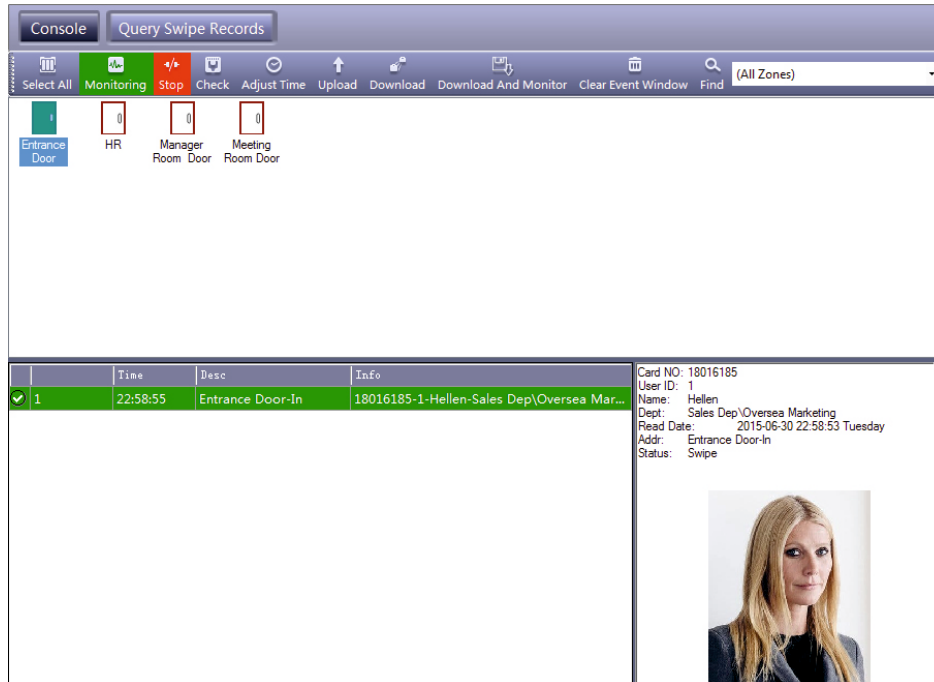
Click "OK"



After changing any configurations such as privileges, it should be uploaded to the controller.

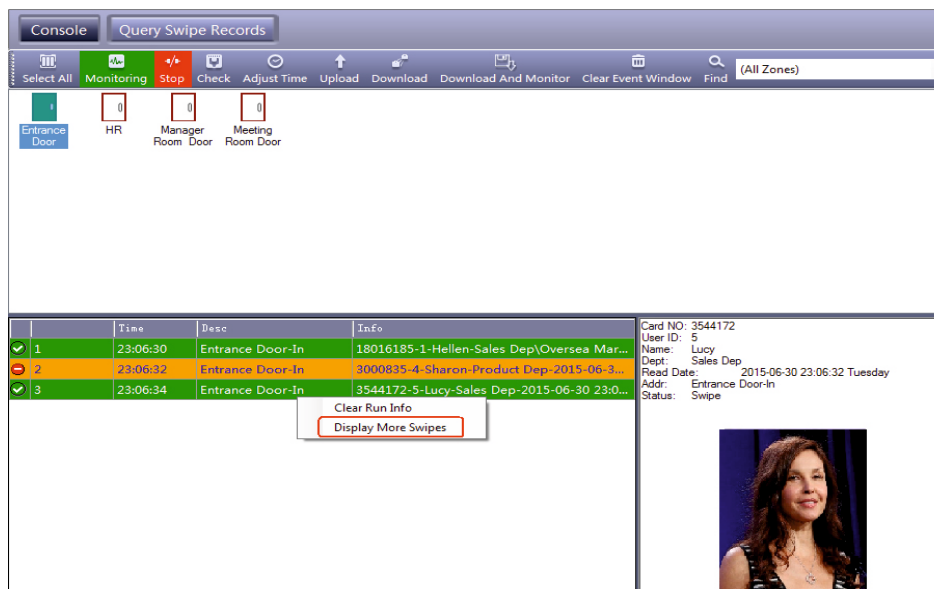
1.5.3 Monitor

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

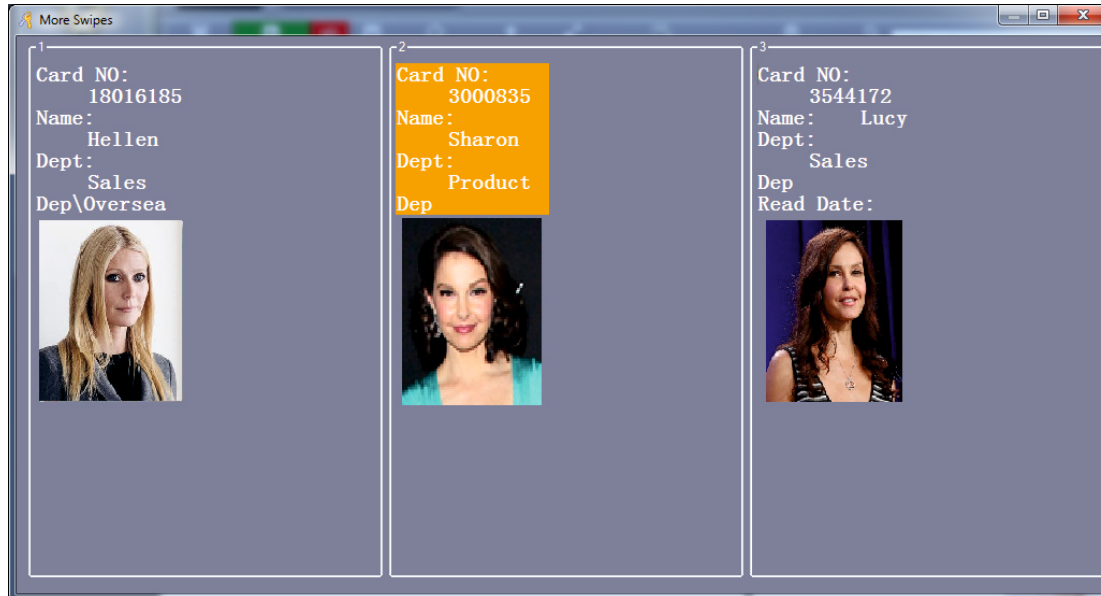


1.5.4 Display More Swipes

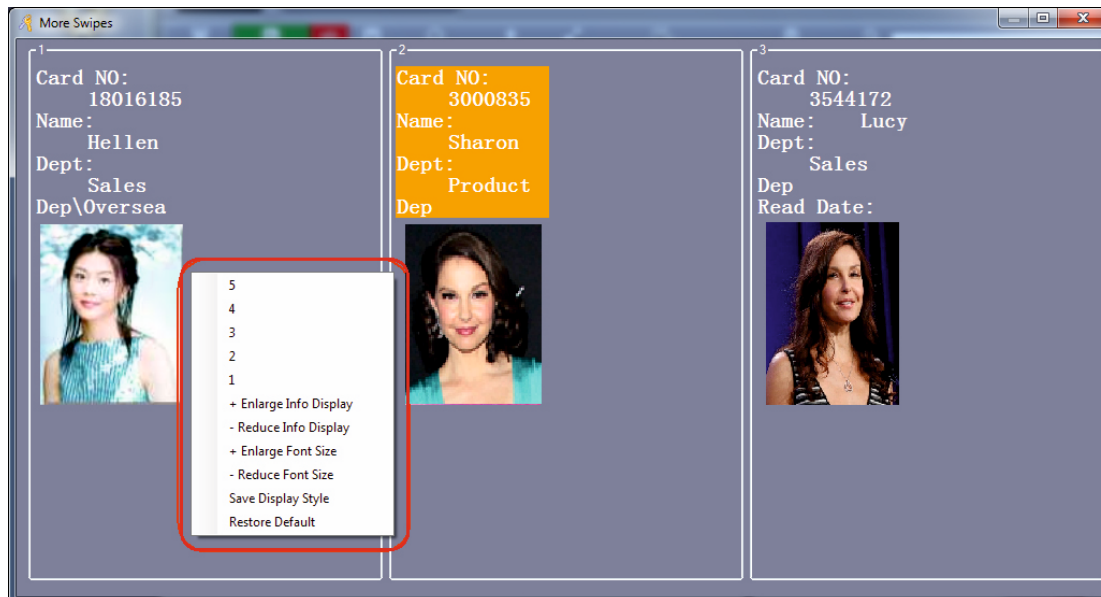
Only display swipe card records.



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



Right click "Photo". You can adjust the display of information.



1.5.5 Getting Swipe Records

Click **【Operation】** > **【Console】** > **【Download】** from the menu bar .

	Time	Desc	Info
1	23:09:58	Entrance Door[433106986]	Getting Swipe Record Start...
2	23:10:00	Entrance Door[433106986]	Getting Swipe Record Successfully--[69]

Download: Collect the controller's records to database.

1.6 Records Query

Please "Download" Records and then query.

Click **【Operation】** > **【Query Swipe Records】** from the menu bar

RecID	Card NO	User ID	User Name	Department	DateTime	Addr	Valid	Description
159	3544172	5	Lucy	Sales Dep	2014-03-03 16:32:35	Monday	Entrance Door-In	Swipe
158	3000835	4	Sharon	Product Dep	2014-03-03 16:32:14	Monday	Entrance Door-In	Denied Access:No PRIVILEGE
157	18016185	1	Hellen	Sales Dep\Ov...	2014-03-03 16:30:04	Monday	Entrance Door-In	Swipe
156	3544172	5	Lucy	Sales Dep	2014-03-03 16:28:16	Monday	Entrance Door-In	Swipe
155	3000835	4	Sharon	Product Dep	2014-03-03 16:28:02	Monday	Entrance Door-In	Denied Access:No PRIVILEGE
154	18016185	1	Hellen	Sales Dep\Ov...	2014-03-03 16:27:59	Monday	Entrance Door-In	Swipe
153	3000835	4	Sharon	Product Dep	2014-03-03 16:23:34	Monday	Entrance Door-In	Denied Access:No PRIVILEGE
152	18013860	2	Jack		2014-03-03 16:23:20	Monday	Entrance Door-In	Denied Access:No PRIVILEGE
151	18016185	1	Hellen	Sales Dep\Ov...	2014-03-03 16:16:04	Monday	Entrance Door-In	Swipe
150	3544172	5	Lucy	Sales Dep	2014-03-03 14:54:03	Monday	Entrance Door-In	Swipe
149	3000835	4	Sharon	Product Dep	2014-03-03 14:54:02	Monday	Entrance Door-In	Swipe
148	3652370	3	Tina		2014-03-03 14:54:00	Monday	Entrance Door-In	Swipe
147	18013860	2	Jack		2014-03-03 14:53:59	Monday	Entrance Door-In	Denied Access:No PRIVILEGE
146	85				2014-03-03 11:58:29	Monday	Entrance Door-In	Forced Open
145	85				2014-03-03 11:43:08	Monday	Entrance Door-In	Forced Open
144	85				2014-03-03 08:25:47	Monday	Entrance Door-In	Forced Open
143	85				2014-02-28 17:06:53	Friday	Entrance Door-In	Forced Open
142	20806866	1	Hellen	Sales Dep\Ov...	2014-02-28 17:06:50	Friday	Entrance Door-In	Denied Access:No PRIVILEGE
141	84				2014-02-28 17:06:45	Friday	Entrance Door-In	Open too long
140	18016185	1	Hellen	Sales Dep\Ov...	2014-02-28 17:06:41	Friday	Entrance Door-In	Swipe

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

Query result as follows:

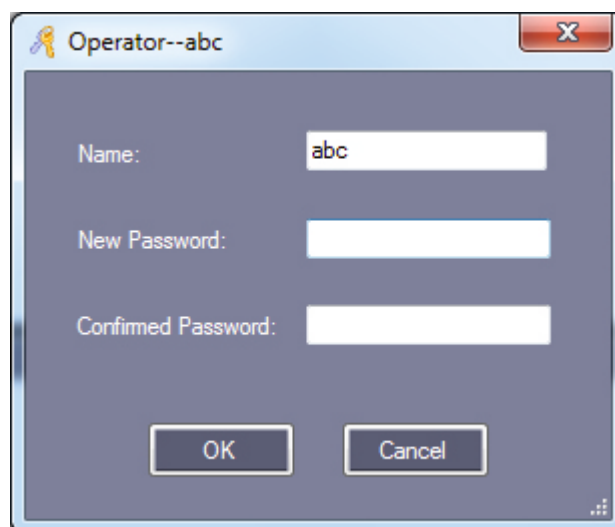
RecID	Card NO	User ID	User Name	Department	DateTime	Addr	Valid	Description
159	3544172	5	Lucy	Sales Dep	2014-03-03 16:32:35 Monday	Entrance Door-In	<input checked="" type="checkbox"/>	Swipe
158	3000835	4	Sharon	Product Dep	2014-03-03 16:32:14 Monday	Entrance Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
157	18016185	1	Hellen	Sales Dep\Ov...	2014-03-03 16:30:04 Monday	Entrance Door-In	<input checked="" type="checkbox"/>	Swipe
156	3544172	5	Lucy	Sales Dep	2014-03-03 16:28:16 Monday	Entrance Door-In	<input checked="" type="checkbox"/>	Swipe
155	3000835	4	Sharon	Product Dep	2014-03-03 16:28:02 Monday	Entrance Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
154	18016185	1	Hellen	Sales Dep\Ov...	2014-03-03 16:27:59 Monday	Entrance Door-In	<input checked="" type="checkbox"/>	Swipe
153	3000835	4	Sharon	Product Dep	2014-03-03 16:23:34 Monday	Entrance Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
152	18013860	2	Jack		2014-03-03 16:23:20 Monday	Entrance Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
151	18016185	1	Hellen	Sales Dep\Ov...	2014-03-03 16:16:04 Monday	Entrance Door-In	<input checked="" type="checkbox"/>	Swipe
150	3544172	5	Lucy	Sales Dep	2014-03-03 14:54:03 Monday	Entrance Door-In	<input checked="" type="checkbox"/>	Swipe
149	3000835	4	Sharon	Product Dep	2014-03-03 14:54:02 Monday	Entrance Door-In	<input checked="" type="checkbox"/>	Swipe
148	3652370	3	Tina		2014-03-03 14:54:00 Monday	Entrance Door-In	<input checked="" type="checkbox"/>	Swipe
147	18013860	2	Jack		2014-03-03 14:53:59 Monday	Entrance Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
146	85				2014-03-03 11:58:29 Monday	Entrance Door-In	<input type="checkbox"/>	Forced Open
145	85				2014-03-03 11:43:08 Monday	Entrance Door-In	<input type="checkbox"/>	Forced Open
144	85				2014-03-03 08:25:47 Monday	Entrance Door-In	<input type="checkbox"/>	Forced Open
143	85				2014-02-28 17:06:53 Friday	Entrance Door-In	<input type="checkbox"/>	Forced Open
142	20806866	1	Hellen	Sales Dep\Ov...	2014-02-28 17:06:50 Friday	Entrance Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
141	84				2014-02-28 17:06:45 Friday	Entrance Door-In	<input type="checkbox"/>	Open too long
140	18016185	1	Hellen	Sales Dep\Ov...	2014-02-28 17:06:41 Friday	Entrance Door-In	<input checked="" type="checkbox"/>	Swipe

1.7 Tools

1.7.1 Change Password

Change operator and operator's password.

Click **【Tools】** > **【Edit Operator】**



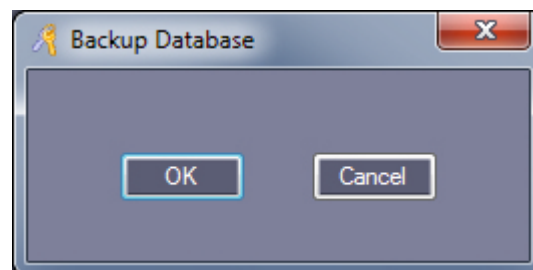
Modify operator Name, input the new name in "Name".

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

DB Backup

1.7.2

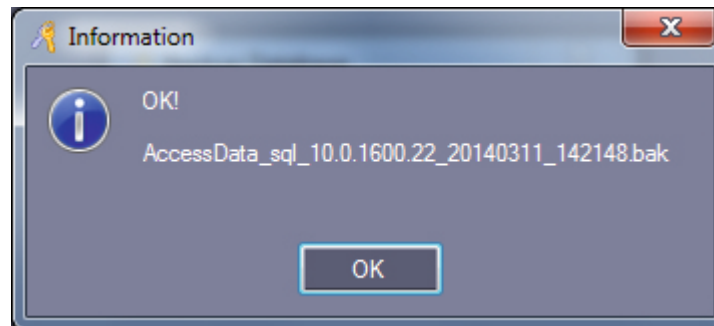
Click **【File】** > **【DB Backup】**



Click "OK".

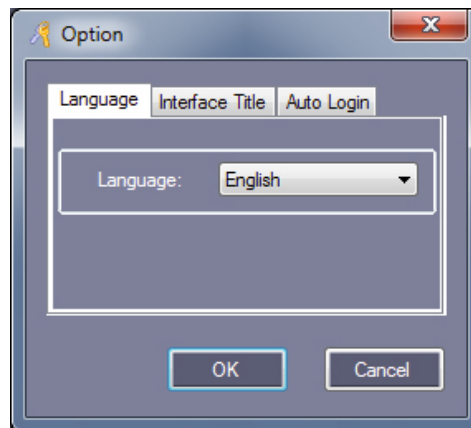
This backup file is saved in software under the default installation path.

If Backup is SQL DB.

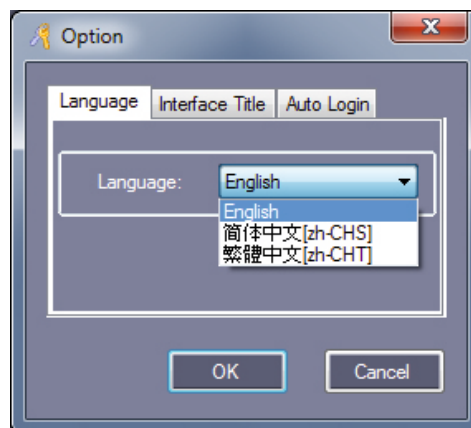


Click “OK”, This backup file is saved in database under the default installation path.
“C:\Program Files\Microsoft SQL Server\MSSQL10.MSSQLSERVER\MSSQL\Backup”

1.7.3 Option

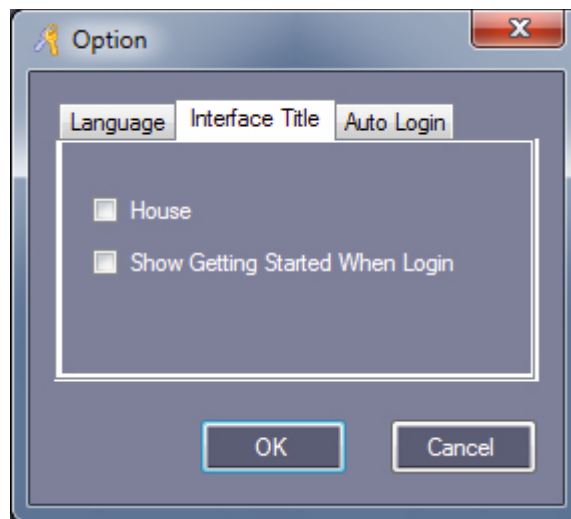


【Language】
Click **【Tools】** > **【Language】** from menu bar.



【Interface Title】

Click **【Tools】** > **【Interface Setting】** from menu bar.

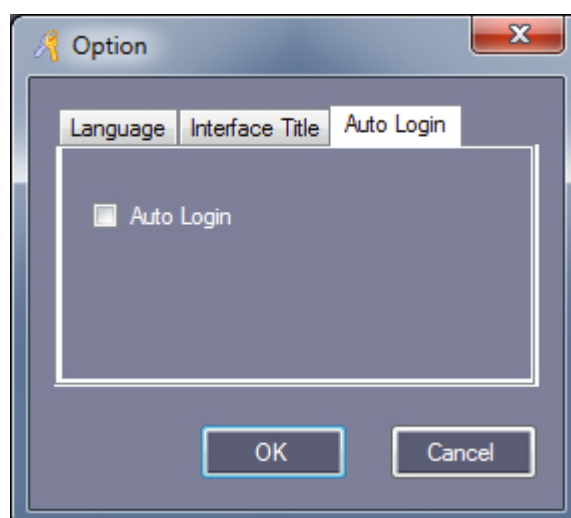


【House】 : Used in community management.

【Show Getting Started When Login】 : To guide the operation software.

【Auto Login】

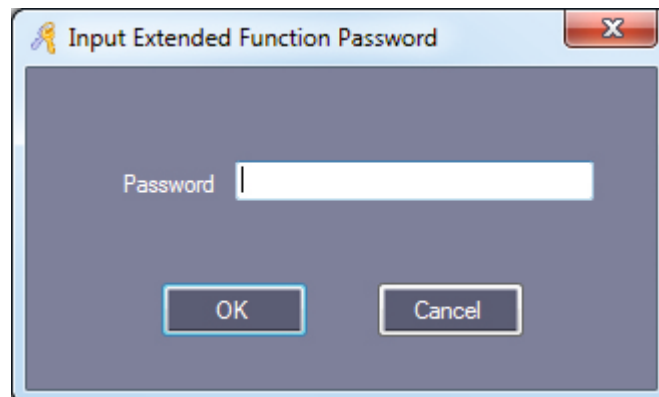
Click **【Tools】** > **【Auto Login】** from menu bar.



【Auto Login】 : Select "Auto Login", In "Login" windows, you don't need to input "User Name" and "Password".

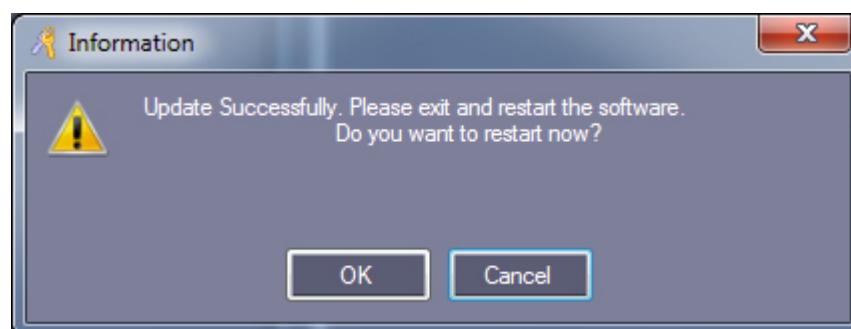
Part 2 Extended Function

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



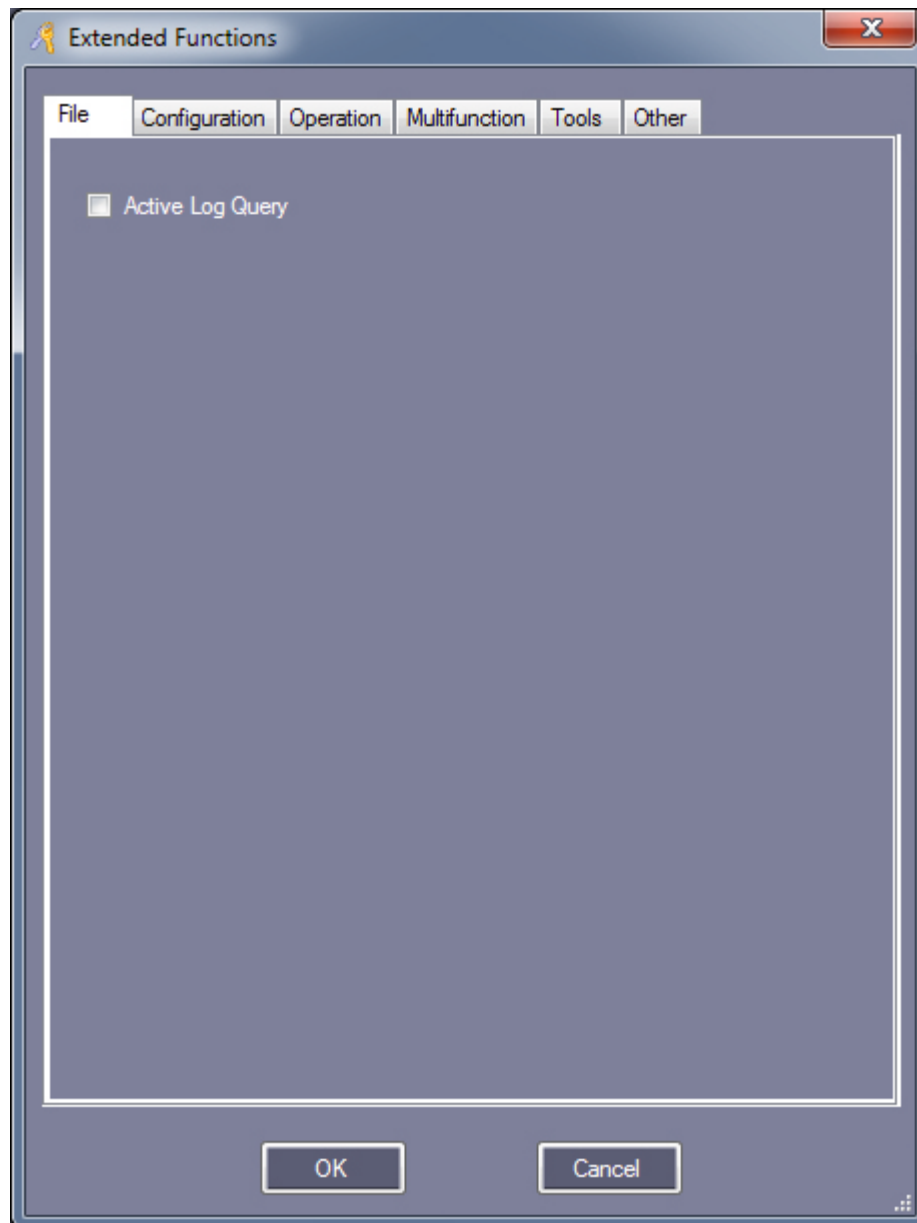
If you want to Activate the Extended Function, please input the password.

Active the Extended Functions, must Re-Login the software.



Extended Functions introduced as follows:

2.1 File



2.1.1 Active Log Query

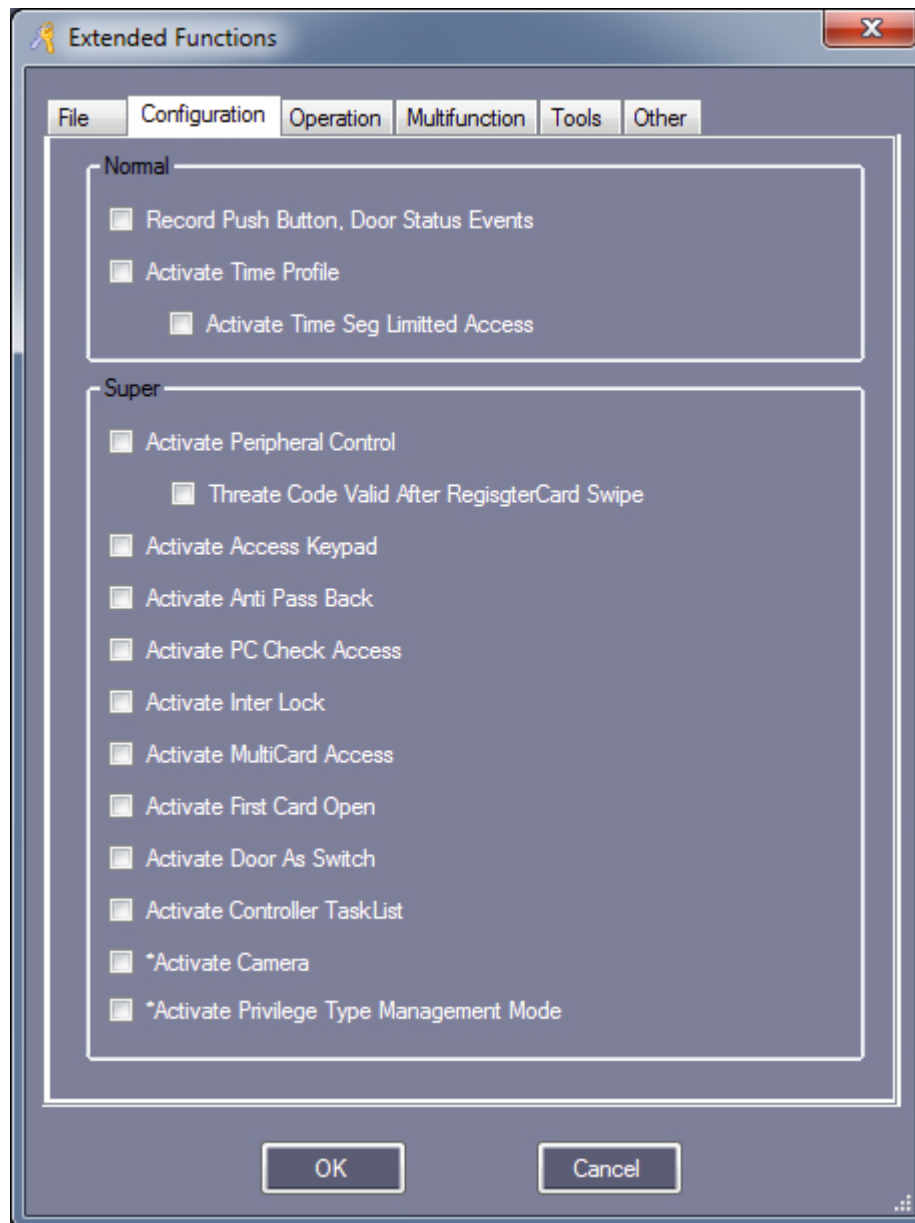
Click **【File】** > **【Log Query】**

Log Query

Rec ID	DateTime	EventType	Event Description
626	2014-03-04 09:32:19 Tuesday	Information	1.abc.Adrotor Professional Door Control Management, Ver: 7.53.81.40228, Super:abc.MsAccess,
625	2014-03-04 09:32:17 Tuesday	Information	1.abc.Exit
624	2014-03-04 09:29:53 Tuesday	Information	1.abc.13.Meeting Room Door,2014-03-04 09:29:49 Tuesday-Meeting Room Door-Door Open,Read Date: 2014-03-04 09:29...
623	2014-03-04 09:29:50 Tuesday	Information	1.abc.12.Meeting Room Door,2014-03-04 09:29:47 Tuesday-Meeting Room Door-Door Closed,Read Date: 2014-03-04 09:2...
622	2014-03-04 09:29:48 Tuesday	Information	1.abc.11.Manager Room Door,2014-03-04 09:29:44 Tuesday-Manager Room Door-Door Open,Read Date: 2014-03-04 09:...
621	2014-03-04 09:29:46 Tuesday	Information	1.abc.10.Manager Room Door,2014-03-04 09:29:43 Tuesday-Manager Room Door-Door Closed,Read Date: 2014-03-04 09:...
620	2014-03-04 09:29:44 Tuesday	Information	1.abc.9.HR,2014-03-04 09:29:40 Tuesday-HR-Door Open,Read Date: 2014-03-04 09:29:40 TuesdayAddr: HRStatus: Door ...
619	2014-03-04 09:29:41 Tuesday	Information	1.abc.8.HR,2014-03-04 09:29:37 Tuesday-HR-Door Closed,Read Date: 2014-03-04 09:29:37 TuesdayAddr: HRStatus: Doo...
618	2014-03-04 09:29:35 Tuesday	Information	1.abc.7.Entrance Door,2014-03-04 09:29:31 Tuesday-Entrance Door-Door Open,Read Date: 2014-03-04 09:29:31 Tuesday...
617	2014-03-04 09:29:32 Tuesday	Information	1.abc.6.Entrance Door,2014-03-04 09:29:28 Tuesday-Entrance Door-Door Closed,Read Date: 2014-03-04 09:29:28 Tuesd...
616	2014-03-04 09:28:43 Tuesday	Information	1.abc.5.Meeting Room Door[433100004],Already Upload..
615	2014-03-04 09:28:43 Tuesday	Information	1.abc.4.Manager Room Door[433100004],Already Upload..
614	2014-03-04 09:28:43 Tuesday	Information	1.abc.3.HR[433100004],Already Upload..
613	2014-03-04 09:28:43 Tuesday	Information	1.abc.2.Entrance Door[433100004],Upload Basic configure Successfully-[1]..
612	2014-03-04 09:28:43 Tuesday	Information	1.abc.1.Entrance Door[433100004],Upload Starting.....
611	2014-03-04 09:26:10 Tuesday	Information	1.abc.9.Meeting Room Door,2014-03-04 09:26:07 Tuesday-Meeting Room Door-Push Button,Read Date: 2014-03-04 09:26...
610	2014-03-04 09:26:06 Tuesday	Information	1.abc.8.Manager Room Door,2014-03-04 09:26:02 Tuesday-Manager Room Door-Push Button,Read Date: 2014-03-04 09:...
609	2014-03-04 09:26:04 Tuesday	Information	1.abc.7.HR,2014-03-04 09:26:00 Tuesday-HR-Push Button,Read Date: 2014-03-04 09:26:00 TuesdayAddr: HRStatus: Pus...
608	2014-03-04 09:25:59 Tuesday	Information	1.abc.6.Entrance Door,2014-03-04 09:25:56 Tuesday-Entrance Door-Push Button,Read Date: 2014-03-04 09:25:56 Tuesd...
607	2014-03-04 09:25:54 Tuesday	Information	1.abc.5.Meeting Room Door[433100004],Already Upload..
606	2014-03-04 09:25:54 Tuesday	Information	1.abc.4.Manager Room Door[433100004],Already Upload..
605	2014-03-04 09:25:54 Tuesday	Information	1.abc.3.HR[433100004],Already Upload..
604	2014-03-04 09:25:54 Tuesday	Information	1.abc.2.Entrance Door[433100004],Upload Basic configure Successfully-[1]..
603	2014-03-04 09:25:53 Tuesday	Information	1.abc.1.Entrance Door[433100004],Upload Starting.....
602	2014-03-04 09:25:46 Tuesday	Information	1.abc.8.HR,2014-03-04 09:25:42 Tuesday-HR-Push Button,Read Date: 2014-03-04 09:25:42 TuesdayAddr: HRStatus: Pus...
601	2014-03-04 09:25:38 Tuesday	Information	1.abc.7.Manager Room Door,2014-03-04 09:25:35 Tuesday-Manager Room Door-Push Button,Read Date: 2014-03-04 09:...
600	2014-03-04 09:25:34 Tuesday	Information	1.abc.6.Entrance Door,2014-03-04 09:25:30 Tuesday-Entrance Door-Push Button,Read Date: 2014-03-04 09:25:30 Tuesd...
599	2014-03-04 09:24:25 Tuesday	Information	1.abc.5.Meeting Room Door[433100004],Already Upload..
598	2014-03-04 09:24:24 Tuesday	Information	1.abc.4.Manager Room Door[433100004],Already Upload..

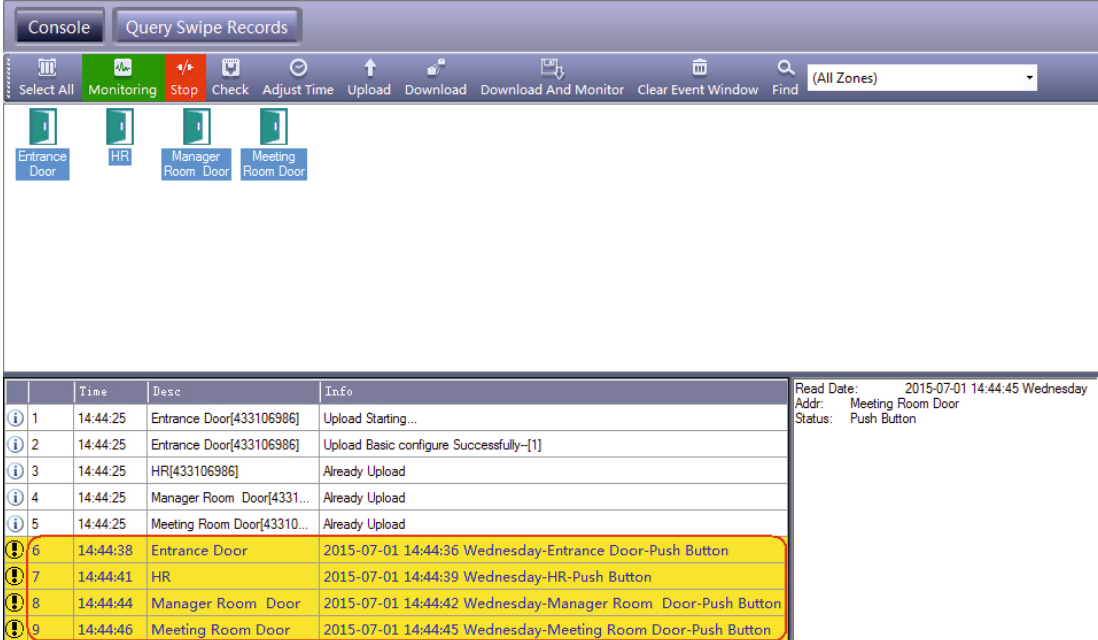
Find Close

2.2 Configuration



2.2.1 Record Push Button Events

Record each time the button operation, active this function, you must upload on the console.

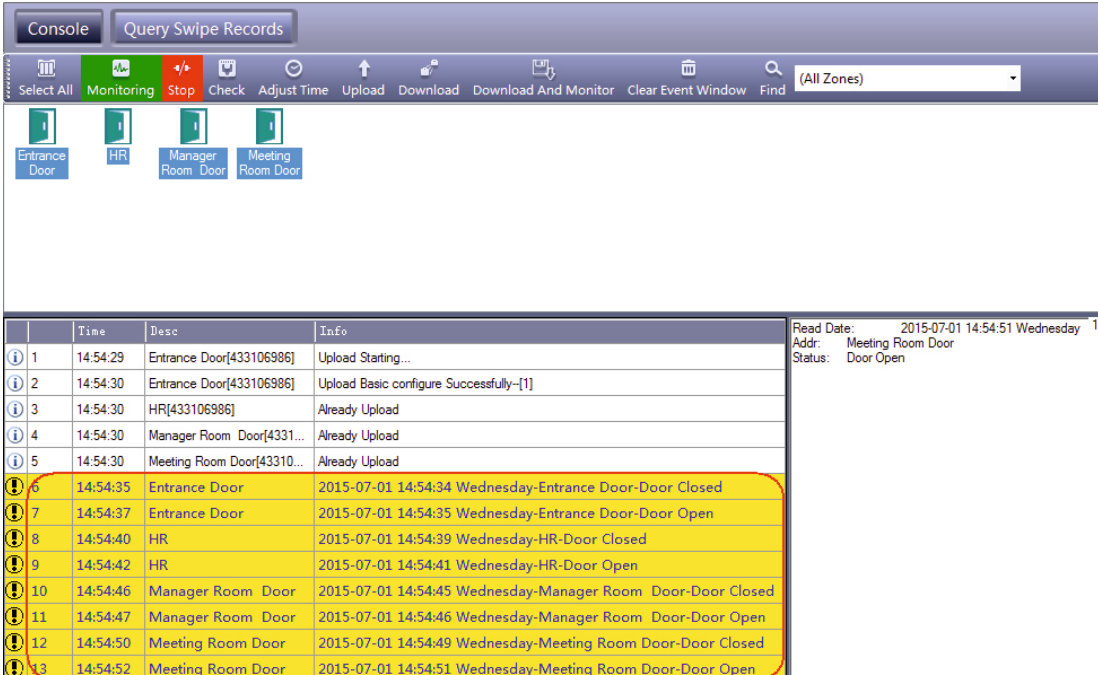


	Time	Desc	Info
1	14:44:25	Entrance Door[433106986]	Upload Starting...
2	14:44:25	Entrance Door[433106986]	Upload Basic configure Successfully-[1]
3	14:44:25	HR[433106986]	Already Upload
4	14:44:25	Manager Room Door[433106986]	Already Upload
5	14:44:25	Meeting Room Door[433106986]	Already Upload
6	14:44:38	Entrance Door	2015-07-01 14:44:36 Wednesday-Entrance Door-Push Button
7	14:44:41	HR	2015-07-01 14:44:39 Wednesday-HR-Push Button
8	14:44:44	Manager Room Door	2015-07-01 14:44:42 Wednesday-Manager Room Door-Push Button
9	14:44:46	Meeting Room Door	2015-07-01 14:44:45 Wednesday-Meeting Room Door-Push Button

Read Date: 2015-07-01 14:44:45 Wednesday
 Addr: Meeting Room Door
 Status: Push Button

2.2.2 Record Door Status Events

Record “Door Open” and “Door Closed” time. Must connect door sensor.
 Active this function, you must upload on the console.

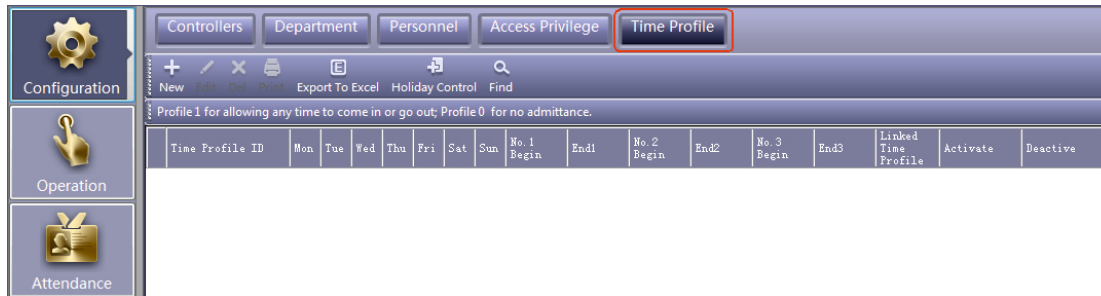


	Time	Desc	Info
1	14:54:29	Entrance Door[433106986]	Upload Starting...
2	14:54:30	Entrance Door[433106986]	Upload Basic configure Successfully-[1]
3	14:54:30	HR[433106986]	Already Upload
4	14:54:30	Manager Room Door[433106986]	Already Upload
5	14:54:30	Meeting Room Door[433106986]	Already Upload
6	14:54:35	Entrance Door	2015-07-01 14:54:34 Wednesday-Entrance Door-Door Closed
7	14:54:37	Entrance Door	2015-07-01 14:54:35 Wednesday-Entrance Door-Door Open
8	14:54:40	HR	2015-07-01 14:54:39 Wednesday-HR-Door Closed
9	14:54:42	HR	2015-07-01 14:54:41 Wednesday-HR-Door Open
10	14:54:46	Manager Room Door	2015-07-01 14:54:45 Wednesday-Manager Room Door-Door Closed
11	14:54:47	Manager Room Door	2015-07-01 14:54:46 Wednesday-Manager Room Door-Door Open
12	14:54:50	Meeting Room Door	2015-07-01 14:54:49 Wednesday-Meeting Room Door-Door Closed
13	14:54:52	Meeting Room Door	2015-07-01 14:54:51 Wednesday-Meeting Room Door-Door Open

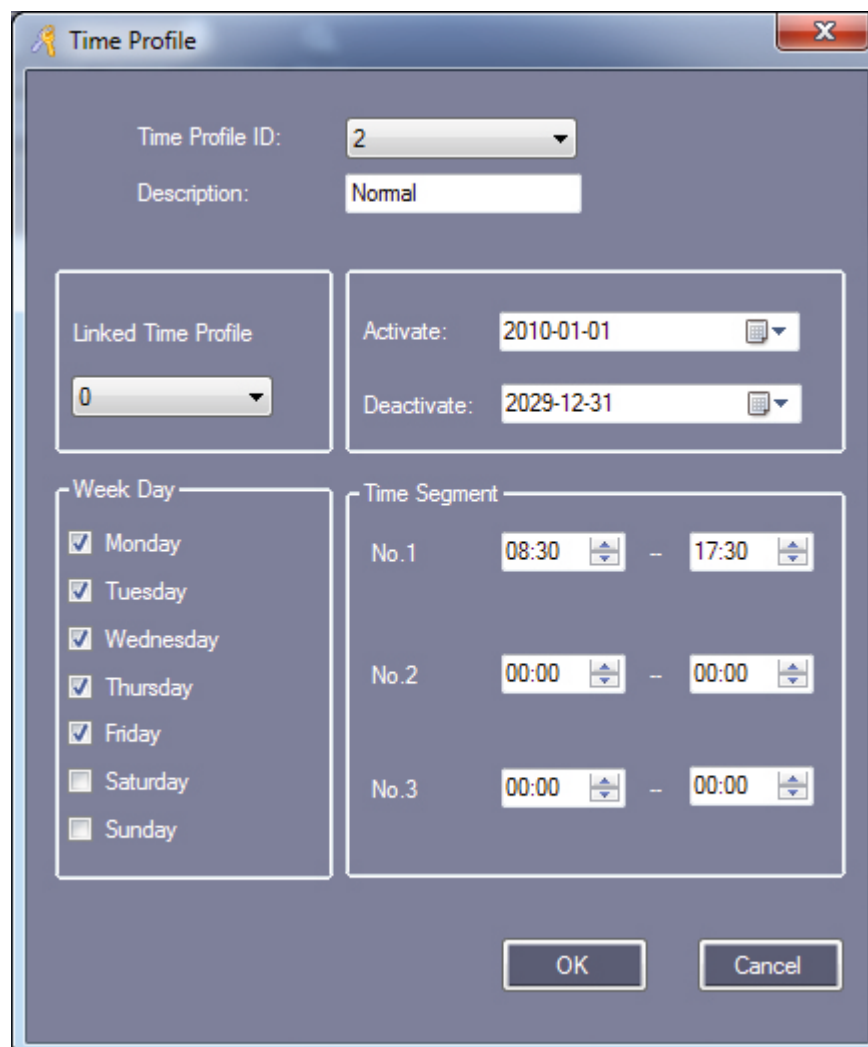
Read Date: 2015-07-01 14:54:51 Wednesday
 Addr: Meeting Room Door
 Status: Door Open

2.2.3 Activate Time Profile

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



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



The 'Time Profile' dialog box is shown with the following fields and options:

- Time Profile ID:** A dropdown menu with the value '2' selected.
- Description:** A text input field containing 'Normal'.
- Linked Time Profile:** A dropdown menu with the value '0' selected.
- Activate:** A date picker field set to '2010-01-01'.
- Deactivate:** A date picker field set to '2029-12-31'.
- Week Day:** A list of days with checkboxes:
 - Monday:
 - Tuesday:
 - Wednesday:
 - Thursday:
 - Friday:
 - Saturday:
 - Sunday:
- Time Segment:** A list of three segments with time pickers:
 - No.1: 08:30 - 17:30
 - No.2: 00:00 - 00:00
 - No.3: 00:00 - 00:00

At the bottom of the dialog box are 'OK' and 'Cancel' buttons.

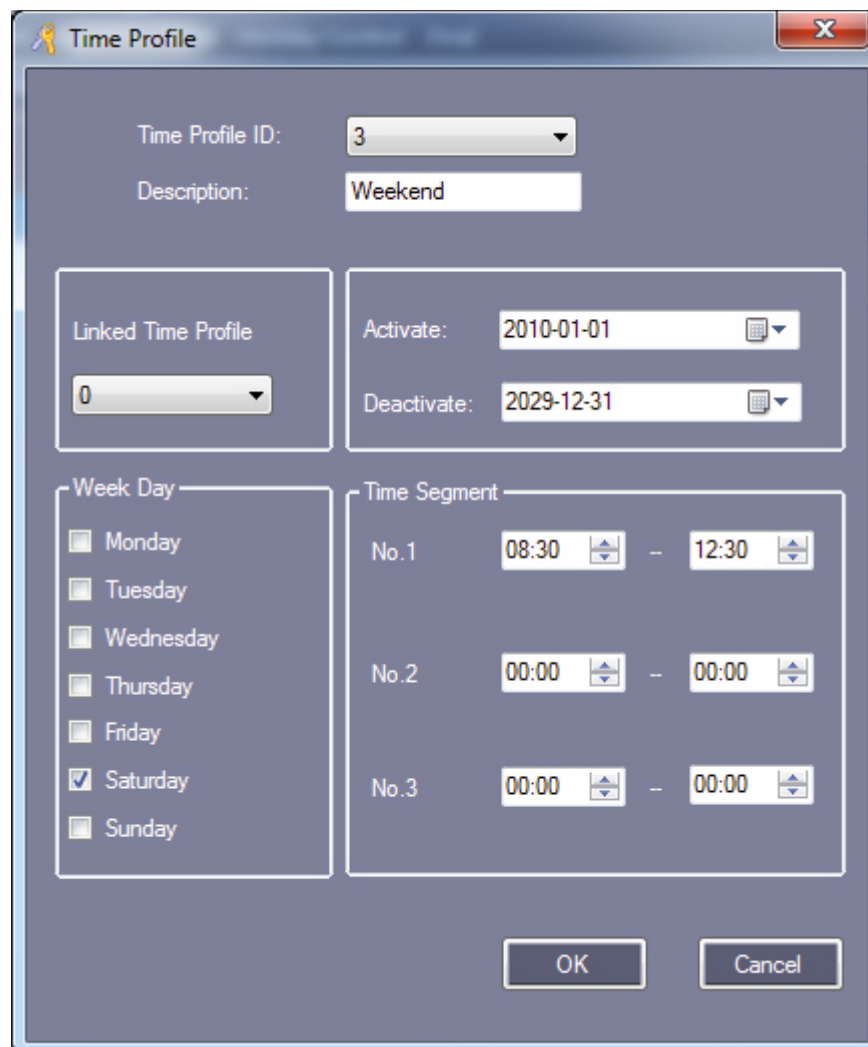
Click "OK"

Time Profile																
Profile 1 for allowing any time to come in or go out; Profile 0 for no admittance.																
Time Profile ID	Mon	Tue	Wed	Thu	Fri	Sat	Sun	No. 1 Begin	End1	No. 2 Begin	End2	No. 3 Begin	End3	Linked Time Profile	Activate	Deactive
2 [Normal]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08:30	17:30	00:00	00:00	00:00	00:00	0	2010-01-01	2029-12-31

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

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

Add new “Time Profile 3”



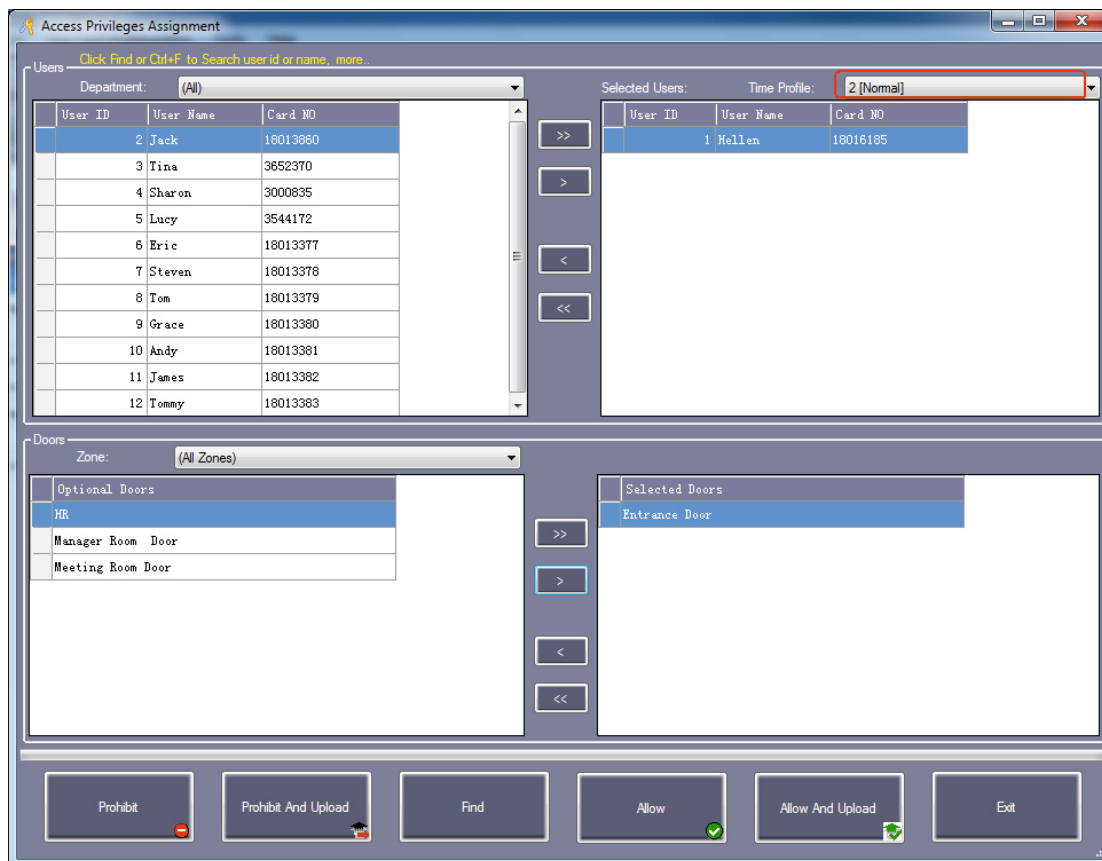
Click “OK”

Time Profile ID	Mon	Tue	Wed	Thu	Fri	Sat	Sun	No. 1 Begin	End1	No. 2 Begin	End2	No. 3 Begin	End3	Linked Time Profile	Activate	Deactive
2 [Normal]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08:30	17:30	00:00	00:00	00:00	00:00	0	2010-01-01	2029-12-31
3 [Weekend]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08:30	12:30	00:00	00:00	00:00	00:00	0	2010-01-01	2029-12-31

“Time Profile 2” link “Time Profile 3”

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

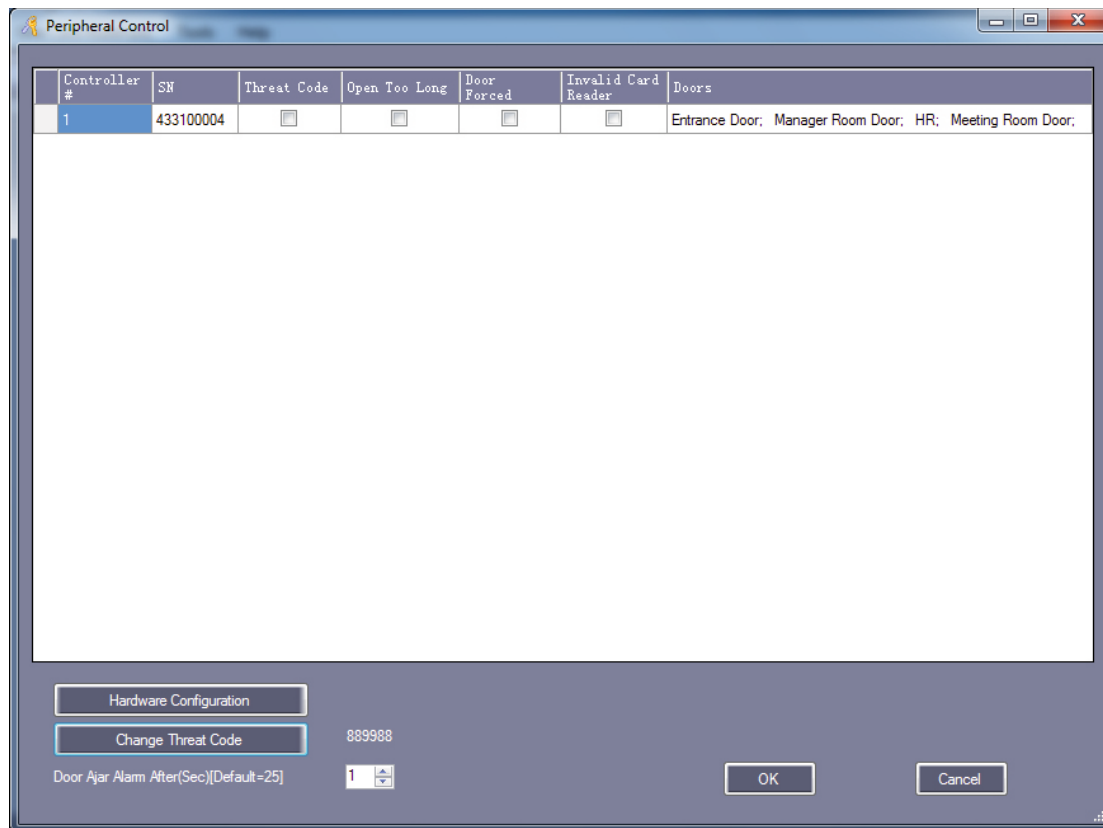
Click **【Configuration】** > **【Access Privilege】** > **【Change Privileges】**



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

2.2.4 Activate Peripheral Control

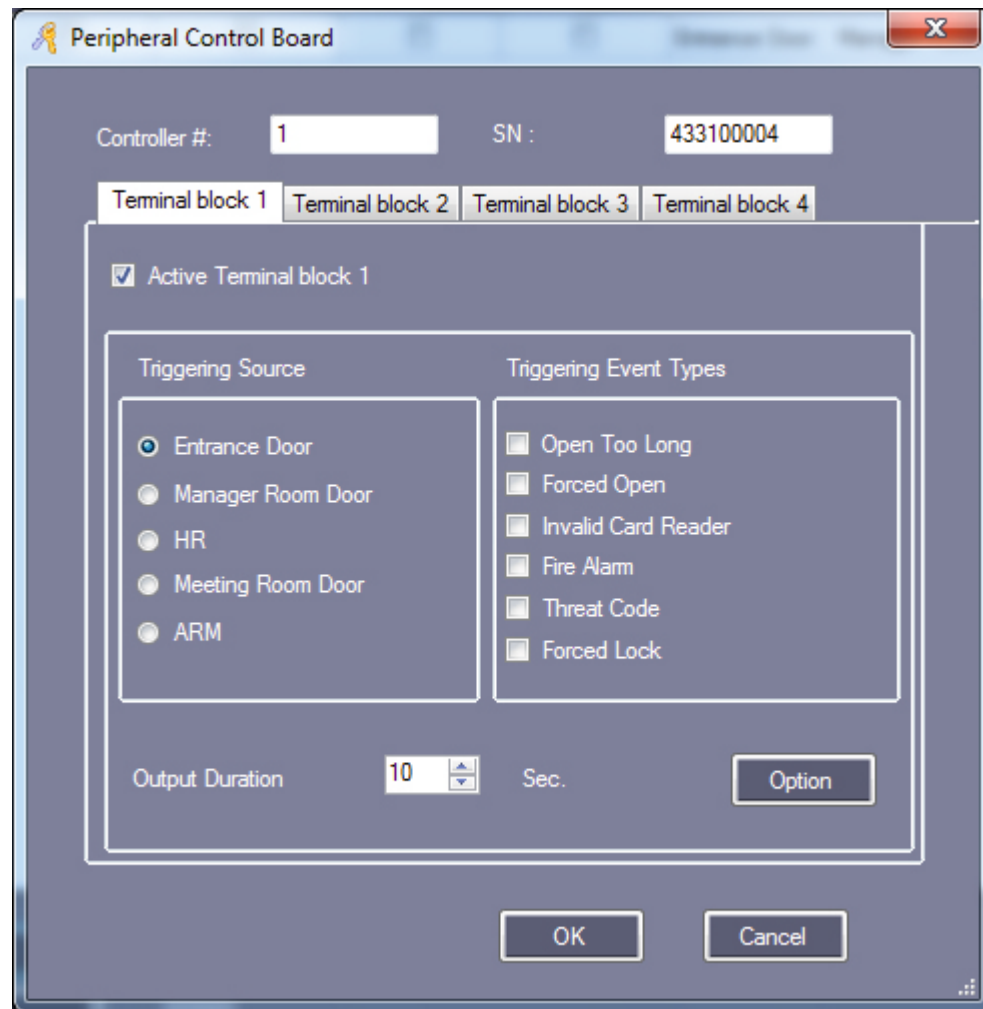
Click **【Configuration】** > **【Peripheral】**



“Threat Code”: Must be used with the PIN keyboard Card Reader.

“Thrust In”: Must be connect with door sensor.

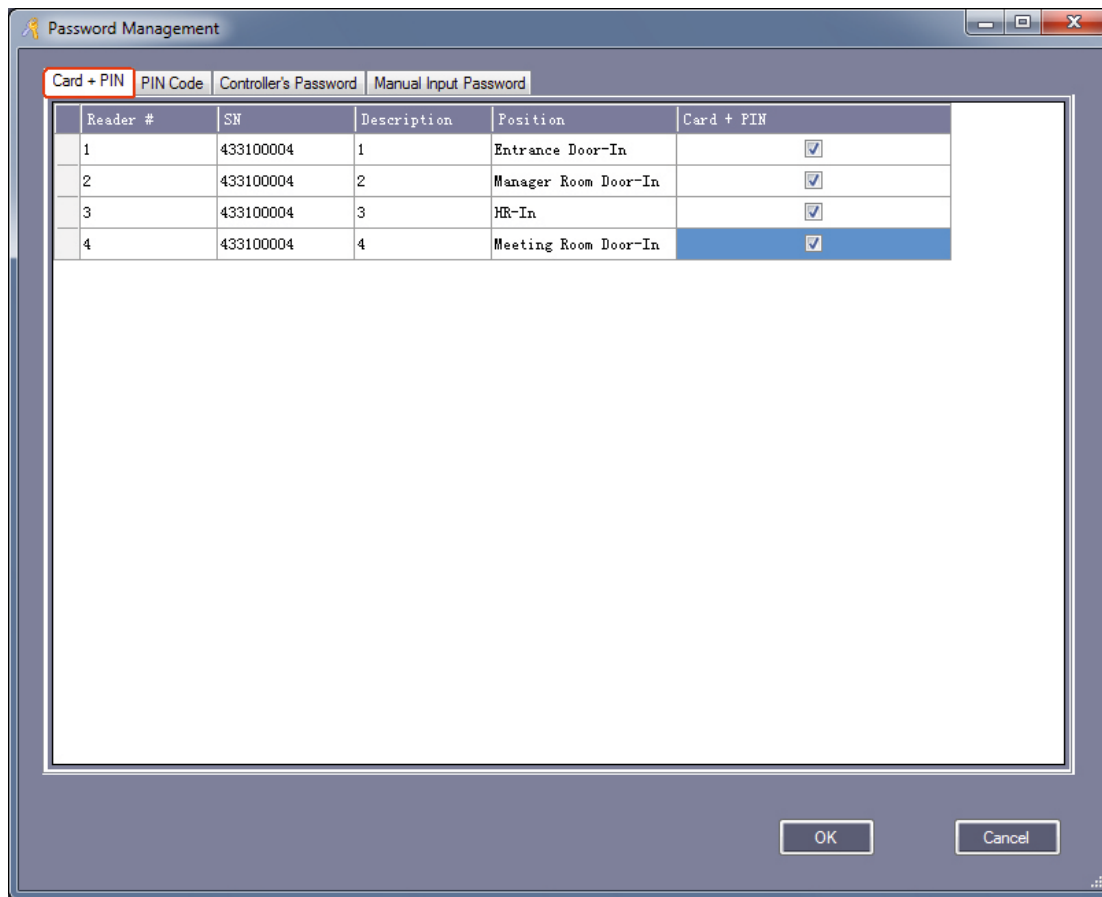
【Hardware Configuration】



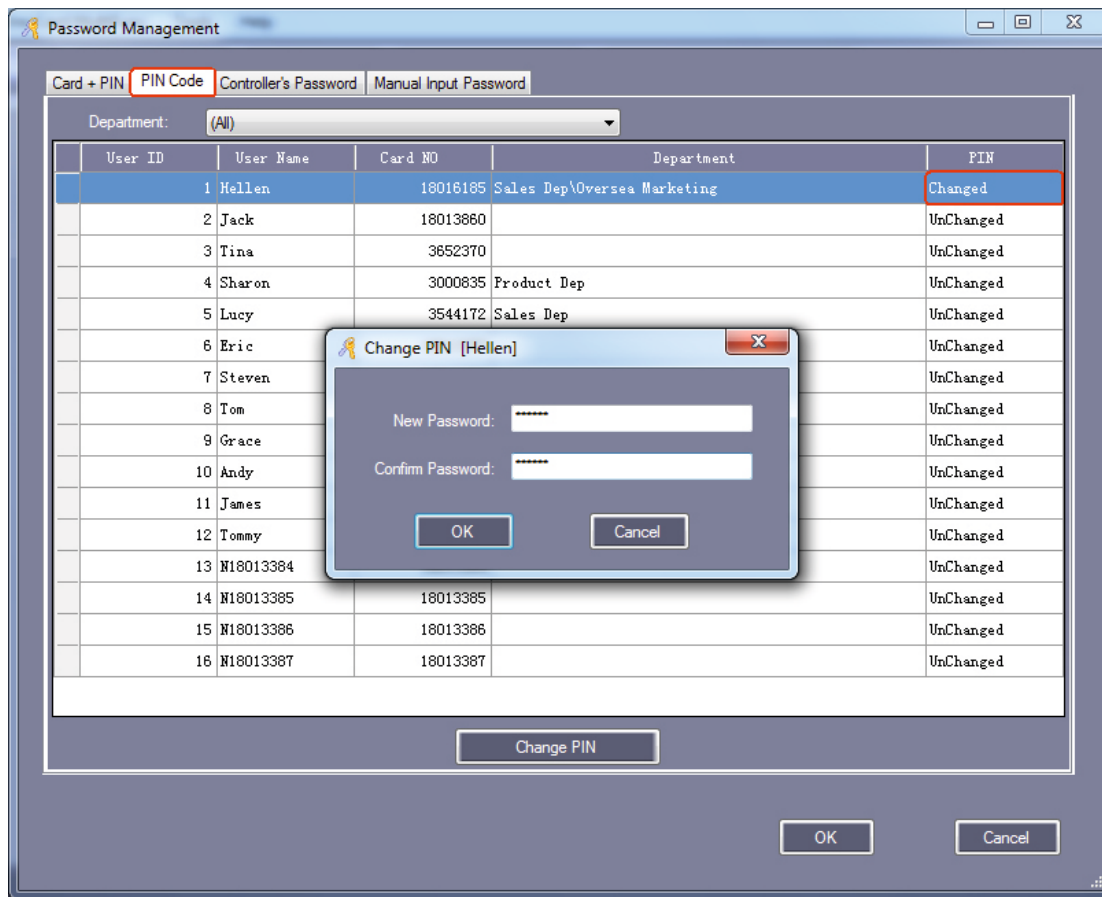
2.2.5 Activate Access Keypad

Click **【Configuration】** > **【Pwd MGT】**

【Card + PIN】

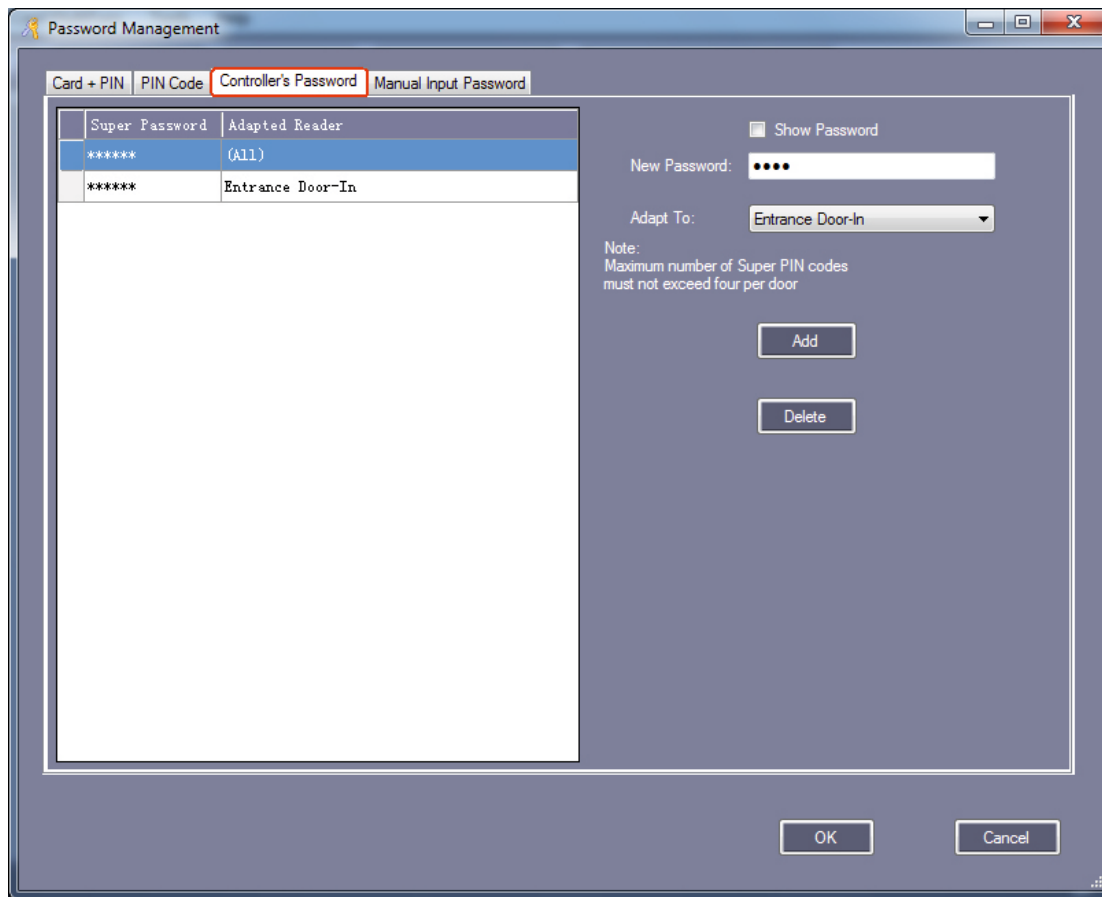


【PIN Code】

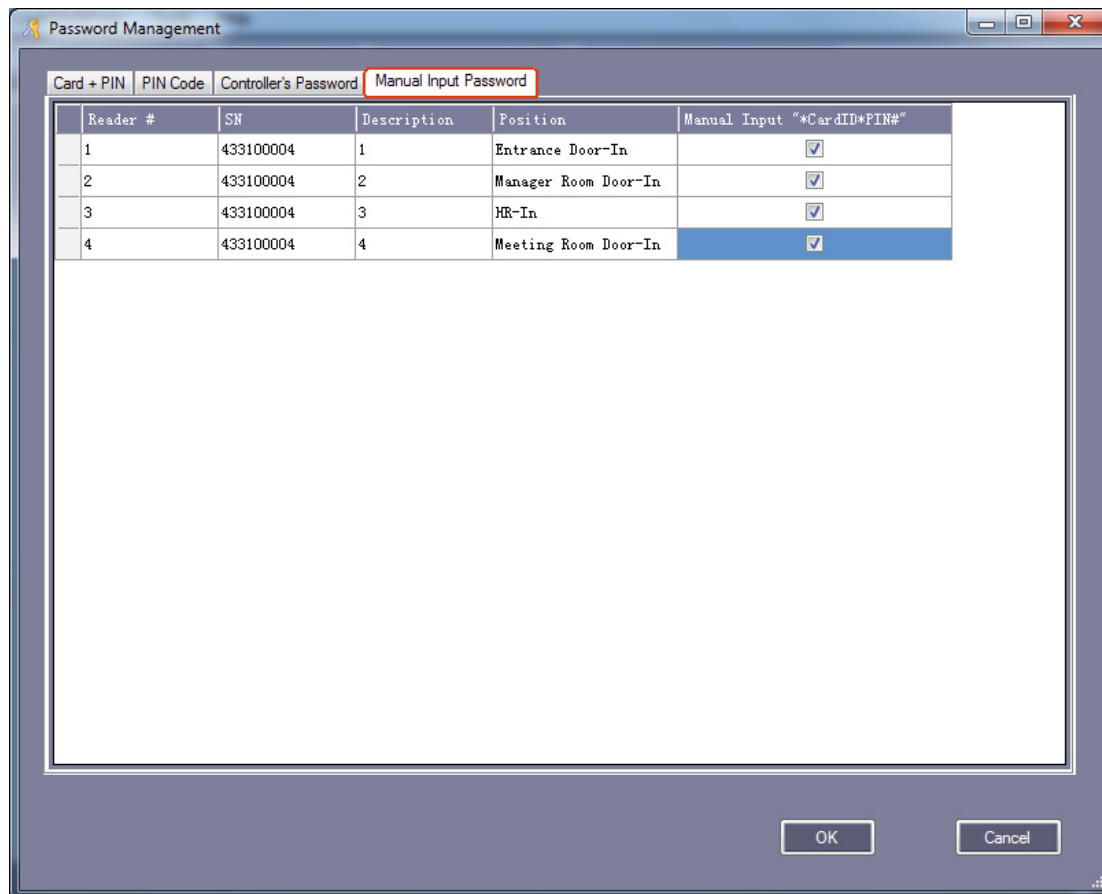


User's default password is 345678.

【Controller's Password】

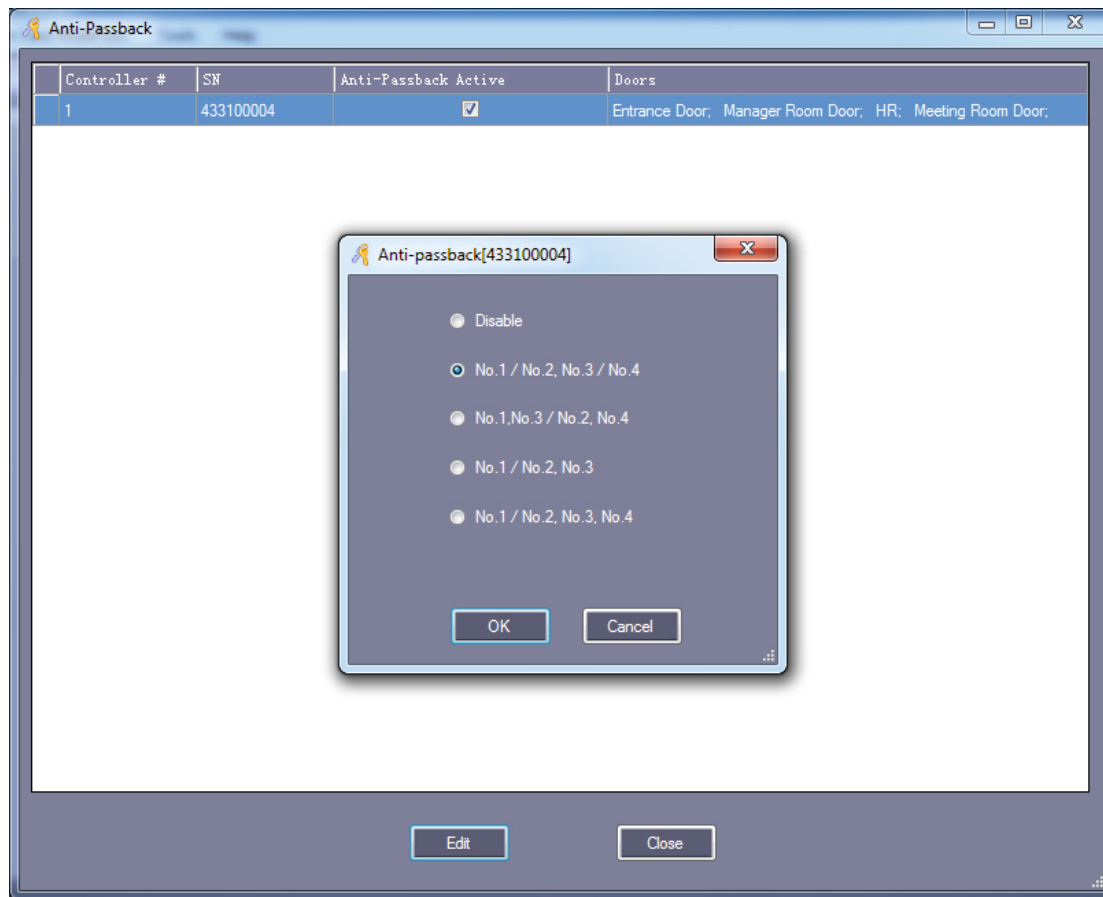


【Manual Input Password】



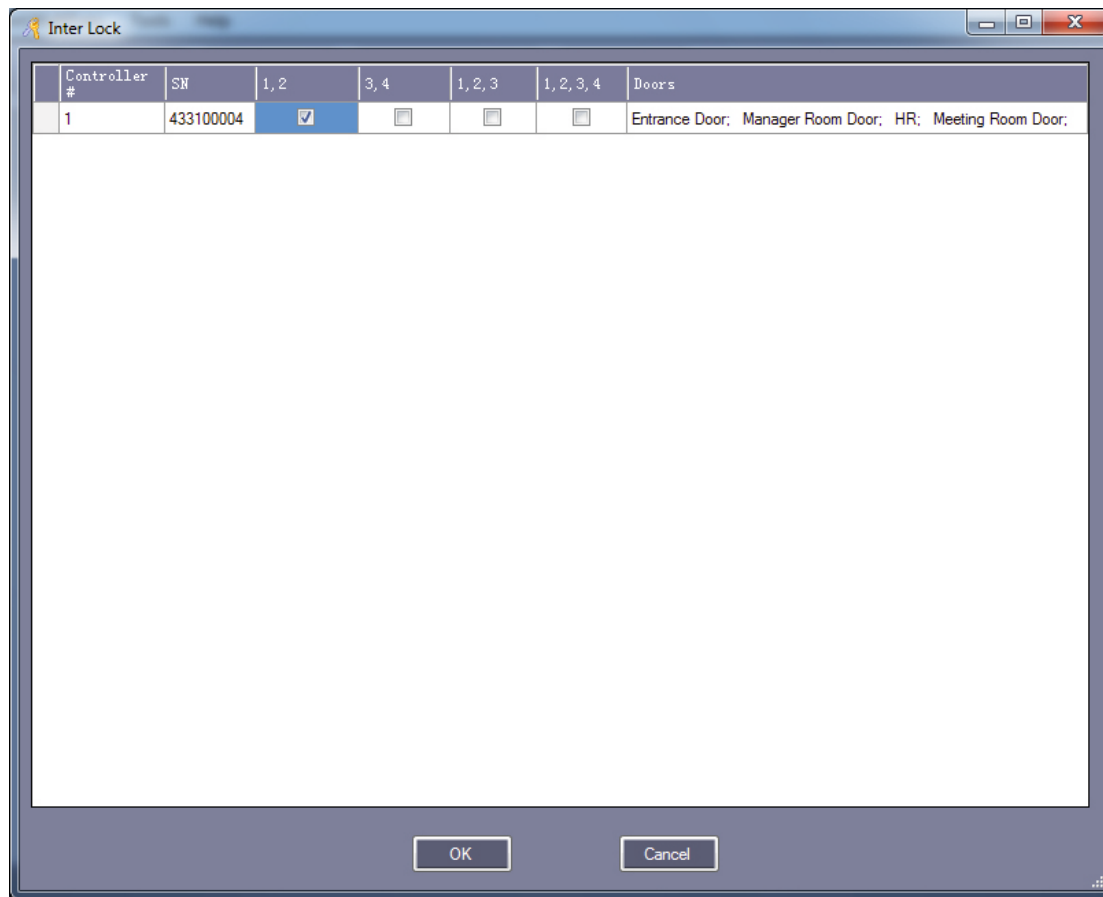
2.2.6 Activate Anti Pass Back

Click **【Configuration】** > **【Anti-pass back】**



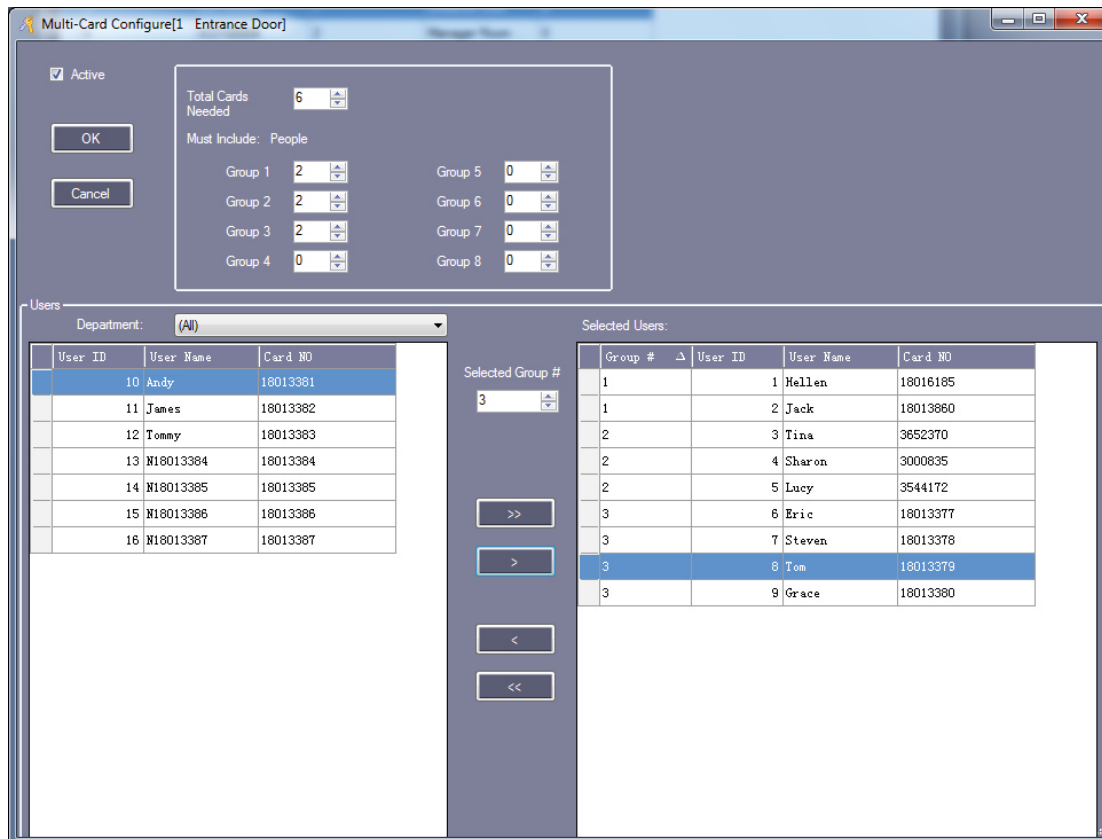
2.2.7 Activate Inter Lock

Click **【Configuration】** > **【Interlock】**



2.2.8 Activate Multi Card Access

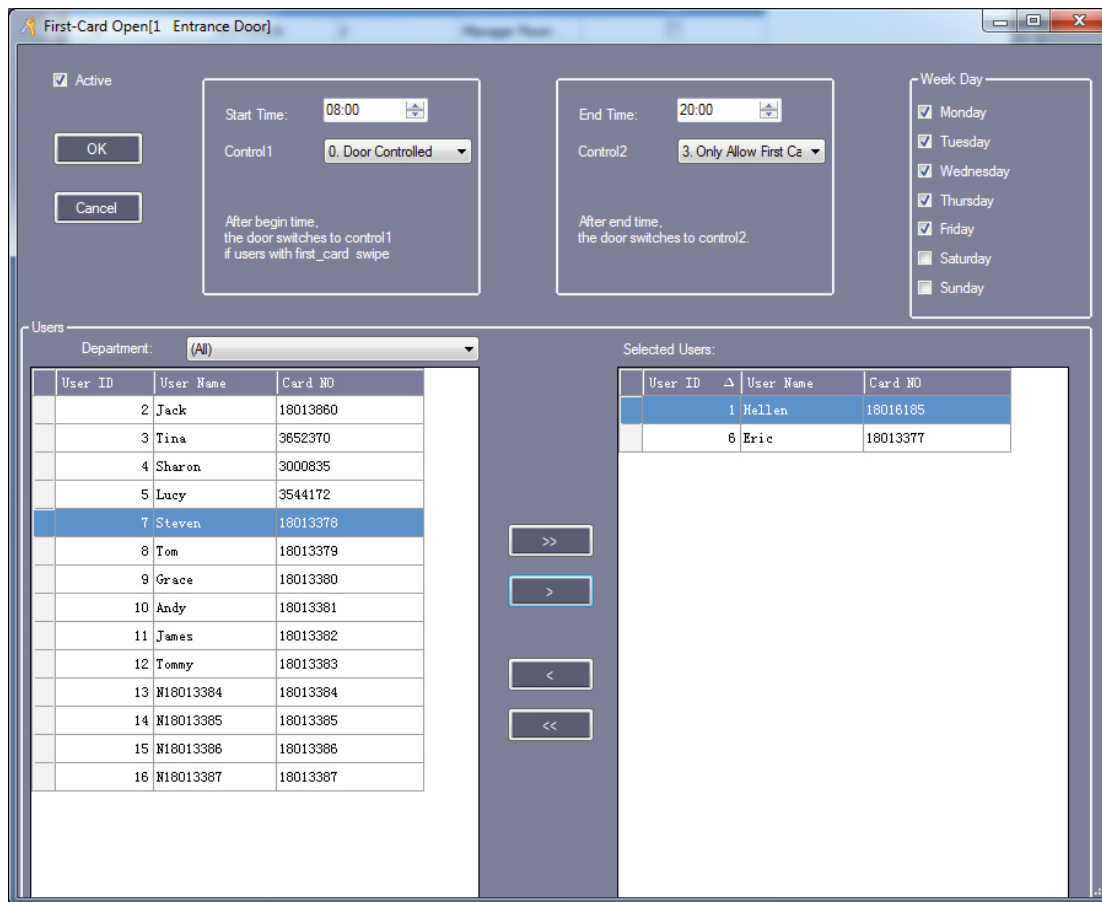
Click **【Configuration】** > **【Multi-card】**



The first group has two persons, the second group has two persons, and the third group has two persons. Need to swipe all cards in a particular group to open the door.

2.2.9 Activate First Card Open

Click **【Configuration】** > **【First Card】**



2.2.10 Activate Controller Task List

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

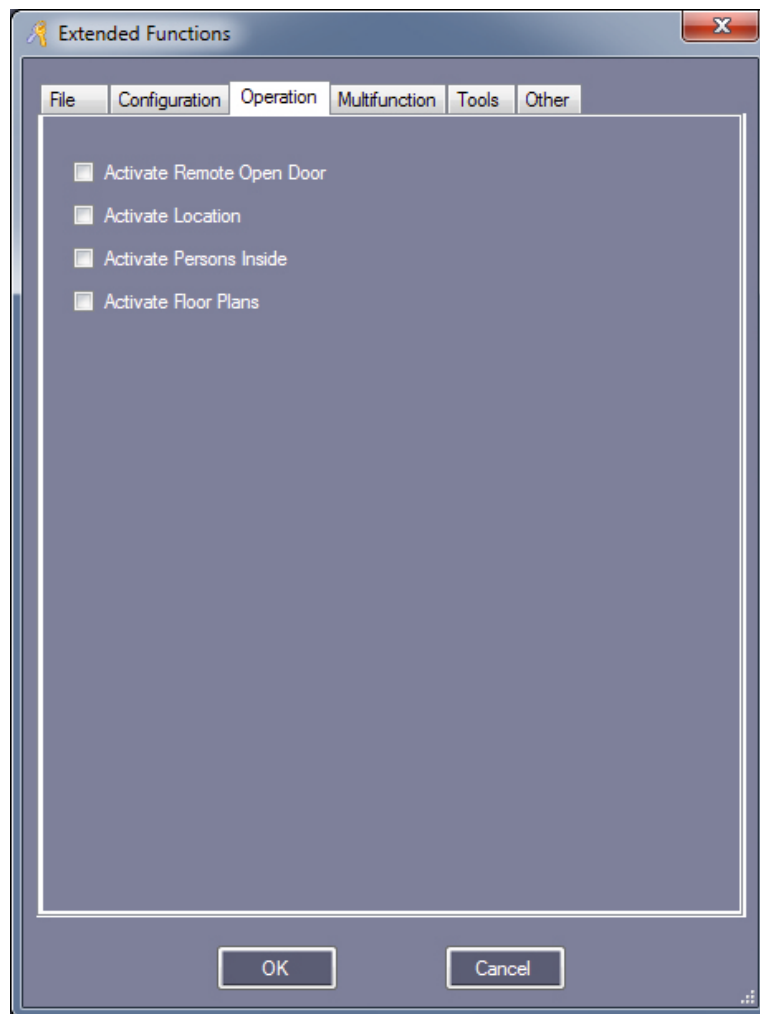
Controller Task List

Activate Date: 2014-03-04 Tuesday
 Deactivate Date: 2029-12-31 Monday
 Activation Time: 20:00
 Week Day: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Adapt To: (All)
 Task: 10. Trigger Once (V3.9)
 Note:

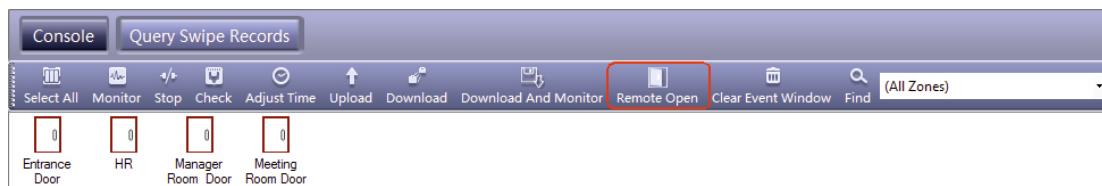
TaskID	From	To	Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Adapt To	Task	Note
1	2014-03-04 Tuesday	2029-12-31 Monday	08:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Entrance Door	0. Door Controlled	
2	2014-03-04 Tuesday	2029-12-31 Monday	17:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Entrance Door	1. Door Open	
3	2014-03-04 Tuesday	2029-12-31 Monday	19:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Entrance Door	2. Door Closed	
4	2014-03-04 Tuesday	2029-12-31 Monday	08:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Meeting Room Door	3. Disable Time Profile	
5	2014-03-04 Tuesday	2029-12-31 Monday	17:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Meeting Room Door	4. Enable Time Profile	
6	2014-03-04 Tuesday	2029-12-31 Monday	08:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HR	9. MoreCard Enable	
7	2014-03-04 Tuesday	2029-12-31 Monday	17:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HR	8. MoreCard Disable	
8	2014-03-04 Tuesday	2029-12-31 Monday	08:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Manager Room Door	5. Card - NoPassword	
9	2014-03-04 Tuesday	2029-12-31 Monday	17:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Manager Room Door	6. (In) Card + Password	
10	2014-03-04 Tuesday	2029-12-31 Monday	19:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Manager Room Door	7. (In-Out) Card + Password	
11	2014-03-04 Tuesday	2029-12-31 Monday	20:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	(All)	10. Trigger Once (V3.9)	

2.3 Operation

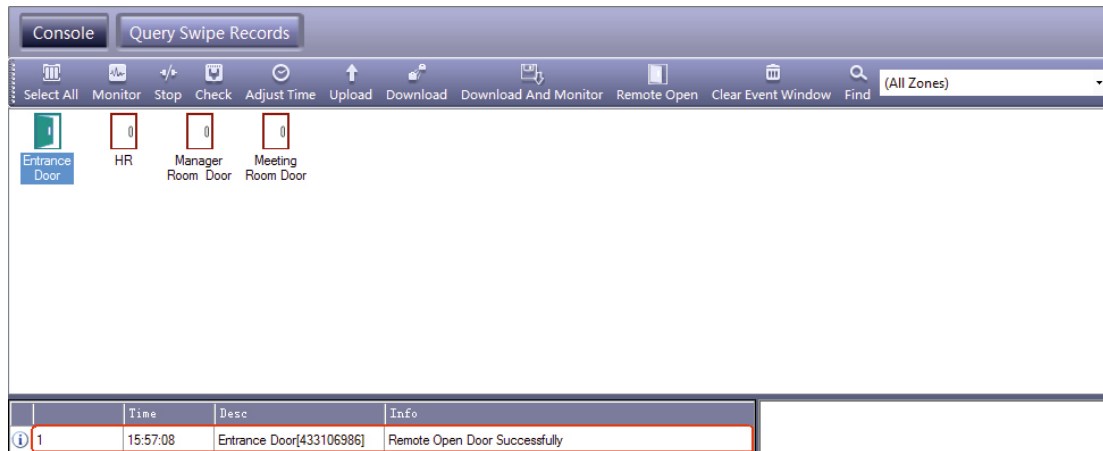


2.2.8 Activate Remote Open Door

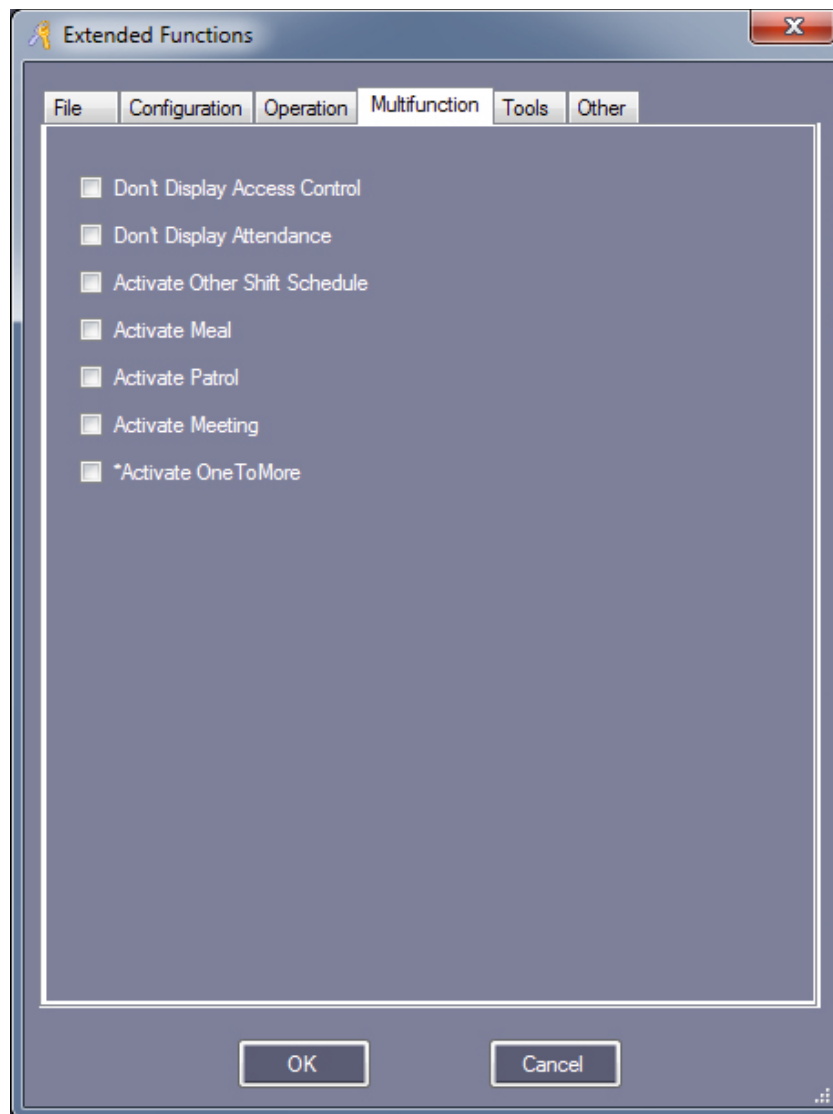
Click **【Operation】** > **【Console】**



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



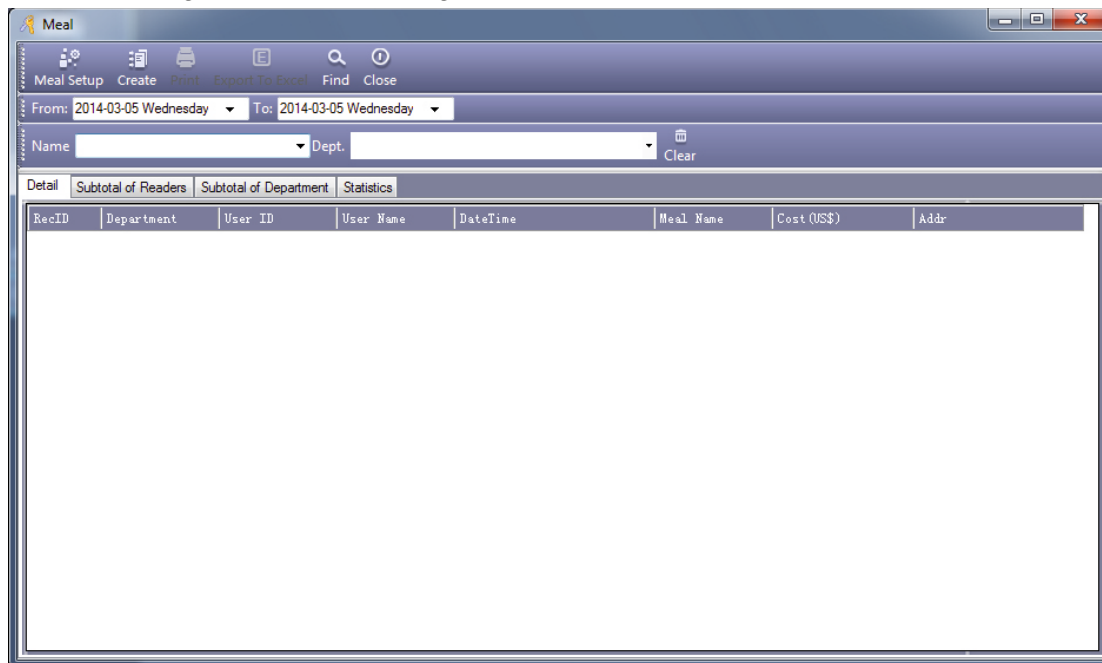
2.4 Multifunction



2.4.1 Activate Meal

Enter the “Extended Function”, In front of “Activate Meal” mark this with to active this function.

After Activating this function, Re-login software & Click **【Const Meal】** .

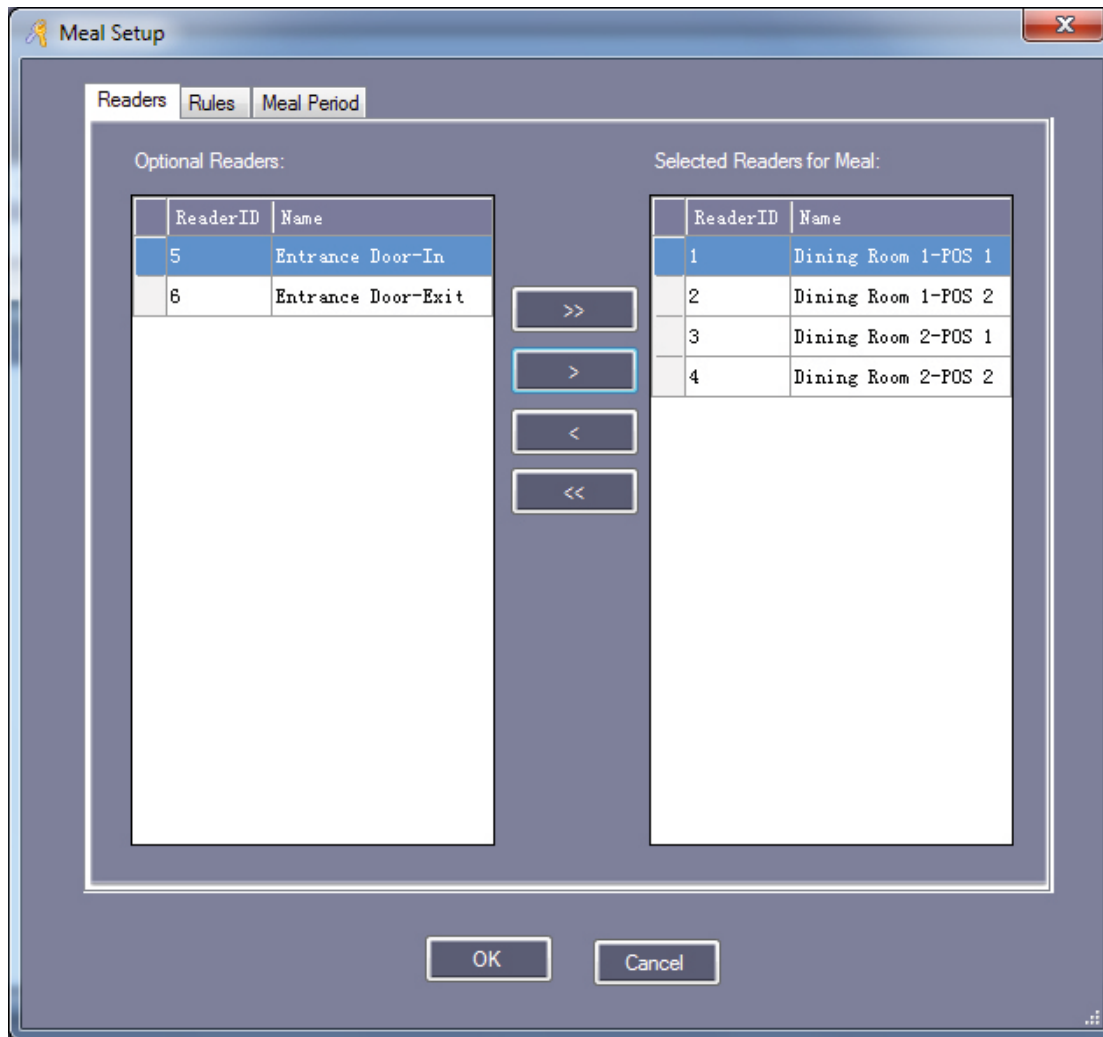


2.4.1.1 Meal Setup

2.4.1.1.1 Readers

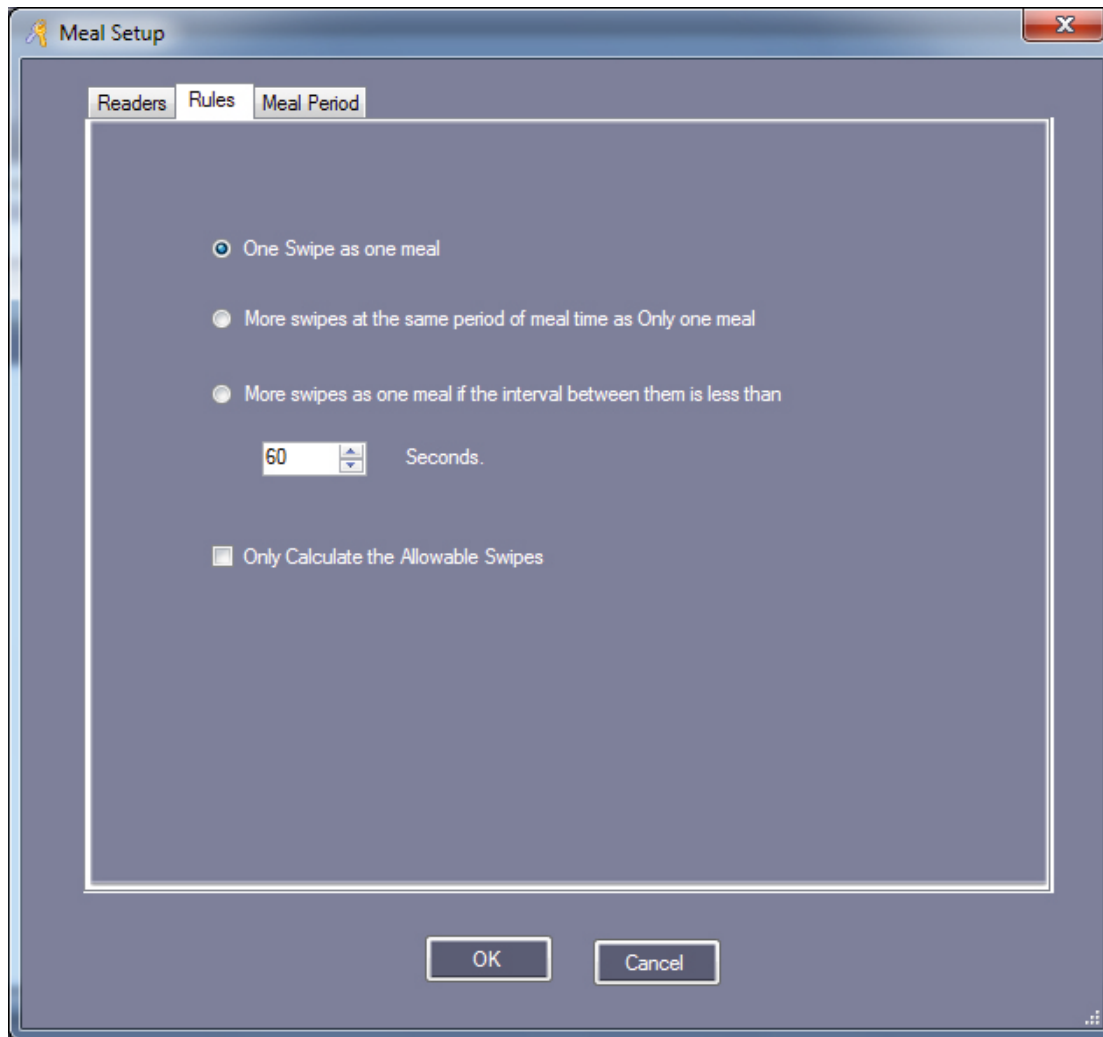
Click “Meal Setup”, At the meal interface, Select “Readers”.

Eg: Set “Dining Room 1” and “Dining Room 2” is a dining point.



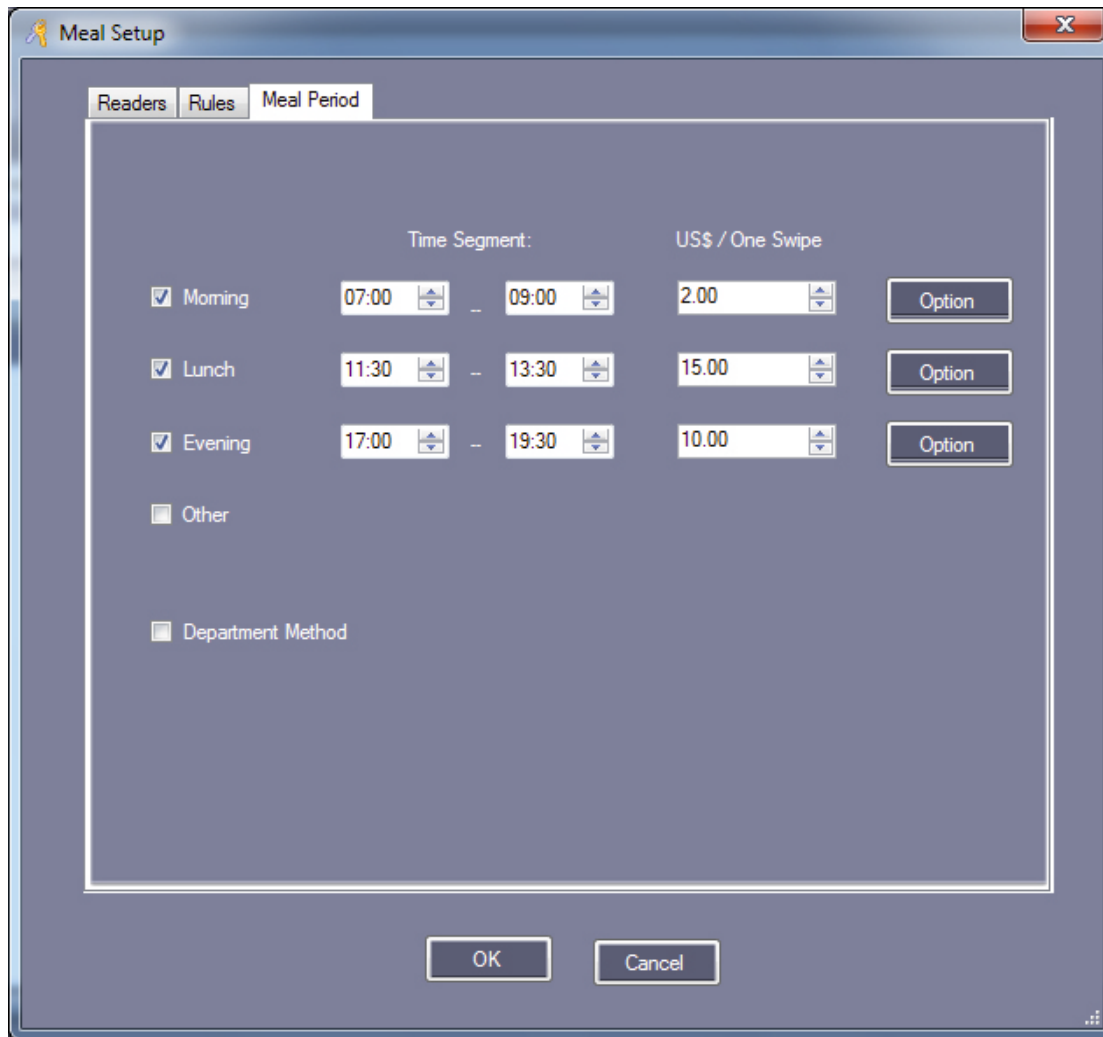
2.4.1.1.2 Rules

Click "Meal Setup", At the meal interface, Select "Rules".



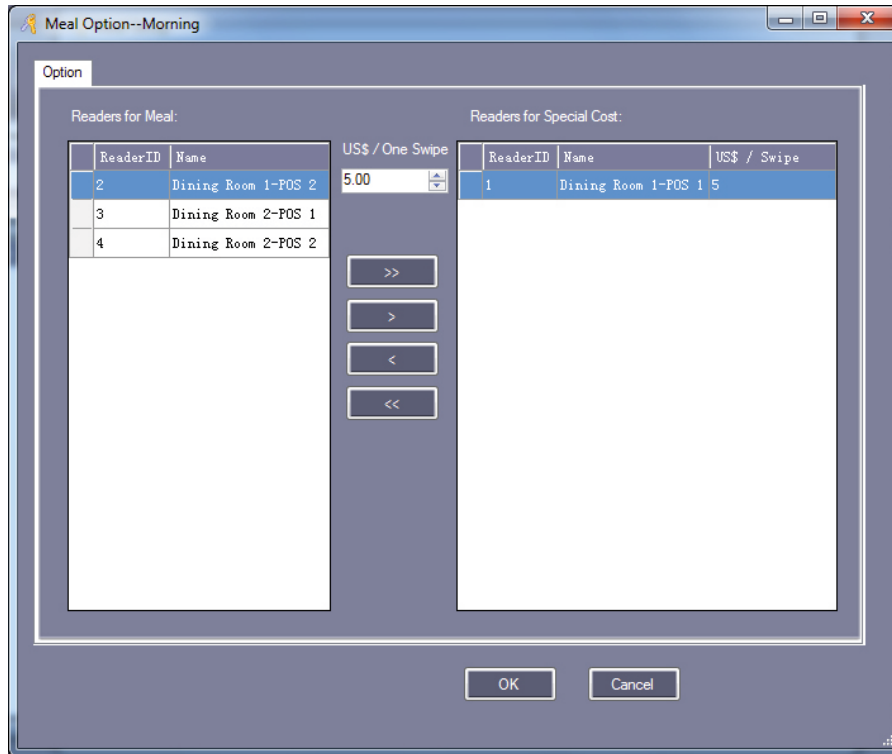
2.4.1.1.3 Meal Period

Click "Meal Setup", At the meal interface, Select "Meal Period".



Click "Option", Set a fixed amount of consumption.

If you want to set a fixed amount of consumption, click "Option" to finish the settings.



2.4.1.2 Meal Report

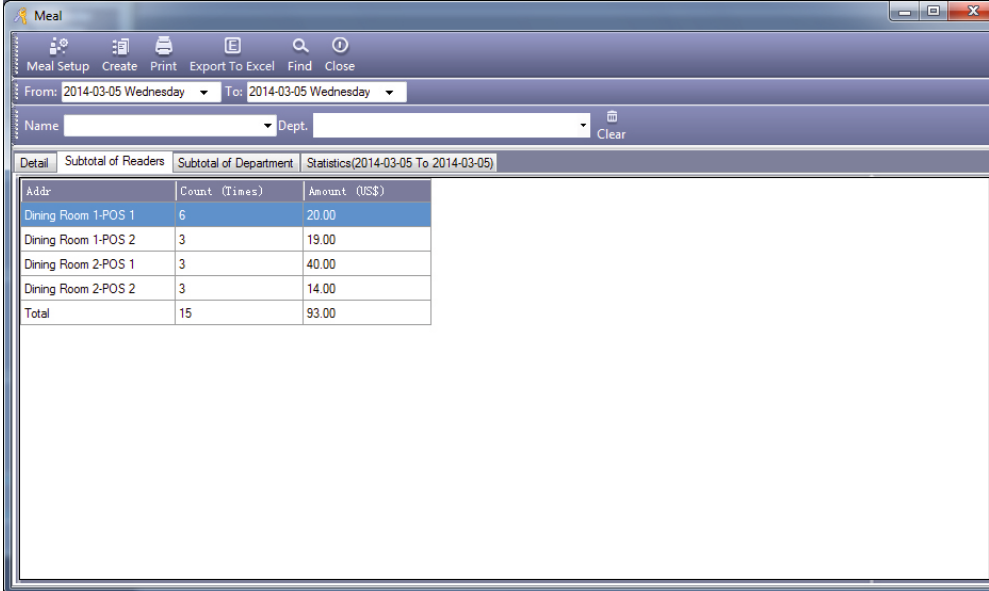
2.4.1.2.1 Meal Details Report

Click “Create”, At the meal interface, Display the details of the staff dining at which POS machine.

RecID	Department	User ID	User Name	DateTime	Meal Name	Cost (US\$)	Addr
54	Sales Dep\Overs...	1	Hellen	2014-03-05 09:15:37 Wednesday	Morning	2.00	Dining Room 1-POS 1
58	Sales Dep\Overs...	1	Hellen	2014-03-05 09:23:38 Wednesday	Morning	2.00	Dining Room 1-POS 2
60	Sales Dep\Overs...	1	Hellen	2014-03-05 12:22:35 Wednesday	Lunch	15.00	Dining Room 1-POS 2
61	Sales Dep\Overs...	1	Hellen	2014-03-05 18:22:46 Wednesday	Evening	10.00	Dining Room 2-POS 1
63	Product	2	Jack	2014-03-05 07:23:06 Wednesday	Morning	2.00	Dining Room 2-POS 2
52	Product	2	Jack	2014-03-05 08:55:06 Wednesday	Morning	2.00	Dining Room 1-POS 1
53	Product	2	Jack	2014-03-05 08:55:42 Wednesday	Morning	2.00	Dining Room 2-POS 2
64	Product	2	Jack	2014-03-05 12:23:13 Wednesday	Lunch	15.00	Dining Room 2-POS 1
66	Product	2	Jack	2014-03-05 19:23:34 Wednesday	Evening	10.00	Dining Room 1-POS 1
68	Sales Dep	4	Sharon	2014-03-05 08:25:51 Wednesday	Morning	2.00	Dining Room 1-POS 2
69	Sales Dep	4	Sharon	2014-03-05 13:26:00 Wednesday	Lunch	15.00	Dining Room 2-POS 1
70	Sales Dep	4	Sharon	2014-03-05 18:26:06 Wednesday	Evening	10.00	Dining Room 2-POS 2
5	Product	9	Grace	2014-03-05 08:10:49 Wednesday	Morning	2.00	Dining Room 1-POS 1
6	Product	9	Grace	2014-03-05 08:29:10 Wednesday	Morning	2.00	Dining Room 1-POS 1
7	Product	9	Grace	2014-03-05 09:33:28 Wednesday	Morning	2.00	Dining Room 1-POS 1

2.4.1.2.2 Meal Stat. report of Readers for Meal

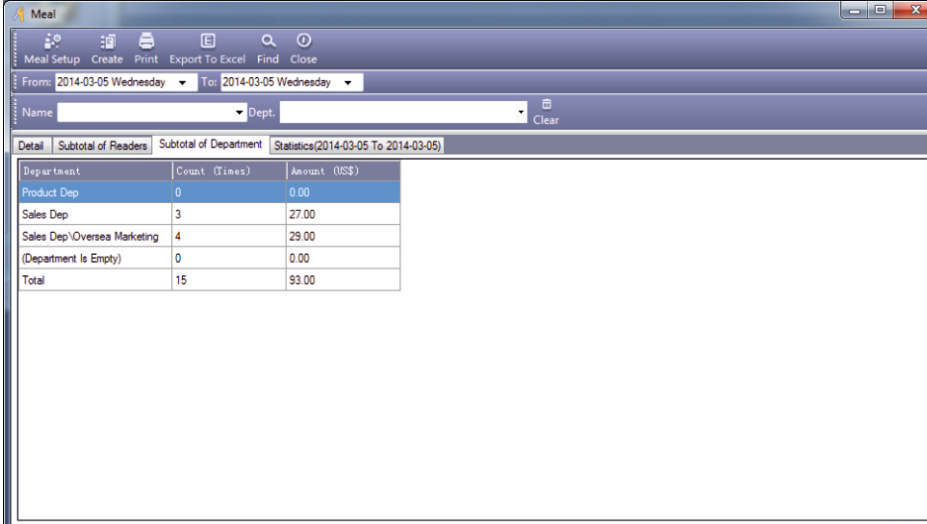
Click “Create”, At the meal interface, select “Subtotal of Readers”, Display all dining times and total money at each dining point.



Addr	Count (Times)	Amount (US\$)
Dining Room 1-POS 1	6	20.00
Dining Room 1-POS 2	3	19.00
Dining Room 2-POS 1	3	40.00
Dining Room 2-POS 2	3	14.00
Total	15	93.00

2.4.1.2.3 Meal Stat. report of Subtotal of Department

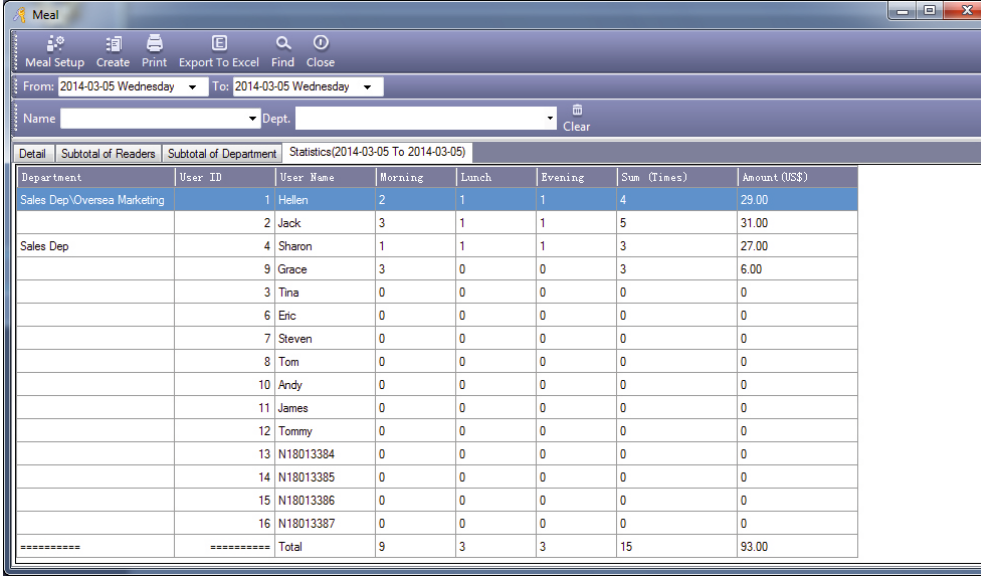
Click “Create”, At the meal interface, select “Subtotal of Department”, Display all dining department and total money.



Department	Count (Times)	Amount (US\$)
Product Dep	0	0.00
Sales Dep	3	27.00
Sales Dep/Oversee Marketing	4	29.00
(Department Is Empty)	0	0.00
Total	15	93.00

2.4.1.2.4 Meal Stat. report of Users

Click “Create”, At the meal interface, select “Statistics”, Statistics of each employee dining times and total money.

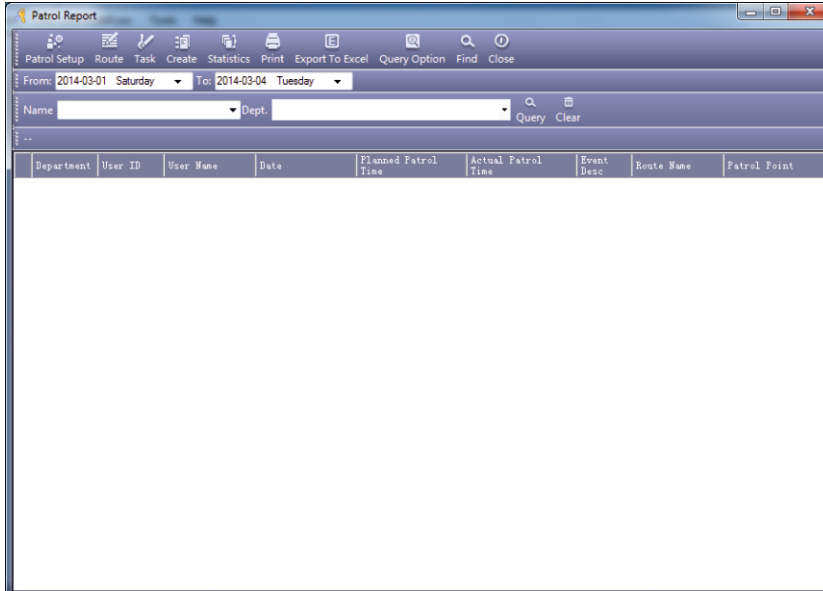


Department	User ID	User Name	Morning	Lunch	Evening	Sum (Times)	Amount (US\$)
Sales Dep \Oversea Marketing	1	Hellen	2	1	1	4	29.00
	2	Jack	3	1	1	5	31.00
Sales Dep	4	Sharon	1	1	1	3	27.00
	9	Grace	3	0	0	3	6.00
	3	Tina	0	0	0	0	0
	6	Eric	0	0	0	0	0
	7	Steven	0	0	0	0	0
	8	Tom	0	0	0	0	0
	10	Andy	0	0	0	0	0
	11	James	0	0	0	0	0
	12	Tommy	0	0	0	0	0
	13	N18013384	0	0	0	0	0
	14	N18013385	0	0	0	0	0
	15	N18013386	0	0	0	0	0
	16	N18013387	0	0	0	0	0
=====	=====	Total	9	3	3	15	93.00

2.4.2 Activate Patrol

Enter the “Extended Function”, In front of “Activate Meal” mark this with to active this function.

After Active this function, Re-login software. Click **【Patrol】** .

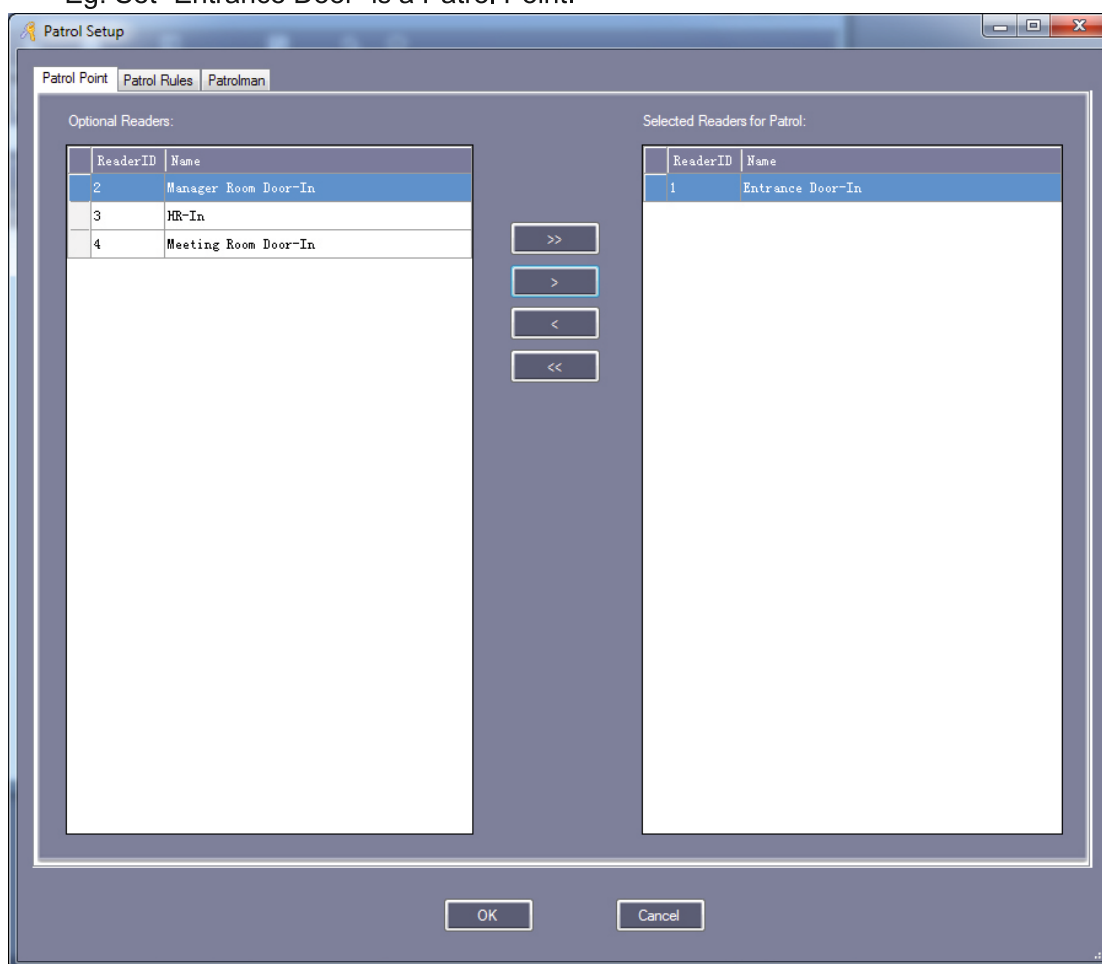


Department	User ID	User Name	Date	Planned Patrol Time	Actual Patrol Time	Event Desc	Route Name	Patrol Point

2.4.2.1 Patrol Setup

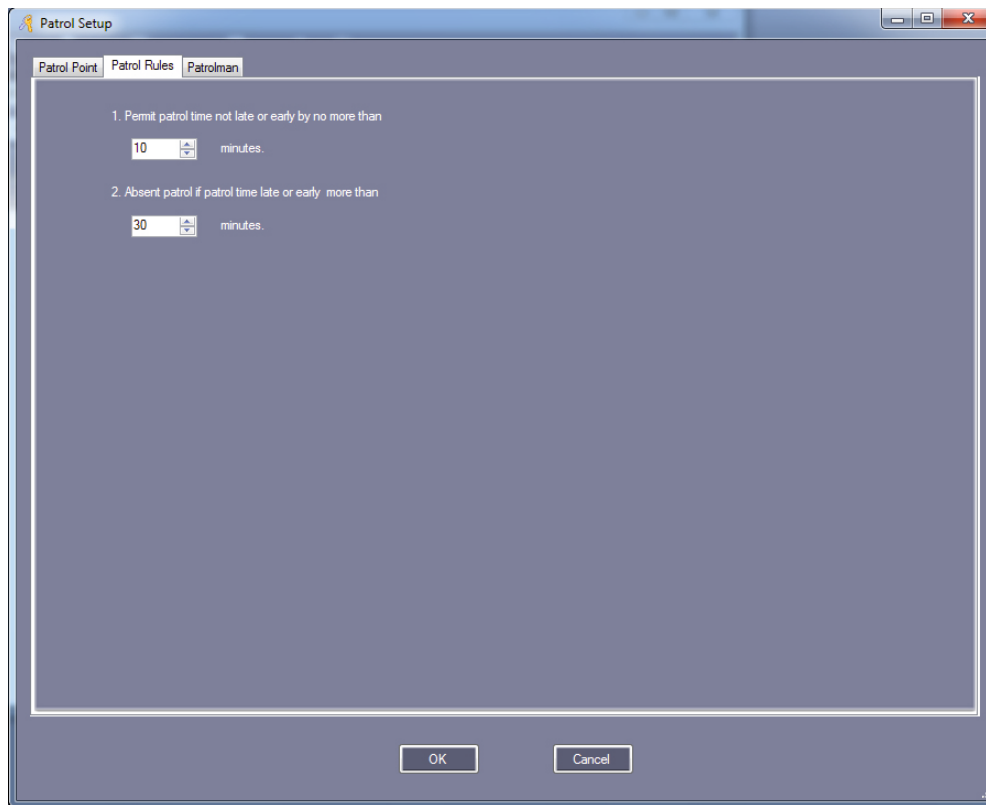
2.4.2.1.1 Patrol Point

Click “Patrol Setup”, At the patrol interface.
Eg: Set “Entrance Door” is a Patrol Point.



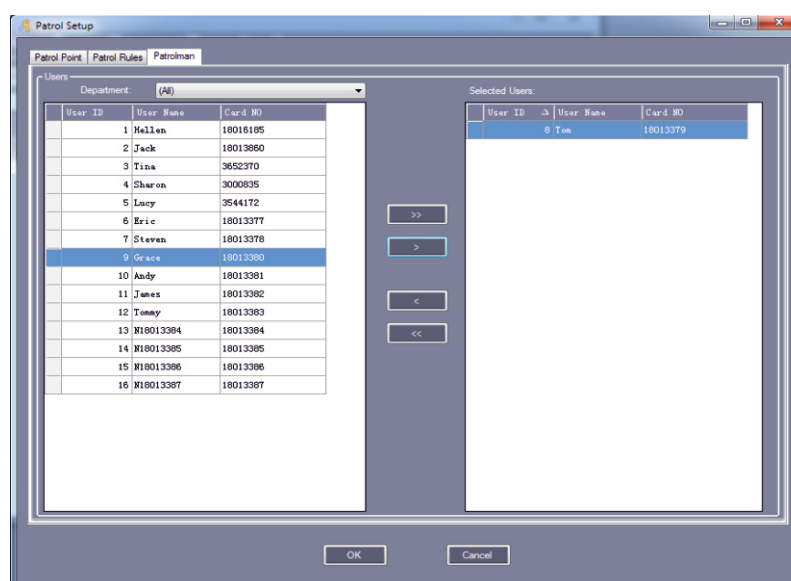
2.4.2.1.2 Patrol Rules

Click “Patrol Setup”, At the patrol interface, select “Patrol Rules” and set recording to your actually rules.



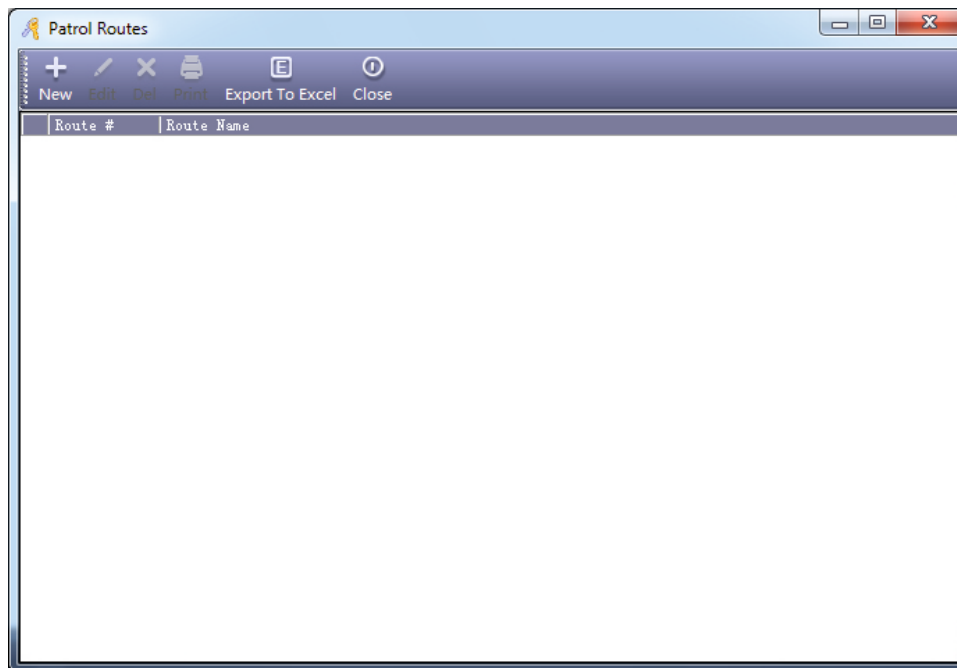
2.4.2.1.3 Patrolman

Click “Patrol Setup”, At the patrol interface, Select “Patrolman”.
Eg : Set “Tom” is a Patrolman.

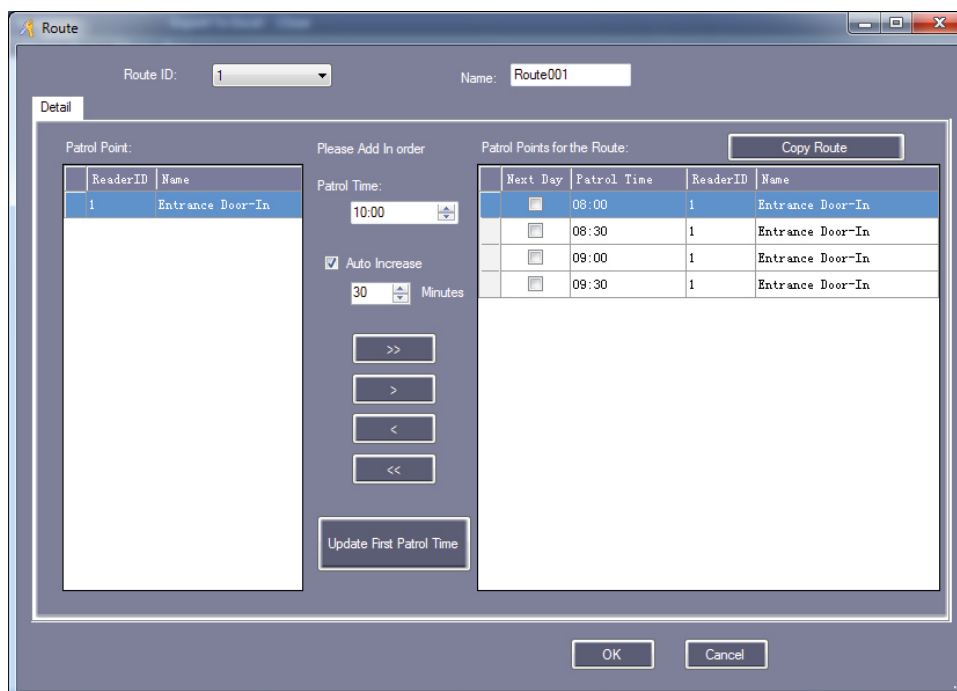


2.4.2.2 Patrol Route

Click “Route”, At the patrol interface.



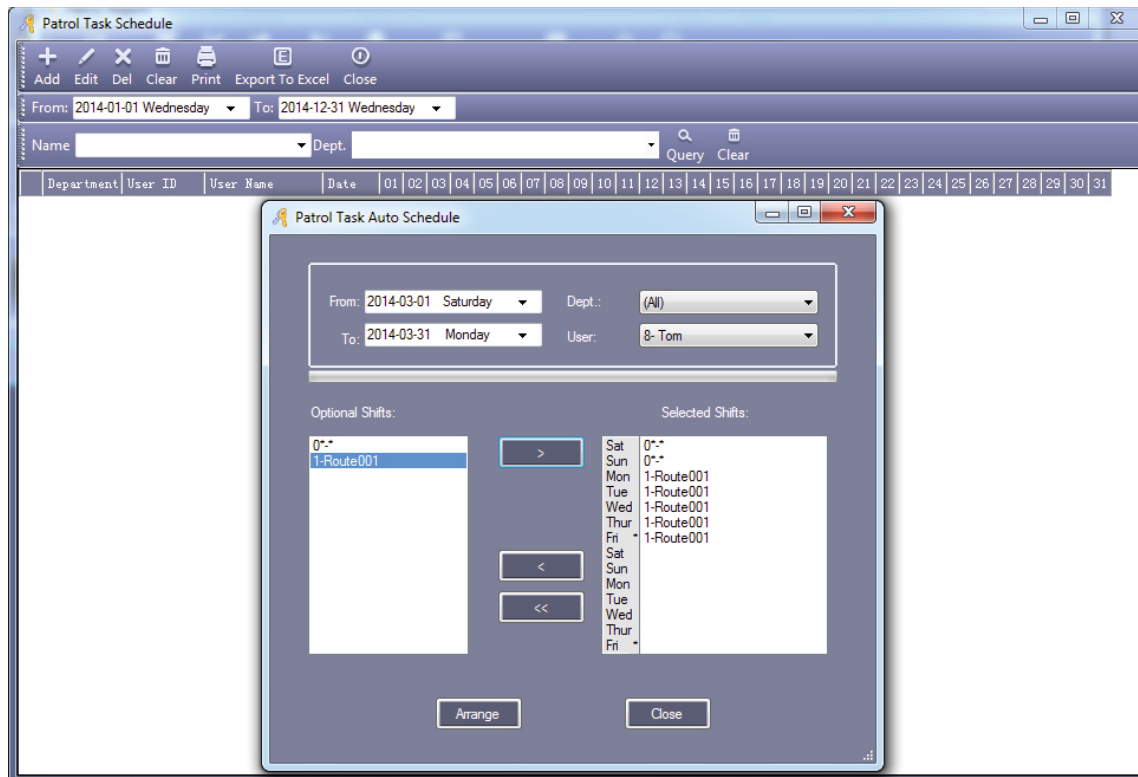
Click “New”, Add the Patrol Route.



2.4.2.3 Patrol Task

Click “Task”, At the patrol interface.

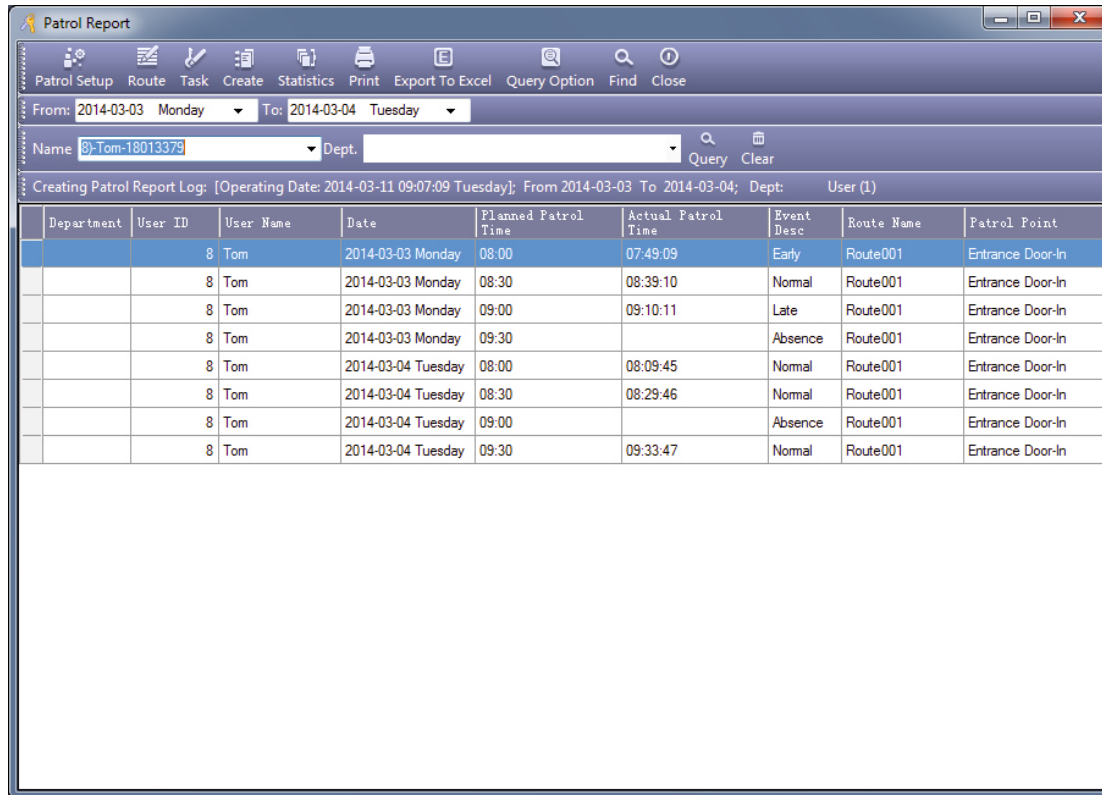
Eg: Set Tom’s patrol route



2.4.2.4 Patrol Report

Please Get Records Before Creating Report.

Click “Create”, At the Patrol interface,



Patrol Report

Patrol Setup Route Task Create Statistics Print Export To Excel Query Option Find Close

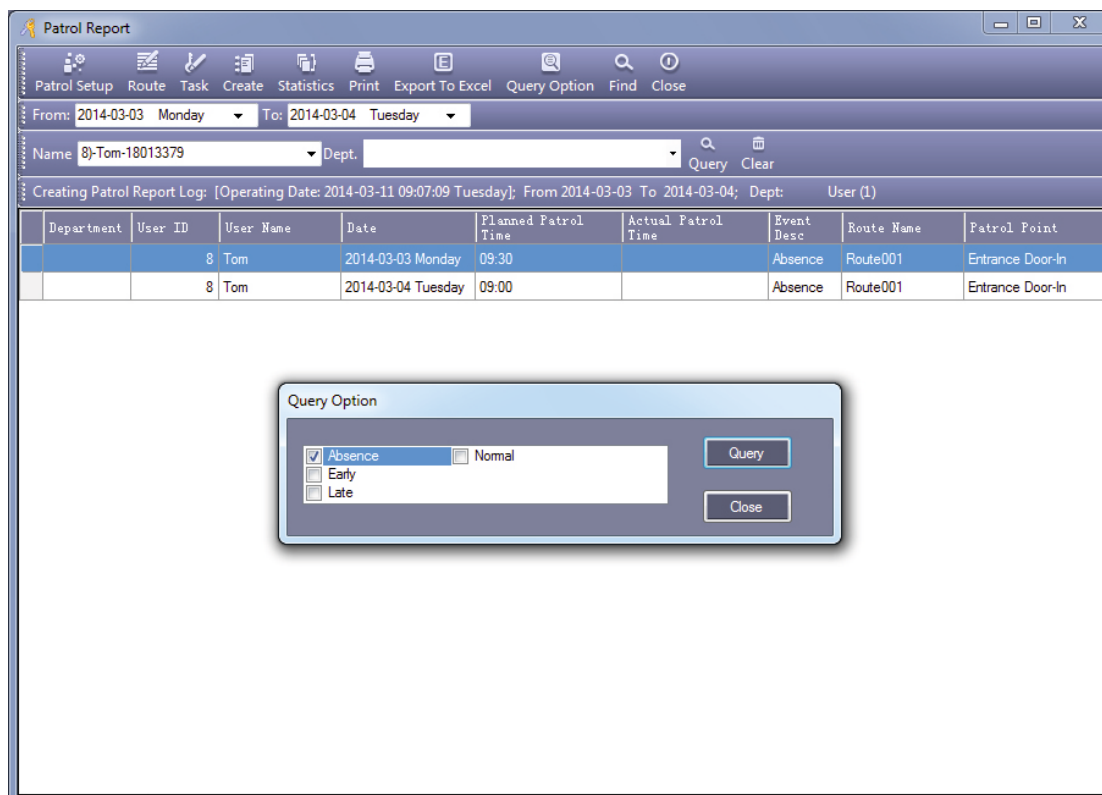
From: 2014-03-03 Monday To: 2014-03-04 Tuesday

Name: 8-Tom-18013379 Dept: [] Query Clear

Creating Patrol Report Log: [Operating Date: 2014-03-11 09:07:09 Tuesday]; From 2014-03-03 To 2014-03-04; Dept: User (1)

Department	User ID	User Name	Date	Planned Patrol Time	Actual Patrol Time	Event Desc	Route Name	Patrol Point
	8	Tom	2014-03-03 Monday	08:00	07:49:09	Early	Route001	Entrance Door-In
	8	Tom	2014-03-03 Monday	08:30	08:39:10	Normal	Route001	Entrance Door-In
	8	Tom	2014-03-03 Monday	09:00	09:10:11	Late	Route001	Entrance Door-In
	8	Tom	2014-03-03 Monday	09:30		Absence	Route001	Entrance Door-In
	8	Tom	2014-03-04 Tuesday	08:00	08:09:45	Normal	Route001	Entrance Door-In
	8	Tom	2014-03-04 Tuesday	08:30	08:29:46	Normal	Route001	Entrance Door-In
	8	Tom	2014-03-04 Tuesday	09:00		Absence	Route001	Entrance Door-In
	8	Tom	2014-03-04 Tuesday	09:30	09:33:47	Normal	Route001	Entrance Door-In

Click "Query Option", Query "Event Desc".



Patrol Report

Patrol Setup Route Task Create Statistics Print Export To Excel Query Option Find Close

From: 2014-03-03 Monday To: 2014-03-04 Tuesday

Name: 8-Tom-18013379 Dept: [] Query Clear

Creating Patrol Report Log: [Operating Date: 2014-03-11 09:07:09 Tuesday]; From 2014-03-03 To 2014-03-04; Dept: User (1)

Department	User ID	User Name	Date	Planned Patrol Time	Actual Patrol Time	Event Desc	Route Name	Patrol Point
	8	Tom	2014-03-03 Monday	09:30		Absence	Route001	Entrance Door-In
	8	Tom	2014-03-04 Tuesday	09:00		Absence	Route001	Entrance Door-In

Query Option

Absence Normal

Early

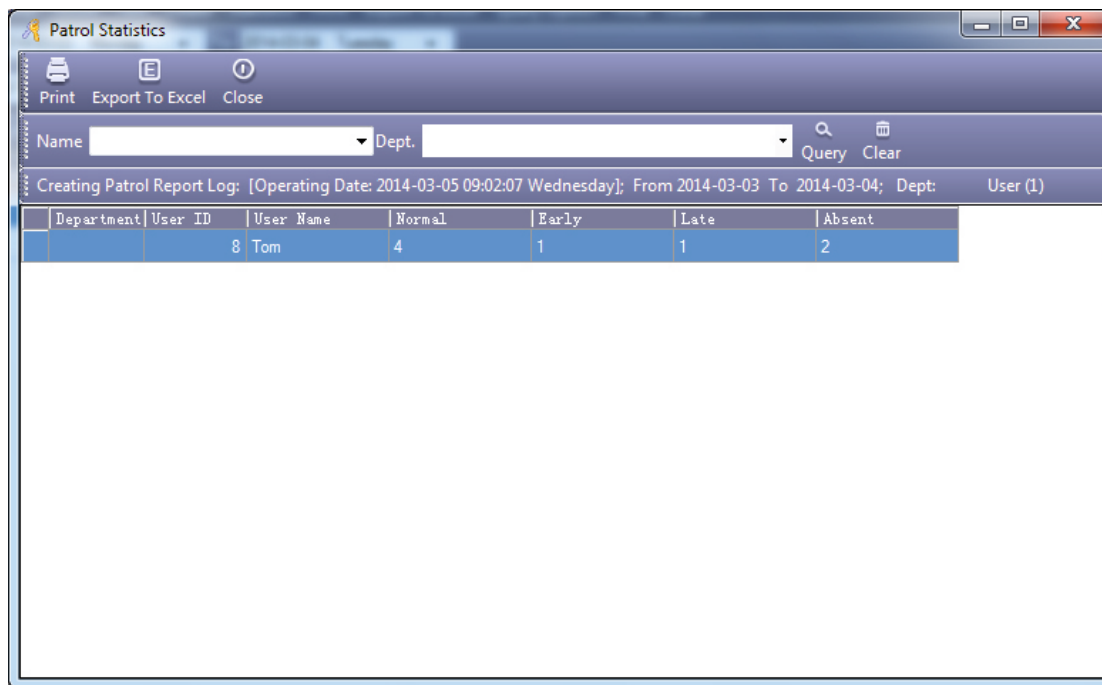
Late

Query

Close

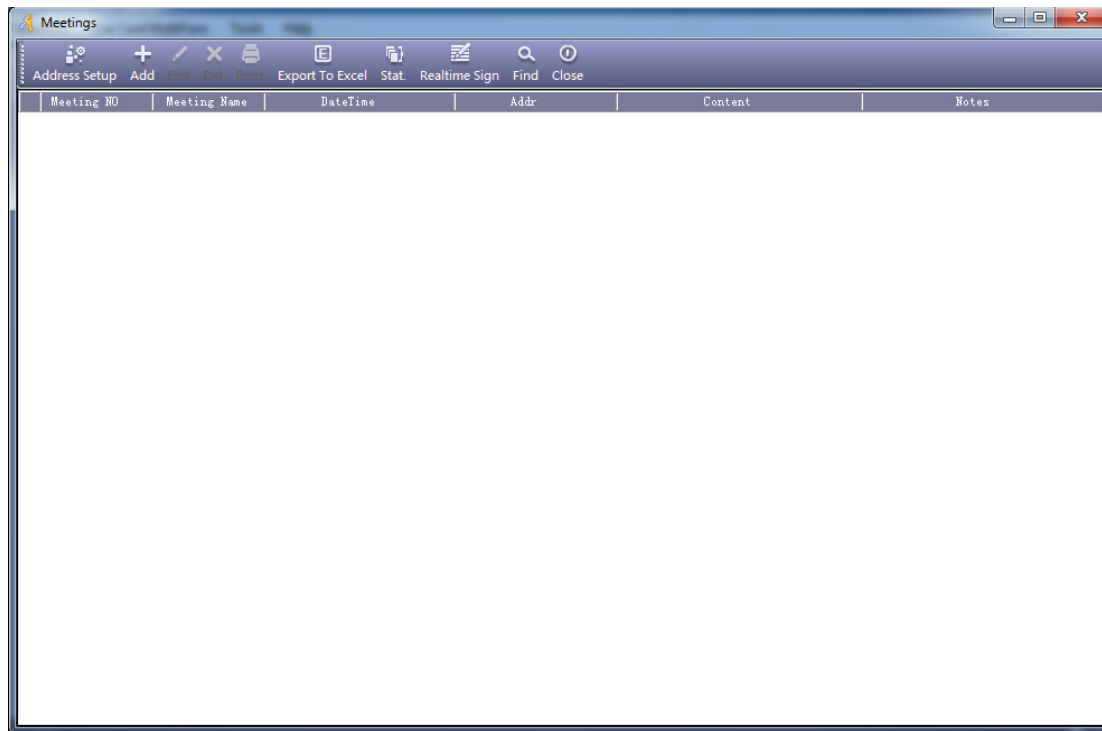
2.4.2.5 Patrol Statistics

Click “Statistics”, At the Patrol interface.
 Statistics Patrolman of the Event Desc.



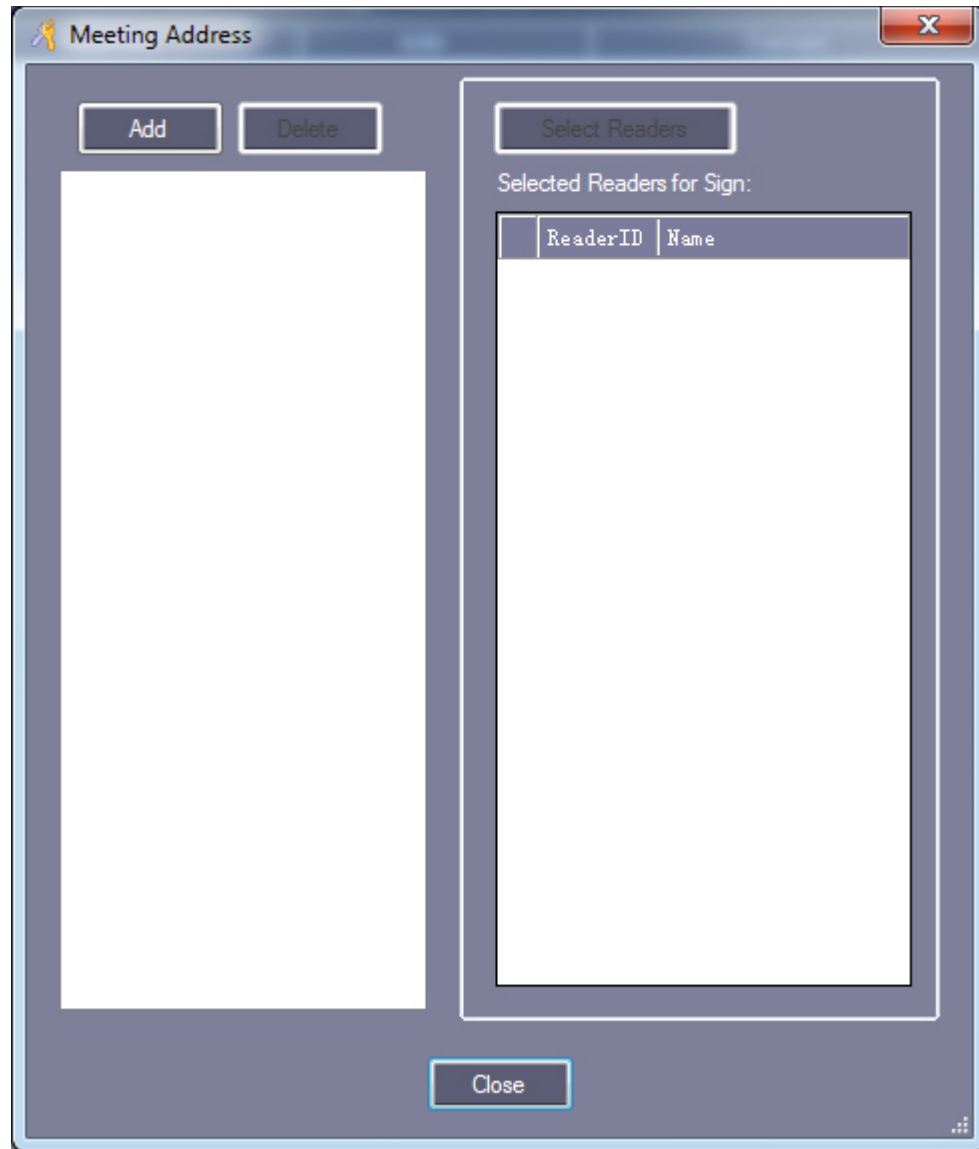
2.4.3 Activate Meeting

Enter “Extended Function”, In front of “Activate Meeting” mark this with to active this function.
 After Active this function, Re-login software. Click **【Meeting Sign】** .

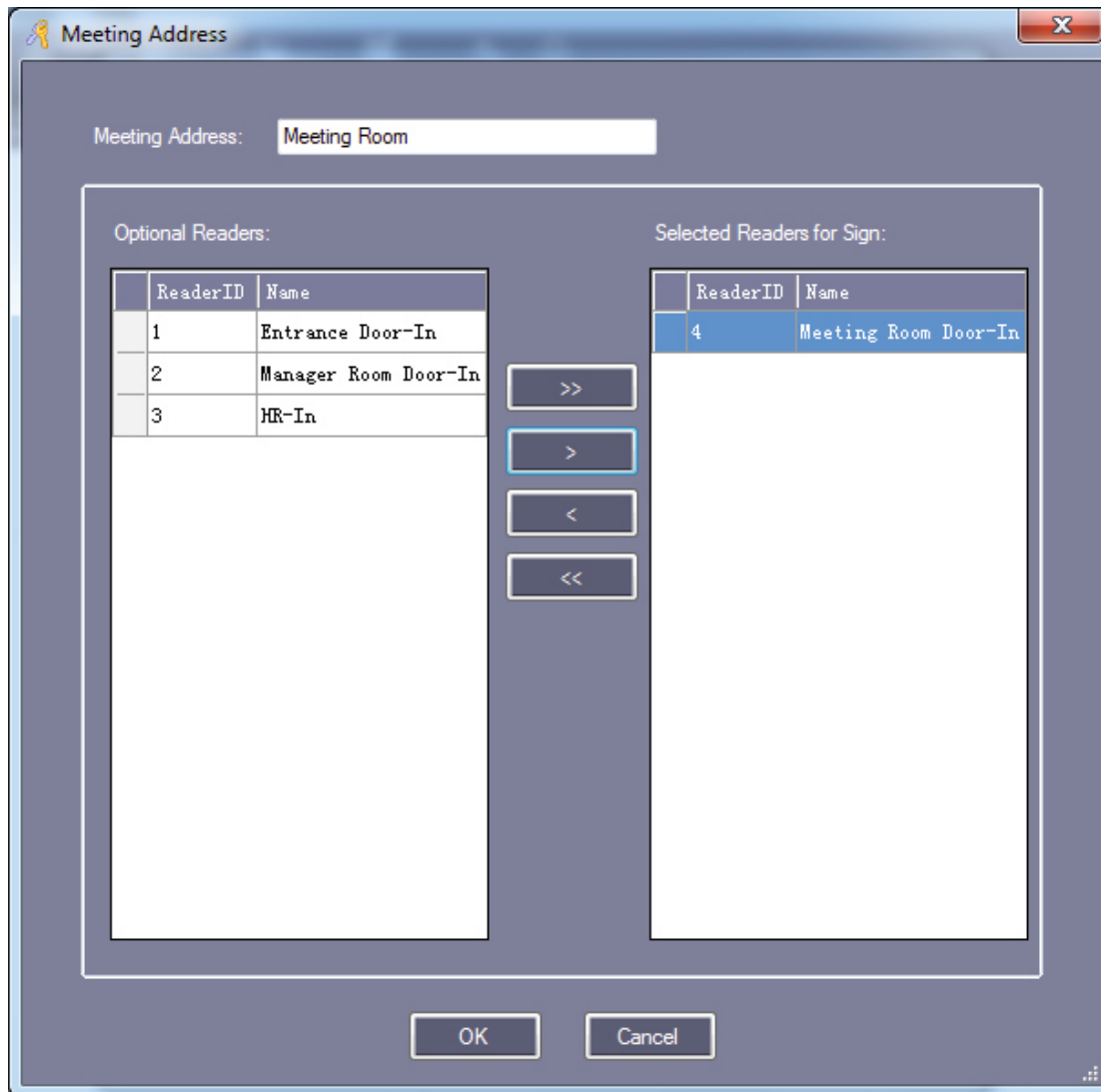


2.4.3.1 Address Setup

Click "Address Setup", Enter into the Address Setup interface.



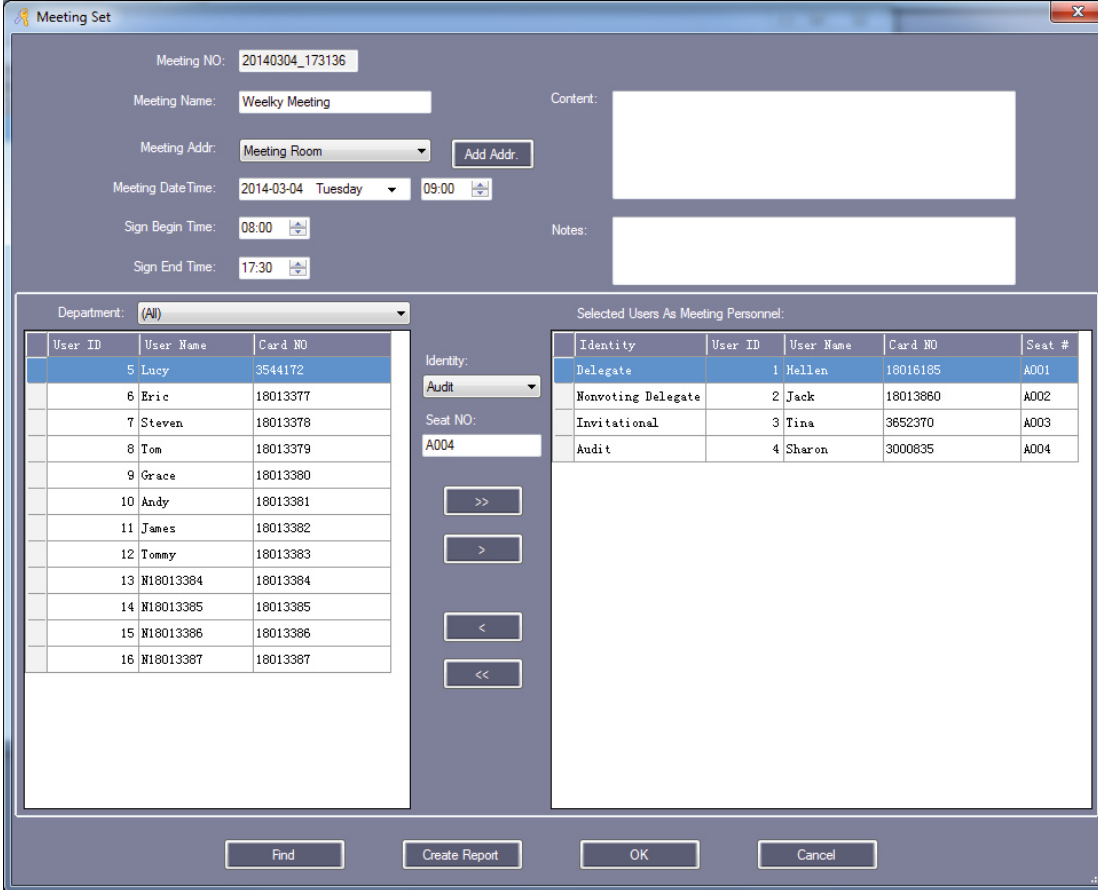
Click "Add" to add the Meeting Address.



You must input a "Name" at the "Meeting Address."

2.4.3.2 Add Meeting

Click "Add", At the meeting interface.
Eg: Add "Weekly Meeting".



Meeting NO: 20140304_173136

Meeting Name: Weekly Meeting

Meeting Addr: Meeting Room

Meeting Date Time: 2014-03-04 Tuesday 09:00

Sign Begin Time: 08:00

Sign End Time: 17:30

Department: (All)

User ID	User Name	Card NO
5	Lucy	3544172
6	Eric	18013377
7	Steven	18013378
8	Tom	18013379
9	Grace	18013380
10	Andy	18013381
11	James	18013382
12	Tommy	18013383
13	N18013384	18013384
14	N18013385	18013385
15	N18013386	18013386
16	N18013387	18013387

Selected Users As Meeting Personnel:

Identity	User ID	User Name	Card NO	Seat #
Delegate	1	Hellen	18016185	A001
Nonvoting Delegate	2	Jack	18013860	A002
Invitational	3	Tina	3652370	A003
Audit	4	Sharon	3000835	A004

Identity: Audit

Seat NO: A004

Buttons: Find, Create Report, OK, Cancel

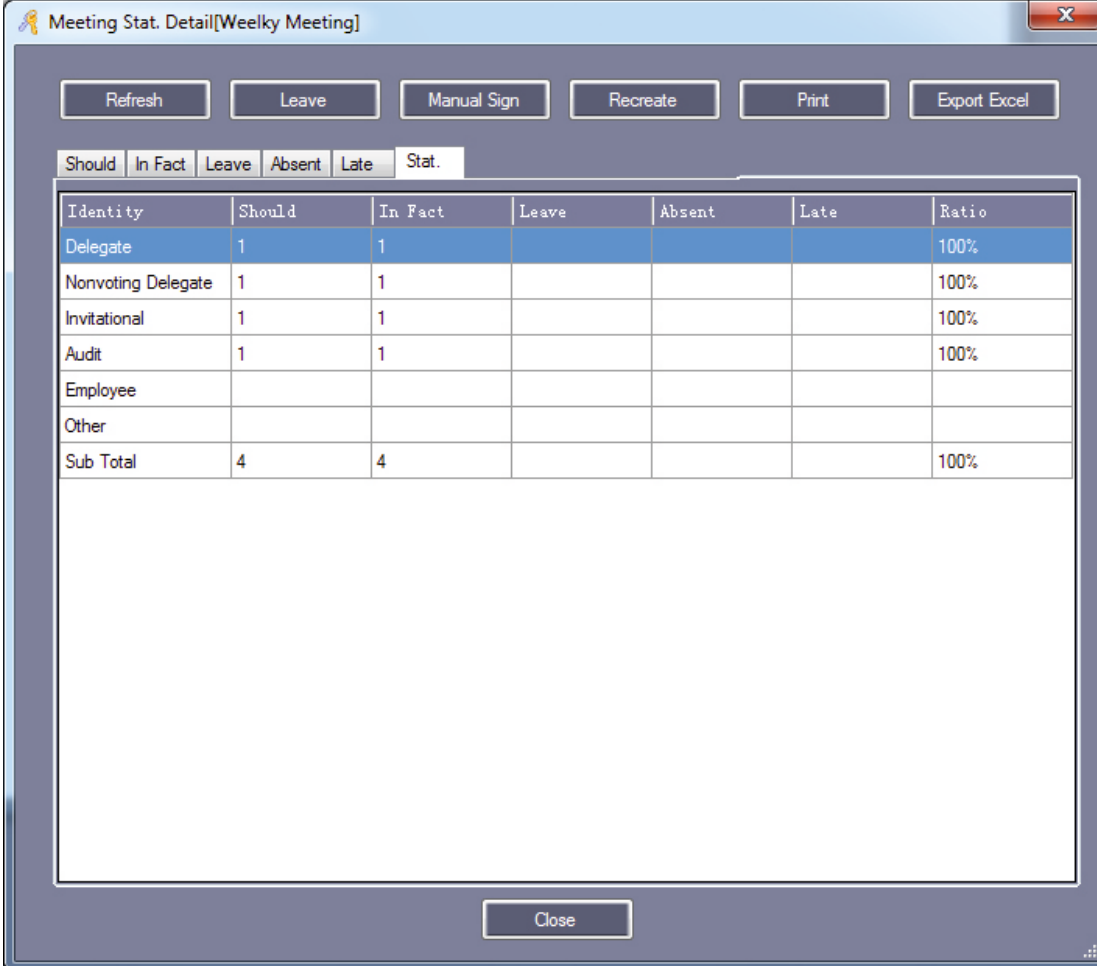
【 Identity 】 : Have “Delegate” 、 “Nonvoting Delegate” 、 “Invitational” 、 “Audit” 、 “Employee” 、 “Other”

Modify the meeting, click “Edit”, At the meeting interface.

Delete meeting, click “Delete”, At the meeting interface.

2.4.3.3 Meeting Stat

Click “Stat”, Detailed statistical a single meeting attendance. Can statistical “Should” 、”In Fact” 、”Leave” 、”Absent” 、”Late” 、”Total statistical” and “Calculate participants rate”.



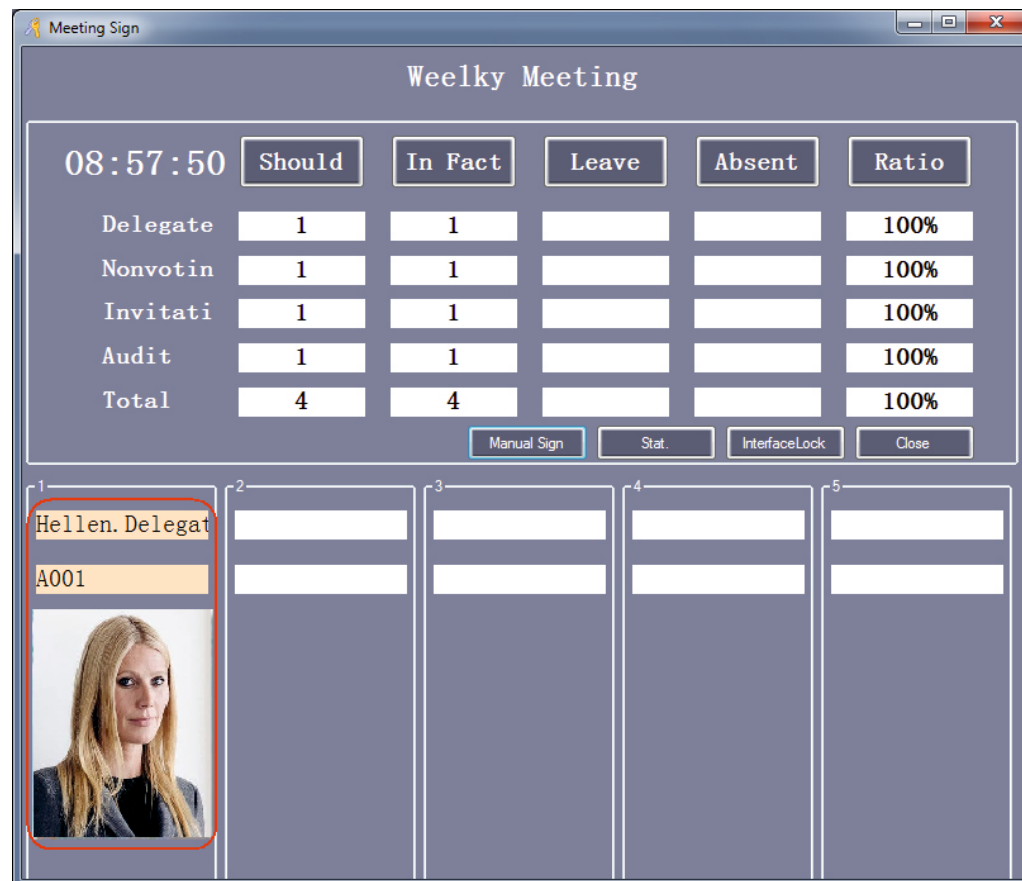
The screenshot shows a software window titled "Meeting Stat. Detail[Weekly Meeting]". At the top, there are buttons for "Refresh", "Leave", "Manual Sign", "Recreate", "Print", and "Export Excel". Below these are tabs for "Should", "In Fact", "Leave", "Absent", "Late", and "Stat.". The "Stat." tab is selected, displaying a table with the following data:

Identity	Should	In Fact	Leave	Absent	Late	Ratio
Delegate	1	1				100%
Nonvoting Delegate	1	1				100%
Invitational	1	1				100%
Audit	1	1				100%
Employee						
Other						
Sub Total	4	4				100%

At the bottom of the window is a "Close" button.

2.4.3.4 Realtime Sign

Click “Real –time Sign”, Real –time attendance of the meeting.

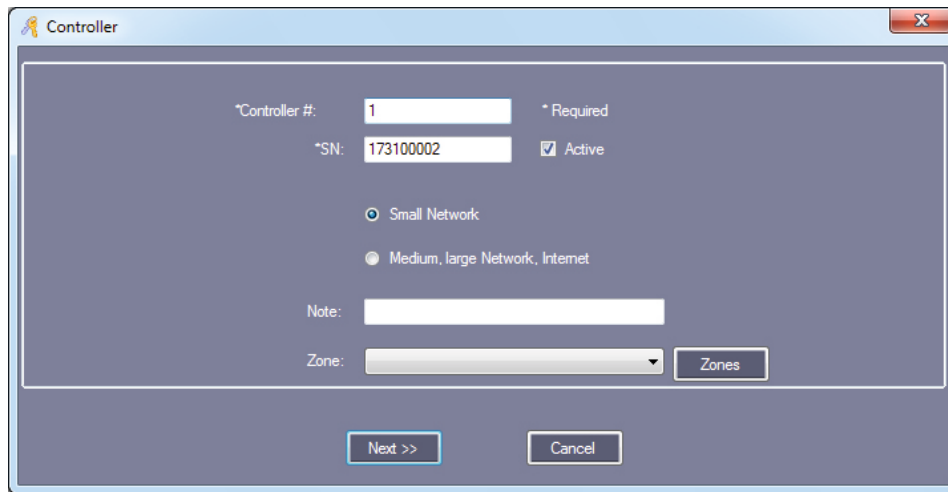


2.4.4 Activate One to More

Into the "Extended Function", In front of "Activate One To More" mark this with to activate this function.

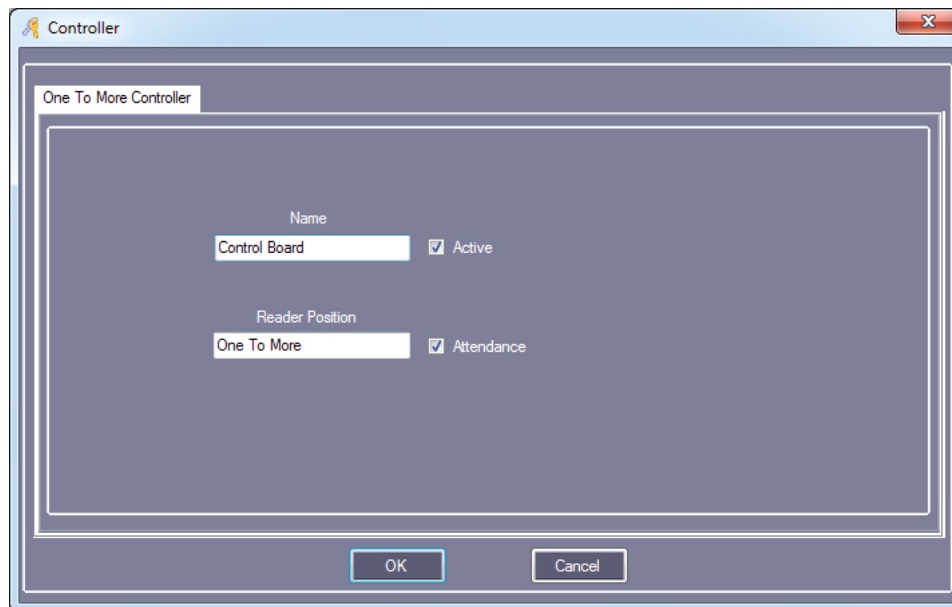
2.4.4.1 Add One to More Controller

Click **【Configuration】** > **【Controllers】** , Click "New".

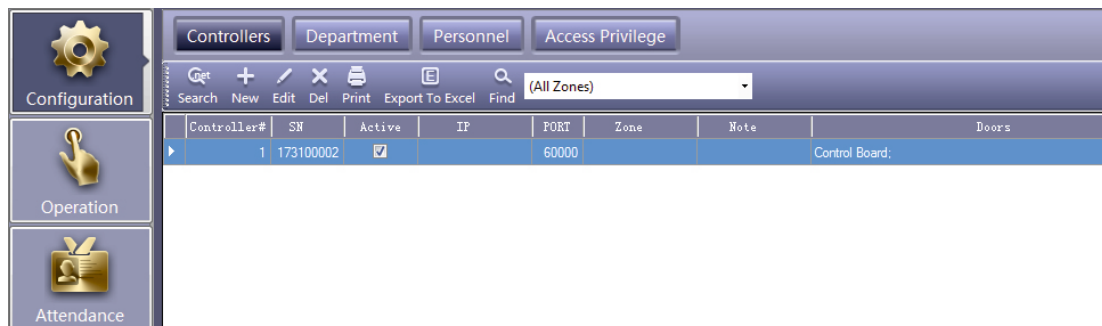


The details please reference chapter 2.2 Parameter Settings of Equipment.

Click "Next".



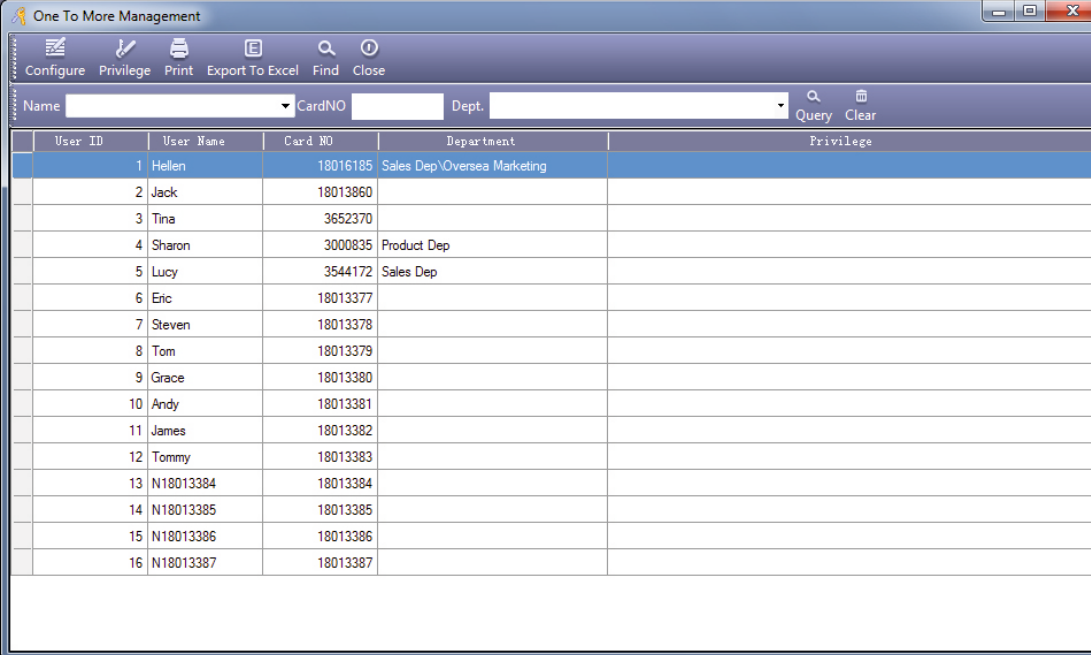
Click "OK".



Controller#	SN	Active	IP	PORT	Zone	Note	Doors
1	173100002	<input checked="" type="checkbox"/>		60000		Control Board;	

2.4.4.2 One to More Management

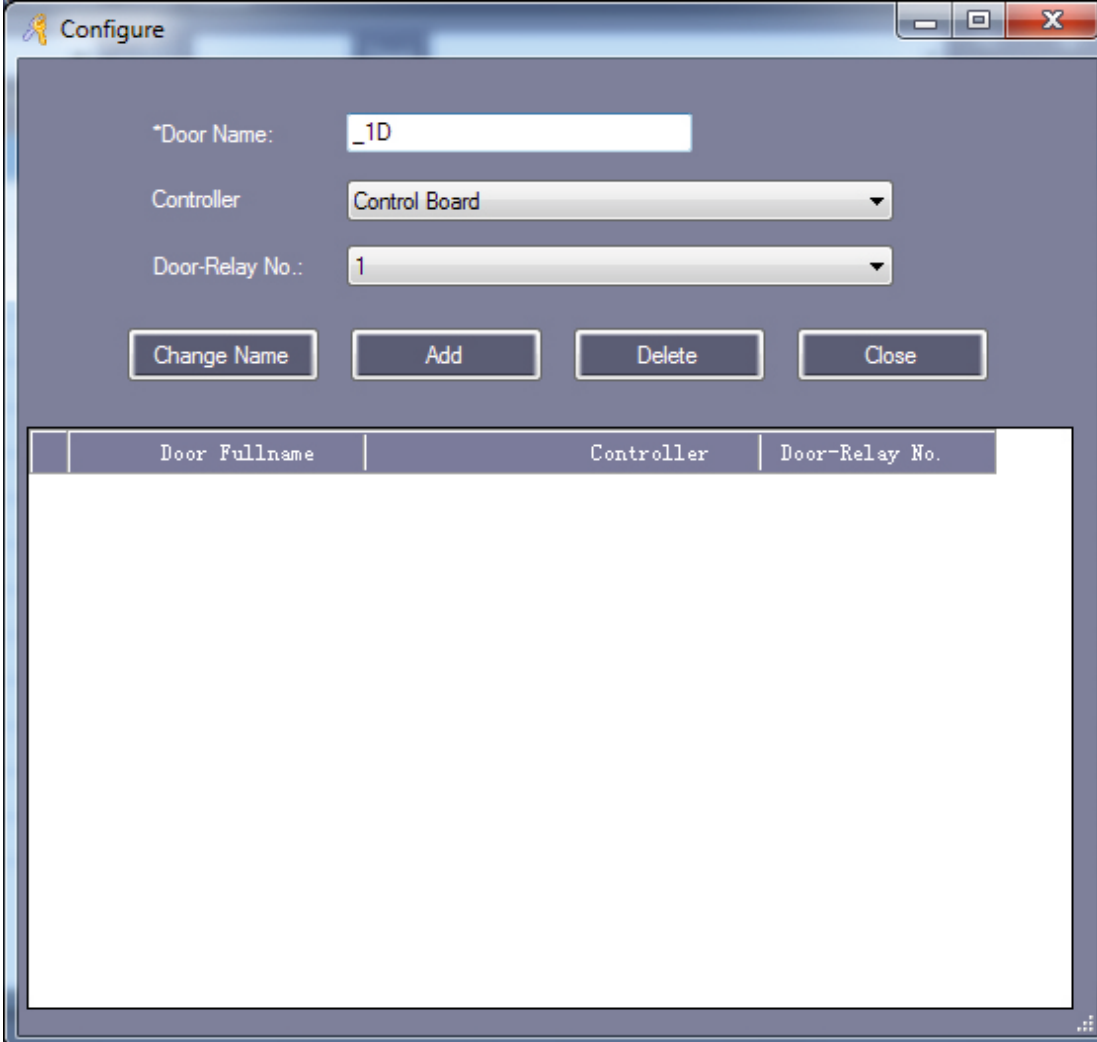
Click **【One to More】** .



User ID	User Name	Card NO	Department	Privilege
1	Hellen	18016185	Sales Dep\Oversea Marketing	
2	Jack	18013860		
3	Tina	3652370		
4	Sharon	3000835	Product Dep	
5	Lucy	3544172	Sales Dep	
6	Eric	18013377		
7	Steven	18013378		
8	Tom	18013379		
9	Grace	18013380		
10	Andy	18013381		
11	James	18013382		
12	Tommy	18013383		
13	N18013384	18013384		
14	N18013385	18013385		
15	N18013386	18013386		
16	N18013387	18013387		

2.4.4.2.1 Door Management “

Click “Configure”, Enter into the door management interface.



The screenshot shows a 'Configure' window with the following fields and controls:

- *Door Name:
- Controller:
- Door-Relay No.:
- Buttons: Change Name, Add, Delete, Close

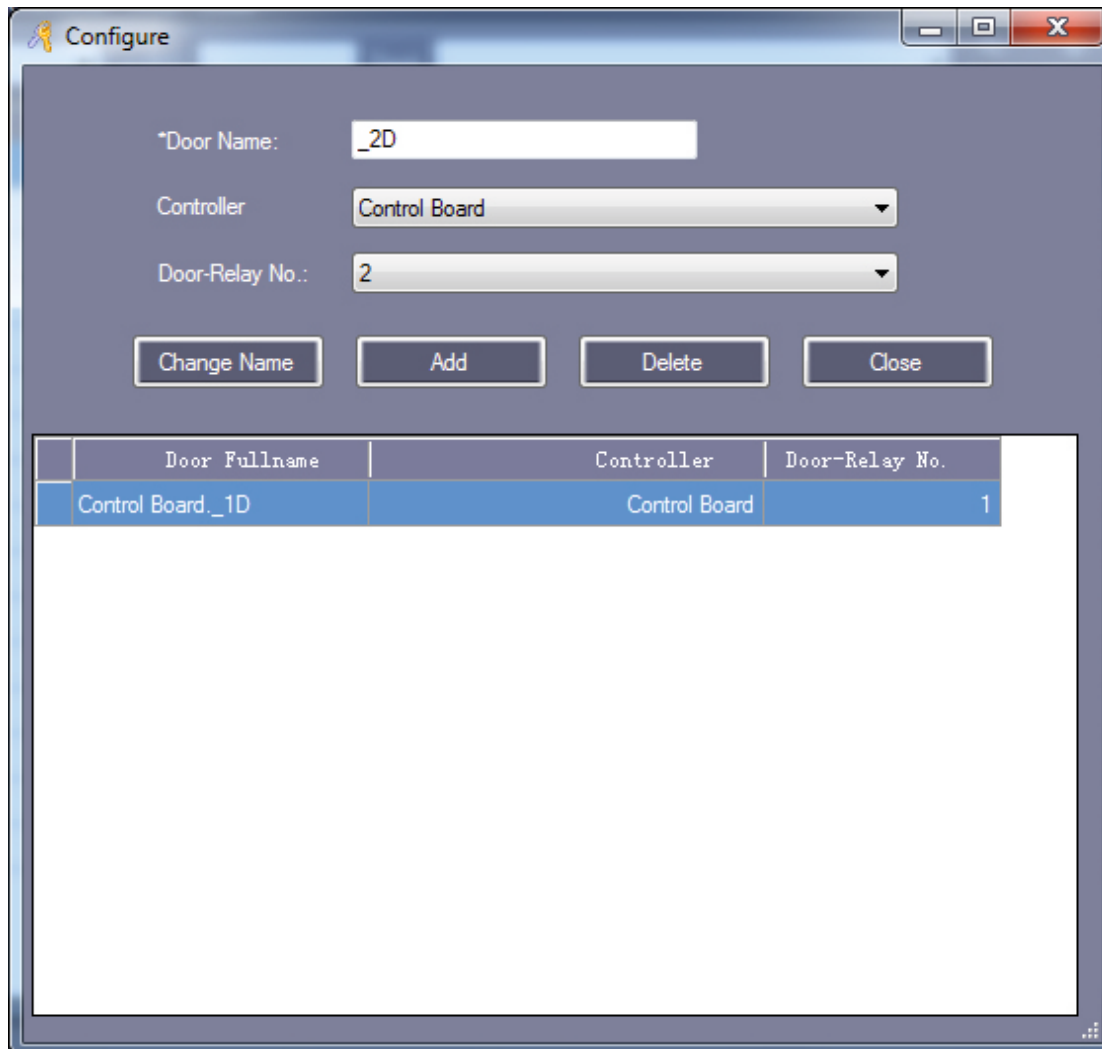
Below the form is a table with the following headers:

Door Fullname	Controller	Door-Relay No.

Door Name: Click can be modified. Default value is "_1 D" and the corresponding Floor-Relay NO."1"

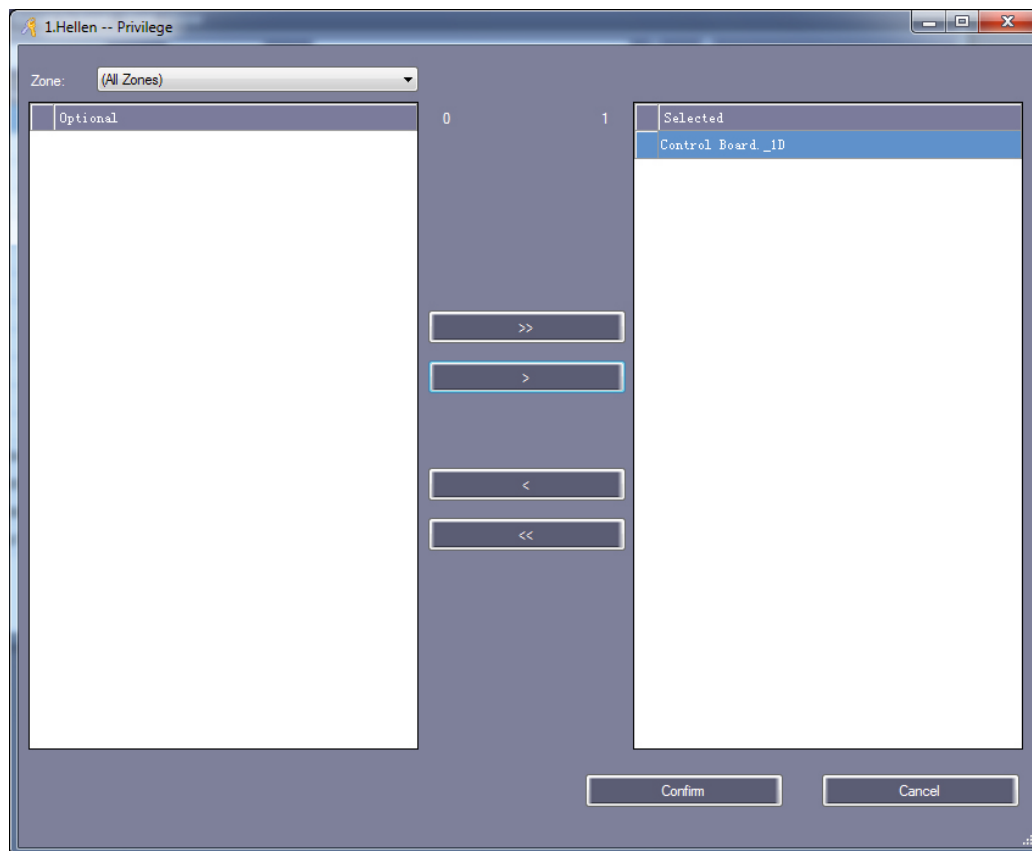
【Add Door】

Fill in "Door Name" , select "Controller" and "Door-Relay NO", Click "Add". If you do not need to re-fill, click "Add".

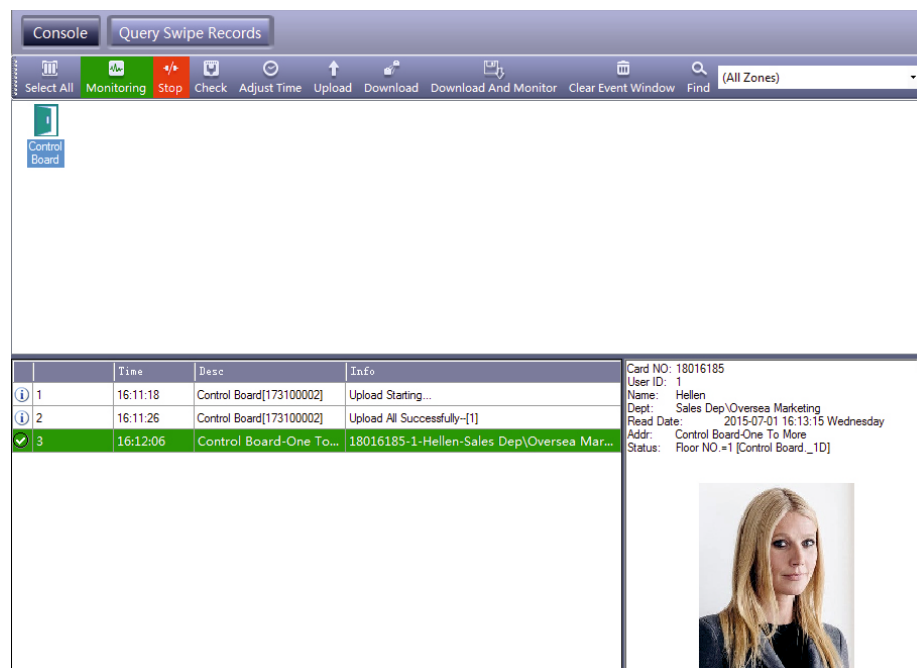


2.4.4.2.2 Set user up to door

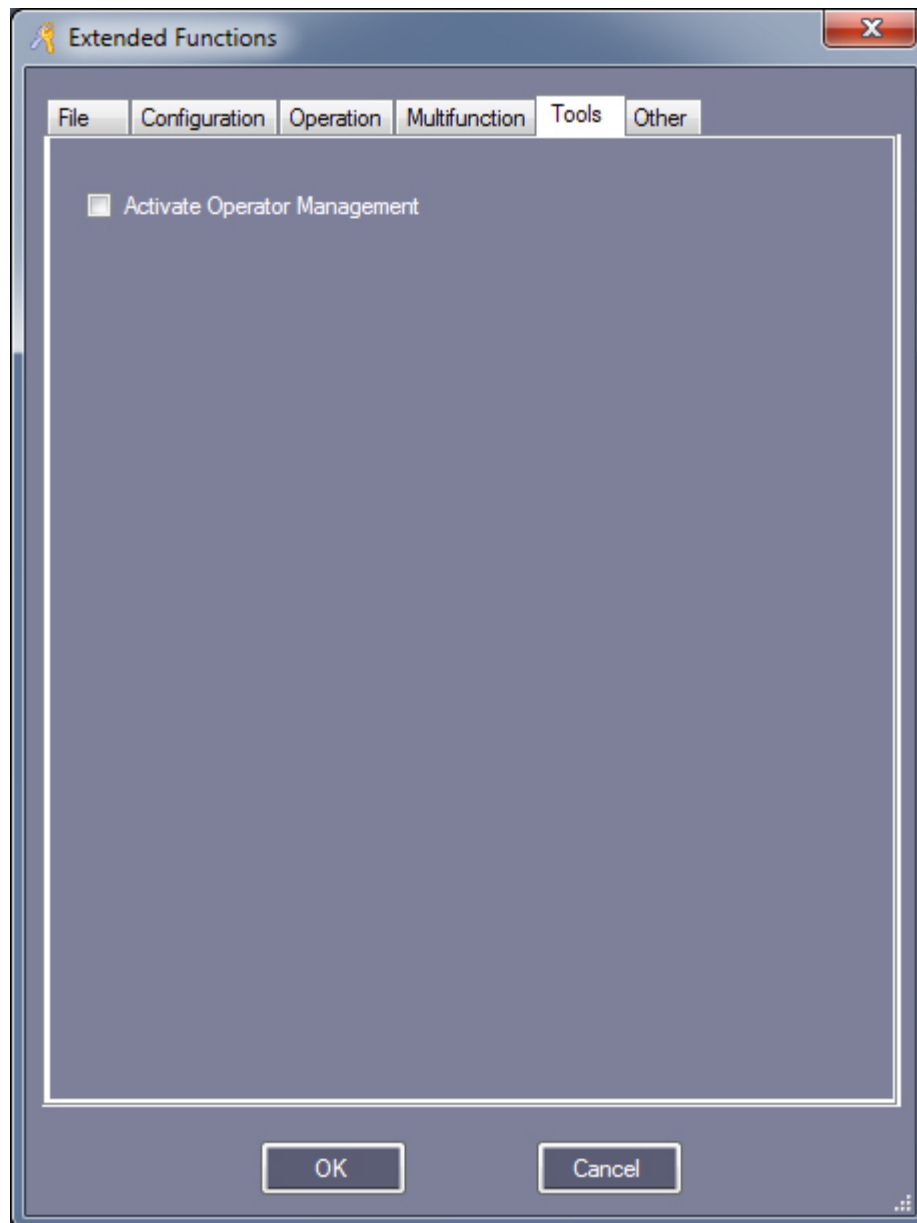
Fist selected user, then click "Privilege".
 Example: Set "Hellen" up to "1 Door".



Click "Confirm", Back to "Console" click "Upload". Then Swiping Card, "Hellen" will enter into 1 door.

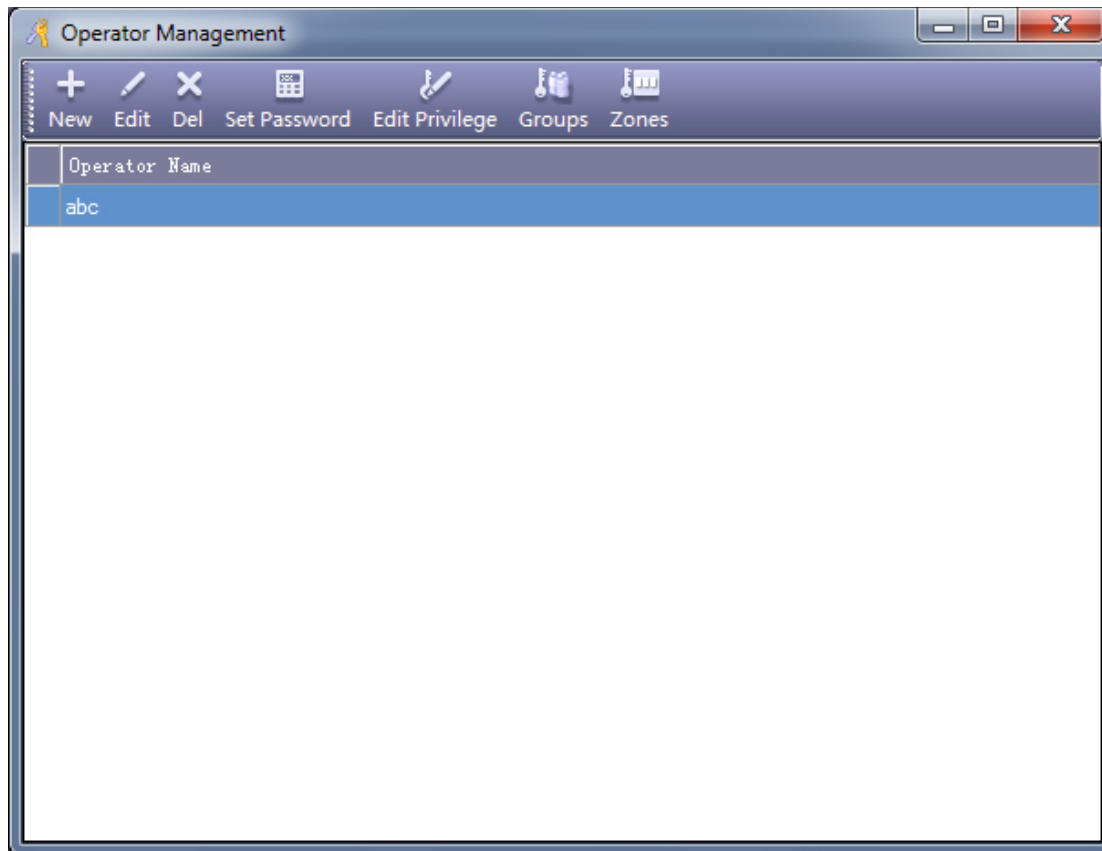


2.5 Tools



2.5.1 Activate Operator Management

Click **【Tools】** > **【Operator Management】**



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

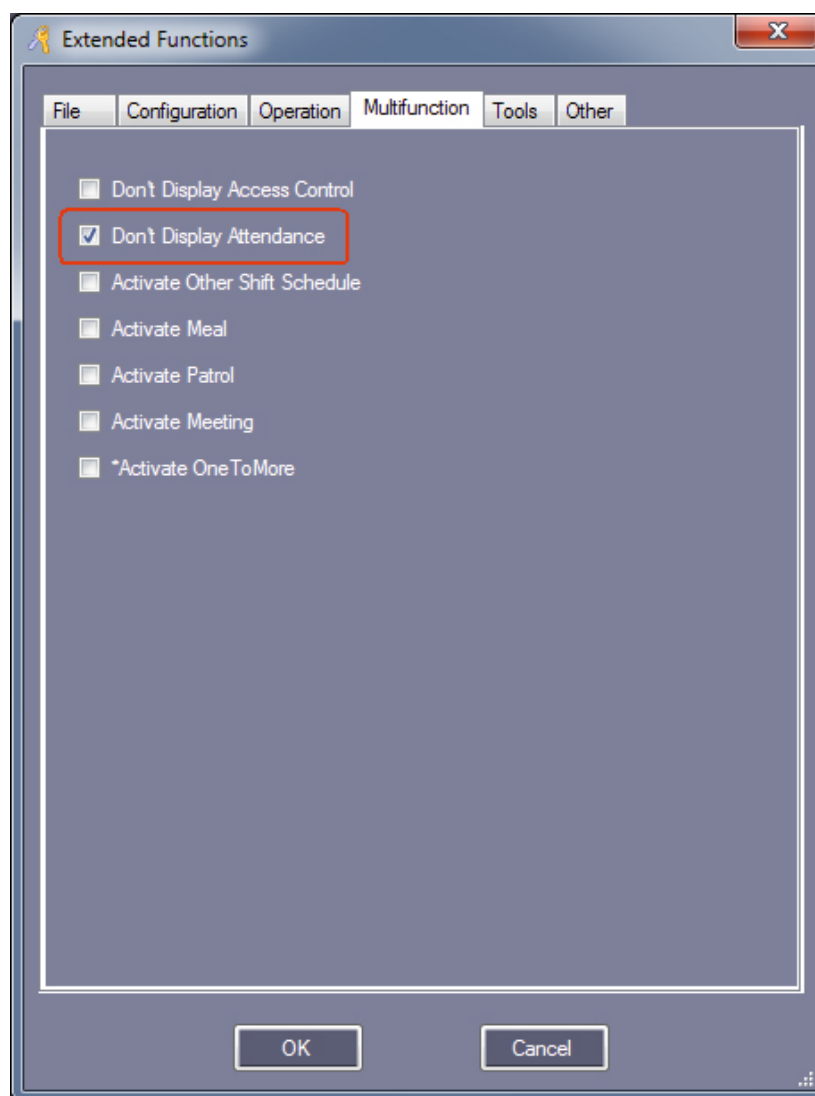


Edit Privilege: assign the executive operation and function privilege to operators.

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

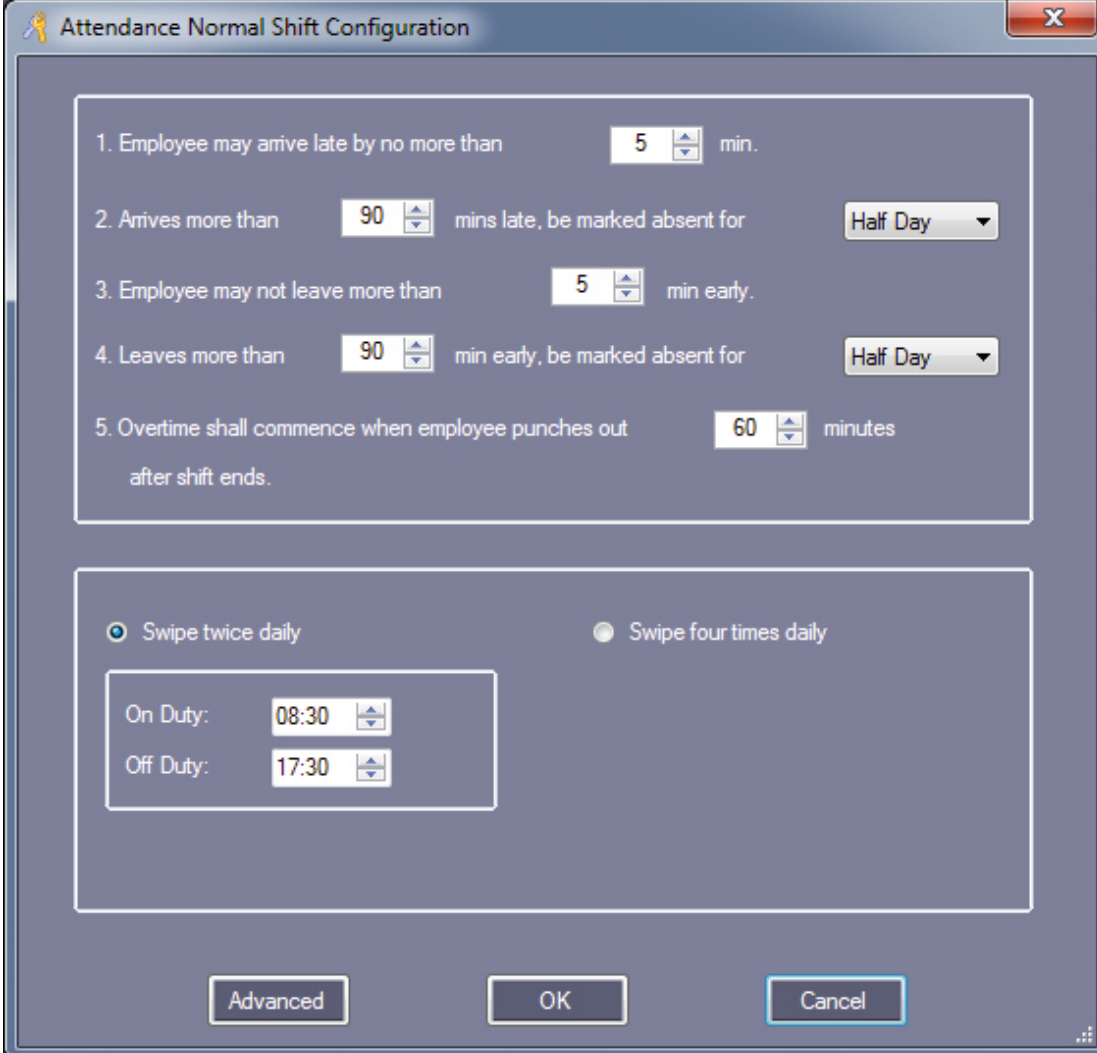
Part 3 Attendance

The Access Control System has activated the Attendance by default. If you want to cancel this function, please select **【Extended Functions】 > 【One Card Multifunction】 > 【Don't Display Attendance】**



3.1 Normal Shift Rules

Click **【Attendance】 > 【Normal Shift Rules】**



Attendance Normal Shift Configuration

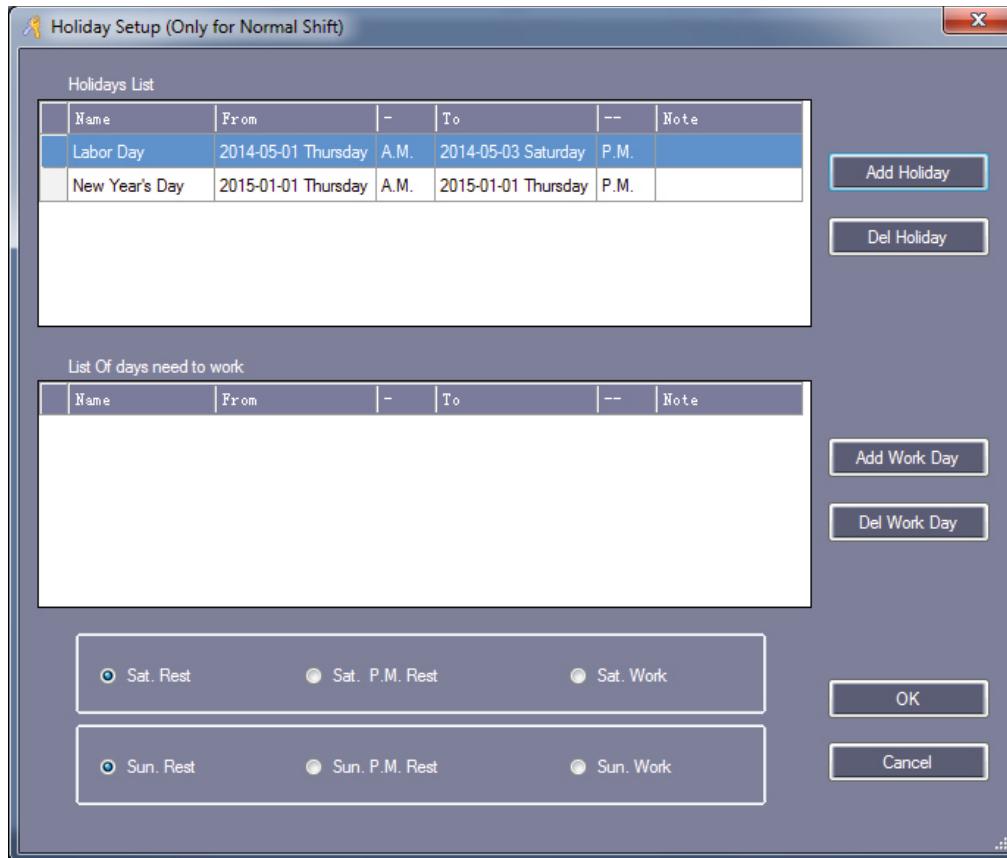
- Employee may arrive late by no more than min.
- Arrives more than mins late, be marked absent for
- Employee may not leave more than min early.
- Leaves more than min early, be marked absent for
- Overtime shall commence when employee punches out minutes after shift ends.

Swipe twice daily Swipe four times daily

On Duty:
 Off Duty:

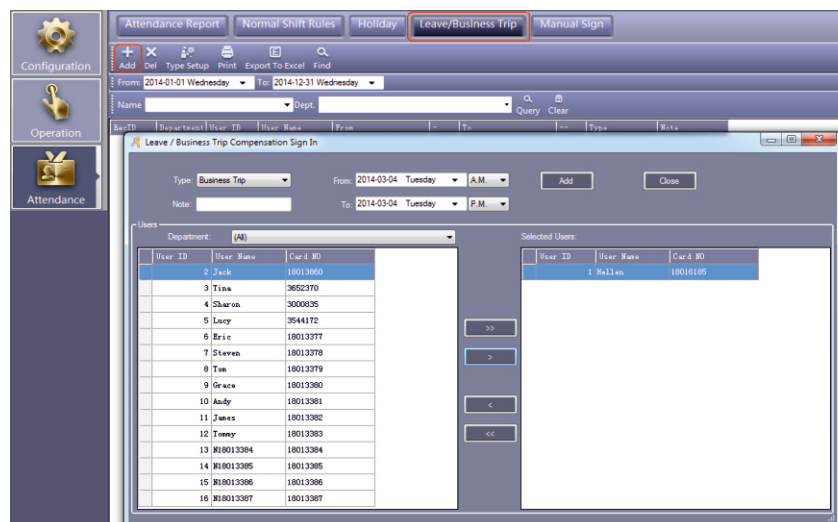
3.2 Holiday

Click **【Attendance】** > **【Holiday】**



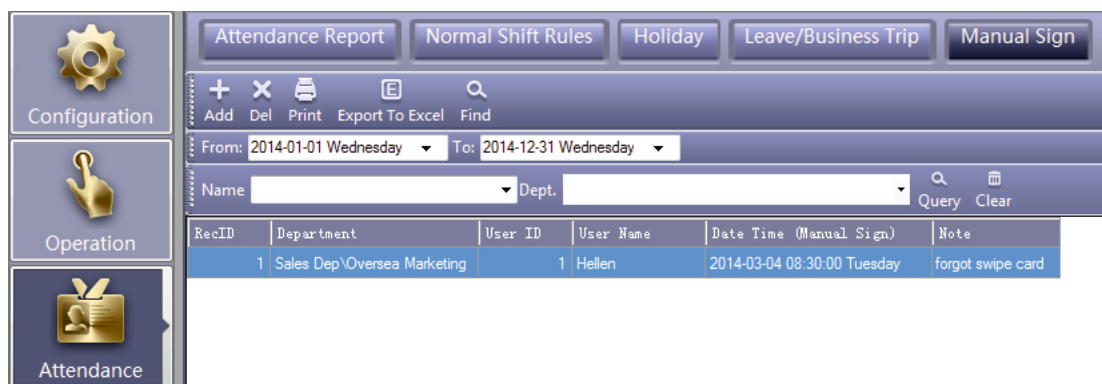
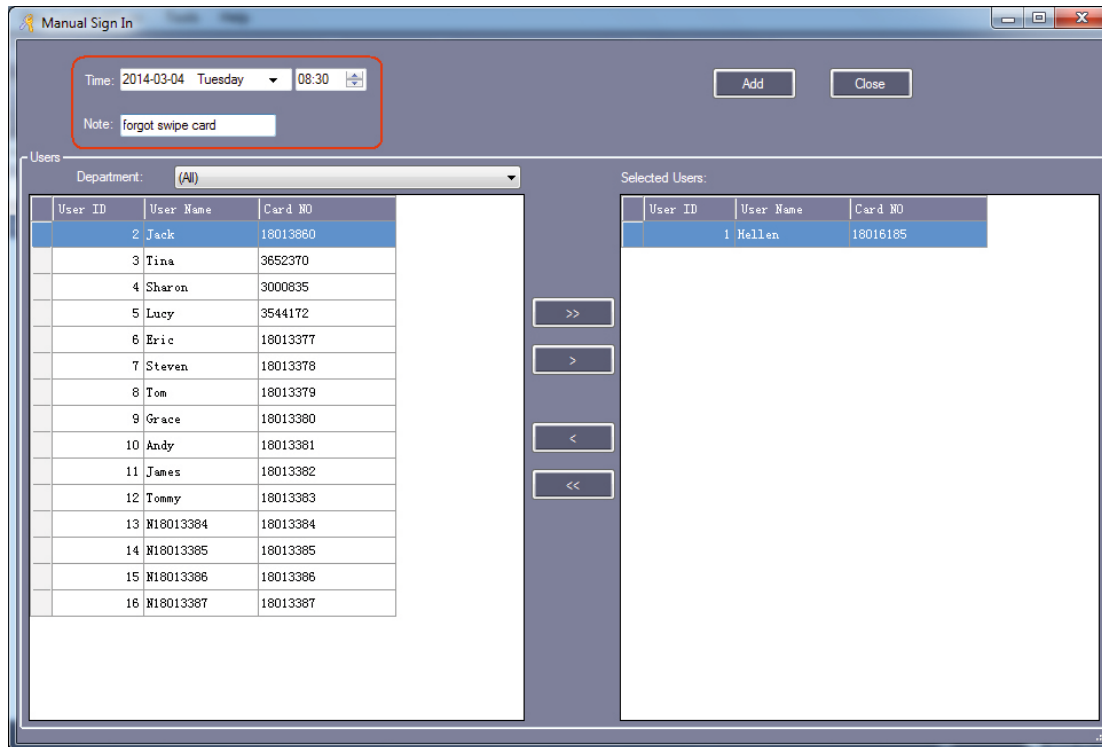
3.3 Leave/Business Trip

Click **【Attendance】** > **【Leave/Business Trip】**



3.4 Manual Sign In

Click **【Attendance】** > **【Manual Sign In】**



3.5 Attendance Report

Click **【Attendance】** > **【Attendance Report】**

Attendance Report | Normal Shift Rules | Holiday | Leave/Business Trip | Manual Sign

Print | Export To Excel | Statistics | Create | Query Option | Find

From: 2014-03-01 Saturday To: 2014-03-04 Tuesday

Name: Dept: Query Clear

Department	User ID	User Name	Date	A. M. OnDuty	On Desc	P. M. OffDuty	Off Desc	Late min	Leave min	Overtime (hr)	Absence Days	Not Swipe

Click "Create"

Attendance Report | Normal Shift Rules | Holiday | Leave/Business Trip | Manual Sign

Print | Export To Excel | Statistics | Create | Query Option | Find

From: 2014-03-01 Saturday To: 2014-03-31 Monday

Name: Hellen-18016185 Dept: Query Clear

Creating Attendance Report Log: [Operating Date: 2014-03-04 15:56:06 Tuesday]; From 2014-03-01 To 2014-03-31; Dept: User (1)

Department	User ID	User Name	Date	A. M. OnDuty	On Desc	P. M. OffDuty	Off Desc	Late min	Leave min	Overtime (hr)	Absence Days	Not Swipe
Sales Dep\Oversea Marketing	1	Hellen	2014-03-01 Saturday		*		*					
Sales Dep\Oversea Marketing	1	Hellen	2014-03-02 Sunday		*		*					
Sales Dep\Oversea Marketing	1	Hellen	2014-03-03 Monday	08:02:24		17:32:46						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-04 Tuesday	08:12:25		17:32:47						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-05 Wednesday	08:35:26	Arrive late	17:32:48		5				
Sales Dep\Oversea Marketing	1	Hellen	2014-03-06 Thursday	08:05:27		17:32:49						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-07 Friday	08:06:28		17:32:51						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-08 Saturday		*		*					
Sales Dep\Oversea Marketing	1	Hellen	2014-03-09 Sunday		*		*					
Sales Dep\Oversea Marketing	1	Hellen	2014-03-10 Monday	08:02:29		17:32:52						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-11 Tuesday	08:25:30		17:24:53	LeaveEarly		5			
Sales Dep\Oversea Marketing	1	Hellen	2014-03-12 Wednesday	08:24:31		17:32:54						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-13 Thursday	08:25:33		17:32:55						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-14 Friday	08:22:34		17:32:56						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-15 Saturday		*		*					
Sales Dep\Oversea Marketing	1	Hellen	2014-03-16 Sunday		*		*					
Sales Dep\Oversea Marketing	1	Hellen	2014-03-17 Monday	08:12:35		17:32:57						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-18 Tuesday	08:02:36		17:32:58						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-19 Wednesday	08:20:37		17:32:59						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-20 Thursday	08:22:38		15:30:00	Absent				0.5	
Sales Dep\Oversea Marketing	1	Hellen	2014-03-21 Friday	08:22:39		17:33:01						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-22 Saturday		*		*					
Sales Dep\Oversea Marketing	1	Hellen	2014-03-23 Sunday		*		*					
Sales Dep\Oversea Marketing	1	Hellen	2014-03-24 Monday	08:05:40		17:33:02						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-25 Tuesday	08:25:41		17:35:01						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-26 Wednesday	08:25:42		17:35:03						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-27 Thursday	08:15:44		17:35:04						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-28 Friday	08:18:44		17:35:05						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-29 Saturday		*		*					
Sales Dep\Oversea Marketing	1	Hellen	2014-03-30 Sunday		*		*					
Sales Dep\Oversea Marketing	1	Hellen	2014-03-31 Monday	08:25:45		17:30:00	Manual Sign					

Click "Statistics"

Attendance Statistics

Print Export To Excel Find Close

Name Dept. Query Clear

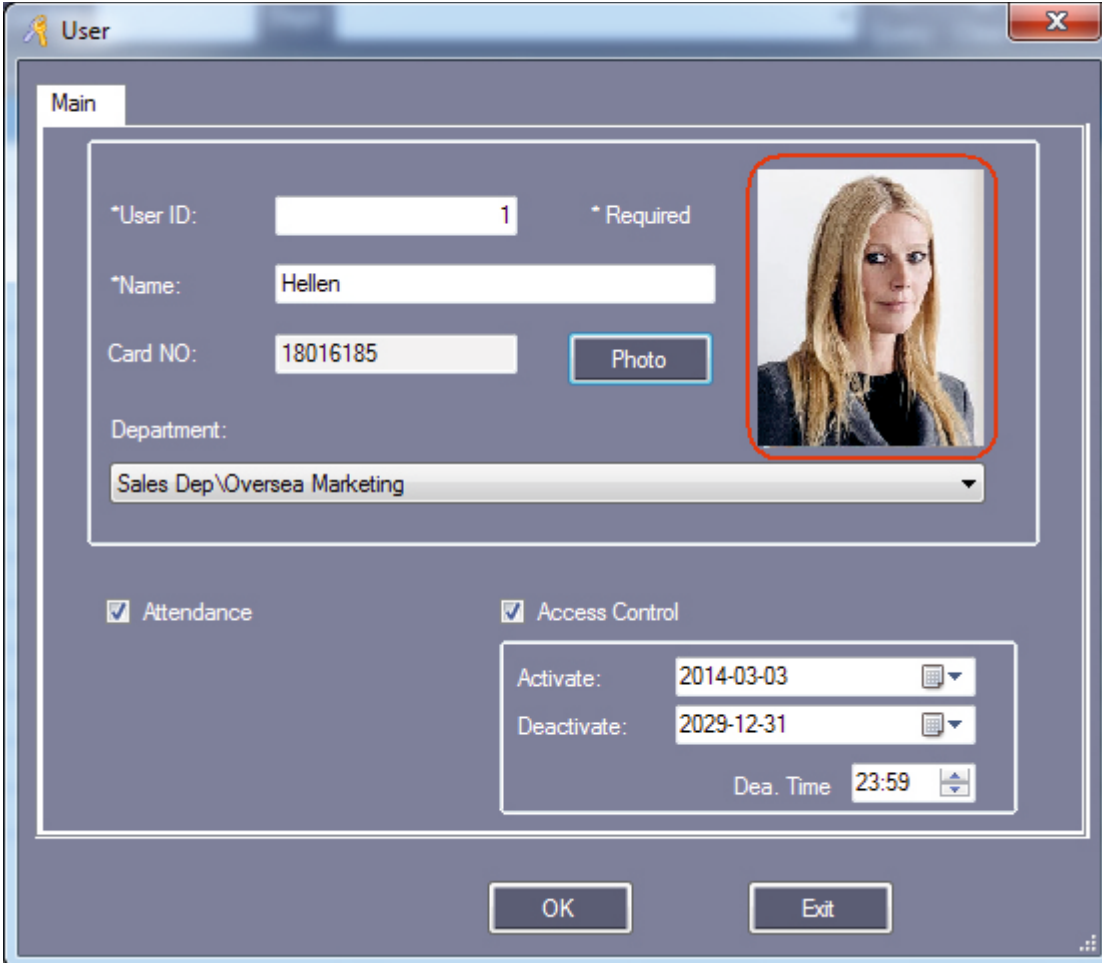
Creating Attendance Report Log: [Operating Date: 2014-03-04 16:07:42 Tuesday]: From 2014-03-01 To 2014-03-31; Dept: User (1)

Department	User ID	User Name	Planned Days	Full Work Days	Late Minutes	Late Count	Leave Minutes	Leave Ear Count	Over (hr)	Absent Days	Not Swipe	Manual SignIn (Times)	Busine Trip (Days)	Sick Leave (Days)	Privat Leave (Days)
Sales Dep\Oversea Marketing	1	Hellen	21	18	5	1	5	1		0.5		1			

Part 4 Appendix

4.1 How to display user's photo when Monitoring

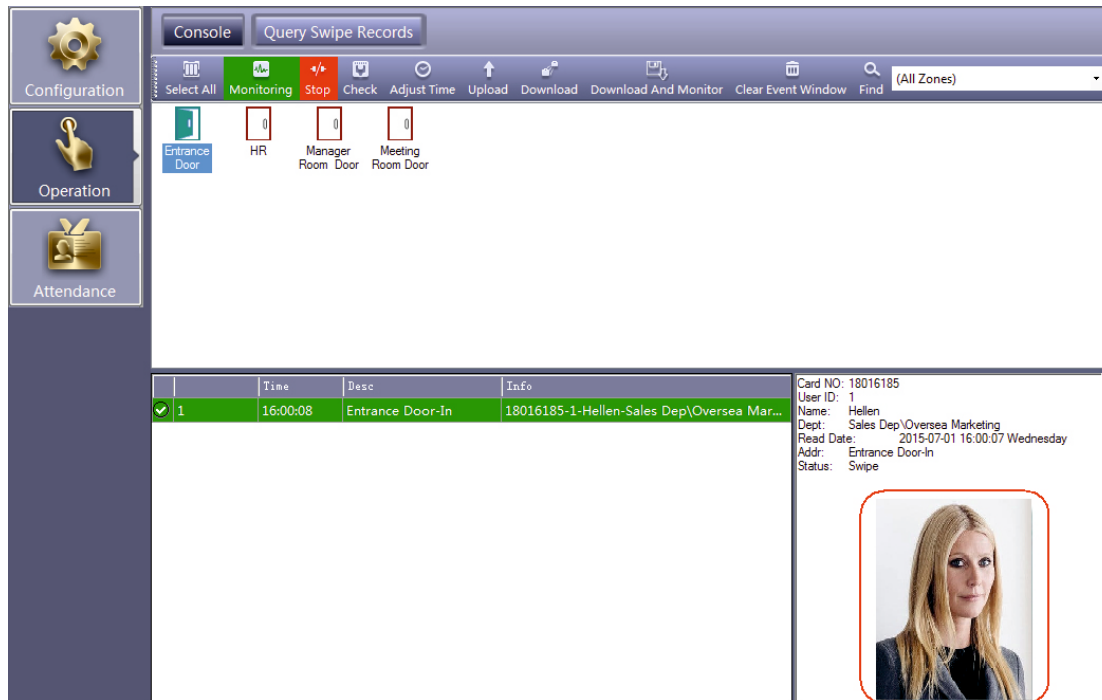
If you want to add user's photo when adding the user, click "Photo" button, and add it.



The screenshot shows a 'User' configuration window with the following fields and options:

- *User ID:** 1 (marked as * Required)
- *Name:** Hellen
- Card NO:** 18016185
- Department:** Sales Dep\Oversea Marketing
- Photo:** A button next to a photo of a woman with long blonde hair, which is highlighted with a red border.
- Attendance
- Access Control
- Activate:** 2014-03-03
- Deactivate:** 2029-12-31
- Dea. Time:** 23:59
- Buttons:** OK, Exit

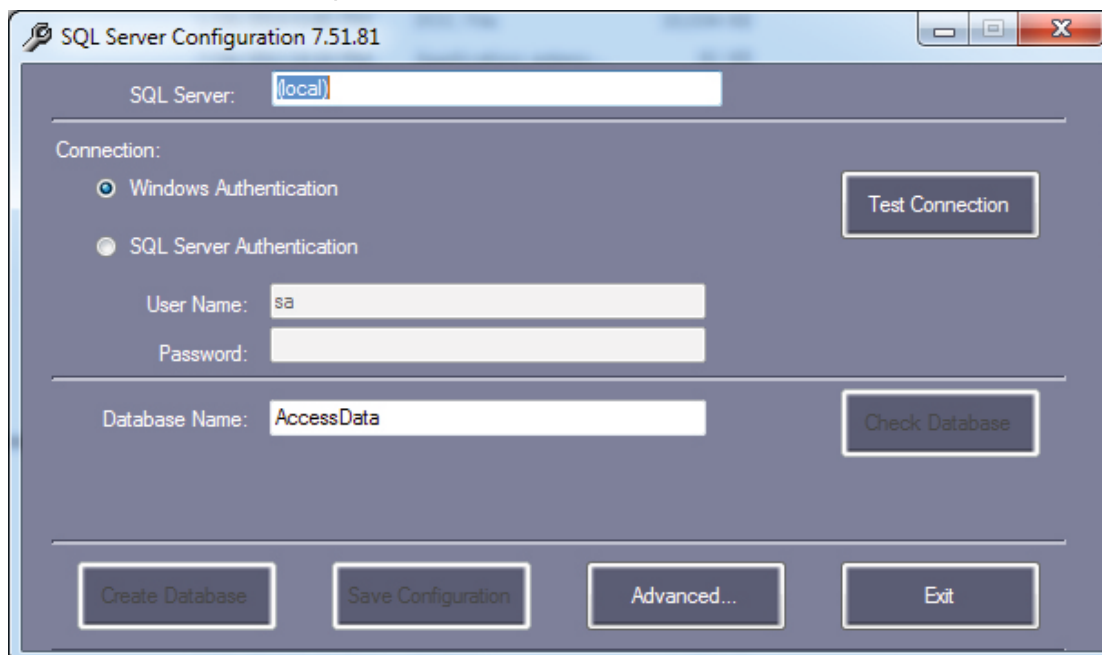
At the monitor window, it can show the user's photo when the user swiping card.



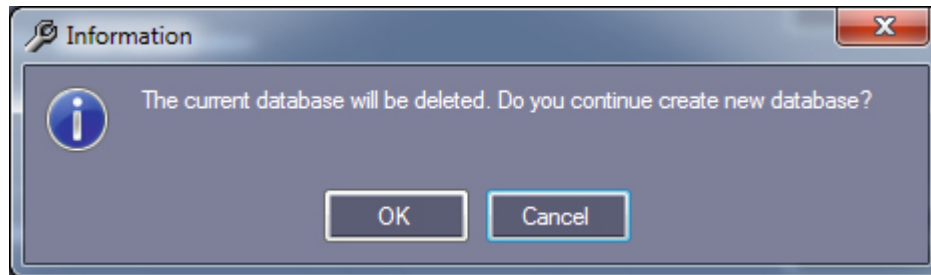
4.2 SQL Server Configuration

Install the SQL Server, and then configure Access Control SQL Server.

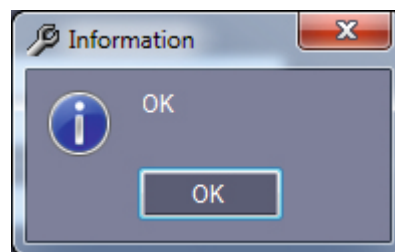
Click **【Start】 > 【Programs】 > 【AccessControl】 > 【SqlSet】**



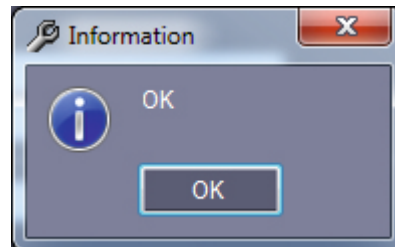
Click "Create Database"



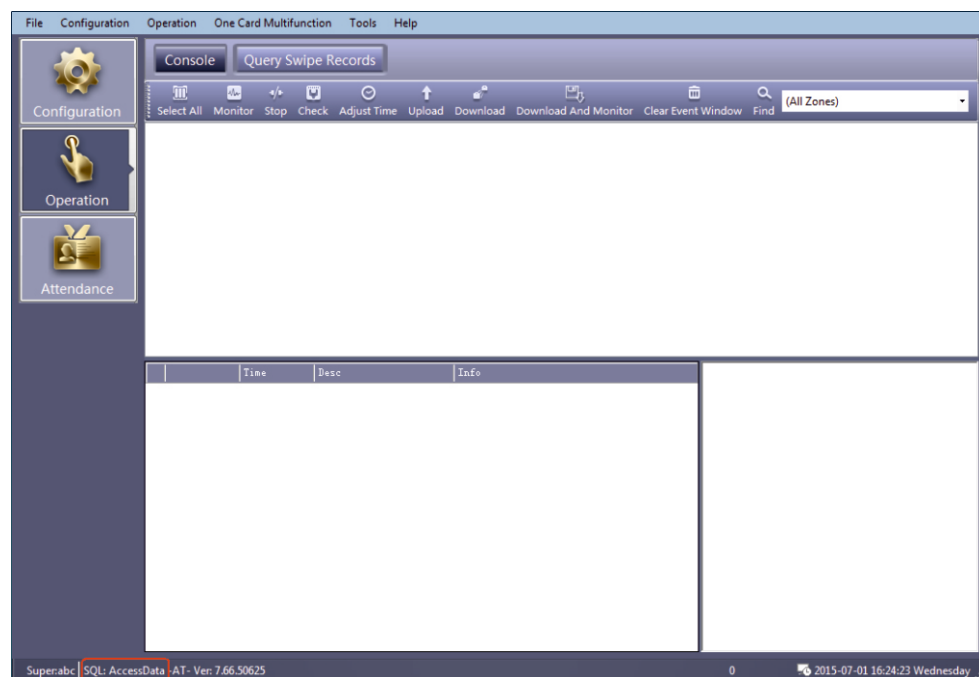
Click "OK"



Click "OK", Then Click "Confirm"



Click "OK", Run Software "Access Control", You can see the created database icon as "SQL: Access Data".

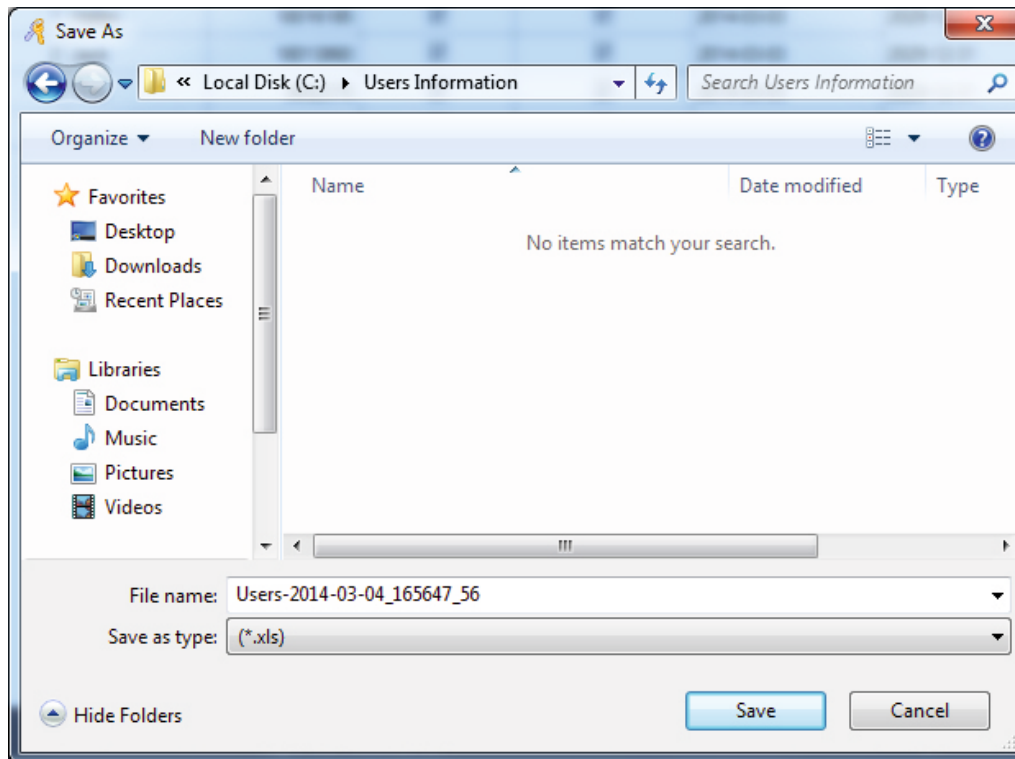


4.3 Import consumer's information from Excel

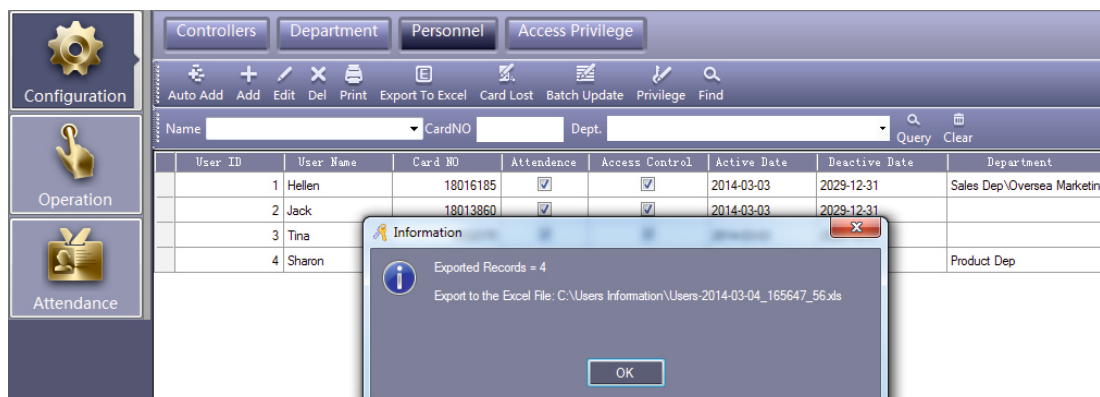
Attention: It can only import valid "Consumer NO", "Name", "Card ID" and "Department".

First "Export to Excel", Open the document, then export the new users information to Excel table.

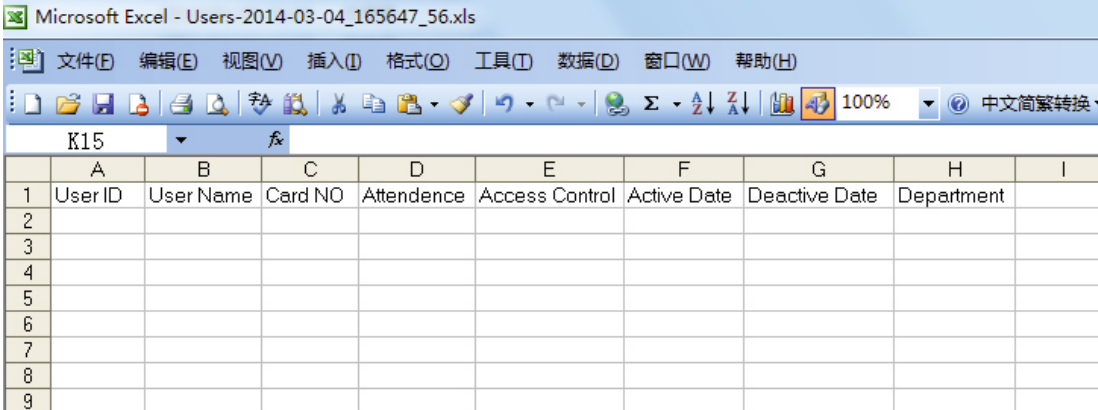
Click **【Configuration】** > **【Personnel】** > **【Export To Excel】**



Click "Save"



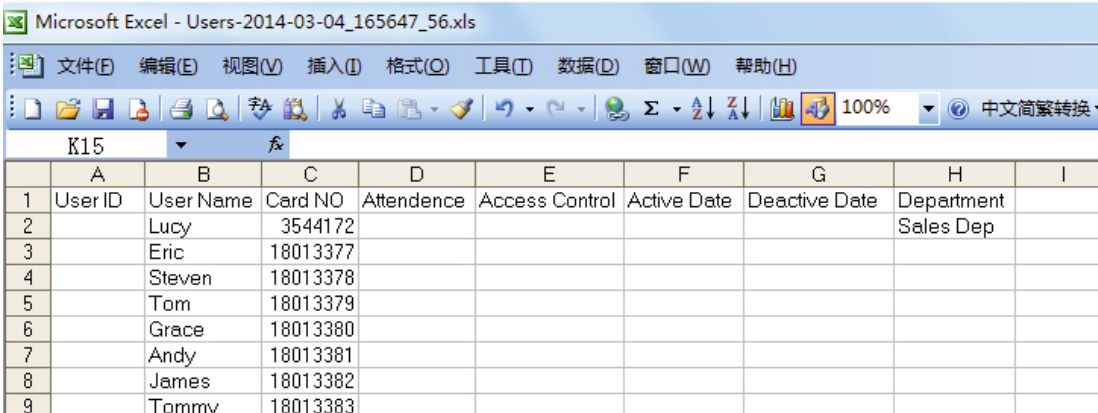
Open the exported Excel document "Users-2014-03-04_165647_56.xls".



	A	B	C	D	E	F	G	H	I
1	User ID	User Name	Card NO	Attendance	Access Control	Active Date	Deactive Date	Department	
2									
3									
4									
5									
6									
7									
8									
9									

If the document has already users' information, it will delete, and then will create new user's data table.

Example: Just create users "Consumer NO", "Name", "Card ID" and "Department" of the data.

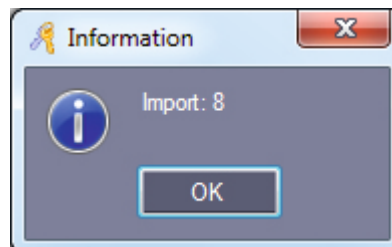


	A	B	C	D	E	F	G	H	I
1	User ID	User Name	Card NO	Attendance	Access Control	Active Date	Deactive Date	Department	
2		Lucy	3544172					Sales Dep	
3		Eric	18013377						
4		Steven	18013378						
5		Tom	18013379						
6		Grace	18013380						
7		Andy	18013381						
8		James	18013382						
9		Tommy	18013383						

Remark: department can only use "/" as separator. For example: Sales Dep/Oversea Marketing.

After creating user's data, Login software "Access Control", Click **【Basic Configure】** > **【Personnel】** Mouse Right Click, Select **【Import From Excel】** and Click. Select edited Excel document "Users-2014-03-04_165647_56.xls"

Import customer's information from Excel successfully, there will be information prompt



Import Result as:

Configuration Operation Attendance

Controllers Department Personnel Access Privilege

Auto Add Add Edit Del Print Export To Excel Card Lost Batch Update Privilege Find

Name CardNO Dept. Query Clear

User ID	User Name	Card NO	Attendance	Access Control	Active Date	Deactive Date	Department
1	Hellen	18016185	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-03-03	2029-12-31	Sales Dep/Oversea Marketing
2	Jack	18013860	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-03-03	2029-12-31	
3	Tina	3652370	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-03-03	2029-12-31	
4	Sharon	3000835	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-03-03	2029-12-31	Product Dep
5	Lucy	3544172	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2012-01-01	2029-12-31	Sales Dep
6	Eric	18013377	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2012-01-01	2029-12-31	
7	Steven	18013378	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2012-01-01	2029-12-31	
8	Tom	18013379	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2012-01-01	2029-12-31	
9	Grace	18013380	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2012-01-01	2029-12-31	
10	Andy	18013381	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2012-01-01	2029-12-31	
11	James	18013382	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2012-01-01	2029-12-31	
12	Tommy	18013383	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2012-01-01	2029-12-31	