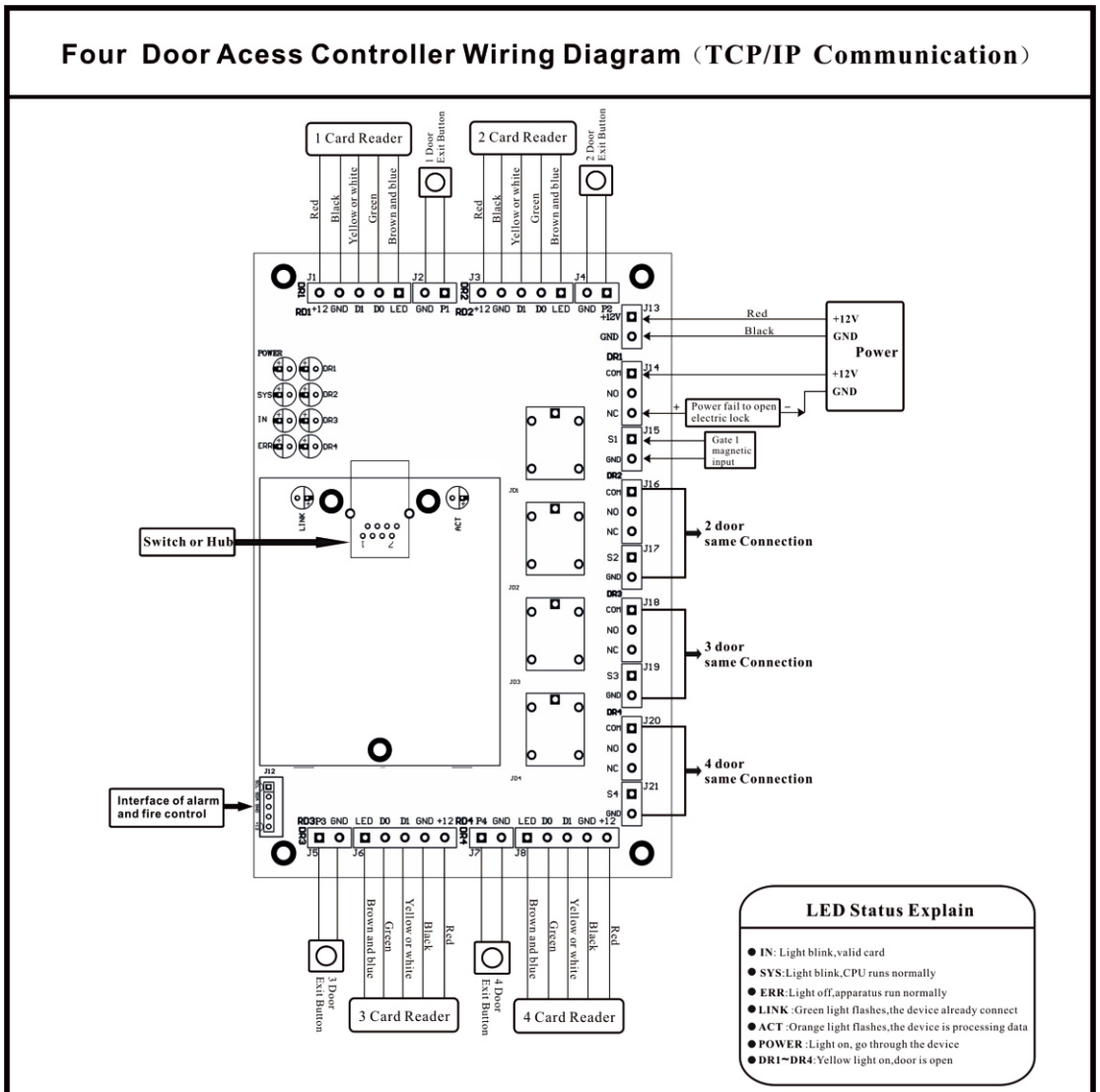
NAC-7001CP/NAC-7002CP/NAC-7003CP
Access Control Panel
User Manual

NORDEN®

www.nordencommunication.com

Connection Diagram

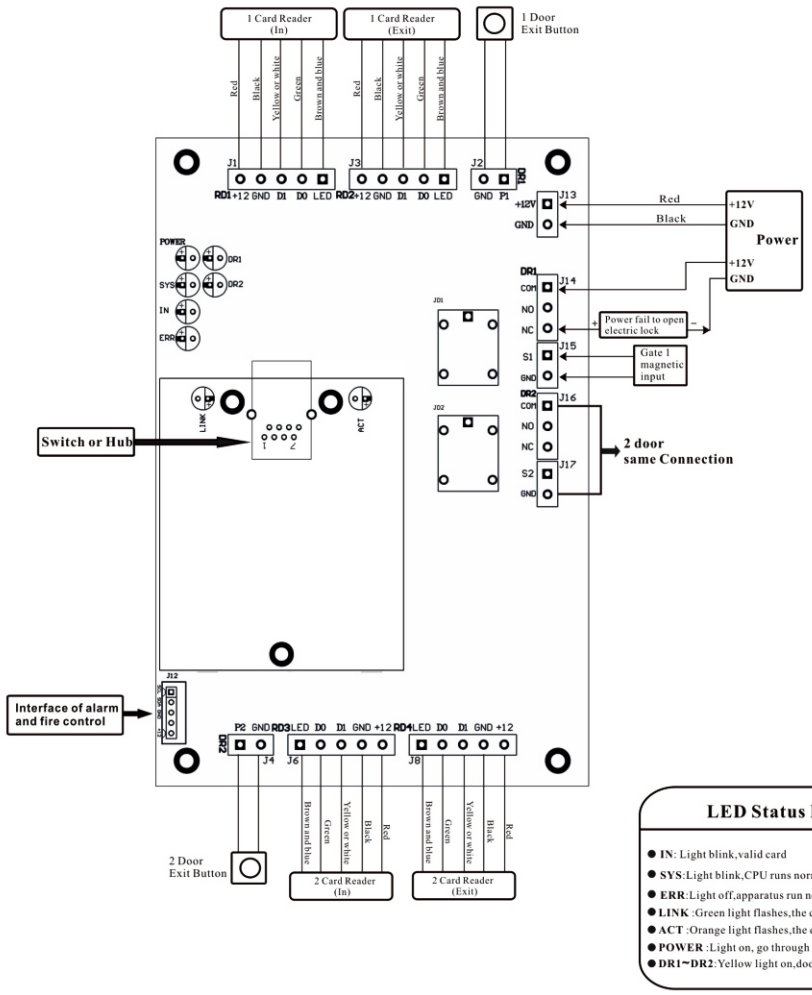


Wiring standard

(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 1.0mm^2 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 recomended to use two-wire power line,the cross-sectional area 1.0mm^2 or more.If the distance over 50 meters, it's considered to use thicker line or multiple paraller
- **TCP/IP Communication Line**:
  Network cable
- **The card reader, door sensor and button line**:
  Can use network cable or others

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



LED Status Explain

- **IN**: Light blink,valid card
- **SYS**:Light blink,CPU runs normally
- **ERR**:Light off,apparatus run normally
- **LINK** :Green light flashes,the device already connect
- **ACT** :Orange light flashes,the device is processing data
- **POWER** :Light on, go through the device
- **DR1~DR2**:Yellow light on,door is open

Wiring standard

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

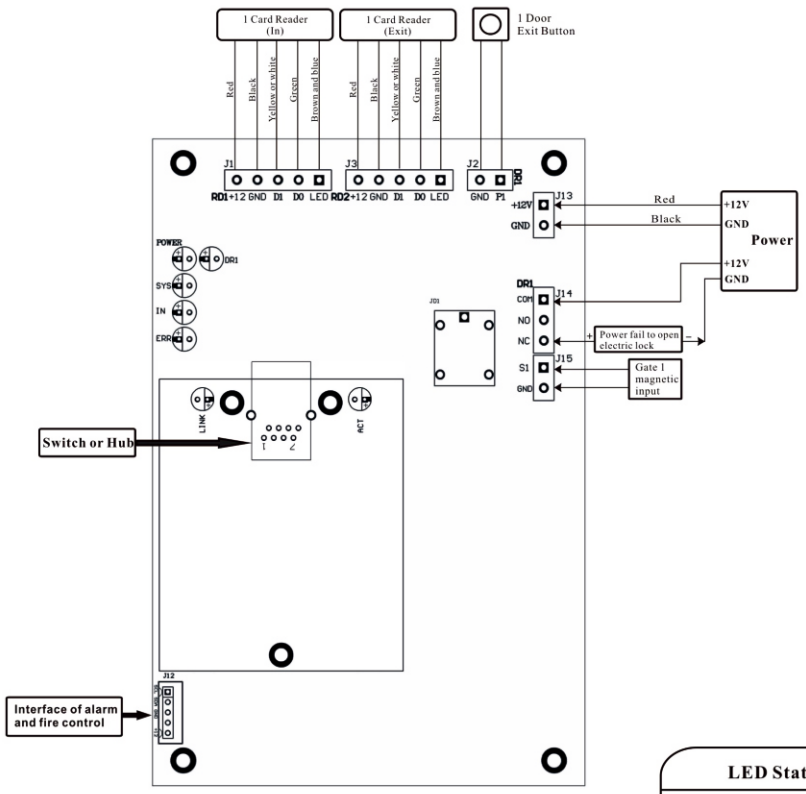
✦ **220V AC Power cable**:
Three-wire power supply,the cross-sectional area 1.0mm^2 or more.It's required that power supply must be grounded to prevent from power interference

✦ **The line of electric lock to controller**:
It's recomended to use two-wire power line,the cross-sectional area 1.0mm^2 or more.If the distance over 50 meters, it's considered to use thicker line or multiple paraller

✦ **TCP/IP Communication Line**:
Network cable

✦ **The card reader, door sensor and button line**:
Can use network cable or others

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



LED Status Explain

- **IN**: Light blink,valid card
- **SYS**:Light blink,CPU runs normally
- **ERR**:Light off,apparatus run normally
- **LINK** :Green light flashes,the device already connect
- **ACT** :Orange light flashes,the device is processing data
- **POWER** :Light on, go through the device
- **DR1**:Yellow light on,door is open

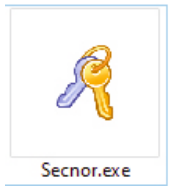
Wiring standard

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

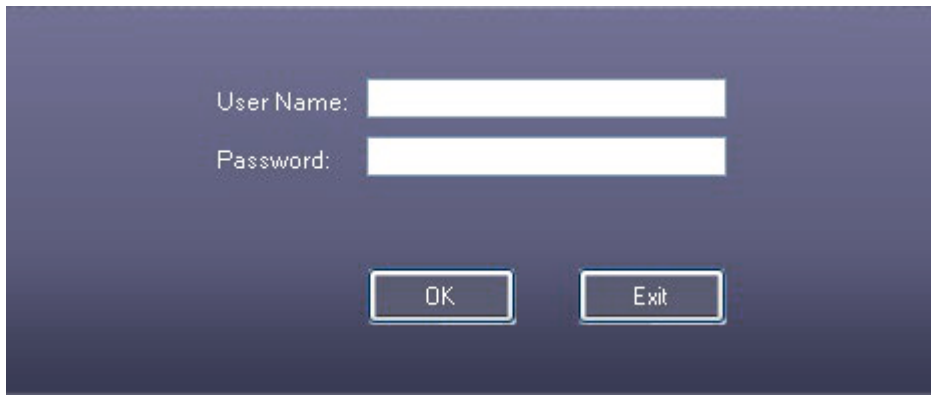
- **220V AC Power cable**:
  Three-wire power supply,the cross-sectional area 1.0mm^{2}or more.It's required that power supply must be grounded to prevent from power interference
- **The line of electric lock to controller**:
  It's recomended to use two-wire power line,the cross-sectional area 1.0mm^2 or more.If the distance over 50 meters, it's considered to use thicker line or multiple paraller
- **TCP/IP Communication Line**:
  Network cable
- **The card reader, door sensor and button line**:
  Can use network cable or others

Part 1 Basic Operation of Software

1.1 Login

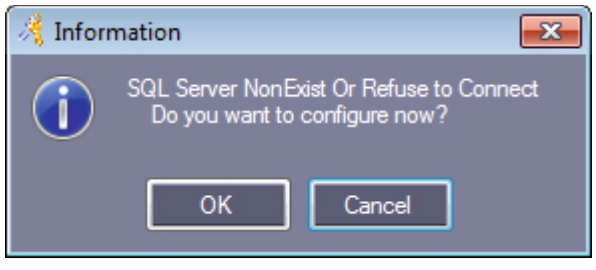
Double Click the 

icon to start the software and it will open the Login windows as follows:



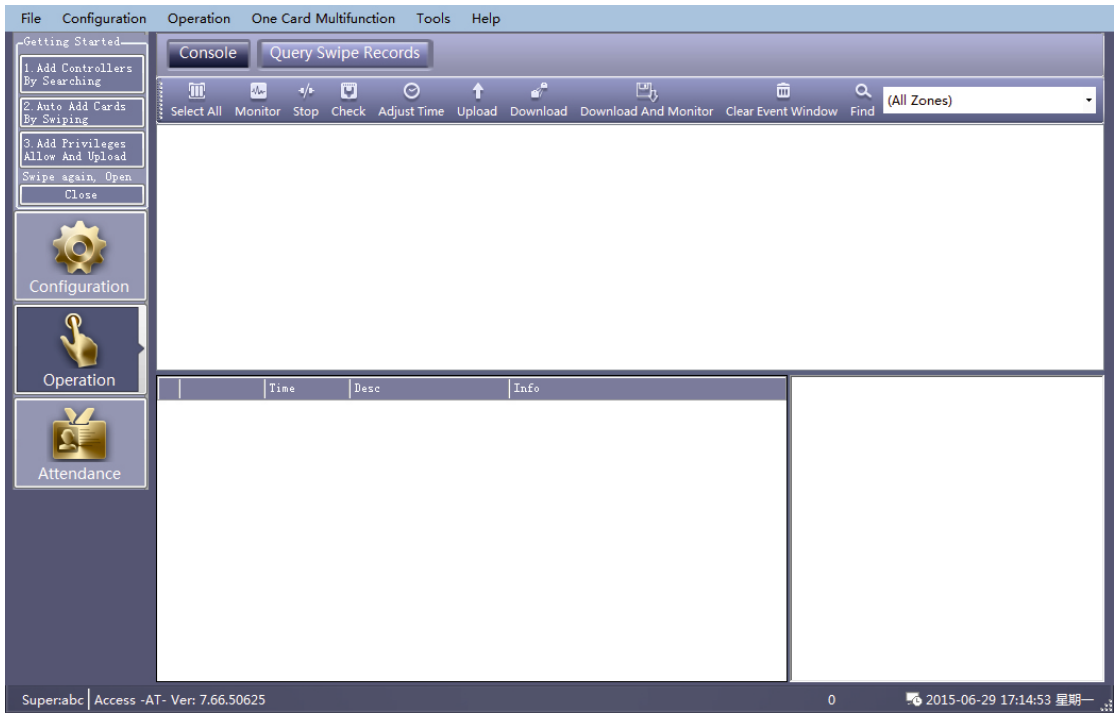
The default username is “abc”, the password is “123”.
It is recommended to change the username and password at the first use.

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.

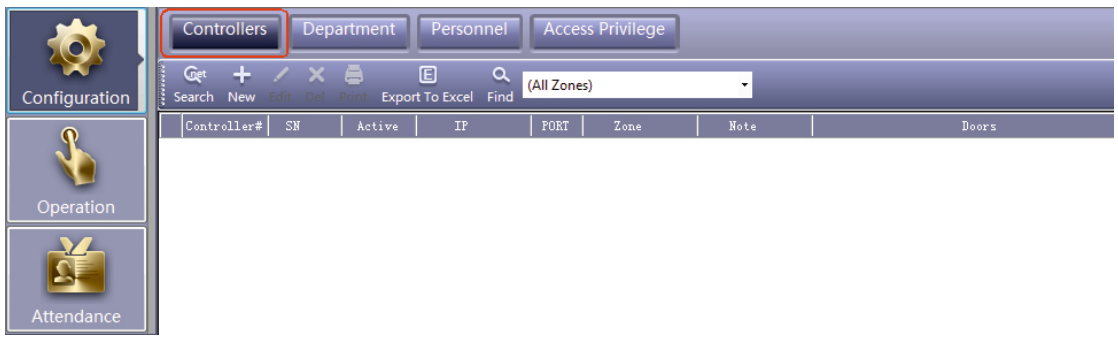
After login, it will show the main windows. as follows:



1.2 Parameter Settings of Equipment

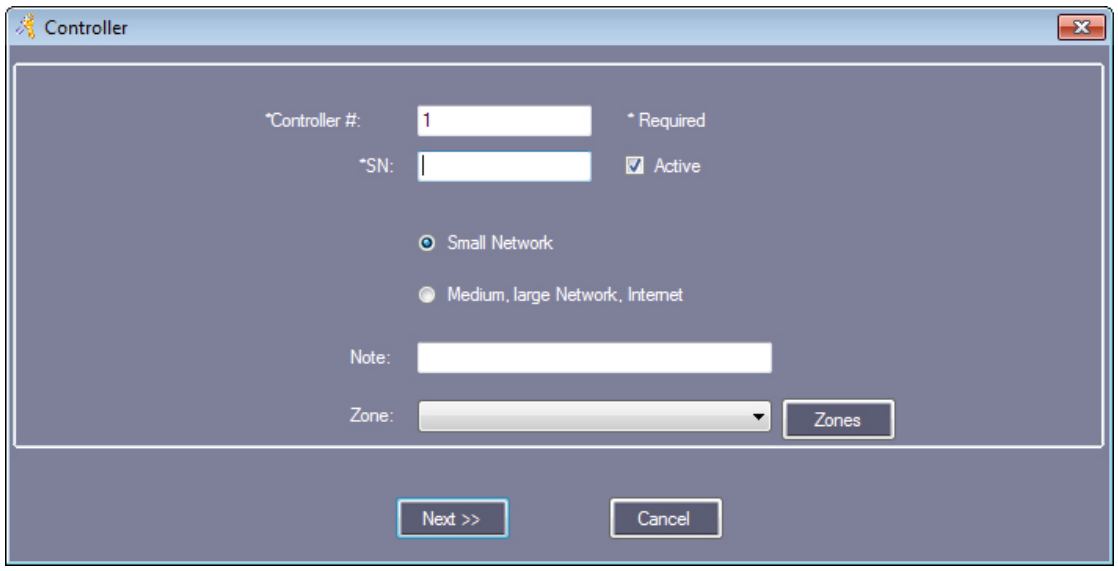
1.2.1 Add/Set up Controller

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



click the

to add the controllers into system.



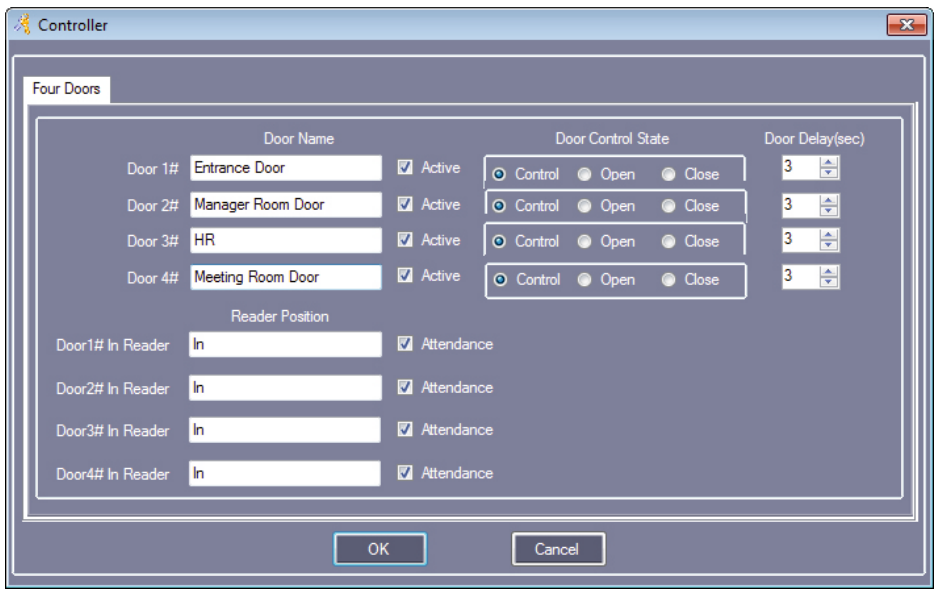
*Controller # (namely each controller serial number) may check on the label S/N:********* of the controller . please fills that nine numerals.

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”

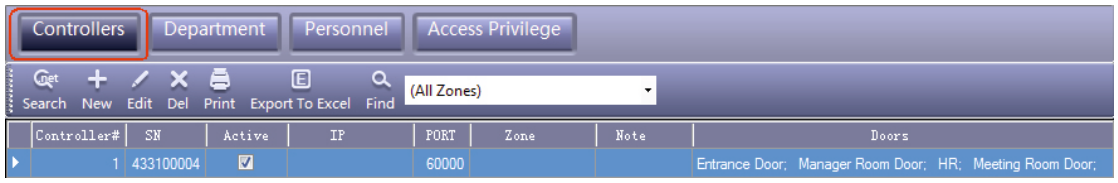


“Door Name” and “Reader Position” can be modified

Mark “Active”: by ✔ the console will display the door; otherwise, it won’t display.

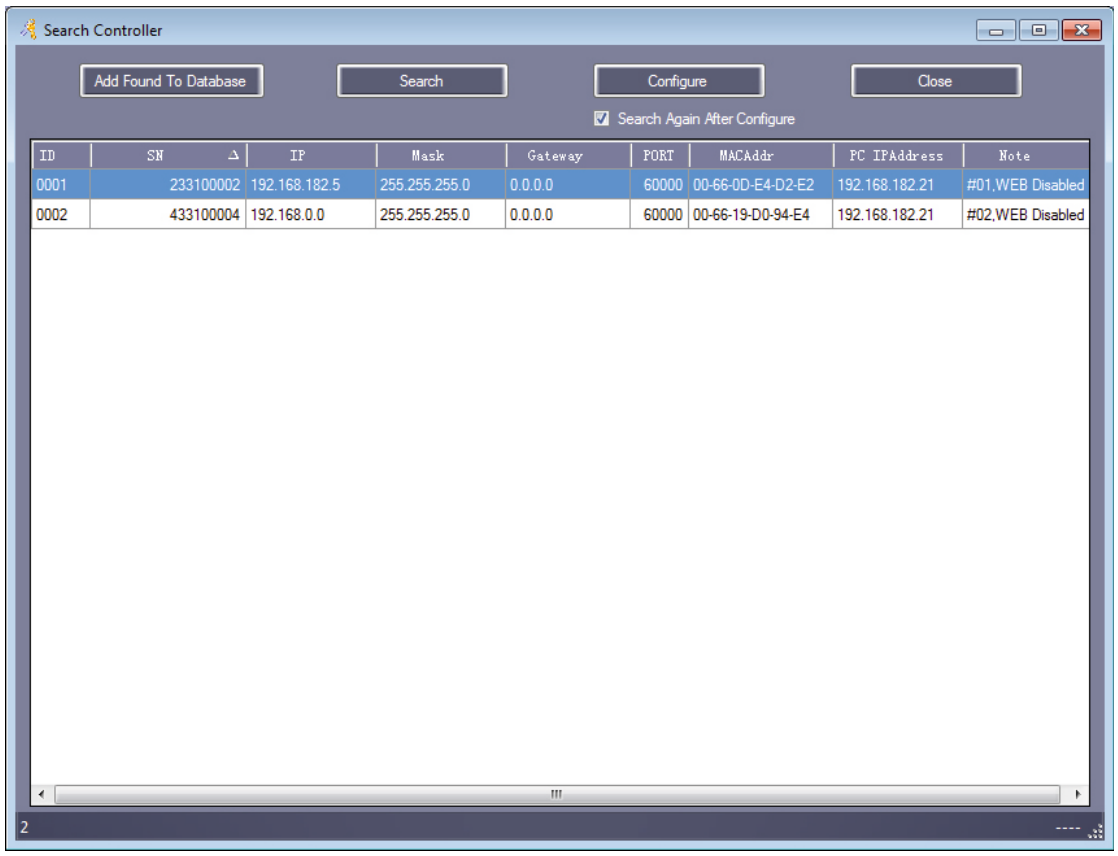
Mark ✔ on the attendance box to use the details on the card reader for attendance records; otherwise, the attendance will not be saved.

Click “OK”



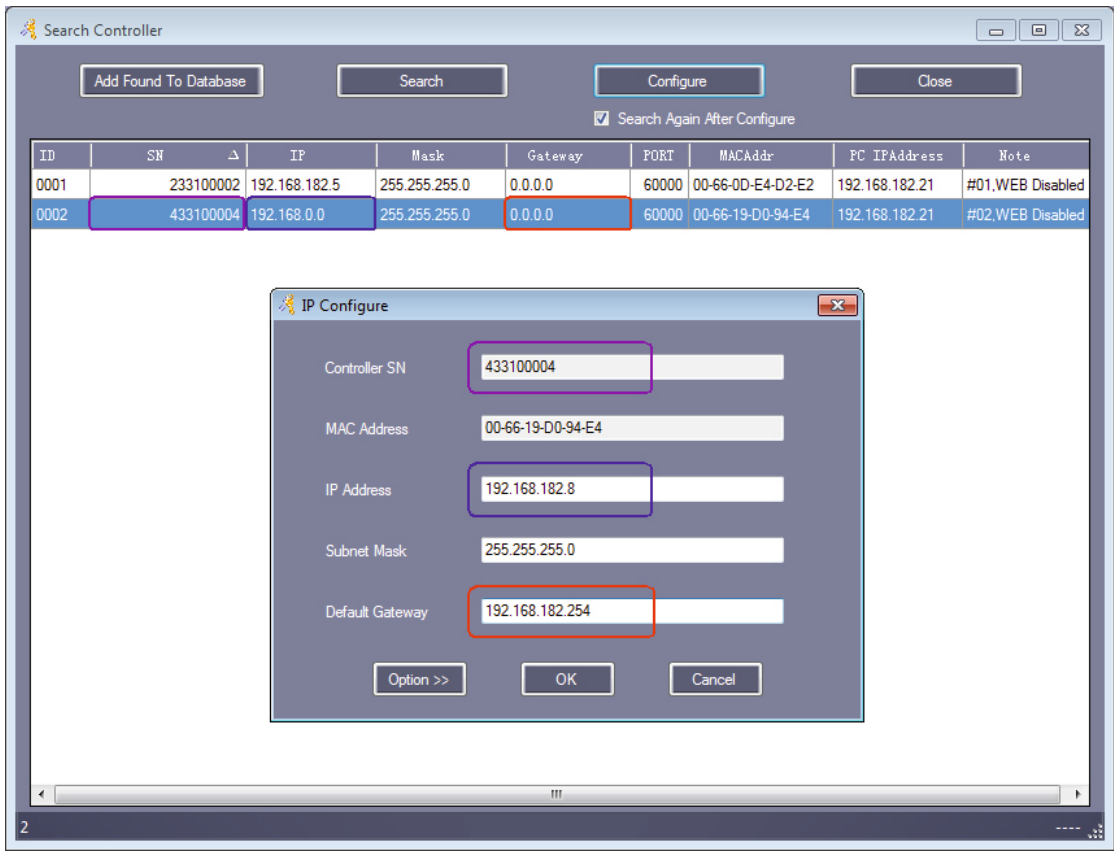
1.2.2

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

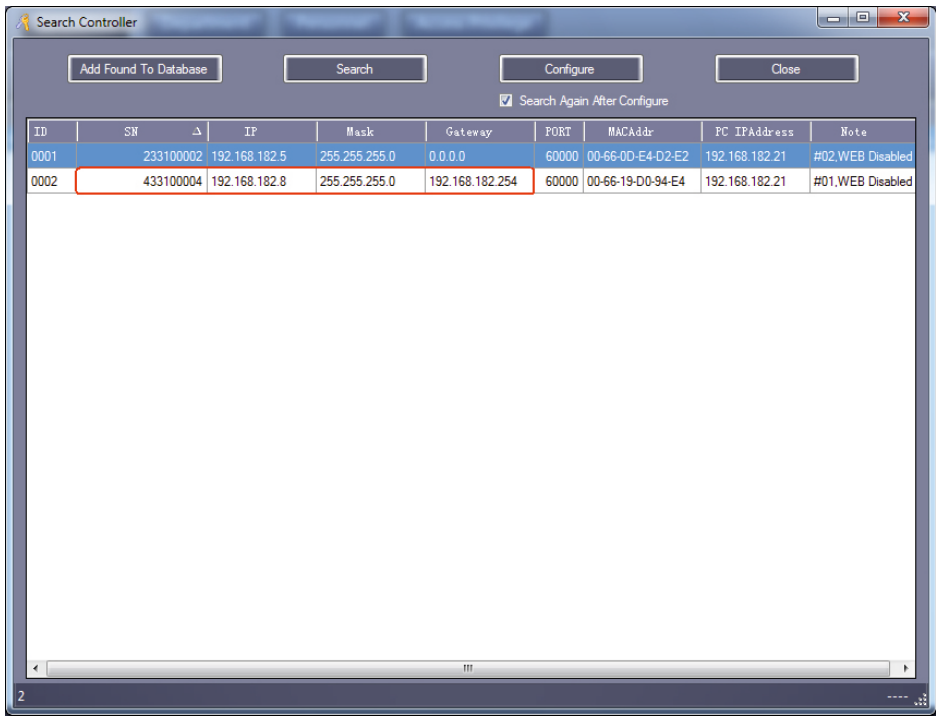


Search need take around 5 Seconds.

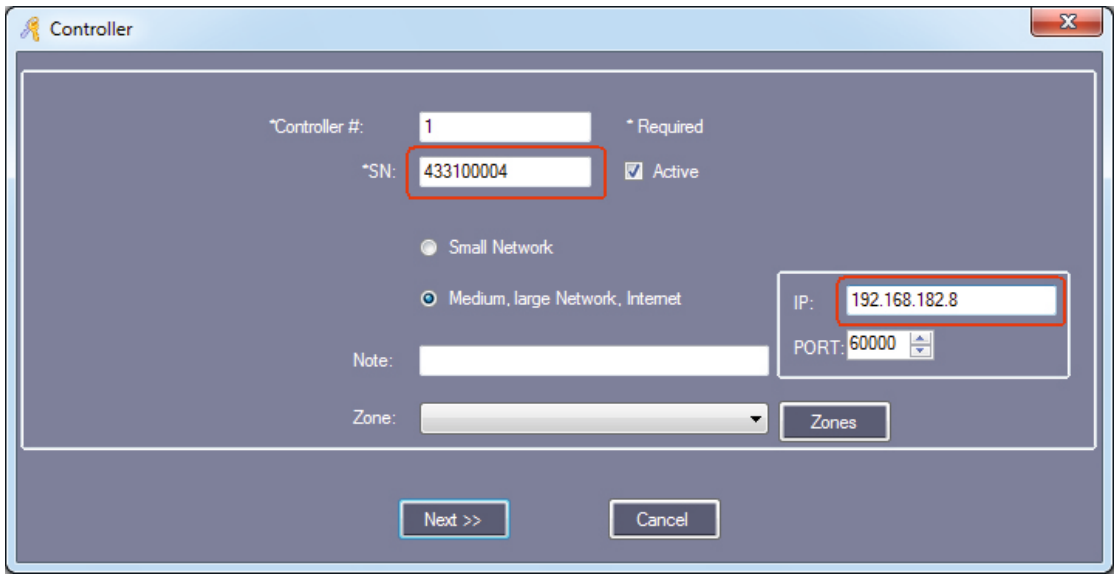
Click “Configure”


Search Controller
Add Found To Database
Search
Configure
Close
Search Again After Configure
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
IP Configure
Controller SN
433100004
MAC Address
00-66-19-D0-94-E4
IP Address
192.168.182.8
Subnet Mask
255.255.255.0
Default Gateway
192.168.182.254
Option >>
OK
Cancel

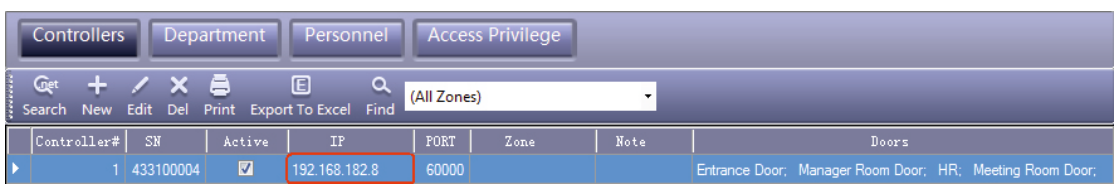
Click “OK”



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.



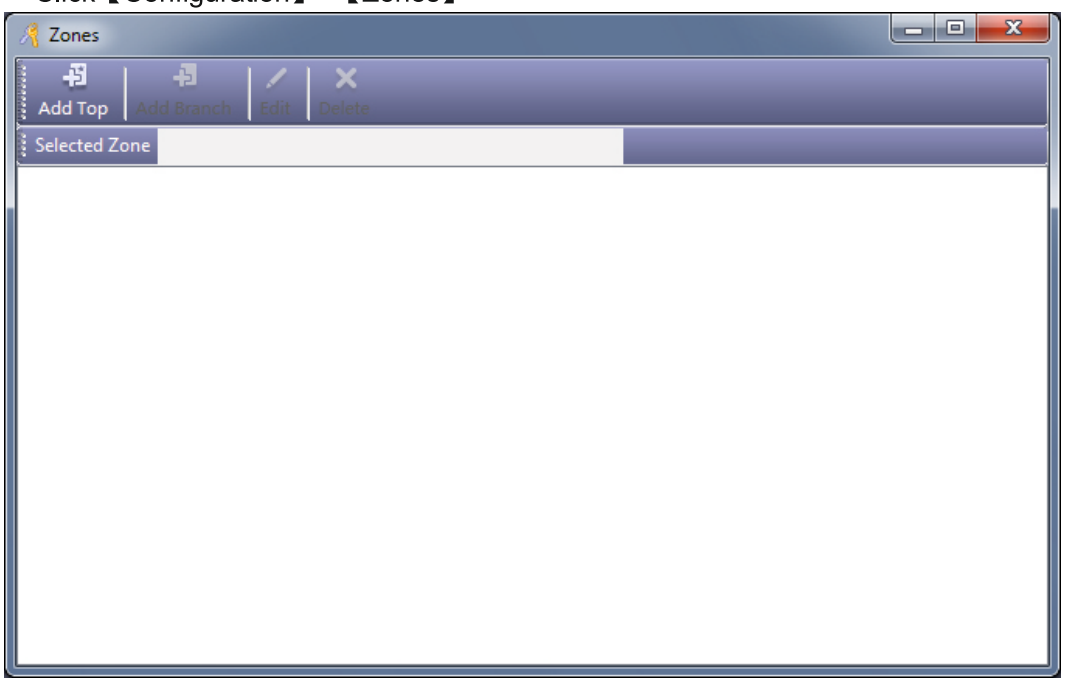
You can see IP address as shown in the picture.



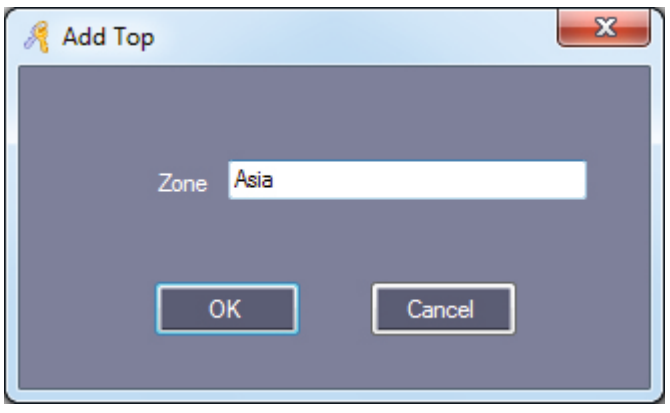
If the controllers are separated into different network, each controller must be assigned a unique IP address.

1.2.3 Controller Zone Management

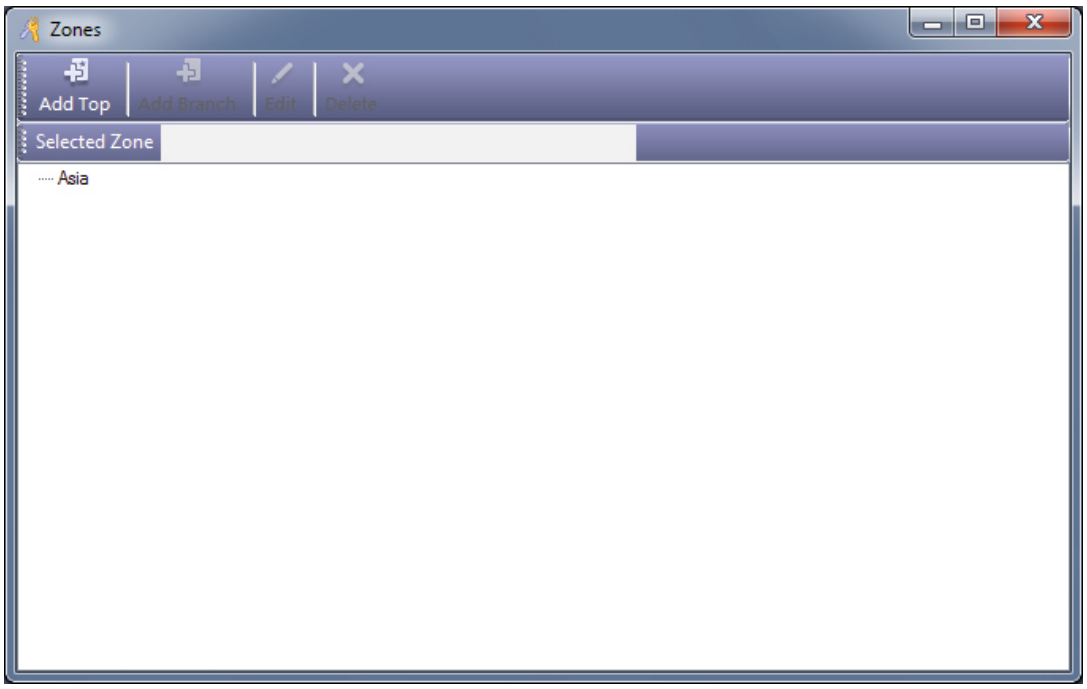
Click【Configuration】>【Zones】



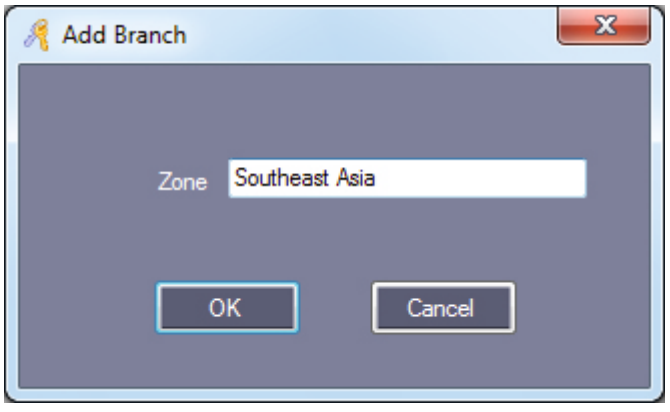
Click “Add Top”



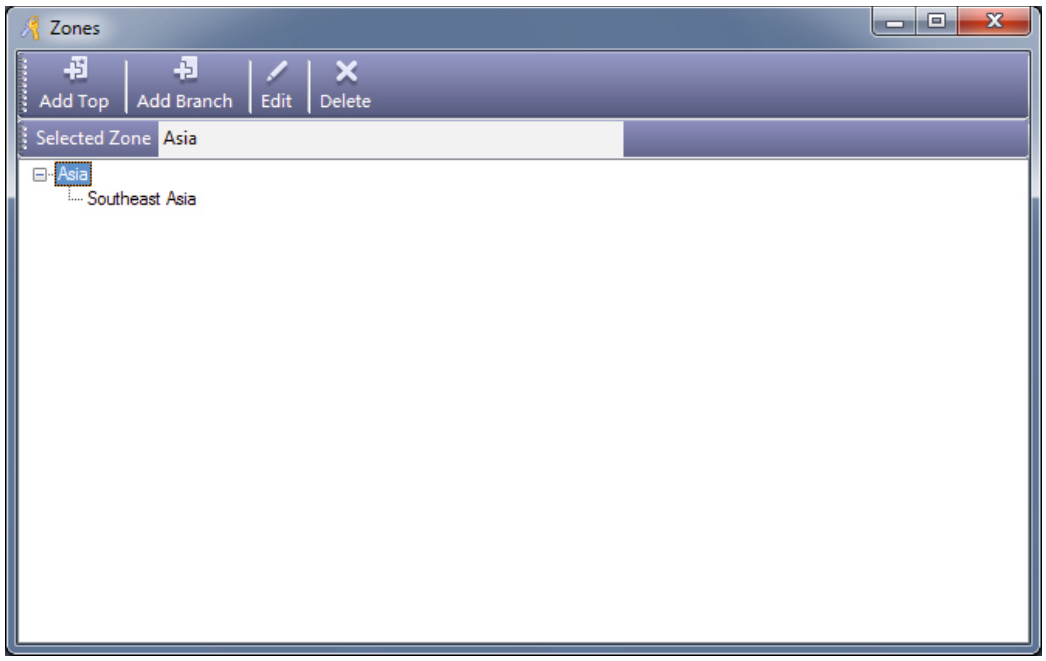
Click “OK”



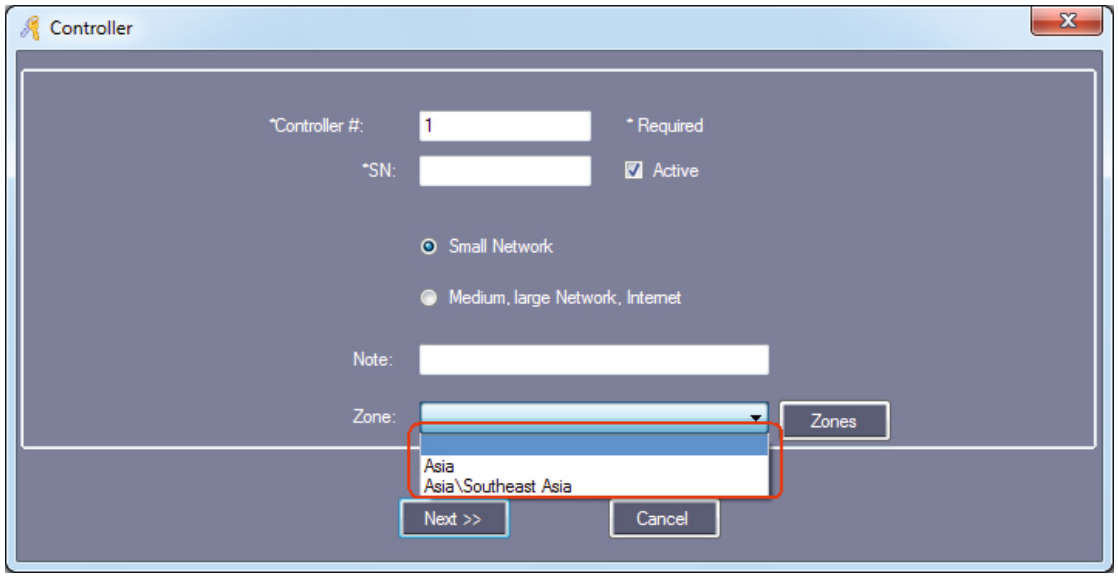
Click the “Add Branch” to add a new Branch under the Top.



Click “OK”



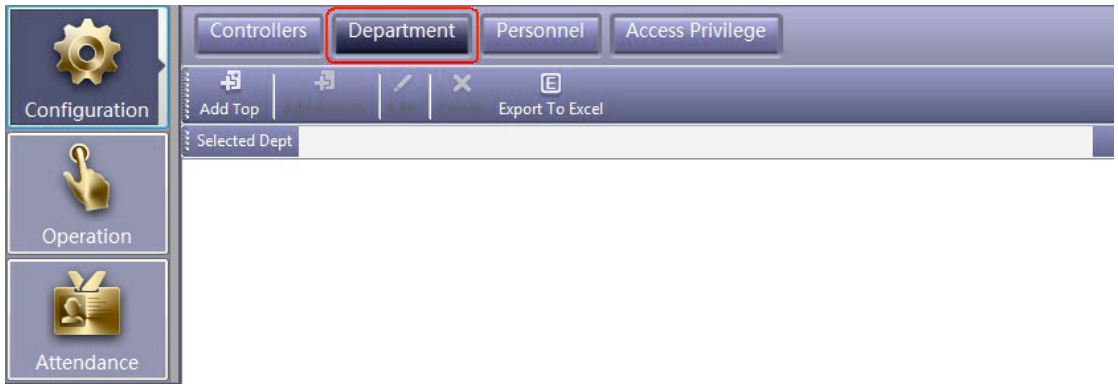
Click ,Click【Configuration】>【Controllers】>【New】.



1.3 Operation of Department and Registered User

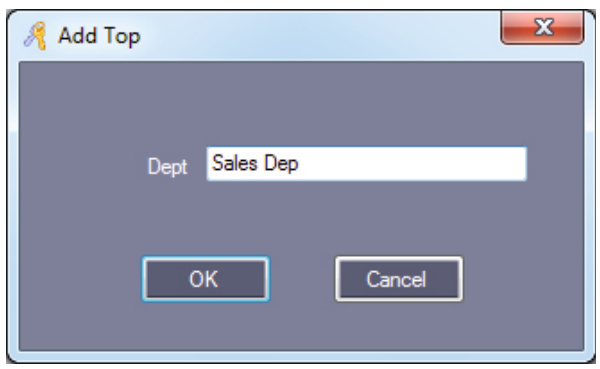
1.3.1 Add Department

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

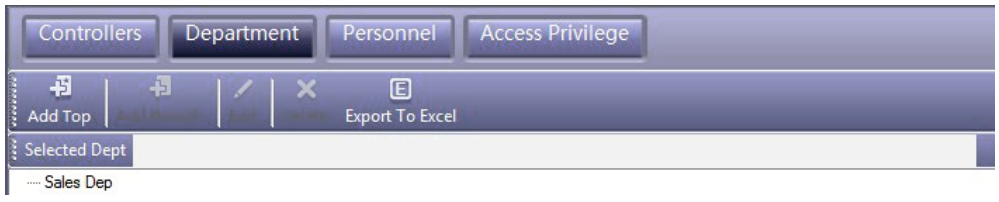


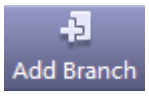
click the

to create a new department.

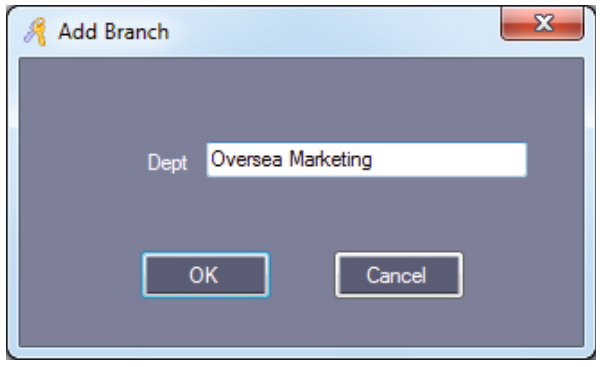


Click “OK”

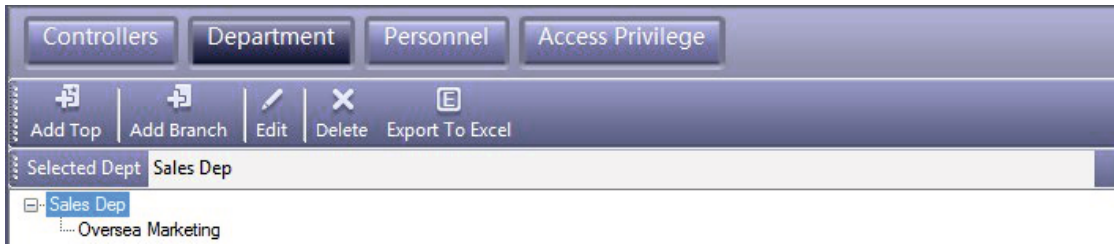


Click the 

to add a new Branch under the Top.

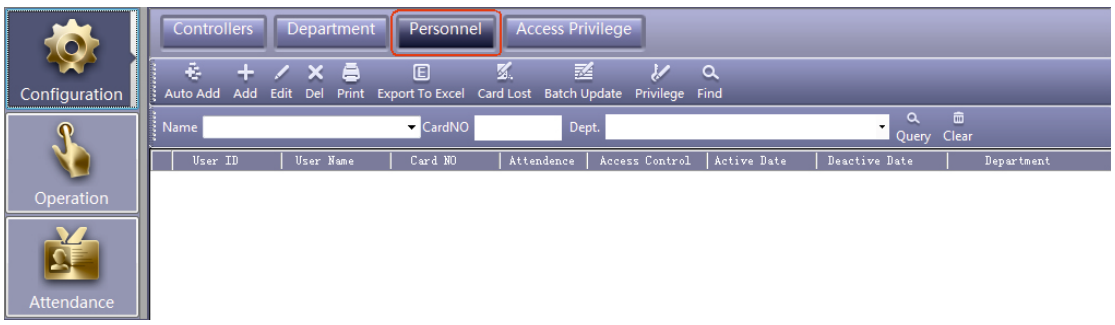


Click “OK”

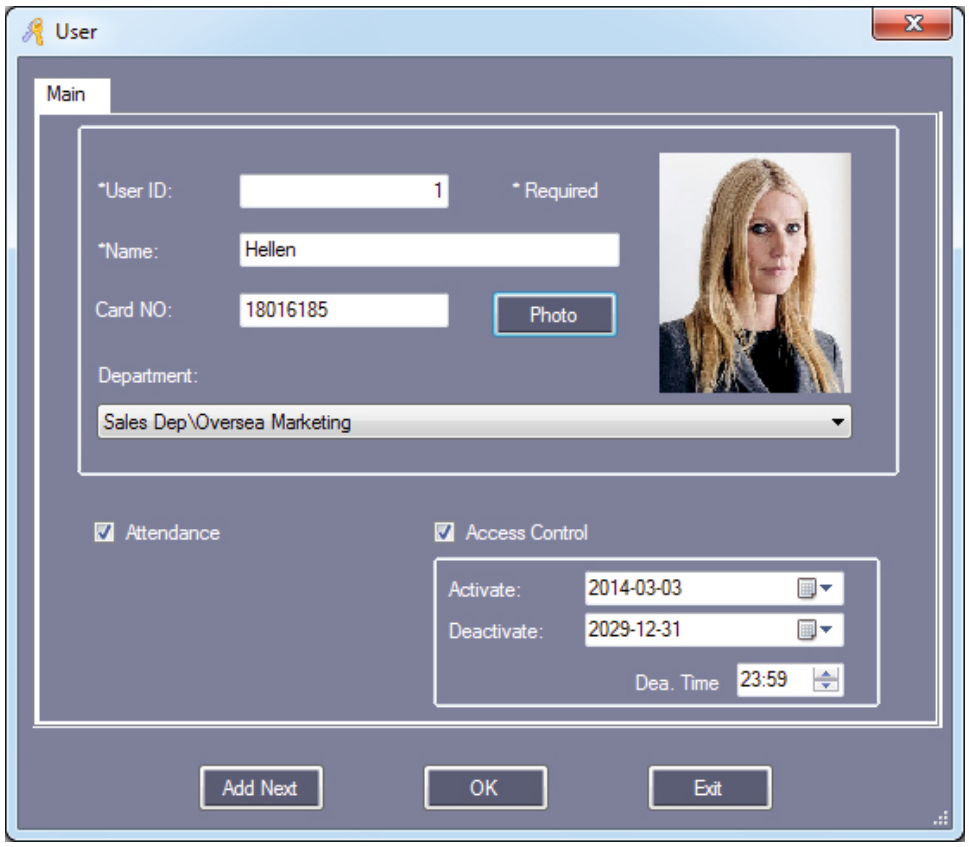


1.3.2 Add and Edit a User

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



Click “Add” to add users.



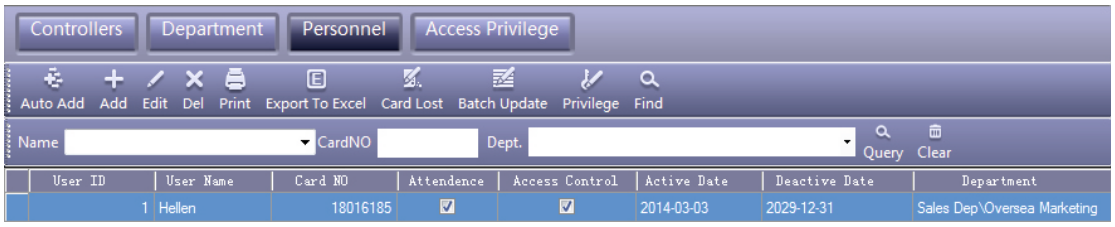
Remark: “User No.” and “Name” must be entered.

After entering all information of the user, click this button

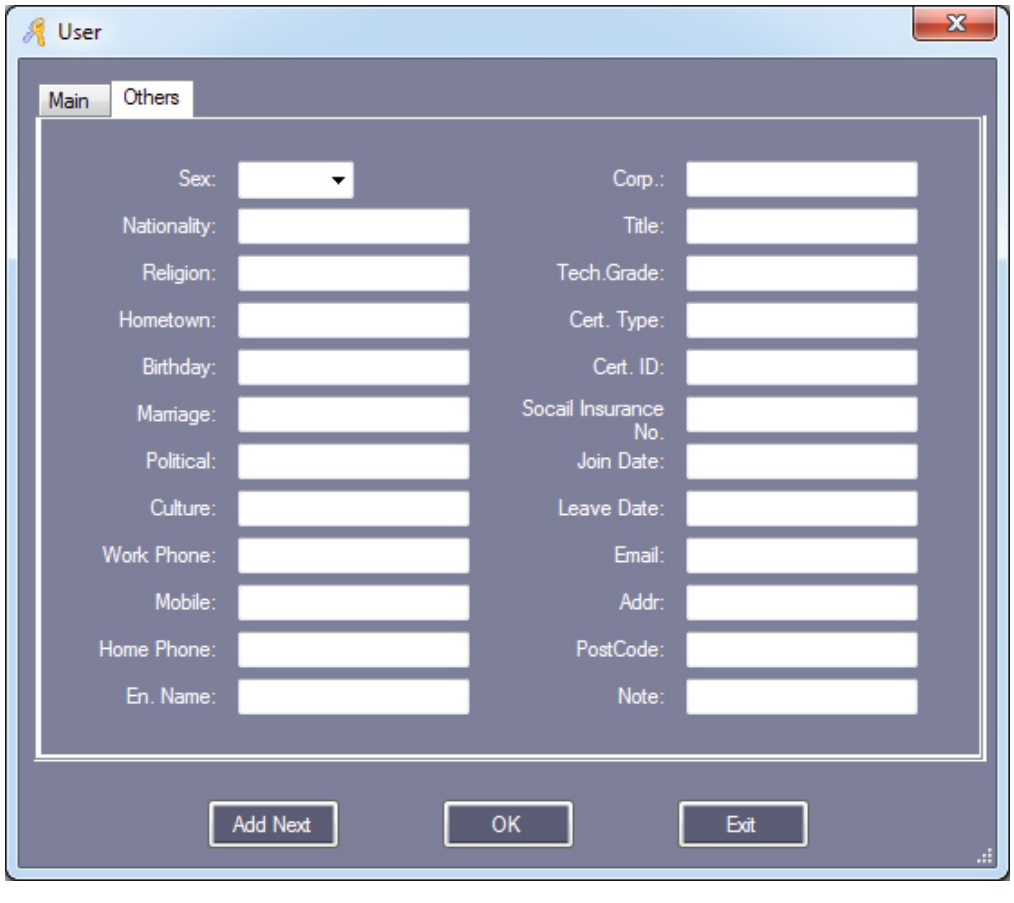
, once completed adding a user to the system, meanwhile it will show the user windows and wait to add the next user’s information.

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.

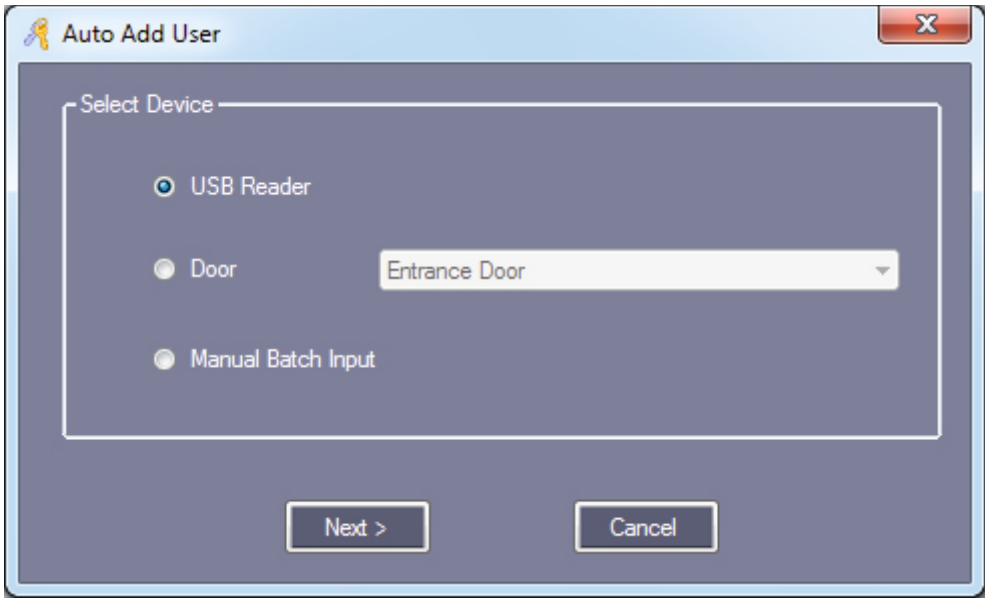


User “Others” information



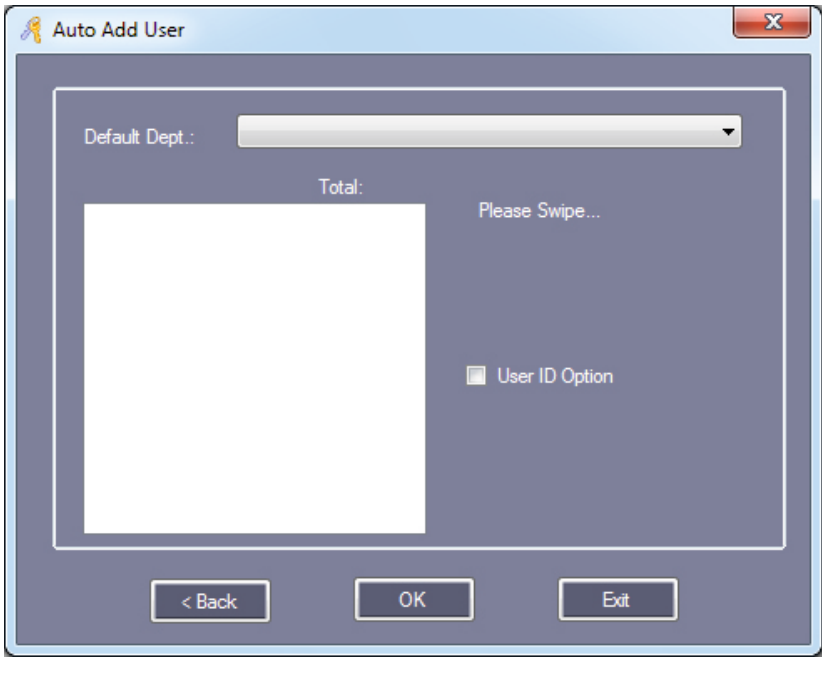
1.3.3 Auto Add the registration card

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

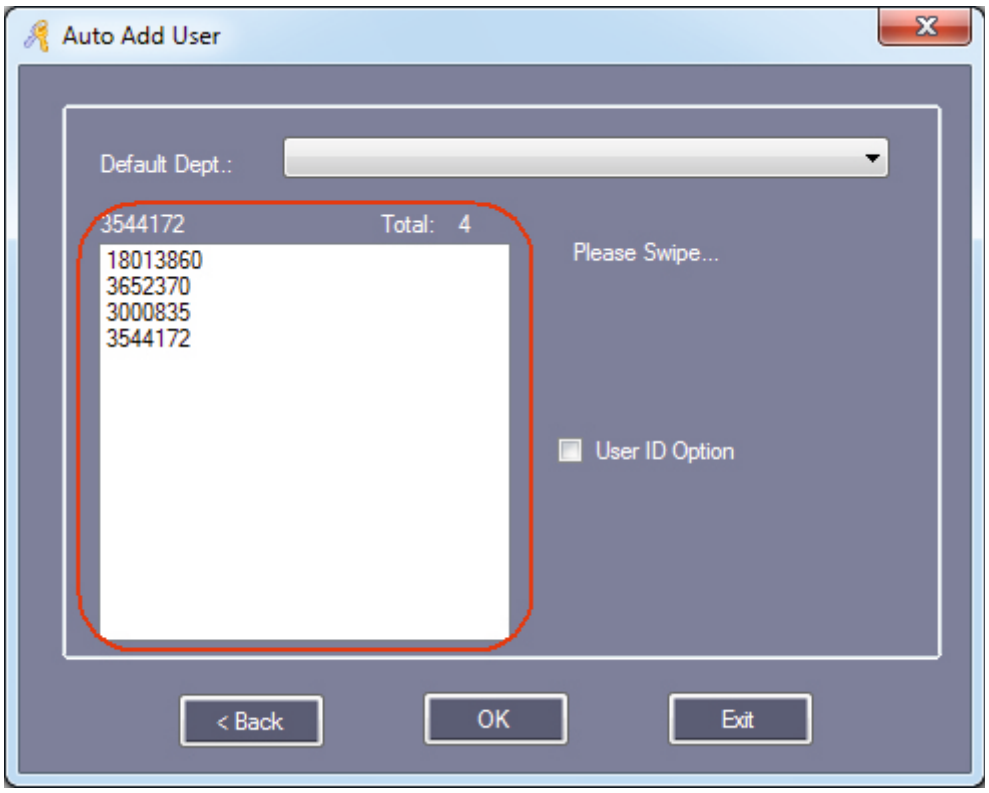


If you selected “USB Reader”, you must connect the USB card reader (The model # for wiegand product is WG1028) with the computer.

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

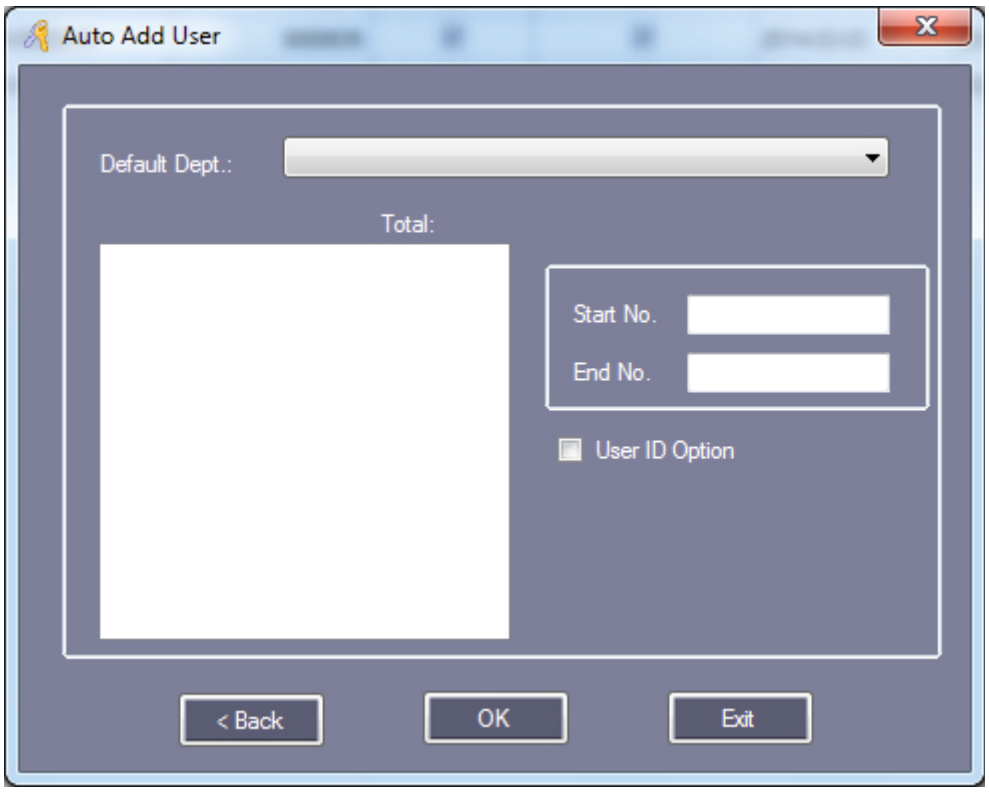


After swiping

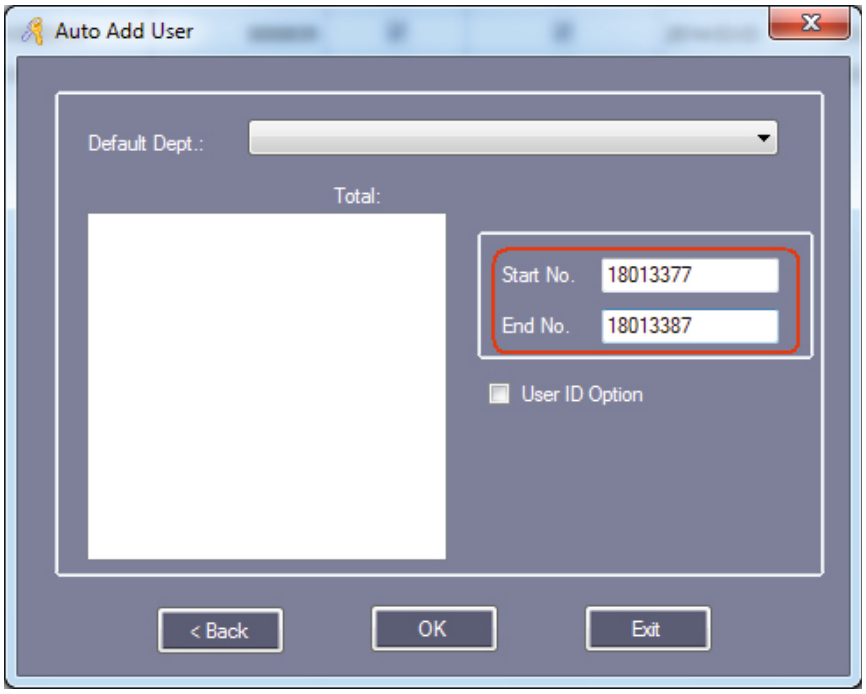


Click “OK”, Auto added to the Software.

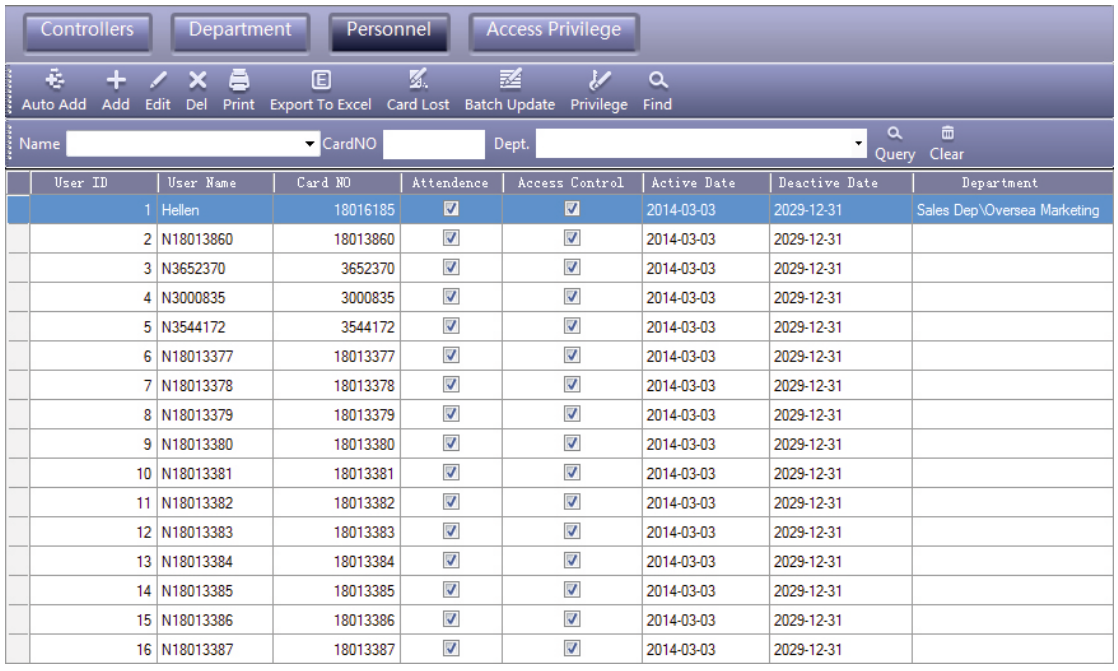
Click “Manual Batch Input”, Click “Next”



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



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



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

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

Alter

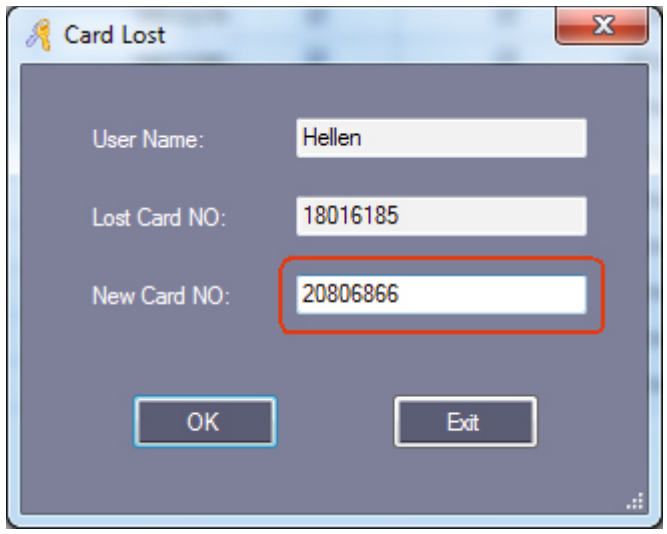
1.3.4 Single-user’s Privilege

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:

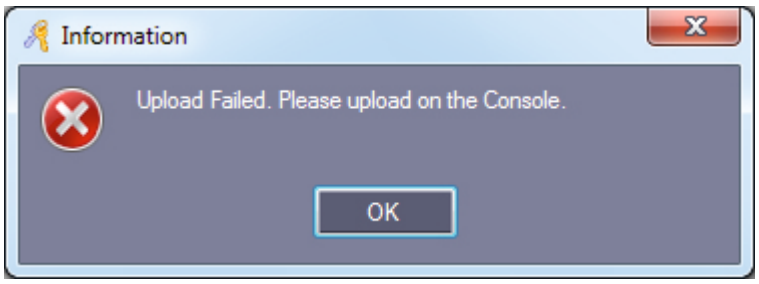
Click【Configuration】>【Personnel】>【Card Lost】



Input “New Card ID” :20806866

Click “OK”

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

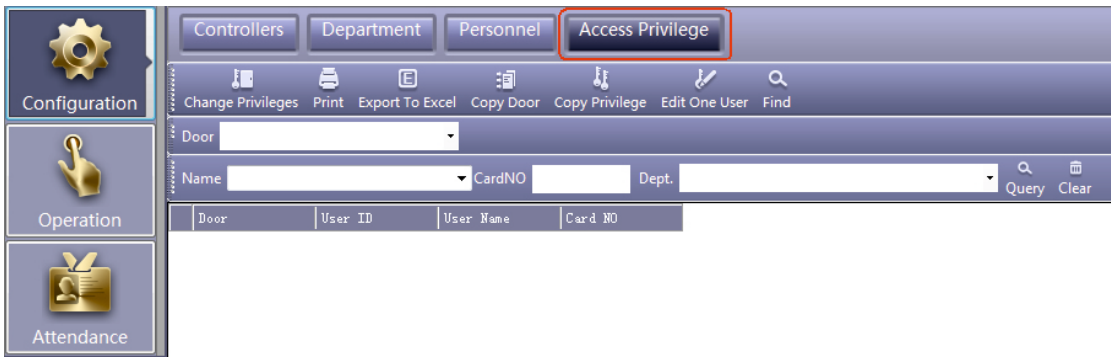


1.4 Operation

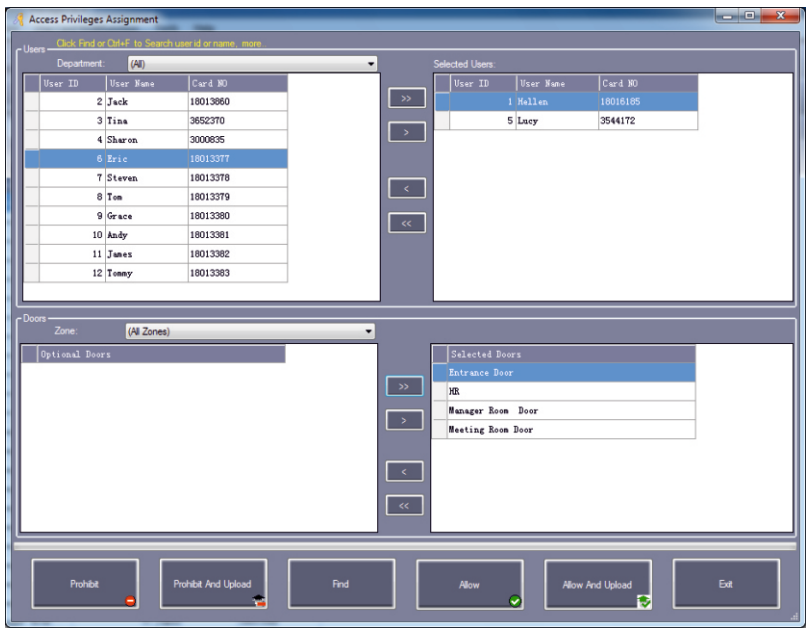
1.4.1 Privilege Management

1.4.1.1 Access Privilege

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



Click



“>>” Select all “Users” or all “Optional Doors”

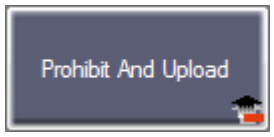
“>” Select one “Users” or one “Optional Doors”.

“<”: Cancel one “Selected Users” or one “Selected Doors”.
“<<”: Cancel all “Selected Users” or all “Selected Doors”.

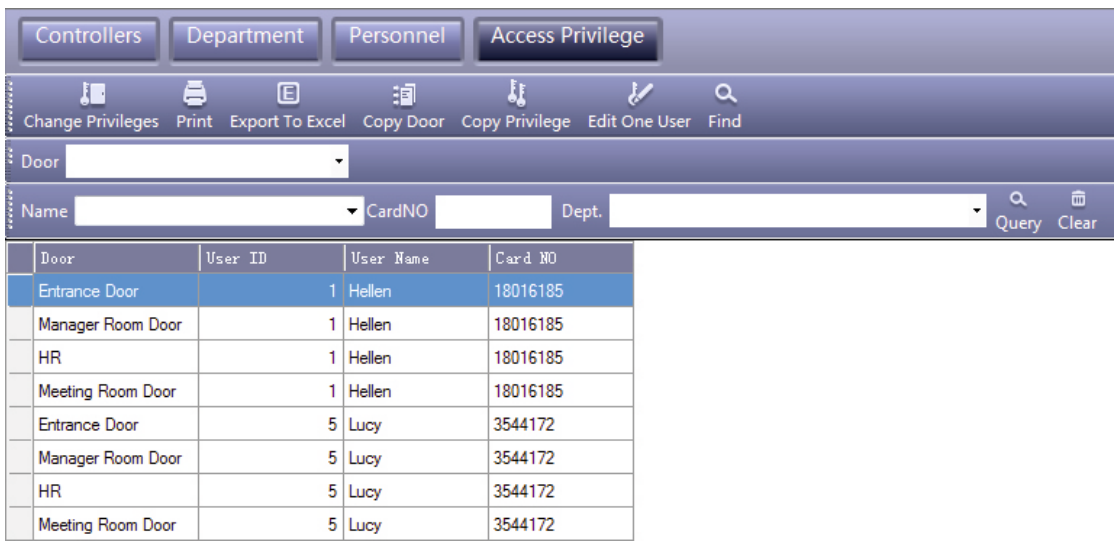
After clicking this button, and then **Operation -> Upload**, the selected users can pass through the selected doors.

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.

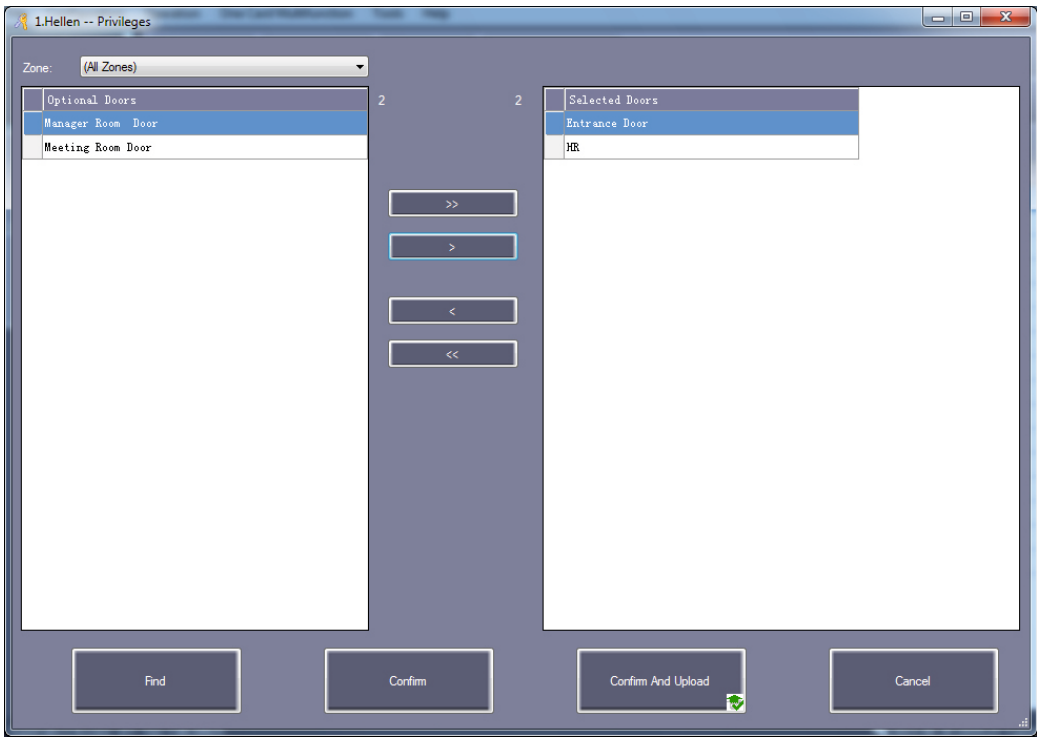


After clicking this button, the selected users cannot pass through the selected doors.



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

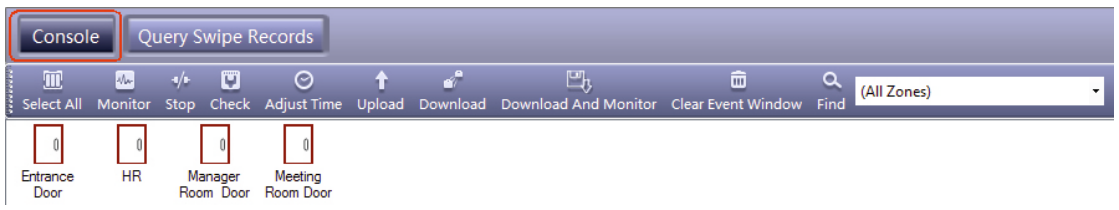


"**>>**": Select all "Optional Doors"
"**>**": Select one "Optional Doors"
"**<**": Cancel one "Selected Doors"
"**<<**": Cancel all "Selected Doors"

Click this button after adding or removing doors

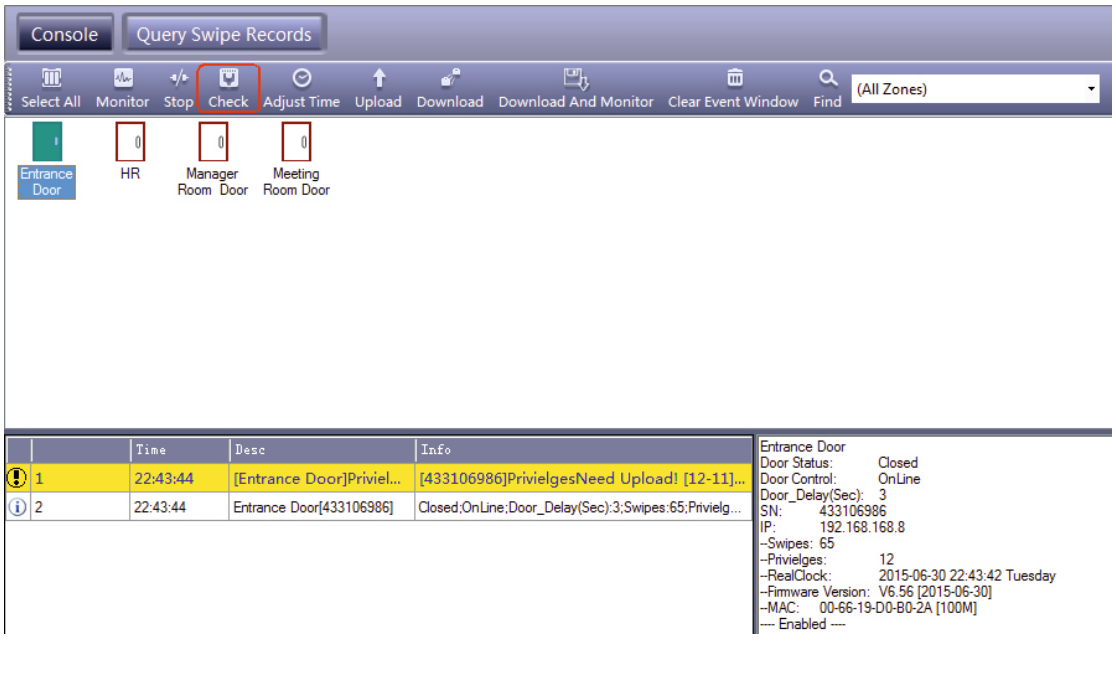
1.5 Console

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".

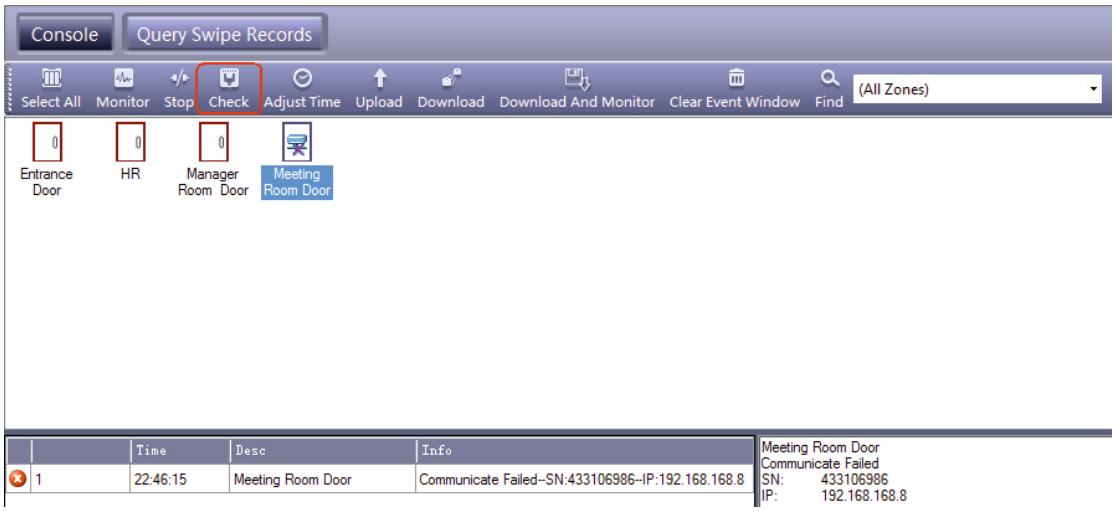


1.5.1 Controller's Info Check

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

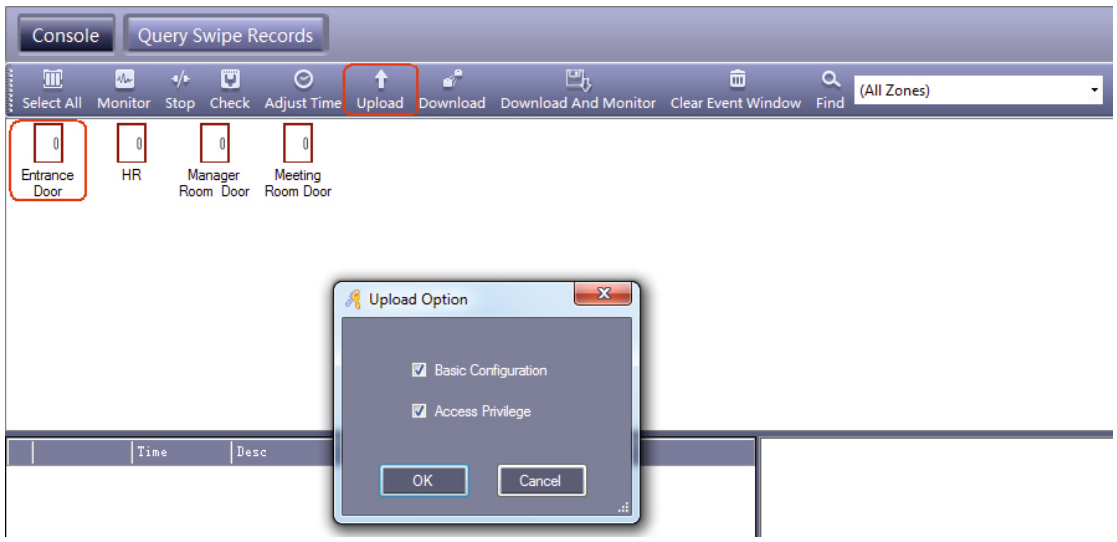


It will show the controller's basic information. such as the number of swipes and privileges, Door status, control status, open delay (sec) etc. If the controller is connected with computer, the door label's color will be green, otherwise the color will be red.

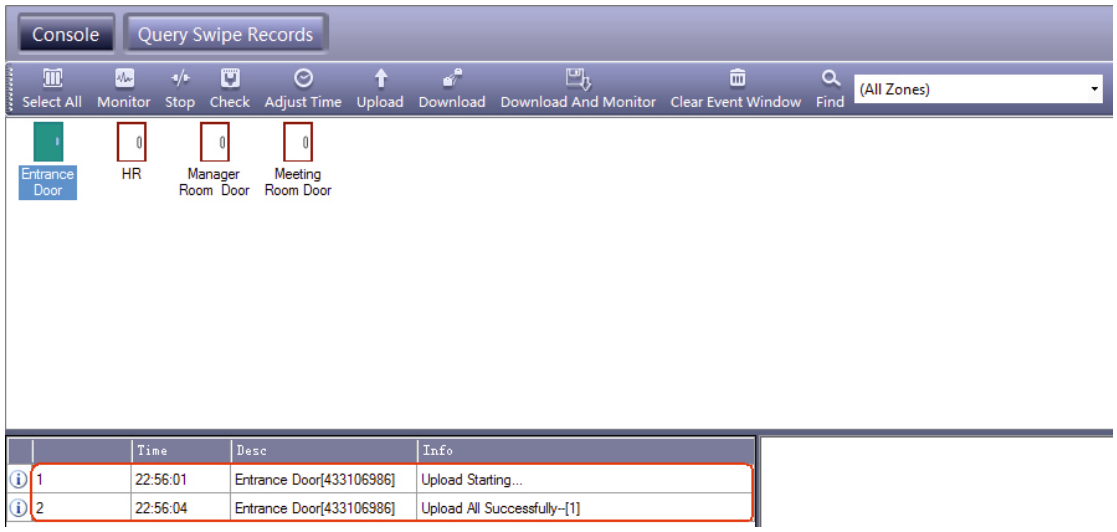


1.5.2 Upload Setting

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



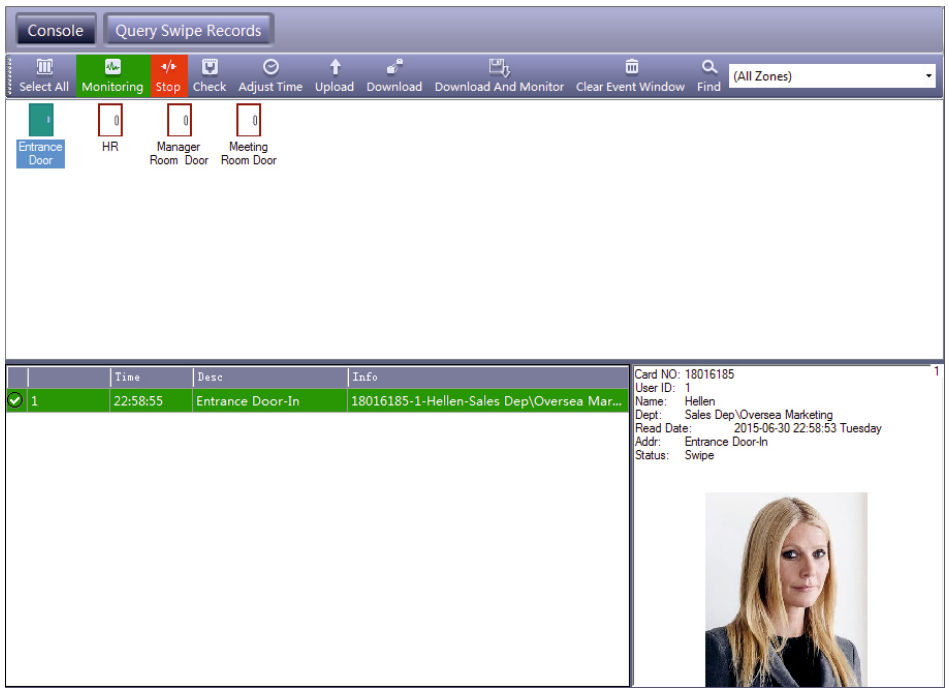
Click “OK”



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

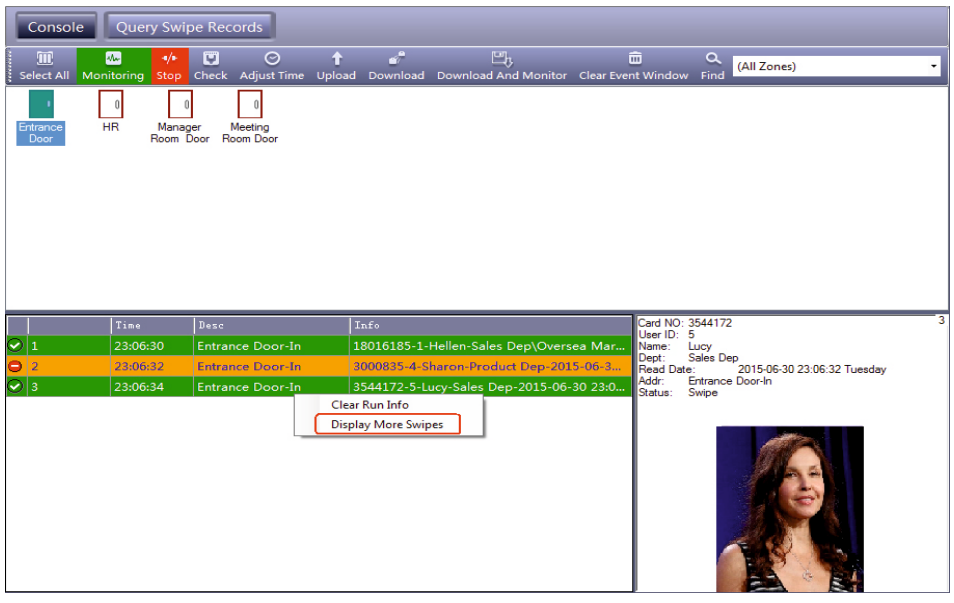
1.5.3 Monitor

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

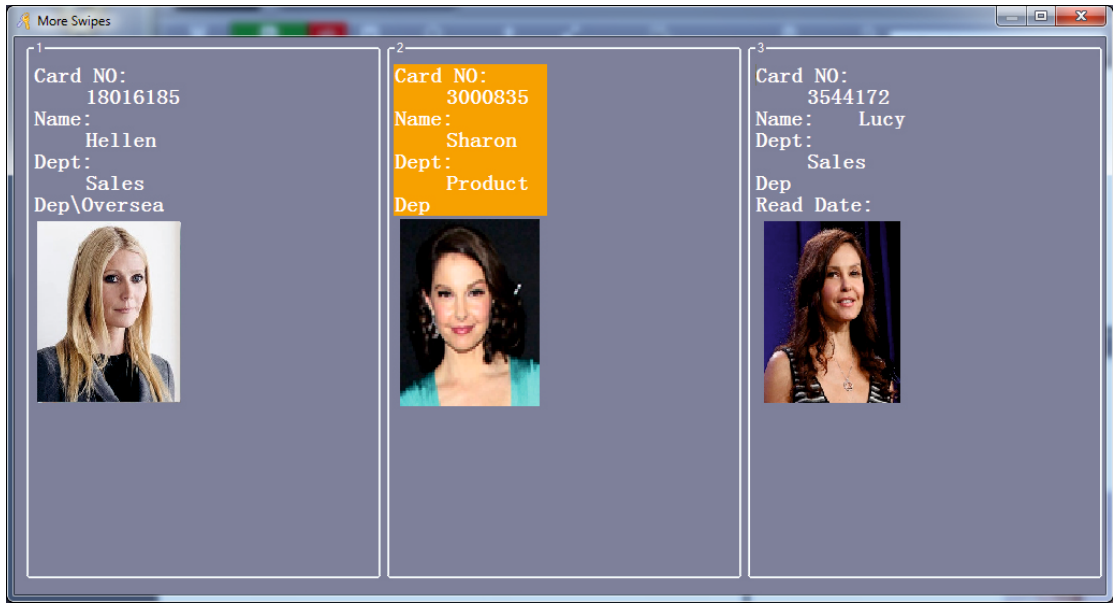


1.5.4 Display More Swipes

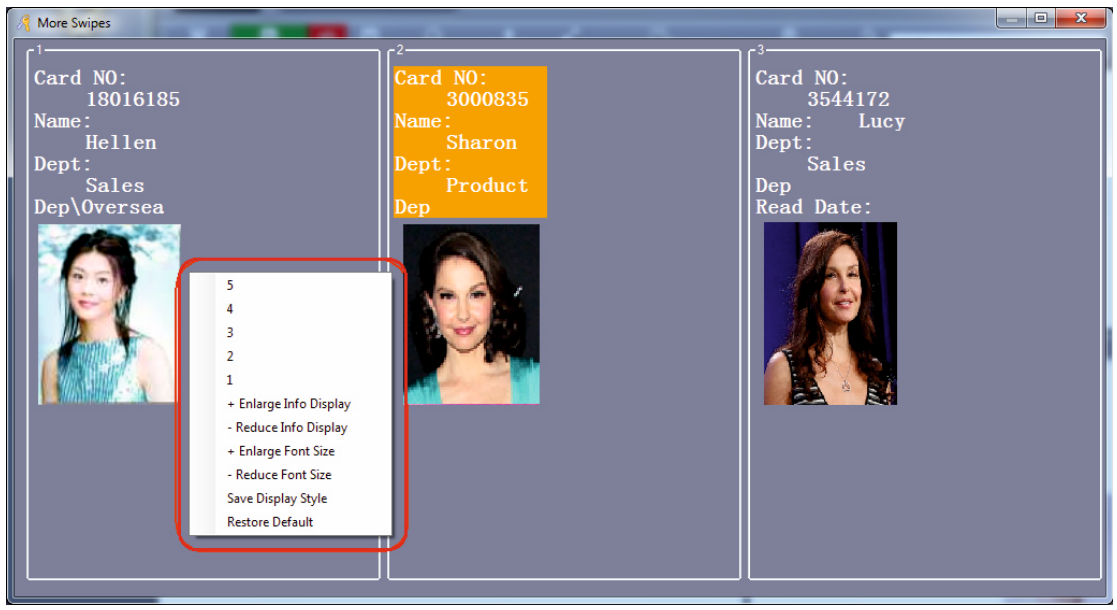
Only display swipe card records.



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

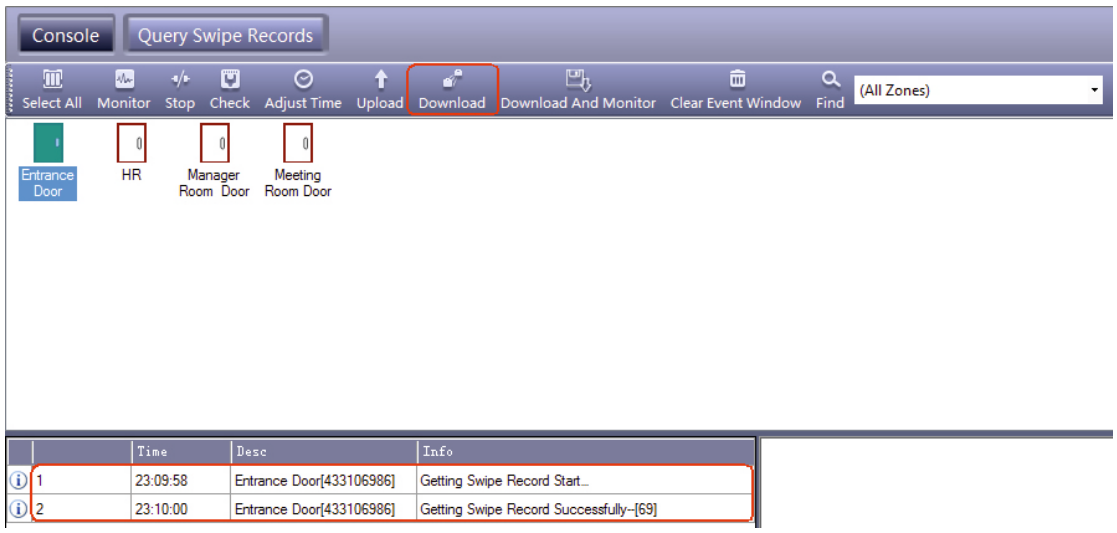


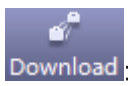
Right click “Photo”. You can adjust the display of information.



1.5.5 Getting Swipe Records

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



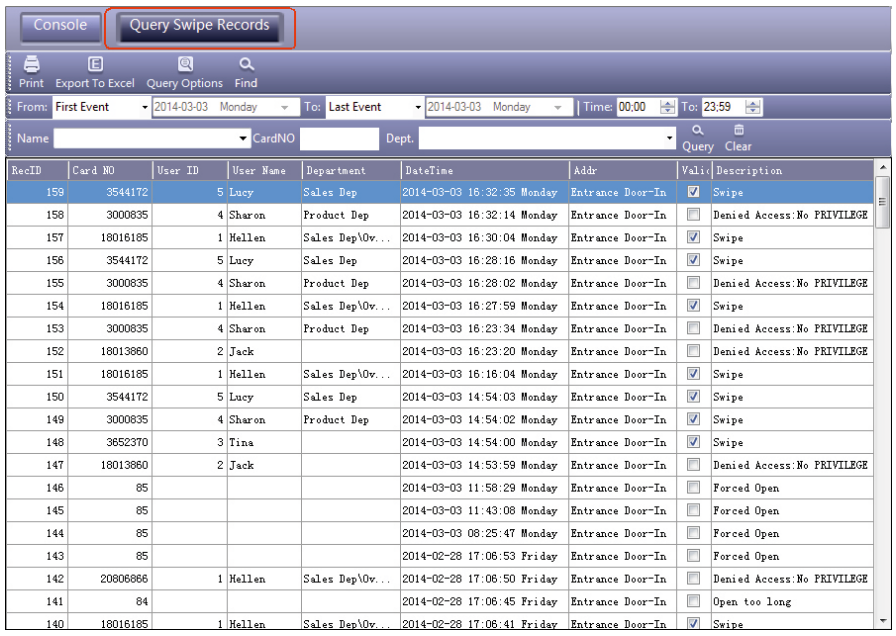


: Collect the controller's records to database.

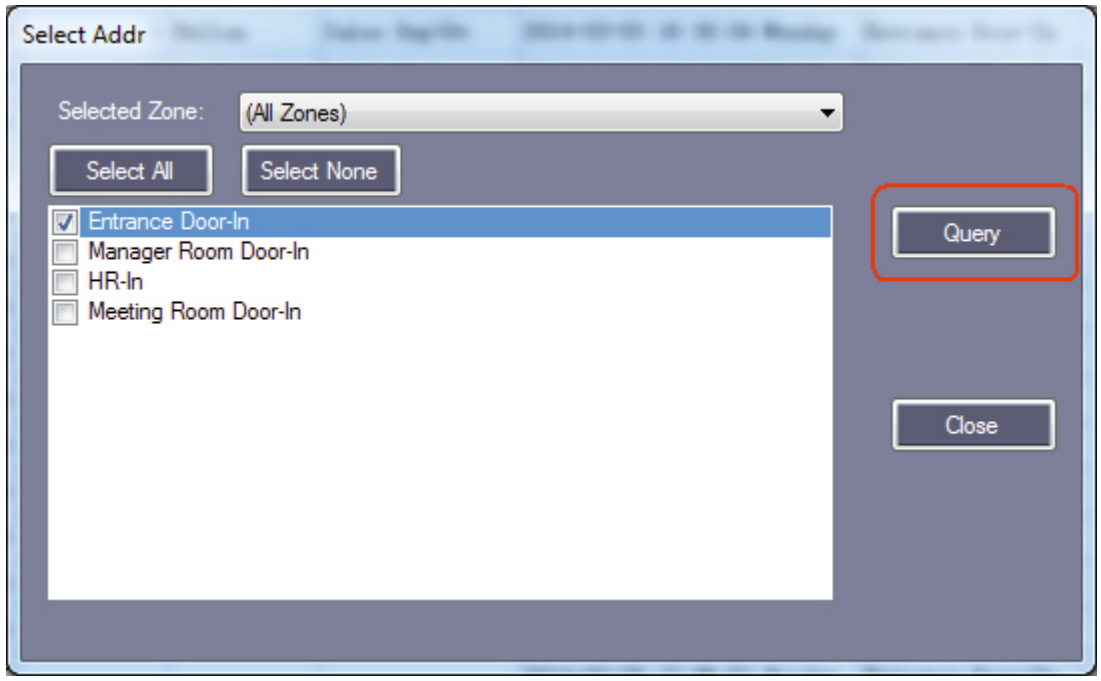
1.6 Records Query

Please "Download" Records and then query.

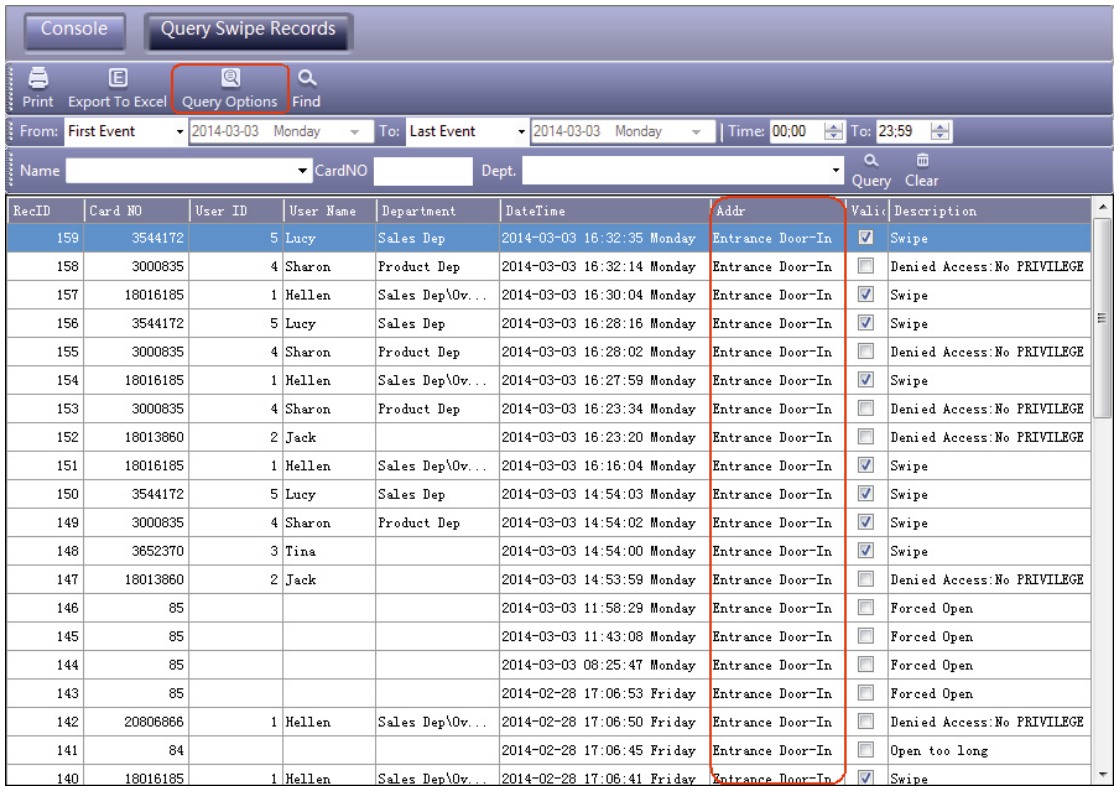
Click【Operation】>【Query Swipe Records】from the menu bar



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



Query result as follows:

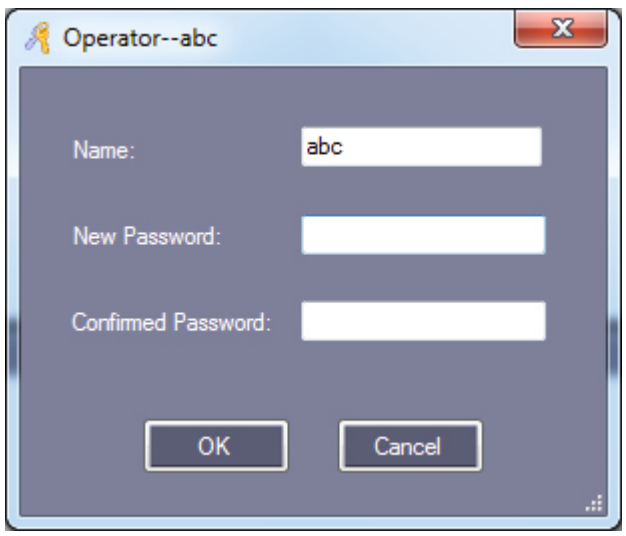


RecID	Card NO	User ID	User Name	Department	DateTime	Addr	Vali	Description
159	3544172	5	Lucy	Sales Dep	2014-03-03 16:32:35 Monday	Entrance Door-In	☑	Swipe
158	3000835	4	Sharon	Product Dep	2014-03-03 16:32:14 Monday	Entrance Door-In	☐	Denied Access:No PRIVILEGE
157	18016185	1	Hellen	Sales Dep\Ov...	2014-03-03 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

1.7 Tools

1.7.1 Change Password

Change operator and operator's password.
Click【Tools】>【Edit Operator】



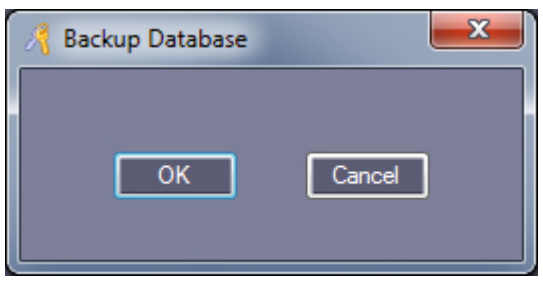
Modify operator Name, input the new name in "Name".

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

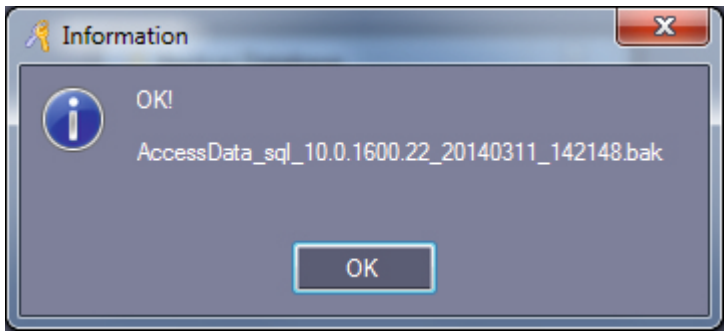
Click【File】>【DB Backup】



Click "OK".

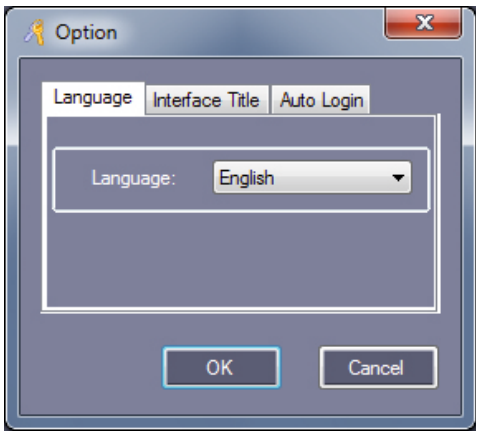
This backup file is saved in software under the default installation path.

If Backup is SQL DB.

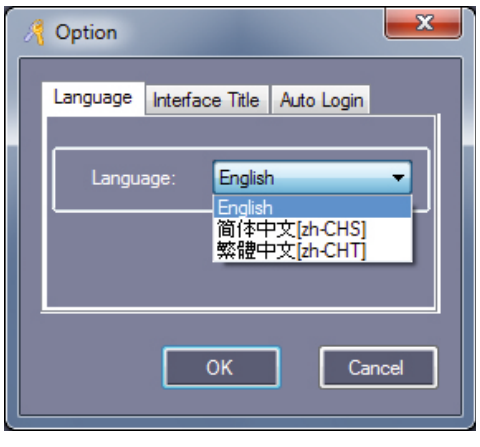


Click “OK”, This backup file is saved in database under the default installation path. “C:\Program Files\Microsoft SQL Server\MSSQL10.MSSQLSERVER\MSSQL\Backup”

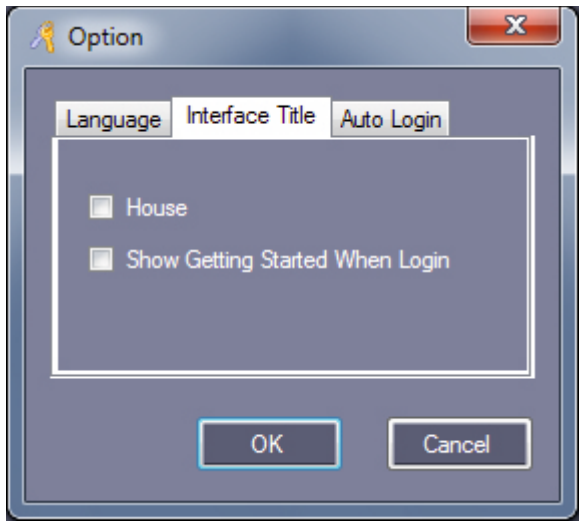
1.7.3 Option



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

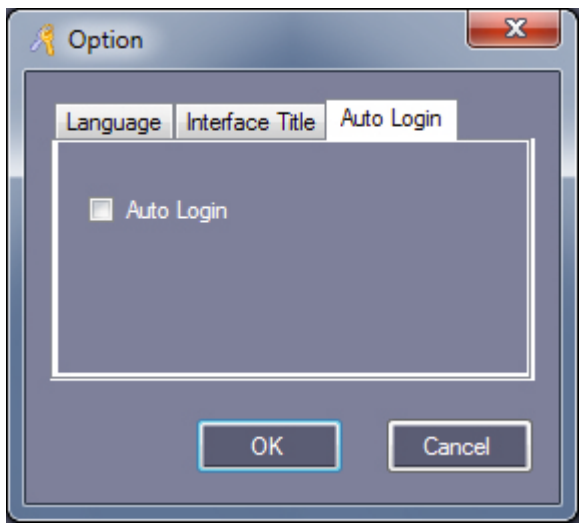


【Interface Title】
Click【Tools】>【Interface Setting】from menu bar.



【House】: Used in community management.
【Show Getting Started When Login】: To guide the operation software.

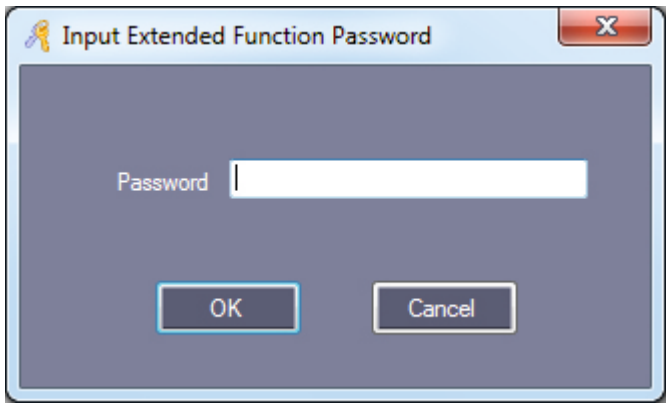
【Auto Login】
Click【Tools】>【Auto Login】from menu bar.



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

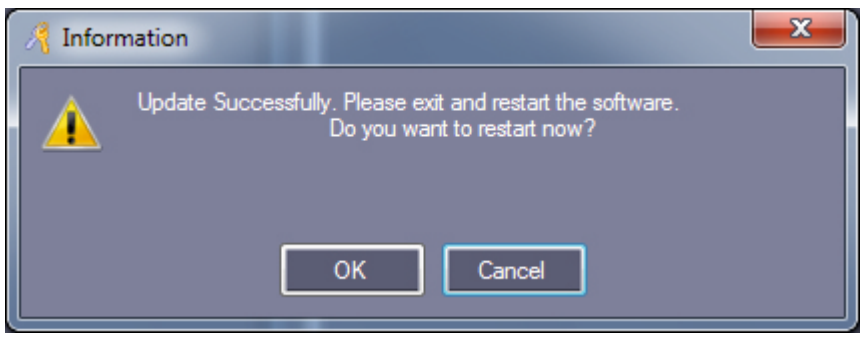
Part 2　Extended Function

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



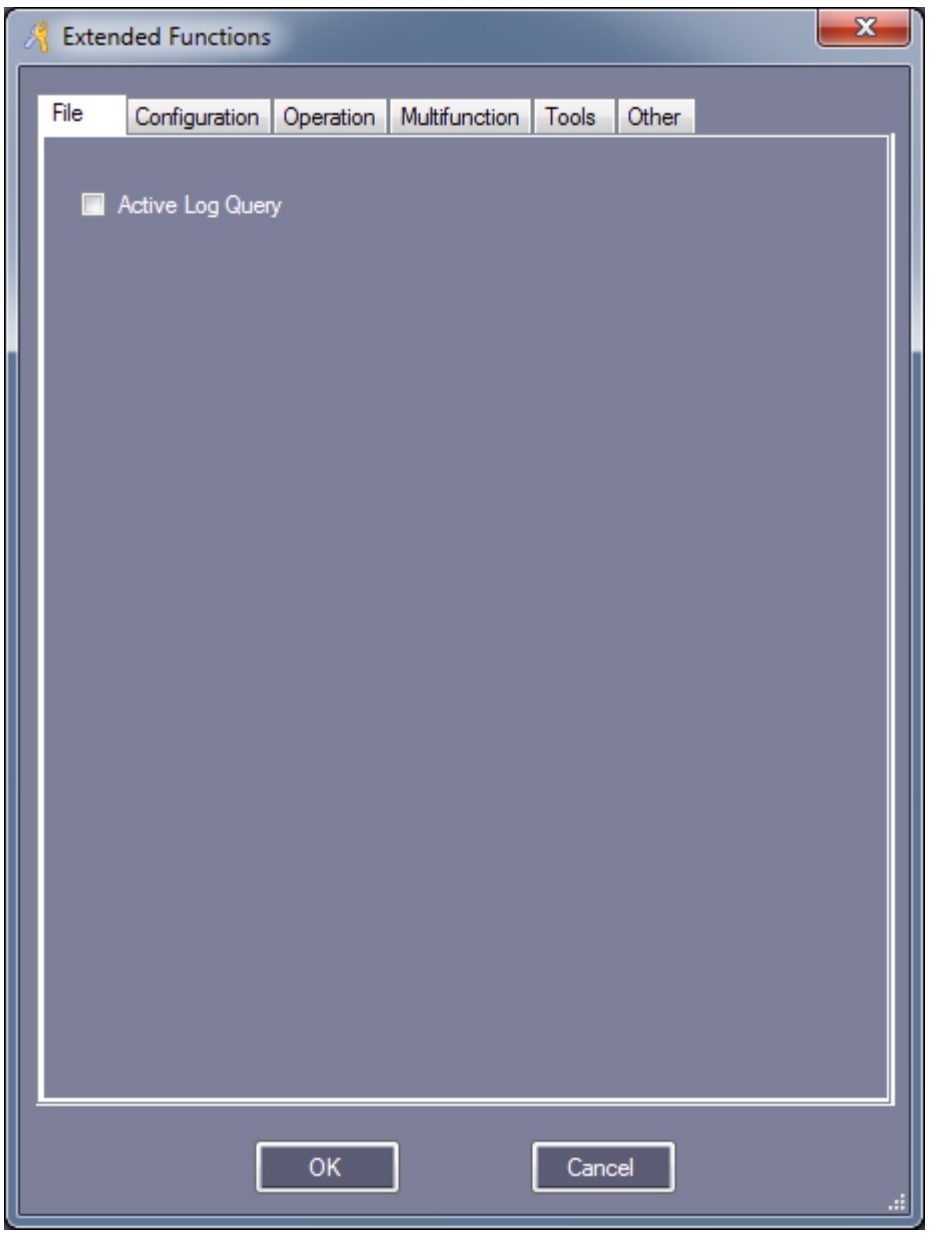
If you want to Activate the Extended Function. please input the password.

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



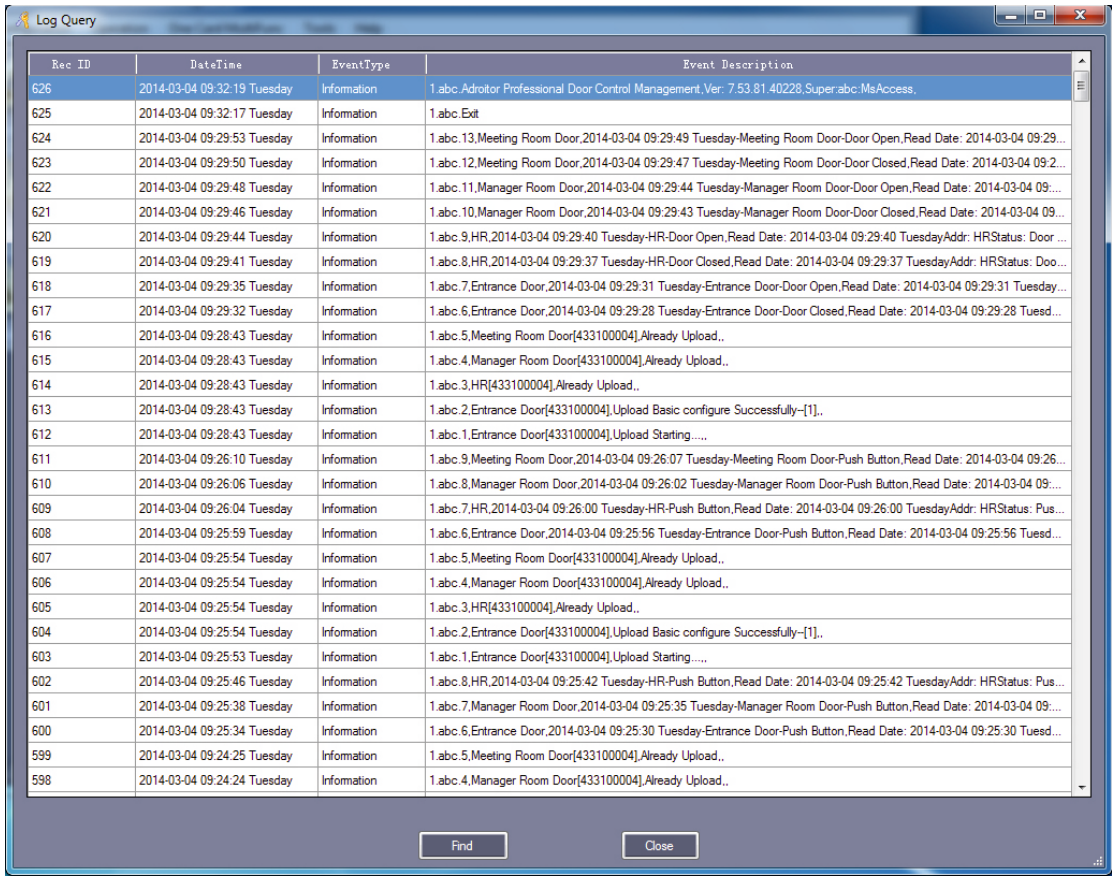
Extended Functions introduced as follows:

2.1 File

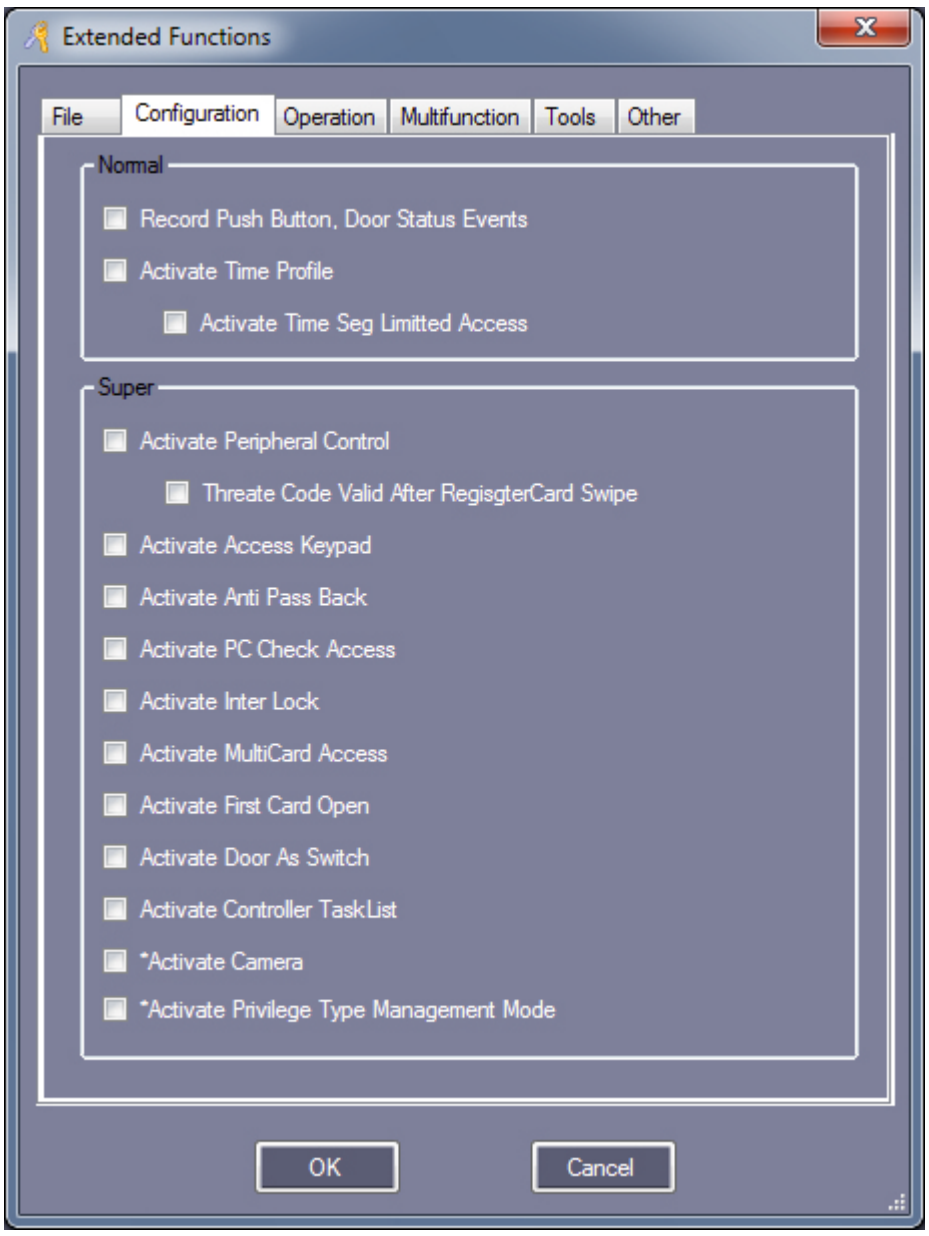


2.1.1 Active Log Query

Click【File】>【Log Query】

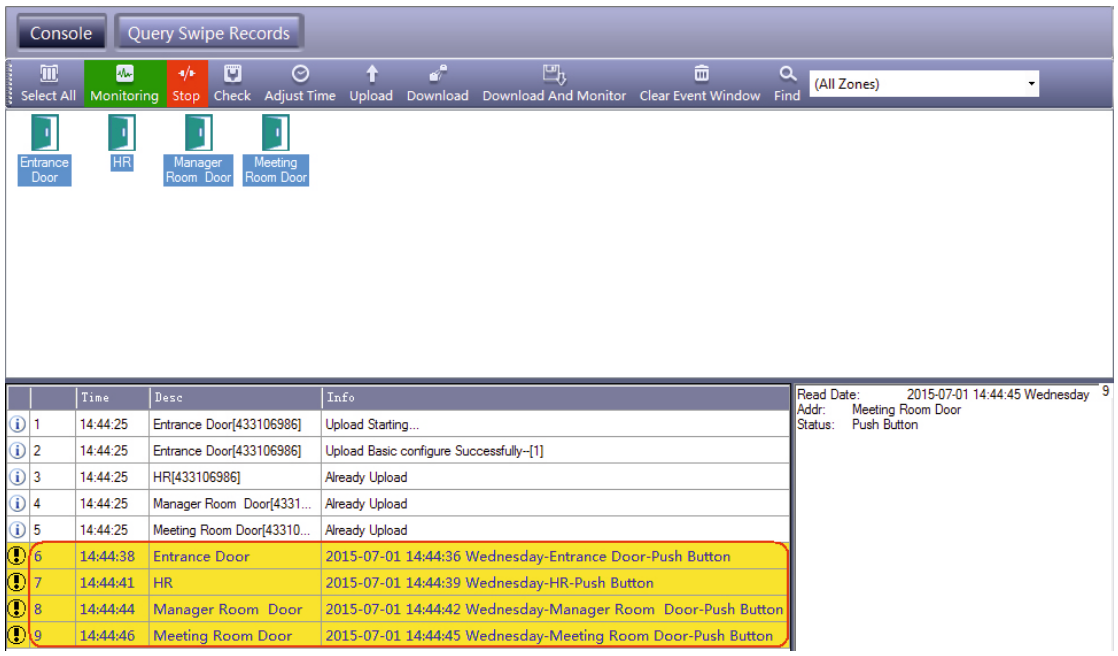

Log Query
Rec ID
DateTime
EventType
Event Description
626 2014-03-04 09:32:19 Tuesday Information 1.abc.Adroitor Professional Door Control Management,Ver: 7.53.81.40228,Super:abc:MsAccess,
625 2014-03-04 09:32:17 Tuesday Information 1.abc.Exit
624 2014-03-04 09:29:53 Tuesday Information 1.abc.13,Meeting 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



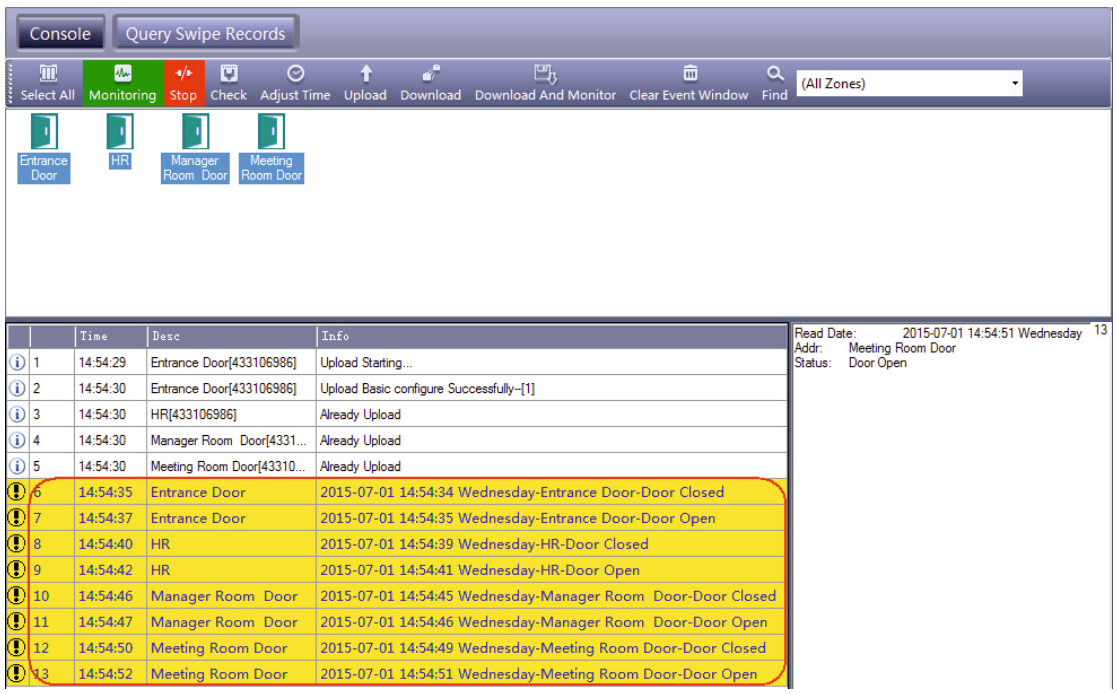
2.2.1 Record Push Button Events

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



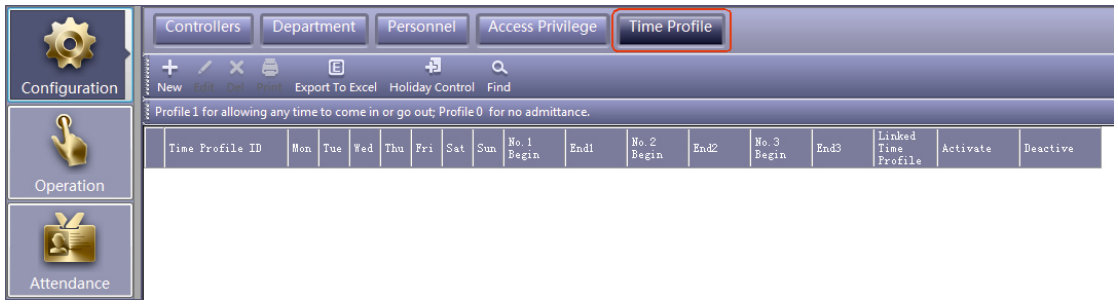
2.2.2 Record Door Status Events

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

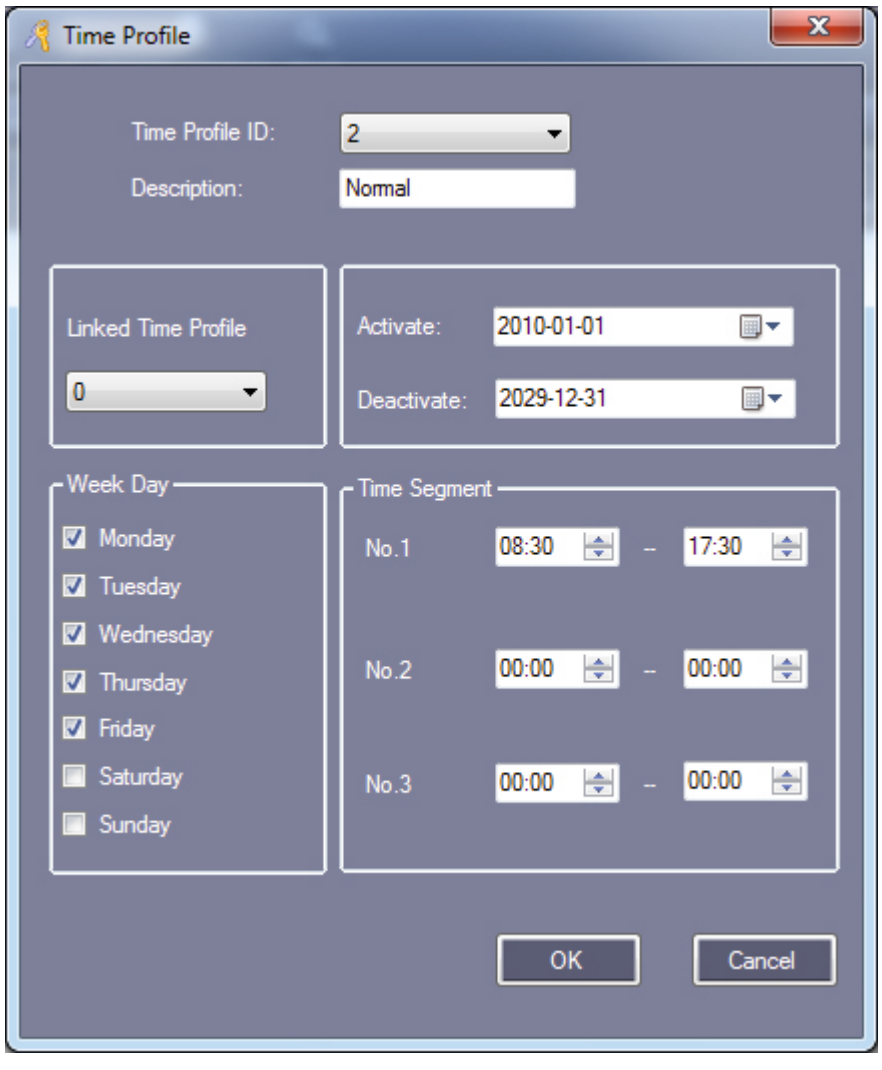


2.2.3 Activate Time Profile

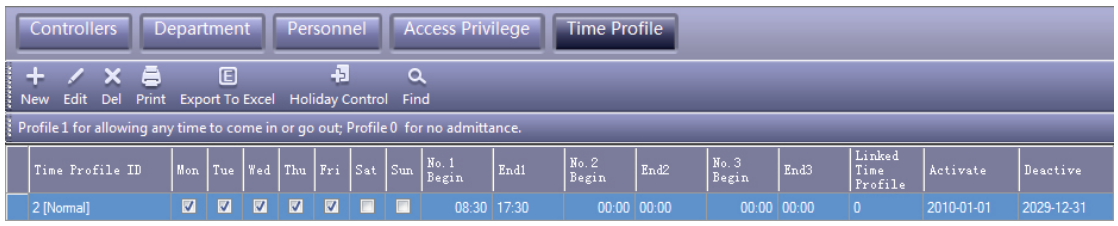
Click【Configuration】>【Time Profile】



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



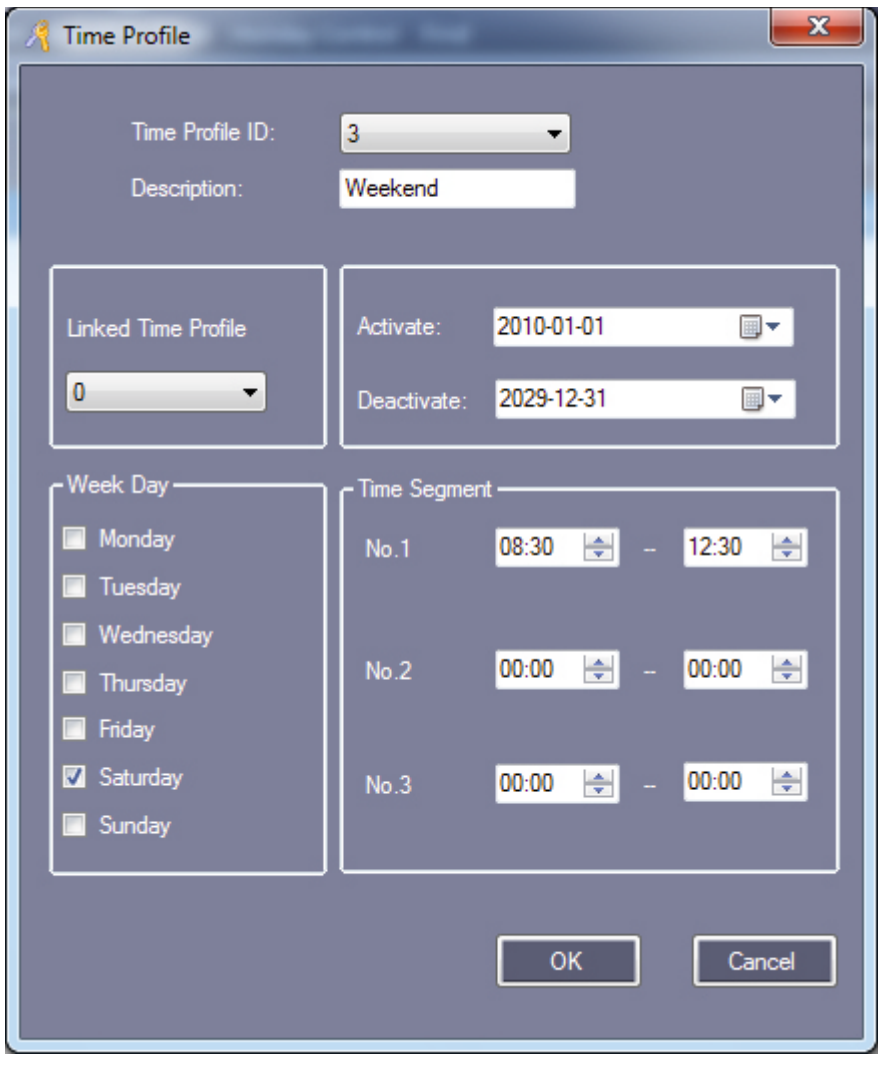
Click “OK”



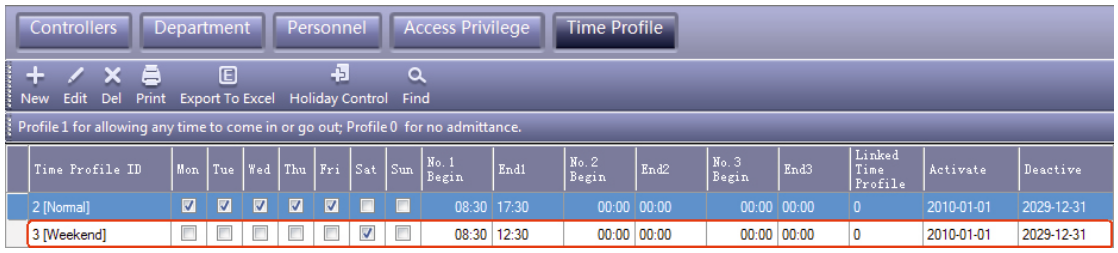
If you assign the user card “Normal”, authority that work from Monday to Friday at 08:30-17:30, it has permissions to get in or out during this time range.

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

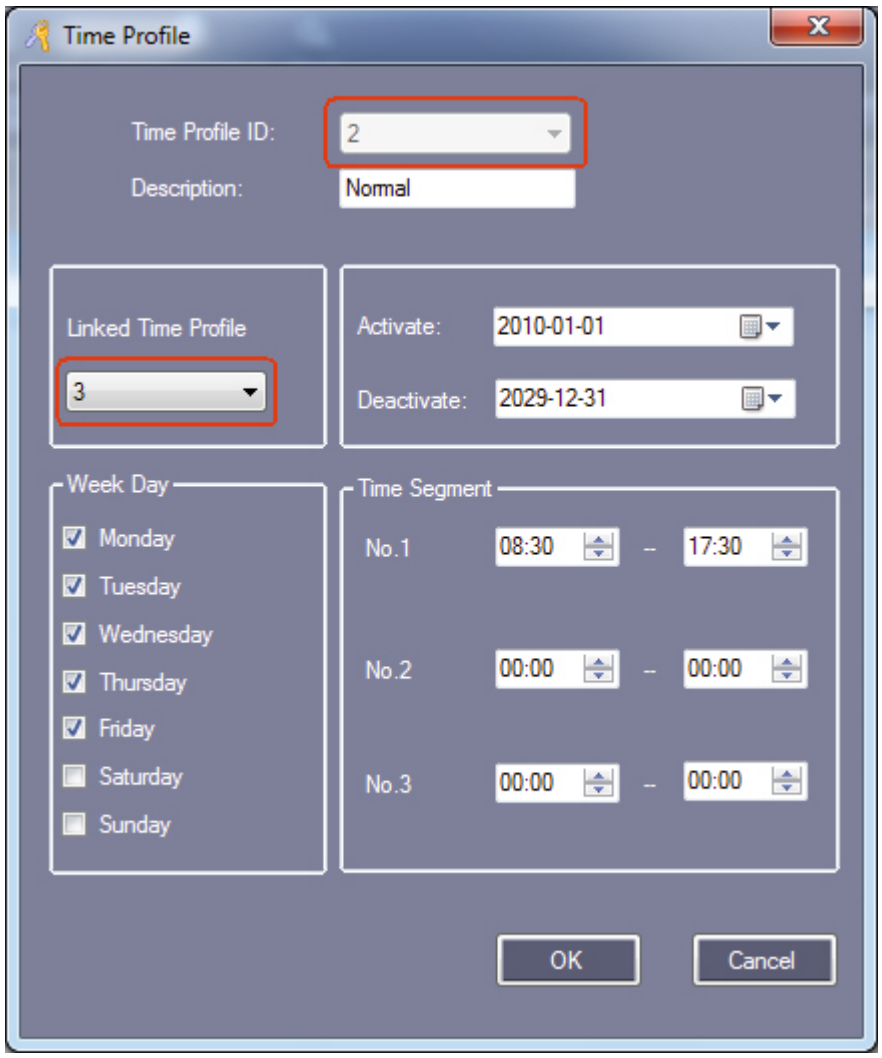
Add new “Time Profile 3”



Click “OK”

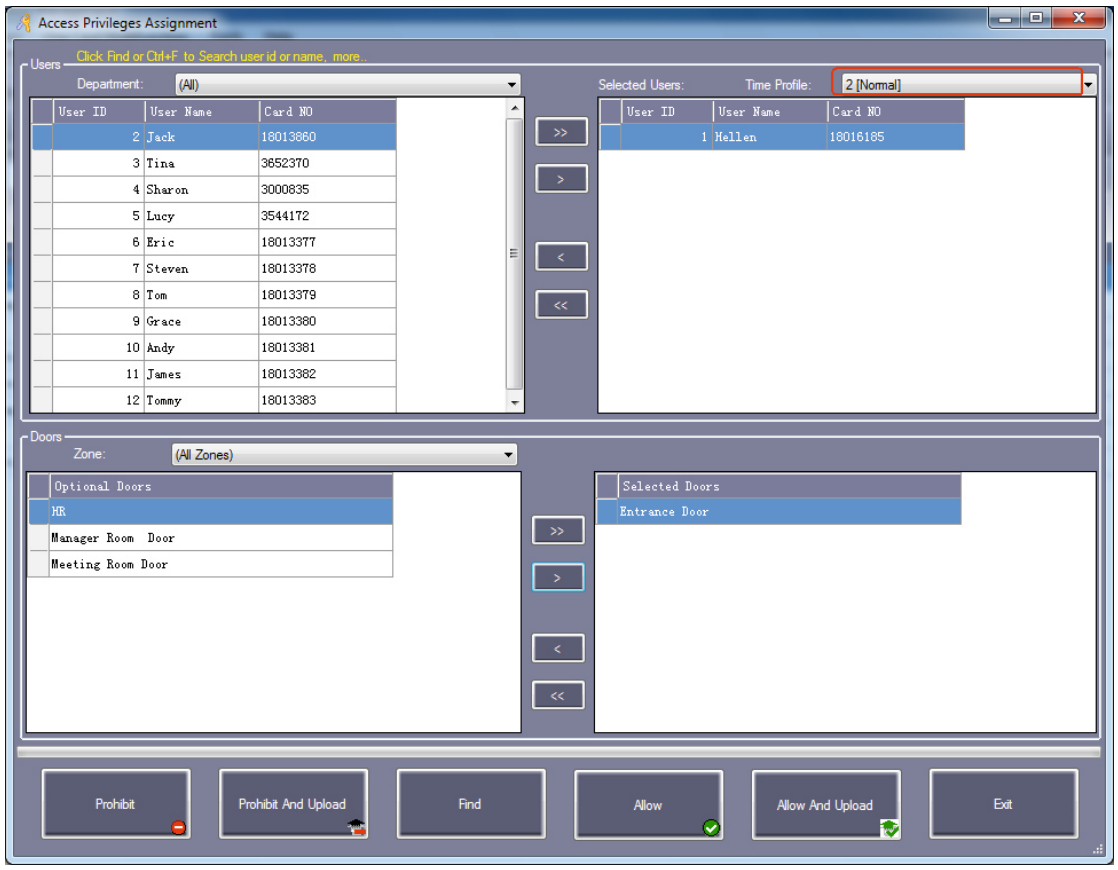


“Time Profile 2” link “Time Profile 3”



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

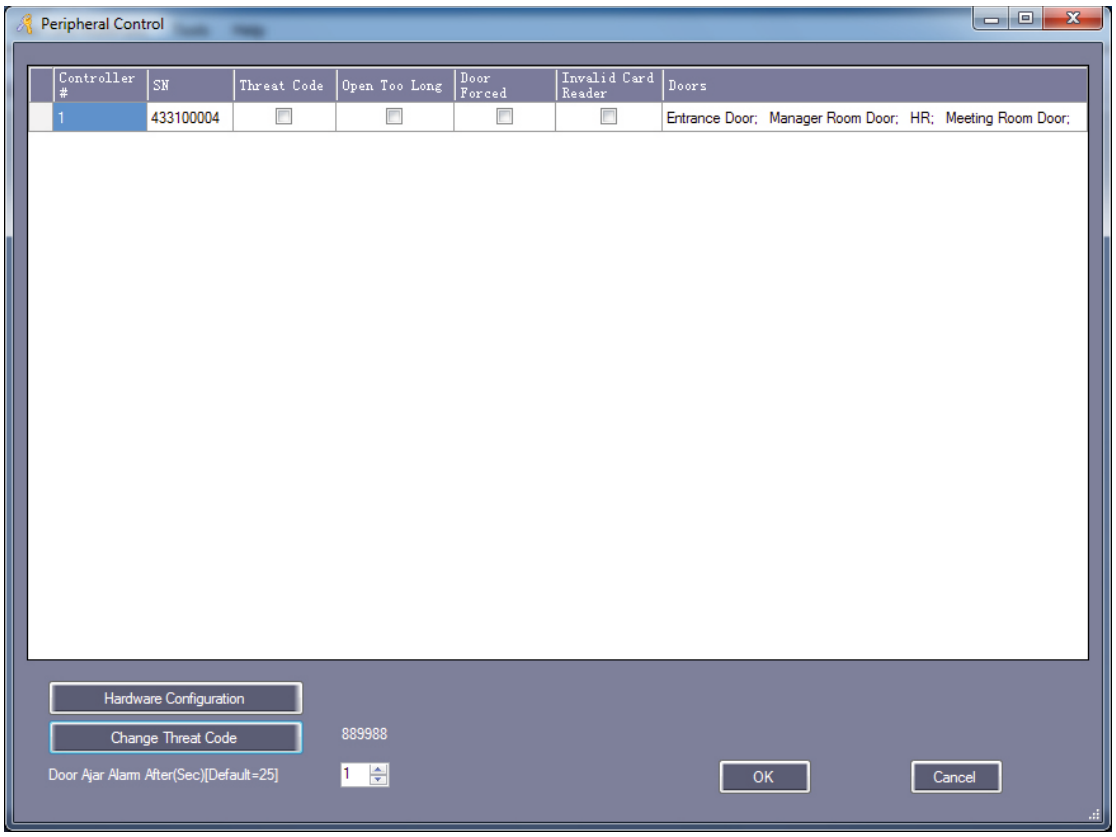
Click【Configuration】>【Access Privilege】>【Change Privileges】



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

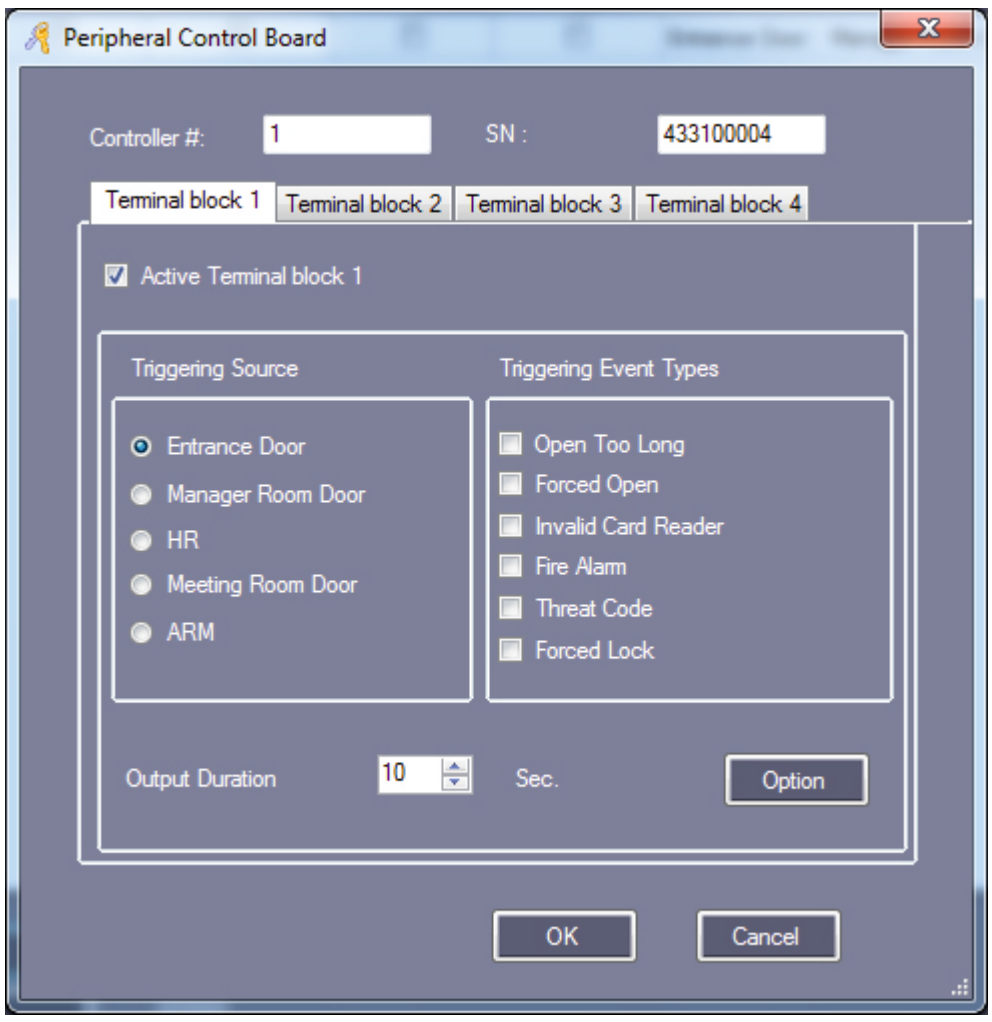
2.2.4 Activate Peripheral Control

Click【Configuration】>【Peripheral】



“Threat Code”: Must be used with the PIN keyboard Card Reader.
“Thrust In”: Must be connect with door sensor.

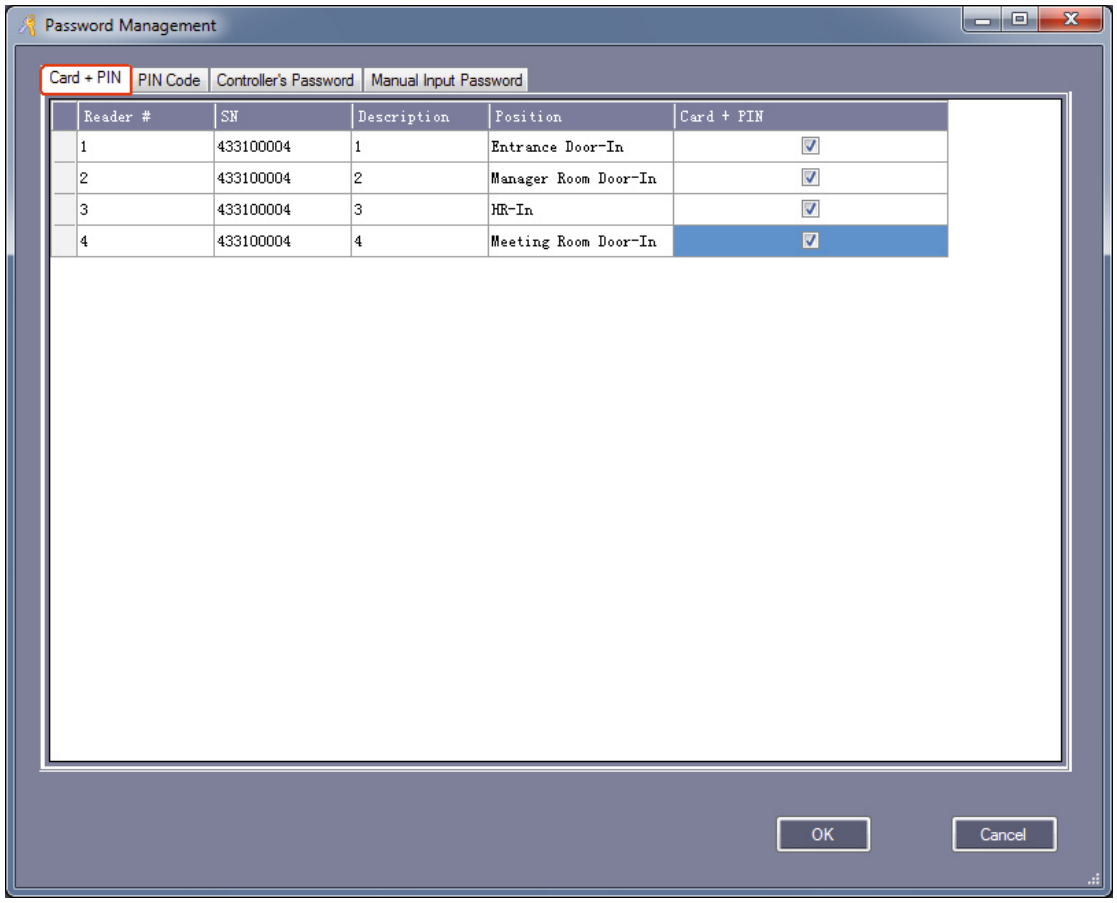
【Hardware Configuration】



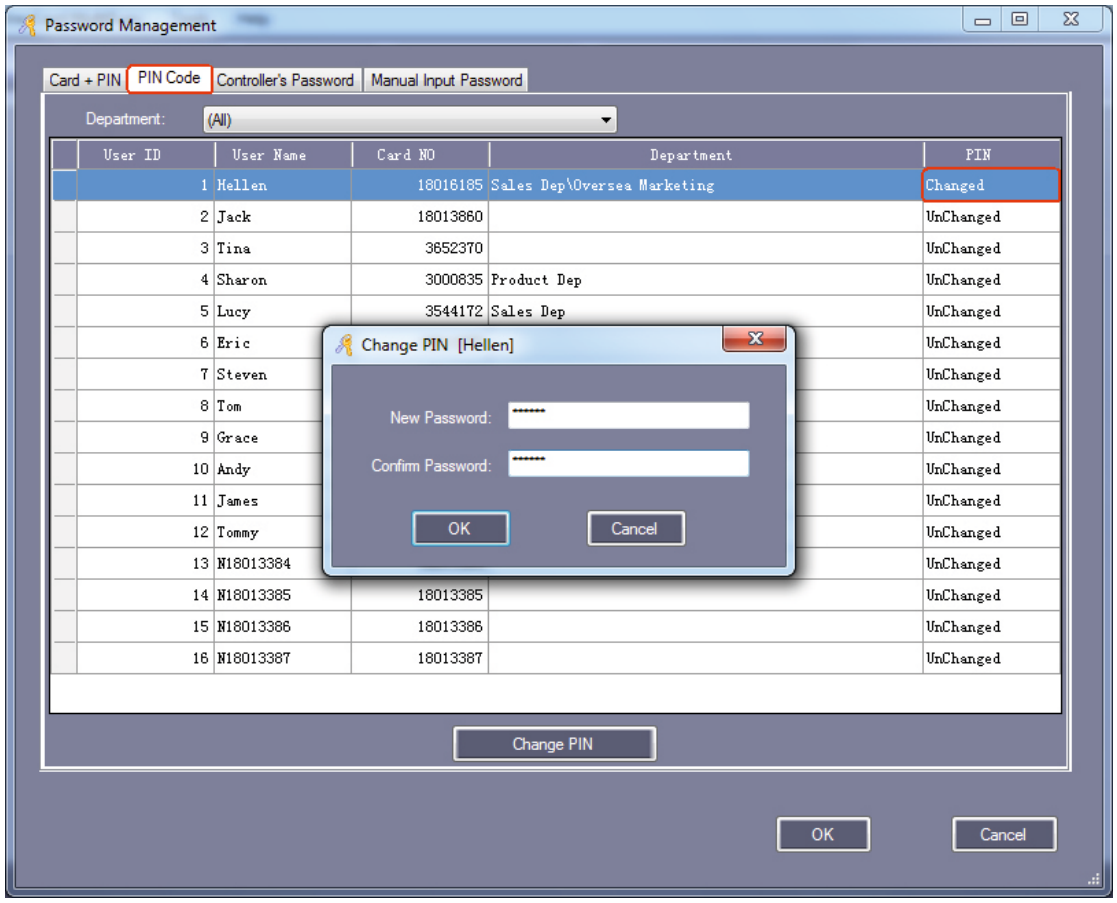
2.2.5 Activate Access Keypad

Click【Configuration】>【Pwd MGT】

【Card + PIN】

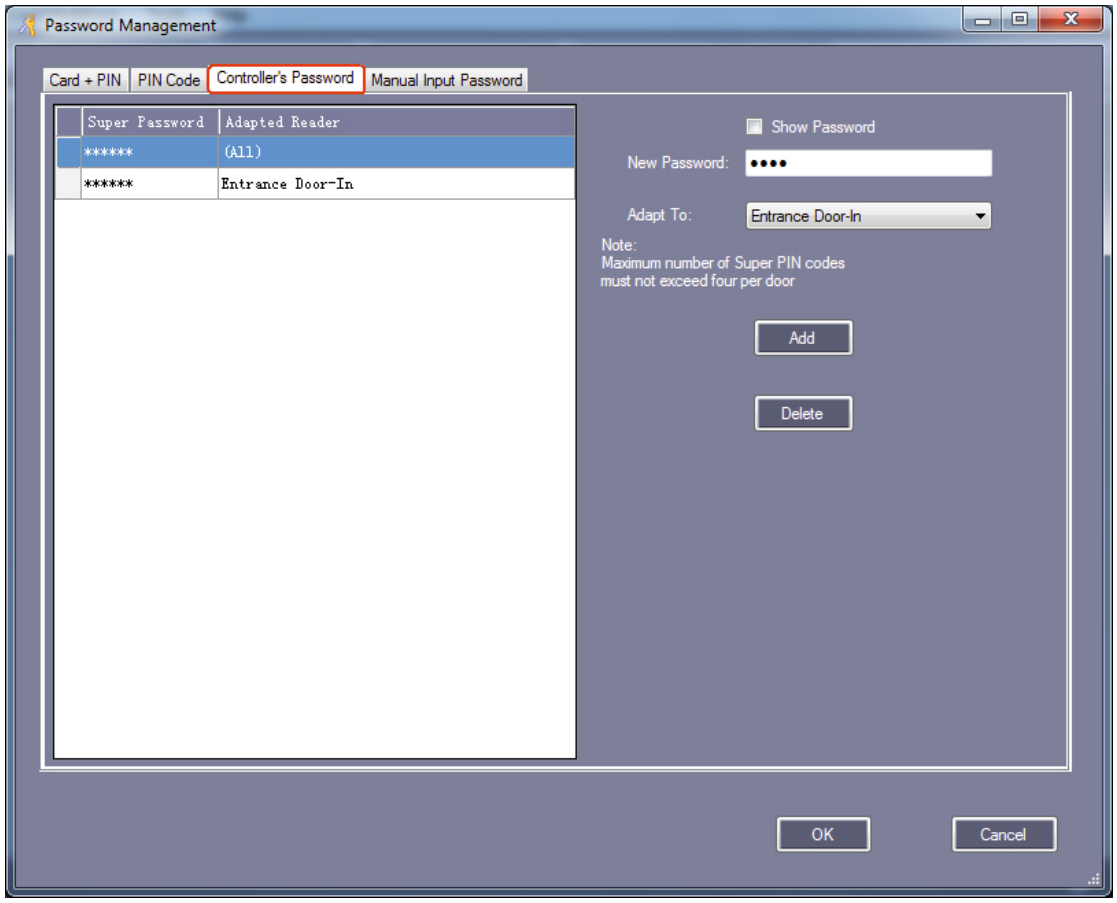

Password Management
Card + PIN
PIN Code
Controller's Password
Manual Input Password
Reader #
SN
Description
Position
Card + PIN
1
433100004
1
Entrance Door-In
2
433100004
2
Manager Room Door-In
3
433100004
3
HR-In
4
433100004
4
Meeting Room Door-In
OK
Cancel

【PIN Code】

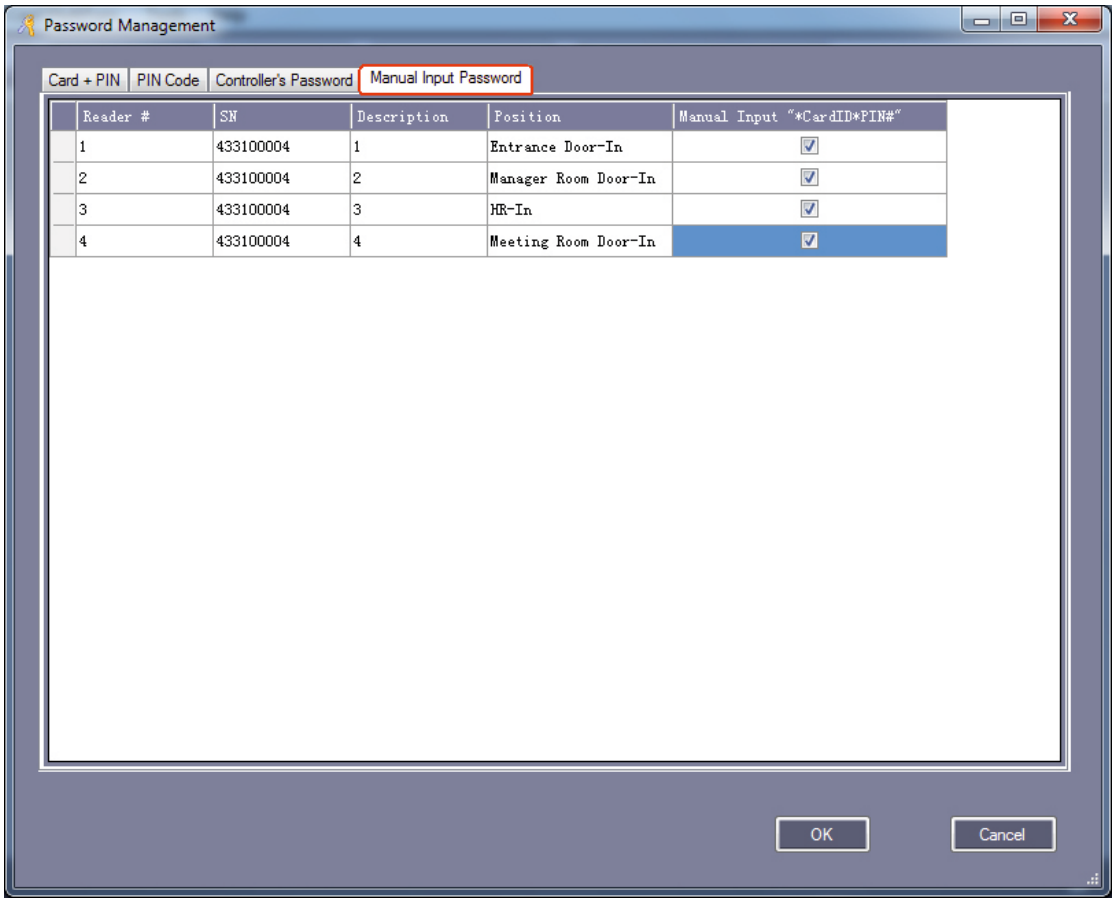


User's default password is 345678.

【Controller's Password】

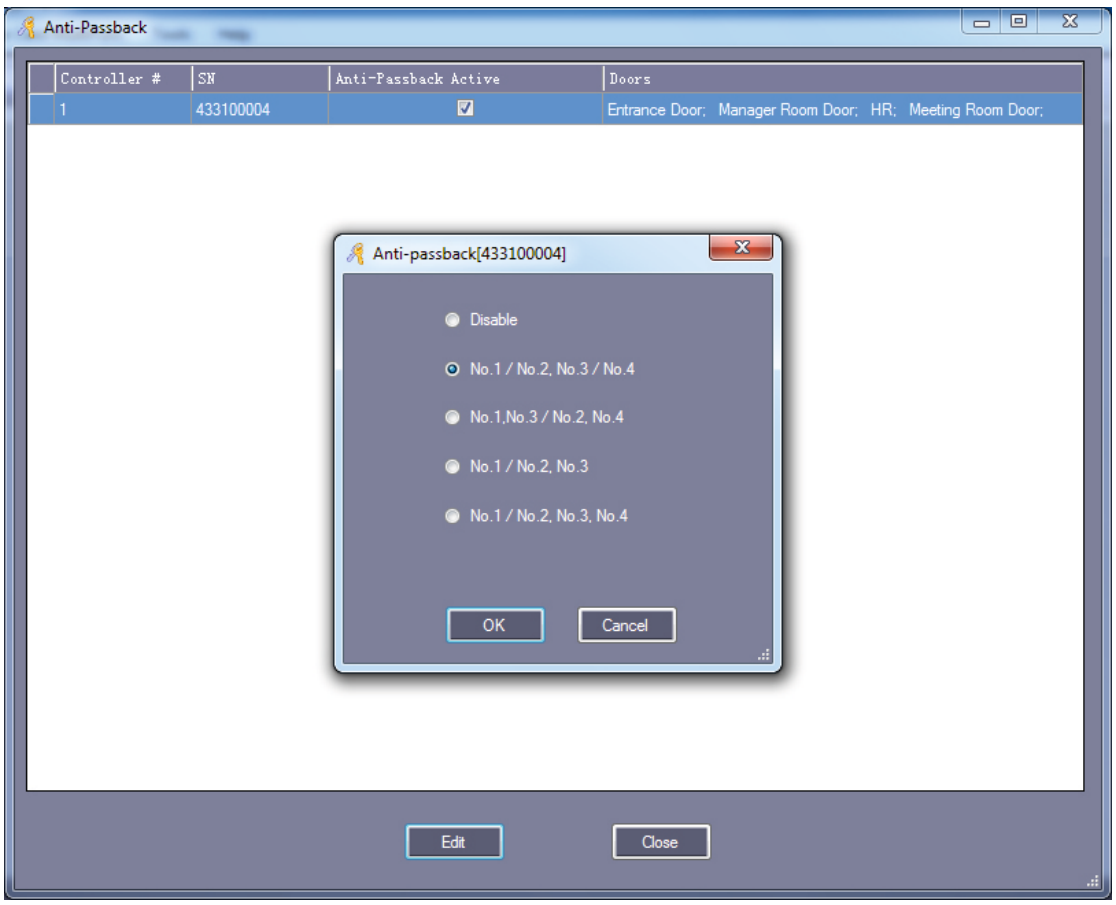


【Manual Input Password】



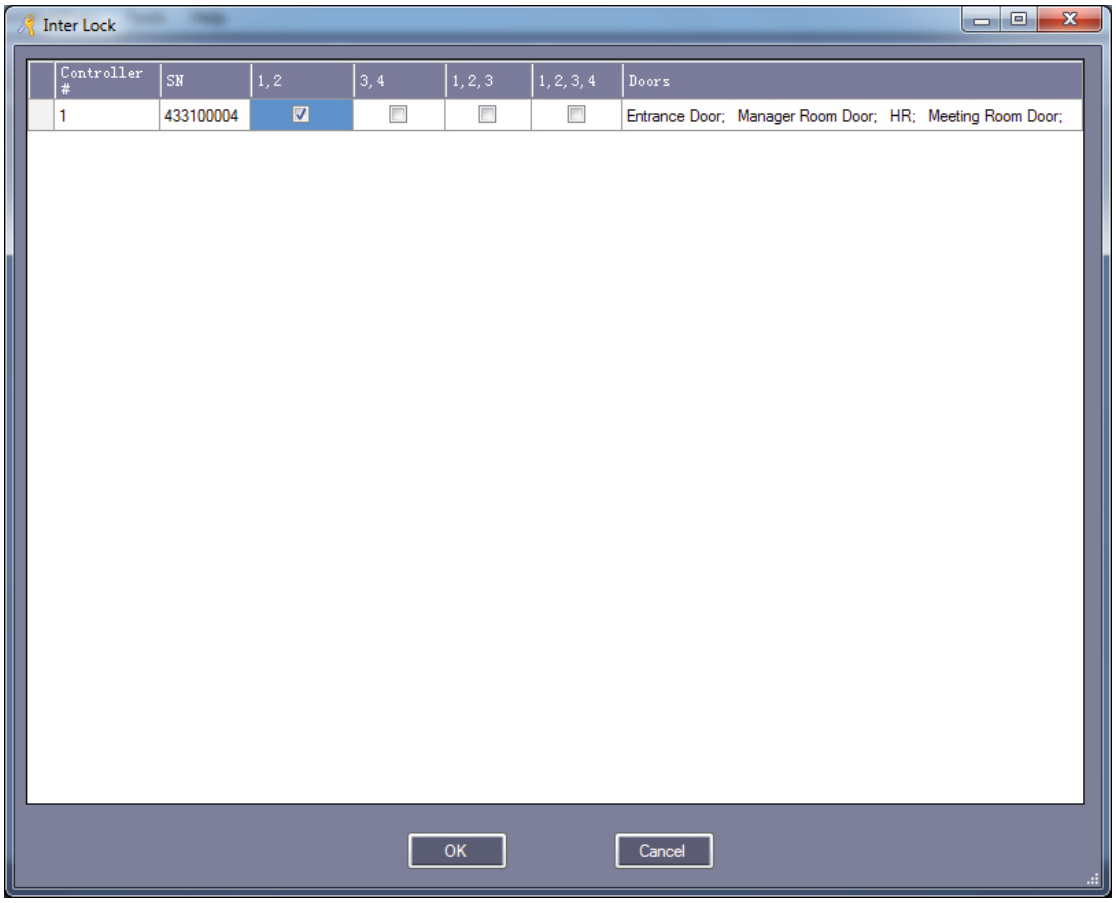
2.2.6 Activate Anti Pass Back

Click【Configuration】>【Anti-pass back】



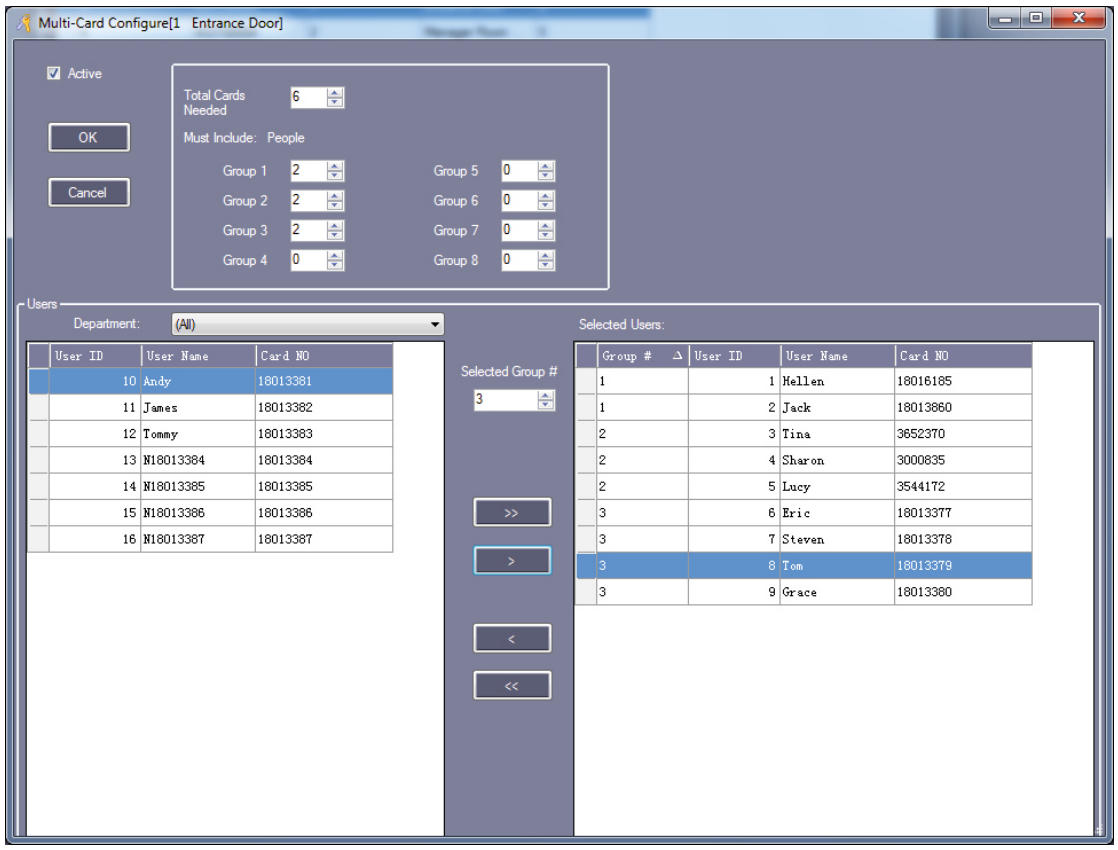
2.2.7 Activate Inter Lock

Click【Configuration】>【Interlock】



2.2.8 Activate Multi Card Access

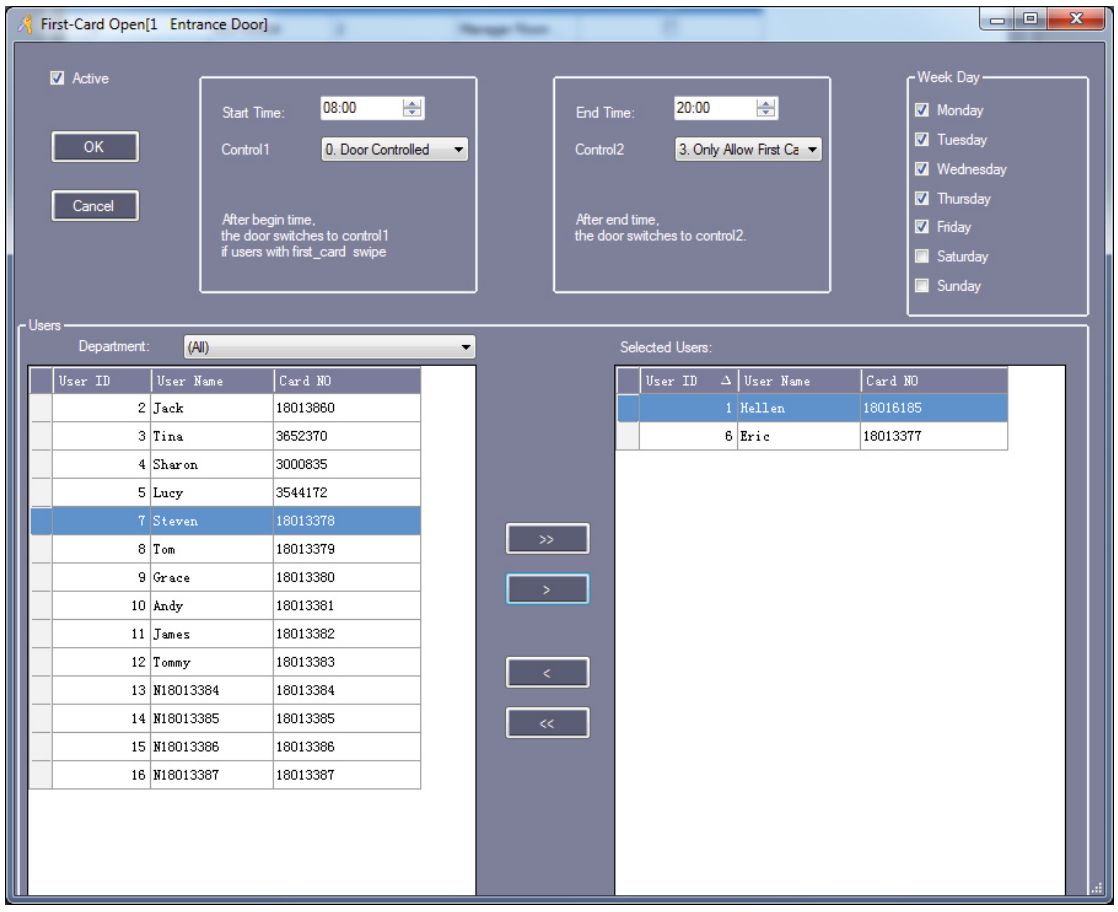
Click【Configuration】>【Multi-card】



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.

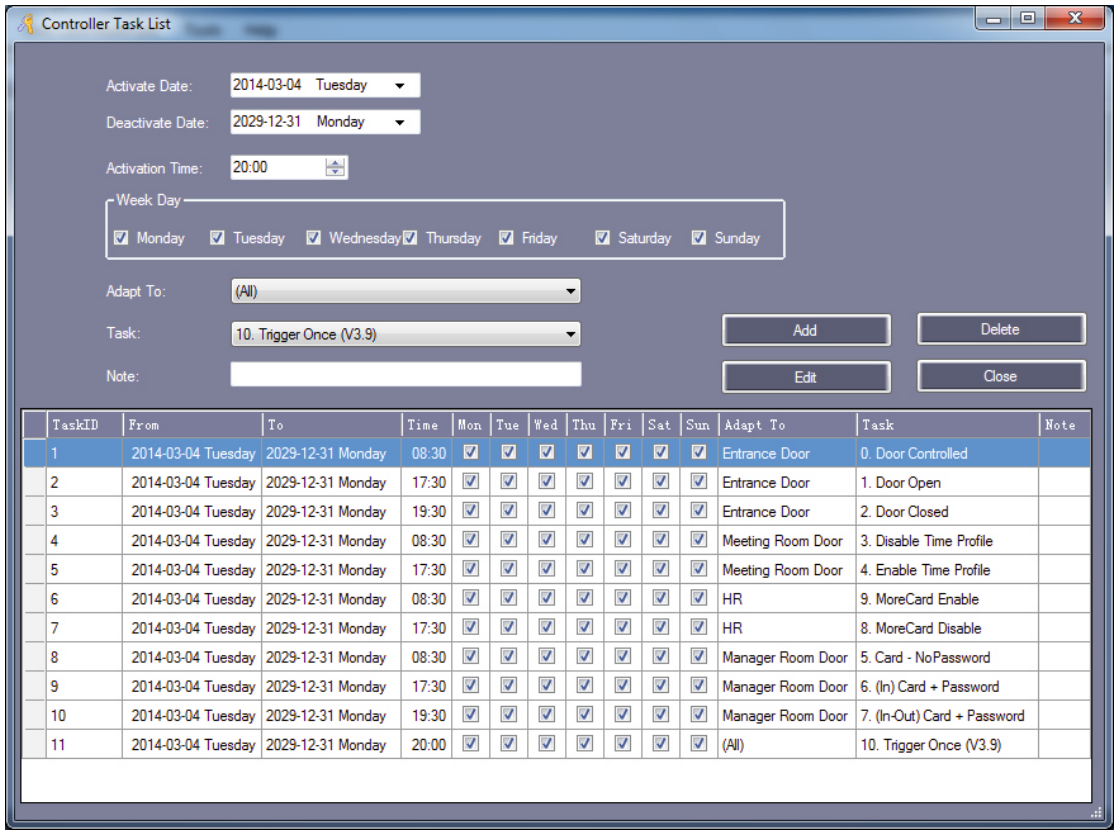
2.2.9 Activate First Card Open

Click【Configuration】>【First Card】



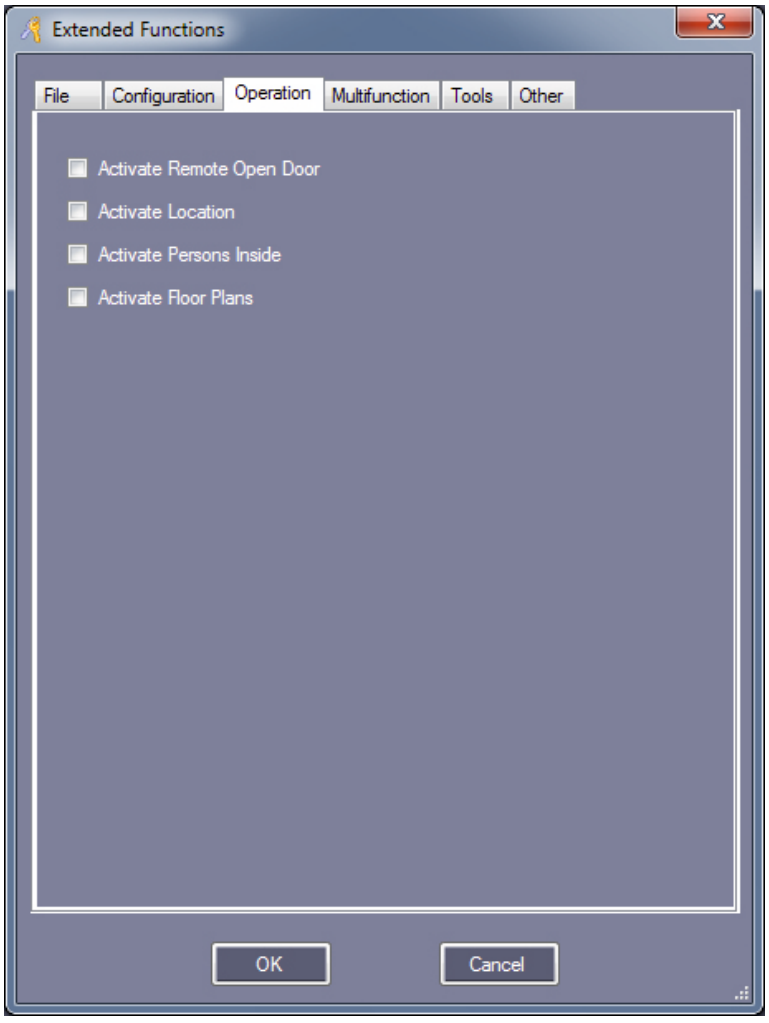
2.2.10 Activate Controller Task List

Click【Configuration】>【Task List】



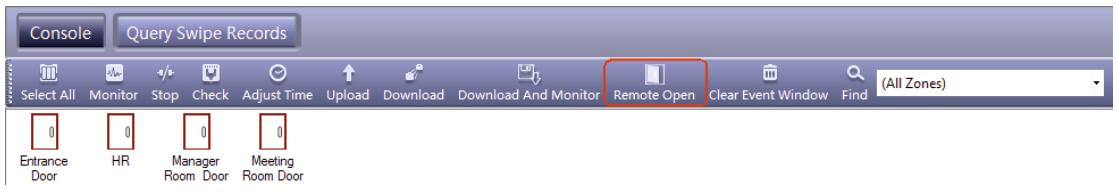
TaskID	From	To	Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Adapt To	Task	Note
1	2014-03-04 Tuesday	2029-12-31 Monday	08:30	☑	☑	☑	☑	☑	☑	☑	Entrance Door	0. Door Controlled	
2	2014-03-04 Tuesday	2029-12-31 Monday	17:30	☑	☑	☑	☑	☑	☑	☑	Entrance Door	1. Door Open	
3	2014-03-04 Tuesday	2029-12-31 Monday	19:30	☑	☑	☑	☑	☑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

2.3 Operation

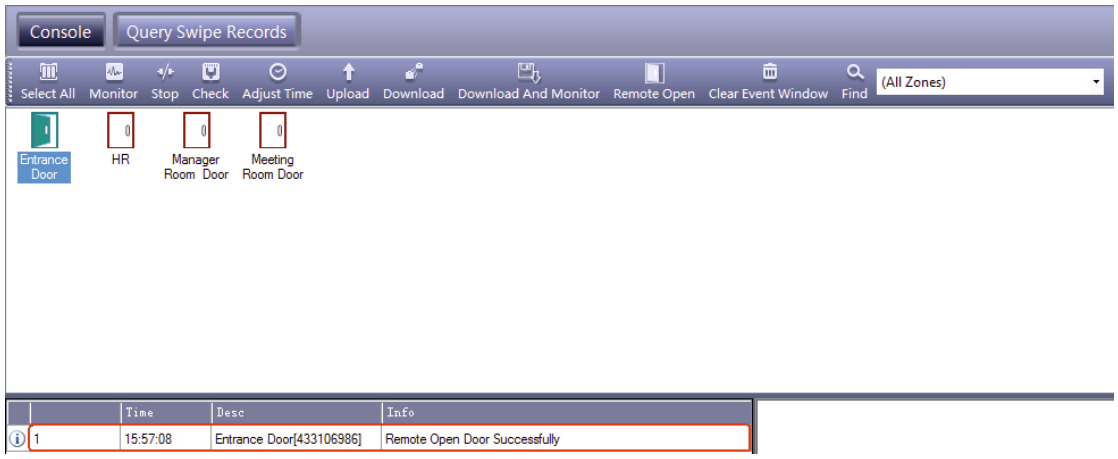


2.2.8 Activate Remote Open Door

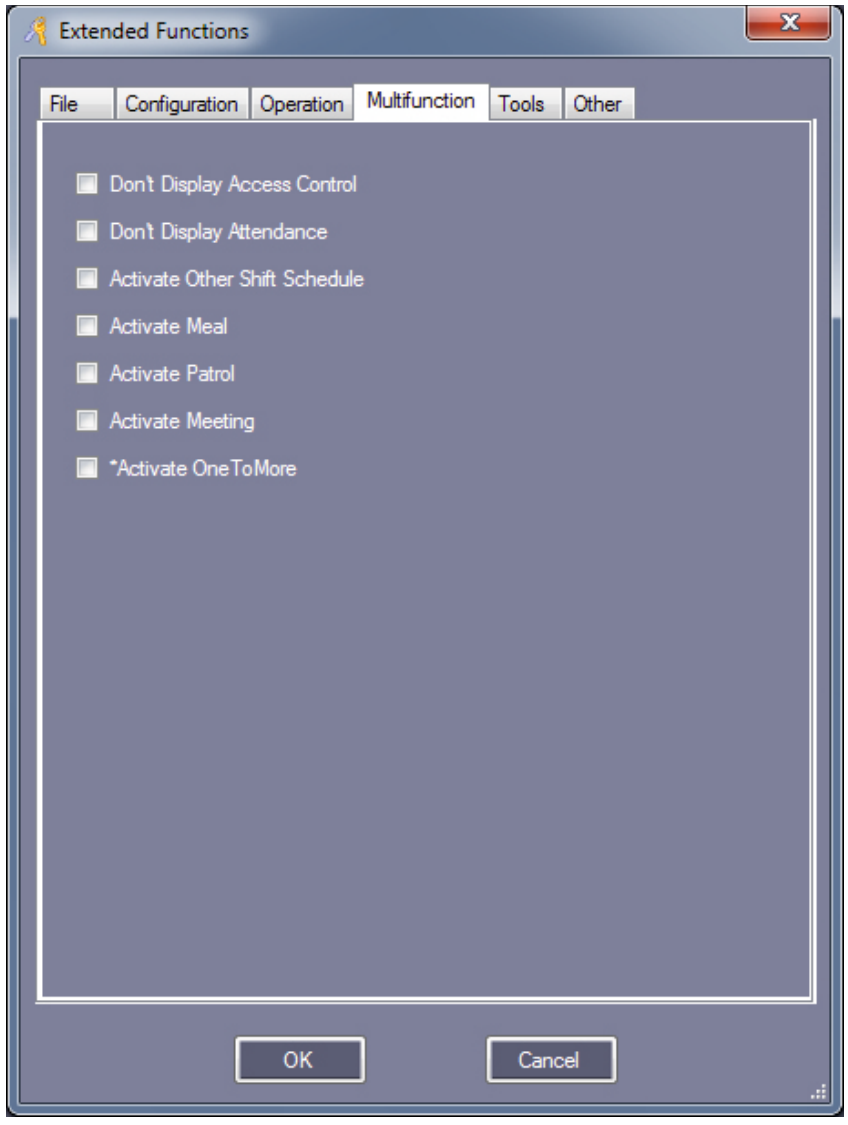
Click【Operation】>【Console】



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



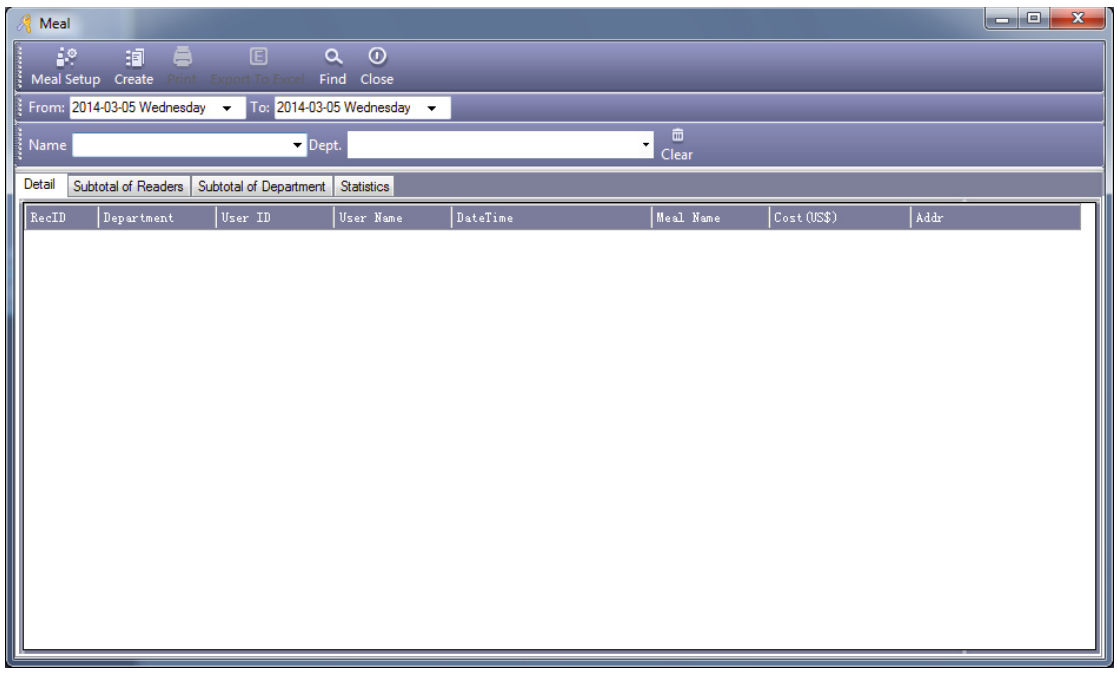
2.4 Multifunction



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】.

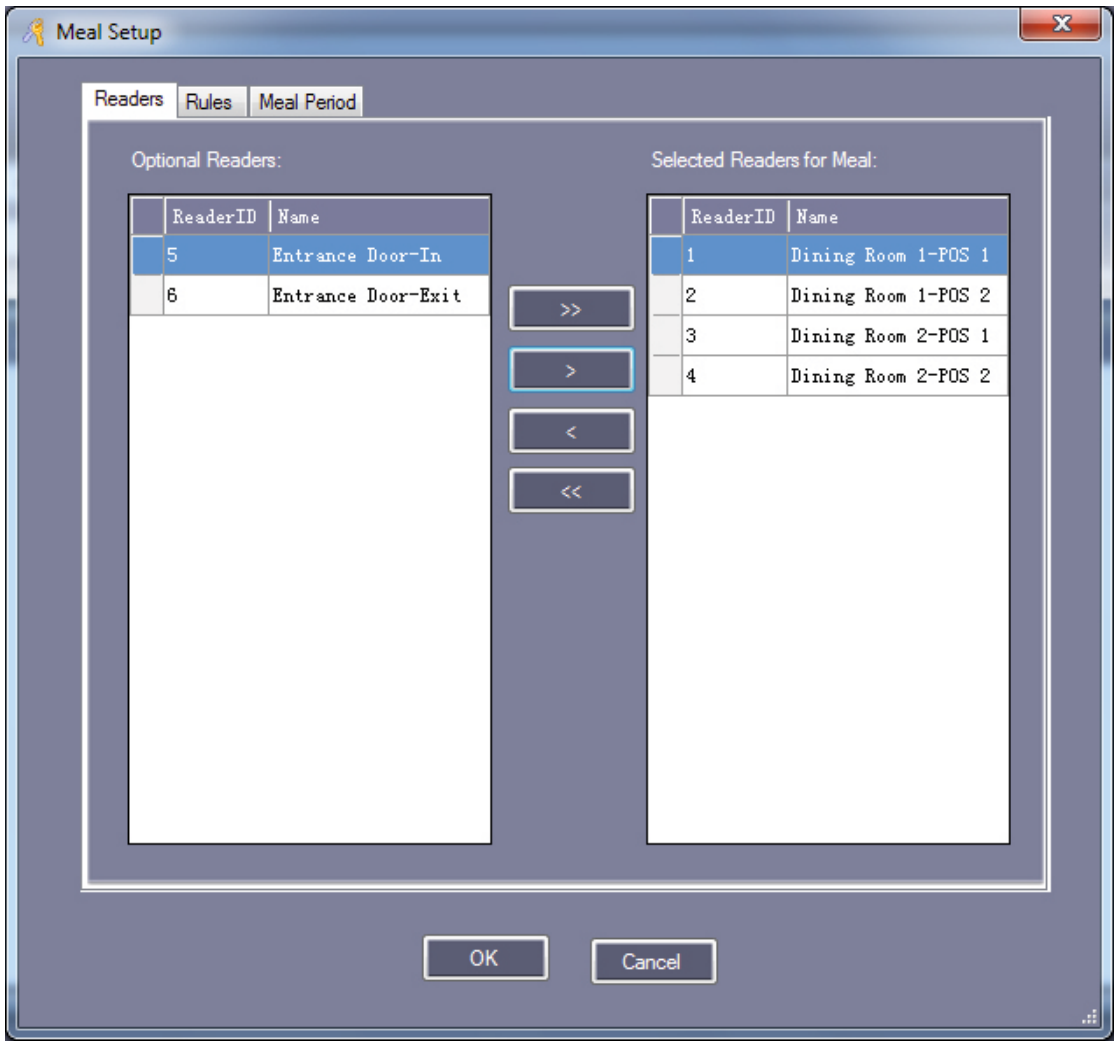


2.4.1.1 Meal Setup

2.4.1.1.1 Readers

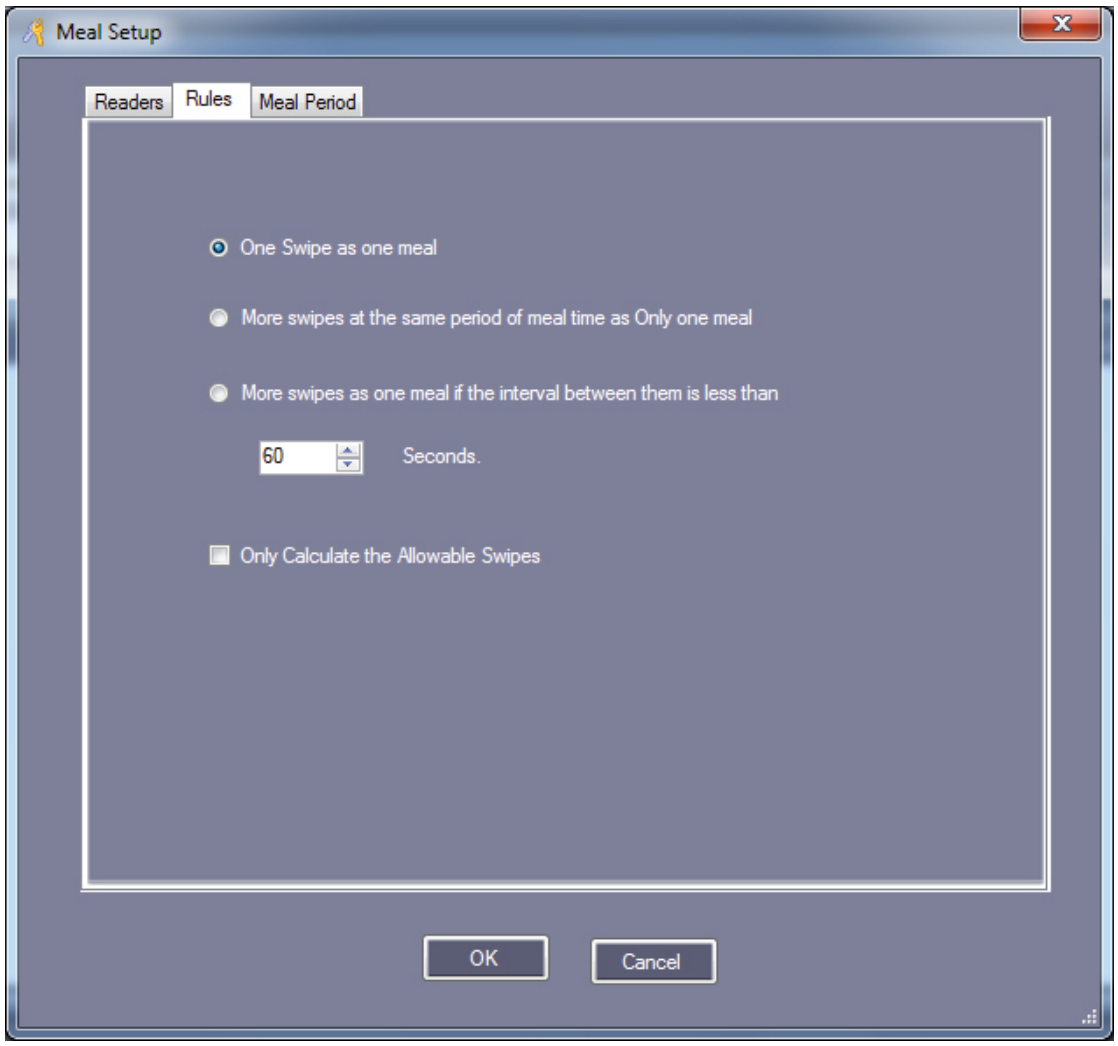
Click “Meal Setup”, At the meal interface, Select “Readers”.

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



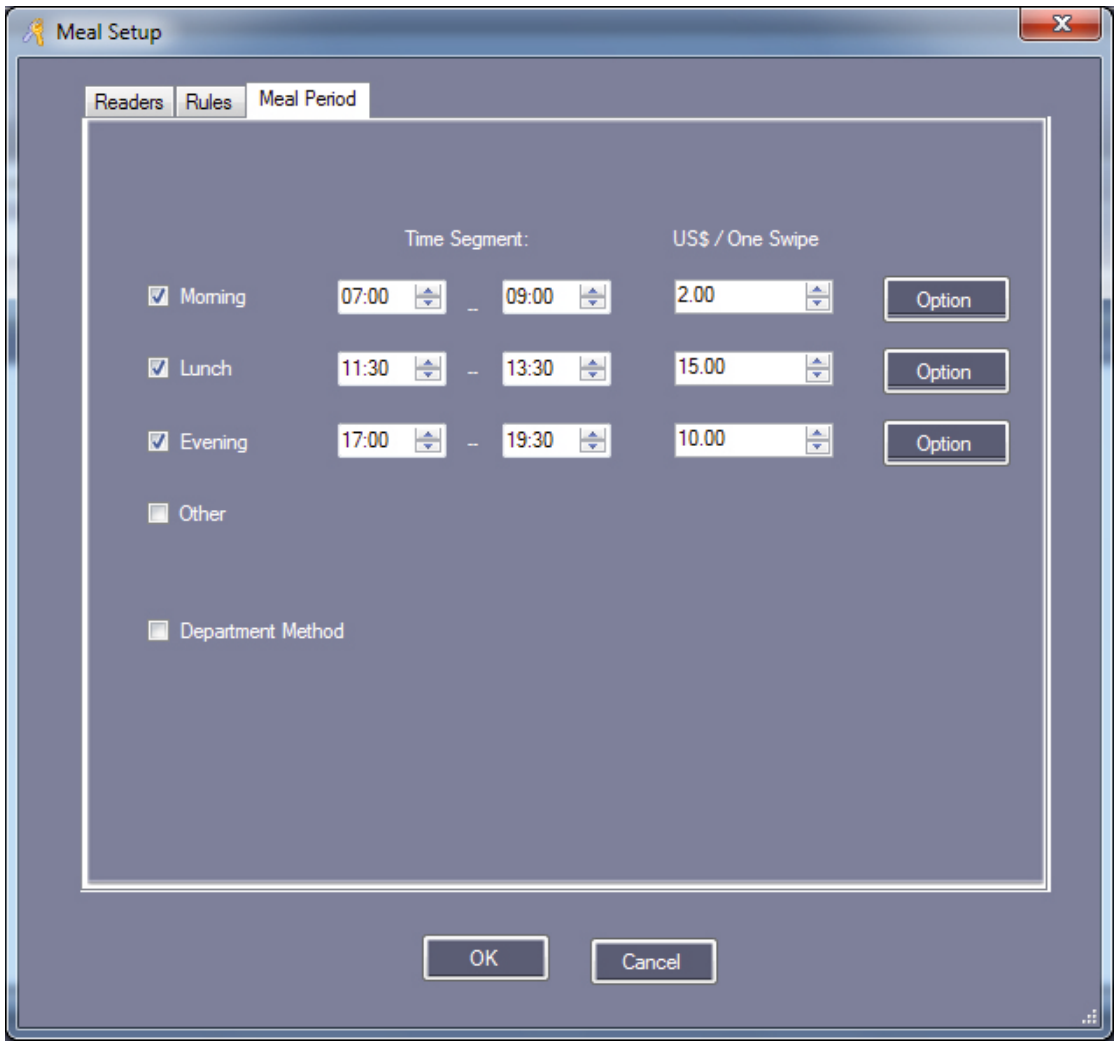
2.4.1.1.2 Rules

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



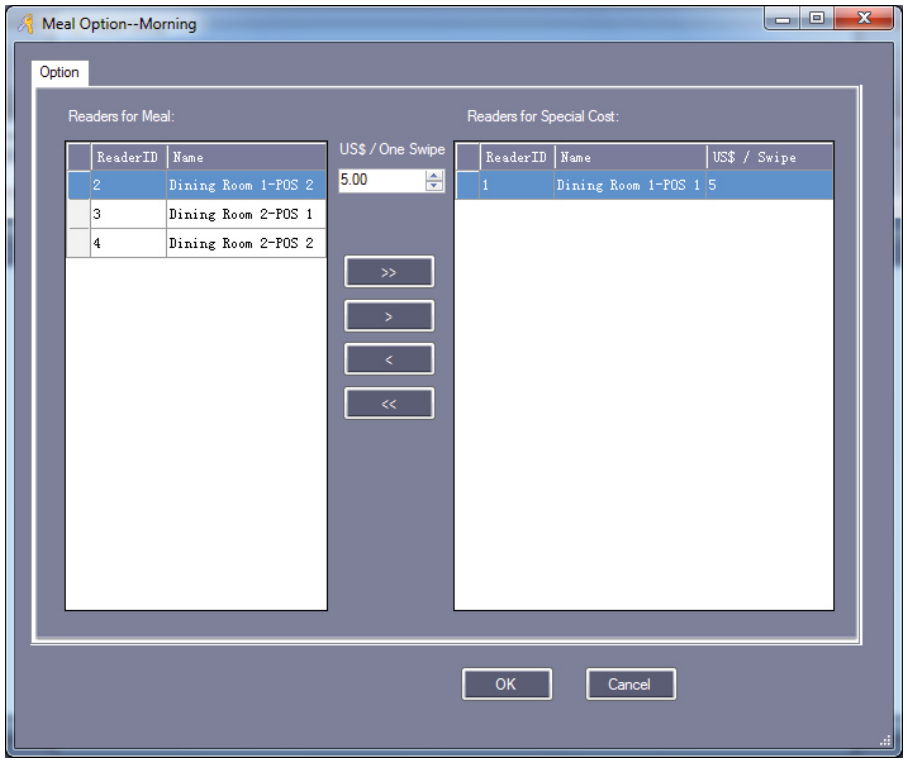
2.4.1.1.3 Meal Period

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



Click “Option”, Set a fixed amount of consumption.

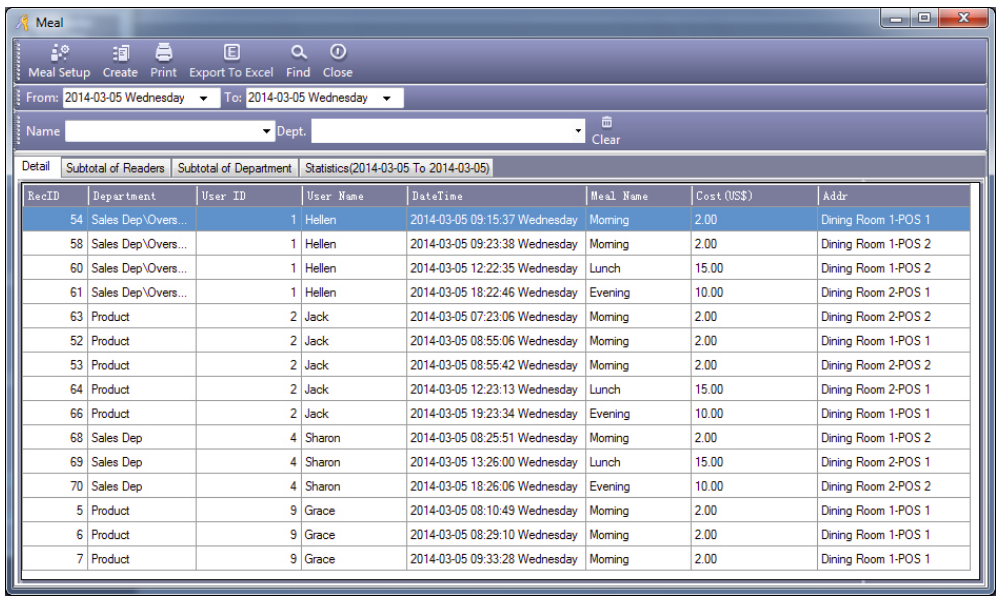
If you want to set a fixed amount of consumption, click "Option" to finish the settings.



2.4.1.2 Meal Report

2.4.1.2.1 Meal Details Report

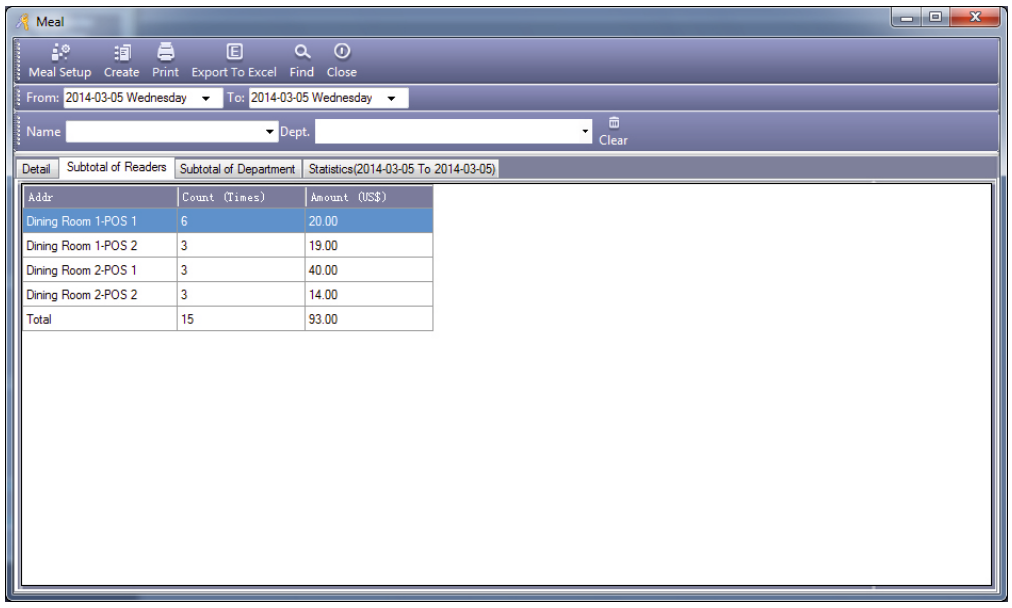
Click “Create”, At the meal interface, Display the details of the staff dining at which POS machine.



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

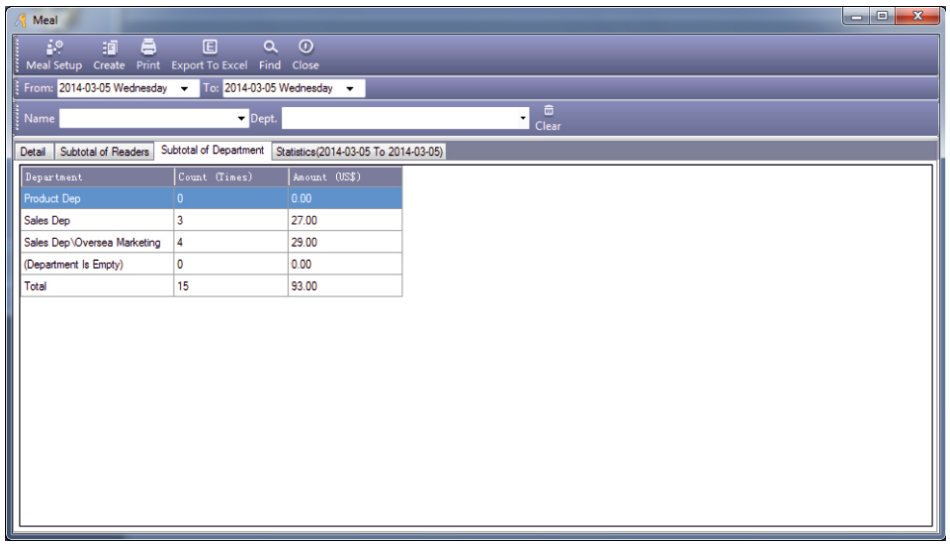
2.4.1.2.2 Meal Stat. report of Readers for Meal

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



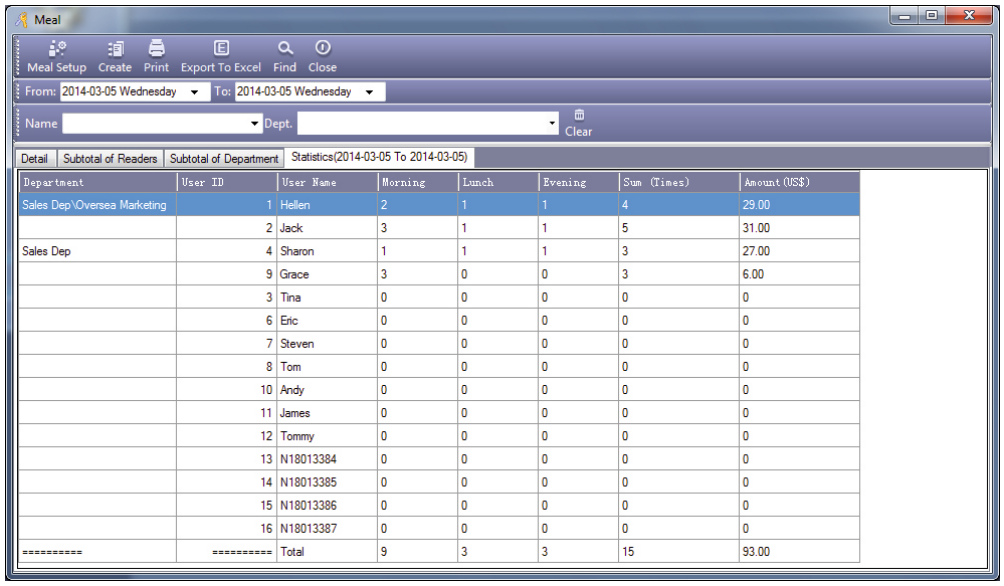
2.4.1.2.3 Meal Stat. report of Subtotal of Department

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



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.

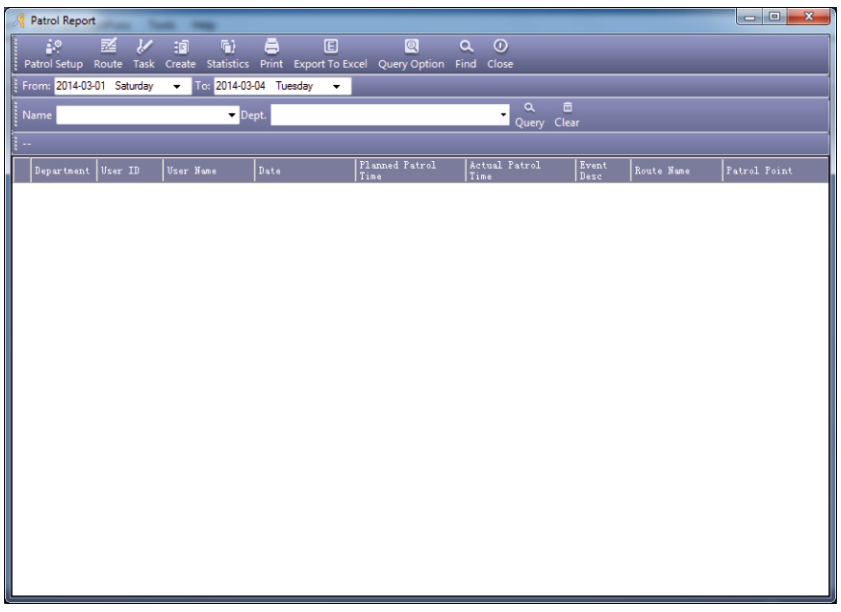


Department	User ID	User Name	Morning	Lunch	Evening	Sum (Times)	Amount (US$)
Sales Dep\Oversea Marketing	1	Hellen	2	1	1	4	29.00
	2	Jack	3	1	1	5	31.00
Sales Dep	4	Sharon	1	1	1	3	27.00
	9	Grace	3	0	0	3	6.00
	3	Tina	0	0	0	0	0
	6	Eric	0	0	0	0	0
	7	Steven	0	0	0	0	0
	8	Tom	0	0	0	0	0
	10	Andy	0	0	0	0	0
	11	James	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】.

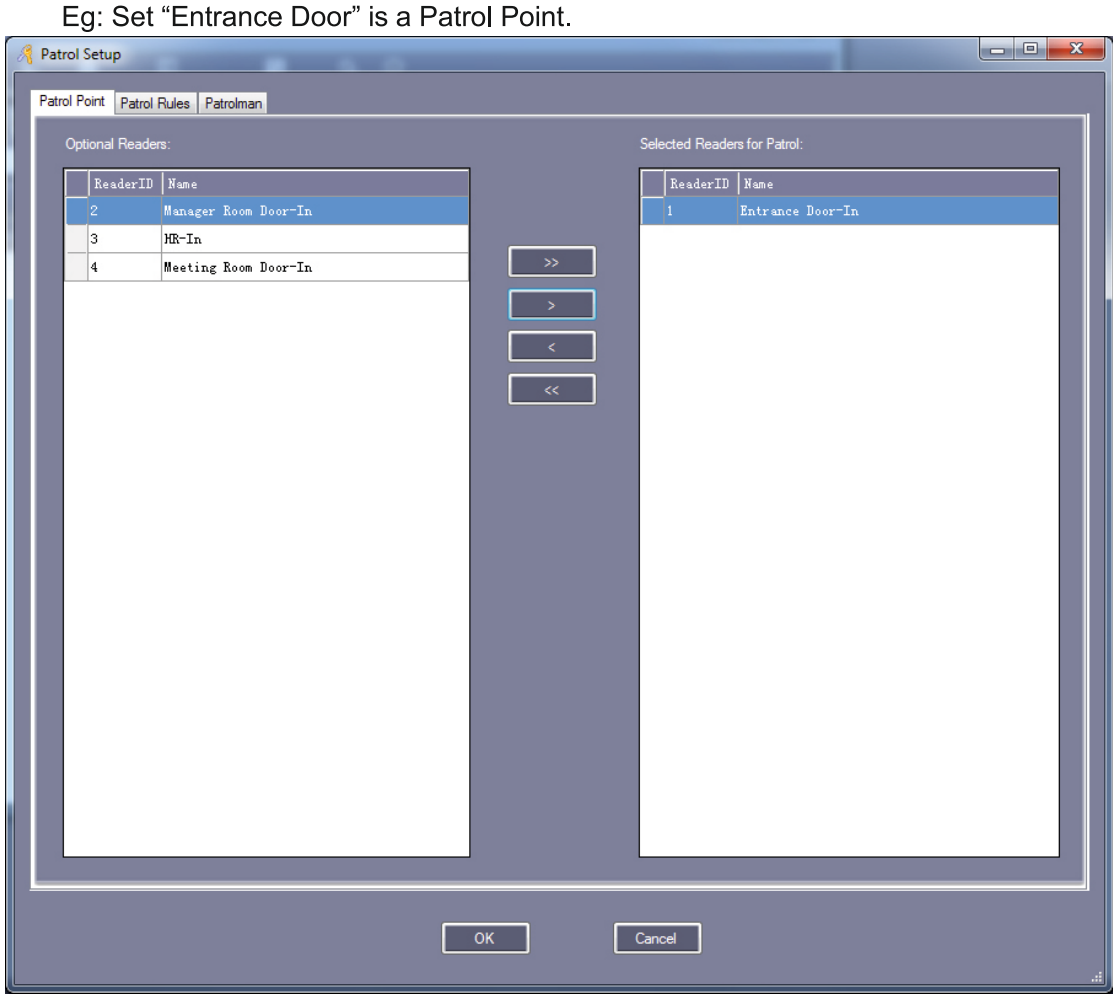


2.4.2.1 Patrol Setup

2.4.2.1.1 Patrol Point

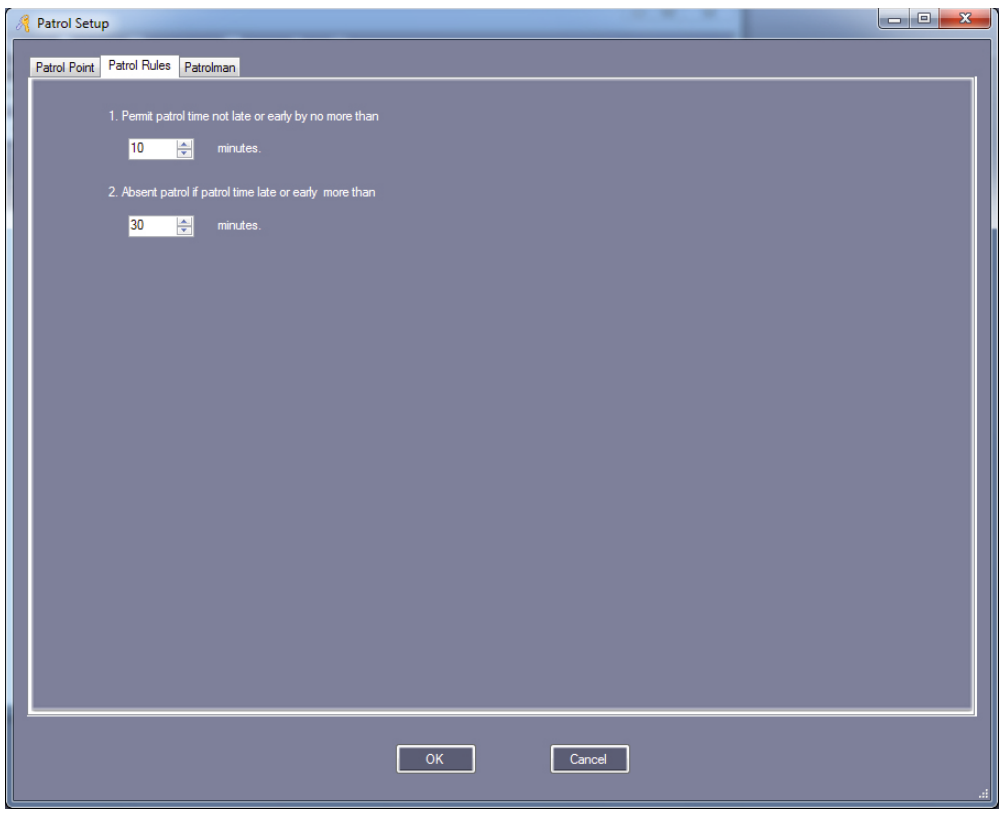
Click “Patrol Setup”, At the patrol interface.

Eg: Set “Entrance Door” is a Patrol Point.



2.4.2.1.2 Patrol Rules

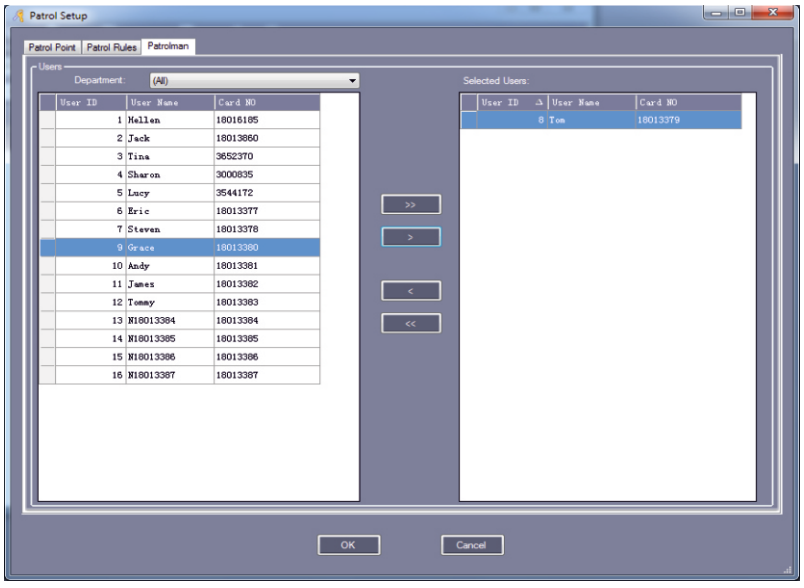
Click “Patrol Setup”, At the patrol interface, select “Patrol Rules” and set recording to your actually rules.



2.4.2.1.3 Patrolman

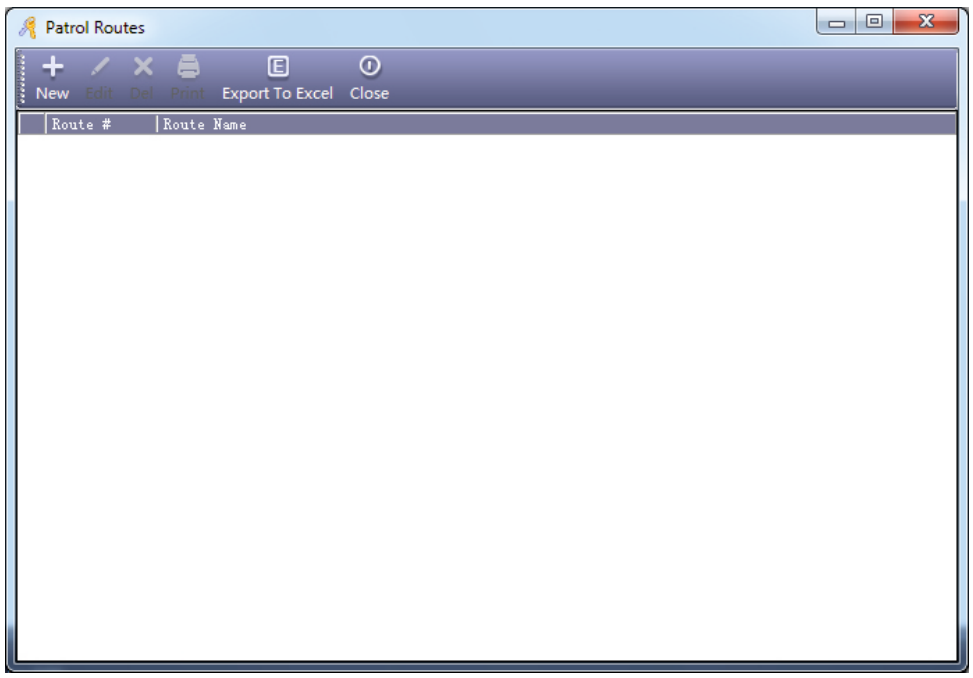
Click “Patrol Setup”, At the patrol interface, Select “Patrolman”.

Eg : Set “Tom” is a Patrolman.

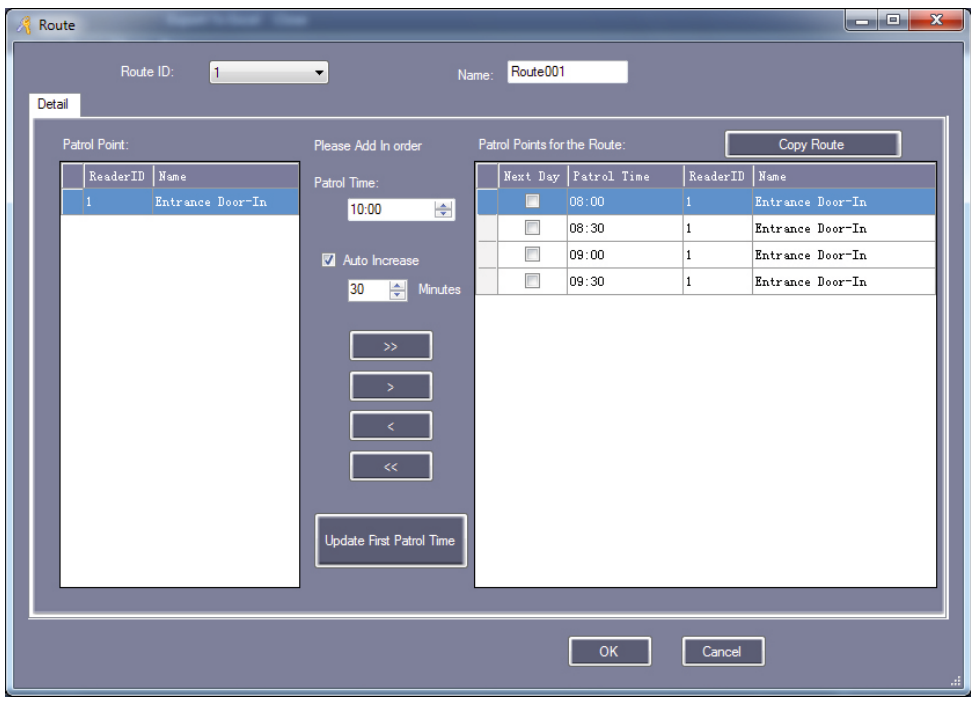


2.4.2.2 Patrol Route

Click “Route”, At the patrol interface.



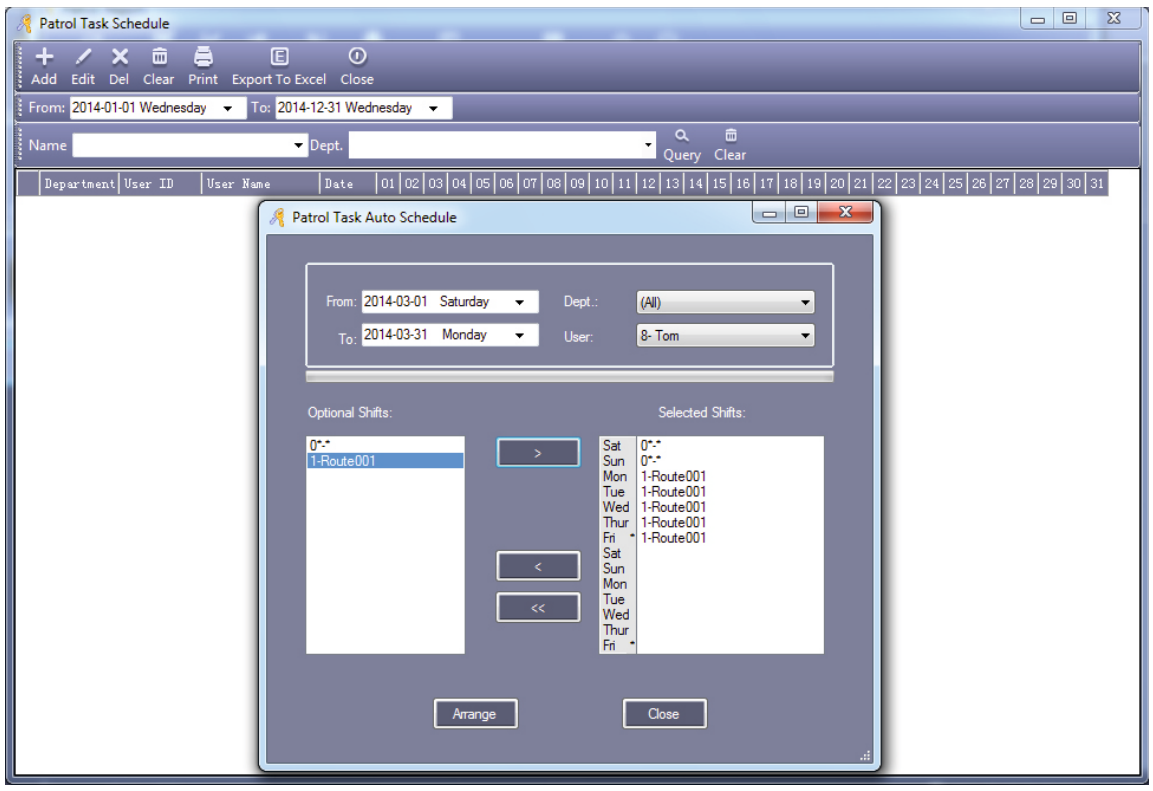
Click “New”, Add the Patrol Route.



2.4.2.3 Patrol Task

Click “Task”, At the patrol interface.

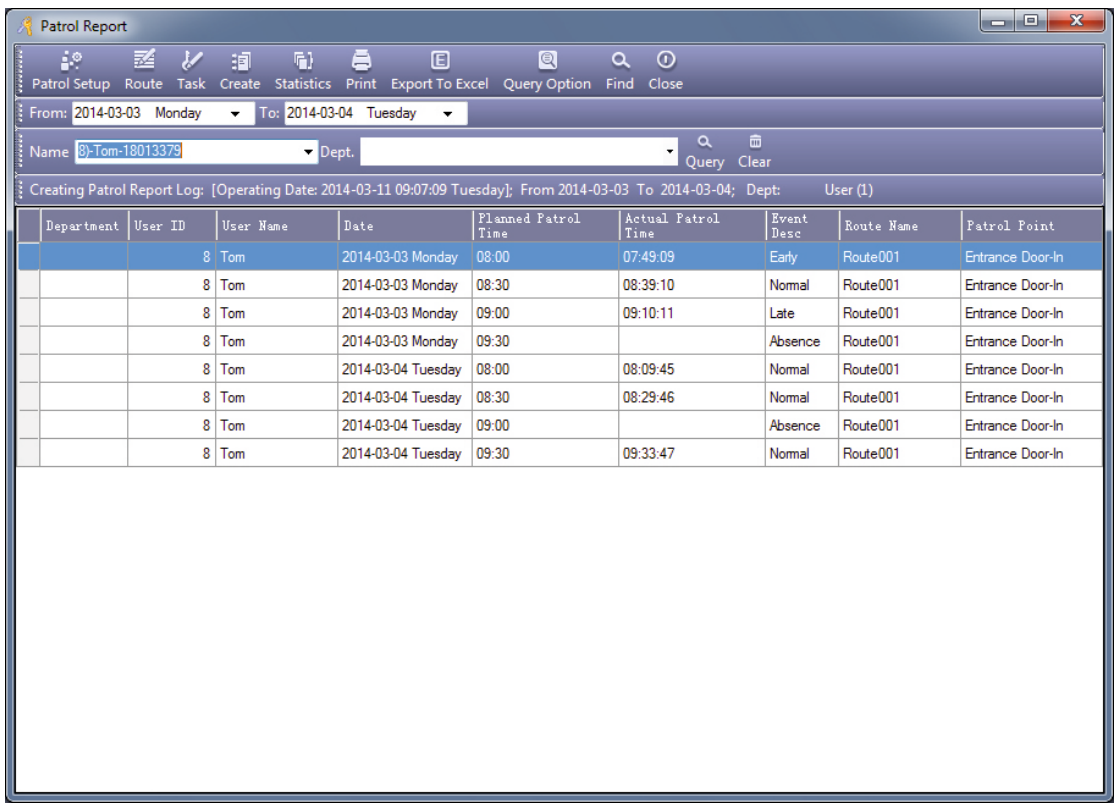
Eg: Set Tom’s patrol route



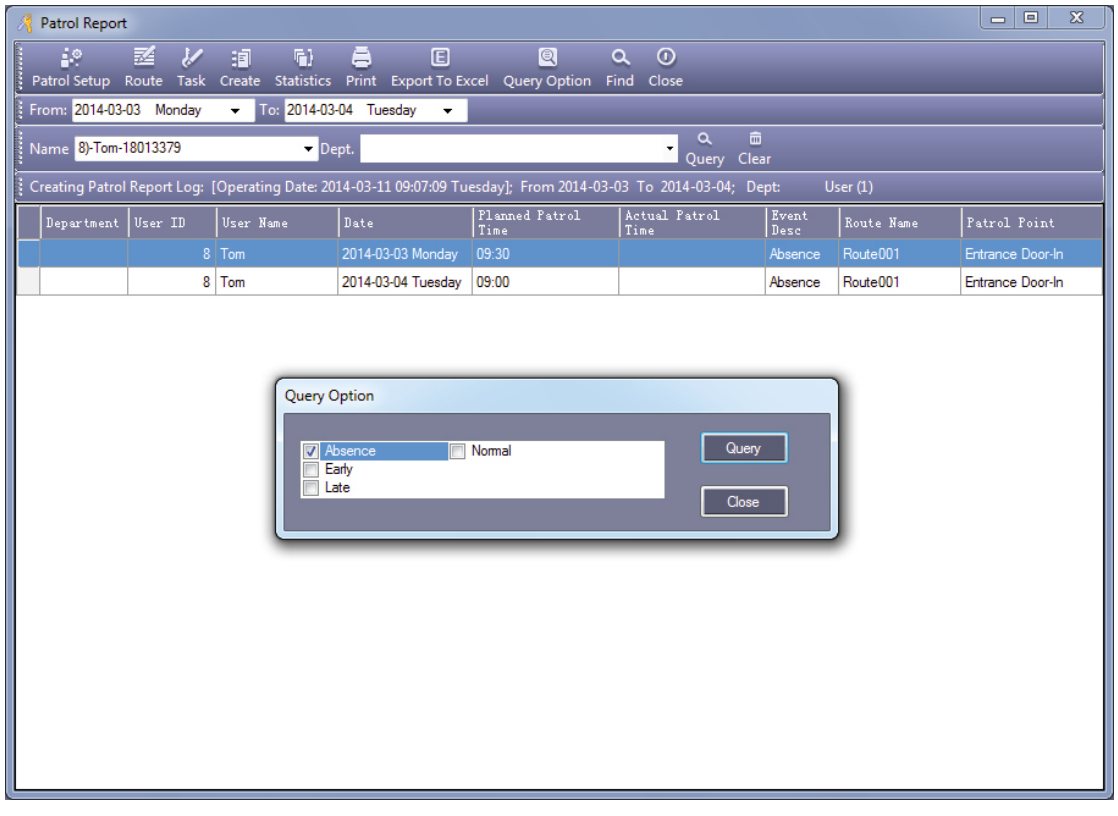
2.4.2.4 Patrol Report

Please Get Records Before Creating Report.

Click “Create”, At the Patrol interface,



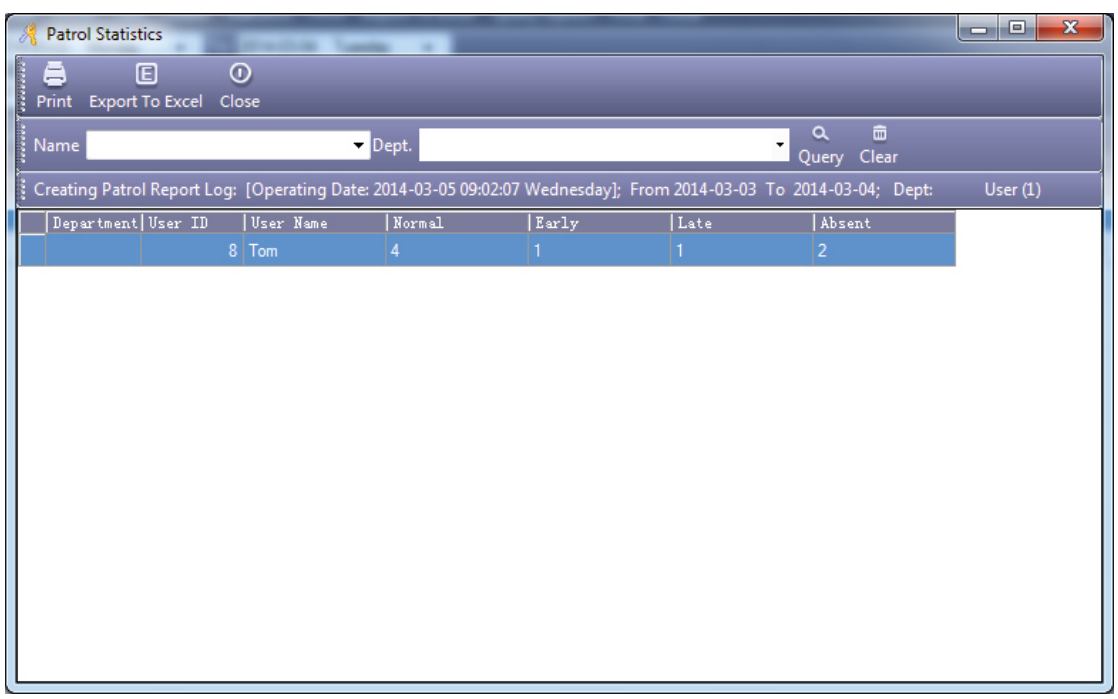
Click “Query Option”, Query “Event Desc”.



2.4.2.5 Patrol Statistics

Click “Statistics”, At the Patrol interface.

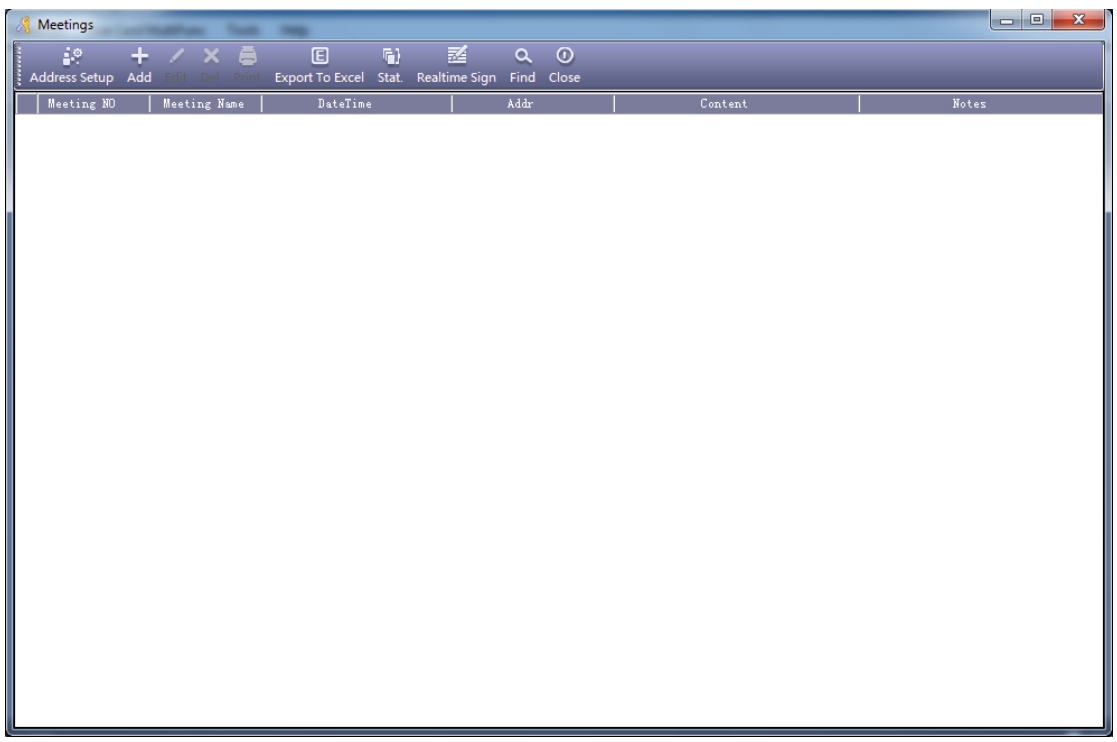
Statistics Patrolman of the Event Desc.



2.4.3 Activate Meeting

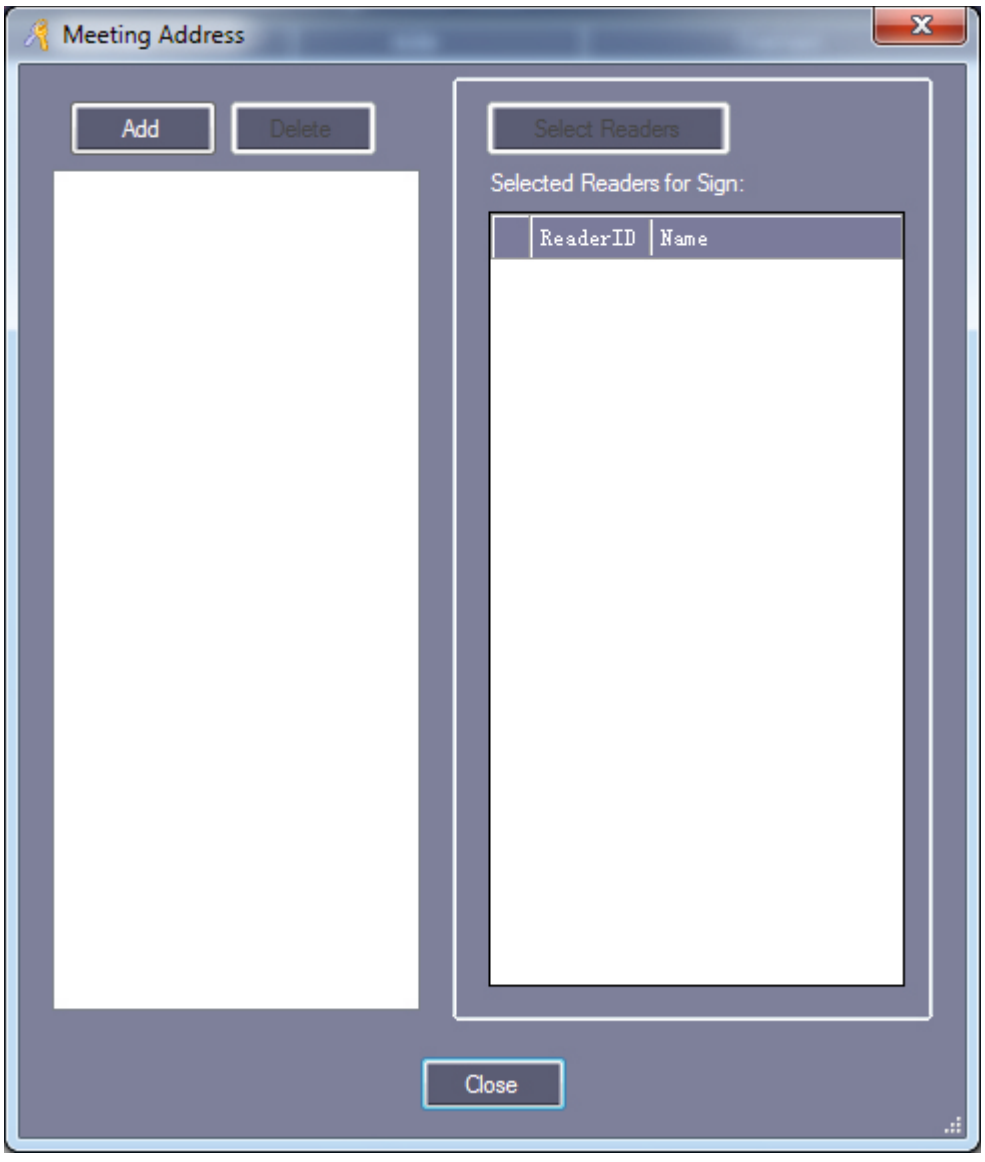
Enter “Extended Function”, In front of “Activate Meeting” mark this ☐ with ✔ to active this function.

After Active this function, Re-login software. Click【Meeting Sign】.

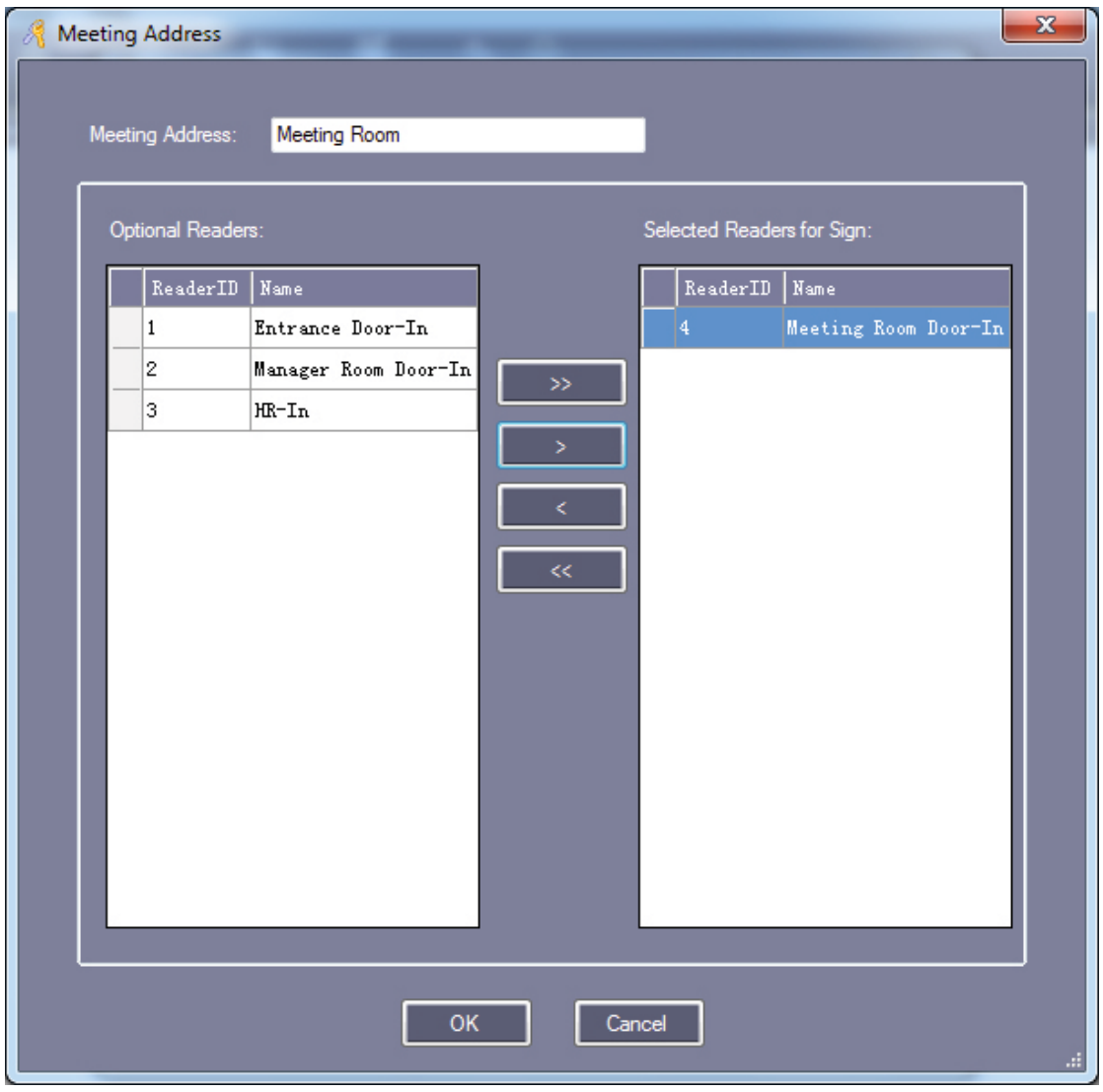


2.4.3.1 Address Setup

Click “Address Setup”, Enter into the Address Setup interface.



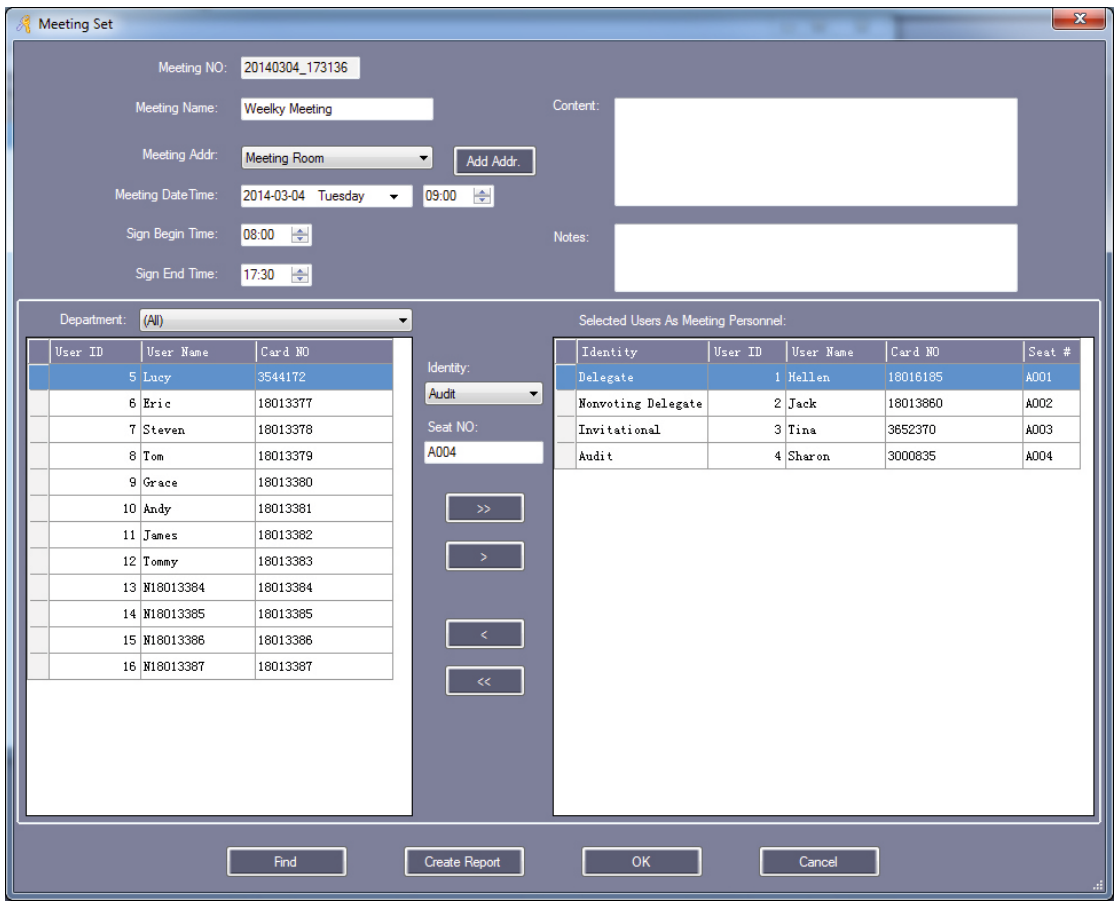
Click “Add” to add the Meeting Address.



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”.



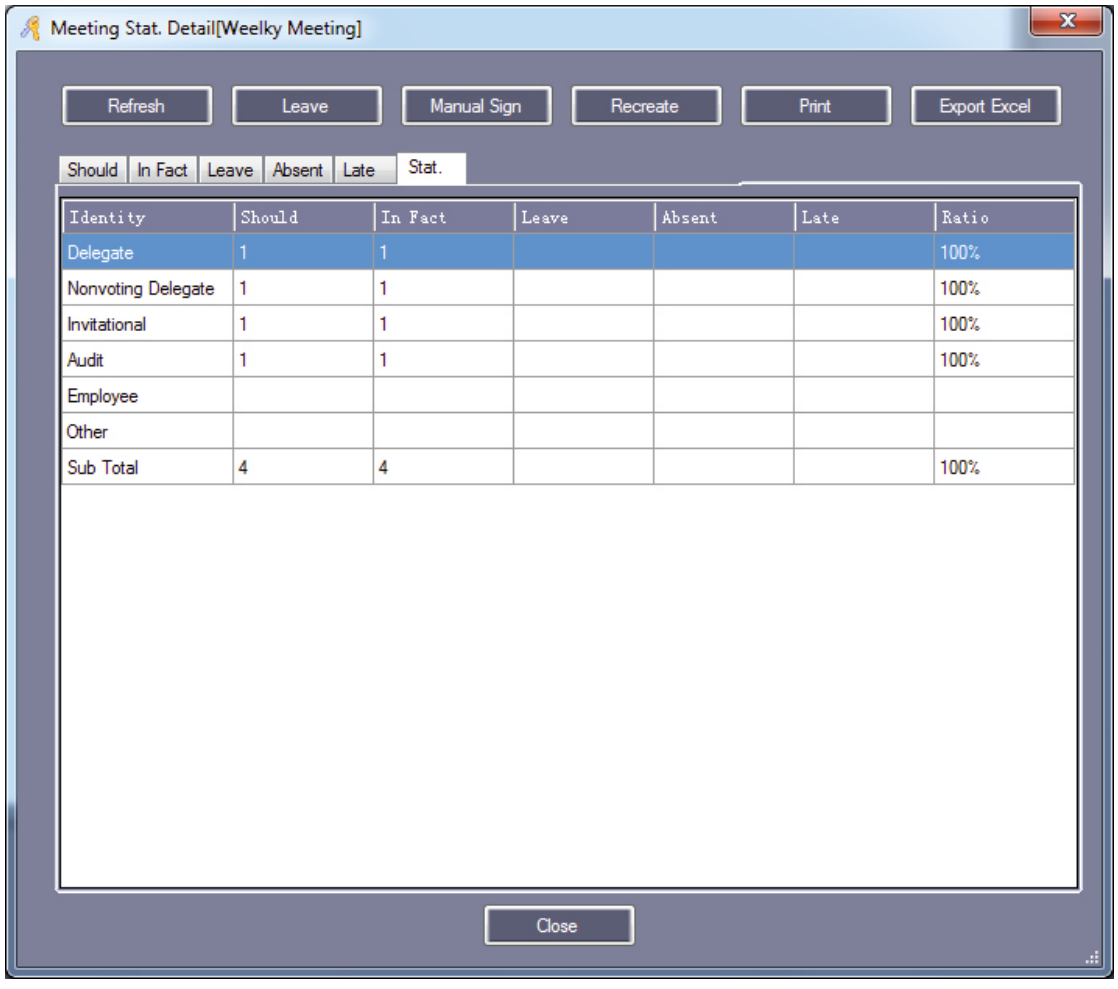
【Identity】: Have “Delegate”、“Nonvoting Delegate” 、“Invitational” 、 “Audit”、“Employee” 、“Other”

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

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

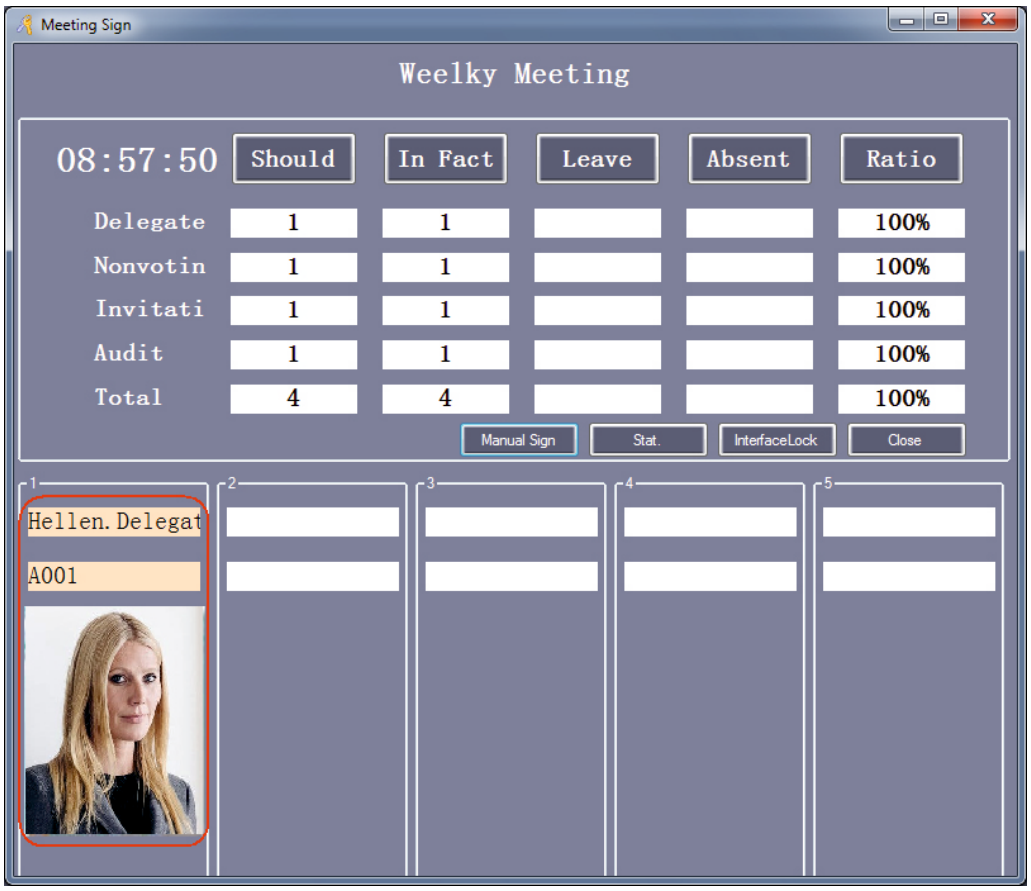
2.4.3.3 Meeting Stat

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



2.4.3.4 Realtime Sign

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

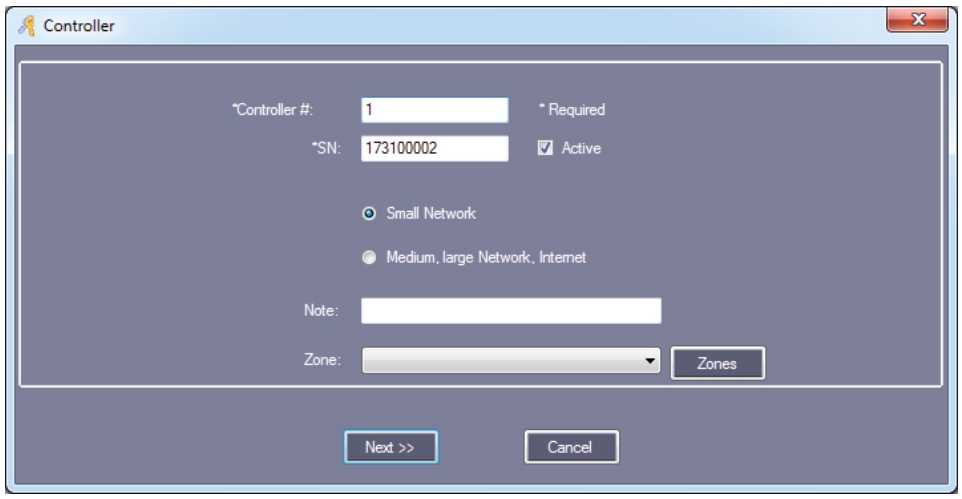


2.4.4 Activate One to More

Into the “Extended Function”, In front of “Activate One To More” mark this ☐ with ✔ to active this function.

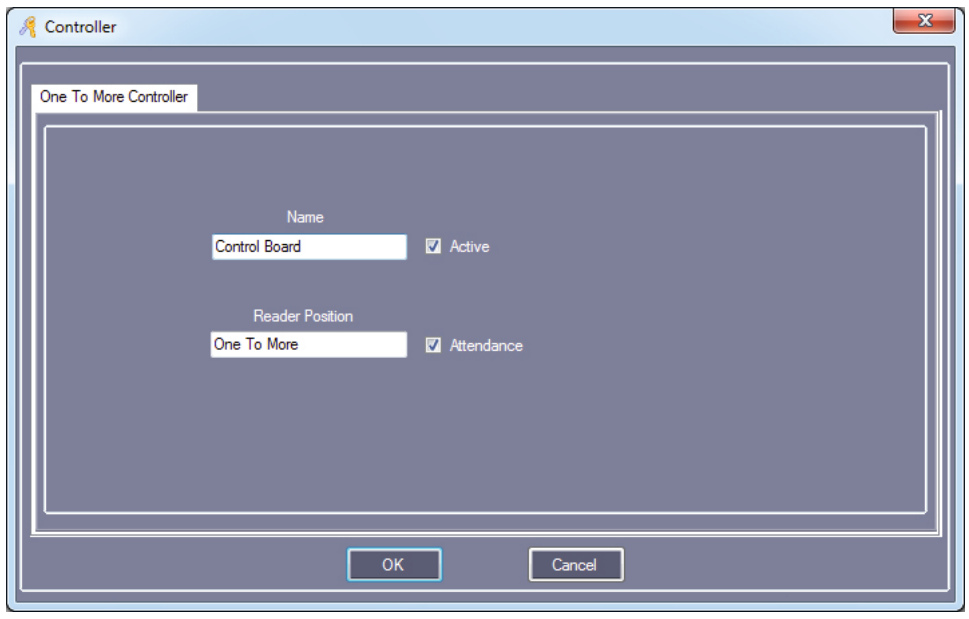
2.4.4.1 Add One to More Controller

Click【Configuration】>【Controllers】, Click “New”.



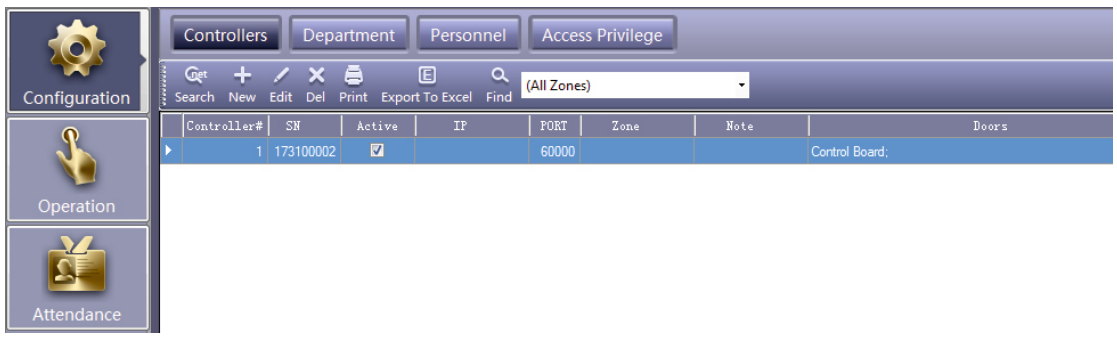
The details please reference chapter 2.2 Parameter Settings of Equipment.

Click “Next”.



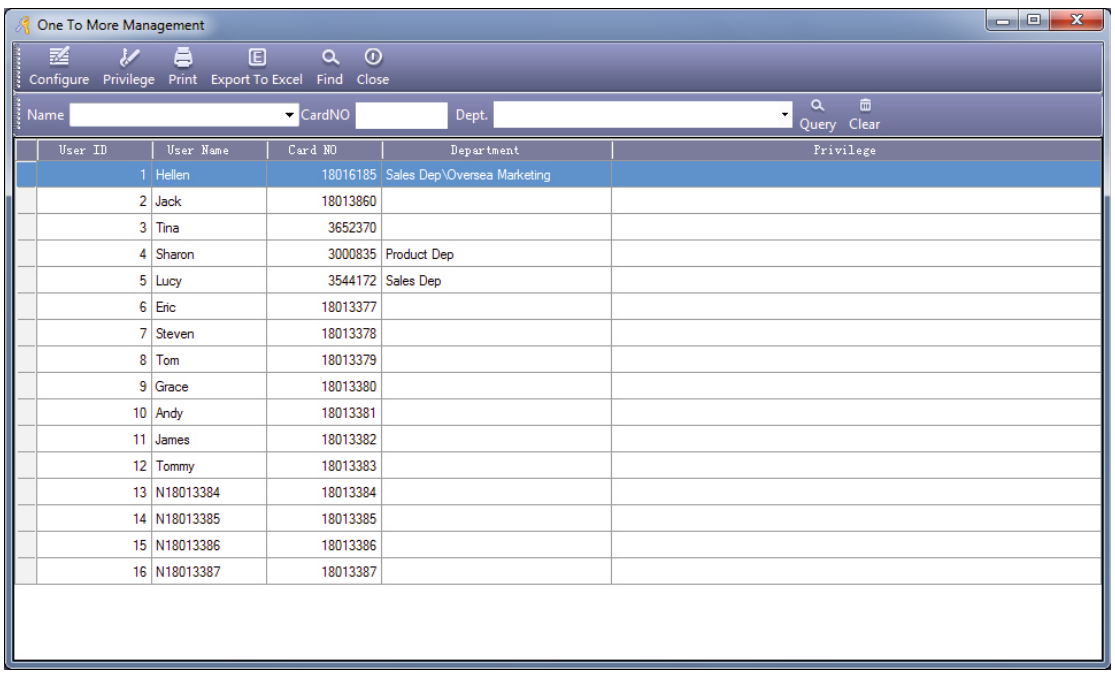
“

Click OK”.



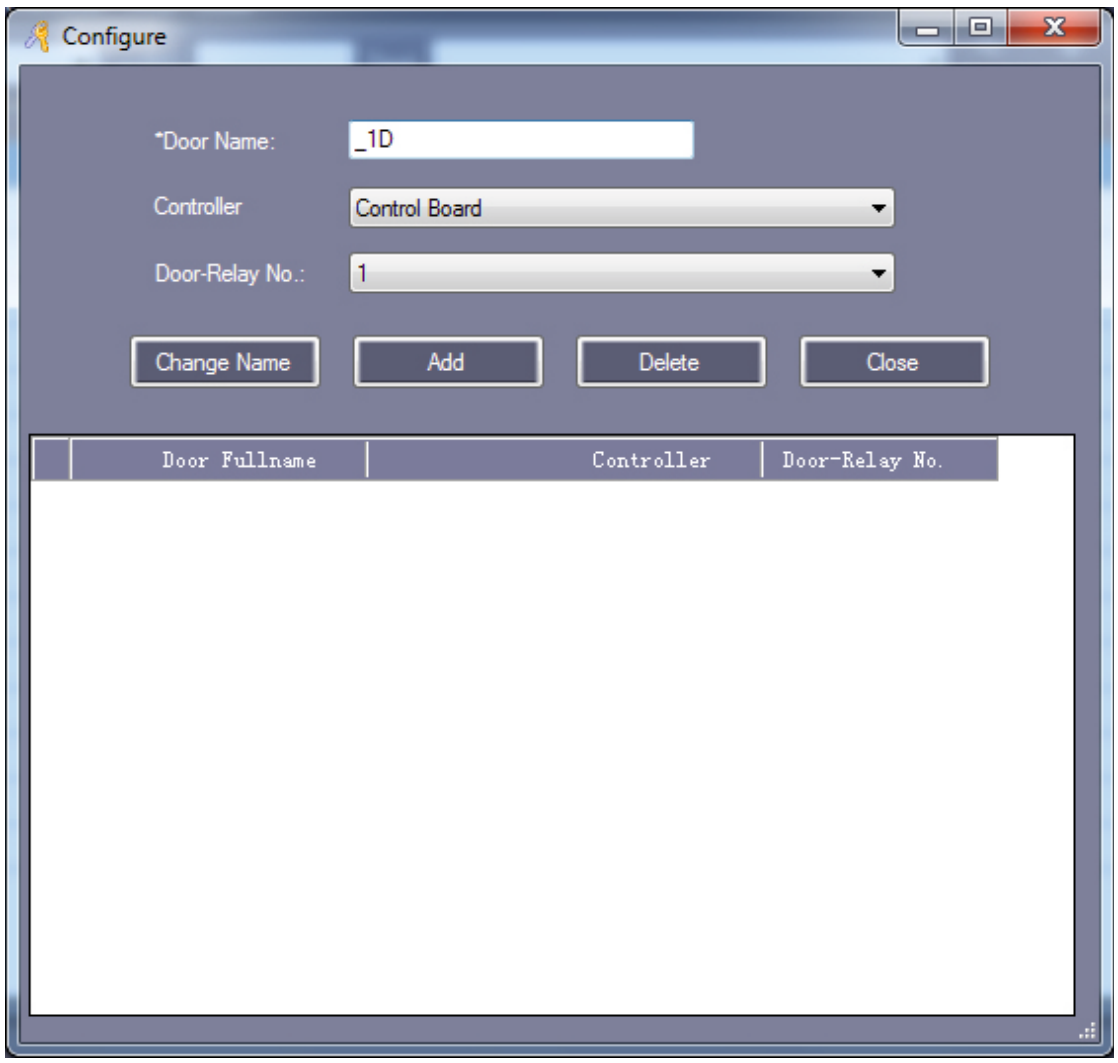
2.4.4.2 One to More Management

Click【One to More】.



2.4.4.2.1 Door Management “

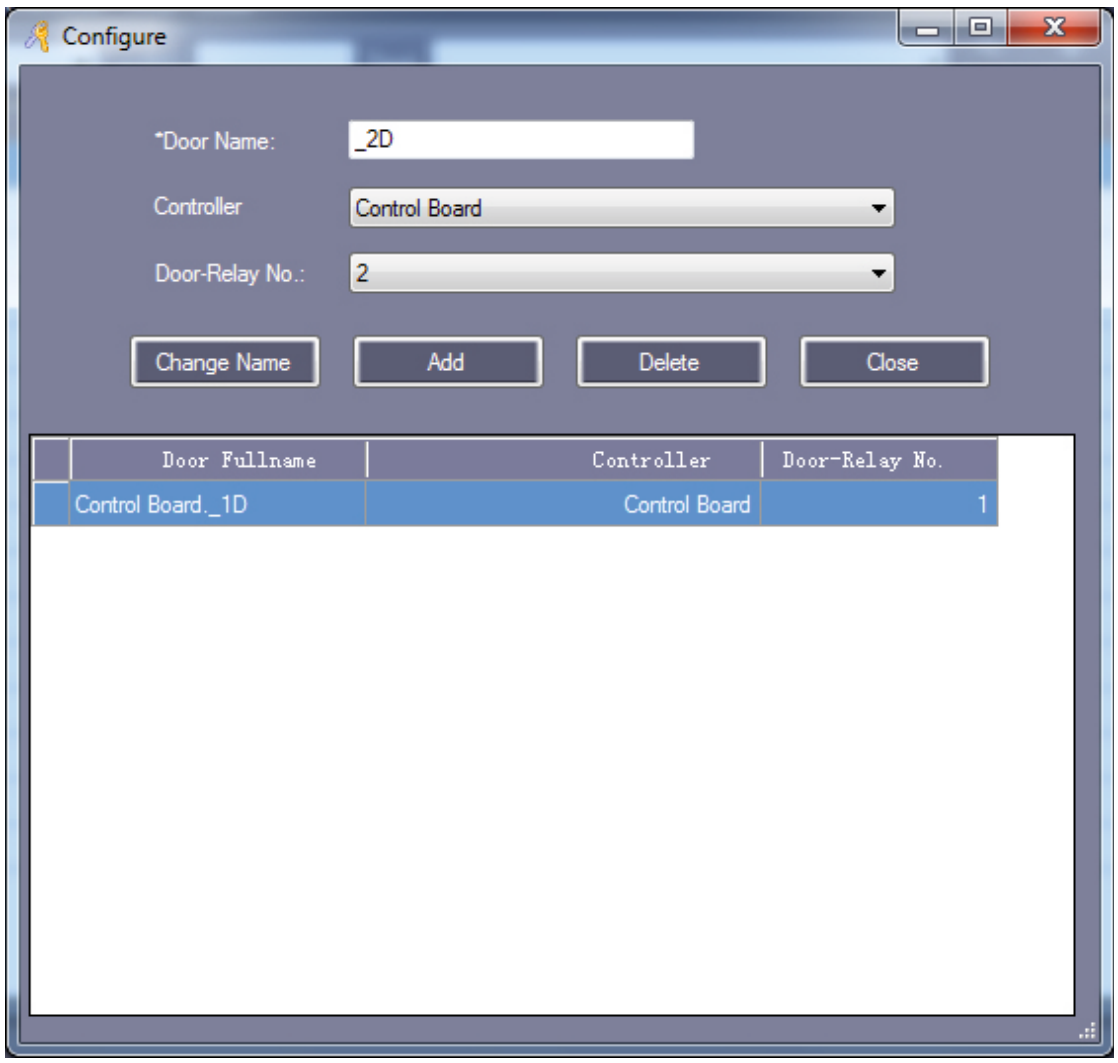
Click Configure”, Enter into the door management interface.



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

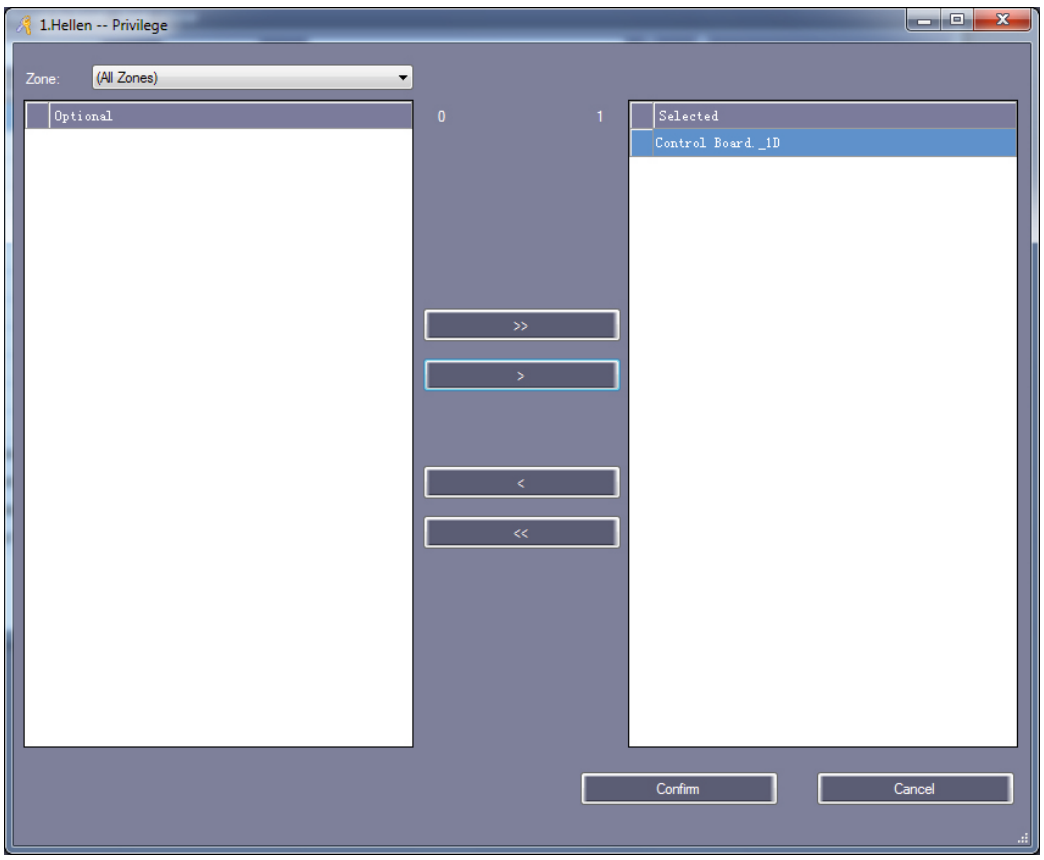
【Add Door】

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

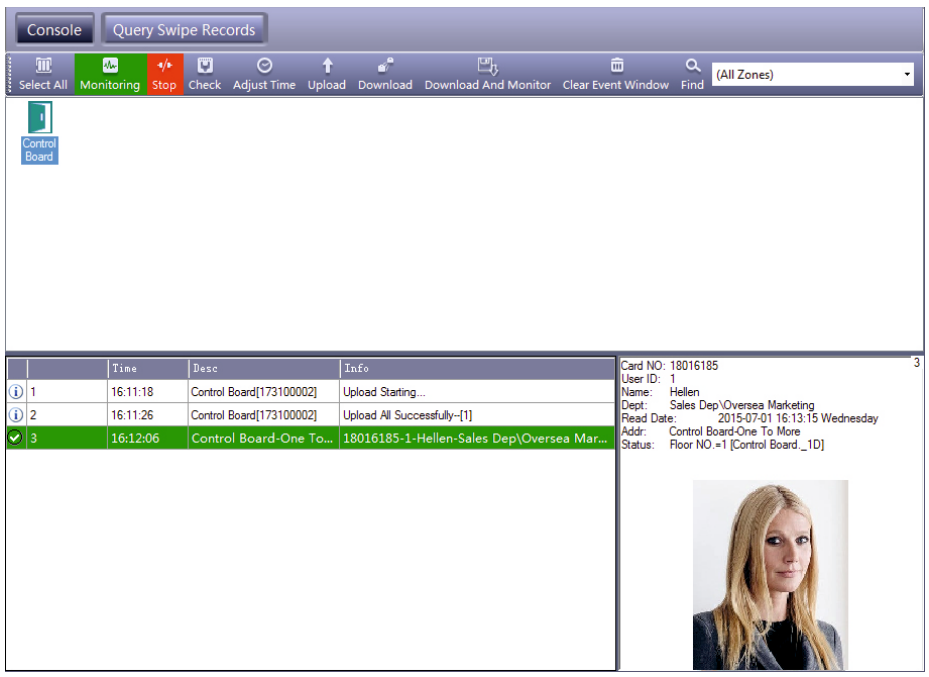


2.4.4.2.2 Set user up to door

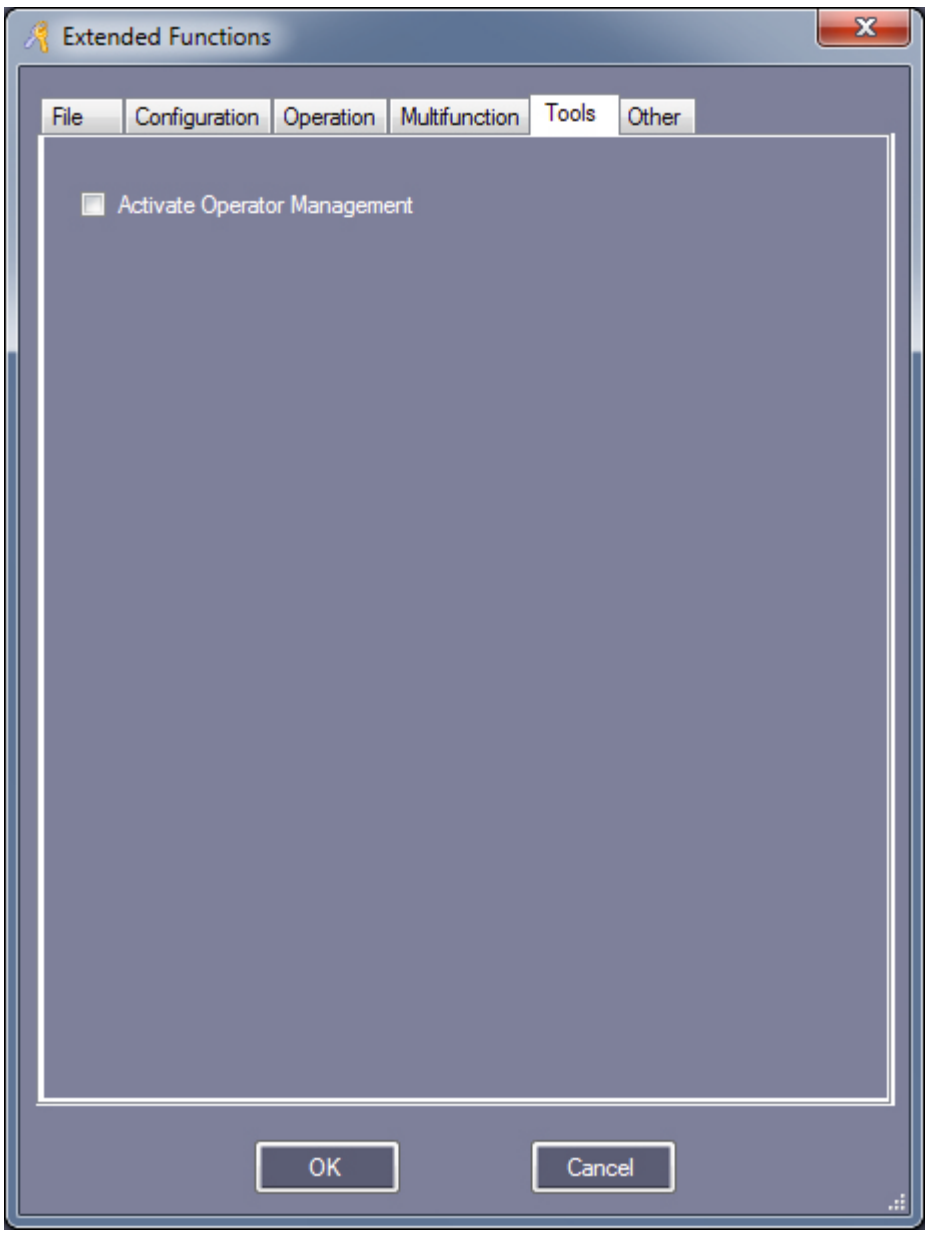
Fist selected user, then click “Privilege”.
Example: Set “Hellen” up to “1 Door”.



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

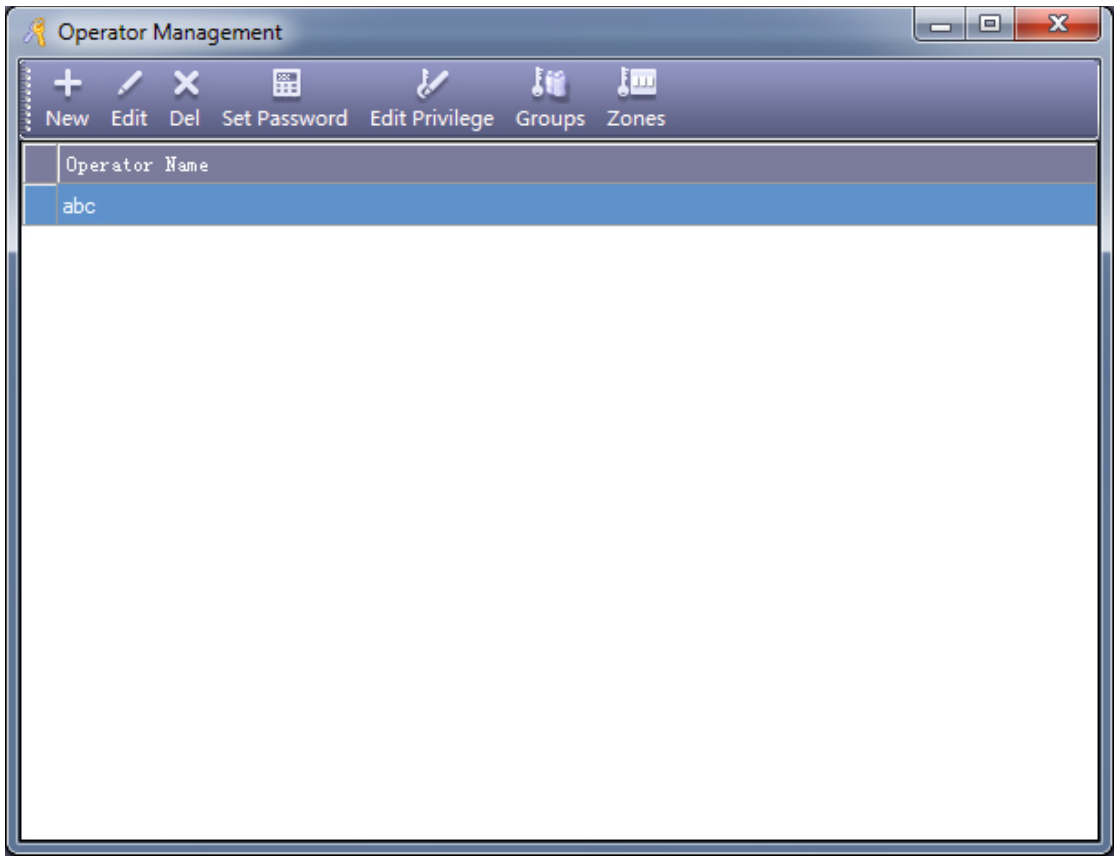


2.5 Tools



2.5.1 Activate Operator Management

Click【Tools】>【Operator Management】



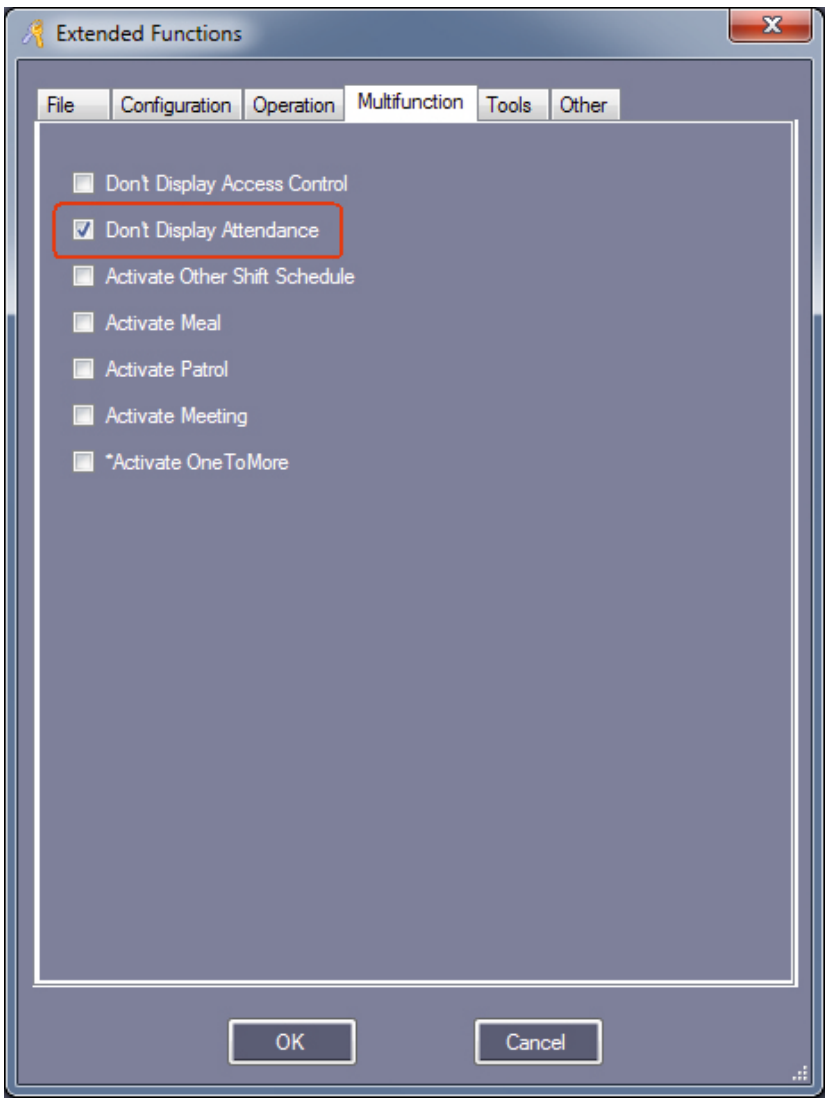
You can use the “New”, “Edit”, ”Del” , “Edit Privilege” , “Groups” and “Zones” for the operator.

: assign the executive operation and function privilege to operators.

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

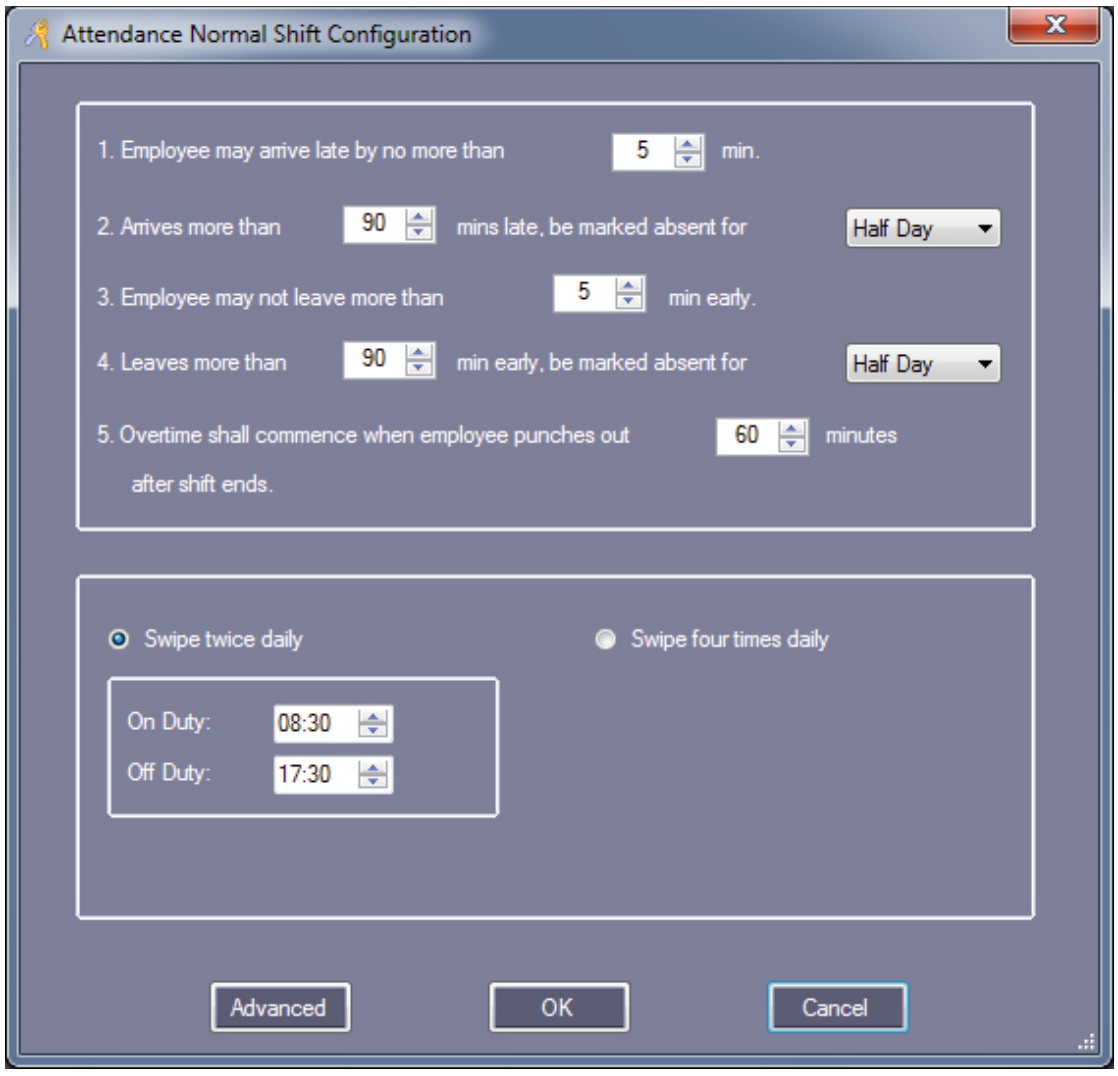
Part 3 Attendance

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 】



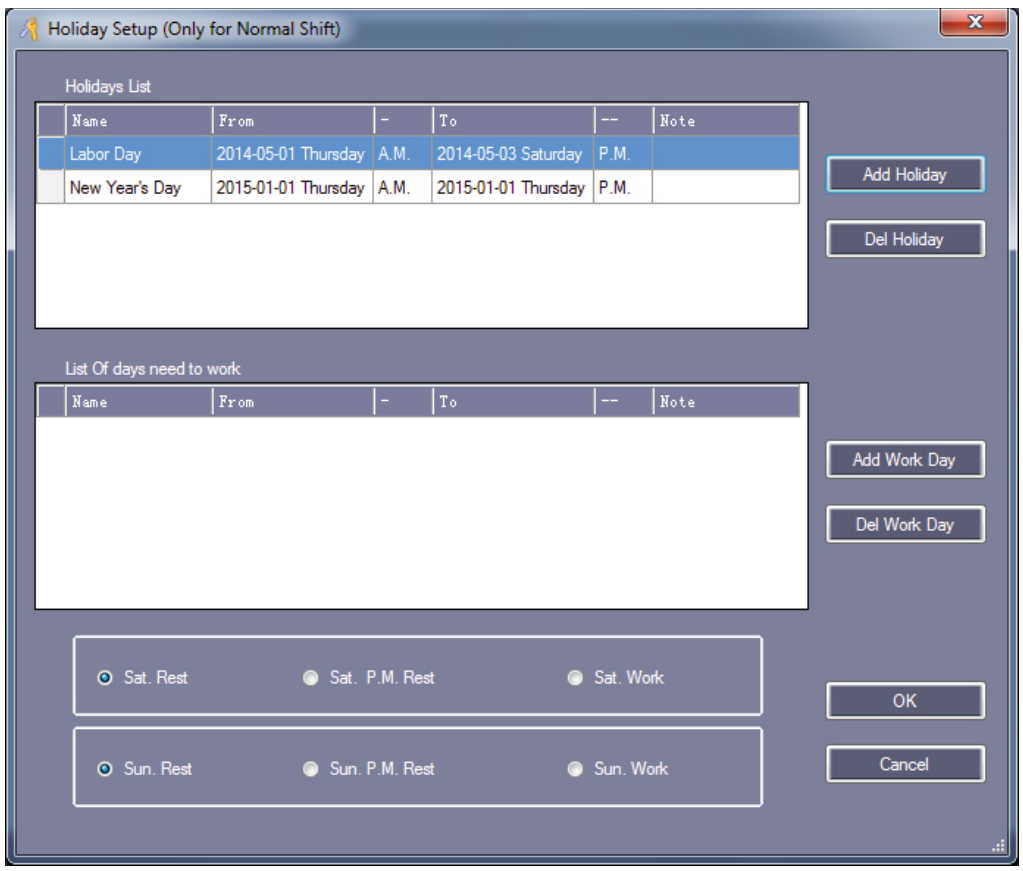
3.1 Normal Shift Rules

Click【Attendance】>【Normal Shift Rules】



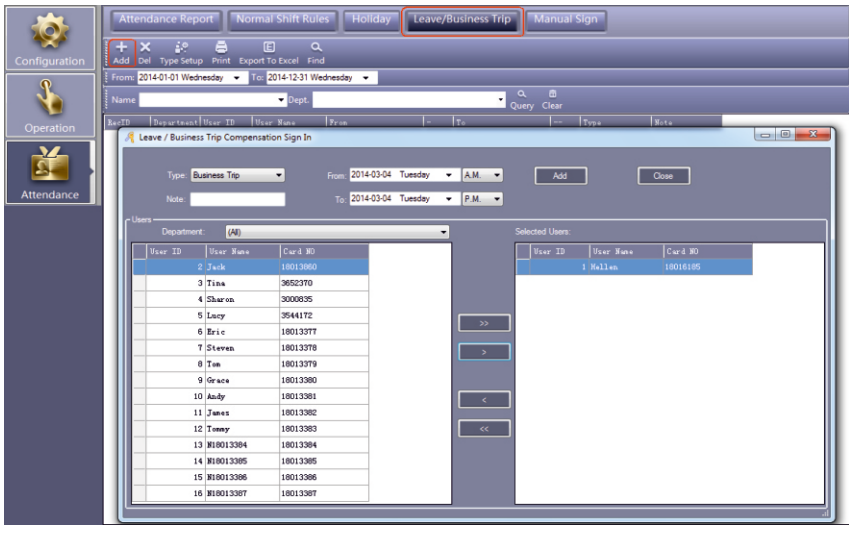
3.2 Holiday

Click【Attendance】>【Holiday】



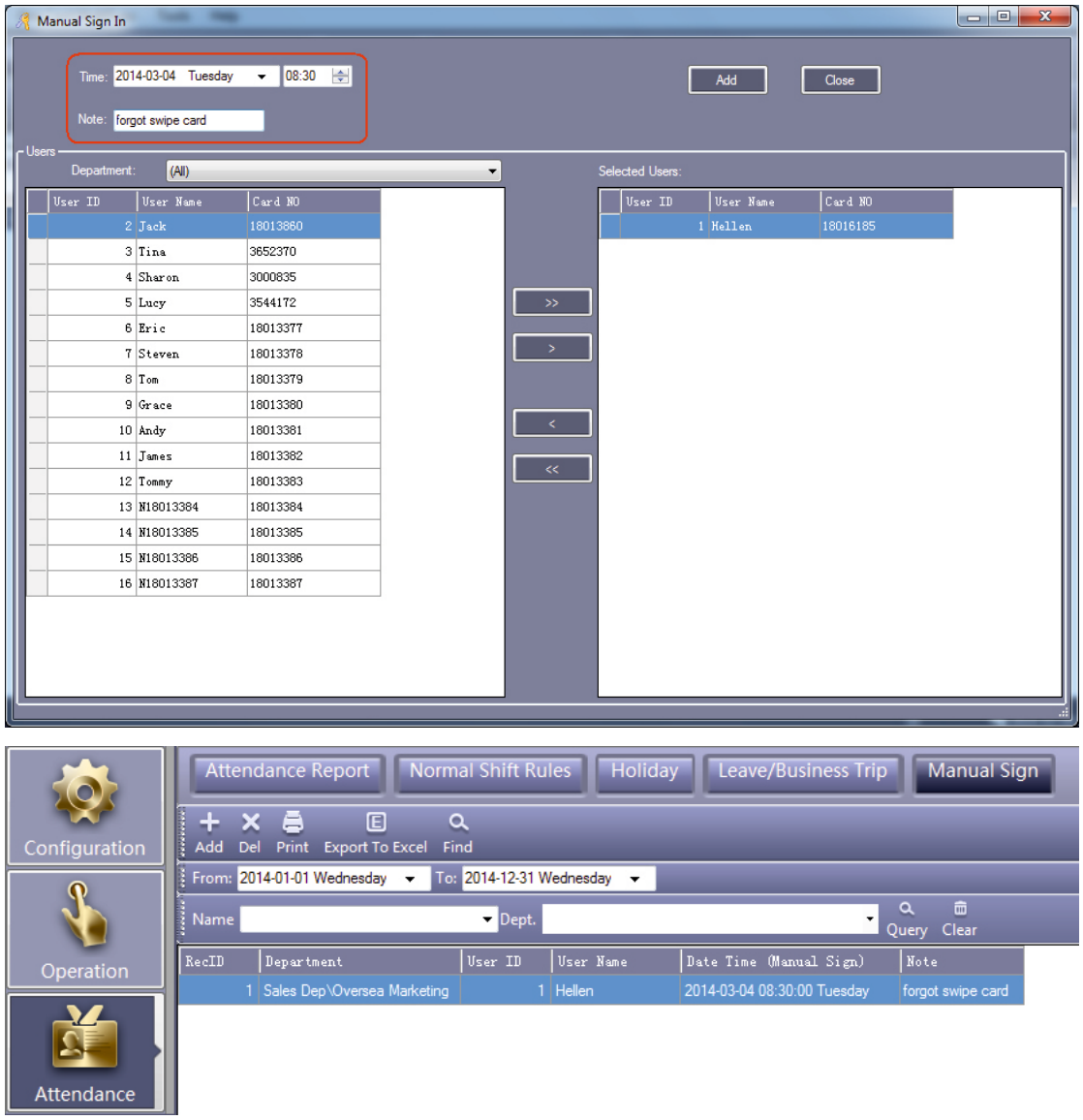
3.3 Leave/Business Trip

Click【Attendance】>【Leave/Business Trip】



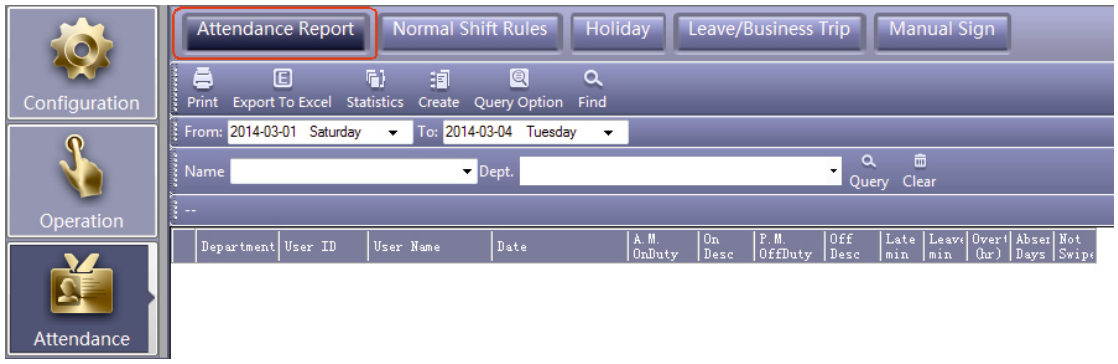
3.4 Manual Sign In

Click【Attendance】>【Manual Sign In】

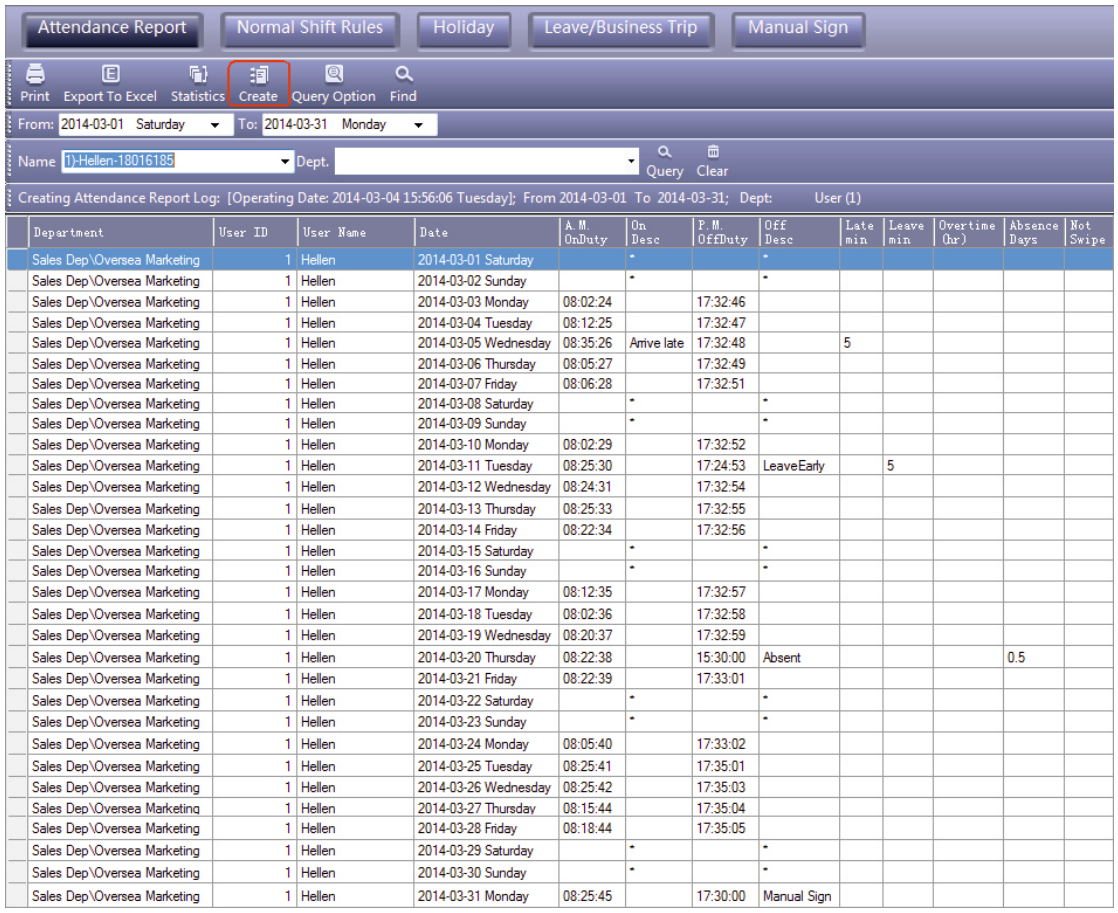


3.5 Attendance Report

Click【Attendance】>【Attendance Report】

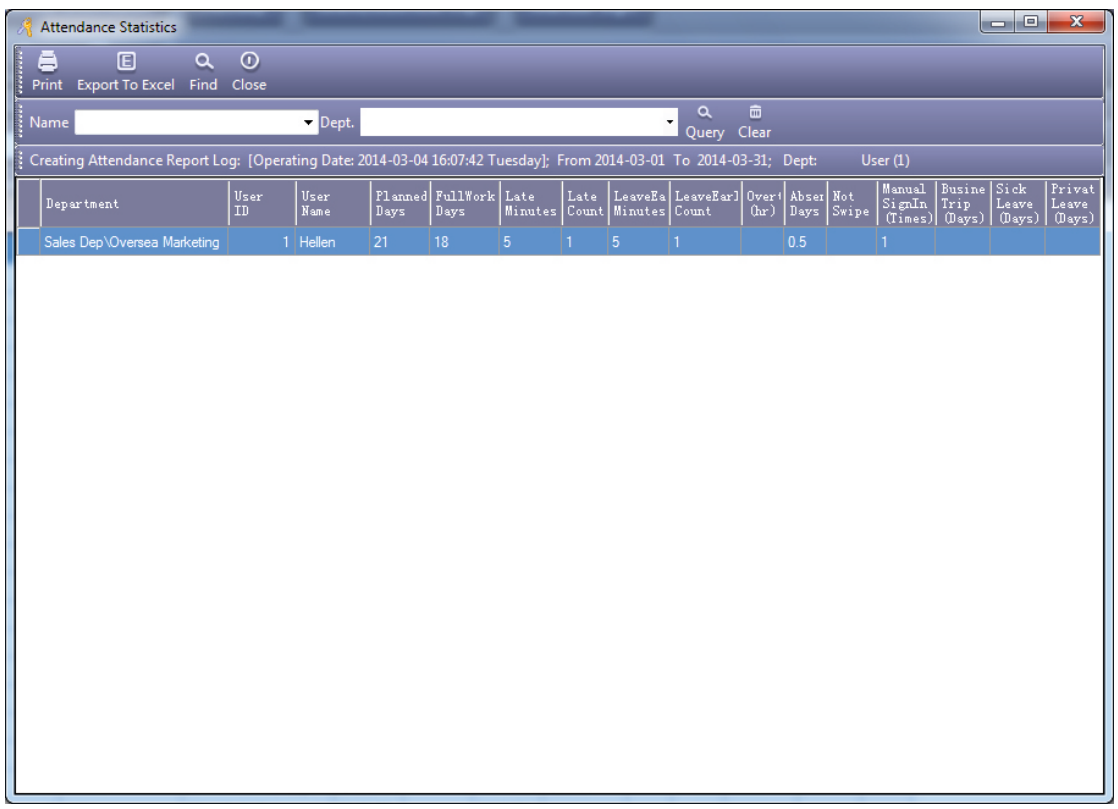


Click “Create”



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					

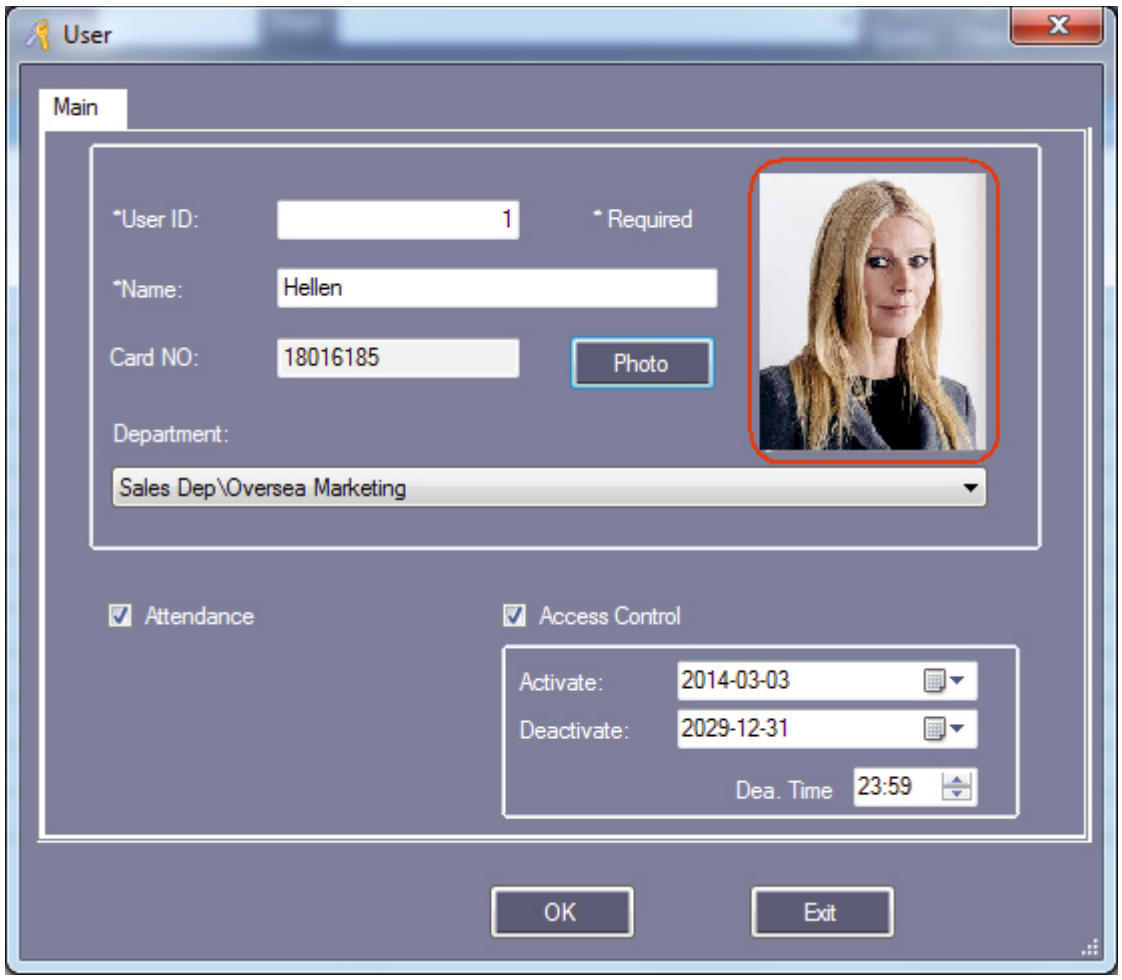
Click “Statistics”


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
FullWork Days
Late Minutes
Late Count
LeaveEa Minutes
LeaveEar] Count
Overt (hr)
Abser 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

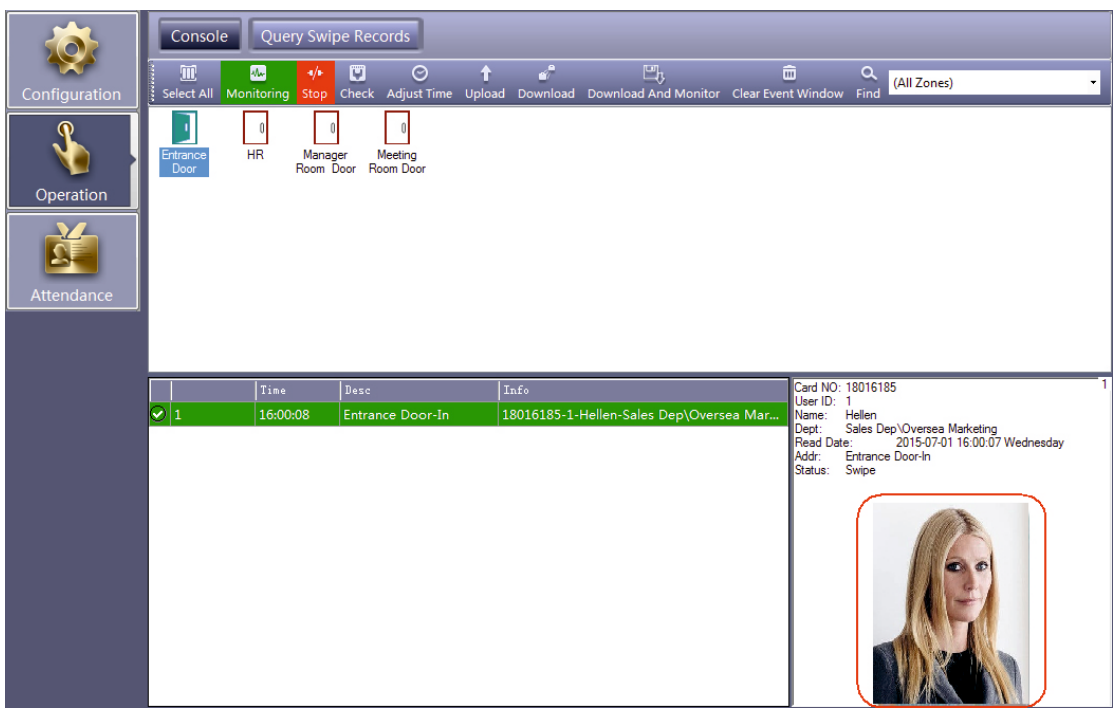
Part 4 Appendix

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.



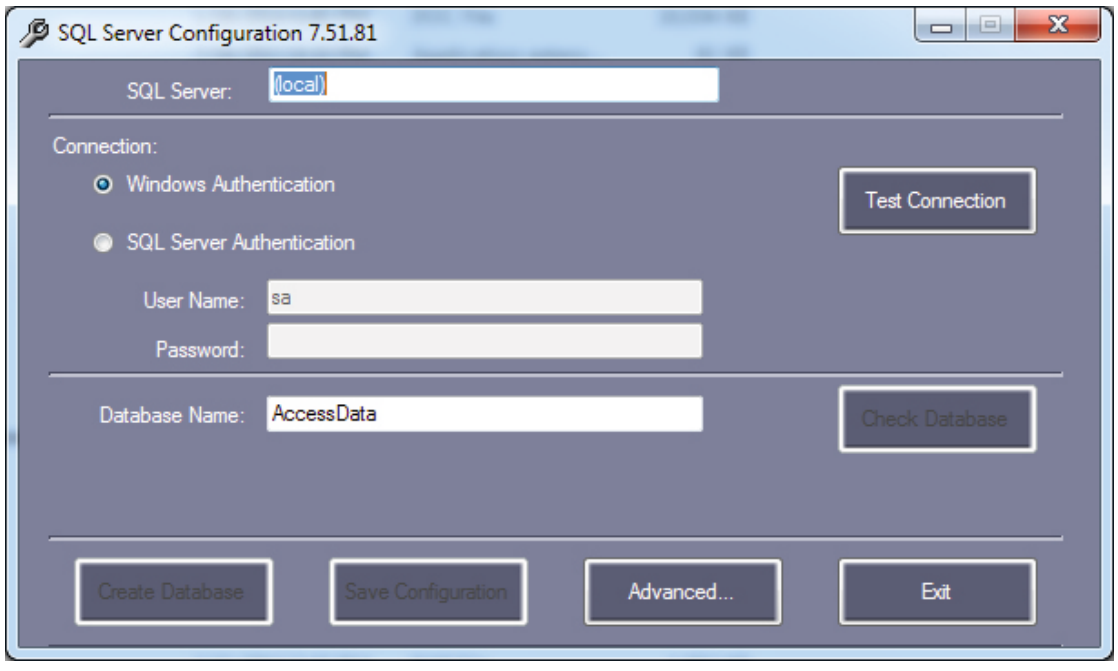
At the monitor window, it can show the user's photo when the user swiping card.



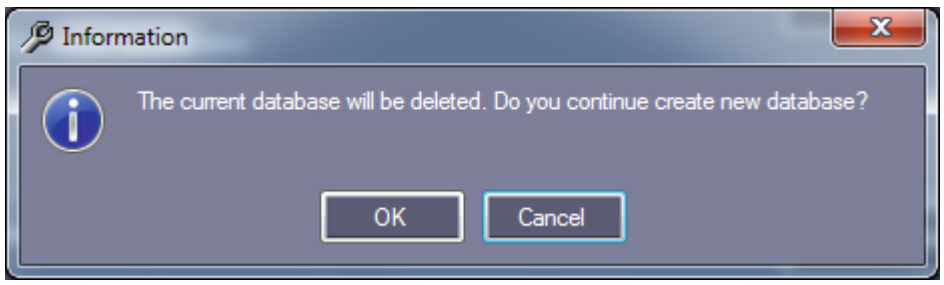
4.2 SQL Server Configuration

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

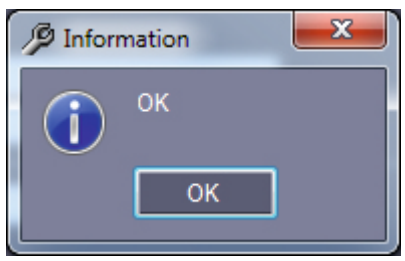
Click【Start】>【Programs】>【AccessControl】>【SqlSet】



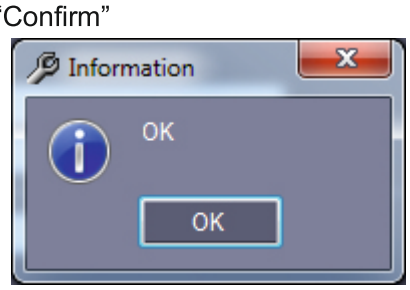
Click “Create Database”



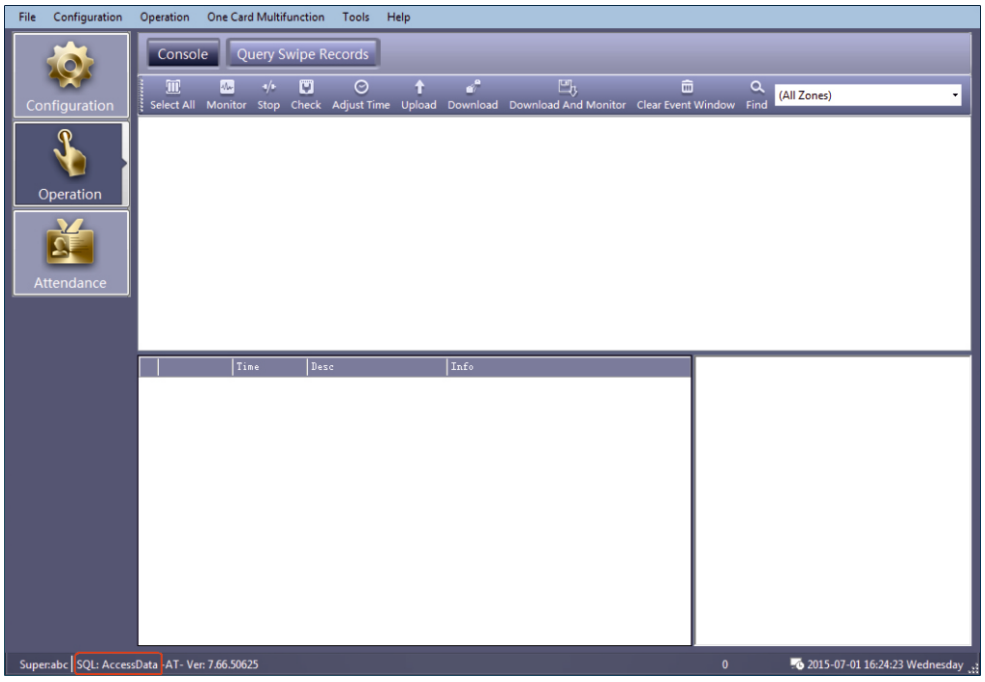
Click “OK”



Click “OK”, Then Click “Confirm”



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

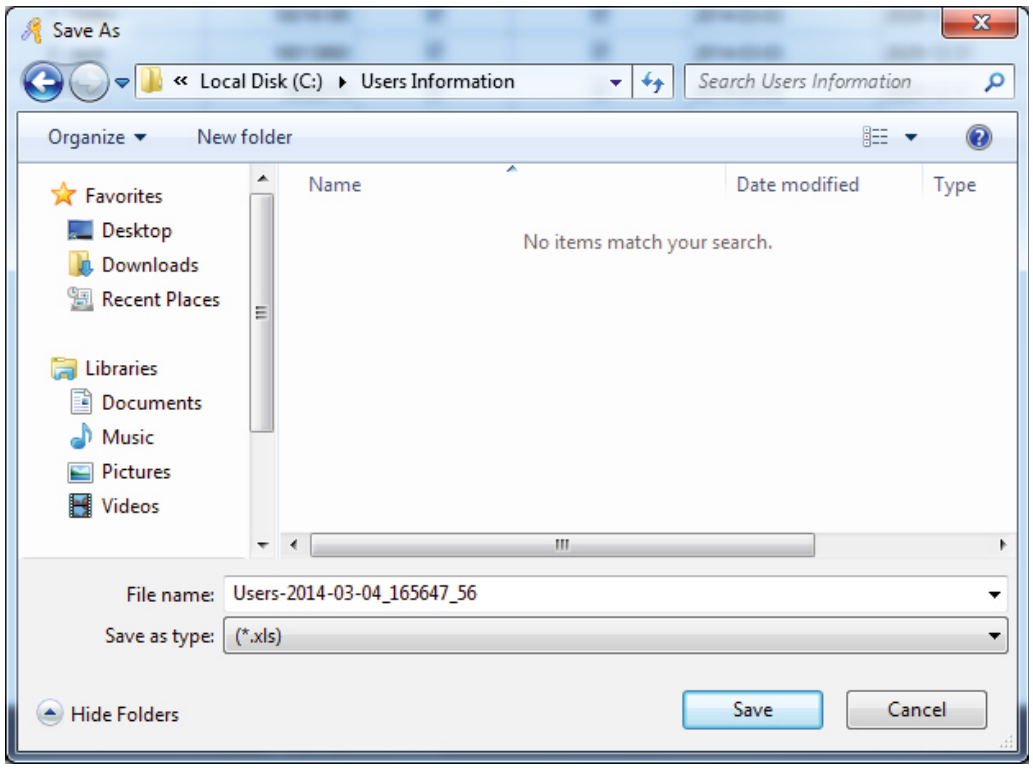


4.3 Import consumer's information from Excel

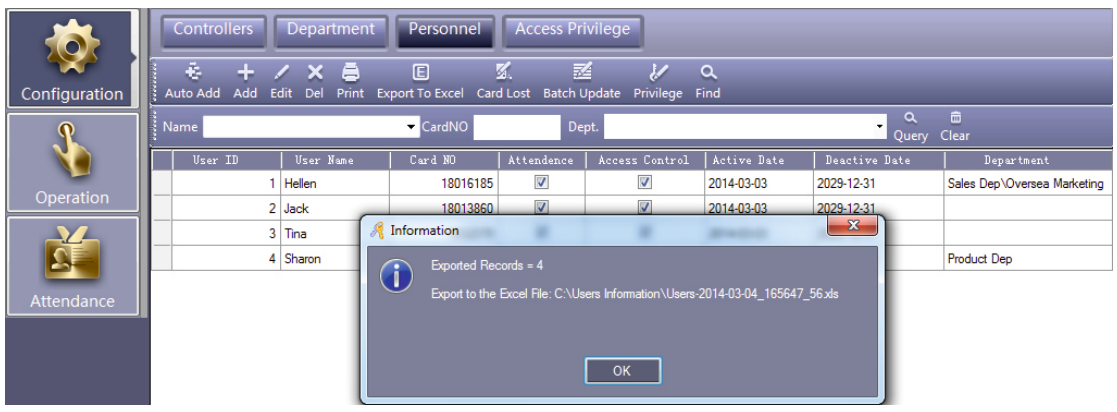
Attention: It can only import valid “Consumer NO”, “Name”, “Card ID” and “Department”.

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

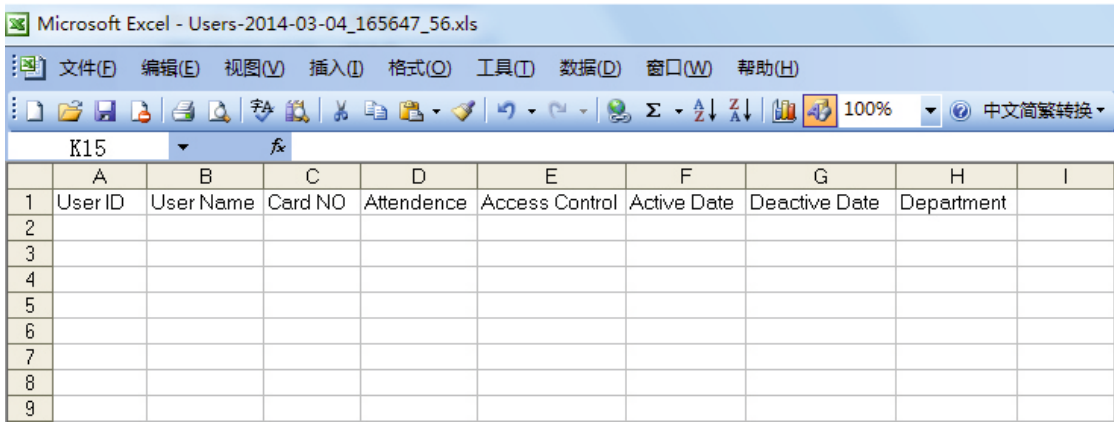
Click【Configuration】>【Personnel】>【Export To Excel】



Click “Save”



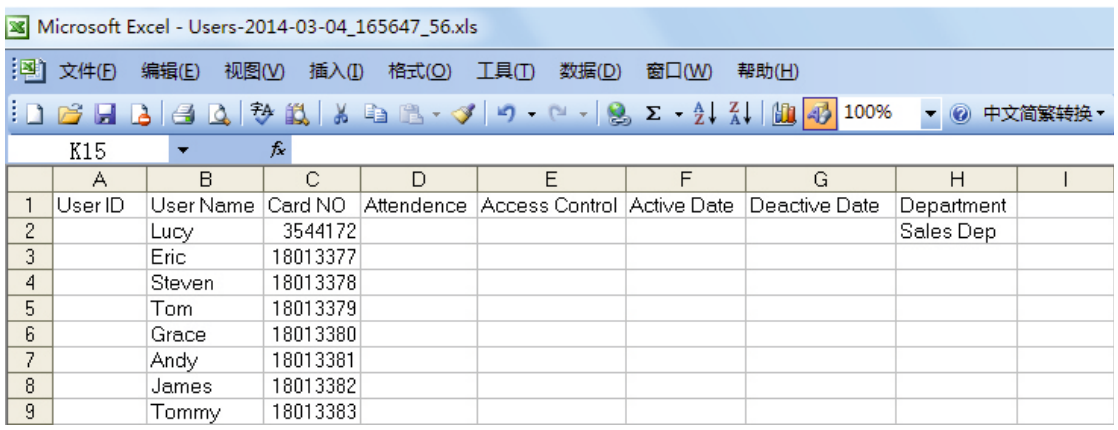
Open the exported Excel document “Users-2014-03-04_165647_56.xls”.



	A	B	C	D	E	F	G	H	I
1	User ID	User Name	Card NO	Attendence	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.

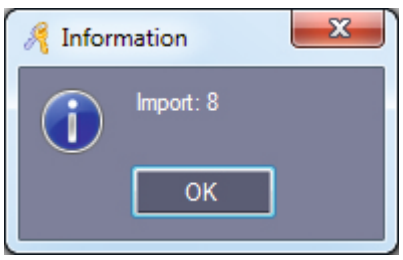


	A	B	C	D	E	F	G	H	I
1	User ID	User Name	Card NO	Attendence	Access Control	Active Date	Deactive Date	Department	
2		Lucy	3544172					Sales Dep	
3		Eric	18013377						
4		Steven	18013378						
5		Tom	18013379						
6		Grace	18013380						
7		Andy	18013381						
8		James	18013382						
9		Tommy	18013383						

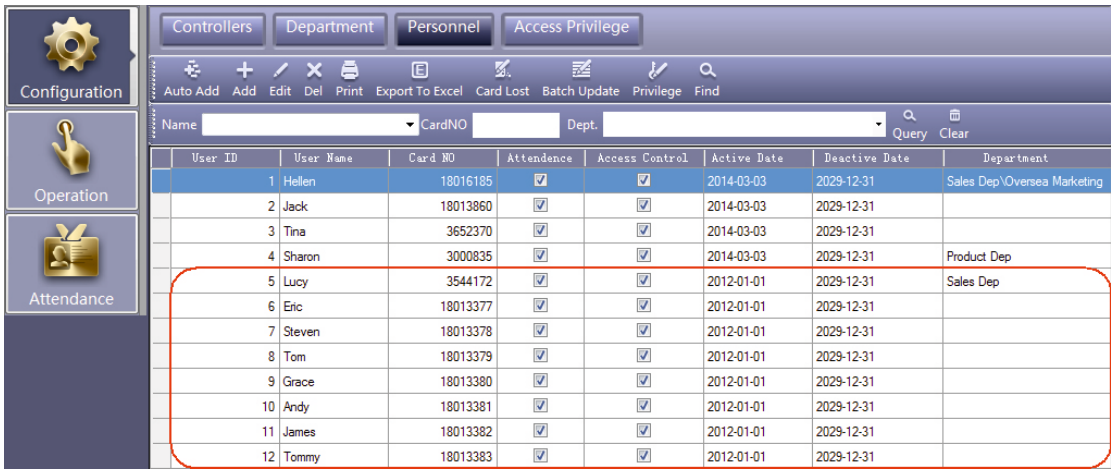
Remark: department can only use "\" as separator. For example: Sales Dep\Oversea Marketing.

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
Attendence
Access Control
Active Date
Deactive Date
Department
1 Hellen 18016185 2014-03-03 2029-12-31 Sales Dep\Oversea Marketing
2 Jack 18013860 2014-03-03 2029-12-31
3 Tina 3652370 2014-03-03 2029-12-31
4 Sharon 3000835 2014-03-03 2029-12-31 Product Dep
5 Lucy 3544172 2012-01-01 2029-12-31 Sales Dep
6 Eric 18013377 2012-01-01 2029-12-31
7 Steven 18013378 2012-01-01 2029-12-31
8 Tom 18013379 2012-01-01 2029-12-31
9 Grace 18013380 2012-01-01 2029-12-31
10 Andy 18013381 2012-01-01 2029-12-31
11 James 18013382 2012-01-01 2029-12-31
12 Tommy 18013383 2012-01-01 2029-12-31