



Secure Tech

**ST3 Companies and Institutions
Software Manual**



Keyless Access System Solutions

System Set Up

Software Installation

USB Driver installation

Setup Wizard

- Door Controller Modules Setup
- Door Controllers Date/Time Setting
- Door Controllers Daylight Savings Setting
- Access Schedules setup
- Access Groups setup
- Access Cards/keyfobs registration

Creating the Company/Institution Organization Tree

Add/Edit/Delete Departments

Add/Edit/Delete Positions

Set Access Schedules (if required and not has been set on setup wizard)

Set Access Schedules (if required and not has been set on setup wizard)

Adding Users to Positions

User Management

Creating the Company/Institution Organization Tree

Add/Edit/Delete Departments

Add/Edit/Delete Positions

Add/Edit/Delete Users

Users View-Print Reports

Access Records View-Print Reports

Replace Lost or Stolen Access Cards. Retrieve Lost Cards

Set/Edit/Delete Temporary Access

User Schedules Management

Set /Edit/Delete Access Schedules

Set/Edit/Delete Access Groups

Door Schedules Management

Set/Edit/Delete Door Unlocking schedules

Set/Edit/Delete Door Exception Schedules

Lock Doors

Visitor Management

Add/Edit/Delete Visitors

One Time Unlocking

Unlock access point

Settings

Add operator

Remove/Edit operator privileges

Switch operator

Wizard Setup

Door unlocking time

Door Access deactivation/activation

Door Remain open reporting time

Change Administrator Password

Password Request Interval

Real time reports settings

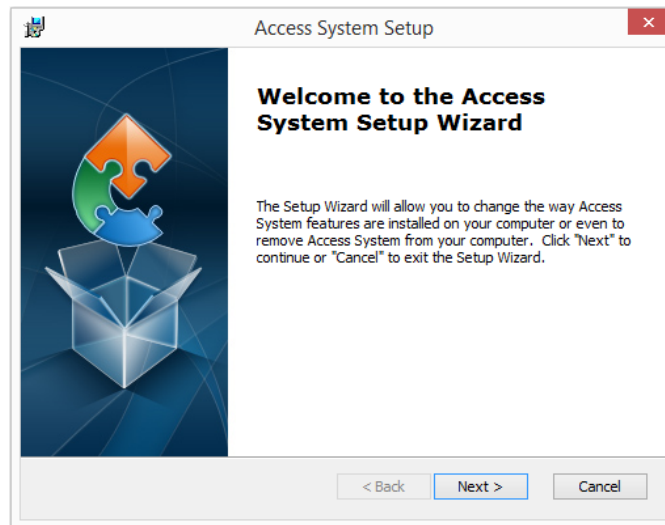
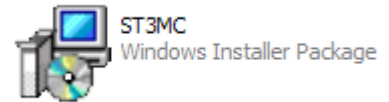
- Date/Time settings
- Daylight Saving Time Settings
- Net controller test
- Register new proximity cards/keyfob
- Remove unassigned card/keyfob
- Recover access card/keyfob
- System Logs
- Reset System

System Set Up

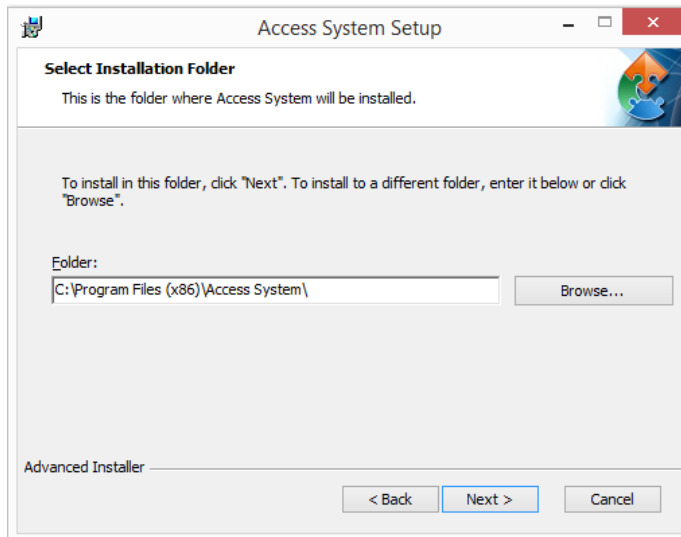
Follow these steps to complete the setup process

Software Installation

- 1) Operative systems supported: Windows 8, Windows 7, Windows Vista and Windows XP.
Double click on the windows installed package file.



- 2) Click '**Next**' on the welcome screen



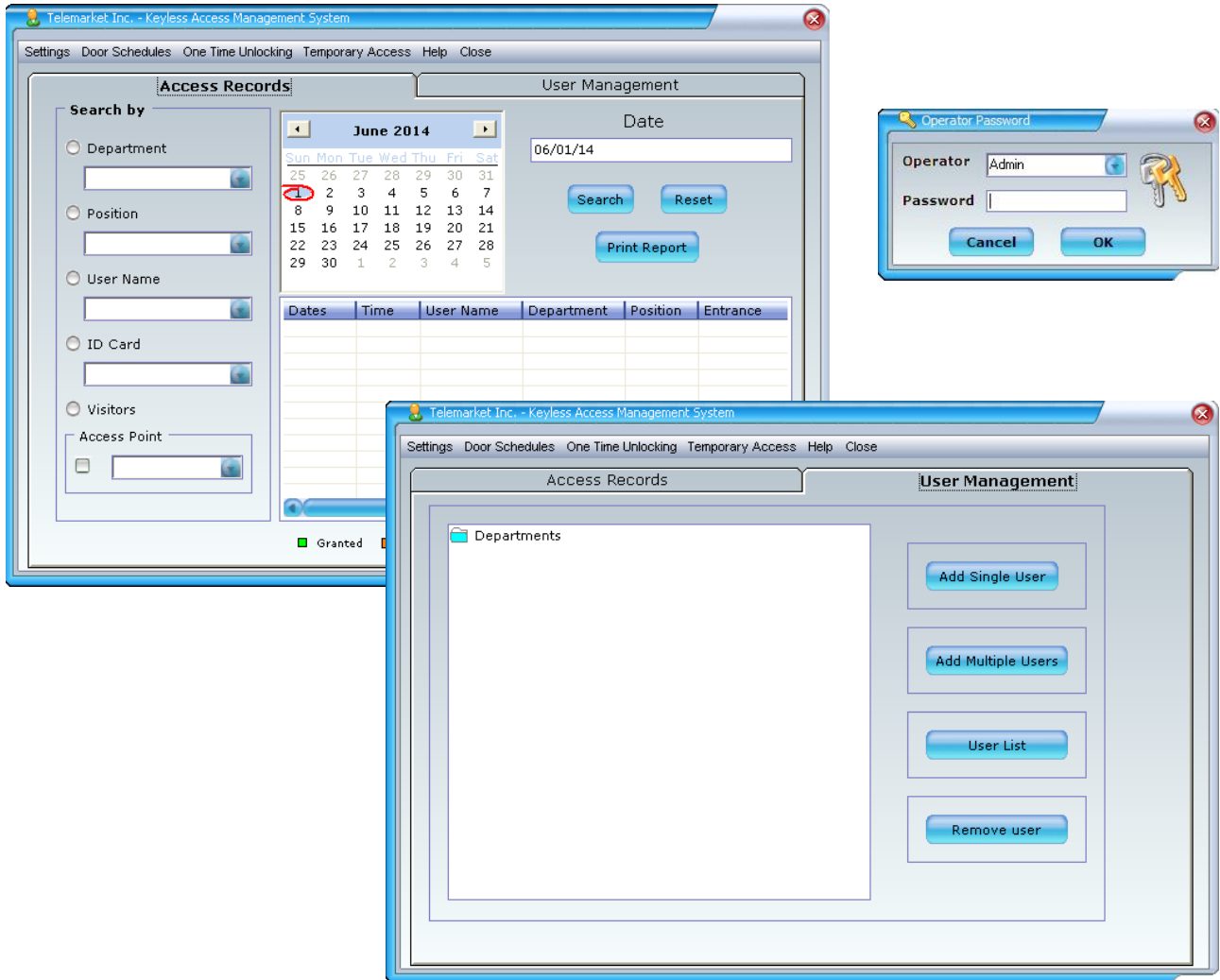
3) Click 'Next', do not change the destination folder

Secure Tech® software will be installed. Secure Tech software includes three pieces of software

1. Access System Management Software

The management software is utilized to perform all the managements operations of the system, it contains two tabs, User Management and Access Records.

To open the management software go to start>programs>keyless Access System

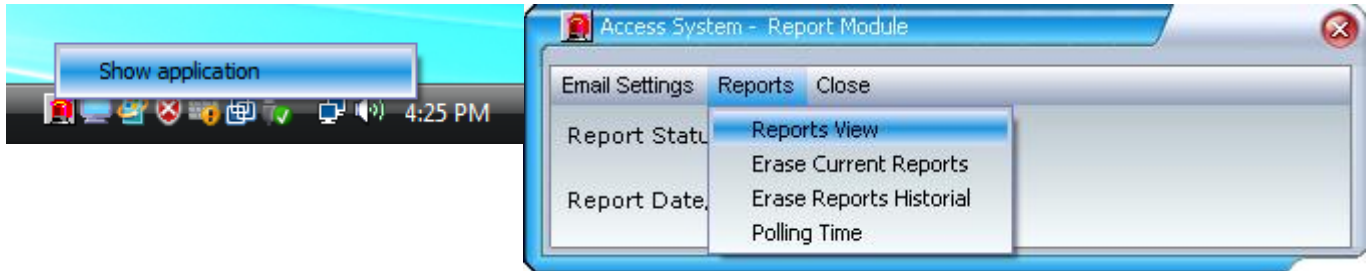


2. Access System Report Module

The Access System Report Module reports events in real time such as access granted, exit registered, access denied, doors remaining open, etc.

The Access System Report Module runs on the windows task bar.

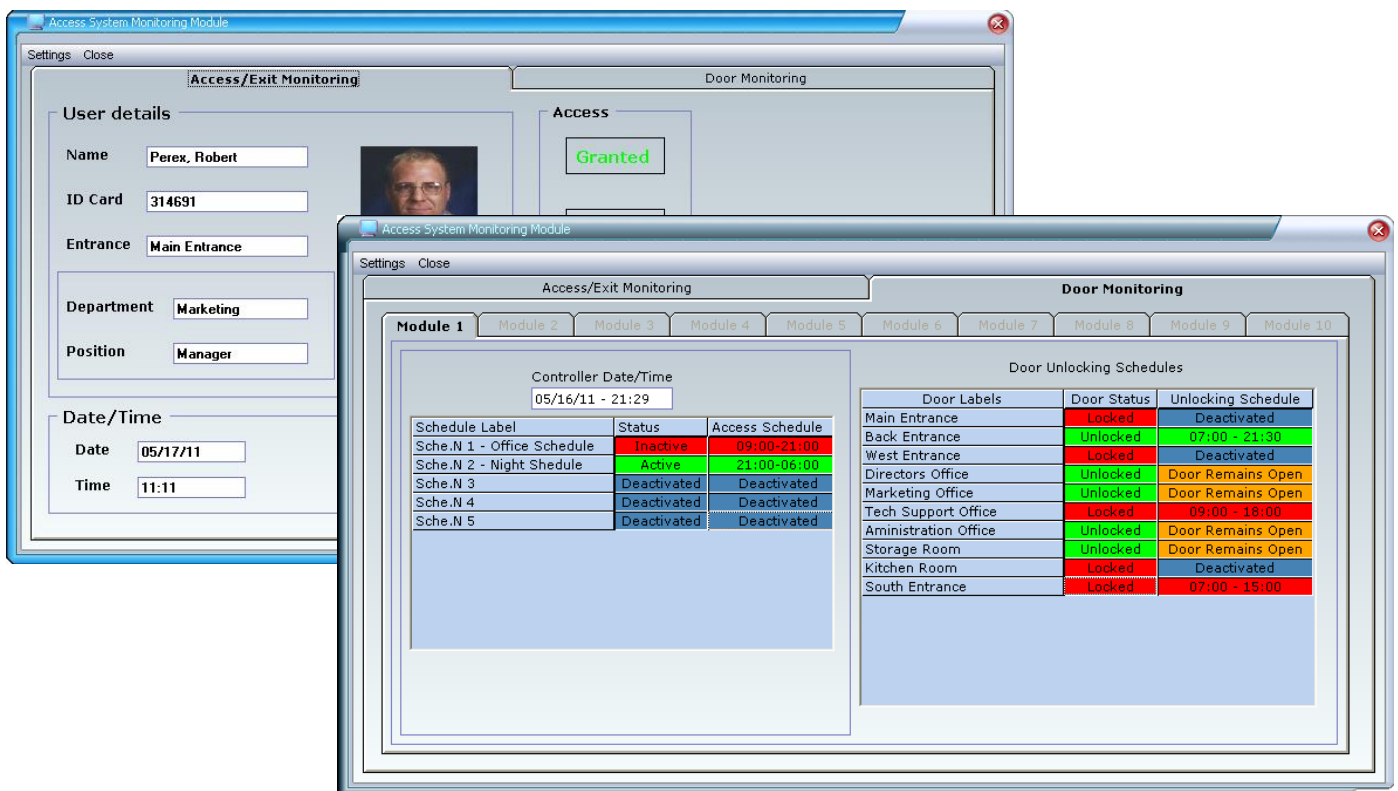
To open the access system report module, locate the mouse cursor over the icon and click on the right button of the mouse and select show application



3. Access System Monitoring Module

The Access System Monitoring Module runs on the windows task bar and monitors system status in real time such as door status (locked/unlocked), unlocking schedules, users' access schedules, access granted, exit registered, access denied, doors remaining open. The monitoring module contains two tabs, Access/Exit Monitoring and Door Monitoring.

To open the monitoring module software, locate the mouse cursor over the icon located on the task bar and click on the right button of the mouse and select **show application** option



USB Driver Installation

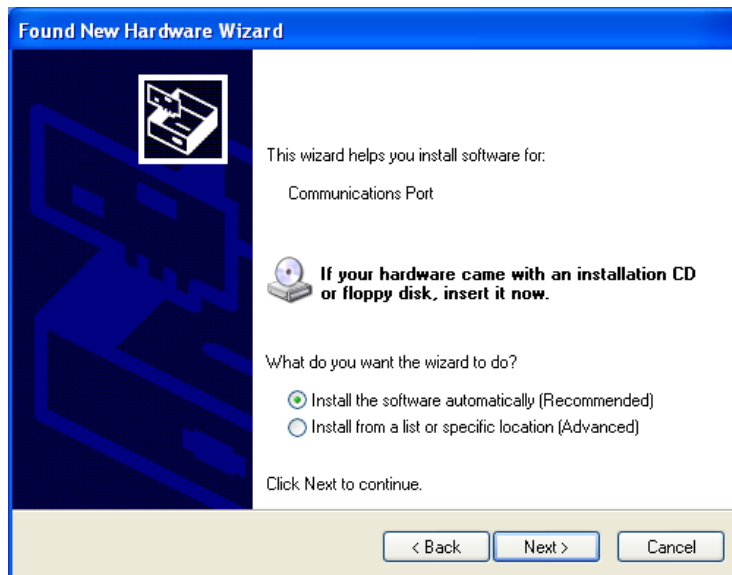
The first time that the network controller is plugged to the computer/server will require the installation of a USB driver



- 1) A message on the task bar will indicate that a new hardware was detected, a new screen will come up select "No, not this time" and click on Next button



- 2) A new screen will pop up, select the option "Install the software automatically (Recommended)" and click on Next button



System Setup Wizard

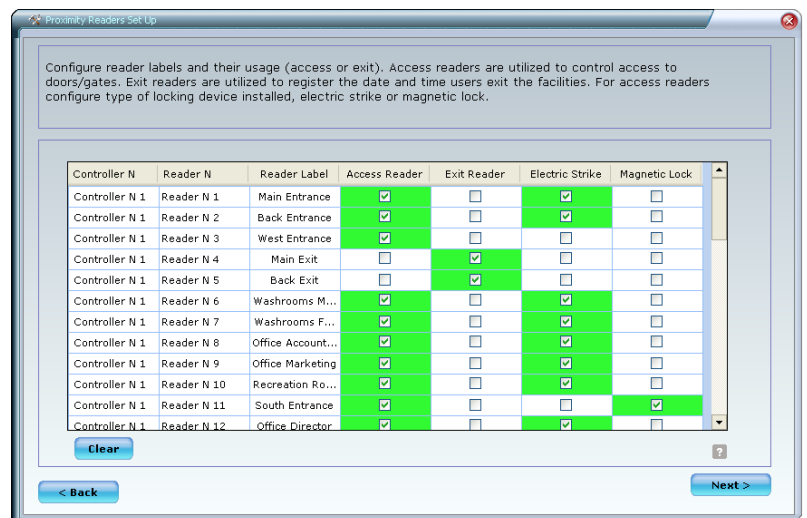
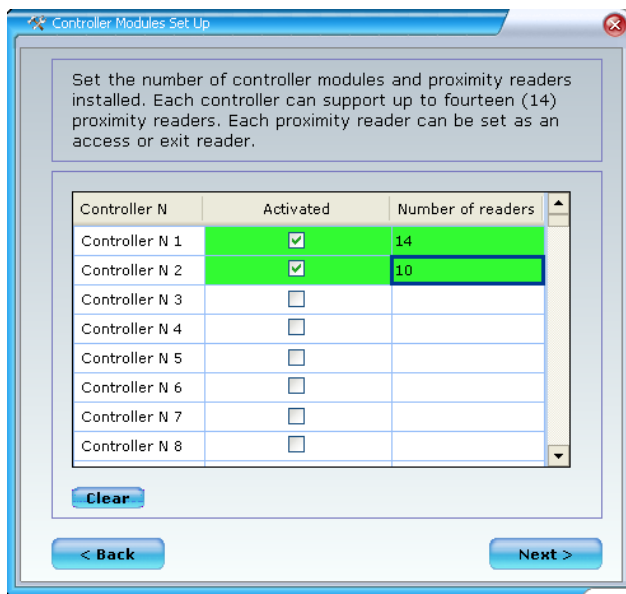


The system wizard tool will guide you until access cards/keyfobs are ready to be assigned to users. When the management software starts the first time, the setup wizard will start automatically. To run the wizard at a later time go to settings> setup wizard

The setup wizard will guide you through

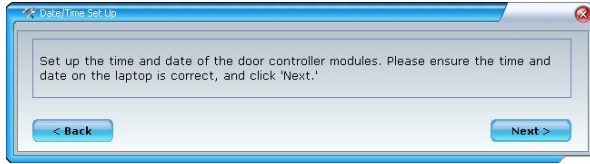
- ✓ Setting up controllers modules and readers details
- ✓ Setting up date/time and daylight saving time
- ✓ Registering access cards/keyfobs into the system
- ✓ Setting up weekly access schedules(if required)
- ✓ Setting up access groups (if required)

Setup wizard screens



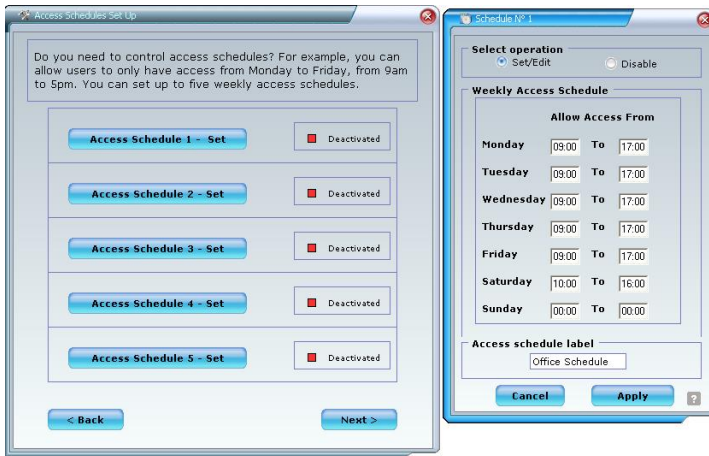
Activate all the controllers that are installed in the system, select the number of readers that are installed on each controller (1 to 14)

Set each reader label and function (access reader or exit reader).If it is an Access Reader select the type of locking devices installed (electric strike or magnetic lock).

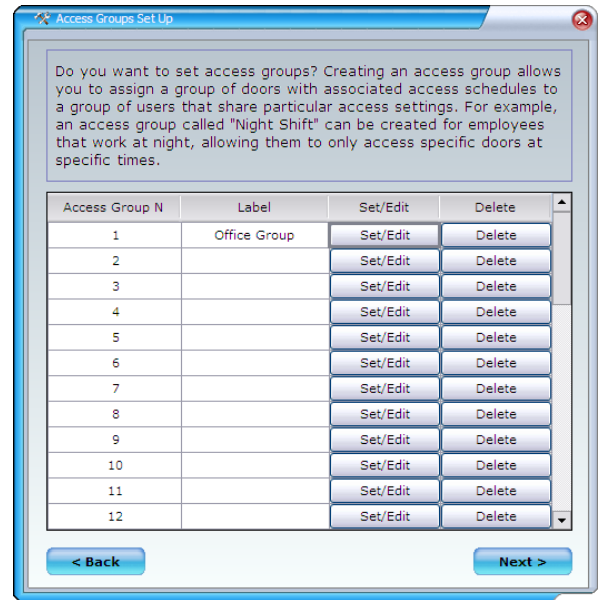


Ensure that the date and time on the computer is correct, the date and time will be synchronized with the existing controllers

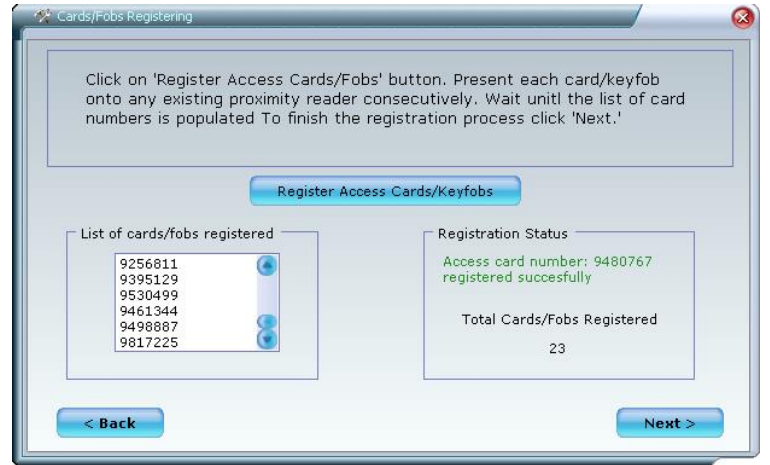
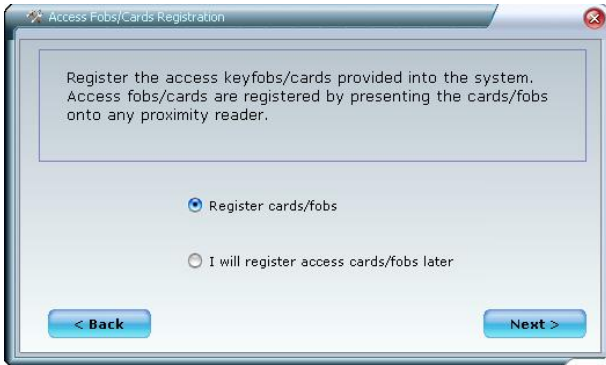
If there is daylight saving time in your region set this screen up and the controllers will adjust the time automatically



You need to set up access schedules if you do not want users to be able to gain access 24hrs a day, 7 days a week. You can set up to five (5) different weekly access schedules.



Access groups are useful if a group of people shared access to the same doors and access schedules.



The access cards/keyfobs provided with the system need to be registered in order to be assigned to users. To do it a later time go to settings>register access cards/keyfobs

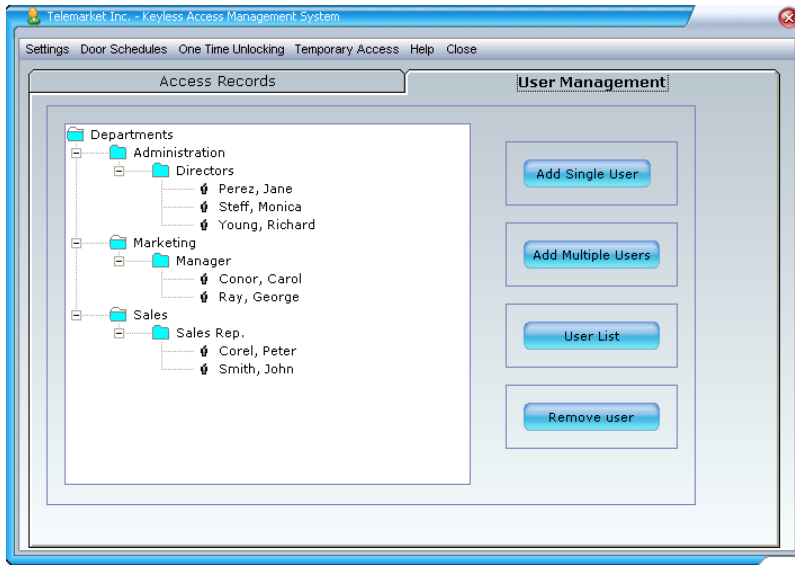
Click on "Register Access Cards/Fobs" Button. Present each card/keyfob onto any of the installed proximity readers. The light on the reader will blink twice indicating that the card/keyfob was read in registering mode. To finish the operation and continue with the wizard click on "Next"



Wizard completion screen

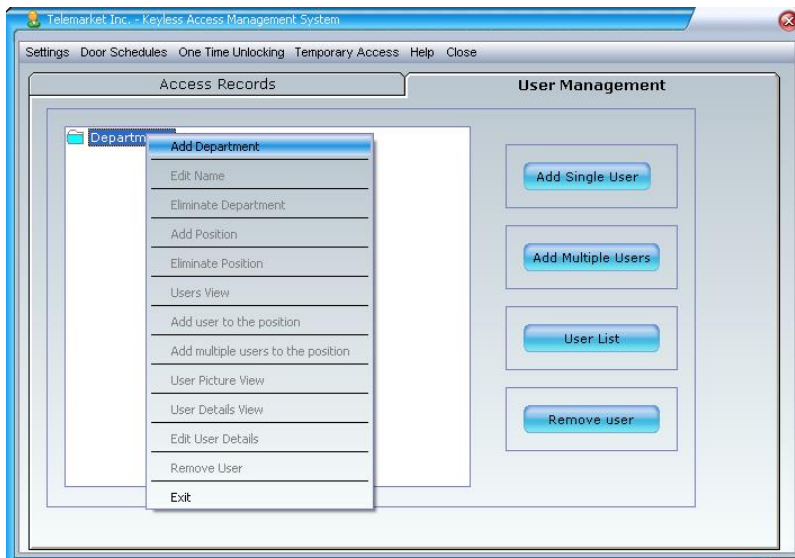
Create Company/Institution Organization Tree

Secure Tech software allows creating a company/institution organization tree where the company/institution can be organized by departments and positions. Departments can be incorporated to the company/institution, positions to the departments and users to the positions. Management operations are easily performed by simply locating the cursor over organization tree items and clicking the right button of the mouse to select the desired operation

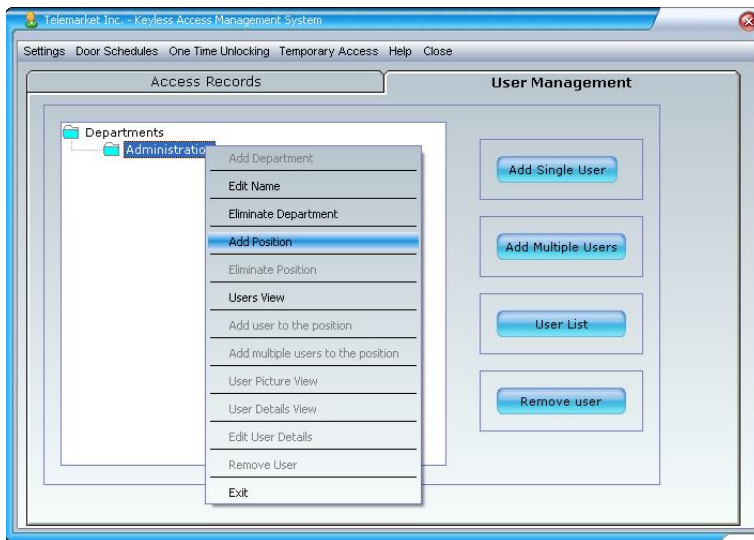


Add Departments

To **Add a Department**, locate the mouse pointer over the Department folder and press the right button of the mouse, select the **add department** option, an input box will come up, enter the name of the New Department and click on **OK** button. A new department will be added to the Department tree.



Add Positions

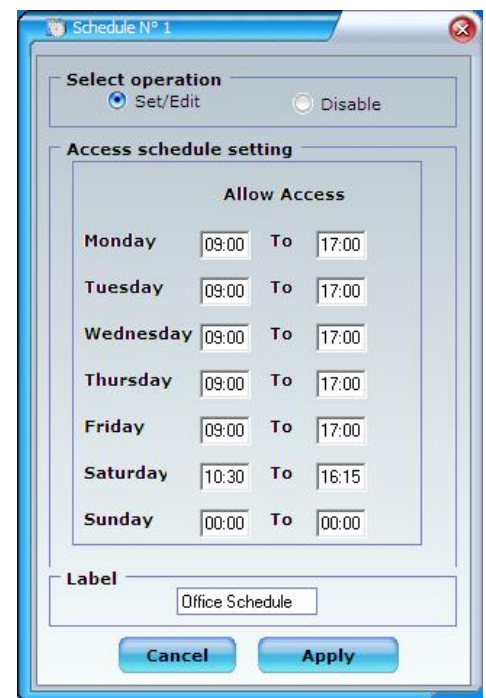


To **Add a Position**, locate the mouse pointer over the department on the organization tree and click the right button of the mouse, select the **add position** option, an input box will come up, enter the name of the New Position and click on **OK** button. A new position will be added to the Department tree.

Set Access Schedules (if required)

Access Schedules must be set when is required to grant users access only on particular days at particular schedules (e.g. Monday to Friday 09:00 to 17:00 – Saturday 10:30 to 16:15- Sunday –No access allowed). If access schedules are not set, users will gain access 24hs, 7 days a week.

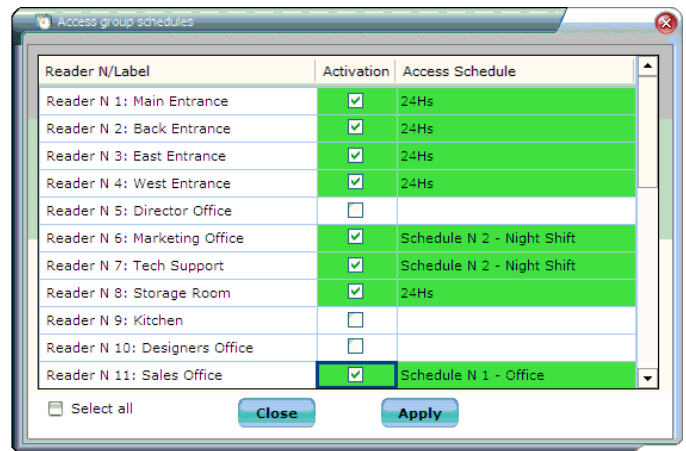
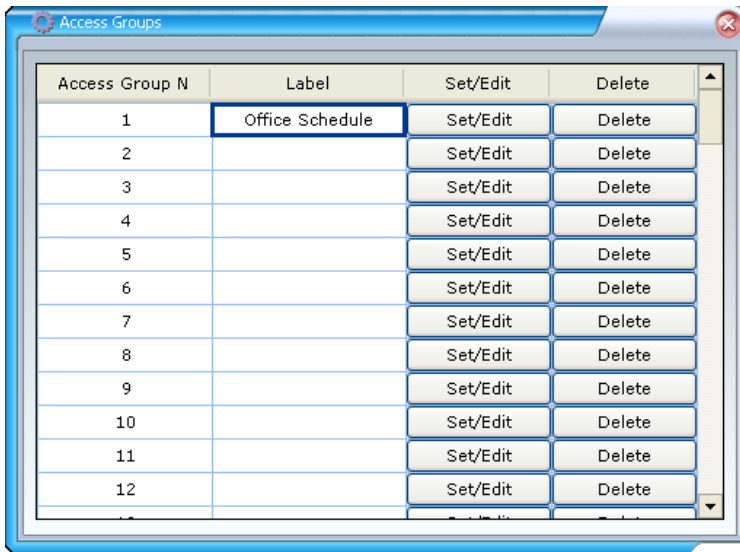
If access schedules were not set on the system wizard setup procedure, go to **Door Schedules>Access Schedule >Access schedule setting** option; a new screen will pop up. Up to five independent access schedules can be set, select the desire access schedule, a new screen will come up, select **set** option, fill out the weekly access hours desired and click on **Apply** button. Utilize 24hr format. Please refer to [Set /Edit/Delete Access Schedules](#) section to see a setting example.



Set Access Groups (if required)

An Access Group allows defining a group of doors and access schedules that can be assigned to a group of people that share these particular access settings e.g. employees that work in a night shift are allowed to gain access to the same doors with the same weekly schedule. An Access groups called Night Shift can be created, selecting the doors and schedules that will be assigned to this group of employees.

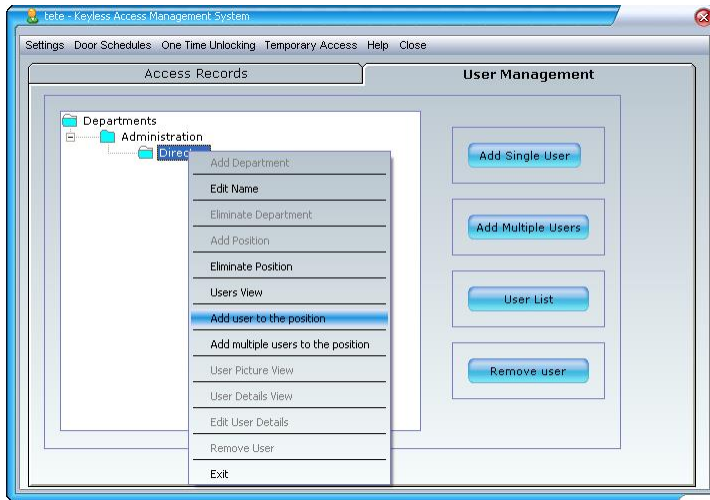
If access groups were not set on the system wizard setup procedure, go to *Door Schedules>Access Schedule >Access Group Setting*, a new screen will come up. To **Set an Access group enter the Group Label and click on **set** button, a new screen will come up, select the doors and access schedules desired for the group of users and click on **Apply** button.**



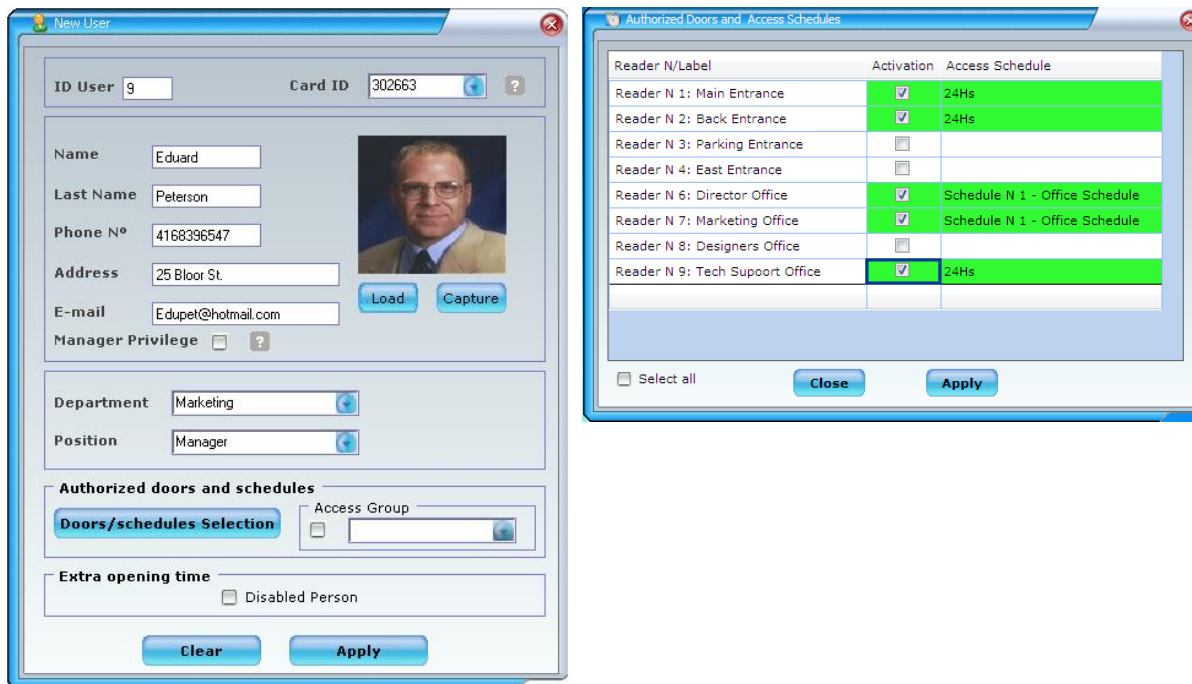
Add Single or Multiple Users to the System

Locate the mouse pointer over the position on the organization tree and click the right button of the mouse, select **add user to the position** or **add multiple users to the position** option. A new form will come up (shown below)

Note: Users can also be added from the User Manager tab clicking on **Add Single User** or **Add multiple users** button.



Enroll Single User Screen



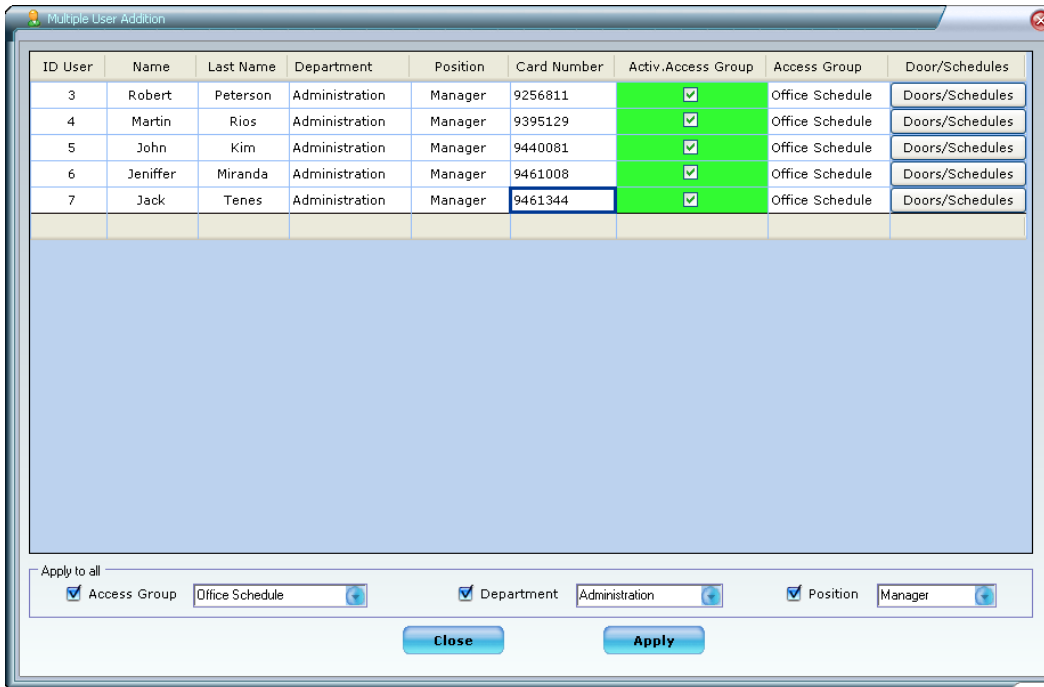
Select the access card/keyfob number (six last digits printed on the card/keychain. Enter user's information, select authorized doors and schedules or access group.

A user's picture can be loaded or capture by connecting a webcam to the computer utilized. The user's picture can not exceed 200 Kbytes.

Management privilege: Allow access upon activation of "manager only setting" feature is applied to access point/access points.

Disable feature: This feature will increase the unlocking time of the door giving the user more time to open the door.

Enroll Multiple User Screen



User Schedules Management

Set /Edit/Delete Access Schedules

To **Set /Edit** an Access Schedule, Select **Schedules menu**, then select the **Access Schedule** submenu and **Access schedule setting**, a new screen will pop up. Up to five independent access schedules can be set, select the desire access schedule, a new screen will come up, select **set/edit** option, fill out the weekly access hours desired and click on **Apply** button.

To **Delete** an Access Schedule, select **Schedules menu**, select the **Access Schedule** submenu and select the **weekly access schedule set**, a new screen will pop up. Select the desired Access schedule, a new screen will come up, select **Disable** option and click on **Apply** button to finish the operation.

To be able to perform the cancellation, previously, system users that have been assigned to that access schedule need to be edited to other access schedules.

Access Schedules Setting Format:

- Access Hours must be set in 24hr format.
- For a particular day, to **allow** access all day, utilize the following setting: 01:00 to 01:00
- For a particular day, to **deny** access all day , utilize the following setting: 00:00 to 00:00
- Access Schedule Setting Example:

The screenshot shows a dialog box titled "Schedule N° 1" with a close button in the top right corner. It contains the following elements:

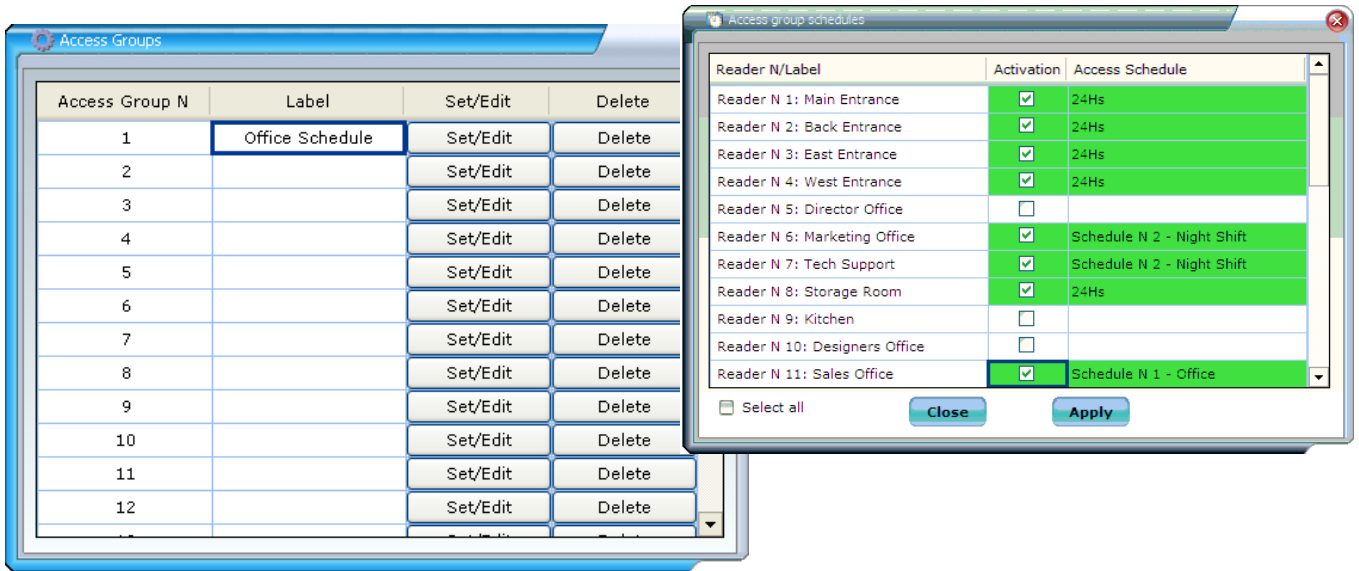
- Select operation:** Two radio buttons, "Set/Edit" (selected) and "Disable".
- Access schedule setting:** A section titled "Allow Access" containing a table of weekly access hours.
- Label:** A text box containing "Office Schedule".
- Buttons:** "Cancel" and "Apply" buttons at the bottom.

Day	From	To
Monday	09:00	17:00
Tuesday	18:00	23:00
Wednesday	17:00	02:00
Thursday	08:00	12:00
Friday	01:00	01:00
Saturday	08:00	14:00
Sunday	00:00	00:00

- Users can access from 09:00 AM to 05:00 PM
- Users can access from 06:00 PM to 11:00 PM
- Users can access from 05:00 PM to 02:00 AM(On Thursday)
- Users can access from 08:00 AM to 12:00 PM
- Users can access all day (00:00:00 to 23:59:59)
- Users can access from 08:00 AM to 14:00 PM
- Users can not access all day (00:00:00 to 23:59:59)

Set/Edit/Delete Access Groups

An Access Group allows defining a group of doors and access schedules that can be assigned to a group of people that share authorized doors and schedules e.g. employees that work in a night shift are allowed to gain access to the same doors with the same weekly schedule. An access groups called Night Shift can be created, selecting the doors and schedules that will be assigned to this group of employees.



To **Set /Edit** an Access Group, Select **Schedules > Access Schedule >Access Group Settings**, a new screen will come up. To **Set/Edit** an Access group enter/edit the Group Label and click on **set/edit** button, a new screen will come up, select the doors and schedules desired for the group of users and click on **Apply** button.

The new access group will be available to be assigned to system users.

To **Delete** an Access Group, Select **Schedules menu**, select the **Access Schedule** submenu and select the **Access Group Set**, a new screen will come up. Click on **delete** button on the access group you want to delete. If the access group was assigned to users, it will be required to edit those users' access groups.

Door Schedules Management

Set/Edit/Delete Unlocking Schedules

To **Set /Edit/Cancel** a door unlocking schedule, select **Unlocking Schedules >Weekly Schedule setting** submenu, select the desired operation (Set –Edit –Disable).When **Set or Edit** is chosen, click the desired door on the door list and complete the weekly unlocking schedule, click on **Update/Edit** button and repeat the operation for each door. To finish the procedure click on **Apply settings** button.

To **Delete** an opening schedule, select the door and click on **apply disabling** button.

When **conditional unlocking schedule** is applied, the unlocking schedule will be activated only after an authorized user is granted access to the facilities.

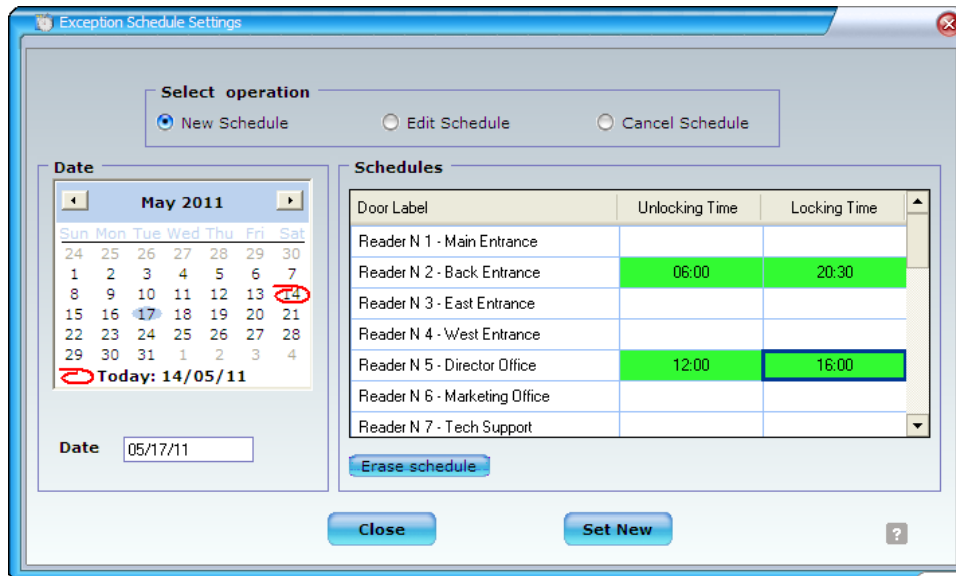
Unlocking Schedules Format

- Unlocking hours must be set in 24hr format.(e.g. 07:00 to 19:00)
- For a particular day, to **keep the unlocked** all day, utilize the following setting: 01:00 to 01:00
- For a particular day, to **keep the door locked** all day , utilize the following setting: 00:00 to 00:00
- Door unlocking schedule example:

Day	From	To	Description
Monday	09:00	17:00	Door unlocked from 09:00 AM to 05:00 PM
Tuesday	19:00	03:30	Door unlocked from 07:00 PM to 03:30 AM (On Wednesday)
Wednesday	06:30	12:00	Door unlocked from 06:00 AM to 12:00 PM
Thursday	15:00	21:00	Door unlocked from 03:00 PM to 10:00 PM
Friday	01:00	01:00	Door unlocked all day
Saturday	05:00	11:00	Door unlocked from 05:00 AM to 11:00 AM
Sunday	00:00	00:00	Door locked all day

Conditional Unlocking Schedule
 Only activate after a user is granted access with his access card/fob

Set/Edit/Delete Exception Schedules



To set a Exception Schedule, select **Schedules > Exception Schedule > Schedule Setting**, a new screen will come up.

Select the desired operation (new schedule-Edit schedule-Cancel schedule. **To Set** an new schedule, select a date from the calendar, double click on each desired door and fill out the **unlocking and locking time, then press Enter**.

To finish the procedure click on **Set New** button.

To **Edit** an exception schedule, select the set date(shown in bold) from the calendar, double click on each desired door and Edit the **unlocking and locking time, then press Enter** . To finish the procedure click on **Apply** button.

To **Cancel** an exception schedule, select the date from the calendar (shown in bold) and click **Cancel** button.

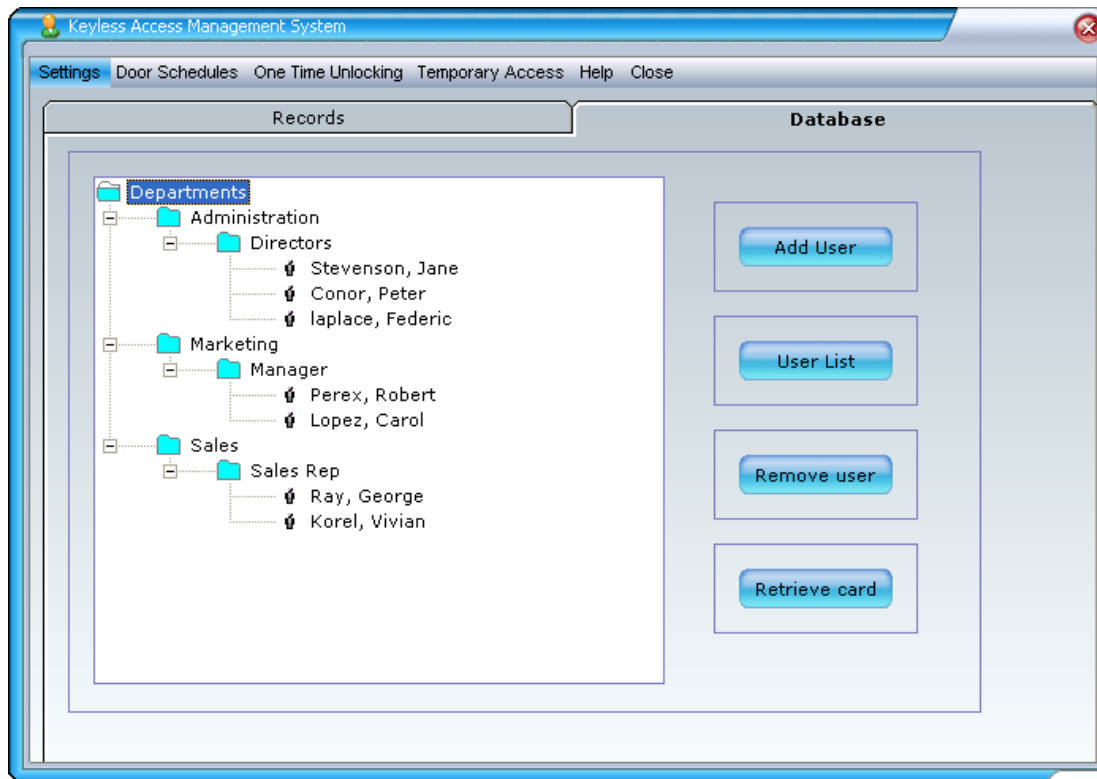
Time Format:

- Unlocking and Locking time must be entered in 24hr format (e.g. 09:00 to 18:30)
- To set an exception schedule where a door must be kept locked all day (normally following a weekly unlocking schedule) utilize the following setting: Unlocking time 00:00, Locking time: 00:00
- To set an exception schedule where a door must be kept unlocked all day, utilize the following setting: Unlocking time 01:00, Locking time: 01:00.

User Management

Creating Company/Institution Organization Tree

Secure Tech management software allows creating an organization tree where the company/institution can be organized by departments and positions. Departments can be incorporated to the company/institution, positions to the departments and users to the positions. Management operations are easily performed by simply locating the cursor over organization tree items and clicking the right button of the mouse to select the desired operation.

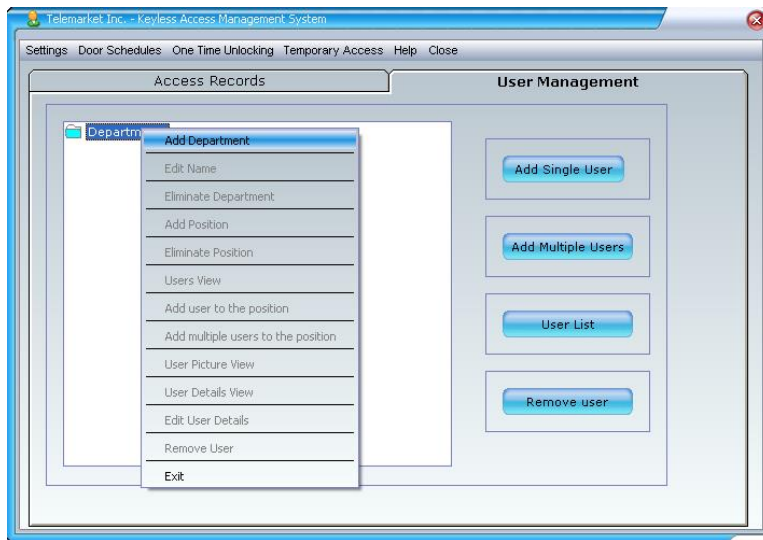


Management operations that can be performed over the organization tree:

- Add/Edit/Remove Department
- Department users' view
- Add/Edit/Remove Position
- Position user's view
- Add single/multiple user to a position
- Edit user details
- Remove user

Add/Edit/Delete Departments

To **Add a Department**, locate the mouse pointer over the Department folder and press the right



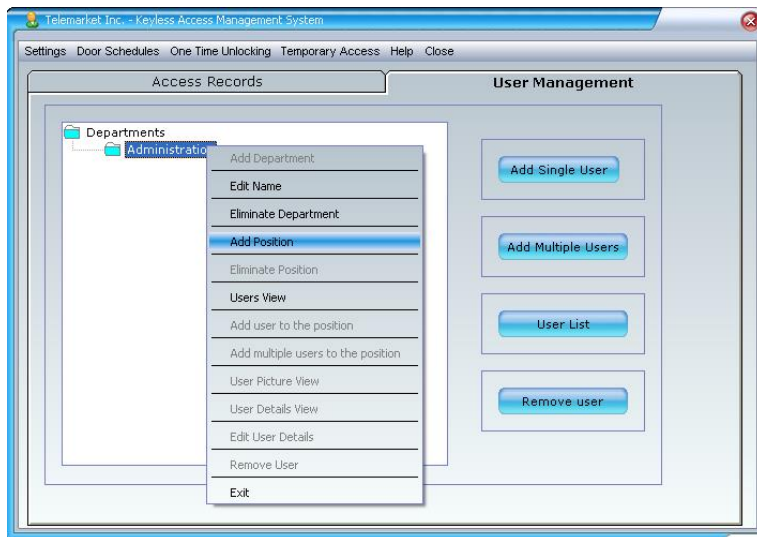
button of the mouse, select the **add department** option, an input box will come up, enter the name of the New Department and click on **OK** button. A new department will be added to the Department tree.

To **Edit a Department** name, locate the mouse pointer over the Department folder and click the right button of the mouse, select the **Edit name** option.

To **Delete a Department**, locate the mouse pointer over the Department you want to remove, press the right button of the mouse and select the option **Eliminate Department**.

Note: To be able to delete a department, delete existent positions under the department.

Add/Edit/Delete Positions



To **Add a Position**, locate the mouse pointer over the Position on the organization tree and click the right button of the mouse, select the **add position** option, an input box will come up, enter the name of the New Position and click on **OK** button. A new position will be added to the Department tree.

To **Edit a Position Name**, Locate the mouse pointer over the Position and press the right button of the mouse, select the **Edit name** option.

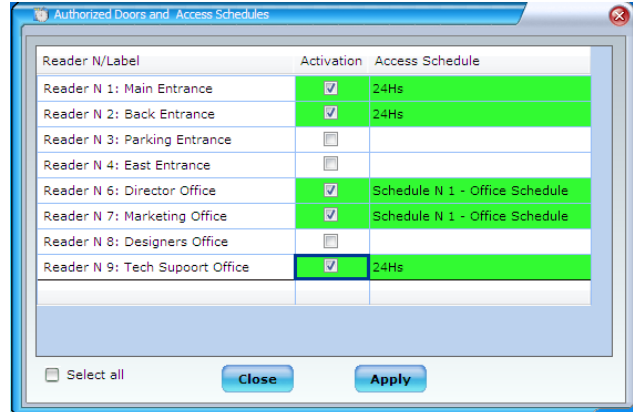
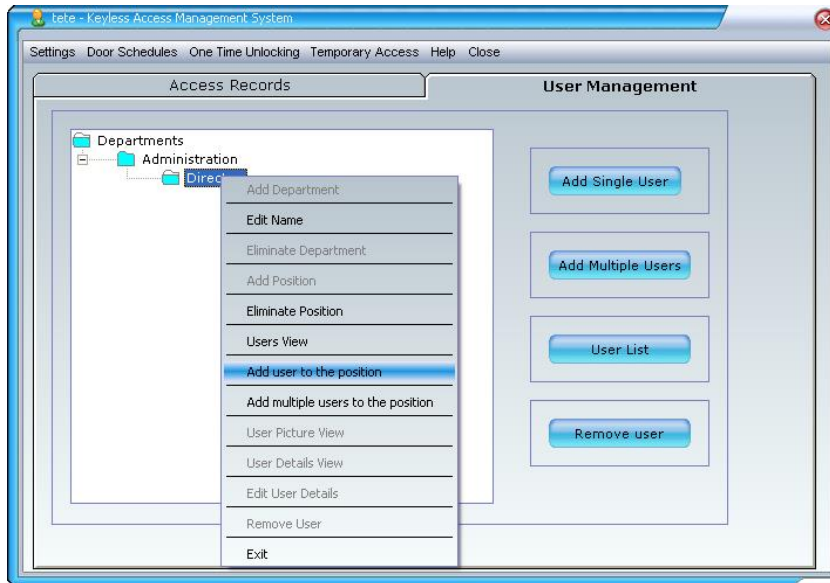
To **Delete a Position**, locate the mouse pointer over the Position you want to remove, press the right button of the mouse and select the **Eliminate Position** option.

Note: To be able to delete a position, previously you must to delete users that belong to that position.

Add/Edit/Remove users

Adding, editing and deleting users can be done over the company's organization tree,

To **Add** a user, locate the cursor over a position folder, click the right button of the mouse and select **add user or add multiple users to the position** option.

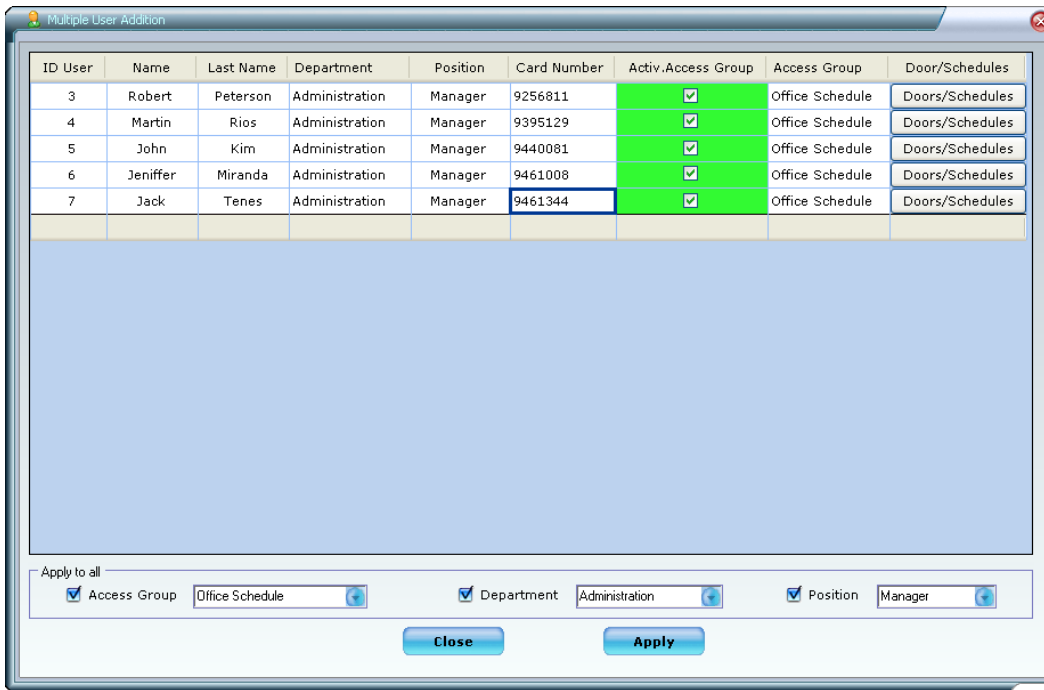


Select an access card number/keyfob (six last digits printed on the card/ keyfob). Enter user's information, select authorized doors and schedules or access group. A user's picture can be loaded or captured by connecting a webcam to the computer utilized. The user's picture cannot exceed 200 Kbytes.

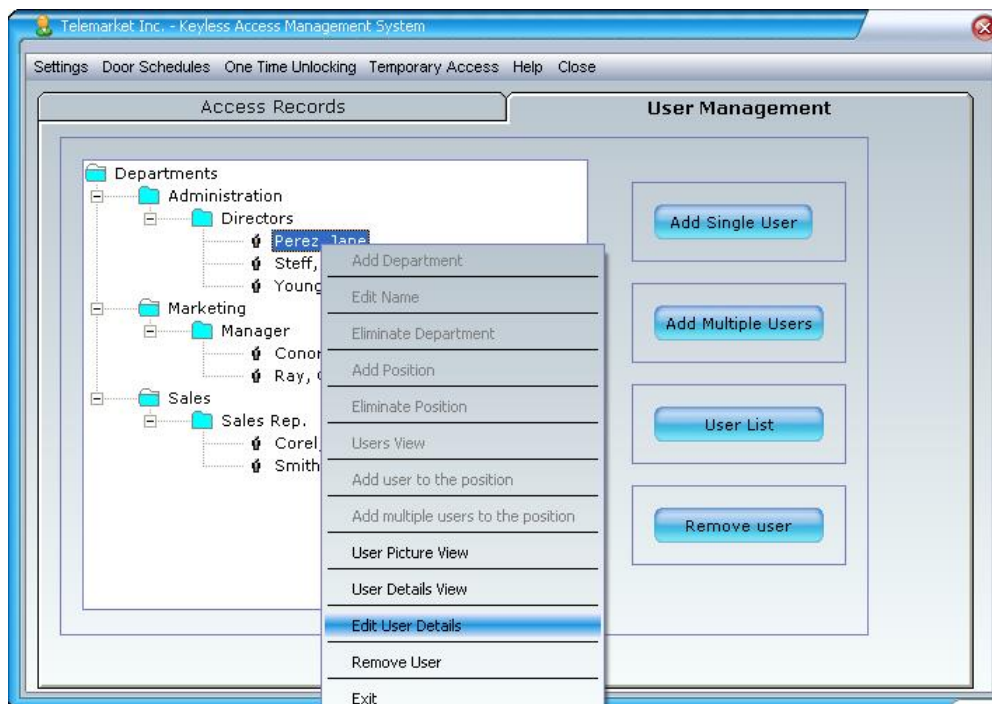
Management privilege: Allow access upon activation of "manager only setting" feature is applied to access point/access points.

Disable feature: This feature will increase the unlocking time of the door giving the user more time to open the door.

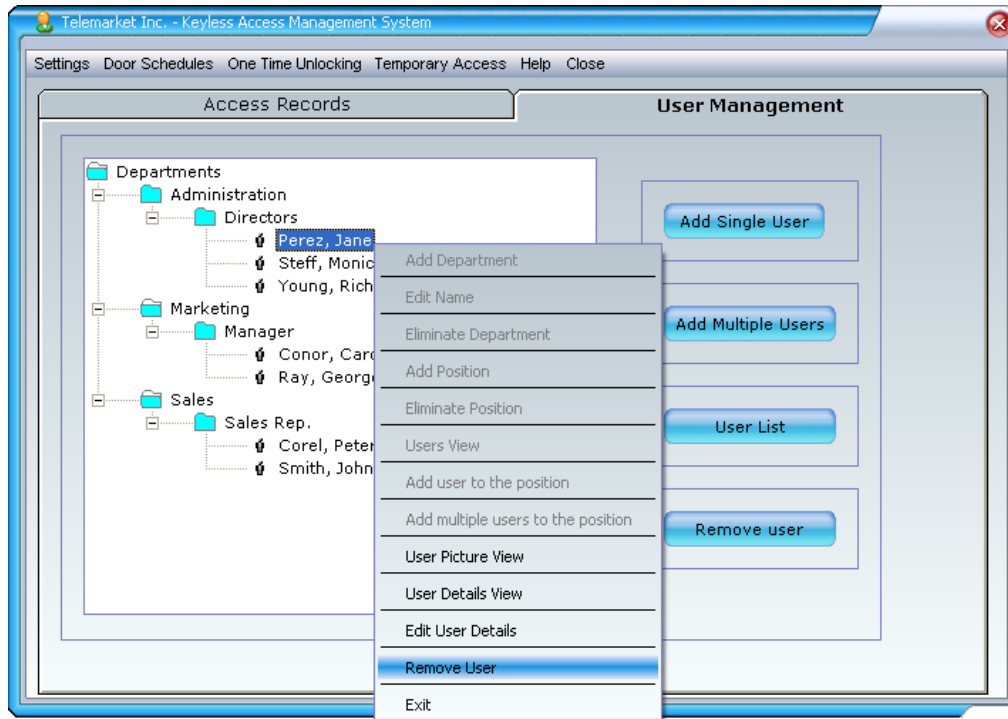
Enroll Multiple User Screen



To **Edit** user's settings, click on the user's name and select **Edit User Details** option



To **Remove** a user from the system click on the user's name and select **Remove User** option



Remove User Screen



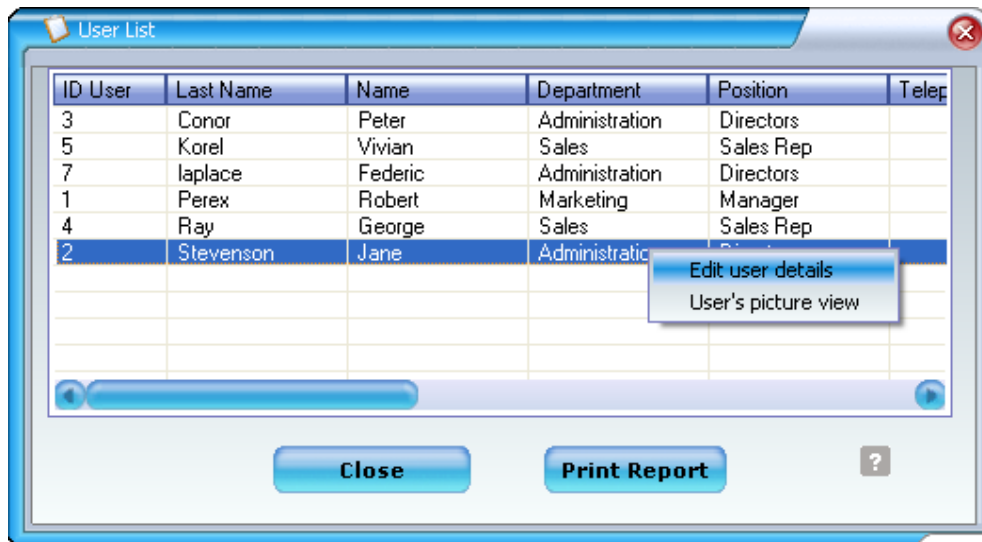
Select the name of the user to be deleted, users can be filtered by department and positions. Select if the user has returned his/her access card. To finish the operation click on **OK** button.

Note: When users are removed from the organization tree the user name will be automatically loaded on the form.

NOTE:

Users can be also be removed by clicking on **Remove User** button on the user management tab

Users List - Print Report



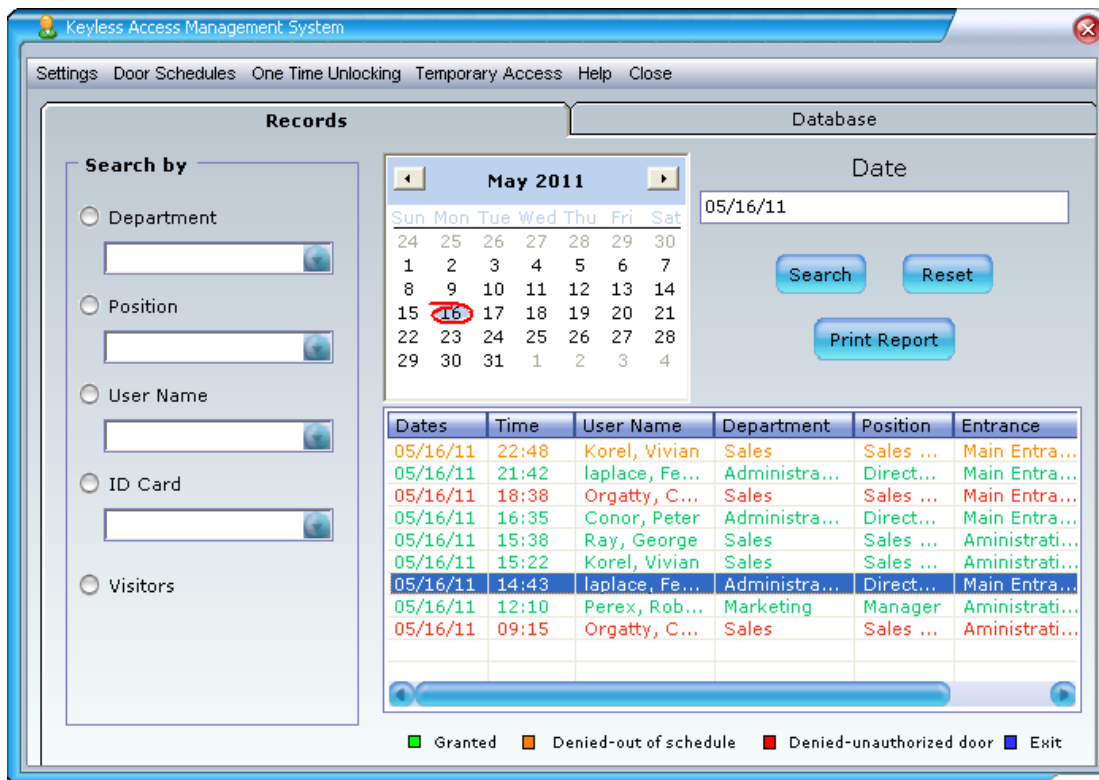
Go to user management tab and click on **User List** button. The list can be rearranged by clicking on the list headers. To print a report click on **Print Report** button

To obtain a list of users that belong to a particular department or position, go to the user management tab select locate the mouse pointer over the department or position folder and click the right button of the mouse, select the select user's

view option.

Access Records List - Print Reports

Go to Records tab, you look for access and exit records filtering by a date or a period of dates department, position, User name, Id card or visitors



To generate a **printable report** click on Print report after the search is performed

Printed Date: Monday, May 16, 2011
 Printed Time: 9:42 pm
 Page 1 of 1

Access / Exit Report

Date	Time	User Name	Access/Exit	Door	ID Card	Department	Position
05/16/11	22:48	Korel, Vivian	Denied-Out Schedule	Main Entrance	294985	Sales	Sales Rep
05/16/11	21:42	laplace, Federic	Access Granted	Main Entrance	310908	Administration	Directors
05/16/11	18:38	Orgatty, Carlos	Denied-Unauthenticated	Main Entrance	302663	Sales	Sales Rep
05/16/11	16:35	Conor, Peter	Access Granted	Main Entrance	306760	Administration	Directors
05/16/11	15:38	Ray, George	Access Granted	Administration Office	310998	Sales	Sales Rep
05/16/11	15:22	Korel, Vivian	Access Granted	Administration Office	294985	Sales	Sales Rep
05/16/11	14:43	laplace, Federic	Access Granted	Main Entrance	310908	Administration	Directors

Replace lost /stolen access cards/Retrieve lost cards

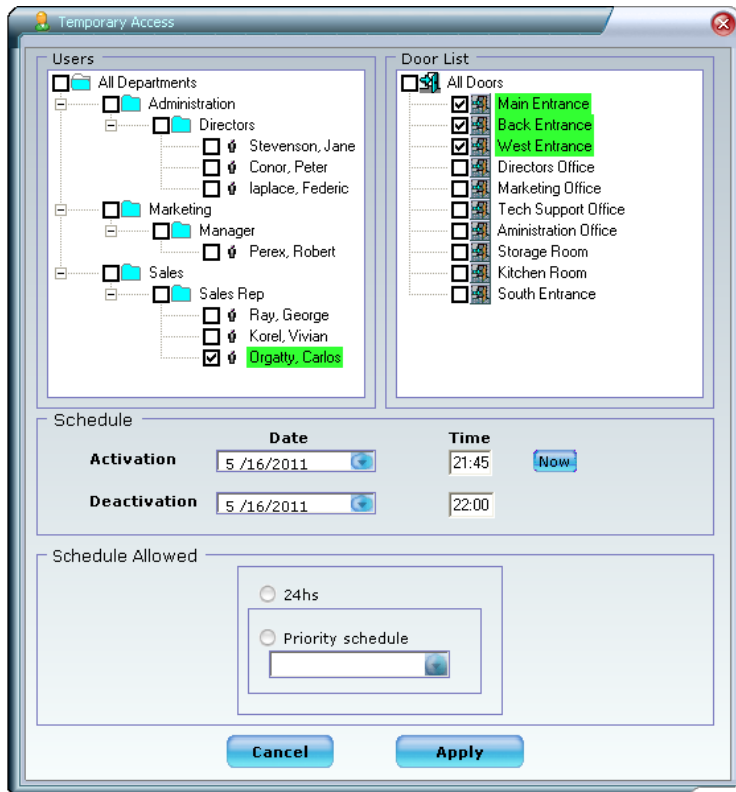
Replace lost /stolen access cards

To replace a lost/stolen card, go to database tab, look for the user on the organization tree, click on the user name and press the right button of the mouse, select **Edit User Details** Option
 Select a **new card number** from the combo box; **the old card will be automatically removed from the system (the card will not unlock any existent door)**

Retrieve lost cards

If a lost card is found, the card can be retrieved into the system. To retrieve a lost card go to the database screen and click on **retrieve card** button. A screen will come up where the card can be selected and re-entered into the system.

Set/Edit/Delete Temporary Access

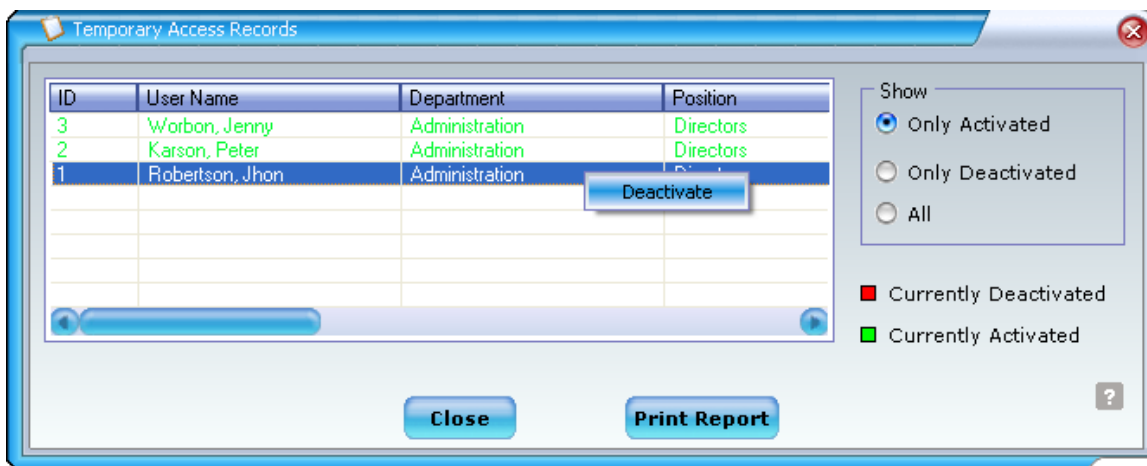


The temporary access feature can be applied to system users. It allows to granting/denying temporal access to doors, only for a period of time or days.

To set temporal access go to **Temporary Access > System users** submenu, you can authorize by department/positions or individual users, select the doors you want to grant access, select the **activation date and time** (date and time after which access is granted to the user/users), **deactivation date and time** (date and time after which access is denied to the user/users). The priority schedule will be activated when is required to grant access for more than one day, this feature is particularly useful to prevent users to gain access during night hours.

To **Edit** a temporal access go to set temporal access and re-set the temporary access, this operation will overwrite the previous settings.

To **Disable** a temporary access select **Temporary Access** menu, select the **Temporary Access > Employees > view/deactivate** submenu, a new screen will pop up with a temporary users



list, select the user you want to disable (the temporary set will be disable returning to the normal access set), press the mouse's right button and select **Deactivate** option (this option will be present only for active users).

Visitor Management

Add/Edit/Delete Visitors

The screenshot shows the 'Visitor Access' window with the following fields and options:

- Visitor Details:** Name (Caroln Reyes), Card ID (302966), Notes (Sales Rep.), and a picture field with 'Load' and 'Capture' buttons.
- Door List:** A list of doors with checkboxes: All Doors, Main Entrance, Back Entrance, West Entrance, Directors Office, Marketing Office (checked), Tech Support Office, Administration Office (checked), Storage Room, Kitchen Room, and South Entrance.
- Access Schedule:** Activation (Date: 5/25/2011, Time: 18:12, Now button) and Deactivation (Date: 5/25/2011, Time: 19:30).
- Priority Schedule:** Radio buttons for 24hs and Priority schedule (with a dropdown menu).
- Extra opening time:** A checkbox for Disabled Person.
- Buttons: Close and Apply.

To **Add** a visitor go to **Temporary Access > Visitors > Add New** submenu, complete the visitor details form, assigning to the visitor a card number and authorized doors where the visitor can gain access, select the activation date and time (date and time after which access is granted to the visitor), deactivation date and time (date and time after which access is denied to the visitor).

The priority schedule will be activated when is required to grant access to a visitor for more than one day, this feature is particularly useful to prevent visitors to gain access during night hours.

Important Note: It's not necessary to deactivate a visitor's card when is assigned to another visitor, the system automatically will deactivate the previous card settings if is still activated.

The screenshot shows the 'Visitor Records' window with a table of visitor information and a right-hand panel for filtering.

ID	Visitor Name	Notes	Activation
2	Victor Lopez	Computer Tech	05/23/11-22:51
1	Robert Ray	Sales	05/23/11-22:50

Right-hand panel options:

- Show:
 - Only Activated
 - Only Deactivated
 - All
- Currently Deactivated
- Currently Activated

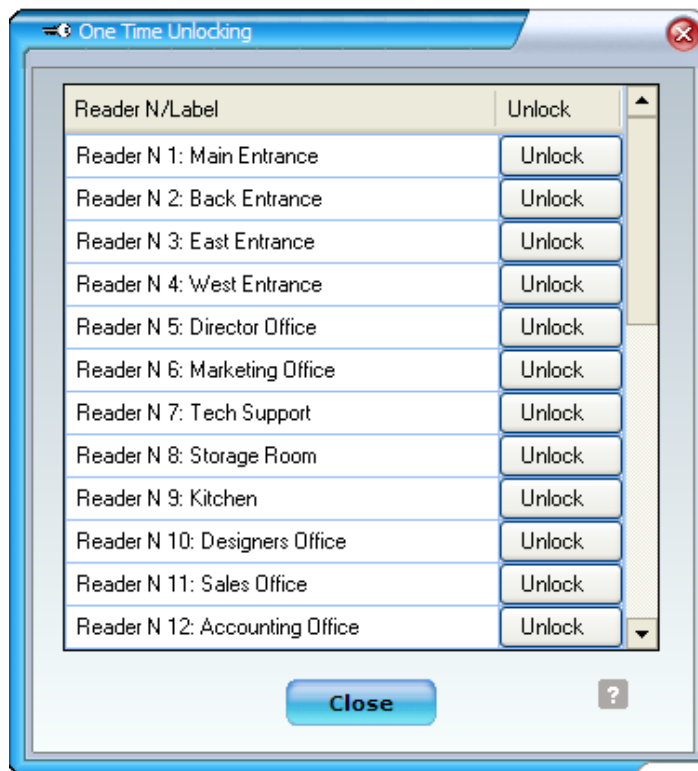
Buttons: Close and Print Report.

To **Edit** a visitor go to **Temporary Access > Visitors > View/Edit** menu, select the user you want to edit, press the mouse's right button and select **Edit** option.

To **Deactivate** a visitor, select the name of the visitor you want to deactivate, press the mouse's right button and select **Deactivate** option.

One Time Unlocking

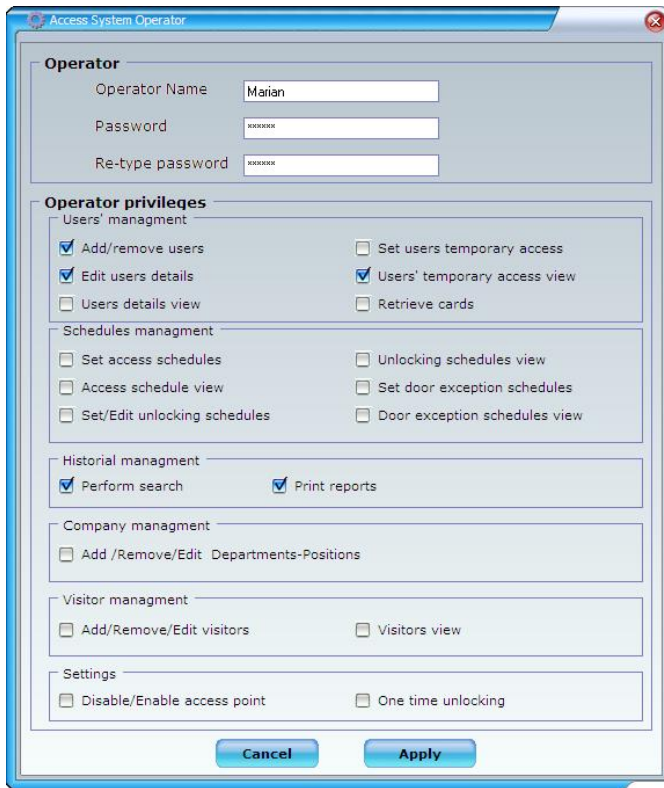
Unlock Access Point



This feature allows unlocking a selected door for 5 seconds. Select **One Time Unlocking** option from the menu, select the door from the list and click on unlock button, the door selected will be unlocked for a period of 5 seconds.

Settings Menu

Add Operator



Go to **Settings>Add operator**, enter the administrator password, a new screen will come up, enter the new operator name and password. Select the system operator privileges. The operator will be able to perform only the operations set. click on **Apply** button to finish the operation.

Remove/Edit operator privileges

Go to **Settings> Remove/Edit operator privileges**, enter the administrator password, a new screen will come up, select the operator name, **to edit** privileges check "edit privileges " checkbox and click on **OK** button, edit the operator privileges, to finish the operation click on **Apply** button. To **Remove** a system operator, select "remove" checkbox and click on **OK** button.



Switch operator



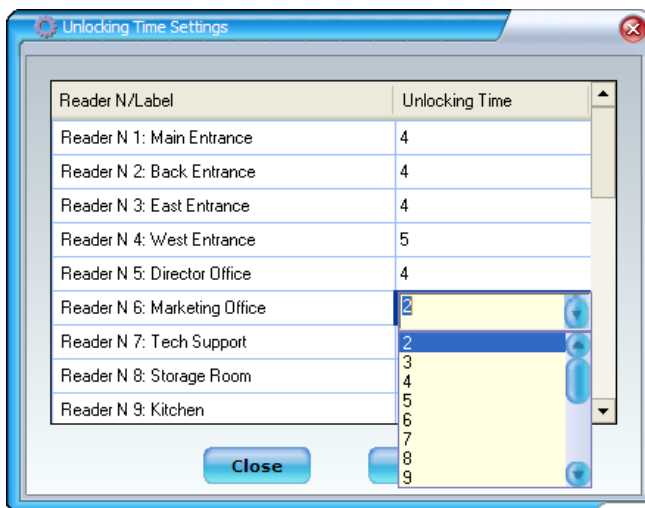
To switch an operator go to **settings>switch operator**, select the operator name and enter the operator password.

Change administrator password



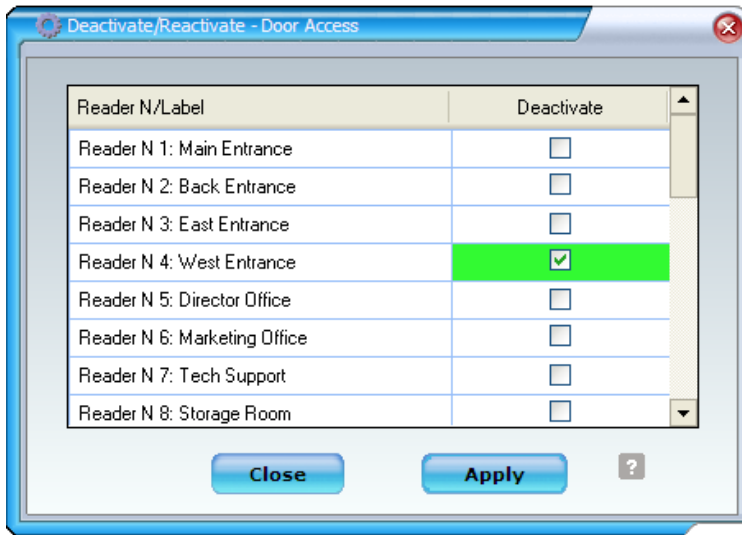
This function will change the administrator password. Go to **Settings >Change administrator password** option. Enter the actual password and the new password, click on **OK** button.

Door Unlocking Time



This feature will set the time that the door remains unlock after presenting the access card onto the reader .Valid opening times range from (2) to twenty (20) seconds. Select the unlocking times from the combo box. To finish the operation click on **Apply** button.

Door Access deactivation/activation



This feature allows deactivating the access system at selected doors for non system managers.

Go to **Settings > Access points deactivation/activation**, enter the administrator password, a new screen will come up, on the checked access points the access system will be deactivated, only users with manager privilege will be able to use their Card/keychain to gain access. The access points checked will remain locked overwriting weekly unlocking schedules. To reactivate access points previously deactivated uncheck them and click on **apply** button.

Door Remain open reporting time



This feature allows to set the time after which the system will report that doors remains open, the reporting time valid values range from 5 seconds to 255 seconds(4.25 minutes).

Real time Report Settings

Access System - Real Time Reports

Email Settings

Email 1: Jhon@hotmail.com Label Email 1: Jhon

Email 2: Label Email 2:

Email 3: Label Email 3:

Email 4: Label Email 4:

Email 5: Label Email 5:

Email 6: Label Email 6:

Voice warning

Activated Deactivated

Warning Pop-Up Windows

Activated Deactivated

Communication broken

Report to Secure Tech - 24/7 Email:

Do not report

Door Report Settings

- Door N: 1 - Main Entrance
- Door N: 2 - Back Entrance
- Door N: 3 - East Entrance
- Door N: 4 - West Entrance
- Door N: 5 - Director Office
- Door N: 6 - Marketing Office
- Door N: 7 - Tech Support
- Door N: 8 - Storage Room
- Door N: 9 - Kitchen
- Door N: 10 - Designers Office
- Door N: 11 - Sales Office
- Door N: 12 - Accounting Office
- Door N: 13 - Recreation Area
- Door N: 14 - Conference Room
- Door N: 15 - Video Room

Close **Apply**

This feature will report system events in real time. Go to **Settings > Real time reports Settings**, enter the administrator password.

Settings Steps:

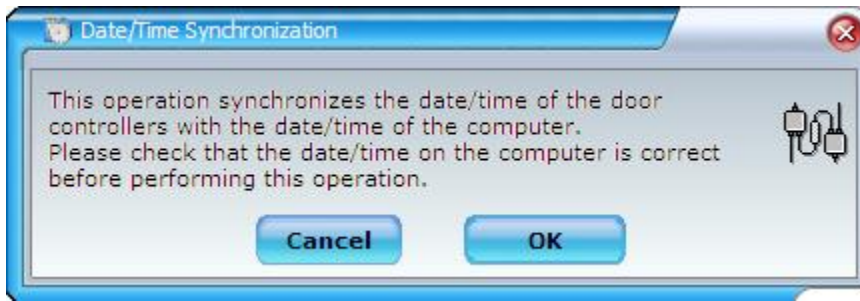
- A) Enter emails and emails labels of the people you want to send the reports to.
- B) Activate or deactivate voice warning and pop -up windows warning
- C) Enter email of secure tech to report communication broken
- D) Click Apply button
- E) Select each one of the doors, a new screen will come up

For Each door we can report the following events

- **Access Granted**
- **Unauthorized access attempt – Out of schedule**
- **Unauthorized access attempt – Unauthorized Door**
- **Unauthorized access attempt – Removed user(access card unreturned)**
- **Exit registered**
- **Door forced open – Door remains open**
- **Door controller power loss**

Each event can be reported to six(6) different users, each user can be set to receive the report with a customized weekly schedule.

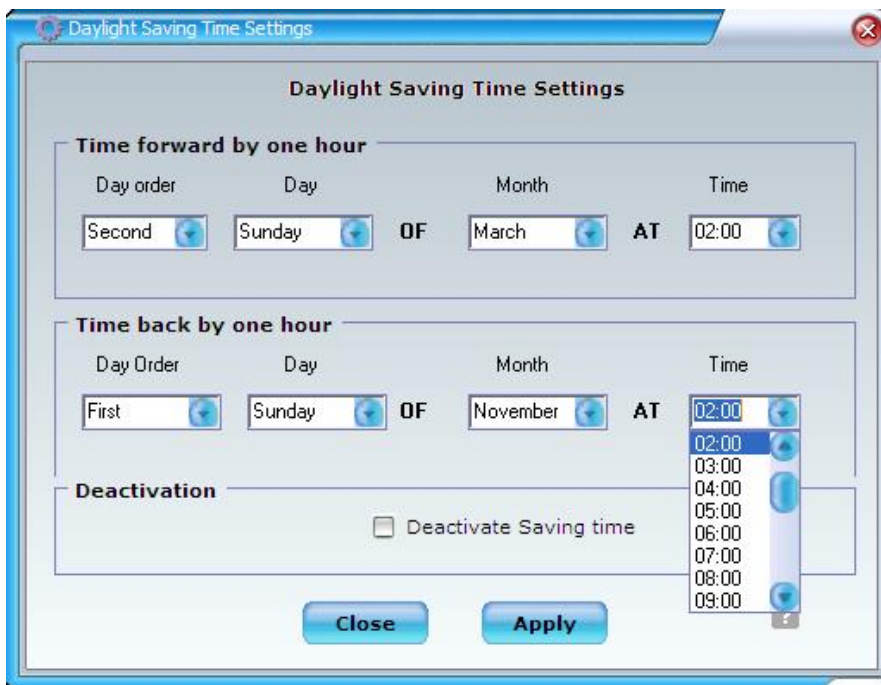
Date/Time Settings



This feature will synchronize the date/time of the computer with the date/time of the all the door controllers modules of the system. Go to **Settings** menu and select **date/time Settings** option. *Note: Check that the date/time in the computer is correct before performing the operation*

Daylight Saving Time Settings

This feature allows the system to adjust automatically the time following the daylight saving time set. Go to **Settings> Saving Time Settings**. The example set bellow will time forward by hour the second Sunday of March at 2 am and will set the time back by one hour the first Sunday of November at 2 am



Net controller test

This feature will test if the usb net controller is properly connected to the computer. Go to **settings>Net controller test**

Register new proximity cards/keyfobs

This feature allows incorporate new access cards or keyfobs into the system, go to settings>register new proximity cards/keyfobs. Click on "Register Access Cards/Keyfobs" button and present the new access cards/keyfobs onto any proximity reader.



Access card/keyfob Recovery

To re-enter into the system a reported lost/unreturned access card/keyfob. Select the card from the combo box and click on Apply button. The card will be available to be assigned to new users.

System Logs

A list of all the operations performed will be shown. A printable report can be generated by clicking on print report button.

System Reset

This feature will reset the system to its original settings. All users and settings will be permanently erased from the hardware and software.