Brief Introdcution



Welcome to EYEONGATE
Access Control System

Welcome to use online help for Eyeongate II Security system Management Platform.
This online help is only for the software platform and security Management Subsystem. Help for other subsystems can be found in the "System" menu.

Summarize

New Function

Areas of Application

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Summarize

Eyeongate II Security System Management Platform is an innovation software which works for M controller series. In addition to all functions of the second-generation software,Eyeongate II adopts such features of second-generation software as software infterface, dynamic help and so on. When work with M controller series, Eyeongate II can serve small and medium enterprises for access control and attendance management, as well as work with CCTV and alarm devices. The system is easy to manage, install and use.

Further Check"Installation Requirement"and"Areas of Application".

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New Features



Customized Interface
Software GUI is more visual and convenient. The function interface window can be moved, hidden, enlarged/minimized and grouped conveniently. The user can adjust the display size and software interface as perferred.

Dynamic Help
When user clicks any setup button in software, an instruction for the button will be displayed.

Smart Upload
System will only Upload changed data to controller, it can save Upload time.

Custom Reader Protocol
The communication protocol which between controller and reader can be changed by software setup. User can select multiple readers.

Batch Operation
Software supports multiple selection and operation, which can greatly improve work efficiency.

DVR Linkage
Software can work with DVR, user can check DVR video in real-time monitoring, when event or alarm happen, software will require DVR start to record. The video can be found by double-clicking event or alarm record in query interface.

Image Snapshot
Under real-time monitoring mode, when video compression card is installed in PC, the user can check the video for monitoring position. In case of occurance of events or alarm, software will snapshot automatically.

Modulated Design
Basing on an unique platform, the software is characterized by modulated design, unique style and unlimited upgrade capability. Currently, the software consists of access control module and attendance module, which can both work independently. User can use any of all modules. When new module is developed, user can add the new module into exiting plaftform easily.

Excellent Attendance Module
Compare to other controller-based attendance management system, the software provides more complete attendance functions such as three-shift attendance, cross-day attendance, overtime calculation, thimework payment, work-arrangement base on month/day etc. The attendance management module itself can serve as a professional attendance management system independently.

Multi-language
User can change any character string for interface character, dynamic help and externally files. The system can support multi-languages.

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Areas of Application

Product:
M Controller Series
Areas of Application
Eyeongate II security platform can be applied for commercial offices, governments, R&D instituations, industrial enterprises, intelligent buildings, intelligent residential areas, banks, financial organizations, prisons, detention houses, airports, subways, hospitals, customs and so on.

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Installation Guide

Thank you for using Ameta system.

Before installation, please study the user manual carefully for information on installation, method of use and terms of use.

Basic Information

Application Plaftform:Windows 2000, Windows 2003 Server, Windows XP, Windows Vista, Windows 7

Browser: Microsoft Internet Explore V5.0 or above.

Language: English

Software Property: Controllers management software.

How to install? please refer to:

Installation Requirement

Installation Steps

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Installation Requirement

PC must satify the basic requirements in the following sheet. The system can work without confirming with the "Recommend" items. However, users are strongly recommended to adopt systems satisfying the "Recommend" configuration which can ensure prima system performance.

When install software, your PC will satify to following system requirement.

Items	Requirement
Processor	Min. Pentium II CUP, 800MHz Recommend: Pentium III,1G MHz
Memory	Windows 2000(sp4) - 512MB, Windows 2003 Server - 512MB, Windows XP Home - 192MB, Windows XP Professional and Windows Server 2003 - 256MB, Windows Vista - 1GB, Windows 7 - 1GB Recommend: XP Home: 256MB, XP Professional and Windows Server 2003: 512MB
Hard Disk Capacity	System driver 200MB at least, software installation installed driver is 2.1GB[1]
Operation System	Windows 2000, Windows XP, Windows Server 2003, Windows Vista, Windows 7
IE	Microsoft Internet Explorer 5.0 at least. Recommend 6.0 at lease
CD-ROM driver or DVD-ROM	CD-driver is required if the software is to be installed via CD.
Video	800 x 600, 16 bits color Recommend: 1024 x 768, 24 bits color
Mouse	Microsoft mouse or compatible device
USB Interface	At least one hardware interface of USB V1.0 or above
Series port / Network port	RS232 or RS485 series port or internet RJ45 ethernet interface[2]

[1]When start software installation program, the default installation location is system driver.However,usr can install the software in any driver. In order to ensure proper performance of the syste,the system driver must have extra space. Thus, no matter wherever the software is to be installed, please ensure system driver has enough memory. At the same time, for saving database and pictures, sufficient memory should be kept for the driver where the software is installed.
[2]The interface is used for connecting with controller. Please refer to controller user manaul for more information. If no controller is connected, some software functions can not be used.

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Installation Steps

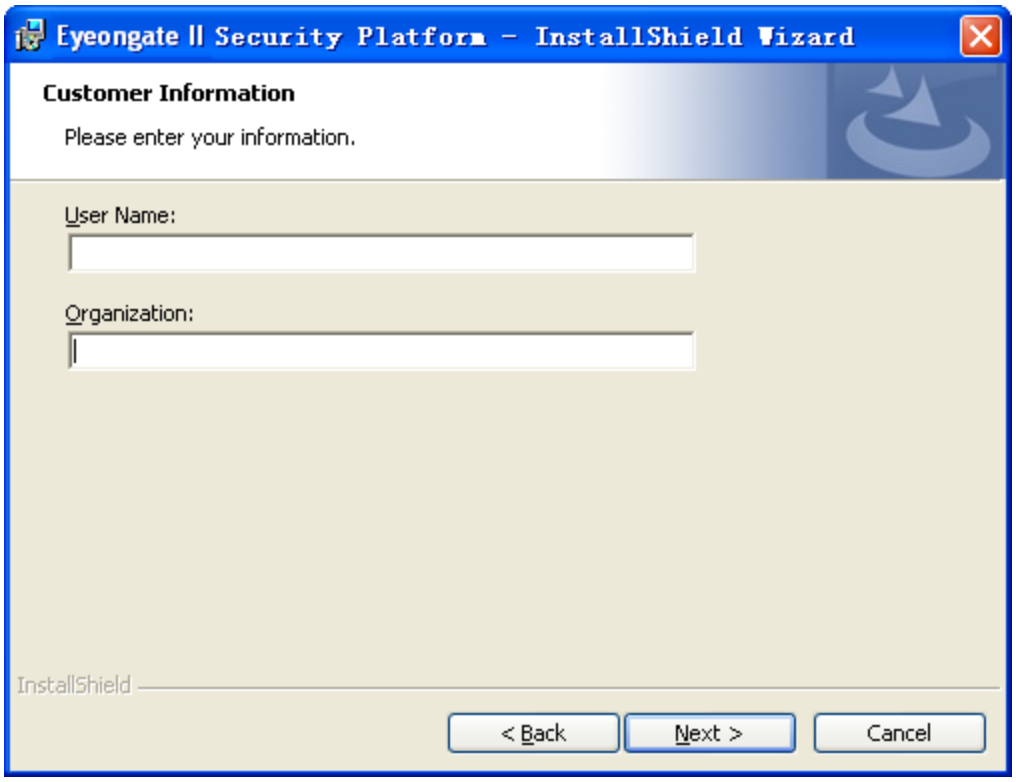
Before install software, please close other programs and ensure your PC can satisfy the Installation Requirement, If the software has been installed before, please delete the prior version by "Add or Delete Program" menu, otherwise, software installation may fail. Following pictures may differ from your actual situation. This maybe caused by operation system or application requirement, and which will not affect the performance of the system.
1. Please find setup.exe or setup file in installation file (usually, it can be found in the CD delivered with the products). The setup.exe is in root directory of installation file. User can start the program by clicking the file icon.

2. It will take some time to gather the system parameter of your PC. The time taken depends on device configuration (may need several seconds or several minutes). Then the welcome page will be displayed as below:

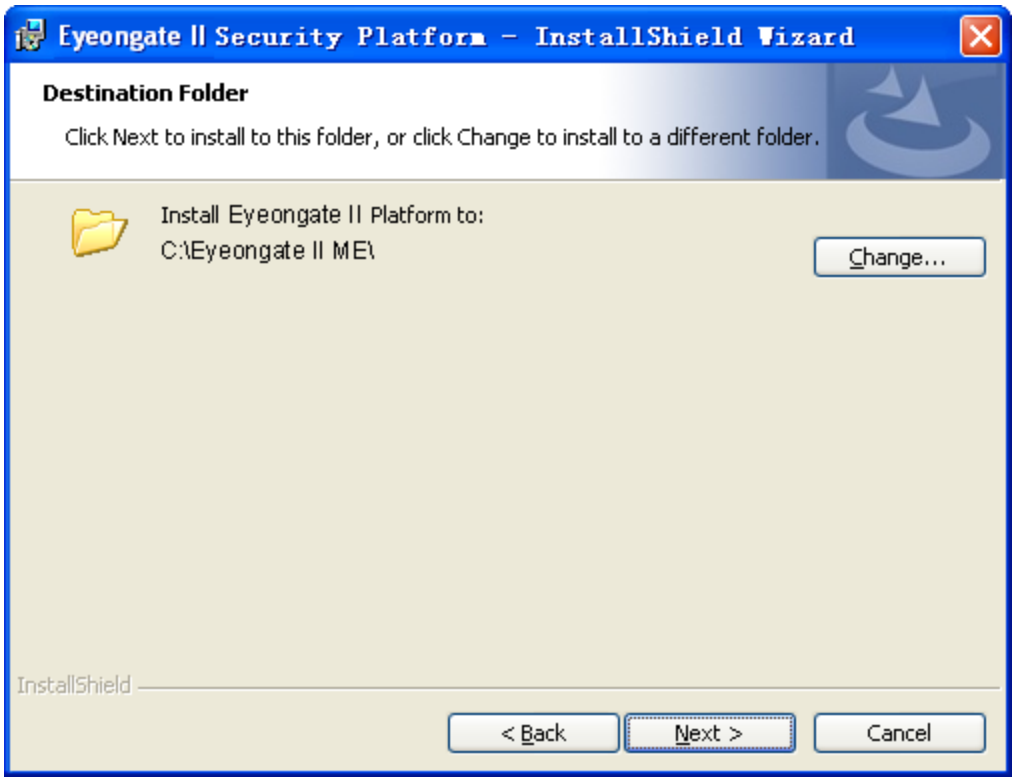


Please read installation prompt, if you ensure to install software, please press "Next" button to continue, if not, please press "Cancel" to exit install program. In further installation steps, you will select "Back", "Next"and "Cancel" button to back to last step, continue and exit install program. We will do not explain it in furture.

3. Press "Next" to enter "Customer Information" interface (showed following pricture), User can input user name and company information, you also do not input it.

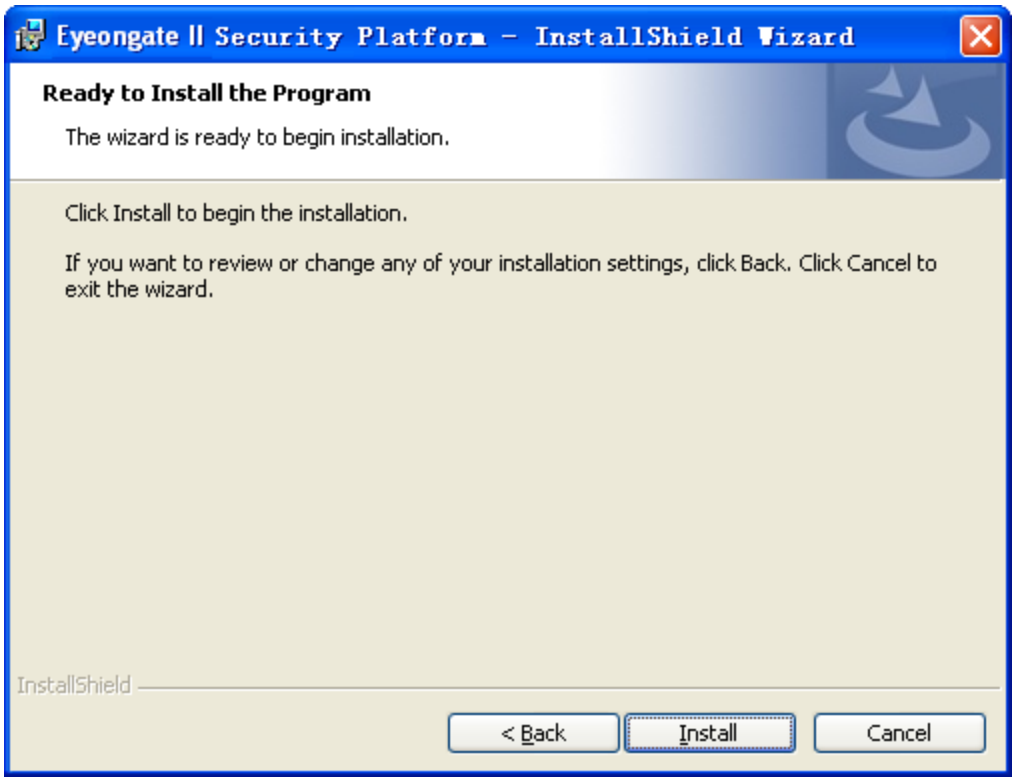


4. User can select installation directory(showed following picture), default dirctory is system driver program list. We suggest you install other directory that has enough memory space.



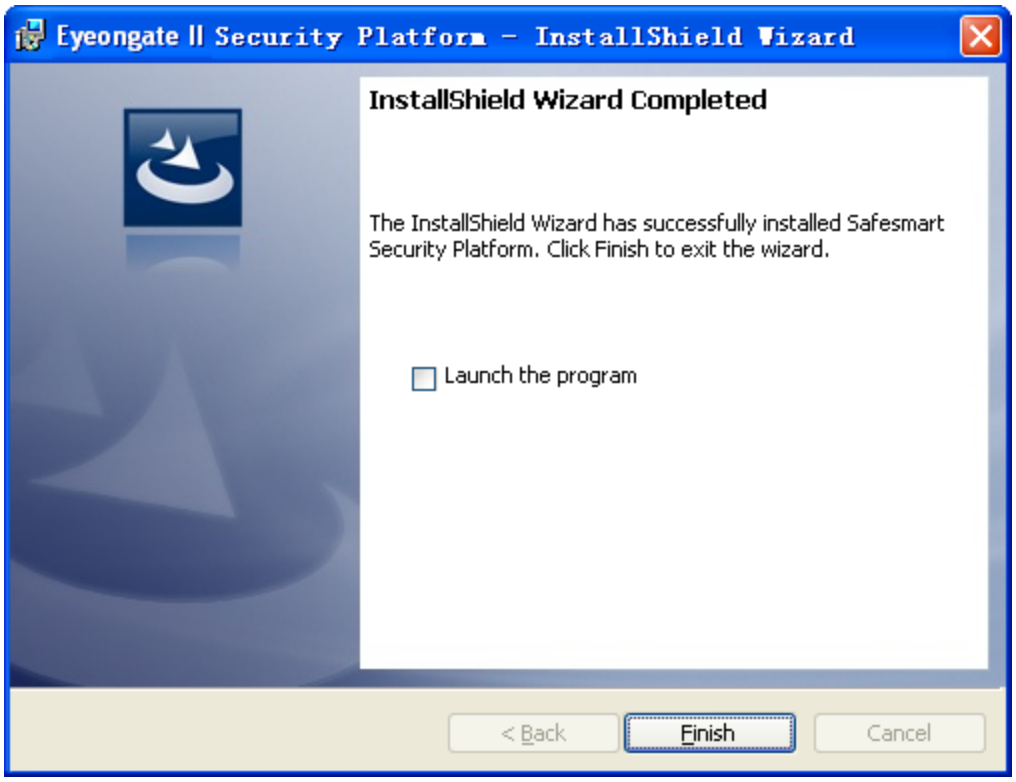
Press "Change" button to select directorty, after you select installation dierctory, press "OK" to back. Notice: For Windows Vista and Windows 7 user, dure to this two operation systems reinforce user access management, so under default, some directories are not allowed to access for operation user (including administrator), and change the directory informatin directly. The directory include "Program Files", "Windows" and so on. Please do not install the system in those directorties, or software can not work well.

5. After press "Next", the program will ask your comfirmation again. If you ensure setup is correct, please click "Install" button to install, if not, back to last setup to change setup by press "Back" button, or press "Cancel" button to exit installation program.



6. After click "Install", system will install the software and database automatically. It will spend you some time to gether your system parameter. The time will depand on your device configuration and other situation(maybe need several seconds or several minutes). In the process of installation, you can press "Cancel" button to exit installation program.

7. At last, after system is installed, following picture will be displayed:



If you find this interface, we congratulate to you, the software is installed successfully. Please press "Finish" button to end it. Before you press "Finish" button, if user select "Launch the program", then the software will be started after installation program exit.

In the future, you can double-click tabletop shortcut icon or click operation system menu "Start"-> "All Program"->"Eyeongate II Security System Management Platform"-> "Eyeongate II" to run the software.

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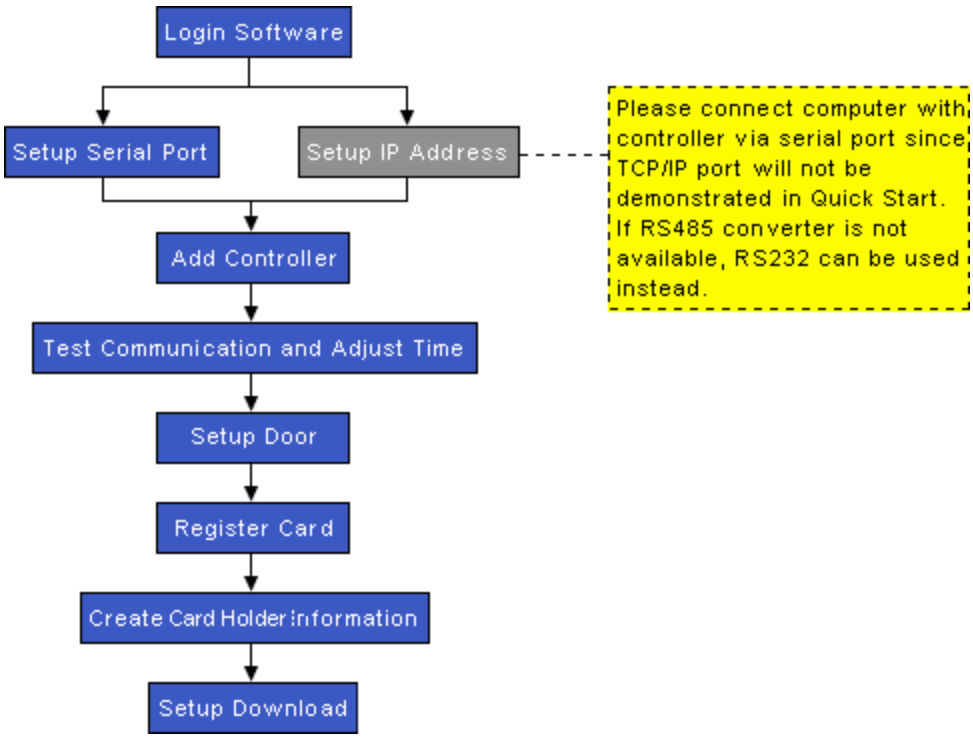
Quick Start

Quick Start is designed for new users who are not familiar with Ameta system. It helps the user to use software and basic setup, in order to make software under working state. User can open the door via preseting card after setup finished. setup hardware, arrange Card Holder shift and attendance count. At the same time, the quick start will introduce some basic knowledge on attendance system. This information will be marked with "icons  "and written in grey.The user may ignore this supportive information. However, we would like to suggest all end users read it carefully. User can also find more detailed information in "Uer Manual" If user has any questions on the software, please check "FAQ", where the answers maybe found.
Before start, please connect controller or integrated access controller with PC. Please refer to controller user manual or go to"Hardware Connection Method"for more details.

Click here to start. Click any items you want to know and you can enter the step directly.

Quick Start Flow Chart



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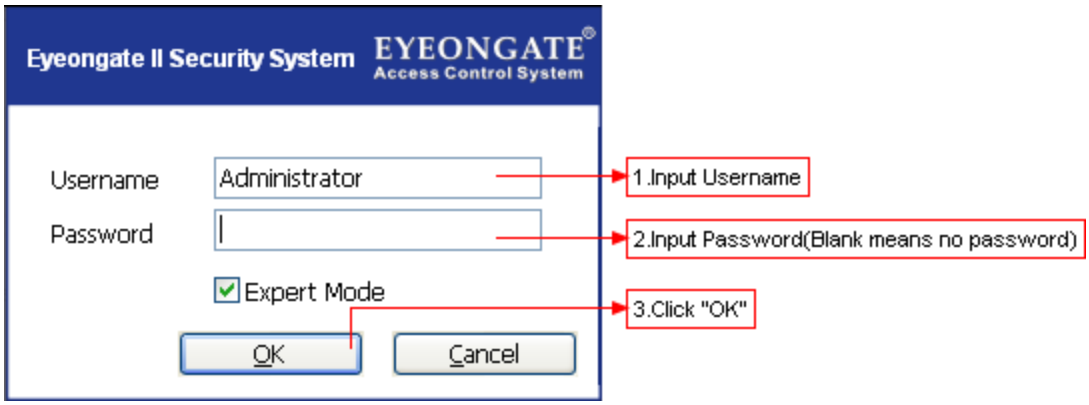
Software Login

After open PC and enter operation system, please find the software icon on operation system tabletop . Double-click the icon to start software, then following login interface will pop up:



Input username as "Administrator"(case sensitive) and default password (default password is empty). After click "OK", the user will enter main operation interface as superuser.

Superuser has the supreme authority to operate the software and its access group and username can not be changed. If user logins with other identity, some software functions can not be displayed. Please input the changed password if superuser password has been changed.

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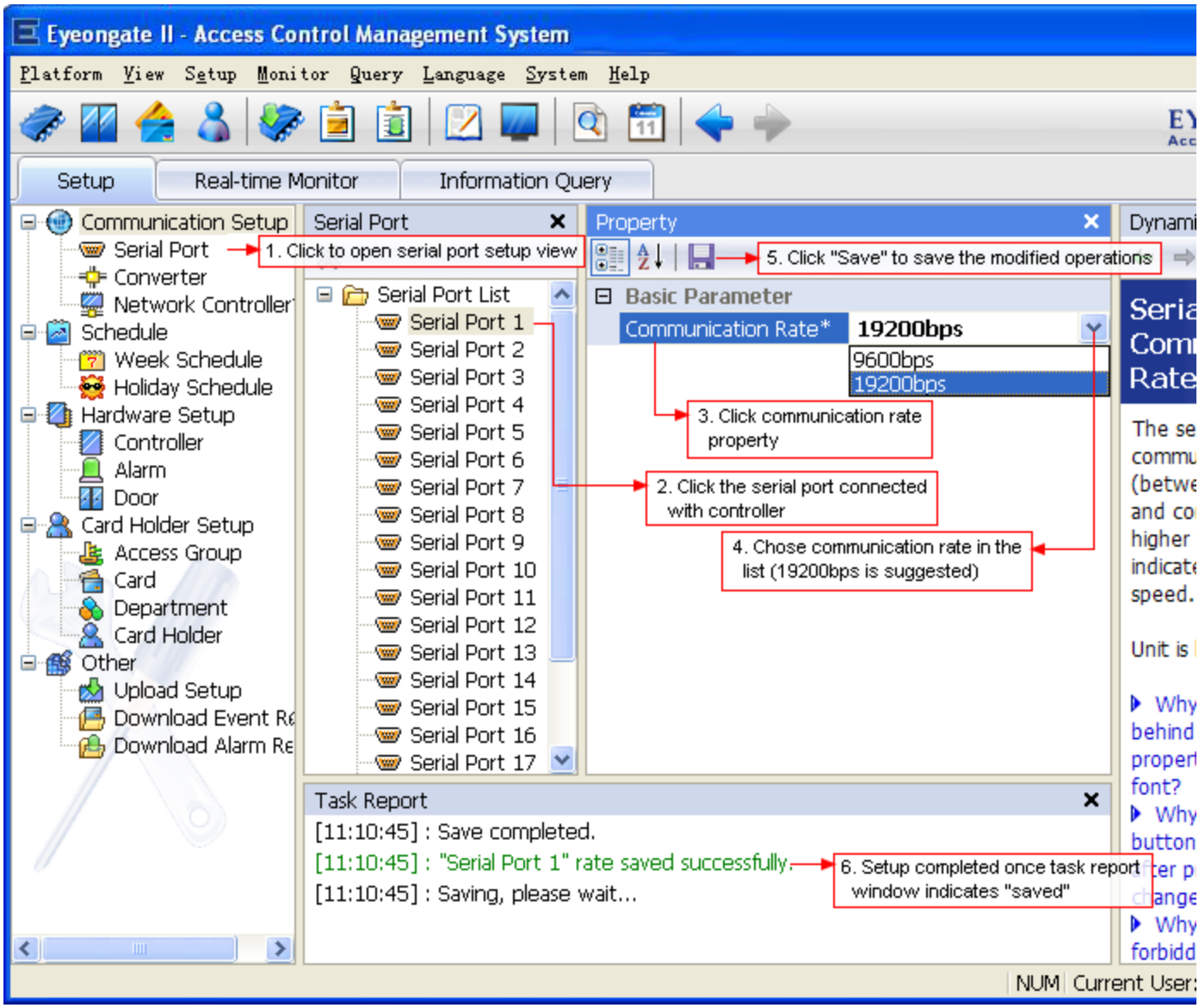
Setup Serial Port Communication

When Controller connects with PC by RS232/RS485 (without TCP/IP converter), the software will communicate and change controller by RS232 serial port. Thus, the communication rate of PC serial port must be the same as controller.

Please setup PC communication rate following the red box information (the numbers at the beginning indicate the sequence of set controller). It is recommended to setup both PC and Controller communication rate at 19200bps.

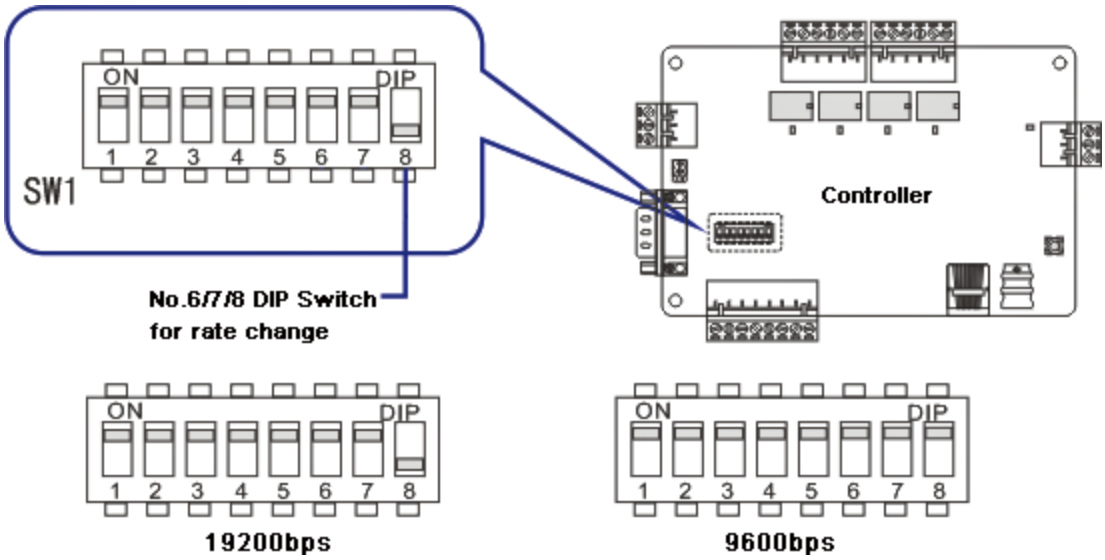


Notice:

1. If the communication port in software is the same with controller, you can skip over this chapter.
2. For Step 1, Please make sure you are in "Attendance Management System", if not, please cut over by "System" ->"Attendance

System". If software do not in Setup interface, please open Serial Port setup view by main menu "Management".
3. For step 5, If your communication rate vaule have not changed, the software will think do not need save, and "Save" button will
4. If view window position is different from above showed picture or closed, user can restore view layout by "Veiw"-> "Restore Vie
step 2.

Please notice that software communication rate must the same with controller hardware. How to setup controller, please refer to fc
The integrated access controller please refer to user manaul that package with hardware.



Please change controller 6, 7, 8 dial switch. For example, If user want to setup 19200bps, please dial 8 far away from NO position.

Warning: In case damage the device, before you setup controlelr communication rate, please make sure controller is pow

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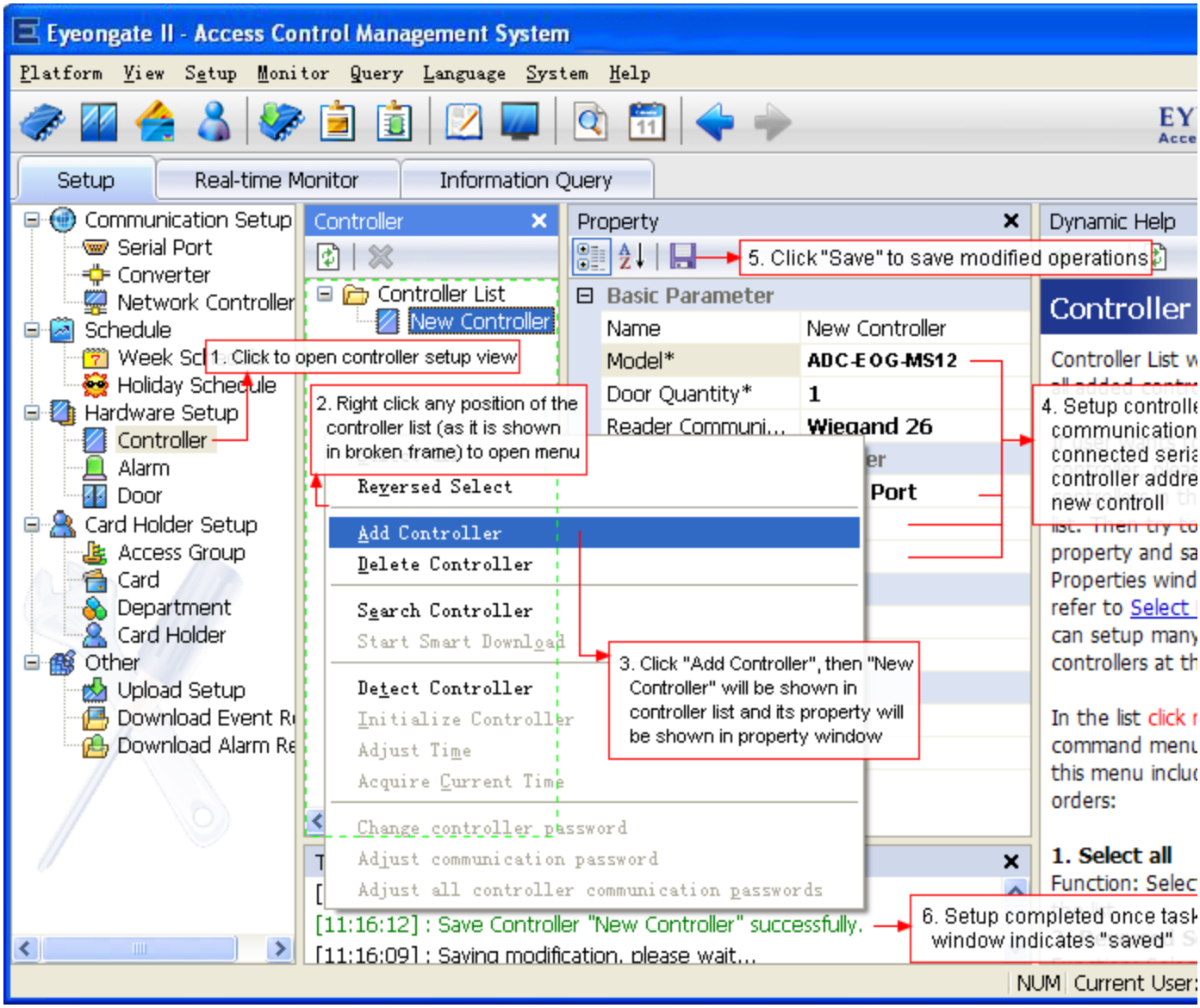
Add Controller

One PC may have more than one serial ports and each serial port can connect with multiple controllers. User should add a software and change their parameters. Adding and setting up controller information are very important since the software o controllers added into the software.

Please add the controller following the information indicated in the red box (the numbers at the beginning indicate the sequence of controller).



Notice:

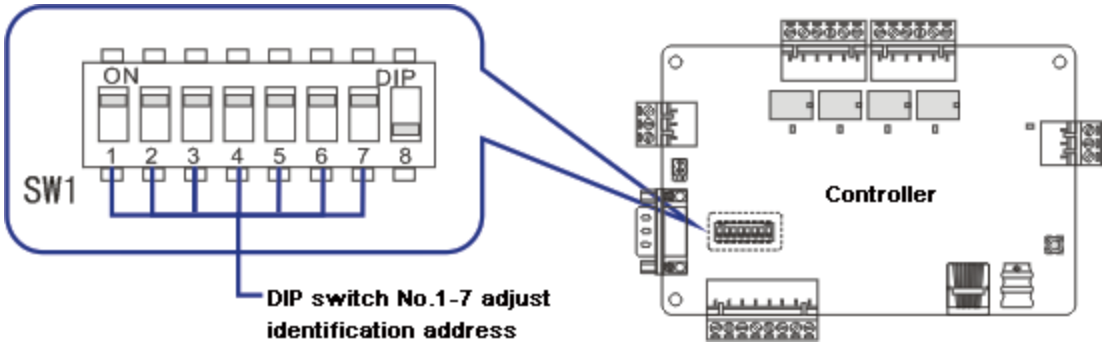
1.For Step 1, Please make sure you are in "Attendance Management System", if not, please cut over by "System" ->"Attendance M System". If software do not in Setup interface, please open Serial Port setup view by main menu "Management".

2. If view window position is different from above showed picture or closed, user can restore view layout by "Veiw"-> "Restore Vie

step 2.

To Change Controller Parameter
If operation is finished, but you find controller parameter is wrong, You need click the controller name under Controller List in this v
the parameter, please click "Save" (Showed in step 5). It is the same way to change other elements, we will do not describle in fut

Please notice that software address must the same with controller hardware. How to setup controller, please refer to following pict
access controller please refer to user manaul that package with hardware:



Controller Address = V1 x 1 + V2 x 2 + V3 x 4 + V4 x 8 + V5 x 16 + V6×32 + V7×64
V1 is dial switch 1. When dial switch 1 far away from NO position, V1 value is 1. When dial switch nearly by ON position, V1 value
V5, V6, V7 is similar with V1, it's the vaule for 2, 3, 4, 5, 6, 7 dial switch.

Warning: In case damage the device, before you setup controlelr communication rate, please make sure controller is pow

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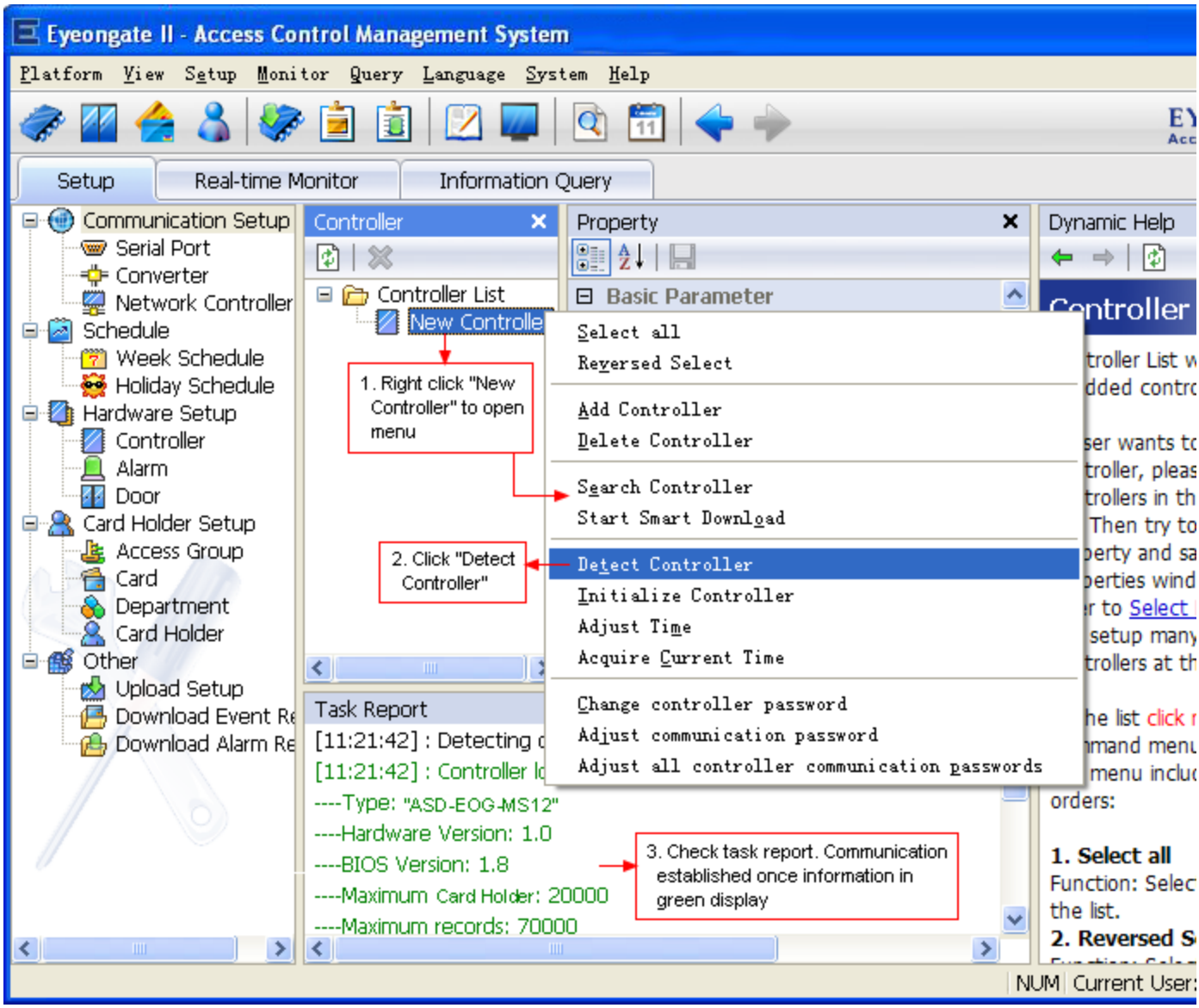
Test Conmmunication and Adjust Time

After add the controller, please test the connection between controller and PC in controller setup interface. If the connection is cor
controller time.

Both access controller or integrated access controller have internal clock which must be the same as real time. Controller w
time from built-in clock once it starts to work. If controller time is incorrect, the controller can not work properly.

Test the communication between new controller and PC following the information indicated in the red box (the numbers at the beg
sequence of setting up the controller).



If there are no green controller information in Task Report, it shows communication is unnormal, there will display the error informa

Report. So now you have to return to previous chapter to check whether the operation is correct or not. Such as detect connection and PC, communication rate dail switch, address dail switch and so on.

After test controller communication successfully, user have to return to default and adjust controller time. This two steps are very i must carry out. Their steps are similar with detect controller, only the selected menu is differance from Step 2. Please ensure oper is correct, because when user adjust controller time, the software will follow operation system time.

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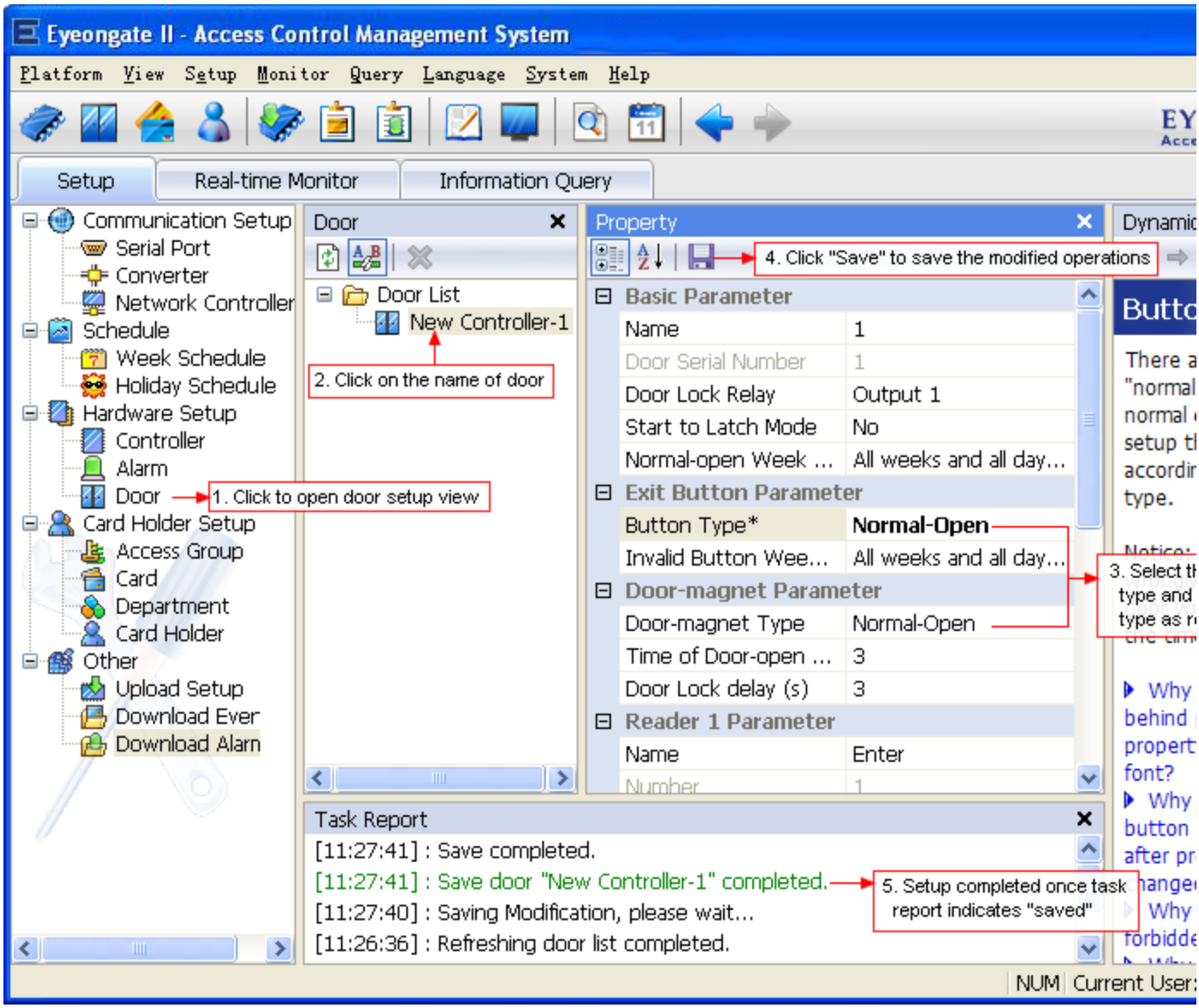
Door Setup

One controller can manage more than one door. Different controller models can manage different number of doors. The co
examples only manages one door. Different enter/exit requirements or hardware devices are needed for different doors, wh
configured via software.

If the system has no door-magnet or exit button, or the door-magnet and exit button are normal-open, this chapter can be ignored.

Door-magnet can detect door state (one door has one door-magnet). Once open door is detected, door-magnet will send a
alarm input interface; then controller receives the alarm signal and initiate responses as pre-configured in the software. Doo
normal-open or normal-close.
Reader parameter can be set up in Door Setup view. A reader can connect with a door only, but a door can connect with on
(enter and exit). Different controllers can manage different number of doors and readers.

After new controller is added, software will add the number of doors into controller automatically. User also can setup it in "Door" v
please refer to red box information, the numbers at the beginning indicate the sequence of setting up.



Note:

1. For step 1, Please make sure you are in "Access Control Management System". Otherwise, please select "System" -> and then Management System". If software is not in Setup window, please select "Setup" -> and then "Door".
2. For step 4, if communication rate is not changed, save will be considered as unnecessary and the "Save" button will be not usal
3. If view window is closed or different from above shown picture, user can restore view layout by "View" -> "Restore View Layout"

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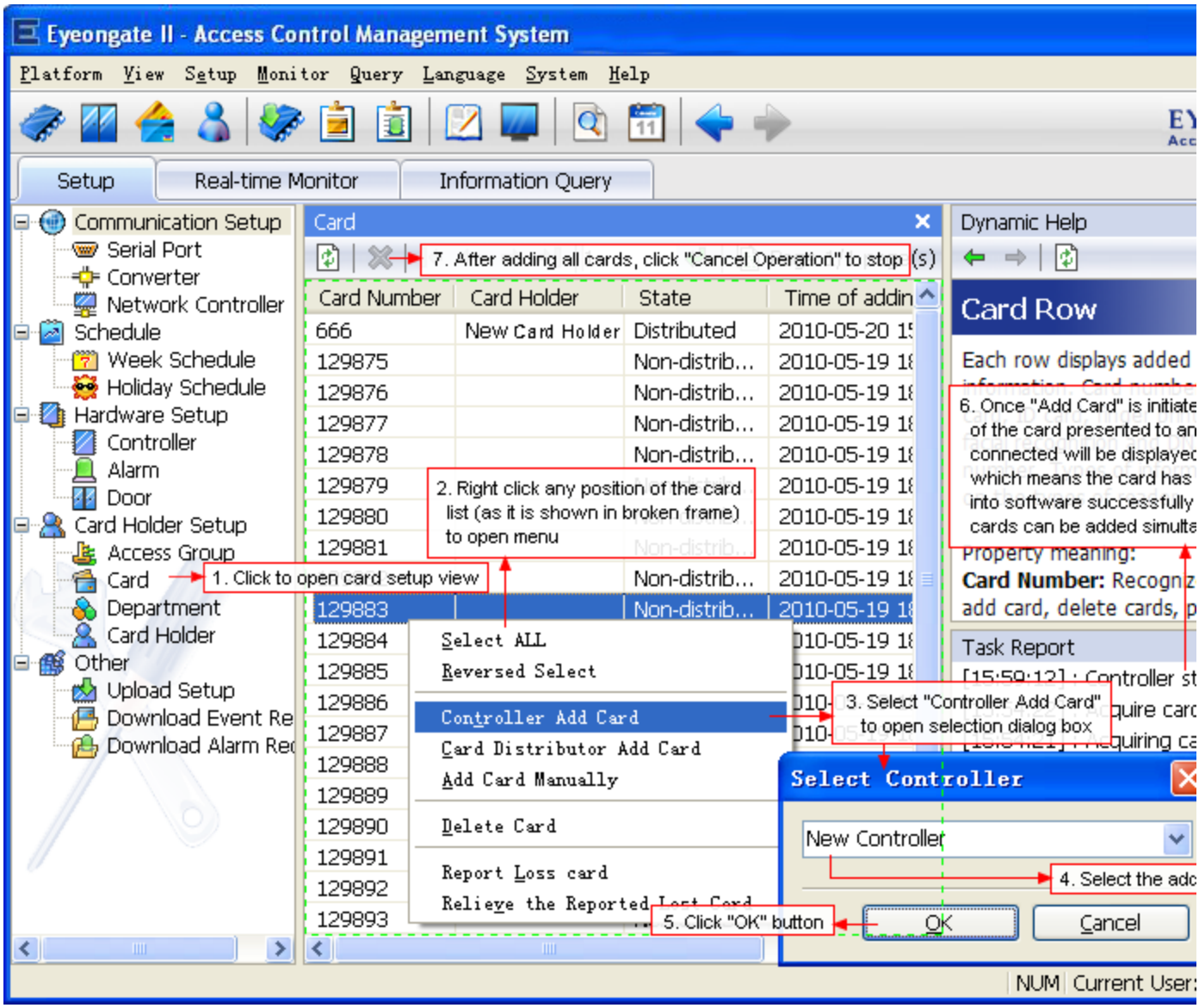
Register Card

Before setup Card Holder, Please add the card in software. User can add multiple cards following the information indicated in the r



Notice

1. For step 1, Please make sure you are in "Attendance Management System". Otherwise, please select "System" -> and then "At Management System". If software is not in Setup window, please select "Management" -> and then "Card".
2. For step 7, if "Add Card by Controller/Distributor" is not initiated, the "Cancel" button will not be usable.
3. If view window is closed or different from above shown picture, user can restore view layout by "View" -> "Restore View Layout"

User can add card in other ways. User can purchase Ameta distribor and connect it with PC by USB, and then select distributor as the card bears numbers, user can add card manually or enter "Card Holder" setup and input the card number in Card Holder card (Usually, two kinds of card numbers will be printed on lower right corner of the cards. This system accepts numbers without comm

front of the numbers.

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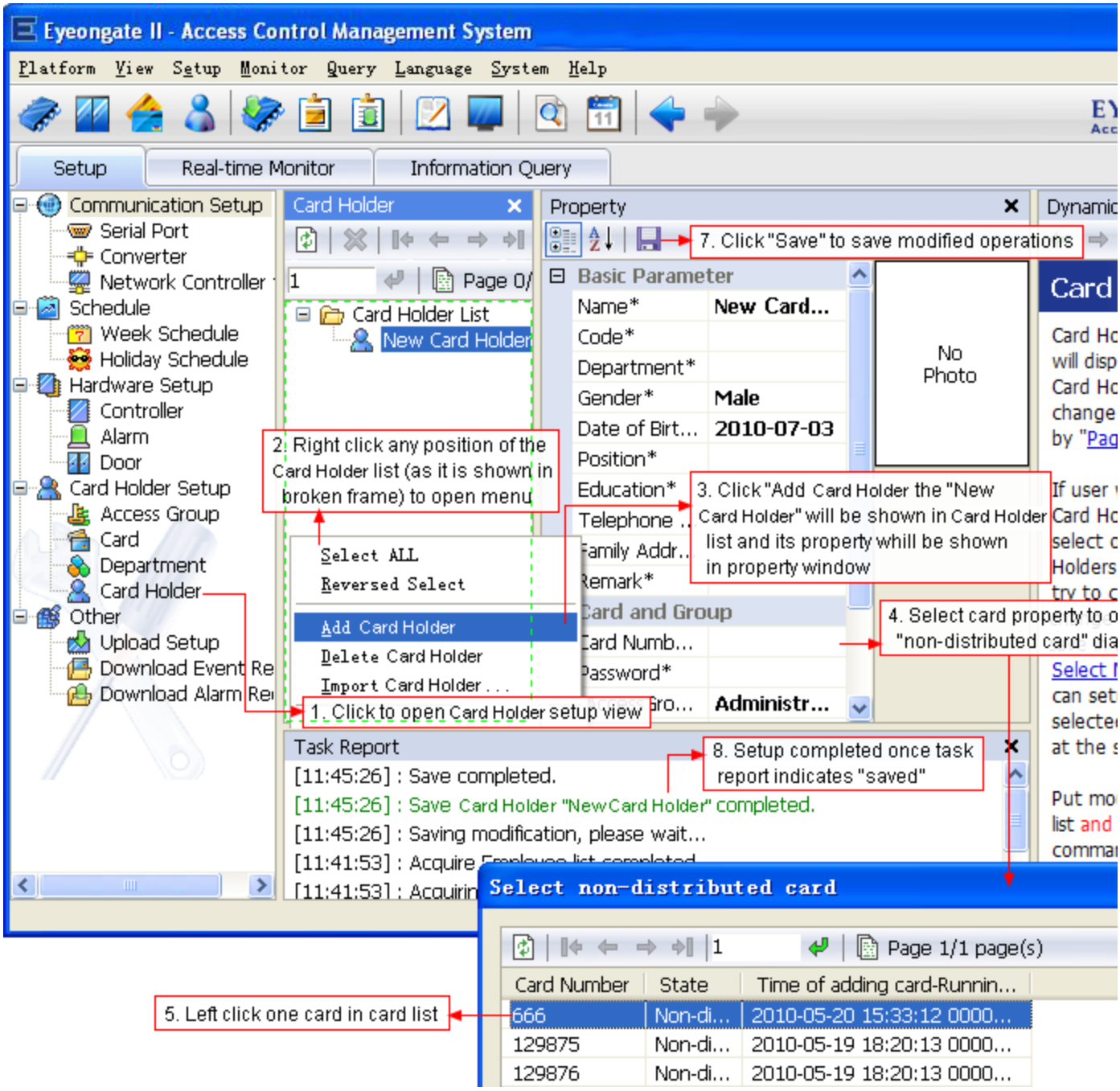
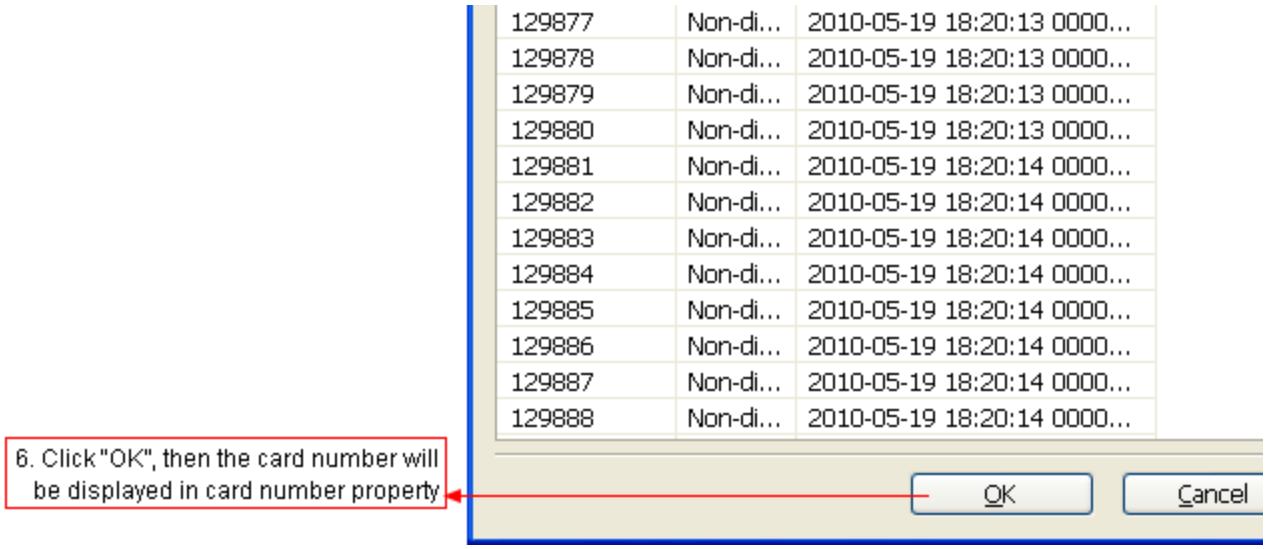
Setup Card Holder Information

Each Card Holder need to be identified before he/she can enter/exit the doors. Identification can be realized in many ways, fingerprint as the most common modes. Once Card Holder ID is presented, the system will compare the ID with the numbe Card Holder during registration.

Please setup Card Holder information according to following red box, the numbers at the beginning indicate the sequence of settin





Note:
1. For step 1, Please make sure you are in "Access Control Management System". Otherwise, please select "System" -> and then Management System". If software is not in Setup window, please select "Setup" -> and then "Card Holder".
2. If view window is closed or different from above shown picture, user can restore view layout by "View" -> "Restore View Layout"

In this instruction, Card Holder name and Access Group are not changed. When adding new Card Holders, user has to input Card save. Access Group defines the doors which Card Holder can enter/exit. The default access group is "Administrator Access Group door all weeks and all days. To test other access group, establish "Week Schedule" and "Holiday Schedule" and then go to "Acces setup. Once setup finished, back to this view and changes the Access Group for the Card Holder.

Card Holder "Number" is uniquely assigned for each Card Holder. For example, ID number of Card Holder is used for displ and has nothing to do with authentification. User may or may not assign number to Card Holder. However, when different C the same name, numbers should be adopted for differentiation since the software does not accept Card Holders with the sa same number. Alternatively, user can add suffixes to Card Holder names such as Mike_1, Mike_2.

Access Group also serves as Card Holder group. For example, all security men are in one group, or all administration staffs Card Holders in the same group will have the same access authority. User has to define the enter/exit authorities to access then assign Card Holders to the access groups accordingly.

Here take "Week Schedule" as an example. Firstly, establish several Week Schedules. Then, define which readers (of whi accessible and on which Week Schedule the readers can be accessed. The Week Schedule is useless unless it is linked w Default Week Schedules are "All Weeks and All Days accessible" or "All Weeks and All Days non-accessible". Week Sche with Invalid Exit Button or Door Normal Open. For details, please refer to user manual.

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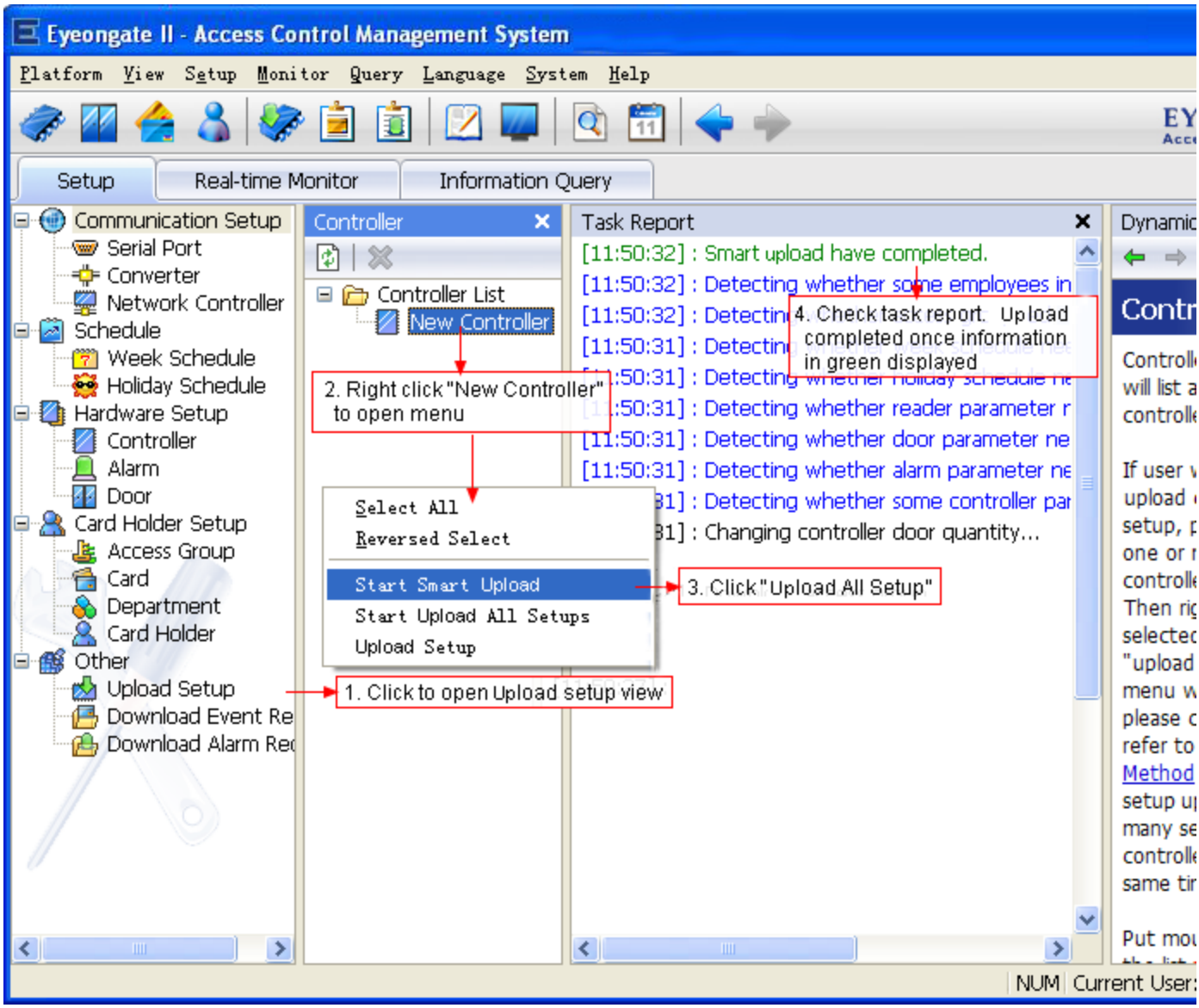
Setup Upload

After save all the setup information, user should Upload all information to controller, otherwise, hardware can not work properly. Pl information according to the indication in the red box; the numbers at the beginning indicate the sequence of setting up.



Note

1. For step 1, Please make sure you are in "Access Control Management System". Otherwise, please select "System" -> and then Management System". If software is not in Setup window, please select "Setup" -> and then "Setup Upload".
2. If view window is closed or different from above shown picture, user can restore view layout by "View" -> "Restore View Layout"

After Upload information successfully, user can test it by presenting card on reader. If the card can open the lock, the setup is suc please check all setups and hardware connection.

After present card to reader, user can save card record to database by "Download Event Record". Detailed operation is similar to ' User can query card record in "Event Record".



Card record is saved in controller. User should Download all card records to software before query the records,Once Down the card records will be deleted from the controller and saved in software database.

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User Manual

This chapter includes a brief introduction on hardware connection and a detailed description on software interface together with the functions and applications of each components of the software. This manual is organized in terms of functions.The lines in grey headed by  are contents which are especially important. User should read these contents carefully and strictly follow these indications when using the software.

In order to have a better understanding on the manual, before studying the instruction, please read the following explanation on the application of mouse.

Terminologies Related to Mouse

Mouse cursor:
Mouse cursor is the graphic representation of mouse in the software system, while mouse is the physical device. The cursor will move once mouse moves. For convenience of description, the term "mouse" is used to indicate "mouse cursor" in this manual.

Click:

Move the mouse cursor to the target, left click the mouse lightly then release. For example: "Click "Ok" button" means move the cursor to "Ok", left click and then release.

Double-click:
Move the mouse cursor to the target, left click the mouse twice quickly.

Right Click Mouse:
Move the mouse cursor to the target, right click the mouse lightly then release. For example: "Right click any position of "Controller List" "means move the mouse cursor to any position of "Controller List" right click the mouse lightly then release.
Hang:
Move the mouse to an object, and then stop for several seconds. Notice: do not click any part of the mouse during the course.

Drag:
Move the mouse to an object; left click without releasing; then move the mouse to the destination and release.

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Hardware Connection

This section will brie fully introduces the hardware connection. The explanation here may not exactly the same in case the hardware is upgraded. It is recommended to study the user manual delivered with the products.

This section will include following information:

Controller Hardware Interface Diagram

Controller and PC 232 Port

Controller and PC 485 Port

Instruction for Network Converter

Electric-lock Using Method

Door-magnetic and Alarm Interface Diagram

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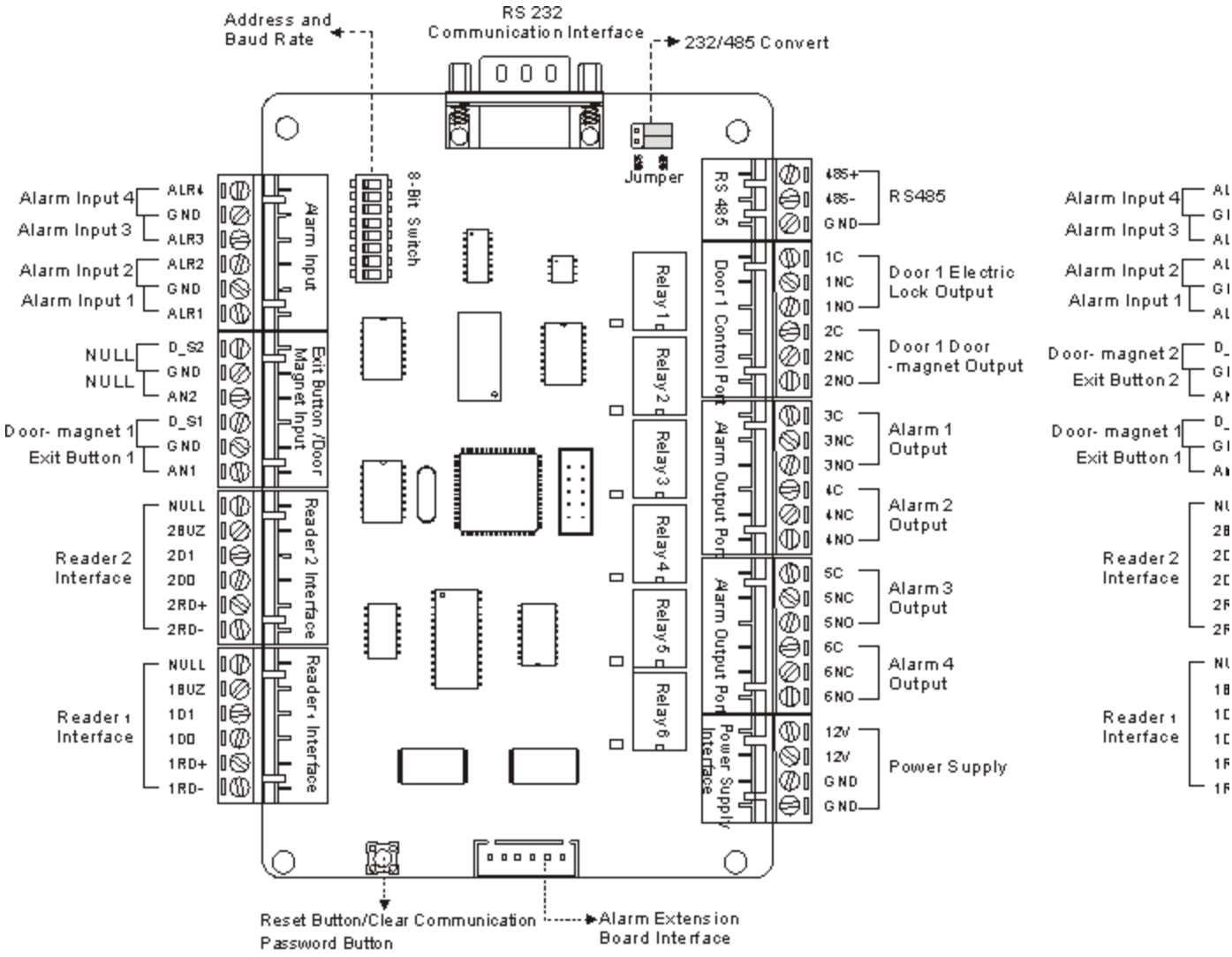
Controller Hardware Interface Map

Please select the types from following list frame to check the controller hardware interface map.

ASC-MS12



ADC-EOG-MS12
(One-door Two-way)

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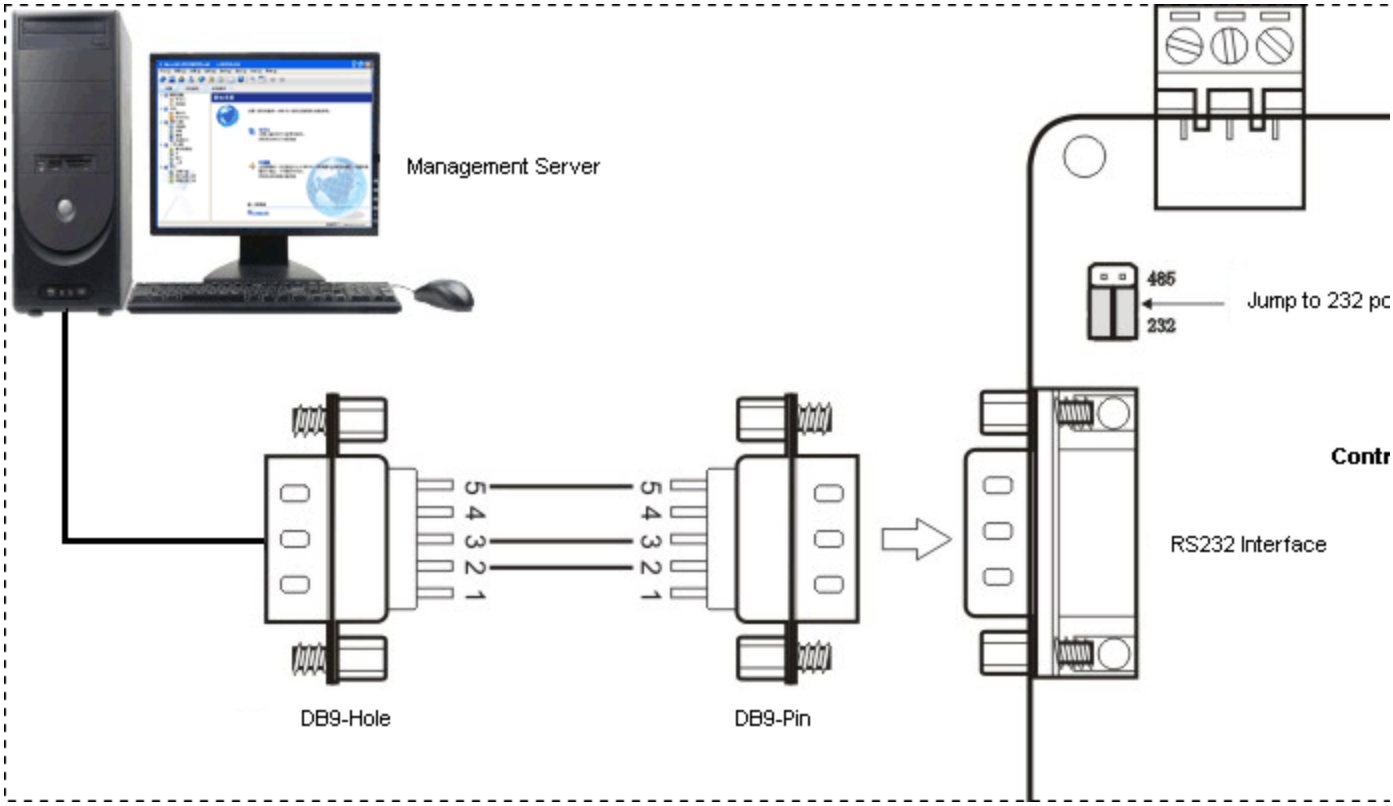
RS232 Connection Way between Controller and PC

Special attention should be paid to the connection between MS controller series and the RS232 interface: When RS232 mode is a one serial port can only connect with one controller with a distance less than 15 meters. If more than one controllers need to be connected, or the distance of connection is longer than 15m, RS485 mode should be adopted.

The connection way of ASC-MS12/MS24



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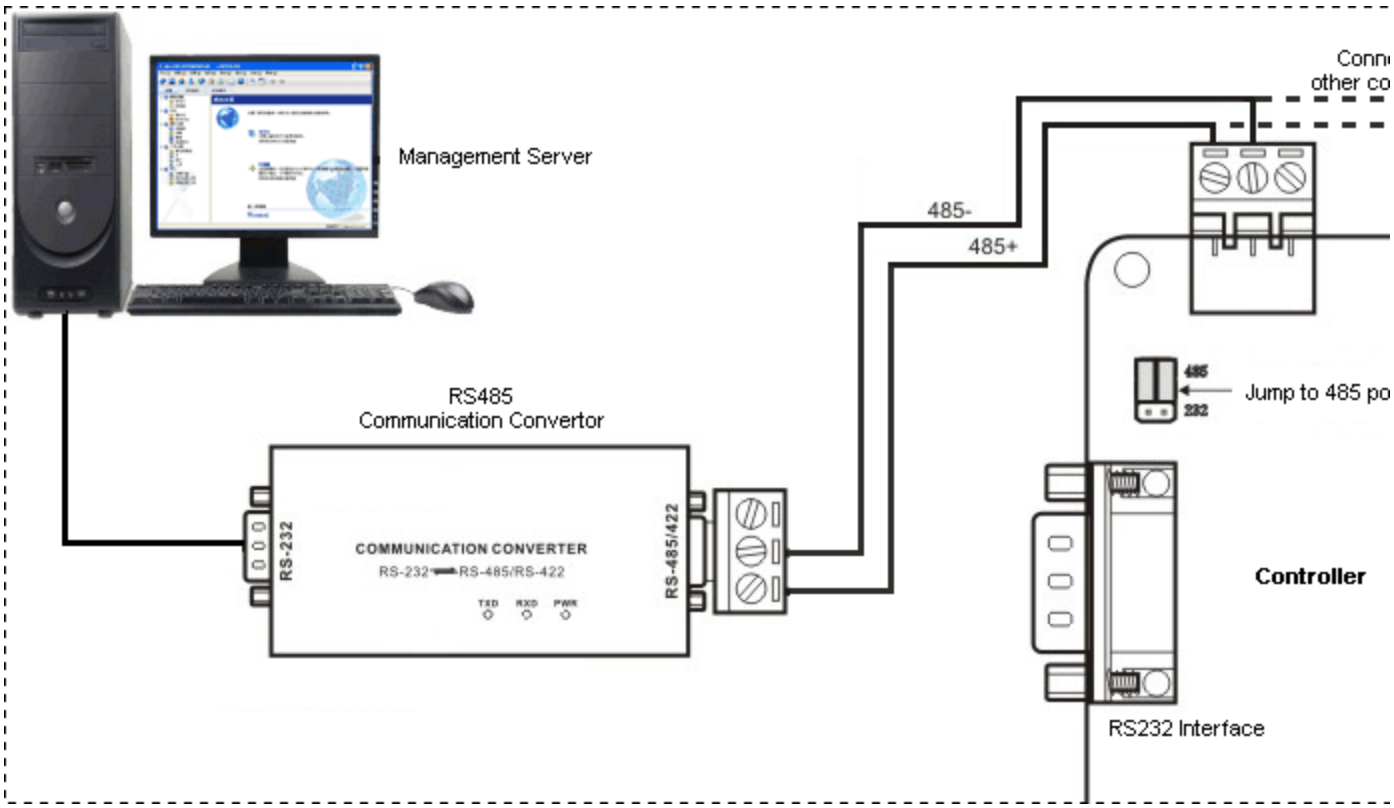
RS485 Connection Way between Controller and PC

When RS485 mode is applied, one bus can connect maximally 32 controllers which are differentiated by different addresses. Bus connection (hand in hand) should be adopted, with a distance less than 1200m (600m is the recommended distance) once no repe applied. The more the controllers, the shorter the distance. For the stability of communication, powered RS485 converter is strong recommended.



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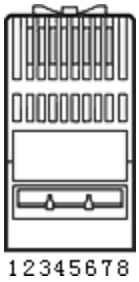
The connection between controller and network

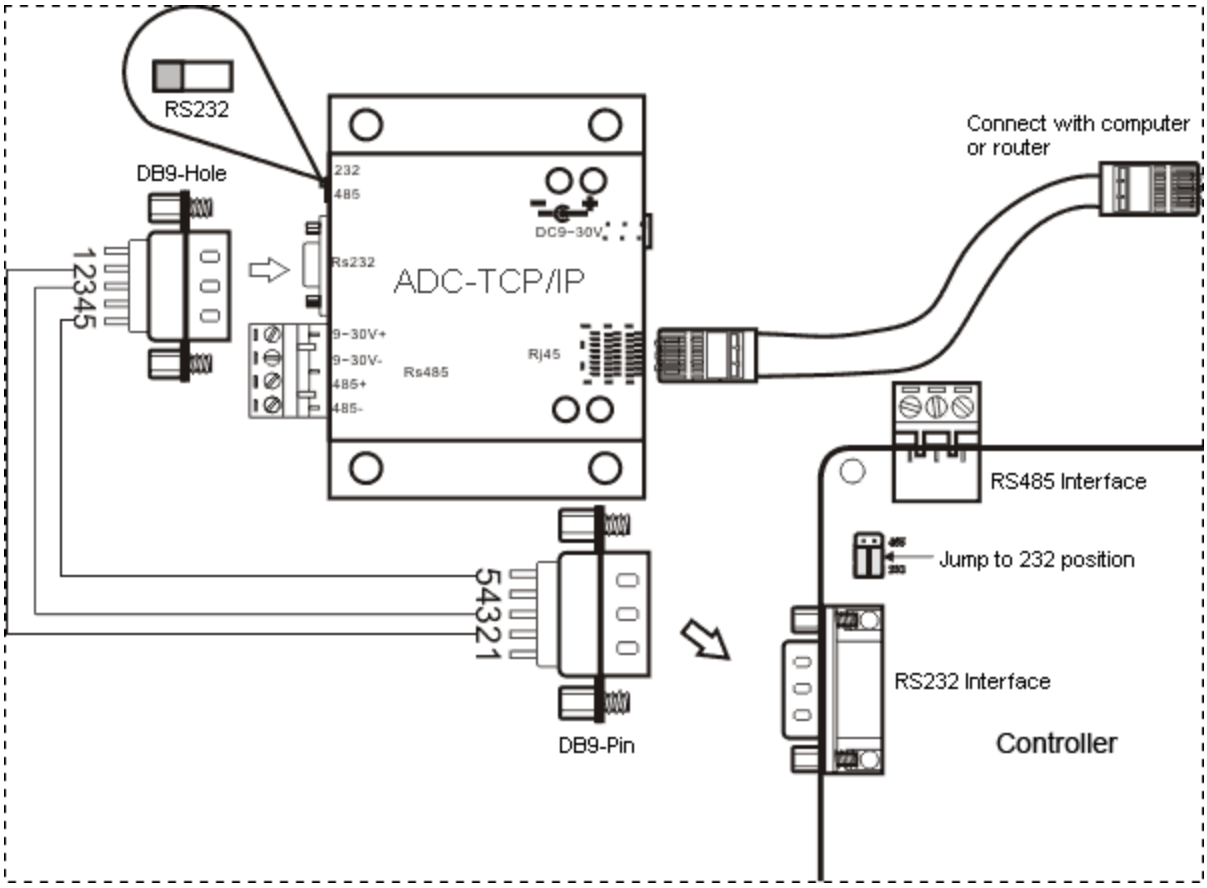
Via TCP/IP converter, ME controller series can network with PC and communicate via Internet and LAN. If there is no repeater or router, the distance should be less than 100m.

There are two connection standards for twisted-pair RJ45: EIA/TIA568A standard/TIA568B standard.

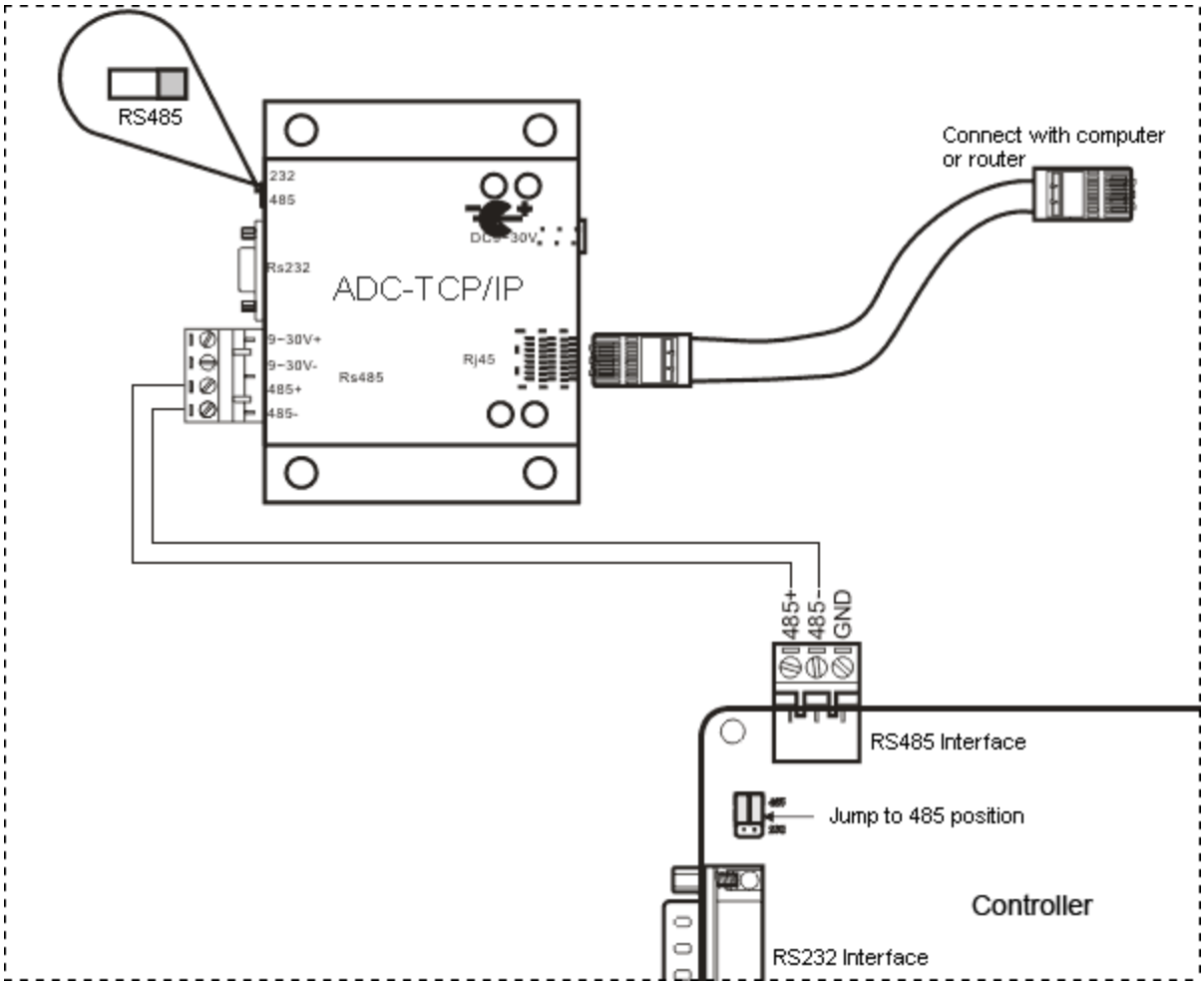


T568A
1 2 3 4 5 6 7 8
Green with White, Green, Orange with White, Blue, Blue with White, Orange, Brown with White, Brown.
T568B
1 2 3 4 5 6 7 8
Orange with White, Orange, Green with White, Blue, Blue with White, Green, Brown with White, Brown.
If T568B is adopted for the two ends of network wire, it is called through line. If T568A and T568B are adopted for the two ends respectively it is called cross line.
At present, most network cards and routers have switchover circuit for through line and cross line. Normally through line is adopted for connection. In case the network card does not have the switchover function, cross line should be adopted for the connection between converters or ME controllers to PC; while through line for converter to router.

If ME controller is used, user can connect ME controller with PC network by network wire. If MS controller is used, user can connect MS controller with PC network by converter:
The connectiong diagram between controller RS232 interface and converter



The connectiong diagram between controller RS485 interface and converter



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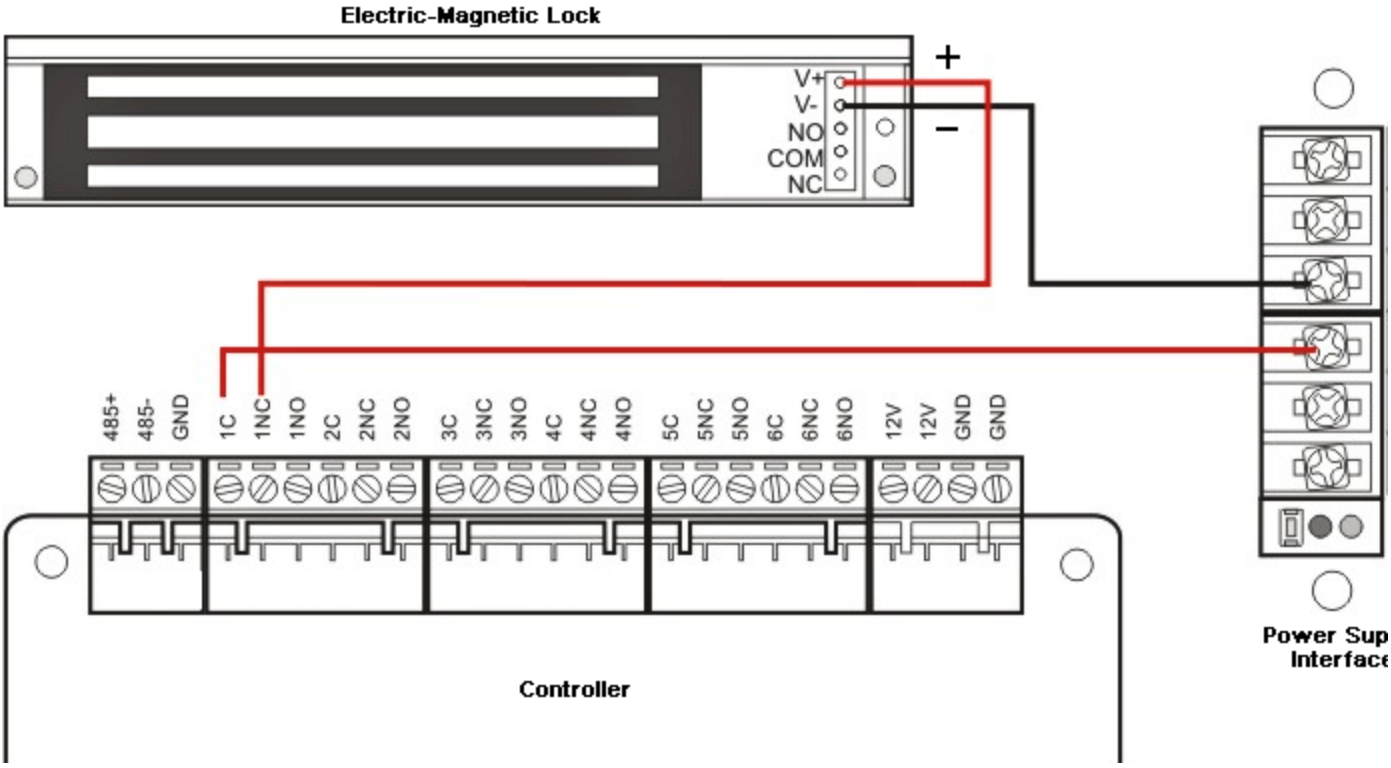
Electric-lock Using Method

Please select lock types and refer to connection Diagram.

Electric-Magnetic Lock

Fail-safe Lock



Since most users adopt fail-safe locks, here take fail-safe lock as an example. If fail-secure lock is adopted, please change control into 1NO. For details, please go to "Controller Hardware Interface".

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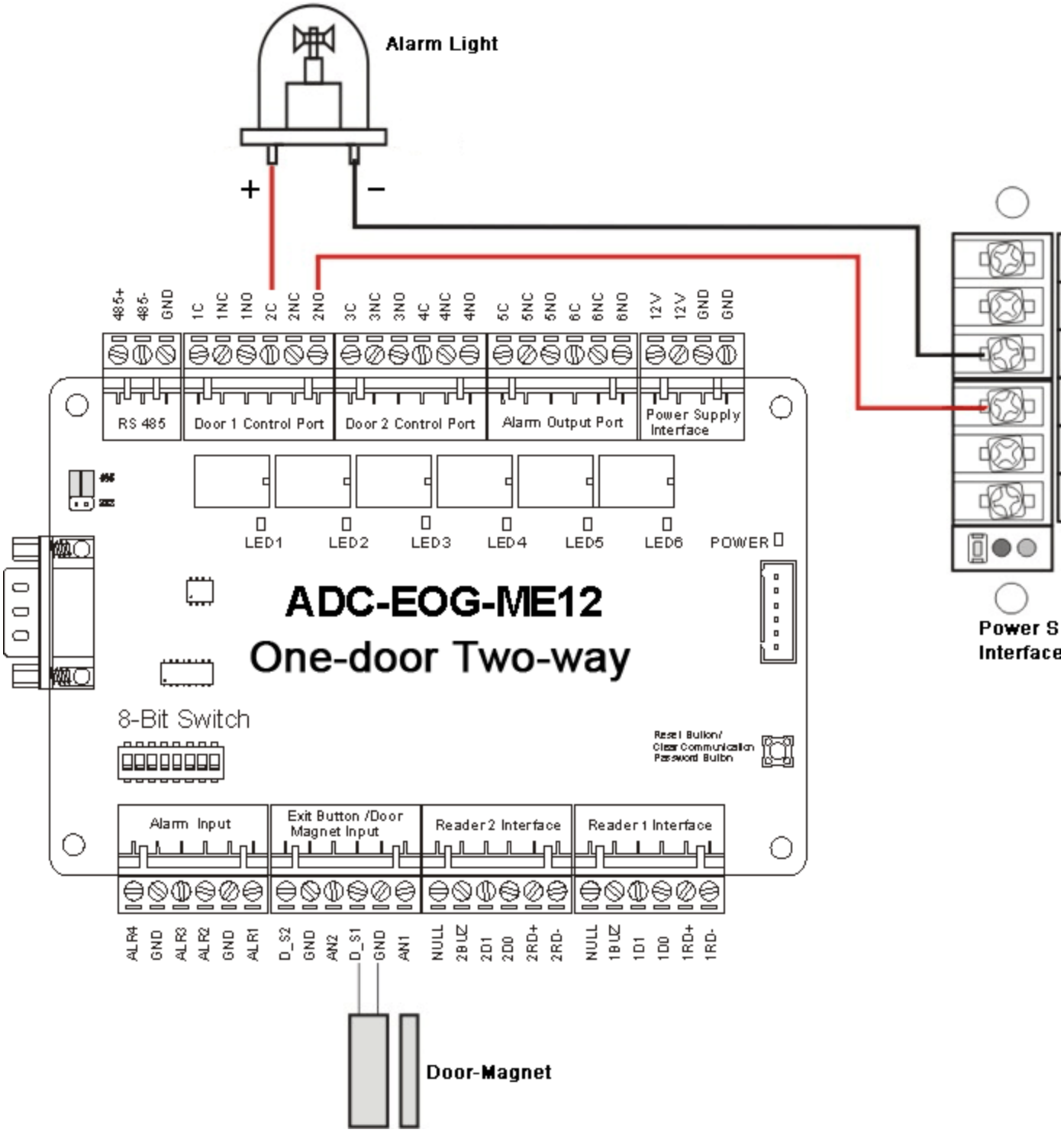
Door-magnet and Alarm Light Connection



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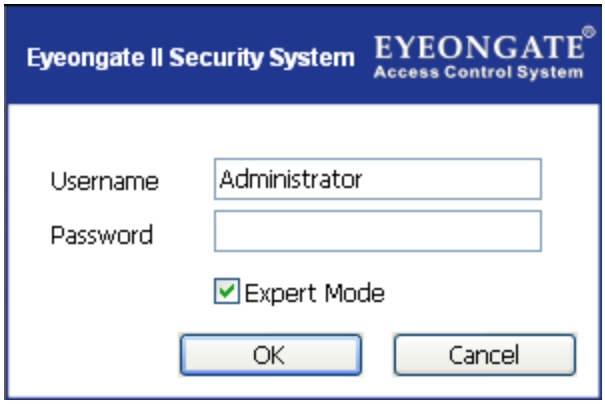
Start Program

Please ensure the software has been installed in the PC before running it. Please refer to "Installation Instruction" for more details. To start the program, double-click icon on tabletop or click "Start"->"Program->DMS Security Management System"->"DMS Security Management System.

After start the software, input username and password as shown below:



If the program runs for the first time, the username will be "Administrator" and the password is empty.

Administrator is a special "super manager". It is used for system installation and recovery. Super manager can operate in all access groups and can not be changed or deleted. The password of super manager can be changed. It is suggested to change the super manager password after login the system for first time. To change the password, please go to menu "Platform"->"Change the password". After the password is changed, set a new user and its access group by "Platform"->"User Management". After the modification, do not login the system by "Administrator". Please save the administrator password carefully since you may not be able to enter the system in case all users are deleted and this password is lost..

Enter the system by clicking "OK" in above window; while exit the system by clicking "Cancel". If "Expert Mode" is selected, all the functions will be applicable (otherwise, some functions will not be applicable). User can also change this option by "Platform"->"Expert Mode".

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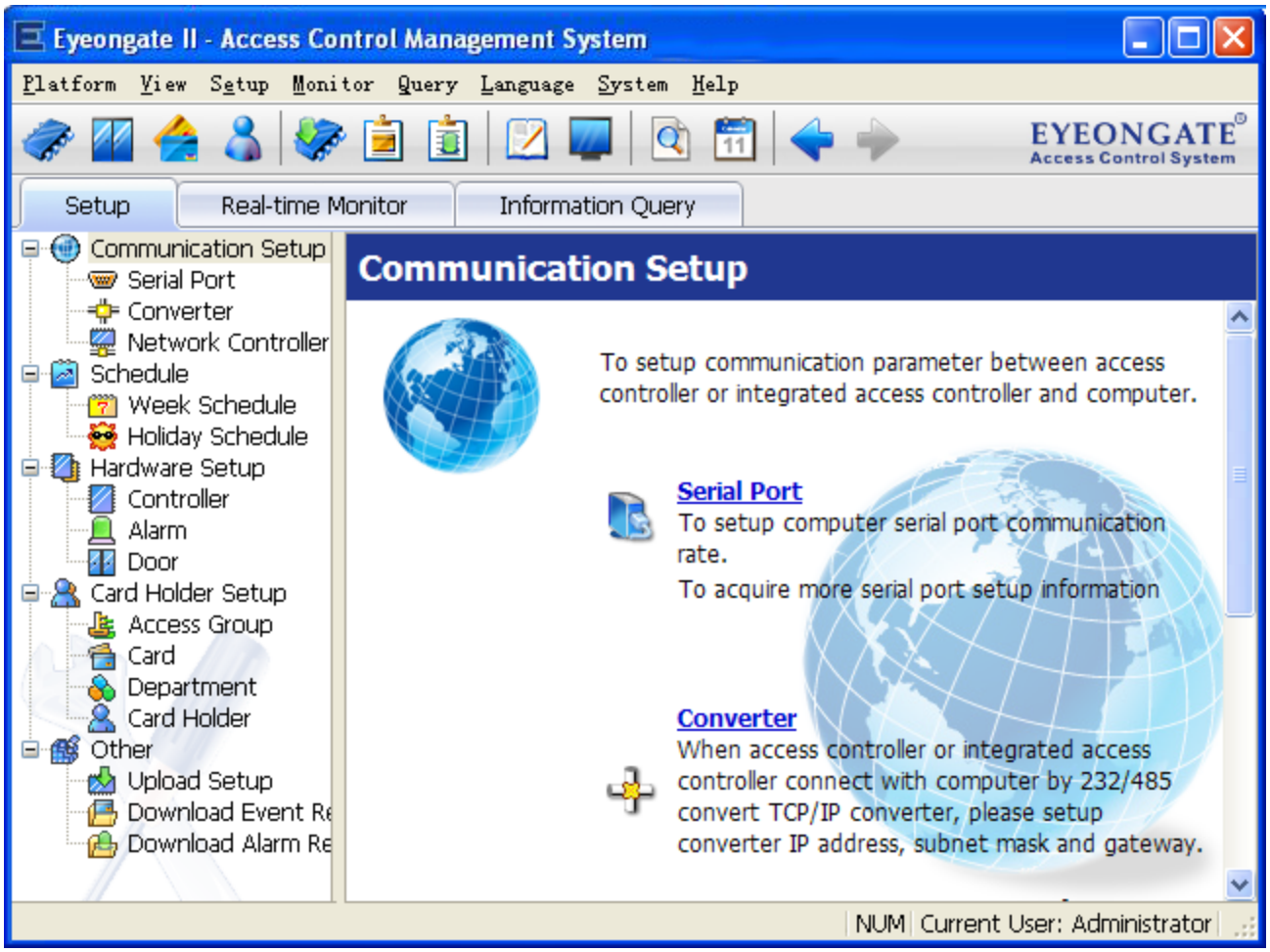
Introduction to Main Interface

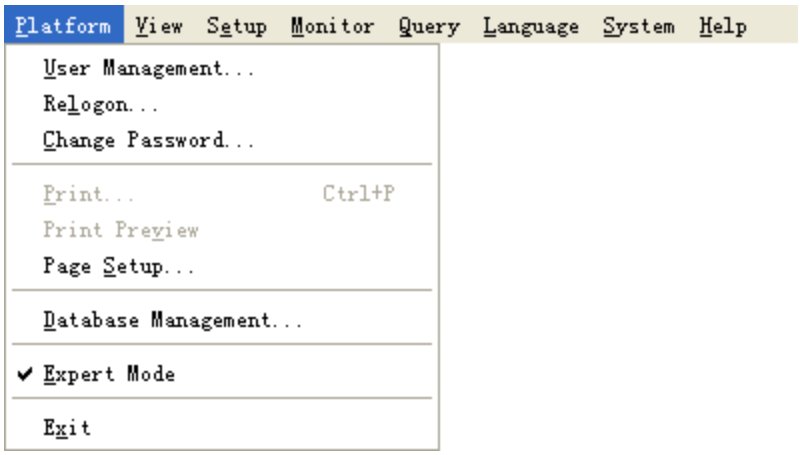
The software adopts style of Windows program. If user does not use Windows XP system or appearance, the view may differ from one shown here. After login the system, the main interface will be shown as below:



There are multiple subsystems in the software. The software will remember the prior subsystem and view and return to them when opened the next time. Following views will change with the subsystem. Hereby the attendance subsystem is used for the demonstration.

1. Main menu

Main menu of the software is made up of Platform, View, Subsystem main menu, Language, System, help and so on. Main menu differs for different subsystems. For example, in attendance subsystem "Setup" and Information Query" are displayed. All related function views can be found in the drop-down menu of the main menu, which will be introduced in detail later.



All the functions of program can be visited via menu. If user is not authorized or temporarily incapable to use the function, t function button will be in gray.

Each menu is made up of function name, menu shortcut key, dialog box, and shortcut key group. "Print (P)ĄCtrl+P", here "Print" is function name, (P) is menu shortcut key. When menu is displayed, press "P" to open "Print" directly; "..." indicates pop-up dialog b Before close the dialog box, other functions can not be used. "Ctrl+P" is shortcut key mix. Press "Ctrl" and "P" to open "Print". A m marked with "Ą indicates the menu is usable.

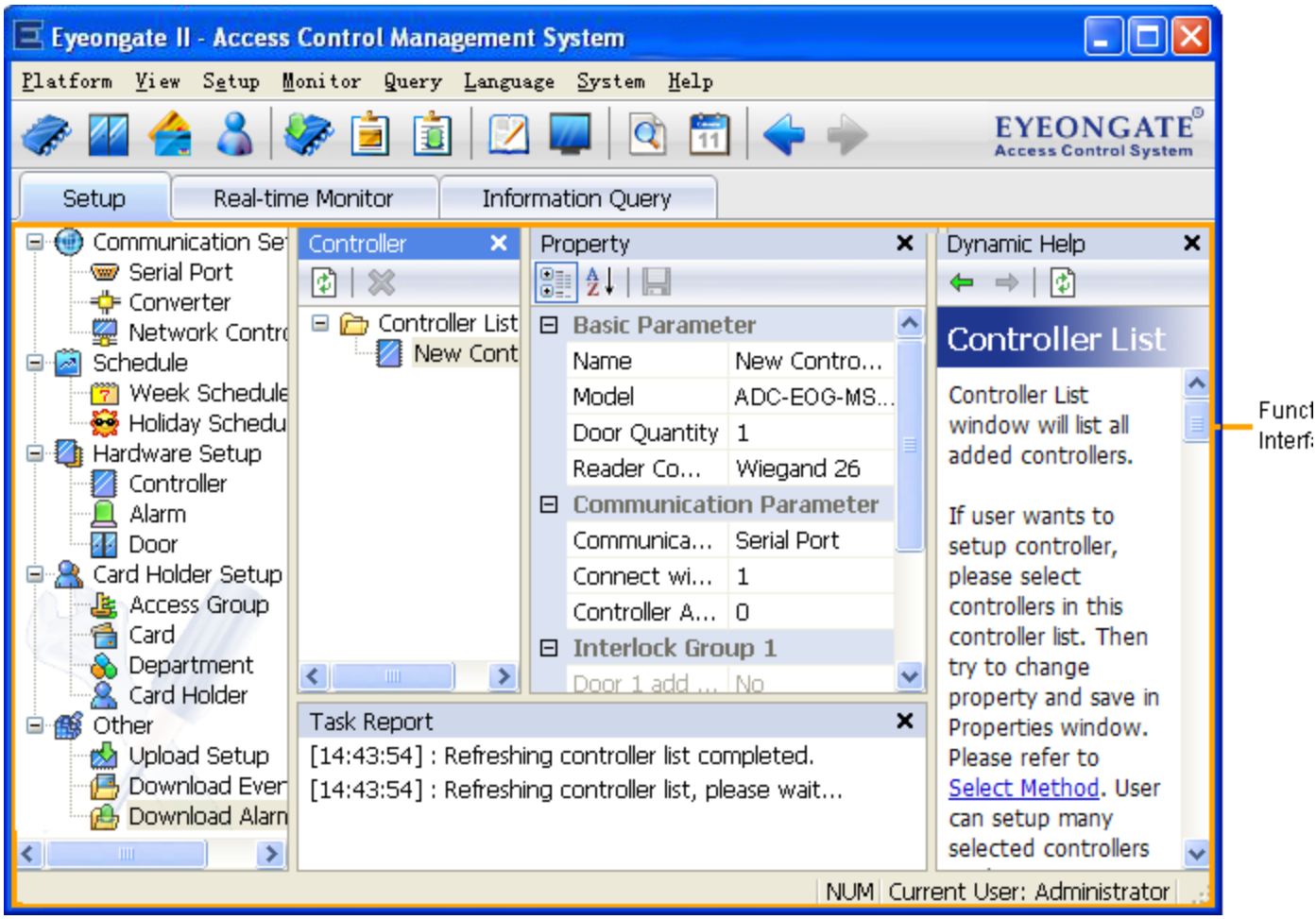
2. Toolbar

Frequently used functions can be found in the Toolbar. If user is not authorized or temporarily incapable to use the function, the function button will be gray. Click main menu "View"->"Toolbar" to hide the toolbar. Different interface may have different toolbars. get certain button function, please hang the mouse on the button and view the instruction.



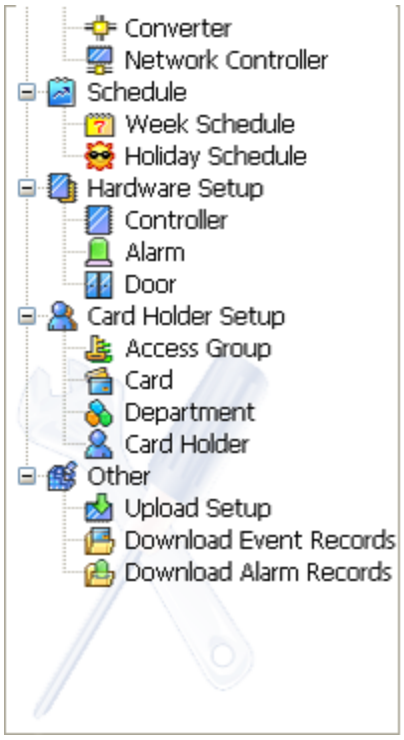
3. Function Interface

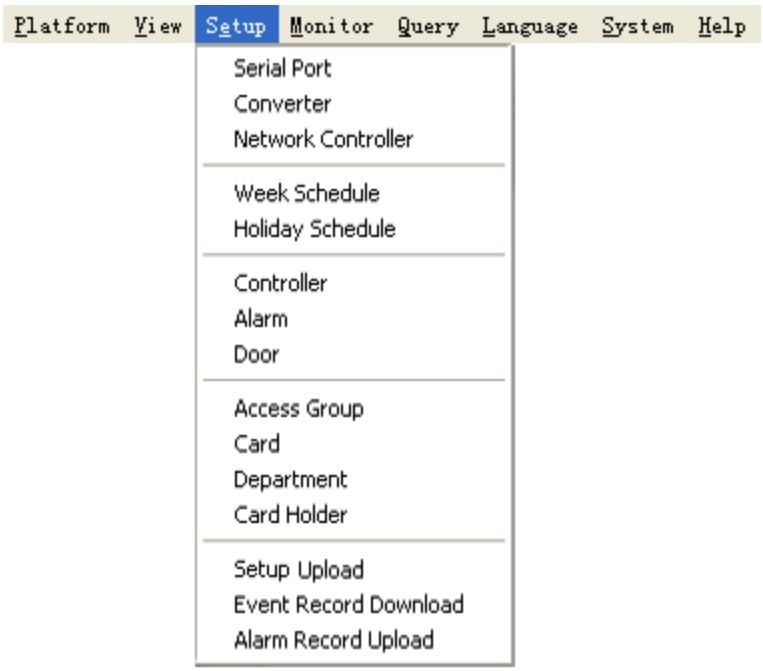
Software are divided into several function interfaces, as shown in the following picture, Only one function interface can be displaye at one time. User can switchover among the function interfaces.



4. View Switchover Panel

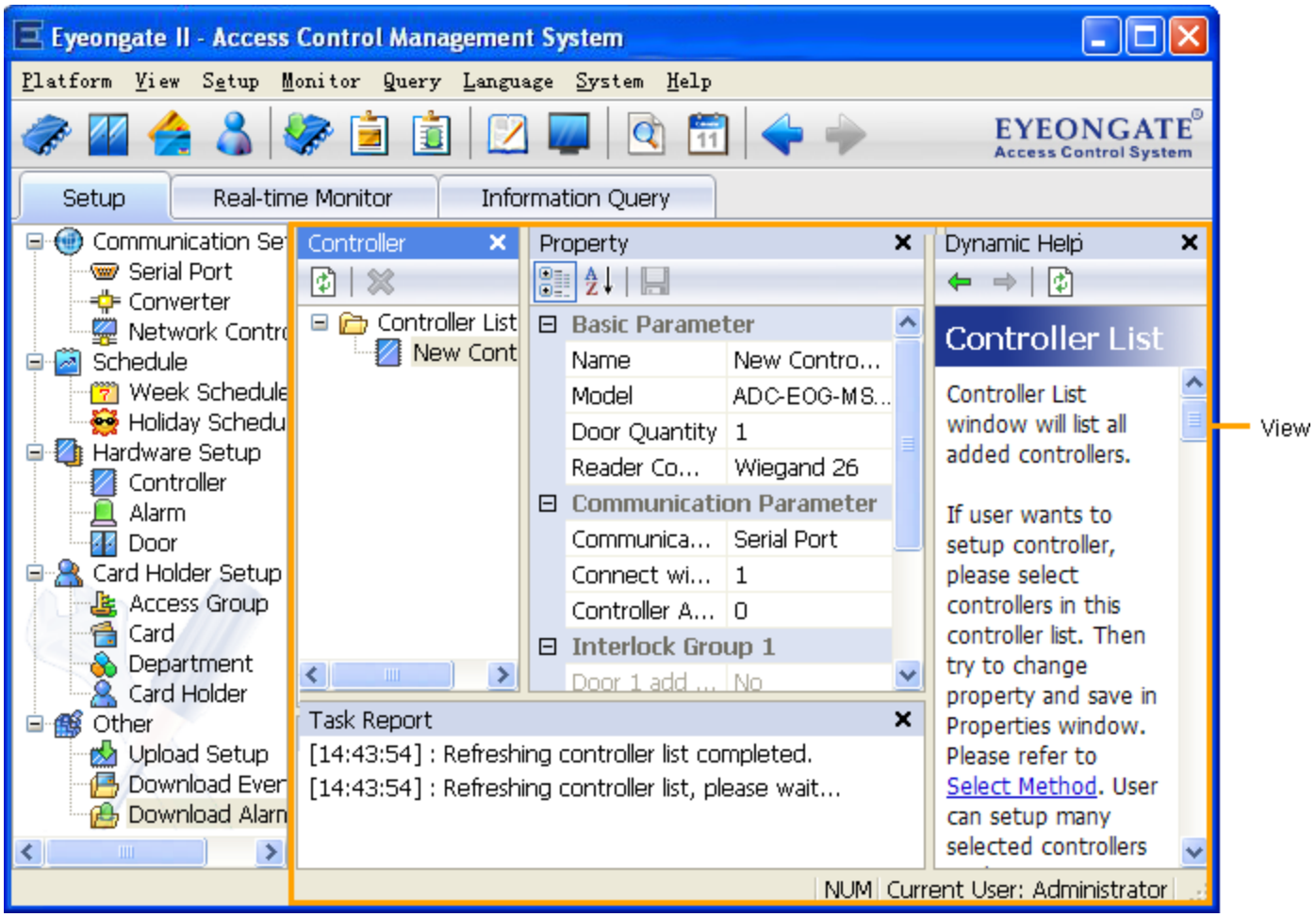
View Switchover Panel is on the left side of function interface. User can switchover among the views by clicking the item wanted. A shown in the picture, when click any item on the panel, related function views will be displayed on the right. User can also select a view via main man by clicking "Setup"-"Controller" (as shown on the right side of following picture).





5. View

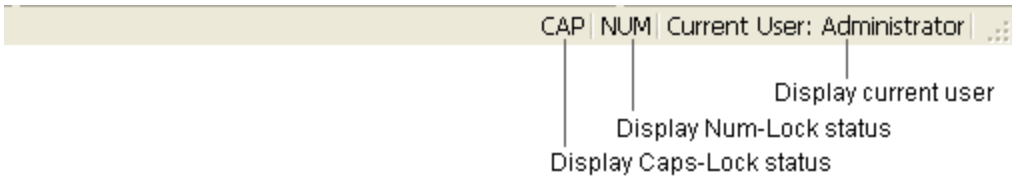
View may be on the right side or cover the whole function interface, where all function operations are realized, as shown in the following Controller Setup View.



For details, please refer to View, Window and Layout .

6. Status Bar

Status bar (as shown in the following picture) is at the button of main interface. It can be hidden or displayed by clicking "View" in Main Menu.



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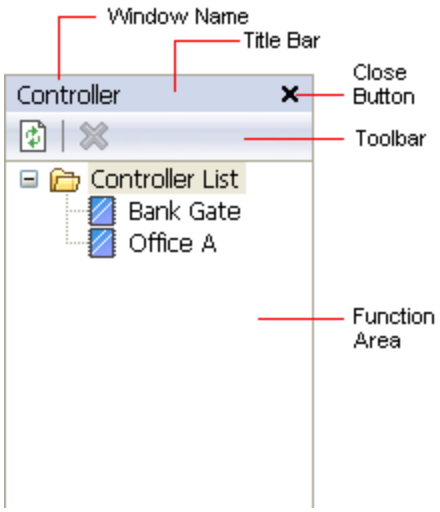
View, Window and Layout

The function interface is introduced briefly in Introduction to Main Interface.In fact, there are more than one ways to enter a view. User can enter into one view by clicking subsystem menu or clicking view name in View Switchover Panel.

Since different users have different habits and different computer monitors, the software adopts layout technology. It can park, float, move, hide, change size and be a group with other window. The changed information will be remembered by software, and it is convenient to return to default layout.

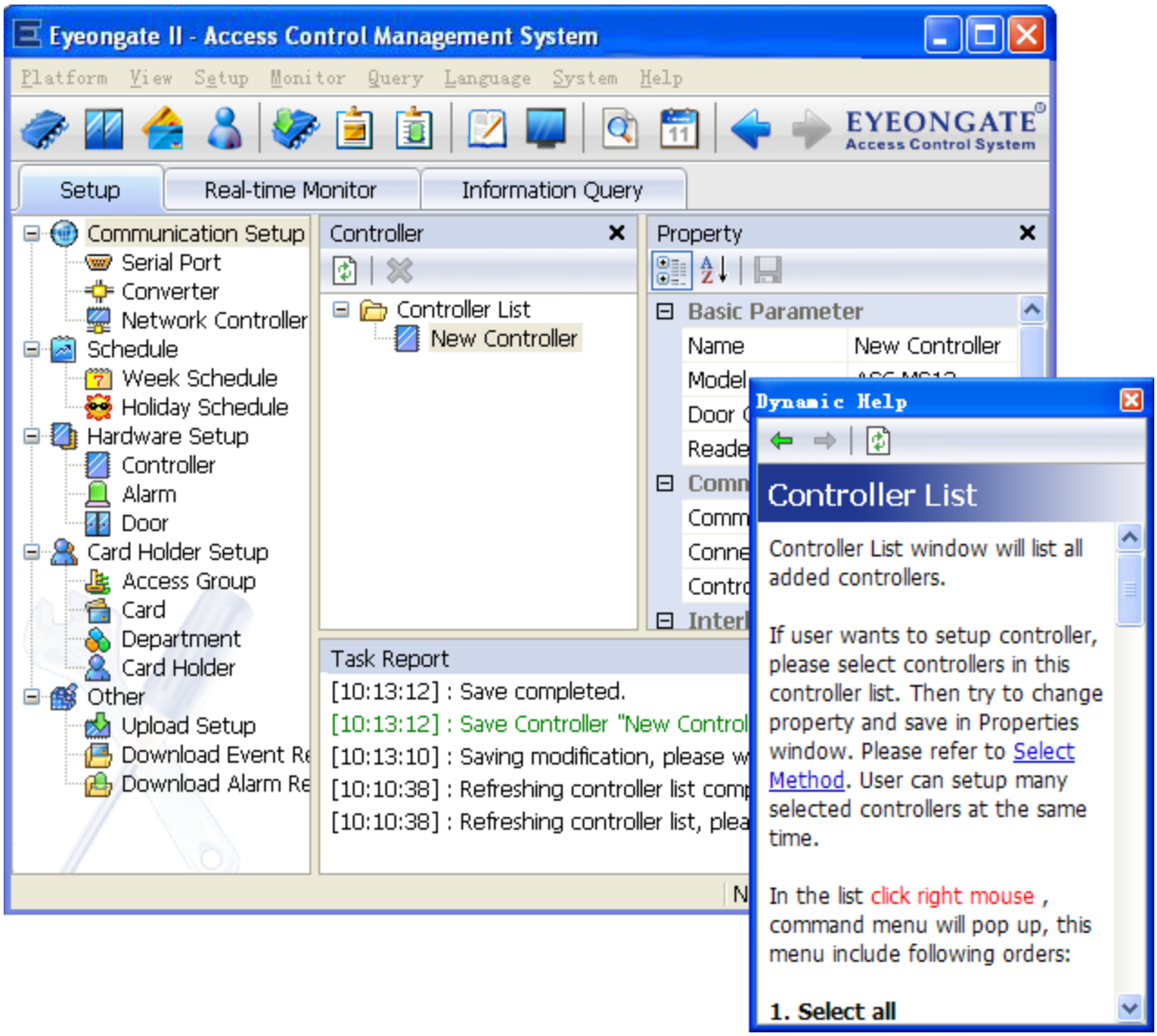
Instruction for Window

Window includes: Title Bar, Toolbar and Window Area. Title Bar includes: Window Name and Close Button. The elements are shown in the following picture. Different windows have different appearances. For details, please refer to Introduction to Main Interface.



Parked and Floated Windows

Parked Window will change its size with the window it is parked; Floated Window is independent and will not be affected by other window. For example, in the picture, there are three parked windows (Controller Window, Property Window and Task Report Window) and one floated window (Dynamic Help). When main window is moved and changed, Controller Window, Parameter Window and Task Report Window will be changed, while Dynamic Help window will not be changed.



Change the Size of Window

The size of Parked Window and floated Window can be changed. Change window size by dragging the window frame; to the location/size needed.

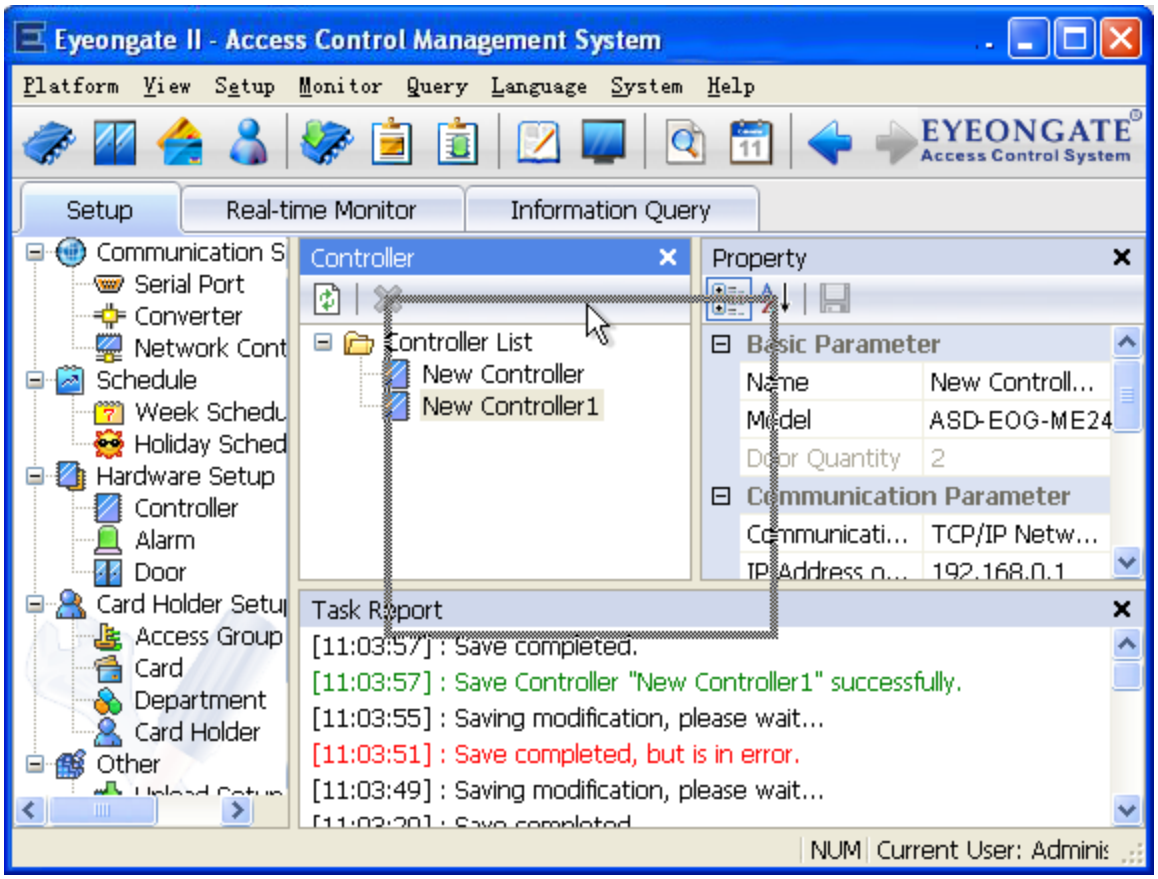
Change Window Position

Change Parked Window Position

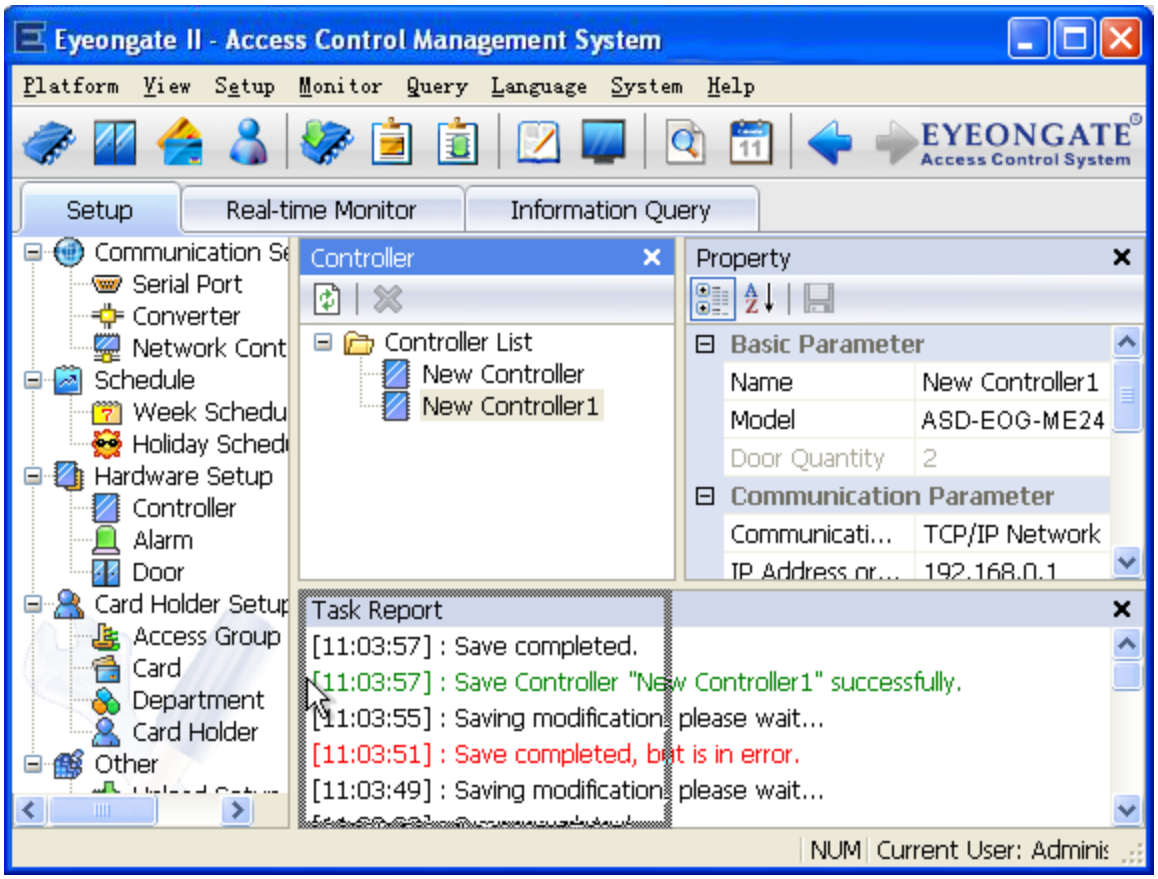
Move mouse to a window Title Bar, then left-click and do not release. When user drags the mouse, a broken line frame will appear. After move cursor to one target window, the size of window will be the same with broken line frame, release mouse to finish operation.

For example: Move controller window to the left of Task Report window:

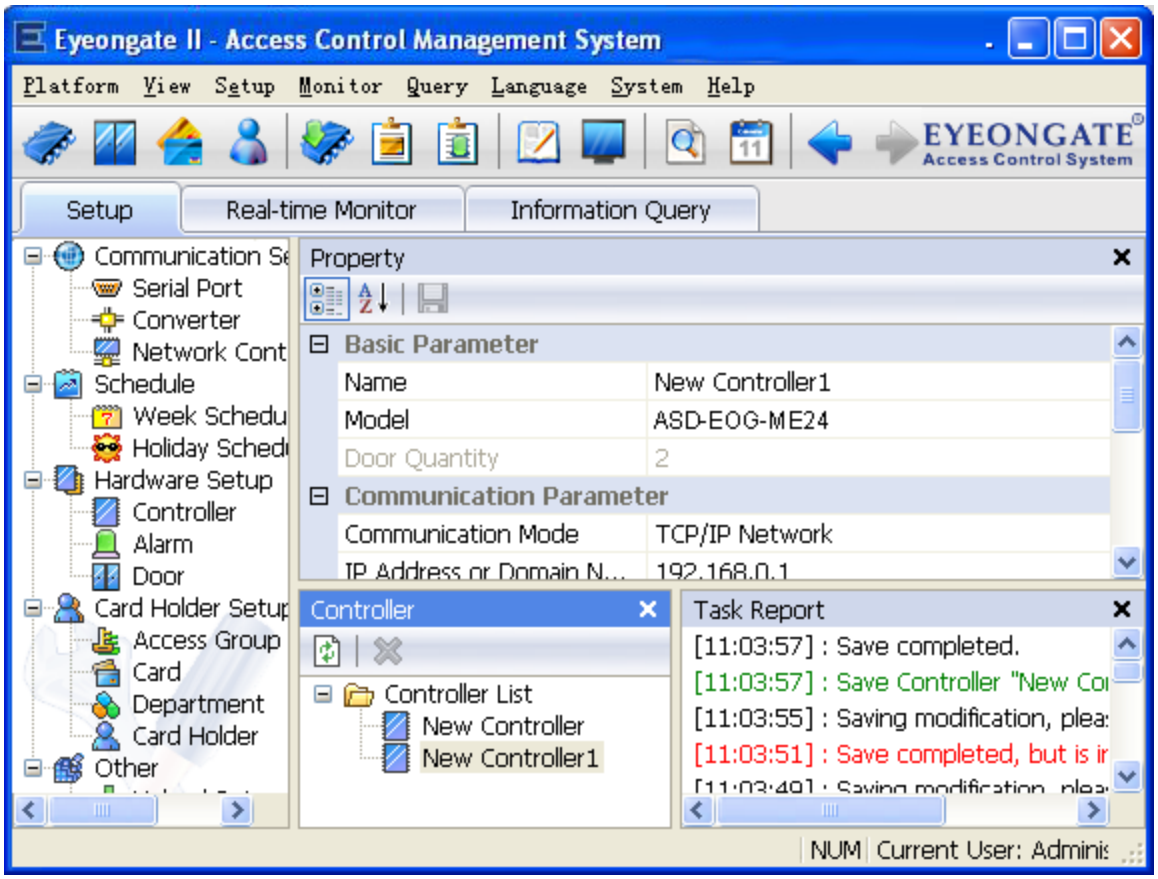
1. Move mouse to the Title Bar of Controller Window, left-click and hold; a broken-line frame will appear, as in the following picture:



2. Drag mouse to the left edge of Task Report window. The window size will be changed as shown in the following picture.
Note: Move mouse to the edge of Task Report Window where the controller window will be parked. Only when mouse is near to the edge, the Controller Window will be parked to the Task Report Window. Please pay attention to the location of mouse as shown in the picture.



3. Release mouse to finish, as shown in the following picture:



All windows can be moved to construct a layout as needed.

Change Position of Floated Window

Move mouse to a window Title Bar, then left-click and do not release. When user drags the mouse, a broken line frame will appear. After move cursor to one target window, the size of window will be the same with broken line frame, release mouse to finish operation.

Park Floated Window

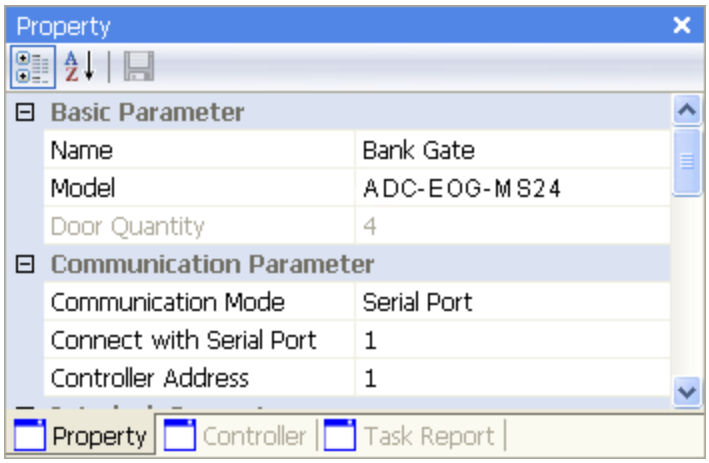
The steps are similar to "Change Park Position".

Float Parked Window

Move mouse to a window Title Bar, then left-click and do not release. When user drags mouse, a broken line frame will appear. Then move mouse to the middle of other windows (do not near to any window edge), release mouse to finish operation.

Group the Windows

Multiple windows are grouped together and occupy the same location on the software interface, with only the window in the front is active, as shown in the following picture:



To group windows, please move mouse to the title bar of one window, and then drag it to the title bar of another window and release.

Activate Window and Change Window Position
When multiple windows are grouped, only one window is active. Activate a window by moving it in the front of the group. There are three buttons at the bottom of the window group: "Parameter" "Controller" and "Task Report", which are called Switch Button of Window Group. Activate window or change window position by left-clicking the Switching Button.

Separated Window from Group
Left-click one Switch Button of Window Group and move it to other windows, once broken line frame is appeared, please release mouse, the window will be separated from group.

Hide and Display Window
All current views can be found by clicking "view" in main menu. The item names on the menu are the same with window names. Click the item to hide or display related window. User can also hide the window by clicking the Close Button on the window.

Restore View Layout
Restore view layout by clicking "View" -> "Restore View Layout".

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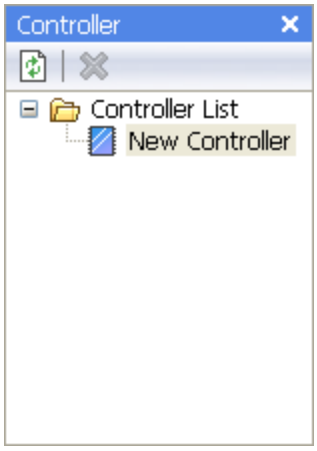
Window Introduction

This part introduces the windows which are displayed in access control subsystem.

List Window

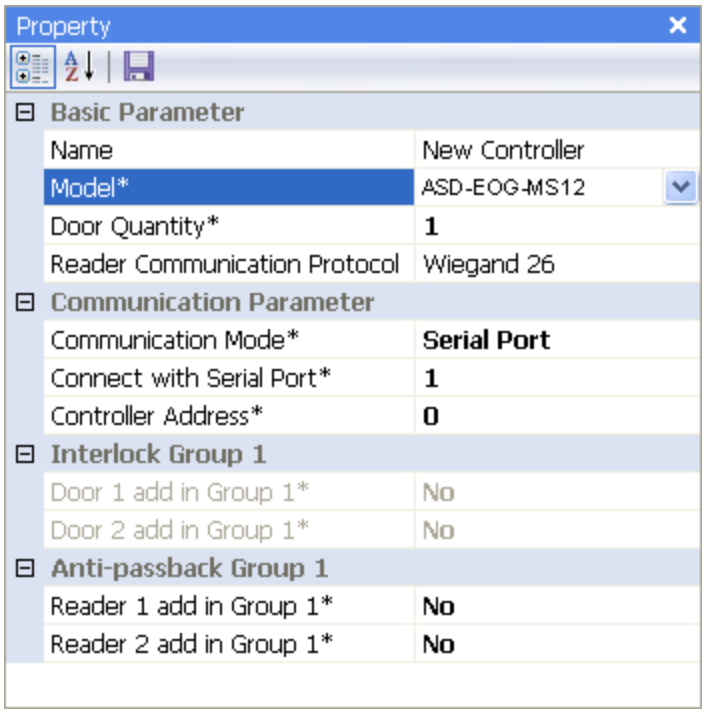
Most views have an element list window, such as Controller List window (as shown in following picture) and Door List Window. Element can be configured, such as "Controller", "Door" and "Card Holder" etc.



Element List Window has a tree diagram in function area, which is used to display setup elements. User can select one or more than one element and change their property values in property window. For details, please refer to Select Method.

Property Window

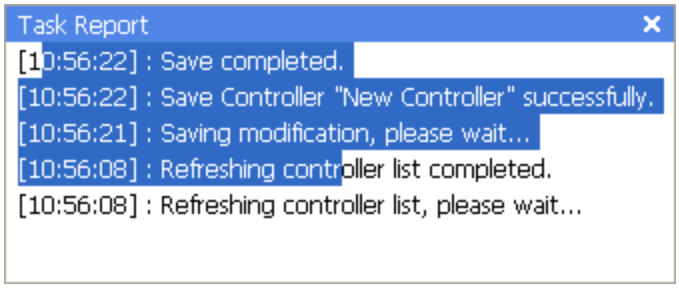
Most views have property window, as shown in the following controller property window.



The property of selected element will be displayed in property list. User can change and save element property value in the window. Property List consists of two parts: Property name at left side and property value at the right side. User can move midline to change displayed proportion. One line stands for one property in property list, as "Name" and "Model" shown in the above picture. Multiple properties can be grouped together, as "Basic Parameter" and "Communication Setup" etc. shown in the above picture. For details, please refer to "Property Edit Method".

Task Report Window

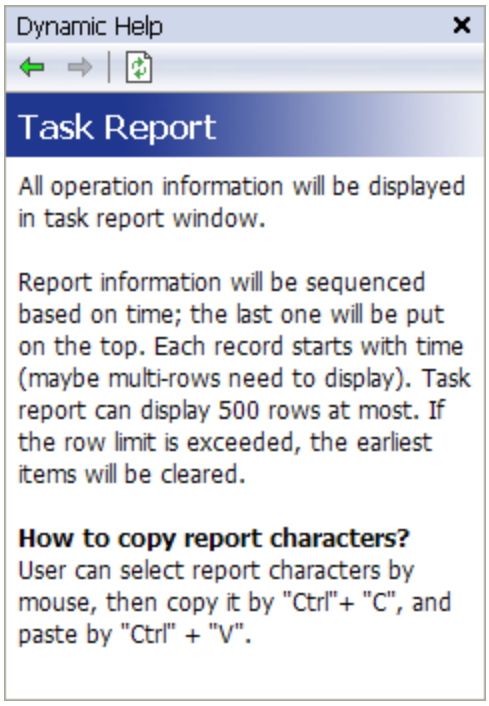
Most of views haveTask Report Window, as shown in the following picture:



All operation information will be displayed in Task Report window. Format of the information is "[hh:mm:ss]: Operation information"; with hh stands for hour; mm for minute; and ss for second. The latest information will be displayed on the top. Max. 500 rows can be displayed in Task Report Window. (The standard will be changed without notice). When information overflows, the prior information will be cleared. Left-click an item to select, click "Ctrl" + "C" to copy the item and then "Ctrl" + "V" to paste the item to the place wanted.

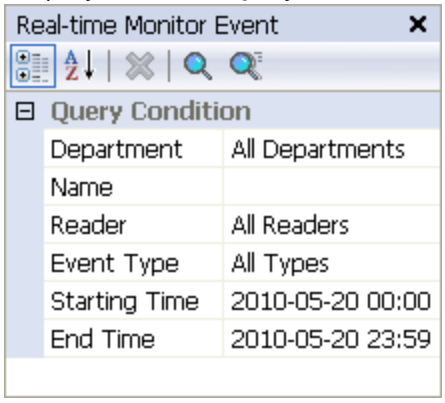
Dynamic Help Window

All views have Dynamic Help Window, as shown in the following picture:

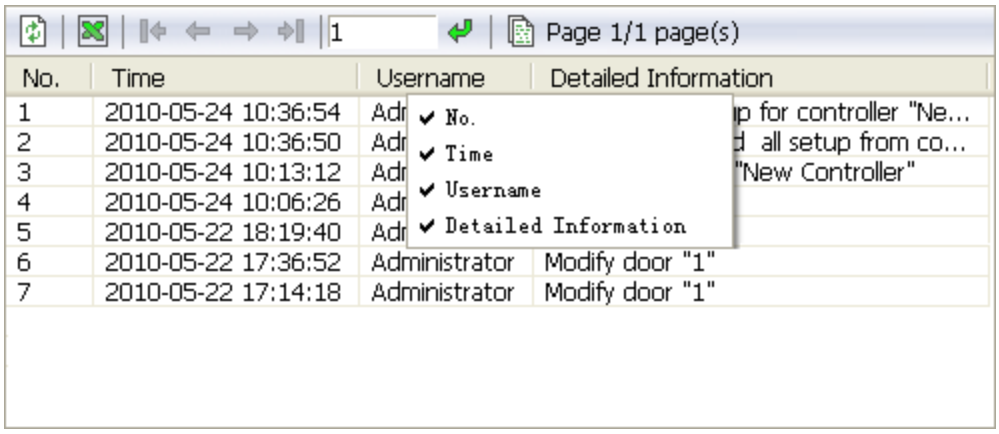


All views have Dynamic Help Window, as shown in the following picture:
When user clicks any elements, help information will be displayed in Dynamic Help Window. This is a great innovation for human-computer interaction. There are three buttons in the tool bar:Page Up" "Page Down" and "Refresh" (from left side to right side). Hyperlink will be included in help content. User can click hyperlink to access other help content.

Query Condition Window
All query views have Query Condition Window, as shown in the following picture.



Query Result Window
All query views have Query Result Window, as shown in the following picture:



The function area in Query Result Window includes a "Query Result Table" which is used to display query result. The list size can be changed by dragging the table midline. User can Hide or Display information by right-clicking list title. Query result can be printed or exported. For details, please refer to Page Setup and Print.

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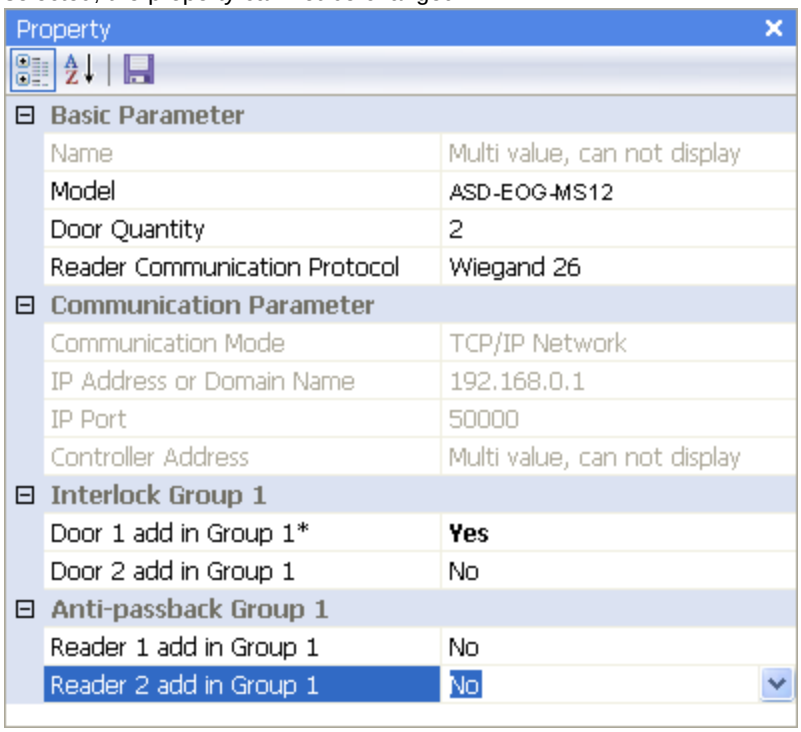
Property Edit

Property comprises some features of editable components of the software. A guide is provided here for users who are not familiar with property edit. For details on Property Window, please refer to "View Window Instruction".

Appearance of Property

As shown in the picture followed, property window is devided into parts: property names on the left and property value on the right. Once property value changed, a "*" will be added after the property name and the property value will be in bold, as "reader 1 added to group 1"demonstrated in the following picture. Non-editable properties are in grey. When multiple components are selected, the property can not be changed.



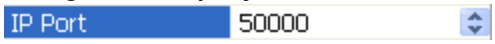
Properties may be character proptery, data property, dialog box property, date property, and time propery etc.. Following is an introduction on how to edit the variety of properties.

Change Character Property



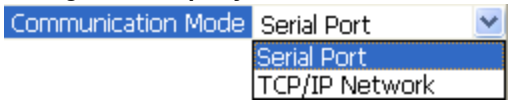
Left-click the property name and input character via keypad popped-up. Complete the change by pressing enter or clicking on other properties. Note:If the change is not confirmed, the "Save" button on the toolbar may be unusable.

Change Data Property



Left-click the property name and input number via keypad or up-down arrow. Complete the change by pressing enter or clicking on other properties.

Change List Property



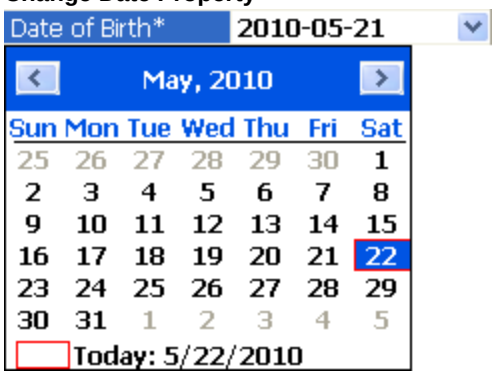
Left-click the property name and select the value in the drop-down menu.

Change Dialog Box Property



Left-click the property name or value, a "..." button will be displayed on the right. Click the button and a editable dialog box will pop up. Make the change and press "Yes" to confirm the change.

Change Date Property



Left-click the property name or value, select the date from the drop-down calendar.

Change Time Property

Edit of tThis item is similar to data property.

Change Other Properties

Other property edit is similar to abovementioned items.

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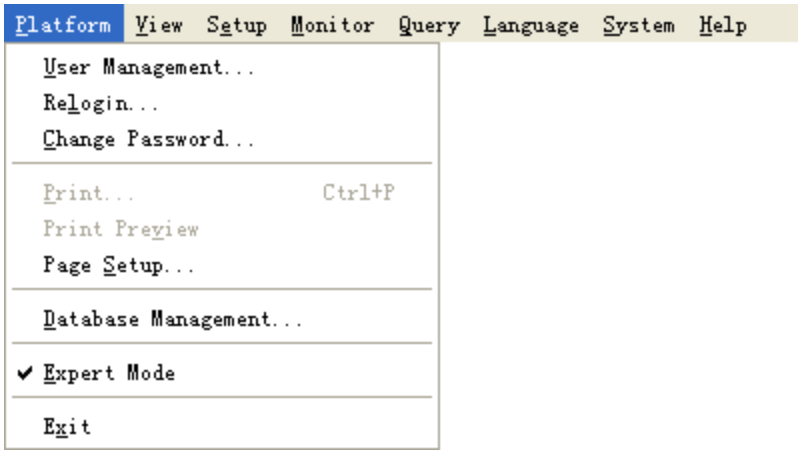
Platform Menu

All the eight functions of the software itself are on the platform menu, including"User Management", "Relogon", "Change Password", "Print", "Print Preview", "Page Setup", "Expert Mode", "Exit".



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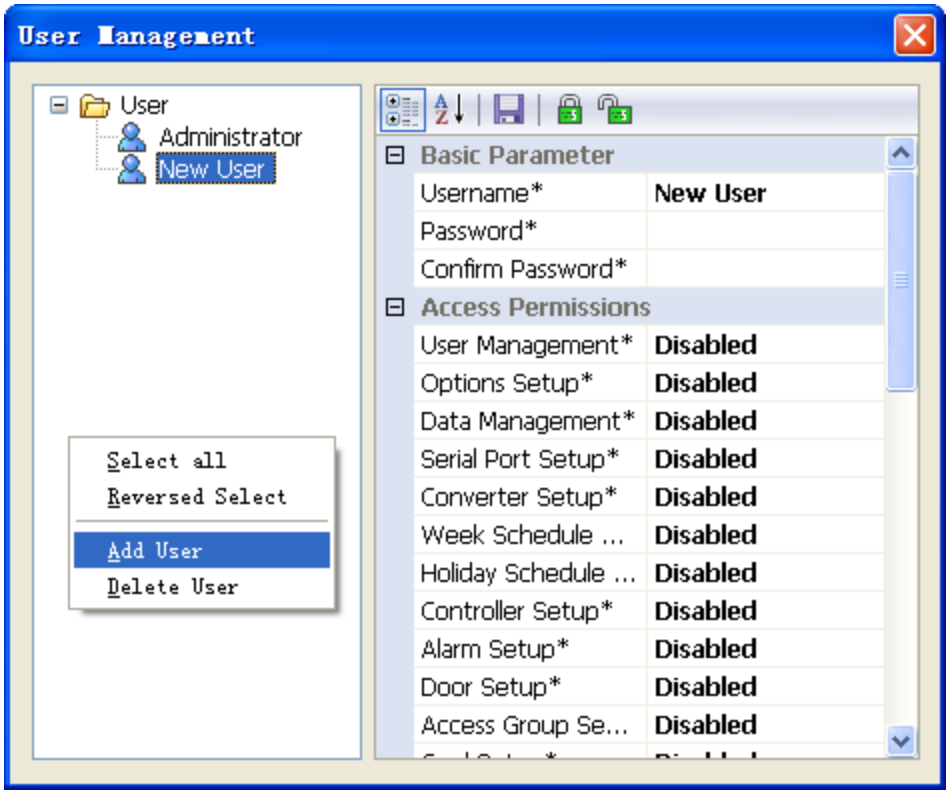
User Management

User management can build, change and delete user information. User can login the software with valid account and is different from "Card Holder" to be introduced later.

Click "Platform"->"User Management" (as following picture):



The addition or deletion of a user in one subsystem will be also effective in other subsystems. Differently, the access group property of a user in one subsystem will not be effective in other subsystems.

Add New Card Holder

1. Right-click the menu on Card Holder List. 2. Select" Add Card Holder". 3. Change the Card Holder information in Basic Parameter window. 4. Click "Save"

Change User

1. Click the Card Holder to be changed (User can select multiple Card Holders. For details please refer toSelect Method).2. Change the Card Holder information in Basic Parameter window. 4. Click "Save".

Administrator can not be changed. All properties are not usable if administrator is selected. To change Administrator password, please refer to "Change Password".

Delete User

1. Right-click the Card Holder to be deleted (User can select multiple Card Holders. To select, please refer to Select Method). 2. Select "Delete Card Holder".
Administrator can not be deleted. When select Administrator, "Delete Card Holder" will be unusable.

User Property

Username

Username can be digit, letter, blank etc. Username is max. 100 characters and is not case sensitive. Username can neither be the same as existed ones, nor to be empty. Blank before and after the username will be ignored.

Password

Password can be digit, letter etc. with max. 20 bytes and is case sensitive.

Access Group Property

Access group name indicates the access property. Property as "Enabled" indicates the user selected possesses the access authority; while "Disabled" Indicates the user does not possess the authority. If the property does not apply to the user, all functions and properties will be in grey.

Toolbar Button Instruction

When user hangs the mouse on button, the button function will be shown.

**According to Classification Sequence**

List all check conditions by group

**Letter Sequence**

All check conditions are arranged in alphabetic order or pinyin sequence

**Save**

Save all changed information, if there is no information changed, the button will be unusable.

**Close all access groups**

Select "Disable" for all access authorities.

**Initiate all access permissions**

Select "Enabled" for all access permissions

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Relogon

User can login system by different identities without exit the system. Please click "Platform"->"Relogon" and the login dialog box will pop up. When press "Cancel", instead of the exit the program, the system will return as the last user. For details, please refer to Start Program.

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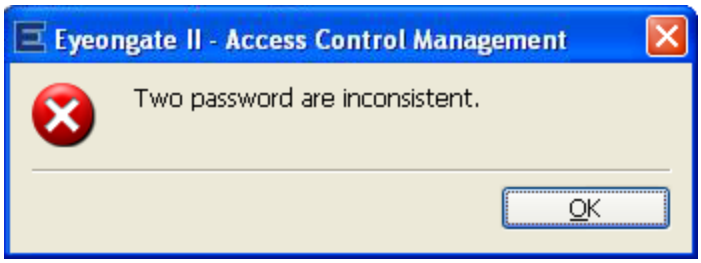
Change Password

User can change login user password by "platform->"Change Password", following dialog box will pop up:



Please input "Old Password", then input new password in "New Password" and "Confirmed". These two passwords have to the same. If the two passwords are inconsistent, following dialog box will pop up.



Password can be digit, letter etc. with max. 20 bytes and is case sensitive. Password of Administrator can only be changed here.

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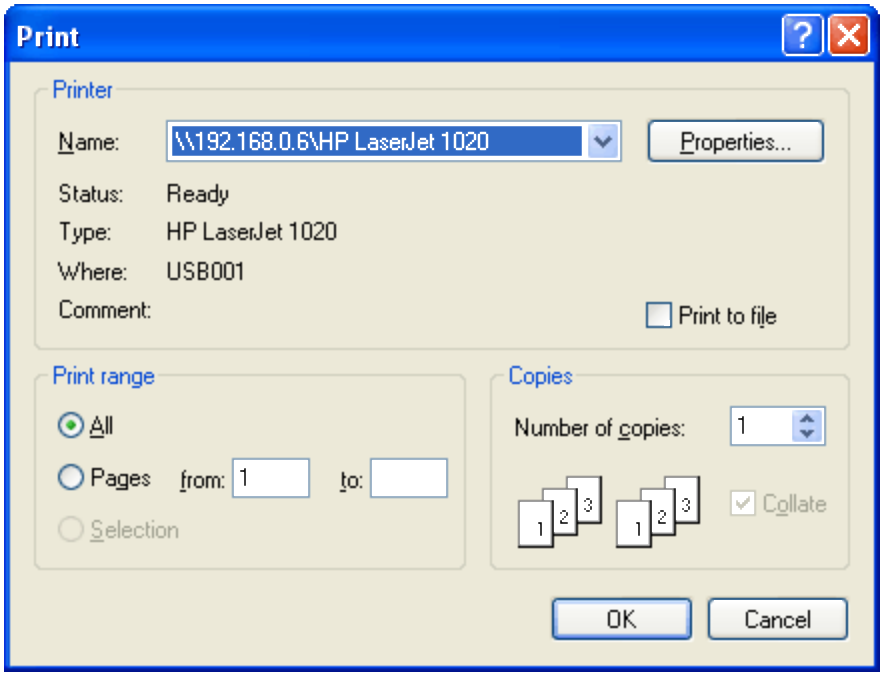
Print

User can print various query results, which is displayed in "Query Result List"(Please refer to "View Window Introduction").If there is no information in query result list or the system is not in query interface, the button will be unusable. It is suggested to adjust the print information by "Print Preview" and "Page Setup". Please click "Platform"->"Print", as following picture:



Please input correct information and press "Yes" to print. "Property" is related to the printer. For details please refer to printer user manual. Note: For printers which do not support multiple copies or auto-paging, the setup is unusable.

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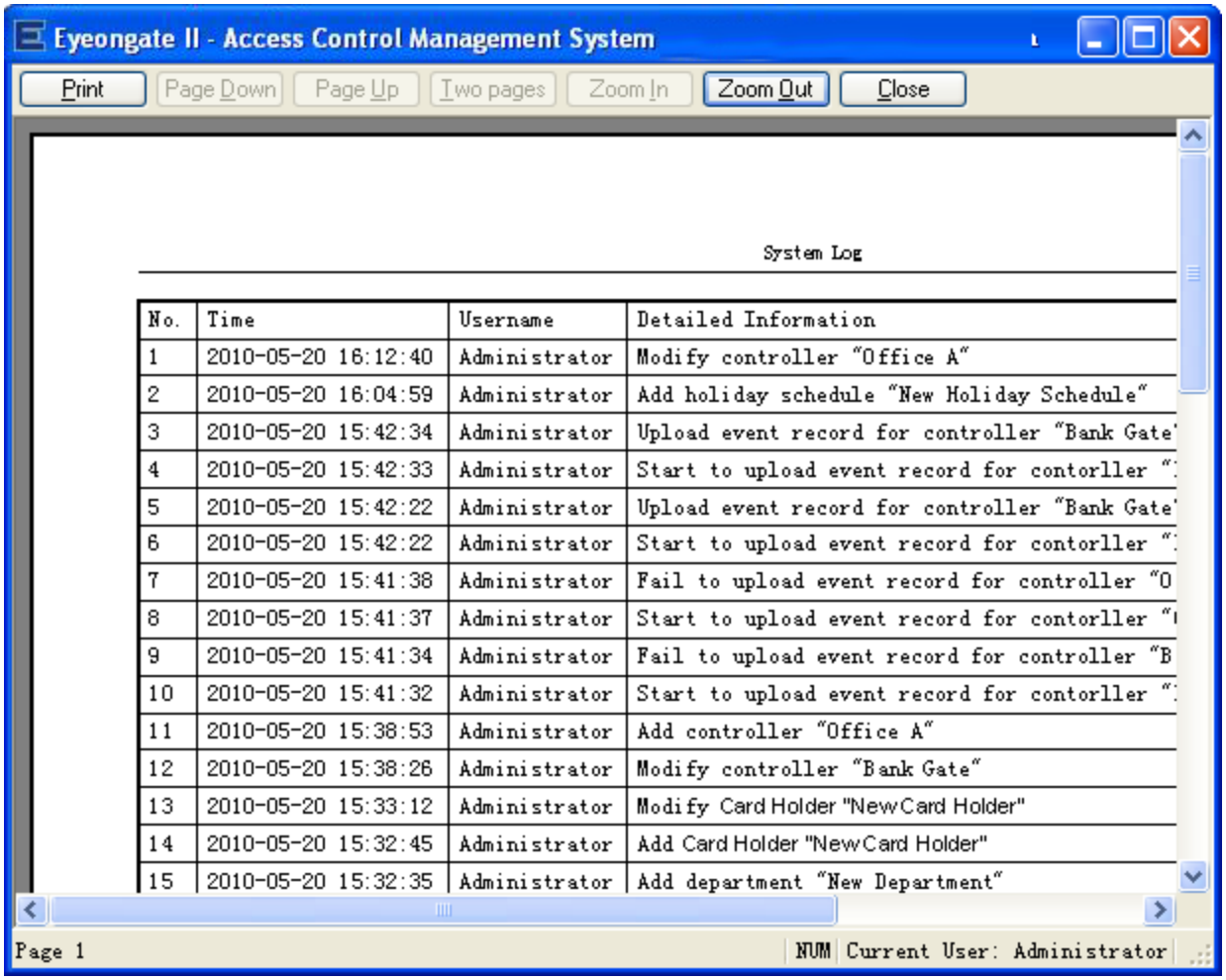
Print Preview

Before user print the list, user can view it by Print Preview. User also can adjust print output parameter by Page Setup. If there is no information in query result list or the system does not in query interface, the button will be unusable. Please click "Platform"->"Print Preview", as following picture:



No.	Time	Username	Detailed Information
1	2010-05-20 16:12:40	Administrator	Modify controller "Office A"
2	2010-05-20 16:04:59	Administrator	Add holiday schedule "New Holiday Schedule"
3	2010-05-20 15:42:34	Administrator	Upload event record for controller "Bank Gate"
4	2010-05-20 15:42:33	Administrator	Start to upload event record for contorller "
5	2010-05-20 15:42:22	Administrator	Upload event record for controller "Bank Gate"
6	2010-05-20 15:42:22	Administrator	Start to upload event record for contorller "
7	2010-05-20 15:41:38	Administrator	Fail to upload event record for controller "O
8	2010-05-20 15:41:37	Administrator	Start to upload event record for contorller "
9	2010-05-20 15:41:34	Administrator	Fail to upload event record for controller "B
10	2010-05-20 15:41:32	Administrator	Start to upload event record for contorller "
11	2010-05-20 15:38:53	Administrator	Add controller "Office A"
12	2010-05-20 15:38:26	Administrator	Modify controller "Bank Gate"
13	2010-05-20 15:33:12	Administrator	Modify Card Holder "NewCard Holder"
14	2010-05-20 15:32:45	Administrator	Add Card Holder "NewCard Holder"
15	2010-05-20 15:32:35	Administrator	Add department "New Department"

Print Preview can be shown by zooming or pagination but can not be changed. If user needs to change the list, please exits print preview and change the parameters in "Page Setup". User can press "Print" to print, and press "Close" to exit print preview.

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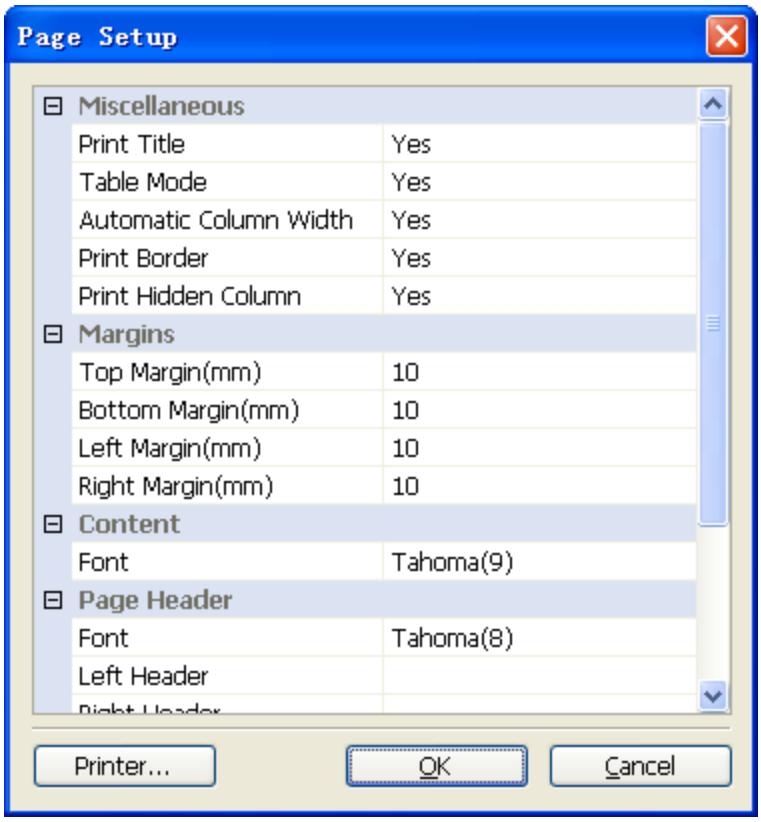
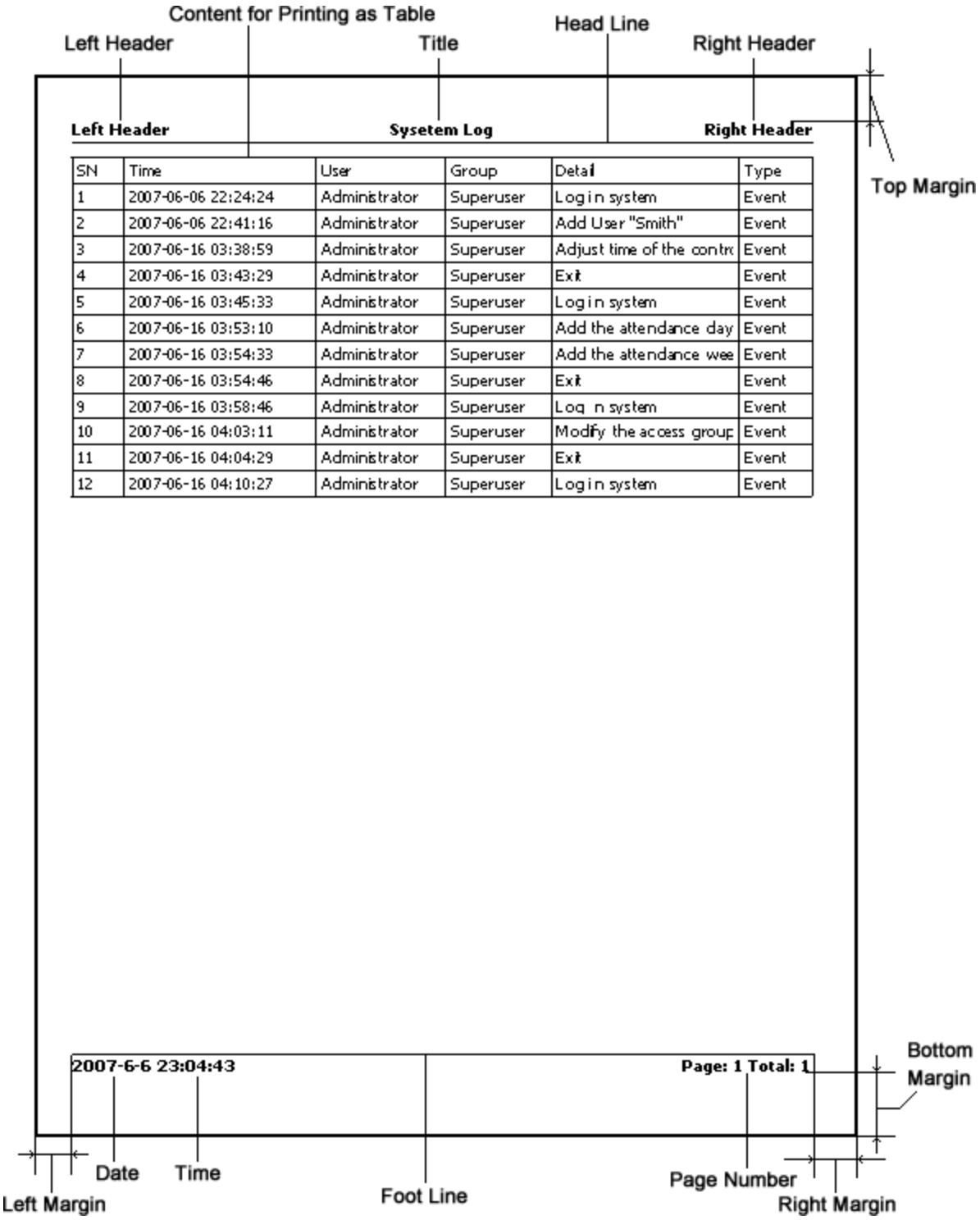
Page Setup

User can adjust print output parameter by Page Setup. Please click "Platform"->"Page Setup", as following picture and press "OK" to save, press" Cancel" to cancel the operation.



Print result will make up of several elements, as following picture:



SN	Time	User	Group	Detail	Type
1	2007-06-06 22:24:24	Administrator	Superuser	Log in system	Event
2	2007-06-06 22:41:16	Administrator	Superuser	Add User "Smith"	Event
3	2007-06-16 03:38:59	Administrator	Superuser	Adjust time of the contr	Event
4	2007-06-16 03:43:29	Administrator	Superuser	Exit	Event
5	2007-06-16 03:45:33	Administrator	Superuser	Log in system	Event
6	2007-06-16 03:53:10	Administrator	Superuser	Add the attendance day	Event
7	2007-06-16 03:54:33	Administrator	Superuser	Add the attendance wee	Event
8	2007-06-16 03:54:46	Administrator	Superuser	Exit	Event
9	2007-06-16 03:58:46	Administrator	Superuser	Log in system	Event
10	2007-06-16 04:03:11	Administrator	Superuser	Modify the access group	Event
11	2007-06-16 04:04:29	Administrator	Superuser	Exit	Event
12	2007-06-16 04:10:27	Administrator	Superuser	Log in system	Event

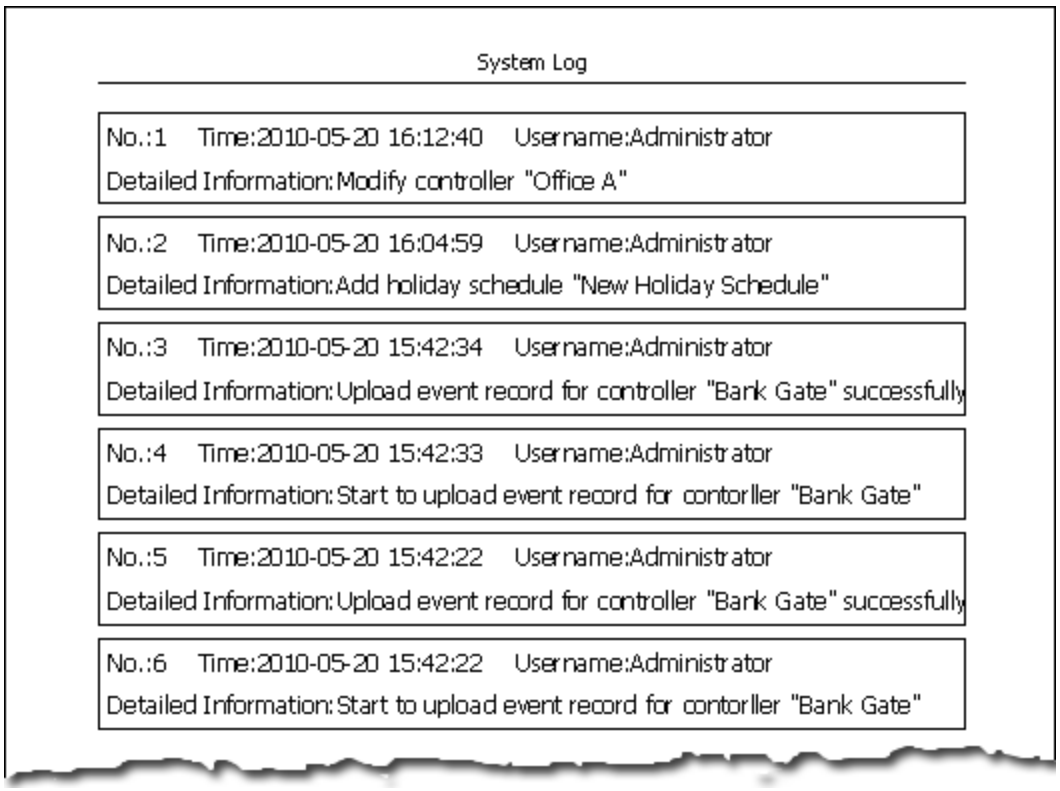
Margins ĄĄĄ
User can adjust the size by Top Margin, Bottom Margin, Left Margin, Right Margin property.

Page HeaderĄĄĄ

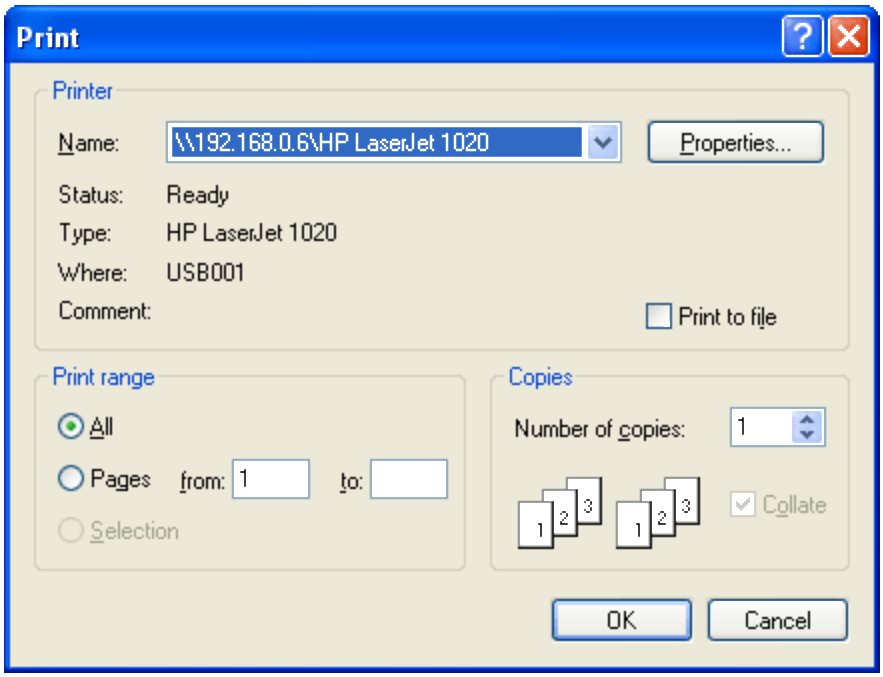
Page Header includes Left Header, Right Header, Title and Page Header Line. Left Header and Right Header can be any characters available with max.100 characters. The system will create a title according to query types and be displayed by selecting "Print Title" in Miscellaneous. When Left Header, Right Header, and Title do not display, the Header Line will be hidden.

Page Footer ĄĄĄ
Page Footer includes Time, Date, Page Number and Footer Line. Time and Date are the same as the system when print (left alignment only). Page will be automatically created and the format is "Page/Total (right alignment only). User can select display or hide Time, Date and Page Number. When they are hidden, the Footer Line will be hidden.

Query Result ĄĄĄ
In the middle of page is the query result. System can output tables by selecting "Yes" in "Table Mode" property (Please refer to above picture). But if "No" is selected, output will not are tables (as following picture). If the columns of the table exceed page size, some information can not be shown. In order to show all the information in the table, user can adjust the table size by selecting "Yes" in Automatic Column Width. For more information, please refer to "View Window Introduction".



Click "Printer" in page setup window, following picture will pop up. User can select printer, paper size, and print direction etc...



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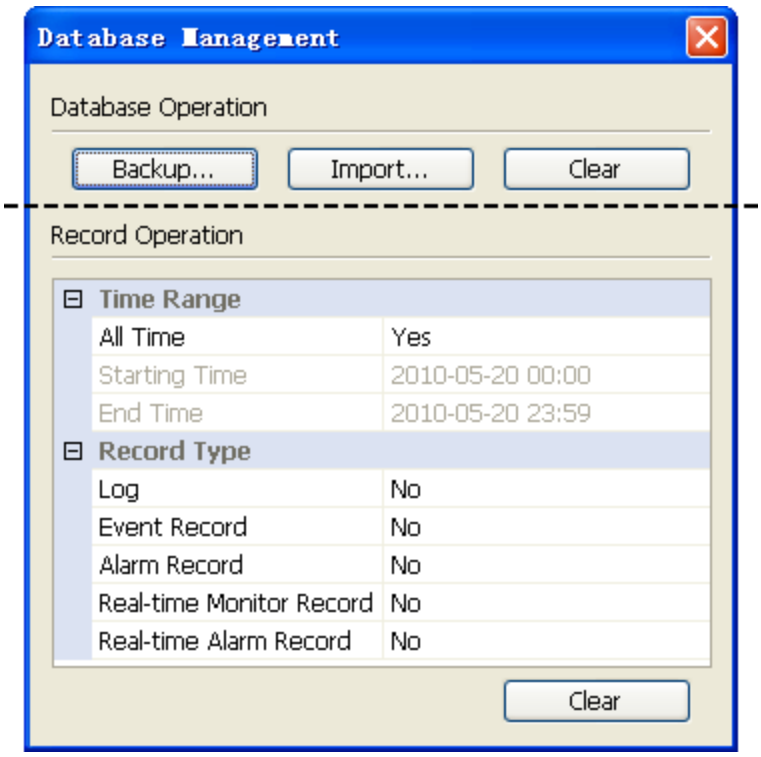
Database Management

All application data are saved by Microsoft Access.

Main function includes back-up, import and clear database files. Click "Platform"->"Database Management" to open the dialog box (as following picture). There are two departments: Database operation and record operation.



DatabaseĄĄĄĄ
Database is the database for all subsystems. It consists of data of software setup, system log, card-present, alarm record and attendance record.

Back-up Database
Click "Backup" button to select the backup directory; click "Yes" to start. Once back up completed, a new sub-directory named as current date will be created in the backup directory. For example, if "C:/" is selected as the backup directory, and current date is 5th April 2009, a sub-directory named "2009-04-05" will be created after back up . All backup information is saved in the sub-directory.

Import Database
When import prior backup database to the system, current database will be deleted. Click "Import" button to select a backup directory. The directory name is "YYYY-MM-DD". Click "Yes" to start import. Indication will be displayed once import is completed successfully.

Existing database will be deleted when import database. It is strongly advised to backup all database before carrying out this operation.

Clear Database

Clear database and recover the subsystem to installed state. Click "Clear" to clear the information. Indication will be displayed once clearance is completed successfully.



The operation is effective only for the current subsystem. The database used by other subsystems will be deleted as well.

Clear Record

Please setup the date and type for the record to be cleared; then click "Clear" to clear the information.



The operation is effective only for the current subsystem. The database used by other subsystems will be deleted as well.

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Expert Mode

In order to satisfy most customers, the software provides Expert mode and non-expert mode. All system functions can be displayed and used under expert modeŁť while some sophisticated functions will be hidden under non-expert mode such as menu, toolbar, function interface, view and some element properties. If some functions can not be found, please switch to expert mode.

Non-expert mode is easy to operate for new user.

Please switch the system to export mode by clicking "Platform"-> "Expert Mode".

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Exit

User can exit the program by clicking "System"-> "Exit"; clicking close button on top of main window or pressing ALT+F4.

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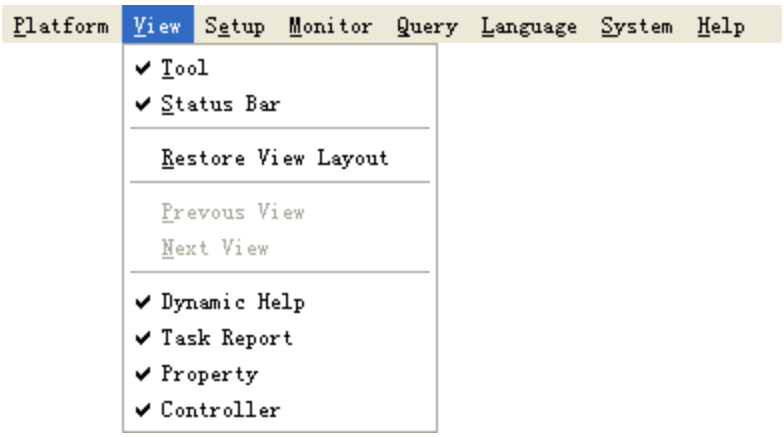
View Menu

Orders in view menu is used to control the display of view element.



Toolbar
Display or hide the toolbar for main window.

Status Bar
Display and hide the status bar for main window.

For detail information, please refer to "Introduction to Main Interface" for more details.

Previous View, Next View
Software will remember the view visited. User can return to the visited view according to visited sequence by pressing "Previous View" and "Next View".

Other Order
For other orders and view information, please refer to "View, Window and Layout" for more details.

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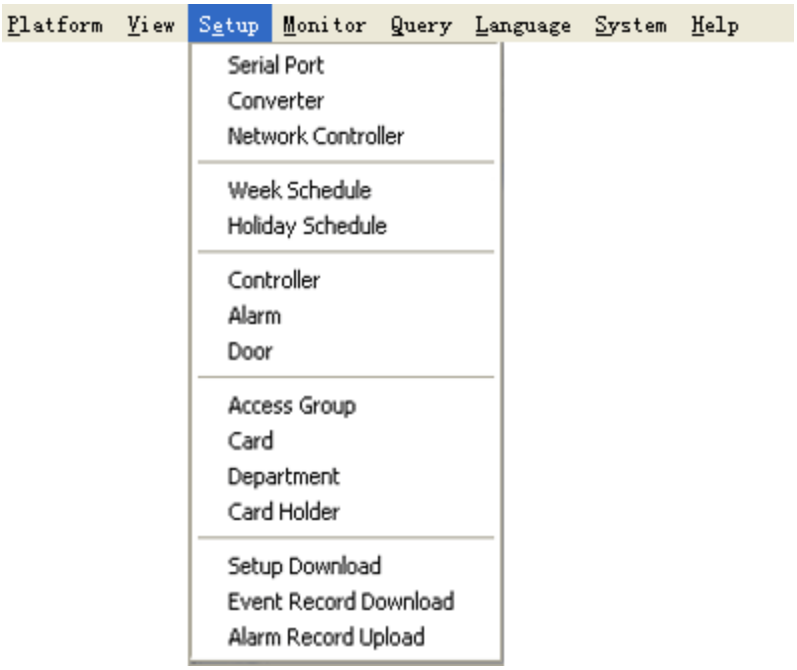
Setup Menu

All the fifteen functions of the system can be visited through this menu (as shown in the following map), including"Serial Port", "Converter", "Network Controller", "Week Schedule", "Holiday Schedule", "Controller", "Network Controller", "Alarm", "Door", "Access Group", "Card", "Department", "Card Holder", "Setup Upload", "Event Record Download" , "Alarm Record Download".



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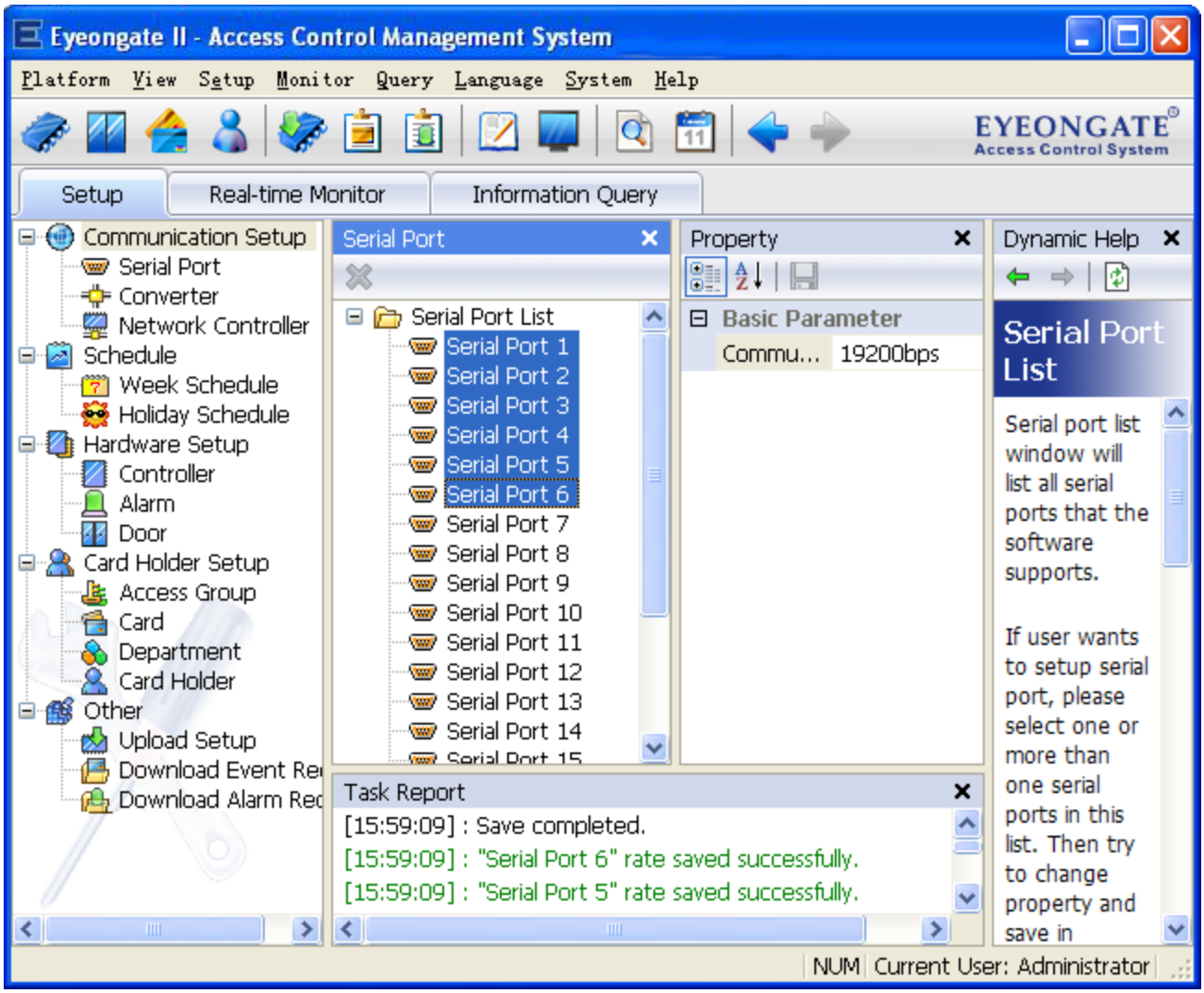
Serial Port

Usually, the system can communicate with controller by serial port or Ethernet. If user uses serial port to communicate, please select communication rate for the serial port. To setup communication rate, please click "Management"->"Serial Port", or click "Serial Port" in View Switch Over Panel. Please refer to the following picture:



User can setup communication rate for max. 20 serial ports, Since usually there are only two serial ports for PC, user can extend serial ports by adding hardware interface card, other hardware and virtual serial port software.

Change Serial Port Communication Rate

1. Click the Card Holder to be changed in Serial Port List (User can select multiple serial ports. For details, please refer to Select Method) 2. Change the communication rate for serial port in Basic Parameter window. 3. Click "Save". The rate can be used without restart the software.

Serial Port Property

Communication Rate

Rate can be set up as 19200bps or 9600bps. When the distance between PC and controller is too long (RS485 mode is around 1 kilometer, RS232 mode is around 15 m), to avoid communication error, lower rate (9600bps) should be selected.

Instruction for Serial Port Toolbar Button

When user hangs the mouse on button, the button function will be shown.

**Cancel Operation**

Cancel current operations. The button is unusable when there is no operation.

Toolbar Button Instruction

**According to Classification Sequence**

List all check conditions by group

**Letter Sequence**

All check conditions are arranged in alphabetic order or pinyin sequence.

**Save**

Save all changed information. If there is no information changed, the button will be unusable.

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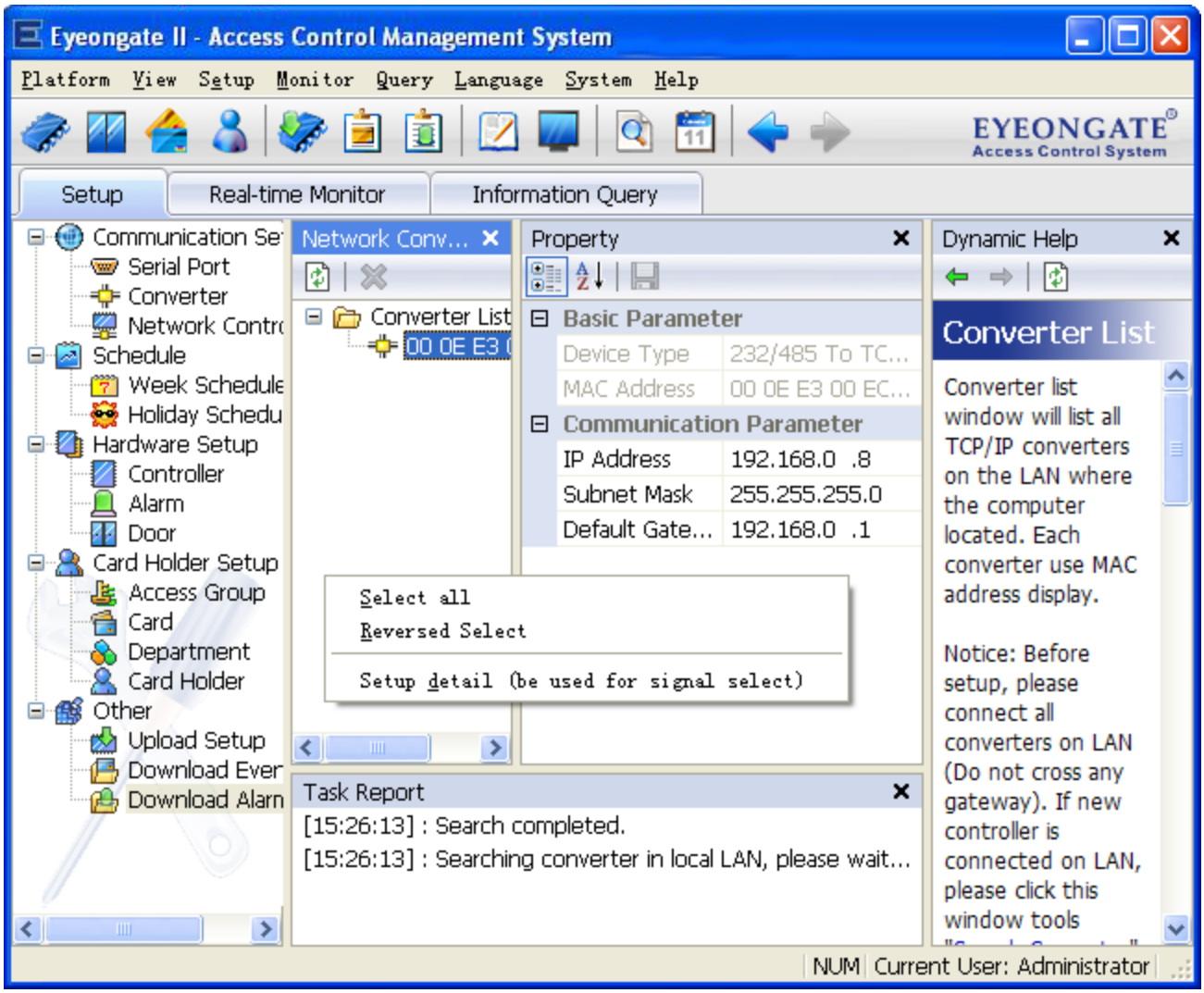
Converter

If controller connects with computer network by TCP/IP communication converter, user must setup controller IP address, subnet mask and gateway (MS controller series can connect with PC by series port or converter). If Ameta converter is adopted, user can setup it in this window directly.

Note: Before setup, please connect all converters on LAN (Do not cross any gateway). If converter and computer are not in the same network, please connect the converter on LAN and setup it firstly. After setup completed, connect the converter to target network. One converter 485 port can connect with multiple controllers.

Click "Management"->"Converter" or click "Converter" in setup interface view. Please refer to the following picture:



Change Converter Address

1. Select the MAC address in converter list (User can select multiple converters, for detail, please refer to "Select Method"for more details. 2. Change converter property in left property window. 3. Click "Save".

Detailed Setup

1. Right-click the MAC address in converter list. 2. Select "Detailed Setup" in menu. 3. Input username and password in IE authentication window (the default username and password is "Admin". 4. Setup the converter parameter in IE window. For details, please refer to converter user manual.

Converter Property

Setup Type

Display the type name acquired from converter. The name can be displayed but not changed.

MAC Address

It displays converter physical address (display only, can not be changed). MAC address also called physical address, hardware address or link address. In order to locate physical communication protocol and distinguish network devices, network device manufacturer always writes MAC address on hardware. Two devices can never have identical MAC address.

IP Address

It is the address for TCP/IP network device. The value range is 0-255. Some special addresses can not be appointed. One network can only have one IP address. If user does not know how to setup, please contact with the network manager.

Subnet Mask

IP address subnet mask of TCP/IP network device. Subnet mask ranges from 0 to 255. Subnet is used to divide IP address into network address and mainframe address. If user does not know how to setup, please connect with network manager.

Default Gateway

IP address of TCP/IP gateway device, ranges from 0 to 255. Gateway is a network device which works as a channel between two networks. Gateway address must be appointed when communication between networks are needed. If user's network is not connected with other networks (including internet), the value is meaningless. If user does not know how to setup, please connect with network manager.

Instruction for Converter Toolbar Button

When user hangs the mouse on the button, the button function will be shown.

**Search Converter**

Search converter on LAN again, and add the new converter into Converter List.

If the converter is on Internet, please connect it with LAN and setup IP and mask. Software can not search converter through internet.

**Cancel Operation**

Cancel current operations. The button is unusable when there is no operation.

Instruction for Toolbar Button

**According to Classification Sequence**

List all check conditions by group

**Letter Sequence**

All check conditions are arranged in alphabetic order or pinyin sequence.

**Save**

Save all changed information, if there is no information changed, the button will be unusable.

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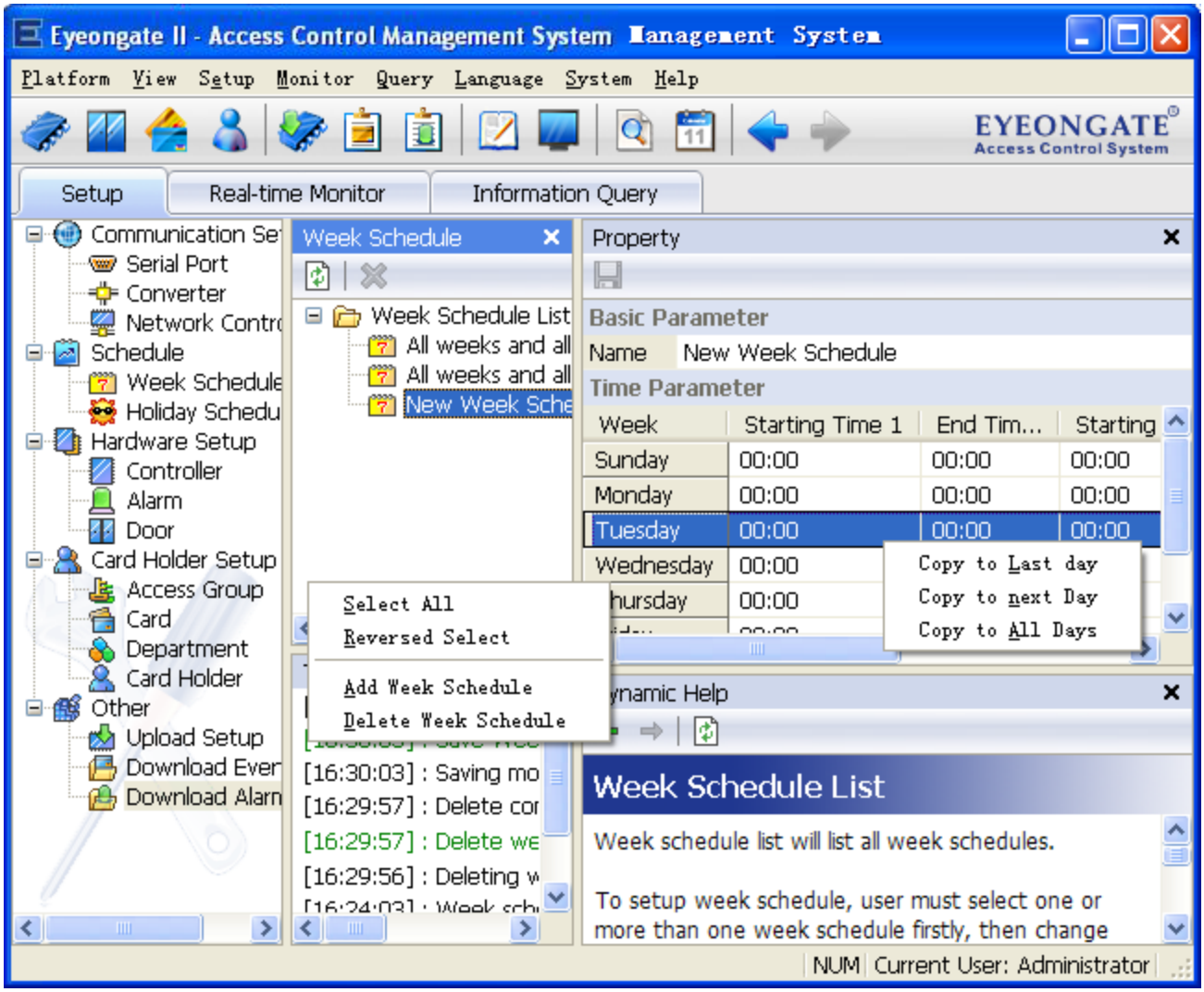
Week Schedule

Week schedule is a time table consists of 1 to 3 time sections for each day. The defined time section is called controlled time, while other time called uncontrolled time. Functions of Week Schedule: 1, Week Schedule can be appointed to the reader of a certain access group. 2, To appoint "Invalid Button Week Schedule" for one door, during which time the exit button will not work. This is to ensure security on non-working days. 3, To appoint "Regular Normal-open Week Schedule" for one door during which time the door will not be closed. It will be more convenient for Card Holders during working days.

The difference between Common Week Schedule and Special Week Schedule

There are three functions for week schedule that described before, common week schedule can be used in the three functions, but special schedule only can be used in the last two functions. System can build max.184 week schedules, but special week schedule have no limit. Different kinds of week schedule can mark by different icon in week scheudle list.

Click "Setup" ->"Week Schedule" or "Week Schedule" in View Switch Over Panel, as in the following picture:



"All Weeks and All Days non-accessible" and "All Weeks and All Days accessible" are reserved Week Schedules which can not

be changed and deleted. If only reserved week schedules are needed, user does not need to enter this view.

Add Week Schedule

1, Right-click Week Schedule List Window 2, Select "Add Common Week Schedule" or “Add Special Week Schedule” 3, Change the property of new Week Schedule. 4, Click "Save" in Property Window.

"All Weeks and All Days non-accessible" and "All Weeks and All Days accessible" are reserved Common Week Schedules which can not be changed and deleted. If only reserved week schedules are needed, user does not need to enter this view.

Change Week Schedule

1, Select Week Schedule by left-clicking week schedule name in Week Schedule List (Multiple Week Schedules can be selected and changed at the same time. For details, please refer to Select Method 2, Change Week Schedule property in Property Window. 3, Click "Save"

Delete Week Schedule

1, Select Week Schedule by left-clicking week schedule name in Week Schedule List (Multiple Week Schedules can be selected and changed at the same time. For details, please refer to Select Method. 2, Right-click selected Week Schedule 3, Select "Delete Week Schedule".

Start Smart Upload

Please refer to“Setup Upload”.

User can right-click time parameter, then copy the setup items to other rows.

Week Schedule Property

Name

Max. Length of name is 100 characters. For convenience of future management, please assign different names to different Week Schedules.

Start and End Time

To define time section N: The Start Time N, End Time N. The N value can be 1, 2 and 3. Time format: hh:mm, mm stands for hour (range from 0 to 23), mm stands for minute (range from 0 to 59). End time must be latter or the same with start time. When start time is the same with end time, the time section is unusable.

Instruction for Week Schedule Toolbar

When user hangs the mouse on button, the button function will be shown.

**Refresh Week Schedule List**

Read all Week Schedules from database again, and refresh Week Schedule List.

**Cancel Operation**

Cancel the current operation, the button is unusable when there is no operation.

Instruction for Toolbar Button

**Save**

Save all changed information. If there is no information changed, the button will be unusable.

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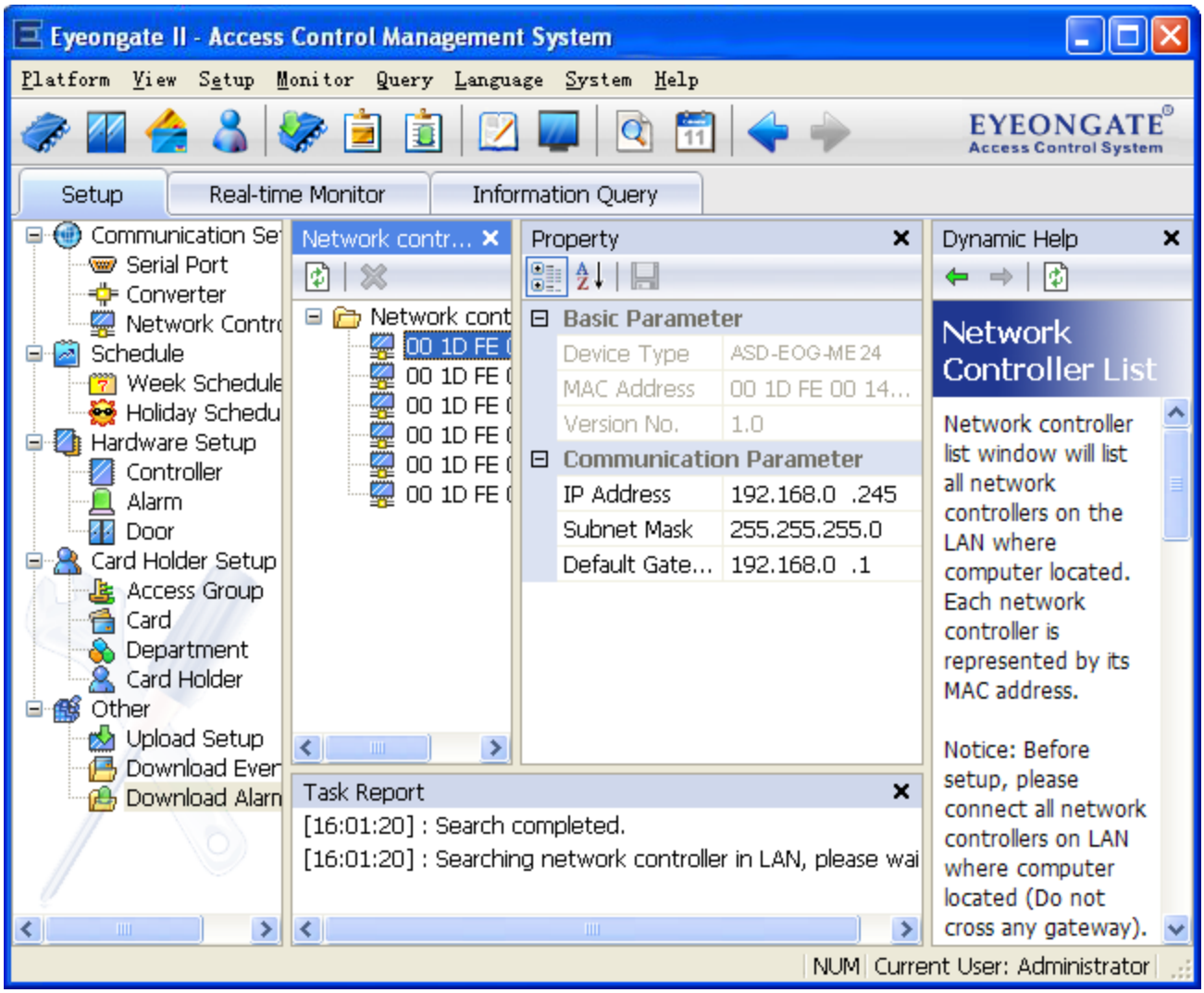
Network Controller

If ME controller series is used, please connect LAN with controller firstly, then setup IP Address, Subnet Mask, Default Gateway in the view.

Note: Before setup, please connect all ME controller series on LAN (Do not cross any gateway). If controller and computer are not in the same network, please connect the controller on LAN and setup it firstly. After setup completed, connect the controller to target network.

Click "Setup"->"Network Controller" or click "Network Controller" in setup interface view. Please refer to the following picture:



Change Network Controller IP Address

1. Select the MAC address in network controller list (User can select multiple controllers, for detail, please refer to "Select Method"for more details. 2. Change controller property in left property window. 3. Click "Save".

Controller Property

Setup Type

Display the type name acquired from controller. The name can be displayed but not changed.

MAC Address

It displays controller physical address (display only, can not be changed). MAC address also called physical address, hardware address or link address. In order to locate physical communication protocol and distinguish network devices, network device manufacturer always writes MAC address on hardware. Two devices can never have identical MAC address.

Version Number:

Display the controller verion number. It can be displayed but not changed.

IP Address

It is the address for TCP/IP network device. The value range is 0-255. Some special addresses can not be appointed. One network can only have one IP address. If user does not know how to setup, please contact with the network manager.

Subnet Mask

IP address subnet mask of TCP/IP network device. Subnet mask ranges from 0 to 255. Subnet is used to divide IP address into network address and mainframe address. If user does not know how to setup, please connect with network manager.

Default Gateway

IP address of TCP/IP gateway device, ranges from 0 to 255. Gateway is a network device which works as a channel between two networks. Gateway address must be appointed when communication between networks are needed. If user's network is not connected with other networks (including internet), the value is meaningless. If user does not know how to setup, please connect with network manager.

Instruction for Controller Toolbar Button

When user hangs the mouse on the button, the button function will be shown.

**Search Converter**

Search network controller on LAN again, and add the new controller into Controller List.

If the controller is on Internet, please connect it with LAN and setup IP and mask. Software can not search contoller through internet.

**Cancel Operation**

Cancel current operations. The button is unusable when there is no operation.

Instruction for Toolbar Button

**According to Classification Sequence**

List all check conditions by group

**Letter Sequence**

All check conditions are arranged in alphabetic order or pinyin sequence.

**Save**

Save all changed information, if there is no information changed, the button will be unusable.

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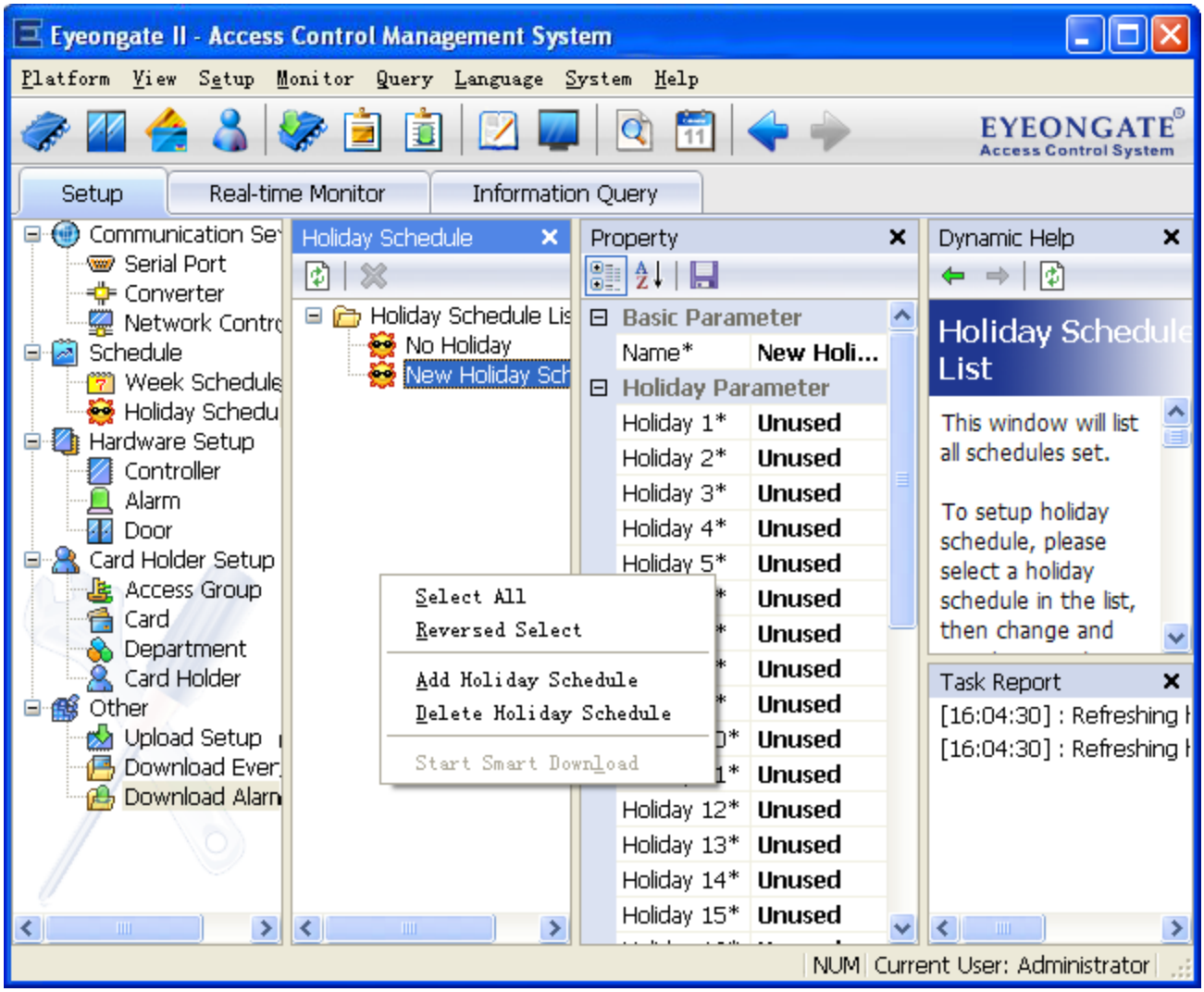
Holiday Schedule

Holiday Schedule can define one reader for one access group in "Access Group" view. Max. 32 holidays can be assigned in one holiday schedule. The Week schedule within Holiday Schedule will be ignored.

Click "Setup" ->"Holiday Schedule" or click "Holiday Schedule" in View Switch Over Panel. As in the following picture:



"No Holiday" is reserved Holiday Schedule which can not be changed and deleted. If only reserved Holiday Schedule is needed, user does not need to enter this view.

Add Holiday Schedule

1, Right-click Holiday Schedule List window 2, Select "Add Holiday Schedule" 3, Change property of new Holiday Schedule 4, Click "Save" in property window.

Note: The system can support max.64 Holiday Schedules.

Change Week Schedule

1, Select Holiday Schedule by left-clicking Holiday Schedule name in Holiday Schedule List (Multiple Holiday Schedules can not

be selected at the same time) 2, Change property of new Holiday Schedule. 3, Click "Save" in property window.

Delete Holiday Schedule

1, Select Holiday Schedule by left-clicking Holiday Schedule name in Holiday Schedule List (Multiple Holiday Schedules can be selected at the same time. For details, please refer toSelect Method 2, Right click Holiday Schedule 3, Select "Delete Holiday Schedule"

Start Smart Upload

Please refer to “Setup Upload”.

Holiday Schedule Property

Name

Max. Length of name is 100 characters. For convenience of future management, please assign different names to different Holiday Schedule.

Holiday Parameter

Holiday format is MM-DD, MM stands for month, DD stands for day. Once holiday is selected by clicking option frame, user can input the date for the holiday.

Instruction for Holiday Schedule Toolbar

When user hangs the mouse on button, the button function will be shown.

**Refresh Holiday Schedule List**

Read all Holiday schedules from database again, and refresh Holiday Schedule List.

**Cancel Operation**

Cancel the current operation, the button is unusable when there is no operation.

Instruction for Toolbar Button

**According to Classification Sequence**

List all check conditions by group

**Letter Sequence**

All check conditions are arranged in alphabetic order or pinyin sequence.

**Save**

Save all changed information. If there is no information changed, the button will be unusable.

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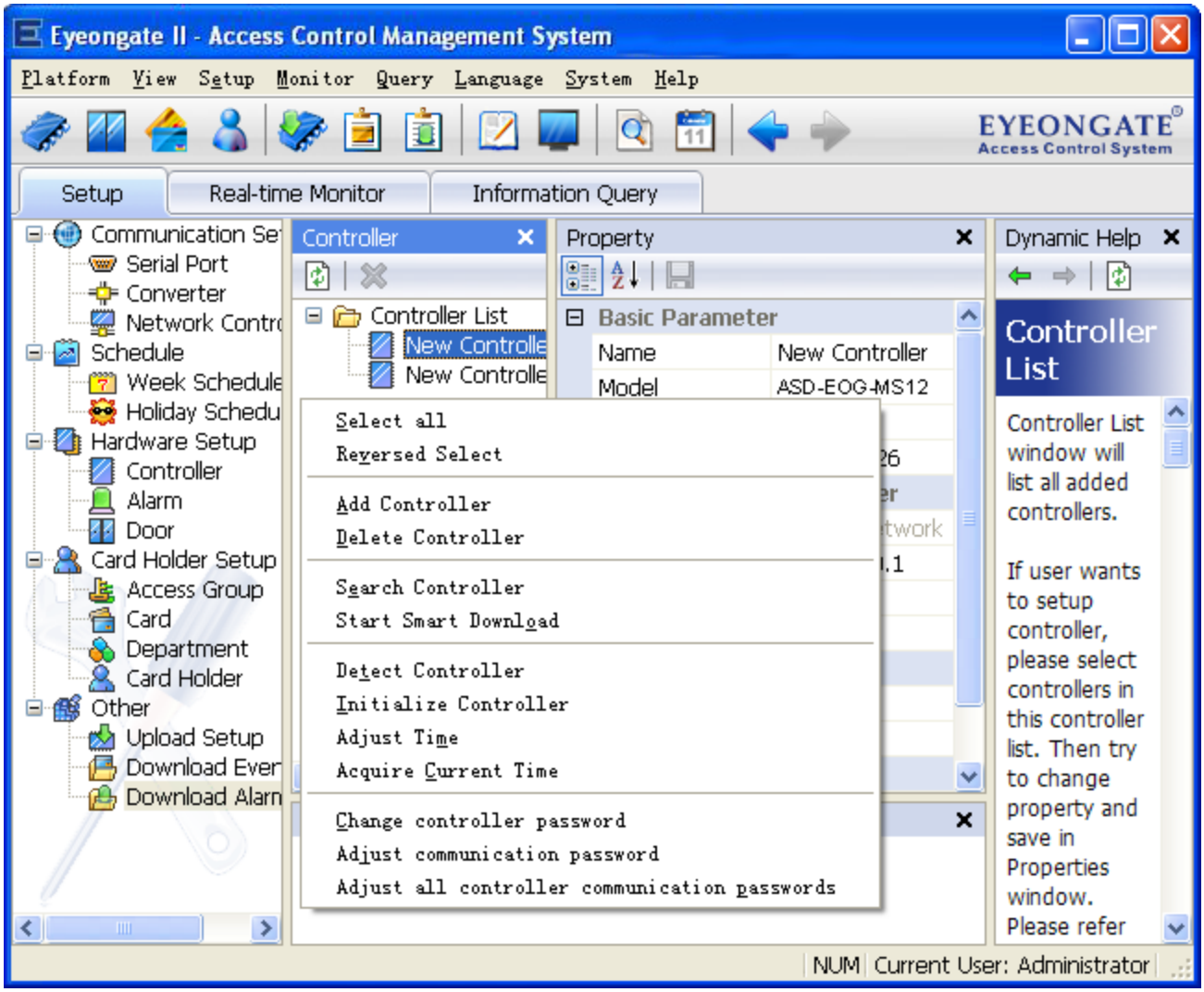
Controller

Attendance management is based on Access control, with most of its functions realized by Access Control System. Software is used to setup parameters, send order or acquire records etc. The current software works with all M access controller series (controller and integrated access controller). For details, please refer to Hardware Connection Method User can add and setup controller to the system by software. Please go to "Controller" interface to change controller setup, initialize controller, adjust controller time and detect controller connection etc.

Click "Management"-"Controller" or click "Controller" in View Switch Over Panel. Please refer to the following picture:



Add Controller

1. Right-click Controller List. 2. Select "Add Controller". 3. Change new controller's property in the property window at the right side. 4. Click "Save".

Change Controller

1. Select the controller by left-clicking controller name in Controller List (User can select multiple controllers. For details, please

refer to Select Method 2. Change controller's property in the property window at the right side. 3. Click "Save".

Delete Controller

1. Select the controller via left-clicking controller name in Controller List (User can select multiple controllers. For details, please refer toSelect Method 2 . Right-click the controller. 3. Select "Delete".

Instruction for Other Controller List Menu

Search Controller

Function: Search appointed serial port bus or IP address. The result will be displayed in Task Report.

Start Smart Upload

Please refer to “Setup Upload”.

Detect Controller

Function: Detect connection state and version info of controller selected. The result will be displayed in Task Report.

Initialize Controller

Function: Recover controller to initial state.

It is recommended to initialize the new controller before put it into use.

Note: Controller initialization will clear all user setup parameters and recover to default setup All the event records, alarm records will be lost. Before use this function, please Download all events and alarm records. After the controller is initialized, please Upload setup again.

Adjust Time

Function: Setup selected controller time, which is current PC time.



All access permissions of controller are based on controller time. User has to check and adjust the time of controller before use it. In order to ensure the time is correct, please check the controller time every half year. Note: Please make sure the time of operation system is correct.

Acquire Current Time

Function: Acquire selected controller time. The result will be displayed in Task Report.

Change Controller Password

Function: In order to avoid any body to change the controller setup or get controller data maliciously. User can setup password for controller communication. Controller communication password will be needed after the password setup successfully. Controller password is 4 bits hex numbers, each bit can be any one among 0-9, A-F. After finish the changed, if it is "Yes" for "Write Controller at once" dialog box, the software will adjust controller communication password automatically. "NO" is not recommended to select(only used in controller password exisited and re-install software).

Note: If user forget controller password, please recover to default by Reset Button on controller board. If password is empty or FFFF, the password is cleared.

Adjustment Communication Password

Function: After new controller is added, please select the new controller, then click the order, the new controller will be set password by software.

Adjust All Controller Communication Password

Function: All controllers will be set password.

Controller Property

Name

Max. Length of name is 100 characters. For convenience of future management, please assign different names to different controllers.

Model

Controller models will be displayed in software. User can find controller model in the user manual delivered with product, or via "Detect Controller" or "Search Controller" in "Controller List" menu.

Door Number

User can change the number of controller's door. If door number can not be changed, the max. Number of doors supported by the controller will be displayed; otherwise, the door number can be adjusted according to requirements. When door number is reduced, alarm input and output will be increased accordingly (For details, please refer to controller User Guide). If output is not enough, extra alarm extension board can be applied.

Reader Communication Protocol:

To setup the protocol between controller and reader. There are three reader communication protocols: Wiegand 26, Wiegand 34, self-defined. Default is Wiegand 26.

When the protocol is self-defined:

Date total bits: It is communication protocol packet length, it includs all valid data, Parity Bit, Filling(also called invalid data, most of protocols have no Filling). Unit is Bit.

Valid data bit: It is the bit for valid data. Usually, valid data bit includes protocol order code, package header, package tail, card number, keypad and so on. Unit is Bit.

Communication Mode

Serial port controller can connect with PC via serial port interface or TCP/IP converter. This property can be changed according to connection mode for serial port controller, but not for network controller.

Connect Serial Port

Please check the serial port number when connect controller with PC via serial port interface. If user does not know serial port number, please contact with installer and PC manager. The property is unusable when multiple owners are selected.

IP Address or Domain Name

The IP address is for converter or network controller. If IP address and network domain name are bounded, domain name should be input. When multiple users are selected, this property can not be changed. If communication mode is serial port, this property will be hidden.

To change Converter IP address and others, please refer to Converter



Domain name also called network address. It is also the mnemonic name of IP address. If user uses internet, user can apply it from domain management agency. There are also free domain name supplied from internet. If user uses intranet, user can build his/her own domain server.

IP Port

IP port is also called network service port. Ameta controller and network controller defaults are 50000. When multiple users are selected, their property can not be changed. When communication mode is serial port, this property is hidden.

Controller Address

When multiple controllers connect with a serial port bus (485 bus is frequently applied; 232 bus can only connect with one device), the controllers can be distinguished by its IP address. When multiple users are selected, this function can not be changed. Set this parameter as "0"for network controller. When TCP/IP converter connects with computer, the 485 port of converter can connect with multi-controllers. If serial port controller connects with computer which does not have 485 port, a 232/485 converter should be adopted.

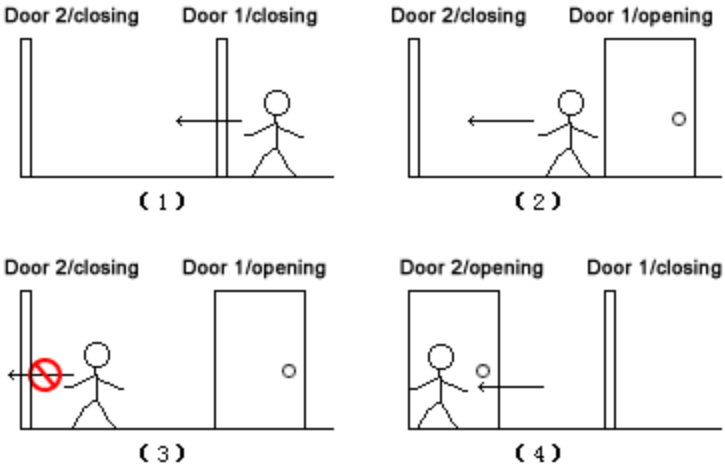
Door Interlock

User can add multi-doors to an interlock group in a controller. With this function, there is only one door can be opened at one time in the group.



One door belongs to only one interlock group. If user selects "Yes" here, this door will be deleted from original interlock group. If there is only one door in an interlock group, the function is invalid. A controller only can setup two interlock groups. A group has two doors.

A group of interlock doors, if a door is opened, the other can not be opened at the same time. This function is widely applied in Bank and prison project etc... Please refer to the following two-door interlock picture.



The difference between picture 3 and 4 lies in that, the card-holder can not open Door 2 in picture 3.
Please check following interlock information for four-door controller:

No.	Interlock Group 1	Interlock Group 2	Result
1	Door 1, Door 2, Door 3	/	For Door 1, 2, 3, one of doors is opened, others can not be opened. When all the doors are closed, Card Holder can open a door again.
2	Door 2, Door 3, Door 4	/	For Door 2, 3, 4, one of doors is opened, others can not be opened. When all the doors are closed, Card Holder can open a door again.
3	Door 1, Door 3, Door 4	/	For Door 1, 3, 4, one of doors is opened, others can not be opened. When all the doors are closed, Card Holder can open a door again.
4	Door 1, Door 2, Door 4	/	For Door 1, 2, 4, one of doors is opened, others can not be opened. When all the doors are closed, Card Holder can open a door again.
5	Door 1, Door 2, Door 3, Door 4	/	For Door 1, 2, 3, 4, one of doors is opened, others can not be opened. When all the doors are closed, Card Holder can open a door again.
6	Door 1, Door 2	Door 3, Door 4	Door 1 and Door 2 is a group, Door 1 is opened, Door 2 must be closed. Door 3 and Door 4 is a group, only one door will be opened. Group 1 and Group 2 are independent.
7	Door 1, Door 3	Door 2, Door 4	The same with No.6
8	Door 1, Door 4	Door 2, Door 3	The same with No.6

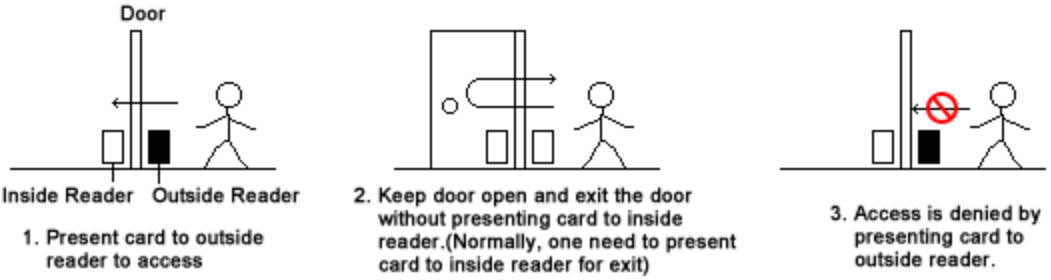
Anti-passback

User can establish an anti-passback group by adding multiple readers in a controller system. When a user presents card on a reader for two times, the door will be opened only in the first time. If user presents card on the two readers alternatively (in an anti-passback group), the door will be opened every time.

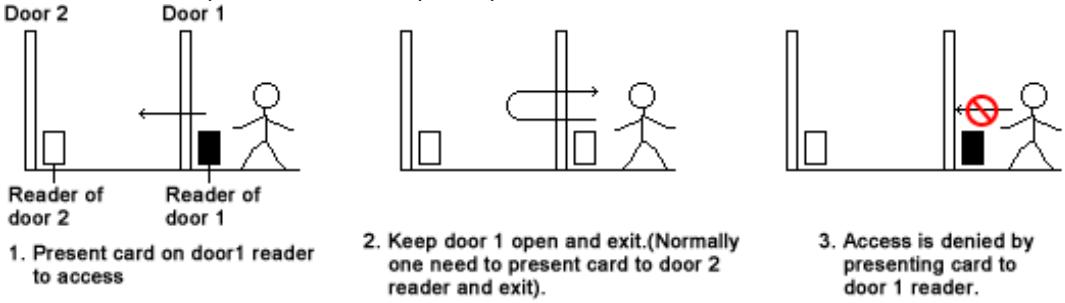
One reader belongs to only one anti-passback group. If user selects "Yes" here, the reader will be deleted from original anti-passback group. If there is only one reader in an anti-passback group, the door may not be opened.

Anti-passback is designed to avoid entering/exiting door via the same reader. By anti-passback, Card Holder presents card to reader 1 and enter door 1, then the Card Holder has to present card to any other readers before he can open door 1 via reader

1 again. Anti-passback has two groups with max four readers in each group. Only the readers in the same controller can be grouped together.



In the picture above, the two readers inside and outside the door are set in to an anti-passback group. If Card Holder enters via IN-reader and exits without read OUT-reader, the Card Holder can not enter the door again by reading IN-reader. (Note: the Card Holder in the picture is the same person).



The case shown in above picture is for two doors. User can flexibly configure the readers as needed. Anti-passback effectively enhances door management and enter/exit path management. Please note that a well prepared plan is necessary for an effective reader configuration.

Instruction for Controller Toolbar Button

When user hangs the mouse on button, the button function will be shown.

**Refresh Controller List**

Read all Day Schedules from database again and refresh day schedule list.

**Cancel Operation**

Cancel current operations. The button is unusable when there is no operation.

Instruction for Toolbar Button

**According to Classification Sequence**

List all check conditions by group

**Letter Sequence**

All check conditions are arranged in alphabetic order or pinyin sequence.

**Save**

Save all changed information. If there is no information changed, the button will be unusable.

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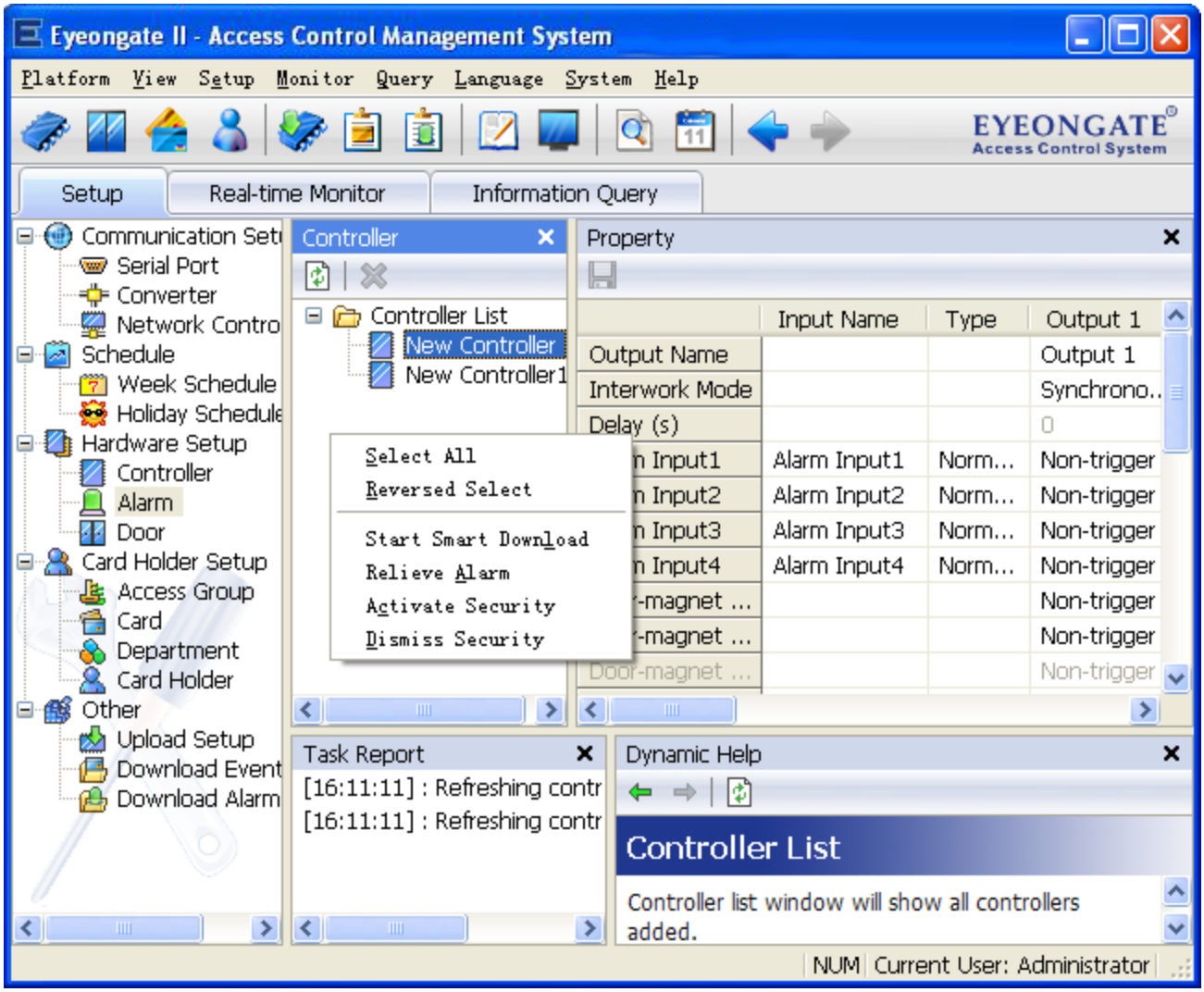
Alarm

M controller series are added more alarm source basic on first generation controller. It can support 4 groups alarm input, 4 groups door-magnet alarm input, 4 exit buttons detection, 4 readers valid authentication, 4 readers invalid authentication. M controller can connect with external alarm extension controller. It can support 8 groups alarm output (any 4 groups can link with electric lock by software). 4 groups extension board alarm output. (Each output match with a relay, different controllers are different numbers of relays, please refer to hardware user manual). User can setup alarm input name, the types of input devices (Normal Open/Normal Close). User also can setup alarm input trigger corresponding output, the alarm output name and alarm delay can be set.

Different controller types can manage different input & output number, some of the controller input&output numbert can be changed when the port number change. Alarm properties window will desappear or the disable input&output serial will be forbidden.

Click main manu "setup" ->"alarm" or click view exchange windows "alarm" of setup interface to open alarm setup view , like the following interface:



The content array of setup interface is semilar to the table, one row present for one alarm input, the left half is alarm input paremeter, the right half is to see weather the output was operate or not when alarm single comes. If detect controller can not support 4 input or 12 output, the countpart will turn to grey which can not operate.

Modify Alarm Parameter

1. In controller list, click controller name with mouse left button, and select the controller which need to revise (select several controller as to revise controllers at the same time, and the select way can refer to Select Method).
2. To change controller alarm properties in right alarm properties window.
3. Click " save" button in the front of properties window.

Other Instruction of Controller Right Menu

Start Smart Upload

Please refer to “Setup Upload”.

Release Alarm

Pupose: Remove selected controller alarm state. if software user do not remove alarm, the authority will be forbidden.

Activate Security

Function: Selected controller is in alarm state. If the controller does not activate security, there will not be any alarm output. But alarm record is still valid (Non activate and dismiss security authorized user can not use this function)

Dismiss security

Function: Selected controller exits alarm state.(Non activate and dismiss security authorized user can not use this function)

Alarm Properties

Output Name Line:

Output N: name of controller output interface NO.N, and the name should less than 100 bytes.
Extension Output Line: The name for the N output interface on external connection extension board.

Interwork Mode:

Output N: Interwork mode on the N output interface on controller.
Extension Output N: Interwork mode on the N output interface on controller extension board.
Interwork mode consists of “ Synchronous with Input ” and “ Alarm Delay ”,For example:
User setup an input or event (named as A) to trigger an output (named as B). When A happens, B appears at once;, once A is over, then:
If B interwork mode is "Synchronous with Input", when A is over, B also stops.
If B interwork mode is "Alarm Delay", B will activate alarm for some time and user can setup up the time on "delay"

Delay:

OutputN: The N output interface alarm relay time on controller.
Extension Output N: The N output interface alarm relay time on controller.
Unit is second. Delay property is meaningful only when the alarm interworking in the same column is set as "alrm delay".

Alarm Input X:

Input Name: Alarm input name X, with a maximum of 100 characters.
Type: Trigger type of alarm input X. Trigger types:
Output N: Does alarm input X trigger the N output interface on controller.
Extension Output N: Does alarm input X trigger the N output interface on controller extension board.
Alarm input type are “normal open”and “normal close”:
When type is "normal open", once the two touching point of input interface closed(connected) what will be considered as alarm being.
When type is "normal closed", once the two touching point of input interface cut, what will be considered as alarm being.



The alarm output type desided by the touching point between alarm devise and controller, not software.

Door-magnet Input X:

Output N: Does door-magnet input X trigger the N output interface on controller.
Extension Output N: Des door-magnet input X trigger output interface on controller extension board.

To setup door-magnet input type, please go to “Door”.
Door-magnet input name is the same with door name.
Door-magnet is used to detect whether the door is open. Some electric locks built-in door-magnet, door-magnet input will be activated when lock is open.

Exit Button Line X:

Output N: Exit button X trigger the output interface N of controller or not.
Extension Output N: Exit button X trigger the output interface N of controller extension board.
Setup exit button type please go to “Door”.
Exit button name is the same as door name.

Reader X valid:

Output N: Does reader X valid trigger the N output interface on controller.
Extension Output N: Does reader X valid trigger the N output interface on controller extension board.
Other columns are meaningless.
Reader X valid: When present card or input password on reader X, controller will distinguish whether it can open the channel. If reader X can open the channel, it will be considered as valid.

Reader X Invalid:

Output N: Does reader X invalid trigger the N output interface on controller.
Extension Output N: Does reader X invalid trigger the N output interface on controller extension board.
Other columns are meaningless.
Reader X invalid: when present card or input password on reader X, controller will distinguish whether the reader can open the channel, if the reader can not open the channel it will be considered is invalid.

Reader X threaten code:

Output N: After reader X input threaten code, does it trigger the N output interface of controller.
Extension Output N: When reader X inputs threaten code, does it trigger the N output interface of controller extension board.
Other columns are meaningless.
To setup reader X threaten code, please go to “Door”.

The Instruction of Controller Toolbar Button

The button's function will appear When mouse stopped above it.

**Refresh Controller List**

Read all the controller date from datebase again to refresh controller list content.

**Cancel Operation**

Cancel the saving operation, if there is no operation,, the button can not be used.

The instruction of properties toolbar button

**Save**

Save all changed information. If there is no information changed, the button will be unusable.

as not modified, the button can no be used.

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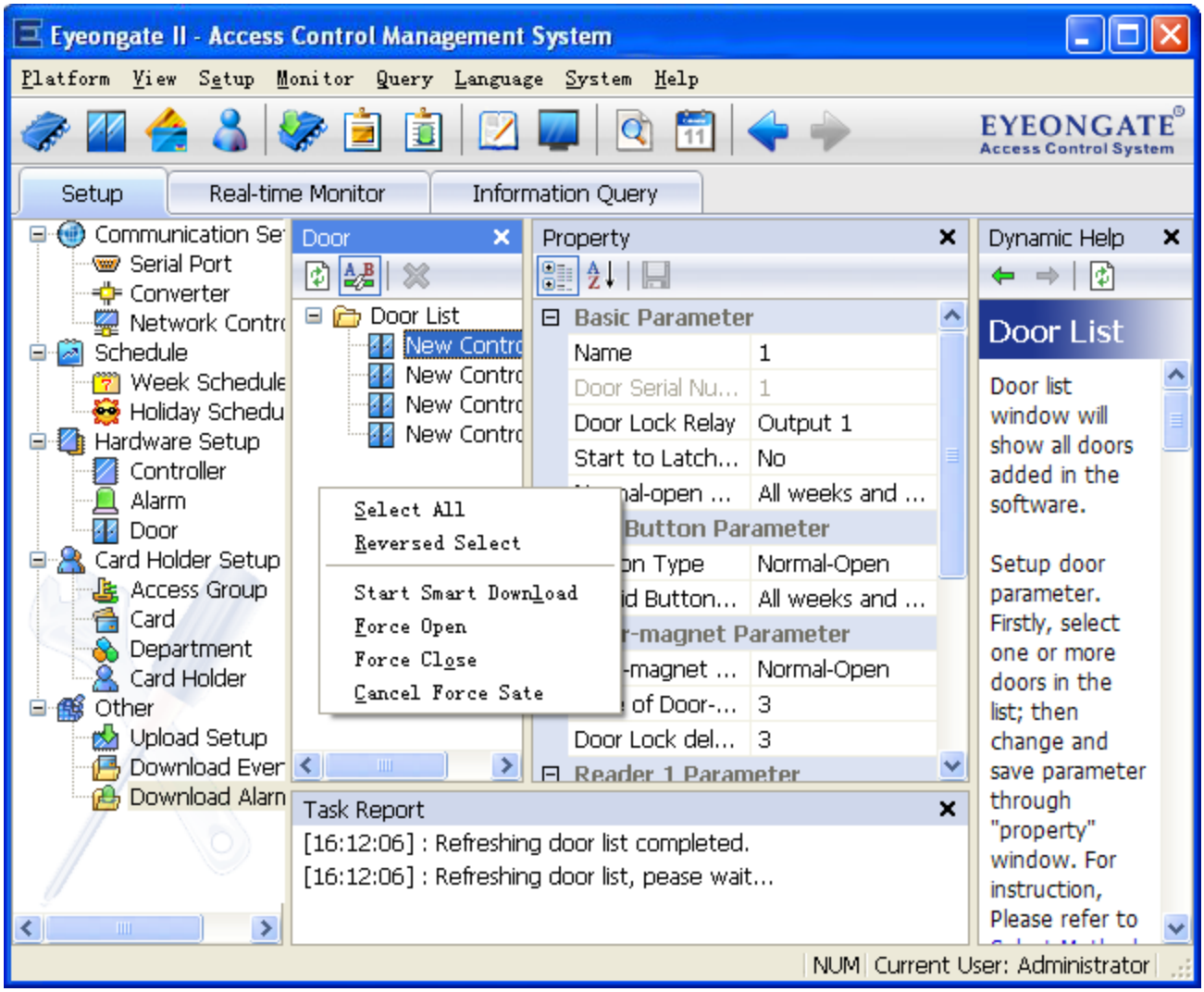
Door

User can not add or delete doors in software since they are related to the controllers connected. When add new controllers in software, system will add doors automatically. Different models of controller can mange different numbers of door. For details, please refer to hardware user manual. User can change door numbers in software for M controller series. If user change controller model and save it in "Controller" setup window, the prior added doors are deleted and new doors will be added. User can setup all parameters for a door in "Door" view, and the connected reader also can be setup in the view.

Click "Setup"-> "Door" or click "Setup" in setup window. As in the following picture:



Change Door

1. Select the controller by left-clicking controller name in Controller List (User can select multiple controllers. For details, please refer to Select Method). 2. Change controller's alarm property in the property window at the right side. 3. Click "Save".

Instruction for Other Controller List Menu

Start Smart Upload

Please refer to “Setup Upload”.

4. Forced Open

Function: The function can open the door without considering access group and time limit.

5. Forced Close

Function: The function can close the door without considering access group and time limit.

6. Cancel Force Sate

Function: Cancel "Forced Open" and "Forced Close" for selected door.

Door Parameter

Name

The name is 100 characters at most. The door name can not be the same for a controller. The door name can not be changed when multiple doors are selected.

Door Serial Number

Door serial number in controller. It can be displayed but not changed.

Door Lock Relay:

Select door lock output port. It is used only in expert mode. Door lock can connect with any output on controller, and the outpu will be indicated.

Output port is controlled by relay, so it is called relay output. Output port is also used in alarm output, so it also called alarm output.

The default is: Door 1 considers output 1 as electric lock relay output. Door 2 considers output 3 as electric lock replay output. Door 3 considers output 5 as electric lock relay. Door 4 considers output 7 as electric lick relay.

Start Latch Mode:

When Latch Mode is not selected (the parameter is “No”), the door is opened by valid card, door can be closed during some delay time automatically. When Latch Mode is selected, door will do not switch state automatically. For example: If door is open, the door can be closed by presenting valid card. If door is closed, the door can be opened by presenting valid card. If user do not present card, door will do not close or open automatically.

Door Normal-open Week Schedule

In some cases, it is necessary to keep the door open for a period of time. In this case, the user can setup a week schedule in Week Schedule, then apply the schedule for the door. The door will be kept opened during this period of time. It is used only in expert mode.

 During normal-open time, the door will keep closed if it is not opened before. This is to avoid unattended door-open.

Button Type

There are two types of buttons: "normal open" and "normal close". Please setup the property according to button type.

 If setup is wrongly put, the door will be open all the time.

Invalid Button Week Schedule

The exit button should be controlled for certain period of time. In this case, user can setup a week schedule in Week Schedule , and then appoint the week schedule to the exit button. Consequently, the door can not be opened by pressing the exit button during the assigned time section.

Door-magnet Type

There are two types of door-magnets: "normal open" and "normal close". Please setup the property according to door-magnet type.

 Any incorrect setup will cause incorrect alarm or the door may not be opened.

Door-open Timeout (s)

In non-forced-open state, once the door magnet detects that the door is not closed within a certain period of time, alarm will be

initialized. The alarming time is the sum of door-open timeout and door-close time delay.
To avoid unnecessary alarm, please setup the value according to maximum time needed for automatic door-close. (This is related to the door-closer and the way the door is installed).

Door Lock delay (s)

Please refer to above Door-open Timeout property.

Reader X Name

Set the name of reader X, with max. 100 characters. For the convenience of management, it is recommended to provide a meaningful name.

Reader X Number

Reader X's number on the controller. It is only for display and can not be changed.

Authentication Mode of Reader X in Controlled Time

Controlled Time: To setup controlled time, please go to Access Group . Access group can link reader with week schedule and holiday schedule. The period of time which is within the week schedule while not in the holiday schedule is called the "controlled time" of the staff in the access group; otherwise, it is called as "uncontrolled time".
The property is used in setup authentication mode of uncontrolled time
Authentication mode:
Open by Presenting card: Card Holder only presents card on reader in controlled time.
Open by Password: Card Holder only inputs personal password on reader in controlled time.
Open by Presenting card or password: User can use one of above two ways to open door.
Open by Presenting card + password: Card Holder presents card on reader in controlled time, then must input personal password immediately.
Forbid to Open: Card Holder can not open door during uncontrolled time.

Authentication Mode in Uncontrolled Time for Reader X:

Uncontrolled time: To setup in “Access Group”An access group can link reader with a weed schedule and holiday schedule. The period of time which is within the week schedule while not in the holiday schedule is called the "controlled time" of the staff in the access group; otherwise, it is called as "uncontrolled time".
The property is used in setup authentication mode of uncontrolled time.
Authentication mode:
Open by Presenting card: Card Holder only presents card on reader in controlled time.
Open by Password: Card Holder only inputs personal password on reader in controlled time.
Open by Presenting card or password: User can use one of above two ways to open door.
Open by Presenting card + password: Card Holder presents card on reader in controlled time, then must input personal password immediately.
Forbid to Open: Card Holder can not open door during uncontrolled time.

Reader X First-card Authentication

User can appoint a card holder as the first card inCard Holder . When reader setup is "No Need First-card Authentication", the reader will neglect first card function.When "First-card Authentication Everyday" is set, the reader will require the first-card to open door before any other cards (non-first-card), otherwise, the door can not be opened.

Reader X Multi-card Authentication

This setup need more than one person presents card on the reader within 10 seconds to open the door. It supports max. 4 persons.
Note: The above card-holders must belong to the same access group. Multi-card authentication can work with first-card authentication.

Remote Authentication of Reader X

When the setup is "Yes". The door will not be opened even authorized staff presents card to the reader. In this application, real time monitoring should be applied to monitor all the readers which are remotely controlled. When authorized staff presents card to the reader, a "remote control" box will pop up. Only after the software user confirms the identity of the staff, the door can be opened.

Reader X Threaten Code

Threaten code must be 6 bits or empty. When someone inputs threaten code, the door can be opened and alarm will be sent to control center. If real-time monitoring is in use, the user can get the alarm information simutanously. It is used only in expert mode.

If card holder opens the door in case of being threatened, he can input threaten code to open door.

Instruction for Controller Toolbar Button

When user hangs the mouse on button, the button function will be shown.

**Refresh Door List**

Read all door information from database again, and refresh door list.

**Display Controller Name**

Controlled name can be displayed before door name in list. If door is selected, controller name is gray.

**Cancel Operation**

Cancel current operations. The button is unusable when there is no operation.

Instruction for Toolbar Button

**According to Classification Sequence**

List all check conditions by group

**Letter Sequence**

All check conditions are arranged in alphabetic order or pinyin sequence.

**Save**

Save all changed information. If there is no information changed, the button will be unusable.

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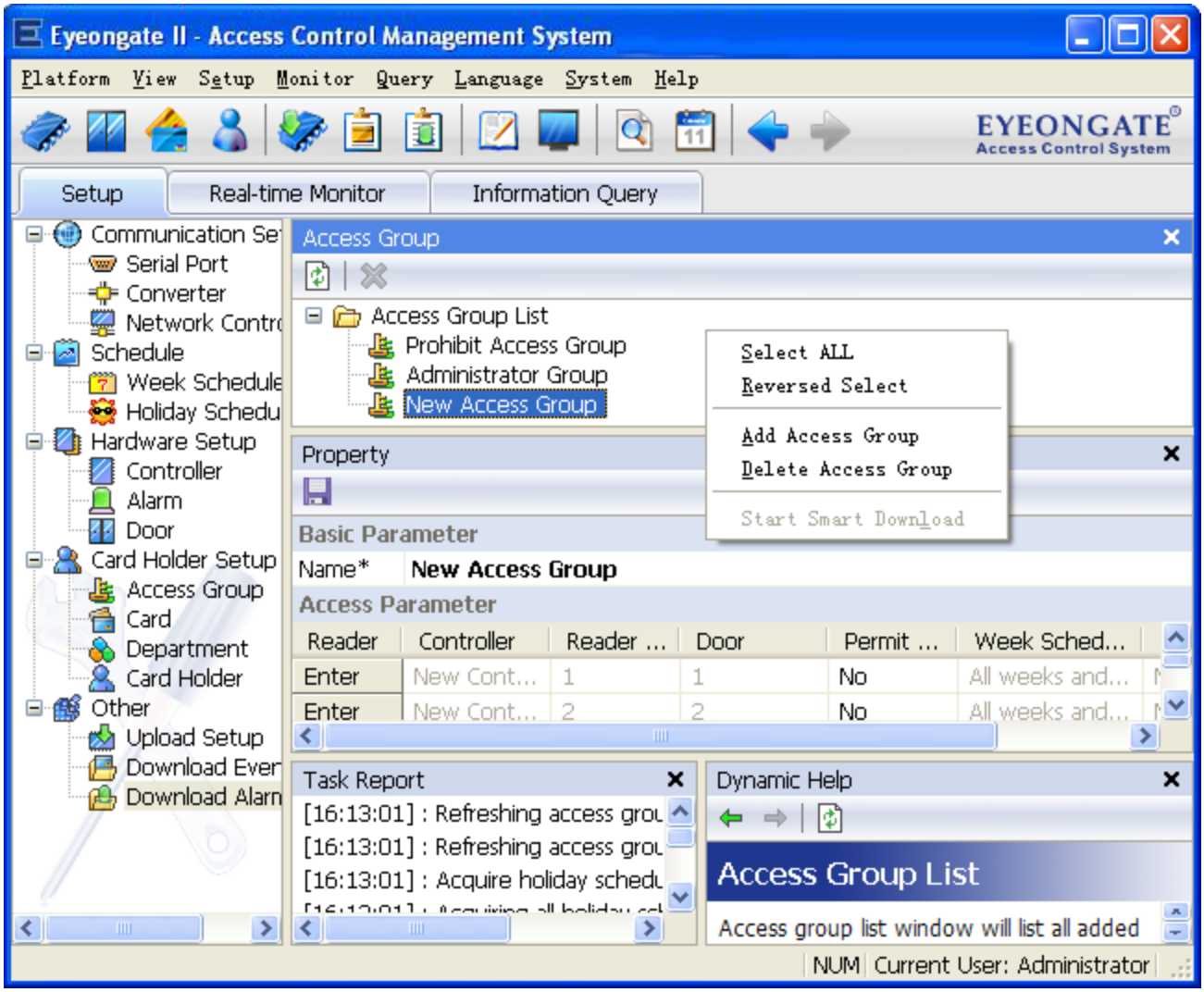
Access Group

To setup Card Holder access priority, firstly, user needs to set up access groups in software; then assign the readers in an access group which can be accessed by the Card Holder. Additionally, week schedule and holiday schedule should also be assigned for each reader. Finally, assign the Card Holder into certain access group in Card Holder Window.

Click "Setup" -> "Access Group" or click "Access Group" in setup window. As in the following picture:



"Prohibit Access Group" and "Administrator Group" have been setup in software. These two groups can not be changed or deleted. In case only these two groups are to be used, user does no need to enter the window. Card Holders in Prohibit Access Group can not open any doors. Card Holders in Administrator Group can open any doors. (Administrator may not be able to open the doors due to such system setups as Controller Anti-passback group, Interlock group, first-card Authentication group, Remote Authentication, and Multiple cards Authentication and so on.)

Add Access Group

1. Right-click Access Group List. 2. Select "Add Access Group". 3. Change new access group property on the right of property window. 4. Click "Save".

Note: The system can support max.200 access groups

Change Access Group

1. Select Access Group by left-clicking access group list (Multiple access groups can not be changed at the same time). 2. Change Access Group property in the right of property window. 3. Click "Save".

Delete Access Group

1. Select Access Group by left-clicking Access Group List (User can select multiple access groups. For details, please refer toSelect Method2. Right-click Access Group.3. Select "Delete Access Group".

Access Group Property

Name

The name is 100 characters at most. Different access groups should have different names. The door name can not be changed when multiple doors are selected.

Access Group Parameter

Access parameter list displays all readers added to the system. If "Permit Access" is "No", Card Holder can not access the corresponding door. If "Permit Access" is "Yes", Card Holder can access the corresponding door. The time Card Holders can access doors is determined by Week Schedule and Holiday Schedule. "Week Schedule" decides the accessible time while "Holiday Schedule" determines non-accessible time. If Week Schedule overlaps with Holiday Schedule, the overlapped time is subject to Holiday Schedule. Administrator may not be able to open the doors due to such system setups as Controller Anti-passback group, Interlock group, and Door first-card Authentication group, Remote Authentication, and Multiple cards Authentication and so on.

Max. 42 access groups can be set in one controller. A controller can be configured with 16 Holiday Schedule groups and 16 Week Schedule groups.

Instruction for Controller Toolbar Button

When user hangs mouse on button, the button function will be shown.

Refresh Access Group List

Read all controller information from database again, and refresh controller list.

Cancel Operation

Cancel current operations. The button is unusable when there is no operation.

Instruction for Toolbar Button

Save

Save all changed information. If there is no information changed, the button will be unusable.

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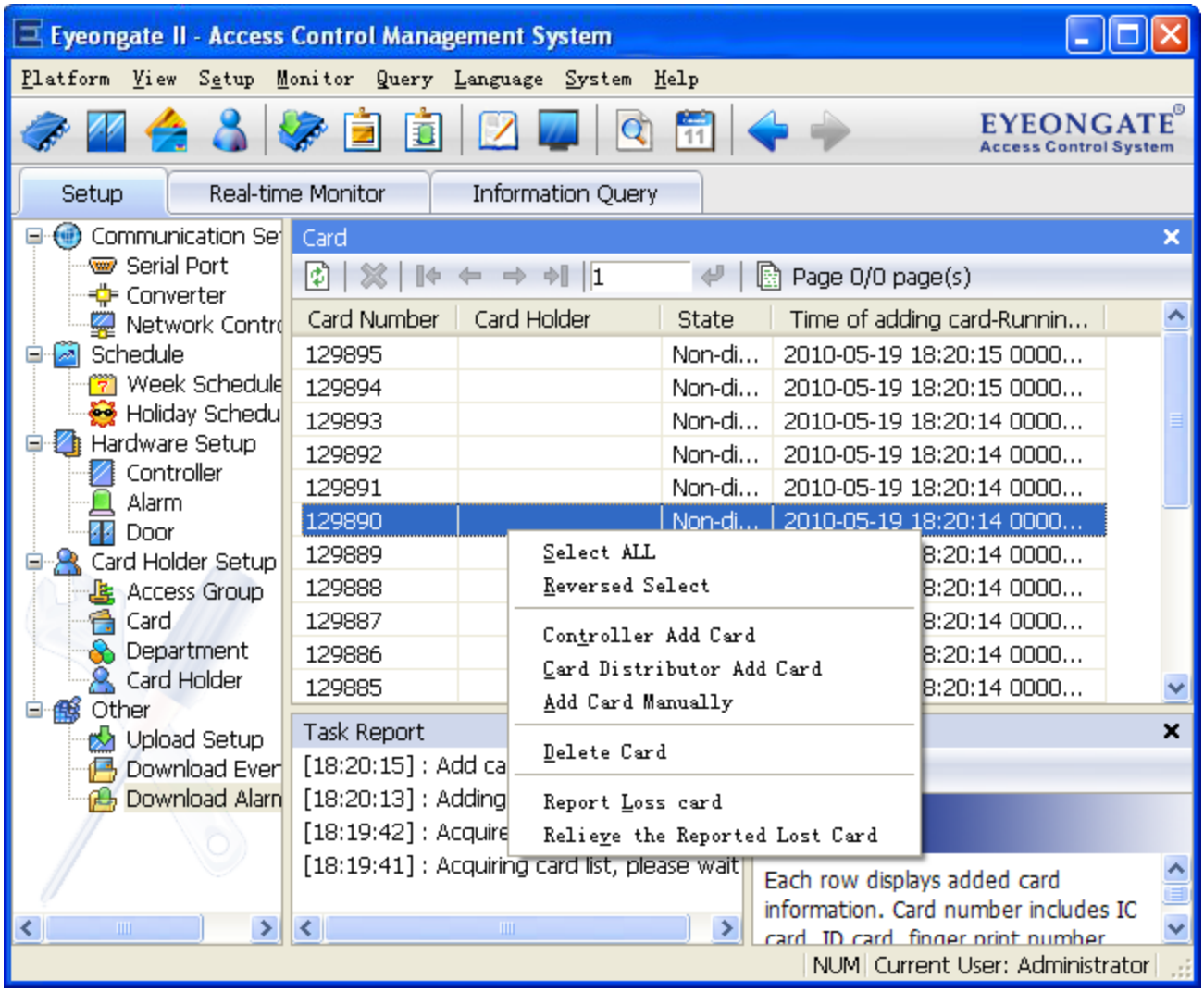
Card

User should add card number into the system before appointing card to card-holders. User can also manually add card number into "Card Holder Setup" if card-holder knows the card number.

Click "Management->"Card" or "Card" in setup interface, as in the following picture:



All added cards can be displayed in Card List. The card list may cover several pages. User can view cards by using "Page Tools".
Before delete card, report lost card or recover lost card, please select one or more than one cards in the list. For details, please refer to Select Method.

Instruction for Controller List Menu
Add Card by Controller
Function: select a controller in the software, then present card on any readers connected with the controller.

Add Card by Distributor
Function: Select the order, then present card on distributor.
Add card in Software Manually
Function: Input start number and end number and add all cards numbered within this number range. If start number is the same with end number, only one card will be added. When add multiple cards, the card numbers must be in sequence.
Delete Cards
Function: Delete all selected cards. The card holders will not be deleted.
Report Lost Card
Function: Report all cards selected as lost cards. Please Upload the information in Setup Upload after the report.
Recover Lost Card
Function: Recover all lost cards selected.

Controller Property
Card Number
Card recognition code. Card number can be for IC card, ID card, finger print, facial recognition and DNA recognition. The content of information depends on the types of reader applied.
Card Holder
Display card holder name. To appoint card holder name, please go to "Card Holder" setup view.
State
State of Card distribution and lost card.
Card Adding Time-SN
The time when card is added in the software. Running number is based at millisecond and is mainly used to ensure the order of adding card.
Press "Card Adding Time-SN" and add card by presenting card. If the cards are saved in the same sequence as added, the card order displayed will be in the same sequence as saved. By clicking different column titles, the sequence of displayed cards will be changed accordingly. User can find the same function in "Card Holder" ->"Select non-distributed card".

Instruction for Controller Toolbar Button
When user hangs the mouse on button, the button function will be shown.
**Cancel Operation**
Cancel current operations. The button is unusable when there is no operation.
Page Tools
Page tools are used to change/display current page and set the number of items displayed on one page. Please go to Page tool Instruction for more details.

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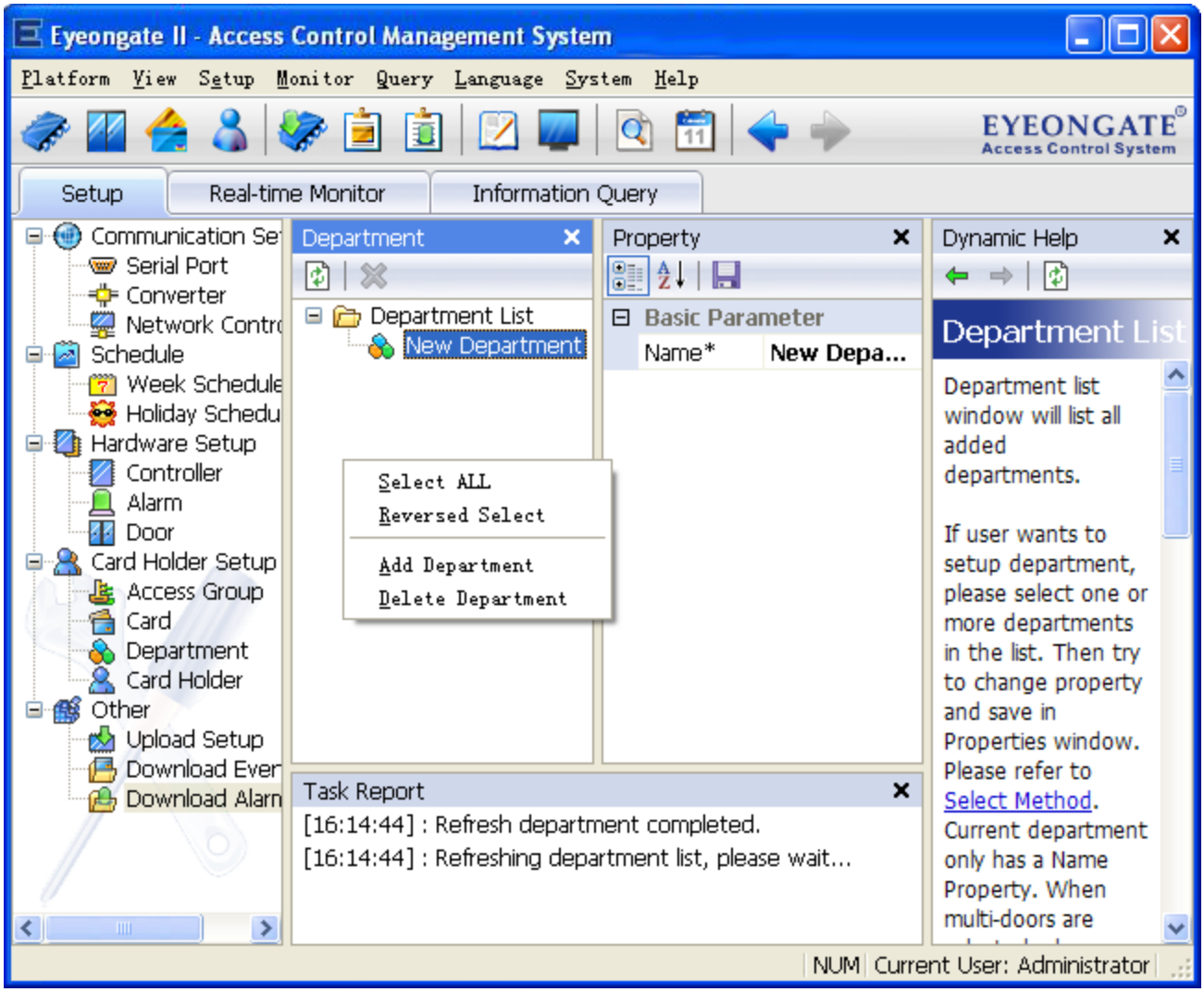
Department

Department is used for query classification, access control system can not effected eventhough no departments are set, be First name the departments needed, then assign the Card Holders to the department in "Card Holder Setup".

To open "Department Setup", Click main menu "Management" ->"Department" or setup window " Department", the interface is shown as below:



Add Department

1. Right click department list 2. Select "Add Department" 3. Change the property of new department. 4. Click "Save" in property window.

Modify Department

1. Left click department name in department list to select (several departments can not be modified at the same time). 2. Change property of the new department. 3. Click "Save" in property window.

Delete Department

1. Left click department name in department list to select (several departments can be selected for deleting at the same time. Please refer to"Select Method" for more details)2. Right click selected department. 3. Select "Delete Department"

Department Parameter

Name

Name should be no more than 100bits and the same name can not be used in different departments. No modification can be made when more than one deparment is selected.

Introduction to Department Toolbar

Hang the mouse on a button To view its function.

**Refresh Department List**

Read all department data from database again, refresh the department list.

**Cancel Operation**

Cancel current operation. The button is unusable when there is no operation.

Introduction to Parameter Toolbar

**Order by Classification**

List all properties by group.

**Order by Alphabet**

All properties are arranged in alphabetic order.

**Save**

To save all changes. The button will be unusable if no property change is made.

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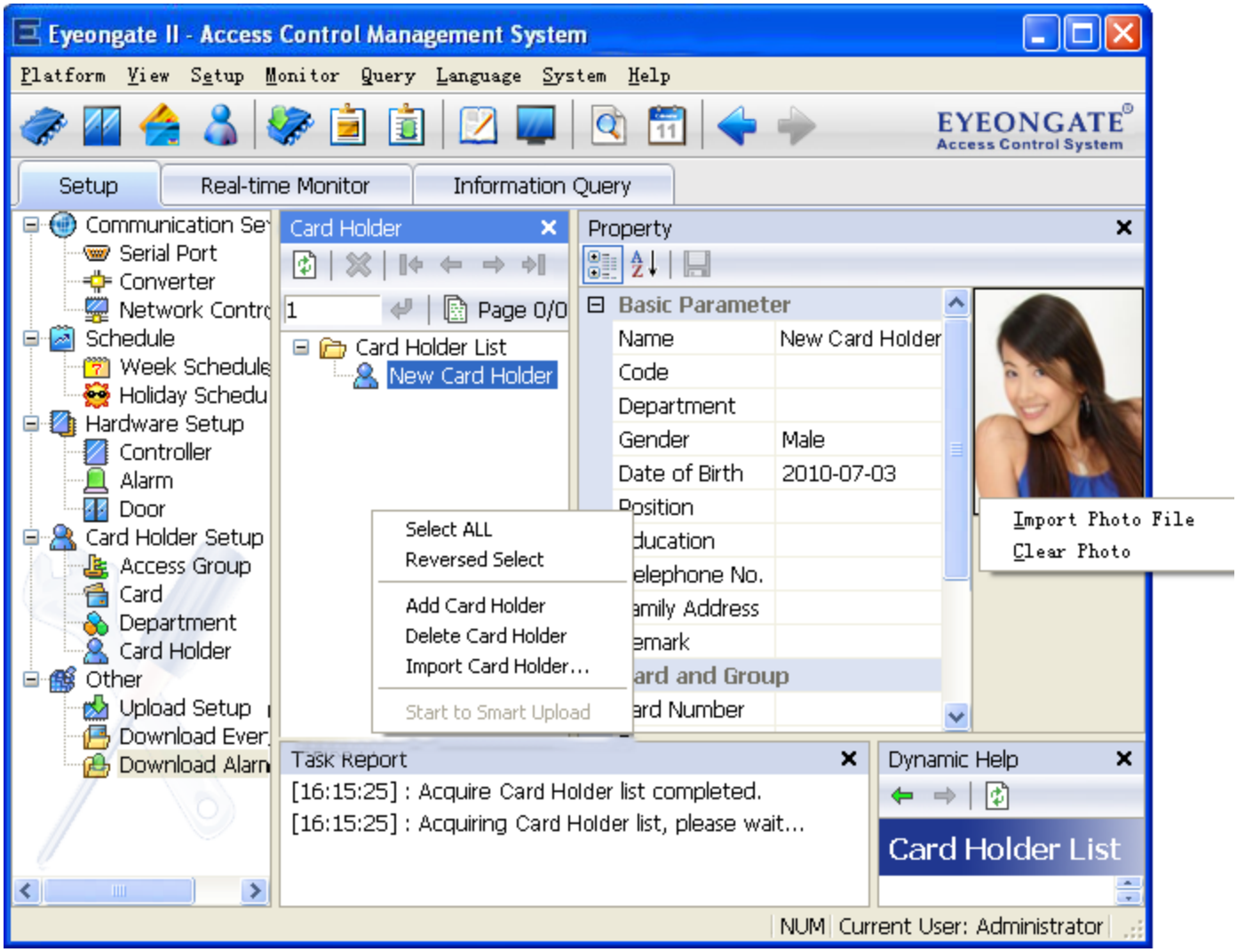
Card Holder

Card Holder is the card-holder which can enter/exit the door. In order to make Card Holder can in/out the door, user has to appoint a card to the Card Holder and add this Card Holder to the system and one access group.

Click "Management"->"Card Holder" or click "Card Holder" in setup window. As in the following picture.



The Card Holder List may cover several pages. User can view Card Holder list by using "Page Tools".

Add Card Holder

1. Right-click Card Holder List. 2. Select "Add Card Holder". 3. Change new Card Holder property window at the right side. 4. Click "Save".

Change Card Holder

1. Select Card Holder via left-clicking Card Holder List (User can select multiple Card Holders, for detail, please refer to Select

Method 2. Change Card Holder property in property window at the right side. 3. Click "Save".

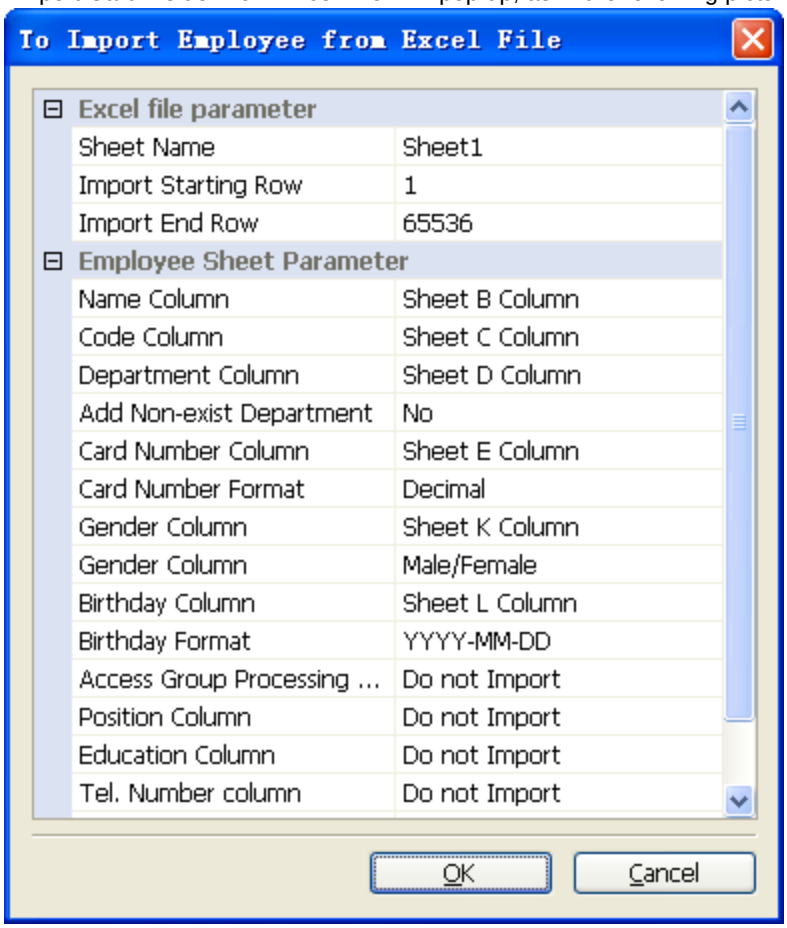
Delete Card Holder

1. Select Card Holder via left-clicking Card Holder List (User can select multiple Card Holders, for detail, please refer to Select Method 2. Right-click Card Holder. 3. Select "Delete Card Holder".

Instruction for Card Holder List

Import Card Holder

Function: Add Card Holders by importing EXCEL files with Card Holder information. Click "Import Card Holder", the dialog box "Import Card Holder from Excel File" will pop up, as in the following picture:



Excel files may have different formats. The software should be informed about the format information. Following information is needed for this purpose.

Sheet Name: An Excel file can have multiple sheets. Input the sheet name where the Card Holder located. The sheet name is case-insensitive.

Import the Start row and End row: Input the Start row and End row according to the Card Holder list. Note: Usually, the first row is column information.

Column for Card Holder Name, Column for XX: The column where the Card Holder's name located. Other Card Holder properties are indicated in different columns named as column XX.

Add Non-exist Department: When the department in the Card Holder list does not exist, if the value is "Yes", the department will be added automatically; if the value is "No", the Card Holder will not belong to any department.

Card Number Format: The card number format of the Card Holder list selected, which is not applicable when card number colum is not needed. A card number may have different formats. Take card number 1715004 as example, the algorism is 1715004, hex (high byte in the front) is 1A2B3C and hex (low byte in the front) is 3C2B1A.

Gender: Selected Card Holder can be Male / Female.
Birthday Format: Appointed Card Holder birthday can be shown by YYYY-MM-DD.

Start Smart Upload
Please refer to“Upload Setup”.

Card Holder Property
Name
Name is max. 100 characters. Different Card Holders may have the same name, but the Card Holder code in software can not be the same. If two Card Holders have the same name, there are two solutions: 1). Add suffix for the name, such as Jack 1, Jack 2. 2 Input different codes for Card Holders in property.
Code
Code is frequently used as a code for Card Holder. The code is max. 20 characters. Different Card Holder names will have differer codes. This property may not be appointed.
Department
Department of the selected Card Holder. This property may not be appointed.
Gender
Gender of the selected Card Holder This property may not be appointed.
Telephone No.
Telephone No. of the selected Card Holder. The number is max. 20 characters. This property may not be appointed.
Family Address
Family Address of the selected Card Holder. The address is max. 200 characters. This property may not be appointed.
Remark
User can input other information of Card Holder. It is max. 200 characters.
Card Number
Card number of selected Card Holder. It can be 8 digits, with 16777214 as the max. Number (hex is FFFFFE, 3 bytes, 24 bits). If the card number is displayed in decimal system, the "0" in front of the card number will be ignored.
Card recognition code. Card number can be for IC card, ID card, finger print, facial recognition and DNA recognition. The content c information depends on the types of reader applied.
User can input card number; or click the button at the right side and select the card in "Select Non-distributed Card". The card numbers displayed is the ones added in Card view.If it is ID card, there are two types of card numbers : 0010869932 165,56492. Input the first type and ignore the "0" in front (10869932).
Password
The open-door password should be either 6-digit or empty. When "Yes" is selected for "Limited Date", the password will be unusable.
After the password is set, the controller still needs to detect Card Holder access group and authentification mode of reader in controlled time, through which to decide whether the door should be opened.
Access Group:
The access group Card Holder belongs to. This function defined which door(s) the Card Holder can access.
Card Holder is First Card:
To indicate first card. The property is invalid when Card Holder is not assigned with card number. For details, please refer to“Door”window“Reader X First-card Authentication”property.
Authorized Activate and dismiss security:
When authorized card holder present card for two times in 10s, the system will be dismissed security, so there will be no alarm output, but alarm record still valid.
Card Holder Photo
Select Card Holder photo file.
Right-click photo area and following order will be displayed:
1. Import Photo
Function: Select Card Holder photo in the selection box.
Note: The size of Card Holder photo should be 128X96; otherwise, it will be deformed. In order to wipe off flicker, software will

assume the photo is of opaque background. As a result, the photo may not be displayed properly in case photo background is transparent. Hence, it is recommended to add background in photo edit software.
2. Clear Photo
Function: Delete Card Holder photo

Instruction for Card Holder Toolbar Button
When user hangs the mouse on button, the button function will be shown.
**Cancel Operation**
Cancel current operations. The button is unusable when there is no operation.
Page Tools
Page tools are used to change and display current page and setup page display number. Please go to Page tool Instructionto acquire more detailed information.

Instruction for Toolbar Button
**According to Classification Sequence**
List all check conditions by group
**Letter Sequence**
All check conditions are arranged in alphabetic order or pinyin sequence.
**Save**
Save all changed information. If there is no information changed, the button will be unusable.

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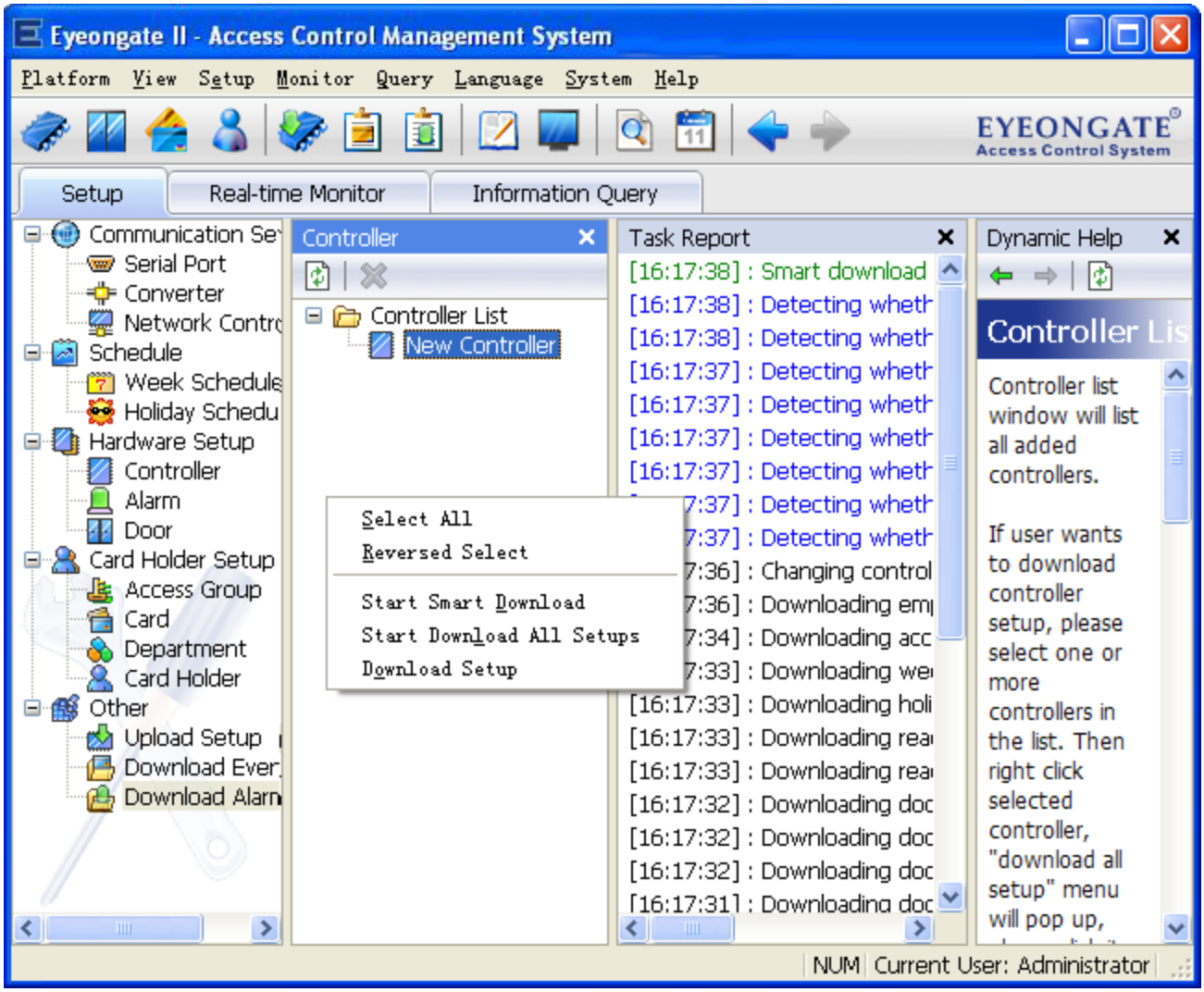
Setup Upload

All setups completed are saved in computer database. User has to Upload all setups to controller before applying them. Usually, user Uploads the setup via "Setup Upload" after user changes all system parameters in setup view.

Click "Setup"-> "Upload Setup" or click "Setup Upload" in setup view. As in the following picture:



Upload Setup

1. Select the controller via left-clicking controller name in Controller List (User can select multiple controllers. For details, please refer to Select Method 2. Right-click the controller. 3. Select "Upload Setup". Note: The order will Upload all parameters (included Card Holder information) again, it may spend many time.

In fact, above order can Upload selected controllers information. Right-click controller list, there are orders : "**Start Upload all Setups**", it can Upload all controllers that added in software. "Upload Setup", it is only Upload the controllers that selected.

Start Smart Upload

After click the order, system will only Upload changed information that different from last time changed to controller. Due to the changed data is least, the Upload speed will fast. It is a feature for this software. Smart Upload is recommended. When user is debugging or controller have some faults, the other Upload modes are recommended. Other list window in setup interface also have “Start Smart Upload ” order, and the operation steps are the same with this order.

 The controller alarm record and event record will not be cleared when Upload controller setup.

 When Upload setup, all event records and alarm events which are stored in controller will be cleared, so user has to Download all event records and alarm records to computer before Upload system setup to controller viaEvent Record Download and Alarm Record Download.

Instruction for Controller Toolbar Button

When user hangs the mouse on button, the button function will be shown.

**Refresh Controller List**

Read all controllers from database again and refresh controller list.

**Cancel Operation**

Cancel current operations. The button is unusable when there is no operation.

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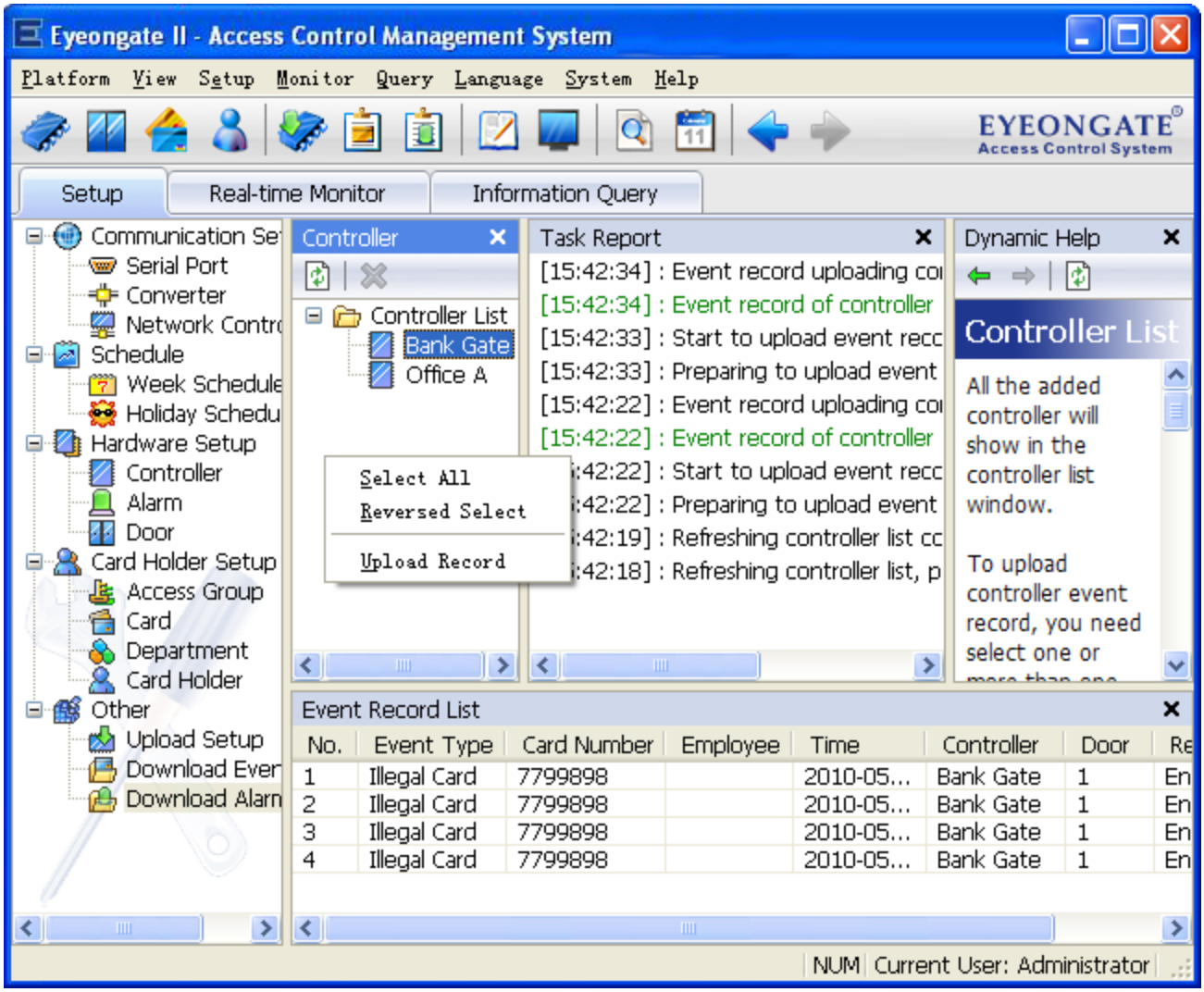
Event Record Download

Event occurs once controller begins to work. There are two types of events, one for "legal Card" and one for "Illegal Card". Card Record Download is to Download card information record to software database. Once the Downloading is completed, the record will be saved in software database while detected from the controller.

Controller memory is limited. When memory is full, prior records will be covered by new records. To avoid record loss, please Download the records in time. The frequency of Downloading can be roughly calculated by dividing total capacity of the controller by the number of records produced in each day.

To open the view for record Download, click main menu "Setup" ->"Event Record Download" or "Event Record Download" of View Switch Over Panel as below



Download Event Record

1. Left click controller name in controller list to select the controller(Several controllers can be selected at the same time; for more details please refer to "Select Method") 2. Right click the selected controller 3. Select "Download Record"

Introduction to Event Record List

Note: Lick any list title, the list will be sequenced following the list title. If you multi-click the title. It will cut over between sort ascending and descending order. **Serial Number**A temporary number to indicate the order of Downloaded records.

Event Type Display the types of events:

Illegal card——Invalid card present card or present card in unauthorized time.
Legal card——Open door by presenting valid card
Open Door by Passowrd——Open door by correct password.
Invalid Passowrd——Open door by incorrect password or input password in unauthorized time.
Open Door by Exit Button——Exit Button is pressed
Open door by threaten code——Threaten code is pressed

Card Number

The number of card (illegal card or legal card event).

Card Holder

Dispaly card holder or password holder.

Time

The time when event happens, time format is YYYY-MM-DD hh:mm:ss. YYYY represents year; MM for month; DD for day; HH for hour; MM for minute; SS for second.

ControllerThe controller on which event occurs.

DoorThe door on which event occurs

ReaderThe reader on which event occurs. It is unuseable for exit button door open event.

Instruction to Controller Toolbar Button

Hang the mouse on a button To view its function.

**Refresh Controller List**

Read all controller data from database again, refresh the controller list.

**Cancel Operation**

Cancel current operation. The button is unusable when there is no operation.

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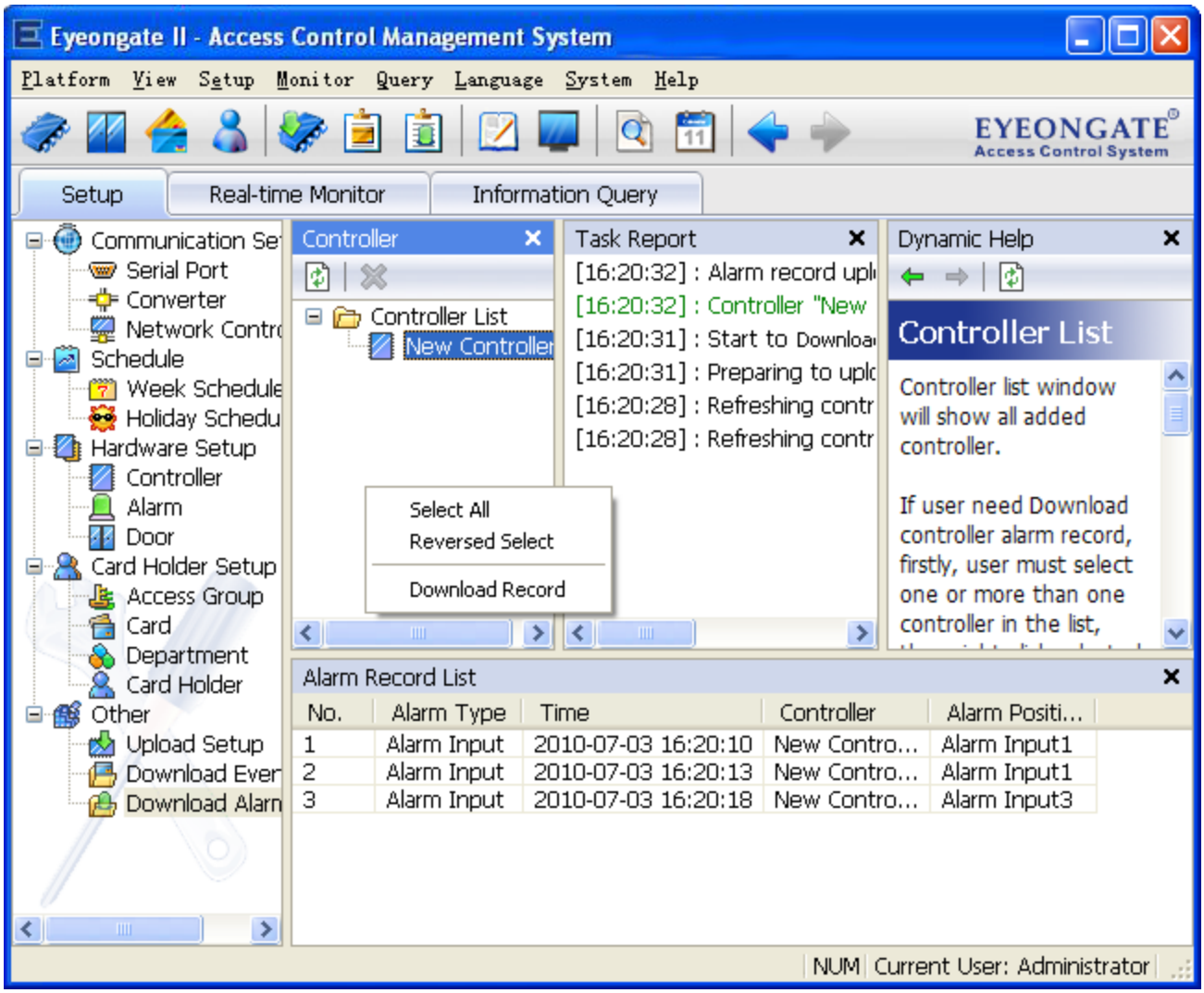
Download Alarm Record

In order to make sure controller can off-line work, alarm input record and door-magnet alarm record will be stored in controller memory. Before query the record, user must Download the alarm record to software database., The alarm record will be deleted from controller after Download completed.

Controller memory is limited. If user does not Download record in time, new records will cover existing records. The Download cycle equals to Gross capacity divided by the numbers of event for each day.

Click "Setup"-> "Download Alarm Record" or click "Download Alarm Record" in setup view. As in the following picture:



Download Alarm Record

1. Select the controller via left-clicking controller name in Controller List (User can select multiple controllers. For details, please refer to Select Method). 2. Right-click the controller. 3. Select "Download Record".

Instruction for Alarm Record List

Lick any list title, the list will be sequenced following the list title. If you multi-click the title. It will cut over between sort ascending and descending order. Number
A temporary record code which indicates the sequence of Downloaded records.
Alarm Type
Number: A temporary record code which indicates the sequence of Downloaded records.
Alarm Type Display the types of alarms:
Door-open Timeout——Controller detects that the door-open time is over than the sum of "Door-open Timeout" and "Door Lock delay".(Door-magnet input is used to detect door-open state.)
Alarm Input——Controller detects signals from alarm input.
Time: Time: Time of event. The format is YYYY-MM-DD hh:mm:ss, "YYYY" is year, "MM" is month, "DD" is day, "hh" is hour, "mm" is minute, "ss" is second.
Controller: The controller on which event occurs.
Location of alarm: Display the door where Door-open Overtime occurs; display the name of the alarm input where alarm occurs.

Instruction for Controller Toolbar Button
When user hangs the mouse on button, the button function will be shown.

**Refresh Controller List**
Read all controller data from database again and refresh controller list.

**Cancel Operation**
Cancel current operation. The button is unusable when there is no operation.

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Monitor Menu

Monitoring mode is designed in access control subsystem. User can real-time monitor card presenting events, alarm input events and alarms etc. The steps are: 1. Go to Edit Mode to edit E-map. 2. Import background picture and add monitoring points (User can edit multiple E-maps and save). 3. Go to Monitoring Mode and import an E-map to start monitoring. Events or alarms will be displayed in list and save in database. If card presenting event happens and card holder's photo is registered before, the photo will be displayed. If computer is equipped with video compression card, software will snapshot picture automatically once event/alarm happens.

User can also go to Real-time Monitoring interface via "Monitoring" in main menu.



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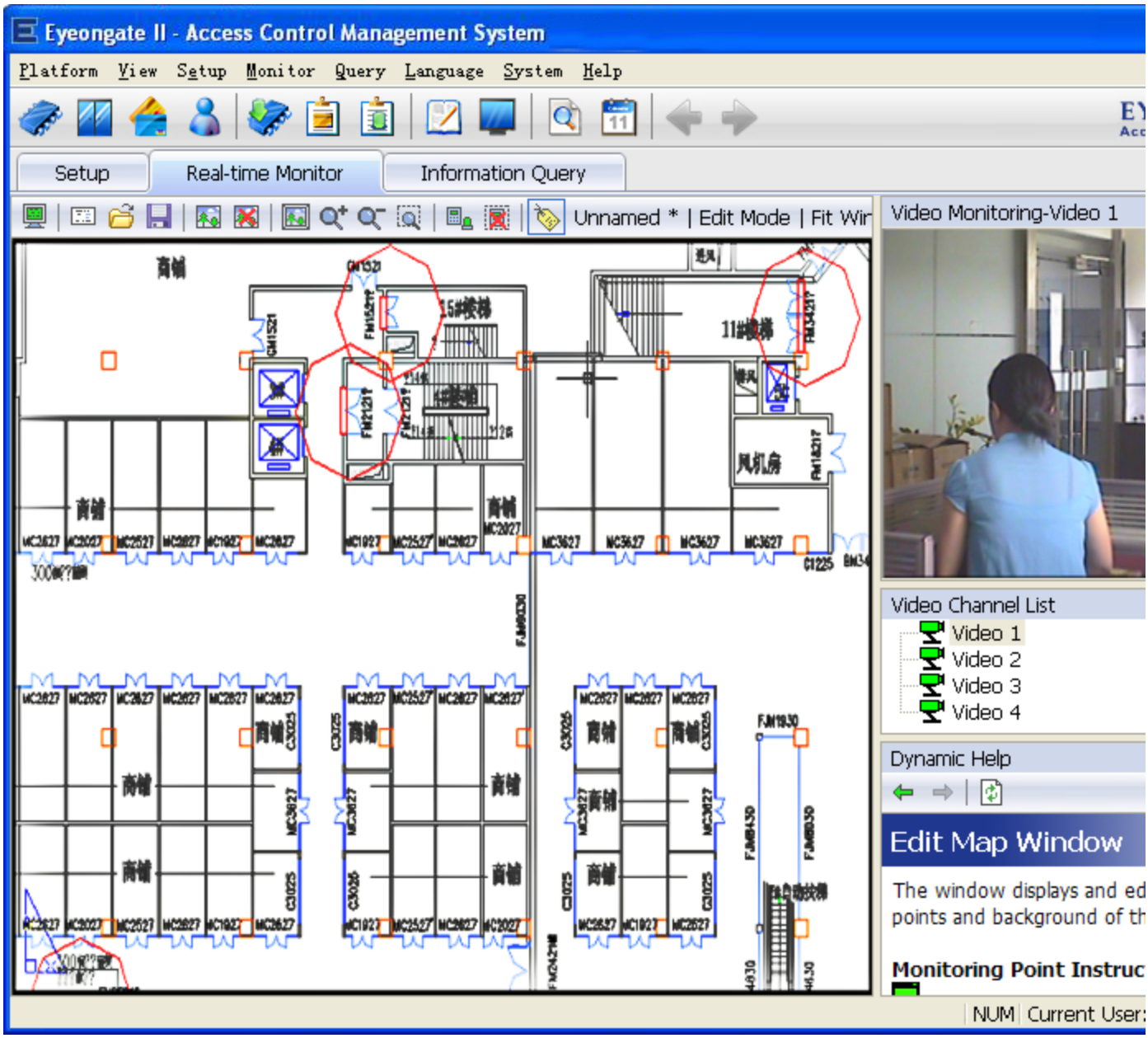
Edit Mode

E-map is used in real-time monitoring for card presenting and alarm events. E-map is made up of background and monitoring poir
be building, office or factory pictures. Monitoring point can be reader, alarm input or door-magnet. E-map must be edited before st
monitoring, and event place or type will be displayed in system E-map. For details, please go to Monitoring Mode.

To edit E-map, please click "Monitoring" -> "Edit Mode" or click "Real-time Monitoring" view. If system is in Monitoring Mode view,

Mode via clicking "Enter Edit Mode" button. As in the following picture:



E-map view is displayed on the left of the window. User can find a tool bar at the top of the E-map (called map tool bar). Video mo

displayed on the top right of the window. It is used to display real-time video picture. If multiple videos are monitored, user can swi
videos by clicking the video names in "Video Door List" Window. If a monitoring point is linked with a video in E-map, user can swi
video picture by clicking the monitoring point. The system can not display multiple pictures simultaneously. Software will search fo
compression card installed and acquire door information, then list all the doors in the Door List.


Views of Monitoring mode and edit mode are similar, user can distinguish them by the name (displayed as "Monitoring Mod
displayed behind map name on the right of map tool bar window.

Switch between Video Compression Card Mode and DVR Mode
The system supports video monitoring and DVR linkage function. Video monitoring and DVR linkage can link monitoring input in E-map. Under real-time monitoring mode, when event or alarm happens for monitoring point, software will displa automatically and snapshot or record, snapshot picture and record can be queried. For details, please refer to “Real-time ”and “Real-time Monitor Alarm ”. Software supports two modes: video compression card and DVR. Video Compression c install compression card. DVR mode is network DVR embedded recorder. It only can snapshot under Compression Card I snapshot picture will be saved in PC. It only supports record under DVR mode, and picture will be saved in DVR hard disk the compression card and DVR mode with your supplier.
To switch between the two modes, please right-click video channel window, and select “Start to DVR Mode ” or “Start to Card Mode ”, the system will require restart software, after install, the default is Compression Card Mode.
After start DVR mode, the DVR parameter need be set. Please right-click video channel window, and select “Setup DVR p the property will be:
Forbid DVR device: the value is “Yes ”, it is forbid to use DVR monitoring and linkage.
IP address or domain name: DVR IP address.
IP Port: DVR network service port, default is 8000.
Password: The password for Login on DVR. After finish the setup, click “OK ”, software will login on DVR automatically, a DVR mode and the number of video channels. All video channel will be added “Video Channel List Window”.

Map Information
Map information will be displayed at the top right of tool bar in map window. The information format is "Map Name, View (Current Displayed Rate), Map Size: Length*Height". For example, "Company office, Edit Mode, Fit Window (100.00%) Size "Company office" is the name of current E-map. "Edit Mode" indicates the software is in Edit Mode instead of Monitoring refer to below displayed picture for Fit Window. (100%) is the display rate of E-map. "852*507" is the size of current E-map

Build New Map
Right-click map window and left-click "New Map" on popped up menu. The new map has no background, no monitoring p be saved. The size of new map is fixed as "540*360 pixel.

Open Map

Open Map List via right-clicking on the map window and left-clicking "Open Map" on popped up menu, or clicking "Open map tool bar.

Name an E-map
New map has no name and will be displayed as "Unnamed". When saving the new map, user will be required to input map

name or rename the map by clicking "Rename"  **button on map tool bar. Note: A Map without name or has the same as existed can not be saved.**

Assign Background

Select background picture in selection box by clicking "Assign background"  **. The system supports such formats as J PNG, TIF, WMF, and FMF. If GIF is in motion format, only the first frame will be supported. WMF and EMF are vector graph corporation. To avoid background deformation, vector graph is recommended. Many vector graph software can export W**

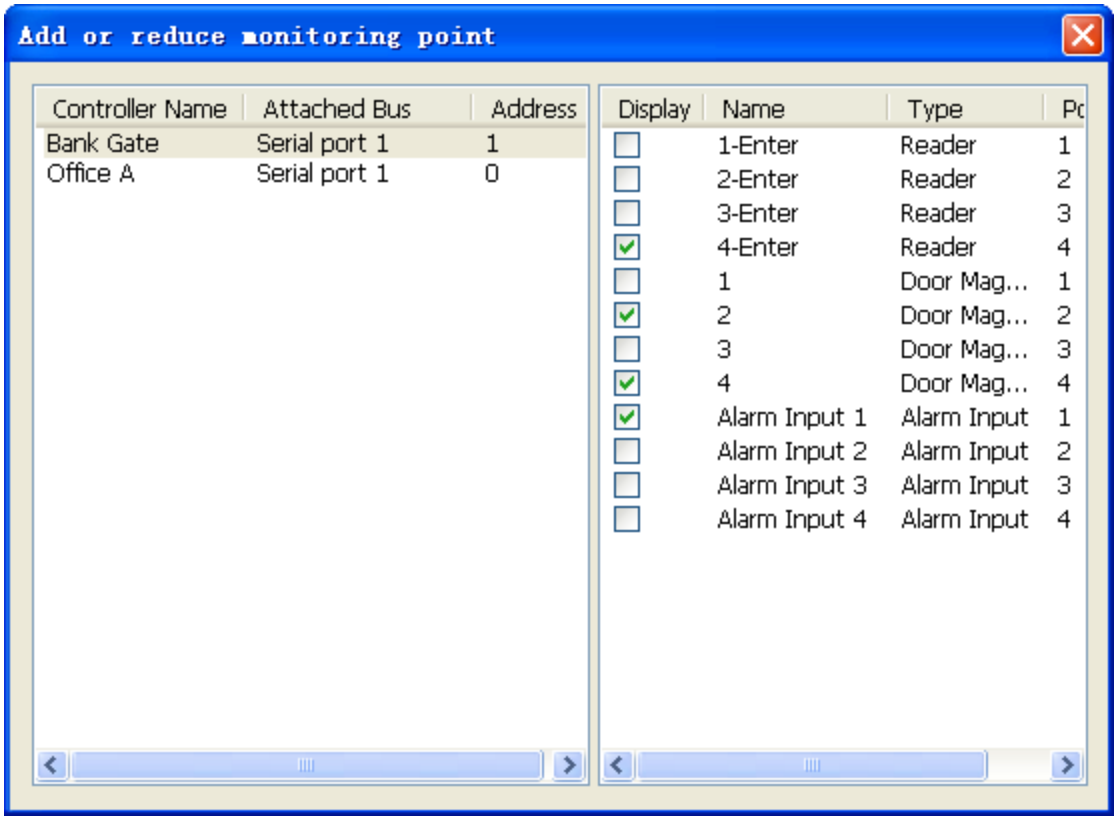
Examples are AutoCAD, CorelDraw, and Freehand etc. The map size will be the same as the new background once the ba added,

Clear Background

Clear background picture by clicking "Clear Background"  **button on map tool bar. The default map size is "540*360". I layers or locations are to be monitored at the same time, user can combine the plan graph of the layers/locations into one shown in the above map, there are two buildings in the map, with one at the right and one at the left.**

Add or Reduce Monitoring PointĄĄĄ

Software only monitors the locations added in the map. To add or reduce monitoring points, please click "Add or Reduce  **on map tool bar, then "Add or reduce Monitoring Point" appears (as in the following picture).**



User can select a controller in controller list on the left, and then all monitoring points of the controller will be displayed c line is a monitoring point. User can add a monitoring point by ticking the square ahead of the point. User can add monito different controllers without number limitation. However, for better real-time monitoring, it is recommended not to add too points on one map. New monitoring points will be displayed as icons on top left of the map. Reader icons  **indicate card magnet**  **for door open or close, and alarm input**  **for alarm input signal. If user hangs mouse on an icon, the name and will be displayed. This information can also be displayed by clicking the "Display Sticker" button under the icon**  **(the i hidden or displayed).**

User can select monitoring point by clicking the monitoring point icon  **in the map directly; then delete the monitoring "Add or Delete Monitoring Point". When monitoring point is selected, the icon**  **will turn into blue** **.**

Move Monitoring point
User can move monitoring point icon to the location needed.

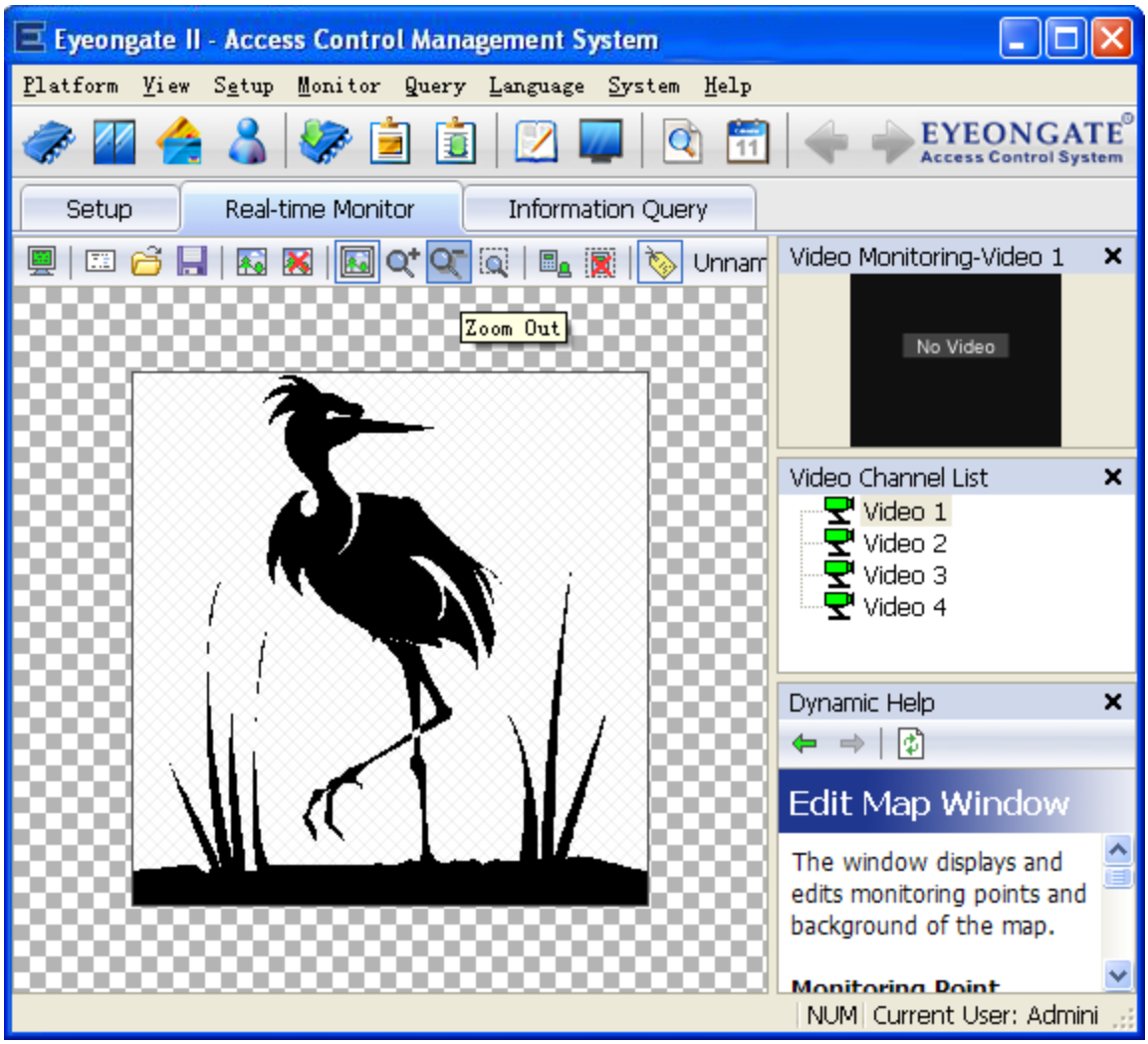
Link monitoring point with video
Link monitoring point with video to realize two functions: 1. Turn to the video window by clicking monitoring point icon ir Under monitoring mode, when event or alarm happens, the related video will be displayed automatically and a JPG snaps saved. To link monitoring point with video, please select a monitoring point icon and drag it to the target video name. The **, then release the mouse, the monitoring point will be displayed in video list, indicating the link is established success link, user can follow the same steps as above. To delete link, right-click monitoring point in "Video Door List" window an**

Save and Save as E-map

After change, user can save the E-map in system by clicking "Save" button  **on map tool bar. For new map, please inpu Right-click any place of the map, select "Save as" and input new name in popped up dialog box to save the map. The prin be deleted.**

Delete E-map ĄĄĄ
To delete the map saved in the system, right-click map window and then click "Delete Current Map". The map is deleted o deleted from database" appears.

Switch fit mode
There are two display modes: "Fit Window" mode And "Fit Background" mode. Map can be displayed in full window unde mode. In this mode, the map will change with the window and all information will be displayed in the map. In "Fit Backgro actual size of the map will be displayed,, as in the following picture:



To switch fit mode, click "Fit background" button on map tool bar.

Zoom in/out MapĄĄĄ

User can enlarge map by "Zoom In" button (with max. 16 times-enlarged); while minimize map by "Zoom Out" button

times minimized). After user clicks "Select Zoom Region" button the selected zoom region will be enlarged by moving When the map is enlarged to 16 times, the function is unusable. Note: When map is enlarged or minimized, monitoring po ratio will not be changed (it is related to fit mode). The size of map can not be changed; which is the same with the origin

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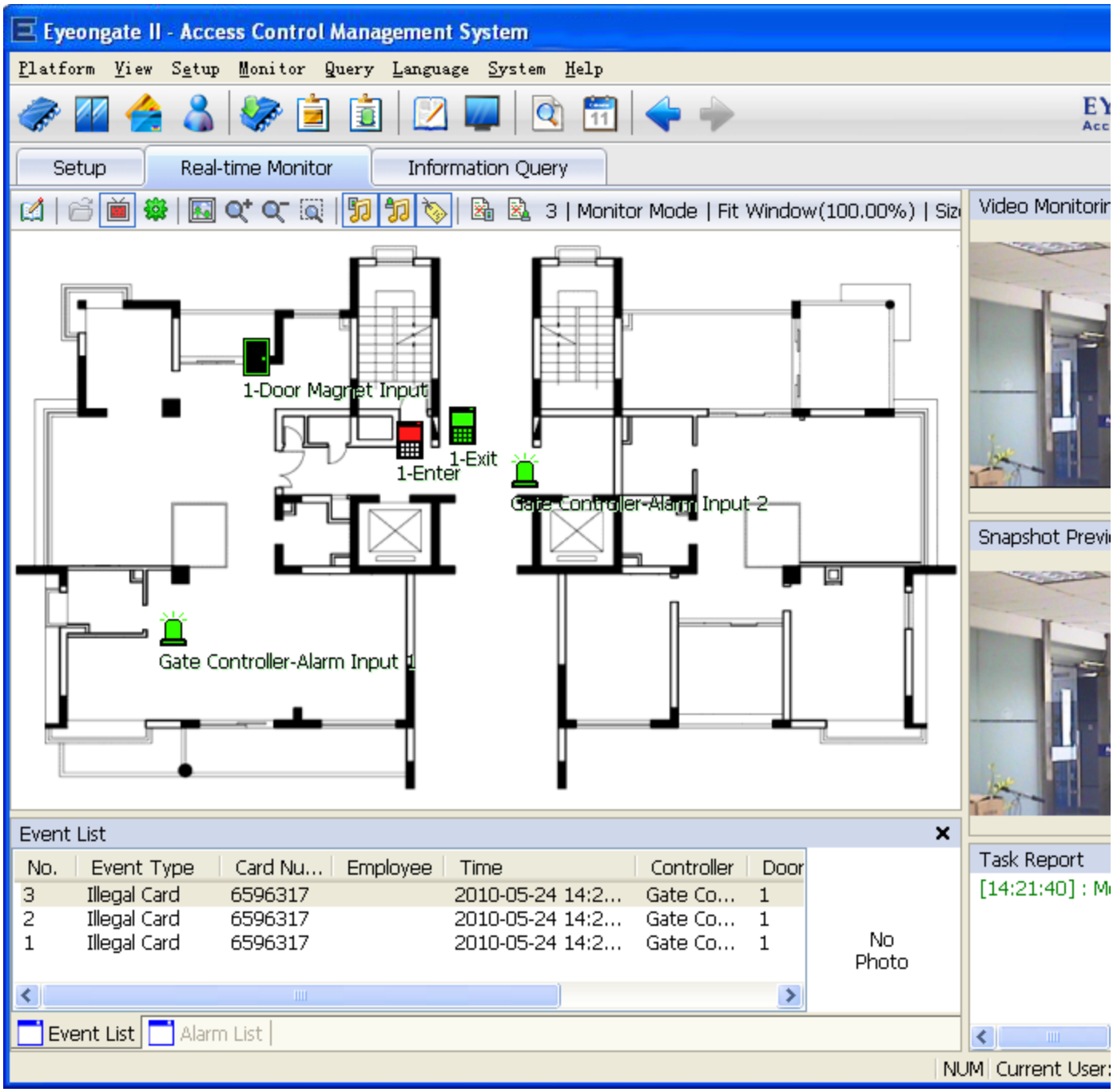
Monitoring Mode

Current monitoring point can be monitored under real-time monitoring, and the events can be displayed in E-map and list. There a monitoring modes: event monitoring (card presented) and alarm monitoring; both can be used at the same time. Event monitoring the map. When card is presented to a reader, the reader icon will flash and event information will be listed in Event List (Card Hold displayed if it is set in advance). Alarm monitoring monitors door-magnet and alarm input in the map. If door is not closed or alarm triggered, the related icon will turn into red and flash all the time until alarm signal is stopped.

The steps: 1. Create map in Edit Mode in real-time monitoring interface 2. Cut over to monitoring mode. 3. Select map 4. Start mo monitoring mode, please click "monitoring" ¨C> "Monitoring mode" or click "Real-time monitoring" button in function interface. If so mode, it can be switched to monitoring mode by clicking "Enter Monitoring Mode" , as in the following picture:



E-map view is displayed in the left of window. Background picture and monitoring point can be displayed. User can find a tool bar a (called map tool bar). Video monitoring view is displayed in the top right of window. It is used in displaying real-time video picture. are monitored and monitoring point is linked with one video, user can switch to the video by clicking monitoring point in the map. Ir event or alarm, the video will be displayed automatically and a JPG snapshot will be saved in software. Event List window and Ala displayed on lower left corner in above picture. Event window displays event information, while alarm list window displays alarm in windows are grouped; in this case, window will be activated automatically when information is produced. For details, please refer t and Layout.

The views of monitoring mode and edit mode are similar; user can find the mode type on the right side of the tool bar.

Map Information

Map information will be displayed at the top right of tool bar in map window. The information format is "Map Name, View Mode, Fit Displayed Rate), Map Size: Length*Height". For example, "Company office, Edit Mode, Fit Window (100.00%) Size: 820*507". "Co the name of current E-map. "Edit Mode" indicates the software is in Edit Mode instead of Monitoring Mode. Please refer to below d Fit Window. (100%) is the display rate of E-map. "852*507" is the size of current E-map.

Import E-map

When monitoring is stopped, click "Open Map"  to start E-map list and then double-click the map needed.

Start Monitoring

After select an E-map, click "Start Monitoring"button . If "Monitoring started" appears in Task Report window, monitoring starts Monitoring" will turn into "Stop Monitoring". Note: If controller communication is abnormal, the monitoring may not be started or sto

Stop Monitoring

User can not exit the program, switch to other views or import E-map before stops the monitoring. User can stop monitoring by clic Monitoring" button  on monitoring tool bar. If "Monitoring stopped" appears in Task Report window, the "Stop Monitoring" will tur Monitoring".

Zoom Map

For details, please refer to "Edit" mode-> "Zoom Map".

Display or Hid Sticker

For details, please refer to Edit Mode-> "Add or Reduce Monitoring Point".

Instruction for Monitoring Tool bar

Following icon without expression, please refer to above information.

**Start Event Sound**

In case of event occurrence, sound indication will be initiated. User can turn on/off the sound by clicking "Start Event Sound" butto

**Start Alarm Sound**

In case of alarm, sound indication will be initiated. User can turn on/off the sound by clicking "Start Alarm Sound" button.

**Clear Event List**

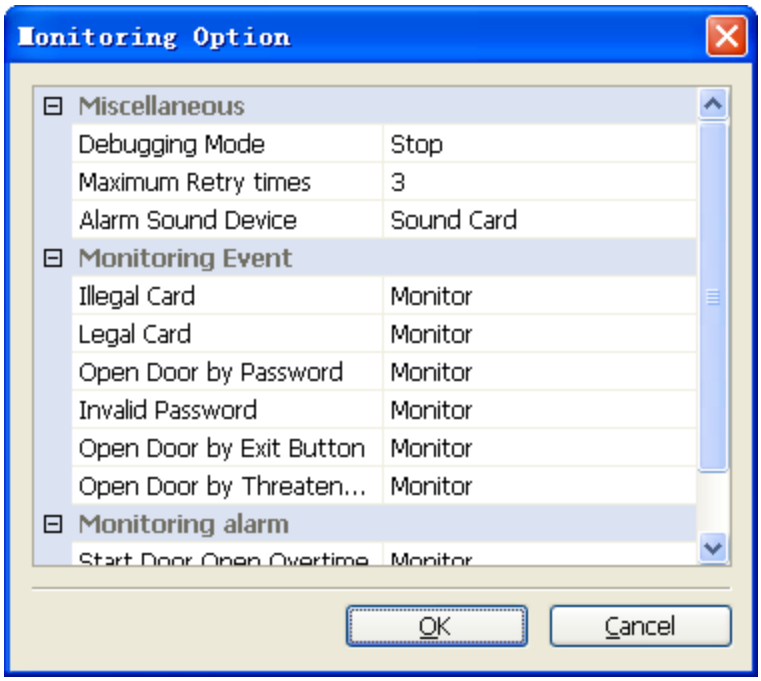
User can use "Clear Event List" button to delete extra data.

**Clear Alarm List**

User can use "Clear Alarm List" button to delete extra alarm data.

**Monitoring Option**

Click this button to open Monitoring Option dialog box , as in the following picture:



The properties in the dialog box are used to define monitoring activities, as described in the following:
Debugging Mode: When debugging mode is started, debugging information will be displayed in Task Report window. The informat provided for software developer, instead of for end user.
Maximum Retry Times: When controller communication is abnormal, software will retry the communication. If retry time is more tha monitoring on the controller will be stopped.
Alarm Sound Device: If "Sound Card" is selected, software will send alarm sound via loud speak devices (such as earphone, stere is selected, the speaker of computer will send out the alarm.
Monitoring Event: If "Monitoring" is selected, the event will be monitored, otherwise, it is hidden.
Monitoring Alarm: If "Monitoring" is selected, the alarm will be monitored, otherwise, it is hidden.

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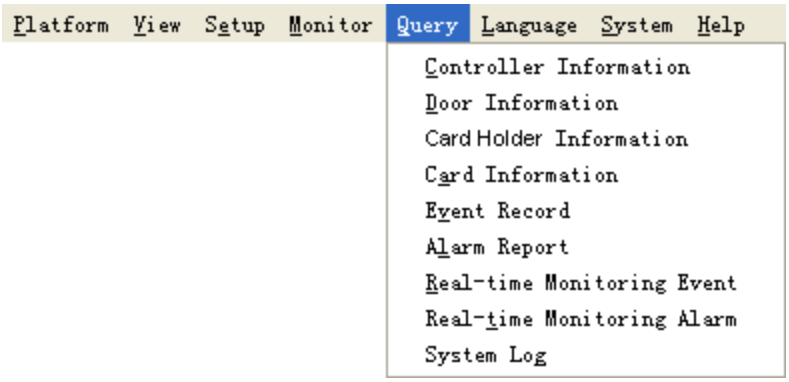
Query Menu

System information such as software setup information, controller working information, and software statistics data etc. will be saved in database; User can query data via Query menu. The Query result will be displayed in "Query Result" window.
Note:**Only the query information displayed in Query Result can be printed and exported into Excel format.**



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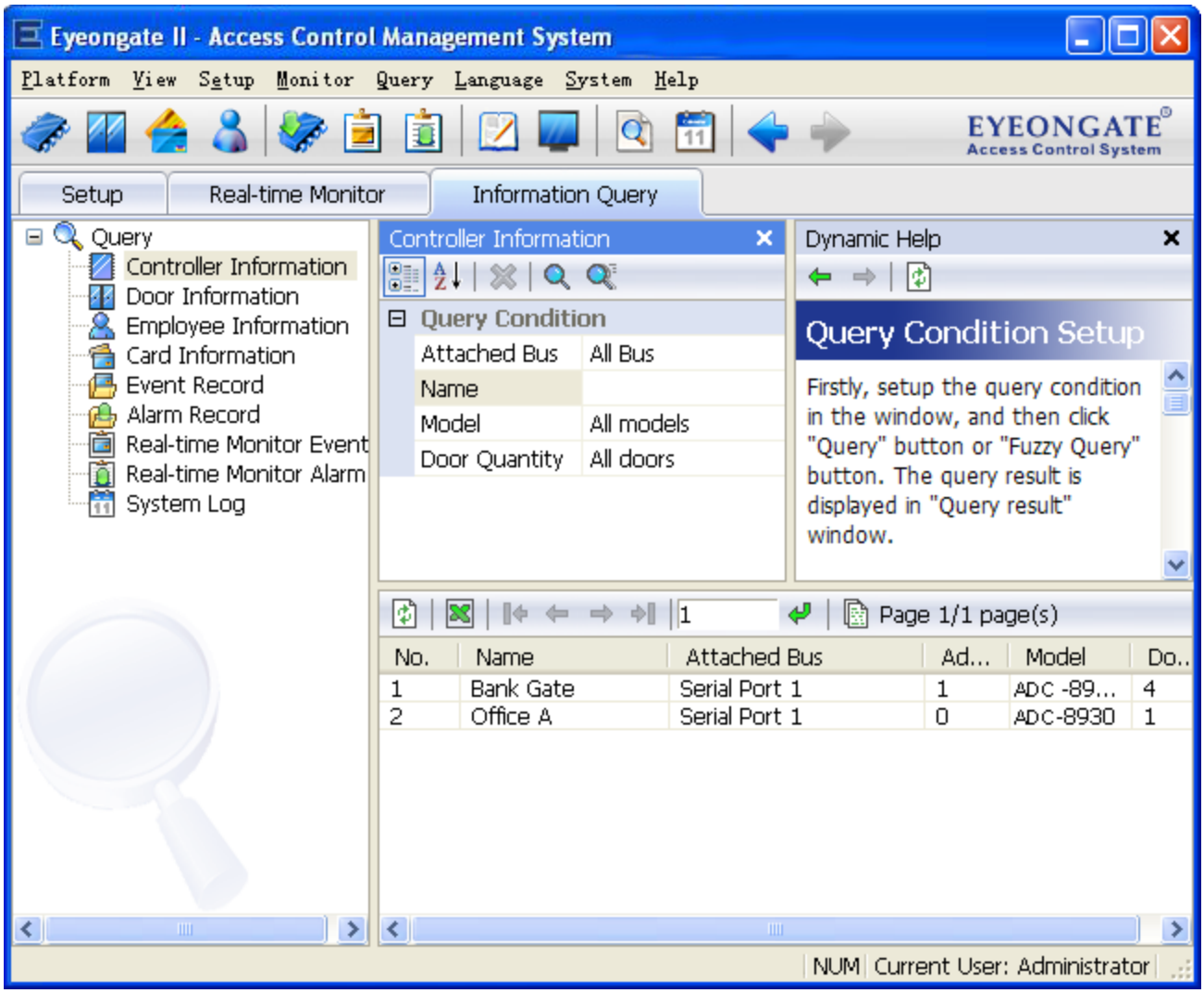
Controller Information

User can query information of controllers which have been added to the system.

Click "Query"->"Controller Information" or click "Controller Information" in Query interface, as in the following picture:



Please refer to"View Window Introduction" for more details.

Controller Information Query

1. Select Query Condition in Controller Information window. 2. Click "Query" button in Controller Information window. The query result can be printed or exported into Excel format.

Controller Information Fuzzy Query

1. Select Query Condition in Controller Information window. 2. "Fuzzy Query" button in Controller Information window. The query result can be printed or exported into Excel format.

Instruction for Query Condition

When setup multiple conditions, only the information which fulfills all the conditions can be found. If a condition is empty or shown as "all XXX", it indicates that this condition can not be used.

Location of Connection

Appoint the connection location of controller to be queried. When "All Locations" is selected, controller position will not be considered.

Name

Input controller name.

Model

Select controller model; Door Quantity will be in gray when other conditions except "All Models" are selected.

Door Quantity

Select controller doors (1, 2 and 4 can be selected).

Instruction on Toolbar Button for Controller Information

Hang the mouse on a button to view its function.

**According to Classification Sequence**

List all check conditions by group

**Letter Sequence**

All check conditions are arranged in alphabetic order or pinyin sequence.

**Cancel Operation**

Cancel current operations. The button is unusable when there is no operation.

**Refresh Controller List**

Query information according to Query Condition.

**Fuzzy Query**

For query by characters, Fuzzy Query can be applied. For example: Fuzzy Query with "Jackson" as the first name, all Card Holders named with "Jackson" (in first/given/middle name) will be selected; while Query with. "Jackson" as the first name, only Card Holders with first name "Jackson" will be selected

Instruction on Toolbar Button for Query Result

**Export as Excel**

Export an Excel file according to current query results.

Page Tools

Page tools are used to change and display current page and setup page display number. Please go to "Page tool Instructionš¤žßËľ Ă÷" to acquire more detailed information.

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Door Information

Controller query is to query current door and its setup.

To open door query view, click main menu "Query" ->"Door Information" or View Switch Over Panel "Door information" .

Since query view and query operation are similar, please refer to "Controller Information" for more details.

Query Condition
When there are more than one query conditions, only the information which fulfills all the conditions will be displayed. If query condition is empty or "for all xx", the query condition will not be considered
Connection Position
The location of the connection between controller and the quried door .
Name
The name of the quried door .
Controller
The controller name where the quried door located.

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Card Holder Information

Query Card Holder information is to query personal information and card-holder access group information including Name, Number, Department, Card Number, Access Group, First-card, Dismiss card and Activate security, Validity of Card Usage, Gender, Birthday, Position, Education, Tel. Number, and Address etc.

To open Card Holder Information View, click main menu "Query" ->"Door Information" or query view "Door information" Since query view and query operation are similar, please refer to "Controller Information"for more details.

Query Condition
When there are more than one query conditions, only the information which fulfills all the conditions will be displayed. If query condition is empty or "for all xx", the query condition will not be considered
Name
Name of the card-holder
Card Number
Card number of the card-holder
Department
Department where the Card Holder is in. Single or all departments can be selected.
Access Group
Card Holder access group.
Gender
Card Holder gender
Range of Age
Range of age to be quried. To query Card Holders of all age, set the range from 0 to max. age.

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Card Information

Card information query is to query Card Number, Holder Code, Status, Time of adding card, Card-running Number etc.

To open Card Information View, click main menu "Query" ->"Card Information" or query view "Card Information".

Since query view and query operation are similar, please refer to "Controller Information"for more details.

Query Condition
When there are more than one query conditions, only the information which fulfills all the conditions will be displayed. If query condition is empty or "for all xx", the query condition will not be considered
Card Number
Card number of the card-holder
Name
Name of the card-holder
Status
There are several selections: All Status, Assigned, Not-Assigned and Lost Card.

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Event Record

Event record query is to query the information when card-holder presents card, inputs password and/or presses keypad. The query includes Event Type, Card Number, Card Holder, Time, Controller, Door, and Reader.

To open Event Record View, click main menu "Query" ->"Card Information" or query view "Card Information" .

Since query view and query operation are similar, please refer to Controller Information"for more details.

Query Condition
When there are more than one query conditions, only the information which fulfills all the conditions will be displayed. If query condition is empty or "for all xx", the query condition will not be considered
Department
Department where card-holder is in. Single or all departments can be selected.
Name
Name of the card-holder who presents the card.
Reader
Query by the reader to which the card is presented. Single or all readers can be selected.
Event Type
Event types includes: All Type, Legal Card, and Illegal Card.
Start Time
Only query the card records after start time.
Ending Time
Only query the card records before end time.

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Alarm Record

Alarm Record Query is to query alarms such as Door-open overtime, Illegal Enter, Alarm input etc.. Content of query can be Alarm Type, Alarm Time, Controller, and Location of Alarm etc..
To open Alarm Record Query, click main menu "Query" ->"Alarm Record" or query view "Alarm Record" .

Since query view and query operation are similar, please refer to "Controller Information" for more details.

Query Condition
When there are more than one query conditions, only the information which fulfills all the conditions will be displayed. If query condition is empty or "for all xx", the query condition will not be considered
Controller
Controller which receives or initiates the alarm. Single or all controllers can be selected.
Alarm Type
Types of alarm can be: All Type, Door-open overtime, Illegal Enter, and Alarm Input.
Start Time
Only query the alarm records after start time.
Ending Time
Only query the alarm records before end time.

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Real-time Monitoring Event

After real-time monitoring is started, the event information can be queried in the system. The real time event records may not be complete due to communication capability. Snapshot picture can be displayed in Real-time Monitoring Event interface. User can query by: Event Type, Card Number, Card Holder, Time, Controller, Door, Reader, and Snapshot etc.

Click "Query" -> "Real-time Monitoring Event" or "Real-time Monitoring Event" in query view.

Left-clicking event query result, a snapshot picture will be displayed in Snapshot Preview window if the picture has been stored with the event. If the event linkage with DVR video, the snapshot picture will be displayed in window. For details, please refer to Controller Information.

Instruction for Query Condition
When there are more than one query conditions, only the information which fulfills all the conditions will be displayed. If query condition is empty or "for all xx", the query condition will not be considered
Department
Department where the card holder is in. Single or all departments can be selected.
Name
Name of the card-holder.
Reader
According to card presenting information, user can select all readers or signal reader to query.
Event Type
The types are: All Types, Illegal Card and Legal Card.
The Range of Start
Query the records after the Starting Card Records.
The Range of End
Query the records before the Ending Card Records.

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Real-time Monitoring Alarm

After real-time monitoring is started, the alarm information can be queried in the system. The real time alarm records may not be complete due to communication capability. Snapshot picture can be displayed in Real-time Monitoring Alarm interface. User can query by: Alarm Type, Time, Controller, Door, Reader, and Snapshot etc.

Click "Query" -> "Real-time Monitoring Alarm" or click "Real-time Monitoring Alarm" in query view.

Left-clicking event query result, a snapshot picture will be displayed in Snapshot Preview window if the picture has been stored with the event. If the record have DVR video, the software will connect with DVR automatically, and the video snapshot picture will be displayed in window. For details, please refer to Controller Information.

Instruction for Query Condition
When there are more than one query conditions, only the information which fulfills all the conditions will be displayed. If query condition is empty or "for all xx", the query condition will not be considered.
Controller
The controller which produces or receives alarm. All controllers or single controller can be selected.
Alarm Type
The types are: All Type, Door Open Overtime, and Alarm Input.
The Range of Start
Query the records after the Starting Card Records.
The Range of End
Query the records before the Ending Card Records.

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System Log

All operations carried out will be saved in software log and user can check the log by" System Log Query".

To open system log query, click main menu "Query" ->"System Log" or View Switch Over Panel "System Log".

Since all query views and query operations are similar, please refer to "Controller Information" for more details.

Query condition
When there are more than one query conditions, only the information which fulfills all the conditions will be displayed. If query condition is empty or "for all xx", the query condition will not be considered
Card Holder
The name of operator
Start Time
Only query card records after the start time.
End Time
Only query card records before the end time.

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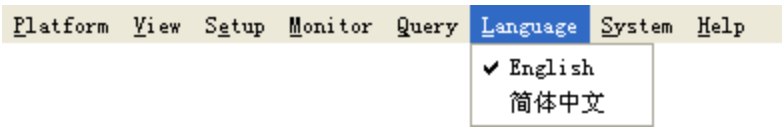
Language Menu

The menu will list all the languages supported by the software. User can change the interface language by selecting the language needed.



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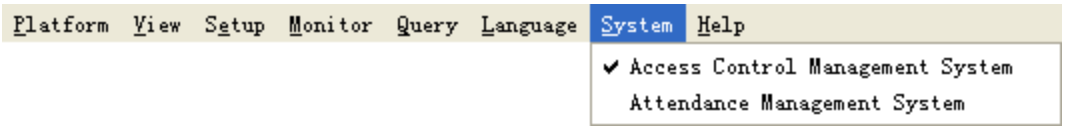
System Menu

Most functions are implanted in the software plafrom. Only one subsystem works at one time. This menu is applied for the switchover from one subsystem to another.



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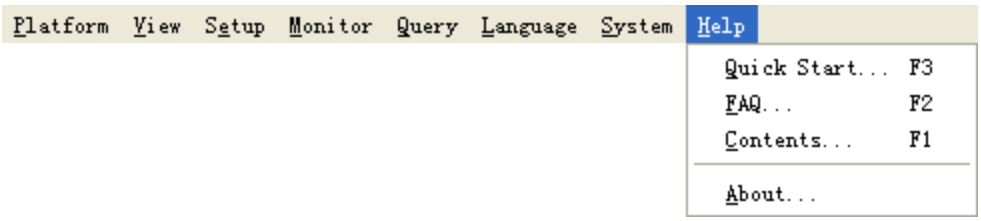
Help Menu

There are four functions in help menu, including "Quick Start", "FAQ", "Content and Index", and "About".



Quick StartĄĄ
Quick start introduces basic functions of the software by demonstrations and examples, which is applied for user's quick learning.

FAQ
User can refer to FAQ for frequently asked questions.

Content and Index
Display main help (content and Index).

About
Information on Version, copyright, and List and version of Subsystems Installed.

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FAQ

Why the software can not link with database after installation?
Answer: Possible reasons are
1. System operator can not write in the installation directory.
Solution: Change the directory authority or install the software in directories where user can write in.
2. Database problem. The software adopts MDAC2.8 of Microsoft. This problem happens when database installed is incomplete (this frequently occurs for pirate software), prohibited by firewall and damaged by virus or anti-virus software,
Solution: Turn off the firewall or re-install the software after clearing virus. If the problem still exists, please try it again after re-install the operation system.

Why some Menus, Toolbar Buttons, Setup Interfaces, Views and Properties can not be found.
Answer: Software has Expert Mode and Non-expert Mode. Under Non-expert Mode, many functions will be hidden. Please click main menu "Platform" ->"Expert Mode".

Why some Menus, Toolbar Buttons, Setup Interfaces, Views and Properties are unusable?
Answer: Possible reasons are:
1, User has no permission to use this function. 2, The order is not applicable in this case. 3, The selected component can not be deleted or changed. 4, When several components are selected at the same time, some orders can not be applied.

What can be done when some windows are hidden or layout is completely changed?
Answer: The easiest way is to click main menu "View" ->"Restore View Layout". For hidden window, user can open the window again by clicking corresponding order in "View".

Why the Real-time Montor Record can not be looked as Download Record?
Answer: Real-time Monitor has requirement in time, if the record can not be dealed in time which will result in record lost, while Record Download is more reliable.

Why some records lost during Downloading?
Answer: Possible reasons are:
1 User does not Download the records before initialize controller, recover to factory default and Upload setup.
2 Memory is full and prior record is covered by new records.
3 Users present card too fast for the reader to read.

What can be done when forget login password?
User can pack the database to Ameta for help. Effective management of the password is strongly recommended.

Why the "Save" button is still unusable after property is changed?
1. User does not click "Enter" to confirm the change (User can also left click any other property to confirm). 2. The changed parameter is the same as in database hence save is not necessary.

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