SECURE
T E C H

ST2 Companies and Institutions
Software Manual

Keyless Access System Solutions

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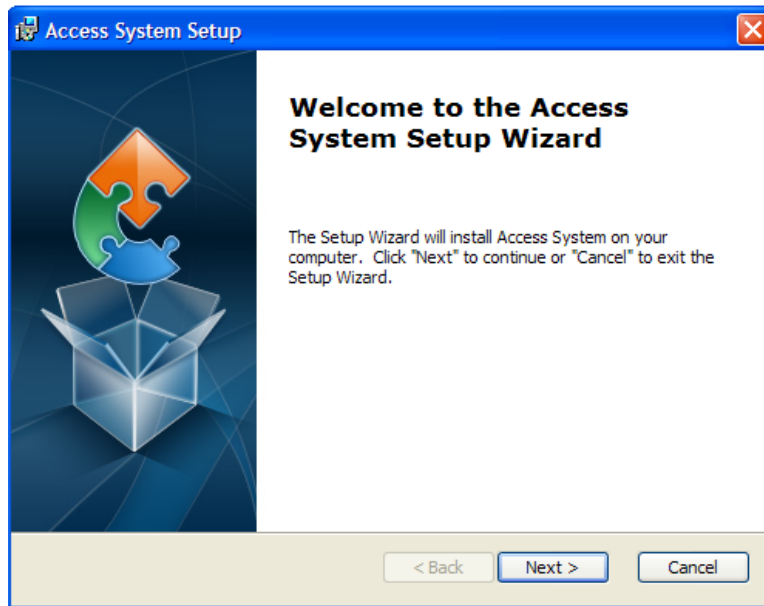## Controller Keypad Operation Instructions

System Setup
Operational Mode 1
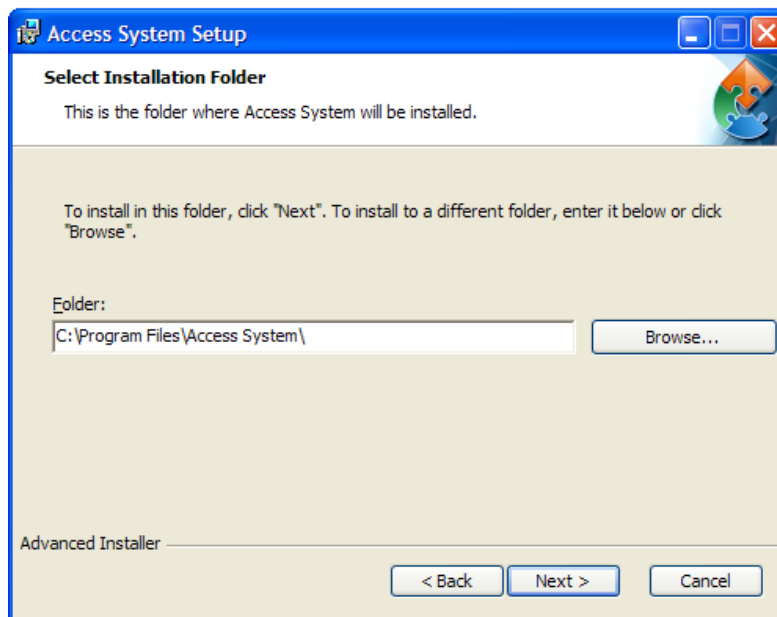Operational Mode 2

System Setup

Follow these steps to complete the setup process

Software Installation

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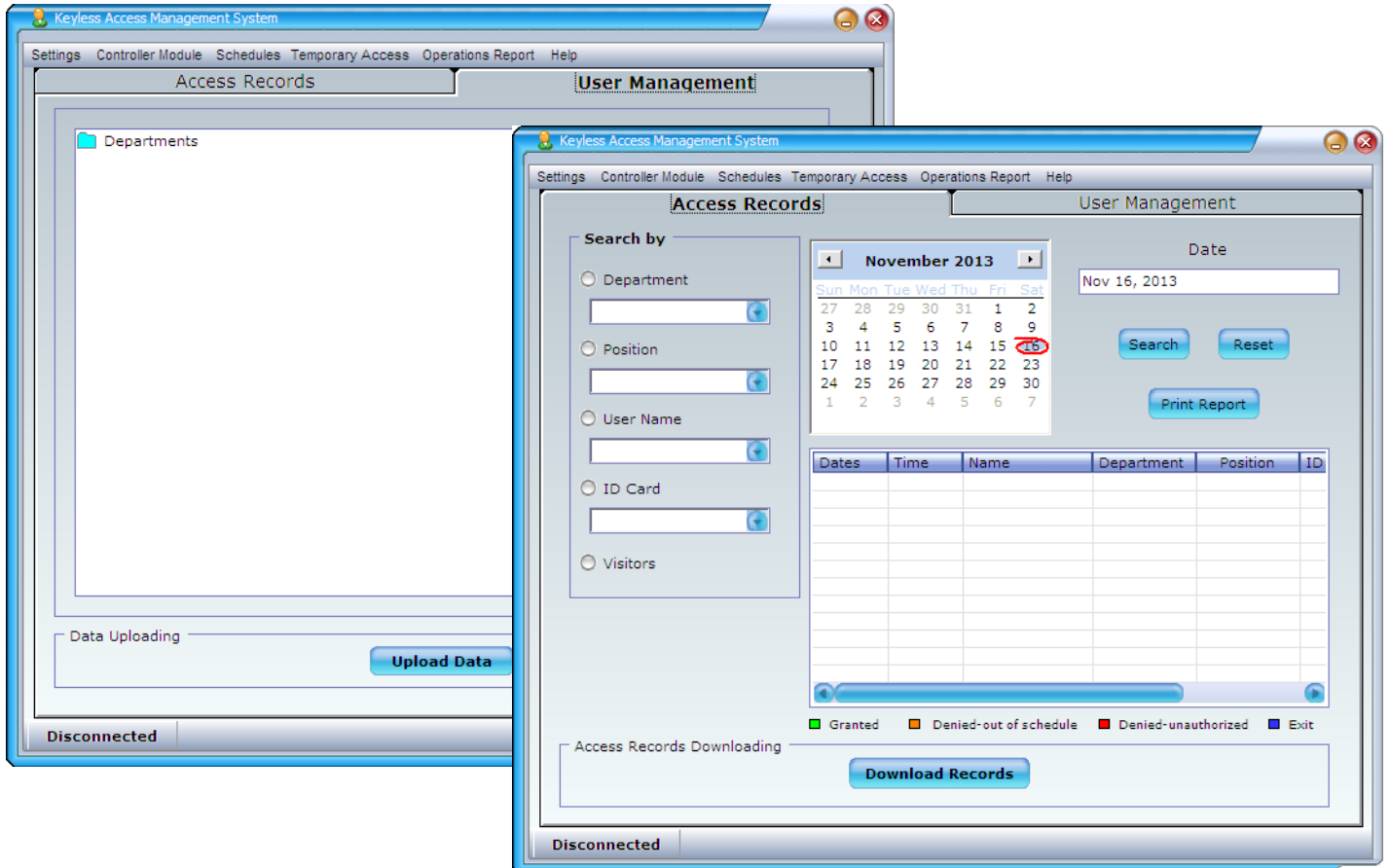

2) Click '**Next'** on the welcome screen

3) Click '**Next'**, do not change the destination folder. **Secure Tech®** software will be installed

To Open the software go to Start>All Programs>Access System, a password will be required, to open the application, the default administrator password is "1234".

Secure Tech ® management software contains two tabs, **User management** and **Access Records**. After management operations are performed over the software, it will be required to connect the laptop to specific controller modules to upload the information to them, this is performed by utilizing *upload data* button located at the bottom the User Management tab
(by default the software will upload data automatically upon connection).
In order to download access/exit records it will be required to connect the laptop to the controller module and click on *Download Records* button on the Access Records tab.

Note: Multiple management operations can be performed before uploading all the data to the door controller modules (for example: new users added, users removed, access schedules edited, then the laptop is connected to the controller modules to update all the data into the controller modules).

Installing USB Driver

The first time that a controller is plugged to the laptop will require the installation of a USB driver

1) A message on the task bar will indicate that a new hardware was detected, a new screen will come up select "No, not this time" and click on Next button
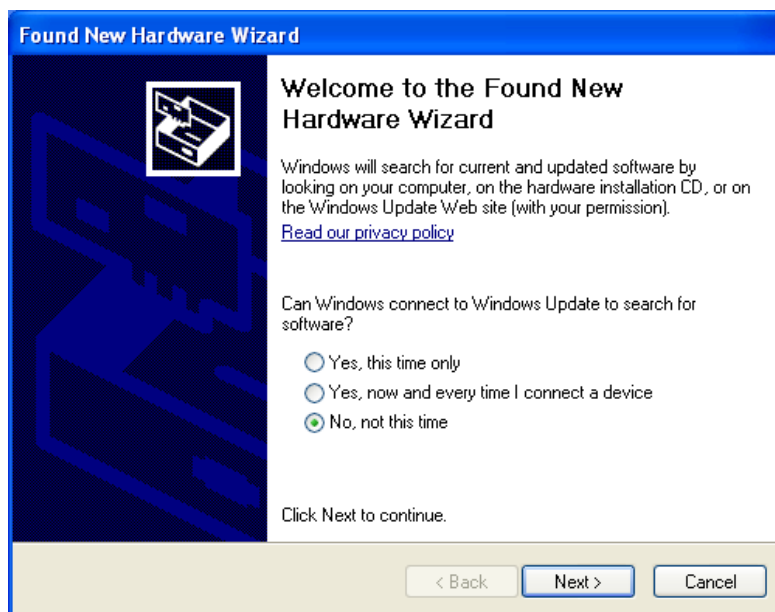
2) A new screen will pop up, select the option "Install the software Automatically (Recommended)" and click on Next button
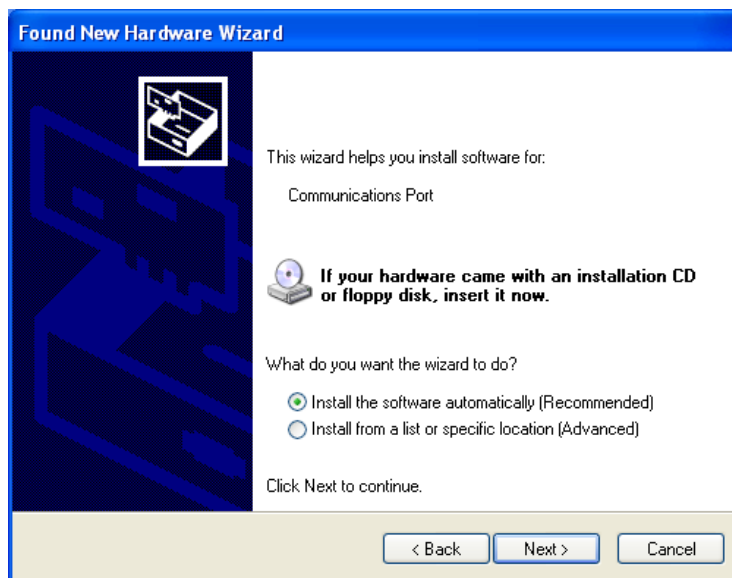
3) Click on "Continue Anyway" button
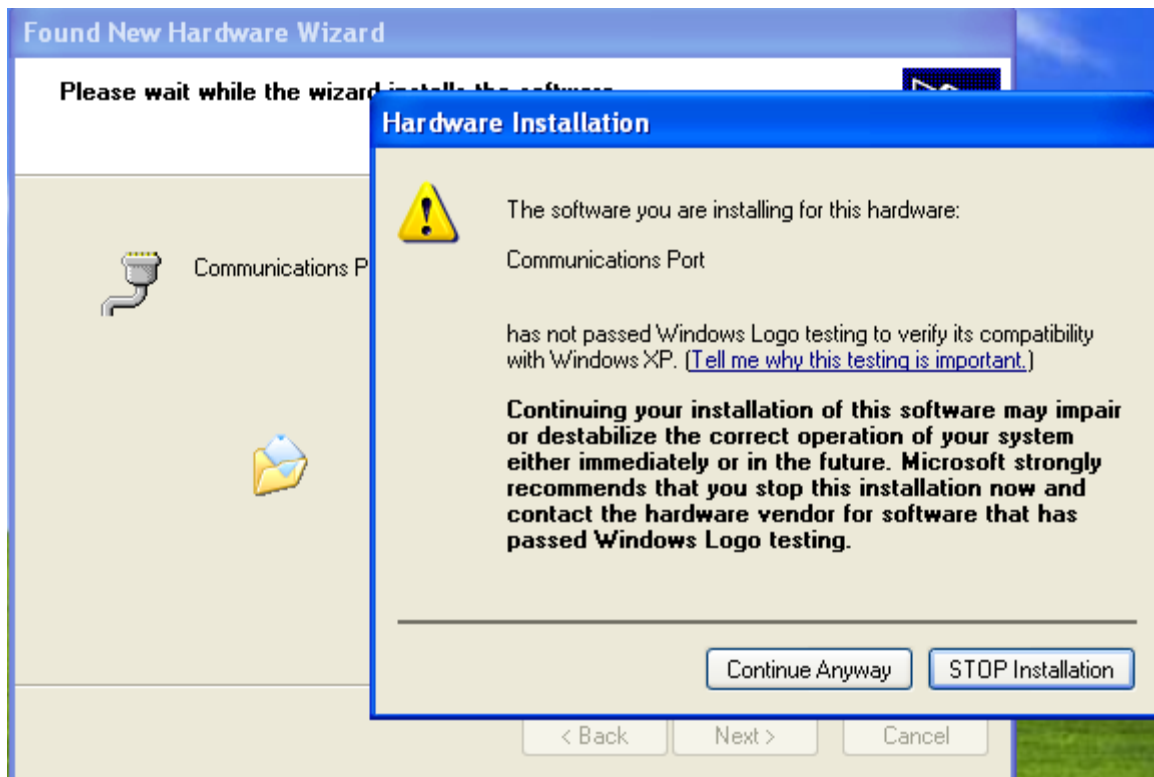
IMPORTANT NOTE: If your laptop can not find the usb driver automatically, select it manually from this location C:\Program Files\Access System\USB DRIVER

Wizard Setup

The wizard tool will guide you until access credentials are ready to be assigned to users. When the management software starts the first time, the Wizard Setup will start automatically. To launch the wizard at a later time go to settings> Wizard Setup

The Wizard Setup will guide you through:

- ✓ Setting up the number of controllers in the system and readers details
- ✓ Registering access credentials into the system
- ✓ Setting up date/time and daylight savings time on the controllers (if required)
- ✓ Setting up weekly access schedules (if required)
- ✓ Setting up access groups (if required)

Wizard Setup Screens
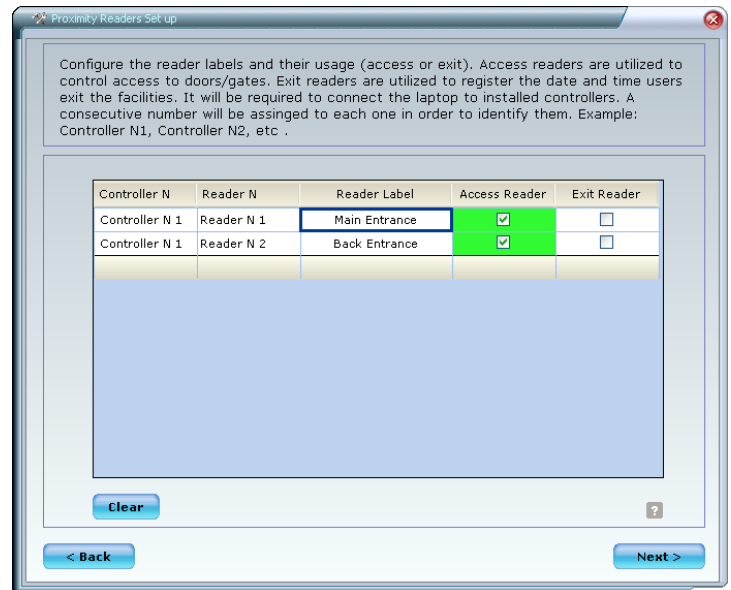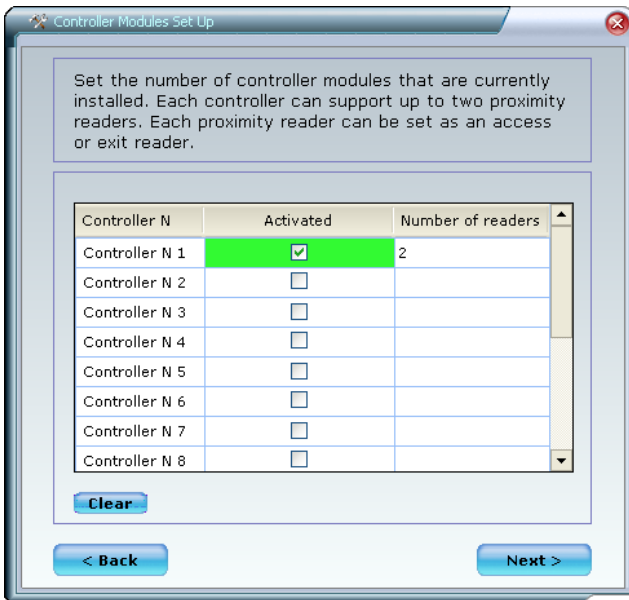
Activate all the controllers that are installed in the system, select the number of readers that are installed on each controller (1 or 2)

Set each reader label and function (access reader or exit reader), click on 'next' button. A new window will pop up requiring to connect the laptop to each existing controller
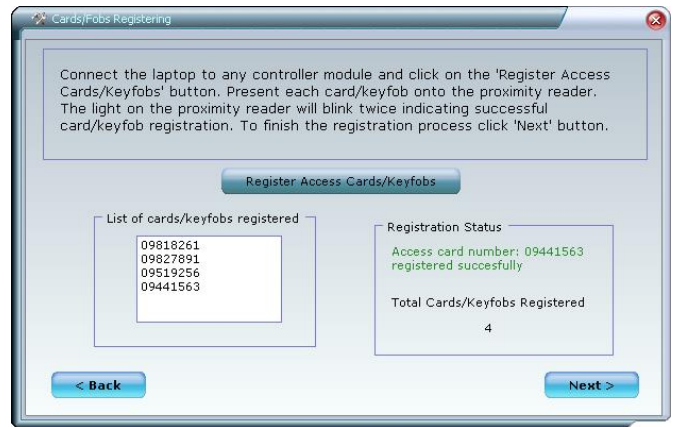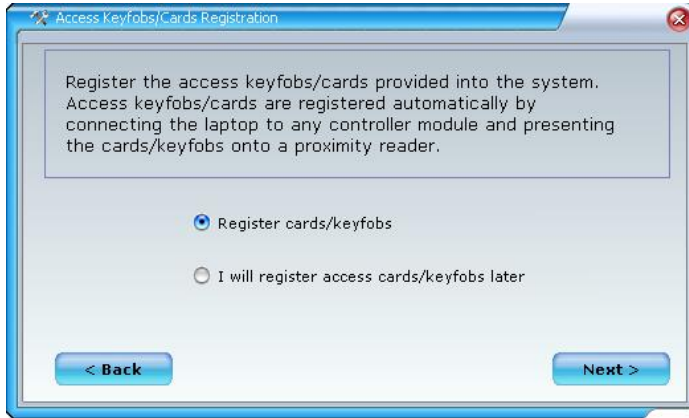
The credentials provided with the system need to be registered in order to be assigned to users. To register access credentials at a later time, go to setting menu>register new access credentials
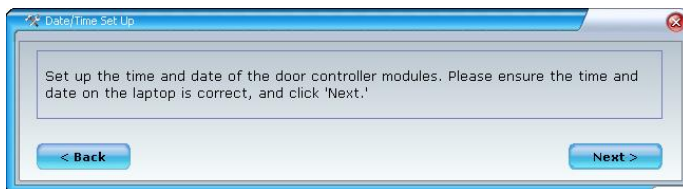
Connect the laptop to any existent controller and click on 'Register Access credentials' button. Present each credential onto the proximity reader, to finish the operation and continuing with the wizard click on 'Next' button

Ensure that the date and time on the laptop is correct, the date and time will be transferred to the existing controllers

If there is daylight saving time in your region, please complete this form.
The controllers will adjust the time automatically.

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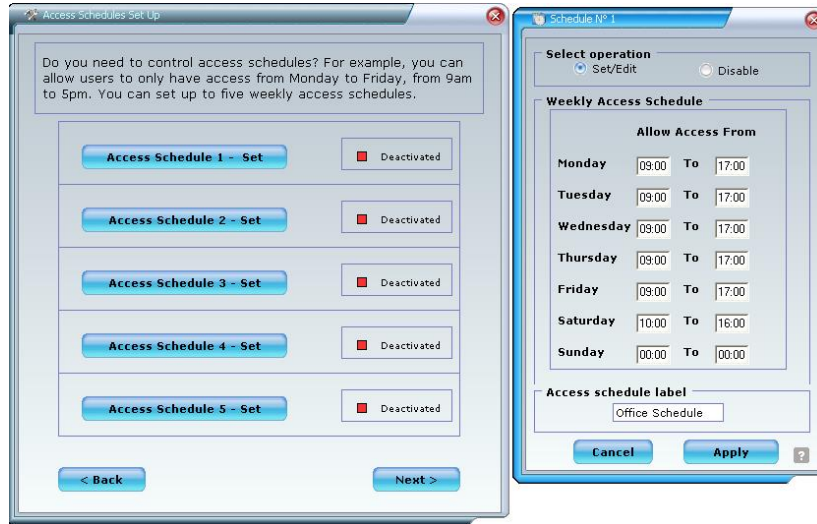
You need to setup access schedules if you do not want users to be able to gain access 24hs a day, 7 days a week. You can setup to five (5) different weekly access schedules.
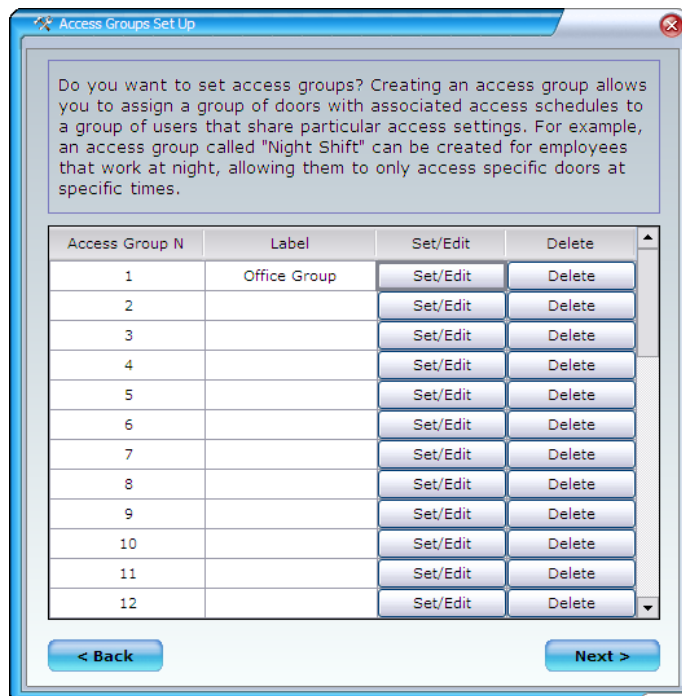
Access groups are useful if a group of people shared access to the same doors and access schedules.

Set Up Wizard

✅ **Congratulations! The set up wizard has been completed successfully**

To begin assigning access cards/fobs to users, click on the 'User Management' tab, create the company's departments, and create positions by right clicking over the department`s folder. Once positions are created, right click on any position and select 'Add User to the Position'. To add multiple users at the same time, select 'Add Multiple User to the Position'.

Multiple management operations can be performed before uploading all the data to the door controller modules. The system will indicate on the bottom status bar when data uploading is required.

OK

Wizard completion screen

Add Users to the System

Secure Tech ® software allows creating a company organization tree where we can organize the company by departments and positions, adding departments to the company, positions to the departments and users to the positions. Management operations are easily performed by simply locating the cursor over organization chart items and clicking the right button of the mouse.

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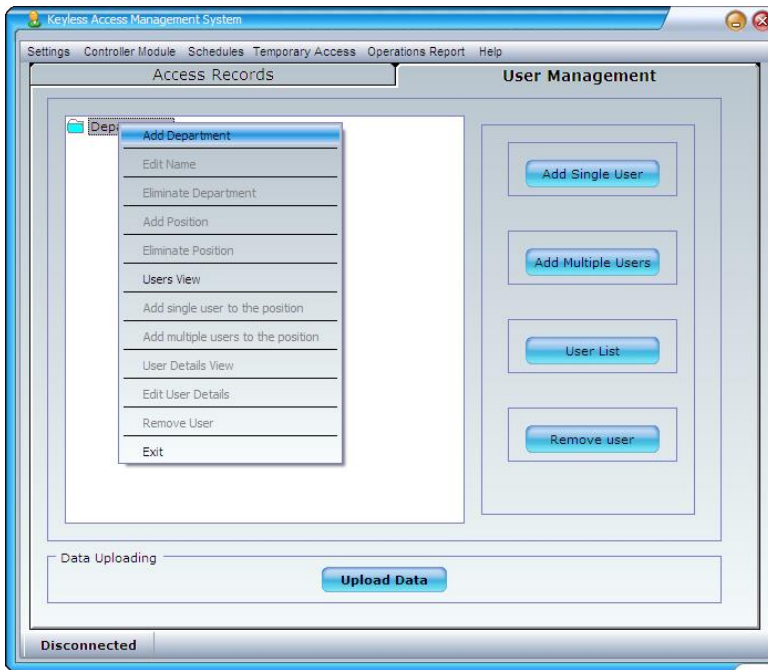
To **Add a Department** , locate the mouse pointer over the Department folder and press the right button of the mouse, select the **add department** option , an input box will come up, enter the name of the New Department and click on **OK** button. A new department will be added to the Department tree.
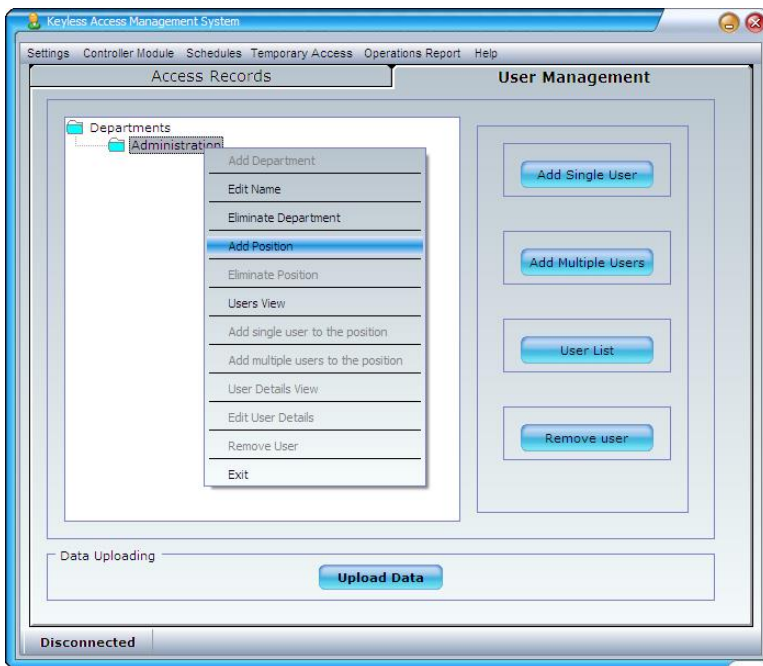

To **Add a Position**, locate the mouse pointer over the Position on the organization tree and click the right button of the mouse, select the **add position** option, an input box will come up, enter the name of the New Position and click on **OK** button. A new position will be added to the Department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

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Add Users to company's position
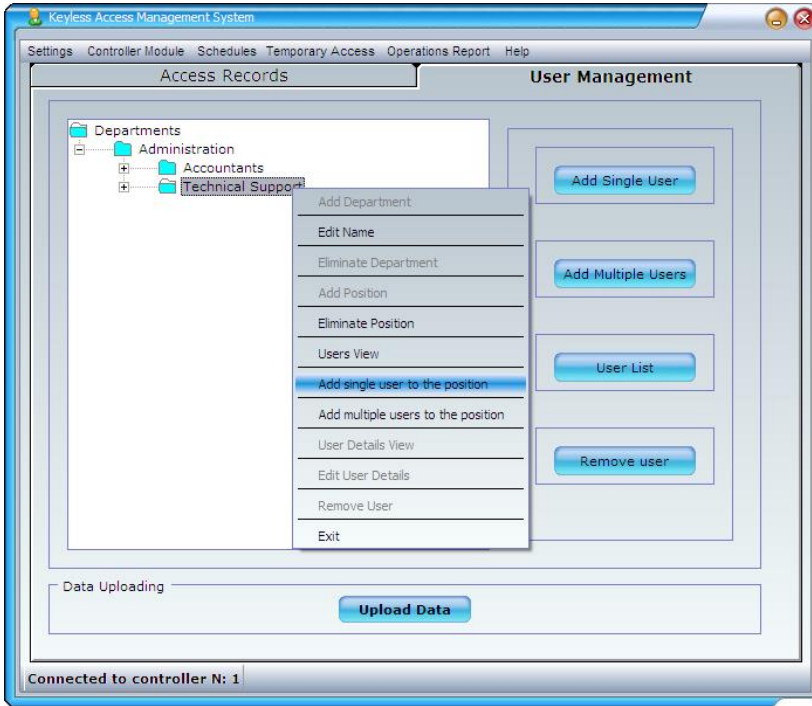
Locate the mouse pointer over the Position on the organization tree and click the right button of the mouse, select the *add single user to the position or add multiple users to the position*

Add single user
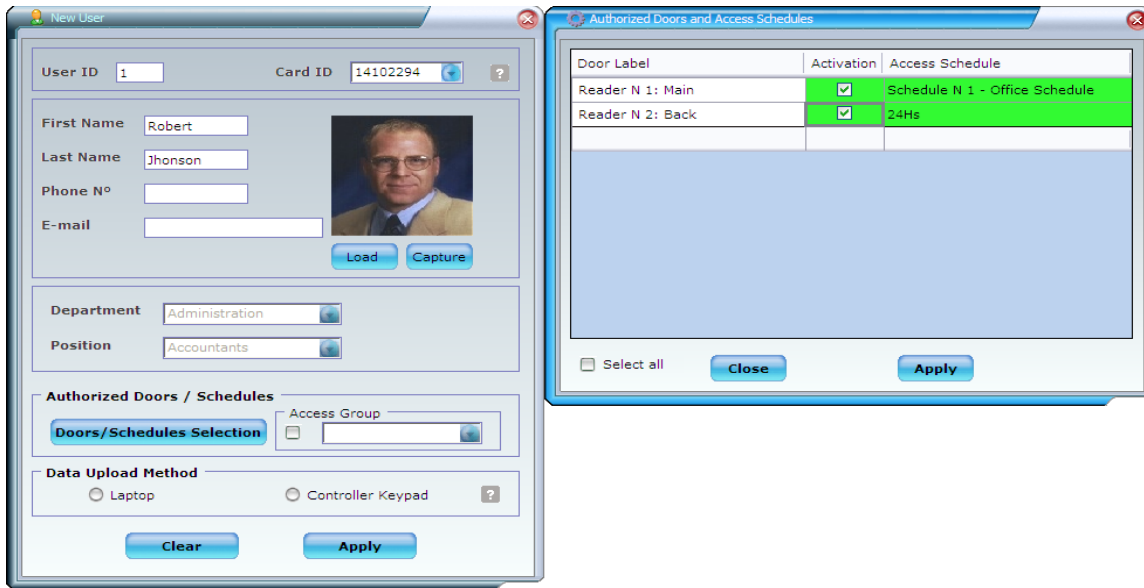
Enter user's personal information, select access credentials number from the combo box, select authorized doors and schedules or access group.
A user's picture can be loaded or capture by connecting a webcam to the computer utilized.
The user's picture cannot exceed 200 Kbytes. Select data upload method, laptop or controller keypad if the user was already or it will added from the keypad.

Add multiple users

Enter user personal information, select access credential number from the combo box, select authorized doors and schedules or access group.

The same department, position and access group can be set for all the users, allowing a quick the setup of multiple users.

The option 'names/credential' will assign sequential names (e.g User Nº1, User Nº2, etc.) to existing credentials.

This feature allows the activation of credentials before assigning them to users. You must edit the user names as credentials are provided to users (e.g replace "User Nº1" with the user's name, for ex. "John Smith").

Since this edition does not require connection to the door controllers, it can be done remotely.

Set /Edit/Delete Access Schedules

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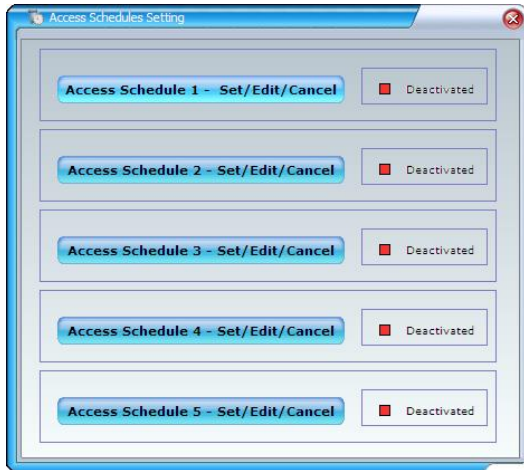
Up to five independent access schedules can be set up. Select the desire access schedule, a new screen will come up, select *set/edit* option, complete the weekly schedule and click on *Apply* button.

It is required to connect the laptop to the existent door controllers to complete the procedure.

To **Cancel** an Access Schedule, select *User Schedules menu*, select the *Access Schedule* submenu and select the *access schedule set*, a new screen will pop up.

Select the desired Access schedule, a new screen will pop up, select *Cancel* option and click on *Apply* button to finish the operation.

To be able to perform the cancellation, previously, system users that have been assigned to that access schedule need to be edited to other access schedules.
It is required to connect the laptop to the existent door controllers to complete the procedure.

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

Users can access from 09:00 AM to 05:00 PM

Users can access from 06:00 PM to 11:00 PM

Users can access from 05:00 PM to 02:00 AM (On Thursday)

Users can access from 08:00 AM to 12:00 PM

Users can access all day (00:00:00 to 23:59:59)

Users can access from 08:00 AM to 14:00 PM

Users can not access all day (00:00:00 to 23:59:59)

Access Schedule

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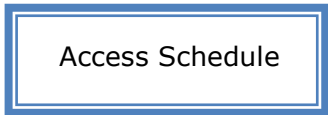
Set/Edit/Delete Access Groups

An **Access Group** allows to define a group of doors and access schedules that is shared within a group of people. For example, if employees share the same access settings, that is, they can access to the same doors with the same access schedule, an access group named *employee access group* can be created for them. Then, when adding a new employees to the system, *employee access group* can be assigned to them.

To **Set /Edit** an Access Group, Select *User Schedules* menu, select the **Access Groups** submenu and **Access Group Settings**, a new screen will come up. To **Set/Edit** an Access group type the Group Label and click on **'set/edit'** button, a new screen will come up, select authorized doors and access schedules and click on *apply* button.
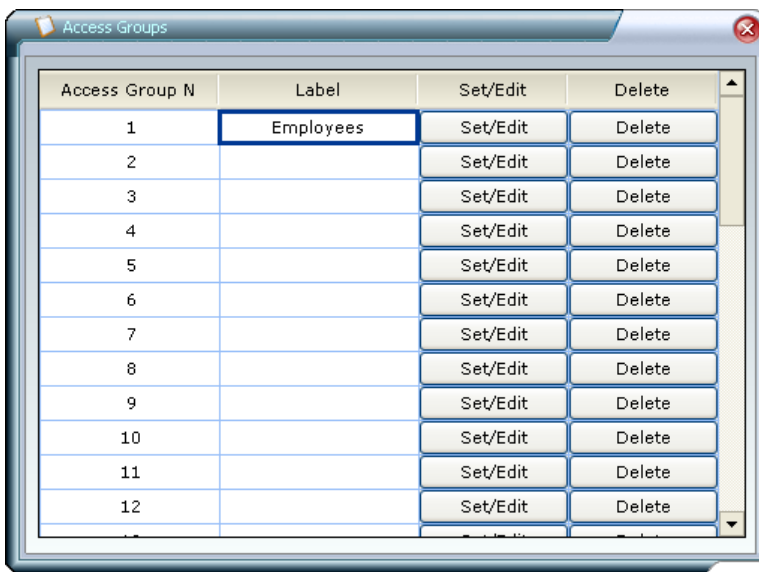
Access
Group
List
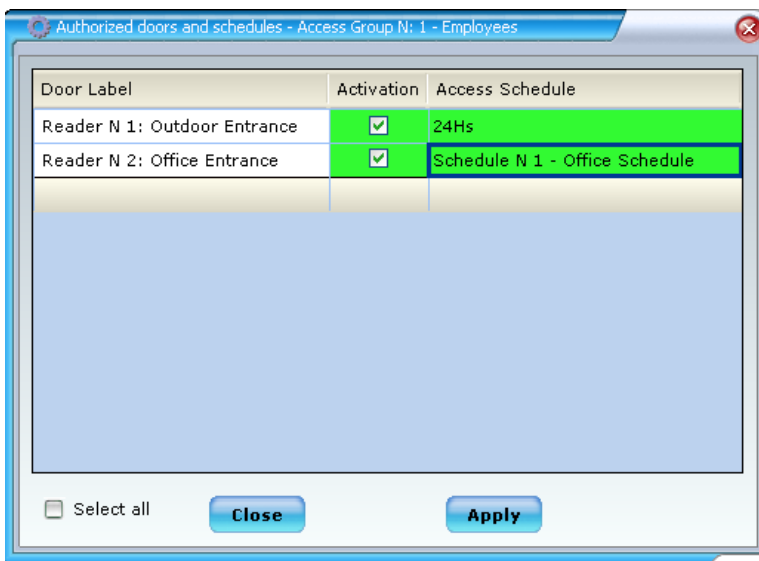
Access
Groups
Setting

Door Schedules Management

Set/Edit/Delete Unlocking Schedules

To *Set /Edit/Cancel* a door unlocking schedule, go to *Door Schedules* menu, select the *Unlock settings* submenu, select *Schedule Settings* submenu, select the desired operation (Set –Edit – Disable).When **Set or Edit** is chosen, click the desired door from the door list and complete the weekly unlocking schedule. Click on *Set* button, repeat the operation for each door. To finish the operation click on *Apply* button.

To **Cancel** an unlocking schedule, select 'Cancel' option from the 'select operation' frame. Select the door from the list and click on *Apply* button.
It is required to connect the laptop to the existent door controllers to complete the procedure
Conditional Unlocking schedule feature:

When this feature is selected, the unlocking schedule will take place ONLY after an authorized user has accessed to the facilities utilizing his access card. This feature ensures that there is an authorized user in the facilities when the door remains unlocked.

Unlocking Schedules Setting Format

❖ Hours must be set in 24hr format.(e.g. 07:00 to 19:00)
❖ For a particular day, to **keep the door unlocked** all day, utilize the following setting: 01:00 to 01:00
❖ For a particular day, to **keep the door locked** all day , utilize the following setting: 00:00 to 00:00
❖ Door Weekly Unlocking Schedule Setting Example

Set/Edit/Cancel Door lock/unlock exception schedules

To set a exception lock/unlock schedule, select *Door Schedules* menu, select the *door lock/unlock exceptions> Set Schedule* submenu, a new screen will come up.
Select the desired operation, new schedule, edit schedule or cancel schedule.

To Set an new exception date, select a date from the calendar, click on each desired door and complete the **unlocking** and **locking time.** To finish the operation click on *Apply* button.
To **Edit** an exception schedule, select the date from the calendar (shown in bold), click on each desired door and Edit the **unlocking** and **locking time.** To finish the operation click on *Apply* button.

To **Cancel** an exception schedule, select the date from the calendar (shown in bold) and click *Apply* button.
It is required to connect the laptop to door/s controllers to complete the procedure.

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

Important note: Exception schedules will overwrite (for the selected date) the regular weekly unlocking schedules (if it was previously set)

Lock Doors

This feature allows to lock any door/s that has been set with an unlocking schedule, the doors will be locked for the current day overwriting ONLY for the current day the weekly unlocking schedule or exemption schedule previously set.
A list of door/s that have a set unlocking schedule will be shown. Select the door/s you want to lock and click **Apply** button.
A new exception schedule will be set for the door/s selected on the current day. The unlocking/locking time format set will be "00:00 to 00:00"→door locked.
It is required to connect the laptop to door/s controllers to complete the procedure.
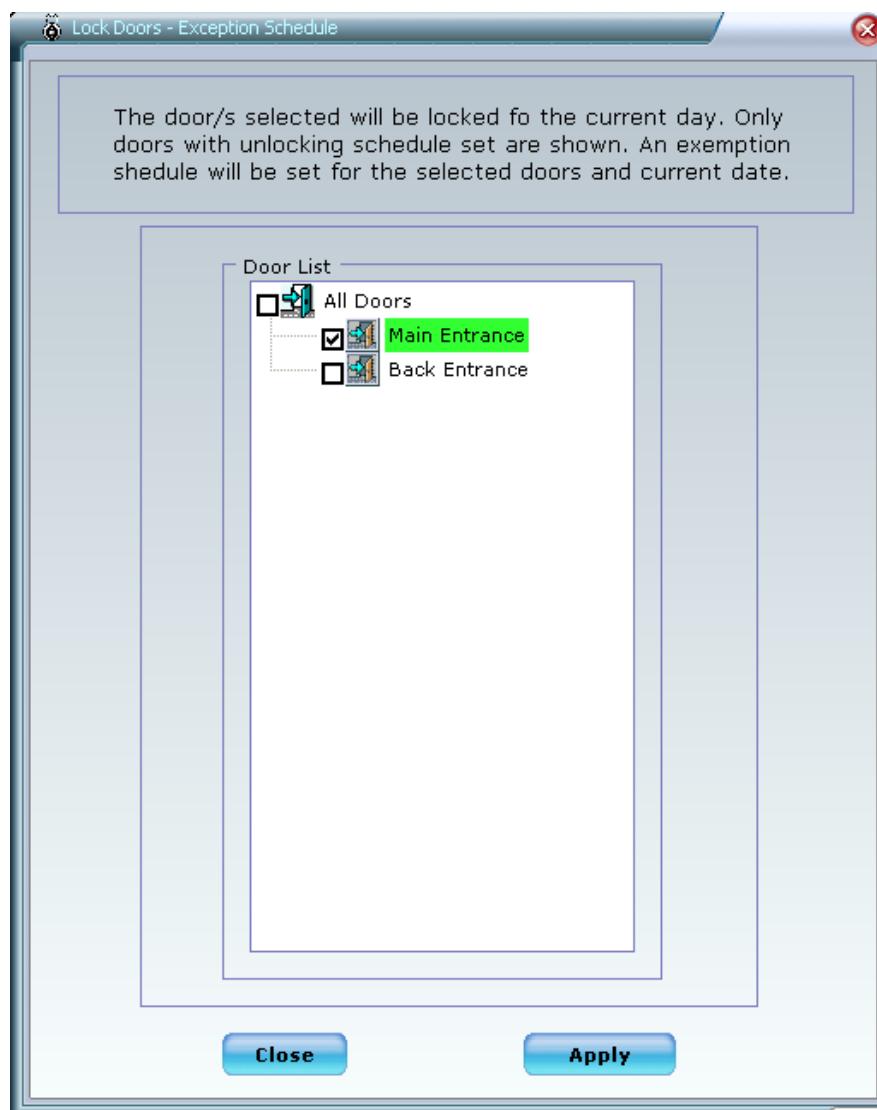
User Management

Add/Edit/Delete users

To **Add Users** click on *add user or add multiple users* button on the user management tab.
Users can be also added by right clicking on any position on the organization tree, selecting *add single user to the position or add multiple users to the position.*
Complete the user information, select access credential number, authorized doors/schedule or access group.
It will be required to connect the laptop to the existing controller/s to upload the data, activating the access credential in the controller module.
Alternatively users can be added from the controller keypad (controller keypad upload method), for instructions please refer to *Controller Keypad Operation Instructions* section.
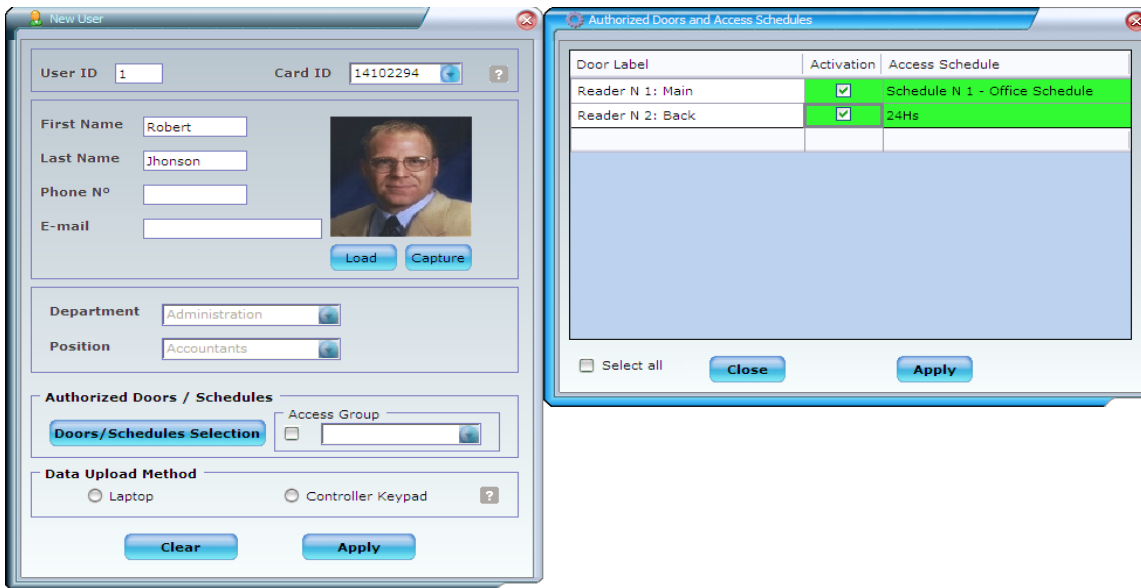
Multiple Users Addition
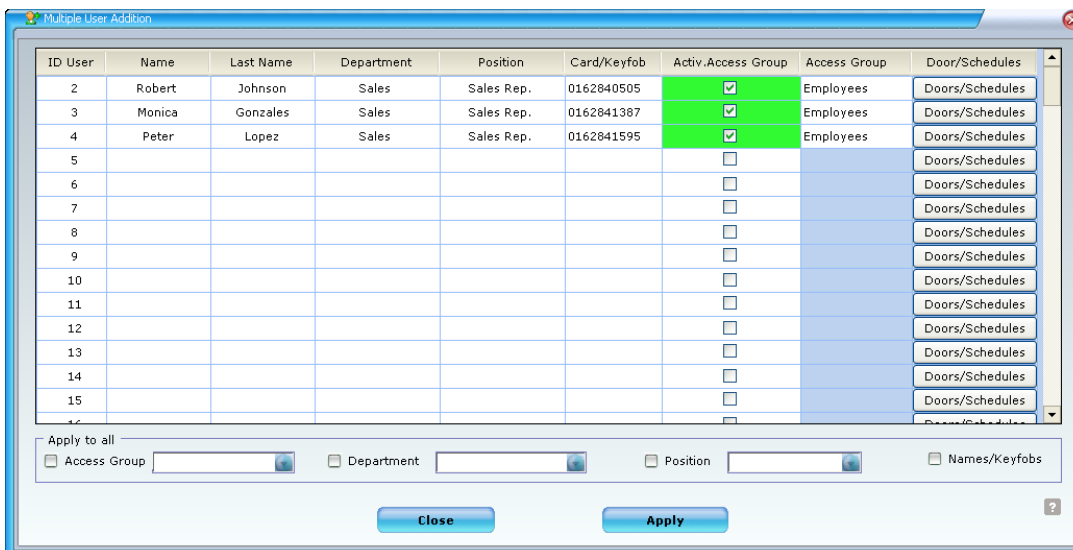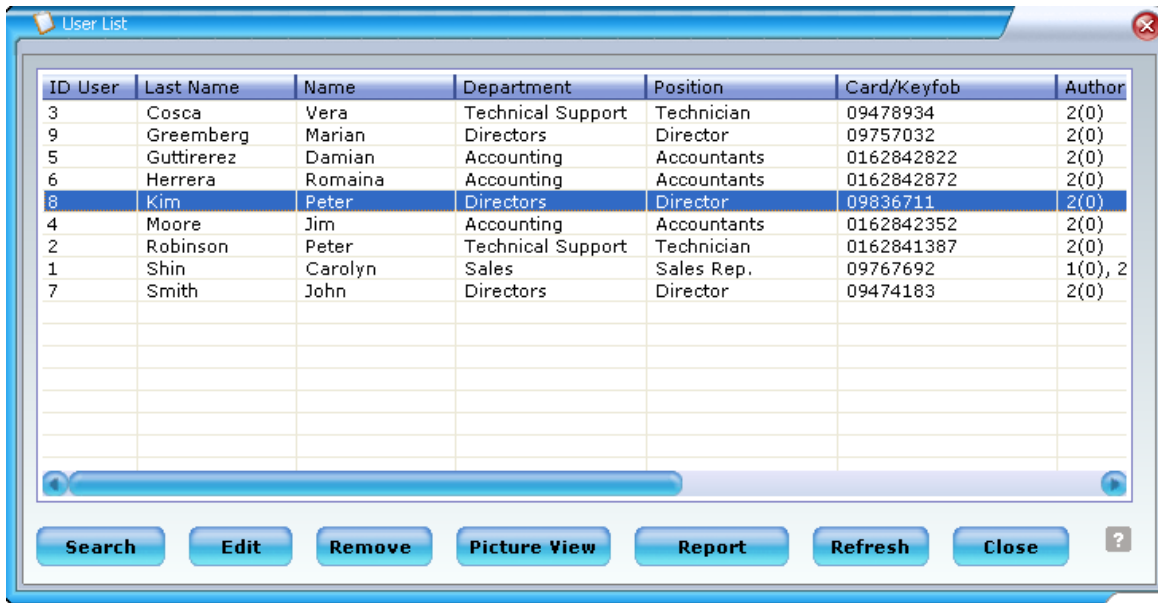
Enter user personal information, select access credential number from the combo box, select authorized doors and schedules or access group.
The same department, position and access group can be set for all the users, allowing a quick the setup of multiple users.
The option 'names/credentials' will assign sequential names (e.g User Nº1, User Nº2, etc.) to existing credentials. This feature allows the activation of credentials before assigning them to users. You must edit the user names as credentials are provided to users (e.g replace "User Nº1" with the user's name, for ex. "John Smith"). Since this edition does not require connection to the door controllers, it can be done remotely.

To **Edit** users settings and/or personal information, double click on the user name on the organization tree or select the user, click the right button of the mouse and select **Edit User Details.** Users details can also be edited from the **user list**, click on 'user list' button on the management tab. Select the user from the list and click on **'Edit'** button.
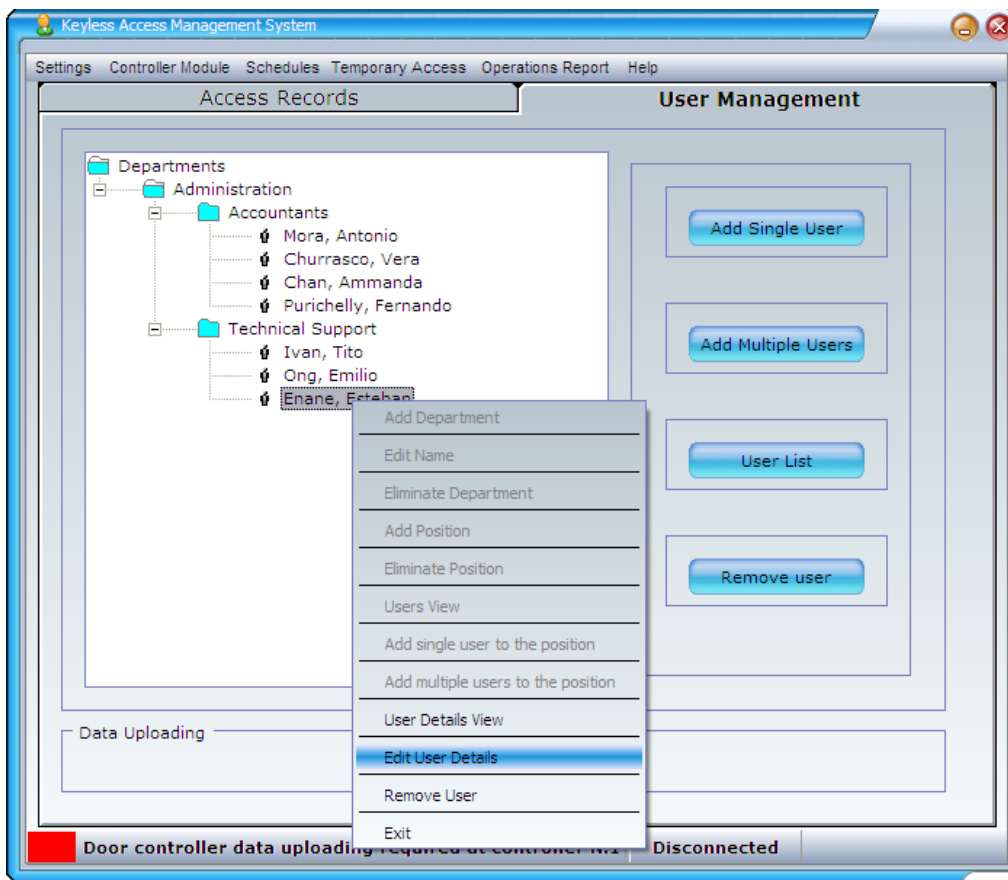
User Edition Organization Tree
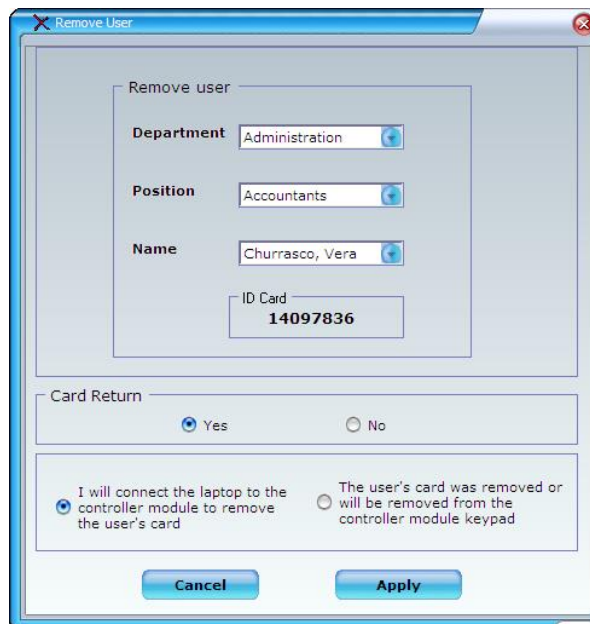
User edition
User List

To replace a lost/stolen credential, select a new card number/credential from the combo box, the lost/stolen card will be automatically removed from the system. If the lost card is found, the card can be recovered and assigned to other users. To recover a lost/stolen card, click on *recover credential* on settings menu. A screen will come up where the card can be selected and re-entered into the system.

To *Remove a user* click on *remove user* button on the user management tab, select the **user's name** to be deleted, users can be filtered by department and position, select if the user has returned his/her access card. Select the upload method and click on *Apply* button.
Users can also be removed from the user list, click on 'user list' button on the management tab. Select the user from the list and click on **'Remove'** button.

Remove
User

Replace lost /stolen credentials/Recover lost credentials

To replace a lost/stolen card, locate the user on the organization tree and double click over its name. A new screen will come up, select a *new credential number* from the combo box; the list /stolen credential will be automatically removed from the system.

If a lost credential is found, it can be recovered. To recover a credential, goto *credential recovery* on settings menu. A screen will come up where the credential can be selected and re-entered into the system.

User Reports

Click on *user list* button on user management tab. The list can be rearranged by clicking on the list headers. To generate a report click on *Report* button.

User List
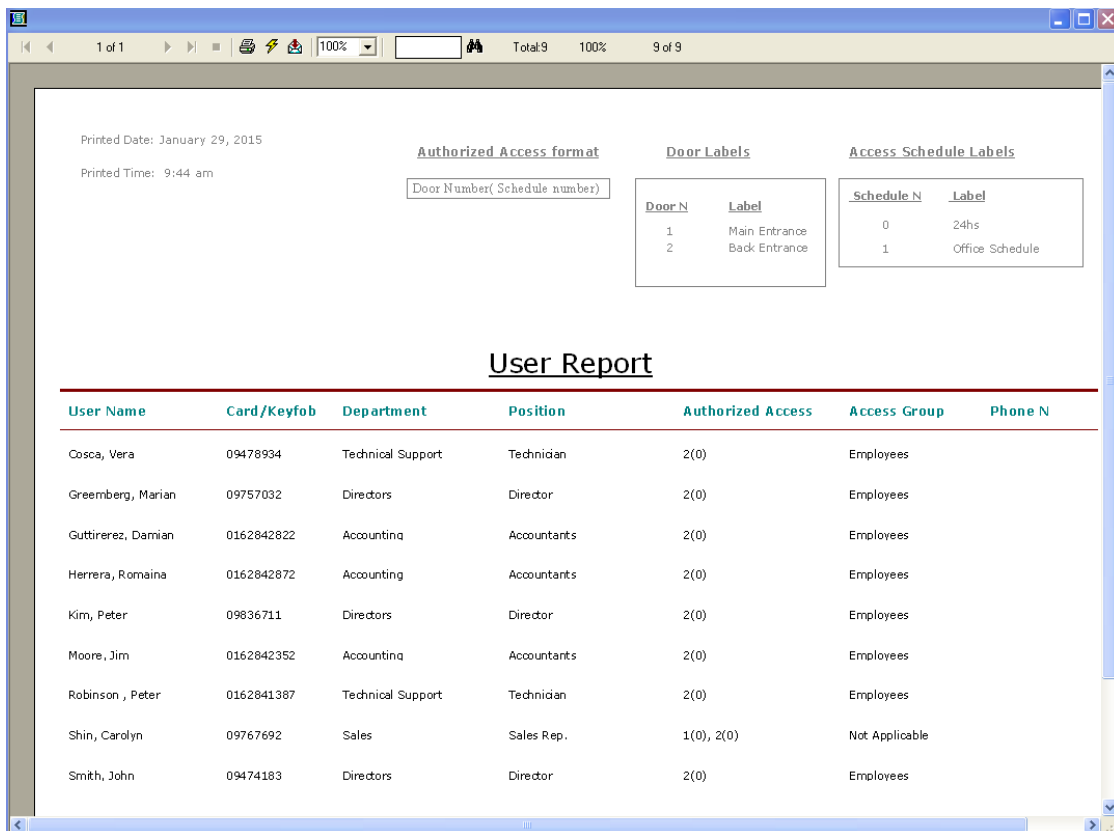
User Report

Set/Edit/Delete Temporary Access

The temporary access allows to granting/denying temporary access to system users, only for a period of time or days. This temporary setting overwrites the user authorized access for the period of time selected, after which goes back to its regular setting.

To **set** temporary access to system users go to *Temporary Access* menu, select *System user* submenu, you can authorize/deny by departments, positions or individual users.
Select the doors you want to grant or deny access, in case of granting access select the **activation date and time** (date and time after which access is granted to the user/users), **deactivation date and time** (date and time after which access is denied to the user/users).
The priority schedule will be activated when is required to grant access for more than one day, this feature is particularly useful to prevent users to gain access during night hours.
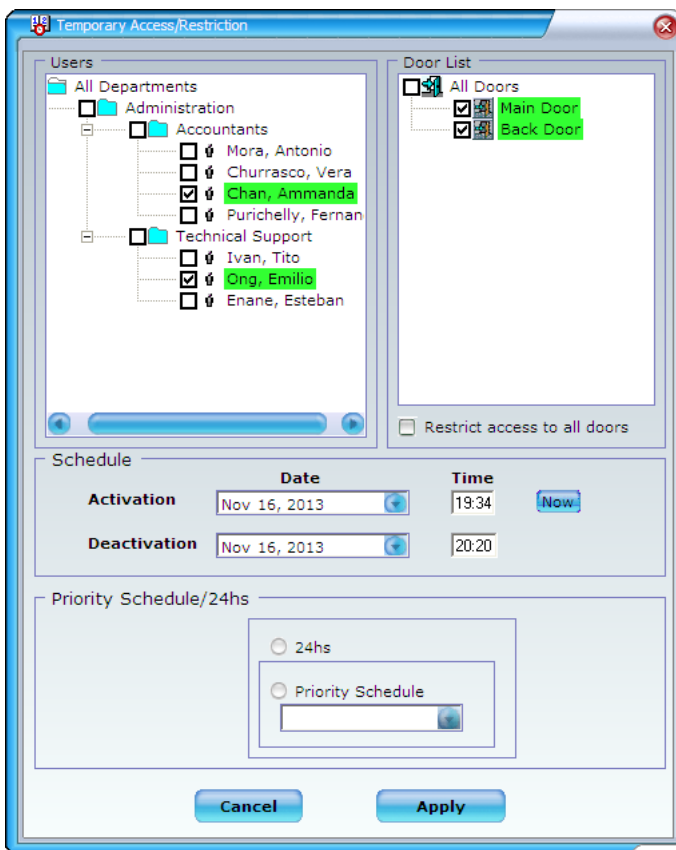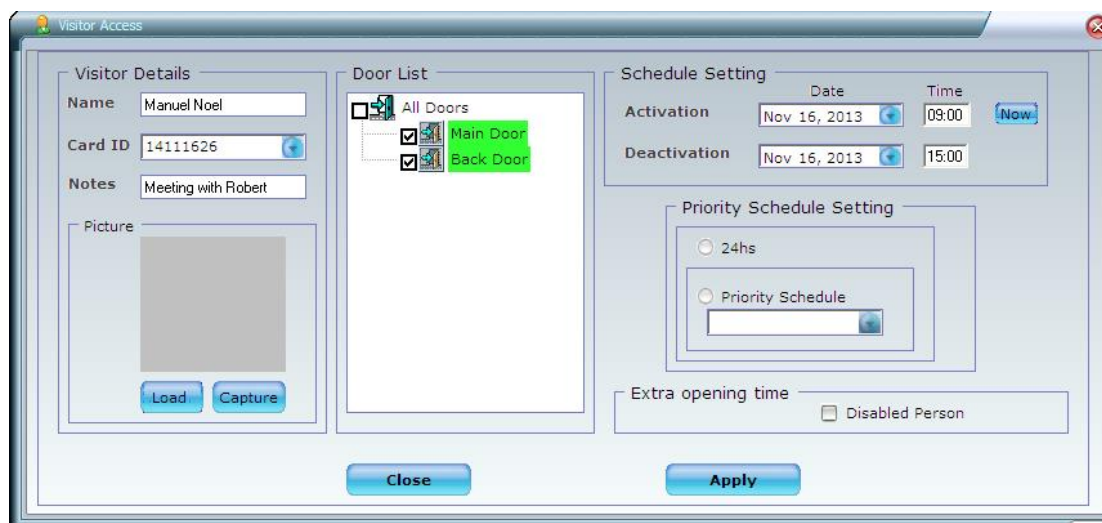
To **Edit** a temporary access go to set temporary access and reset the temporary access, this operation will overwrite the previous settings.
To **Deactivate** a temporary access select *Temporary Access* menu, select the *system users> view/remove* submenu, a new screen will pop up with a temporary users list, select the user you want to disable (the temporary access settings will be disabled), click on *Deactivate* button.
It is required to connect the laptop to door/s controllers to complete the operation.

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Add/Edit/Delete Visitors

To **Add** a visitor go to *Temporary Access* menu, select **Visitors >Add New**, complete the visitor details, select credential number and authorized doors. Select the activation date and time (date and time after which access is granted to the visitor), deactivation date and time (date and time after which access is denied to the visitor).

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

To **Edit** a visitor detail go to *Temporary Access* menu, select the *Visitor>View/Edit/Deactivate,* select the visitor name and click on 'Edit' button.
To **Deactivate** a visitor (visitor's access card deactivation) click on *Deactivate* button.

Download Access/Exit Records – Access/Exit Reports

To download access/exit records, connect the laptop to a controller (the connection status will be shown on the bottom status bar) and click on "Download Records" button.
Connect the laptop to all existent controllers and repeat the operation.
To find access/exit records, click on *search* button on the Access Records Tab.
The software will retrieve the access/exit records of the current day. To refine a search, select Dates interval, Departments, Positions, User Names, ID cards or Visitors.
For selecting a period of dates on the calendar press the left button of the mouse and drag it to the last desired date
To reset the selection criteria click on *Reset* button.
To generate a report click on *Report* button.
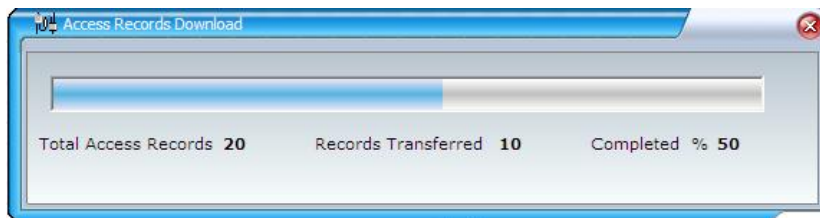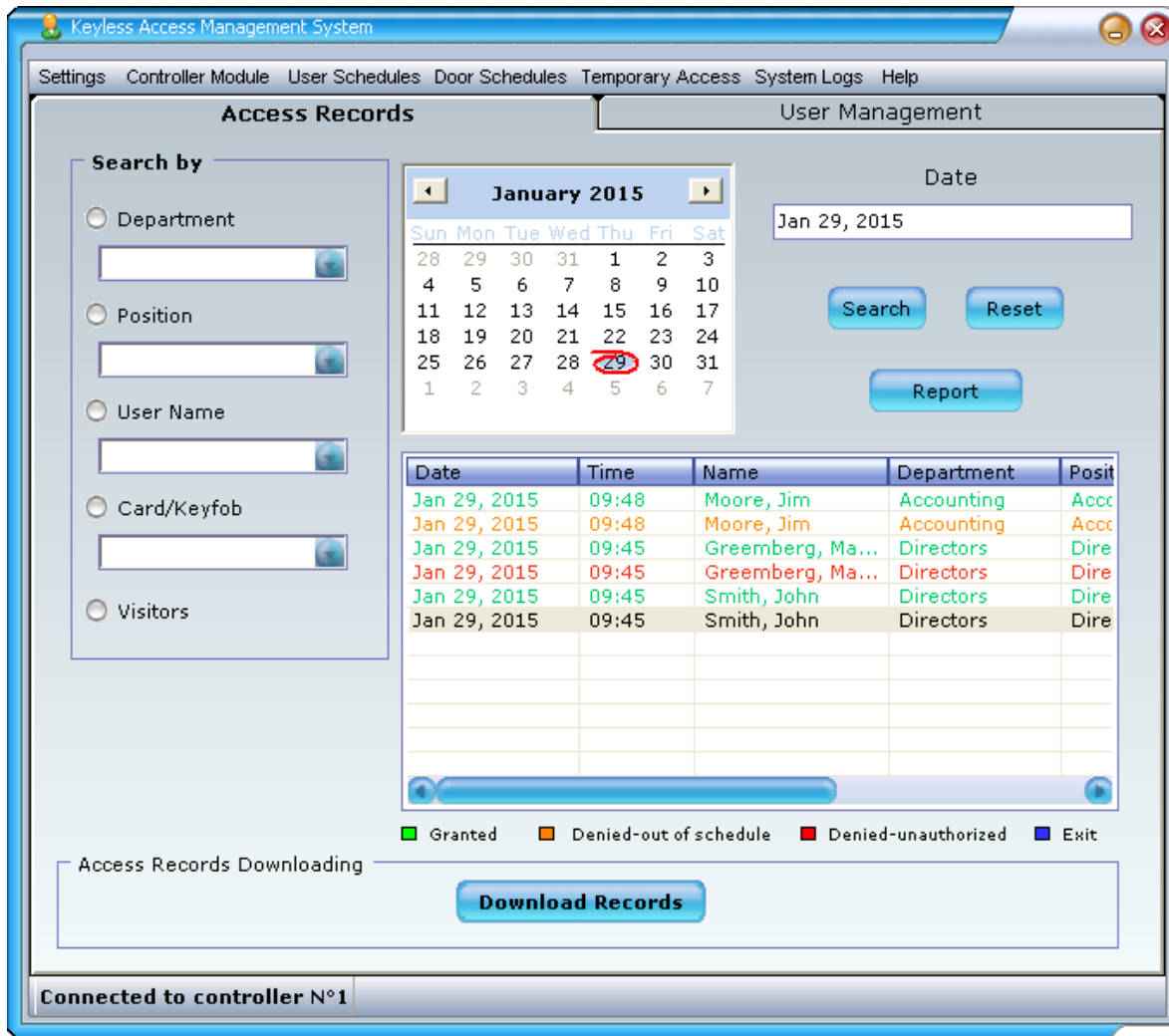
Controller Module Menu

Upload Data (Connection to the door controller is required)

This function will transfer data from the laptop to the door controller, it is necessary to perform this operation after users' management operations, schedules management operations, visitors' management operations and controller module operations.
Multiple operations can be performed before uploading the data to the controllers, e.g. several users can be incorporated, access schedules set, door opening schedules set and afterwards; we can connect the laptop the door controller/s and upload **all the operations** performed.
To upload data, connect the laptop to the controller, and click on *Upload Data* button.

Download Access Records (Connection to the door controller is required)

This function will download the access records stored in the door controller module. All the records retrieved will be available over the software.
To Download access/exit records, connect the laptop to the controller, click on *Download Records* button.

Controller Modules Setup (Connection to the door controller is required)

This operation must be performed to setup the door controllers of the system. The laptop must be connected to the door controller to perform this operation. Go to *controller module* menu and select *controller modules setup* option, enter the number of readers of the controller, label and select each type of reader (Access/Exit)

Controller Date/Time Setting

This function will synchronize the date/time of the laptop with the date/time of the door controller. This operation must be performed to setup the door controllers of the system. To set date/time of a controller, connect the laptop to the controller, go to controller module menu and select *controller data/time setting*
Note: Check that the date/time of the laptop is correct before performing the operation

Controller Daylight Saving Time -Set/Edit/Delete

This function will set the date/time where the time must be forwarded by one hour and backed by one hour, after the setting is performed, the door controller will automatically adjust the time.
To *Set/Edit* a daylight saving time go to *Controller Module* menu and select *controller daylight saving setting* submenu , click *Activate* option, complete the form and click on *apply* button.
To **Delete** then daylight saving time settings go to *Controller Module* menu, select controller daylight saving setting submenu and click on *Deactivate* option.
It is required to connect the laptop to the existent door controllers to complete the procedure.

Door Unlock Interval Setting

This function will set the time that the door remains unlock after presenting the access card on the reader .Valid opening times range from (2)to fifty (50)seconds.

Controller Password Setting

This function will set 4 digits password (0-9) required to perform operations over a door controller keypad.

Door Monitoring Setting

This function activate or deactivate the monitoring feature on each controller module. The monitoring feature allows to monitor if the door is properly locked. Upon activation the controller modules will generate a warning beeping sound if the door remains open. In order to utilize this feature, door contacts should be installed.

Reset Controller/s

This function reset the controller erasing all users and settings and then synchronizes the data present in the software database of users and access schedules. Make sure the users list is correct before performing this operation.

Delete Module Access Records (Connection to the door controller is required)

This function will delete the entrance records stored in a door controller module.

Update Firmware

This function will update the firmware that runs on the controller module. Select the file provided by Secure Tech and click on "update" button. Do not disconnect the usb cable or turn off the units during this procedure.

System Logs

Click on *System Logs* menu, a screen will come up with a report of operations performed over the software. Click on Report to obtain a printable report.

Settings Menu

User Management

Selects the 'User Management' tab.

Access Records

Selects the 'Access Record' tab.

Administrator password reset

This function will change the administrator password.

Setup Wizard

This function initiates the system wizard setup. The Wizard Setup will guide you through

- ✓ Setting up the number of controllers in the system and readers details
- ✓ Registering access credentials into the system
- ✓ Setting up date/time and daylight savings time on the controllers(if required)
- ✓ Setting up weekly access schedules(if required)
- ✓ Setting up access groups (if required)

System Reset

This function will reset all system settings, all existent users, records and settings will be erased. It will be required to connect the laptop to all existent door controllers to perform the operation.
This operation cannot be undone.

Automatically upload data upon connection

When this option is checked (default) the software will upload data to controllers automatically when the connection is detected.

Erase Software Entrance Records

This function will delete all the entrance records stored in the software. This operation cannot be undone.

Erase pending operations

This function will erase all pending operations required; the system will not require the connection of the laptop to the door controllers. This operation cannot be undone must be used only when a management problem arouses.

Register new proximity credentials

This function will allow you to register new access cards or key-chains to the system. Follow the instructions on the screen. It will be required to present each access card to proximity reader.

Credential Recovery

A screen will come up where all the lost/stolen credentials can be found. Selected from the combo box the credential number you want to recover, it will be re-entered into the system and will be available to be assigned to users.

Searh Card/credential Information

Type the credential number and information on the credentials will be show. If the credential belongs to a user the option of removing that user will be presented.

Controller Keypad Operation Instructions – Default password:"1234"

System Setup

When the system is powered for the first time the green and orange light will be blinking simultaneously indicating that **initial setup** is required. The system can function on three different operational modes,

Operational Mode 1:
- One (1) door access control application
- One (1) door access control application **AND** one(1) exit registration reader

Operational Mode 2: Two (2) doors access control application with independent door settings

Setup instructions:

A) Press and hold the Escape key "ESC" until a double beep is heard. The orange light will remain on to indicate you have entered into the *programming mode*.

B) Enter the 4 digit *security password*. The factory default password is "1234". The green light will blink twice if the correct password was entered.

C) Enter the system application mode:
   To select **Mode 1:** Press key: **"1"**
   To select **Mode 2:** Press key: **"2"**
   To select **Mode 3:** Press key: **"3"**

If the operation was successful, the system will beep twice and the green light will remain ON for 3 seconds.

Operational manual for application mode 1 -----   Page 31 -36

Operational manual for application mode 2 -----   Page 37-43

System functions - Operational Mode 1

1. **Enroll a single credential:** To incorporate a new credential to the system.

2. **Enroll multiple credentials:** To incorporate a number of credentials into the system.

3. **Delete a credential:** To delete a credential in order to prevent unwanted access.

4. **Replace a credential:** To delete a lost or stolen credential and enroll a new one.

5. **Door control activation:** Security feature that provides a continuous warning signal the door remains open.

6. **Door control deactivation:** To disable the door control feature.

7. **Unlocking mode:** To keep the door unlocked to grant access to visitors or people who do not have a credential.

8. **Normal mode:** To switch-back from open mode (7) to normal mode (credential holder only)

9. **Unlocking time set:** To set the number of seconds that the door will remain unlocked after presenting the credential on the proximity reader

10. **Password change:** To change the actual password to a new one.

11. **Password reset:** To reset the password back to the default one.

12. **System reset:** To delete all existent users and settings. The system will be back to the factory settings.

Keypad Instructions - Operational Mode 1

1 - Enroll a single credential

A) Press and hold the Escape key "ESC" until a double beep is heard. The orange light will remain on to indicate you have entered into the *programming mode*.

B) Enter the 4 digit *security password*. The green light will blink twice if the correct password was entered.

C) Press key number one "1" to enter to the "*enroll single credential mode*", the green light will blink once and remain on to indicate that the new credential has to be presented on the reader

D) Present the new credential over the proximity reader, if the operation was successful the light on the reader will blink twice, turning from red to green, indicating the credential was successfully incorporated into the system. The system will exit the programming mode automatically.

Note 1: The last 6 digits printed on the credential are automatically stored into the system, allowing future deletion or replacement if necessary.
Note 2: Upon enrolling an already existent credential the previous setting will be overwritten by the new one

2- Enroll multiple credentials

A) Press and hold the Escape key "ESC" until a double beep is heard. The orange light will remain on to indicate you have entered into the *programming mode*.

B) Enter the 4 digit security password. The green light will blink twice if the correct password was entered.

C) Press key number one "0" to enter to the "*enroll multiple credentials mode*", the green light will blink once and remain on to indicate that new credentials have to be presented on the reader.

D) Present the new credentials over the reader consecutively, after each credential is presented. the light on the reader will blink twice, turning from red to green indicating the credential was successfully incorporated into the system.

E) To finish the operation press and hold the Escape key "ESC" until double beep is heard, the orange and green light will be turn off indicating that the system exited the programming mode.

Note 1: The last 6 digits printed on the credentials are automatically stored into the system, allowing future deletion or replacement if necessary.
Note 2: Upon enrolling an already existent credential the previous setting will be overwritten by the new one

3 - Delete a credential

A) Press and hold the Escape key "ESC" until a double beep is heard. The orange light will remain on to indicate you have entered into the *programming mode*.

B) Enter the 4 digit *security password*. The green light will blink twice if the correct password was entered.

C) Press key number two "2" to enter to the "*delete credential mode*", the green light will blink once.

D) Enter the last six (6) digits of the credential you want to delete

 If the operation was successful, the system will beep twice and the green light will remain ON for 3 seconds.

4 - Replace a credential

A) Press and hold the Escape key "ESC" until a double beep is heard. The orange light will remain on to indicate you have entered the *programming mode*.

B) Enter the 4 digit *security password*. The green light will blink twice if the correct   password was entered.

C) Press key number three "3" to enter to the "*replace credential mode*", the green light will blink once.

D) Enter the last six (6) digits of the credential you want to replace

If the deletion was successful, the system will beep twice; the green light will blink once and will remain on indicating that the new credential has to be presented on the reader.

E) Present the new credential over the reader, if the operation is successful the light on the reader will blink twice, turning from red to green, indicating the credential was successfully incorporated into the system.

5 - Door control activation

A) Press and hold the Escape key "ESC" until a double beep is heard. The orange light will remain on to indicate you have entered into the *programming mode*.

B) Enter the 4 digit *security password*. The green light will blink twice if the correct password was entered.

C) Press key number four "4" to enter the "*door control activation*" command.

If the operation was successful, the system will beep twice and the green light will remain ON for 3 seconds.

6 - Door control deactivation

A) Press and hold the Escape key "ESC" until a double beep is heard.
   The orange light will remain on to indicate you have entered into the *programming mode*.

B) Enter the 4 digit *security password*. The green light will blink twice if the correct password was entered.

C) Press key number five "5" to enter the "*door control deactivation*" command.
If the operation was successful, the system will beep twice and the green light will remain ON for 3 seconds.

7 - Unlocked Mode

A) Press and hold the Escape key "ESC" until a double beep is heard. The orange light will remain on to indicate you have entered into the *programming mode*.

B) Enter the 4 digit password. The green light will blink twice if the correct password was entered.

C) Press key number six "6" to enter the "*unlocking mode*" command.

If the operation was successful, the system will beep twice and the green light will blink once and remain ON indicating that door/s remain unlocked

8 - Normal Mode(locked)

A) Press and hold the Escape key "ESC" until a double beep is heard. The orange light will remain on to indicate you have entered into the *programming mode*.

B) Enter the 4 digit *security password*. The green light will blink twice if the correct password was entered.

C) Press key number seven "7" to enter the *"normal mode"* command.

If the operation was successful, the system will beep twice and the green light will remain ON for 3 seconds.

9 - Unlocking time set

A) Press and hold the Escape key "ESC" until a double beep is heard. The orange light will remain on to indicate you have entered into the *programming mode*.

B) Enter the 4 digit *security password*.. The green light will blink twice if the correct password was entered.
C) Press key number eight "8" to enter to the "*unlocking time set mode*" the green light will blink once.

D) Enter the number of seconds you want the door to remain unlocked after the credentials are presented on the reader, accepted values are between two and nine (2-9).

If the operation was successful, the system will beep twice and the green light will remain ON for 3 seconds.

10 - Change Password

A) Press and hold the Escape key [ESC] until a double beep is heard. The orange light will remain on to indicate you have entered into the *programming mode*.

B) Enter the 4 digit *security password*. The green light will blink twice if the correct password was entered.

C) Press key number nine "9"to enter to the "*password change*" operation mode, the green light will blink once.

D) Enter the four digits of the new password (0-9 digit allowed).

If the operation was successful, the system will beep twice and the green light will remain ON for 3 seconds.

11- Reset Password

A) Press and hold the Escape key "ESC" until a double beep is heard. The orange light will remain on to indicate you have entered into the programming mode.

B) Press Enter "ENT" key, the green light will blink once.

C) Press key number seven "7" to enter to the "*password reset mode"*, the green light will blink once.

D) Enter the seven unique digit password provided with the access system controller.

If the operation was successful, the system will beep twice and the green light will remain ON for 3 seconds.

After this operation, the password will be reset to "1234"

12 - Reset System

A) Press and hold the Escape key "ESC" until a double beep is heard. The orange light will remain on to indicate you have entered into the *programming mode*.

B) Press Enter "ENT" key, the green light will blink once.

C) Press key number nine "9" to enter to the "*system reset*" operation mode, the green light will blink once.

D) Enter the seven unique digit password provided with the access system controller. If the operation was successful, the system will beep twice and the green light will remain ON for 3 seconds.

Once the operation is completed, all the users and settings will be deleted, the password will be reset to "1234"; and the system will be reset to factory settings.

Security features and error signals:

- Upon entering a wrong command key the system will beep once, the orange light will blink once and remain off indicating that the system exited the programming mode

- Upon thirty five seconds(35)of idle time between commands the system will beep once, the orange light will blink once and remain off indicating that the system exited the programming mode

- After three (3) failed **attempts of entering the security password the system will be blocked for 5 minutes, during that time it will not be possible to enter into the programming mode.**

- Upon attempt to enroll more than four thousand (4,000)credentials the light on the readers will blink for 20 seconds and the orange and green light will turn off indicating the system exited the programming mode.

- To exit the programming mode at any time press escape key "ESC"

System functions - Operational Mode 2

1. **Enroll/Edit a single credential:** To incorporate a new credential into the system or modify authorized door to an existent credential

2. **Enroll/edit multiple credentials:** To incorporate a number of credentials into the system or modify authorized doors to existent credentials

3. **Delete a credential:** To delete a credential in order to prevent unwanted access.

4. **Replace a credential:** To delete a lost or stolen credential and enroll a new one.

5. **Door control activation:** Security feature that provides a continuous warning signal when a door remains open.

6. **Door control deactivation:** To disable the door control feature.

7. **Unlocking mode:** To keep the door/s unlocked to grant access to visitors or people who do not have a credential.

8. **Normal mode:** To switch-back from open mode (7) to normal mode (credential holder only)

9. **Unlocking time set:** To set the number of seconds that the door will remain unlocked after presenting the credential over the credential reader

10. **Password change:** To change the actual password to a new one.

11. **Password reset:** To reset the password back to the default one.

12. **Independent readers set/unset:** To switch the system to mode 3 to mode 2(two doors access control where enrolled credentials unlock both doors)

13. **System reset:** To delete all existent users and settings. The system will be back to the factory settings.

Keypad Operation Instructions – Operational Mode 2

1 – Enroll/Edit a single credential

A) Press and hold the Escape key "ESC" until a double beep is heard. The orange light will remain on to indicate you have entered into the *programming mode*.

B) Enter the 4 digit *security password*. The green light will blink twice if the correct password was entered.

C) Press key number one "1" to enter to the "*enroll single credential mode*", the green light will blink once and remain on to indicate that the new credential has to be presented on the reader

D) Enter the number of the door you want to authorize the access to

- Enter "1" to enroll the credential to unlock door number 1
- Enter "2" to enroll the credential to unlock door number 2
- Enter "3" to enroll the credential to unlock both doors

E) Present the new credential over the reader (any of the two readers), if the operation was successful the light on the reader will blink twice, turning from red to green, indicating the credential was successfully incorporated into the system. The system will exit the programming mode automatically.

Note 1: The last 6 digits printed on the credentials are automatically stored into the system, allowing future deletion or replacement if necessary.
Note 2: Upon enrolling an already existent credential the previous setting will be overwritten by the new one

2- Enroll/Edit multiple credentials

A) Press and hold the Escape key "ESC" until a double beep is heard. The orange light will remain on to indicate you have entered into the *programming mode*.
B) Enter the 4 digit security password. The green light will blink twice if the correct password was entered.

C) Press key number one "0" to enter to the "*enroll multiple credentials mode*", the green light will blink once and remain on to indicate that new credentials have to be presented on the reader.

D) Enter the number of the door you want to authorize the access to:

- Enter "1" to enroll the credentials to authorize unlocking door number 1
- Enter "2" to enroll the credentials to authorize unlocking door number
- Enter "3" to enroll the credentials to authorize unlocking both doors

D) Present the new credentials over the reader consecutively, after each credential is presented, the light on the reader will blink twice, turning from red to green indicating the credential was successfully incorporated into the system, if the credential was already in the system and it was set with a different authorized door/s the modification will be made.

E) To finish the operation press and hold the Escape key "ESC" until double beep is heard, the orange and green light will be turn off indicating that the system exited the programming mode.

Note 1: The last 6 digits printed on the credentials are automatically stored into the system, allowing future deletion or replacement if necessary.

Note 2: Upon enrolling an already existent credential the previous setting will be overwritten by the new one

3 - Delete a credential

A) Press and hold the Escape key "ESC" until a double beep is heard. The orange light will remain onto indicate you have entered into the ***programming mode***.

B) Enter the 4 digit ***security password***. The green light will blink twice if the correct password was entered.

C) Press key number two "2" to enter to the "***delete credential mode***", the green light will blink once.

D) Enter the last six(6) digits of the credential you want to delete

 If the operation was successful, the system will beep twice and the green light will remain ON for 3 seconds.

4 - Replace a credential

A) Press and hold the Escape key "ESC" until a double beep is heard. The orange light will remain on to indicate you have entered the ***programming mode***.

B) Enter the 4 digit ***security password***. The green light will blink twice if the correct password was entered.

C) Press key number three "3" to enter to the "***replace credential mode***", the green light will blink once.

D) Enter the last six (6) digits of the credential you want to replace. If the deletion was successful, the system will beep twice.

E) Enter the number of door you want to activate the new credentials on:
- Enter "1" to enroll the credentials to unlock door number 1
- Enter "2" to enroll the credentials to unlock door number 2
- Enter "3" to enroll the credentials to unlock both doors

the green light will blink once and will remain on indicating that the new credential has to be presented on the reader.

F) Present the new credential over the reader, successful the light on the reader will blink twice, turning from red to green, indicating the credential was successfully incorporated into the system

5 - Door control activation

A) Press and hold the Escape key "ESC" until a double beep is heard. The orange light will remain on to indicate you have entered into the *programming mode*.

B) Enter the 4 digit *security password*. The green light will blink twice if the correct password was entered.

C) Press key number four "4" to enter the "*door control activation*" command.
 If the operation was successful, the system will beep twice and the green light will remain ON for 3 seconds.

6 - Door control deactivation

A) Press and hold the Escape key "ESC" until a double beep is heard.
   The orange light will remain on to indicate you have entered into the *programming mode*.

B) Enter the 4 digit *security password*. The green light will blink twice if the correct password was entered.

C) Press key number five "5" to enter the "*door control deactivation*" command.
   If the operation was successful, the system will beep twice and the green light will
   remain ON for 3 seconds.

7 - Unlocked Mode

A) Press and hold the Escape key "ESC" until a double beep is heard. The orange light will remain on to indicate you have entered into the *programming mode*.

B) Enter the 4 digit password. The green light will blink twice if the correct password was entered.

C) Press key number six "6" to enter the "*unlocking mode*" command.

D) Enter the door number you want to unlock,
- Enter "1" to unlock door number 1
- Enter "2" to unlock door number 2
- Enter "3" unlock both doors

If the operation was successful, the system will beep twice and the green light will blink once and remain ON indicating that door/s remain unlocked

8 - Normal Mode (Locked)

A) Press and hold the Escape key "ESC" until a double beep is heard. The orange light will remain on to indicate you have entered into the *programming mode*.

B) Enter the 4 digit *security password*. The green light will blink twice if the correct password was entered.

C) Press key number seven "7" to enter the *"normal mode"* command.

D) Enter the door number you want to lock (credential access only),
- Enter "1" to lock door number 1
- Enter "2" to lock door number 2
- Enter "3" to lock both doors

If the operation was successful, the system will beep twice and the green light will remain ON for 3 seconds.

9 - Unlocking time set

A) Press and hold the Escape key "ESC" until a double beep is heard.
The orange light will remain on to indicate you have entered into the *programming mode*.

B) Enter the 4 digit *security password*. The green light will blink twice if the correct password was entered.
C) Press key number eight "8" to enter to the "*unlocking time set mode*" the green light will blink once.

D) Enter the number of seconds you want the door to remain unlocked after the credentials are presented on the reader, accepted values are between two(2) and nine (9) seconds.

If the operation was successful, the system will beep twice and the green light will remain ON for 3 seconds.

10 - Change Password

A) Press and hold the Escape key [ESC] until a double beep is heard. The orange light will remain on to indicate you have entered into the *programming mode*.

B) Enter the 4 digit *security password*. The green light will blink twice if the correct password was entered.

C) Press key number nine "9"to enter to the "*password change*" operation mode, the green light will blink once.

D) Enter the four digits of the new password (0-9 digit allowed).

If the operation was successful, the system will beep twice and the green light will remain ON for 3 seconds

11- Reset Password

A) Press and hold the Escape key "ESC" until a double beep is heard. The orange light will remain on to indicate you have entered into the programming mode.

B) Press Enter "ENT" key, the green light will blink once.

C) Press key number seven "7" to enter to the "***password reset mode"***, the green light will blink once.

D) Enter the seven unique digit password provided with the access system controller.

If the operation was successful, the system will beep twice and the green light will remain ON for 3 seconds.
After this operation, the password will be reset to "1234"

12 – Independent door Set/Unset (Switch mode 3-->mode 2)

A) Press and hold the Escape key "ESC" until a double beep is heard. The orange light will remain on to indicate you have entered into the ***programming mode***.

B) Press Enter "ENT" key, the green light will blink once.

C) Press key number nine "8" to enter to the "***independent doors***" operation mode, the green light will blink once.

D) Enter the seven unique digit password provided with the access system controller. If the operation was successful, the system will beep twice and the green light will remain ON for 3 seconds.

Once the operation is completed, all the users will have access to both doors, when new credentials are enrolled, it will not be required to define authorized door/s number (Mode3 to mode 2 switch)
Please refer to operational instruction for mode 2

13 - Reset System

A) Press and hold the Escape key "ESC" until a double beep is heard. The orange light will remain on to indicate you have entered into the ***programming mode***.

B) Press Enter "ENT" key, the green light will blink once.

C) Press key number nine "9" to enter to the "***system reset***" operation mode, the green light will blink once.

D) Enter the seven unique digit password provided with the access system controller. If the operation was successful, the system will beep twice and the green light will remain ON for 3 seconds.

Once the operation is completed, all the users and settings will be deleted, the password will be reset to "1234"; and the system will be reset to factory settings.

Security features and error signals:

- Upon entering a wrong command key the system will beep once, the orange light will blink once and remain off indicating that the system exited the programming mode

- Upon thirty five seconds(35)of idle time between commands the system will beep once, the orange light will blink once and remain off indicating that the system exited the programming mode

- After three (3) failed **attempts of entering the security password the system will be blocked for 5 minutes, during that time it will not be possible to enter into the programming mode.**

- Upon attempt to enroll more than four thousand (4,000)credentials the light on the readers will blink for 20 seconds and the orange and green light will turn off indicating the system exited the programming mode.

- To exit the programming mode at any time press escape key "ESC"