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FreeAccess(F4=3801) function setting procedure



Automatic Operation Mode(F4=3803)byTime Zone setting procedure



F4=3301-External reader needs to press PIN too



" Free Access setting" example illustration:

Reader can start "Free Access" function through the software. After starting "Free Access" function, the door will keep opened and no need card to enter during the specific period.

Instructions: Login administrator account and password

:Please log in the administrator account system first

> Account name: pegasus Password: pongee

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Login(L) File	Setting	Inquire(I)	View	Help		
	Conn Persc Holida	ect Setting nal Setting ay Setting				
	Time	Zone Setting				
	Read	er Setting				
	Acces	s Group Set	ting			
	Add A	Access Group)			
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Mã Time Zone	e Setting					
Add						
Time 2	Time Zone Setting					
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Time2 00	:00	00:00 + 1				

Instruction: Enter to" Time Zone Setting",then add a new time zone group for access free

> 2 : Click the function menu "Setting (S)" and Drop-down display window than click the "time zone setting " (as shown on the left)

3 :Click the Add "icon and enter the settings

Time Zone Setting	Instruction: <example> A factory has card reader for staff access control in the staff restaurant. The door will keep opening and closing. during lunch time since the staffs will go out for luch. Hence, we want to keep the door open from 12:00PM to 13:00PM.</example>
5 Starting Ending Mon. Tue. Wed Thu. Fri. Sat. Time Time 12:00 + 13:00 + I I I I I I I I I I I I I I I I I I	According to this example, we start setting, named "Lunch Open" free access time zone code and set up time range
Time2 $00:00 \div$ $00:00 \div$ 1 1 1 Time3 $00:00 \div$ $00:00 \div$ 1 1 1 1 Time4 $00:00 \div$ $00:00 \div$ 1 1 1 1	 In the spaces field of Time Zone Setting, enter the code name "Lunch open", and
Time5 00:00 ÷ 00:00 ÷ □ □ □ □ □ □ □	please select "Free Access" 5 : Select "Time1" (each time Topo codo can set up Max
Times 00:00 00:00 1 1 1 1 1 1 Time7 00:00 00:00 1 1 1 1 1 1 1 Time7 00:00 00:00 1 1 1 1 1 1 1 Time8 00:00 00:00 1 1 1 1 1 1	eight periods.), defined Monday to Friday, time
6 <u>v</u>	to implement free access to keep the door opened.
	Einally propa "OK" button to

Finally, press "OK" button to save the setting





 9: Click the right mouse button, the system will dropdown function menu, please select "Property".



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View Time Zone Setting
Change Open Door Mode
View Time Zone Setting
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View Time Zone Setting
885
Lunch open
View Time Zone Setting

Instructions: Choose time zone code of "Lunch open"

10 : Click the "Time Zone Setting" tab

 Choose "Time Zone No" field of the" select the time zone of free access "option then drop-down, you will find the time zone code "Lunch open", please choose it.

12: Finally, press the "OK" button to save the settings



Instruction: Upload the time zone code data of free access periods " Lunch open" to the card reader

- 13: Click Left mouse button to choose the card reader of "2nd staff restaurant"
 14: Then click the right mouse button, the system will drop-down function menu, use
- left mouse button to select "upload free access data"
 15 : At this time, the "view events" window will appear, please make sure that the reault of shown eight time zones are" succeed ".
 16 : Finally, click "OK" button

17



Instruction: Enter to the card reader for 2F staff restaurant again to set up parameters

> : Click the left mouse button to the card reader of " 2F staff restaurant"



 Then click the right mouse button, the system will dropdown function menu, please use left mouse button to select " Property".

Compare Card No. Mode Check the Card Number with reader Check the Card Number with software	Open Door Mode © Read only © Read card + personal pin © Head card only or personal pin only	parameter – Enable comparing card number
Other Parameters Enable Door Monitor Enable Comparing Card No. Enable Comparing Time Zon Enable Anit-Passback functio Enable personal mixed opera Enable Personel's name sho Enable Error Code	n ion mode wn on the LCD display(Only English)	 19: Click "ParameterSetting " tab, 20: Please choose the "Enable Comparing Card No "function
Push Button Record Forbidden repeat readi Door monitoring time Door Release Time (0"	ng card within x minutes ~ 98 ,in unit of 0.5 seconds) It is	to make card reader to check card number. 21 : Then please choose "Advanced " button

Duty code name by ROM Duty code name by defined by PC	 Lock the keypad Unlock the keypad
ard Number(1074 only)	C and Card Games in CC
	 and Card format is 8C and Card format is 8C
	G and Card format is 3P5C
Enable Expiry date check Enable staff Nr. display (Number Enable alarm timer	Only)
Free Access	

Instruction: Set up parameters of card reader function – enable free access function ?? Please drop-down to select "Free Access " ?? Press " OK " to save the setting





Instruction: Upload the setup function parameters to the card reader

- click the left mouse button to " 2F staff restaurant ", then click the right mouse button, the system will drop-down function menu, select " Set Parameter ". with left mouse button.
- 25: At this time, the "view events " window appears.
- 26 : Please check if " FreeAccess " and " Enable Card Comparing " function are " Succeed "
- 27: Finally, click "OK" button



Instruction: The free access function is opened during lunch break time, the door keep opened from 12:00 to 13:00.

28 : The card reader door light remains and the door keep opened during lunch break time12:00 to 13:00.





"Enable automatic change open door mode by time zone " example illustration:
Card reader can enable the automatic change open door mode by time zone settings through software. During the setup time zone, the card reading and personal passwords will be needed for access.

Instruction: <Example>Suppose " A " factory hopes to add personal password for door access as well, not only card reading. In this case, we are going to set up " Read card with pin " and named time zones as" Press Password " to set up time range.

- 29 : Please refer to step 2 to 4, enter the code name "Press Password"in the Time Zone setting field and please select "for Door Open Mode, " in another filed
 - "for Door Open Mode " in another filed.
- Select "Time1" (each time zone code can set up Max. eight periods of time), please define Saturday to Sunday, and time period from 00:00 to 23:59. Then please select "Read card with pin "



Finally, click "OK" button

Login(L) File Setting Inquire(I) View Help	
Reader Setting	



Instruction: Click the the Door001 card reader <Example> then setup time zone

32 : Please refer to step 7, click the " Door 001 " with left mouse button



33: Then click the right mouse button, the system will drop-down function menu, please select "Property " with left mouse button.

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Property	
General Parameter 34	Time Zone Setting
Select Time Zone Time Zone No.	
	View Time Zone Setting
5 Select Time Zone for Autor Time Zone No.	matic Change Open Door Mode PressPassword
	View Time Zone Setting
select the time zone of alar	m timer
Time Zone No.	
	View Time Zone Setting
select the time zone of free	access
Time Zone No.	View Time Zone Setting
	36 CK Cancel

Instruction: Designate the " Door001 "card reader to use the the " Press Password " time zone code

 Click the "Time Zone Setting " tab, the system corresponding set will automatically switch to the window

35 :Choose " Time Zone No " field of the " Select Time Zone for Automatic Change Open Door Mode" option then drop-down, you will find the time zone code"Press Password", please choose it.

36 :Finally, press the "OK" button to save the settings

Reader Sett	ing 🗖 🗖 🖂
Controller Setting	
Doc	br001)
	Add
	Delete
	Inicialize (as orr-line mode)
	Collect Data
	Set Decemeter
	Joguiry Parameter
	Adjust Time
	Upload Holiday Setting
	Upload Time Zone Date
- 29	Upload Time Zone for Automatic Change Open Door Mode
	upload free access data
	Open door
	Property
	create reader



Instruction: Upload the time zone code data of " Press Password " automatic change open door mode to the card reader

- 37: Click left mouse button on "Door001" card reader (anti-blue means selected)
- 38 :Then click the right mouse button, the system will drop-down function menu, use left mouse button to select "Upload Time Zone for Automatic Change Open Door Mode "

39 : At this time, the view events " window appear, please check if the upload of eight time zones is " succeed".

40 : Finally, click "OK" button



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Login(L) File Setting Inq	uire(I) View Hel	p				
Property						
43al Paramete	er Setting Time Z	one Setting				
Compare Card N	o. Mode	Open Door Mode				
Check the with reader	Card Number	Read only				
Check the	Card Number	C Read card + personal pin				
' with softwa	re	C riead card only or personal pin only				
Other Parameters						
Enable Comparing Time Zone						
Enable Anit-Passback function						
Enable per						
Enable Per	Enable Personal mixed operation mode Enable Personel's name shown on the LCD display(Only English)					
Enable Erro	Enable Error Code					
🔽 Push Butto	Push Button Record					
0 💌 Forbi	idden repeat readin	g card within x minutes				
0 Door	monitoring time					
3 Door	3 Door Release Time (01 ~ 98 , in unit of 0.5 seconds) It is					
toggled on/off when the values 99.						
		<u>OK</u> <u>Cancel</u>				

Instruction: Enter card reader parameter – enable comparing card number

> 43 : Click "ParameterSetting " tab, the system corresponding set will automatically switch to the window

 Please tick the "Enable Comparing Card No."function to make card reader check card number.

 45 : Then click left mouse button on "Advanced " .

rd Number(1074 only)	Duty code name by ROM Duty code name by defined by PC	 Lock the keypad Unlock the keypad
C and Card format is 3P5C	d Number(1074 only)	 and Card format is 6C and Card format is 8C
		C and Card format is 3P5C
	Enable Expiry date check	
🧮 Enable staff Nr. display (Number Only)	 Enable Expiry date check Enable staff Nr. display (Number 0 	Dnly)
 Enable staff Nr. display (Number Only) Enable alarm timer 	 Enable Expiry date check Enable staff Nr. display (Number 0 Enable alarm timer 	Dnly)

gin(L) File Setting II	inquire(1) View Help
Controller Setting	Add Delete Initialize (as off-line mode) Clear Set Parameter Englise Desenverter Adjust Time Upload Holiday Setting Upload Time Zone for Automatic Change Open Door Mode worked fine zone of the Automatic Change Open Door Mode
	Open door Property create reader

Instruction: Set up card reader function parameters – enable automatic change open door mode by time zone function

- 46 : Please select " Enable automatic change open door mode by time zone "
- 47 : Press " OK " to save the setting

48 : Click Left mouse button on "Door001 " (anti-blue means selected) then click the right mouse button, the system will drop-down function menu, use left mouse button to select " Set Parameter ".

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49	00 View Events				×
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		Event	i ime	nesuit	- 1
	Disable Store the	want of evit push button Door001	9/16/2012 2-25-00 PM	Succeed	-
	Disable the error or	ode function Decroot	0/10/2013 3:33:001 M	Succeed	
	Enable automatic o	change open door mode by time zone: Door001	8/16/2013 3:34:57 PM	Succeed	
-	Unlock the keynar		UNIVERSITIES TO A DEM	Succeed	ZAS
	Disable alarm timer	:Door001	8/16/2013 3:34:53 PM	Succeed	,
	Duty code name b	y ROM:Door001	8/16/2013 3:34:52 PM	Succeed	
	Disable Expiry date	e check:Door001	8/16/2013 3:34:51 PM	Succeed	
	Disable Personel's	name shown on the LCD, if yilly(0, if C, jilly)(0, -001	0/10/2012 2-24-48 PM	Succeed	
	E nable Card Comp	aring:Door001	8/16/2013 3:34:47 PM	Succeed	
	Forbiddent repeat	reaungrocologi	0/10/2013 3:34:43 FM	Succeed	
	Disable Time Zone	e Comparing:Door001	8/16/2013 3:34:44 PM	Succeed	
	Disable anti-pass b	pack:Door001	8/16/2013 3:34:43 PM	Succeed	
	Edit door monitorin	g time period:Door001	8/16/2013 3:34:41 PM	Succeed	
	Set Card Only Mod	de:Door001	8/16/2013 3:34:39 PM	Succeed	
	Disable Door Moni	toring:Door001	8/16/2013 3:34:37 PM	Succeed	
	Set Door Release	Time:Door001	8/16/2013 3:34:35 PM	Succeed	
	No respondse, un-	transmission or Reader type you choosing no capability	8/16/2013 3:34:32 PM	No respondse, un-transmissior	
		Complete setting			

Instruction: Upload the completed function parameters settings to the card reader

- **49** : At this time, the view events " window appears.
- 50 : Please check if " Enable automatic change open door mode by time zone " and " Enable Card Comparing " function is " Succeed "
- : Finally, click "OK" button to end the settings. After finalizing the settings, the personal password and card reading are needed for access during Saturday and Sunday all day.