User Manual

Atlas Series

Version: 1.0
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1 Introduction

The Atlas Series by ZKTeco is a powerful, yet intuitive, electronic door access-control system supporting the latest innovations in physical security and biometric access. Atlas Series provides:

- Secure and convenient fingerprint access using ZKTeco's industry-leading biometric technology (Biometric Atlas Series models only)
- Support for industry-standard Wiegand and OSDP card readers, with flexible card format definitions
- Powerful, intuitive, Web Management Application built in to the Controller — all you need is a web browser; no PC software to install or maintain.
- Scalability up to 84 Doors by adding Secondary Controllers, quickly and easily using network-based discovery
- Critical emergency functions 20: global lockdown 111, global emergency unlock 113, alarm management 24, duress PINs 114, emergency codes 48, and muster reporting 30
- Mobile app for iOS and Android

Using this Guide

The topics in this Introduction explain how to use the Web Management Application generally.

The four main sections correspond to the four main navigation menus: Monitoring 21, Access Control 37, Configuration 54, and Administration 92. These topics provide general guidance, and have a sub-topic for each menu item.

Features and Tasks 111 describes special features that are not centralized, and explains tasks that are common to several screens.

Reference 128 includes the Glossary 128 and other reference material.

Getting Started

Your Primary Controller should already be installed and configured. (If the Setup Wizard appears when you log in, configuration is not complete. Complete the configuration 122 before continuing.)

To get started:

1. Open a web browser and log in 15 to the Web Management Application.
2. Register 15 the product and add any additional licenses you purchased. Registration is required if you ever need to reset your system password, and optionally allows ZKTeco to contact you about software updates and other information. Additional licenses expand the capacity of your system.
3. Review the Home Screen and Menus 7.
4. Understand List Views 12 and Property Views 14. Most screens use one of these views.
5. Take a look at the configuration of your Doors 73, particularly the **Default Mode** and the **Door Mode Schedule.**
6. Learn about the different ways you can assign door access 37 to Users.
7. Consider setting up access for mobile devices 108.

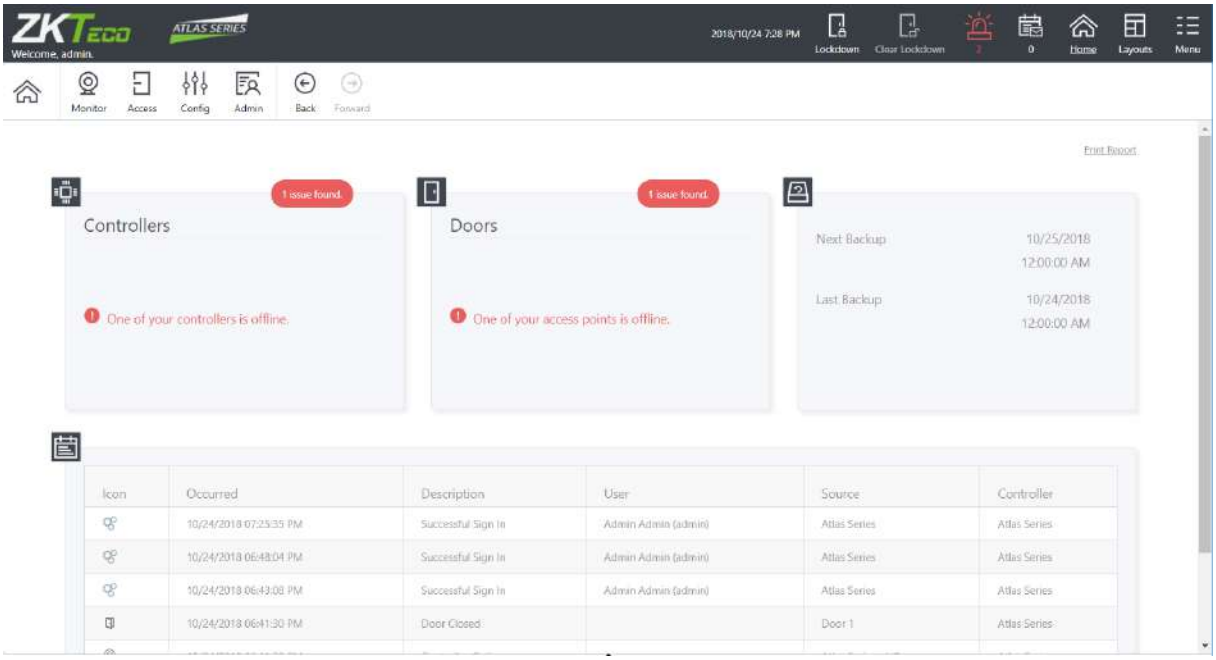
You now have a fully functioning access control system. Read about Monitoring 21 and Notifications 17 so you can see what's going on in your system.

Important: After getting started, learn to use the Atlas Series Emergency Features 20. Some of these require significant setup before you can use them to protect your Users.

1.1 Home Screen and Menus

The Home Screen displays a dashboard-style summary of your system, including recent Event activity. The Menu Bar is available on this screen, as it is on every screen in the application.

Home Screen Dashboard



click to enlarge

Potential security issues and problems are highlighted in red, including Lockdown 111 and Emergency Unlock 113 counts. You can click the links for more information. You can always return to this screen using the **Home** button towards the upper right on the Main Menu.

The dashboard summary squares include:

- Controllers status summary — link takes you to Hardware 56
- Doors status summary — link takes you to Door Status 26
- Backup status (next scheduled backup, most recent backup) — link takes you to Backup and Restore 99
- Web/Mobile connected client count, and whether the Admin password has been secured (Go to the Users 38 module and change the Admin password to secure it.)
- Recent Events — **+ View More** link takes you to Events 22

The exact summary squares visible depend on your User Role. Also note that when logging into a Secondary Controller, the summary squares are extremely limited due to the fact that the Secondary Controller gets its data from the Primary Controller.

Main Menu

The Main Menu bar is at the top right of all screens.

Lockdown and Clear Lockdown		Click **Lockdown** to quickly lock all Doors in an emergency situation. When a global lockdown is in effect, a message is displayed prominently in the Menu Bar. Note that initiating a lockdown will create an Alarm 24 by default. Click **Clear Lockdown** to re-enable access and return Doors to their default or Scheduled Door Mode. See Lockdown 111 for more information.
Alarms		When there are active Alarms, this icon will be red or yellow and show the number of current Alarms. Click to go to the Alarms 24 screen.
Notifications		Click to view the Notifications 17 you have subscribed to. The number of Notifications waiting for you is displayed under the icon.
Home		Return to the Home Screen.

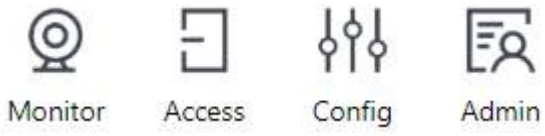
Layouts 	Layouts allow you to view multiple features or screens at a time. For example, select a 3-panel layout to work on Access Levels 48 and Schedules 49 while viewing live Events 22. Each panel has its own navigation menu. Select the single-pane layout to return to the standard view.
Menu 	Opens a menu showing several miscellaneous options. See below. 7

The exact Main Menu items available depend on your User Role 92. Also note that when logging into a Secondary Controller, the menu items are extremely limited, because it is mostly managed by the Primary Controller.

Navigation Menu

The Navigation Menu contains items for all of the main screens in the application, organized under four subject buttons. The Navigation Menu is repeated in every panel of multiple-panel layouts. This help manual is organized like the menu—four main sections containing a subtopic for each menu item.

The subjects are Monitoring 21, Access Control 37, Configuration 54, and Administration 92.



Use the **Back** and **Forward** buttons to navigate through your own history of accessing the screens. (The browser's navigation buttons do not work inside the Web Management Application).

The exact Navigation Menu items available depend on your User Role 92. Also note that when logging into a Secondary Controller, the menu items are extremely limited, because it is mostly managed by the Primary Controller.

Menu Button Items

Language Set's the language for the current User. Saved as the default for this User.

Available languages depend on your software license 15. Contact your authorized ZKTeco representative for license upgrades.

Preferences Set's the preferences for the current User. Saved as the default for this User. The preferences are

- "Items per Page", the number of items shown in one page of a list 12, and
- "Card Enrollment Point 117."

Save Logs... Creates a file containing program logs and other information for investigating problems. Use when asked to by technical support. If possible, save the logs right after you see a problem, and have it available when contacting technical support.

Help Opens this Help.

About	Opens a window showing product information, including your current version and licenses. Register or add licenses 15 on this screen.
Sign Out	Log out of the Web Management Application, returning to the Login Screen.

1.2 Using List Views

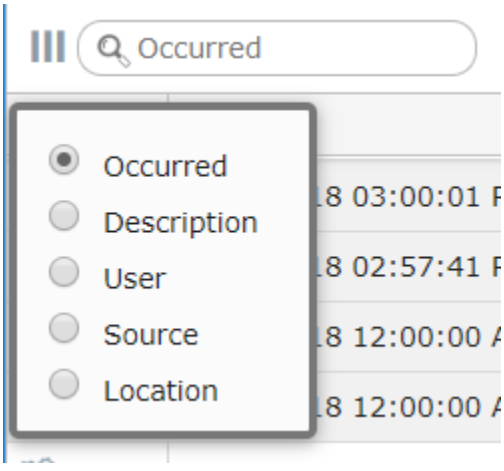
List Views show a list of items in columns. In many cases, the columns can be changed, moved around, and searched.

Note that Property Views 14 also display a list on the left, which has the same controls.

Searching

To search in a column, enter the text in the box at the top of the list.

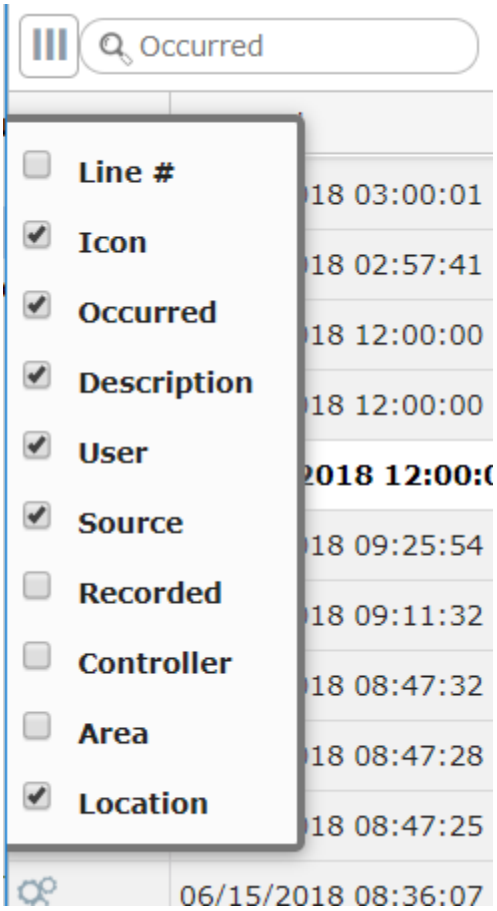
The default, gray text is the column that will be searched. Click the magnifying glass to change the column.



Column Selection

You can move the displayed columns by clicking and dragging on the column title.

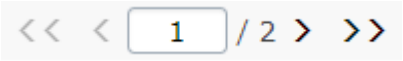
Click the triple bar icon to select which columns to show.



Paging

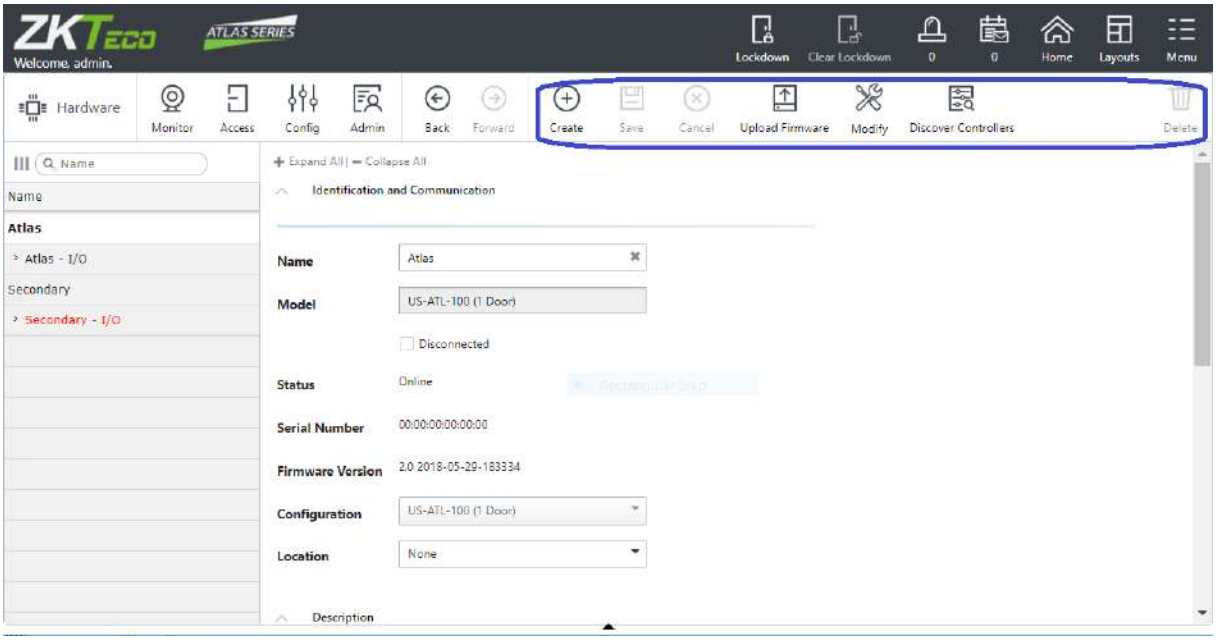
Lists run to extra pages when the number of items exceed your personal **Items per Page** set in Menu: Preferences 7.

This box appears at the bottom of the list when there are pages. You can go forward or back a page, go to the end or beginning, or enter a page number.



1.3 Using Property Views

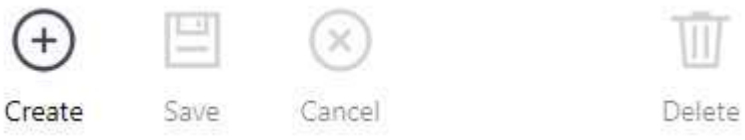
Most configuration is viewed or changed in Property Views. These screens display a list of items you have created on the left, with their properties on the right.



click to enlarge

The list can be searched using the same tools as in List Views 12.

Use the buttons above the properties to create new items, save changes, or delete items.



Many Property Views add additional action buttons to the menu bar. These are generally specific to the kind of screen they are displayed on, and their functions are described in

the documentation for the specific screens. These are shown in gray if they don't apply to the currently selected item.

1.4 Logging In and Passwords

To access the Web Management Application, open a web browser and enter the IP address of the Primary Controller provided by your Atlas Series administrator. (In some browsers, you must type "https://" before the address.) You should "bookmark" this link.

Your browser might display an insecure site warning. The means to bypass this varies among browser applications, but should be shown on the error page as a link labeled "Advanced", "Details", "More Information", or something similar. You can prevent this warning for all Users by installing a signed HTTPS certificate 108.

Enter the username and password provided by your administrator. If you have lost the password for the "admin" user, see Password Reset 120.

You cannot change your password unless you have access privileges to edit Users 38. Ask your administrator for password changes.

1.5 Product Registration and Licenses

Registration is required if you ever need to reset your system password 120, and optionally allows ZKTeco to contact you about software updates and other information.

Additional licenses let you increase the capacity of your Atlas Series system. You can

- increase the number of Doors or Secondary Controllers allowed,
- increase the number of mobile device connections, and
- add to the languages the system supports.

(Note that "Out" Doors are not counted towards your maximum authorized doors.)

Contact your authorized ZKTeco representative for license upgrades. Current license information can be viewed on the About 7 screen.

How to Register

Follow these steps to register for the first time or to update your registration information.

1. Registration can be started in two ways:
   a. When you log in the first time, click **Register Now** in the Register Your Product pop-up window, or
   b. Select **Menu: About,** and click the **Register** button. (If you have previously registered, the link is **Update Registration.**)
2. Click the **New Registration** button in the next pop-up window. (If you have previously registered, the button is **View/Update Registration.**)
3. Fill in the registration information. Asterisks indicate required information. *The email address you enter must be able to receive your registration information.*
4. Submit your registration automatically or by email.
   a. For automatic registration, click the **Submit Online** button. You will see a progress window followed by a success message.
   b. For email registration:
      i. Click the **Offline Registration** button. Read the instructions in the following window.
      ii. Click the **Download registration file** link, and save the registration data file to your computer.
      iii. Create and send an email message by clicking the email link or entering it in your email program. Your email must contain the registration data file as an attachment, with its original name. The subject and text of the email do not matter.

You will receive a registration confirmation file by reply email. When you do,

1. Open the email and save the attachment to your computer.

2. Click the **Upload Confirmation** button. (If you have already exited from registration, then return to this option by selecting **Menu: About** and clicking the **Register** button.)
3. Find and open the registration confirmation file you saved.

You should see a "Registration successful" message window.

How to Add Licenses

When you acquire an additional license, you will receive a license file from ZKTeco. Save this file on your computer, then:

1. Select **Menu: About.**
2. Click the **Upload Additional Licenses** button.
3. Click on the **Browse** button, and **Open** the license file you received.
4. Click **OK.** Your new capabilities should be listed on the About screen.

Related Topics

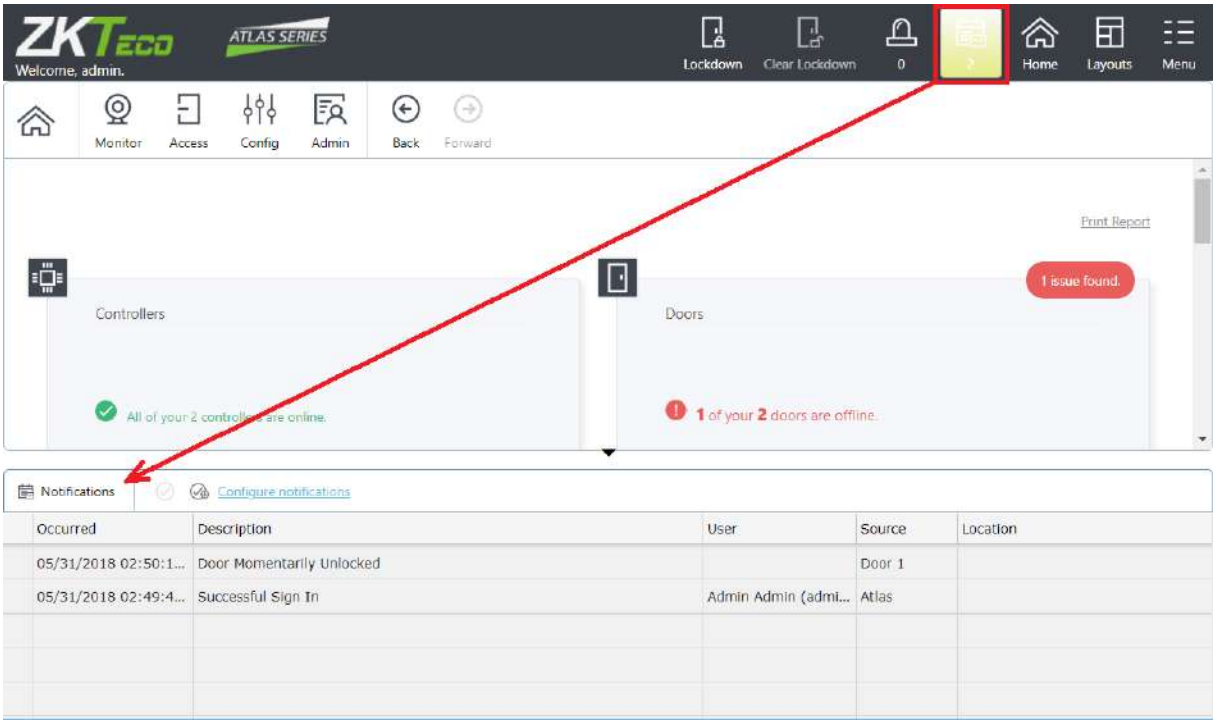
- Home Screen and Menus 7
- Password Reset 120

1.6 Notifications

Notifications allow each user to select certain Events 22 they wish brought to their attention. When one of these Events occurs, it will appear in the Notification window of that User, and remain there until acknowledged.

Notifications can be copied to you by email.

Click the **Notifications** icon in the Menu Bar to open and close the Notifications Window at the bottom of the screen.



click to enlarge

Configuring Notifications

Configure Notifications to select the Events that generate Notifications for the current User. No Notifications are created unless you select them.

1. Click **Notifications** on the Menu Bar.
2. Click the **Configure notifications** link in the Notifications Window.
3. If desired, check **Send a Copy of Notifications by Email**.
   - Otherwise, Notifications are displayed in the Web Management Application only.
   - You must have an email address configured in Users 38 and an email server configured in Email Settings 106.
4. Check the Event categories and types you wish to receive Notifications for.
   - Select a category to receive Notifications for all Event Types in that category, or
   - Expand the category and select specific Event Types.

5. Click **Save**.

Clearing Notifications

To clear Notifications in the list, click one of the buttons next to **Configure notifications**.

— Select one or more Notifications and click this to clear them.

— Click to clear all Notifications.

Note that since Notifications are on a per-User basis, if one User clears a Notification, other Users' Notifications are unaffected.

Emailing Notifications

To receive copies of all Notifications by email, you must configure email for the system and for yourself.

1. Configure the Web Management Application Email Settings 106.
2. Enter an **Email Address** on your User 38 page.
3. Select **Send a Copy of Notifications by Email** under **Configure notifications,** above.

Maximum Number of Notifications

To define the maximum number of Notifications per User:

1. Go to System Settings 100.
2. Enter the **Maximum Notifications per User**.
3. Click **Save**.

The oldest Notifications are deleted when the maximum number is reached.

Related Topics

- Email Settings 106

- System Settings 100

1.7 Emergency Features

Your Atlas Series system is designed with a number of important features used to aid in a variety of emergency situations.

- Lockdown 111 can be configured and used to secure facilities against an active intruder or threat.
- Emergency unlock 113 can be configured and used to aid access by emergency personnel in the event of an active emergency condition signaled from another system
- Duress PINs 114 can be used to allow users to signal a duress condition during their otherwise normal access
- Emergency Codes 48 can be configured and used to allow access to emergency or security personnel using a PIN-code only, regardless of Door Mode (including lockdown), or Multi-User Access Rules.
- Muster 30 can be used to aid in the tracking of users during an evacuation, or evacuation drill
- Alarms 24 and Notifications 17 can be configured and used to make sure the correct personnel are aware of potential emergency situations

Important: All emergency functions intended to be used in your system should be tested ahead of time, to ensure that everything is configured and working correctly.

Important: These emergency functions are designed as a supplement to, but not a replacement for, life-safety infrastructure for your facility. Life-safety functions are regulated by country- and region-specific fire codes. Please refer to these when designing and configuring your system to ensure compliance.

2 Monitoring

Monitoring gives you live views of what's occurring in the system, and printable reports of configuration and history.

Live Monitoring

Events 22 is a live view of everything that happens in the system.

Alarms 24 shows Events that you have determined should be immediately reviewed and action taken. Each Alarm must be acknowledged and cleared by someone who has resolved the problem. Note that Events do not become Alarms until you set up Alarm Triggers 87.

Door Status 26 shows the current state of every Door, whether it be on line, locked, alarmed, and so forth.

Maps 28 show similar status as Door Status, with visual indicators displayed on a Map of your facilities. The Maps must first be created in Maps (Configuration) 82.

Reports

Muster 30 is a special report that can show you where Users are in an emergency or an evacuation drill. To use the Muster report, you should first designate Muster Areas. Users must check in at the Muster Areas to indicate that they are safely out of the facility.

The remaining menu items are simple reports.

Audits 31 shows configuration changes and actions performed by Users logged into the Web Management Application.

Event History 33 is a report view of Events, with the ability to display a larger number Events and export to CSV and PDF.

Alarm History 34 shows all Alarms, including those that have been resolved (resolved Alarms are not shown on the live Alarms screen).

User Access Level Report 36 shows which Users have a specific Access Level 48.

User Door Report 36 shows which Users have access to a specific Door. This report includes Doors directly assigned to the Users as well as those assigned via an Access Level 48.

Related Topics

- Reports and Printing 115

2.1 Events

Events displays a real-time list of Events occurring within the system. Events that trigger Alarms 24 are displayed in a configurable color.

To receive an email when important Events occur, see Notifications 17.

Up 1000 Events can be displayed. To view more Events, use Event History 33.

Menu Buttons

Filter Opens a panel where you can restrict the Events you wish to see in the list view. Your filters remain in place each time you log in.

Settings take effect when you click the **Search** button, at the bottom of the panel. The **Reset** button clears all filters.

User and Device Filters

The display shows only the Events that match *all* the filters you specify. Note that the **Name** filters are case-insensitive, and will find partial matches. For instance, if you enter "john", the display will also show Events for "John", or "Johnny".

Event Type Filter

The display shows Events that match *any* of the Event Types you have checked. If nothing is checked, all Events are displayed.

Clear Clear the current list of Events from the display, so only new Events appear. Events are hidden, but not deleted.

Events Columns

Some columns will be empty for certain types of Events.

Icon Category of Event

Occurred When the Event actually occurred (determined by the Controller on which it occurred)

Description Text of the Event

User The User 38 associated with the Event. This could also be a Shared Access Code 46, Emergency Code 48, or credential (card, PIN) that is not assigned to a single User.

Source The device that recorded the Event. For door access Events, this is a Door. For other Events, this may be a Controller, input, output, or other device.

Recorded (Hidden by default) The time the Event was received and recorded by the Primary Controller. This only differs from Occurred if the Secondary Controller where it occurred was offline with the Primary Controller at the time of the Event.

Controller (Hidden by default) Controller where the Event occurred

Area (Hidden by default) If the Event is associated with an Area 80 (for example a Door entering an Area), the Area is indicated here.

Location	(Hidden by default) If the source is associated with a Location 79, it is indicated here.

Event Archiving

The oldest Events are are automatically archived to CSV files on the Primary Controller when the maximum number is reached. To download the archived data, see Archive Downloads 107.

To change the maximum number of Events in the system, go to System Settings 100 and set the **Maximum Events in Database**.

Related Topics

- Using List Views 12
- System Settings 100
- Event History 33

2.2 Alarms

Alarms are issues that may indicate a potential security threat or other problem. They cause a warning display on the Main Menu 7 bar, and they remain in effect until they are resolved by a User.

Alarms are triggered by Events 22. Some Event Types 134 are set to trigger Alarms by default. You can make more Events trigger Alarms, or change the defaults, in Alarm Triggers 87.

To receive an email when an Event causes an Alarm, see Notifications 17.

The color of an Alarm is determined by its state, which can be:

- New (Red) — this means the Alarm is active.

- Acknowledged (Yellow) — this means that some User has acknowledged the Alarm.

Resolved Alarms are removed from the list. They can be viewed in Alarm History 34.

Repeated Alarms are merged into a single Alarm. The **Count** column shows how many times it has occurred, and **Last Recorded** shows the most recent time it occurred. Alarms are merged when they are identical in all ways except for the date and time. Once resolved, any new occurrence will make a new Alarm.

Menu Buttons

Acknowledge	Indicates that a User is aware that the Alarm has occurred, changing its state to "Acknowledged." The User is indicating they have accepted an agreed level of responsibility for resolving the issue.
Resolve	Indicates that any problem has been dealt with, changing its status to "Resolved." The Alarm will be removed from this screen, but can be viewed in Alarm History 34. Alarms must be acknowledged before they can be resolved.
Acknowledge All	Acknowledges all Alarms that are in the "New" state
Resolve All	Resolves all Alarms that are in the "Acknowledged" state

Alarms Columns

Description	Description of the triggering Event
Source	The device that recorded the Event. For door access Events, this is a Door. For other Events, this may be a Controller, or other device.

Priority	The priority of this Alarm (as configured in Alarm Triggers 87)
Count	The number of times the triggering Event has occurred and merged into one Alarm
First Recorded	Time of the first triggering Event
Last Recorded	Time of the most recent duplicate triggering Event
State	"New" or "Acknowledged". The "Resolved" state is only visible in Alarm History 34. The state determines the color (see above).
Location	Location 79 where the triggering Event occurred
Area	(hidden by default) Area 80 where the triggering Event occurred

Related Topics

- Using List Views 12
- Alarm Triggers 87
- Alarm History 34
- Emergency Features 20

2.3 Door Status

Door Status displays a real-time list of all Doors and their status. You can also use Manual Commands 115 to unlock a Door temporarily or change the Door Mode.

Menu Buttons

Manual Commands	Send a Manual Command 115 to the selected Door, such as to temporarily unlock it or change its Door Mode.

Door Status Columns

Door	The name of the Door
Communications	"Online" or "Offline"
Door Mode	The Door Mode 142, such as "Card Only" or "Card and PIN"
Status	Whether the Door is "Locked" or "Unlocked" and "Open" or "Closed"
Errors	Shows "Door Forced" or "Door Held", "Reader Offline", and "Tamper" errors
Alarm	Indicates if an active Alarm 24 exists for the Door
Type	The type of Door • In • Out • Muster Point • Card Enrollment Point
Location	The Door's Location 79

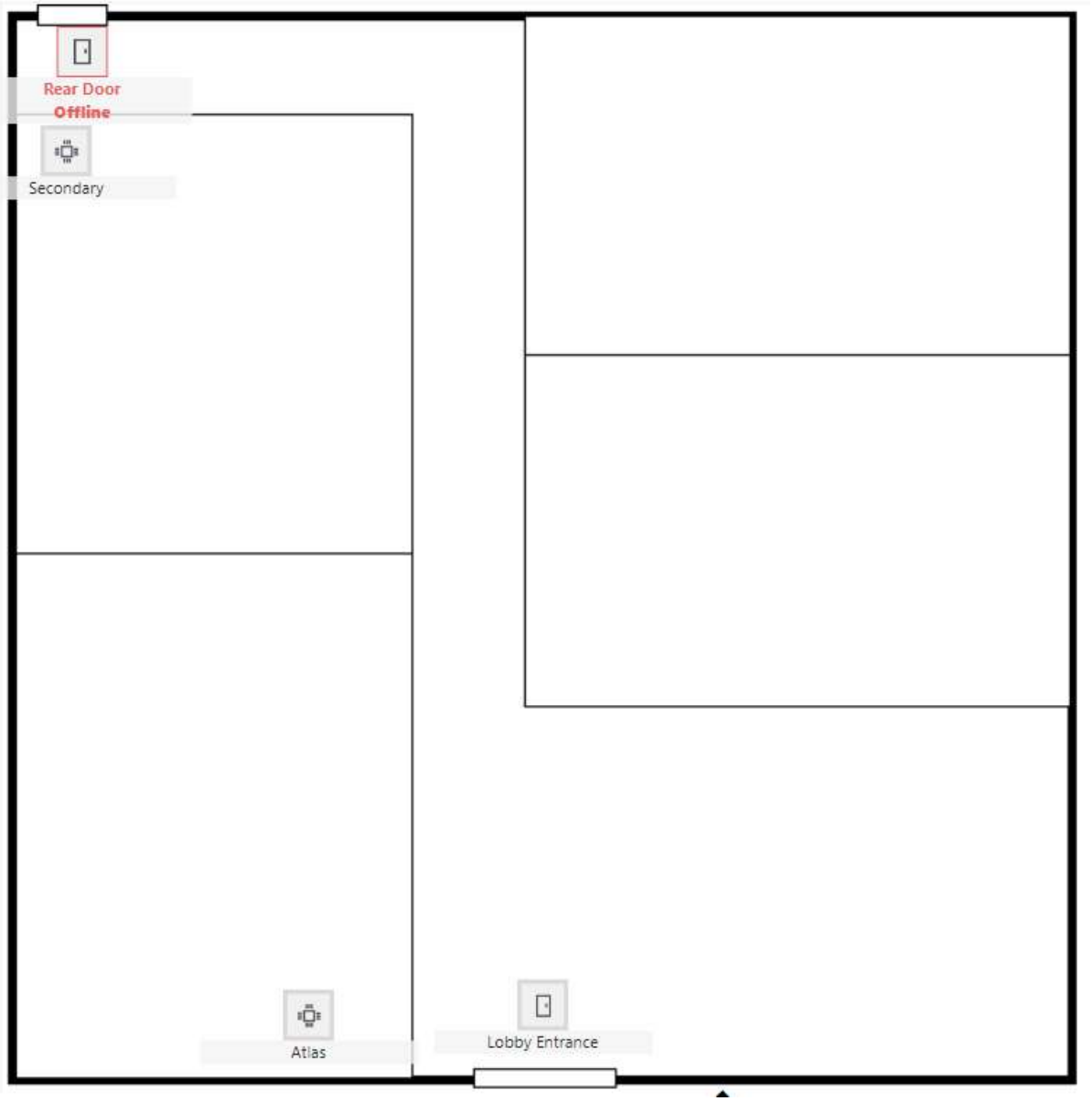
Related Topics

- Using List Views 12
- Manual Commands 115

2.4 Maps

The Maps view is used to show the status of your Doors and Controllers on graphical backgrounds, for example, on Maps of your building or campus. It highlights all problems in red, and allows sending commands to Doors. Maps may also have links to other Maps for easy navigation.

In this example there are two Doors and two Controllers. The "Rear Door" is offline and should be checked on. They gray icons represent normal operation.



Click to enlarge.

Before they can be viewed, Maps must be created and configured in the Maps (Configuration) 82 screen.

Menu Buttons

Manual Commands	Click on a Door to enable the Manual Commands button, allowing commands such as temporarily unlocking it, or changing its mode. See Manual Commands 115.

Zoom In / Zoom Out	Make the Map larger or smaller. When zoomed in, you can click and drag on the Map to see different areas.

Related Topics

- Using List Views 12
- Maps (Configuration) 82
- Manual Commands 115

2.5 Muster

The Muster report shows the last known location of Users who are *not* registered in a safe Area. Use this report when evacuating a building or buildings or performing an evacuation drill. This lets security personnel know who is still inside the building(s).

Users counted as "safe" are

- Users who have exited to Global Out or reported at a Muster Point and
- Users who have not used any Door within 24 hours.

Muster reports may or may not include Users who have used a Shared Access Code or Emergency Code.

Creating a Muster Point

Muster points can be created when creating 1-door model Controllers 70.

1. Go to Hardware 56.
2. Select a 1-door model.
3. For Configuration, select a Muster option, such as **In Only + Muster Point**.

You can also modify 1-door or 2-door Controllers or enrollment points into Muster Points. For example:

1. Go to Hardware 56.

2. Select a 1-door or 2-door Controller.
3. Turn the spare readers into Muster Points.

Generating a Muster Report

1. Go to **Muster**. A list of existing muster points is displayed at the bottom.
2. Select **List By** — **Last Name** or **Area**.
3. Select **Orientation** — **Landscape** or **Portrait**.
4. Click **Generate**.

Related Topics

- Reports and Printing 115
- Hardware 56
- Emergency Features 20

2.6 Audits

Audit reports list configuration changes and actions performed by Users of the Web Management Application. Use these reports to see who unlocked a Door, gave access to a User, configured Access Levels, and other system operations.

When generating the report, you are prompted for the following options. Options vary based on the Audit Type selected. Click **Generate** to create the report.

Report Options

Orientation	Displays the report in "Portrait" or "Landscape" view
Audit Type	• **Database Change** — shows changes to items in the database (Users, Doors, Access Levels, etc.), and enables further filtering

options.

- **Manual Command** — shows Manual Commands 115 executed on Doors, and enables further filtering options.
- **Any/All** — both of the above

User	If selected, the report will only show actions taken by a specific User.
From / To	Limits the report to a date range
Change Type	For **Database Change,** which types of changes to include: • **Inserted** • **Updated** • **Deleted** • **Any/All**
Object Type	For **Database Change,** which types of items to include (User, Door, etc.)
Manual Command	For **Manual Command,** limits the report to one command type
Device	For **Manual Command,** limits the report to a single Door

Related Topics

- Reports and Printing 115
- Users 38

- Manual Commands 115

2.7 Event History

Event History displays a list of Events according to a filter, and allows export to CSV and PDF. The maximum number of Events in this screen is limited only by the number of Events in the database. For a real-time view, see Events 22.

Menu Buttons

Export CSV	Export the displayed Events to a data file appropriate for importing into program like Excel. ("CSV" designates the "comma separated values" file format.)
Export PDF	Save the displayed Events as a printable report in PDF format.

Filter Pane

Settings take effect when you click the **Search** button, at the bottom of the panel. The **Reset** button clears all filters.

Date and Time Filter

Shows only Events from the specified time period.

User and Device Filters

The display shows only the Events that match *all* the filters you specify. Note that the **Name** filters are case-insensitive, and will find partial matches. For instance, if you enter "john", the display will also show Events for "John", or "Johnny".

Event Type Filter

The display shows Events that match *any* of the Event Types you have checked. If nothing is checked, all Events are displayed.

Events Columns

See Events 22.

Event Archiving

The oldest Events are are automatically archived to CSV files on the Primary Controller when the maximum number is reached. To download the archived data, see Archive Downloads 107.

To define the maximum number of Events in the system, go to System Settings 100 and set the **Maximum Events in Database**.

Related Topics

- Using List Views 12
- Reports and Printing 115
- System Settings 100
- Events 22

2.8 Alarm History

Alarm History displays all Alarms, including resolved ones. Resolved Alarms are hidden in the Alarms 24 screen. This view does not update in real-time or allow you to acknowledge or resolve Alarms.

Menu Buttons

Filter	Opens a panel where you can define the kind of Alarms you wish to see.

Settings take effect when you click the **Search** button, at the bottom of the panel. The **Reset** button clears all filters.

Date and Time Filter

Display Alarms from a range of dates and times.

User and Device Filters

The display shows only the Events that match *all* the filters you specify. Note that the **Name** filters are case-sensitive. For instance, if you enter "john," the display will not show Events for "John."

Event Type Filter

The display shows Alarms that match *any* of the Event Types you have checked. If nothing is checked, all Alarms are displayed.

Export PDF — Save the displayed Alarms as a printable report in PDF format.

Alarms Columns

See Alarms 24.

Related Topics

- Using List Views 12
- Reports and Printing 115
- Alarms 24
- Alarm Triggers 87
- Emergency Features 20

2.9 User Access Level Report

User Access Level Report creates a report of all Users 38 who have a selected Access Level 48.

This report does not include Shared Access Codes 46 or Emergency Codes 48.

Related Topics

- Reports and Printing 115
- Users 38
- Access Levels 48

2.10 User Door Report

User Door Report creates a report showing which Users 38 have access to a specific Door. This report includes Doors directly assigned to the Users as well as those assigned via an Access Level.

This report does not include Shared Access Codes 46 or Emergency Codes 48.

This report also excludes Users with no credentials (no cards, PIN, or biometrics).

Related Topics

- Reports and Printing 115
- Users 38
- Access Levels 48

3 Access Control

The Access Control menu is primarily for determining who can open Doors, when, and how (cards, PINs, and biometrics).

You can also perform related tasks such as creating Users for the Web Management Application and creating Door Mode Schedules 50.

Access to Doors

Create Users 38 to provide door access to individual Users who use a credential such as a card, a PIN, or a biometric fingerprint. This is the most common door access method and allows you to track who comes and goes. You can simply give each User unrestricted 24/7 access to Doors, or further restrict their access using the following features.

Set up Schedules 49 to allow access only at certain times, such as during business hours.

Create Access Levels 48 to predefine a set of Doors and Schedules that can be quickly assigned to multiple Users.

Specify Special Days 51 to restrict access more than usual for holidays, corporate events, or other days when access rules should differ. Special Days are used in Schedules.

Create Shared Access Codes 46, which creates PIN codes that anyone can use to unlock deisgnated Doors.

Special Features

The following features are used in special situations:

Emergency Codes 48 are PIN codes that unlock Doors in an emergency.

Multi-User Access 52 requires more than one User to present credentials to unlock sensitive areas. For example, a rule could be created such that three Users must present their card to open a Door.

Door Mode Schedules 50 function like normal Schedules 49 but are used in the Doors 73 configuration to schedule Door Mode changes.

Access to the Web Management Application

Web Management Application Users are added in the same Users 38 configuration screen. A User can have both Door access and web application access.

3.1 Users

Users can be created for the following purposes:

- Cardholders who can access Doors.
- Users who can log into the Web Management Application.

A single User can have both Door and application access.

Menu Buttons

Filter	Displays a panel above the list where you can search for a User on several properties. Users are displayed if they match *all* filters. Settings take effect when you click the **Search** button, at the bottom of the panel. The **Reset** button clears all filters.
Import	See Importing Users from a CSV File 45.
Forgive	Resets the selected User's anti-passback status. Use this when anti-passback rules are preventing a User's access, and this needs to be overridden.

Key Properties

For the complete list and more details see User Properties 40.

First Name and Last Name	The User’s first and last name. Both required, maximum 32 characters each.

Photo	A photo of the User. This is shown here, and can be printed on a card 45. To add or change the photo, click the photo image and select an image from your computer. Supported image formats are PNG, JPEG, and GIF.
Role	**Cardholder Only** for cardholder. The other Roles provide access to the Web Management Application. Each Role provides a different level of access; see User Roles 92. Users with the ability to log in also can have Door access.
Username and Password	If **Role** is not **Cardholder Only**, this is the username/password used to log in to the web application.
Cards	Add any number of cards that will be used for access. You can use a Card Enrollment Point 117 to add a card number. Adding a card does not provide access; the User will also need Access Levels or Doors assigned, below.
Fingerprints	Shows whether the User has any fingerprints enrolled, and allows them to be enrolled. (Fingerprints are only available if the Primary Controller supports biometrics.)
PIN	PIN (Personal Identification Number) for the User, numeric only. Click **Create New** to generate a random, unique PIN. The length must match the PIN length defined in System Settings 100. (The default is 4 characters).
Access Levels, Door Access	• Add Access Levels 48 that have been defined, and/or • Add **Door Access** entries to customize access for this User.
Card Design	Use to print cards 45.

Related Topics

- Using Property Views 14
- User Properties 40
- User Roles 92
- Duress 114
- Access Levels 48
- Anti-Passback 118
- Printing Cards 45

3.1.1 User Properties

The following are the properties available on the Users 38 screen:

Identity

Status Displays whether the current User's status is **Valid** or **Invalid**. The status will be **Invalid** if the current date is outside of the and **Valid To** range, or if **Disable User** is checked.

First Name and Last Name The User's first and last name. Both required, maximum 32 characters each.

Photo A photo of the User. This is shown here, and can be printed on a card 45. To add or change the photo, click the photo image and select an image from your computer. Supported image formats are PNG, JPEG, and GIF.

Personnel ID	A unique identifier, such as an employee ID. Maximum 32 characters
Role	**Cardholder Only** for cardholder. For Users with the ability to log in, select another Role. See User Roles 92. Users with the ability to log in also can have cards.
User Group	Select a User Group 87 which will be used when applying Multi-User Access rules 52. This is used if multiple Users are required to present their credentials to open a Door.
Username	If **Role** is not **Cardholder Only**, this is the username used to log in to the web application.
Password	If **Role** is not **Cardholder Only**, this is the password used to log in to the web application.
Language	The User's preferred language, which will be • displayed on card readers that support multiple languages (such as some OSDP readers), and • the User's default language in the Web Management Application. Available languages depend on your software license 15. Contact your authorized ZKTeco representative for license upgrades.
Valid From	The date when access should begin. The default is the current date. This applies to both Door access and Web Management Application access.
Until Further Notice, Valid To	If **Until Further Notice** is checked, then the User's access never expires. If it is unchecked, then the **Valid To** date must be provided, which determines when the User's access expires. This applies to both Door access and Web Management Application access.

Disable User	If checked, the User's access is disabled. This applies to both Door access and Web Management Application access.
Vacation From, Vacation To	If this date range is entered, it is a vacation date range during which the User's Door access is suspended. Web Management Application access is not affected by vacation dates.

Additional Information

Email	The User's email address. This is required for the User to receive system emails such as Notifications 17.
Mobile Phone	The User's mobile phone number.
Custom 1-4	Custom fields corresponding to those configured in System Settings 100.

Access

Cards	Click **Add** to add card numbers for Door access. Click **Enabled** to enable or disable a card. To enter a card number by swiping the card, see Card Enrollment Points 117.
Fingerprints	Shows whether the User has any fingerprints enrolled, and allows them to be enrolled. Fingerprint enrollment requires a ZKTeco USB enrollment reader and its Fingerprint Driver software (available on the Downloads page at ZKTecoUSA.com).

PIN

The PIN (Personal Identification Number) used for Door access. Numeric only. The length must match the PIN length defined in System Settings 100 (default is 4 characters).

- PIN numbers must be unique, including **Duress PIN** codes, Shared Access Codes 46, and Emergency Access Codes 48.
- Click **Create New** to generate a random unique PIN number.
- Click **Clear** to clear the PIN.

Duress PIN

The duress PIN generates a duress access Event when used in place of the normal PIN. Access is still granted if all other normal access conditions are met. See Duress 114 for more details. For **Duress PIN Type**:

- Select **None** if the Duress PIN is not used.
- Select **Add 1 to Last Digit** to add one to the last digit, only, of the normal PIN. For example, a normal PIN of 1111 would then have a duress PIN of 1112, and a normal PIN of 9999 would have a duress PIN of 9990.
- Select **Explicit** to enter an specific Duress PIN for this User. Numeric only. The length must match the PIN length defined in System Settings 100 (default is 4 characters).

Use Extended Door Times

If checked, extended Door unlock and held times are used when this User is granted access. This is for Users requiring additional time to get through a Door, for example a person with a disability. The amount of extra time is set on each Door 75.

Anti-passback Exempt

If checked, the User is not subject to anti-passback 118 rules.

Access Doors in No Access Mode	If checked, the User can access Doors in No Access mode. This is typically only for administrators and security personnel.
Access Doors in Lockdown Mode	If checked, the User can access Doors in Lockdown 111 mode. This is typically only for administrators and security personnel.
Access Levels	Access Levels 48 assigned to the User for Door access.
Door Access	Grants this User access to individual Doors during the selected Schedule. This is in addition to any **Access Levels** assigned.

Card Design

Card Design	Select a card design 83. If selected, a preview is displayed. Click Print Card 45 to print. When printing, if the card number is a part of the design, the card number must be selected. Click **Print Receipt** if the card is printed to a remote location, and the recipient must go pick it up.

Related Topics

- User Roles 92
- User Groups 87
- Card Enrollment Points 117
- Access Levels 48

- Printing Cards 45

3.1.2 Printing Cards

You can print to a specialized printer that writes ID cards. You can also print a paper receipt for your use as a record or to authorize pickup at a remote printer.

To do either, you must first create Card Designs 83.

To print, select a User, and:

1. Select a card design. (Your choice will be saved for this User.)
2. Click **Print Card** or **Print Receipt.**
3. Select a card number from the list.
4. Click **Print** and follow the prompts.

To complete the prompts, see Reports and Printing 115.

Related Topics

- Users 38
- Card Designs 83
- Reports and Printing 115

3.1.3 Importing Users from a CSV File

A CSV (comma-separated value) file can be add any number of Users using data from another software program. The other program must be able to export to CSV or a format you can convert to CSV. The CSV itself must be modified to exactly match the Atlas Series import format using software such as a spreadsheet editor.

On the Users 38 screen:

1. Click **Import.**
2. Click the link to download a template file that includes a sample of the required data format.

In your own software:

3. Open the file and read the included instructions.
4. Create a copy of the file.
5. Modify the file with data for the users you want to create.
6. Save the file in CSV format.
   a. Make sure the file is in plain text and does not include any additional characters or encoding.
   b. For example, if using any non-ASCII characters, the file must be encoded as UTF-8.

On the Users 38 screen:

7. Click **Import.**
8. In the dialog, click **Import**.
9. Select the file from your computer. The file must have the ".csv" extension.
10. Click **Yes** to verify and import the file.
11. The number of imported Users is displayed. Click **OK**, and you will see the newly imported Users.

Related Topics

- Users 38
- User Properties 40

3.2 Shared Access Codes

A Shared Access Code is a PIN that multiple people can use to access specified Doors.

These codes only work when the current Door Mode 142 allows a PIN by itself to open the Door. For example, PIN-Only or any mode that says "or PIN", such as "Card or PIN".

Shared Access Codes do not work with:

- Doors that are in Card-only mode, Card and PIN, etc.
- Doors with Multi-User Access 52 rules (because a user group cannot be assigned to a shared access code).

Shared Access Codes are always exempt from anti-passback 118.

Use of Shared Access Codes will impact the accuracy of a Muster 30 report.

Shared Access Code Properties

Name	Required. Maximum 32 characters.
PIN	The Shared Access Code itself. Numeric only. Click **Create New** to generate a random, unique code.
Enabled	Checked to enable, unchecked to disable
Description	Description or comments
Access Rights	• Add Access Levels 48, and/or • add Door Access entries to directly assign Door/Schedule pairs for access.

Related Topics

- Using Property Views 14
- Emergency Codes 48
- Access Levels 48

3.3 Emergency Codes

An Emergency Code is a PIN that allows access to Doors regardless of other settings, including the Door Mode. (Compare to Shared Access Codes 46). It is intended to be used by emergency and security personnel to gain access in emergency situations.

This means that an Emergency Code can access a Door which is under Lockdown 111.

The successful use of an Emergency Code generates an Emergency Code Presented Event.

The Emergency Code Presented Event is configured as an Alarm Trigger 87 by default, generating an Alarm 24. The Emergency Code Presented Event can also be used as a Linkage to trigger the activation of an auxiliary output on the Hardware 61 screen.

Emergency Codes are exempt from anti-passback 118 and Multi-User Access 52. (Compare to Shared Access Codes 46.)

Emergency Codes otherwise have the same properties as Shared Access Codes 46.

Use of Emergency Codes will impact the accuracy of a Muster 30 report for the emergency personnel who use them.

Related Topics

- Using Property Views 14
- Shared Access Codes 46
- Access Levels 48
- Emergency Features 20

3.4 Access Levels

An Access Level is a predefined list of Doors paired with the Schedules during which access is allowed for each Door. When an Access Level is changed, the new definition immediately applies to each User or code assigned that Access Level.

Access Levels can be applied to Users 38, Shared Access Codes 46, and Emergency Codes 48. On each of those screens you can apply one or more Access Levels, and you can provide customized access to individual Door/Schedule pairs.

Using the Screen

Click the **Add** and **Remove** buttons to add and remove Doors from the list.

Use the **ellipsis buttons** (...) to change the selected Doors and Schedules.

You can include the same Door multiple times with different Schedules. Access will be allowed for a given Door during all the Schedules associated with it.

Related Topics

- Using Property Views 14
- Schedules 49
- Users 38
- Shared Access Codes 46
- Emergency Codes 48

3.5 Schedules

Schedules are used to limit access to certain days and times. They can be used in Access Levels and anywhere Door access is assigned.

By default, access is *not* allowed on Special Days 51.

The built-in "24/7" Schedule allows access at all times, *including* Special Days.

Using the Screen

Access will be allowed during all the time periods you create. Click the **Add** and **Remove** buttons to add and remove time periods from the list.

Times (Start-Stop)	The left-side bar shows the time period access is allowed in green. You can drag the ends of the green bar to change the time range. You can also enter the exact times you want in the boxes

under the bar. Times are entered and shown using a 24-hour clock (as opposed to "a.m". and "p.m.") Each bar can only have one time range; to have two time ranges on the same days, add another entry. The **All day** button is a convenience to reset the bar.

Days

The middle bar shows the days that access is allowed in green. You can click each day to change access, or you can use the convenience buttons to change the current selection. The convenience buttons are **Weekdays**, **All days**, and **Weekend**.

Special Days

The right bar appears green if you have included any Special Days for that time period. Click the bar to select Special Days to include. In the Special Days selection screen, you may check one or multiple Special Day types.

Access is normally denied on Special Days. Access will be allowed if you include the Special Days in the Schedule. For more information, see Special Days 51.

Related Topics

- Using Property Views 14
- Special Days 51

3.6 Door Mode Schedules

Door Mode Schedules are used to change the mode of Doors at different times. For instance, they are commonly used to automatically unlock public Doors during business hours.

See Door Modes 142 for a list of possible Door Modes.

Door Mode Schedules are assigned to Doors on the Doors 73 screen.

A Door Mode Schedule can have multiple time intervals with different associated modes.

Note that emergency Door Modes cannot be scheduled.

Using the Screen

Click the **Add** and **Remove** buttons to add and remove time periods from the list.

In the left column, select a single Door Mode. A Door will automatically change to this mode during the time period defined.

The time periods are defined the same way they are for Schedules. See Schedules 49.

Related Topics

- Using Property Views 14
- Door Modes 142
- Special Days 51
- Schedules 49

3.7 Special Days

Special Days are single calendar days (such as May 5th) where access is denied by default, even if it would normally be allowed by a Schedule 49. They can be added to Schedules so that certain Users do have access on those days.

Special Days are used for holidays, corporate events, and other cases where you do not want your usual access to be granted. For instance, you might use Door Mode Schedules to automatically unlock Doors during business hours Monday-Friday, but you do not want to do that on holidays.

Note that the special Schedule, "24/7", allows access at all times and is not affected by Special Days.

Special Day Types

Special Days are grouped into a number of Special Day Types. A type is essentially a calendar. For instance, one type might include all government holidays, while another might be teacher work days. You can then set different access rules for the different calendars.

Only Special Day Types can be added to a Schedule. So, you could add access on all government holidays, but not on a single one, unless you made a type with just that one day.

Using the Screen

In the first section, **Special Day Types**, you can change the names of the types to something useful, such as "Government Holidays" or "Teacher Workdays". You may also change the color assigned to each type. The color has no effect except on this screen.

The second section, **Special Days**, shows a calendar highlighting all Special Days of all types in their color. To add or remove a day, click on it.

The two options above the calendar change what happens when you next click on a day. They cannot change the properties of current Special Days.

- **Select Special Day Type:** days added on the calendar will be this type. You cannot add days if no type is selected.
- **Set as Repeating:** when checked, days added on the calendar will be repeating. This means they will occur every year on the same calendar date. They are displayed with a small "R", and can be seen on every year.

Note that any single day can only be in one Special Day Type.

Related Topics

- Schedules 49
- Door Mode Schedules 50

3.8 Multi-User Access

Multi-User Access is used to require multiple Users to present their credentials to open a Door. This is often used for high security areas. For example, an area might require two

managers and one security guard to present their credentials. The credentials they may submit are those required by the Door's current Door Mode.

Shared Access Codes 46 cannot access Doors with Multi-User Access rules in effect. Emergency Codes 48 are exempt from Multi-User Access rules.

Using the Screen

You must first create one or more User Groups 87 whose members can cooperate to access a specific Door.

Click the **Add** and **Remove** buttons to add and remove **User Groups** from the **Rules** list. If multiple rules are created, they all must be satisfied in order for access to be granted. If there are no **rules** in a specific Multi-User Access definition, associated Doors will behave as if they have no Multi-User Access restriction.

Apply the Multi-User Access rule on the Doors screen 73.

Related Topics

- Using Property Views 14
- User Groups 87
- Doors 73

4 Configuration

Use the Configuration menu to:

- Connect and configure hardware and Doors.
- Organize your hardware into locations and Areas, and plot it on Maps.
- Configure general settings for the Monitor 21 and Access Control 37 features.

Users with the System Administration Role 92 can add and configure Controllers and Doors. Access Control Management Users can only configure Doors. Other built-in User Roles can do neither.

See Administration 92 for configuring system settings such as the time or network connection.

Configuring Hardware and Doors

Before doing any configuration, it's important to read the brief topic, Understanding Controllers and Doors 55. It is particularly useful for any Web Management Application User to understand the definition of "Door" in the Atlas Series software.

Hardware 56 is where the physical equipment (Controllers and their readers, inputs, and ouputs) is added and configured. Hardware configuration is usually done by an expert who installs the system.

Door configuration 73 is the starting point for all access control. Most importantly, this is where you specify if and when Doors are locked and how they can be opened. All Access Control 37 settings are affected by Door configuration.

Hardware Templates 90 and Door Templates 88 can be used to quickly set up multiple Sub-controllers (I/O) or Doors with the same settings.

Organizing Hardware

Locations 79 are labels that can be applied to Doors, Controllers, Maps, and other items. Locations appear in Events 22 and Alarms 24.

Areas 80 are used with anti-passback 118 and airlock. They define physical regions where you can restrict access using those features. The Muster Report 30 also relies on Areas to determine whether each User is at a known, safe Area (Muster or Global Out).

You can also create Maps 82 of your buildings and campus. Monitor these Maps to watch the live status of Doors and Controllers on an actual map of your facility.

General Settings

Card Designs 83 allows you to create the print layouts for Printing Cards 45.

Card Formats 85 define what kind or brand of cards you use. Your Atlas Series system includes all of the card formats you will likely need. Use this screen to create a format for an unusual type of card, or to enter a "facility code" as instructed by your card vendor.

Create User Groups 87 to use with Multi-User Access 52.

Set up Alarm Triggers 87 to define which Events trigger Alarms 24.

4.1 Understanding Controllers and Doors

Controllers

Each system includes one Primary Controller. This is the one you log in to with your web browser to manage or monitor the entire system. It maintains all the data and configuration, and directs all Secondary Controllers.

Secondary Controllers are added to manage additional Doors. They receive their configuration from the Primary Controller. However, they keep a copy of the data, so they continue operate if the primary is not on line. You can log in directly to a Secondary Controller through a link on its Hardware page, but only to change a few local values, such as the Network settings 103.

Important: The Primary Controller must support biometrics if any biometric Controller will be used in the system.

Sub-controllers (I/O)

Every Controller has a built-in Sub-controller (I/O). It is displayed under the Controller in Hardware with the additional label, "I/O", meaning "input/ouput". The Sub-controller manages the advanced details of the readers, inputs, and outputs of the hardware.

Doors

Every card, PIN, and biometric reader in the system is represented as a Door—though you might not think of some as doors at all! A Door in the Web Management Application might represent one of many things:

- A real, physical door that can be entered
- A second reader that allows exit through a physical door. Notice that this means an In/Out 57 physical door is represented by two Doors, one for "In", and one for "Out".
- Something that functions like a physical door, such as a turnstile or garage gate
- A reader by itself, with no physical door, used as a Muster Point 30 or Card Enrollment Point 117

Doors are created on the Hardware 56 screen, either automatically when the Controller is created, or by customizing 60 the Controller.

Related Topics

- Hardware 56
- Doors 73

4.2 Hardware

Hardware represents the system's Controllers and all their physical connections to readers, locks, door contacts, and other inputs and outputs. This is where you configure electrical connections and Controller settings. Door behavior, such as Door Mode or opening times, are configured in Doors 73.

Hardware Topics

Related Topics

4.2.1 Models and Configurations

Atlas Series Models

Model	Type	Wiegand Ports	RS-485 Slots	Number of "In" Doors	Max "Secondary" Doors	Default Reader Type	Default Type for Secondary Readers
Atlas 100	1 Door	2	2 OSDP	1	1	Wiegand	Wiegand
Atlas 200	2 Door	4	4 OSDP	2	2	Wiegand	Wiegand
Atlas 400	4 Door	4	4 OSDP	4	4	Wiegand	OSDP
Atlas 160	1 Door Biometric	2	2 OSDP **OR** 2 ZKTeco RS-485	1	1	ZKTeco RS-485	ZKTeco RS-485
Atlas 260	2 Door Biometric	4	4 OSDP **OR**	2	2	ZKTeco RS-485	ZKTeco RS-485

			4 ZKTeco RS-485				
Atlas 460	4 Door Biometric	4	8 OSDP **OR** 8 ZKTeco RS-485	4	4	ZKTeco RS-485	ZKTeco RS-485

Important: The Primary Controller must support biometrics if any biometric Controller will be used in the system.

"In" Doors are automatically created and are permanent, though they need not be used.

Secondary Doors are Out Doors, Card Enrollment Points, and Muster Points. The Readers of Secondary Doors are always paired with the Readers of In Doors in a defined way.

Controller Type	"In" to "Secondary" Reader Pairings
1 door	1 to 2
2 door	1 to 3 2 to 4
4 door	1 to 5 2 to 6 3 to 7 4 to 8

For example, on a 4 door Controller, Door 2 always uses reader #2 and is an "In" Door. If it has an "Out" Door, that Door will always use reader #6.

The reader number is not necessarily the same as its address. For Wiegand, the reader number *is* the same as the labels on the hardware, but any reader can be changed to use any available RS-485 address.

Notice that 4 door Controllers only have enough Wiegand reader ports for the "In" Doors. Any secondary Doors must use RS-485.

Configuration Property

The Configuration property of a Controller determines what the Controller's Doors will be used for: authorizing Door entry, perhaps Door exit, or as special purpose readers.

Configuration options available depend on the Controller model. Each option will involve one or more of the following possibilities. Each possibility determines the function of the card, PIN, or biometric readers connected to the Controller.

In Only	This the most common configuration, where a reader is used to gain entry, but no credentials are required to exit (although an exit button may be configured for opening the Door from the inside).
In/Out	The physical door will have a reader both inside and outside. Authorization is required to pass either direction.
+ Muster Point	The second reader will serve as a Muster Point 30, where Users can register that they have reached a safe location.
+ Card Enrollment Point	The second reader will be used to easily enter card numbers when adding Users. See Card Enrollment Points 117.

The available options do not cover all possibilities. For instance, 2 and 4 Door Controllers do not offer Muster Points or Enrollment Points as standard Configurations. To tailor the configuration to your needs, see Modifying Controller Configuration 60. Modifying might be easier if you start with "In Only" as a baseline.

Related Topics

- Adding Controllers 70

- Modifying Controller Configuration 60

4.2.2 Modifying Controller Configuration

The "Modify" button on the menu bar is used to customize the Configuration property 57 of a Controller. You will need to understand Models and Configuration 57 to effectively customize a configuration.

Clicking "Modify" brings up a list of options. Some options will be disabled when they cannot be applied to the Controller as its readers are currently configured.

All options present a dialog to enter specifics for your change. The options are:

Change to In/Out	Select the number of the "In" **Door** which will have an "Out" Door paired with it.
Add Muster Point	Enter a **Name** for the new Door, and select the "In" **Door** number to pair it with.
Add Card Enrollment Point	Enter a **Name** for the new Door, and select the "In" **Door** number to pair it with.
Remove Secondary, Muster, or Card Enrollment Point	Select the number of the "In" **Door** that will have its paired Door removed.

Related Topics

- Models and Configuration 57

4.2.3 Hardware Properties

The body of the Hardware screen allows Controller configuration and displays data about the Controller. Each Controller is represented by two components: (1) the Controller itself for general configuration, and (2) a Sub-controller (I/O) for detailed settings of readers, locks, door contacts, and other inputs and outputs.

Sub-controllers can be configured to a saved group of settings using Hardware Templates 90.

Door behaviors, such as Door Modes and opening times, are configured in Doors 73.

Controller Properties

Name	The name of the Controller. Required, maximum 32 characters.
Model	The model of the Controller.
IP address	(Secondary Controllers only) IP address or hostname of the Controller.
Port	(Secondary Controllers only) Port number for the Controller.
Disconnected	If checked, the Secondary Controller is treated as if it does not exist, and communication is not allowed. This cannot be checked on the Primary Controller. This can be useful during the installation of hardware.
Status	Displays the current status of the device, including Online/Offline. If any tamper, power, or battery problems are present, these will be

indicated here as well. Lockdown 111 or Emergency Unlock 113 will be indicated here, when active.

Serial Number The serial number of the Controller. This is displayed only if the device is online.

Firmware Version The firmware version of the Controller. This is displayed only if the device is online.

Configuration See Models and Configuration 57.

Location The Location 79 of the Controller.

Description Description or comments

Language Set's the default language for

- the Web Management Application on the Primary Controller,
- the simplified management application on a Secondary Controller, and
- multi-language OSDP readers connected to this Controller, if they have displays.

Available languages depend on your software license 15. Contact your authorized ZKTeco representative for license upgrades.

Time Zone (Secondary Controllers only) The time zone of the Secondary Controller. The time zone for the Primary Controller is set in Date and Time 105.

Managed Doors	A list of the Doors managed by the Controller, with links to their configuration screens 73.
Managed Sub-controllers	A list of Sub-controllers managed by this Controller, with links to their hardware configuration.
Firmware Download	(Secondary Controllers only) Select a previously uploaded firmware file and download it to the Controller. Primary Controller firmware is updated under Firmware Settings 107.
"Open admin web page in new window"	Click the link to log in directly to a Secondary Controller. You will enter a simplified web management application allowing limited Controller configuration options, such as Network settings 103.
Reboot Button	(Secondary Controllers only) Reboots the Controller
Resync Button	(Secondary Controllers only) Refreshes the configuration 73 of this Secondary Controller.

Sub-controller (I/O) Properties

Name	(Read-only) The name of the Sub-controller.
Disconnected	(Read-only) Always unchecked and cannot be changed.
Status	(Read-only) Always Online for Atlas Series built-in Sub-controllers.
Model	(Read-only) The device model.

Description	Description or comments
Hardware Template	Select an existing template and click **Apply Template**. Deselect **Apply Template** to edit the settings. Click **Create Hardware Template** to create a new template from the current settings. The template contains most of the Sub-controller configuration. See Hardware Templates 90.

Reader Properties

Address	If Wiegand, the address label printed on the Controller. Otherwise, **Address** is an arbitrary label.
Managed By	The Door that the device is associated with
Model	The device model: • **Custom** — for Wiegand or OSDP readers • **ZKTeco** — for ZKTeco RS-485 readers
Reader Type	• **Data0/Data1 (Wiegand)** • **OSDP** — for model **Custom** • **ZKTeco RS-485** — for model **ZKTeco**. This is only available on biometric Controller models.
Keypad Type	For **Data0/Data1 (Wiegand)** readers only. • If Auto, then PIN digits are accepted over Wiegand, automatically decoding the format.

- "None" is displayed for no PIN pad. (It generally makes sense to leave this on Auto, unless you want to specifically disable a PIN pad on a Wiegand reader.)
- OSDP and ZKTeco RS-485 readers send their PIN data differently, so this setting is not used for them.

Tamper The type of tamper detection. Only **OSDP** is supported on OSDP readers.

LED Type The LED control type:

- For Wiegand, this is either:
  - **None** — select this to disable LED control completely
  - **1-Wire (Green)** — one wire wired to the green LED (red LED generally lit when green is not)
  - **2-Wire (Red and Green)** — Biometric Atlas Controllers only
- For OSDP readers, this is **OSDP**.

OSDP/RS-485 Address The "polling address" of the OSDP or ZKTeco RS-485 reader.

For most OSDP readers the default is 0. See **Reconfigure,** below, and installation instructions from the reader manufacturer, for how to change the address.

ZKTeco RS-485 readers have a DIP switch to configure the address. Please refer to the ZKTeco RS-485 reader installation instructions on how to set the address.

Reconfigure Change the OSDP address that the reader itself is configured to use. This is *not* the **OSDP/RS-485 Address** the Sub-controller is set to use, though they must ultimately have the same value.

1. Set the **OSDP/RS-485 Address** to the reader's current address setting.

2. Click **Save**.
3. Click the **Reconfigure** button. Select a new address number for the reader.
4. Change the **OSDP/RS-485 Address** to the new number.
5. Click **Save.**

Some OSDP readers might not support **Reconfigure.**

Input Properties

Address	The printed address on the board.
Name	The name of the input. Required, maximum 32 characters.
Enabled	Check to enable, uncheck to disable.
Normally Open	Whether the input is normally open (NO). Normally open inputs are active when the wires are normally not connected (open circuit). This is generally true for exit buttons. Most other inputs like tamper, power, and battery failure sensors are normally closed (NC).
Function	What the input is used for. Not all options are available for all inputs, and some cannot be changed. The **Functions** are: • **Exit Button** • **Door Sensor** • **Tamper** • **Power Monitor** • **Battery Monitor**

- **Linkage**
- **Not Used**

Managed By

For exit buttons and door sensors, this is the Door that the input is a part of. For tamper, power monitor, and battery monitors, this is the Controller they are a part of. For Linkage inputs, this is the device affected by the policy. (See **Policy Type.)**

"Out" Doors cannot be used in linkages, nor to manage hardware.

Policy Type

For **Linkage** inputs, this is the policy to be executed when the input becomes active. The options depend on the **Managed By** setting

- **Input-Triggered Alarm** (Managed By: empty) — This will cause an Alarm 24 to be generated when the input becomes active. Do not confuse this with a relay activating an audible alarm, which can be configured for an output, below.
- **Input-Triggered Lockdown** (Managed By: a Controller) — When the input is activated, a Global Lockdown 111 is initiated. The lockdown will only end when a User clicks **Clear Lockdown** on the Main Menu 7 (with some exceptions*).
- **Input-Driven Emergency Unlock** (Managed By: a Controller) — Whenever the input is active, a Global Emergency Unlock 113 condition will be active. The emergency unlock will only end when the input returns to inactive (with some exceptions*).
- **Input-Triggered Momentary Unlock** (Managed By: a Door) — This will cause a momentary unlock of the Door when the input becomes active.

***Important:** As with all emergency functions, you should thoroughly understand the relevant topics 20 before relying on lockdown and emergency unlock.

Schedule (Linkage only) If a Schedule is selected here, the **Linkage** will only be applied during this Schedule.

Output Properties

Address The printed address on the board.

Name The name of the output. Required, maximum 32 characters.

Function What the output is used for: Not all options are available for all outputs, and not all can be changed. The options are:

- **Reader Beeper**
- **Reader LED (Green)**
- **Reader LED (Red)**
- **Lock**
- **Linkage**
- **Not Used**

Managed By For **Lock, Reader Beeper,** and LEDs this is the Door they are used for.

For **Linkage,** this is the device whose Events can trigger this output.

"Out" Doors cannot be used in linkages, nor to manage hardware.

Event / Condition (**Linkage** only) Defines the Event or condition that triggers an output.

Controller triggers:

- **Tamper**

Door triggers:

- **Access Denied**
- **Access Granted**
- **Door Forced Open**
- **Door Held Open**
- **Duress**
- **Emergency Code Presented**

Input triggers:

- **Input Active**

Toggle / Pulse — (**Linkage** only) If **Pulse,** the Event activates this output briefly. If **Toggle,** this output is active until the Event is "ended" by its reverse Event. For example, "Door Held Open" is reversed by "Door Held Open Restored". **Toggle** is not an option when the Event has no reverse Event.

Pulse Time — (**Linkage** only) The pulse time in seconds.

Schedule — (**Linkage** only) If a Schedule is selected here, the **Linkage** will only be applied during this Schedule.

Related Topics

- Using Property Views 14
- Understanding Controllers and Doors 55
- Hardware Templates 90
- Models and Configuration 57

- Locations 79
- Doors 73

4.2.4 Adding Controllers

Secondary Controllers can be automatically found and added by the Web Management Application. This is called “Discovery.” When Discovery cannot be used, you can add Controllers manually. You can also use manual installation to add Controllers that have not yet been installed.

Once a Secondary has been added, it cannot be reassigned to a new Primary, or a factory reset Primary, until it itself has had a Factory Reset 121.

The number of Secondary Controllers you can add and the number of Doors you can create are limited by your license. Contact your authorized ZKTeco representative for license upgrades 15.

Discovering Secondary Controllers

There are two important qualifications about Discovery.

- When using Discovery, you should connect and discover Controllers one at a time. This is the only way you can know which one is which.
- Discovery only works if all Controllers are networked on the same subnet. If you have a simple network, this will almost always be true. In a larger corporate environment, you might need to add Secondary Controllers manually.

To Discover Controllers:

1. Click **Discover Controllers** on the menu bar.
2. In a few moments, a form will display all Controllers discovered.
3. Click the link to add a Controller. The create controller screen will appear.
    a. Select a Configuration 57.

b. Enter a **Name,** and select **Custom Door Names** so you can name the doors in the box, below.

c. Leave all other settings as they are. These are the settings that were discovered.

4. Click **Save** on the menu bar.

Manually Adding Secondary Controllers

To add a Controller manually:

1. Click **Create** on the menu bar. The create controller screen will appear.
2. Select a Model 57.
3. Select a Configuration 57.
4. Enter a **Name,** and select **Custom Door Names** so you can name the doors in the box, below.
5. Enter the Controller's **IP Address**.
6. Enter the default **Port** number, 443.
1. Click **Save** on the menu bar.

Related Topics

- Models and Configuration 57
- Modifying Controller Configuration 60

4.2.5 Firmware Updates

"Firmware" means all the software running on a Controller, including both the Web Management Application and the software that operates the Doors. Updating the firmware installs upgrades received from ZKTeco.

You can update firmware in two ways: (1) log in to any Controller and update it directly, or (2) use the Web Management Application to update any Secondary Controller remotely. Note that only method 1 is used for the Primary Controller.

In either case, you must have an update file available on your own computer.

Both methods cause the updated Controller to reboot.

Upgrading the Firmware On The Controller You Are Logged Into

1. Go to Firmware Settings 107.
2. Click **Upgrade Firmware**.
3. Click **Browse** and select the firmware file from your computer.
4. Wait while the file transfers to the Controller.
5. When it completes, click **Okay.** There will be a delay while the update installs, then the Controller will go offline while it reboots.

Upgrading the Firmware of a Secondary Controller from the Primary

This method involves two steps: (1) send the update file to the Web Management Application, then (2) download the file to Secondary Controllers.

1. Go to Hardware 56.
2. Click **Upload Firmware** in the menu bar.
3. Click **Browse** and select the firmware file from your computer.
4. Follow the prompts and the firmware image will be uploaded, but *not applied to any Controller.*
5. Select a Secondary Controller.
6. Scroll down to **Firmware Download** and select the update file.
7. Click **Download.**
8. Follow the on-screen prompts to upgrade the firmware on the Secondary Controller you selected.

Related Topics

- Firmware Settings 107

4.2.6 Resync Secondary Controllers

The **Resync Secondary Controllers** button on the menu bar causes a major reset of all Secondary Controllers. All configuration from the Web Management Application (on the Primary Controller) is freshly updated on all secondaries. This includes all hardware, Door, and access configuration, including Users data. It does not include Network or Firmware settings.

Individual Secondary Controllers can be resynced under **Maintenance** on their Hardware 61 pages.

4.3 Doors

Every card, PIN, and biometric reader in the system is represented as a Door (see Understanding Controllers and Doors 55).

Doors are automatically created to match the **Configuration** property of Controllers in Hardware 56. The number of Doors you can create are limited by your license. Contact your authorized ZKTeco representative for license upgrades 15.

Menu Buttons

Manual Commands	Allows direct control of the selected Door using Manual Commands 115 to change Door Mode or unlock the Door.

Key Properties

For the complete list and details, see Door Properties 75.

Name	The name of the Door. Required, maximum 32 characters.
Type	Shows the Door's function: "In", "Out", "Card Enrollment Point", or "Muster Point". This is determined in Hardware 56.
Door Template	Used to configure this Door with a template 88, which overrides and disables some properties on this screen.
Default Mode	The Door Mode 142 for this Door whenever not altered by a Schedule, manual command, or Event. Door Mode determines whether a Door is locked, and what kinds of access can unlock it.
Door Mode Schedule	Pick a Door Mode Schedule 50 to change the Door Mode according to the day and time of day.
Multi-User Access	See Multi-User Access 52.
Areas and Anti-passback	See Areas 80.

Related Topics

- Using Property Views 14
- Door Properties 75
- Door Modes 142
- Door Templates 88
- Manual Commands 115
- Door Status 26

4.3.1 Door Properties

Door properties differ based on the door type. For example, Muster and Card Enrollment Points have far fewer properties since they do not control a door strike or have other door hardware.

Name The name of the Door. Required, maximum 32 characters.

Status The current status of the Door, including online/offline, Door Mode 142, locked/unlocked, open/closed, or errors such as forced, held, tamper, reader offline. Lockdown 111 or Emergency Unlock 113 will be indicated here, when active.

Alarm If any Alarm 24 is pending at the Door, it is shown here.

Type How the Door is used:

- **In** — an entry Door. Either an entry-only Door, or an entry Door as a part of an entry/exit (in/out) Door pair.
- **Out** — an exit Door.
- **Muster Point** — used to check in during an emergency for the Muster report 30.
- **Card Enrollment Point** — used only to enroll cards 117.

Controller The Controller that this Door is managed by.

Sub-Controller The Sub-controller (I/O) which manages this Door's hardware.

Door Template A Door Template 88 defines common parameters. Once a Door is linked to the template, the fields are read-only in the Door 73

screen.

If the Door template is modified, the associated Doors are also updated.

Location	Location 79 of the Door.
Description	Description or comments
Default Mode	The Door Mode 142 for this Door whenever not altered by a Schedule, Manual Command, or Event. Door Mode determines whether a Door is locked, and what kinds of access can unlock it.
Door Mode Schedule	Pick a Door Mode Schedule 50 to change the Door Mode according to the day and time of day.
Multi-User Access	The Multi-User Access 52 configuration, if multiple Users are required to open a Door.
Unlock Time (s)	The amount of time the lock is activated for an access (access granted, exit requested, etc).
Held Open Alarm Time (s)	The amount of time a Door can be held open before a held open Event is generated. This Event can be configured in the Sub-controller configuration 61 to drive an aux output, for example, to sound a beeper.
Minimum Unlock Time (s)	If **Re-lock On** allows for the Door to be re-locked before the strike time is up, then this is the minimum time the Door will stay unlocked. This is to avoid an unlock pulse that is too brief, which can be a problem for some hardware.

Extended Unlock Time (s)	If a User has **Use Extended Door Times** checked, this time is used instead of **Unlock Time**.
Extended Held Time (s)	If a User has **Use Extended Door Times** checked, this time is used instead of **Held Open Alarm Time**.
Held Open Pre-Alarm Warning Time (s)	The amount of time before the **Held Open Alarm Time** is reached, when a held open pre-alarm warning Event is generated. This Event can be configured in the Sub-controller configuration 61 to drive an aux output, for example, to sound a beeper.
Suppress Exit Button Events	When selected, exit requested Events are not created for this Door. This can be used if the number of these Events 22 is considered too numerous and unimportant.
Unlock on Exit Button	If checked, the Door is unlocked when the exit button is pressed. This may not be required for systems where the exit button is wired directly to cut off power to the door lock, for example. **Important:** Exit button functions are regulated by country- and region-specific fire codes. Please refer to these when designing and configuring your system to ensure compliance.
Re-lock On	When the lock should be re-locked after access is granted: • **End of Unlock Time** • **Door Open** • **Door Close** • **Door Close or End of Unlock Time** (whichever is sooner)

Exempt From Global Lockdown	If checked, the Door will not be affected by a global lockdown 111
Exempt From Global Emergency Unlock	If checked, the Door will not be affected by a global emergency unlock 113
Entering Area	The Area the Door leads into for anti-passback 118 (and airlock) configurations.
Exiting Area	The Area the Door leads out of for anti-passback 118 (and airlock) configurations.
Anti-passback Method	• **None** — no anti-passback enforced • **Door-Based** — cannot use same credential within certain amount of time at the same Door. • **Area-Based** — checks that they are known to be in the correct Area before using a Door leading out of that Area, into another Area. See Anti-Passback 118.
Anti-passback Mode	Available if **Anti-passback Method** is **Area-Based**: whether to deny or grant access on an anti-passback violation: • **Hard (Deny Access)** • **Soft (Grant Access)**

Minutes Denied	Available if **Anti-passback Method** is **Door-Based**. The number of minutes before the same credential can be used at the Door.

Related Topics

- Doors 73
- Door Templates 88
- Door Status 26
- Door Modes 142
- Anti-Passback 118
- Manual Commands 115
- Hardware Properties 61
- Locations 79
- Areas 80

4.4 Locations

Locations are labels you can apply to organize Doors and hardware on lists and reports, particularly on Events 22 and Alarms 24. Locations can be assigned to Doors 73, Controllers 56, Areas 80, and Maps 82.

Location Properties

Name	The name of the Location. Required, maximum 32 characters.
Type	Category by Location size. From large to small, they are:

Region > Campus > Building > Floor > Room

Parent Location

Designates this Location as included in any *larger* Location. A **Building's** parent could be a **Campus** or **Region,** but not a **Floor** or **Room.**

When you filter Events to a Location, all the smaller Locations that are included in it will also be displayed.

Related Topics

- Using Property Views 14
- Events 22
- Alarms 24

4.5 Areas

Areas are physical regions you define, and are used for Anti-Passback 118, Muster 30, and airlocks. A column to show the Area can be added on Events 22 and Alarms 24.

Areas are actually nothing but a label. They serve no function until you define which Doors lead into and out of the Area. You do this by setting the **Entering Area** and **Exiting Area** of each relevant Door 75.

Predefined Areas

There are two Areas that are predefined by the system and cannot be edited or deleted:

- **Global Out** — Doors that enter from, or exit to, the "outside world" should use this as the **Exit Area** or **Entry Area,** respectively.
- **Muster** — An Area where all Muster Points 30 "enter" to. Anyone who uses a Muster Point will have their last known Area set to the Muster Area and will be excluded from the Muster report.

Using the Screen

Name The name of the Area. Required, maximum 32 characters.

Location A Location 79 to associate with the Area

Type
- **Local** — Used only on a single Controller. Can be used for airlock.
- **Global** — Can be used on multiple Controllers, for global anti-passback 118 enforcement.

Parent (Local Areas only) The single Controller for this Area.

Airlock Mode (Local Areas only)
- **No Exit During Entry** — A Door exiting the Area cannot be used while a Door entering the Area is open.
- **Strict Single Door** — No two Doors in the Area can be unlocked/opened at the same time.

Description Description or comments

Related Topics

- Using Property Views 14
- Anti-Passback 118
- Muster 30

4.6 Maps

Maps configuration is used to create the screens for the Maps view 28.

The Maps view is used to show the status of your Doors and Controllers on graphical backgrounds, for example, on maps of your building or campus. It highlights all problems in red, and allows sending commands to Doors. Maps may also have links to other Maps for easy navigation.

Map Properties and Controls

Name	The name of the Map (required, maximum 32 characters)
Location	Optional Location 79 of the Map.
Background	Click **Upload** to load an image from your computer. This will be the canvas on which you can place devices. Large images will shrink to fit the available space.
Elements	Elements, in three list boxes, can be clicked on and dragged to the Map. When on the Map, their blue wrench icon provides options to • delete the element, or • set the destination of a "Link" element from a list of other Maps. Text entered in **search** filters all three element lists.

Related Topics

- Using Property Views 14
- Maps (Monitoring) 28

4.7 Card Designs

A Card Design is a print layout you create for use in Printing Cards 45. It can include User information such as the name and expiration date and images such as the User photo and logos.

Properties

Name The name of the Card Design. Required, maximum 32 characters.

Description Description or comments.

The Design Area

Center Column

The center area is your canvas to "draw" your card on. It shows a standard size access card, front and back sides.

Important: Review your card printer manual to understand its limitations, such as whether it can print both front and back and whether you are allowed to print to the edge of the card.

Left Column

Click and drag elements from the left panels onto the card area.

Click elements on the card area to select them. Shift-click to select multiple elements.

Drag selected elements to move them.

Images (only) can be sized by dragging on the corners.

Right Column

The first row of three icons performs standard delete, undo, and redo actions.

The second row has six options for aligning elements, followed by four options controlling which elements are on top of others. Hover over any icon to see its exact function. You must select more than one item to enable the alignment options.

The rest of this panel shows the properties of the currently selected item.

For **Images**, click **Select Image** to load an image file from your computer.

For **Text** and **User Fields,** enter the **Text**. Text between "{{" and "}}" will be replaced with the named property of the User. Additional text may be added outside the brackets, but the text inside must be a valid field name.

The remaining options for text set the font and color.

X Origin and **Y Origin** are properties of both images and text. They determine which direction the element will grow to fit the contents, *by choosing which corner will never move.* The default is top left, and the box will expand to the right and down when, for instance, the name field is long or its font size increases. If you change the origin to bottom right, the box will expand upwards and to the left, allowing you to place the box on the right or bottom edge of the card.

Notes

Supported image formats are PNG, JPEG, and GIF.

Text will print over of images (if on top), and transparency in images is supported.

Related Topics

- Using Property Views 14
- Users 38
- Printing Cards 45

4.8 Card Formats

Card Formats define what kinds or brands of cards you use. Your Atlas Series system includes all of the card formats you will likely need, although you might want to enter a "facility code" specified by your card vendor.

If you do use an uncommon type of card, you will have to create a custom card format. This is quite technical, and requires exact specifications from the card vendor.

Notes

You can use more than one card format in your system.

Card formats are neither associated with specific Doors nor specific Users—they all are used for all.

Two card formats with the same number of bits cannot be enabled at the same time, unless they both have facility codes and those codes are different.

Entering Your Facility Code

You must know which of the existing card formats matches your cards. Simply select that format, enter the **Facility Code** number, and save.

Card Format Properties

Note: Start and location fields are number of the bit, where the first bit on the card is number 0.

Name	The format name. Required, maximum 32 characters.
Bits	The total number of bits on the card, including parity bits, etc.
Enabled	Use or do not use the format.
Facility Code	(optional) If there is a facility code field (start/length specified), this is the value that the facility code must be equal to for the format to be matched.

Facility Code Start	The facility code start (bit number).
Facility Code Length	The facility code length (in bits).
Card Num Start	The card number start (bit number).
Card Num Length	The card number length (in bits).
Parity (1-4)	• **None/Even/Odd** — **None** to not use this parity field at all, **Even** or **Odd** for parity calculation method. • **Start** — The start bit of the parity source (the range of bits to be checked for parity). Does NOT include the location of the parity bit itself. • **Length** — The length in bits of the parity source. • **Location** — The bit number of the parity bit. • **Mask** — Normally, the entire source is used. If only some bits in a pattern are to be used in the source, this is entered here as the mask, as a string of 0s and 1s.

Related Topics

- Using Property Views 14

4.9 User Groups

User Groups are used in Multi-User Access 52. A User Group is simply a name and a description. Members of the group are added in Users 38.

Related Topics

- Using Property Views 14
- Users 38
- Multi-User Access 52

4.10 Alarm Triggers

Alarms 24 are triggered by Events, meaning that whenever an Event of a specified type 134 occurs, an Alarm is also generated. The Alarm Triggers screen allows you to add to the Events that trigger Alarms and modify or remove the default triggers.

Alarm Trigger Porperties

Triggering Event	The Event Type which will trigger an Alarm.
Priority	The importance of the Alarm created. The **Priority** can be used to sort the Alarms screen.
Color Triggering Event	The triggering Event will be in this color on the Events 22 screen. This does not affect the Alarm color. (Some Event Types also have a color, whether or not they are Alarm triggers.)

Related Topics

- Using Property Views 14
- Alarms 24
- Events 22
- Event Categories and Types 134
- Emergency Features 20

4.11 Door Templates

Door Templates can be created from existing Door configurations, then applied to other Doors that require the same settings. Subsequent changes to the template are applied to every Door using it. Only certain Door properties are controlled by the Template (see below).

When a Door Template is applied to a Door, the properties which come from the template are no longer editable on the Doors screen. To change them, you must either edit the template, or remove the template from the Door.

A Door Template cannot be applied to a Door that has a different **Type** in its Door properties 73.

Creating a Door Template from an Existing Door

1. Go to the Doors 73 screen.
2. Select a Door.
3. Click the **Create Door Template** button in the Door's properties.
4. Enter a name (required, maximum 32 characters), and optionally, a description.
5. Click **Save.**

Applying a Door Template to a Door

1. Go to the Doors 73 screen.

2. Select a Door.
3. Select a **Door Template** in the Door's properties.
4. Check **Apply Template**. The Door will use the settings from the template only when this is checked. If you remove the check, the Door will keep the template settings unless you change them.
5. Click **Save**.

Door Template Properties

A Door Template overrides these Door Properties 75. Some Door types do not use all of these properties.

- **Manual Commands Enabled**
- **Unlock Time**
- **Held Open Alarm Time**
- **Minimum Unlock Time**
- **Extended Unlock Time**
- **Extended Held Time**
- **Held Open Pre-Alarm Warning Time**
- **Suppress Exit Button Events**
- **Unlock on Exit Button**
- **Re-lock On**

Related Topics

- Using Property Views 14
- Doors 73
- Hardware Templates 90

4.12 Hardware Templates

Hardware Templates can be created from existing Sub-controller (I/O) properties, then applied to other Sub-controllers that require the same settings. Subsequent changes to the template are applied to every Sub-controller using it. Only certain Sub-controller properties are controlled by the Template.

When a Hardware Template is "applied" to a Sub-controller, the properties which come from the template are no longer editable on the Sub-controller screen. To change them, you must either edit the template, or remove the template from the Sub-controller.

Creating a Hardware Template from an Existing Sub-controller

1. Go to the Hardware 56 screen.
2. Select a Sub-controller.
3. Click the **Create Hardware Template** button in the Sub-controller's properties.
4. Enter a name (required, maximum 32 characters), and optionally, a description.
5. Click **Save**.

Applying a Hardware Template to a Sub-controller

1. Go to the Hardware 56 screen.
2. Select a Sub-controller.
3. Select a **Hardware Template** in the Sub-controller's properties.
4. Check **Apply Template**. The Sub-controller will use the settings from the template only when this is checked. If you remove the check, the Sub-controller will keep the template settings unless you change them.
5. Click **Save**.

Related Topics

- Using Property Views 14
- Hardware 56
- Door Templates 88

5 Administration

The Admin menu includes a variety of settings for the whole system.

User Roles 92 lets you see the definition of the built-in User Roles for Users logging into the web application and define new, custom roles.

Backup and Restore 99 lets you backup and restore the system database and manage the scheduled backups.

System Settings 100 provides control over the archiving settings and the custom field labels.

Network 103 allows configuration of the networking settings.

Date and Time 105 allows configuration of the time zone and network time settings.

Email Settings 106 allows an SMTP mail server to be configured for the emailing of Notifications 17.

Archive Downloads 107 allows the download of archive files generated according to the System Settings

Firmware Settings 107 allows firmware upgrade, factory reset, and conversion between primary and Secondary Controller functionality.

Web Server Settings 108 allows the upload of an HTTPS certificate.

Authorized Mobile Devices 108 allows you to provide access to mobile devices that have the mobile app installed.

5.1 User Roles

User Roles define what different Users can do within the Web Management Application. The system comes with a number of built-in User Roles which may not be modified or deleted. Custom User Roles can be created.

Here is a summary of the built-in User Roles.

System	Unlimited; able to access all screens and functions.

Administration

Access Control Management	Provide access to Users and define the Doors, times, and other access control rules that allow or deny access. Able to configure Doors, but not Hardware. Able to execute all manual commands.
Basic Monitoring	Most monitoring functions. Able to view Alarms but not acknowledge or resolve them. Able to view Users but not create or edit them.
User and Credential Management	Add and manage Users and their associated credentials. Also able to perform some limited monitoring tasks. No Alarm management, and no hardware or Door configuration.
Alarm Monitoring	Similar to Basic Monitoring, but also able to acknowledge and resolve Alarms.

User Role Options - Menu Items

Option	System Administration	Access Control Management	Basic Monitoring	User and Credential Management	Alarm Monitoring
Access Control: Access Levels	Yes	Yes			
Access Control: Door Mode Schedules	Yes	Yes			
Access Control: Emergency Codes	Yes	Yes			

Option	System Administration	Access Control Management	Basic Monitoring	User and Credential Management	Alarm Monitoring
Access Control: Multi-User Access	Yes	Yes		Yes	
Access Control: Schedules	Yes	Yes			
Access Control: Shared Access Codes	Yes	Yes		Yes	
Access Control: Special Days	Yes	Yes			
Access Control: Users	Yes	Yes		Yes	
Access Control: Users (Read-Only)	Yes	Yes	Yes	Yes	Yes
Administration: Archive Downloads	Yes				
Administration: Backup and Restore	Yes				
Administration: Date and Time	Yes				
Administration: Email Settings	Yes				
Administration: Firmware Settings	Yes				
Administration: Network	Yes				
Administration: System Settings	Yes				

Option	System Administration	Access Control Management	Basic Monitoring	User and Credential Management	Alarm Monitoring
Administration: User Roles	Yes				
Administration: Web Server Settings	Yes				
Configuration: Alarm Triggers	Yes				
Configuration: Areas	Yes	Yes			
Configuration: Card Designs	Yes	Yes			
Configuration: Card Formats	Yes				
Configuration: Door Templates	Yes	Yes			
Configuration: Doors	Yes	Yes			
Configuration: Hardware	Yes				
Configuration: Hardware Templates	Yes				
Configuration: Locations	Yes				
Configuration: Maps	Yes				
Configuration: User Groups	Yes				
Monitoring: Alarm History	Yes		Yes		

Option	System Administration	Access Control Management	Basic Monitoring	User and Credential Management	Alarm Monitoring
Monitoring: Alarms	Yes				Yes
Monitoring: Alarms (Read-Only)	Yes	Yes	Yes		Yes
Monitoring: Audits	Yes	Yes			Yes
Monitoring: Door Status	Yes	Yes	Yes	Yes	Yes
Monitoring: Events	Yes	Yes	Yes	Yes	Yes
Monitoring: Event History	Yes	Yes	Yes	Yes	Yes
Monitoring: Maps	Yes	Yes	Yes	Yes	Yes
Monitoring: Muster	Yes	Yes	Yes	Yes	Yes
Monitoring: User Access Level Report	Yes	Yes	Yes	Yes	Yes
Monitoring: User Door Report	Yes	Yes	Yes	Yes	Yes

User Role Options - Manual Commands

Option	System Administration	Access Control Management	Basic Monitoring	User and Credential Management	Alarm Monitoring
Door: Momentary Access	Yes	Yes	Yes	Yes	Yes
Door: Set Door Mode	Yes	Yes			Yes

Option	System Administration	Access Control Management	Basic Monitoring	User and Credential Management	Alarm Monitoring
Controller: Resync	Yes				
User: Forgive	Yes	Yes	Yes	Yes	Yes
Controller: Reboot	Yes				
Controller: Firmware Download	Yes				

User Role Options - Door Modes

Option	System Administration	Access Control Management	Basic Monitoring	User and Credential Management	Alarm Monitoring
Cancel/Clear	Yes	Yes			Yes
Unlocked	Yes	Yes			Yes
No Access	Yes	Yes			Yes
Card Only	Yes	Yes			
Card and PIN	Yes	Yes			
PIN Only	Yes	Yes			
Card or PIN	Yes	Yes			
Unlocked (Emergency)	Yes	Yes			Yes
Lockdown	Yes	Yes			Yes
Card Only (First Unlocks)	Yes	Yes			

Option	System Administration	Access Control Management	Basic Monitoring	User and Credential Management	Alarm Monitoring
Card and Biometric	Yes	Yes			
Card and Biometric and PIN	Yes	Yes			
Biometric Only	Yes	Yes			
Biometric and PIN	Yes	Yes			
Biometric or PIN	Yes	Yes			
Card or Biometric	Yes	Yes			
Biometric or Card or PIN	Yes	Yes			
No Access, No Exit Button	Yes	Yes			Yes
Card and PIN (First Unlocks)	Yes	Yes			
PIN Only (First Unlocks)	Yes	Yes			
Card or PIN (First Unlocks)	Yes	Yes			
Card and Biometric (First Unlocks)	Yes	Yes			
Card and Biometric and PIN (First Unlocks)	Yes	Yes			
Biometric Only (First Unlocks)	Yes	Yes			

Option	System Administration	Access Control Management	Basic Monitoring	User and Credential Management	Alarm Monitoring
Biometric and PIN (First Unlocks)	Yes	Yes			
Biometric or PIN (First Unlocks)	Yes	Yes			
Card or Biometric (First Unlocks)	Yes	Yes			
Biometric or Card or PIN (First Unlocks)	Yes	Yes			

Related Topics

- Using Property Views 14
- Users 38

5.2 Backup and Restore

Backup and Restore allows configuration of the scheduled backup settings and manual backup or restore of the database.

Backup files are saved in the `.dbbackup` format. Up to three backups can be saved on the Controller. Older backups are automatically deleted. You can also download backup files to your computer.

By default, the database is automatically backed up to the Primary Controller every night at midnight. You can also schedule a backup on a custom schedule. If a scheduled backup is not enabled, the automatic backups do not occur.

Changing the Backup Schedule

To schedule a backup to occur at a different time or frequency:

1. Under **Scheduled Backup,** leave the **Enabled** box checked (recommended).
2. Select **Daily**, **Weekly** or **Monthly**. **Daily** is recommended.
3. Select the time of day to perform scheduled backups.
4. Click **Save**.

Manually Backing Up the Database

Click **Backup Now** to backup the database to a file on the Controller, and optionally download the newly created backup to your computer.

Click **Download Now** to download the file to your computer.

Restoring a Backup

Backups can be restored from a file on the Controller or from an uploaded file.

Caution: Existing data will be erased if you choose to restore.

1. Under **Restore**, select the backup or select a `.dbbackup` file from your computer.
2. Click **Restore**, then click **Restore** again at the prompt to confirm.
3. Wait for the restore process to complete. You will be logged out automatically.
4. Log back in to the Web Management Application.

5.3 System Settings

System settings define assorted settings used by the system, for database maintenance, custom fields, and PIN length.

Database Maintenance

These settings define the storage requirements for Notifications 17, Events 22, Audits 31 and Alarms 24. The default settings are typically sufficient and do not need to be changed. Revise the following if necessary. The archive files generated according to these settings are available in Archive Downloads 107.

Maximum Notifications per User	Older Notifications are automatically deleted, even if they have not been cleared by the User, to keep the total per User at or under this limit
Maximum Events in Database	Older Events are archived, to keep the total number of Events in the database at or under this limit.
Maximum Event Archive Files	Events are archived to CSV files on the Controller. This is the maximum number of Event archive files to keep.
Maximum Event Archive File Size (Bytes)	The maximum size of any individual Event archive file.
Maximum Audits in Database	Older audits are archived, to keep the total number of audits in the database at or under this limit.
Maximum Audit Archive Files	Audits are archived to CSV files on the Controller. This is the maximum number of audit archive files to keep.
Maximum Audit Archive File Size (Bytes)	The maximum size of any individual audit archive file.

Maximum Alarms in Database	Older Alarms are archived, to keep the total number of Alarms in the database at or under this limit.
Maximum Alarms Archive Files	Alarms are archived to CSV files on the Controller. This is the maximum number of Alarm archive files to keep.
Maximum Alarm Archive File Size (Bytes)	The maximum size of any individual Alarm archive file.

Custom Fields

This section allows you to change the custom field labels which appear in the Users 38 screen. Maximum 32 characters.

Shared Access/Emergency/PIN Codes

This section allows you to change the system-wide length of all Shared Access Codes 46, Emergency Codes 48, and PIN Codes (Users 38 screen). The same length is used for all of these.

Changing the length will alter all existing PINs.

- Increasing PIN length will prepend zeros to existing shared access codes, emergency codes, and User PIN codes.
- Decreasing PIN length will randomly regenerate all shared access codes and emergency codes, and will clear all User PIN codes.

This length must be between 4 and 8 characters. The default length is 4.

Related Topics

- Users 38

- Notifications 17
- Events 22
- Audits 31
- Alarms 24
- Shared Access Codes 46
- Emergency Codes 48

5.4 Network

Use the Network screen to view or change a Controller's network settings. The settings apply only to the Controller you are logged into. To change networking for a Secondary Controller you must log in to that controller directly using the link on its Hardware 61 page.

We recommend that your Primary Controller be assigned a static IP address. In most cases, Secondary Controllers should use DHCP unless you cannot use Discovery 70.

Select **Ethernet** to change your wired connection or **WiFi** to set up wireless networking (on supported models). When Network settings are saved, the Controller will reboot, and might be at a different network address when it does so.

Network Properties

These properties apply to both wired and wireless connections.

Configure IPv4

- **Manually** — The Controller will have a static IP address, and all settings must be entered in the remaining properties.
- **Using DHCP** — The Controller will get all settings from the network. Its IP address will be essentially random, and can change from day to day. No other properties need to be entered.

IP Address	The static IP address to use for the Controller you are logged into
Subnet Mask	The mask for the network, usually "255.255.255.0"
Gateway	IP address of your internet gateway, usually the address of your network router
DNS Servers	The IP address of your DNS server, usually specified by your IT department or provided by your internet service provider. If you don't know, you may use a public DNS. (One such is "Google Public DNS" at "8.8.8.8" and "8.8.4.4".)
Search Domains	Only used as your network administrator directs

Setting Up WiFi

1. Select **WiFi** in the list.
2. Check **Active** to turn WiFi on.
3. Click the **Scan for Networks** button. In the results window, select a network to join.
4. Click the **Change** button to enter and confirm the network password.
5. Set the network properties.
6. Click **Save.**

Network Reset

If at any point you find you cannot connect to the Controller at the IP address you have defined, you can try a hard network reset.

Network reset changes the Controller to a "link local" IP address, which allows connecting directly to your computer. Using this connection you can enter the Web Management Application to fix the network settings.

1. Find the small opening on the Controller labeled “Reset.” Insert a paperclip to depress the button for 5-10 seconds. The wired address of the Controller will revert to the default, 169.254.202.242, until rebooted, reset, or the configuration is modified.
2. Connect an ethernet cable directly from your computer to the Controller.
3. If your computer is set to use a static IP address, you will need to temporarily change it to one in the range 169.254.202.xxx, or to DHCP. If you already use DHCP, skip this step. If you do not know, try assuming you use DHCP, which is common.
4. Open a web browser and enter the default controller address, **169.254.202.242**. You should be directed to the Web Management Application login screen. Note that it might take a minute for the connection to become available.

Related Topics

- Using Property Views 14

5.5 Date and Time

Date and Time is used to set the Primary Controller's time zone and network time settings (NTP).

To set the Primary Controller's time zone, select the time zone where the Primary Controller is installed. By default, Controllers are set to the **Eastern Time (US & Canada)** time zone.

The **Use Daylight Savings** checkbox determines whether daylight savings is applied.

Date and Time shows the time on the Controller. **Browser Time** is the time on your computer.

The option **Set Server Time to Current Browser Time** may be used if NTP is not in use, for a one-time synchronization of the Controller's time to the browser time. Note that this does not synchronize the browser's time zone, only the absolute underlying time.

The **Update Date And Time Automatically From Network** checkbox determines whether NTP is used.

By default, Primary Controllers are configured to use NTP to get time from the network, and they are pre-configured with a default set of NTP servers. These defaults assume that your Controller has access to the Internet. If this is not the case, you may wish to use NTP servers within your network, or turn off NTP entirely if it is not available.

5.6 Email Settings

Email Settings are used to configure an SMTP server for sending copies of Notifications 17 by email, if configured by any Users. The emails are sent to the email address associated with the specific User in the Users 38 screen.

These settings are below. These settings usually come from an Internet provider, a mail service provider, or a company IT department. Be sure to test the settings with the **Send Test Mail** button.

Active	Enable or disable the email settings.
Send Mail From	Enter the “from” email address for email Notifications. The emails will be “from” this email address.
SMTP Mail Server	The SMTP mail server hostname to send the mail messages through.
Port	SMTP mail server port.
Username	username for the SMTP mail server account.
Password	password for the SMTP mail server account.

Use SSL/TLS	Check to use a secure encrypted connection when communicating with the mail server.

Under **Test Mail**, enter an email address to send to, and click **Send Test Mail** to test the settings.

Related Topics

- Users 38
- Notifications 17

5.7 Archive Downloads

Events 22, Audits 31 and Alarms 24 are archived after the system has been running long enough to exceed the limits defined in System Settings 100. This list will be empty until those limits have been reached.

Files are archived in CSV format. You may select any of them, and download them.

Related Topics

- System Settings 100
- Events 22
- Audits 31
- Alarms 24

5.8 Firmware Settings

Firmware

This section shows the current firmware version, and allows it to be updated. See Firmware Update 71.

Factory Reset

This section allows a Factory Reset 121 as well as a button to reboot the device.

5.9 Web Server Settings

Web Server Settings is used to upload a signed HTTPS certificate, for more secure connections.

Note: If a certificate is not uploaded, a self-signed certificate will be used, which results in a browser warning. Your IT department can optionally provide a signed certificate for HTTPS, which is not required for encrypted HTTPS communication but provides additional security and prevents the browser warnings.

1. Obtain a ".pem" or ".pfx" certificate file and copy it to your computer.
2. Click **Upload Certificate**.
3. Complete the online prompts to select and upload the certificate file.

Changing the certificate results in a reboot of the Controller.

5.10 Authorized Mobile Devices

A mobile device must be authorized before it can connect to the Atlas Series system.

To authorize a device, create an authorization here. Then take a picture of the **Authorization Code** (a QR code) when the mobile application requests it.

Each code can authorize only one mobile device. You may delete and add authorizations as needed to support several devices. The number of devices you can authorize is limited by your license. Contact your authorized ZKTeco representative for license upgrades 15.

Authorized Mobile Devices Properties

Name	The name of the authorization. Required, maximum 32 characters.
Enabled	Check to enable. Uncheck to disable.
Valid From	The date when authorization should begin. The default is the current date.
Until Further Notice, Valid To	If **Until Further Notice** is checked, then the device authorization never expires. If it is unchecked, then the **Valid To** date must be provided, which determines when the authorization expires.
Authorization Code	The authorization QR code is displayed here once the authorization is saved. You can right click this image to save it for emailing to a user.

Signing in from a Mobile Device

1. Install and run the “Atlas” mobile app, available in Apple’s “App Store” and in “Google Play.”
2. Press **Scan QR Code**.
3. You might have to confirm that Atlas may use the camera.
4. The photo viewfinder will appear. Point the square scanning box at any copy of the authorization QR code. A picture will be taken automatically when a QR code is within the box, showing the message, “Authorization code successfully located.”
5. The “Sign In” screen is next. Enter the “Server Address” of the primary Atlas Series controller. Enter your Atlas Series “Username” and “Password.” Press **Sign In**.
6. Once signed in you will see a list of everything you can do, including viewing alarms or status and initiating emergency lockdown.

Important: The mobile device must be connected by WiFi to the same local network as the Atlas Series controllers. To connect from a distance, your network administrator must

in some way open access from the Internet (such as by using a NAT) and provide the necessary “Server Address.”

Related Topics

- Using List Views 12

6 Features and Tasks

This section provides information on features which span multiple screens and information on common tasks.

Lockdown 111, Emergency Unlock 113, and Duress 114 are used to handle emergency situations 20.

Reports and Printing 115 explains how to print from the Web Management Application

Operators use Manual Commands 115 to directly unlock Doors or temporarily change their Door Mode.

First Credential Unlock 116 allows the first arriving individual to completely unlock a Door.

Use Card Enrollment Points 117 to enroll a User's cards by swiping the card.

Anti-passback 118 discourages individuals from loaning or sharing their access card.

You can reset your password 120 if you have registered the product 15.

Factory Reset 121 returns your Controller to factory settings and removes all configuration and data.

The Setup Wizard 122 must be completed one time during installation and after a Factory Reset.

6.1 Lockdown

Global lockdown is a feature to be used in emergency situations to lock all Doors in the system, such that no access is allowed. Scheduled 50 and manually commanded 115 Door Mode changes have no effect during lockdown.

There are exceptions:

- Doors 73 with **Exempt From Global Lockdown** checked are not affected.
- Emergency Codes 48, and Users 38 with **Access Doors in Lockdown Mode** checked are able to access Doors in the lockdown state.
- Exit Buttons continue to work during lockdown.
- Lockdown versus Emergency Unlock 113:

- An emergency unlock will override a lockdown if the emergency unlock occurs after the lockdown.
- A lockdown will override an emergency unlock 113 if the lockdown occurs after the emergency unlock.
- An emergency unlock condition will return when a lockdown is cleared, if its triggering condition is still active.

Global lockdown can be initiated through the web application, with the button on the top toolbar. It can also be initiated through the mobile application. There is also a button to clear the lockdown, next to it.

In Sub-controller (I/O) properties 61 an auxiliary input can be configured with a Linkage to initiate a lockdown if the input becomes active. This can be used to create a physical lockdown button. Note that if a lockdown is initiated by an input, it can only be cleared using the web or mobile application.

When lockdown is initiated, an Event 22 is generated. There is a default Alarm Trigger 87 which generates an Alarm 24 based on this Event.

If active, the lockdown status of the system is clearly shown at the top of the screen 7 (regardless of what is being viewed) - "**SYSTEM UNDER LOCKDOWN!**", in red. Also, counts of locked down Controllers and Doors are shown in the dashboard statistics on the home screen 7. Note that when a Controller is in a lockdown state, that really just means all of the Doors on the Controller are in a lockdown state (apart from the exceptions above). Any screens which show Door or Controller status will show this state (Door Status 26, Maps 28, etc).

In a system with a Primary and Secondary Controllers, when the Primary Controller initiates lockdown, it also initiates lockdown for all Secondary Controllers, allowing for a total system lockdown.

Individual Doors may be manually put into lockdown mode using Manual Commands 115. Note that a Door cannot have a default or scheduled mode 50 of lockdown.

Important: As with all emergency functions, lockdown should be tested ahead of time, to ensure that everything is configured and working correctly.

Important: Emergency exit functions are regulated by country- and region-specific fire codes. Please refer to these when designing and configuring your system to ensure compliance.

Related Topics

- Emergency Features 20
- Emergency Unlock 113

6.2 Emergency Unlock

Global emergency unlock is a feature to be used in emergency situations to unlock all Doors in the system. Scheduled 50 and manual command 115 Door Mode changes have no effect during the emergency unlock.

There are exceptions:

- Doors 73 with **Exempt From Global Emergency Unlock** checked are not affected.
- Lockdown versus Emergency Unlock 113
  - An emergency unlock will override a lockdown if the emergency unlock occurs after the lockdown.
  - A lockdown will override an emergency unlock 113 if the lockdown occurs after the emergency unlock.
  - An emergency unlock condition will return when a lockdown is cleared, if its triggering condition is still active.

In the Hardware 61 screen, an auxiliary input must be configured to trigger an emergency unlock of all Doors. These Doors are kept unlocked as long as the input is active.

Global emergency unlock can only be triggered by an auxiliary input. Clearing the emergency is also governed by the input.

When a global emergency unlock is initiated, an Event 22 is generated. There is a default Alarm Trigger 87 which generates an Alarm 24 based on this Event.

Counts of emergency unlocked Controllers and Doors are shown in the dashboard statistics on the Home Screen 7. Note that when a Controller is in an emergency unlock state, that really just means all of the Doors on the Controller are in an emergency unlock state (apart from the exceptions above). Any screens which show Door or Controller status will show this state (Door Status 26, Maps 28, etc).

In a system with a Primary and Secondary Controllers, when the Primary Controller initiates emergency unlock, it also initiates emergency unlock for all Secondary Controllers, allowing for a total system unlock.

Individual Doors may be manually put into emergency unlocked mode using Manual Commands 115. Note that a Door cannot have a default or scheduled mode 50 of emergency unlocked.

Important: As with all emergency functions, emergency unlock should be tested ahead of time, to ensure that everything is configured and working correctly.

Important: Emergency exit functions are regulated by country- and region-specific fire codes. Please refer to these when designing and configuring your system to ensure compliance. Emergency unlock is intended as a supplement to, but not a replacement for, Doors correctly wired for emergency egress in compliance with fire codes.

Related Topics

- Emergency Features 20
- Lockdown 111

6.3 Duress

A Duress PIN is an alternate PIN that a User can enter in place of their normal PIN to discreetly indicate duress during Door access (for example, being threatened by an intruder). Door access works as normal from the User's point of view, without any indication that anything is different at the Door. The User is granted or denied access according to the same rules as usual. In the system, however, an additional Event, **Duress**, is recorded under these conditions.

The Duress Event 22 is configured as an Alarm Trigger 87 by default, generating an Alarm 24.

Furthermore, the duress Event 22 is one of the options that can be used as a Linkage to trigger the activation of an auxiliary output in the Hardware 61 screen.

A **Duress PIN** is configured in the Users 38 screen on a per-user basis.

The **Duress PIN** can be derived from the normal PIN automatically using the **Add 1 to Last Digit** method: For example, a normal PIN of 1111 would then correspond to a duress PIN of 1112, and a normal PIN of 9999 would then correspond to a duress PIN of 9990.

Alternatively, the **Duress PIN** can be explicitly specified.

Note that the **Duress PIN** value must be unique, also with respect to all normal PIN codes, Shared Access Codes 46, and Emergency Access Codes 48.

Related Topics

- Emergency Features 20

6.4 Reports and Printing

Printing from the Web Management Application is available in two situations.

- "Export PDF" Menu Buttons: Some list views include this button on the menu. Wherever this option appears, you can create a report of everything in the currently displayed list.
- Screen buttons with labels such as "Generate" or "Print Card." These buttons appear directly on screens that are devoted to printing special documents.

Printing of reports and other documents is performed via the web browser. In all cases, the application creates a formatted document called a PDF file. Depending on which brand of browser you use, you will have either or both of two options. Both are activated by controls in the browser, not in the Web Management Application.

- Save the file to your computer. You can then view or print the report using a PDF viewer program.
- Open the file immediately, where you can view and print it with the capabilities of the browser.

6.5 Manual Commands

Manual Commands is a menu button that directly commands Doors to unlock or change Door Mode 142. The button appears on any screen where Doors are listed. The command options are:

Momentary Access	Unlocks the Door momentarily for a single access
Set Door Mode	Changes the Door Mode 142. • If **Until canceled or next scheduled change** is checked, the mode will be applied until canceled or until the next scheduled change. • Otherwise, enter a **Duration**, specifying how long the mode change will last.
Cancel	Cancels a previous manual Door Mode change that was made on this screen

Related Topics

- Door Status 26
- Maps (Monitoring) 28
- Doors 73
- Door Modes 142

6.6 First Credential Unlock

Door Modes with “First Unlocks” stay locked only until the next valid access. The Door will then unlock and stay unlocked until the next scheduled mode change (or a mode change from a Manual Command).

First credential unlock is available anywhere where Door Modes are selected.

Once a valid Card and PIN is presented, the Door will change to **Unlocked** mode. This will be visible anywhere the Door status is shown. The mode can be changed later using Manual Commands 115.

Related Topics

- Doors 73
- Door Mode Schedules 50
- Manual Commands 115
- Door Status 26

6.7 Card Enrollment Points

You can designate readers to use for adding cards to a User without typing in a card number. You might not even know the card number. These are called Card Enrollment Points and are a type of Door. You can also use any card reader at all to create cards for new Users.

Set Up a Card Enrollment Point

You need a Controller with a Configuration that includes "+ Card Enrollment Point". You can do this when you add a Controller 70, or you can modify 60 an existing Controller. When this is done, one of the Controller's Doors will be an Card Enrollment Point.

Each User may select one Card Enrollment Point to use. Select your choice under Menu: Preferences 7.

Using a Card Enrollment Point

While on the Users 38 screen,

1. Click "Add" next to the "Cards" box.
2. Click in the "Card Number" field.
3. Swipe the card at the Card Enrollment Point.

Using Any Reader to Enroll

Any card reader in the system can be used to enroll a completely new User, or to find out the number of a card.

1. Swipe the card at any reader.
2. Go to the Events 22 screen.
3. Find the corresponding **Access Denied (Unknown Card Number)** Event. The card number is shown in the User column.
4. Click the card number to create a new User having this card.

If the card is currently assigned to another User, you will get some different Event.

Related Topics

Hardware 56

Users 38

6.8 Anti-Passback

Use anti-passback to prevent or detect Users going through the same Door twice in a row, without either exiting from the Area or waiting for the specified time period. For example, Users can enter through an Area with security screening, but must exit through a different Area.

Anti-passback is intended to prevent someone from "passing back" a credential for another person to use it at the same Door, or to another Door entering the same Area. This is commonly used with turnstiles and other special entry devices. Area-based anti-passback can also help prevent sharing of PINs. However, with a normal Door there is no way to prevent one User from simply holding it open for another.

If an access attempt is made which violates anti-passback rules, this will always create an Event 22. The User may or may not be denied access depending on the configuration.

There are two methods of anti-passback enforcement.

- Door-based — A Door can be opened by the same credential only once during a set time period.

- Area-based — Area-based anti-passback tracks the location of a User and generates a violation if their credential is used somewhere else. For example, if Door 1 exits Area A and enters Area B, and Door 2 exits Area B and enters Area C, then presenting the same credential at Door 1, then Door 2, then Door 1 again is an anti-passback violation, because the User is known to be in Area C when attempting to use a Door which exits Area A.

Note: Anti-passback does not apply to Shared Access Codes 46, Emergency Codes 48 or anti-passback exempt Users (see below).

Defining Anti-passback Areas

In the Areas 80 screen, you can define the Areas to use for anti-passback. You can also use the predefined Areas, such as Global Out.

Configuring Anti-passback Doors

In the Doors 73 screen, you can define the entering and exiting Areas and the anti-passback settings.

1. Go to Doors 73.
2. Under Areas and Anti-passback:
   a. Select the **Entering Area**. This is the Area 80 that the Door enters into
   b. Select the **Existing Area**. This is the Area 80 that the Door exits from.
3. Select the Anti-passback Method:
   a. **Area-Based** — Anti-passback is enforced at this Door using any entry to or exit from the Area. Select an anti-passback mode to grant or deny access.
   b. **Door-Based** — Anti-passback is enforced solely based on access to this Door. Enter the number of minutes the anti-passback status is reset after the User enters the Door.
4. Click **Save**.

Anti-passback Exempt Users

To exclude Users from anti-passback rules, check the **Anti-passback Exempt** box on the Users 38 screen.

Forgiving Anti-passback Violations

The **Forgive** button on the Users 38 screen resets the selected User's anti-passback status. Use this when anti-passback rules are preventing a User's access, and you determine to forgive the violation.

Related Topics

- Users 38
- Areas 80
- Doors 73

6.9 Password Reset

If you lose the passwords for all Users with the Administrator Role, you can apply to ZKTeco for a password reset authorization over the internet. This is only available if you have previously registered 15 with ZKTeco, so we can confirm your email address.

How to Reset the Admin Password

1. On the login screen, click **Reset Password**.
2. Click the **Request Password Reset** button.
3. If successful you will see the message, "A password reset authorization file has been emailed to...."

When you receive the reply email:

1. Open the mail and save the attachment ("password.reset") to your computer.

2. Return to **Reset Password.**
3. Click the **Upload Authorization File** button.
4. Find and open the emailed file you saved.
5. In the following window, enter and **Submit** a new password for the User, "admin".

Related Topics

- Product Registration 15

6.10 Factory Reset

Factory Reset is used to reset a Controller to its initial configuration.

Warnings and Important Info:

- This operation will erase your database. All existing data and configurations will be erased.
- The admin password will reset to the default, "admin".
- Product Registration 15 information will be lost, although you will still be registered with ZKTeco.
- The Network 103 settings will *not* be reset. If the Controller has a static IP address, it will not change. If it is set for DHCP, it will probably reboot at the same address.
- If an HTTPS certificate 108 has been installed, it will *not* be removed.
- The Date and Time 105 settings will *not* be reset.
- Backups and Archives are *not* deleted.

1. Go to Firmware Settings 107 and expand the **Factory Reset** section.

2. Click **Factory Reset.**
3. You will be logged out. Wait for the Controller to restart, and then log in.
4. You will be directed to the Setup Wizard 122, which must be completed.

6.11 Setup Wizard

The Setup Wizard appears when logging in for the first time and after a Factory Reset 121. It must be completed. However, you may exit at any time and complete it later.

Page 1: Language

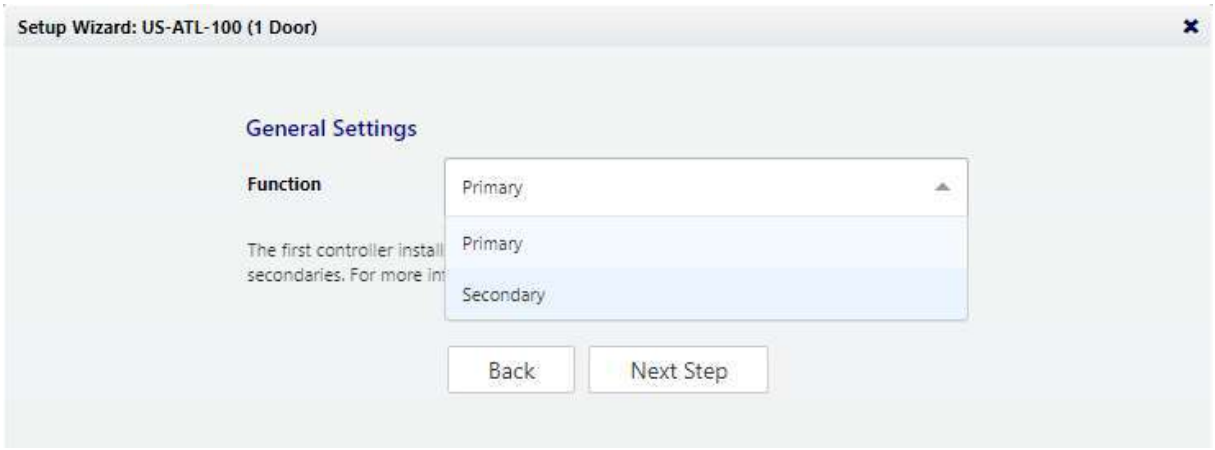
click to enlarge

Choose a language. Your choice will be used for this wizard. If this is a Primary Controller, it will also become the default language of the Web Management Application. If this is a Secondary Controller, it will become the default language of the simplified management application on this Controller.

Available languages depend on your software license 15. Contact your authorized ZKTeco representative for license upgrades.

This can be changed in the Hardware Properties 61 of the Controller.

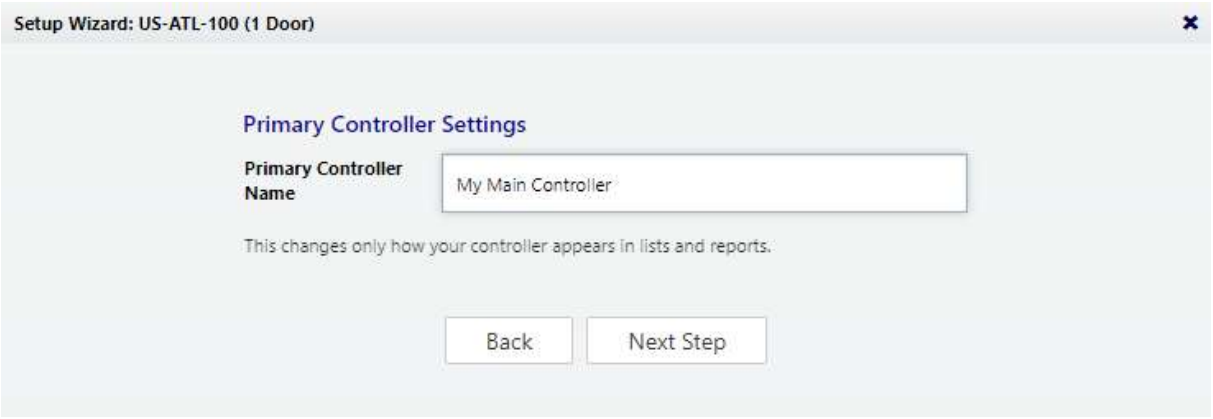
Page 2: Function



click to enlarge

Choose whether this Controller will be a Primary or a Secondary, as discussed at Understanding Controllers and Doors 55

Page 3: Primary Controller Name (primaries only)

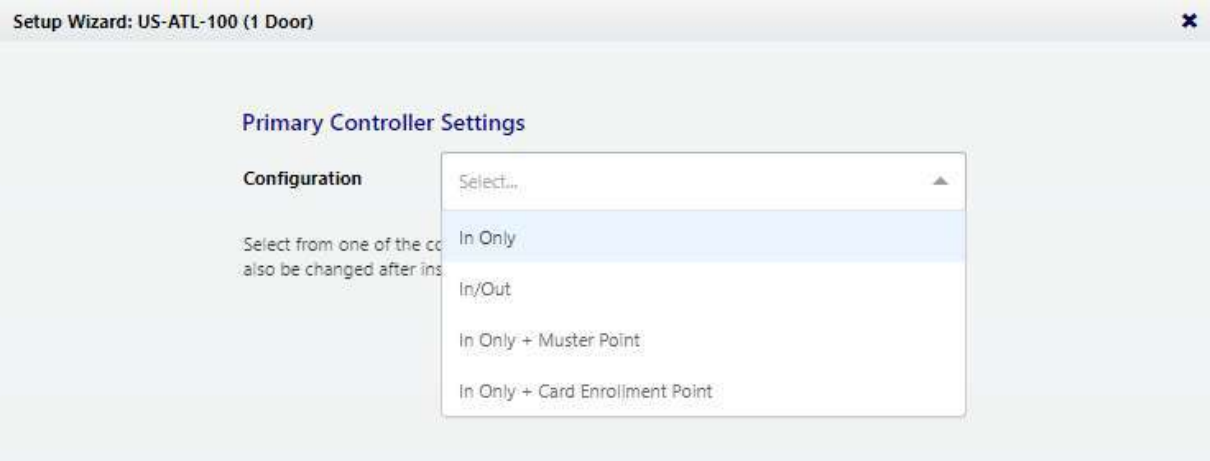


click to enlarge

The name of the Controller will be used for display in the Web Management Application and in reports.

Note: Secondary Controllers are named when they are connected to the system in the Web Management Application.

Page 4: Configuration (primaries only)



click to enlarge

See Controller Configuration Property 57.

Note: Secondary Controllers are configured when they are connected to the system.

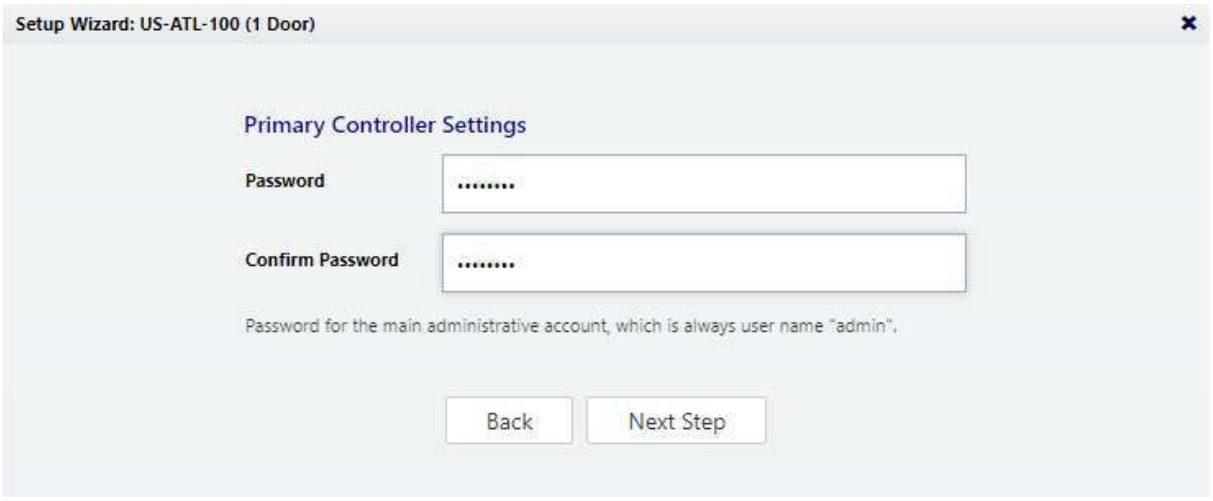
Page 5: Time Zone (primaries only)

click to enlarge

Select your time zone. In most cases you will never need to set the actual time; the Controller will get the time from the internet using a technology called NTP. In some cases NTP will not work due to firewalls or network policy. In that case, see Date and Time 105 after completing the wizard.

Note: Secondary Controllers get their time and time zone from the Primary Controller.

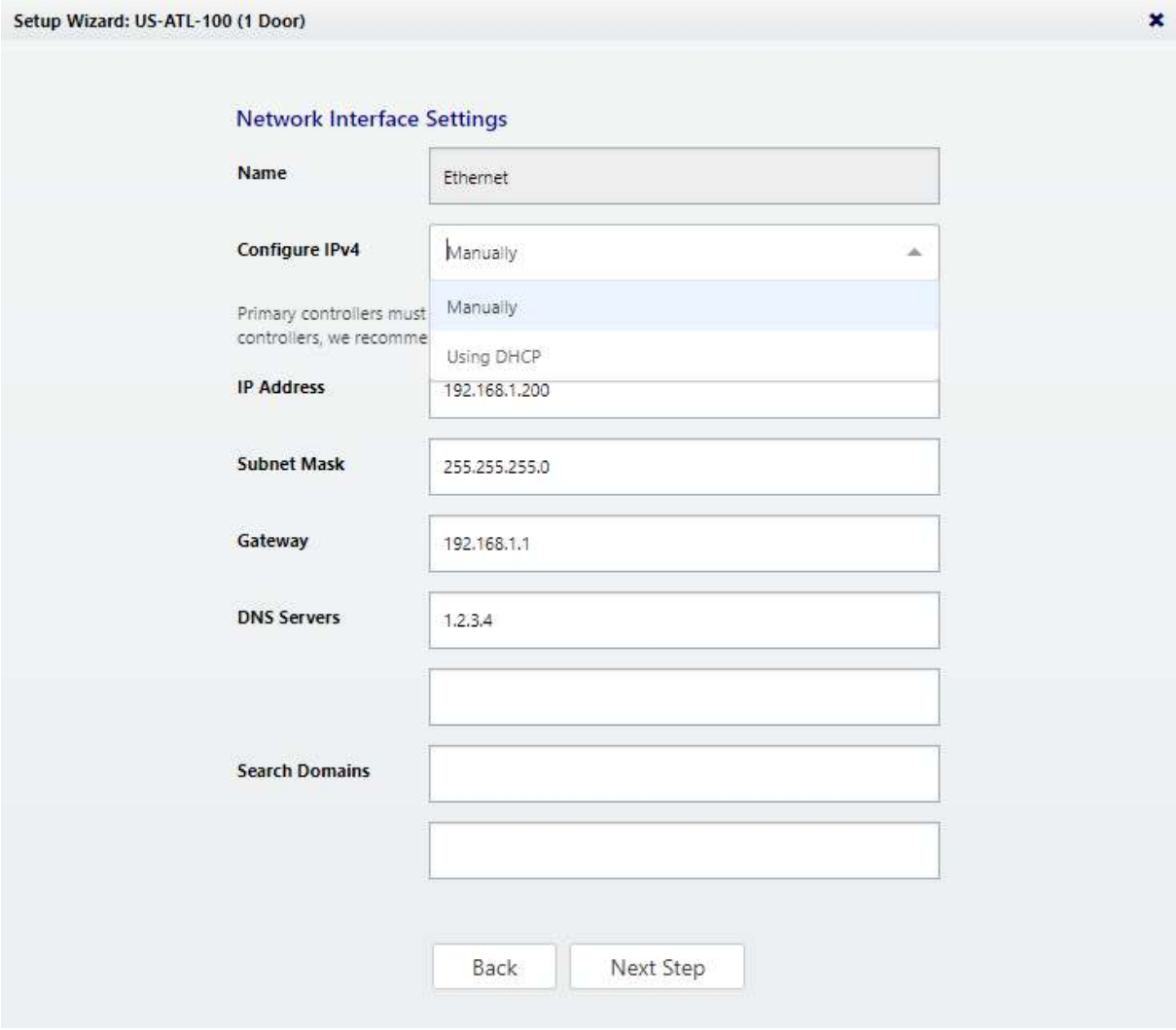
Page 6: Password (primaries only)



click to enlarge

Enter a strong password for the primary administrator account. The username for this account is “admin” and cannot be changed.

Page 7: Network Interface Settings



click to enlarge

If you have just performed a Factory Reset, these settings should already be set to what they were before the reset.

The important choice here is “Configure IPv4.”

A Primary Controller must have a static IP address. This is because Secondary Controllers need to know how to find the primary on the network. Additionally, the Users need a consistent address to log in to the Web Management Application.

To assign a static IP address, choose “Manually” and enter the IP address and configuration specified by the network administrator.

“Using DHCP” is probably the right choice for Secondary Controllers, unless all Controllers cannot be located on one network subnet, or if Discovery is blocked by network restrictions. In that case:

? Assign these Controllers static IP addresses.

? Manually add these Secondary Controllers in the Web Management Application instead of using Discovery.

See Network 103 for more information or to make changes later.

Page 8: Review

All your entries are displayed for review. Click either “Back” or “Complete Setup.”

7 Reference

Reference material:

7.1 Glossary

Access Level	A set of Door/Schedule pairings defining access to those Doors during the associated Schedules.
Acknowledged	When a User is aware of an Alarm, but nothing has necessarily been done about it
Airlock	A rule applying to multiple Doors in an Area restricting which Doors can be opened at the same time
Alarm	Triggered by an Event, an Alarm is like a copy of the Event which can change state from New to Acknowledged to Resolved, for the purposes of Users being made aware of the issue and keeping track of whether and which ones have been Resolved
Alarm Trigger	Triggers an Alarm from an Event
Anti-passback	A rule preventing or detecting the "passing-back" of a credential from one person to another, using the same credential twice in a row at the same Door or entering into the same Area
Audit	A record of a change made in the system by a User, or of a manual command executed by a User
Battery Monitor	An Input on a Controller configured to detect whether a battery is connected
Biometric	A feature of a person which can be used as a credential for identification or verification purposes, like a fingerprint
Card	A Card is a credential encoded with a number used for electronic access control. These can come in other form factors like a fob.

	Also known as a "Badge"
Card Design	A graphical design, including image and text elements, some of which come from a User's record, which can be used to print on the surface of a Card. Also known as a "Badge Design"
Card Enrollment Point	A Reader configured not for access control, but rather to obtain the card number for enrollment purposes
Card Format	A technical specification of the format of the data bits encoded onto a Card, including Card Number, Facility Code, Parity. Different vendors supply different Cards encoded using different Card Formats.
Card Number	The portion of the data bits encoded on a Card corresponding to a unique, identifying number.
Controller	A physical electronic device which controls input and output for access-control. Atlas Series Controllers can be either Primary Controllers or Secondary Controllers.
CSV	Comma Separated Values. A text file format which is able to be imported into or exported from Microsoft Excel and other office spreadsheet programs
DHCP	Dynamic Host Configuration Protocol. A network option where a device obtains its IP Address and other networking settings automatically from a router, gateway, or other network device.
Door	A combination of Reader(s), Input(s), and Output(s) which electronically controls access to a physical door, or something functionally similar to a door, like a parking gate. Also known as an "Access Point", or "Portal"
Door Mode	The mode of operation of a Door, specifying whether the Door is simply unlocked, whether it is locked and unavailable for access, or locked and requiring the presentation of credentials to unlock it. The mode also includes which types of credentials (Card, PIN, Biometric) are required.
Door Mode Schedule	A schedule with a set of time intervals (including days of the week and Special Day types), where each time interval can be associated

	with a Door Mode. The Door Mode Schedule can be associated with a Door to change the Door Mode automatically, according to the schedule.
Door Sensor	An Input wired to detect whether a Door is opened or closed. Also known as a "Door Contact" or "Door Position Switch".
Door Template	A set of Door properties which can be associated with multiple Doors to re-use common combinations of properties without re-entering them. Also used to change the properties of multiple Doors at once, by simply changing the associated Door Template
Duress PIN	An alternate PIN code which is used to signal a duress condition. Access is granted and denied normally as if the normal PIN was used. When access is granted using a Duress PIN, an Access Granted (Duress) Event is generated, which triggers an Alarm within the software, by default.
Emergency Code	A PIN code to be used by emergency or high-security personnel in an emergency situation to gain access to a Door, regardless of Door Mode (including Lockdown)
Event	A record of an occurrance within the system. Includes hardware and access activity. Also known as a "Transaction"
Exit Button	An Input wired to detect that the Door needs to be unlocked for exit purposes. Generally located on the insecure side of the Door (the side you face when exiting). May be a button, or may be another kind of device such as a motion sensor. Also known as a "Request to Exit (REX)"
Facility Code	A number encoded onto a Card in addition to Card Number, which is used to identify a facility, customer, or batch of cards. A single company will often order Cards with the same Facility Code. The exact length and location of the Facility Code within the data bits of the card can be specified in Card Formats, and the actual Facility Code value expected can be specified there as well.
Fire Code	Laws and rules in a given country or region which specify how buildings, fire alarm systems, and other electronic systems must be designed, built, configured, and operated for life-safety purposes.

Firmware	Software which runs on an embedded device such as a Controller
Forced Open	A condition where a Door has been physically opened (according to the Door Sensor), but is also still locked. That is, it has been opened without any valid access, exit request, manual command, or Door Mode allowing it to be opened.
Hardware Template	A set of Controller properties which can be associated with multiple Controllers to re-use common combinations of properties without re-entering them. Also used to change the properties of multiple Controllers at once, by simply changing the associated Controller Template
Held Open	A condition where a Door was opened, but not closed within a set amount of time
HTTPS	A protocol for communicating between a web browser and a web server which is secured through encryption
In (Door)	A Door configured to enter (In). May be paired with an Out Door, in which case the In Door controls the shared Inputs and Outputs
In/Out	A configuration on a Controller with 2 Doors, one for entry (In), and one for exit (Out). These 2 Doors represent 2 sides of the physical door.
Input	An electronic input on a Controller which can detect a circuit being active or inactive.
IP Address	A numeric address for devices and computers on a network
Location	A label indicating a Location name, which can be arranged in a hierarchy, to organize Hardware, Doors, Areas, and Maps.
Lock	An Output on a Controller configured to connect to a physical electronic door lock. Also known as a "Door Strike"
Lockdown	An emergency state for a Door or Controller where the Door (or all Doors associated with the Controller) are locked and deny access to all credentials (with some exceptions). Lockdown is unaffected by scheduled Door Mode changes as well as normal Manual Commands.

Manual Command	A command executed by a User in the web application or mobile app which affects a Door or Controller. Examples include momentarily allowing access to a Door, changing the Door Mode of a Door.
Map	A graphical layout of a facility, often with a floor plan, showing the location of Doors and Controllers, with their status.
Multi-User Access	Rules that require multiple Users from multiple User Groups to access a Door.
Muster	A report showing the last-known access of each User, if that access is not to the Global Out or Muster Areas.
Muster Point	A Door which is used simply to record that a User has reached the Muster Area, for Muster report purposes
Normally Closed (NC)	A type of Input configuration where the normal, "Inactive" condition of the input is where the circuit is closed. Inputs which are typically Normally Closed are Door Sensor, Tamper, Power Monitor, Battery Monitor
Normally Open (NO)	A type of Input configuration where the normal, "Inactive" condition of the input is where the circuit is closed. Inputs which are typically Normally Closed are Door Sensor, Tamper, Power Monitor, Battery Monitor
Notification	An in-application copy of certain Events subscribed to by each User. A copy of Notifications can also be configured to be sent via email.
NTP	Network Time Protocol. A protocol for synchronizing time to computers and devices on a network or the Internet. NTP Servers provide reliable, accurate time to devices and computers which subscribe to their services.
OSDP	Open Supervised Device Protocol. A standard protocol for connecting Readers to Controllers using RS-485.
Out (Door)	A Door configured to exit (Out), which is always paired with a Door for entry (In). The In Door is the one controlling the shared Inputs and Outputs.

Output	An electronic output on a Controller which functions as a electronic switch, and can control other devices, like a Lock
Parity	A type of data bit within a Card Format which is used to ensure the integrity of the data read. A parity bit acts as a check on a set of binary values, calculated in such a way that the number of 1s in the set plus the parity bit should always be even (or occasionally, should always be odd).
PDF	Portable Document Format. A format used for documents or reports which can be easily viewed or printed on a PC.
PIN	Personal Identification Number. A credential consisting of a numeric code to be entered on a reader's keypad for identification or verification purposes.
Policy	A rule linking Events and conditions to actions or outputs. Also known as a "Linkage"
Power Monitor	An Input on a Controller configured to detect whether the main power is connected
Primary Controller	The Atlas Series Controller in the system which maintains the entire system configuration, and hosts the web application used to access, configure, and monnitor it. A Primary Controller can manage multiple Secondary Controllers.
Reader	Reads cards or credentials, including possibly Card, PIN, or Biometrics.
Resolved	The state of an Alarm which means that it has been fully resolved, that is, it is no longer an issue that needs attention or needs to be visible.
RS-485	A serial communications protocol used for communications between devices, including between Controllers and Readers. OSDP uses the RS-485 protocol, for example.
Schedule	A set of time intervals (including days of the week and Special Day types), used to regulate Door access by time

Secondary Controller	An Atlas Series Controller which obtains its configuration from a Primary Controller
Shared Access Code	A PIN code shared by a group of people, used gain access to a Door.
SMTP Server	An email server for sending email
Special Day	A day on the calendar (for example a holiday) where normal Door access is to be disallowed by default, unless the Schedule explicitly indicates that Special Days are allowed
Special Day Type	A category or grouping of Special Days.
SSL	Another term for TLS, a networking encryption protocol
Sub-controller	A type of Controller which manages inputs and outputs (I/O) but does not make access or other decisions by itself. In some systems, these Sub-controllers are separate physical devices. In Atlas Series, they are built-in to the Controllers.
Tamper	An Input on a Controller configured to detect physical tampering with a case, enclosure, etc.
TLS	A networking encryption protocol
User Role	A set of permissions for what a User can and cannot do when logged into the web application or mobile app.
User Group	A classification or grouping of Users used for Multi-User Access.
Wiegand	A standard protocol for connecting Readers to Controllers

7.2 Event Categories and Types

Event Colors:

- Red: Event is also an Alarm Trigger 87 by default. If you create additional alarm triggers, those events will appear red in the Web Management Application. If you remove built-in triggers, those events will appear yellow.
- Yellow: Warnings
- Green: Normal access granted

- White: Informational

System

Successful Sign In	A User signs in successfully to the application
Unsuccessful Sign In	A User unsuccessfully attempts to sign in to the application - generic
Signed Out	A User signs out of the application
Controller Startup	Controller starts up
Controller Resync	Data resynchronized to a Controller
Schedule Active	Schedule becomes active
Schedule Inactive	Schedule becomes inactive
Unsuccessful Sign In (Inactive)	A User unsuccessfully attempts to sign in to the application - inactive
Unsuccessful Sign In (Not Yet Effective)	A User unsuccessfully attempts to sign in to the application - not yet effective
Unsuccessful Sign In (Expired)	A User unsuccessfully attempts to sign in to the application - expired
Unsuccessful Sign In (No Privileges)	A User unsuccessfully attempts to sign in to the application - no User Roles
Unsuccessful Sign In (Outside Schedule)	A User unsuccessfully attempts to sign in to the application - outside schedule
Card Read (Enrollment)	A Card has been read on an Enrollment Point
Firmware Updated	Firmware updated
Firmware Update Failed	Firmware update failed
Database Backed Up	Database backed up

Database Backup Failed	Database backup failed

Access Granted

Access Granted	Generic
Access Granted (Door Already Open)	Door already open

Access Denied

Access Denied	Generic
Access Denied (Inactive)	Card Inactive
Access Denied (Not Yet Effective)	Before Valid From of User
Access Denied (Expired)	After Valid To of User
Access Denied (No Privileges)	No matching Access Level or Door/Schedule assignment
Access Denied (Outside Schedule)	Matching Access Level or Door assignment, but Schedule is inactive
Access Denied (Unknown Card Number)	Unknown card number
Access Denied (Unknown Format)	Bit pattern of data bits on card does not match any defined, enabled Card Format
Access Denied (Unknown Unique PIN)	Unknown PIN used for PIN-only or PIN-first access
Access Denied (Incorrect Facility Code)	Card Format recognized, but Facility Code does not match
Access Denied (No Access)	Door Mode is No Access
Access Denied (No Card Access)	Door Mode does not allow Card, but Card presented

Access Denied (No PIN Access)	Door Mode does not allow PIN, but PIN presented
Access Denied (No Confirming PIN Defined)	Door Mode requires PIN, but User has no PIN defined
Access Denied (No Biometric Defined)	Door Mode requires biometric, but User has no biometric enrolled
Access Denied (Incorrect Confirming PIN)	Door Mode requires confirming PIN, but confirming PIN entered does not match
Access Denied (No Biometric Access)	Door Mode does not allow biometrics, but biometric presented
Access Denied (Unknown Biometric)	Unknown biometric presented in biometric-only mode, or biometric presented first (one to many biometric verification)
Access Denied (Incorrect Biometric)	Incorrect or invalid biometric presented (one to one biometric verification)
Access Denied (Bad Biometric Read)	A biometric was presented, but could not be read/processed
Access Denied (Anti-passback)	Anti-passback violation
Access Denied (Lockdown)	Door Mode is Lockdown
Access Denied (No PIN Presented)	Door Mode requires PIN, but no PIN presented
Access Denied (Incomplete)	Credentials incompletely presented (for example partial PIN digits)
Access Denied (No Biometric Presented)	Door Mode requires biometric, but no biometric presented.
Access Denied (No Card Presented)	Door Mode requires Card, but no Card presented.

Access Denied (Incorrect Card)	Door Mode requires/allows Card to be presented after PIN or biometric, but the Card does not match that PIN or biometric
Access Denied (Airlock Busy)	Airlock rules would be violated by the access (another Door in the Airlock-configured Area is unlocked/open)
Access Denied (No Multi-Credential Presented)	Multi-Credential rule in effect, but the additional credential(s) were not presented

Communications

Controller Online	Controller online (Secondary Controller, Sub-controller (I/O)
Controller Offline	Controller online (Secondary Controller, Sub-controller (I/O)
Reader Online	Reader online (OSDP, ZKTeco RS-485)
Reader Offline	Reader offline (OSDP, ZKTeco RS-485)

Door

Door Forced Open	Door opened while not unlocked
Door Forced Open Restored	Door Forced Open condition not present or no longer present
Door Held Open	Door held open too long after being opened
Door Held Open Restored	Door Held Open condition not present or no longer present
Door Opened	Door opened (according to Door Sensor)
Door Closed	Door closed (according to Door Sensor)

Door Mode: Unlocked	Door Mode indication
Door Mode: No Access	Door Mode indication
Door Mode: Card Only	Door Mode indication
Door Mode: Card and PIN	Door Mode indication
Door Mode: PIN Only	Door Mode indication
Door Mode: Card or PIN	Door Mode indication
Door Mode: Unlocked (Emergency)	Door Mode indication
Door Mode: Lockdown	Door Mode indication
Door Mode: Card Only (First Unlocks)	Door Mode indication
Door Mode: Card and Biometric	Door Mode indication
Door Mode: Card and Biometric and PIN	Door Mode indication
Door Mode: Biometric Only	Door Mode indication
Door Mode: Biometric and PIN	Door Mode indication
Door Mode: Biometric or PIN	Door Mode indication
Door Mode: Card or Biometric	Door Mode indication
Door Mode: Biometric or Card or PIN	Door Mode indication
Exit Requested	Exit Button active, triggering exit access
Door Momentarily Unlocked	Momentary Access Manual Command sent from application
Door Held Open Warning	Warning prior to Door held open too long after being opened
Door Mode: No Access, No Exit Button	Door Mode indication
Exit Requested (Door Already Open)	Exit Button active, triggering exit access - Door is already open

Door Momentarily Unlocked (Door Already Open)	Momentary Access Manual Command sent from application - Door is already open
Exit Request Denied	Exit Button active, but exit access not triggered - generic
Door Momentary Access Denied	Momentary Access Manual Command sent from application - not executed (denied) - generic
Exit Request Denied (Airlock Busy)	Exit Button active, but exit access not triggered, because it would violate Airlock rules (another Door in the Airlock-configured Area is unlocked/open)
Door Momentary Access Denied (Airlock Busy)	Momentary Access Manual Command sent from application - not executed (denied), because it would violate Airlock rules (another Door in the Airlock-configured Area is unlocked/open)
Door Mode: Card and PIN (First Unlocks)	Door Mode indication
Door Mode: PIN Only (First Unlocks)	Door Mode indication
Door Mode: Card or PIN (First Unlocks)	Door Mode indication
Door Mode: Card and Biometric (First Unlocks)	Door Mode indication
Door Mode: Card and Biometric and PIN (First Unlocks)	Door Mode indication
Door Mode: Biometric Only (First Unlocks)	Door Mode indication
Door Mode: Biometric and PIN (First Unlocks)	Door Mode indication
Door Mode: Biometric or PIN (First Unlocks)	Door Mode indication
Door Mode: Card or Biometric (First Unlocks)	Door Mode indication

Door Mode: Biometric or Card or PIN (First Unlocks)	Door Mode indication
Controller Access Mode: Unlocked (Emergency)	Emergency Unlock at the Controller level
Controller Access Mode: Lockdown	Lockdown at the Controller level
Controller Access Mode: None	Emergency Unlock or Lockdown at the Controller level cleared
Duress	Duress (Duress PIN was entered)
Emergency Code Presented	Emergency Code Presented
Global Access Mode: Unlocked (Emergency)	Emergency Unlock at the Global level
Global Access Mode: Lockdown	Lockdown at the Global level
Global Access Mode: None	Emergency Unlock or Lockdown at the Global level cleared

Input/Output

Output Inactive	Output inactive
Output Active	Output active
Input Inactive	Output inactive
Input Active	Input inactive

Tamper/Power

On Main Power	Power Monitor Input is inactive
Off Main Power	Power Monitor Input is active
Battery Restored	Battery Monitor Input is inactive
Battery Failure	Battery Monitor Input is active

Tamper Restored	Tamper Input is inactive
Tamper	Tamper Input is active

7.3 Door Modes

The Door Mode determines whether or not the Door in an unchanging state (Unlocked, Unlocked (Emergency), No Access, Lockdown), or in an access-controlled state, requiring credential presentation for access. When credentials are required, the Door Mode also determines which types of credentials are required.

When the Door Mode is initially set for a Door, or it changes, a corresponding Event 22 is generated (See: Event Categories and Types) 134. For example, if the Door Mode becomes **Card Only**, an Event will be generated: **Door Mode: Card Only**.

The default Door Mode for a Door is set in the Doors 73 screen.

Door Mode Schedules 50 can be used to automatically change Door Modes according to a schedule.

Manual Commands 115 can be used to set the Door Mode.

The Door Mode is also shown in Door Status 26 and anywhere the status of a Door is shown (Doors 73, Maps 82).

Most access-controlled Door Modes have a **(First Unlocks)** variant. See First Credential Unlock 116 for details.

The following is a list of all Door Modes for a Door:

Unlocked

Unlocked (Emergency)

No Access

Lockdown

No Access, No Exit Button

Card Only

Card Only (First Unlocks)

Card and PIN

Card and PIN (First Unlocks)

PIN Only

Pin Only (First Unlocks)

Card or PIN

Card or PIN (First Unlocks)

Card and Biometric

Card and Biometric (First Unlocks)

Card and Biometric and PIN

Card and Biometric and PIN (First Unlocks)

Biometric Only

Biometric Only (First Unlocks)

Biometric and PIN

Biometric and PIN (First Unlocks)

Biometric or PIN

Biometric or PIN (First Unlocks)

Card or Biometric

Card or Biometric (First Unlocks)

Biometric or Card or PIN

Biometric or Card or PIN (First Unlocks)

Note that a Controller can be placed in a special Door Mode during global Lockdown 111 and Emergency Unlock 113. The Events generated for this at the global level are:

- **Global Access Mode: Unlocked (Emergency)**

- **Global Access Mode: Lockdown**
- **Global Access Mode: None**

The Events generated for this at the (secondary) Controller level are:

- **Controller Access Mode: Unlocked (Emergency)**
- **Controller Access Mode: Lockdown**
- **Controller Access Mode: None**

Related Topics

- Doors 73
- Door Mode Schedules 50
- Manual Commands 115
- First Credential Unlock 116
- Lockdown 111
- Emergency Unlock 113
- Events 22
- Event Categories and Types 134

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