Wisenet ACS

User Manual

VER 2.2.0

Before installing or while using this product, visit the official website of Hanwha Vision (www.HanwhaVision.com) to check for the latest software version and update.

Wisenet ACS
User Manual

Trademark

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Disclaimer

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❖ **Design and specifications are subject to change without prior notice.**

❖ **The default administrator ID is "admin", and the password must be set when the user log in at the first time.**
Set password for your wireless network if you use the product with a wireless router. Being not protected with password or using the default wireless router password may expose your video data to potential threat.
To prevent from your personal information being exposed, please change your password every 3 months. Note that the security and other related issues caused by careless management of password shall be be in the charge of the user.

CONTENTS

Overview

Wisenet ACS is an integrated access control management system based on innovative physical security platforms such as access control in buildings ranging from small to large size and visitor, and Meal Counting management. As a security system, it provides integrated monitoring by linking with the video surveillance and fire management system. A next-generation access control technology, it also reflects the latest trends in the market by applying biometric technologie such as fingerprint / face recognition and mobile access using Bluetooth.

SYSTEM REQUIREMENTS

The PC specifications required to install Wisenet ACS are as follows.

Hardware / Operating System	Minimum	Recommended
CPU	Intel Core 2	Intel Core i3
RAM	4GB or more	
HDD	50GB	100GB (Free Space)
Display resolution	1920 x 1080	
Operating System	Windows 8, 8.1, 10, 11 / Windows Server 2008 R2, 2012, 2012 R2 - 64 bit	
Network	10/100/1000 Ethernet NIC	

SOFTWARE CONFIGURATION

Wisenet ACS consists of the following:

- Wisenet ACS Configuration Management
- Wisenet ACS Monitoring
- Wisenet ACS Visitor Management
- Wisenet ACS Gateway
- Wisenet ACS Web Server
- Wisenet ACS SSM Transaction Server
- Wisenet ACS WAVE Transaction Server

MAIN FUNCTIONS

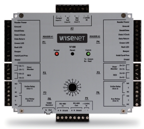
- Wisenet ACS Configuration Management: Responsible for configuring the access control system. Basic settings for access control operation such as controller setting, door setting, user registration and event reports can be viewed, and the access control system can be managed through data management.
- Wisenet ACS Monitoring: A program that provides integrated monitoring of access control events. The graphic map of each floor of the building and instantaneously updated events let you see at a glance where events have occurred and control door locks and alarms.
- Wisenet ACS Visitor Management : Visitor Management enables you to manage visitors with various range of functions.
- Wisenet ACS Gateway : A gateway is a program that connects the hardware and software that support the access control. Through this gateway, hardware and software communicate with each other. It configures the information set by the Configuration Management via the gateway at the hardware, and receives/delivers various events that occur from the hardware. Service Manager allows you to manage the execution and suspension of actions.
- Wisenet ACS Web Server: All data such as Wisenet ACS settings and events are stored through Web Server. Service Manager allows you to manage the execution and suspension of actions.
- Wisenet ACS SSM Transaction Server: Wisenet ACS SSM Transaction Server is responsible for delivering events from Wisenet ACS to SSM Console as a service format. You can work together with SSM through this Transaction Server. Refer to the SSM manual for the configuration method.
- Wisenet ACS WAVE Transaction Server: Wisenet ACS WAVE Transaction Server is responsible for delivering events from Wisenet ACS to WAVE Console as a service format. You can sync with the WAVE through this Transaction Server. Refer to the WAVE manual for configuration.

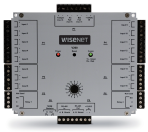
Overview

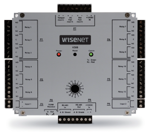
SUPPORTED HARDWARE

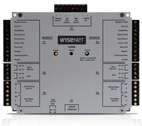
1) Controller

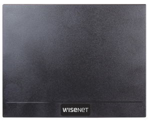

V1000


V100

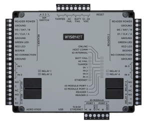

V200

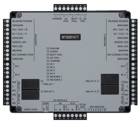

V300


V2000


EH400-K


EWM-M


X1100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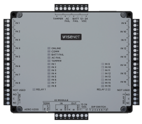
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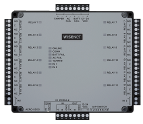

X300

2) Reader

R10/R40/RK40


Signo 20/40/20K/40K


Bio Entry W2


BioLite N2


XPass2

3) Scanner


5427CK


BioMini

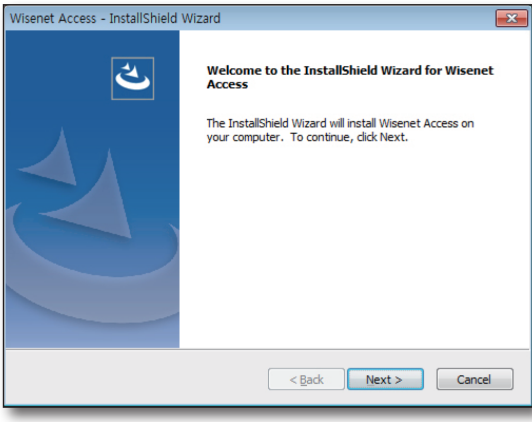
Installing Wisenet ACS

INSTALLING WISENET ACS

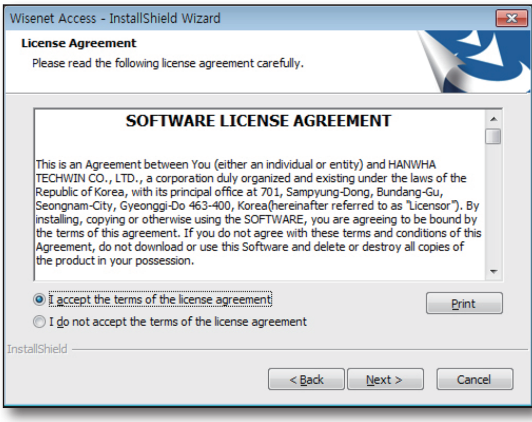
- If performing a Wisenet ACS software update, be sure to follow the instructions in the "**UPDATE WISENET ACS**" section. (Page 14)

1. Download and run the filecurrent version of "**Wisenet ACS_vx.xx_xxxxxx.exe**" from www.HanwhaVision.com.
2. When the installation screen appears, click the [**Next >**] button.

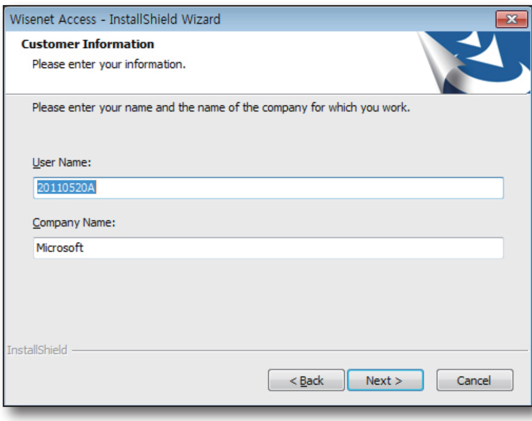
   - If .NET Framework 4.5 is not installed on your PC, install .NET Framework 4.5.



3. Select "**I accept the terms of the license agreement**" and click the [**Next >**] button to move to the next step.

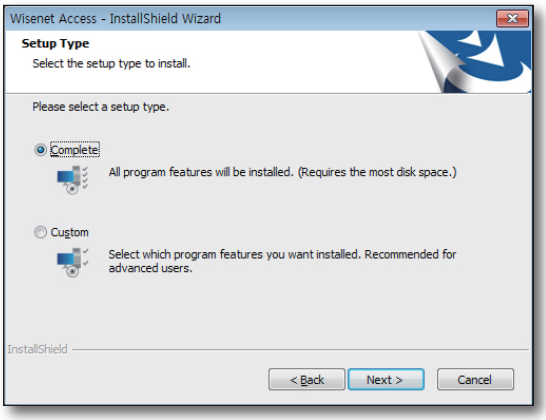


4. Enter user information and click [**Next >**] to go to the next step.

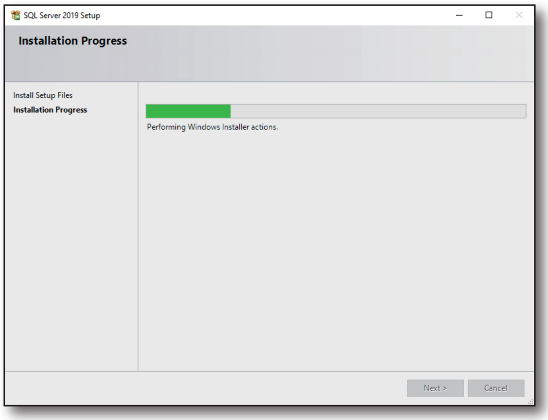


Installing Wisenet ACS

5. Select whether you want to perform a complete installation or a custom installation of the software.
   - Complete: Installs all of the included software on the PC.
   - Custom: Selects the program you want to install.

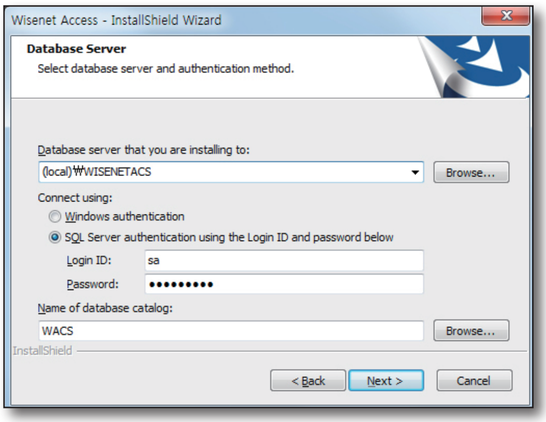


6. If you do not have Microsoft SQL Server installed on your PC, the following page will appear, prompting you to install SQL Server.

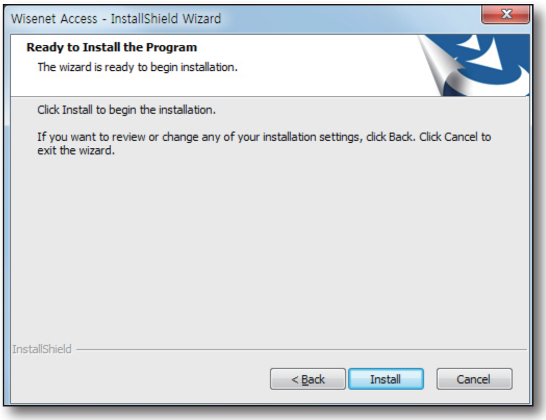


7. Select the database server and authentication method and click the [**Next >**] button.

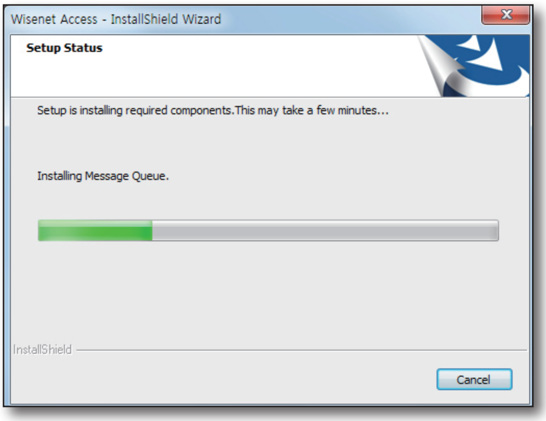
   - The <**Login ID**> and <**Password**> are the account information used by Wisenet ACS for database access. Be sure to use the default ID and Password.



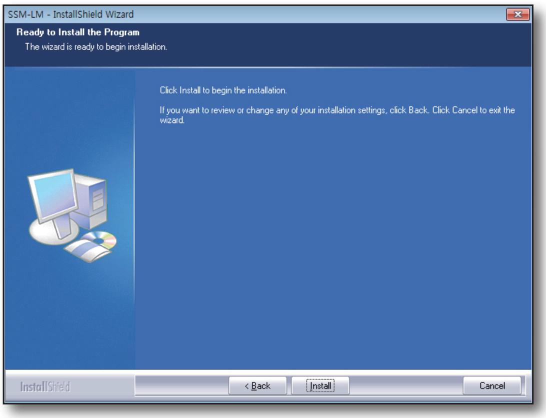
8. Click the [**Install**] button.
   Start the program installation.



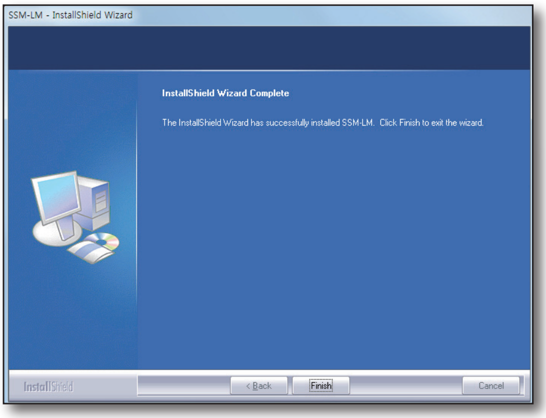
9. Omnikey 5427CK Card scanner Driver will be automatically installed.



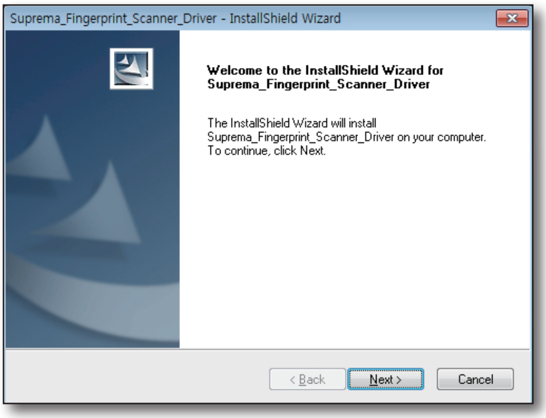
10. The SSM-LM installation process begins.
    Click the [] button to proceed with the installation.



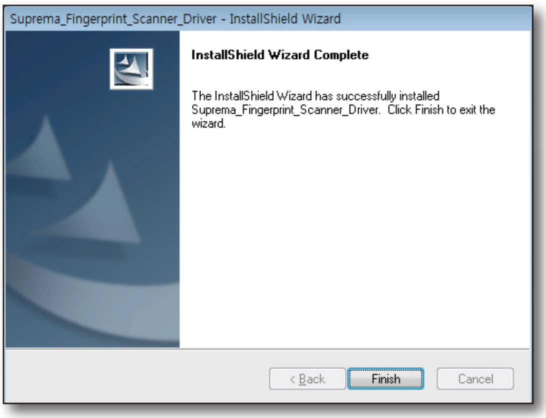
11. When the installation of SSL-LM is complete, click the [**Finish**] button.



12. When the BioMini Driver(Suprema Fingerprint Scanner Driver) installation window appears, click the [**Next** >] button.

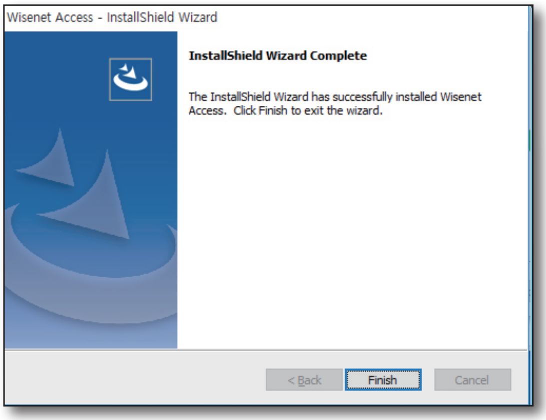


13. When the BioMini Driver(Suprema Fingerprint Scanner Driver) installation is complete, click the [**Finish**] button.

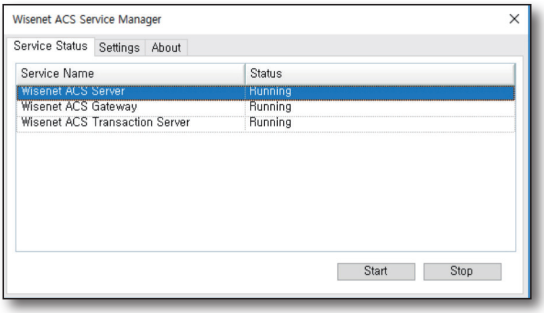


14. When Wisenet ACS installation is complete, click the [**Finish**] button.

- If you already have the required programs installed, a separate installation pop-up message will not appear.



15. To run Wisenet ACS, you must first check the database connection in Wisenet ACS Service Manager. You only need to do this when you complete the installation and run it for the first time.
If you press the <**Start**> button, the completion message will be displayed if everything is normal.



Installing Wisenet ACS

UPDATE WISENET ACS

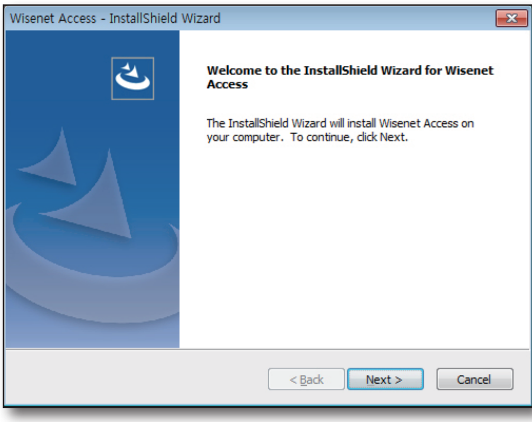
- Starting with Wisenet ACS version 1.4, we enhanced anti-passback functionality. When upgrading from a previous version, the "**Anti-Passback**" information configured in the previous version will lost. If a previous "**Anti-Passback**" configuration exists, be sure to keep the configuration information in a safe place.

- The enhanced "**Anti-Passback**" feature explained in [**Advanced Settings - Anti-Passback Setting**]. (Page 83)

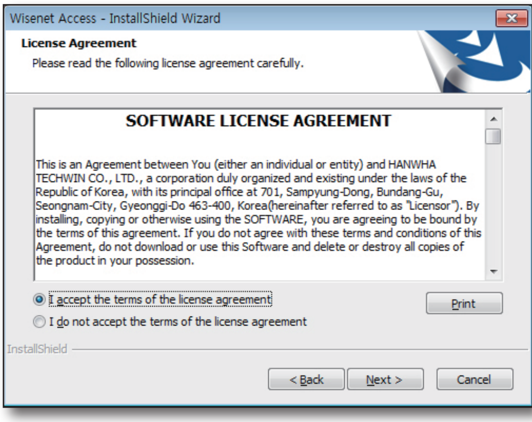
- Before updating Wisenet ACS, be sure to save the database to a safe repository using [**DATA BACKUP/RESTORE**] - [**Data Back-Up**] of the table of contents. This can prevent configuration loss if unexpected update problem occurs.

1. Download and run the filecurrent version of "**Wisenet ACS_vx.xx_xxxxxx.exe**" from www.HanwhaVision.com.
2. When the installation screen appears, click the [**Next >**] button.

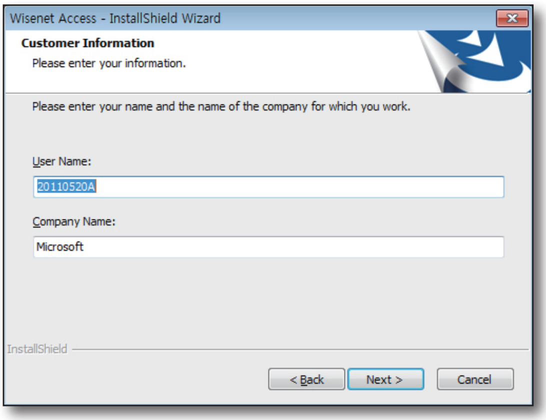
   - If .NET Framework 4.5 is not installed on your PC, install .NET Framework 4.5.



3. Select "**I accept the terms of the license agreement**" and click the [**Next >**] button to move to the next step.

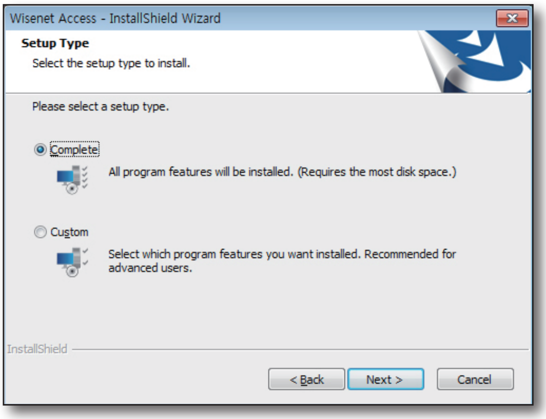


4. Enter user information and click [**Next >**] to go to the next step.

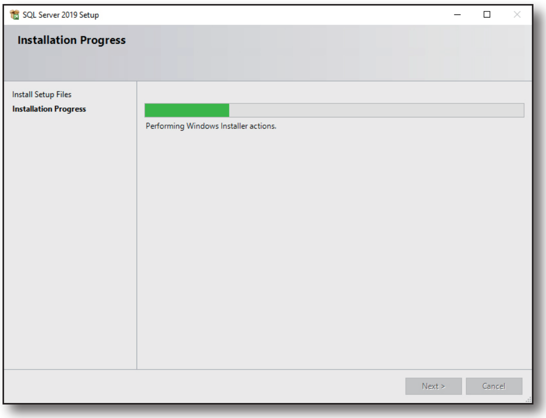


5. Select whether you want to perform a complete installation or a custom installation of the software.

- Complete: Installs all of the included software on the PC.
- Custom: Selects the program you want to install.



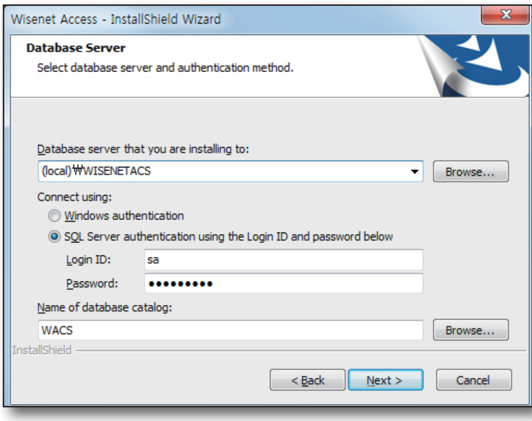
6. If you do not have Microsoft SQL Server installed on your PC, the following page will appear, prompting you to install SQL Server.



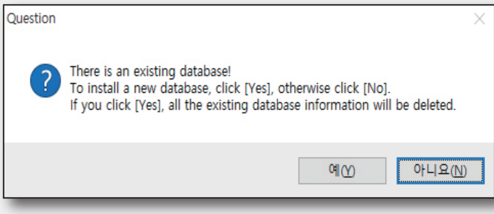
Installing Wisenet ACS

7. Select the database server and authentication method and click the [**Next >**] button.

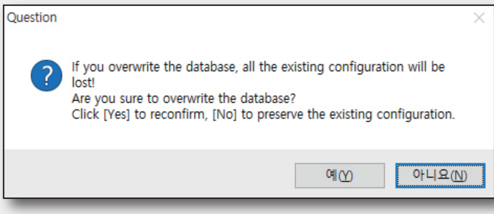
   - The <**Login ID**> and <**Password**> are the account information used by Wisenet ACS for database access. Be sure to use the default ID and Password.



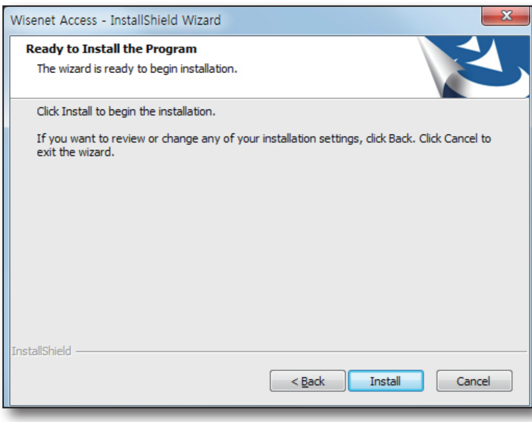
8. Click the "**No**" button to keep your existing configuration information as you proceed through the Wisenet ACS update.
   Click the "**Yes**" button to initialize existing configuration information in use.



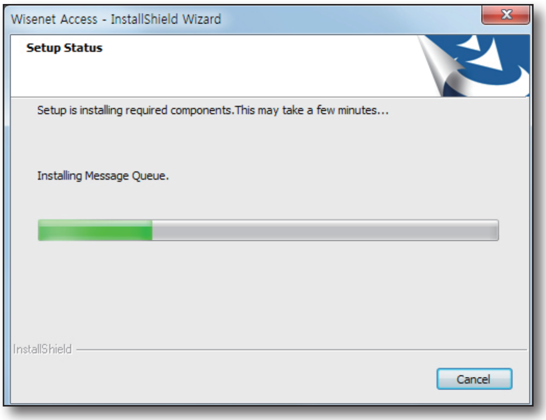
   - If you click on the "**Yes**" button, once again confirm that all configuration information will be initialized. Click the 'No' button to keep your existing configuration information.
   - Click the "**Yes**" button initializes all configuration information of the current Wisenet ACS.



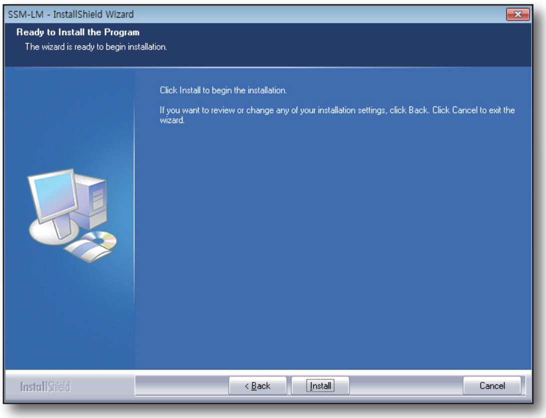
9. Click the [**Install**] button.
   Start the program installation.



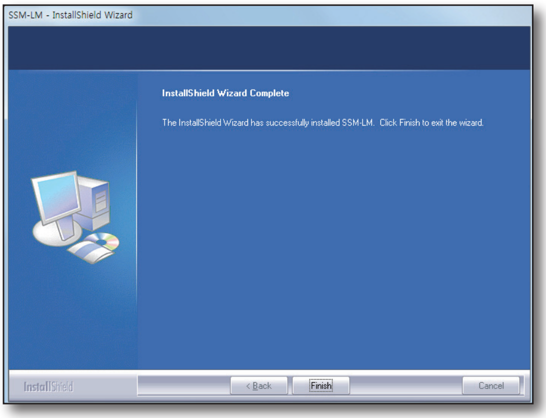
10. Omnikey 5427CK Card scanner Driver will be automatically installed.



11. The SSM-LM installation process begins.
Click the [**Install**] button to proceed with the installation.

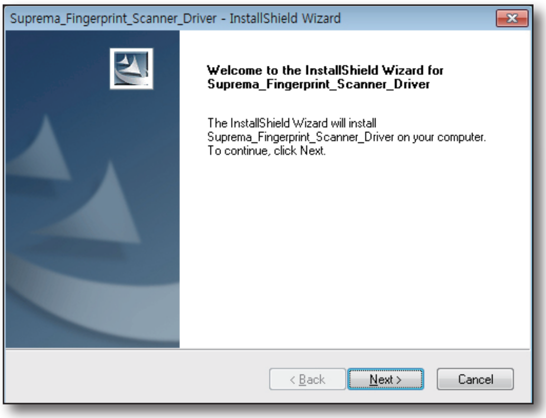


12. When the installation of SSL-LM is complete, click the [**Finish**] button.

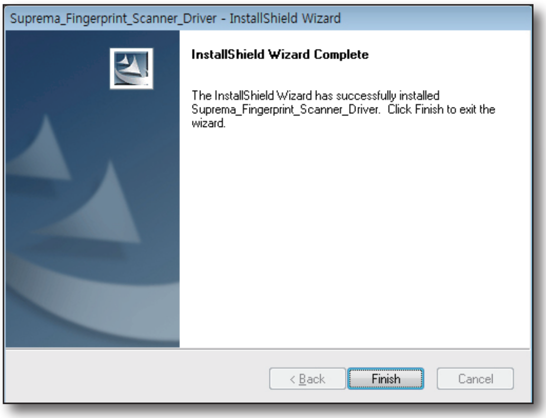


Installing Wisenet ACS

13. When the BioMini Driver(Suprema Fingerprint Scanner Driver) installation window appears, click the [**Next** >] button.

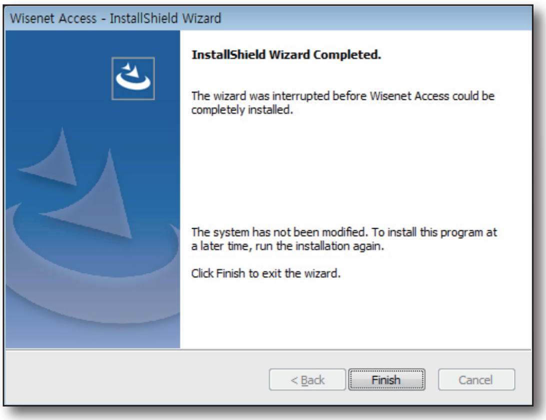


14. When the BioMini Driver(Suprema Fingerprint Scanner Driver) installation is complete, click the [**Finish**] button.



15. When Wisenet ACS installation is complete, click the [**Finish**] button.

- If you already have the required programs installed, a separate installation pop-up message will not appear.



Before starting Wisenet ACS

SETTING THE VERTX CONTROLLER

The following are the settings which need to be configured in the VertX controller after installing the hardware.

Controller IP address setting

Set the IP address of the controller so that it can be connected to the gateway. For initial setup, the controller can be accessed via the virtual IP address. If you have already changed your IP address, skip this part.

1. To access a controller with a virtual IP address, add the address on the same subnet to the PC. Please enter an address 169.254.242.xxx that does not overlap.
2. Connect the controller to the PC on a 1:1 basis using an Ethernet cable.
3. Open a web browser and enter 169.254.242.121 in the address bar to go to the relevant web page.
4. Enter "admin" as the user name and enter the password to log in.

- For the initial log-in, please leave your password blank and log in.

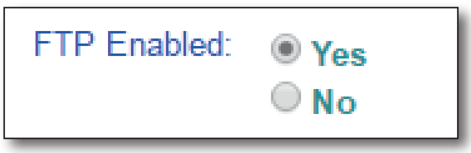
5. Enter the IP address to be changed to the IP address under Basic Network Setup.
6. Click [**Save**].

- If you have not set an admin password, you will be prompted to set a password. You can set it by entering your desired password.

Setting the gateway and "Here I am" interval

Once you have set up the IP address, log in to the controller using the new IP address or virtual IP address.

1. Click "**Advanced Setup**".
2. Enter "**Domain Name**".
3. Select "**Yes**" for "**FTP Enabled**".
4. Enter the Wisenet ACS gateway IP address into the "**CS/ Host Addressing**".
5. Set "**Here I am**" interval to 20.
6. Click "**Save**".
   Now the controller can work with the Wisenet ACS software.



Before starting Wisenet ACS

Domain Name:	HIDVErtx.com	A name that identifies a network. The domain name will be used to access a VertX controller. Example: HIDVertX.com
Host Name:	VertX_EVO_V1000	An identifier used to access a VertX controller on a network by name.
FTP Enabled:	◉ Yes ○ No	Enables or disables the VertX controller FTP capability. Note that the Central Station/Host may need this enabled.
Telnet Enabled:	◉ Yes ○ No	Enables or disables the VertX controller Telnet capability. Note that the Central Station/Host may need this enabled.
SSH Enabled:	◉ Yes ○ No	Enables or disables the VertX controller SSH capability. Note that the Central Station/Host may need this enabled.
SSL Enabled:	◉ Yes ○ No	Enables or disables the VertX controller SSL capability. Note that the Central Station/Host may need this enabled.
Virtual Port Enabled (169.254.242.121):	◉ Yes ○ No	Alternate IP address for the VertX controller. When the Virtual Port is enabled it provides a pathway to always contact the controller.

Advanced Central Station/Host Communications Setup

CS/Host Addressing ◉ IP Address:	192 . 168 . 1 . 99	A number that identifies the Central Station/Host on a network. This address will be used by the VertX controller to access the Central Station/Host. Example: 192.168.1.130
-- OR --		
○ Host Name:		An identifier used by the VertX controller to access a Central Station/Host on a network. Example: CSHost.HIDVertX.com
Here I Am Interval (sec):	20	The time interval in which a controller sends a Here I Am message to a Central Station/Host. Valid entry is 20 to 86400 seconds.
TCP/IP Connection Port:	4070	The port in which the Central Station/Host listens for an incoming VertX controller connection. Valid entry is 1025 to 65535.

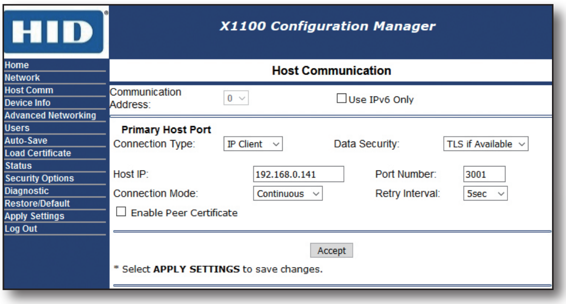
SETTING THE AERO CONTROLLER

The following are the settings which need to be configured in the Aero controller after installing the hardware.

Controller IP address setting

Set the IP address of the controller so that it can be connected to the gateway. For initial setup, the controller can be accessed via the IP address below. If you have already changed your IP address, skip this part.

1. To access the controller with the IP address 192.168.0.251 (factory default), enter a random IP address that do not overlap with 255.255.0.0 subnet in the PC.
2. Connect the controller to the PC on a 1:1 basis using an Ethernet cable.
3. Open a web browser and enter 192.168.0.251 in the address bar to go to the relevant web page.
4. Turn up and down the DIP switch #1.
   Enter "**admin**" in the user name and password "**password**" to log on.



5. In the [**Host Comm**] menu, enter [**IP Client**] for [**Connection Type**], and the Gateway Server IP address for the [**Host IP**].
6. Press [**Accept**] button, and go back to [**Apply Settings**] menu to save the setting.

■ In [**Apply Settings**] menu, [**Apply Settings, Reboot**] button must be clicked in order for settings to be saved.

Now the controller can be synchronized with the Wisenet ACS software.

Before starting Wisenet ACS

MANAGING THE LICENSE

License Manager is a program that manages (activates, deletes, and moves) licenses for all SSM and Wisenet products.

License types

- Free License - Up to 5 doors can be managed.
- Standard(SSA-M3000) - Up to 32 doors can be managed.
- Professional(SSA-M4000) – Up to 256 doors can be managed.
- Enterprise(SSA-M5000) - You can manage as many doors as you want, without any limit ations.

■ You can activate Wisenet ACS licenses both online and offline.

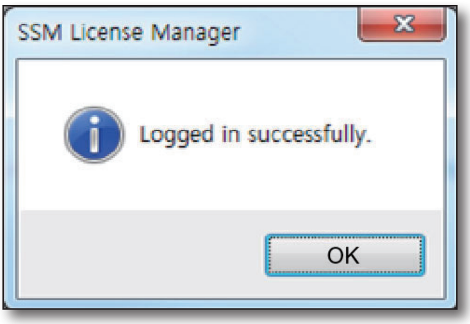
Registering the license

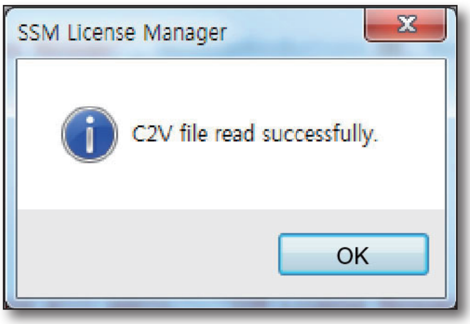
Activating the online SW

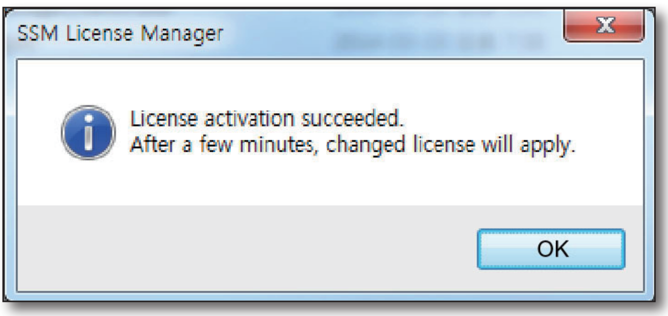
This is a way to activate a license if the user has access to the license server (EMS) through a web page.
(License server address: https://ems.HanwhaVision.com/ems/customerLogin.html)

How to use

1. Select [**Activate Online SW**] from the License Manage menu.
2. Enter your Product Key and click the [**Activate**] button.
3. When the license is activated, the following three messages will appear.







If license activation fails

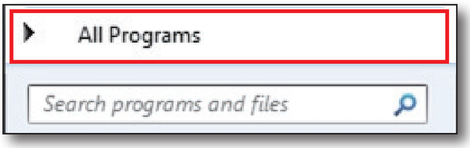
1. If you are activating your license online and a "**When Trust Failure**" pop-up page opens: Make sure that the system time is synced with the Internet time. (Server: time.windows.com)
2. If you can not connect to the license server online: Make sure you are able to use the Internet.
3. If you have attempted to reauthorize a product key that has already been activated: Please verify that you have an already activated license key.
   - Activated licenses cannot be re-activated.
4. If the license module service has stopped: Check whether you can access the ACC page.
   If connection cannot be made, check that the Sentinel LDK License Manager service from the service menu has stopped and start the service.
   - ACC Page: http://localhost:1947

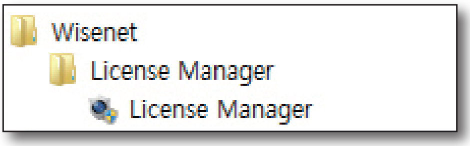
Activating the SW offline

This is a way to activate a license if the user cannot access the license server (EMS) through a web page.

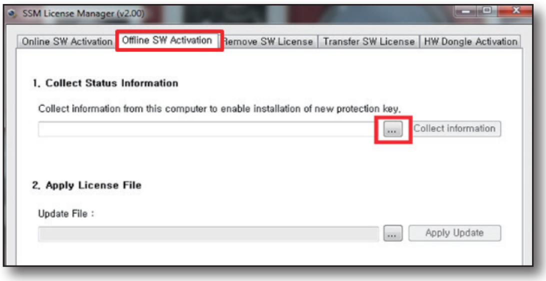
- On-line available PC: Internet is available PC
- Recipient PC: Wisenet ACS is installed, internet is not available PC

1. Recipient PC : Run the License Manager from [**Start**] - [**All Programs**] - [**Wisenet**] - [**License Manager**].

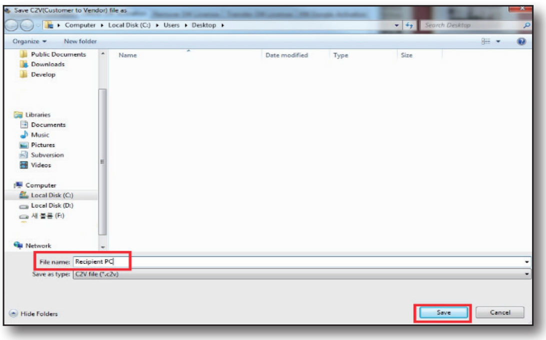




2. Recipient PC : On the [**Offline SW Activation**] tab, click [...] Button of the [**1. Collect PC status information**].



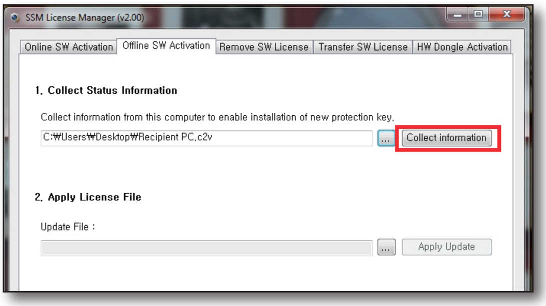
3. Recipient PC : Specify the path and name to save the C2V file and click the [**Save**] button.



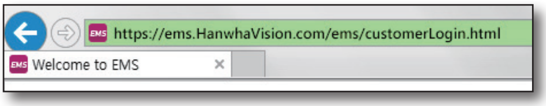
- Please save it on a removable storage (USB memory, etc.).

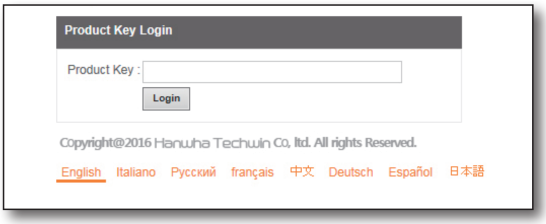
Before starting Wisenet ACS

4. Recipient PC : Click the [**Collect Information**] button. A C2V file is created in the specified path.



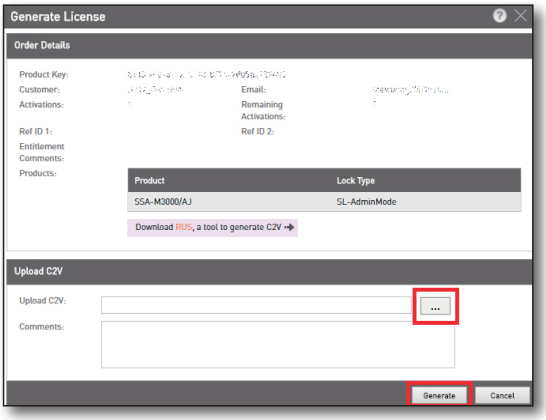
5. On-line available PC : Please enter your product number at https://ems.HanwhaVision.com/ems/customerLogin.html and log in.

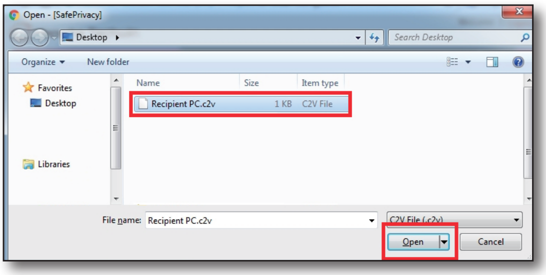




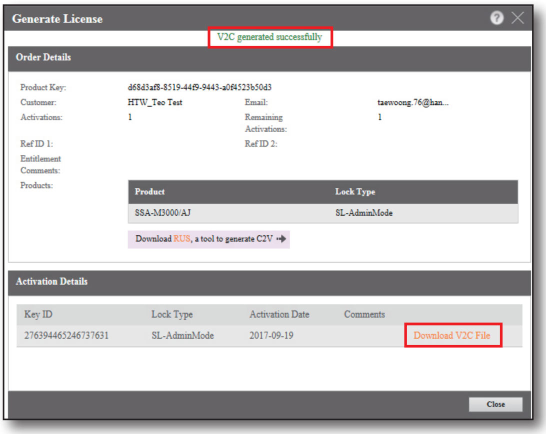
6. On-line available PC : Click the [**Offline Activation**] button.

7. On-line available PC : [...] Button to open the C2V file, and then click the [**Generate**] button.





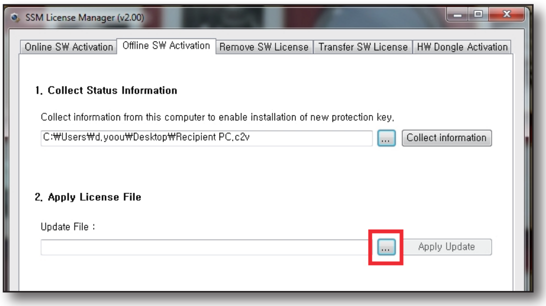
8. On-line available PC : When the V2C file is created, click [**Download V2C File**] file to save it.

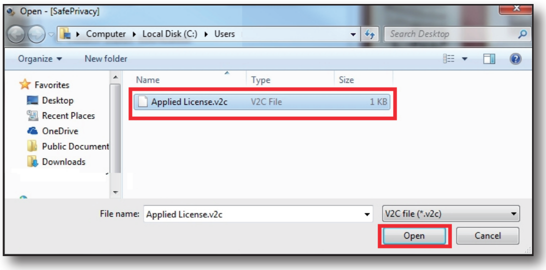


- Please save to a removable storage (USB memory, etc.).

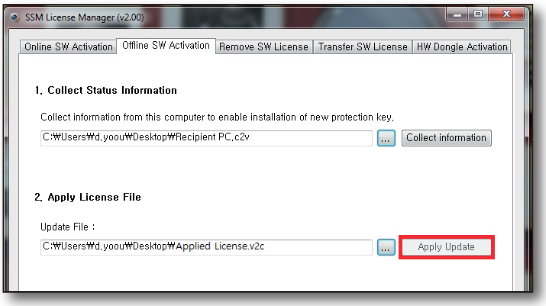
Before starting Wisenet ACS

9. Recipient PC : [...] Button to specify the path to the saved V2C file.





10. Recipient PC : Click the [**Apply Updates**] button and the license will be applied.



Deleting SW license

This is a way to disable a user's SW license.

1. Please contact your license server (EMS) administrator to request that the license be removed by passing the product key ID.
   - To check the product's Key ID: Select Feature of the key in Options > Products on the left side of the ACC page (http://localhost:1947/)
2. Apply the path of the V2C file (license deletion) received from the license server (EMS) administrator to the [**1.Apply license File**] item of [**Delete SW License**] menu.
   - When you update the V2C (license deletion) file, the product information of the corresponding product is deleted.
3. Click the [**Collect Information**] button in the License Manager's [**Delete SW License**] menu [**2. Collect PC Status**] to send the deleted license information to the license server (EMS) administrator.
   - If you have multiple verified licenses, the License List window will pop up. Select the product keys you deleted, and generate a C2V file for those keys.
   - If you have only one license, the License List window will not pop up and a C2V file will be created automatically for the product key that you deleted.

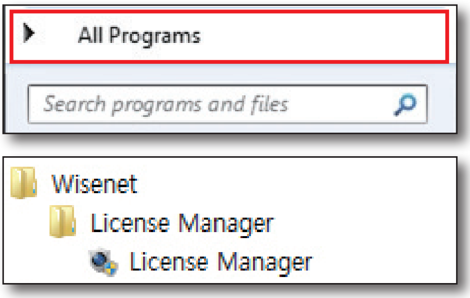
Transferring the SW license

This is a way to move the SW license from your PC to another PC.

- Source PC: Licensed PC
- Recipient PC: PC to be newly licensed

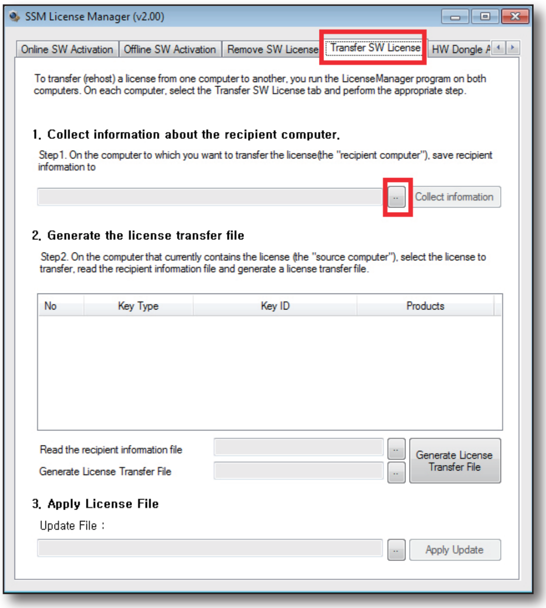
How to use

1. Recipient PC : Run the License Manager from [**Start**] - [**All Programs**] - [**Wisenet**] - [**License Manager**].

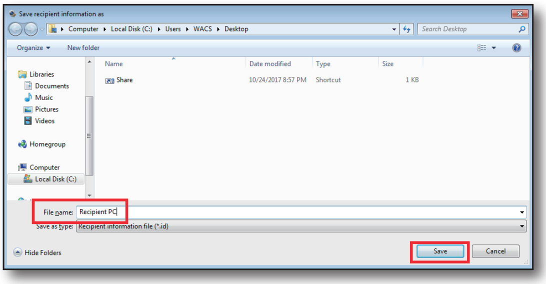


Before starting Wisenet ACS

2. Recipient PC : On the [**Transfer SW License**] tab, click [...] Button of the [**1. Collect PC status information**].

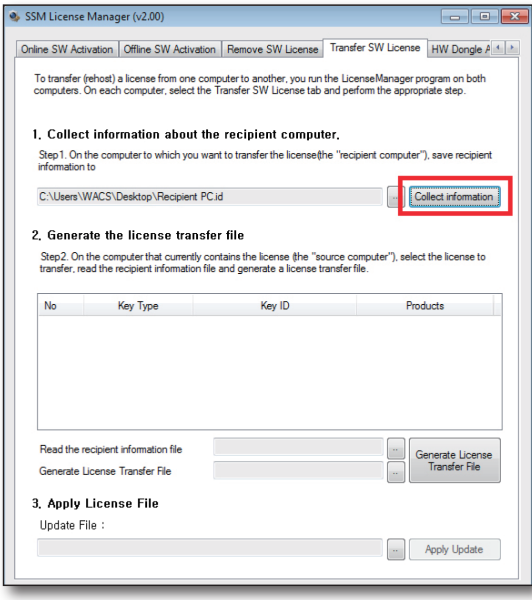


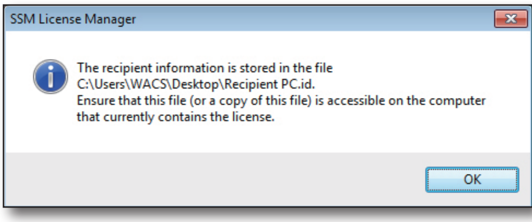
3. Recipient PC : Specify the path and name to save the ID file and click the [**Save**] button.



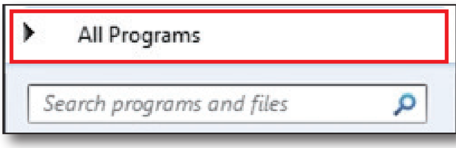
- Please save to a removable storage (USB memory, etc.).

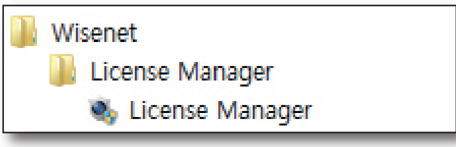
4. Recipient PC : Click the [**Collect Information**] button. The ID file is created in the specified path.





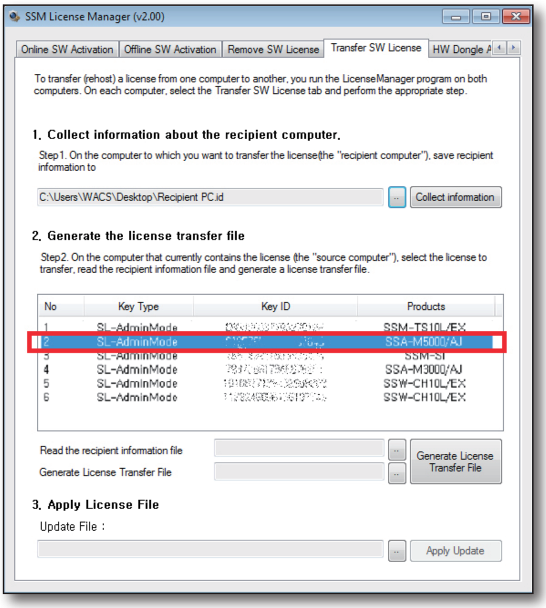
5. Source PC : Run the License Manager from [**Start**] - [**All Programs**] - [**Wisenet**] - [**License Manager**].



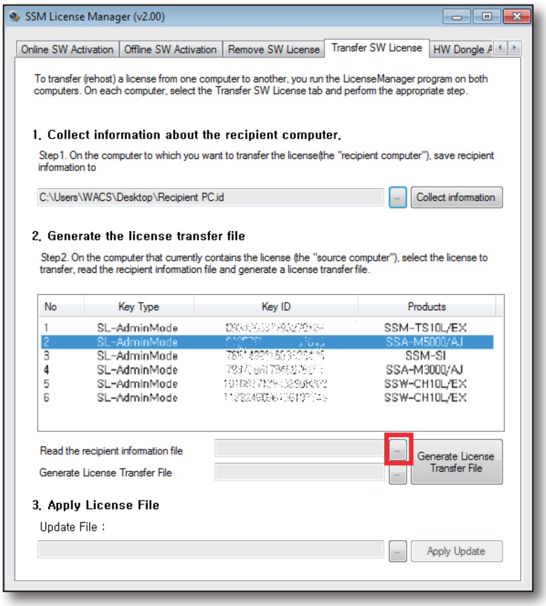


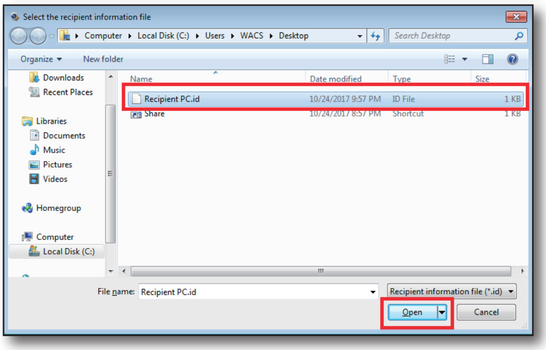
Before starting Wisenet ACS

6. Source PC : On the [**Transfer SW License**] tab, click the license you want to move.

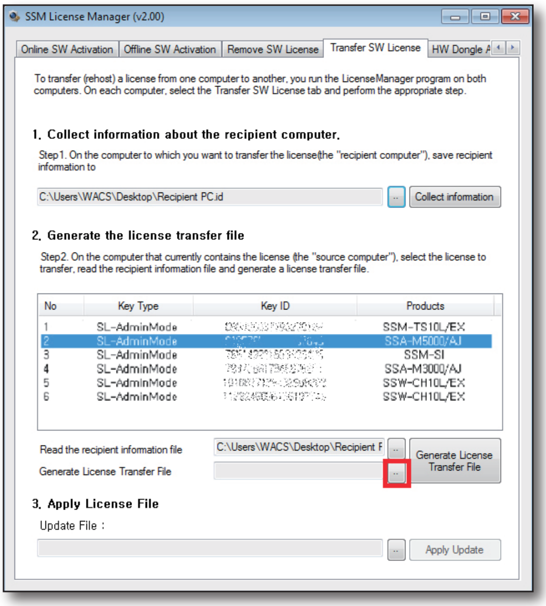


7. Source PC : Click [...] Button to specify the ID file path where the Recipient PC's information file is saved



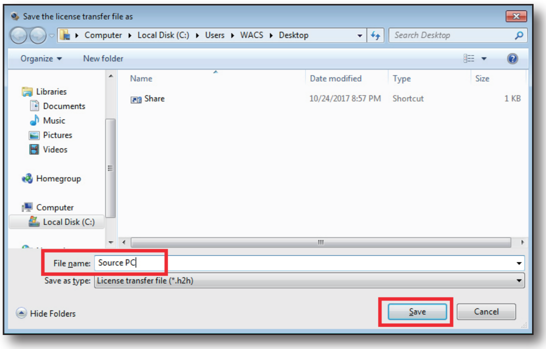


8. Source PC : Click [...] Button to specify the file path to save the license information.



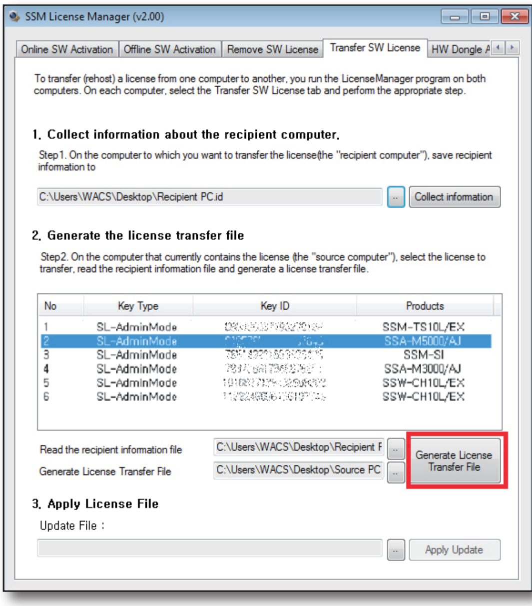
9. Source PC : Specify the path and name to save the H2H file and click the [**Save**] button.

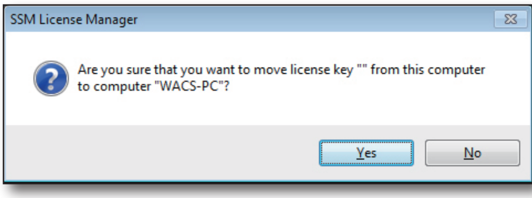
- Please save to a removable storage (USB memory, etc.).



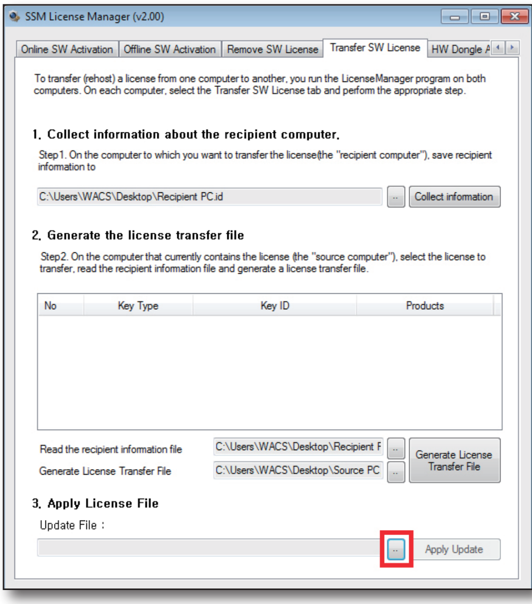
Before starting Wisenet ACS

10. Source PC : Click the [**Generate License Transfer File**] button and then click the "**Yes**" button. The H2H file is created in the specified path.

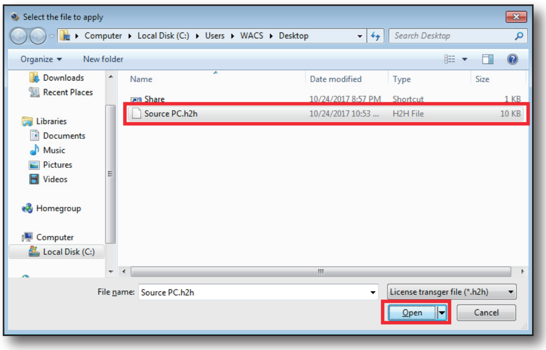




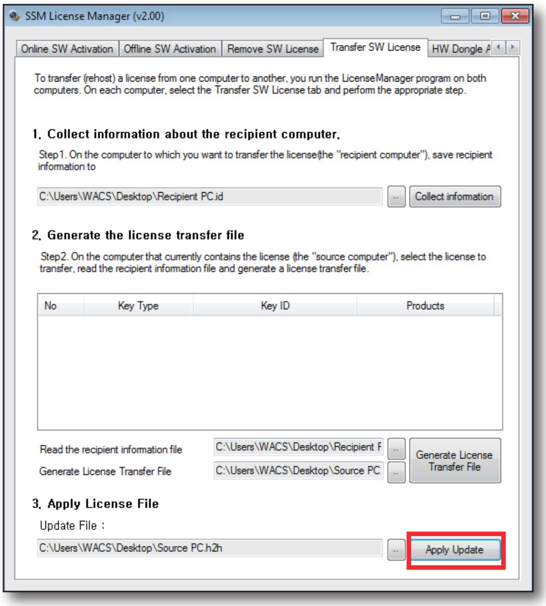
11. Recipient PC : Click the [...] Button.

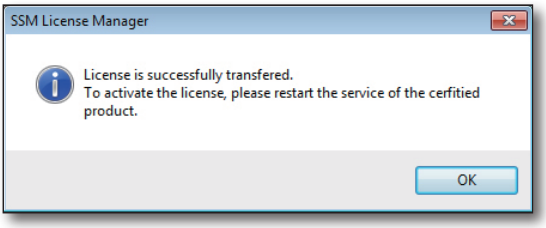


12. Recipient PC : Please specify the saved H2H file path.



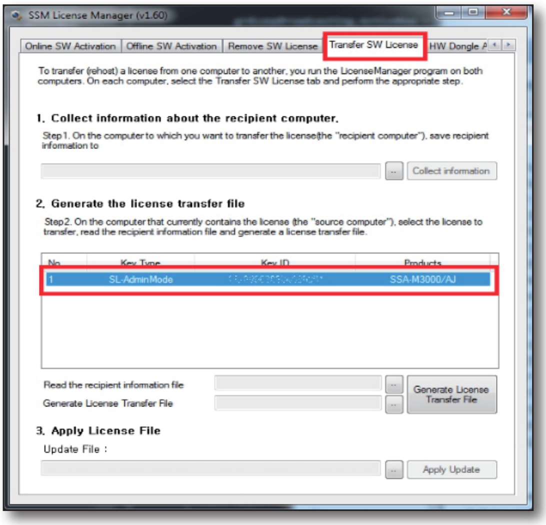
13. Recipient PC : Click the [**Apply Update**] button to activate the license.





Before starting Wisenet ACS

14. Recipient PC : You can view the applied licenses on the [**Transfer SW License**] tab.

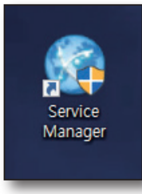


STARTING THE WISENET ACS SERVICE MANAGER

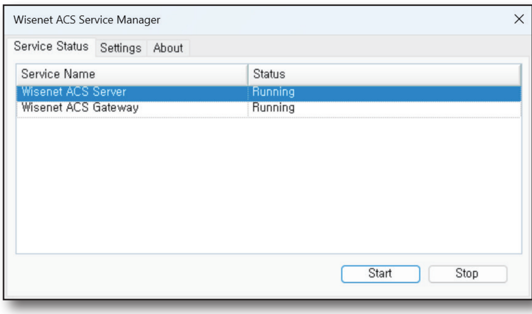
Wisenet ACS Service Manager allows you to check and start/stop the services of the Wisenet ACS Gateway and Wisenet ACS Web Server. Before using the Wisenet ACS, make sure that Gatewayand Server are running through Service Manager.

RUNNING SERVICE MANAGER

1. Double-click the Wisenet ACS Service Manager icon on the desktop to run it.

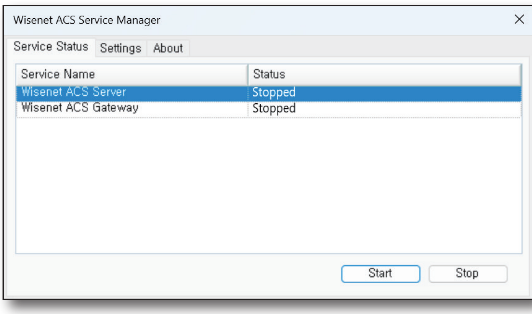


2. Make sure that all three states are Running in the state below.



3. If the status is not Running, select the item that is in the Stopped state, then click the <**Start**> button on the bottom right to start the service.

   - Make sure that this service is running before the program is used, as Wisenet ACS works normally only in Running state.



Starting Wisenet ACS

WISENET ACS CONFIGURATION MANAGEMENT

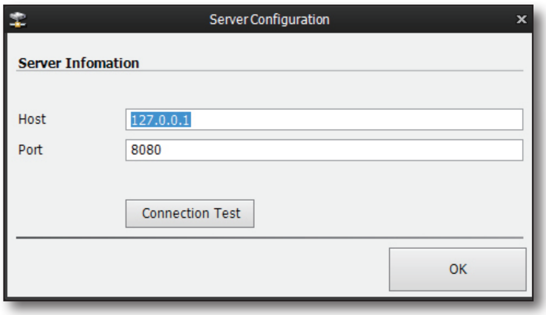
Wisenet ACS Configuration Management is responsible for configuring the access control system. Basic settings for access control operation such as controller setting, door setting, user registration and event reports can be viewed, and access control system can be managed through data management.

LOGGING IN

1. Run [**Start**] > [**All Programs**] > [**Wisenet ACS**] > [**Configuration Management**].

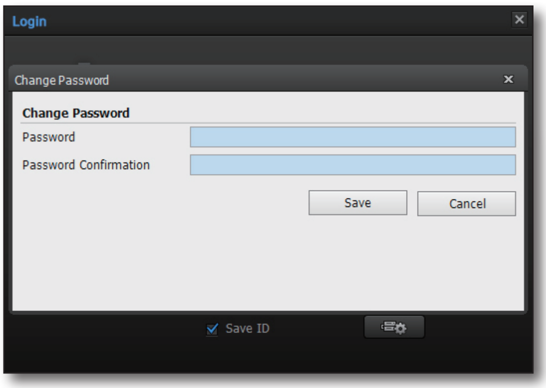
   - You can also double-click the shortcut icon created on your desktop.
     Wisenet ACS Supports English, French, Germany, Spanish, Italian, Russian, Chinese (Cantonese, Mandarin), Korean, Arabic, Portuguese, and Czech.

2. Make sure that you are properly connected to the server through the server connection.
   1) Click the [ ] button below the login window's log in button to open the Server Settings window.
   2) Check <**Host**>, <**Port**> and then click [**Connection Test**] button.
   3) Complete the connection check and click <**OK**>.



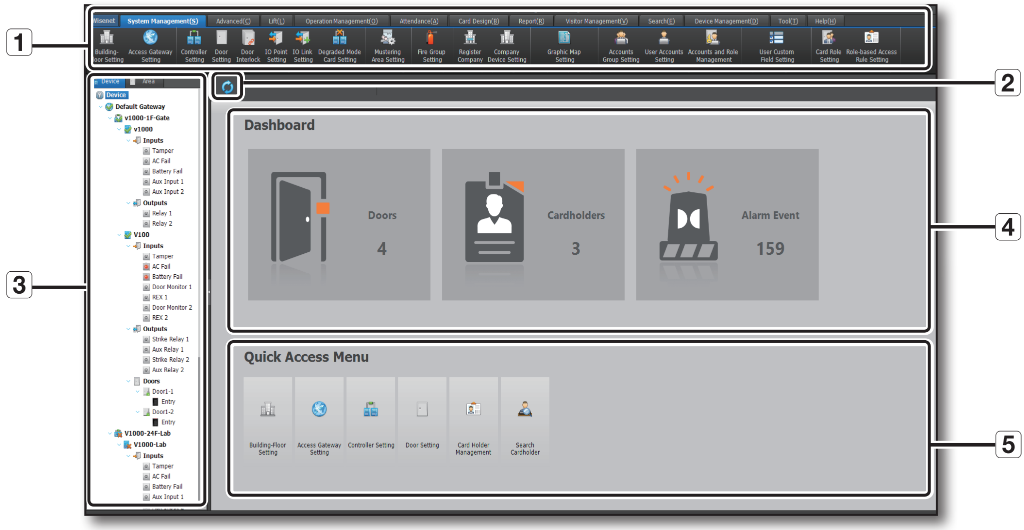
3. Enter LOGIN ID and PASSWORD, then click [**Login**] to connect.

   - If you are connecting for the first time, the default ID is admin and no password is set. Enter "**admin**" in ID and the click Login button, and a window to set your password will be displayed. Set your desired password here and use it.



MAIN SCREEN DESCRIPTION

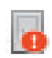
Describes the main screen configuration of Wisenet ACS.



<table>
<tr><th>No.</th><th colspan="2">Explanation</th></tr>
<tr><td>1</td><td colspan="2">Each function menu is provided as a ribbon toolbar.</td></tr>
<tr><td>2</td><td colspan="2">The information of the current dashboard below is updated.</td></tr>
<tr><td rowspan="3">3</td><td colspan="2">This displays configuration by device / building in tree format.
■ For a detailed explanation of each icon, refer to the following page.</td></tr>
<tr><td>Device</td><td>Displays the controllers, boards, and doors configured in each gateway in tree format.</td></tr>
<tr><td>Installation location</td><td>Displays the doors constructed according to the floor of each building in tree form.
When you right-click the tree icon, the following functions are provided for the item.
- Refresh : Reloads and displays the connection status of the Controller and Board.
- Reload : Reloads and displays the structure of the device when the components of the Gateway, Controller, Board or Door have been changed or added.
- Expand : Expand the tree
- Collapse : Fold the tree</td></tr>
<tr><td>4</td><td colspan="2">This indicates the number of accesses, registered users, and alarms occurred that are currently configured in the system.</td></tr>
<tr><td>5</td><td colspan="2">Provides frequently used menus for system setup</td></tr>
</table>

Device tree icon in the main screen

Displays the controllers, boards, doors, and so on configured in each gateway in tree format.

Name	Icon	Explanation
Gateway		Gateway is connected
		Gateway is disconnected
Controller		Controller is connected
		Controller is disconnected
Board		Board is connected
		Board is disconnected
Input point		Display input point
Output point		Display output point
Status of input/ output point		Input/output point is connected
		Input/output point alarm has occurred
		Input/output point is disconnected
Door		Door closed / locked
		Door opened / locked
		Door closed / unlocked
		Door opened / unlocked
		Door alarm has occurred
		When the door is open but open for more than the specified time
Reader		Display reader

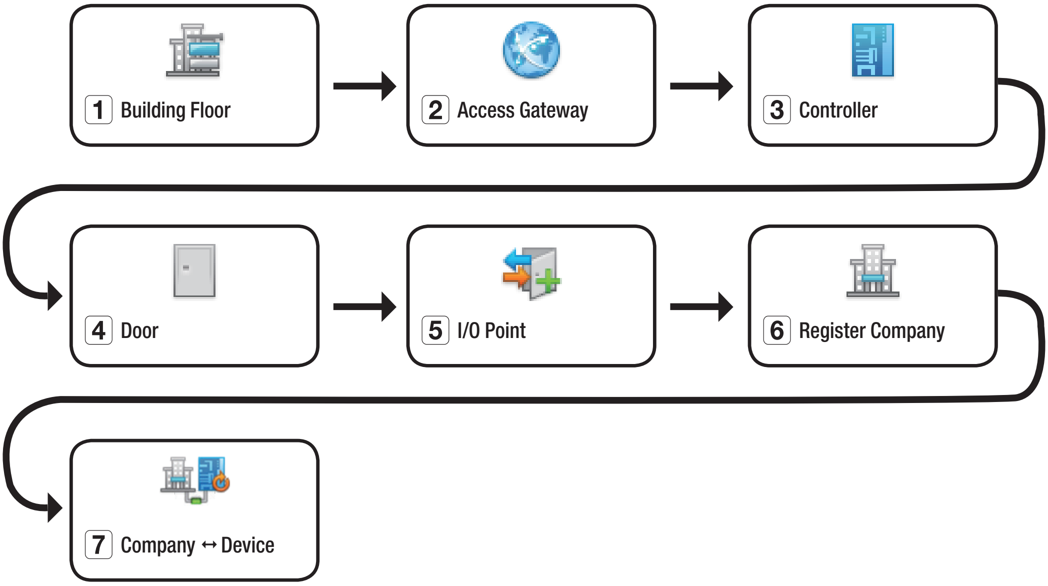
Main screen icons description

Describes common icons used by the Wisenet ACS toolbar

Icon	Name	Explanation
	Refresh	Used to update the connection status of the device
	Add	Used to input new data
	Change	Used to change registered data
	Delete	Used to delete data
	Send	Used to transfer data to the device
	Close	Used to close or exit the screen
	Previous	Searches registered data for the previous data
	Next	Searches registered data for the next data
	Save	Saves the entered data

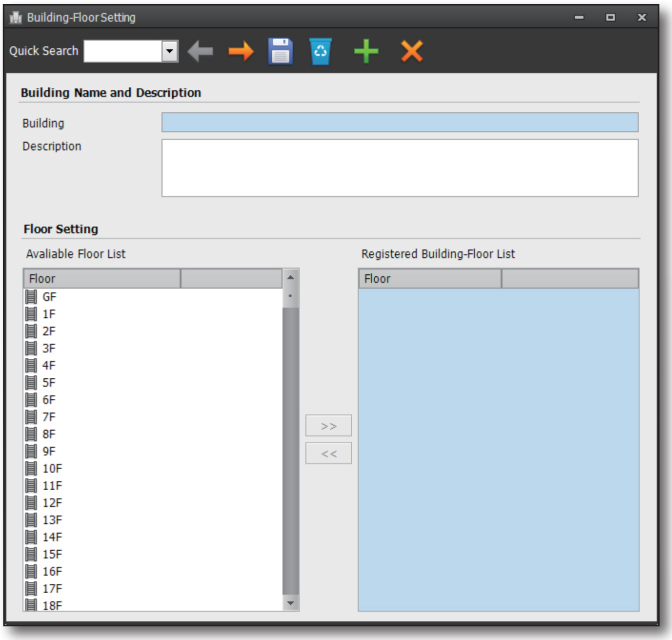
System

This is the part in which the device configuration and environment of the access control system is set. The most basic items of the access control system such as device setting, area setting, site setting, etc. are handled in this part, and proceed in the order shown below. After that, the contents of each chapter will proceed in the order shown below. If you are setting up Wisenet ACS for the first time, please proceed with the steps in the order shown.



SETTING UP BUILDINGS AND FLOORS

This menu is used to set up buildings and floors to be operated by the system.
The buildings and floors set in this menu are then used to configure each floor's device in the building.



- Building : Displays the name of the building you entered when registering. (Required)
- Description : Displays a description.
- Available Floor List : Shows a list of all available floors for registration.
- Registered Building- Floor List : Shows a list of all currently registered floors.

Registering Building-Floor

1. From the top menu, select [**System Management**] > [**Building-Floor Setting**].
2. Click the Add button < > in the top toolbar.
3. Enter the building name in the [**Building**] field.
4. Select the floor to be included in the building from the list [**Available Floor List**] on the left and click the move right button < >> > to move to the right. Or use the mouse to drag and drop.
5. Click the Save button < > in the toolbar.

Editing and Deleting Building-Floors

To edit a registered building-floor

Select the data to be edited by performing a [**Quick Search**] in the top toolbar, select the data to be edited, move the floor to be registered to the right or move the floor to be deleted to the left, and click the Save button < >.

To delete a registered building-floor

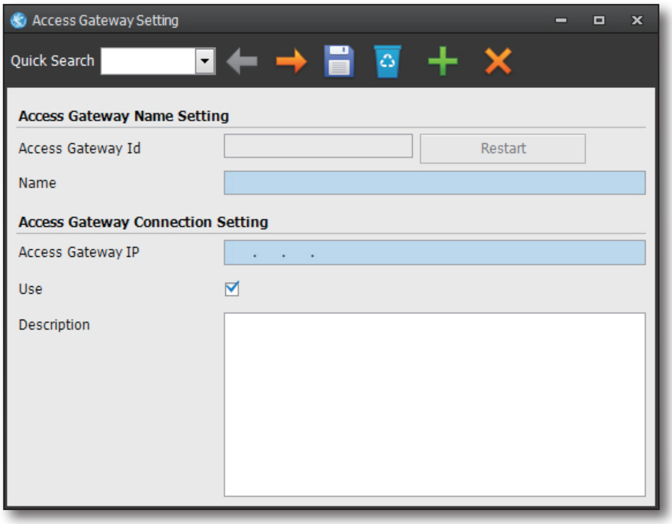
Select the data to be deleted by performing a [**Quick Search**] in the top toolbar and click the Delete button < >.

SETTING THE GATEWAY

A gateway is a program that connects the hardware and software that perform access control. Through the gateway, hardware and software communicate with each other.

Usually one gateway is installed in the site where one system is installed. In this menu, when the information of the gateway is added, the configuration information set in the Configuration Management is set in the hardware through the corresponding gateway, and various events generated from the hardware are received and transmitted to Wisenet ACS.

- Access Gateway Id : Shows the unique ID assigned internally when registering the gateway. (Required)



- Name : Shows the name of the corresponding gateway.
- Access Gateway IP : Shows the IP address assigned to the corresponding gateway. (Required)
- Use : Indicates whether the gateway is enabled or disabled.
  - When unchecked, it is not connected to the gateway. This feature is used to temporarily uncheck a specific communication server to make sure it is not connected.
- Description : Enter an additional description for the gateway.
- Restart : Restarts the gateway when you click the Restart button.

- You cannot delete the default gateway.

Registering the gateway

Gateway setup refers to a site where one system is installed. In general, a Wisenet ACS gateway, which is a communication server, is installed in one installation site. Describes the connection settings of the gateway name and gateway IP in the connection environment settings.

1. From the top menu, select [**System Management**] > [**Access Gateway Setting**].
2. Click the Add button < > in the top toolbar.

- To register a new gateway, it needs to be set again from [**Communication Server Setting > Gateway Setting > Gateway ID**].

3. Enter [**Name**].
4. In [**Access Gateway IP**], enter the IP address of the computer where the Wisenet ACS gateway is installed.

- Enter the IP assigned to the computer.

5. Make sure that [**Use**] is checked.

- If [**Use**] is not checked, it will not connect to the communication server.
  This function can be unchecked if a particular communication server is temporarily out of use.

Editing and Deleting Gateway

To edit the registered gateway

Select the data to be edited by performing a [**Quick Search**] in the top toolbar, edit the information and click the Save button < >.

To delete the registered gateway

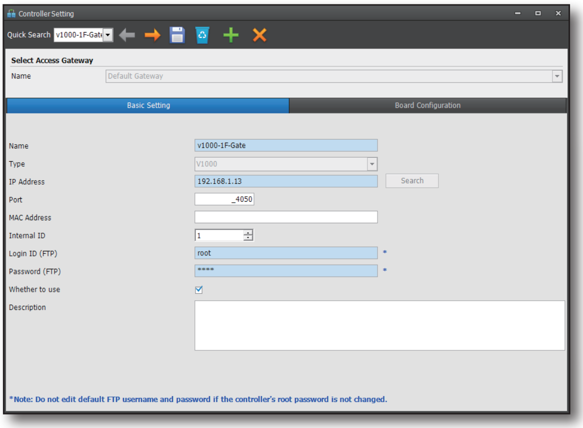
Select the data to be deleted by performing a [**Quick Search**] in the top toolbar, and click the Delete button < >. When asked if you want to delete it, click [**Yes**].

- The configured gateway information will be correctly displayed when you restart the program or press [ ] in the device structure of the main screen.

SETTING A CONTROLLER

Registering a controller

The access control system basically consists of multiple doors and reader. The device that controls these doors and reader is called a controller. This menu explains how to register and manage the controller to be used in the access control system.



- (Access Gateway) Name : Shows the gateway to which the currently selected controller is connected.
- Name : The controller name entered by the user. (Required)
- Type : Indicates the type of controller. There are 7 types of controllers, as shown below.
  - V1000 : VertX controller that can connect multiple expansion boards.
  - V2000 : VertX controller that can connect up to 2 doors.
  - EH400-K : VertX controller that can connect 1 reader and 1 door.
  - BioEntry W2 : A reader that reads fingerprints and card information. This is used only as a reader in this system. If you set it together with IP information, it is used to communicate with BioEntry W2 using this information.
  - BioLite N2 : A reader that reads fingerprints and card information. This is used only as a reader in this system. If you set it together with IP information, it is used to communicate with BioLite N2 using this information. For BioLite N2, a keypad is added.
  - XPass2 : A reader that reads card information. This is used only as a reader in this system. If you set it together with the IP, it can be used to communicate with XPass2 using this information.
  - X1100 : Aero controller that can connect multiple expansion boards.
- IP Address : Shows the IP address of the controller. (Required)
- Port : Indicates the port to connect to the controller.
- Internal ID* : This is an element that separates the controller from the IP address. For [**Global**], each controller must be given a unique ID. You can enter a value from 1-65535. For a description of the global setting. (Page 81)
- MAC address : The MAC address of the controller.
- Login ID* : The FTP connection ID of the controller used when saving the configured file. (Required)
- Password* : The FTP connection password of the controller used when saving the set file. (Required)

■ If you have not modified it, be sure to use the value listed as Default.

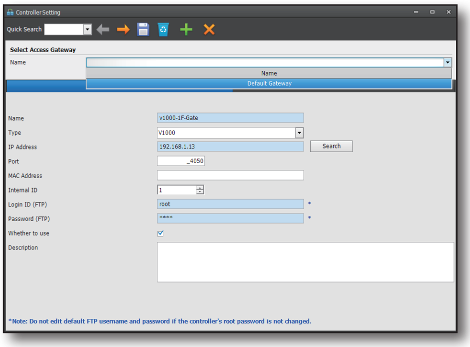
- Whether to use : Indicates whether the controller is enabled or disabled.
- Description : An additional description can be entered.

* : Can change the settings value for the VertX controller only.

Registering a controller automatically

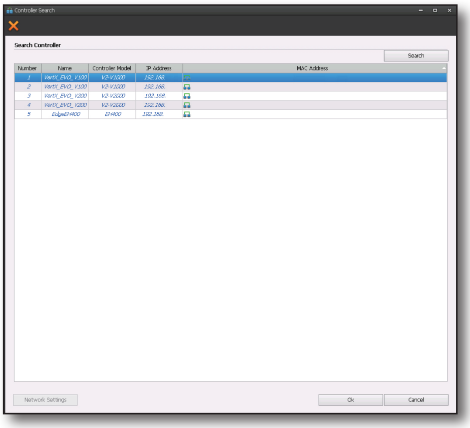
Auto setting is a function that automatically detects and registers the controller currently connected to the network.

1. From the top menu, select [**System Management**] > [**Controller Setting**].
2. Click the Add button < > in the top toolbar.
3. Select [**Name**] of the access gateway.



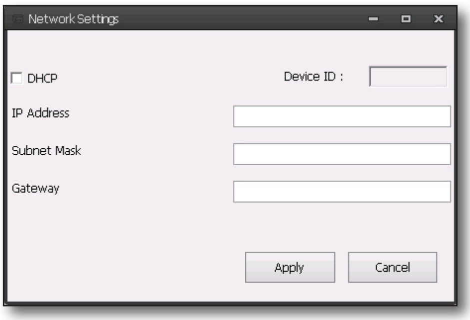
4. Click the [**Search**] button.
5. In the new window [**Controller Search**], click the [**Search**] button.
6. The list displays the controllers currently connected to the network.

- If nothing appears, try again later. If it still does not work, set up the controller by Setting Manually as below.



7. Select the controller to be registered, and click the Confirm button below.

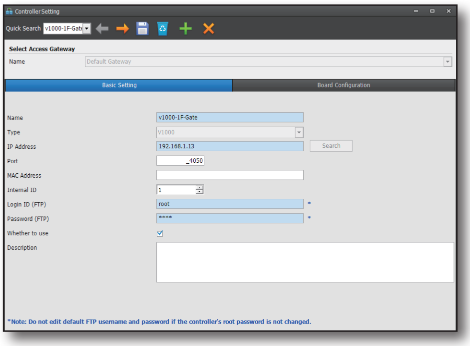
- If you select the BEW2 or BLN2 model, the [**Network Settings**] button at the bottom left will be activated to continue the network settings.



8. When you press the [**Confirm**] button, the name, IP address, and MAC address of the selected controller will be automatically entered on the screen.
9. Check your name and availability, and if you have additional comments, enter them.
10. Click the Save button < > in the toolbar to save.

Registering a controller manually

For various reasons, the network environment and the controller may not be detected. In this case, if the information of the controller to be connected to is known, the user can register it by entering the information manually.



1. From the top menu, select [**System Management**] > [**Controller Setting**].
2. Click the Add button < > in the top toolbar.
3. Select [**Name**] of the access gateway.
4. Enter the name of the controller to register in [**Name**]. (Required)
5. Please select the type of controller to register in [**Type**].
6. Enter the IP address of the controller to be registered in [**IP Address**]. (Required)
7. Enter Port to connect to controller to register in [**Port**].
8. Enter the MAC address of the controller to be registered in [**MAC Address**].
9. Enter the internal ID of the controller to be registered in [**Internal ID**].
10. Please enter your login ID and password. (Required)

- If you have not modified it, be sure to use the Default value.

11. Check enable/disable.
12. If there is an additional description to enter, enter it in [**Description**].
13. Click the Save button < > in the toolbar to save.

Editing and Deleting a Controller

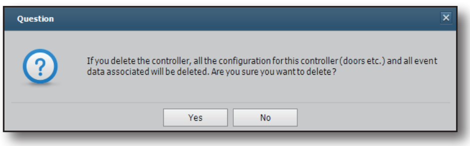
To edit a registered controller

Select the data to be deleted by performing a [**Quick Search**] in the top toolbar, edit the information and click the Save button < >.

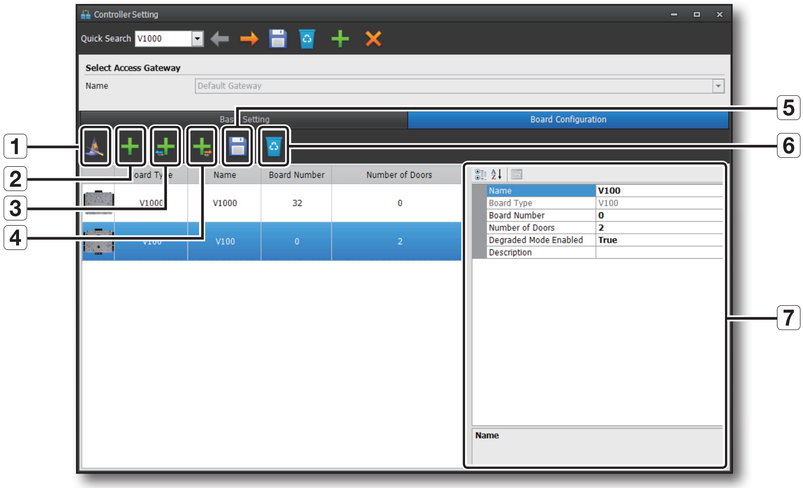
To delete a registered controller

To delete a registered controller, select the data to delete in [**Quick Search**] on the top toolbar and click the Delete button < >.
When asked if you want to delete it, click [**Yes**].

- Deleting a controller deletes all event data associated with all configurations(such as doors) of this controller.



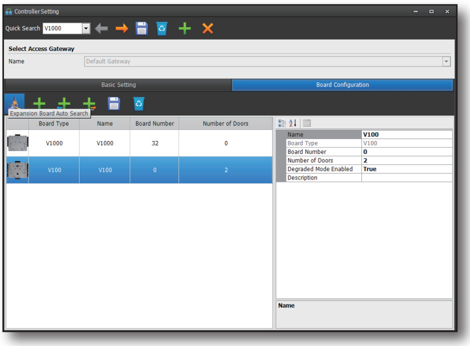
SETTING UP V1000/X1100 BOARD



No.	Icon	Description
1		This is a function that automatically detects and configures the configuration information of the currently selected controller.
2		Add V100 or X100* Reader Board.
3		Add V200 or X200* Input Board.
4		Add V300 or X300* Output Board.
5		Save the currently set information.
6		Delete the currently selected board.
7	Name	This is activated only when the board is clicked on the left of the screen, and it shows the information of the board.
	Board Types	Shows the type of board currently selected
	Board No.	Shows the currently set board ID
	Number of Doors	Shows the number of doors the Reader Board will be used You can choose up to 2.
	Degraded Mode Enabled	Shows whether the facility code access feature has been enabled or not.
	IO Module Port	Shows the I/O port number of the Aero controller.

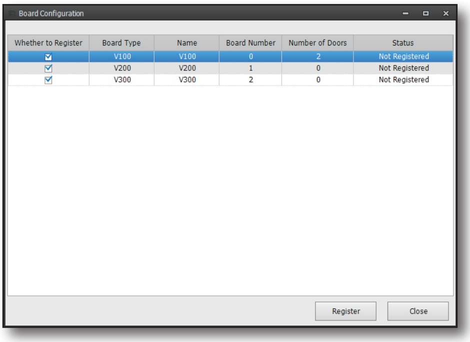
* : Only supported for Aero controller.

Setting the V1000 Board automatically



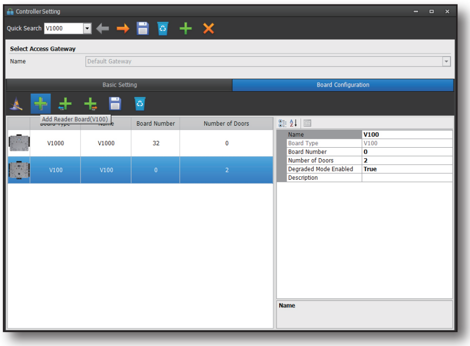
1. In the controller settings, select the V1000 type controller for which you want to set the board.
2. Click the [**Board Configuration**] tab.
3. Click [ ] to navigate to the board currently connected to the V1000.

■ This may not happen instantly due to intermittent communication problems, so try again later.



4. When the search is successfully completed, a new window will appear as shown on the right.
5. Check the [**Registration**] column and click the "**Register**" button below.
6. If successfully registered, the boards added to the left status will be shown.
7. Click the Save button < > in the board toolbar to save.

Setting the V1000 Board manually



1. In the controller settings, select the V1000 type controller for which you want to set the board.
2. Click the [**Board Configuration**] tab.
3. On the left of the screen, click the Add icon for the board you want to add.

- V100, V200, V300 board can be added and for detailed explanation of each icon, refer to "**Setting up V1000/X1100 board**". (Page 48)

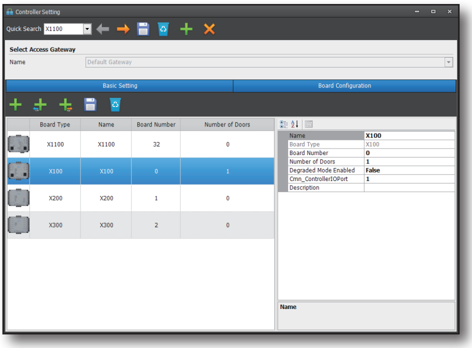
4. Press the board you have added to enter a name. You can save it as it is.
5. Enter the Board Number of the added board. Select the same number as the number on the back of the board.
6. (For V100) Enter the number of doors to be used. Depending on how the access system is configured, 1 or 2 can be selected.

- Depending on the number of doors, the type of door operation to be selected can be changed later when registering the door.
- When the number of doors is 1: You can select the type of door operation as Card In Card Out (CICO). CICO is a type of door that requires user authentication (card, password, or fingerprint) when entering or exiting the door. You can only select this type if the number of doors in the selected board is set to 1.
- When the number of doors is 2: You can select the type of door operation as Card In Rex Out (CIRO). CIRO requires user authentication (card, password, or fingerprint) only when entering through the door, and is a type of door that you can exit via the Rex button when you exit. You can only select this type if the number of doors in the selected board is set to 2.

7. Click the Save button < > in the board toolbar to save.

Setting the X1100 Board manually

1. In the controller settings, select the X1100 type controller for which you want to set the board.
2. Click the [**Board Configuration**] tab.
3. On the left of the screen, click the Add icon for the board you want to add.



- X100, X200, X300 board can be added and for detailed explanation of each icon, refer to "**Setting up V1000/X1100 board**". (Page 48)

4. Press the board you have added to enter a name. You can save it as it is.
5. Enter the Board Number of the added board. Select the same number as the number on the back of the board.
6. (For X100) Enter the number of doors to be used. Depending on how the access system is configured, 1 or 2 can be selected.

- Depending on the number of doors, the type of door operation to be selected can be changed later when registering the door.
- When the number of doors is 1: You can select the type of door operation as Card In Card Out (CICO). CICO is a type of door that requires user authentication (card, password, or fingerprint) when entering or exiting the door. You can only select this type if the number of doors in the selected board is set to 1.
- When the number of doors is 2: You can select the type of door operation as Card In Card Out(OSDP), Card In Rex Out(OSDP), and Card In Rex Out(CIRO). CIRO requires user authentication (card, password, or fingerprint) only when entering through the door, and is a type of door that you can exit via the Rex button when you exit. You can only select this type if the number of doors in the selected board is set to 2.

7. Click the Save button < > in the board toolbar to save.

System

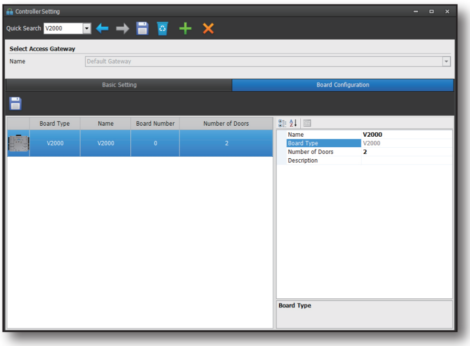
SETTING UP BOARDS FOR V2000 AND EH400-K

The V2000 and EH400-K controllers cannot be used with additional expansion boards. Only the controller name, door number setting, and additional description can be entered

- The EH400-K controller supports only one reader by default, but two readers can be supported by adding a Wiegand reader expansion module(EWM-M). Two readers can perform "**Card In Card Out**" function.

Setting up boards for V2000 and EH400-K (Name, setting the number of doors)

1. In the controller settings, select the V2000 type or EH400-K type controller for which you want to set the board.
2. Enter the name to be edited from the detailed list in the right.
3. Enter the number of doors to be set in [**Number of Doors**].
4. If additional comments are needed, enter an additional description in [**Description**].
5. Click the Save button < > in the board toolbar.
6. Click the Save button < > in the toolbar above.



Editing and Deleting Board

To edit the registered board information

Select the board to be edited by performing a [**Quick Search**] in the top toolbar, edit the information and click the Save button
< >.

To delete the registered board

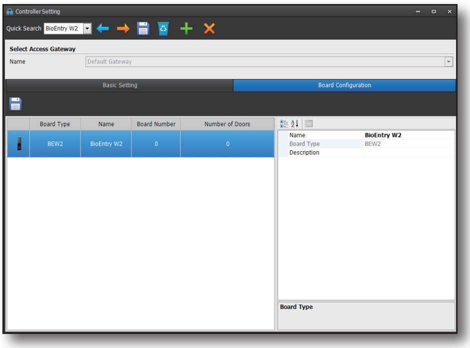
Select the board to be deleted by performing a [**Quick Search**] in the top toolbar and click the Delete button < >.
When asked if you want to delete it, click [**Yes**].

SETTING BIOENTRY W2

To use BioEntry W2 which is used as fingerprint recognition or card reader, it has to be registered in the controller settings. Since fingerprint information is of a size that cannot be transferred by the Wiegand communication method, it requires network communication connection. The fingerprint and card information registered in the Configuration Management are transmitted to the network through the IP address registered when BioEntry W2 was set.

Setting BioEntry W2

1. From the top menu, select [**System Management**] > [**Controller Setting**].
2. Click the Add button < > in the top toolbar.
3. Select [**Name**] of the access gateway.
4. Enter information of BioEntry W2 by performing a controller automatic search or manual search.



- For information on how to search the controller automatically, refer to "**Registering a controller automatically**". (Page 46)
- For information on how to search the controller manually, refer to "**Registering a controller manually**". (Page 47)

5. Once you have filled in the required controller information, click the Save button < > on the toolbar t save it.

- Registered BioEntry W2 is used as a reader when registering the door.

Editing and deleting BioEntry W2

To edit the registered BioEntry W2 information

Select the board to be edited by performing a [**Quick Search**] in the top toolbar , edit the information and click the Save button < >.

To delete the registered BioEntry W2 information

Select the board to be deleted by performing a [**Quick Search**] in the top toolbar and click the Delete button < >.
When asked if you want to delete it, click [**Yes**].

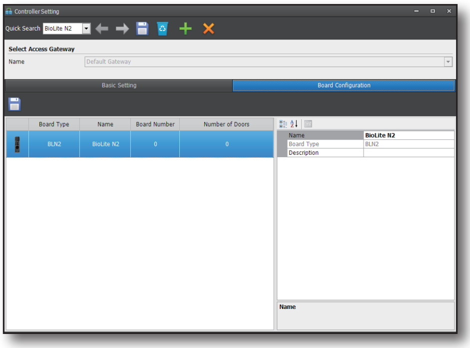
System

SETTING BIOLITE N2

To use BioLite N2 which is used as fingerprint recognition or card reader, it has to be registered in the controller settings. Since fingerprint information is of a size that cannot be transferred by the Wiegand communication method, it requires network communication connection. The fingerprint and card information registered in the Configuration Management are transmitted to the network through the IP address registered when BioLite N2 was set.

Setting BioLite N2

1. From the top menu, select [**System Management**] > [**Controller Setting**].
2. Click the Add button < > in the top toolbar.
3. Select [**Name**] of the access gateway.
4. Enter information of BioLite N2 by performing a controller automatic search or manual search.



- For information on how to search the controller automatically, refer to "**Registering a controller automatically**". (Page 46)
- For information on how to search the controller manually, refer to "**Registering a controller manually**". (Page 47)

5. Once you have filled in the required controller information, click the Save button < > on the toolbar t save it.

- Registered BioLite N2 is used as a reader when registering the door.

Editing and deleting BioLite N2

To edit the registered BioLite N2 information

Select the board to be edited by performing a [**Quick Search**] in the top toolbar , edit the information and click the Save button < >.

To delete the registered BioLite N2 information

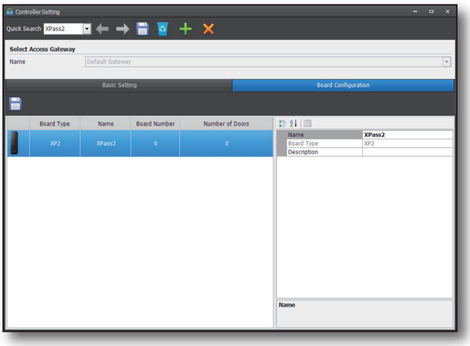
Select the board to be deleted by performing a [**Quick Search**] in the top toolbar and click the Delete button < >.
When asked if you want to delete it, click [**Yes**].

SETTING XPASS2

To use XPass2 as a card reader, register an IP in the controller settings. The card information registered in the Configuration Management are transmitted to the network through the IP address registered when XPass2 was set.

Registering XPass2

1. From the top menu, click [**System Management**] > [**Controller Setting**].
2. Click the Add button < > in the top toolbar.
3. Select [**Name**] of the connection gateway.
4. Enter information for XPass2 through automatic or manual controller search.



- For how to search the controller automatically, refer to " **Registering the controller automatically**". (Page 46)
- For the method of manually of the controller, refer to " **Registering the controller manually**". (Page 47)

5. When you have finished filling in the required controller information, click the < > on the toolbar to save it.

- Registered XPass2 is used as a reader when registering the door.

Modifying and deleting XPass2

To modify the registered XPass2 information

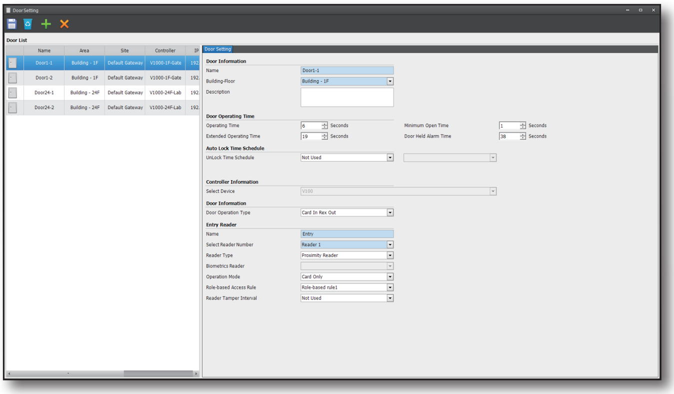
Select the board to be edited in [**Quick Search**] on the upper toolbar and change the information and click the < >.

To delete the registered XPass2

Select the board to delete in [**Quick Search**] on the top toolbar and click the Delete button < >. When asked if you want to delete it, click [**Yes**].

SETTING THE DOOR

Each door can be added / modified.
This menu allows you to set the door by connecting to the previously set controller. The set door is controlled by the controller.



- Name : Shows the name of the corresponding door to be registered. (Required)
- Building-Floor : Represents building and floor information where the door is located. (Required)
- Description : A description can be entered.
- Operating Time : The time from when the door is opened to when it is locked again.
- Extended Operating Time : If the authorized user is a user with extended access capability, make sure the door is open for the appropriate time.
- Minimum Open Time : Even if the door closes quickly, set the minimum time until the door is locked.
- Door Held Alarm Time : Set the minimum time of the alarm if the door stays open.

- The setting value of "**Minimum Open Time Setting**" should be set smaller than the value of "**Operation Time**".
- Refer to "**Card Holder Management**" for information on setting up the extension connection of a user. (Page 99)

- UnLock Time Schedule : Ensures that the door is always open during the specified time schedule.

> ■ For the time schedule setting, refer to "**Setting Time Schedule**". (Page 94)

- Select Device : Indicates the device to which the door is connected. (Required)
- Door Operation Type : Select the type of door operation.
  - Card In Card Out : A type of door that requires a user authentication (card, password, fingerprint or face) when entering or exiting the door. You can only select this type if the number of doors in the selected board is set to 1.
  - Card In Rex Out : A type of door that requires a user authentication (card, password, fingerprint or face) only when entering through the door, and can exit via the Rex button when exiting If the number of doors on the selected board is set to 2, only this type can be selected.
  - Card In Card Out (OSDP) : Card In Card Out operation type connected with OSDP reader.
  - Card In Rex Out (OSDP) : Card In Rex Out operation type connected with OSDP reader.

> ■ Refer to "**Setting up V1000/X1100 Board**" for the number of doors in the device. (page 48)

- Name : The name of the Reader of the entrance to be used. (Required)
- Select Reader Number : The reader number on the board to which the door will be connected. (Required)
- Reader Type : Indicates the type of reader connected to the door.
- Biometric Reader : If 'Reader Type' is a biometric reader, select the reader to be connected to this door from the registered BioEntry W2 or BioLite N2 model.

> ■ Biometric reader does not support time schedule, Role-based Access Rule, and Reader Tamper Interval.

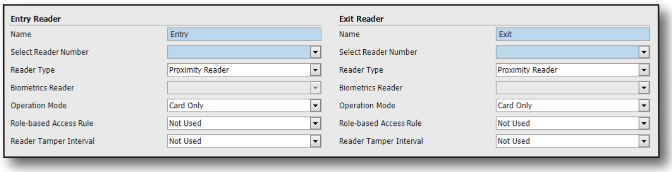
- Operation Mode : Choose what information is required when controlling the door he following items may be required depending on the type of reader selected.
  - Card only : Decides whether to allow or deny entry using card information only.
  - Card and PIN : Decide whether to allow or deny entry using two pieces of information - card and password.
  - Card or PIN : Decides whether to allow or deny entry using only one piece of information, either a card or a password.
  - PIN only : Decides whether to allow or deny entry using only PIN information.
  - Card and Fingerprint: Entering/exiting through the door is permitted/denied using the two information—card and fingerprint.
  - Card or Fingerprint: Entering/exiting through the door is permitted/denied using only one of the two information—card or fingerprint.
  - Fingerprint only: Entering/exiting through the door is permitted/denied using the fingerprint information only.
  - Fingerprint and PIN: Entering/exiting through the door is permitted/denied using the two information—fingerprint and password.
  - Card and Fingerprint and PIN: Entering/exiting through the door is permitted/denied using the three information—card, fingerprint, and password.
  - Face only: Entering/exiting through the door is permitted/denied using face recognition only.
  - Card and Face: Entering/exiting through the door is permitted/denied using the two information—card and face.
  - Card or Face: Entering/exiting through the door is permitted/denied using only one of the two information—card or face.
- Role-based Acces Rule* : Select a rule from created Role-based Access Rule.
- Reader Tamper Interval : Select interval for cheking reader tamper.

* : Aero controller can only choose between Use/Not Used.

READER TAMPER DETECTION

Wisenet ACS recognizes that the connection between the Reader and Board is disconnected and supports the function to notify.
For example, if an intruder forces the reader to disconnect and enter the security zone, the Board detects this and notifies the controller. This can be verified through the Wisenet ACS Monitoring program.

Reader Tamper Detection Setting

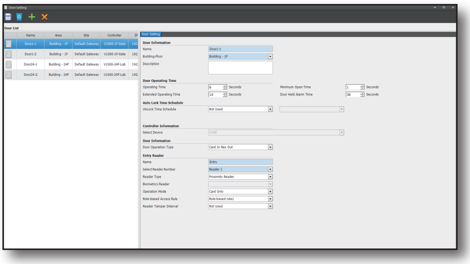


- Reader Tamper Interval
  - VertX Wiegand Reader : Can be set to Not Used or 0 - 99 sec.
  - Aero Wiegand Reader : Can be set to Not Used, 10 sec, or 60 sec.
  - Aero OSDP Reader : Always enabled, so users cannot change the settings.

How to enable Reader Tamper detection in a Reader?

1. From the top menu, click [**System Management**] > [**Door Settings**]
2. On the left [**Door List**], select the door you want to configure.
3. Select the item from [**Reader Tamper Interval**] at the bottom of the [**Door Setting**] page. set a value greater than the seconds interval from the provider.
4. To save the settings, click the < > button.
5. Synchronize your device.
   - Supported devices are R10, R40, RK40 and Signo 20/40/20K/40K readers.

Registering the door



1. From the top menu, select [**System Management**] > [**Door Setting**].
2. Click the Add button < > in the top toolbar.
3. Enter [**Name**].
4. Select [**Building-Floor**].
5. Select [**Operating Time**]. Set the time for which will the door be open after its normal authentication.
   - Operating time : Set the time from when the door is opened to when it is locked again.
   - Extended operation time : When an extension connection is set up on the user's card, the door is opened for the set time from the designated item.
   - Minimum Open Time : Even if the door closes quickly, set the minimum time until the door is locked.
   - Door Held Alarm Time : Set the minimum time of the alarm if the door stays open.

■ Refer to "**Card Holder Management**" for information on setting up the extended connection of a user. (page 99)

6. Select [**Auto Lock Time Schedule**]. This item is optional and is set as needed. Used to lock or unlock the door for the time set in the time schedule in conjunction with the time schedule setting information.
7. Select [**Device**].
8. Select [**Door Operation Type**].

   ■ "**Card Entry Card Exit**" is a door that can be entered after the card is approved and can be exited after the card is approved.
   "**Card Entry Rex Exit**" is a door that can be entered after the card is approved and can be exited through the Exit button.

9. Set [**Entry Reader**] and [**Exit Reader**]. If you have only installed a reader at the entrance, enter only the [**Entrance Reader**] information.
   Set [**Enable / Disable**] for each reader.
10. Enter [**Name**].
11. Select [**Select Reader Number**] and [**Reader Type**].
12. If you have selected [**Biometric Reader**] as the [**Reader Type**], select the biometric reader to be used.

13. If you select Facestation2 as the device selection, [**Reader Type**] is selected as [**Face Reader**].
14. Select the desired mode via [**Operation Mode**]. Operating modes will be shown differently according to the reader type.
    - Card only : Decides whether to allow or deny entry using only card information.
    - Card and PIN : Decides whether to allow or deny entry using two pieces of information - card and password.
    - Card or PIN : Decides whether to allow or deny entry using only one piece of information, either a card or a password.
    - PIN only : Decides whether to allow or deny entry using only PIN information.
    - Card and Fingerprint: Entering/exiting through the door is permitted/denied using the two information—card and fingerprint.
    - Card or Fingerprint: Entering/exiting through the door is permitted/denied using only one of the two information—card or fingerprint.
    - Fingerprint only: Entering/exiting through the door is permitted/denied using the fingerprint information only.
    - Fingerprint and PIN: Entering/exiting through the door is permitted/denied using the two information—fingerprint and password.
    - Card and Fingerprint and PIN: Entering/exiting through the door is permitted/denied using the three information—card, fingerprint, and password.
    - Face only: Entering/exiting through the door is permitted/denied using face recognition only.
    - Card and Face: Entering/exiting through the door is permitted/denied using the two information—card and face.
    - Card or Face: Entering/exiting through the door is permitted/denied using only one of the two information—card or face.
15. If [**Reader Type**] is [**Biometric Reader**], the reader operation mode is displayed as below.
    - Card only : Decides whether to allow or deny entry using only card information.
    - Card and PIN : Decides whether to allow or deny entry using two pieces of information - card and password.
    - Fingerprint and PIN: Entering/exiting through the door is permitted/denied using the two information—fingerprint and password.
    - Card and Fingerprint and PIN: Entering/exiting through the door is permitted/denied using the three information—card, fingerprint, and password.
    - Card or Fingerprint : Access is granted on Card Or Fingerprint authentication.
    - Fingerprint Only : Access is granted based on Fingerprint only.
    - Card and Fingerprint : Access is granted only if both card and fingerprint are authenticated.
16. If [**Reader Type**] is [**Face Reader**], the reader operation mode is displayed as below.
    - Face only: Access is granted based on face recognition only.
    - Card and Face: Access is granted only if both card and face are authenticated.
    - Face or Card: Access is granted based on face recognition or card authentication.
17. Click the Save button < > in the toolbar.

Editing and Deleting Door

To edit the registered door setting

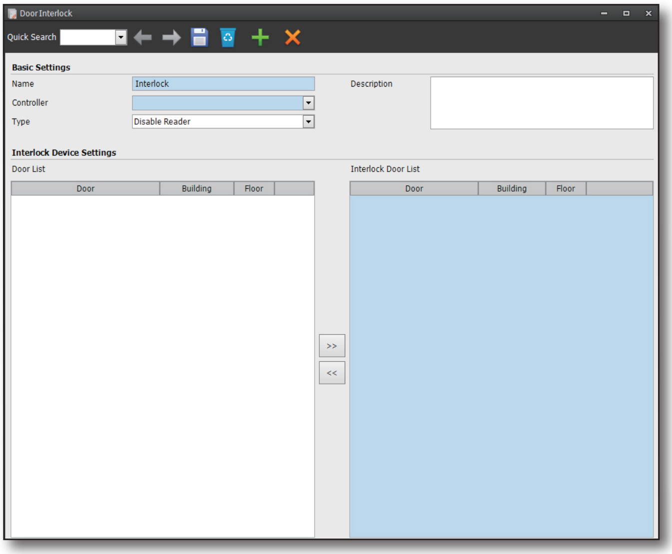
Select the data to be edited by performing a [**Quick Search**] in the top toolbar, edit the information and click the Save button < >.

To delete the registered door

Select the data to be deleted by performing a [**Quick Search**] in the top toolbar and click the Delete button < >. When asked if you want to delete it, click [**Yes**].

SETTING THE INTERLOCKING

The purpose of the Interlocking function is to prevent any other doors of the group from being allowed access if any of the doors is open among the doors set as one Interlock group.

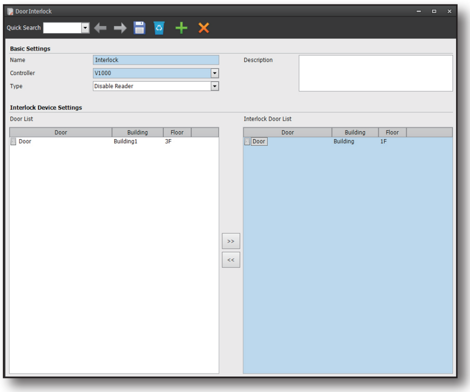


- Name : Enter the interlocking name. (Required)
- Controller : The controller to which the door to apply interlocking. (Required)
  Interlock function can be set only for the doors connected to the same controller.
- Type* : Can be set as 2 types.
  - Disable Reader : Allows the reader to not react to a card even if the card is presented to the reader.
  - Disable Door locks : When a card is presented into the reader, the reader displays access granted in the reader, but the door is not actually open.

* : Aero controller does not support the reader deactivation type.

System

Setting the Interlocking



1. From the top menu, select [**System Management**] > [**Interlocking**].
2. Click the Add button < > in the top toolbar.
3. Enter the designated name to be registered in [**Name**]. (Required)
4. Select the controller in which the interlocking function is applied to [**Controller**].
5. Select how the interlocking function will work in [**Type**].
6. In the left door list, select the doors to be interlocked and move them to the right. At least two doors must be in the interlocking door list before interlocking can be set.
   - If any of the doors belonging to the interlocking are open, the rest of the other doors will not allow entry.
7. Click the Save button < > in the toolbar above to save.

Editing and Deleting Interlocking

To edit the registered Interlocking information

Select the Interlocking to be edited by performing a [**Quick Search**] in the top toolbar , edit the information and click the Save button < >.

To delete the Interlocking

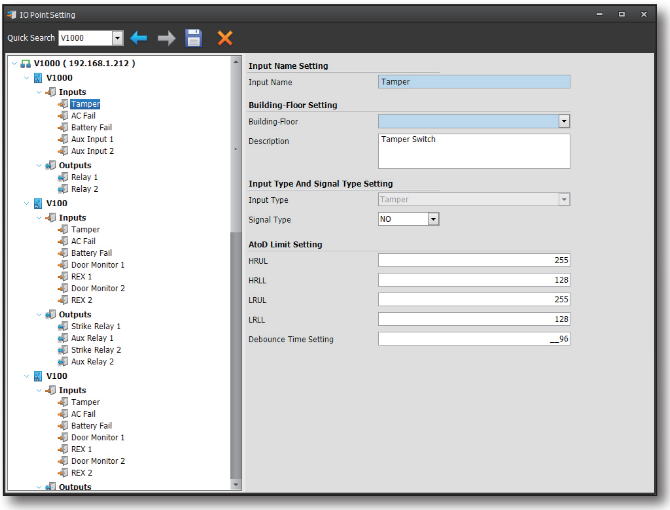
Select the interlocking to be edited by performing a [**Quick Search**] in the top toolbar and click the Delete button < >.

When asked if you want to delete it, click [**Yes**].

SETTING IO

You can make detailed settings for input and output of registered board.

IO Point Setting



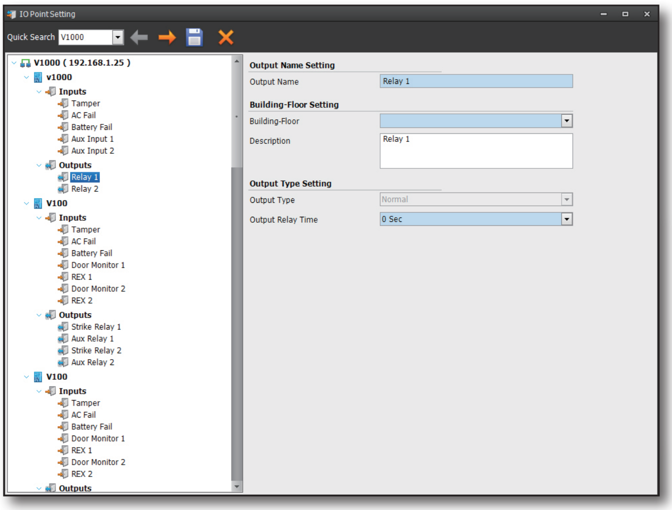
- Input Name : Indicates the name of the Input Point selected from the device list on the left. (Required)
- Building-Floor : Setup: Set the building and floor where the corresponding Input is installed. (Required)
- Description : A description can be entered.
- Input Type : Indicates the input type of the currently selected input.
- Signal Type : Can be configured in Aero controller only, and indicates the signal type of the currently selected input (NO, NC).
  - NO (Normal Open) : The contact point is open by default, but the signal occurs if the contact point closes.
  - NC (Normal Close) : The contact point is closed by default, but the signal occurs of the contact point opens.
- AtoD Limit Setting* : Refers to the criteria for dividing the value when converting an analog signal to a digital signal The maximum value can be set between 0 and 255.

Setting Input Point

1. Select the Input Point to be set from the list on the left.
2. Enter the name of the input selectedin [**Input Name**]. The default name can be left as is, or it can be changed to a name that is easy for the user to recognize.
3. Set the building and floor where the corresponding Input is installed
4. Set the AtoD Limit Setting. If you are not an expert, leaving it set to the default value is recommended.
   - For Aux Input, Input type is selectable.
5. Click the Save button < > in the toolbar to save.

* : Only the VertX controller has some of the setups that are editable (HRUL, HRLL, LRUL, LRLL).

Setting Output Point



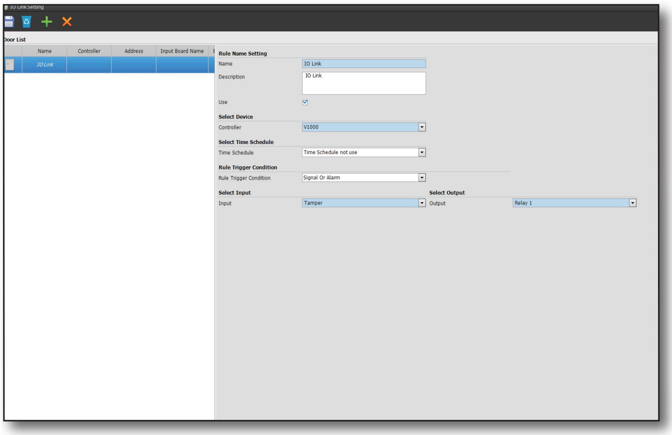
- Output Name : Indicates the name of the Output Point selected from the device list on the left. (Required)
- Building-Floor : Set the building and floor where the corresponding Output is installed.
- Description : A description can be entered.
- Output Type : Indicates the output type of the currently selected Output.
- Output Relay Time : The time for which the output is sustained If it is 6 seconds, it outputs the signal for 6 seconds.(Required)

Setting Output Point

1. Select the Output Point to be set from the list on the left.
2. Enter the name of the input selected in [**Output Name**]. The default name can be left as is, or it can be changed to a name that is easy for the user to recognize.
3. Set the building and floor where the corresponding Output is installed
4. Specify the length of time the output will last in [**Output Relay Time**].
5. Click the Save button <  > in the toolbar to save.

Setting IO Link

You can connect the Input and Output to output the signal to the connected Output when a specific Input occurs.



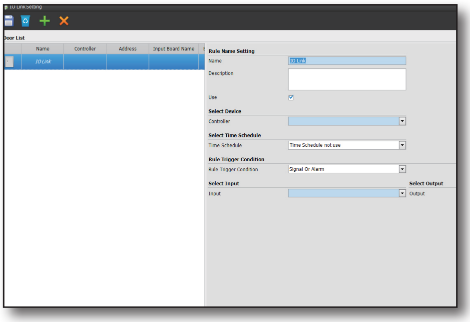
- Name : Name of the registered I/O Link. (Required)
- Description : A description can be entered.
- Use : Indicates whether the corresponding I/O Link will be applied to the system.
- Controller : Indicates the controller to which the I/O Link applies. (Required)
- Time Schedule : You can set the I/O link to operate only in that time zone using the set time schedule.

  ■ For the time schedule setting, refer to "**Setting Time Schedule**". (page 94)

- Rule Trigger Condition
  - ■ Signal or Alarm : If a signal or an alarm occurs at the input contact, a signal is output through the output contact.
  - ■ Signal only : Signal is output through the output contact only when a signal occurs at the input contact.
  - ■ Alarm only : The signal is output through the output contact only when an alarm occurs at the input contact.
- Select Input : Select the input contact to set the I/O Link.
- Select Output : Select the output contact to set the I/O Link.

  ■ The selected input point is connected to the output point, and if a signal is generated from the input point, the signal will be output at the output point.

IO Link Setting



1. From the top menu, select [**System Management**] > [**IO Link Setting**].
2. Click the Add button < > in the top toolbar.
3. Enter the I/O Link's designated name to be registered in [**Name**]. (Required)
4. Check [**Use**].

   ■ Even if you register, uncheck the "**Use**" box if you do not want to apply it to the system right away.

5. If you want to apply the time schedule according to the day of the week, select the preset schedule in [**Time Schedule**].

   ■ For the time schedule setting, refer to "**Setting Time Schedule**". (Page 94)

6. Select Input Detection Condition.
   - Signals or alarms : If a signal or an alarm occurs at the input contact, a signal is output through the Output.
   - Signal Only : The signal is output through the Output only when a signal occurs at the input point.
   - Alarm Only : Signal is output through the Output only when an alarm occurs at the input point.
7. Select an input point.
8. Select an output point.
9. Click the Save button < > in the toolbar to save.

Editing and Deleting I/O Link

To edit the registered I/O Link information

Select the I/O Link to be edited by performing a [**Quick Search**] in the top toolbar, edit the information and click the Save button < >.

To delete the I/O Link

Select the I/O Link to be deleted by performing a [**Quick Search**] in the top toolbar and click the Delete button < >.
When asked if you want to delete it, click [**Yes**].

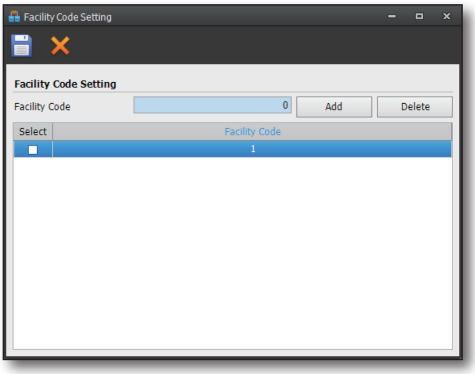
DEGRADED MODE CARD SETTING

Wisenet ACS supports Degraded Mode for V100/X100 boards. In Degraded mode, when the connection between V1000/X1100 controller and V100/X100 board is lost, V100/X100 recognizes it automatically and provides access only to registered Facility Code card. The Aero controller supports only one Facility Code (the first value).

Facility Code Setting

1. From the top menu, click [**System Management**] > [**Facility Code Setting**].
2. Enter the code in the <**Facility Code**> field and click the [**Add**] button.
3. To save the settings, click the < > button.

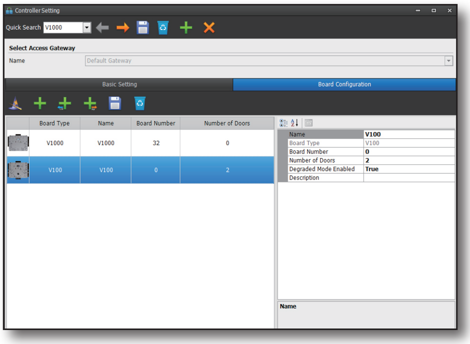
■ The facility code is a unique number displayed on the card box.



Controller Setting

1. From the top menu, click [**System Management**] > [**Controller Setting**].
2. Select the Reader board (V100/X100) to be used in Degraded Mode.
3. Change the right <**Degraded Mode Enabled**> to True.
4. To save the settings, click the < > button.

■ Synchronize the "Device Settings" to make the changes effective on the device



SETTING THE MUSTERING AREA

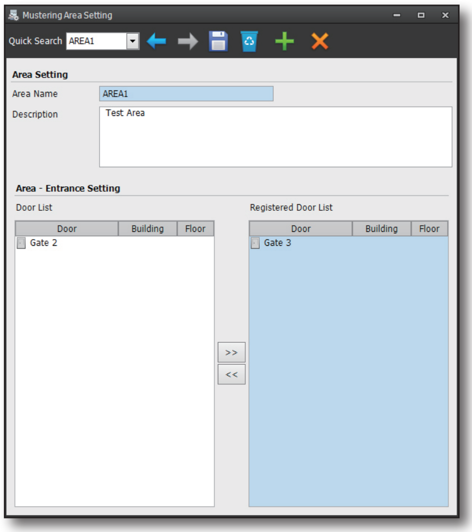
The Mustering Area setting is a function that provides information of the occupants in the corresponding Area based on the event of the door included in the Area set by the user.

- This function is based on door events of the door, so it may not work properly in the following circumstances.
  - When there are many events occurring and the fire input event is received and processed late
  - When the operating PC is turned off or does not work
  - When communication configuration and settings with the device are not performed properly
  - When Wisenet ACS is not running
  - If the user has not processed an Entry/exit event normally, Wisenet ACS will output the report of all the registered Area if the input set as the fire signal occurs.
    (A door selected in one Area cannot be matched to another Area.)
- Entrances that are set up in the Mustering Area must have an Entry/exit reader.

Registering the Mustering Area

1. From the top menu, select [**System Management**] > [**Mustering Area Setting**].
2. Click the Add button < > in the top toolbar.
3. Enter the name of the area in the [**Area Name**] field. (Required)
4. From the [**Door List**], select the doors included in the section from the door list on the left and move to the right.
5. Click the Save button < > in the toolbar.

- The door list on the left shows all the doors that are set to "**Card Only**" among the doors set in "**Setting the Door**".



Editing and Deleting Mustering Area

To edit the registered Area

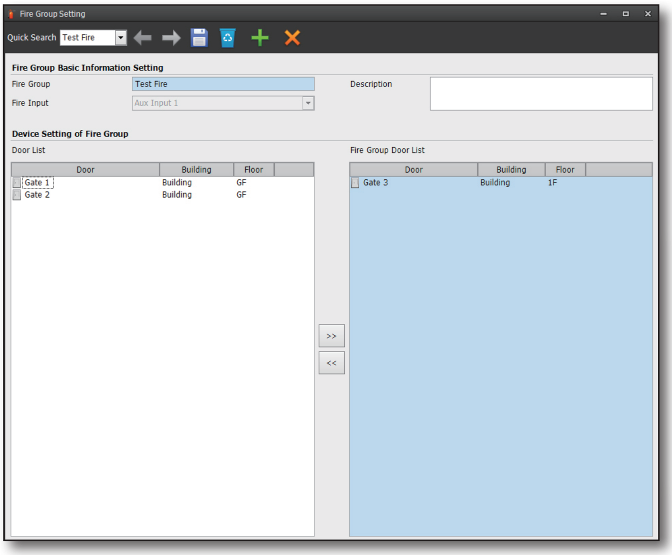
Select the data to be edited by performing a [**Quick Search**] in the top toolbar, edit the information and click the Save button < >.

To delete the registered Area

Select the data to be deleted by performing a [**Quick Search**] in the top toolbar and click the Delete button < >. When asked if you want to delete it, click [**Yes**].

FIRE GROUP SETTING

The Fire Group Setting is a safety function in which when a fire event occurs for the input set to [**Fire Signal**], it opens all the doors belonging to the fire group by unlocking all of the door locking devices.

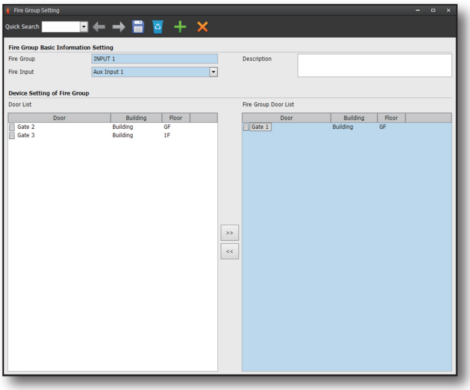


- Fire Group : The name of the registered fire group name. (Required)
- Fire Input : Indicates the input point to receive a fire signal when a fire occurs. (Required)
- Door List : Displays all doors belonging to the controller that controls the selected fire input.
- Fire Group Door List : Doors set to fire group All doors in this list will be unlocked when a fire signal is generated.

- The change of the device input to [**Fire Signal**] can be set in [**System Management**] > [**I/O Point Setting**] function. For details, refer to "**Setting IO Link**". (Page 65)
- Fire signal can be set with Aux input port in V1000 only.

- This function works through Wisenet ACS and may not work properly in the following circumstances.
  - When where there are many events occurring and the fire input event is received and processed late
  - When where the operating PC is turned off or does not work
  - When where communication configuration and settings with the device are not performed properly
  - When Wisenet ACS is not running
- This function is only a supplementary way to open the door in the event of a fire. A separate hardware device must be provided to open the door manually in case of fire.
- If an input set as a fire signal occurs, Wisenet ACS will open the doors registered to all registered fire groups. Therefore, set up the necessary doors by using the fire group setting.

Registering a Fire Group



1. From the top menu, select [**System Management**] > [**Fire Group Setting**].
2. Click the Add button < > in the top toolbar.
3. Enter the name of the fire group in the [**Fire Group**] field. (Required)
4. In [**Fire Input**], the input list set as the fire signal at input contat point is displayed. Select fire input. (Required)

- If the input list does not appear on the fire input, it is because there is no input type set as the fire signal for the specific input from the input point settings. Go to [**System Management**] > [**IO Point Setting**], select the input point setting which receives the fire signal as input in the input contact setting, and set [**Input Contact Type**] to [**Fire Signals**].
- Fire signal can be set with Aux input port in V1000 only.

5. If a fire signal occurs in the [**Door List**], select the door that has been opened and click the right move button < >> > to move to the right. Or, use the mouse to drag and drop to set.
6. Click the Save button < > in the toolbar.

Editing and Deleting Fire Groups

To edit the registered fire group setting

Select the data to be edited by performing a [**Quick Search**] in the top toolbar, edit the information and click the Save button < >.

To delete the registered fire group setting

Select the data to be deleted by performing a [**Quick Search**] in the top toolbar and click the Delete button < >. When asked if you want to delete it, click [**Yes**].

SETTING COMPANY

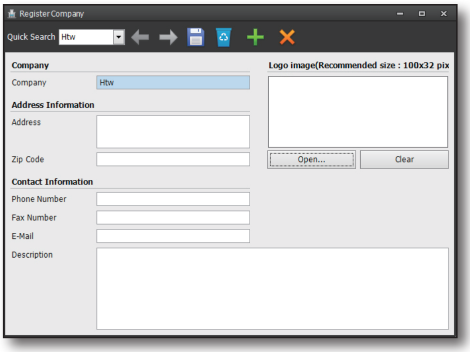
You can register company information and set door / input point / output point connected to the device for each company.

Registering Company

You can register or edit Company. You can register the device by company or view the report using registered company information.

Registering Companies

1. From the top menu, select [**System Management**] > [**Register Company**].
2. Click the Add button < > in the top toolbar.
3. Enter the company name in the [**Company**] field. (Required)
4. Upon entering a logo, click [**Open...**] to register a logo image.
5. The rest of the input items are optional items, and they can be entered if necessary.
6. Click the Save button < > in the toolbar.



Editing and Deleting Companies

To edit the registered company information

Select the data to be edited by performing a [**Quick Search**] in the top toolbar, edit the information and click the Save button < >.

To delete the registered company

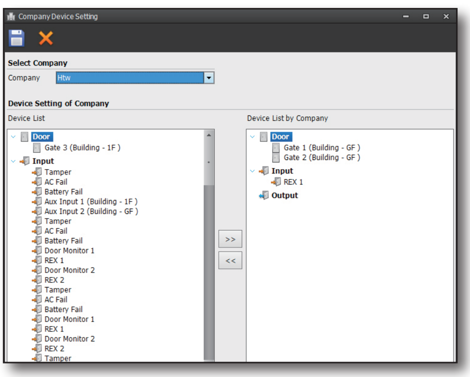
Select the data to be deleted by performing a [**Quick Search**] in the top toolbar and click the Delete button < >. When asked if you want to delete it, click [**Yes**].

Setting a Device for Each Company

You can set up the device for each company that was registered previously. Input / output of the currently registered controller and entrance door should be registered for each company.

Setting a Device for Each Company

1. From the top menu, select [**System Management**] > [**Company Device Setting**].
2. Select [**Company**].
3. Select the device to move from [**Device List**] to [**Device List by Company**] and click the move to right button < >> > to move it to the right. Or use the mouse to drag and drop to set.
4. Click the Save button < > in the toolbar.



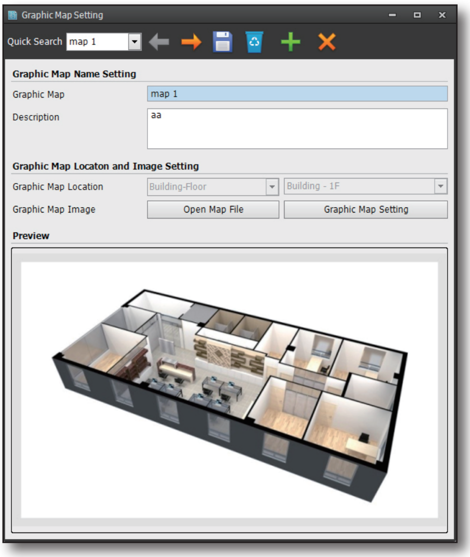
System

SETTING A GRAPHIC MAP

The locations of buildings or floors, doors, inputs, and outputs can be displayed in a graphic map. The graphic map set in this setting will be used for monitoring by Wisenet ACS Monitoring.

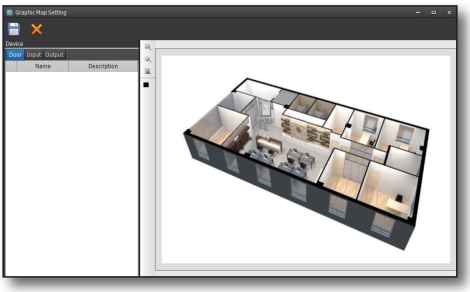
Registering a Graphic Map

1. From the top menu, select [**System Management**] > [**Graphic Map Setting**].
2. Click the Add button < + > in the top toolbar.
3. Enter a name into the [**Graphic Map**] field. (Required)
4. Select a floor of the building to which the graphic map is to be applied from [**Graphic Map Location**].
   - All : All floors are marked with the corresponding graphic map applied. Choose when the graphic map chosen represents the entire building, or when there is no need to manage it on a floor-by-floor basis.
   - Building-Floor : Applies different graphic maps to different floors
5. Click the [**Open Map File**] button to select the graphic map file (image).

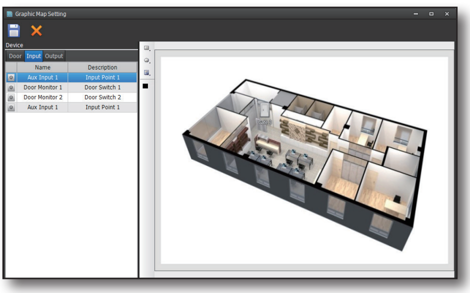


- Map image files can be files with extensions such as bmp, jpg, jpeg, gif, png and wmf.
  However, jpg files are recommended.

6. Click [**Graphic Map Setting**] to set icons for the door, input, and output on the map that has been set.



7. From the door list on the [**Door**] tab, select the door to be moved onto the map screen and click and drag it to the desired location.
8. Select the input and output devices on the [**Input**] and [**Output**] tabs to be moved to the top of map screen, then click and drag them to the desired location.



9. Use the drawing tools in the middle of the screen to place rectangles, circles, and other images on the map screen.

Drawing Tools	Description
	It is used to draw rectangles.
	It is used to draw circles.
	It is used to load an image file.
	Selects a color for the shape when drawing a rectangle or a circle.

10. Please select the color of the shape first using the color picker.
11. Select the rectangle or circle drawing tool, move the mouse to the location where you want to draw the shape on the map screen, and drag-and-drop to draw an image.
12. Click the Save button < > in the toolbar to close the Graphic Map Details screen.
13. Click the Save button < > in the toolbar to save information.

Editing and Deleting the Graphic Map

To edit the registered graphic map

Select the data to be edited by performing a [**Quick Search**] in the top toolbar, edit the information and click the Save button < >.

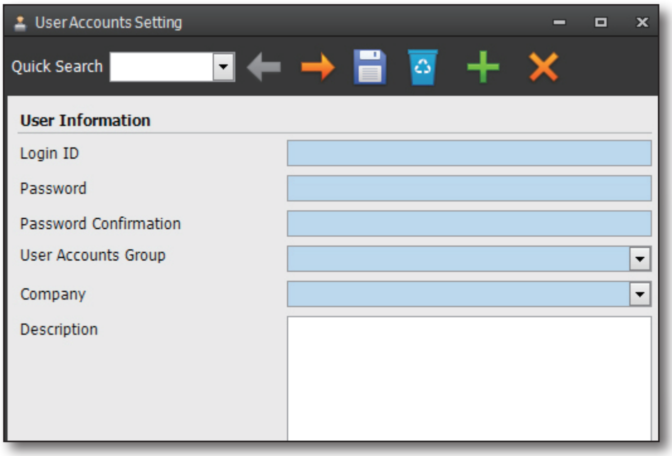
To delete the registered graphic map

Select the data to be deleted by performing a [**Quick Search**] in the top toolbar and click the Delete button < >. When asked if you want to delete it, click [**Yes**].

USER ACCOUNTS SETTING

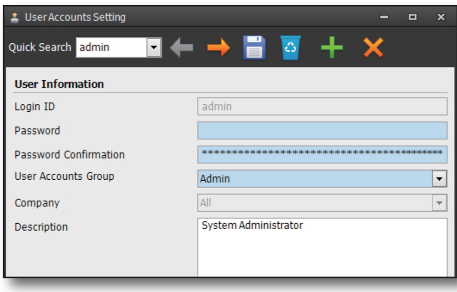
Setting User Account

Register users who can log in to the program.



- Login ID : Enter User ID. (Required)
- Password : Enter a password. (Required)
- Password Confirmation : Enter the same password as the password entered. (Required)
- User Account Group : Select the group name of the user account. (Required)
- Company : Select the company to which the user belongs.
- Description : Enter a description of the user.

Registering User Account



1. From the top menu, select [**System Management**] > [**User Accounts Settings**].
2. Click the Add button < > in the top toolbar.
3. Enter [**Login ID**].
4. Enter [**Password**] and [**Password Confirmation**]. (Required)
5. Select [**User Account Group**]. (Required)
6. Select [**Company**].

- Selecting [**All**] when selecting a company, the corresponding account can manage information about all companies after logging in. If a specific company was selected, the corresponding account can only manage information about the selected company.

7. Click the Save button < > in the toolbar.

Editing and Deleting a User Account

To edit a registered user account

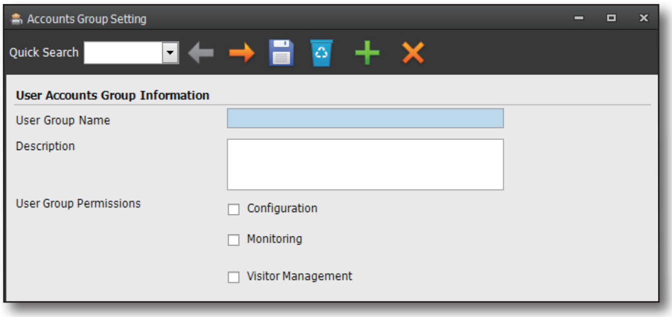
Select the data to be edited by performing a [**Quick Search**] in the top toolbar, edit the information and click the Save button < > .

To delete a registered user account

Select the data to delete by performing a [**Quick Search**] in the top toolbar and click the Delete button < >. When asked if you want to delete it, click [**Yes**].

Setting User Group

Sets the permission group to which the user belongs. Each group can be given different login rights for Configuration Management / Monitoring / Visitor Management.



- User Group Name : Represents a user group name. (Required)
- Description : Represents a description of the permission group.
- User Group Permission : Represents the permissions of the user group.

- If "**Configuration**" is checked, only Configuration Management has permission to connect. If "**Monitoring**" is checked, only Monitoring has permission to connect. If "**Visitor Management**" is checked, only Visitor Management has permission to connect. If all three are checked, has permission to connect the Configuration Management, Monitoring, and Visitor Management programs.

Registering a User Group

1. From the top menu, select [**System Management**] > [**Accounts Group Setting**].
2. Click the Add button < > in the top toolbar.
3. Enter [**User Group Name**].
4. Check [**Configuration**] and [**Monitoring**] in [**User Group Permissions**].
5. Click the Save button < > in the toolbar.

Editing and Deleting a User Account

To edit registered user group settings

Select the data to be edited by performing a [**Quick Search**] in the top toolbar, edit the information and click the Save button < >.

To delete a registered user group

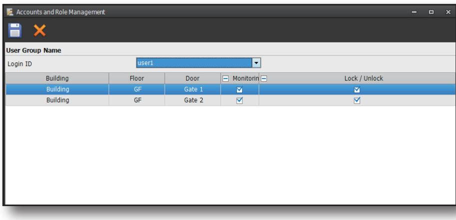
Select the data to be deleted by performing a [**Quick Search**] in the top toolbar and click the Delete button < >. When asked if you want to delete it, click [**Yes**].

User Account and Permissions Management

In "**Setting User Account**", the permission to monitor, lock / unlock can be granted or disabled to each registered user.

User Account and Permissions Setting

1. From the top menu, select [**System Management**] > [**Account and Role Management**].
2. Select [**Login ID**].
3. Give each door permission. (monitoring, lock / unlock).
4. Click the Save button < > in the toolbar.



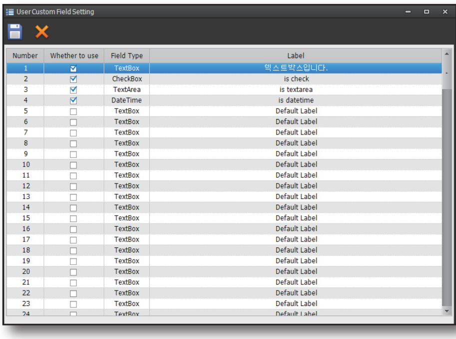
■ A person in [**Admin Group**] has full permission over monitoring, locking / unlocking all doors. (Not Editable)

CUSTOM FIELD SETTINGS

If desired by the user, additional necessary items can be set and utilized upon registering users. Registered custom fields are available from the [**Operation Management**] > [**Visitor Setting**] > [**Personnel Settings**] tab.

Custom Field Settings

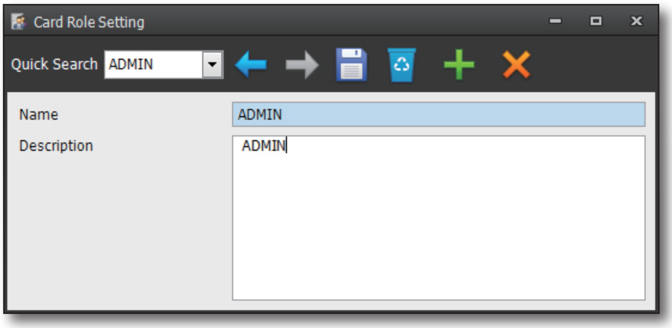
1. From the top menu, select [**System Management**] > [**User Custom Field Setting**].
2. Check the [**Whether to use**] box in the field to enable or disable it.
3. Under [**Field Type**], select the desired field type.
   - TextBox : Text format to enter additional information as desired.
   - CheckBox : A format in which check boxes can be created and checked with or without a check mark.
   - TextArea : Text format to enter additional information.
   - DateTime : A format for specifying dates.
4. Enter the desired label name in [**Label**].
5. Click the Save button < > in the toolbar.



ROLE-BASED ACCESS SETTING *

Wisenet ACS supports Role-based Access Control function for secure areas such as safe. Role-based Access is a feature that allows to configure Role-based rules to provide access to a door.
For Role-based Access, you need to define rules and roles. You then assign a rule to each Reader and assign a role to each Card.

Card Role Setting



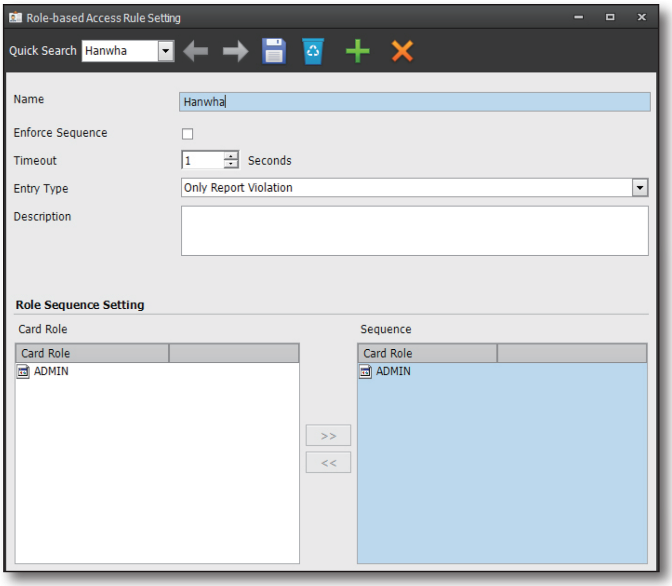
- Name: Shows the name of the Role. (Required field)
- Description: Shows additional information about the Role information.

Card Role Setting

1. From the top menu, click [**System Management**] > [**Card Role Setting**].
2. Click the Add button < > on the top toolbar.
3. Enter the name of the Role.
4. Click the < > button to save the settings.

* : The Aero controller does not support the Role-based access setting. Access is permitted only when two different cards of users with access rights to the door are authorized.

Role-based Access Rule Setting

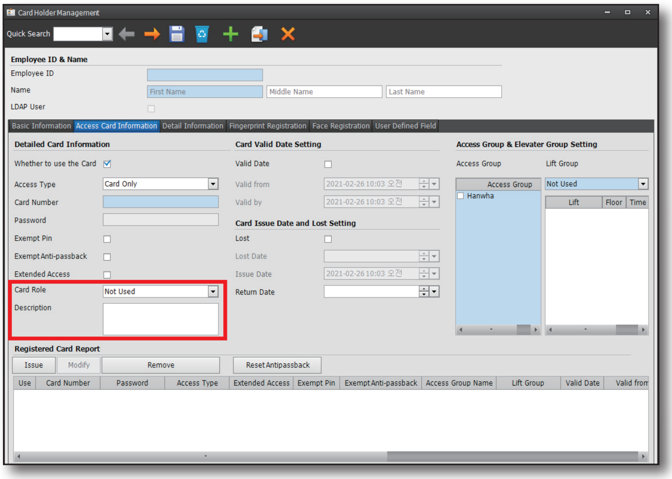


- Name: Shows the name of the rule. (Required field)
- Enforce Sequence: Select if the cards must be presented in the Role order configured.
- Timeout: Sets the time limit for the execution of the rule.
- Entry Type
  - Deny And Report Violation: Access is granted only after all the Rule conditions are met.
  - Only Report Violation: You can open the door with only one Role included in Rule. However, if all the Rule conditions are not met, an alarm will be generated.
- Description: Shows additional information about the rule information.
- Role Sequence Setting
  - Card Role: Shows the list of available Role.
  - Sequence: Shows the list of Role included in Rule. Use the < << > and < >> > buttons to include or exclude from the Role.

Role-based Access Rule Setting

1. From the top menu, click [**System Management**] > [**Role-based Access Rule Setting**].
2. Click the Add button < > on the top toolbar.
3. Enter the name of the Rule.
4. Check the check box to set the sequence.
5. To specify the timeout for the rule, enter the timeout time.
6. Select Entry Type.
7. Assign the role to apply to the rule.
8. To save the settings, click the < > button.

Assigning Card Role

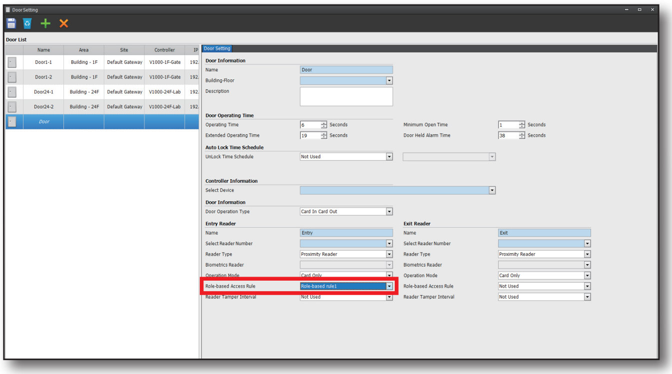


- Card Role: Shows the name of the assignable Role.
- Description: Shows an additional description of the assigned Role information.

Assigning Card Role

1. From the top menu, click [**Operation Management**] > [**Cardholder Management**].
2. Select [**Access Card Information**].
3. Select [**List of registered card issuance status**] at the bottom.
4. Select Role.
5. Click the [**Modify**] button.
6. To save the settings, click the < > button.

Assigning Role-based Rule



- Role-based Rule: Shows the name of the assignable rule.

Assigning Role-based Rule

1. From the top menu, click [**System Management**] > [**Door Setting**].
2. Select the list item of [**Role-based Access Rule**] at the bottom.
3. To save the settings, click the < > button.

- Finally, please synchronize all settings to the device.

- One Rule can store up to 8 Roles.
- Role-based Access supports up to 10 readers per controller.
  For example, if you are using two readers as one Area, you can support up to 5 areas in total.

Advanced Settings

ADVANCED SETTINGS

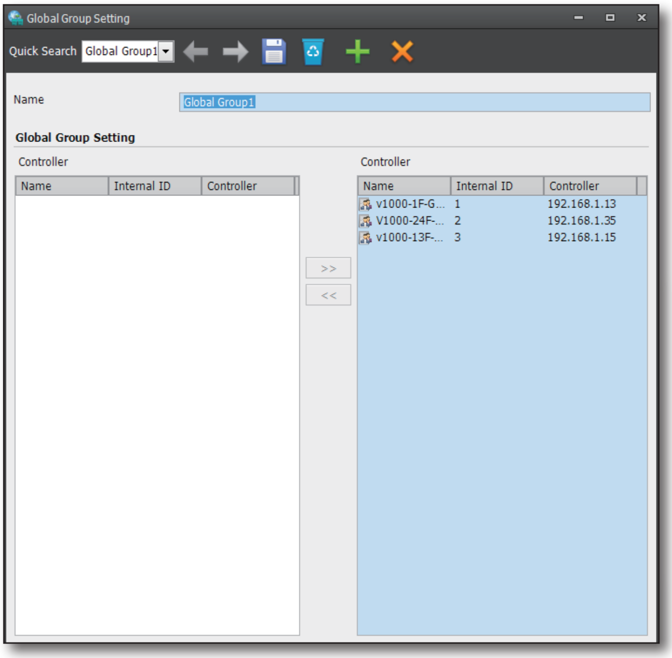
Advanced settings manage Global, Anti-passback and Guard Tour Management settings.

Global

In Global settings, share state between different VertX controllers. This setting allows to perform I/O commands to different controllers.

Global Group Setting

In Global Group Settings, can specify different VertX controllers to share state.



- Name : The name of the global group.
- Controller : Shows a list of controllers that can be set as a global group.

Registering a Global Group

1. On the top menu, click [**Advanced**]> [**Global Group Setting**].
2. Click the Add button < > in the top toolbar.
3. Enter the name of the global group in the [**Name**] field. (Required)
4. Select controllers to be operated as [**Global Group**] and move it to the right.

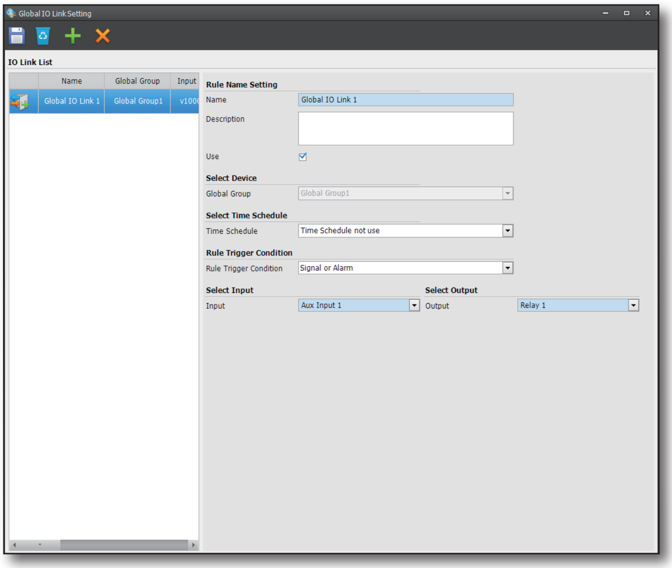
- Multiple items can be selected to move by clicking while holding the Ctrl or Shift key.
- < >> > button, as well as double-click can enable the move.

- The controllers to be designated as a group are the features that only support the VertX controller, and each must have a different "**Internal ID**". If you want to find out about how to set the "**Internal ID**", please refer to "**Setting a controller**". (page 45)

Advanced Settings

Global IO Link Setting

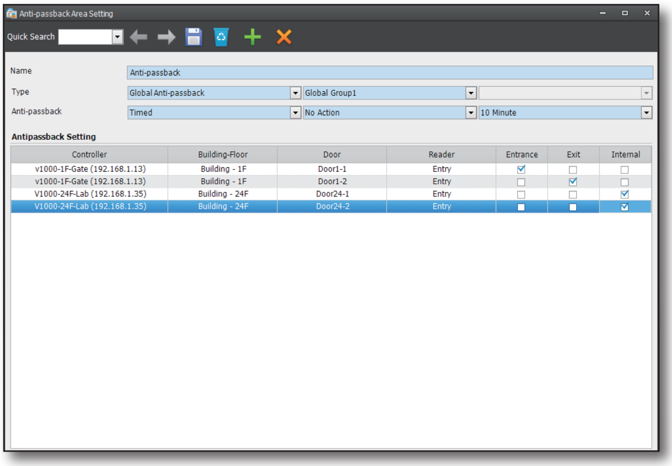
In the Global IO Link Setting, Can set the IO Link of the Global Group.



- Name : The name of the Global IO Link. (Required field)
- Description : You can enter a description for the global IO link.
- Use : Indicates whether or not to apply the corresponding Global IO Link to the system.
- Global Group : Can select a Global Group. (Required field)
- Time Schedule : Set the Global I/O Link to operate Only in that time zone using the set Time Schedule.
- Rule Trigger Condition
  - Signal or Alarm : If a signal or an alarm occurs at the input contact, a signal is output through the output contact.
  - Signal only : Signal is output through the output contact only when a signal occurs at the input contact.
  - Alarm only : The signal is output through the output contact only when an alarm occurs at the input contact.
- Input : Select the input contact to set the Global I/O Link. (Required field)
- Output : Select output contact to set Global I/O Link. (Required field)

Anti-Passback Settings

When an unauthorized user uses the same card used by an authorized user to enter the door which was not used to leave again, access can be controlled using this setting.



- Name : The name of the Anti-passback. (Require field)
- Type :
  - Area Anti-passback: Specify the Controller to which the Anti-passback is applied.
  - Global Anti-passback: Specify a Global Group to apply anti-passback.
- Anti-Passback : If a passenger enters an authorized card and then attempts to enter again without a record of leaving, can control access through the Anti-Passback setting.

■ Timed : Anti-Passback is applied regardless of the type of reader at the entrance, exit or inside.
Real : Anti-Passback applies only when leader type is entrance or exit.

Basic Setting	Detailed Setting	Description
Timeout	No Action	After the designated time, if the card used to enter is used to enter again before being used to leave, no report or access denial will be made.
	Report Only	After the designated time, if the card used to enter is used to enter again before being used to leave, it will be recorded
	Report And Deny Access	After the designated time, if the card used to enter is used to enter before being used to leave, not only will it be recorded but also access will be denied.
Real	No Action	If the card used to enter is used to enter again before being used to leave, no report or access denial will be made.
	Report Only	Regardless of time, if the card used to enter is used to enter before being used to leave, it will be recorded.
	Report And Deny Access	Regardless of time, if the card used to enter is used to enter before being used to leave,not only it will be recorded but also access will be denied.

Advanced Settings

Anti-Passback Setting

1. Click [**Advanced**] > [**Anti-passback Area Setting**] in the top menu.
2. Enter the name of the Anti-passback.
3. Select the type of Anti-passback.
4. Select the property of the doors that appears in the [**Anti-Passback Setting**].
5. Click the Save button < > in the toolbar.

Modify Anti-Passback

1. Select the Anti-passback using "**Quick Search**" on the top toolbar.
2. Modify the Anti-passback Area Setting information.

- You cannot change the Anti-passback type once set. If you need to change the configuration, delete the Anti-passback Area Setting information and re-register.

3. Click the Save button < > in the toolbar.

Delete Anti-Passback

1. Select the Anti-passback using "**Quick Search**" on the top toolbar, and Click the Delete button < >.
2. Asking whether want to delete it, Click [**Yes**].

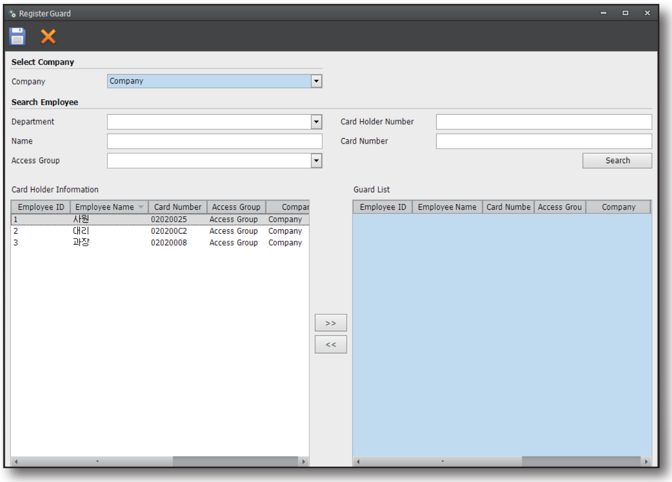
- Biometric reader does not support anti-passback.

Guard Tour Management

By setting up patrol management, you can register patrols and patrols and print a patrol results report.

Register Guard

It is a function to register Guard for Guard Tour.



- Company : A company of patrons to register. (Required field)
- Search : Retrieves the Guard information for Guard registration according to the following input values.
  - Department : The department of the Guard to search.
  - Name : The name of the Guard to search.
  - Access Group : Access group of Guard to search.
  - Card Holder Number : The Card Holder Number of the Guard to search.
  - Card number : The Card number of the Guard to search.
- Card Holder Information : Search result of Guard information.
- Guard List : List of registered Guard.

Register Guard

1. From the top menu, click [**Advanced**] > [**Register Guard**].
2. Select a company from the Companies list.
3. Use the [**Search**] button to search for the cardholder.
4. Select the cardholder, then click the [>>] button to add the cardholder to add to the patrol list.
5. Click the Save button < > in the toolbar.

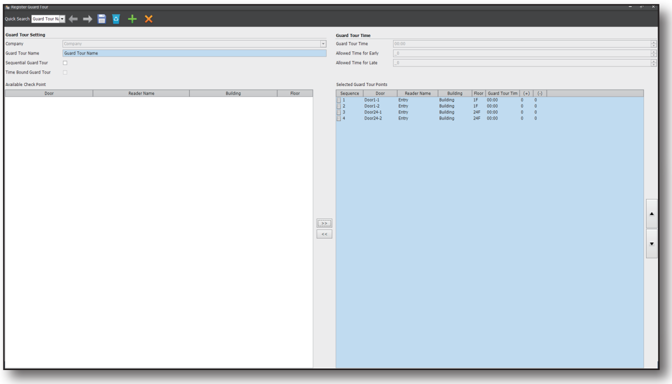
Modify Guard

1. Use [<<] and [>>] buttons to move the cardholder you want to edit.
2. Click the Save button < > in the toolbar.

Advanced Settings

Register Guard Tour

Can set up Check Points and attribute settings that require patrol through the door or reader.



- Company : The Company that will register ‘Guard Tour’. (Require field)
- Guard Tour Name : The name to register for ‘Guard Tour’. (Require field)
- Sequential Guard Tour : Applies reader access order to Guard Tour.
- Time Bound Guard Tour : Applies the time limit for conducting Guard Tour.
  - Guard Tour Time : The time the Guard must arrive at the patrol point.
  - Allowed Time for Early : Set Guard to arrive earlier than the specified number of minutes.
  - Allowed Time for Late : Set the Guard to arrive later than the specified number of minutes.

Register Guard Tour

1. From the top menu, click [**Advanced**] > [**Register Guard Tour**].
2. Select the company from the [**Company**] list box.
3. Check [**Sequential Guard Tour**] if the patrol must be completed in sequence
4. Check [**Time Bound Guard Tour**] if the Guard Tour must be completed in sequence.

■ The [**Time Bound Guard Tour**] option enables the Guard Tour Time, Allowed Guard Tour Time for Early, and Allowed Time for Late options.

5. Select [**Available Check Point**] doors, then click the [>>] button to add doors to be added to the [**Selected Guard Tour Points**] list.
6. Click the Save button < > in the toolbar.

Modify Guard Tour

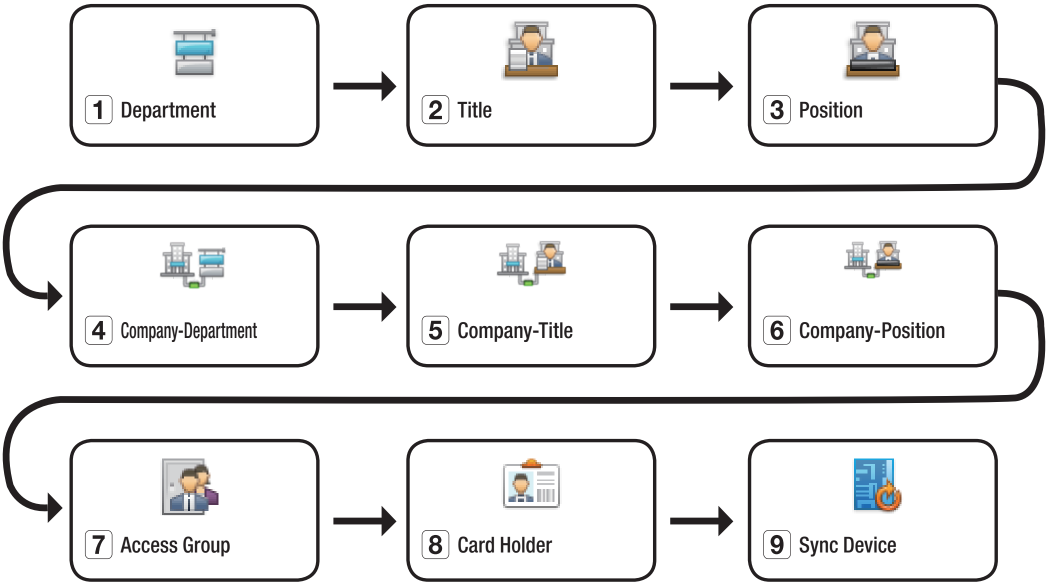
1. Select the Guard Tour using "**Quick Search**" on the top toolbar.
2. Use [<<] and [>>] buttons to move the Doors or modify the information you want to edit.
3. Click the Save button < > in the toolbar.

Delete Guard Tour

1. Select the Guard Tour using "**Quick Search**" on the top toolbar, and Click the Delete button < >.
2. Asking whether want to delete it, Click [**Yes**].

Operations

Set the information necessary to operate the access control system. You can register and set the information necessary for the operation of the access control system such as the information like department and title in the company, the setting for time schedule management, the setting for the management of the visitors, and Meal Counting management reader setting, etc.
Settings are configured in the order shown below. After that, the contents of each chapter will proceed in the order shown below. If you are setting up Wisenet ACS for the first time, please proceed with the steps in the order shown.



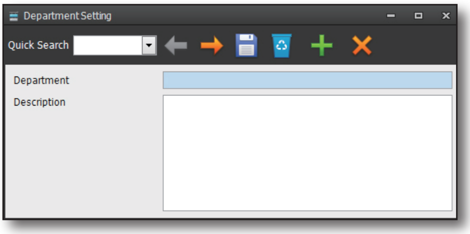
Operations

SETTING A DEPARTMENT

Setting Department

Registering Department

1. From the top menu, select [**Operation Management**] > [**Department Setting**].
2. Click the Add button < > in the top toolbar.
3. Enter the name of Department into the [**Department**] field. (Required)
4. Click the Save button < > in the toolbar.



Editing and Deleting the Department

To edit the registered department setting

Select the data to be edited by performing a [**Quick Search**] in the top toolbar, edit the information and click the Save button < >.

To delete registered department

Select the data to be deleted by performing a [**Quick Search**] in the top toolbar and click the Delete button < >. When asked if you want to delete it, click [**Yes**].

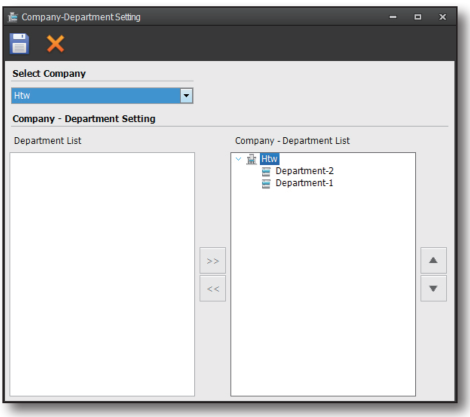
Setting Departments per each Company

Set up departments for each company.

- Even if a department has been set in "**Setting Department**" was set, it will not be shown in other functions unless it is connected the department to be used by the company.

Selecting a Company and Setting Departments

1. From the top menu, select [**Operation Management**] > [**Company-Department Setting**].
2. Click the Add button < > in the top toolbar.
3. Enter the name of the Department in the [**Select Company**] field. (Required)
4. Click the Save button < > in the toolbar.

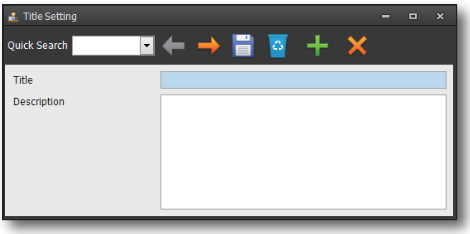


SETTING TITLE

Setting Title

Registering the Title

1. From the top menu, select [**Operation Management**] > [**Title Setting**].
2. Click the Add button < > in the top toolbar.
3. Enter the name of the title in [**Title**] field. (Required)
4. Click the Save button < > in the toolbar.



Editing and Deleting the Title

To edit the registered title

Select the data to be edited by performing a [**Quick Search**] in the top toolbar, edit the information and click the Save button < >.

To delete the registered title

Select the data to be deleted by performing a [**Quick Search**] in the top toolbar and click the Delete button < >. When asked if you want to delete it, click [**Yes**].

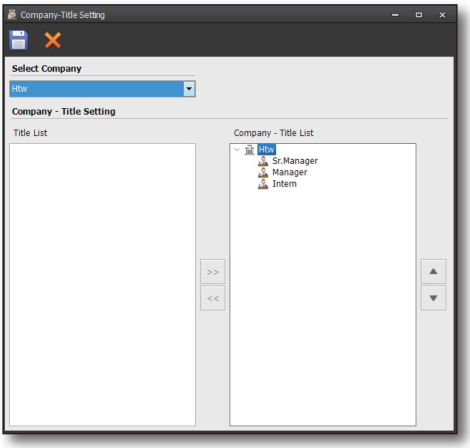
Setting Titles per Company

Set up titles to be used for each company.

- Even if titles in "**Setting Title**", it will not be shown in other functions unless it is connected the titles to be used by the company.

Selecting a Company and Setting Up Titles

1. From the top menu, select [**Operation Management**] > [**Company-Title Setting**].
2. Click the Add button < > in the top toolbar.
3. Enter the name of the title in the [**Select Company**] field. (Required)
4. Click the Save button < > in the toolbar.



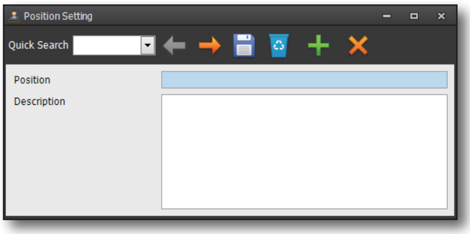
Operations

SETTING POSITION

Setting Position

Registering Position

1. From the top menu, select [**Operation Management**] > [**Position Setting**].
2. Click the Add button < > in the top toolbar.
3. Enter the name of the Postion into the [**Position**] field. (Required)
4. Click the Save button < > in the toolbar.



Editing and Deleting Position

To edit the registered Position setting

Select the data to be edited by performing a [**Quick Search**] in the top toolbar, edit the information and click the Save button < >.

To delete the registered position

Select the data to be deleted by performing a [**Quick Search**] in the top toolbar and click the Delete button < >. When asked if you want to delete it, click [**Yes**].

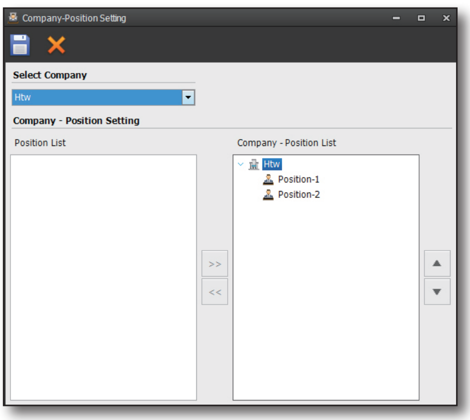
SETTING POSITION FOR EACH COMPANY

Set position to be used at each company.

- Even if a Postion was set in "**Setting Position**" it will not be shown in other functions unless it is connected to the Postion to be used by the company.

Selecting a Company and Setting Position

1. From the top menu, select [**Operation Management**] > [**Company-Position Setting**].
2. Select a company from [**Select Company**]. (Required)
3. Select the Postion to be registered in [**Position List**] and click the move to right button < >> > to move to the right. Or, use the mouse to drag and drop it to set.
4. Click the Save button < > in the toolbar.

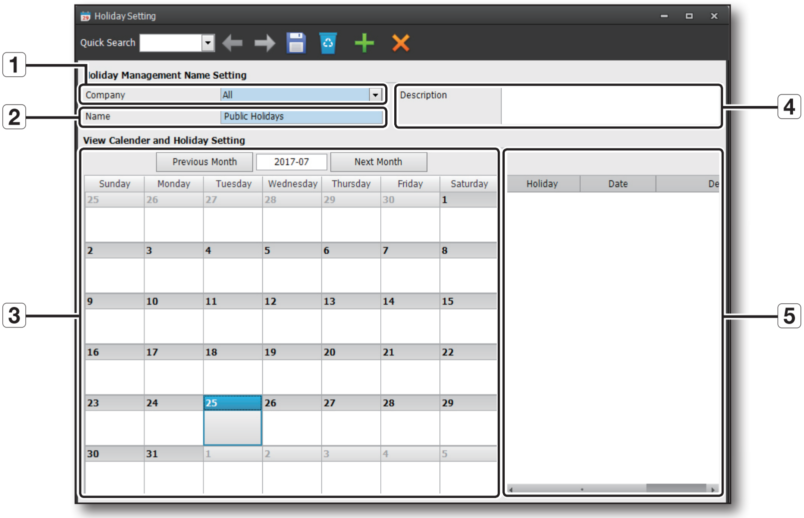


MANAGING TIME SCHEDULE

Time Schedule Management sets the time to allow access to the entrance door or user managed by the system, and manages the schedule used when the user is authorized to enter and exit only during the corresponding time. Set the holidays, set the time zone in which access can be granted, and set it for each day of the week. The schedule set here is used for time schedule setting for doors, lift, users, etc.

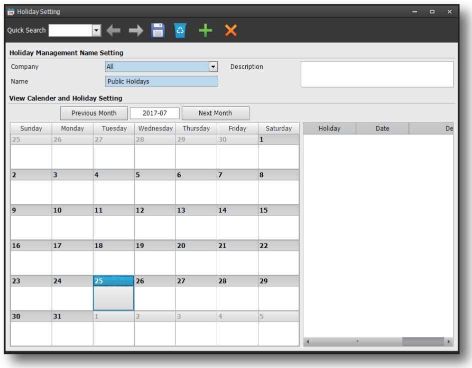
SETTING HOLIDAYS

Company holidays can be selected and managed as one group. Up to 8 holiday groups can be created, and up to 100 holidays can be created in one holiday group. The total number of holidays included in the holiday groups cannot exceed 255.

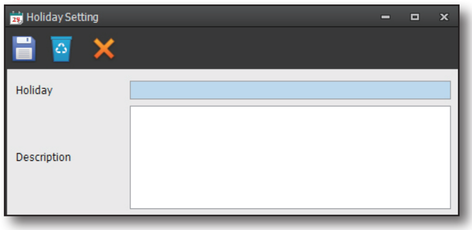


No.	Description
1	Indicates the company to which the selected holidays are connected
2	Displays the group name of the selected holiday
3	Displays the calendar of the selected month; if a holiday is set, it is displayed on the calendar
4	Displays the description of the selected holiday group
5	Shows both the date and description of the selected holidays from the current holiday group

Registering Holidays



1. From the top menu, select [**Operation Management**] > [**Holiday Setting**].
2. Click the Add button < > in the top toolbar.
3. Select [**Company**]. (Required)
4. Enter the name of holiday management in the [**Name**] field. (Required)



5. Double-click the date on the calendar to register as a holiday.
6. A separate holiday setting screen appears. Enter [**Holiday**].
7. Click the Save button < > on the toolbar to save and close the screen.
8. Click the Save button < > in the toolbar to save holiday information.

Editing and Deleting Holidays

To edit holiday settings

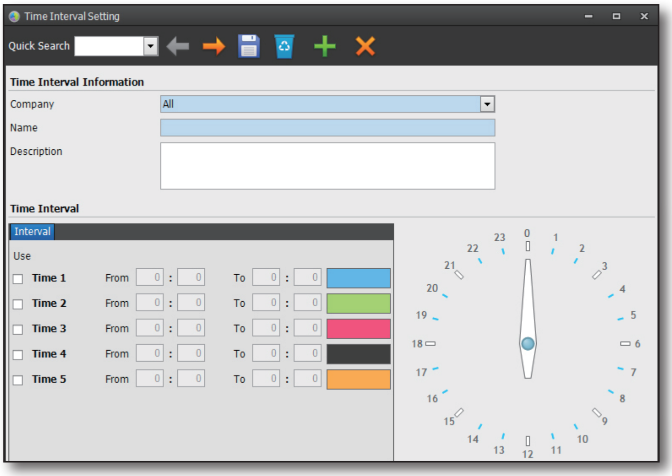
Select the data to be edited by performing a [**Quick Search**] in the top toolbar, edit the information and click the Save button < >.

To delete holiday settings

Select the data to be deleted by performing a [**Quick Search**] in the top toolbar and click the Delete button < >. When asked if you want to delete it, click [**Yes**].

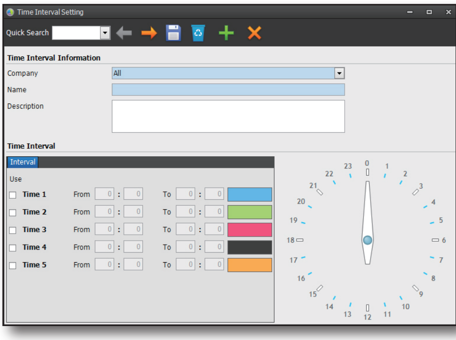
Setting Time Intervals

Split the 24-hour day into 5 sections in total. The time interval set here is applied to the day of the week setting in the time schedule setting.



- Company : Indicates the company to which the current time interval belongs.
- Name : Shows the name of the currently set time interval.
- Description: The description entered when making the setting.
- Interval : Displays the set time interval The time between start and end is the time used for the time schedule, which can be divided into a total of 5 sections and applied.

Registering Time Intervals



1. From the top menu, select [**Operation Management**] > [**Time Interval Setting**].
2. Click the Add button < > in the top toolbar.
3. Select [**Company**]. (Required)
4. Enter the name of the time interval in the [**Name**] field. (Required)
5. The time interval can be divided into a maximum of 5 intervals for a 24 hour day. If all 24 hours are to be set, after checking [**Use**] of [**Time 1**], set [**From**] as [**00:00**], and [**To**] as [**24:00**]. If 24 hours are to be divided into 2 sections, check [**Use**] of the [**Time 1**] and [**Time 2**]. Then enter the split time.

■ The time interval can not be set in duplicate.

6. Click the Save button < > in the toolbar.

Editing and Deleting the Time Intervals

To edit the registered time interval settings

Select the data to be edited by performing a [**Quick Search**] in the top toolbar, edit the information and click the Save button < >.

To delete the registered time intervals

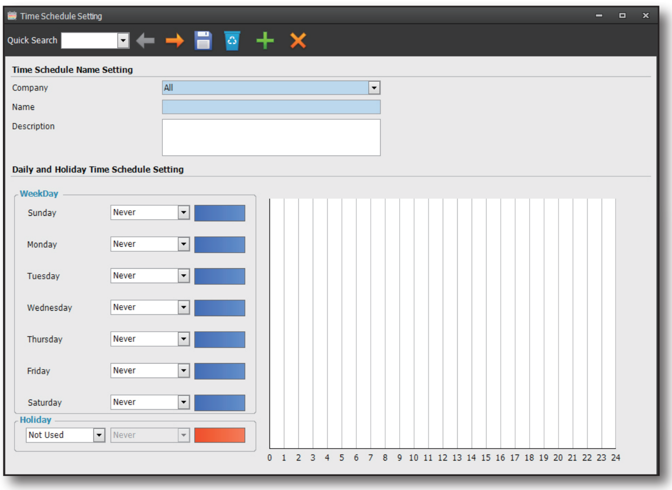
Select the data to be deleted by performing a [**Quick Search**] in the top toolbar and click the Delete button < >. When asked if you want to delete it, click [**Yes**].

- Deleting the time interval will affect the corresponding time schedule in use and the time schedule information assigned to the entry access group. When deleting, confirm and reset the time schedule setting and the time schedule information assigned to the entry access group.

Setting Time Schedule

You can set the access time for each day of the week using the previously set Holiday and Time Interval. You can set the access time for doors, lift, users, etc. using the time schedule set here. Time schedule can assign up to 12 Time Intervals.

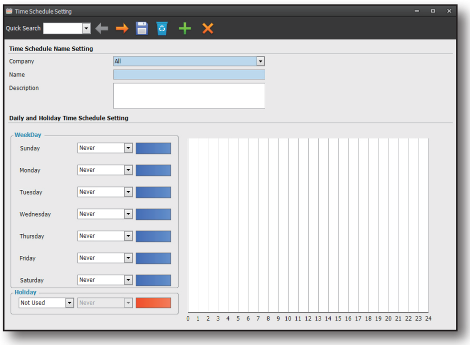
- For details on how to use the time schedule set in "**Setting Time Schedule**" refer to the respective chapters.



- Company : Indicates the company to which this time schedule applies.
- Name : Indicates the name of this time schedule.
- Description : Displays a description.
- Week Day : Displays the Time Interval set for each day of the week.
- Holiday : Displays the Time Interval set for each Holiday group set.

- Never : Do not use time schedule.
- All-Day : Allow all day access.

Time Schedule Settings



1. From the top menu, select [**Operation Management**] > [**Time Schedule Setting**].
2. Click the Add button < > in the top toolbar.
3. Select [**Company**].
4. Enter the name of the Time Schedule in the [**Name**] field. (Required)
5. Select the time interval to apply to each day of the week.
6. If applying a holiday time schedule, select the holidays already set. Select the time interval to apply to holidays.
7. Click the Save button < > in the toolbar.

Editing and Deleting Time Schedule

To edit Time Schedule Settings

Select the data to be edited by performing a [**Quick Search**] in the top toolbar, edit the information and click the Save button < >.

To delete a registered time schedule

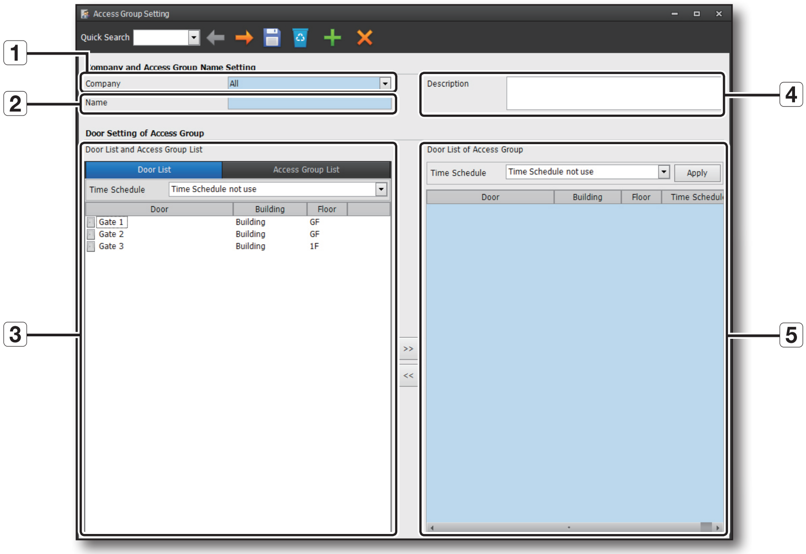
Select the data to be deleted by performing a [**Quick Search**] in the top toolbar and click the Delete button < >. When asked if you want to delete it, click [**Yes**].

- Deleting the time schedule will affect the time schedule information assigned to the entry access group. Once you delete it, check the time schedule information assigned to the entry access group and reset it.

Operations

SETTING ACCESS GROUP

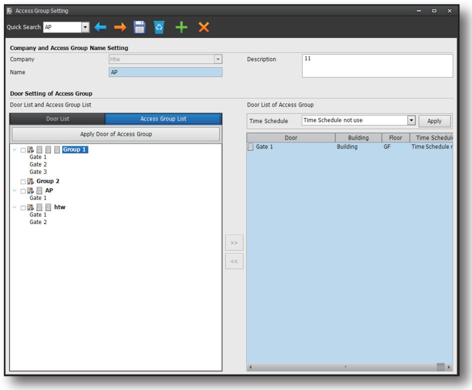
Users can be given access to multiple doors by setting them as one access group.
The access group added here will then set the group for each user’s card so that access permission can be granted only to the group's door belonging to the card in possession.



No.	Description
1	The company to which access group belongs.
2	The name of the access group
3	A list of all the doors belonging to the company selected previously
4	Description: Displays a description
5	A list of doors belonging to the registered access group

Registering Access Group

1. From the top menu, select [**Operation Management**] > [**Access Group Setting**].
2. Click the Add button < > in the top toolbar.
3. Select [**Company**].
4. Enter the name of the entry access group in the [**Name**] field. (Required)
5. From [**Door List and Access Group List**], select the door to be registered as an entry access group. Along with the door, the time schedule to apply to the door can be selected. In a scenario in which access to registered visitors is always allowed without applying a time schedule to the door, select [**Time Schedule not use**] in [**Time Schedule**] setting.



- If the time schedule is be set in advance, the selectable time schedule can be shown when the list expands. For the time schedule setting, refer to "**Setting Time Schedule**". (Page 94)
- If you want to apply different time schedules to the door, please refer to 7 below.

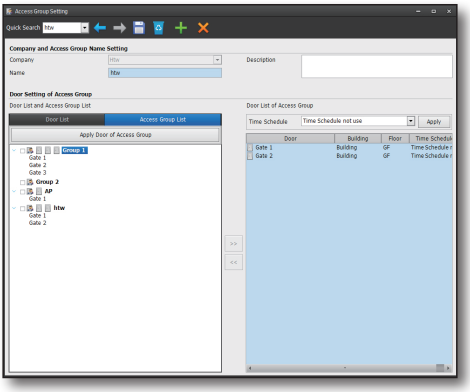
6. Select the door to be included in the entry access group and press the < >> > button to move to the right.

- Multiple items can be selected to move by clicking while holding the Ctrl or Shift key.
- < >> > button, as well as click and drag, double-click can be used to move.)

7. To apply a different time schedule to each door, select the door to configure, select Time Schedule from the top right of the table, and click Apply.
8. Click the Save button < > in the toolbar to save.

Creating new group with existing access groups

All the doors of existing groups can be easily registered to a new group. In this case, the existing group is not deleted, but a new new group is added.



1. From the top menu, select [**Operation Management**] > [**Access Group Setting**].
2. Click the Add button < > in the top toolbar.
3. Select [**Company**].
4. Enter the name of the entry access group in the [**Name**] field. (Required)
5. From [**Door List and Access Group List**], select a tab [**Access Group List**].
6. All previously registered entry access groups and doors will be displayed. Select the entry access group to be included in the new group.
7. Press the < >> > button to move to the right.

- Multiple items can be selected to move by clicking while holding the Ctrl or Shift key.
- < >> > button, as well as drag, double-click can enable the move.)

8. To apply a different time schedule to each door, select the door to configure, select Time Schedule from the top right of the table, and click Apply.
9. Click the Save button < > in the toolbar to save.

Editing and Deleting the Access Group

To edit the registered entry access group

Select the access group to be edited by performing a [**Quick Search**] in the top toolbar, edit the information and click the Save button < >.

To delete the registered entry access group

Select the access group to be deleted by performing a [**Quick Search**] in the top toolbar and click the Delete button < >.
When asked if you want to delete it, click [**Yes**].

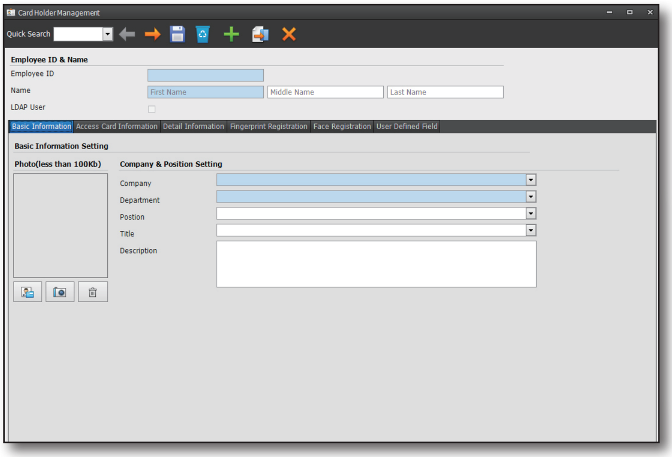
CARD HOLDER MANAGEMENT

This menu is used to manage information about Card Holders who are allowed to access must be registered as a user in this menu. Card or biometric information can be registered and used upon entry.

It consists of 6 tabs. Details are as follows.

Basic information

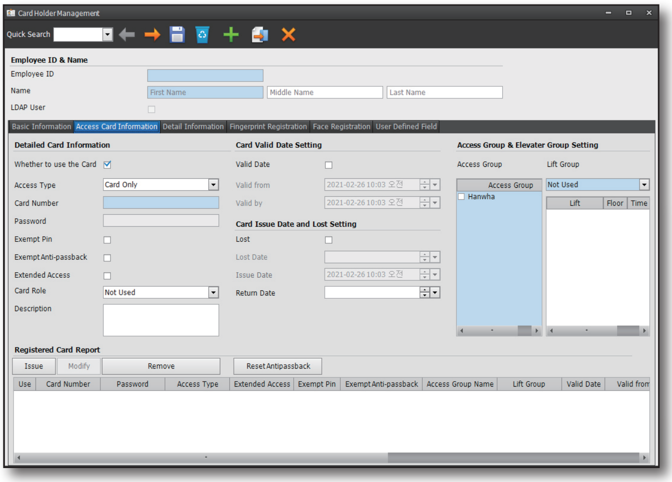
Shows the photo of the corresponding no. of Card Holders and information about the company.



- Company : Represents the companies of the corresponding number of Card Holders.
- Department : Represents the departments of the corresponding number of Card Holders.
- Position : Represents the postion of the corresponding number of Card Holders.
- Title : Represents the job titles of the corresponding number of Card Holders.
- Description : A description can be entered and saved when necessary.

Access Card Information

The card assigned can be registered to the corresponding of Card Holders or modified, and can be granted access permissions.



- Employee ID : Represents the Identification of the corresponding of Card Holder.
- Name : Represents the Name of the corresponding of Card Holder.
- Middle Name : Represents the Middle Name of the corresponding of Card Holder.
- Last Name : Represents the Last Name of the corresponding of Card Holder.
- LDAP User : Indicates that the user is synchronized from LDAP.

■ The Cardholder and Card information of the user synchronized from LDAP cannot be modify or delete. For more information about LDAP users, see "**Configuring LDAP**". (Page 112)

- Whether to use the card : Check whether or not to use the card.
  If this is unchecked, you will not have permission to get access for the door.
- Access Type : The following 4 Access Types are supported.
  - Card only : Allows access only by card.
  - Card and PIN : Must use both card and password to access.
  - Card or PIN : Use card or enter password to access.
  - PIN only : Allows access only by PIN.
- Card number : Indicates the card number.
- Password : Shows the password of the currently selected card.
- Exempt PIN : If the card has a password, this sets it as possible to enter without password.

■ When using this function, the reader type of the door must be set to "Proximity Reader + Keypad".

- Exempt Anti-Passback : If this function is checked, the door can be used regardless of the anti-passback function setting at the door.
- Extended Access : Indicates whether to extend the connection or not If checked, the access door will open for the extended access time set in the door when entering or exiting with this card.
- Cardholder Role : can set a role of a cardholder.
- Description : Shows a description of the card.
- Valid Date : Check this if you want to set the expiration date of the card If checked, the card will only be allowed to be used within the period set from the validity start date to the validity end date. After the period, the corresponding card cannot be used to access the door.
- Valid from, Valid by : When the effective date is checked, the validity period of the card is set.
- Lost : If it is a lost card, check it to make this unusable.
- Lost Date : Can set the date of loss if lost.
- Issue Date : Indicates the date of issue of the card.
- Return Date: For return cards, indicate the return date.
- Access Group : Access groups can be set for those who can access using this card.
- Lift Group : Allows you to set up a group of lift that can use this card.

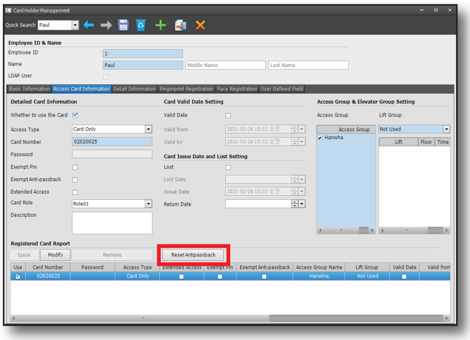
■ For the lift group setting, refer to "**Lift Access Group Setting**". (Page 123)
Refer to "**Setting the Access Group**" for information on setting access group.

Operations

Reset Antipassback

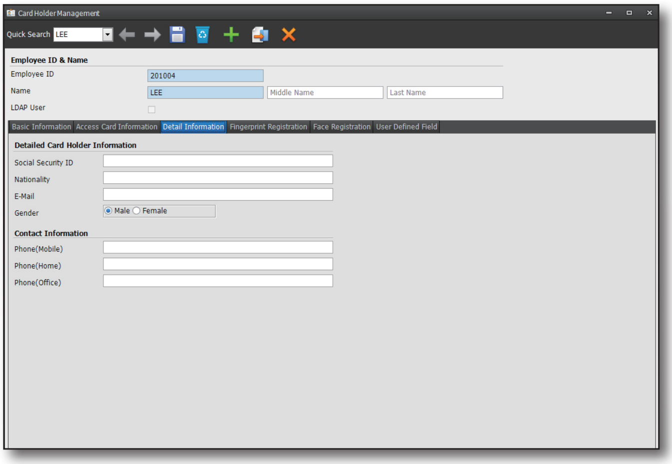
Wisenet ACS supports the function to Reset Antipassback function.

1. From the top menu, click [**Operation Management**] > [**Card Holder Management**].
2. Click on the registered card in Access Card Information.
3. Click the <**Reset Antipassback**> button.



Detailed Information

Additional user information can be entered. Not all items need to set, and this can be used for filling out additional information.



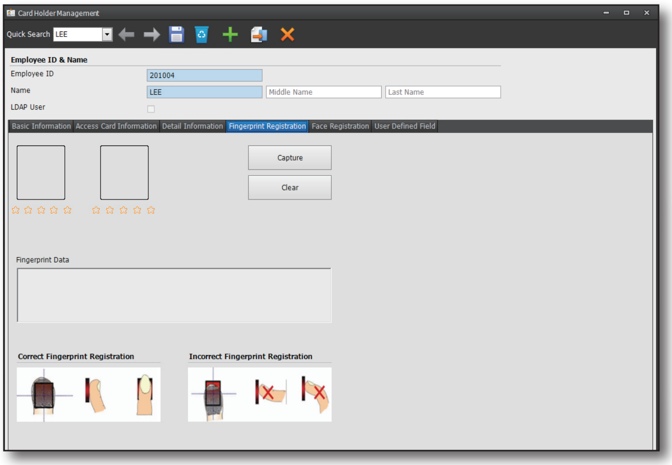
- Social Security ID : Indicates the resident registration number.
- Nationality : Indicates the nationality
- E-Mail : Displays the e-mail address of the user
- Gender : Indicates the gender of the user
- Contact Information : Displays the user's phone number Mobile phone / home / office phone numbers can be saved.

Managing Biometric Information (Fingerprint)

When fingerprint access authentication is required, the user's fingerprint can be registered.

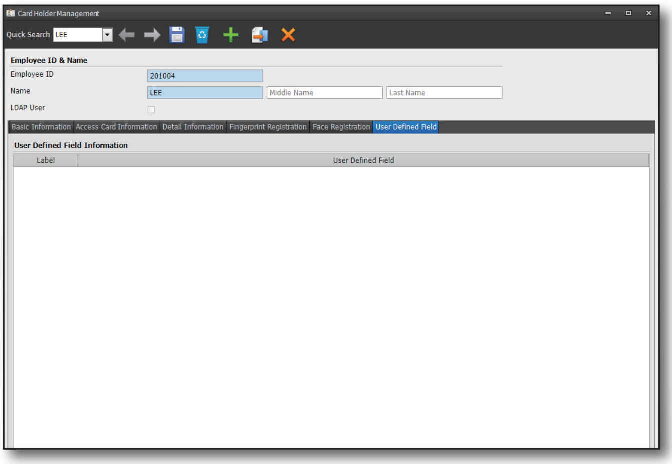
If the user has never registered a fingerprint, the Fingerprint Data item is blank; if the user has registered a fingerprint, the fingerprint information is in the Fingerprint Data item.

To register fingerprints, "**BioMini Fingerprint Scanner**" is required, and fingerprints can be registered from this screen by connecting this unit.



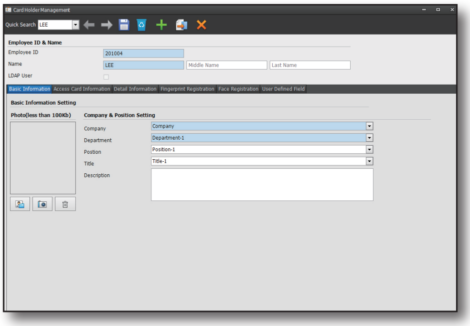
Custom Field Settings

If there is additional information that needs to be recorded together, additional items can be created and added by using custom fields.



Setting User and Card

1. From the top menu, select [**Operation Management**] > [**Card Holder Management**].
2. Click the Add button < > in the top toolbar.
3. Enter [**Employee ID**]. (Required)
4. Enter [**Name**]. (Required)
5. Check [**Equipment Display Name**]. Enter a name consisting of 8 letters or less.
6. Select [**Company**]. (Required)
7. Select [**Department**]. (Required)
8. Enter optional items of [**Position**] and [**Title**] as needed.

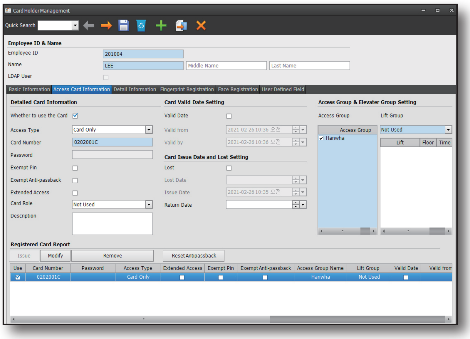


- If there are no items at setup, you must set a company, department, job title, postion and company-department, company-job title, and company-postion in the Administration menu.

9. Register a photo by clicking [ ]. Or, if the PC has a webcam installed click [ ] to capture and register a photo.

- Photo files can have the following extensions: bmp, jpg, jpeg, gif, png and wmf. Please note that if the photo file is too large, there may be a delay in displaying it on the registration and monitoring screen. Also, it is recommended to use a file with the jpg extension. The recommended size of the photo file is 100kb or less.

10. Move to the [**Access Card Information**] tab.
11. Check [**Whether to use Card**]. [**Whether to use Card**] When the user does not use the card, such as in the case of returning the card, check the card and withdraw the access permission.
12. Select [**Access Type**].



- The following 4 Access Types are supported.
  - Card only : Allows access only by card.
  - Card and PIN : Must use both card and password to access.
  - Card or PIN : Use card or enter password to access.
  - PIN only : Allows access only by PIN.

13. Enter [**Card Number**]. (Required)

14. Enter [**Password**]. Enter a number between 4 and 8 digits for the password.
(Must not duplicate the password of another card in the system.)

15. Check the checkbox for exemptions and access extensions.

16. If using the Effective Date function, check [**Valid Date**].

17. Enter [**Valid from**] and [**Valid by**].

18. To record the date of issue and date of return of the card, enter [**Issue Date**] and [**Return Date**].

19. Select [**Access Group**].
Access is allowed only for the doors belonging to the selected entry access group. Access times are also limited according to the time schedule applied to the entry access group.

- To set the entry access group and apply the time schedule setting, refer to "**Setting Time Schedule**".

20. Select [**Lift Group**].
Access is only allowed for floors belonging to the selected lift access group. Also, access times are limited according to the time schedule applied to the lift access group.

- To set the lift access group and apply the time schedule setting, refer to "**Setting Time Schedule**".

21. Click the [**Issue**] button at the bottom of the screen.

22. Move to the [**Detailed Information**] tab. This function is an optional item and can be set as needed.

23. Enter the required information in the [**Detailed Information**] tab among the fields to be entered.

24. Click the Save button < > in the toolbar.

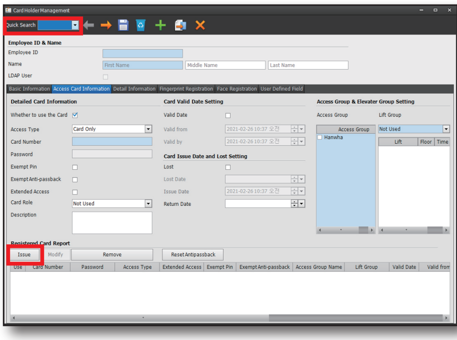
25. Click the Send button < > in the toolbar to transfer the registered users and cards to the device.

- The relevant button must be clicked to sync with the device. Sync Device is also available under "**Device Management > Sync Device Configuration**". For details, refer to "**Syncing the device**". (Page 125)

Adding and Editing Cards

Multiple cards can be added to a single user, or existing card information can be modified.

Adding Cards



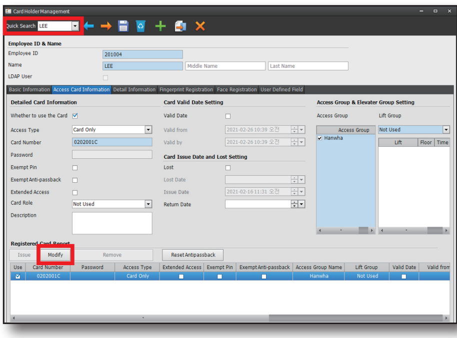
1. From the top menu, select [**Operation Management**] > [**Card Holder Management**].
2. By performing a "**Quick Search**" in the top toolbar, select the user to which an additional card will be added.
3. Move to [**Access Card Information**] tab.
4. Enter the card information to be added and the rest of the information.

■ For details, refer to "**Setting User and Card**". (Page 104)

5. Click the [**Issue**] button at the bottom of the screen.
6. Click the Save button <  > in the toolbar.
7. Click the Send button <  > in the toolbar to transfer the card number to the device.

■ The registered card can be applied to the device in "**Device Management > Sync Device Configuration**". For details, refer to "**Syncing the device**". (Page 125)

Edit Card Information

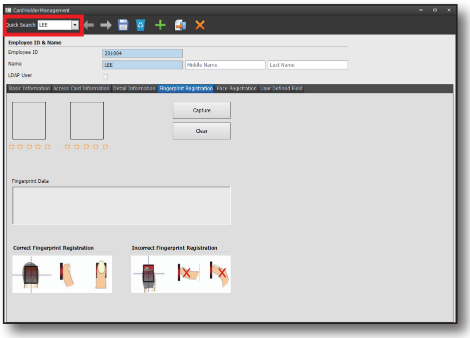


1. From the top menu, select [**Operation Management**] > [**Card Holder Management**].
2. By performing a "**Quick Search**" in the top toolbar, select the user possessing the card to be edited.
3. Move to [**Access Card Information**] tab.
4. Select the card to edit from the list of cards issued at the bottom.
5. Edit the desired information.
6. Click the [**Modify**] button at the bottom of the screen.
7. Click the Save button <  > in the toolbar.
8. Click the Send button <  > in the toolbar to transfer the card number to the device.

Fingerprint registration

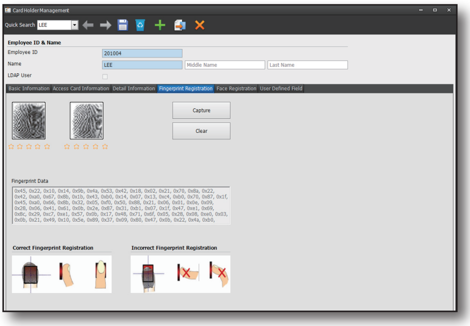
You can register your fingerprints on the [**Fingerprint Registration**] tab.

Registering User's Fingerprint



1. From the top menu, select [**Operation Management**] > [**Card Holder Management**].
2. By performing a "**Quick Search**" in the top toolbar , select the user whose fingerprint is to be registered.
3. Go to the [**Fingerprint Registration**] tab.
4. Click the [**Capture**] button.
5. When the button is pressed, the fingerprint scanner window will illuminate red. At this moment, register the first fingerprint by placing the finger to register.
6. If asked to register the fingerprint two times on the screen, click the "**OK**" button.
7. When the window of the fingerprint scanner illuminates in red, register the second fingerprint by raising the same registered finger again.

- After registering the first fingerprint, be sure to remove the finger from the fingerprint scanner window, and when the scanner illuminates again, raise the finger to register the second fingerprint. If your fingerprints are not of good quality and the scan is rated 1 or 2 stars, re-register or use another finger.



8. When the fingerprint is successfully registered, the following screen appears.
9. Click the Save button < > on the toolbar.
10. Click the Send button < > on the toolbar to transfer the fingerprint information to the device.

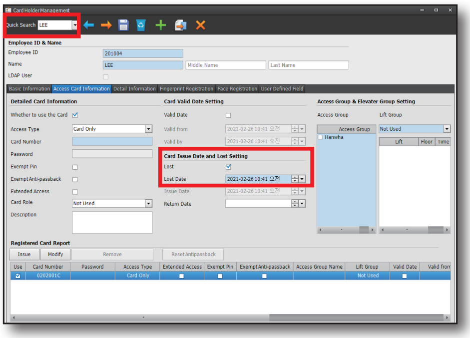
Fingerprint Delete

1. From the top menu, select [**Operation Management**] > [**Card Holder Management**].
2. By performing a "**Quick Search**" in the top toolbar , select the user whose fingerprint is to be deleted.
3. Go to the [**Fingerprint Registration**] tab.
4. Click the [**Clear**] button.
5. Click the Save button < > on the toolbar.
6. Click the Send button < > on the toolbar to transfer the edited information to the device.

Managing Lost Cards

If the user loses the card or wants to delete the card, you can delete the card through the following process.

Processing Lost Cards



1. From the top menu, select [**Operation Management**] > [**Card Holder Management**].
2. By performing a "**Quick Search**" in the top toolbar , select the relevant user.
3. Move to [**Access Card Information**] tab.
4. Select the card to process the card loss from the list of cards issued at the bottom.
5. Check in the [**Lost**] section.
6. Select [**Lost Date**].
7. Click the [**Modify**] button at the bottom of the screen.
8. Click the Save button < > on the toolbar.
9. Click the Send button < > on the toolbar to transfer the edited information to the device.

Editing and Deleting the User Account

To edit the registered user information

Select the data to be edited by performing a [**Quick Search**] in the top toolbar and edit the information.

To delete the registered user information

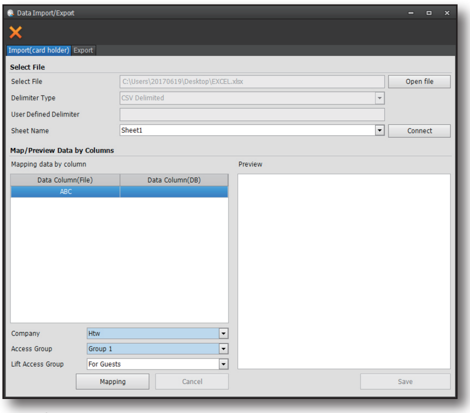
Select the data to be deleted by performing a [**Quick Search**] in the top toolbar and delete the information.

EXPORT / IMPORT DATA

Card information and user's information can be saved to a file or saved to the system via a saved file.

Import Data

Import Excel or CSV file



1. From the top menu, select [**Operation Management**] > [**Data Import/Export**].
2. Select the [**Import**] tab.
3. Click [**Open file**] to select the file to open.
4. If you are importing an Excel file, specify the sheet in which the data to be loaded are saved in [**Sheet Name**].
5. Click "**Connect**".
6. Once successfully connected, the columns are displayed in the column of "**Data Column(File)**" in the mapping table by data column.
   - Data column (file): Column information from the file to be imported.
   - Data Column (DB) : The column required when storing in this system
7. Based on the data column (file), select from the data column (DB) the value that should be stored when the value of this column is stored in this system.

■ A red mark means that it is a system column that must be connected.

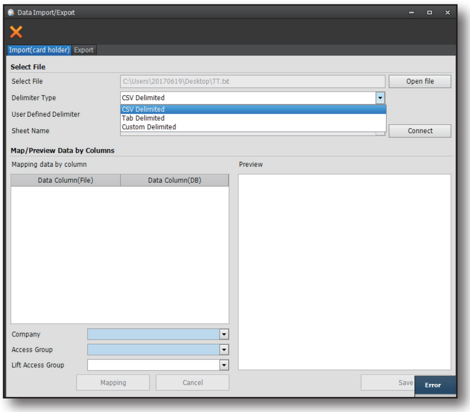
8. Select the company in which the user information from the file will be included in [**Company**].
9. Select the entry access group in which the user information from the file will be included in [**Access Group**].
10. Select the entry access group in which the user information from the file will be included in [**Lift Access Group**]. (Optional Items)
11. Click the Mapping.
12. In the data preview on the right, make sure that each value is connected correctly, as previously mapped.

■ If a red mark appears, hover the mouse over the red line to see why it is red. If red line is present, it cannot be saved, so check the reason for the red line, then modify the value of the file and try again.

13. Save by clicking Save Data.

Import Text file

1. From the top menu, select [**Operation Management**] > [**Data Import/Export**].
2. Select the [**Import**] tab.
3. Click [**Open file**] to select the file to open.
4. From [**Delimiter Type**], select Delimiter.



- Check how the columns of the file to be imported are separated and select it.
  - Separated by ",": Select CSV Delimited
  - Separated by Tabs: Select Tab Delimited
  - Separated by other letters: Select Custom Delimited

5. If you select "**Delimiter Type**" enter the delimiter in [**User Defined Delimiter**].
6. Click "**Connect**".
7. Once you have successfully connected, the columns are displayed in the column of "**Data Column(File)**" in the mapping table by data column.
   - Data column (file): Column information from the file to be imported.
   - Data Column (DB) : The column required when storing in this system
8. Based on the data column (file), select from the data column (DB) the value that should be stored when the value of this column is stored in this system.

- A red mark means that it is a system column that must be connected.

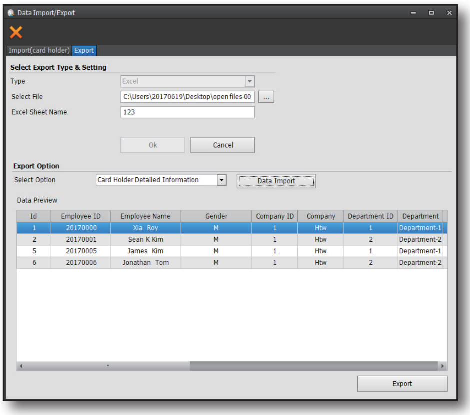
9. Select the company in which the user information from the file will be included in [**Company**].
10. Select the entry access group in which the user information from the file will be included in [**Access Group**].
11. Select the entry access group in which the user information from the file will be included in [**Lift Access Group**]. (Optional Items)
12. Click the Mapping.
13. In the data preview on the right, make sure that each value is connected correctly, as previously mapped.

- If a red mark appears, hover the mouse over the red line to see why it is red. If a red line is present, it cannot be saved, so check the reason for the red line, then modify the value of the file and try again.

14. Save by pressing the Save Data.

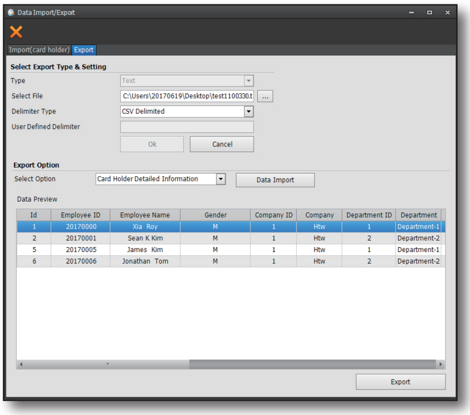
Save as data file

Export as Excel file



1. From the top menu, select [**Operation Management**] > [**Data Import/Export**].
2. Select the [**Export**] tab.
3. Select Excel as [**Type**].
4. In [**Save as**], specify the location and name for the fle to be saved.
5. Specify the sheet name of the Excel file where the exported data will be stored.
6. Click the "**Connect**" button.
7. In the selection, select the information of the data to be saved as a file.
   - Card Holder Details: Save the information of the Card Holder as a file
   - Access Card Details: Save the information of the card as a file
8. Click Preview data.
9. Check the data to be exported in the Preview Data.
10. Save it as a file by clicking the Export button.

Export as a Text file



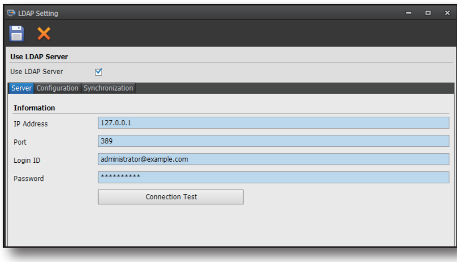
1. From the top menu, select [**Operation Management**] > [**Data Import/Export**].
2. Select the [**Export**] tab.
3. Select Text in [**Type**].
4. In [**Select File**], specify the location and name for the file to be saved.
5. When separating the columns in [**Delimiter Type**], specify the delimiter type to be used.
   - CSV Delimited: Columns are separated by ‘,’
   - Tab Delimited: Columns are separated by Tab
   - Custom Delimited : Each column separated by a designated letter
6. If "**Delimiter Type**" has been selected, enter a delimiter in [**User Defined Delimiter**]. Columns will be divided by the character you enter.
7. Click the "**Connect**" button.
8. In the selection, select the information of the data to be saved as a file.
   - Card Holder Details: Save the information of the Card Holder as a file
   - Access Card Details: Save the information of the card as a file
9. Click Import Data.
10. Check the imported data from the Preview Data.
11. Save it as a file by clicking the Export button.

Operations

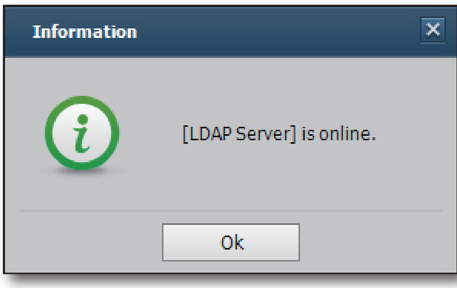
LDAP SETTING

LDAP Setting is the ability to synchronize Active Directory "Security group" users that have the same "Access Group", "Company" and "Department" in ACS.

Configuring LDAP

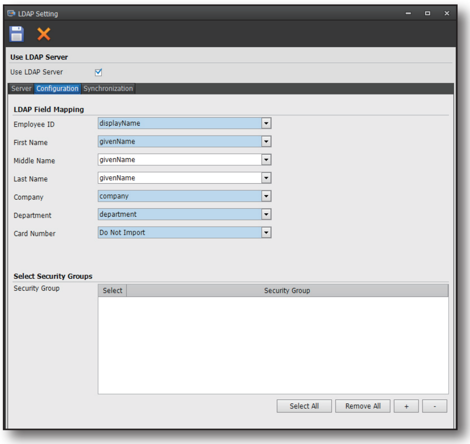


1. From the top menu, click [**Operation Management**]> [**LDAP Setting**].
2. Check "**Use LDAP Server**".
3. Enter information
   - IP Address : Enter the Active Directory IP address of the server.
   - Port : Enter the Active Directory access port. (Default: 389)
   - Login ID : Enter a user Account that has Active Directory access.
   - Password : Enter the password for a user Account that has Active Directory access.
4. Click the Save button < > on the top toolbar to save it.
5. Click the "**Connection Test**" button.



- If the connection is successful, [**Configuration**] and [**Synchronization**] tabs are enabled.

6. Click the [**Configuration**] tab and set the properties of the LDAP to be imported.



■ If you do not have the item you want, you can enter it manually by selecting the "**User Custom**" property.

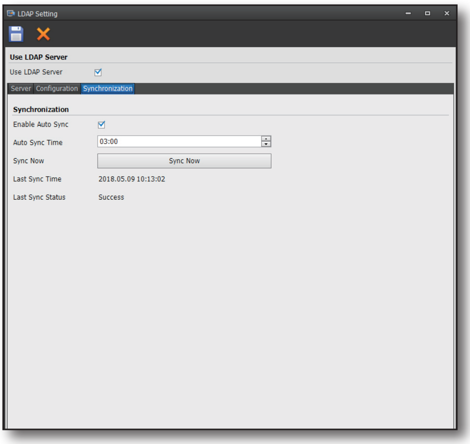
- Employee ID : Personnel number to be registered as a Card Holder.
- First Name : This is the name that will be registered as a Card Holder.
- Middle Name : Middle name to be registered as a Card Holder.
- Last Name : This is the surname that will be registered as a Card Holder.
- Company : This is the company that will be registered as a Card Holder
- Department : This is the department that will be registered as a Card Holder.
- Card Number : This is the card number to be registered as a Card Holder.

■ If "**Do Not Import**" is selected, the Card Holder is not registered.

- Security Group: The security group you want to synchronize from LDAP.

■ The " + " button allows you to select a security group to add Active Directory user information to a Card Holder. Also, remove the added security group by clicking the " - " button, and you can easily select the security group list by using the " Select All " or " Remove All " buttons.

7. Click the [**Synchronization**] tab.
   - Enable Auto Sync : This feature allows you to automatically synchronize the information of Card Holder from Active Directory every day.
   - Auto Sync Time : Set the time to synchronize automatically every day. (Hour: minute)
   - Sync Now : Synchronize information of the Card Holder from Active Directory now.
   - Last Sync Time : Shows the last time the synchronization was successful.
   - Last Sync Status : Shows the result of the last synchronization.
8. Click the " Sync Now " button.



- Sync result is displayed in "**Last Sync Status**".
- The card holder and card information of the user synchronized from LDAP cannot be modified and deleted.
- To change the cardholder and card information, change the attributes of the user or security group in Active Directory and then proceed with the synchronization.
- In the Card Holder synchronized from LDAP, you can register in [**Adding and Editing Cards**] if you need additional cards. Cards added via [**Adding and Editing Cards**] can be edited and deleted.
- To set the automatic synchronization, set the desired time after checking "**Enable automatic synchronization**" on the [**Sync**] tab, and then set it by clicking the [ ] button.

MEAL COUNTING MANAGEMENT SETTINGS

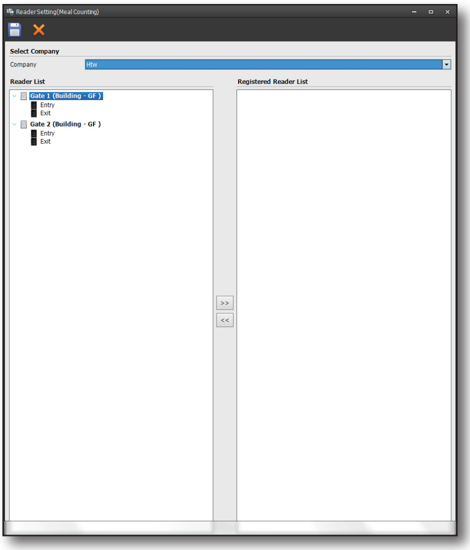
The meal counting management function is a function that allows you to identify the number of meal counting checks occurring in each reader per person, using the events that occurred in the readers set by the meal counting management reader.

Registering a Reader for Meal Counting Management

1. From the top menu, select [**Operation Management**] > [**Reader Setting(Meal Counting)**].
2. Select [**Company**].
3. In the left menu, all the readers connected to the company are displayed. Select the reader to be used for meal counting management and move it to the right.

- Select the reader and double-click or drag to move it to the right.

4. Click the Save button < > in the toolbar above to save.

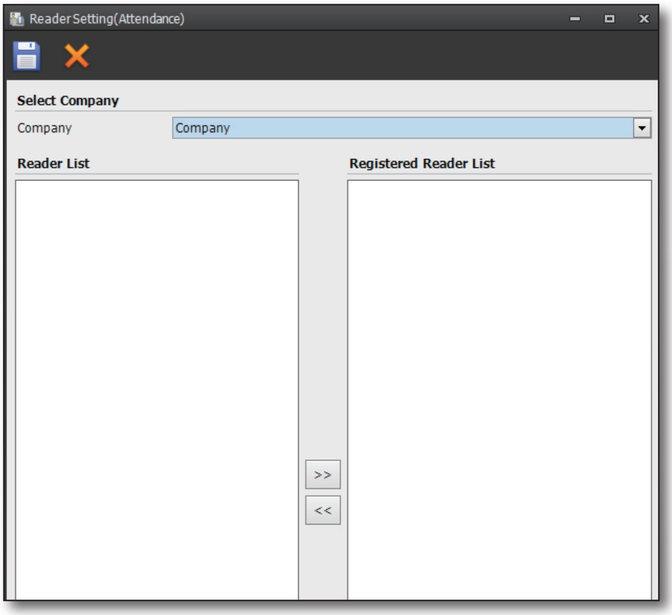


Attendance

ATTENDANCE

Wisenet ACS supports time and attendance management.

Reader setting (Attendance)



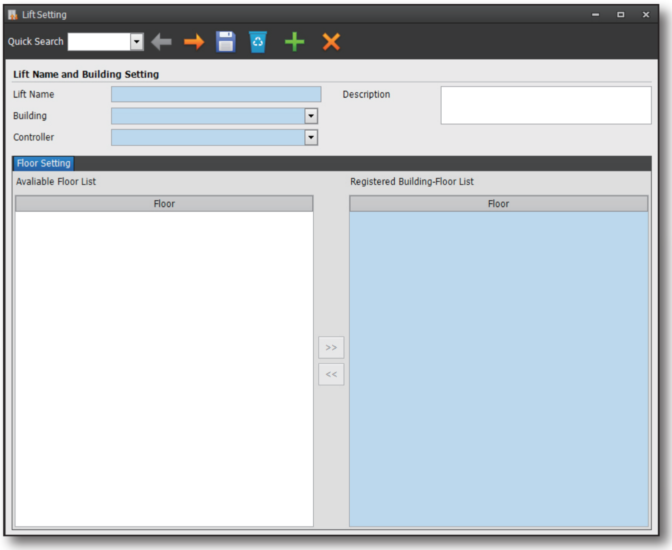
- Company : Shows a list of companies registered in [**System Management**] > [**Register Company**]. (Required field)
- Reader List : Displays the list of registered readers in [**System Management**] > [**Company- device setting**].
- Registered Reader List : Shows the list of readers to be used for time and attendance management.

Setting the Lift

By setting lift, users can be controlled through various access rights .

LIFT SETTING

Initial setting of the lift can be performed. This. It sets the building where the lift is operated, the controller in charge, and the number of floors in which the lift is operated.



- Lift Name : Displays the name of the designated lift.
- Building : Indicates which building the lift belongs to.
- Controller : Indicates the controller responsible for the lift.
- Avaliable Floor List : Displays all floors belonging to the selected building.
- Registered Building-Floor List : Shows the number of floors in which the lift is operated.

Registering the Lift

1. From the top menu, select [**Lift**] > [**Lift Setting**].
2. Click the Add button < > in the top toolbar.
3. Enter the lift name.
4. Select the building to which the lift belongs to be registered in [**Building**].
5. Select the controller which the lift is to be managed by in [**Controller**].
6. Select the number of floors on which the lift will operate from the "**Avaliable Floor List**" of the floor setting and move to the right.

- Multiple items can be selected by clicking while holding the Ctrl or Shift key.
- Moving is possible by double clicking or dragging.

7. Click the Save button < > in the toolbar.

Setting the Lift

Editing and Deleting the Lift Information

To edit the registered lift information

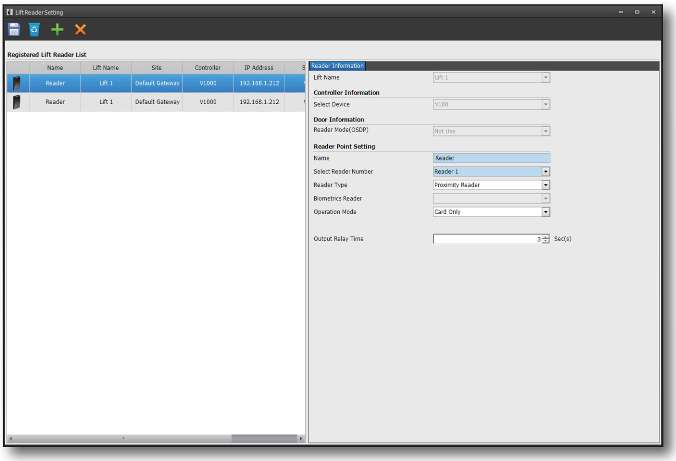
Select the data to be edited by performing a [**Quick Search**] in the top toolbar, edit the information and click the Save button < >.

To delete the registered lift information

Select the data to be deleted by performing a [**Quick Search**] in the top toolbar and click the Delete button < >. When asked if you want to delete it, click [**Yes**].

SETTING UP THE LIFT READER

You can set the reader to be installed in the lift.



- Lift Name : The name of the lift where the reader is installed.
- Select Device : The name of the device to which relevant reader is connected.
- Read Mode(OSDP)* : Decides whether to use OSDP reader for the elevator. Does not work properly if the setup is different from that of the actually connected reader.
- Name : Shows the name of the corresponding reader.
- Select Reader Number : The reader number on the board to which the door will be connected. (Required)
- Reader type : Indicates the type of reader connected to the door.
- Biometrics Reader : If the "**Reader Type**" is a biometric reader, select the reader to be connected to this door of the registered BioEntry W2 or BioLite N2 model.

* : Only supported for Aero controller.

- Operation Mode
  - Card only : Decides whether to allow or deny entry using only card information.
  - Card and PIN : Decides whether to allow or deny entry using two pieces of information - card and password.
  - Card or PIN : Decides whether to allow or deny entry using only one piece of information, either a card or a password.
  - PIN only : Decides whether to allow or deny entry using only PIN information.
  - Card and Fingerprint: Entering/exiting through the door is permitted/denied using the two information—card and fingerprint.
  - Card or Fingerprint: Entering/exiting through the door is permitted/denied using only one of the two information—card or fingerprint.
  - Fingerprint only: Entering/exiting through the door is permitted/denied using the fingerprint information only.
  - Fingerprint and PIN: Entering/exiting through the door is permitted/denied using the two information—fingerprint and password.
  - Card and Fingerprint and PIN: Entering/exiting through the door is permitted/denied using the three information—card, fingerprint, and password.
  - Face only: Entering/exiting through the door is permitted/denied using face recognition only.
  - Card and Face: Entering/exiting through the door is permitted/denied using the two information—card and face.
  - Card or Face: Entering/exiting through the door is permitted/denied using only one of the two information—card or face.
- Output Relay Time : The output relay time is the time after which the board connected to each floor signals the lift when the reader approves the user The lift can only be operated during the relevant time, so it has to be adjusted within the appropriate range.

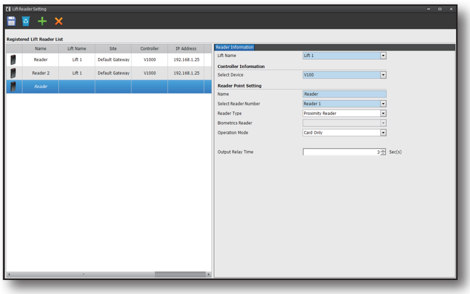
Setting the Lift

Registering the Lift Reader

1. From the top menu, select [**Lift**] > [**Lift Reader Setting**].
2. Click the Add button < > in the top toolbar.
3. Select the lift where the reader will be installed in [**Lift Name**].
4. Select the device to which the reader to be registered is connected from [**Select Device**].

- When [ ] is clicked in the device selection, the board belonging to the controller specified at the time of lift setting is displayed.
- If it is already connected to a door, it cannot be added as a duplicate.

5. Enter the name of the reader to register in [**Name**].
6. Select the device to which the reader to be registered is connected from [**Select Reader Number**].
7. Select the type of reader to register from [**Reader Type**].
8. If a biometric reader has been selected in [**Reader Type**], select the biometric reader from [**Biometrics Reader**].



- To be able to select from the list, it must be registered in advance. Refer to "**Registering a controller**" for registration. (Page 45)

9. Select the desired mode via [**Operation Mode**].

- Depending on the reader type selected, the list of reader operation modes may vary.

10. Specify the time in [**Output Relay Time**].
11. Click the Save button < > in the toolbar to save.

Editing and Deleting the Lift Reader Information

To edit the registered lift reader information

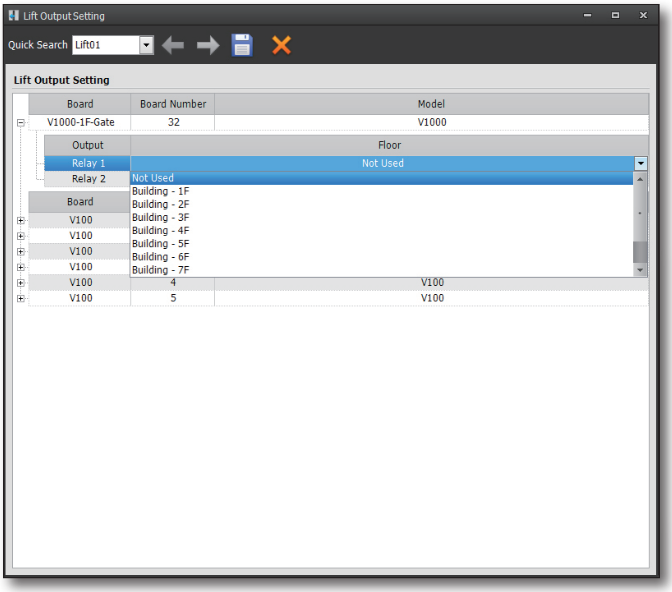
Select the data to be edited by performing a [**Quick Search**] in the top toolbar, edit the information and click the Save button < >.

To delete the registered lift reader information

Select the data to be deleted by performing a [**Quick Search**] in the top toolbar and click the Delete button < >. When asked if you want to delete it, click [**Yes**].

LIFT OUTPUT SETTING FOR VERTX CONTROLLER

Connect the output point of the board that will take charge of each floor of the lift. Lift control will be possible if the board is selected to control each floor.



Lift Output point Setting

1. From the top menu, select [**Lift**] > [**Lift Output Setting**].
2. Select the desired lift to set via [**Quick Search**] in the top toolbar.
3. Upon selecting an lift, the list below will show all the devices belonging to the controller connected to the corresponding lift.
4. Click the [+] button on the board to be connected to expand the list of output points on the board.
5. Select the layer to connect to the output point to be connected.

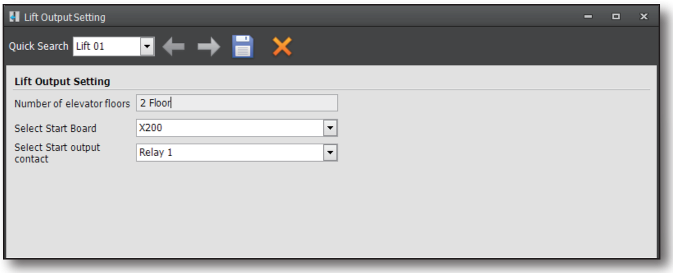
- Once a floor is set, it cannot be connected to the output of another board.

6. Click the Save button < 💾 > in the toolbar to save.

Setting the Lift

LIFT OUTPUT SETTING FOR AERO CONTROLLER

Sets the output contact point of the board responsible for the starting floor of the elevator. Based on the configured relay, the floors of the building are assigned to the relay in regular succession. Up to 128 floors can be assigned.

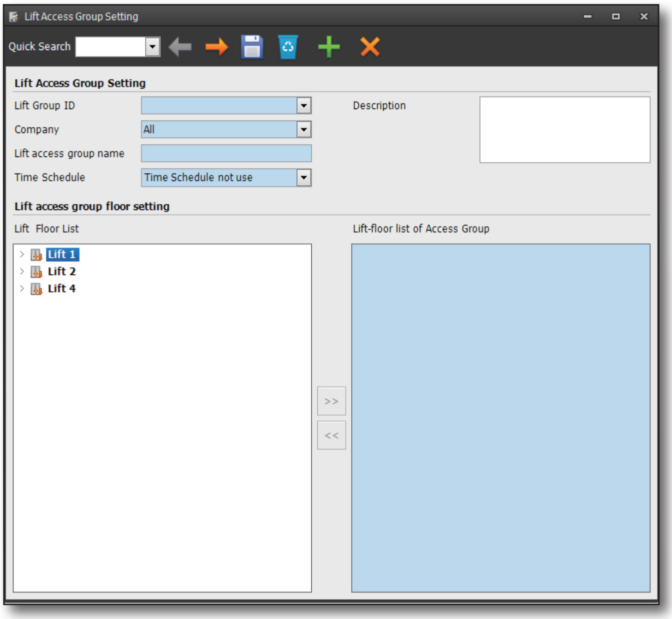


Lift Output point Setting

1. From the top menu, select [**Lift**] > [**Lift Output Setting**].
2. Select the desired lift to set via [**Quick Search**] in the top toolbar.
   - Number of elevator floors : Shows the number of floors saved in the elevator selected from quick search.
   - Select Start Board : Select the elevator output contact point initial relay board.
   - Select Start output contact : Select the elevator output contact point initial relay.
3. Click the Save button < > in the toolbar to save.

LIFT ACCESS GROUP SETTING

This is where the lift access group is set.
One entry access group can save not only one lift but also another lift's floors. The set group is used to grant lift access permission from "**Card Holder Management** > **Access Card Information**".



- Lift Group ID : The ID assigned to the lift access group.
- Company : Indicates the company to which this access group belongs.
- Lift access group name : Displays the lift access group name.
- Time Schedule : It is possible to control access to each floor with an lift within a designated schedule only.
- Description : Displays a description.
- Lift Floor List : Shows a list of all registered lift.
- Lift-floor list of Access Group : Shows lift and floor set as the current group.

Registering Lift Access Group

1. From the top menu, select [**Lift**] > [**Lift Access GroupSetting**].
2. Click the Add button < > in the top toolbar.
3. Select an ID to be assigned to the group to be registered in [**Lift Group ID**].

- This is used internally and you can choose any value.

4. Select the company to which the lift group applies from [**Company**].
5. Enter the name of the access group to be registered in [**Lift access group name**].
6. In [**Time Schedule**], if you do not want to set the time schedule, select "**Time Schedule Not use**".

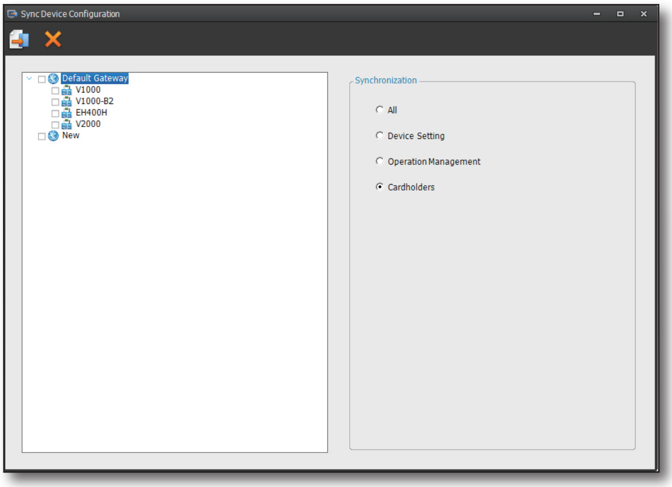
- For the time schedule setting, refer to "**Setting Time Schedule**". (Page 94)

7. Select the lift or floor to belong to or the access group to register from the lift list on the left.
8. Click the Save button < > in the toolbar to save.

Device Management

SYNCING THE DEVICE

The information set in the previous step is normally applied to the access control system only when the value has been set to sync with the device through "**Sync Device Configuration**".



- Device List : Displays the currently registered gateway and controller The device to be synced can be selected for sync.
- Sync : The item to be synced There are 4 items in total, and it provides the ability to sync only specific parts according to the set part.
  - All : Sync all information
  - Device Settings : Sync only the information of controllers, boards, I/O points, I/O links, zones, doors and fire groups
  - Operation Management : Syncs information of holiday, time interval, time schedule, entry access group, and door
  - Cardholders : Syncs only cardholder information (including card and fingerprint information)

Syncing the Device Settings Information

1. From the top menu, select [**Device Management**] > [**Sync Device Configuration**].
2. Select the device to be synced from the Device Settings list on the left of the screen.

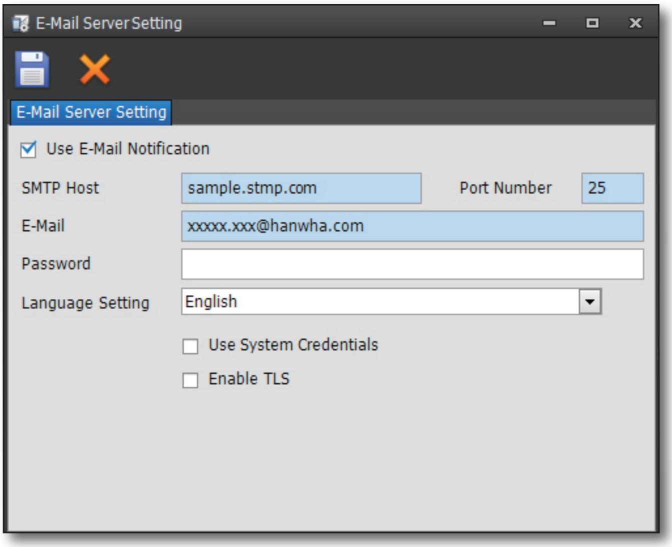
- Multiple selections are allowed, and if gateway is selected, all devices belonging to the bottom of the gateway are selected.

3. Select the item to be synced from the Sync list on the right side of the screen.
4. Click the Send button < > in the toolbar to sync.
5. The sync result will be displayed.

- Intermittent communication problems can cause sync failures. If this happens, re-sync after a while.

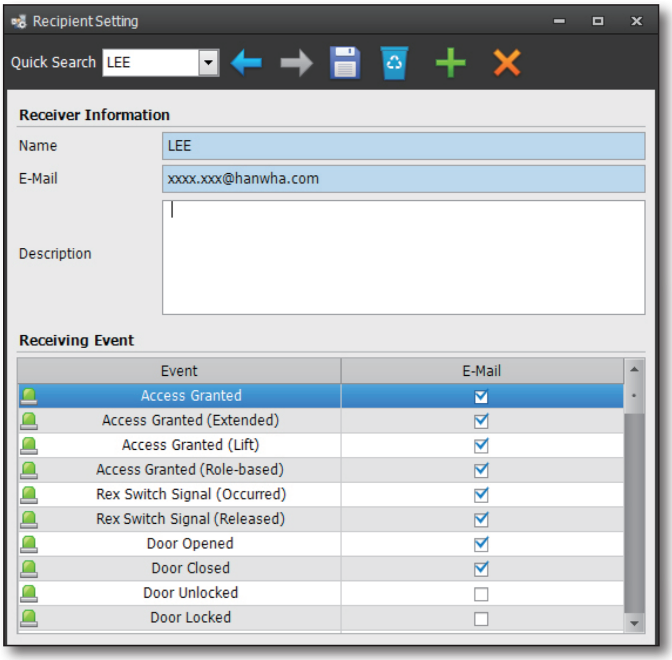
E-MAIL SERVER SETTING

E-Mail notification is a function to receive various events generated by Wisenet ACS in real time via E-Mail.



- Use E-Mail Notification : Shows whether e-mail notification function is enabled.
- SMTP Host : Shows the SMTP server name for sending e-mail.
- Port Number : Shows the SMTP port.
- E-Mail : Shows the email account for logging in to the SMTP server.
- Password : Shows the password of the account for login to the SMTP server.
- Language Setting : Shows the language of the email content to be notified.
- Use System Credentials : Shows whether to enable authentication via email account and password to use SMTP server.
- Enable TLS : Shows whether to use TLS security method when sending e-mail.

RECIPIENT SETTING



- Name : Shows the name of the recipient to receive the email. (Required field)
- E-Mail : Shows the recipient's email address to receive the email. (Required field)
- Description : Shows an additional description of recipient information.
- Receiving Event : Shows the types of events that recipients will be notified via e-mail.

Tool

E-mail Notification Setting

To use the email notification feature, you must set up an email server and a recipient.

E-mail Server Setting

1. Click the [**Tool**] > [**E-mail Server Settings**] from the top menu.
2. Select the [**Use Email Notification**] checkbox. Uncheck it if you do not want to use the option.
3. Enter the SMTP server name in the [**SMTP Host**] field.
4. Enter the SMTP port number in the [**Port Number**] field.
5. In the E-mail and Password fields, enter the e-mail account and password for the SMTP server login.
6. Select tha language for the contents of e-mail.
7. Check/Uncheck for use of System Credential and Use TLS for Mail Server setting.
8. To save the settings, click the < > button.

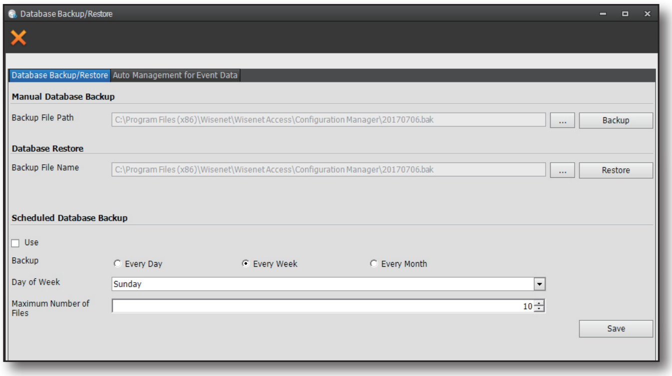
E-mail Recipient Setting

1. From the top menu, click [**Tool**] > [**Recipient Setting**].
2. Click the Add button < > on the top toolbar.
3. In the Name field, enter the name of the recipient to receive the email.
4. In the [**E-mail**] field, enter the email address where you want to receive email.
5. In the Description field, enter an additional description of the recipient.
6. [**Receiving Event**] Select the type of event that recipients will be notified via e-mail.
7. To save the settings, click the < > button.

You can back up and restore databases that are stored on the Wisenet ACS Server. In addition, you can set up automatic scheduled backups to back up your data periodically over a specified period of time.

DATA BACKUP/RESTORE

Provides the ability to back up all databases managed by Wisenet ACS Server



Data Back-Up

8. Run Wisenet ACS Configuration Management.

9. Log in.

10. Click the Backup / Restore Database menu on the Tool menu.

11. Click the Backup / Restore Database tab.

12. In [**Manual Database Backup**], click the [...] button.

13. Specify the path to save the backup file.

14. Click the [**Backup**] button to proceed with the backup.

15. If the backup was successful, the message "**Successfully Completed**" will appear.

Scheduled Database Backup

This function allows you to automatically perform a regular backup on a specified date by specifying a backup data or cycle..

1. Run Wisenet ACS Configuration Management.

2. Log in.

3. Click the Backup / Restore Database menu on the Tool menu.

4. Click the Backup / Restore Database tab.

5. Click the [**use**] field so that it is checked.

- If it is not checked, automatic backups will not run even if a time period is specified.

6. Select the desired cycle.
   - Every Day: Perform an automatic backup each day
   - Every Week: Perform an automatic backup each week on the specified day of the week.
   - Every Month: Automatic backup is performed on the specified date every month
7. Select the date.
   - If "**Every Day**": No need to make a selection because it is being backed up daily
   - If "**Every Week**": Choose which day of the week to back up each week.
   - If "**Every Month**": Choose which date of the month to back up each month.
8. Select the maximum number of backup files.

- Only perform scheduled database backup a set number of times. Once the set number of backup files has been created, the scheduled database backup will not proceed.

RESTORING DATA

It can be restored using the backed up data.

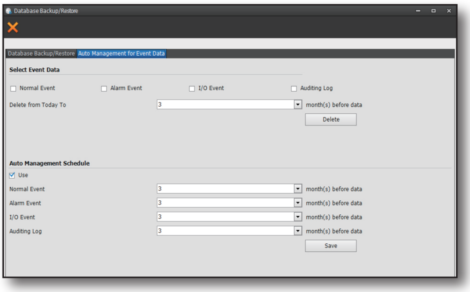
1. Run Wisenet ACS Configuration Management.
2. Log in.
3. Click the Backup / Restore Database menu on the Tool menu.
4. Click the Backup / Restore Database tab.
5. Under the [**Database Restore**] tab, click the [...] button.
6. Select a database file to restore.
7. Click the [Restore] button.
8. If the restore was successful, a "**Successfully Completed**" message window will be displayed.
9. Run the program again.

AUTO MANAGEMENT FOR EVENT DATA

Manage outdated event data by automatically / manually deleting event data outside the specified time period.

The types of events managed are as follows.

- Normal Events: Events occurring when the status of the equipment is normal or access is normal
- Alarm Events: Events occurring when the status of the equipment or access is abnormal
- Input and Output Events: Events related to input and output of the equipment
- Auditing Log: Logs generated when the user changes the setting or data through the program



Manually Deleting the Event

Manually delete event data outside the specified time period.

1. Run Wisenet ACS Configuration Management.
2. Log in.
3. Click the Backup / Restore Database menu on the Tool menu.
4. Click the [**Auto Management for Event Data**] tab.
5. Check the event data to delete in [**Select Event Data**].

- Multiple data can be selected.

6. Choose how much data to deleted and how many months of data are to be left.
7. Click the [**Delete**] button.
8. If the delete was successful, a "**Successfully Competed**" message window will be displayed.

Automatically Deleting the Event

Automatically deletes and manages event data outside the specified period

1. Run Wisenet ACS Configuration Management.
2. Log in.
3. Click the Backup / Restore Database menu on the Tool menu.
4. Click the [**Auto Management for Event Data**] tab.
5. Click [**Use**] from [**Auto Management Schedule**].

- If it is not checked, data will not be automatically deleted.

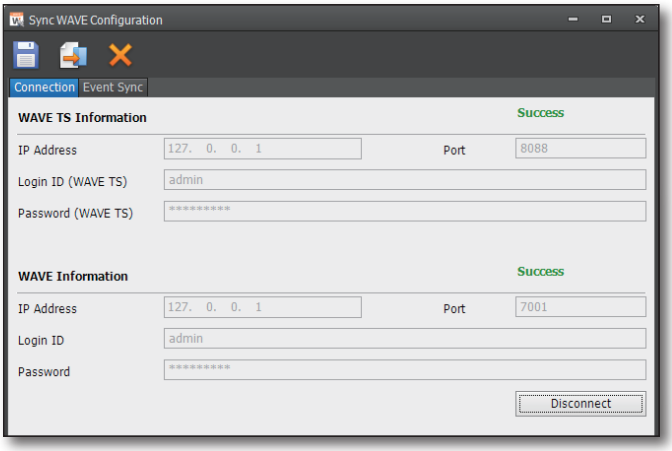
6. Choose how much data is to be deleted and how many months of data are to be left by each event.
7. Click [**Save**] to save.

WISENET WAVE SETUP

You can monitor events that occur from the Wisenet ACS and control the door access events in the Wisenet WAVE. Enter the IP address, port, and account information for WAVE TS and WAVE and then sync with the Wisenet WAVE.

Connecting to the Wisenet WAVE

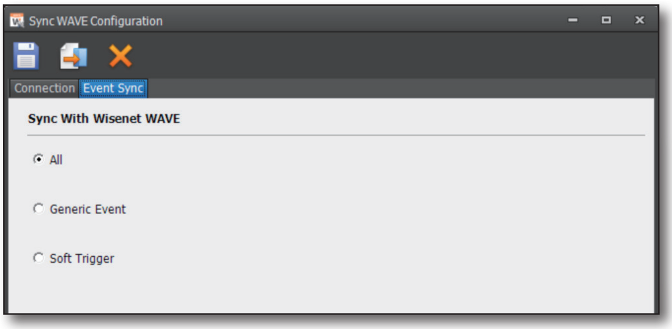
You can connect to the Wisenet WAVE by entering the IP address, port, and account information for WAVE TS and WAVE.



1. From the top menu, click [**Tool**] > [**Sync WAVE Configuration**].
2. Click the [**Connection**] tab.
3. Enter the [**IP Address**], [**Port**], [**Login ID**], and [**Password**] for WAVE TS and WAVE.
4. Click the [**Connection**] button.
   When the connection result appears and the connection is a success, the [**Event Sync**] tab activates.

Syncing with the Wisenet WAVE

Select the items to sync with the Wisenet WAVE for synchronization.



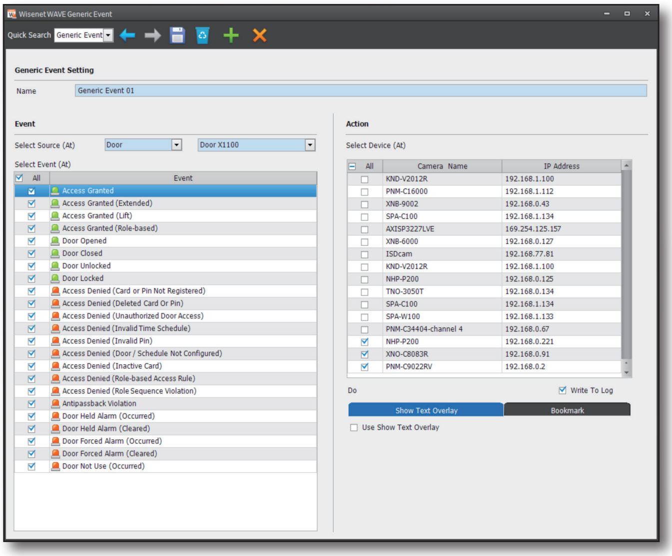
1. From the top menu, click [**Tool**] > [**Sync WAVE Configuration**].
2. Click the [**Event Sync**] tab.
3. Select the items to sync with the Wisenet WAVE.
4. Click the Send button < >.
   The syncing results appear for the selected items.

- If the event setup or connection under the [**Connection**] tab is a failure, the result pops up. Check the setup and connection, and then try again.
- If the settings for generic events and soft triggers have been changed, try syncing again.

Tool

Setting up generic events in the Wisenet WAVE

You can configure the settings for the events to transmit to the Wisenet WAVE. You can select the target events and the devices to take action upon occurrence of events. You can also configure the actions to be taken by the Wisenet WAVE upon occurrence of events.



1. From the top menu, click [**Tool**] > [**WAVE WAVE Generic Event**].
2. Enter the event name in the [**Name**] field.
   The saved event name can be selected in [**Quick Search**].
3. In [**Select Source**], you can select event options for source types and their options.
   The event settings for the selected source type appear in the [**Select Event**] list.

   - The sources saved by other presets do not appear in the [**Select Source**] list.

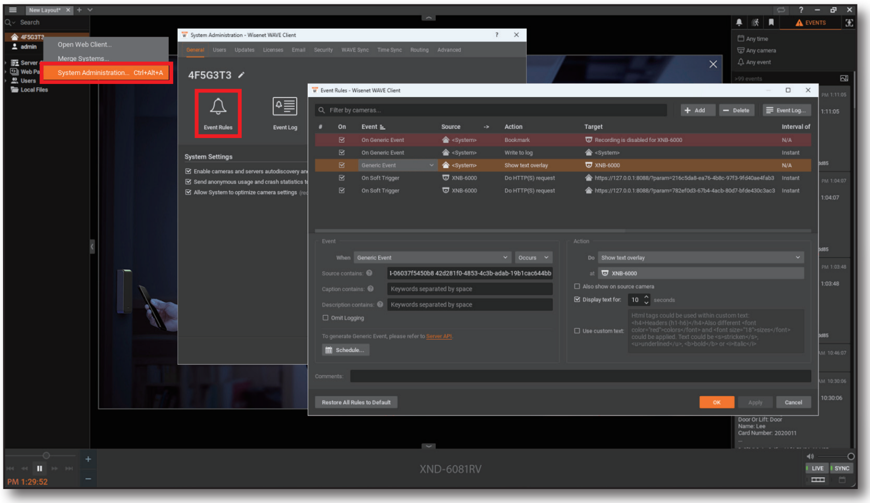
4. In the [**Select Event**] list, select a desired event.
5. In [**Select Device**], select a device to take action upon occurrence of an event.

   - When connection fails in the [**Sync WAVE Configuration**] > [**Connection**] tab, the device list does not appear. Check the setup and connection, and then try again.
   - If the listed devices have a preset that has been synced with another server, set up a new preset with the server to connect to.

6. In [**Do**], select actions to be taken by the WAVE upon occurrence of an event.

- **Write To Log** : Only the logs for events are stored in WAVE.
- **Use Show Text Overlay** : During WAVE monitoring, the event information appears as text on top of the event video for a specific time. You can set the time to display the text.
- **Use Bookmark** : Bookmark and save the event video in WAVE. You can set when to start recording before occurrence of an event or when to stop recording after occurrence of an event.

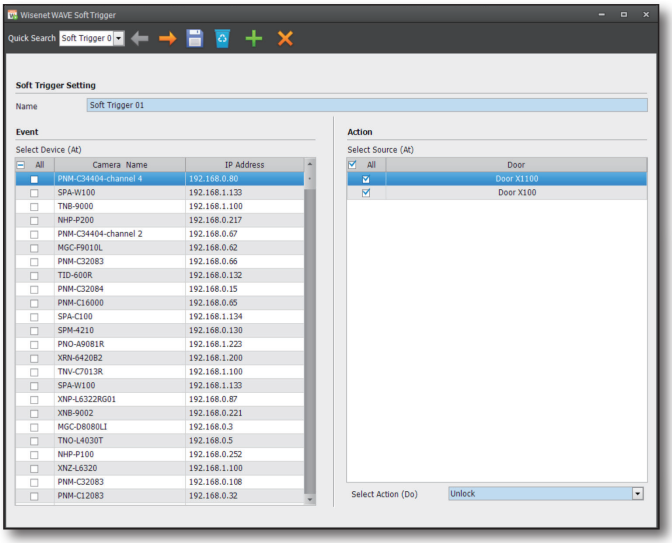
7. When the configuration for [**Wisenet WAVE Generic Event**] is finished and an event occurs, the screen synced with the WAVE is as follows.
In [**System Administration**] > [**General**] > [**Event Rules**] on the Wisenet WAVE Client, the event list appears. If you click an event, its detailed information appears.



Tool

Setting up soft triggers in the Wisenet WAVE

If the door access control is required for the selected device, the Wisenet WAVE can control the operation of the doors. You can take action by selecting the icon displayed for door access control on the event video in the WAVE monitoring screen.



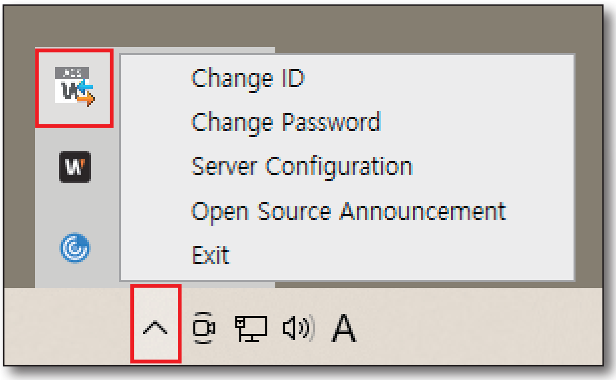
1. From the top menu, click [**Tool**] > [**WAVE WAVE Soft Trigger**].
2. Enter the event name in the [**Name**] field.
   The saved event name can be selected in [**Quick Search**].
3. In [**Select Device**], select devices to display soft triggers.
   - If the listed devices have a preset that has been synced with another server, set up a new preset with the server to connect to.
4. In [**Select Source**], select doors where events occur.
   - The doors saved by other presets do not appear in the [**Select Source**] list.
5. In [**Select Action**], select actions to be taken by the WAVE upon occurrence of an event.
   You can select [**Unlock**] or [**Lock**].

6. When the configuration for [**Wisenet WAVE Soft Trigger**] is finished and an event occurs, the screen synced with the WAVE is as follows.
Icons are displayed on the monitoring video in the Wisenet WAVE Client. If you click an icon, you can take the action.

Setting up the WAVE Transaction Server

You can change the login account information for the Wisenet ACS WAVE Transaction Server. You can also set the port of the Transaction Server or the IP address and port of the Wisenet ACS server.

- Wisenet ACS WAVE Transaction Server is provided separately for syncing with the Wisenet WAVE.

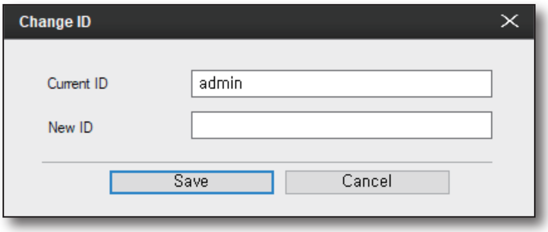


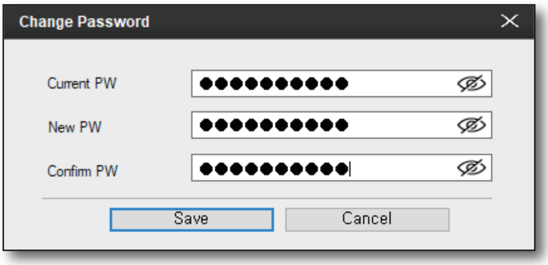
- Change ID : You can change the login ID of the Wisenet ACS WAVE Transaction Server.
- Change Password: You can change the login password of the Wisenet ACS WAVE Transaction Server.
- Server Configuration: You can set the port of the Transaction Server or the IP address and port of the Wisenet ACS Server.
- Open Source Announcement: You can check the open source information of the WAVE Transaction Server.
- Exit : It ends the Wisenet ACS.

CHANGING THE ACCOUNT INFORMATION OF THE WAVE TRANSACTION SERVER

You can change the login ID or password for the WAVE Transaction Server.

1. On the Windows taskbar, click [**Show hidden icons**].
2. Right-click on the Wisenet ACS WAVE Transaction Server icon.
   A context menu appears.
3. From the context menu, select [**Change ID**] or [**Change Password**].
   The login window for the WAVE Transaction Server appears.
4. Enter your current ID and password and then try login
   The [**Change ID**] or [**Change Password**] window appears.
5. Enter your current ID or password, and then enter a new ID or password.
   To change the password, enter the new password again.
6. Click [**Save**] to save the settings.



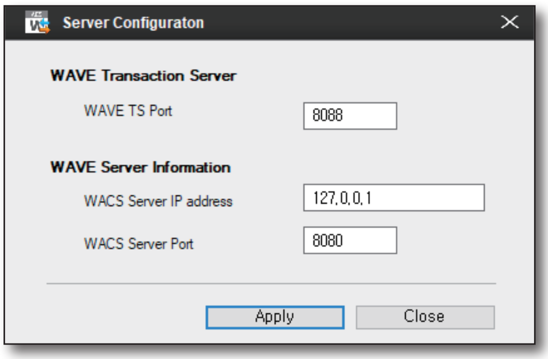


- Set the password to at least 8 characters using a combination of uppercase and lowercase English letters, numbers, and special characters (! @ # $ % ^ & *).

CONFIGURING THE SERVER

You can change the port of the WAVE Transaction Server or the IP address and port of the Wisenet ACS server.

1. On the Windows taskbar, click [**Show hidden icons**].
2. Right-click on the Wisenet ACS WAVE Transaction Server icon.
   A context menu appears.
3. From the context menu, select [**Server Configuration**].
   The [**Server Configuration**] window appears.
4. Change the port of the WAVE Transaction Server or the IP address and port of the Wisenet ACS server.
5. Click [**Apply**] to save the settings.



Monitoring the access control

WISENET ACS MONITORING

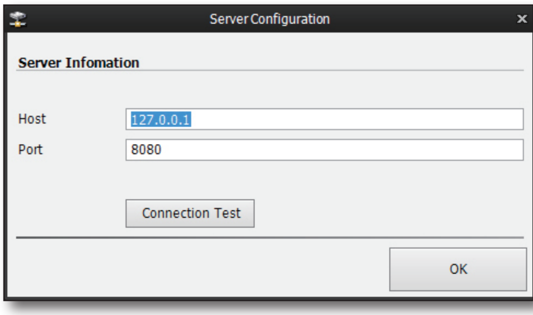
Wisenet ACS Monitoring is an integrated monitoring program for access control events. All the events of the access control system can be seen at a glance, and the opening and closing of each door can be controlled remotely through the graphic map.

LOGGING IN

Program Login

Device information settings can be synced.

1. Go to [**Start**] > [**All Programs**] > [**Wisenet ACS**] > [**Monitoring**].
   Wisenet ACS Supports English, French, Germany, Spanish, Italian, Russian, Chinese (Cantonese, Mandarin), Korean, Arabic, Portuguese, and Czech.



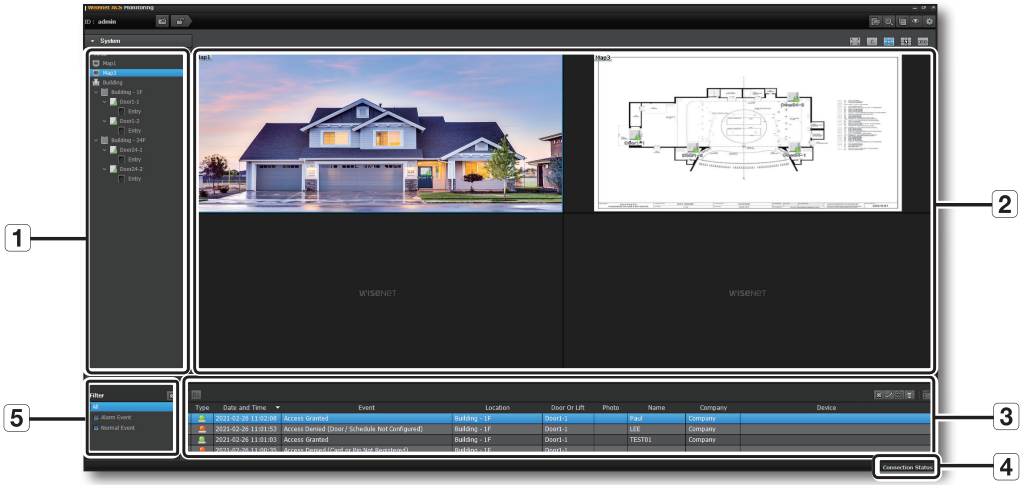
2. Can be logged in after checking the server connection
   1) Click the [ ] button below the login window's log in button to open the Server Settings window.
   2) Check <**Host**>, <**Port**> and then click the [**Connection Test**] button.
   3) Complete the connection check and click <**OK**>.
3. Enter [**LOGIN ID**] and [**PASSWORD**] and click [**Login**].

- The default [**LOGIN ID**] for Wisenet ACS Monitoring is "**admin**".
- The default [**PASSWORD**] is not specified at first run. When you click Login, you will be prompted to change your password.
- If you have already changed your password in Configuration Management, you can use the same password.

- The language can be changed on the login screen but cannot be changed after the program has started running.
  The language is not available in the calendar and time display area. If you want to change it, change it to the desired format in [**Control Panel**] > [**Regional and Language Options**] > [**Standard and Format**]. After you change the format, the new calendar and timestamp format will be reflected when you run program again.

OVERVIEW

Wisenet ACS Monitoring is an integrated monitoring program for access control events. All the events of the access control system can be seen at a glance, and the opening and closing of each gate can be controlled remotely through the graphic map.



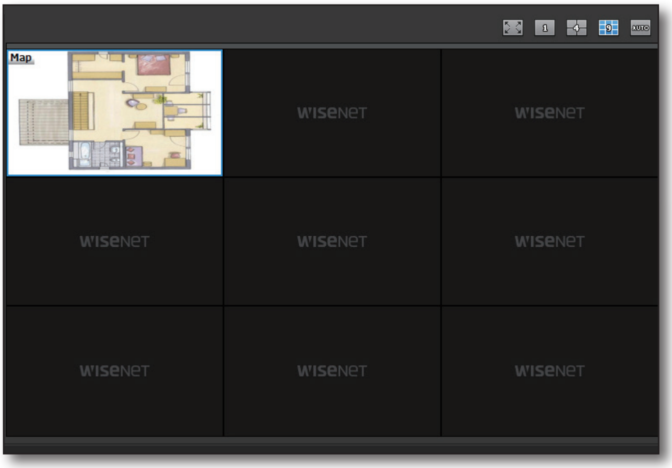
No.	Description
1	Displays the hierarchy of the Building-Floor, as well as the Input, Output, Door, and Graphic Maps.
2	This is where the graphics map can be viewed.
3	This is where the events that occurred on the device can be viewed.
4	Click the "**Connection Status**" button to display the connection status of the device in a tree structure.
5	Provides a filter when you want to select only required events from among the events that occurred in window #3.

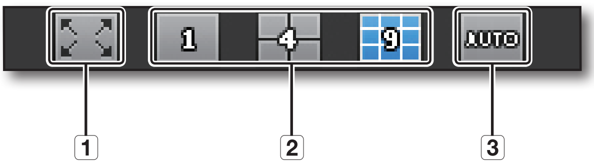
Bar on top

No.	Name	Description
1	ID	Displays the contact's ID.
2	Lock	Locks the monitoring.
3	Log off	Log off.
4	Door Management	Manage all the doors registered to the system.
5	Search Alarm Data	Alarm data can be retrieved and processed.
6	Mustering Report	Views the Mustering Report.
7	Guard Tour Status	This menu provides the execution and monitoring of a patrol.
8	Setting	Settings such as alarm color, alarm sound, lock mode setting, and automatic fire alarm report output in the event of a fire can be configured.

Map Viewer

Provides a graphic map view

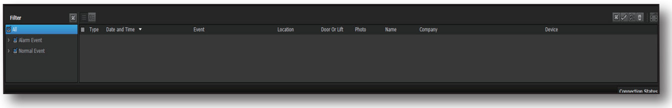




No.	Name	Description
1	Full Screen	Map viewer fills the current monitor
2	Layout Change	1x1, 2x2, 3x3 layouts can be selected.
3	AUTO	Automatically places graphic map layouts.

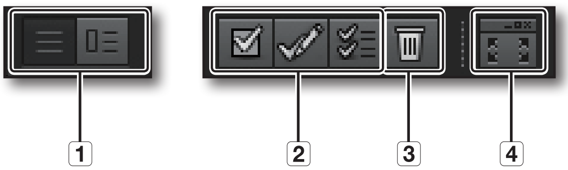
Event Viewer

Displays normal events, alarm events, and program events.



Detailed Descriptions

- Normal Event : Event is displayed when the status of the equipment is normal or access is normal
- Alarm Event : Event is displayed when the status or access of the equipment is abnormal
- Double-click an event to view information about the event
- Filter : Can view only checked events



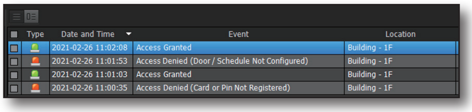
No.	Name	Description
1	Change Event Visibility	You can view the photos larger or smaller. If a photo is shown as small, the photo will automatically appear in its original when you hover the mouse cursor over it.
2	Confirm Alarm	 : Checks the selected alarm event Verified alarm events and verified details can be viewed in the alert event report.  : Checks the selected alarm event with details Verified alarm events and verified details can be viewed in the alert event report.  : Checks all alarm events Verified alarm events can be viewed in reports.
3	Clear Events	Deletes all events in the event list
4	Maximize/Normalize Event List	View the event list on the full screen or change it to normal size. When the event list is displayed externally, maximize the event list on the monitor.

MANAGING THE EVENTS

All alarms or events during access control can be monitored by Wisenet ACS Monitoring. All events are always displayed in the Event Viewer at the bottom of the screen, and the event describes the detailed view and confirmation function.

View Event Details

1. The details of the event can be checked by double-clicking [**Event Viewer**] at the bottom of the main screen.

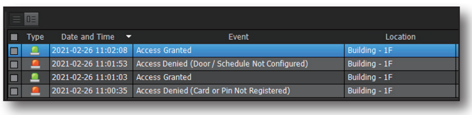


2. Each field in the detailed view window is as shown below.
- Event time: The time when the corresponding alarm (event) has occurred.
- Location: Indicates the information of the building and floor where the alarm (event) has occurred.
- Door: Indicates the name of the door where the alarm (event) has occurred.
- Device: Indicates the Input / Output information of the corresponding board where the alarm (event) has occurred
- Card number: Indicates the number of the card use to enter the door by in the alarm (event) to enter the door.
- Card holder Information: Indicates the basic information of the user who generated the alarm.

Check Events

Checks for events or alarms

1. Select the event to be checked in the Event Viewer.



- Multiple events can be selected by clicking while holding Ctrl, or by clicking and dragging.

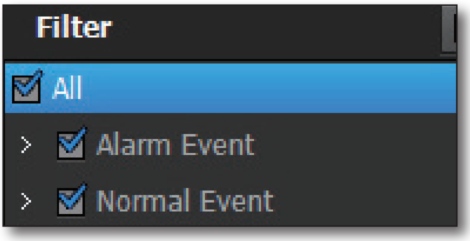
2. On the right hand side, click the alert type to confirm.

- For details of the alarm check button, Refer to Item 2 of "**Confirm Alarm**" in "**Event Viewer > Detailed Description**". (Page 144)

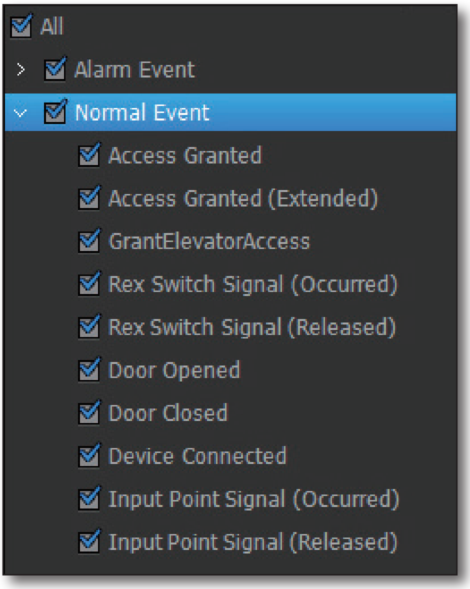
Applying Event Filters

The events to be displayed can be set.

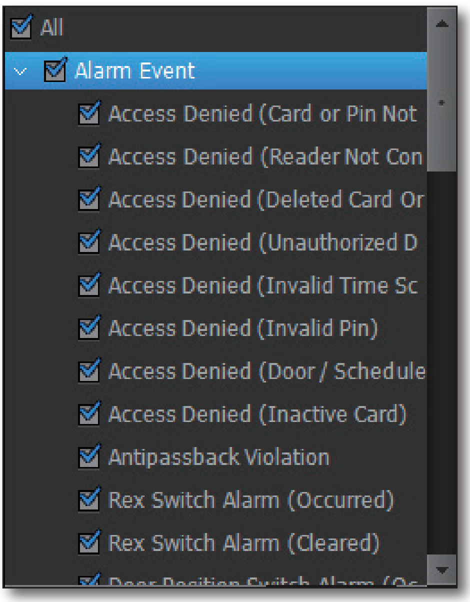
1. Go to the filter item in the lower left corner of the screen.



2. Select the event to be displayed.



3. After applying the filter, only selected events are displayed in Event Viewer.



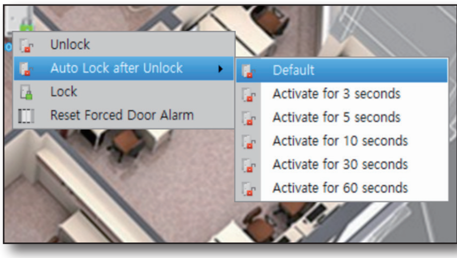
MANAGING DOORS

Wisenet ACS Monitoring allows you to view and manage the status of the door as seen in the graphics map or system tree.

Description of door icons

-  : Unlock
-  : lock
-  : Door has been opened abnormally and an access alarm has occurred

Controlling the door in a graphic map



1. Open the graphic map.

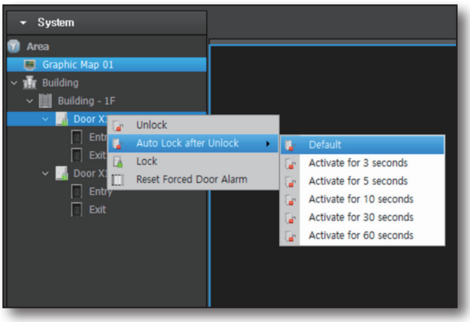
2. Select the door on the graphic map and right-click.

- If the door is not set, refer to "**Registering the door**". (Page 59)

3. The following popup window will apprear.

- Unlock : Unlocks the door.
- Auto Lock after Unlock : After unlocking the door for a specified time, the door is automatically locked again.
  The unlock time can be set to 3 seconds, 5 seconds, 10 seconds, 30 seconds, or 60 seconds.
- Lock : Locks the door if the door is open.
- Reset Forced Door Alarm : When a door alarm occurs, the alarm is canceled.

Controlling the access to the system tree



1. Select the door on the System and right-click

   ■ If the door is not set, refer to "**Registering the door**". (Page 59)

2. The following popup window will appear.
   - Unlock : Unlocks the door
   - Auto Lock after Unlock : After unlocking the door for a specified time, the door is automatically locked again. The unlock time can be set to 3 seconds, 5 seconds, 10 seconds, 30 seconds, or 60 seconds.
   - Lock : Locks the door if the door is open
   - Reset Forced Door Alarm* : When a door alarm occurs, the alarm is canceled.

CHECKING CONNECTION STATUS

The connection status of the device can be checked using the connection status button on the monitoring screen.

1. Click the [Connection Status] button at the bottom right of the window.
2. The "**Connection Status**" window pops up and the status of current devices can be checked.

	Gateway is connected normally
	Gateway is disconnected
	Board is connected
	Board is disconnected

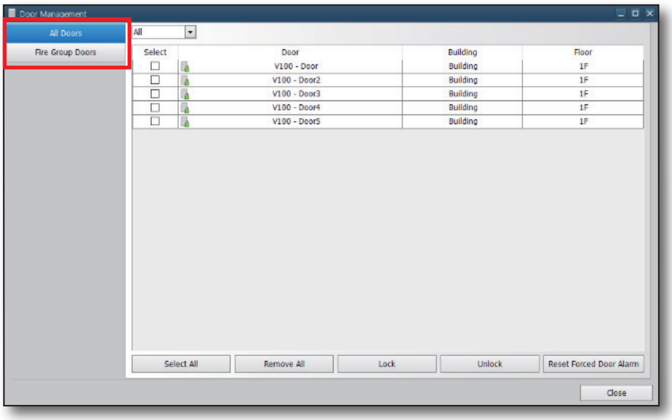
3. If a refresh is required, right-click on [Area], [Gateway] or [Controller] at the top and select "**Refresh**".

   ■ Since the status is not automatically updated, Refresh should be clicked to check the status.

* : Aero controller does not support the forced door alarm initialization feature.

DOOR MANAGEMENT

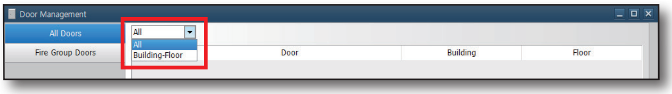
It is a function to lock, unlock and reset door forced alarm of all doors or fire group doors in the system.



- Select All : Select all displayed doors.
- Remove All : Deselect all selected doors.
- Lock : Lock the selected door.
- Unlock : Unlock the selected door.
- Reset Forced Door Alarm : Clear the forced door alarm of the selected door.

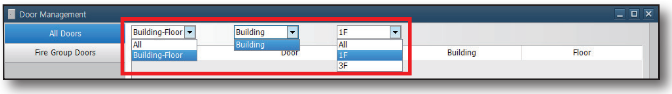
Manage Entire doors

Managing All Doors



1. Select [**All Doors**] - [**All**].
2. Select the door.

Managing Building - Floor

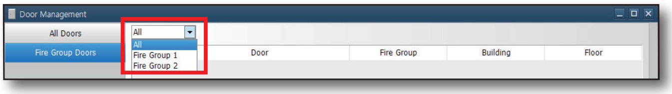


1. Select [**All Doors**] - [**Building - Floor**].
2. Select the [**Building**] and [**Floor**].
3. Select the door.

Monitoring the access control

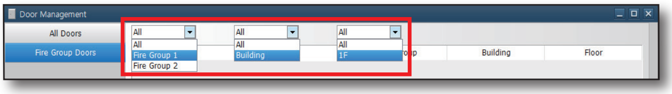
Managing Fire Group Doors

Managing All Doors



1. Select [**Fire Group Doors**] - [**All**].
2. Select the door.

Managing Fire Groups



1. Select [**Fire Group Doors**] - [**Fire Group**].
2. Select the [**Building**] and [**Floor**].
3. Select the door.

NOTIFICATION WINDOW

In the notification window, all the alarms that have occurred up to this point can be searched through the conditions. The detected alarms can also be checked.

Search Alarm Data

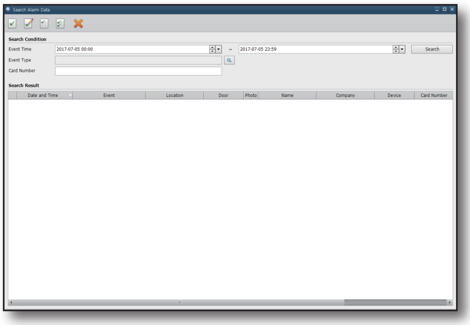
1. Click the search button < > in the top toolbar.
2. Select the period to search for in the event occurrence period.
3. If there is a specific event type to search, press [ ] to the right of the event type to select it.

   - If you want to search for all event types, leave them blank.

4. Card number : Enter the card number if there is a specific card number you are looking for

   - If searching all card numbers, leave it blank.

5. Click the [**Search**] button to search.



Checking Alarms

1. Search for alarms by clicking "**Search**".
2. Select the alarm to be processed in the search results. Multiple alarms can be selected by clicking while holding the Ctrl key or by clicking and dragging.
3. In the top left corner, click the appropriate action button.

	The selected alarm is checked and processed without further explanation.
	The selected alarm is checked and processed with further explanation.
	All searched alarms are checked and processed without further explanation.
	All alarms that have occurred so far are checked and processed.

Monitoring the access control

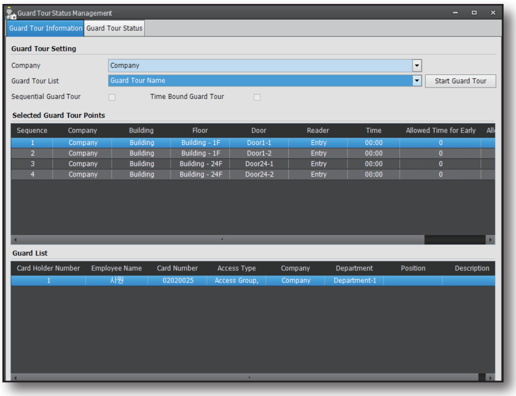
MUSTERING REPORT

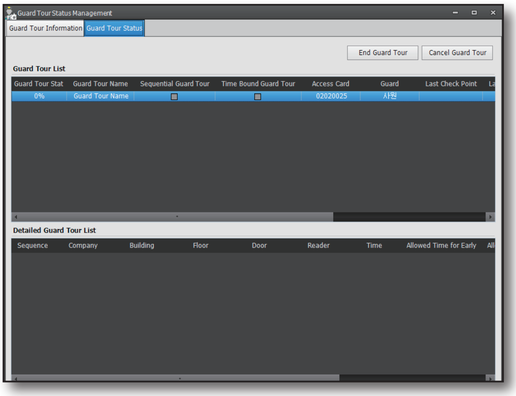
Wisenet ACS Monitoring allows you to print an Mustering report.
For details, refer to "**Mustering Report**". (Page 160)
An Mustering Report can be printed from the upper right corner's < >.

GUARD TOUR STATUS MANAGEMENT

This menu provides the execution and monitoring of a patrol.

- This window must remain open to complete a patrol. If this window is closed when a patrol is in progress, the patrol cannot be tracked.





- Company : List of patrolable companies. (Required field)
- Guard Tour List : List of Guard Tour. (Required field)
- Sequential Guard Tour : The selected [**Guard Tour List**] property whether it is "**Sequential Guard Tour**".
- Time Bound Guard Tour : The selected [**Guard Tour List**] property whether it is "**Time Bound Guard Tour**".
- Selected Guard Tour Points : List of checkpoints in the selected [**Guard Tour List**].
- Guard List : List of Guard(s) of the selected [**Company**].
- Start Guard Tour : Start the Guard Tour.
- End Guard Tour : Finish the Guard Tour.
- Cancel Guard Tour : Cancel the Guard Tour.

- If cancel the Guard Tour, it will be no record in the Guard Tour Report.

Start and end The Guard Tour

1. From the upper menu bar, click Guard Tour Status Management < > Button.
2. Click [**Guard Tour Information**] tab.
3. Select the company from the [**Company**] list box.
4. Select the Guard Tour to be executed from the [**Guard Tour List**] list box.
5. Select the Guard from the [**Guard List**].
6. Click [**Start Guard Tour**] button to start the Guard Tour with the selected Guard.

■ The patrol will be able to start only if the selected Guard and Guard Tour is not already on patrol.

7. Select [**Guard Tour Status**] tab to monitor the Guard(s) being executed.

■ As the Guard reaches the checkpoint, the "**Guard Tour Status**" progress will be updated.

8. When all the checkpoints are covered, the Guard Tour ends.

■ If click the [**End Guard Tour**] button during the Guard Tour, the Guard Tour Status will be stored until that time. And stop the Guard Tour.

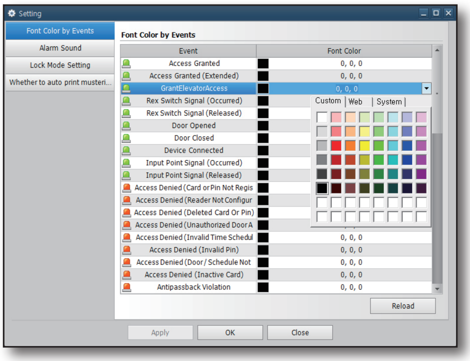
Monitoring the access control

MONITORING SETTINGS

The settings of character color change for each event, sound, lock mode, and automatic Mustering report printing can be set.

Setting a character color for each event

1. Click the settings button < > in the top toolbar.
2. In the settings window, click the left <**Font Color by Events**> tab.
3. Click [ ] in the Character color column of the event.
4. Specify the preferred color.
5. Click the [**Apply**] or [**OK**] button to save.



Setting sound for each event

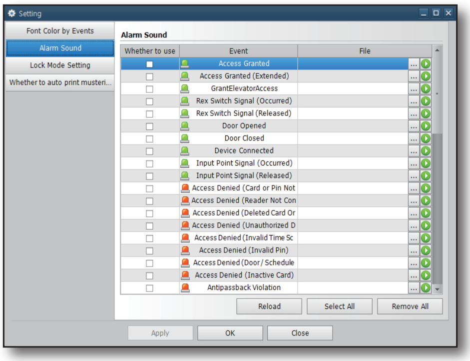
1. Click the settings button < > in the top toolbar.
2. In the settings window, click the left <**Alarm Sound**> tab.
3. Click [...] in the file column of the event.
4. Select the desired sound file.

■ Only Wave files (* .wav) can be selected.

5. Click the [ ] button to check whether the selected file is correctly registered.
6. Make sure "**Whether to use**" is checked on the left.
   If it is not checked, click it so that it is checked.

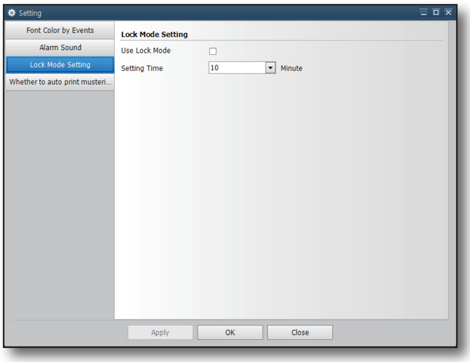
■ Even if a sound is registered, it will not sound if it is unchecked.

7. Click the [**Apply**] or [**OK**] button to save.



Setting Lock Mode

Lock mode is a function in which a lock screen is automatically activated when Wisenet ACS Monitoring is not used for a set amount of time. Whether or not you wish to use lock mode and the amount of time before its activation can be set in this menu.



1. Click the settings button < > in the top toolbar.
2. In the settings window, click the left <**Lock Mode Setting**> tab.
3. Check "**Use Lock Mode**".

   ■ Even if a time is set, the lock mode function will not work if the option is unchecked.

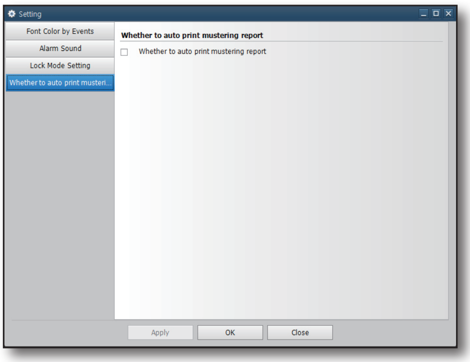
4. Set the time in [**Setting Time**].

   ■ When the program is not used for the set amount of time, it is switched to Lock mode.

5. Click [**Apply**] or the [**OK**] button to save.

Automatically print Mustering Report

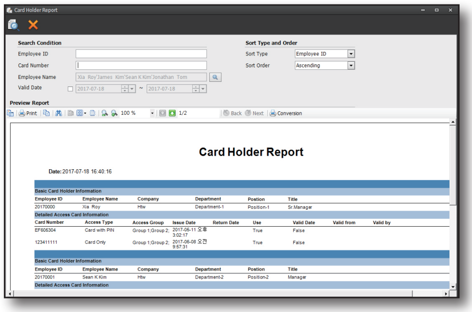
When automatic printing of the Mustering Report is on, the report is displayed on the screen when a fire signal is generated, and the report is automatically sent to the printer that is set as the default printer.



1. Click the settings button < > in the top toolbar.
2. In the settings window, click the left <**Whether to auto print Mustering report**> tab.
3. Depending on whether you want the function to be active or not, check "**Whether to auto print Mustering report**".
4. Click [**Apply**] or the [**OK**] button to save.

Report

CARD HOLDER REPORT

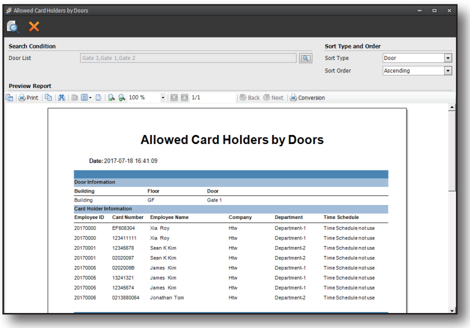


- From the top menu, select [**Device Management**] > [**Card Holder Report**].
- Enter [**Employee ID**] in the search box.
- Enter [**Card Number**] in the search box.
- Click the [ ] button to search for employees.
- Select [**Sort Type**] to select the sort type and order.
- Select [**Sort Order**] to select the sort type and order.
- Click the Report View < > in the toolbar at the top of the screen. If the search return results, they it will be displayed as shown below.
- To print the preview screen, click the [**Print**] button on the report preview toolbar to print the report with the printer.
- To export the preview screen as another file, click the [**Conversion**] button on the report preview toolbar and the user will be able to export a file in the desired format.

- Search Condition
  - Employee id: Enter the employee number.
  - Card Number: Enter the card number.
  - Employee Name: When searching for an employee name and when searching for an employee by the search criteria, clicking the corresponding button will display the employee list as shown in the above screen and the employees for viewing can be selected.
  - Valid Date: Search by the effective date of the card
  - Sort Type: Output in any order and output in sorted order. Select Employee Number, Employee Name, Company, or Department.
  - Sort Order: Choose whether to display the selected data in ascending or descending order.
  - Conversion: By clicking the [**Conversion**] button you can export to EXCEL, TEXT, PDF or TIF format. When exporting to PDF, note that the PDF may not be displayed properly if the font in the PDF is not installed on the PC. If it does not display properly, adjust the font.

ALLOWED CARD HOLDERS BY DOORS

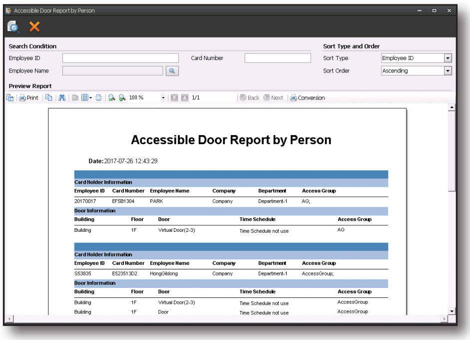
- From the top menu, select [**Report**] > [**Card holders by Doors**].
- Select the door using the [ ] button in the [**Door List**] search condition.
- Click View Report < > in the toolbar at the top of the screen. the search returns results, they will be displayed as shown below.
- To print the preview screen, click the [**Print**] button on the report preview toolbar to print the report using the printer.
- To export the preview screen as another file, click the [**Conversion**] button on the report preview toolbar and the user will be able to export a file in the desired format.



- Search Conditio
  - Door List: When searching for a door and when searching for a door according to the search criteria, clicking the corresponding button will display the door list as shown in the above screen, and the doors for viewing can be selected.
  - Sort Type: Sets the display order of the data when outputting the report.
  - Sort Order: Choose whether to display the selected data in ascending or descending order
  - Conversion: By clicking the [**Conversion**] button, you can export to EXCEL, TEXT, PDF or TIF format. When exporting to PDF, note that the PDF may not be displayed properly if the font in the PDF is not installed on the PC. If it does not display properly, adjust the font.

Report

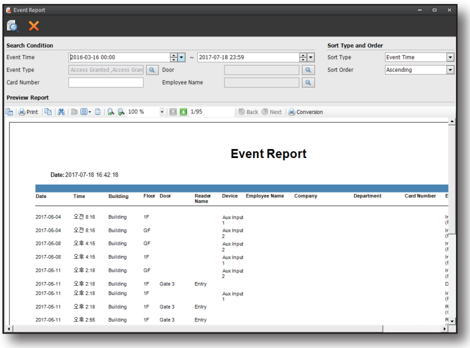
ACCESSIBLE DOOR REPORT BY CARD HOLDER



- From the top menu, select [**Report**] > [**Accessible Door Report by Person**].
- Enter [**Employee ID**] the search box.
- Select [**Employee Name**] the search box.
- Enter [**Card Number**] the search box.
- Click the Report View < > in the toolbar at the top of the screen.
  If the search returns results, they will be displayed as shown below.
- To print the preview screen, click the [**Print**] button on the report preview toolbar print the report using the printer.
- To export the preview screen as another file, click the [**Conversion**] button on the report preview toolbar and the user will be able to export a file in the desired format.

- Search Condition
  - Employee ID: Enter the employee number to be searched.
  - Door List: When searching for a door and when searching for a door according to the search criteria, clicking the corresponding button will display the door list as shown in the above screen, and the user can select the doors for viewing.
  - Card Number: Enter the card number to be searched.
  - Sort Type: Sets the display order of the data when outputting the report.
    Choose between employee number, card number, employee name, company name, department name.
  - Sort Order: Choose whether to display the selected data in ascending or descending order
  - Conversion Function: By clicking the [**Conversion**] botton, you can export to EXCEL, TEXT, PDF or TIF format. When exporting to PDF, note that the PDF may not be displayed properly if the font in the PDF is not installed on the PC. If it does not display properly, adjust the font.

EVENT REPORT



- From the top menu, select [**Report**] > [**Event Report**].
- Select [**Event Time**] in the search field
- Select [**Event Type**] in the search field
- Enter [**Card Number**] in the search field
- Select [**Employee Name**] in the search field
- Select [**Door**] in the search condition field.
- Select [**Sort Type**] to select the sort type and order.
- Select [**Sort Order**] to select the sort type and order.
- Click the Report View < > in the toolbar at the top of the screen.
  If the search returns results, they will be displayed as shown below.
- To print the preview screen, click the [**Print**] button on the report preview toolbar to print the report using the printer.
- To export the preview screen as another file, click the [**Conversion**] button on the report preview toolbar and the user will be able to export a file in the desired format.

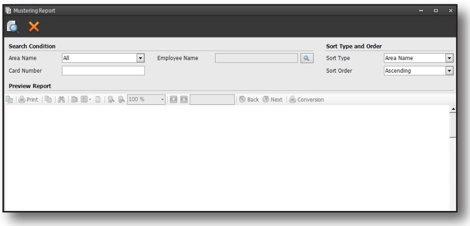
- Search Condition
  - Event Time: Select the time to be searched.
  - Event Type: Select the event type to be searched.
  - Card Number: Register the card number to be searched.
  - Employee Name: When searching for an employee by the search criteria, clicking the corresponding button will display the employee list as shown in the above screen and the employees for viewing can be selected.
  - Door: Searching for a door according to the search criteria, clicking the corresponding button will display the door list as shown in the above screen and the doors for viewing can be selected.
  - Sort Type and Order: Output in any order and output in sorted order.
  - Sort Type: Sets the display order of the data when outputting the report.
  - Sort Order: Choose whether to display the selected data in ascending or descending order
  - Conversion Function: By clicking the [**Conversion**] button, you can export in EXCEL, TEXT, PDF or TIF format. When exporting to PDF, note that the PDF may not be displayed properly if the font in the PDF is not installed on the PC.. If it does not display properly, adjust the font.

Report

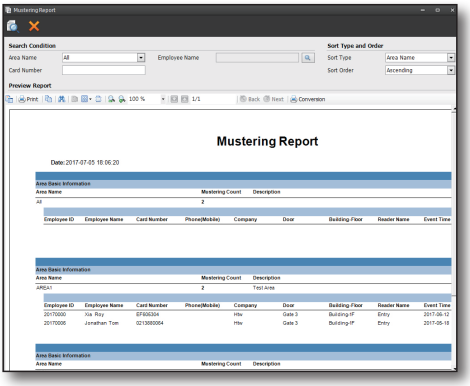
MUSTERING REPORT

Show list of users want to know who is in specific area.

- When a Mustering report appears on the screen when a fire related event occurs, it is the same as the result of previewing the report unconditionally.



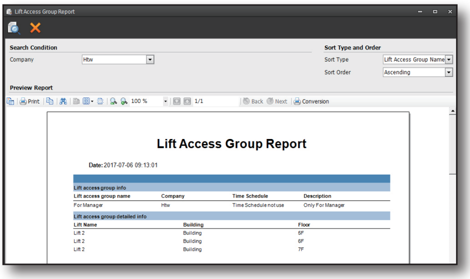
- From the top menu, select [**Report**] > [**Mustering Report**].
- Select [**Area Name**] in the search box.
- Enter [**Card Number**] in the search box.
- Search employees by clicking the [**Employee Name**] button.
- Select [**Sort Type**] to select the sort type and order.
- Select [**Sort Order**] to select the sort type and order.
- Click the Report View < > in the toolbar at the top of the screen.
  If the search returns results, they will be displayed as shown below.
- To print the preview screen, click the [**Print**] button on the report preview toolbar print the report using the printer.
- To export the preview screen as another file, click the [**Conversion**] button on the report preview toolbar and the user will be able to export a file in the desired format.



- Search Condition
  - Area Name: Search by Area name as one of the search conditions.
  - Card Number: Search by card number as one of the search conditions.
  - Employee Name: When searching for an employee as the search criteria, clicking the corresponding button will display the employee list as shown in the above screen and the employees to be viewed by the user can be selected.
  - Sort Type: Sets the display order of the data when outputting the report. Choose between employee name, employee number, card number, employee name, and event time.
  - Sort Order: Choose whether to display the selected data in ascending or descending order
  - Conversion Function: By clicking the [**Conversion**] button, you can export in EXCEL, TEXT, PDF or TIF format. When exporting to PDF, note that the PDF may not be displayed properly if the font in the PDF is not installed on the PC. If it does not display properly, adjust the font.

LIFT ACCESS GROUP REPORT

Indicates lift and building / floor information that can be accessed by the lift access group.

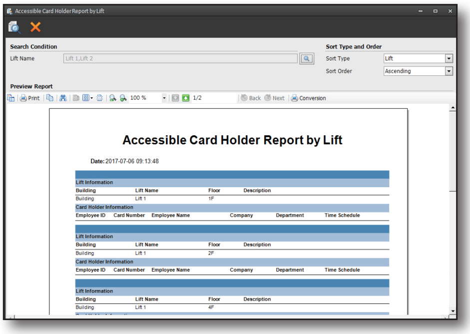


- From the top menu, select [**Report**] > [**Lift Access Group Report**].
- Select [**Company**] in the search box.
- Select [**Sort Type**] to select the sort type and order.
- Select [**Sort Order**] to select the sort type and order.
- Click the Report View < > in the toolbar at the top of the screen.
  If the search returns results, they will be displayed as shown below.
- To print the preview screen, click the [**Print**] button on the report preview toolbar to print the report using the printer.
- To export the preview screen as another file, click the [**Conversion**] button on the report preview toolbar and the user will be able to export a file in the desired format.

- Search Condition
  - Company: Search by company name as one of the search conditions.
  - Sort Type: Sets the display order of the data when outputting the report. Select either lift access group or time schedule name.
  - Sort Order: Choose whether to display the selected data in ascending or descending order
  - Conversion Function: By clicking the [**Conversion**] button, you can export in EXCEL, TEXT, PDFor TIF format. When exporting to PDF, note that the PDF may not be displayed properly if the font in the PDF is not installed on the PC. If it does not display properly, adjust the font.

Report

ACCESSIBLE DOOR REPORT BY LIFT

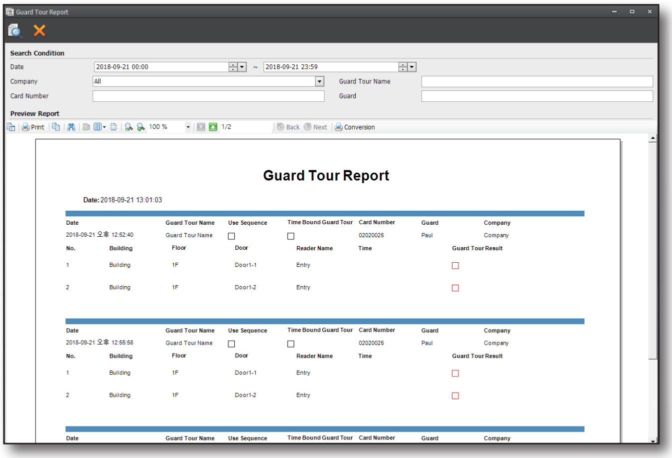


- From the top menu, select [**Report**] > [**Accessible Card Holder Report by Lift**].
- Select [**Lift Name**] in the search box.
- Select [**Sort Type**] to select the sort type and order.
- Select [**Sort Order**] to select the sort type and order.
- Click Report View < > in the toolbar at the top of the screen.
  If the search returns results, they will be displayed as shown below.
- To print the preview screen, click the [**Print**] button on the report preview toolbar to print the report using the printer.
- To export the preview screen as another file, click the [**Conversion**] button on the report preview toolbar and the user will be able to export a file in the desired format.

- Search Condition
  - Lift Name: Search by lift name as one of the search conditions.
  - Sort Type: Sets the display order of the data when outputting the report. Select either lift or building.
  - Sort Order: Choose whether to display the selected data in ascending or descending order
  - Conversion Function: By clicking the [**Conversion**] button, you can export in EXCEL, TEXT, PDF or TIF format. When exporting to PDF, note that the PDF may not be displayed properly if the font in the PDF is not installed on the PC. If it does not display properly, adjust the font.

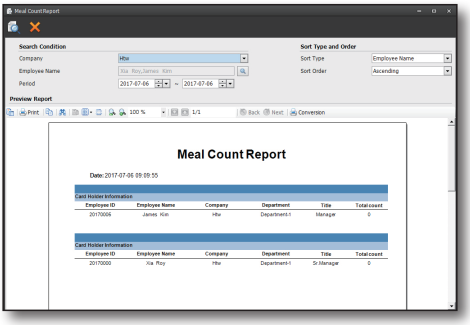
GUARD TOUR REPORT

Guard Tour Report provides the information about the completed patrol(s).
From the upper menu bar, select [**Advanced**] > [**Guard Tour Report**]



- Search Condition
  - Date : Select the period of Guard Tour execution.
  - Company : Select the company.
  - Guard Tour Name : Provide the Guard name.
  - Card Number : Provide the card number.
  - Guard : Provide the Guard name.
  - Conversion : Use the [**Conversion**] menu on the report preview's toolbar to export the report into Excel, text, PDF or TIF formats. Note that if PDF environment does not have the font used by the computer, exporting into PDF format may result in improper PDF conversion. In such cases, check the font used and try with another font.

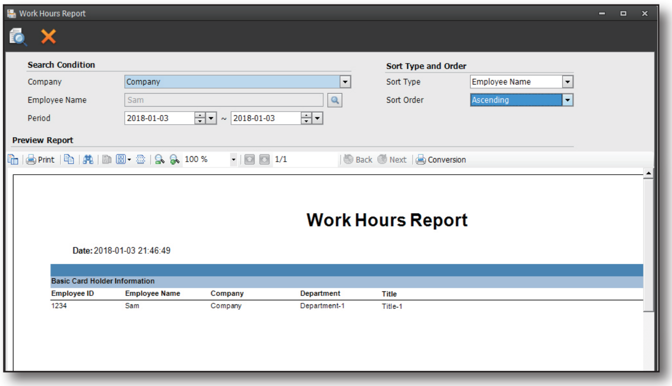
MEAL COUNT REPORT



- From the top menu, select [**Report**] > [**Meal Count Report**].
- Select [**Company**] in the search box.
- Search for an employee by clicking the [**Employee Name**] button.
- Select [**Period**] in the search box.
- Select [**Sort Type**] to select the sort type and order.
- Select [**Sort Order**] to select the sort type and order.
- Click the Report View < > in the toolbar at the top of the screen.
  If the search returns results, they will be displayed as shown below.
- To print the preview screen, click the [**Print**] button on the report preview toolbar to print the report using the printer.
- To export the preview screen as another file, click the [**Conversion**] button on the report preview toolbar and the user will be able to export a file in the desired format.

- Search Condition
  - Company: Search by company name as one of the search conditions.
  - Employee Name: When searching for an employee as the search criteria, clicking the corresponding button will display the employee list as shown in the above screen and the employees to be viewed by the user can be selected.
  - Period: Set period to be searched as one of the search conditions.
  - Sort Type: Sets the display order of the data when outputting the report. Select between employee name and employee number.
  - Sort Order: Choose whether to display the selected data in ascending or descending order
  - Conversion Function: By clicking the [**Conversion**] button, you can export in EXCEL, TEXT, PDF or TIF format. When exporting to PDF, note that the PDF may not be displayed properly if the font in the PDF is not installed on the PC. If it does not display properly, adjust the font.

WORK HOURS REPORT



- Company : Select the company to search for. (Required field)
- Employee Name : Select the list of employees in the selected company that need to be searched.
- Period : Select the start and end dates for the search.
- Sort Type : Select sorting criteria such as employee name, employee number, and so on.
- Sort Order : Select the sort order.

Reader settings for Workhour Report

1. From the top menu, click [**Attendance**] > [**Reader Setting (Attendance)**].
2. Select the company to Apply the Workhour Report, select the Reader from the left [**Reader List**], and click the [>>] button.
3. To save the settings, click the < > button.

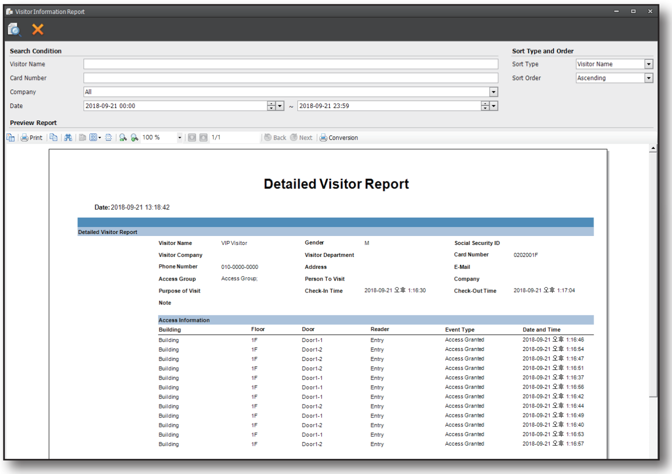
View Workhour Report

1. From the top menu, click [**Attendance**] > [**Work Hours Report**].
2. Enter the report criteria for time and attendance.
3. Click the < > button to search.

-

VISITOR INFORMATION REPORT

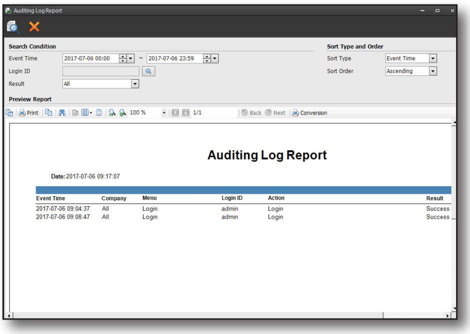
Click [**Visitor Management**] > [**Visitor Information Report**] on the top menu.
Set the time range for the report in the search condition's [**Date**].
Enter the [**Visitor Name**] in the search conditions. Enter the [**Card Number**] in the search conditions.
Select [**Company**] in the search conditions.
Set the field to sort with the [**Sort Type**]. Set the sort order with the [**Sort Order**].
Click < > on the top toolbar. Found matches are shown as below.
To print the report while viewing the preview, click [Print] button on the preview toolbar.
To export the report into a fi le, use the [Print]/[Conversion] button to export the report into the preferred file format.



■ Search Condition

- Visitor Name : Provide the visitor's name.
- Card Number : Provide the card number.
- Company : Click the button to display the company list, and select one from the listed company names.
- Sort Type : You can sort the found matches based on the selected column, and can be printed in the order. Select from the visitor name, company and date.
- Sort Order : Sets ascending or descending order to the selected Sort Type.
- Conversion : Use the [**Conversion**] menu on the report preview's toolbar to export the report into Excel, text, PDF or TIF formats. Note that if PDF environment does not have the font used by the computer, exporting into PDF format may result in improper PDF conversion. In such cases, check the font used and try with another font.

AUDITING LOG REPORT



- From the top menu, select [**Report**] > [**Auditing Log Report**].
- Select [**Event Time**] in the search field.
- Enter [**Login ID**] in the search field.
- Select [**Result**] in the search field.
- Select [**Sort Type**] to select the sort type and order.
- Select [**Sort Order**] to select the sort type and order.
- Click Report View < > in the toolbar at the top of the screen.
  If the search returns results, they will be displayed as shown below.
- To print the preview screen, click the [**Print**] button on the report preview toolbar to print the report using the printer.
- To export the preview screen as another file, click the [**Conversion**] button on the report preview toolbar and the user will be able to export a file in the desired format.

- Search Condition
  - Event Time: Select the time to be searched.
  - Search Login ID: When searching for a login ID by the search criteria, clicking the corresponding button will display the ID list as shown in the above screen and the login IDs for viewing can be selected.
  - Sort Type: Sets the display order of the data when outputting the report.
    Select from login ID and event time.
  - Sort Order: Choose whether to display the above-selected data in ascending or descending order
  - Conversion Function: By clicking the [**Conversion**] button, you can export in EXCEL, TEXT, PDF or TIF format. When exporting to PDF, note that the PDF may not be displayed properly if the font in the PDF is not installed on the PC. If it does not display properly, adjust the font.

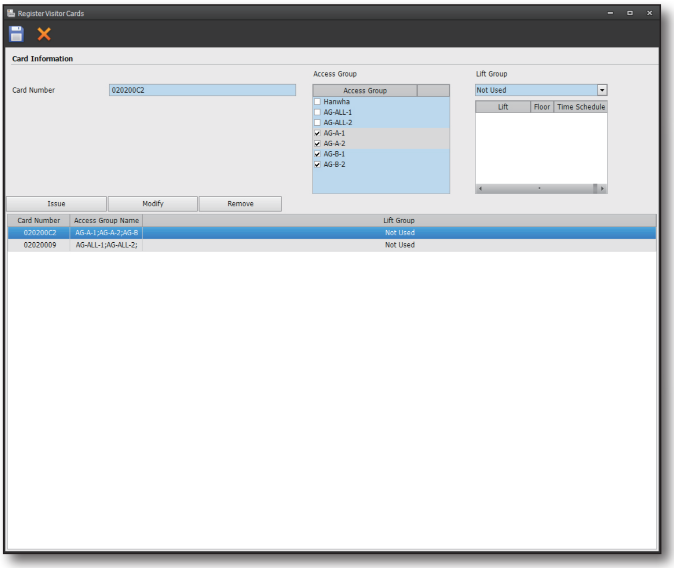
Visitor Management

VISITOR MANAGEMENT

Visitor Management enables you to manage visitors with various range of functions.

Preliminaries

In [**Wisenet ACS Configuration Management**], you can register a card as a Visitor Card.



Register Visitor Card

1. Click [**Visitor Management**] - [**Register Visitor Cards**] on the top menu.
2. Enter the visitor card number through the card scanner in the "**Card Number**" field.
3. Select the Access Group to be assigned to the "**Access group**" Field.
4. Select the Lift Group to be assigned to the "**Lift Group**" Field. If not, please select "**Not Used**".
5. Issue a Visitor Card via the "**Issue**" button.
6. Click the Save button < > on the top toolbar to save it.

Modify Visitor Card

1. Select the card want to edit and edit the information.
2. Click the "**Modify**" button to apply the changes, then click the Save button < > to save.

Delete Visitor Card

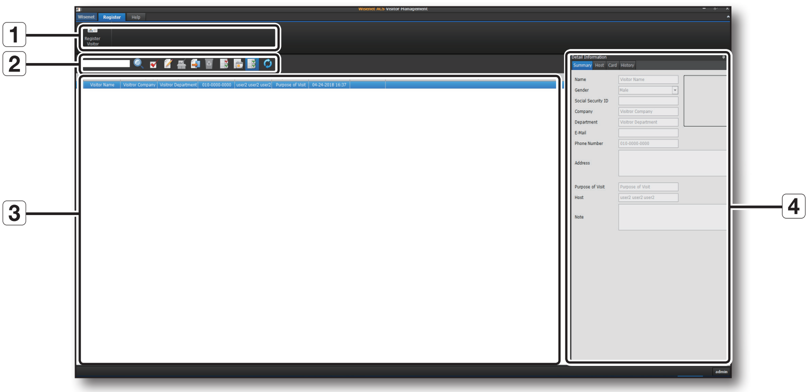
1. Select the card you want to delete and click the delete button < > to delete the card.
2. Click the Save button < > to save.

Visitor registration

Visitors can be registered in [**Wisenet ACS Visitor Management**] software.

- **Visitors** : People who visit your organization for a certain period of time.
- **Host** : Person belonging to the organization who visitor wants to meet.
- **Visits** : Period of time the visitor stays in the building.
- **Check-in** : Status of visit, where the visitor stays in the building.
- **Check-out** : Status of visit, where the visitor is out of the building.
- **Archive** : Status where the visit is no more recorded in the visit status. Can change to the state of Archive after check-out.

Program Screen Preview



No.	Name	Explanation
1	**Main Menu**	Provides a collection of related functions in the form of ribbon.
2	**Toolbar**	Provides a menu to control the visit list.
3	**Visitor Status**	Shows the status of visitors.
4	**Visitor Details**	Provides detailed information about selected visitor.

Visitor Management

Main Menu

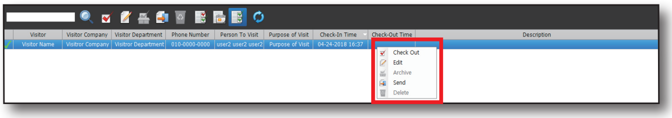
You can register new visitors, log off and check program information.

Toolbar

Collection of menu items used for managing the visitor list.

Icon	Name	Explanation
	Quick search	Shows the search results containing the keyword.
	Advanced search	Shows the exact matches.
	Check out	Used when checking out the visitor.
	Edit	Used to change the information of the visitor.
	Archive	Used to save the visitor information.
	Send	Used to send data to the device.
	Delete	Used to remove the information of the visitor.
	View All	Shows the status of all visitors except for the state of Archive.
	View Today Only	Shows the status of today's visitors.
	Check-in only	Shows the status of checked-in visitors.
	Reload	Used to reload the visitor status.

Visitor Status

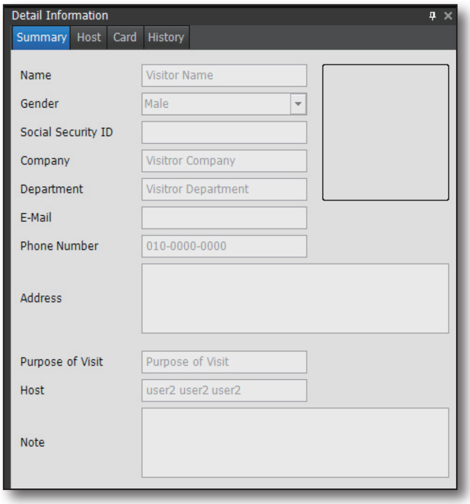


The Visitor Status shows a brief overview of the visitors. Select a specific user from the visitor status, and right-click to display the context menu. Menu items are provided depending on the Visitor's status and can be Check-Out, Edit, Archive, Send and Delete.

Detail Information

The detailed information consists of 4 tabs and shows the detailed information about visitor.

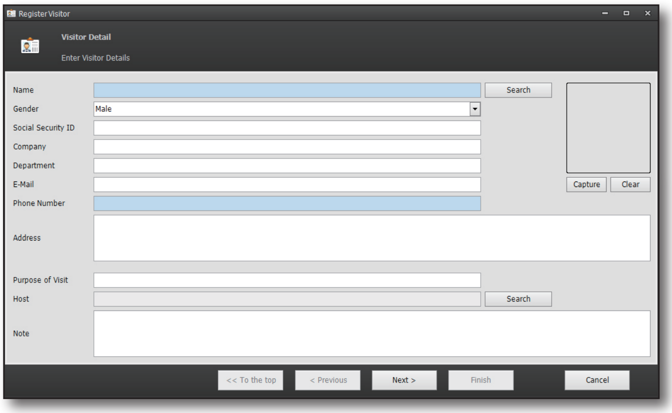
- Summary : Shows "**Visitor Details**" in "**Visitor Management**".
- Host : The employee information that the visitor will be meeting.
- Card : Shows "**Card details**" in "**Visitor Management**".
- History : Shows Visitor have visited in the past.



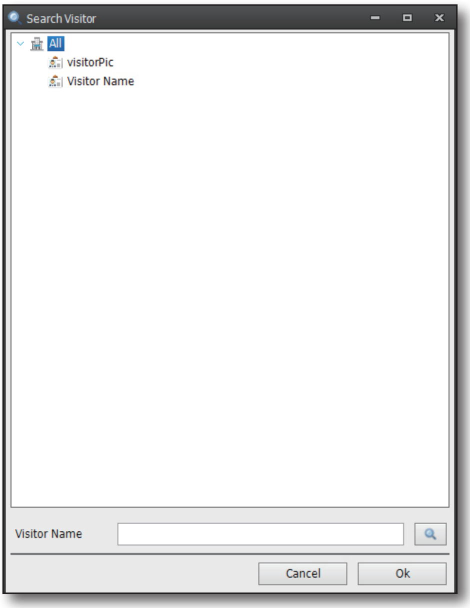
Visitor Management

Visitor registration (Check In)

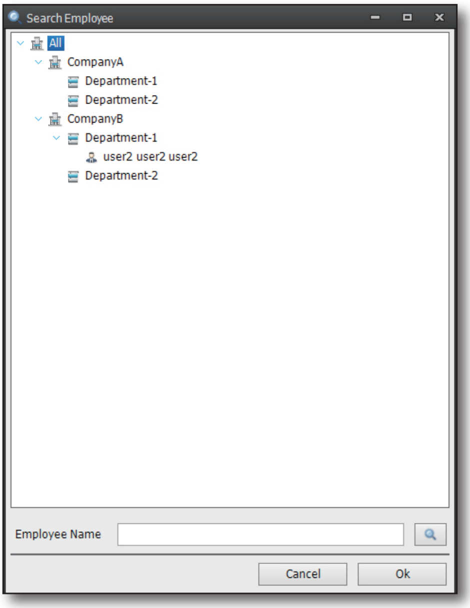
You can register visitor information through the "**Visitor Management**" button.



1. From the top menu, click [**Register**] - [**Register Visitor**].
2. Enter the information for visitor management.
   - Name : Enter the name of the visitor. (Mandatory Field)
     - For visitors with a history of visits, use the "**Search**" button to quickly complete visitor information. It can also modify the information.



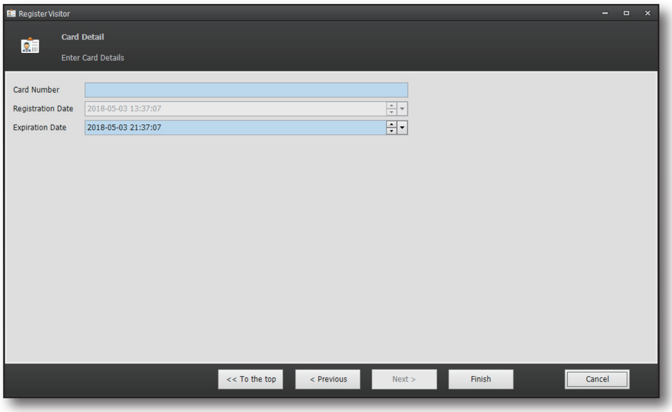
- Gender : Enter the gender of the visitor.
- Social Security ID : Enter the resident registration number of the visitor.
- Company : Enter the company of the visitor.
- Department : Enter the department of the visitor.
- E-mail : Enter the E-mail address of the visitor.
- Phone Number : Enter the visitor's contact information. (Mandatory Field)
- Address : Enter the address of the visitor.
- Purpose of Visit : Enter the purpose of visit.
- Host : Enter the employee information that the visitor will be meeting.
  - The "**Search**" button makes it easy to find host.



- Note : Enter the visitor's other details.
- Capture : Capturing the visitor’s image is available (Optional).
  - The webcam or camera must be connected.
- Clear : Clear the visitor’s image.

Visitor Management

3. Click the [Next] button and enter the more information.



- Card number : Enter the visitor card number through the card scanner. (Mandatory Field)
  - The card number must be registered as a "**Visitor Cards**" in Wisenet ACS Configuration Management.
- Registration Date : The date when visitor information was registered.
- Expiration Date : The expiration date of the Visitor's Card.

4. Click the [**Finish**] button to complete Visitor registration.

Check Out

This function is for "**Check Out**" of visitors who are "**Check In**" status.

1. Right-click on the visitor and select "**Check Out**".

- After selecting a visitor to check out, you can also Check Out the visitor's status by clicking < > button on the toolbar.

Archive

This function is to "**Archive**" the status of visitors who are "**Check Out**" and to hide them from the list.

1. Right-click on the visitor and select "**Archive**".

- After selecting the visitors to be archived, you can also archive and hide the visitor's status by clicking the < > button on the toolbar.

Send

This function is to transmit visitor information manually via the transfer button when the Visitor Card registration fails.

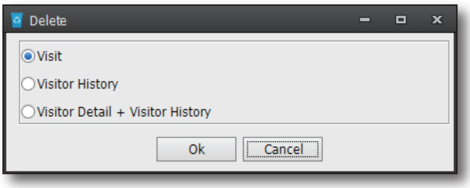
1. Right-click the visitor you want to send information from the visit status and select "**Send**".

- After selecting the visitors to send, you can also send the visitor's information by clicking the < > button on the toolbar.

Delete

This function deletes the record of visitors who have checked out from the visit status.

1. Right-click on the visitor you want to delete and click "**Delete**".



- After selecting the visitor want to delete, you can also delete the visitor's record by clicking the < > button on the toolbar.

2. Select what you want to delete.
   - Visit : Delete only the records selected in 'Visitor Status'.
   - Visitor History : Delete the records selected visitors in Visits.
     - Visitor information in visitor search list is left in visitor management menu.
   - Visitor Detail + Visitor History : Delete all of information and records about visitors selected in Visits.

Quick search

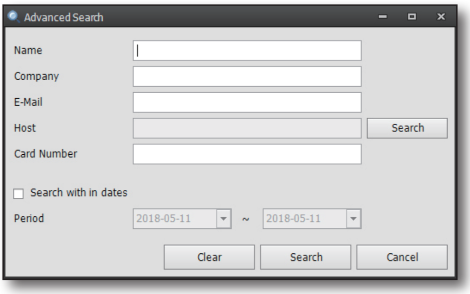
This function is to search the part that matches the content entered in the search window and show it in the visiting status.

- This is displayed only if there is a match among name, company, and host.

Advanced Search

This function is to show visitors who meet the conditions in their visit status.

1. Set the Name, Company, E-mail, Host, Card Number, Duration of visit and then click "**Search**" button.

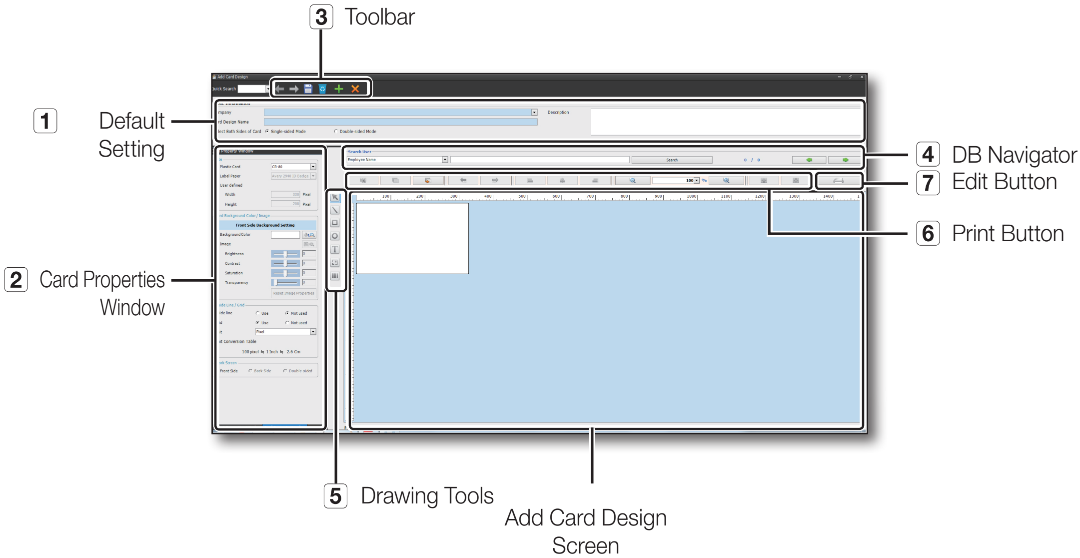


- The duration of the visit is based on the date "**Check In**".
- You can initialize the contents by "**Clear**" button.

Card design

ADD CARD DESIGN

[**Add Card Design**], you can create a new card design or edit an existing card design.
The card design added in [**Add Card Design**] will be used to print out a card from [**Print Employee Card**].



1 Add Card Design – Default setting

- Screen Overview

  This is an area to configure the basic settings of the card design.

  The default information of the card design is referred to as basic data used to identify your card design.

  The company name and card design name are required before you can save the card design.

- Step Overview

  Step 1) Select a company name for the card design. (Required) The access information for the card design will be used for the selected company.

  Step 2) Provide a name for the card design. (Required) The card design name is a representative name for the card design. You must enter a unique name for the selected company.

  Step 3) Select both-sided printing.

  - Single-sided Card Design: if you want to use a single-sided card, check the Single-sided Mode option.
  - Select Single-sided if you want to use only the front side of the card design. Only the front side will be printed out.
  - Both-sided Card Design: If you want to print out a double-sided paper, check the Both-sided Mode option. (If you select Label Paper for the card size, only single-sized mode is available.)Select Both-sided if you want to use both sides of the card design. Both sides of the paper will be printed out. If the printer does not support double-sided printing, you should print one side of a paper and fold it over manually and insert the other side of the paper in the tray.

  Step 4) Provide a description for the card design. (not required)If you have additional information for the card design, enter a comment in up to 200 characters in the description box.

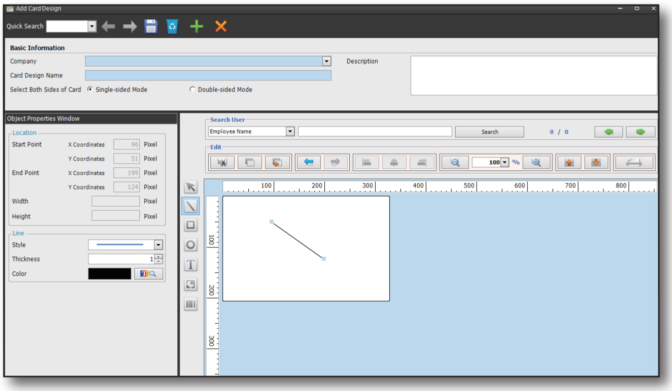
2 Add Card Design - Card Attribute Window

- Screen Overview

  The card design properties window consists of two areas.
  In [**Object Properties Window**], you can set the properties of an object used in the card design.
  Objects include line, rectangle, circle, text box, image box, and one-dimensional barcode that used in the card design.
  In [**Card Properties Window**], you can set the properties of the working area of the [**Add Card Design**] screen.
  Also, you can set the assistant tools. The Work Screen is a card or paper used in print a card.
  The assistant tools indicate all of guidelines/grid and work screen.

- How to use [**Object Properties Window**]

  - Line Properties Window: Select a line in the work screen to display the properties window.

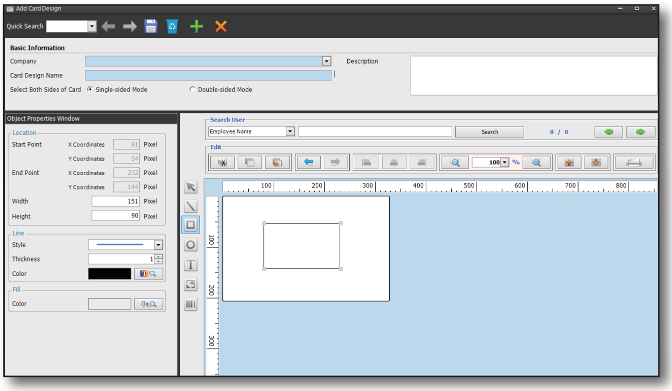


Group Name	Property Name	Description	Setup
Location	X coordinate of the start point	Display the X coordinate of the line start point. The line start point is the closest point to the top left corner of the work screen. The X coordinate of the line is the distance from the left border of the work screen to the start point.	Not available.
	Y coordinate of the start point	Display the Y coordinate of the line start point. The line start point is the closest point to the top left corner of the work screen. The Y coordinate of the line is the distance from the upper border of the work screen to the start point.	Not available.
	X coordinate of the end point	Display the X coordinate of the line end point. The line end point is the closest point to the bottom right corner of the work screen. The X coordinate of the line end point is the distance from the left border of the work screen to the end point.	Not available.
	Y coordinate of the end point	Display the Y coordinate of the line end point. The line end point is the closest point to the bottom right corner of the work screen. The Y coordinate of the line end point is the distance from the upper border of the work screen to the end point.	Not available.

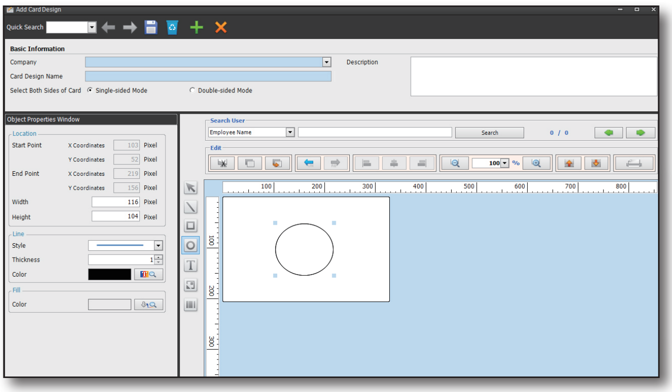
Card Design

Group Name	Property Name	Description	Setup
Location	Width	The width input box is greyed out.	Not available.
	Length	The length input box is greyed out.	Not available.
Line	Style	Select a line style. 4 options are available: solid, broken line, rectangle dotted line, long broken line- dotted line. Select a line style to your preference.	Not available.
	Thickness	Specify the line thickness. You can specify the line thickness from 1 to 40.	Use the buttons of the list box, or enter an integer number manually.
	Color	Specify the line color.	1. Click [ ]. 2. Select a color from the color scheme. (Click [**Create User-defined Color**] to create your own color.) 3. Click [**OK**].

- Rectangle Properties Window: Select a rectangle in the work screen to display the properties window.



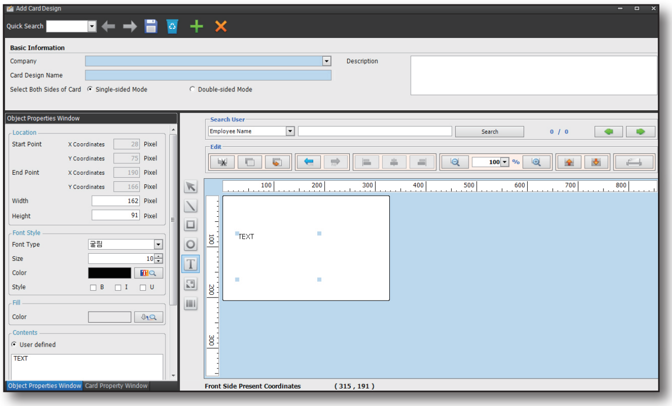
- Circle Properties window: Select a circle in the work screen to display the properties window.



Group Name	Property Name	Description	Setup
Location	X coordinate of the start point	Display the X coordinate of the rectangle start point. The rectangle start point is the closest point to the top left corner of the work screen. The X coordinate of the rectangle start point is the distance from the left border of the work screen to the start point.	Not available.
	Y coordinate of the start point	Display the Y coordinate of the rectangle start point. The rectangle start point is the closest point to the top left corner of the work screen. The Y coordinate of the rectangle start point is the distance from the upper border of the work screen to the start point.	Not available.
	X coordinate of the end point	Display the X coordinate of the rectangle end point. The rectangle end point is the closest point to the bottom right corner of the work screen. The X coordinate of the rectangle end point is the distance from the left border of the work screen to the end point.	Not available.
	Y coordinate of the end point	Display the Y coordinate of the rectangle end point. The rectangle end point is the closest point to the bottom right corner of the work screen. The Y coordinate of the Rectangle end point is the distance from the upper border of the work screen to the end point.	Not available.
	Width	Display the width of the rectangle where you can change the width of the rectangle.	Enter an integer number.
	Length	Display the length of the rectangle where you can change the length of the rectangle.	Not available.
Line	Style	Select a border line style o a rectangle.4 options are available: solid, broken line, rectangle dotted line, long broken line- dotted line.	Select a line style to your preference.
	Thickness	Specify the thickness of a rectangle border. You can specify the line thickness from 1 to 40.	Use the buttons of the list box, or enter an integer number manually.
	Color	Specify the color of a rectangle border.	1. Click [ ]. 2. Select a color from the color scheme. (Click [**Create User-defined Color**] to create your own color.) 3. Click [**OK**].
Fill	Color	Specify the color of a rectangle.	1. Click [ ]. 2. Select a color from the color scheme. (Click [**Create User-defined Color**] to create your own color.) 3. Click [**OK**].

Card Design

- Textbox Properties window: Select a textbox in the work screen to display the properties window.



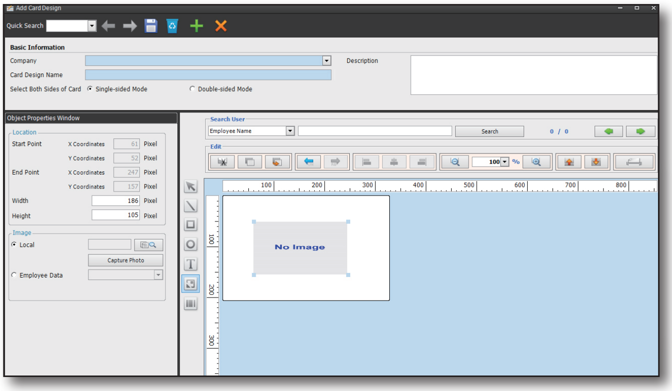
Group Name	Property Name	Description	Setup
Location	X coordinate of the start point	Display the X coordinate of the textbox start point. The textbox start point is the closest point to the top left corner of the work screen. The X coordinate of the textbox start point is the distance from the left border of the work screen to the start point.	Not available.
	Y coordinate of the start point	Display the Y coordinate of the textbox start point. The textbox start point is the closest point to the top left corner of the work screen. The Y coordinate of the textbox start point is the distance from the upper border of the work screen to the start point.	Not available.
	X coordinate of the end point	Display the X coordinate of the textbox end point. The textbox end point is the closest point to the bottom right corner of the work screen. The X coordinate of the textbox end point is the distance from the left border of the work screen to the end point.	Not available.
	Y coordinate of the end point	Display the Y coordinate of the textbox end point. The textbox end point is the closest point to the bottom right corner of the work screen. The Y coordinate of the textbox end point is the distance from the upper border of the work screen to the end point.	Not available.
	Width	Display the width of the textbox where you can change the width of the textbox.	Enter an integer number.
	Length	Display the length of the textbox where you can change the length of the textbox.	Enter an integer number.

Group Name	Property Name	Description	Setup
Font	Font type	Specify the font type used in the text box. You can use the fonts provided by your operating system.	Select a line style to your preference.
	Size	Specify the font size used in the text box. You can specify the size from 1 to 40.	Use the buttons of the list box, or enter an integer number manually.
	Color	Specify the font color used in the text box.	1. Click [ ]. 2. Select a color from the color scheme. (Click [**Create User-defined Color**] to create your own color.) 3. Click [**OK**].
	Style	Specify the font style used in the text box. Three options are available: bold, italic, underlined Multiple selection is supported.	1. Click [**B**] to bold the text. 2. Select [**I**] to italicize the selected text. 3. Select [**U**] to underline the selected text.
Fill	Color	Specify the color of a textbox.	1. Click [ ]. 2. Select a color from the color scheme. (Click [**Create User-defined Color**] to create your own color.) 3. Click [**OK**].

Card Design

Group Name	Property Name	Description	Setup
Description	User-defined	You can write a comment or description to be input in the textbox. You can write contents in up to 500 characters. If you have selected employee information, the selected item will be reset.)	1. Check the User-defined option. 2. Provide a description in the input box under the User-defined area.
	Employee Data	Select a data item in the access database for the input of the text box. (If you have selected employee information, the selected item will be reset.)	1. Check the Employee Data option. 2. Select a column title next to the Employee Data checkbox.
Align	Width	Align the text of the textbox horizontally.	1. Select [ ] to align the text to the left. 2. Select [ ] o align the text to the center. 3. Select [ ] to align the text to the right.
	Length	Align the text of the textbox vertically.	1. Select [ ] to align the text to the top. 2. Select [ ] to align the text to the center. 3. Select [ ] to align the text to the bottom.

- Image box Properties window: Select an image box in the work screen to display the properties window.

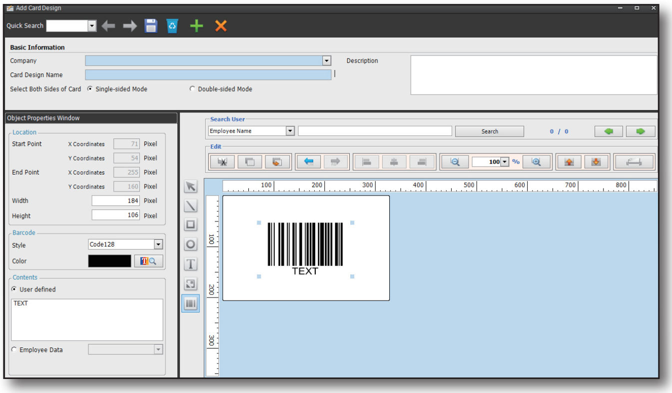


Group Name	Property Name	Description	Setup
Location	X coordinate of the start point	Display the X coordinate of the image box start point. The image-box start point is the closest point to the top left corner of the work screen. The X coordinate of the image-box start point is the distance from the left border of the work screen to the start point.	Not available.
	Y coordinate of the start point	Display the Y coordinate of the image box start point. The image-box start point is the closest point to the top left corner of the work screen. The Y coordinate of the image-box start point is the distance from the upper border of the work screen to the start point.	Not available.
	X coordinate of the end point	Display the X coordinate of the image-box end point. The image-box end point is the closest point to the bottom right corner of the work screen. The X coordinate of the image-box end point is the distance from the left border of the work screen to the end point.	Not available.
	Y coordinate of the end point	Display the Y coordinate of the image-box end point. The image-box end point is the closest point to the bottom right corner of the work screen. The Y coordinate of the imagebox end point is the distance from the upper border of the work screen to the end point.	Not available.
	Width	Display the width of the image box where you can change the width of the image box.	Enter an integer number.
	Length	Display the length of the image box where you can change the length of the image box.	Enter an integer number.

Card Design

Group Name	Property Name	Description	Setup
Image	Local	Specify the image for the image box by loading an image stored in the PC. You can specify only an image in less than 500kb. If you have selected employee information, the selected item will be reset.)	1. Check the Local option. 2. Click [ ] . 3. Select an image file stored in the PC. 4. Click [**Open**].
		You can use the web cam to enter the image in the image box. This can be done only if the web cam is installed on the PC.	1. Click [**Capture**]. 2. If the Capture window is active, adjust the cam angle to the target. 3. If an object is selected, click [**Capture**].
	Employee Data	Select an image in the access database for the input of the image box. If you have selected a local image, the selected item will be reset.)	1. Check the Employee Data option. 2. Select a column title next to the Employee Data checkbox.

- One-dimensional Barcode Properties Window : Select a one-dimensional barcode in the work screen to display the properties window.
  - The readability of the one-dimensional barcode is in proportion to the barcode size but in reverse proportion to the input data. If you want to improve the readability of the barcode, you should not specify the barcode in a too small size. If too much data is input, it is recommended to use the text box rather than the barcode.
  - If you use the one-dimensional barcode to the card design, test the readability using the barcode reader after printing it on ordinary paper. If passed, use it for the card issuance. (If using the employee data, characters not supported in the barcode may be input, which will cause deterioration of the readability. Too much data may also cause deterioration of the readability)

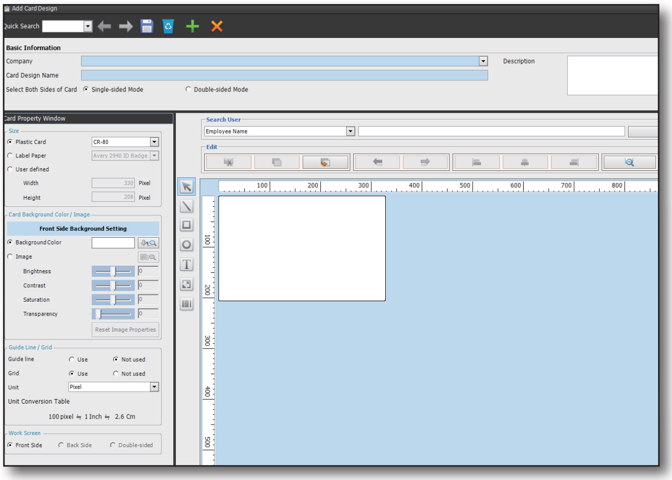


Group Name	Property Name	Description	Setup
Location	X coordinate of the start point	Display the X coordinate of the one-dimensional barcode start point. The one-dimensional barcode start point is the closest point to the top left corner of the work screen. The X coordinate of the one-dimensional barcode start point is the distance from the left border of the work screen to the start point.	Not available.
	Y coordinate of the start point	Display the Y coordinate of the one-dimensional barcode start point where you can change the coordinate value of the one-dimensional barcode. The one-dimensional barcode start point is the closest point to the top left corner of the work screen. The Y coordinate of the one-dimensional barcode start point is the distance from the upper border of the work screen to the start point.	Not available.
	X coordinate of the end point	Display the X coordinate of the one-dimensional barcode end point. The one-dimensional barcode end point is the closest point to the bottom right corner of the work screen. The X coordinate of the one-dimensional barcode end point is the distance from the left border of the work screen to the end point.	Not available.
	Y coordinate of the end point	Display the Y coordinate of the one-dimensional barcode end point. The one-dimensional barcode end point is the closest point to the bottom right corner of the work screen. The Y coordinate of the one-dimensional barcode end point is the distance from the upper border of the work screen to the end point.	Not available.

Card Design

Group Name	Property Name	Description	Setup
Location	Width	Display the width of the one-dimensional barcode where you can change the width of the one-dimensional barcode .	Enter an integer number.
	Length	Display the length of the one-dimensional barcode where you can change the length of the one-dimensional barcode .	Enter an integer number.
Barcode	Style	Specify the barcode style for the one-dimensional barcode. Select a one-dimensional barcode to display the one-dimensional barcode style window.	Select a one-dimensional barcode style to your preference. (The check digit in Code 39 is not included in the barcode settings.)
	Color	Specify the color of a one-dimensional barcode.	1. Click [ ]. 2. Select a color from the color scheme. (Click [**Create Userdefined Color**] to create your own color.) 3. Click [**OK**].
Contents	User-defined	You can write a comment or description to be input in the one-dimensional barcode . You can write contents in up to 500 characters. (An input in 20 or less characters is recommended. A special character may not be recognized by the barcode reader.)	1. Check the User-defined option. 2. Provide a description in the input box under the User-defined area.
	Employee Data	Select a data item in the access database for the input of the one-dimensional barcode .	1. Check the Employee Data option. 2. Select a column title next to the Employee Data checkbox.

- Using the [**Card Property Window**]
  Click the working window to display the card properties window.



Group Name	Property Name	Description	Setup
Size	Plastic card	Used for plastic card template.	1. Select the plastic card radio button. 2. Select the desired plastic card.
	Label Paper	Used for label paper template. For label printing, only the single-sided mode is supported.	1. Select the Label radio button. 2. Select the desired label paper.
	User Defined	Used for custom size card template.	1. Select the User Defined radio button. 2. Set the width and height in integer.

Card Design

Group Name	Property Name	Description	Setup
Card Background color / Image	Select Screen	Selected card face is displayed.	1. Clicking the front work space displays "**Front Side Background Setting**". 2. Clicking the back side work space displays "**Rear Side Background Setting**".
	Background color	Used to fill the background.	1. Select background color radio button. 2 .Click [] button. 3. Select the desired color. 4. Click [**OK**] button.
	Image	Used to set the background image.	1. Select the background image radio button. 2. Click [] button. 3. Set the background image by referring to [**Image Editor**]. 4. Once background image is set, you can set the brightness, contrast, saturation and transparency of the image. (Brightness, contrast, saturation and transparency track bar adjustor increases by 10. To change by 1, enter the value into the input box right next to the track bar.)

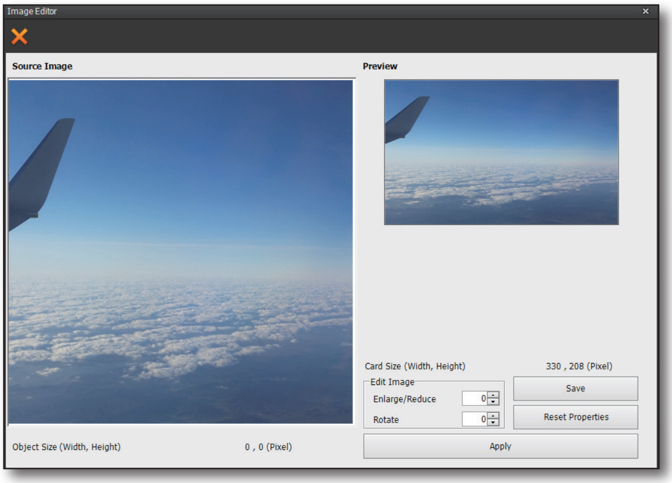
Group Name	Property Name	Description	Setup
Guide line / Grid	Guide line	Used to display/hide the guide lines. (Guide lines displayed are will not be printed.)	Select the guide line radio button. (Default: Not used)
	Grid	Used to display/hide the grid lines.	Select the grid line radio button. (Default: Use)
	Unit	Sets the distance between lines for guide and grid lines.	Select the base unit. (Unit: Pixel, Inch, Cm)
	Unit Conversion Table	Shows unit conversion reference for the card design.	Unit is the base unit used for the card design.
Work Screen	Selects the working space.	Selects the working space displayed on the screen.	1. To display front side working space only, select its radio button. 2. To display rear side working space only, select the Rear radio button. (This radio button is active if selecting double-sided working space.) 3. To display both front and rear work spaces, select the Double-Sided radio button. (This radio button is active if selecting double-sided working space.)

Card Design

- Supported plastic cards and label papers.

Category	Label Name	Width	Height	Orientation
Plastic card	CR-80	330	208	Landscape
	CR-79	329	204	Landscape
	CR-80(H)	208	330	Portrait
	CR-79(H)	204	329	Portrait
Lable Paper	Avery 2940 ID Badge Labels	336	216	Width
	Avery 2944 ID Badge Inserts	288	384	Height
	Avery 2946 Laminated ID Badges	318	198	Width
	Avery 2947 Fold & Clip ID Badges	336	216	Width
	Avery 2949 Fold & Clip ID Badges	372	282	Width
	Avery 2960 Thermal ID Badges	204	336	Height
	Avery 2961 Thermal Fold & Clip ID Badges	336	204	Width
	Avery 2962 Thermal Fold & Clip ID Badges	204	336	Width
	Avery 2990 Labels for Access Control Cards	323	203	Width
	Avery 5095 Self Adhesive Name Badges	282	182	Width
	Avery 5140 Print or Write Name Badge Labels	324	225	Width
	Avery 5384 Clip Style Name Badges	384	288	Width
	Avery 5883 Pin Style Name Badges	306	177	Width
	Avery 74461 Clip Style Name Badges	336	213	Width
	Avery 74551 Pin Style Name Badges	360	237	Width
	Avery 74552 Pin Style Name Badges	288	189	Width
	Avery 8395 Self Adhesive Name Badges	324	224	Width

- Using the [**Image Editor**]
  - Using an image as-is
    Click [**Apply**] button in the right bottom of the [**Image Editor**].



  - Selecting the partial image
    Step 1) From the image shown left in the [**Image Editor**], drag to select desired area of the image.
    Step 2) Selected image area is displayed in tor right top part of the [**Image Editor**].
  - Editing selected image area
    Step 1) From the image shown left in the [**Image Editor**], drag to select desired area of the image.
    Step 2) Click and drag the border of selection, to adjust the selected image area.
    Step 3) Selected image area is displayed in tor right top part of the [**Image Editor**].
  - Enlarge / Reduce
    Use Enlarge / Reduce buttons or enter the value next to the buttons in the [**Image Editor**].
    (MIN: -10, MAX: 10)
  - Image
    Use zoom in / out buttons or enter the value next to the buttons in the [**Image Editor**].
    (MIN: 0, MAX: 360)
  - Reset properties
    Click [**Reset Properties**] button to reload the original image.

Card Design

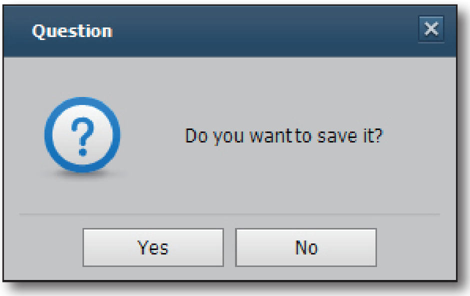
- Saving the edited image

  Edited image means the original image was modified, such as cropped, zoomed in/out or rotated.

  Step 1) Edit the image in [**Image Editor**].

  Step 2) Click [**Save**] button below the top right image.

  Step 3) Click [**Yes**] in the saving confirmation.

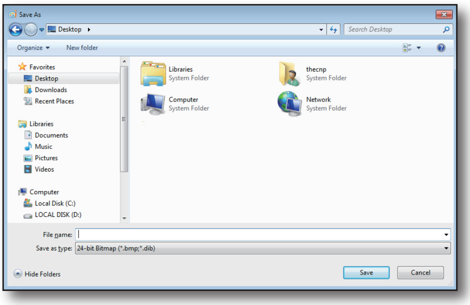


< Save confirmation window that appears when [Save] button is clicked >

  Step 4) File saving dialog appears.

  Step 5) Enter the file name and choose the file format.

  Step 6) Click [**Save**] button to save the edited image.



< File save dialog displayed when [Yes] is clicked in the saving confirmation >

- Applying the edited image to the card background

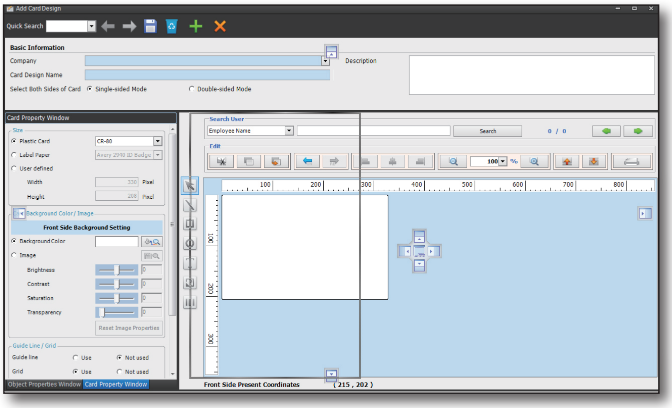
  Step 1) Edit the image in [**Image Editor**].

  Step 2) Once completed with editing, click [**Apply**] button in the right bottom of the [**Image Editor**].

- Using the docking properties window

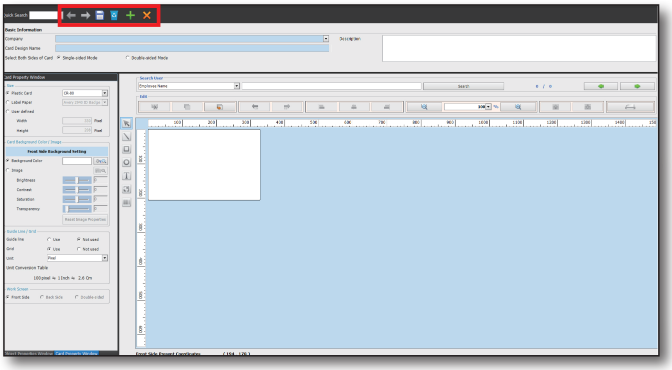
  Step 1) Drag the properties window to show arrows in the center.

  Step 2) Move your mouse cursor to the arrows to move the window. (Only moves to the left / right.)



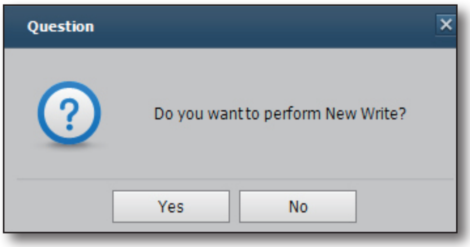
Card Design

3 Add Card Design – Toolbar Functions



- How to use
  - Search Card Design
    Method 1) Directly select one from the list shown next to the quick search.
    Method 2) Use Previous [ ] and Next [ ] buttons to browse designs and select one.

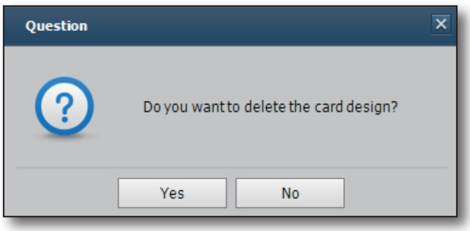
- Creating a new card design
  Step 1) Click New [ ] button on the toolbar, and the following message box will appear.
  Step 2) Click [**Yes**] to initialize the [**Add Card Design**] screen.



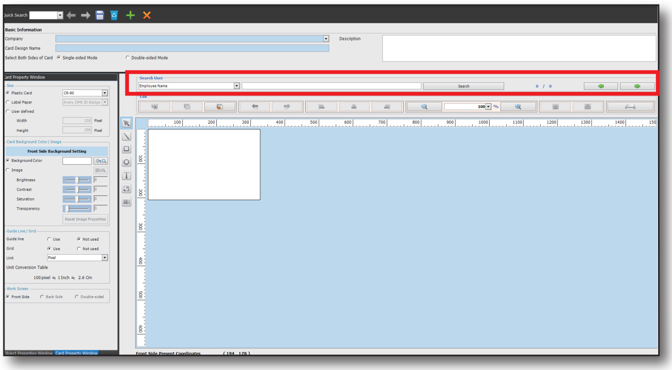
- Saving a Card Design
  Step 1) Enter the required input fields for the card design's basic information. (Required fields: Company Name, Card Design Name, Select Both Sides of Card)
  Step 2) Click Save [ ] button on the toolbar. (Just saving a card design needs only required fields of Step 1.)

- Editing a Card Design
  Step 1) Search the desired card design from the saved ones.
  Step 2) Load the card design to the [**Add Card Design**] screen.
  Step 3) Edit the loaded card design, and click Save [ ] button.

- Deleting a Card Design
  Step 1) Search the desired card design from the saved ones.
  Step 2) Load the card design to the [**Add Card Design**] screen.
  Step 3) Click Delete [ ] button on the toolbar, and the following message box will appear.
  Step 4) Click [**Yes**] to confirm to delete the selected card design.



4 Add Card Design – Database Navigator



- Screen descriptions

  If a card design had been used referencing the employee database, the database navigator function provides card holder search and preview of printed card design with Previous [ ] /Next [ ] buttons.

  Database navigator provides card holder search with Previous [ ] and Next [ ] buttons.

  This function is only available if the card design had been used with employee database before.

- Searching a card holder

  Step 1) Enter the search condition. Search conditions are shown below.

Search Criteria
Employee Name
Employee ID
Card Number

  Step 2) Enter the search keyword.

  Step 3) Click the [**Search**] button.

  If there exists matching card holder, the number of matching records are shown right next to the [**Search**] button.

  (ex: 1/23 means the working window will show the first searched card holder out of 23 total.)

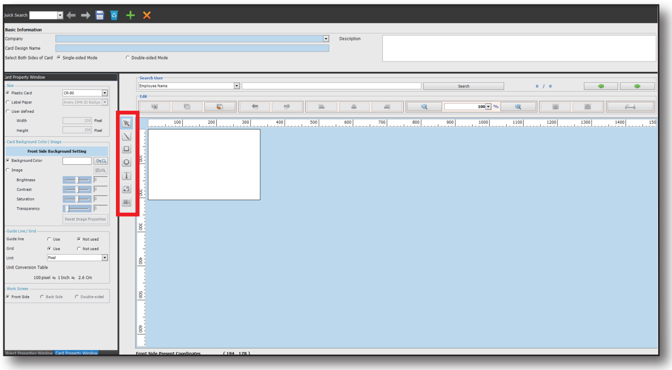
- Using the Previous / Next buttons

  Step 1) Enter the search condition. Search conditions are shown below.

  - Click Previous [ ] button to display the previous search result on the working window.
  - Click Next [ ] button to display the next search result on the working window.

Card Design

5 Add Card Design – Draw buttons



- Screen descriptions

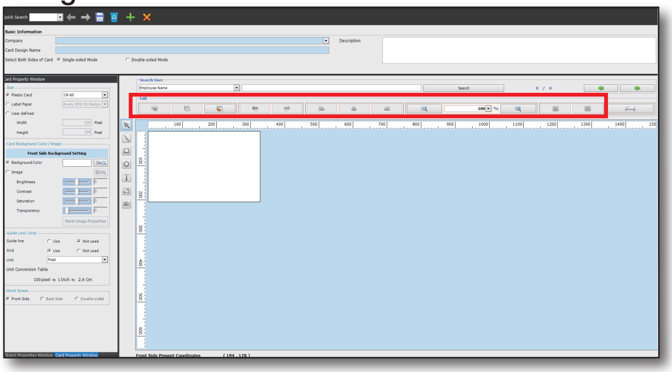
  In the Add Card Design window, there are 6 drawing buttons and one arrow button to select drawn objects. Drawing buttons are for creating objects (line, rectangle, circle, text box, image box, and one-dimensional barcode) in the card design.

- How to use

Image	Name	Description	Use
	Arrow	Used to select one or more objects in the working window. (No need to use arrow button to select one object, directly click the object instead.)	1. Click the arrow button. 2. Drag the mouse on the working window to select multiple objects. (Only objects inside the dragging are will be selected.) ※ Use mouse with [**Ctrl**] key to select/ deselect multiple objects without clicking the arrow button. After using the arrow button to select objects, you can select more objects with using the [**Ctrl**] key and mouse. Or you can deselect in the same way.
	Line	Used to draw a line.	1. Click the line button. 2. Click the mouse on the desired starting point and drag it.
	Rectangle	Used to draw a rectangle.	1. Click the rectangle button. 2. Click the mouse on the desired starting point and drag it.
	Circle	Used to draw a circle.	1. Click the circle button. 2. Click the mouse on the desired starting point and drag it.

Image	Name	Description	Use
	Text Box	Used to place a text box.	1. Click the text box button. 2. Click the mouse on the desired starting point and drag it.
	Image Box	Used to place an image box.	1. Click the image box button. 2. Click the mouse on the desired starting point and drag it.
	1-dimensional barcode	Used to draw an 1-dimensional barcode. (Barcode creation does not include the check digit of Code 39.)	1. Click the 1-dimensional barcode button. 2. Click the mouse on the desired starting point and drag it.

6 Add Card Design – Edit Button



- Screen descriptions

  Cut, copy, paste, undo, redo, align left, align center, align right, zoom in/out, front and back buttons are provided.

- How to use

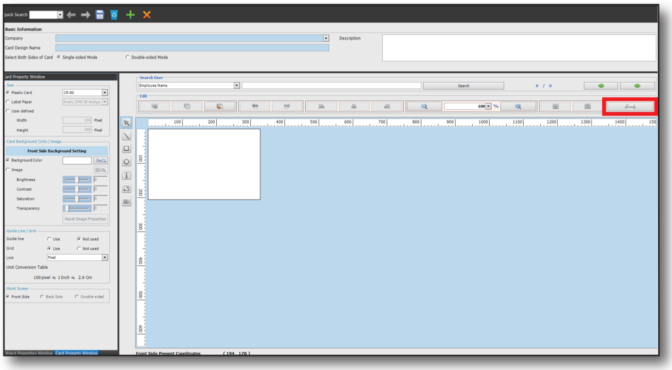
  Click the desired button to use the following editing functions.

Image	Name	Description	Use
	Cut	You can cut out the selected object. Use the Paste [ ]] button to paste the cut out object.	1. Select the desired object. 2. Click Cut [ ] button or use the short cut key ([**Ctrl**] + [**x**]).
	Copy	You can copy the selected object. Use the Paste [ ] button to paste the copied object.	1. Select the desired object. 2. Click Copy [ ] button or use the short cut key ([**Ctrl**] + [**c**]).

Card Design

Image	Name	Description	Use
	Paste	You can paste in copied or cut out objects.	1. Conduct copy or cut first. 2. Click Paste [ ] button or use the short cut key ([**Ctrl**] + [**v**]).
	Undo	You can use the Undo function. Undo means canceling the very last operation.	1. Click Undo [ ] button.
	Redo	You can use the Redo function. Redo means repeating the very last operation, opposing the Undo function.	1. Click Redo [ ] button.
	Align Left	Multiple objects are to be aligned to the left. (You can select multiple objects by using the arrow button.)	1. Select the desired objects. 2. Click Align Left [ ] button.
	Align Center	Multiple objects are to be aligned to the center. (You can select multiple objects by using the arrow button.)	1. Select the desired objects. 2. Click Align Center [ ] button.
	Align Right	Multiple objects are to be aligned to the right. (You can select multiple objects by using the arrow button.)	1. Select the desired objects. 2. Click Align Right [ ] button.
	Zoom Out	Reduces the working window by 25%. (Maximum zoom out: 25%)	1. Click Zoom Out [ ] button.
	Zoom In	Enlarges the working window by 25%. (Maximum Zoom In: 200 %)	1. Click Zoom In [ ] button.
	Front	Click this button after selecting an object to arrange the selected object to the very front.	1. Select the desired object. 2. Click Front [ ] button.
	Back	Select an object and click this button. The selected object will move to the top of the list of designed objects.	1. Select the desired object. 2. Click Back [ ] button.

7 Add Card Design – Print Button



- Screen descriptions

  Click the Print button to promptly print the card design shown in the Add Card Design window.

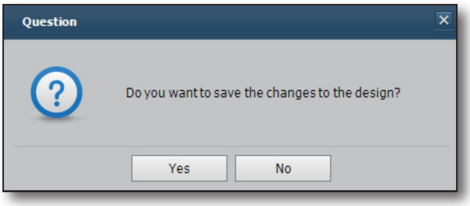
- How to use

  Step 1) Click Print [ ] button.

  Step 2) If the card design has been modified or a new card design (never saved) will prompt you with a message box shown below.

  Step 3) Click [**Yes**]. (Will not appear for saved card designs.)

  Step 4) [**Print Employee Card**] screen appears. (Refer to [**Print Employee Card**] part of the manual.)



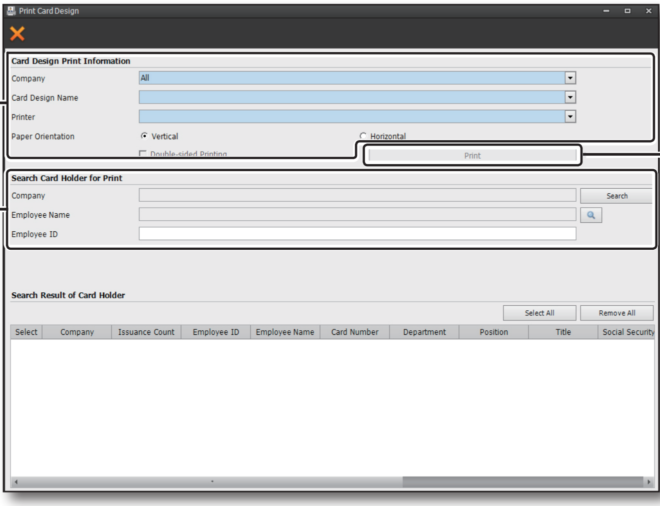
CARD DESIGN

Card Design

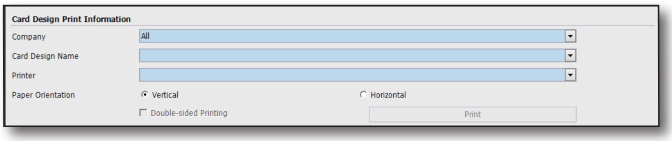
PRINT EMPLOYEE CARD

In this part of the user manual, we provide an overview of [**Print Card Design**] so that you can print out the card design that you have added in [**Add Card Design**].

- Perform readability test by printing the design on a regular paper before printing on the actual card if the design includes barcode.
  If you set the card design to Label Paper, it is recommended to print it in ordinary paper and check the print layout beforehand.



1 Print Employee Card - Card Design Print Information



- Screen descriptions

  You can specify print information of the card design.
  Print information includes basic information for card printing.
  The company name, card design name, destination printer, and number of copies are required to activate the [**Print**] button.

  - If any object related to the database (text box, image box, or 1-dimensional barcode) is included in the design, activating the [**Print**] button requires selecting the card holder for the print.

- Using the interface

  Step 1) Enter the name of the company. (Required)

  Step 2) Enter the card design name. (Required)

  Step 3) Select the destination printer. (Required)
  In the select box, only available printers connected to the computer are listed.

  Step 4) Select an orientation of the printing paper for the design card. (Required)

  Step 5) The Both-sided Mode checkbox will be active if the current print supports double-sided printing. If you want to print in both sides, check this option. (Some printers support just a manual double-sided printing, rather than automatic operation. If this is the case, you must insert the other side of the paper in the printer tray by yourself.)

2 Printing Employee Card – Search Card Horder for Print

- Screen descriptions

  Search the desired card holder for printing. If any object related to the database (text box, image box, or 1- dimensional barcode) is included in the design, activating the [**Print**] button requires selecting the card holder for the print.
  The issuance count for the selected card holder will increase by one.
  After clicking [**Search**] button, use [**Select All**] and [**Remove All**] buttons to select/deselect all search results.

- Using the interface

  Step 1) Check the card holder's company name. The company name should be the same to the selected company name in the [**Card Design Print Information**].

  Step 2) Select desired card holder by clicking the [ ] button. (Optional)

  Step 3) Enter the employee ID to search. (Employee ID is the unique number used when registering a card holder.) (Optional)

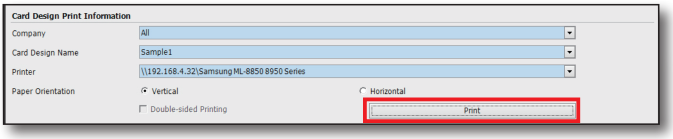
  Step 4) Enter the keyword for searching after selecting the search criteria (department name / title / rank). (Optional)

  Step 5) Click [**Search**] button. If no keyword used for search criteria of employee name, employee ID, or department/title/rank, all employees registered to the selected company name in [**Card Design Print Information**] will be listed.

  Step 6) Select desired card holder from the search result, and print the card.

Card Design

3 Print Employee – Pint Button



- Screen descriptions

  If you set the card size to Plastic Card or User-defined in the Card Design screen, click [**Print**] to immediately print out the current card from the specified printer.
  If you set the card size to Label Paper in the Card Design screen, you will see the [**Page Setup**] window as shown.
  If you have selected a card holder, the issuance count for the selected card holder will increase by one. (The issuance count for the selected card holder will increase by one, regardless of use of the DB-associated object for the card design settings) The activation time of the [**Print**] button differs depending on the use of DB-associated object (textbox, image box, one-dimensional barcode)

- Activation time of [**Print**] button
  - For a card design with no DB-associated object used (textbox, image box, one-dimensional barcode), the button will be active if you complete the [**Card Design Print Information**] settings.
  - For a card design using any DB-associated object (textbox, image box, one-dimensional barcode), the button will be active only if you perform [**Search Card Holder for Print**] after completing the [**Card Design Print Information**] settings.

- How to use
  - Page Setup window for a card using the label paper

    Step 1) Click [**Print**] button to display the [**Page Setup**] window as shown.

    Step 2) Check the label name of the design. This is the label name that you used to print the card design.

    Step 3) Select a paper name for the printout. Select a desired label's name between label paper names used by the card design, and label names supported by the printer.

    Step 4) Specify the start position of printing. To specify the position, refer to the preview screen shown in the right.

    Step 5) Click [**Print**].

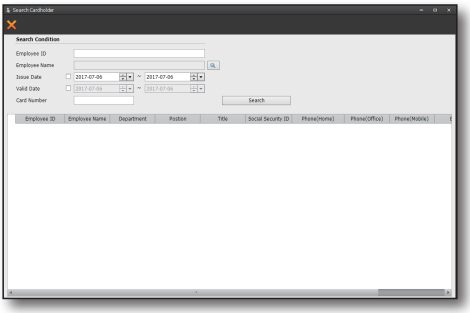
Search

Registered users in Wisenet ACS can be easily searched.

SEARCH CARDHOLDER

1. Run Wisenet ACS Configuration Management.

2. Log in.
3. Click [**Search Cardholder**] in the [**Search**] menu.



4. Enter search criteria. There is no need to enter any conditions except for the required fields.
   - Employee ID : Enter the employee number of the user to be searched when searching by employee number.
   - Employee Name: Enter the employee name of the user to be searched when searching by employee name.
   - Issue Date : Select the issuance date or period of the card to be searched for when issuing the card.
   - Valid Date: Select the effective date or period to be searched for using the effective date of the card.
   - Card Number: Enter the number of the card to be searched when searching by card number.
5. Click the [**Search**] button. If the search return results, they will be displayed below.

Vulnerability Disclosure Policy

[1] Security Vulnerability Response Center (S-CERT)

Hanwha Vision has set up a dedicated team (S-CERT * 1) to deal with the security vulnerabilities of WISENET products in an effort to promptly respond to vulnerabilities (analysis, preparation of countermeasures). If you discover a vulnerability, please contact S-CERT (secure.cctv@hanwha.com) with detailed information such as product information, how the vulnerability occurred and the symptoms of the vulnerability.

※ S-CERT does not respond to requests related to product support and functions. Please inquire through a separate channel.

[2] Security Vulnerability Response Process

Upon receiving a report of a security vulnerability, a Security Breach Accident Countermeasures Council is convened immediately, analyzes the content and impact of the vulnerability and provides best measures for resolving the issue. Assuming that it does not take too long to identify and analyze the vulnerability firmware to address the vulnerability shall be posted on the website as soon as possible.

[3] Security Vulnerability Notification Policy

To prevent zero-day attacks, the details of a vulnerability (vulnerability content, affected product information / firmware version, risk level, countermeasures, etc.) will not be disclosed until a firmware patch has been released, and a Vulnerability Report is posted on the website * 2. Details such as attack scenarios for vulnerabilities are not disclosed for security reasons to prevent copycat attacks. If several products are improved due to a specific security vulnerability, multiple improved firmwares shall be provided at the same time.

*1. S-CERT : Security-Computer Emergency Response Team

*2. HQ – Operating Cyber Security Bulletin Board
(Technical Guide > Cyber Security Page, Vulnerability Report in Product Page)
HTA – Notice on the Main Screen (Link to Vulnerability Report File)
HTE – Main Notice on Top and Separate Page Operations