

# Installation Guide



## inBIO-Series Access Control Panels & ZKAccess 5.2 software

**ZKACCESS**

ZKAccess.com



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## ZKAccess 5.2 software

Installation and Setup  
starts at page 30

# Optional accessories



Wiegand Card Reader



Prox Card



RS485 Convertor



K1-1 Exit Button



ZK4500 Enrollment reader



CR10E Card Enroller



FR1200 FP & Prox Reader



inBIO Cabinet



# Safety Precautions

The following precautions are to keep user's safe and prevent any damage. Please read carefully before installation



**Do not** install the device in a place subject to direct sun light, humidity, dust or soot



**Do not** place a magnet near the product. Magnetic objects such as magnet, CRT, TV, monitor or speaker may damage the device.



**Do not** place the device next to heating equipment



**Be careful** not to let liquid like water, drinks or chemicals leak inside the device.



**Do not** let children touch the device without supervision



**Do not** drop or damage the device



**Do not** disassemble, repair or alter the device.



**Do not** use the device for any other purpose than specified.



**Clean** the device often to remove dust on it. In cleaning, do not splash water on the device but wipe it out with smooth cloth or towel.

**Contact** your supplier in case of a problem.

# Product PIN Diagram

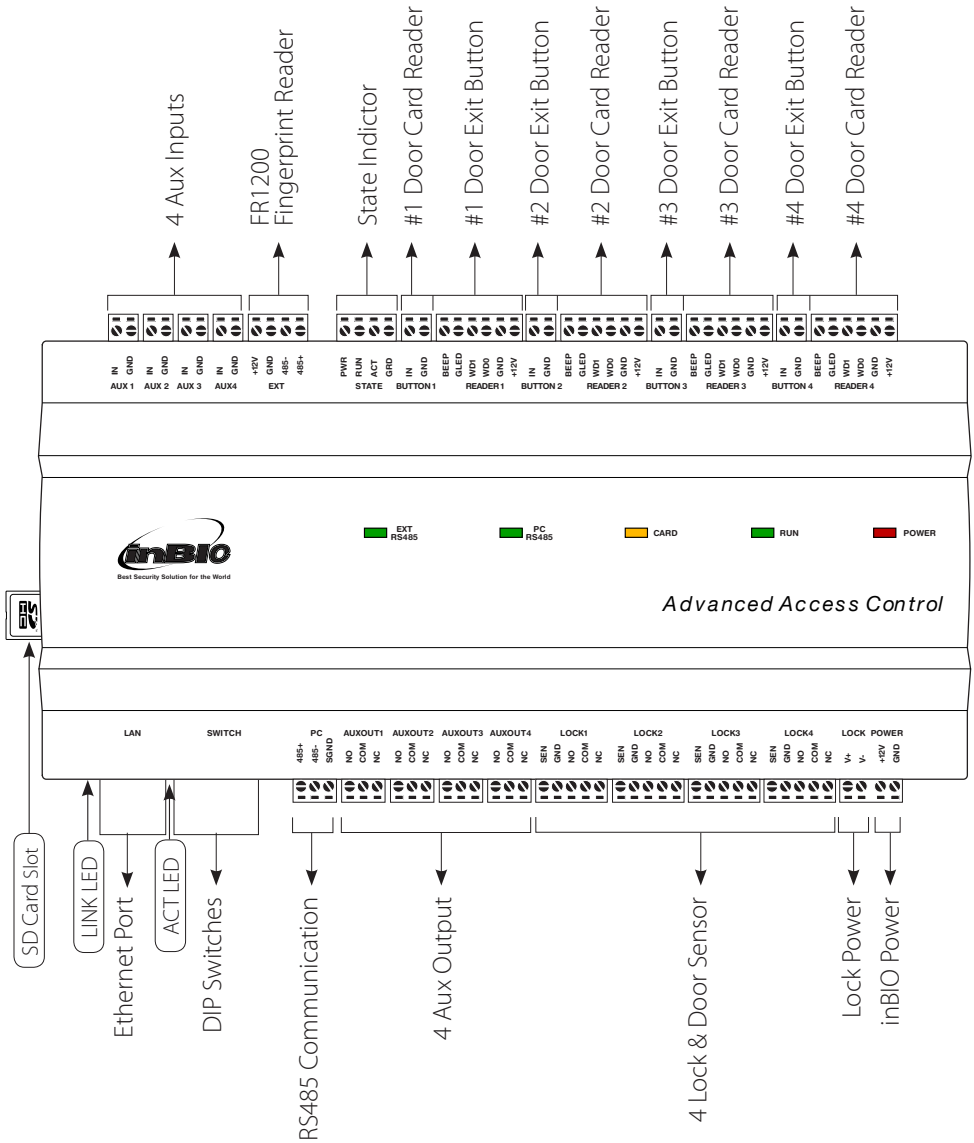


Figure 1

# LED Indicators

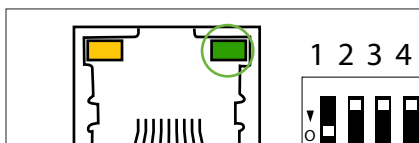


Figure 2

**LINK Solid Green LED** indicates TCP/IP communication is normal

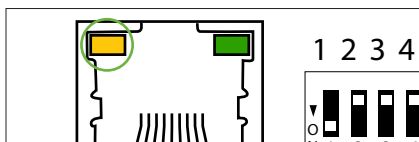


Figure 3

**Flashing (ACT) Yellow LED** indicates data communication is in progress

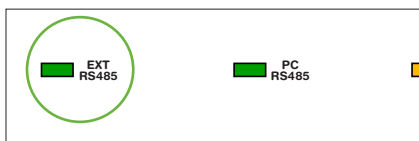


Figure 4

**EXT RS485 (TX/RX) Flashing Yellow & Green LED** indicates communication is in progress

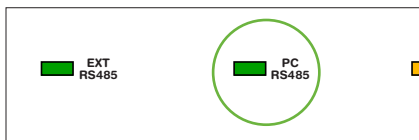


Figure 5

**PC RS485 (TX/RX) Flashing Yellow & Green LED** indicates communication is in progress

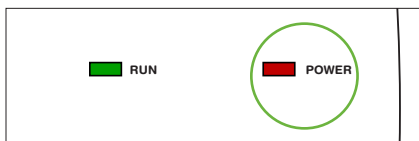


Figure 6

**Flashing (POWER) Red LED** indicates the panel is powered on.



Figure 7

**Flashing (RUN) Green LED** indicates that panel is in normal working state.

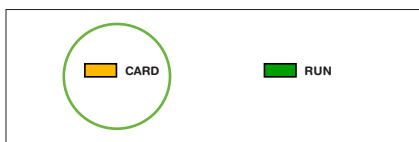
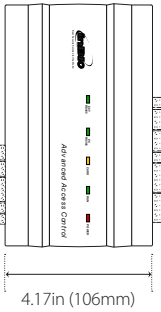


Figure 8

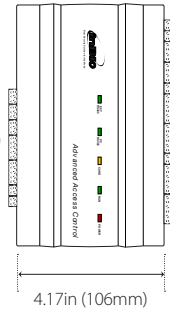
**Flashing (CARD) Yellow LED** indicates that the card is read by the panel.

# Product Dimension

## inBIO-160



## inBIO-260



## inBIO-460

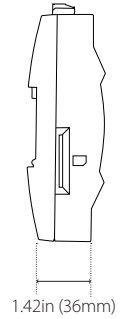
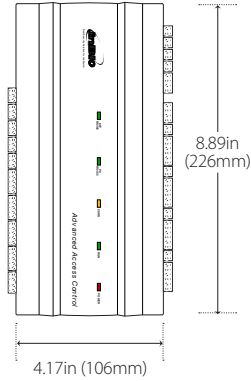


Figure 9

## inBIO- Metal Cabinet

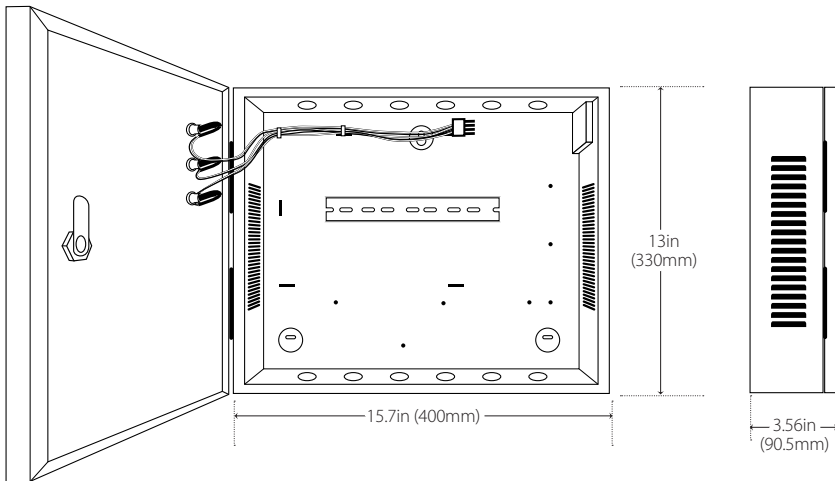
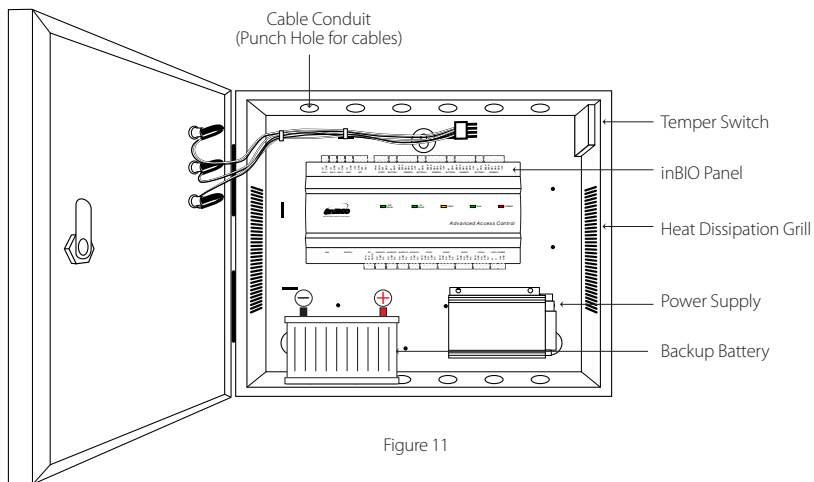


Figure 10

# Installation of Panel & Cabinet



## Step 1

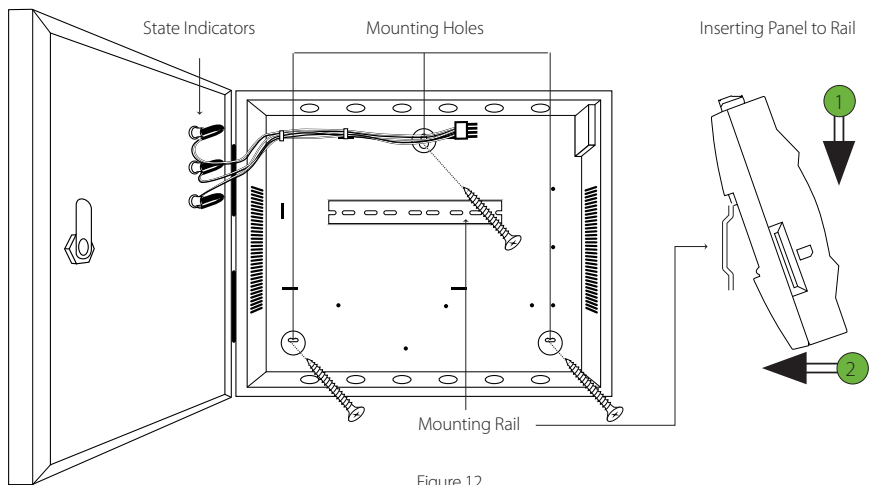
Pass the cable through holes

## Step 2

Mount the Metal Cabinet

## Step 3

Insert the inBIO Panel as it shown



We recommend drilling the mounting plate screws into solid wood (i.e. stud/beam). If a stud/beam cannot be found, then use the supplied drywall plastic mollies (anchors).



# Power Wiring Diagram

## Without Backup Battery

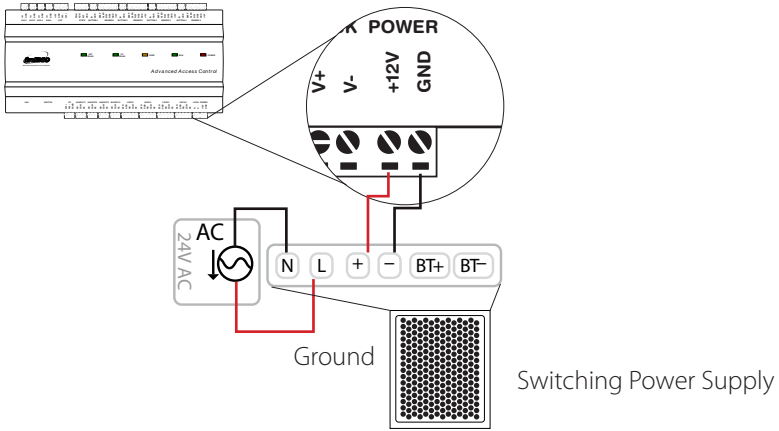


Figure 14

## With Backup Battery

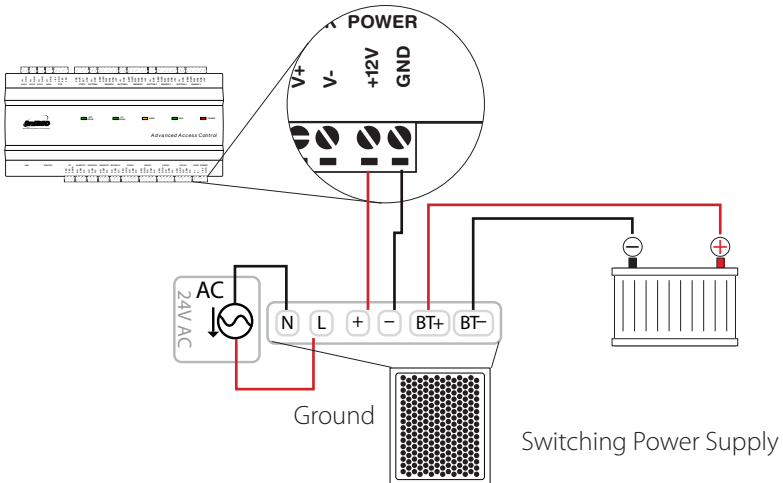


Figure 15

# FR1200 Connection

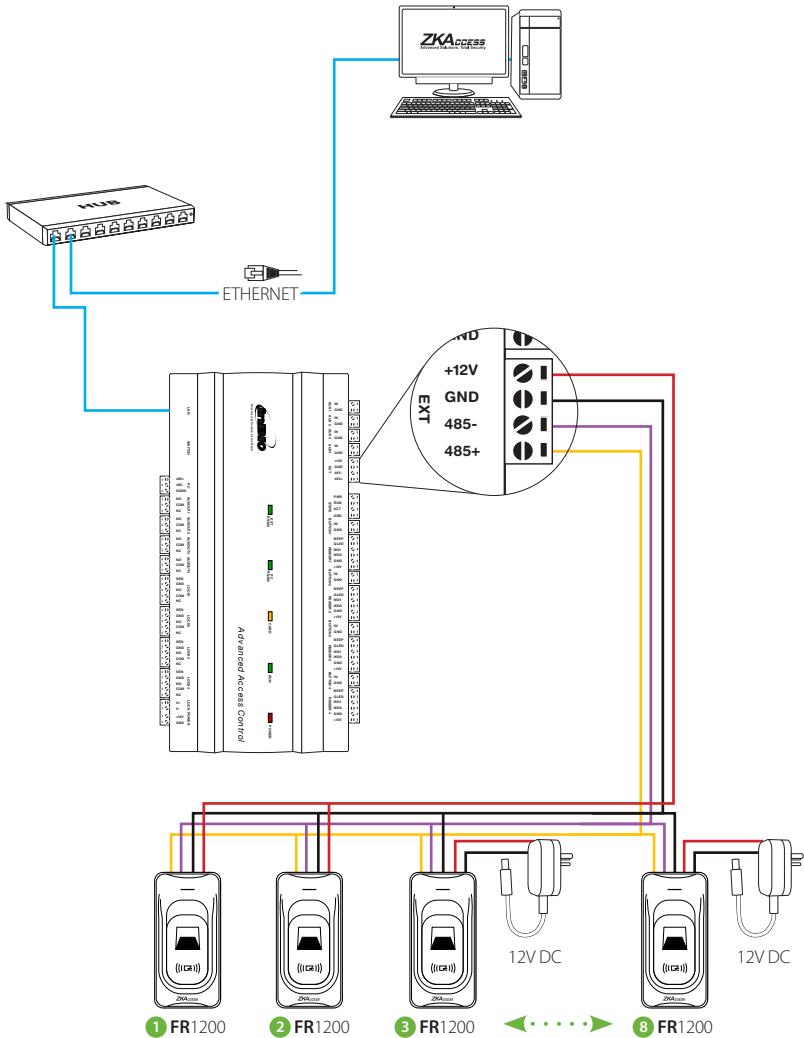
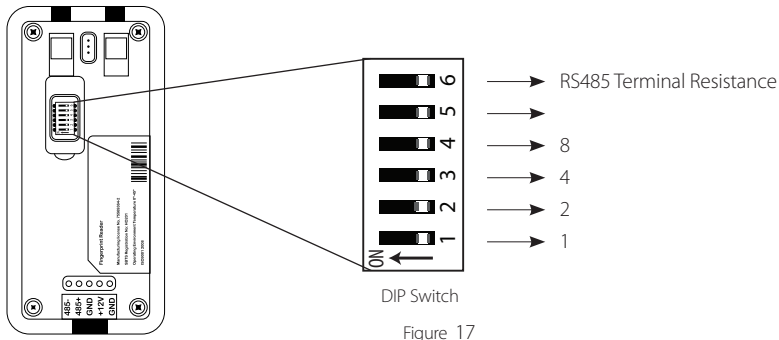


Figure 16

inBIO panels **can not** supply power to more than 2 FR1200 readers. Additional FR1200 will require external power supplies.



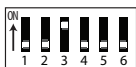
# DIP Switch Setting for FR1200 Device ID



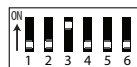
Address	Switch Settings	Address	Switch Settings
1		5	
2		6	
3		7	
4		8	

## Important Notes

- There are six DIP switches on the back of FR1200, Switches 1-4 is for RS485 address, switch 5 is reserved, switch 6 is for reducing noise on long RS485 cable.
- Set the odd number for IN reader, and the even number for OUT reader (for eg. For two readers for one door- the RS485 address 1 is for IN reader, RS485 address 2 is for OUT reader)
- If FR1200 is powered from inBIO-Panel, the length of wire should be less than 100 meters or 330 ft.
- The External RS485 interface can supply maximum 500mA current, The FR1200's startup current is 240mA. So inBIO-Panel only can only power two FR1200s.
- If the cable length is more than 200 meters or 600 ft, the number 6 switch should be ON as below



← Distance: More than 200 meters →







# Lock Connection

## Connecting a Lock with External to Power Supply (Dry Contact)

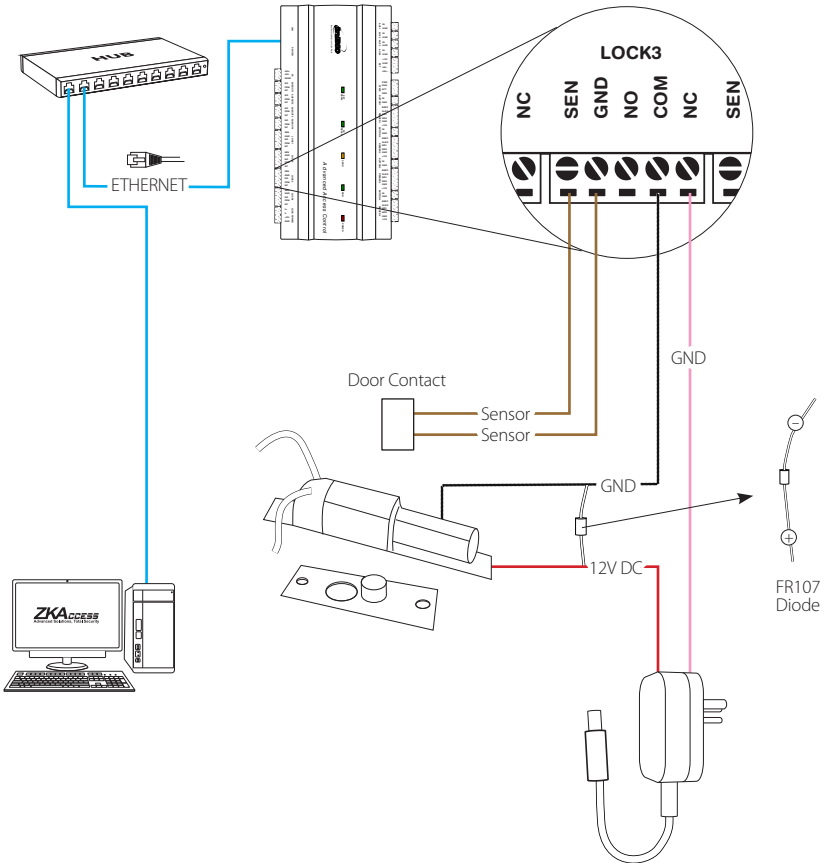




Figure 20

## Switching Dry Contact to Wet Contact

### Important Notes:

The factory default jumper setting is set as dry mode. If you want to power the lock from the panel, you must take the following steps:

1. Take apart the cover of inBIO Panel. Push the tab inward (see figure 21)
2. Select the appropriate lock relay and find its jumpers
3. Take off the jumpers and change  to 
4. Connect the lock as show in the diagram, (see figure 23 and 24)

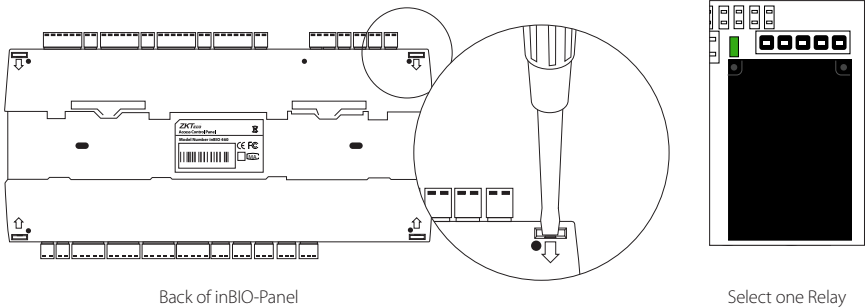


Figure 21

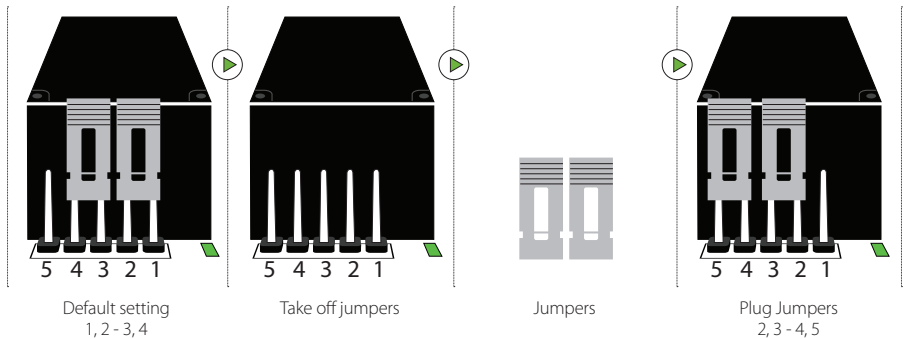


Figure 22

# Lock Connection

## Normally Open Lock Powered From Lock Terminal (Wet Contact)

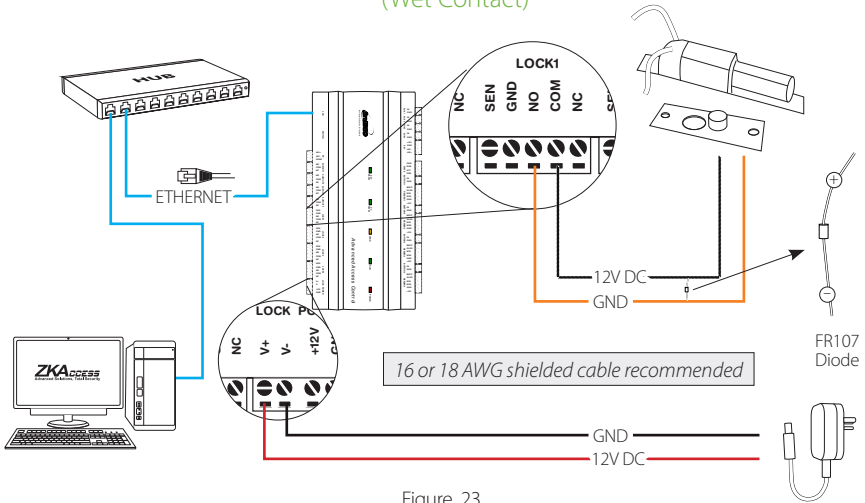


Figure 23

## Normally Closed Lock Powered From Lock Terminal (Wet Contact)

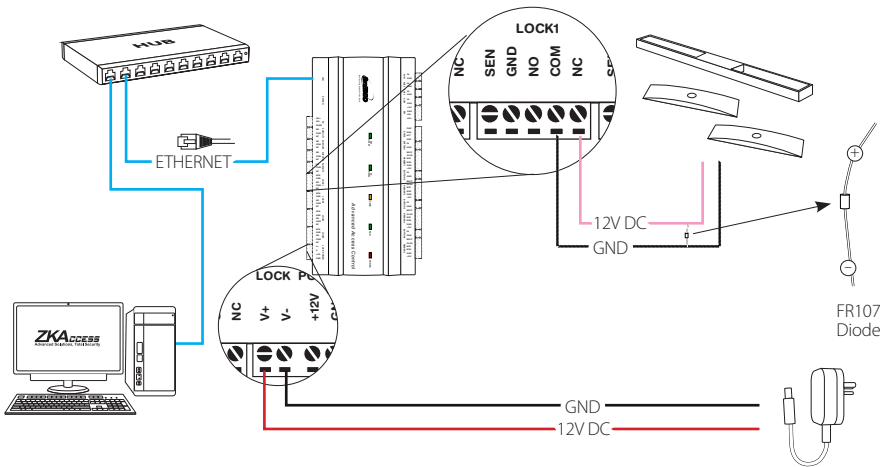


Figure 24

# Aux. I/O connection

## Aux. Input Connection

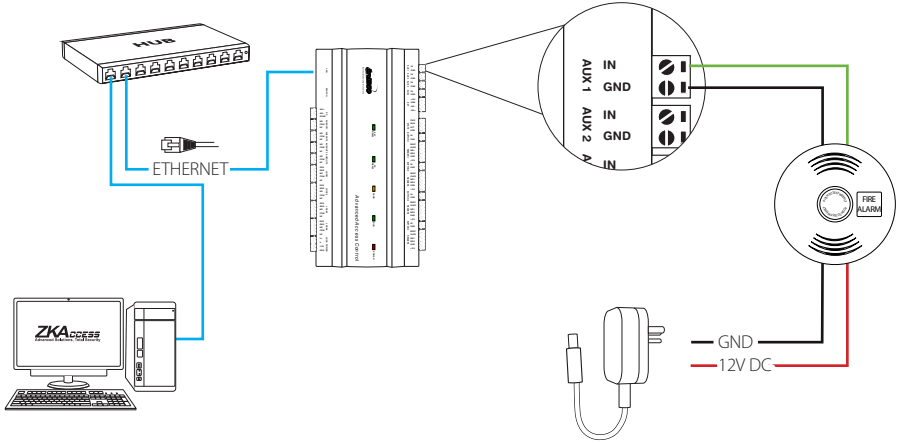


Figure 25

## Aux. Output Connection

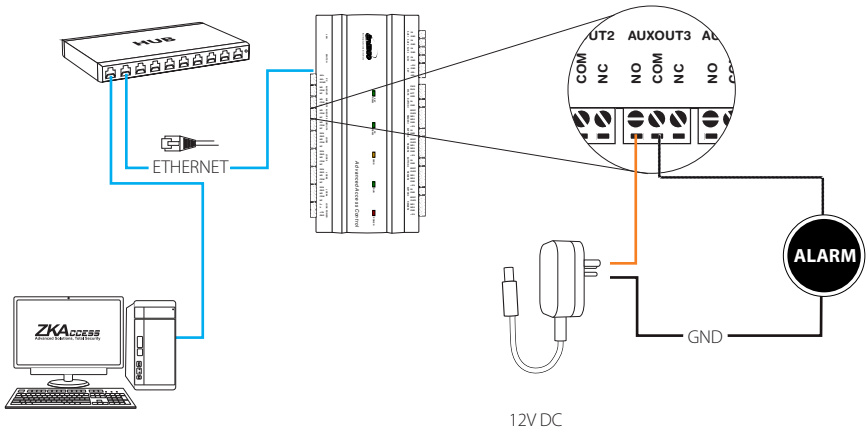


Figure 26

# Ethernet Connection

## LAN Connection

### Important Notes:

1. Both 10Base-T and 100Base-T are supported
2. This cable distance must be less than 330 ft. (100m)
3. For cable length of more than 330 ft. (100m). use HUB to amplify the signal.

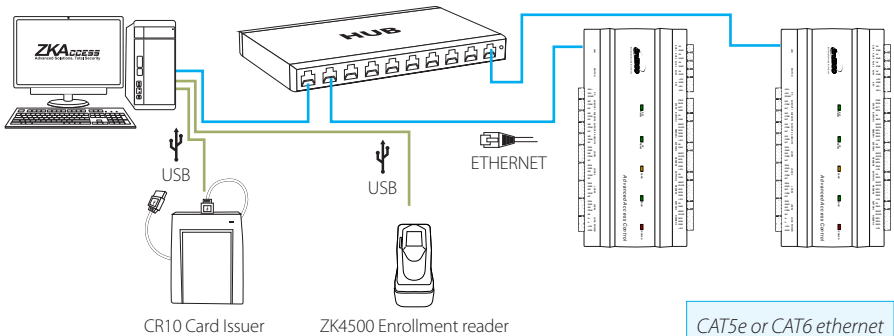


Figure 27

## Direct connection

To connect inBIO-Panel with a PC directly, connect both devices with a straight network cable. As the inBIO-Panel supports auto MDI/MDIX, it is not necessary to use a crossover type cable.

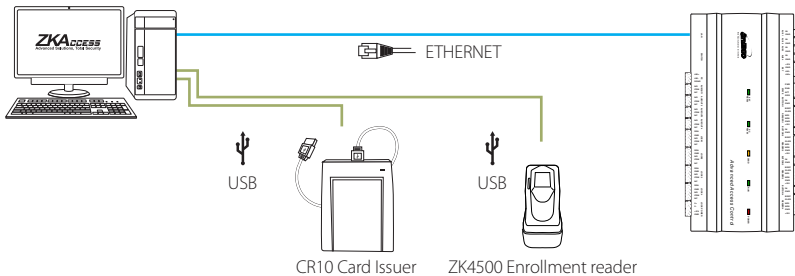


Figure 28



# RS485 Connection

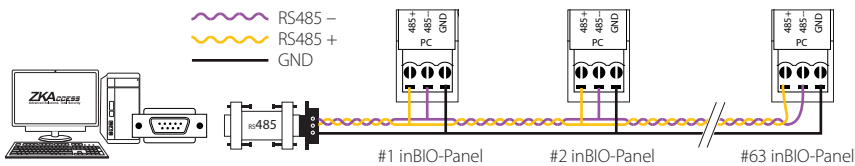


Figure 29

## Important Notes:

1. RS485 communication wires should be a shielded twisted pair cable. RS485 communication wires should be connected in a bus cascade topology instead of a star topology, to achieve a better shielding effect by reducing signal reflection during communications.
2. A single RS485 bus can connect up to 63 access control panels, but preferably 32 is recommended maximum.
3. To eliminate signal attenuation in communication cables and suppress interference, if the bus is longer than 200 meters, set the number 8 DIP switch to the ON position. This is equivalent to a parallel connection of one 120 ohm resistance between the 485+ and 485- lines.

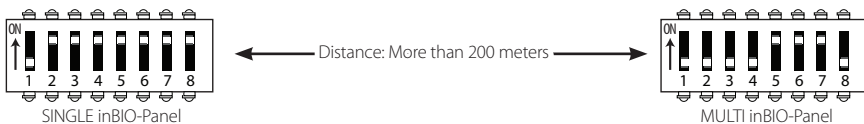


Figure 30

## Incorrect RS 485 connections

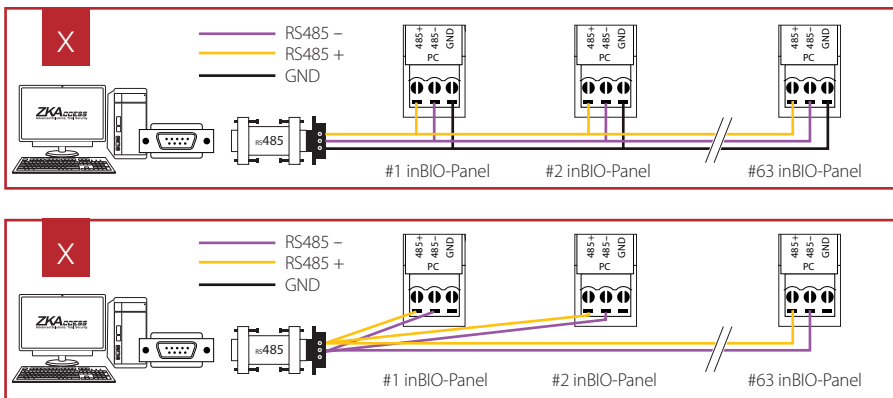


Figure 31

# RS485 Connection

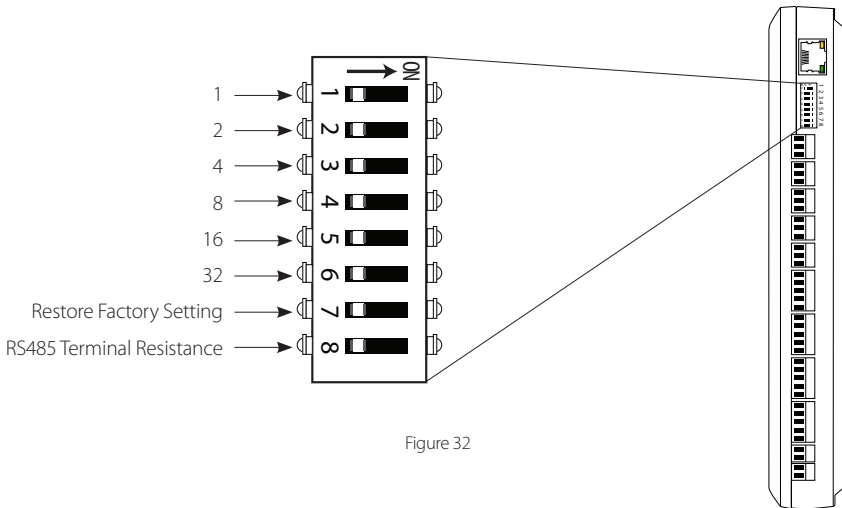
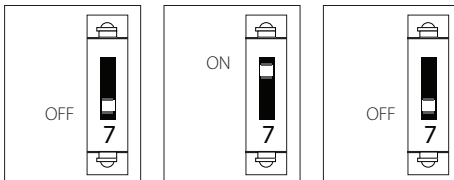


Figure 32

## Restore factory setting

1. If you forget the IP address of the inBIO panel or the device does not work normally, you can use the number 7 DIP switch to restore inBIO-Panel to factory default settings. The parameters which gets reset are device IP address, communication password, gateway, and subnet mask.
2. The switch is OFF by default. When it is moved up and down for three times within 10 seconds and finally returned to OFF position, the factory settings will be restored after the access control panel is restarted.



To reset factory settings  
Turn #7 switch ON and OFF

**Repeat process 3 times**

Figure 33

# DIP Switch Setting

## RS485 Address

- Number 1-6 are reserved to set the device number for RS485 communication. The code is binary, and the numbering starts from left to right. When the switch is set to ON position, it indicates 1 (on); when the switch is set downwards, it indicates 0 (off). For example, to set a device number 39=1+2+4+32, which corresponds to the binary code 111001, put number 1, 2, 3, and 6 to ON position, as illustrated below.

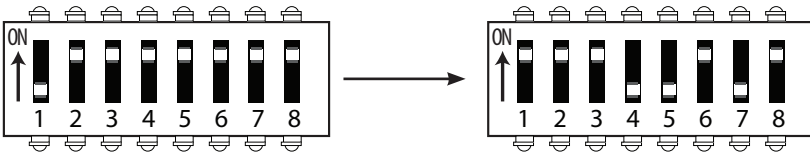


Figure 34

*For more details, please check the table at the end of this document.*

## Terminal Resistance

- Number 8 is for setting the RS485 termination resistance. Putting the switch to ON position is equivalent to parallel connection of a 120 ohm termination resistance between 485+ and 485- lines.

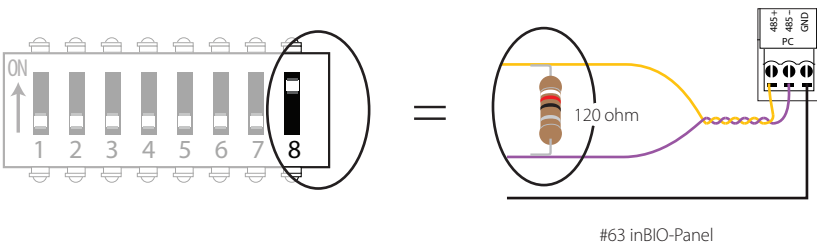


Figure 35

# Installation Diagram

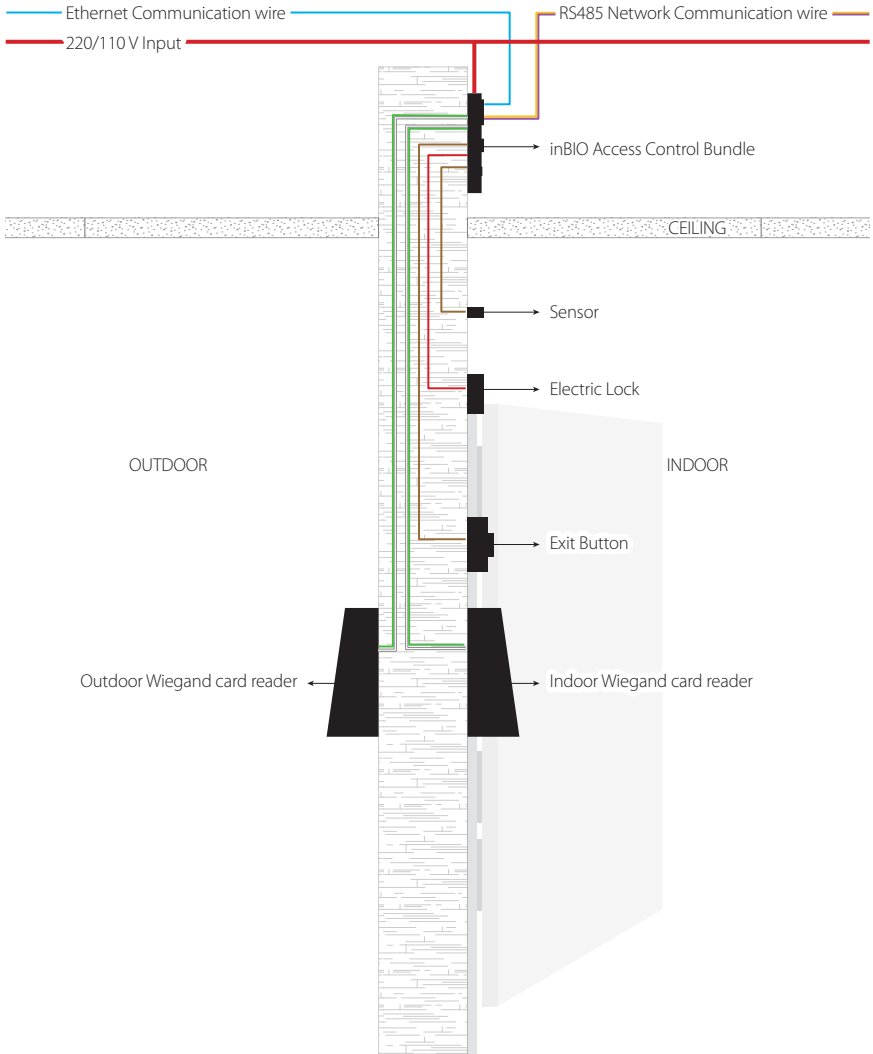


Figure 36

# Troubleshooting

## 1. How to switch four door one way to two door two way?

- › Connect four readers from reader 1 to reader 4.
- › Connect two door locks, one connected to LOCK1, another connected to LOCK3.
- › In the software configure reader 1-Indoor, and reader 2-Outdoor.

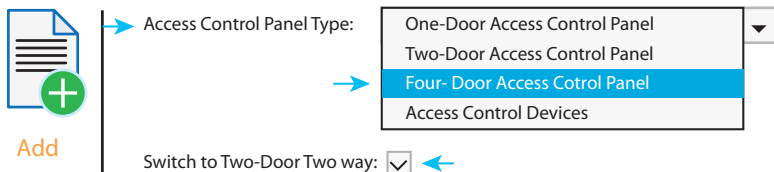


Figure 34

## 2. Can we integrate IP Camera and NVR?

- › Currently ZKACCESS software supports ZKAccess' IP Cameras and NVR
- › You can associate a camera to the door and setup a linkage for the same.

## 3. What does it mean when I get a "Wiegand Format Error"?

- › Your WD0 and WD1 wiring is reversed.

## 4. How do I connect a third party reader or a stand-alone reader to a inBIO panel?

- › Connect the wiegand output to the WD0 and WD1 of the stand-alone readers on the panel's reader port.

*Note: The board can only supply 12 VDC, 300mA power so an external power supply may be required.*

## 5. What is the SD card slot used for?

- › SD card, stores transactions from the panel and creates a back up in addition to internal memory.

## 6. What kind of wire is recommended for the panel?

- › 16 or 18 AWG twisted shielded wire is recommended.

## 7. What is the default IP of the panel?

- › 192.168.1.201

## 8. How long is the device under warranty?

- › 1 Year from original purchase date, replacement/repair of hardware under ZK standard warranty requires an evaluation of the failed system by a ZK Technical Support specialist, and the issuance of a Technical Support RMA number.

# PC 485 Setting Table

Address No.	Switch Setting					
	1	2	3	4	5	6
01	ON	OFF	OFF	OFF	OFF	OFF
02	OFF	ON	OFF	OFF	OFF	OFF
03	ON	ON	OFF	OFF	OFF	OFF
04	OFF	OFF	ON	OFF	OFF	OFF
05	ON	OFF	ON	OFF	OFF	OFF
06	OFF	ON	ON	OFF	OFF	OFF
07	ON	ON	ON	OFF	OFF	OFF
08	OFF	OFF	OFF	ON	OFF	OFF
09	ON	OFF	OFF	ON	OFF	OFF
10	OFF	ON	OFF	ON	OFF	OFF
11	ON	ON	OFF	ON	OFF	OFF
12	OFF	OFF	ON	ON	OFF	OFF
13	ON	OFF	ON	ON	OFF	OFF
14	OFF	ON	ON	ON	OFF	OFF
15	ON	ON	ON	ON	OFF	OFF
16	OFF	OFF	OFF	OFF	ON	OFF
17	ON	OFF	OFF	OFF	ON	OFF
18	OFF	ON	OFF	OFF	ON	OFF
19	ON	ON	OFF	OFF	ON	OFF
20	OFF	OFF	ON	OFF	ON	OFF
21	ON	OFF	ON	OFF	ON	OFF
22	OFF	ON	ON	OFF	ON	OFF
23	ON	ON	ON	OFF	ON	OFF
24	OFF	OFF	OFF	ON	ON	OFF
25	ON	OFF	OFF	ON	ON	OFF
26	OFF	ON	OFF	ON	ON	OFF
27	ON	ON	OFF	ON	ON	OFF
28	OFF	OFF	ON	ON	ON	OFF
29	ON	OFF	ON	ON	ON	OFF
30	OFF	ON	ON	ON	ON	OFF
31	ON	ON	ON	ON	ON	OFF
32	OFF	OFF	OFF	OFF	OFF	ON


	Switch Setting					
	1	2	3	4	5	6
Address No.	1	2	4	8	16	32
33	ON	OFF	OFF	OFF	OFF	ON
34	OFF	ON	OFF	OFF	OFF	ON
35	ON	ON	OFF	OFF	OFF	ON
36	OFF	OFF	ON	OFF	OFF	ON
37	ON	OFF	ON	OFF	OFF	ON
38	OFF	ON	ON	OFF	OFF	ON
39	ON	ON	ON	OFF	OFF	ON
40	OFF	OFF	OFF	ON	OFF	ON
41	ON	OFF	OFF	ON	OFF	ON
42	OFF	ON	OFF	ON	OFF	ON
43	ON	ON	OFF	ON	OFF	ON
44	OFF	OFF	ON	ON	OFF	ON
45	ON	OFF	ON	ON	OFF	ON
46	OFF	ON	ON	ON	OFF	ON
47	ON	ON	ON	ON	OFF	ON
48	OFF	OFF	OFF	OFF	ON	ON
49	ON	OFF	OFF	OFF	ON	ON
50	OFF	ON	OFF	OFF	ON	ON
51	ON	ON	OFF	OFF	ON	ON
52	OFF	OFF	ON	OFF	ON	ON
53	ON	OFF	ON	OFF	ON	ON
54	OFF	ON	ON	OFF	ON	ON
55	ON	ON	ON	OFF	ON	ON
56	OFF	OFF	OFF	ON	ON	ON
57	ON	OFF	OFF	ON	ON	ON
58	OFF	ON	OFF	ON	ON	ON
59	ON	ON	OFF	ON	ON	ON
60	OFF	OFF	ON	ON	ON	ON
61	ON	OFF	ON	ON	ON	ON
62	OFF	ON	ON	ON	ON	ON
63	ON	ON	ON	ON	ON	ON

# Electrical Specifications

	Minimum	Typical	Maximum	Notes
<b>WORKING POWER SUPPLY</b>				
Voltage (V) DC	9.6	12	14.4	Use regulated DC power adaptor only
Current (A)			2	
<b>ELECTRONIC LOCK RELAY OUTPUT</b>				
Switching voltage (V)			12V	Use regulated DC power adaptor only
Switching Current (A)			2	
Auxiliary relay output				
<b>SWITCH AUX. INPUT</b>				
V <sub>IH</sub> (V)				
V <sub>IL</sub> (V)				
Pull-up resistance (Ω)		4.7k		The input ports are pulled up with 4.7k resistors
<b>WIEGAND INPUT</b>				
Voltage (V)	10.8	12	13.5	
Current (mA)			500	
<b>ZK ELECTRIC LOCK</b>				
Voltage (V) DC	10.8	12	13.2	
Current (mA)			500	



# Specifications

Communication	RS485, TCP/IP
Baud Rate for RS485	9600-15200
Power Supply	12V DC, 2A
Card Holders Capacity	30,000
Log Events Capacity	100,000
LED Indicator	Indicator for communication, power, status and prox card
Environment	32-113 °F (0-45°C)
Operating Humidity	20% to 80%
Number of doors controlled	Four Door (four door one way and two door two way)
Number of readers supported	4
Types of readers supported	26-bits WIEGAND, others upon request
Number of Inputs	12 (4 Exit Device, 4 Door Status, 4 AUX)
Number of Outputs	8 (4- Form C relay for lock and 4- Form C relay for Aux output)
Weight	7.8lbs (3.55kg)
Enclosure	Metal Cabinet
Mounting	Wall Mount
Dimensions (Bundle Only)	15.7in. x 3.56in. x 13.0in 400mm(L) x 90.5mm(W) x 330mm(H)
Dimensions (Board Only)	8.0in. x 4.17in. 203.2mm(L) x 106mm(W)
CPU	32 bit 400MHz
RAM	32MB
Flash	128MB
Certified	

# ZKAccess 5.2 software



## Installation & Setup

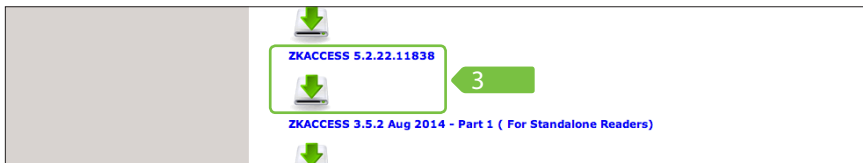
### Content

Downloading.....	31
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Enrolling Personnel.....	36
Add & Delete Personnel to Access Level.....	38
Real Time Monitoring.....	39
Exporting Reports.....	40
Passage Mode / First Card Normal Open.....	41

# Downloading



1. Go to [zkaccess.com](http://zkaccess.com).
2. Click **Downloads** and then **Software Downloads** in the dropdown menu.

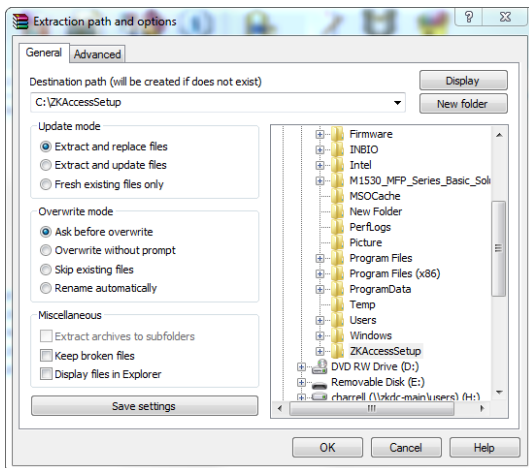
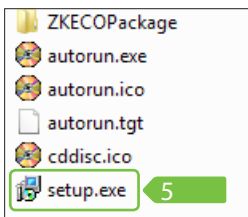


3. Scroll to the bottom of the page and click **ZKACCESS 5.2.22** to download.

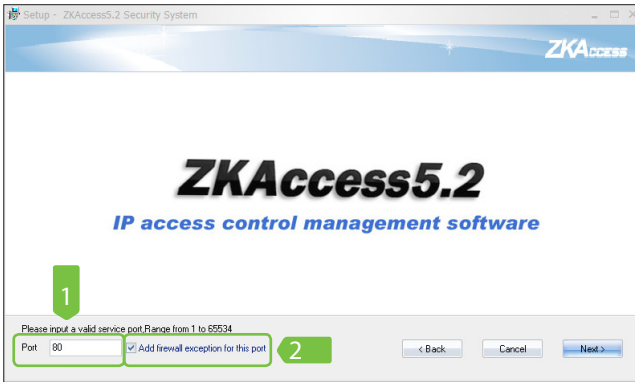


*If you do not have software to extract compressed files, Scroll up on the same page to find **Winrar 32** or **Winrar 64** to download.*

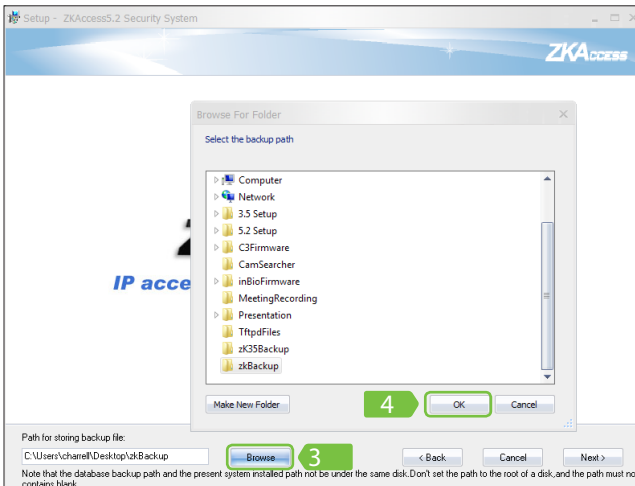
4. Extract the downloaded files to a new folder named "ZKAccessSetup"
5. Click **setup.exe** to begin installation.



# Installation

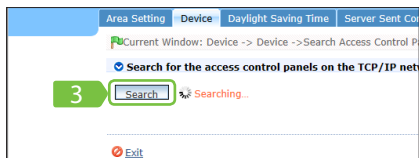
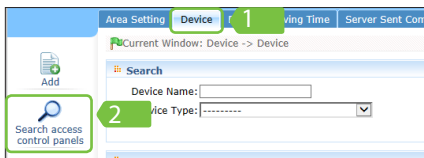


1. Add an open port (Default 80) or ask a network administrator for an open port
2. Click the **box** to "Add firewall exception for this port"

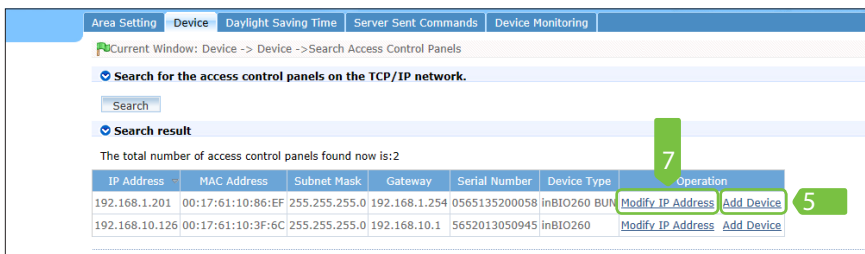


3. Click **Browse** and choose or create a folder to store your backup files in.
4. Click **OK**

# Adding a Device



1. Click **Device**
2. Click **Search Panels**, to show the Search interface;
3. Click **Search**, and it will prompt [searching.....];

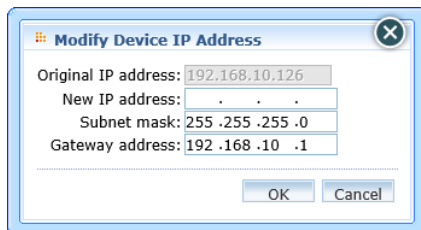
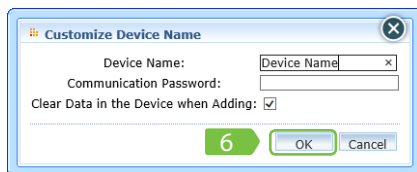


4. After searching, the list of all access control panels on the network will be displayed.
5. Click **Add Device** on the right side of the listed device, and a dialog box will open.
6. Enter self-defined device name, and click **OK** to complete the process.

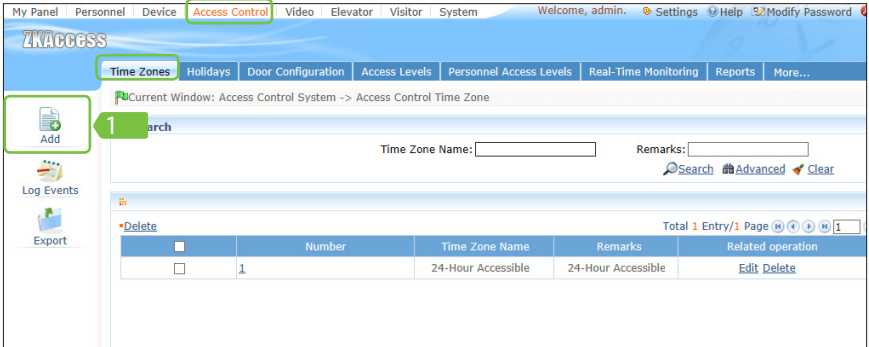
*The default IP address of the access control panel may conflict with the IP of another device on the network.*

7. You can modify the IP address: Click **Modify IP Address** to the right of the device and a dialog box will open. Enter the new IP address and other parameters

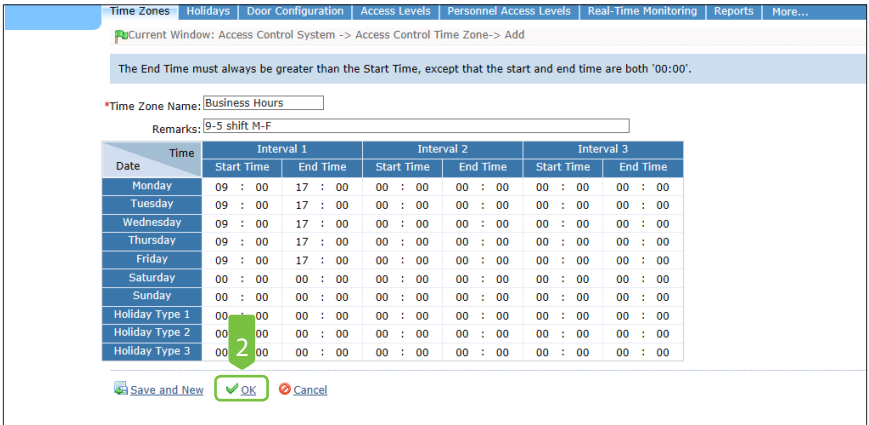
*Note: Must configure the gateway and IP address in the same network segment*



# Creating a Time Zone

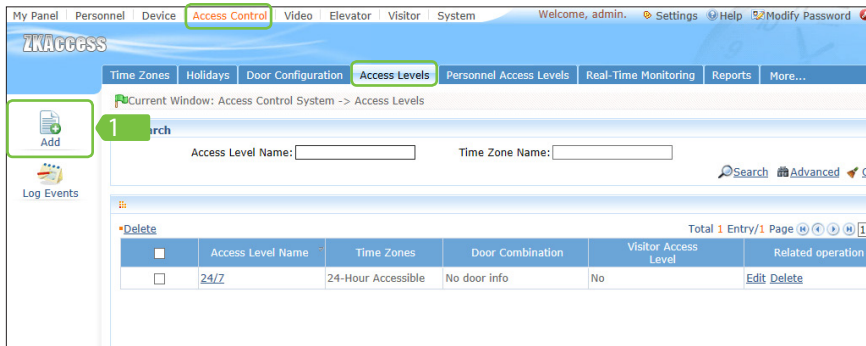


1. Click **Access Control** > **Time zones** > **Add** to access the time zone setting interface

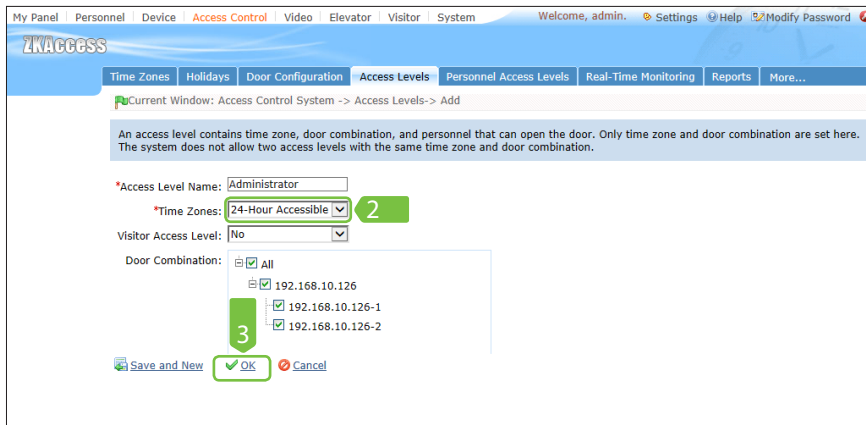


2. After setting the time zone, click **OK** to save, and the time zone will appear in the list.

# Create an Access Level



1. Click **Access Control** > **Access levels** > **Add** to add an access level.



2. Set parameters: access level name (no repetition), access control time zone, door combination
3. Click **OK** to complete setting and quit, and added access levels will appear in the list.

# Enrolling Personnel

My Panel **Personnel** Device Access Control Video Elevator Visitor System Welcome, admin. Settings Help Modify Password

ZKAccess

Department: **Personnel** Issue Card

Current Window: Personnel -> Personnel

1 **Add**

Personnel No.:  First Name:  Last Name:   
 Card Number(Internal):  Mobile Phone:  Department Name:

Search Advanced

Adjust department Delete Total 2 Entry/1 Page

<input type="checkbox"/>	Personnel No.	First Name	Last Name	Department Number	Department Name	Gender	Number of Fingerprints	Card Number(Internal)	Related operations
<input type="checkbox"/>	000000123	user1	test	1	Department Name	Male	1	1	Edit Delete
<input type="checkbox"/>	000000456	user2	trial	1	Department Name	Female	0	0	Edit Delete

1. Click **Personnel** > **Personnel** > **Add** to show personnel profile edit interface.

My Panel **Personnel** Device Access Control Video Elevator Visitor System Welcome, admin. Settings Help Modify Password

ZKAccess

Department: **Personnel** Issue Card

Current Window: Personnel -> Personnel-> Details

Personnel information is the system's basic information, so No. and department are required items.  
 Fingerprint registration needs to be driven by a fingerprint scanner. If you have not installed such a driver yet, download one first!  
 an access control panel only supports 6-digit passwords. If a password exceeds the specified length, the system will truncate it automatically!  
 Note: Card Number without specification appears anywhere except this page means internal card number.

Log

**Personnel Profile**

\*Personnel No.  2 City:   
 First Name:  Social Security Number:   
 Last Name:  Office Telephone:   
 Gender:  Employment Type:   
 Card Number Type:  Card Number(Actual) Staff Type:   
 Card Number(Internal)  
 Card Number(Internal)  3 Home Telephone:   
 Password  4 Mobile Phone:   
 \*Department  5 Birthday:   
 Employment Date:  6 Email:   
 Register Fingerprint:  Need help? Home Address:   
 Registered Fingerprint: 1 Work Address:   
 Reservation Password:

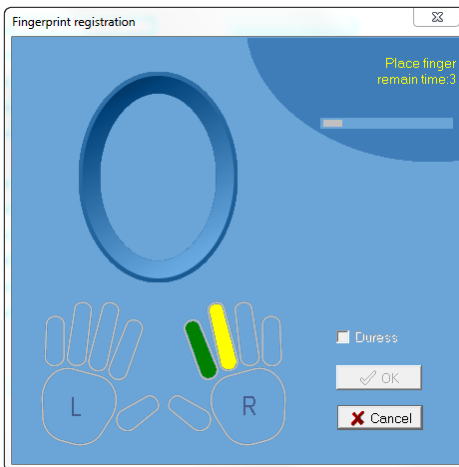
**Access Control Settings**

Superuser: Access Control:  Elevator:   
 Levels:  7  Select all  
 Set Validity:   
 Multi-Card Opening Personnel Groups:

Upload Personal Photo (Optimal Size 120x140 Pixel)



2. **Personnel No.:** By default, the length can not exceed 9 digits A number with a length of less than 9 digits will be preceded with 0 automatically to complete 9 digits. *Numbers can not be duplicated.*
3. **Card number:** You can add a card number through manual entry or a card issuer. In Actual Card Number mode (by default), you must enter both the actual card number and the site code, then the software converts the numbers to the internal card number for access control system verification. In Internal Card Number mode, enter the numbers directly.
4. **Password:** Set personnel password to use on a keypad reader. Password must be 4 to 6 numbers long.
5. **Department:** Select from the pull-down menu and click **OK**. If the department was not set previously, you can only select the default **Company Name** department.
6. **Register Fingerprint:** Enroll the Personnel Fingerprint or Duress Fingerprint. If the person presses the Duress Fingerprint, it will trigger the alarm and send the signal to the system.



7. **Access Level:** Click the box next to the access level you would like to add the personnel to. (Optional)

# Add & Delete Personnel to Access Level

My Panel Personnel Device **Access Control** Video Elevator Visitor System Welcome, admin. Settings Help Modify Password

**ZKAccess**

Time Zones Holidays Door Configuration Access Levels **Personnel Access Levels** Real-Time Monitoring Reports More...

Current Window: Access Control System -> Personnel Access Levels -> 1

**Search**

Access Level Name:  Time Zone Name:  Search Advanced

**Edit personnel for access levels**

Total 1 Entry/1 Page

<input type="checkbox"/>	Access Level Name	Time Zones	Personnel quantity	Related operation
<input type="checkbox"/>	24/7	24-Hour Accessible	1	<b>Add personnel</b> 1

**Browse access level 24/7 opening personnel**

**Delete from access level** 3

Total 1 Entry/1 Page

<input type="checkbox"/>	Personnel No.	First Name	Last Name	Card Number(Internal)
<input type="checkbox"/>	000000123	3	ser1	test

1. Click **Access Control** > **Personnel Access Levels** to show current access levels and personnel. Click **Add personnel** to open the add personnel interface.

My Panel Personnel Device **Access Control** Video Elevator Visitor System Welcome, admin. Settings Help Modify Password

**ZKAccess**

Time Zones Holidays Door Configuration Access Levels **Personnel Access Levels** Real-Time Monitoring Reports More...

Current Window: Access Control System -> Access Levels -> Add Personnel

Add personnel to the access level to give them access to the selected doors in the access level.

Select Access Level(s):24/7

Search by Department  Search by Personnel No./Name

Select all Personnel in the Department

Total 2 Entry/1 Page

<input type="checkbox"/>	Personnel No.	First Name	Last Name	Department Name
<input type="checkbox"/>	000000123	user1	test	Department Name
<input checked="" type="checkbox"/>	000000456	user2	trial	Department Name

Selected Personnel (1) Clear

000000456 user2 trial

OK  Cancel

2. Select personnel to create the list on the right, and click **OK** to complete adding, and added personnel will appear in the list on the right.
3. To delete personnel, select personnel and click **Delete from access level**.

# Real Time Monitoring

The screenshot shows the ZKAccess software interface. The top navigation bar includes 'My Panel', 'Personnel', 'Device', 'Access Control', 'Video', 'Elevator', 'Visitor', and 'System'. The 'Access Control' tab is selected. Below the navigation bar, there are several tabs: 'Time Zones', 'Holidays', 'Door Configuration', 'Access Levels', 'Personnel Access Levels', 'Real-Time Monitoring', 'Reports', and 'More...'. The 'Real-Time Monitoring' tab is active, displaying a 'Door Status Monitoring' section. This section includes a filter for 'Area' (set to 'All'), 'Access Control Panel', and 'Door'. Below the filters, there are icons for devices, including two IP addresses (192.168.10...) and two Auxiliary devices. An 'Events Monitoring' table is visible at the bottom of the screen.

1. Click **Access Control** > **Real-Time Monitoring** to watch a live log of device transactions.
2. Click the **Filters** to limit which device transactions show up or view all devices at once.

Device:	192.168.10.126
Door Number:	2
Door Name:	192.168.10.126-2
Door Status:	No Door Sensor
Relay Status:	Locked
Alarm Type:	None
<a href="#">Remote Opening</a> <a href="#">Remote Closing</a> <a href="#">Cancel Alarm</a>	

3. Hover over a **door icon** to open pop up menu and click **Remote Close**, **Remote Open**, or **Cancel Alarms**.

# Exporting Reports

My Panel | Personnel | Device | **Access Control** | Video | Elevator | Visitor | System | Welcome, admin. | Settings | Help | Modify Password

Time Zones | Holidays | Door Configuration | Access Levels | Personnel Access Levels | Real-Time Monitoring | **Reports** | More...

Current Window: Access Control System -> Reports -> All Access Control Events

**Search**

Start Time: [ ] End Time: [ ] Area: [ ]

Device Name: [ ] Event point: [ ] Card Number: [ ]

Event Description: [ ] Personnel No.: [ ] First Name: [ ]

Last Name: [ ] Department: [ ] Status: [ ]

Verify Mode: [ ] [Search] [Advanced]

**All Events** Total 303 Entry/4 Page

Clear all events | **Export Report** | [ ]

Media	Time	Area	Device Name	Event point	Event Description	Card Number	Personnel No.	Name	Department
	08/21/2014 17:02:50	Area Name	192.168.10.126	192.168.10.126-1	Unregistered Fingerprint	--	--		
	08/21/2014 16:55:17	Area Name	192.168.10.126	192.168.10.126-2	Exit Button Open	--	--		
	08/21/2014 12:00:30	Area Name	192.168.10.126	192.168.10.126-2	Exit Button Open	--	--		
	08/21/2014 12:00:30	Area Name	192.168.10.126	192.168.10.126-2	Exit Button Open	--	--		
	08/21/2014 11:59:59	Area Name	192.168.10.126	192.168.10.126-2	Exit Button Open	--	--		
	08/21/2014 11:59:59	Area Name	192.168.10.126	192.168.10.126-2	Exit Button Open	--	--		
	08/21/2014 11:59:55	Area Name	192.168.10.126	192.168.10.126-1	Unregistered Card	13523009	--		

1. Click **Access Control** > **Reports** to see a report of transactions from devices.
2. Filter by time, date, personnel, or device.
3. Click **Export Report** to open export menu.

**Export**

Current Export Table: All Access Control Events

File Type: XLS file

Export Way:

All events(max 10000 new events)

Select number of events to export

From No. 1 Entry, export total 100 events

Export Exit

4. Choose a file type and click **Export**.

# Passage Mode / First Card Normal Open

The screenshot shows the 'Door Configuration' tab in the software. It features a search bar at the top and a table of door configurations. The table has columns for Device Name, Communication Mode, IP Address, Enable, No. Of Users, No. Of Fingerprints, RS485 Parameters, Device Model, and Related operations. Below this, a detailed view for a specific door shows settings for Door Number, Door Name, Door Active Time Zone, First-Card Normal Open, Multi-Card Open, and Related operations. The 'First-Card Normal Open' and 'Multi-Card Open' settings are highlighted with green boxes and the number '2'.

Device Name	Communication Mode	IP Address	Enable	No. Of Users	No. Of Fingerprints	RS485 Parameters	Device Model	Related operations
192.168.10.191	TCP/IP	192.168.10.191	✓				C3-400	Edit

Door Number	Door Name	Door Active Time Zone	First-Card Normal Open	Multi-Card Open	Related operations
1	192.168.10.191-1	24-Hour Accessible	Quantity Set:0   <b>Set</b> 2	Quantity Set:0   <b>Set</b> Edit 2	
2	192.168.10.191-2	24-Hour Accessible	Quantity Set:0   <b>Set</b>	Quantity Set:0   <b>Set</b> Edit	

The Passage Mode feature will keep a door unlocked during a specified time zone. It will automatically unlock at the beginning of the time zone and will lock automatically at the end of the specified time zone.

1. Create a new time zone with the hours you want the door to be unlocked.
2. In Door Configuration, Click **Edit** to the right of the door you want to change settings on.
3. Click the dropdown menu titled "Door Passage Mode Time Zone" and select your new time zone. Click **OK**.

The First Card Normal Open feature will keep a door unlocked during a specified time zone when triggered by specified personnel. After a specified personnel swipe unlock at the beginning of the time zone and will lock automatically at the end of the specified time zone.

1. Create a new time zone with the hours you want the door to be unlocked.
2. In Door Configuration, under First-Card Normal Open, click **Set**.
3. Under First-Card Normal Open Settings, click **Add**.
4. Click the drop down menu titled Time Zones and choose your new time zone. Click **OK**.
5. To add the personnel that will trigger the door to stay normal open, click **Add an opening person**.
6. Click the check box next to the personnel and they will be added to the Selected Personnel list. Click **OK**.





