1. Operation Process

- 1) Add device to client software
- 2) User management(Organization management)
- 3) Apply permission to device
- 4) Add authentication password
- 5) Change reader verify mode
- 6) Test

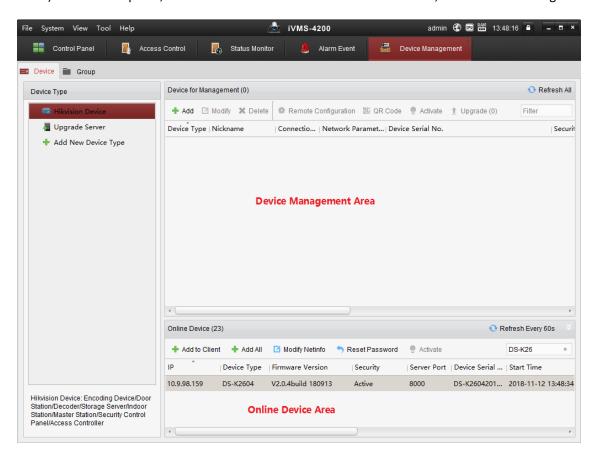
2. Operation Steps:

1) Add device on client software

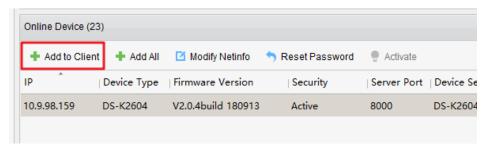


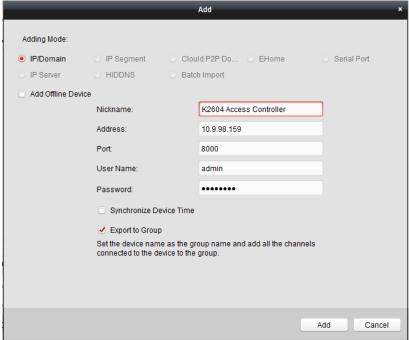
a) On control panel, select

, enter Device Management module.

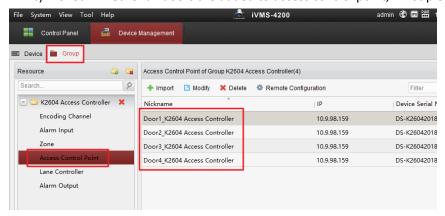


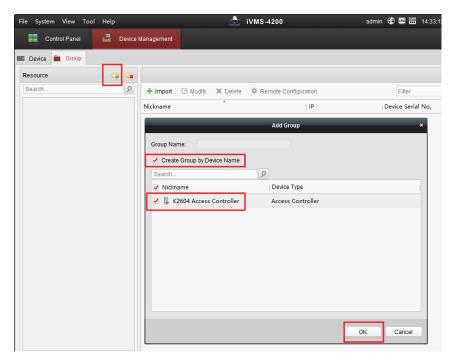
b) Select device from Online Device Area and Click Add to Client button. Input device IP address, user name and activation password





c) Check whether all doors are added to access control point, if not please import manually(picture2)

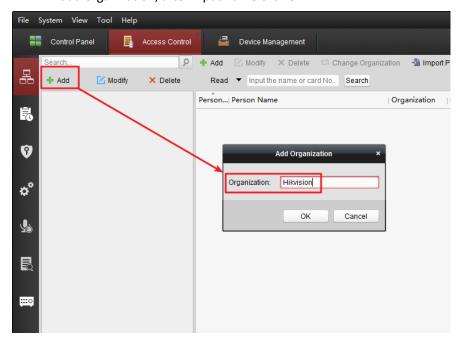




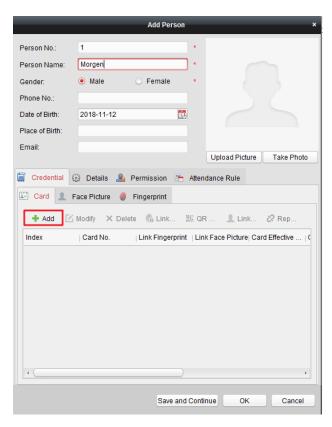
2) User management(Organization management)



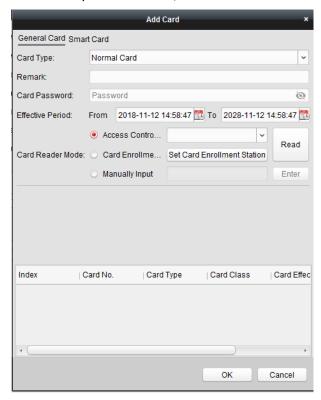
a) Enter module person management, click add on the left side to add organization, after input name click ok.



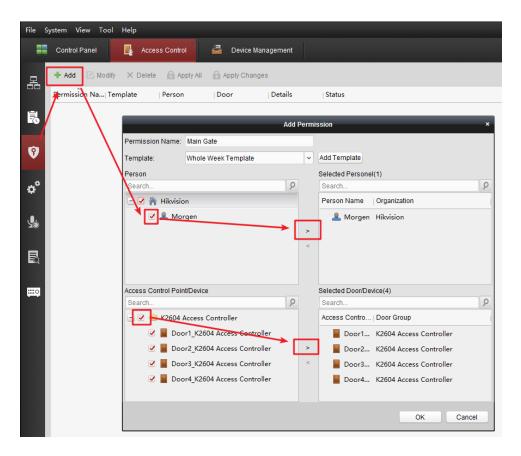
b) Select the organization on the left then click Add on the right, after input related information, click OK to save. Person Name is required fields, click add button in the middle to add card number.



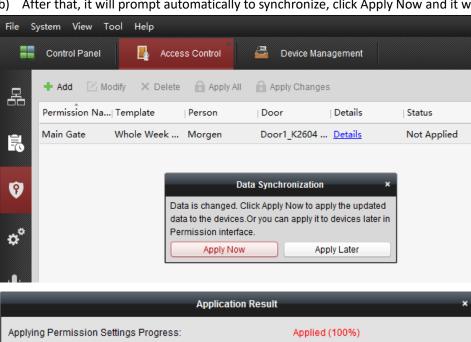
c) There are 3 methods to add card: add from access control device, add from USB card enroller and input manually. After add card, click OK to save it.

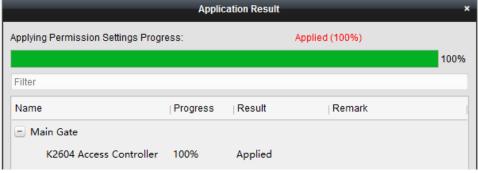


- 3) Apply permission to device
 - a) Enter permission menu and click add, input permission name, add device and user to right side, click ok.



b) After that, it will prompt automatically to synchronize, click Apply Now and it will prompt applied.

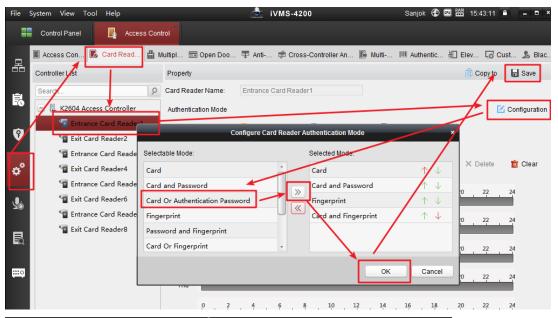


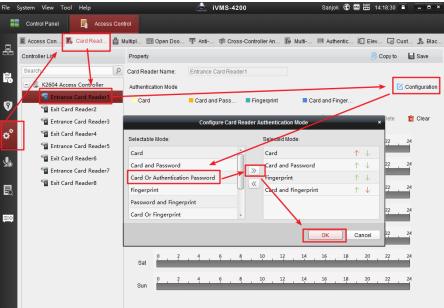


Add authentication password
Open advanced function menu and go to Authentication password interface

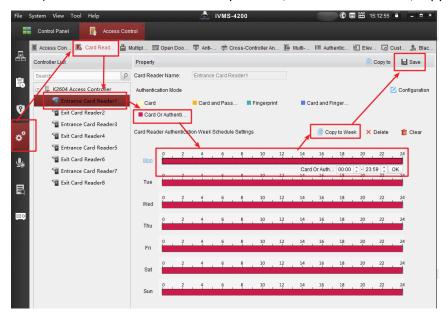


- 5) Change reader verify mode
 - a) Add verify mode Card or Authentication Password to list.





b) Select Card or Authentication password, set effective duration, copy to week, and save to device.



6) Test Swipe card on reader1, input password+# key to open door.

Suitable Models:

Model	
DS-K2601	Single Door Access Controller
DS-K2602	Two Door Access Controller
DS-K2604	Four Door Access Controler