IDENTIFY◆CONTROL◆COMMUNICATE

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Access Control Manual

* See appendix B' - Wiring diagrams at the end of this manual.

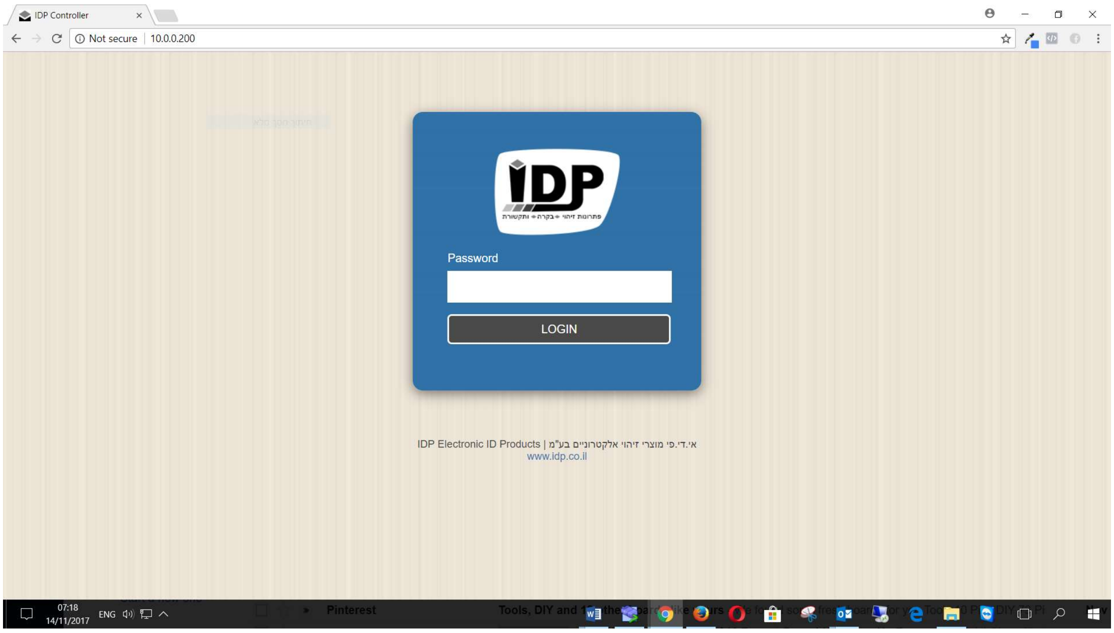
Controller web interface

You can get to the controller interface by typing its IP address in the web browser, we recommend using a Google Chrome web browser.
You can also get to the interface using your mobile phone as long as it is connected to the same network.

The default IP address of the controller is 10.0.0.200

In order to change the address of the controller use DS Manager (see appendix A' **Connecting to the controller through the LAN**)

The default password in the Login page is blank.



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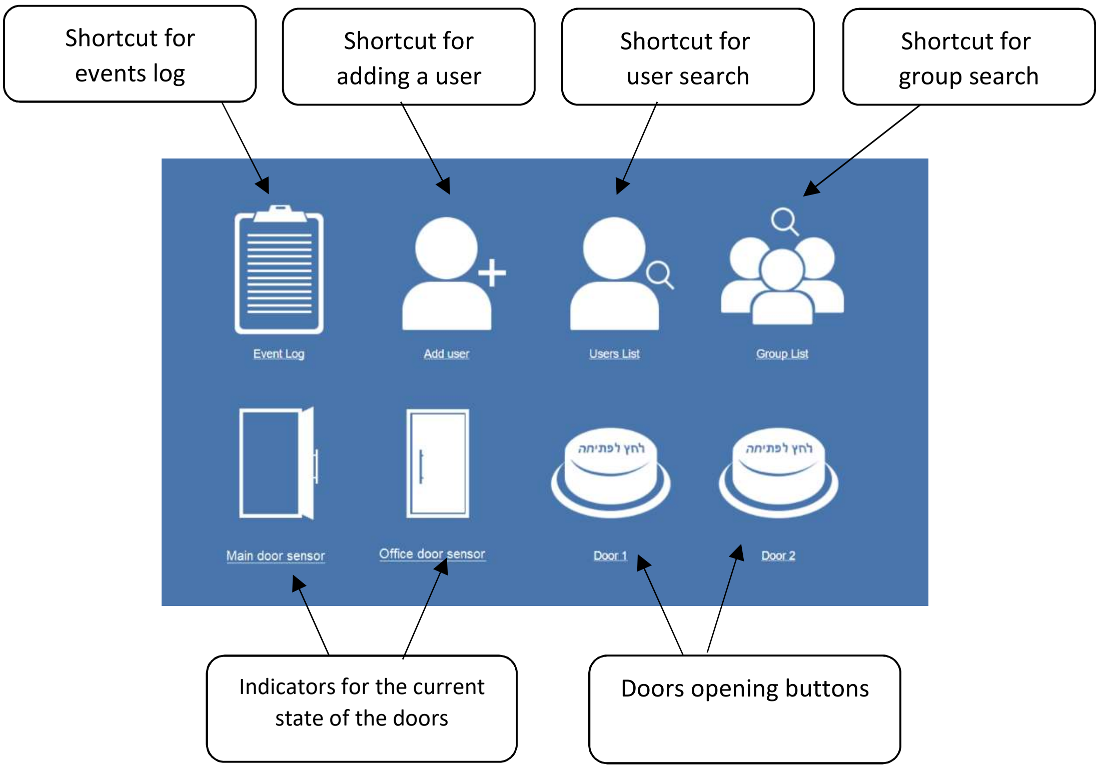
www.idp.co.il

Main Page

Menu> Main Page

In this quick access page you can see the main shortcuts, buttons and indicators.
Here are some of the icons and buttons you may find here:



Shortcut for events log

Shortcut for adding a user

Shortcut for user search

Shortcut for group search

Indicators for the current state of the doors

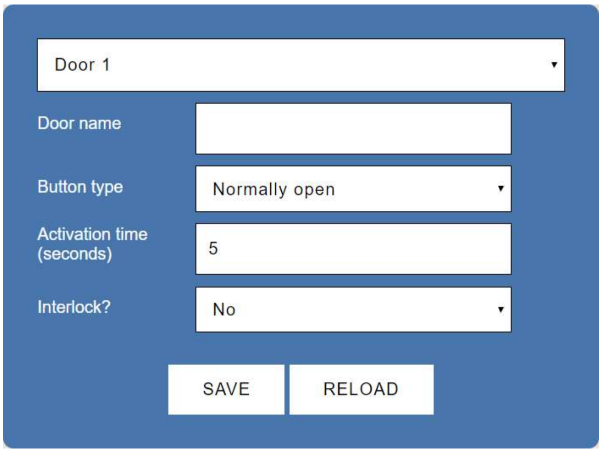
Doors opening buttons

Sequence for setup a new access controller

The sequence for setup a new access controller is:
1. Setup the doors.
2. Associate the readers with those doors.
3. Add a group that the user will be part of.
4. Add the user.

Doors setup

Menu> Access Control> Doors settings



Door 1

Door name:

Button type: Normally open

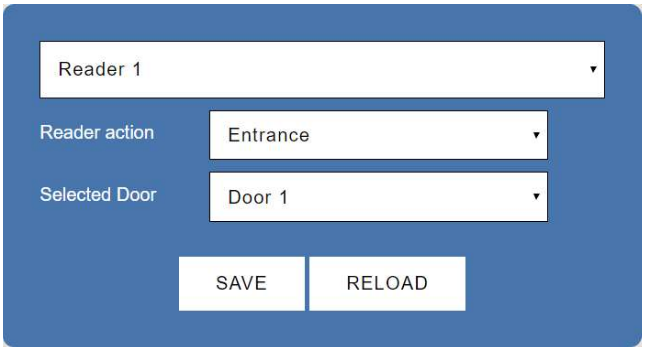
Activation time (seconds): 5

Interlock?: No

1. Upper box- select the relevant door.
2. **Door name**: in this box you can change the door name.
3. **Button type**:
you can connect a push button to the controller in order to operate a relay.
For a button that closes a circle select: Normally Open
For a button that opens a circle select: Normally Close
4. **Activation time**: Relay time (for how long the door will be open).
5. **Interlock** – select if the door is a part of the interlock (when this door is opened the other door will not open, and vice versa)
Save- save the settings.

Readers settings

Menu> Access Control> Readers Settings



Reader 1

Reader action: Entrance

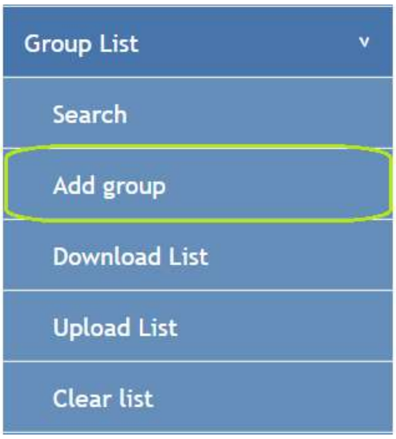
Selected Door: Door 1

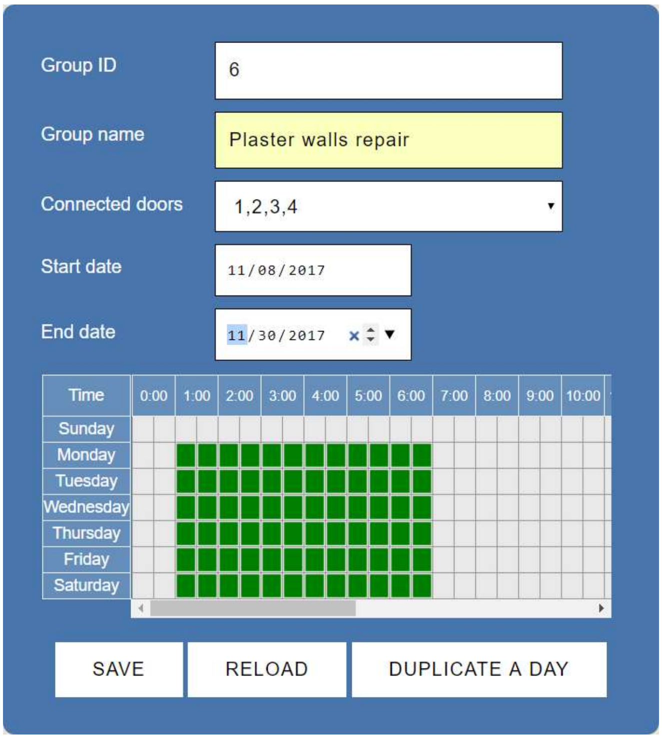
1. Upper box- select the reader you wish to set (based on the physical input in the controller that the reader is connected to)
2. **Reader action**- select if the reader action is entrance or exit.
3. **Selected door**- select the door that the reader will control.
4. **Save**- save the settings.

Users groups

Adding a group

Menu> Group List> Add group





Group ID: 6

Group name: Plaster walls repair

Connected doors: 1,2,3,4

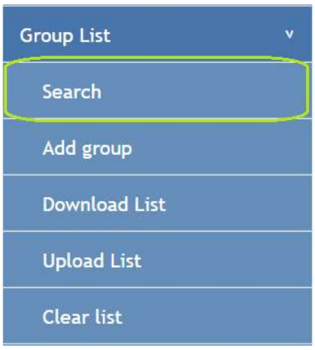
Start date: 11/08/2017

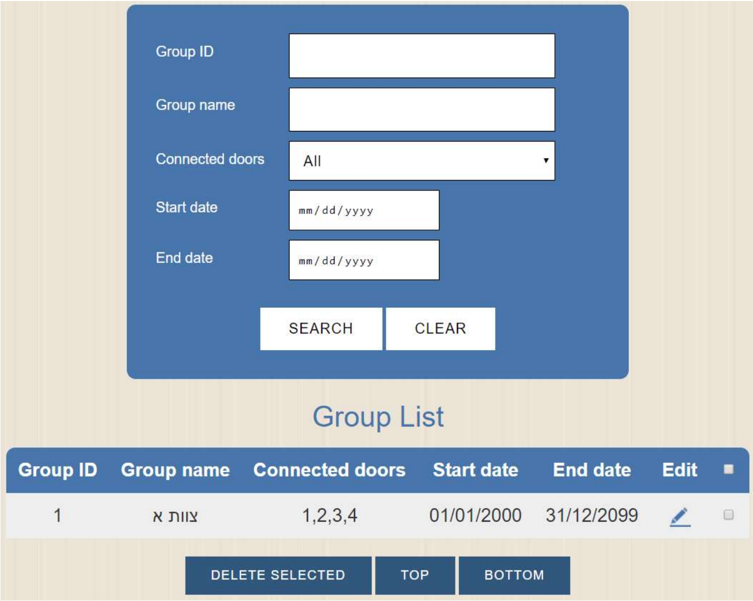
End date: 11/30/2017

Time	0:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00
Sunday											
Monday		🟩🟩	🟩🟩	🟩🟩	🟩🟩	🟩🟩	🟩🟩				
Tuesday		🟩🟩	🟩🟩	🟩🟩	🟩🟩	🟩🟩	🟩🟩				
Wednesday		🟩🟩	🟩🟩	🟩🟩	🟩🟩	🟩🟩	🟩🟩				
Thursday		🟩🟩	🟩🟩	🟩🟩	🟩🟩	🟩🟩	🟩🟩				
Friday		🟩🟩	🟩🟩	🟩🟩	🟩🟩	🟩🟩	🟩🟩				
Saturday		🟩🟩	🟩🟩	🟩🟩	🟩🟩	🟩🟩	🟩🟩				

Group ID- is set automatically by the controller and is not configurable.
Group name- a group name is a must.
Connected doors- choose the doors that the users will be able to use.
Start date / End date- between what dates the group have entry permit.
Timetable- group members can have specific times and days they can travel in the secured areas, i.e. Plaster walls repair team have approval to enter Mon-Sat between 1:00-6:00 only between 11/08/17-11/30/17.
Save- save the new group.
Reload- resets the window and the data of the settings.
Duplicate a day- enables to copy one of the days' definitions and duplicate it to the rest of the days.

Group search
Menu> Group List> Search



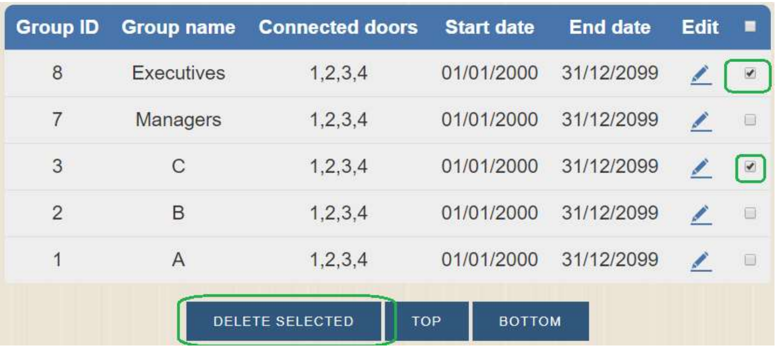


Group ID	Group name	Connected doors	Start date	End date	Edit	■
1	צוות א	1,2,3,4	01/01/2000	31/12/2099	✎	□

Search groups can be done by:
Group ID / Group name / Connected doors / Start date / End date.

On the lower part of the page is a list of all the groups.

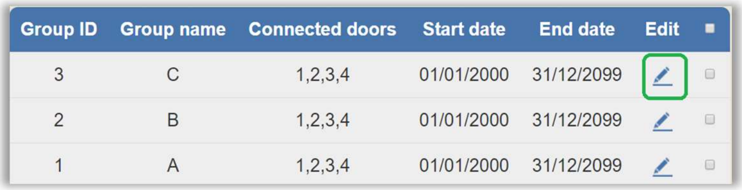
Delete a group- put a V next to the desired group and press Delete Selected.



Group ID	Group name	Connected doors	Start date	End date	Edit	■
8	Executives	1,2,3,4	01/01/2000	31/12/2099	✎	☑
7	Managers	1,2,3,4	01/01/2000	31/12/2099	✎	□
3	C	1,2,3,4	01/01/2000	31/12/2099	✎	☑
2	B	1,2,3,4	01/01/2000	31/12/2099	✎	□
1	A	1,2,3,4	01/01/2000	31/12/2099	✎	□

Note!
A group cannot be deleted as long as it has users connected to it.

Edit a group- press the blue pencil icon next to the relevant group.

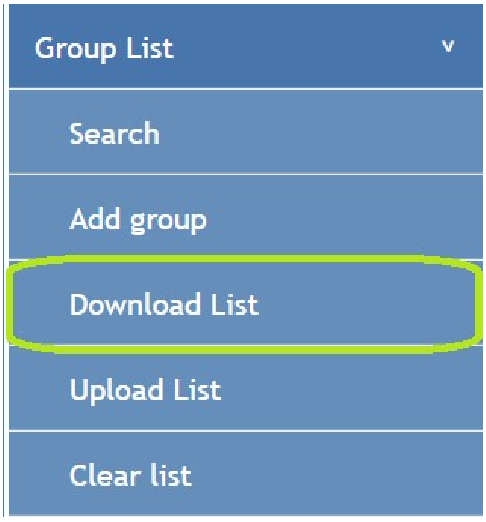


Group ID	Group name	Connected doors	Start date	End date	Edit	■
3	C	1,2,3,4	01/01/2000	31/12/2099	✎	□
2	B	1,2,3,4	01/01/2000	31/12/2099	✎	□
1	A	1,2,3,4	01/01/2000	31/12/2099	✎	□

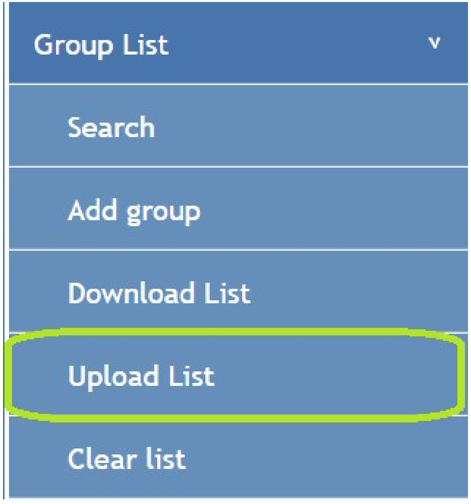
Backing up the groups

The backup will be downloaded as a csv file to the PC.

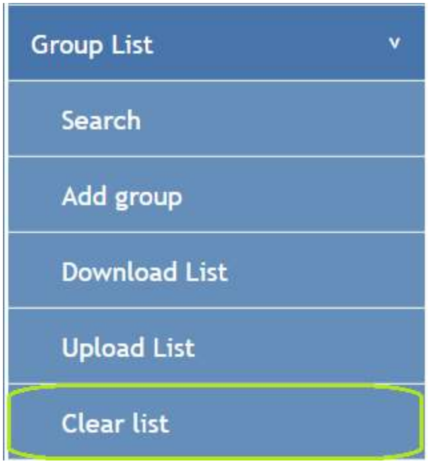
Menu> Group List> Download List



Uploading the file to the controller
Menu> Group List> Upload List



Clearing the group list
Menu> Group List> Clear List



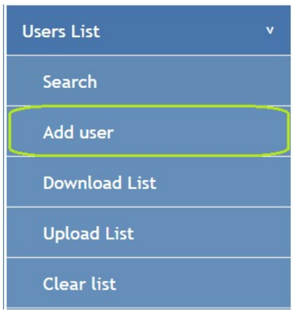
Note!
This action will delete all of the groups.
The groups' lists cannot be restored after getting deleted.

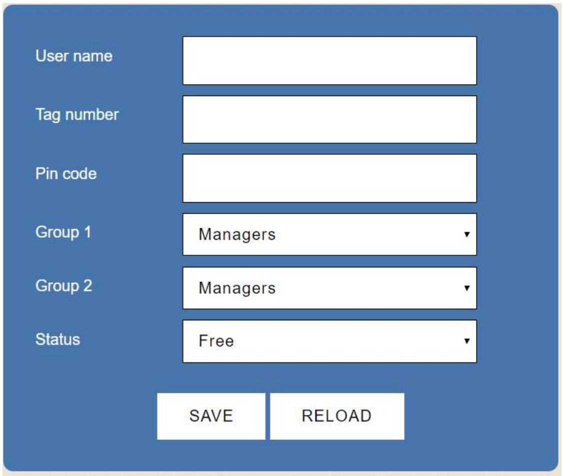
Users list

After adding a group it is now possible to connect users to the group.

Adding a user

Menu> Users List> Add User





User name	
Tag number	
Pin code	
Group 1	Managers
Group 2	Managers
Status	Free

User name:
User name is mandatory

Tag number:
-If the tag number is known (normally it is unknown) it can be added manually.
- if purchased a desktop reader- connect it to the USB in your PC and put the mouse pointer in the **Tag number** box, then put the tag close to the reader and the tag number will appear in this box.
- In the case where the tag number is unknown and you did not purchase a desktop reader, you can use one of the system's readers for the purpose of recognizing the tag number:
1. Read the tag with one of the readers attached to the system.
2. The tag number will be shown in the title as Last user tag:
3. Copy and paste the tag number to the Tag number box or type it manually.

Pin code:
When there is a numerical keyboard connected to the controller- type the personal pin code of the user in this box, note that you cannot use the same pin code for more than one user. The user can open the door using this pin code followed by a hashtag (#).

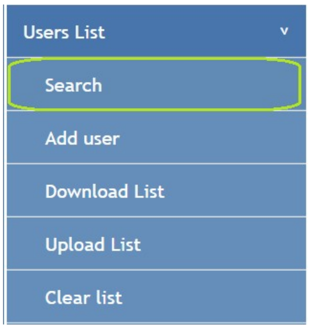
Group 1:
Group 2:
Users must connected to one / two groups.

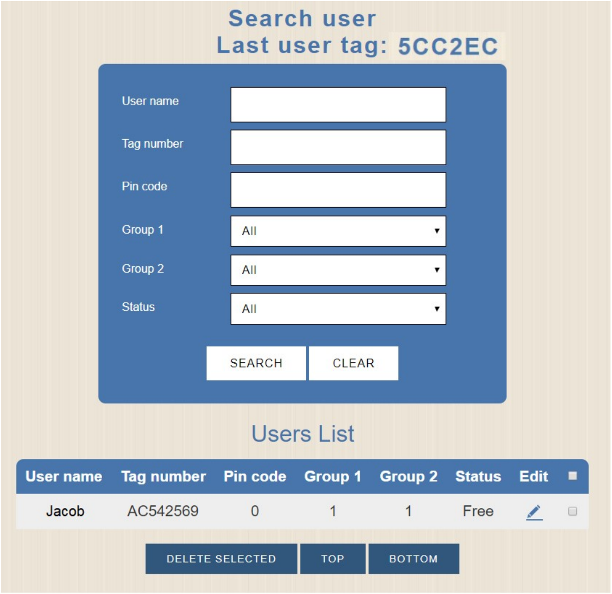
Status:

Inside- the user is now inside the Compound.
Outside- the user is now outside the Compound.
Free- it is unknown where the user is now, applicable when AntiPassBack is on- when the status is Free the user is allowed to enter or exit.
Master- a user that has no conditions of AntiPassBack Interlock or Schedule- he can come in or out any time he wants.

Search users

Menu> Users List> search




Search user
Last user tag: 5CC2EC

User name
Tag number
Pin code
Group 1: All
Group 2: All
Status: All

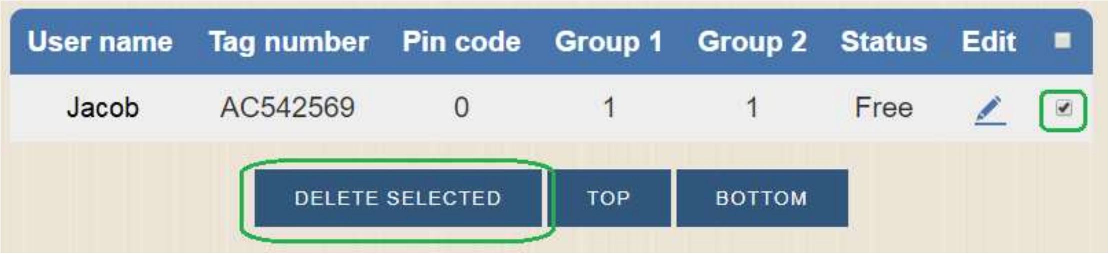
Users List

User name	Tag number	Pin code	Group 1	Group 2	Status	Edit	■
Jacob	AC542569	0	1	1	Free	✎	□

Search can be done by:
User name / Tag number / pin code / user groups and/or the user status.
User status:
Inside- shows the users that are now inside the Compound.
Outside- shows the users that are now outside the Compound.
Free- shows the users that have the status Free- see explanations in the previous page**.**
Master- shows the users that have the status Master- see explanations in the previous page**.**

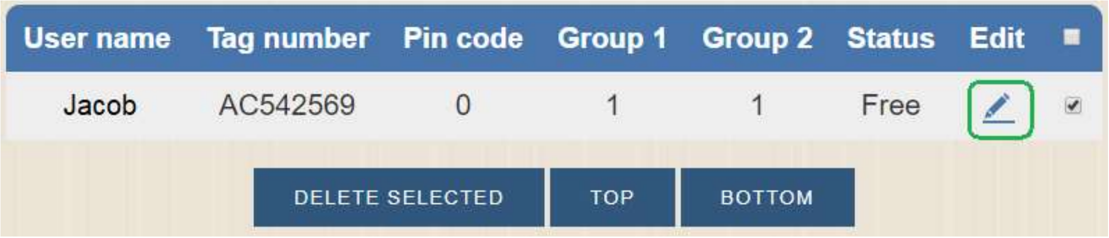
In the lower part of the page is a list of all the users.

Delete a user- mark a V in the boxes next to the relevant users and press **Delete Selected**.



User name	Tag number	Pin code	Group 1	Group 2	Status	Edit	■
Jacob	AC542569	0	1	1	Free	✎	☑

Editing a user- press the blue pencil icon next to the user you want to edit.

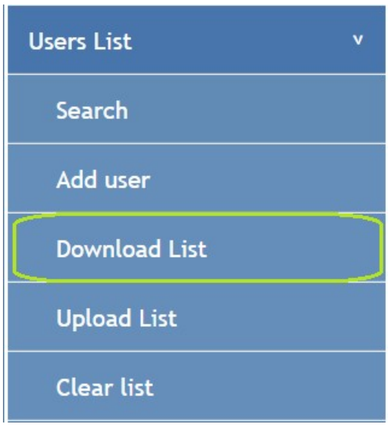


User name	Tag number	Pin code	Group 1	Group 2	Status	Edit	■
Jacob	AC542569	0	1	1	Free	✎	☑

Backing up the Users list

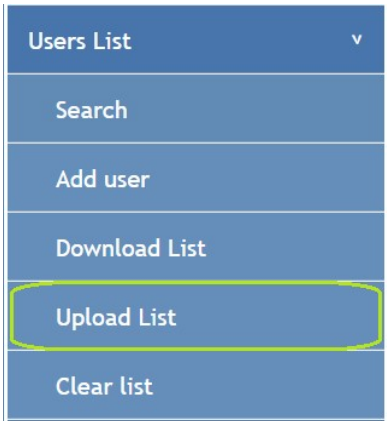
The backup will be downloaded as a csv file to the PC.

Menu> Users List> Download List



Uploading the file to the controller

Menu> Users List> Upload List



Note!

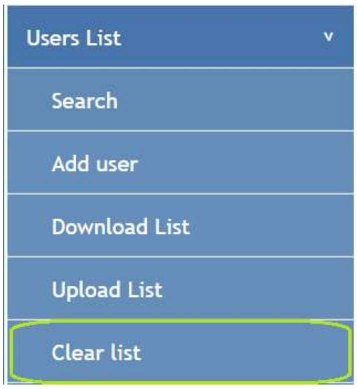
This action will run over the users lists which cannot be restored after getting deleted.

Deleting all the users

Menu> Users List> Clear list

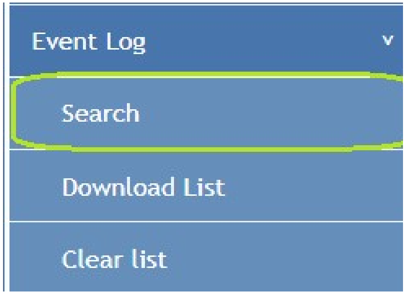
Note!

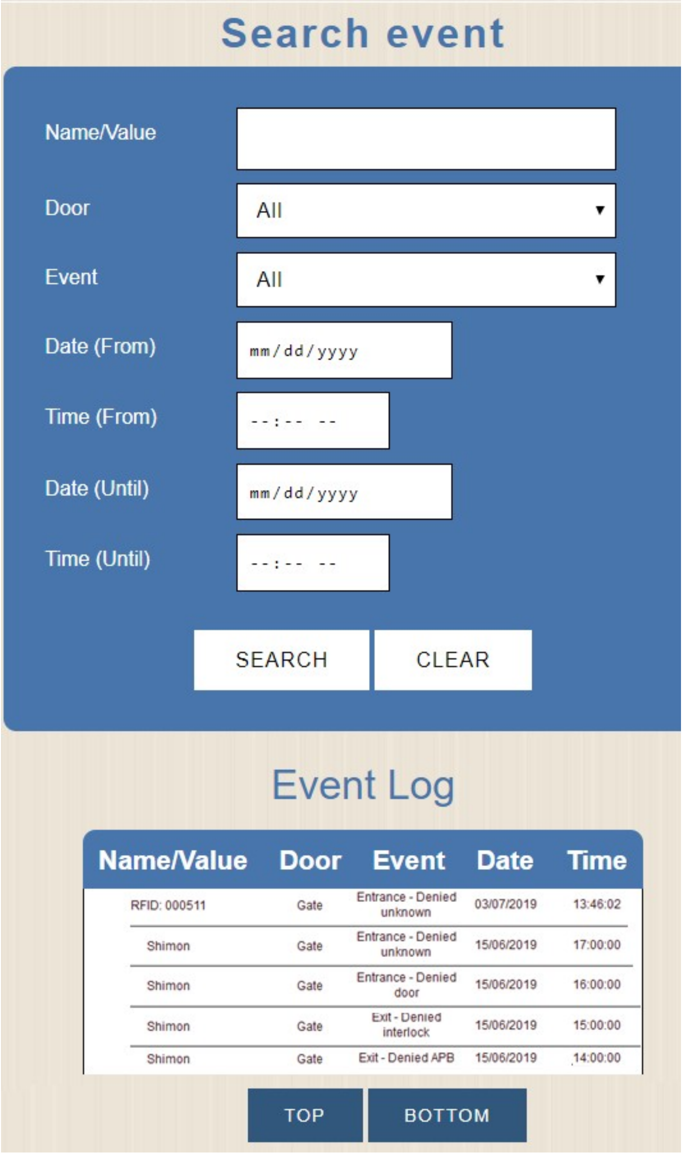
This action will delete all the users' lists and it cannot be restored after getting deleted.



Event Log

Menu> event Log> Search





Search event

Name/Value

Door: All

Event: All

Date (From): mm/dd/yyyy

Time (From): --:-- --

Date (Until): mm/dd/yyyy

Time (Until): --:-- --

Event Log

Name/Value	Door	Event	Date	Time
RFID: 000511	Gate	Entrance - Denied unknown	03/07/2019	13:46:02
Shimon	Gate	Entrance - Denied unknown	15/06/2019	17:00:00
Shimon	Gate	Entrance - Denied door	15/06/2019	16:00:00
Shimon	Gate	Exit - Denied interlock	15/06/2019	15:00:00
Shimon	Gate	Exit - Denied APB	15/06/2019	14:00:00

In the Event log you can see the recorded events,
i.e. who entered and when and who didn't get approval to enter and when.

The page is made of two parts:

- Events search table.
- Details of all the logs from the latest time to the oldest time.

Logs search table

In this page you can search using any or none of the boxes

Name- user name / **Value**- by "Value" is meant- when an unknown tag was swiped or an unknown code was put in and it is not possible to connect these to a user

Door- event search by door
Event - see event types:

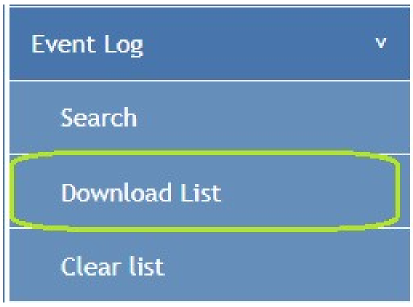
Entrance:
Approved- The user got OK to enter.
Denied unknown- the tag or the code were unknown and thus there was no OK to enter.
Denied door- an approval wasn't granted as the user has no OK to enter through this door.
Denied date- an approval wasn't granted as the user has no OK to enter through at this date.
Denied time- an approval wasn't granted as the user has no OK to enter through at this time.
Denied APB(Anti Pass back)- an approval wasn't granted as the user is logged as Inside and didn't exit.
Denied interlock- an approval wasn't granted as one of the doors was Open.

Exit:
Approved- The user got OK to exit.
Denied unknown- an unknown code or tag presented and thus didn't get OK to exit.
Denied door- an approval wasn't granted as the user has no OK to exit through this door.
Denied date- an approval wasn't granted as the user has no OK to exit through at this date.
Denied time- an approval wasn't granted as the user has no OK to exit through at this time.
Denied APB(Anti Passback)- an approval wasn't granted as the user is loged as outside and didn't enter.
Denied interlock- an approval wasn't granted as one of the doors was Open.

Date/time From/until- the search can be limited to specific dates and times.

Download list

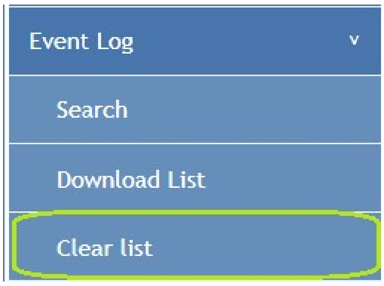
Menu> event Log> Download list

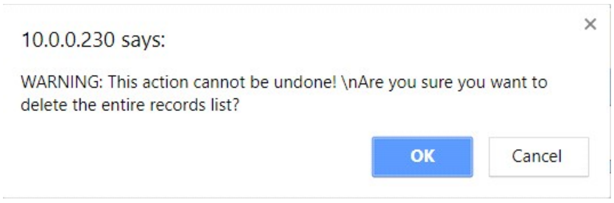


The events log will be downloaded to the PC as a file.

Clear the log List

Menu> event Log> Clear list





10.0.0.230 says:

WARNING: This action cannot be undone! \nAre you sure you want to delete the entire records list?

The events log list will be deleted from the controller's memory.

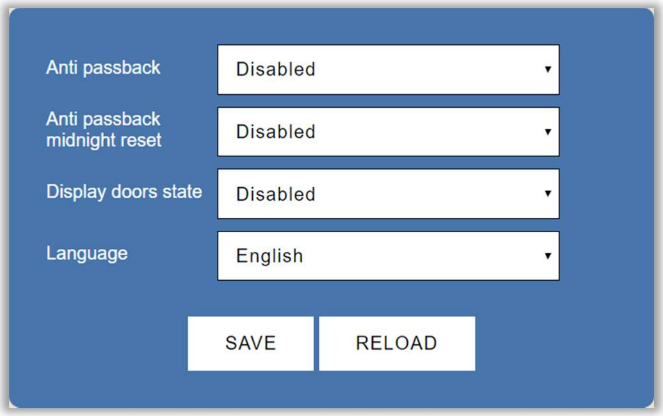
Note!

After deleting the list cannot be restored.

Other Access Control settings

setting the access control

Menu> Access Control> General Settings



Anti passback: Disabled

Anti passback midnight reset: Disabled

Display doors state: Disabled

Language: English

Anti Passback

The user cannot enter again or exit again as long as he didn’t present his tag at the opposite reader.

i.e. When a user enters together with another person without showing his tag- he will not be able to exit until he shows his tag in the entrance, or when a person left the place without presenting his tag at the exit he will not be able to re-enter until he presents his tag at the exit.

Anti Passback Midnight Reset

Resetting the AntiPassBack at midnight will give OK to enter to those who left the secured area without presenting the tag, i.e. when the gates were fully opened at night for fast exit.

Display doors state

Enabling this will show the status of the doors in the main page.

If there is a magnet that checks the door status it is recommended to select **Enable** status.

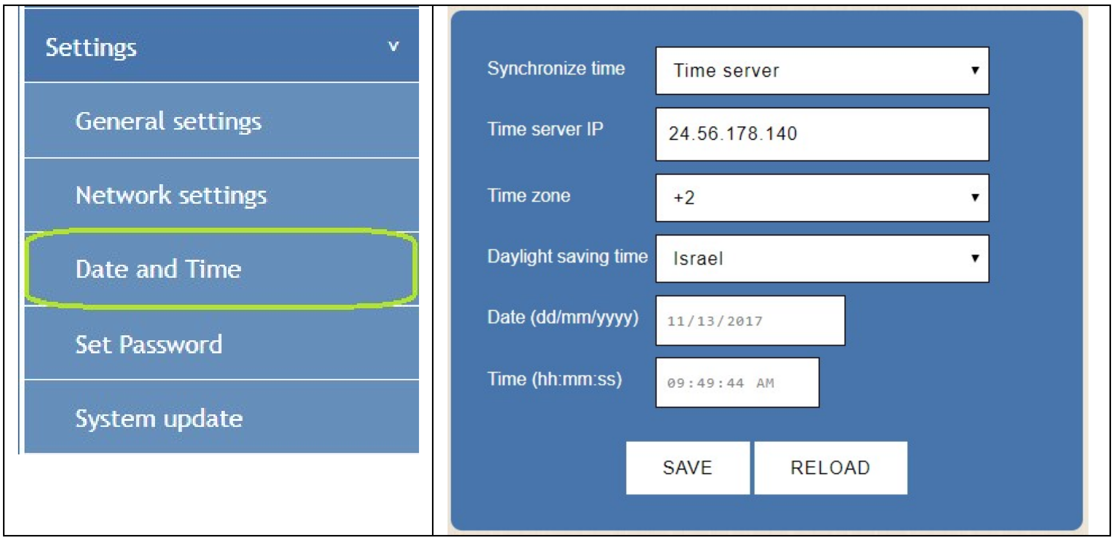
If there is no magnet that checks the door status it is recommended to select **Disable** status- in order to prevent confusions.

Language

Select between Hebrew and English

Set the date and time

Settings> Date and Time



Synchronize time: Time server

Time server IP: 24.56.178.140

Time zone: +2

Daylight saving time: Israel

Date (dd/mm/yyyy): 11/13/2017

Time (hh:mm:ss): 09:49:44 AM

Synchronizing the time:

Setting the date and time automatically can be done by synchronizing through the cellular network or by an internet time server.

Time server:

This option is recommended when there is an access to the internet.

Cellular network:

If the controller have a cellular modem of IDP it can be defined synchronize the date and time from the cellular network.

The controller has to be connected to a cellular network.

Off:

This is used for manual update of the date and time.

Time server IP:

In the case where the controller has access to the internet it is recommended to synchronize against IP address 24.56.178.140

Time zone:

For Israel choose +2

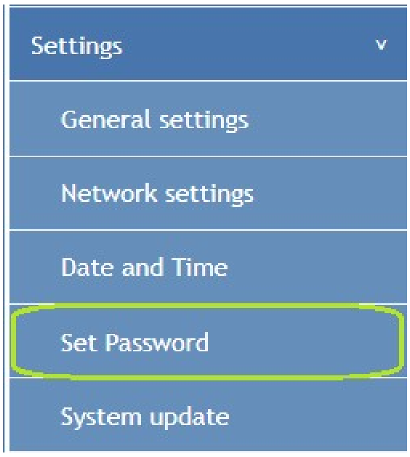
For other areas in the world use time zone map to find the relevant time zone.

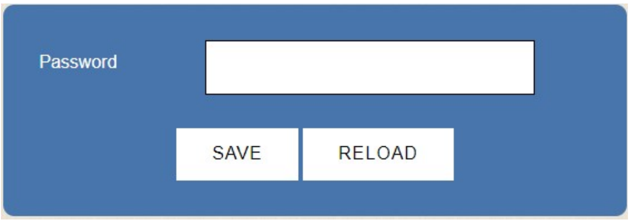
<u>Daylight saving time:</u>
Select if a DST is on or off, and also choose if the time will be adjusted to Israel, Europe or USA

<u>Note!</u>
If the controller has no connection to the internet there might be a deviation of up to 60 minutes per 1 year.

Set password for the controller web page

Menu> Settings> Set password



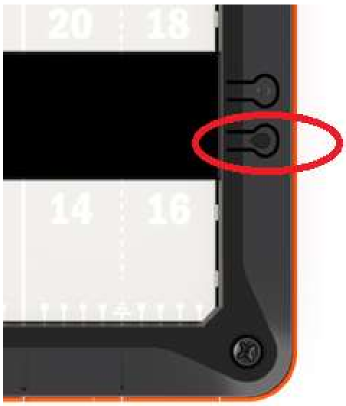


You might want to change the password for the login to the web page.

After setting the password make sure to press **Save**- to save the password.
In order to cancel the password leave the field empty and press save.

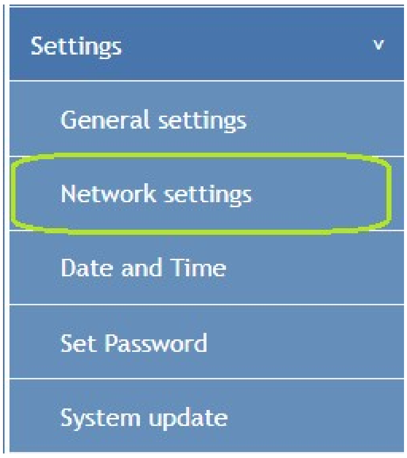
Resetting the password
in order to reset the password to its default value- (empty) you can press the physical button marked with the letter **M** for 30 seconds, when there is a Beep the password is in its default value.

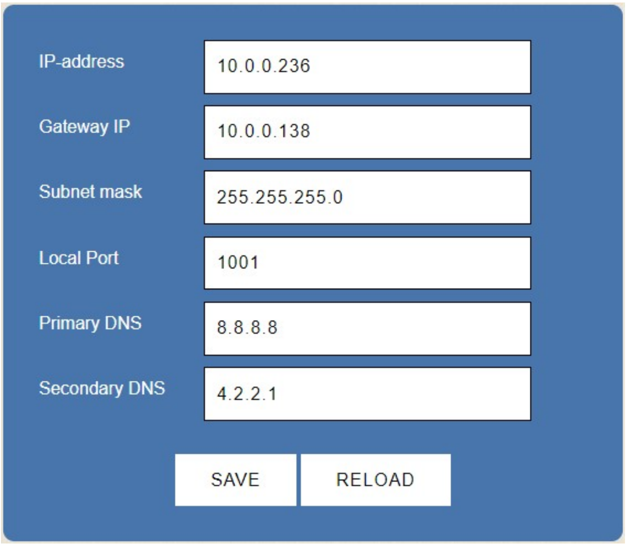
The **M** button is on the front of the controller on its right side- the lower button of the two.



Network settings

Menu> Settings> Network settings





IP-address: 10.0.0.236
Gateway IP: 10.0.0.138
Subnet mask: 255.255.255.0
Local Port: 1001
Primary DNS: 8.8.8.8
Secondary DNS: 4.2.2.1

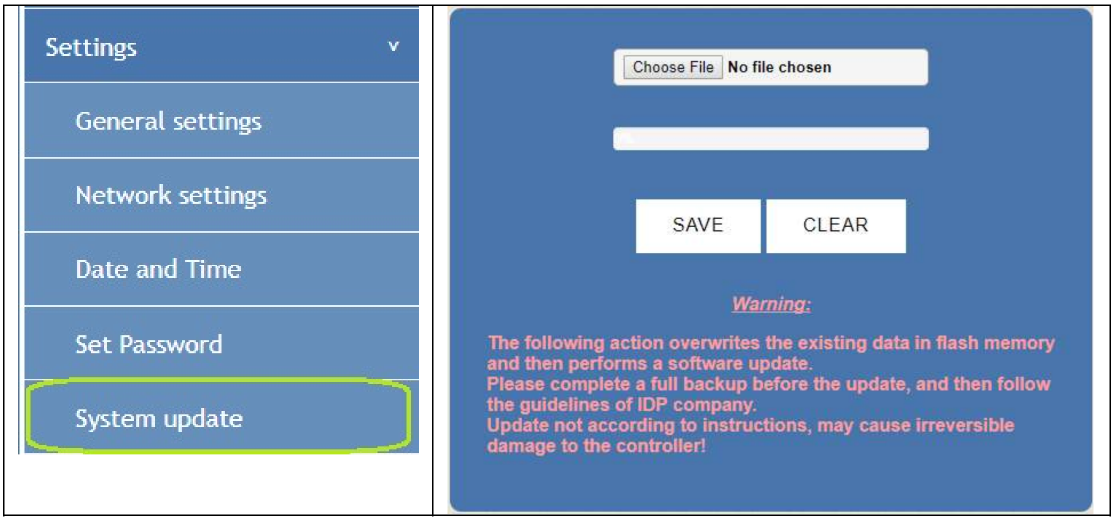
This page is for the setting of the network definitions.

If the controller address is not in the same address range of the LAN the controller will not be found. In such case one has to match the IP address of the controller to the network range. Use DS Manager for this.

See appendix A' **connecting to the controller through the LAN**.
Save the new definitions.

System update

Menu> Settings> System Update



Warning:

The following action overwrites the existing data in flash memory and then performs a software update.
Please complete a full backup before the update, and then follow the guidelines of IDP company.
Update not according to instructions, may cause irreversible damage to the controller!

Note!

Do not attempt to do this action without contact us.

When you get an update for the controller keep it locally- use only English letters for the path and the name of the file, as the update will not be able to take place otherwise.

Browse> select the file> **Save**

Important!!!
This action deletes ALL the data stored in the controller- it is recommended to back the definitions and the database and after the update is complete to upload them.

For the backup press Download list- note that there are three different lists and all three should be backed up.

Group List> Download List> Save

Users List> Download List> Save

Event log> Download list> Save

After the update is complete you can upload the files:

Group List> Upload List> Browse to the required file> Save

Users List> Upload List> Browse to the required file> Save

It is impossible to upload the event log back to the controller.

Remotely reboot the controller

Menu> Reboot

Press Reboot> Ok
The controller will make a reboot without the need to be next to it.

Logout

Menu> Logout

Will do an orderly exit.

Trouble Shooter

Note- after solving the problem, if the controller is still not working well go over the trouble shooter again from the beginning. If after that there is still a fault contact IDP support for finding the solution to it.

Trouble: you can't find the controller in an HTML page.

1. Green and Red LEDs flashing and there was one beep sound when the controller was turning On?

    Yes- go to step 2
    No- go to step 4

2. An orange LED is On?

    Yes- go to step 3
    No- go to step 5

3. The IP address of the controller is at the same addresses range of the LAN it is connected to?
In order to check and change the IP of the controller see appendix **A' Connecting to the controller through the LAN**

4. The controller is connected to a working 12VDC power supply?

    Yes- contact IDP support
    No- please connect a correct and working power supply.

5. The controller connected to a working network cable that on the other end is connected to the LAN?

    Yes- go to step 6
    No- please connect a working network cable and make sure it is connected well on both sides, also make sure the other network peripherals are working, i.e. switch etc.

6. firewall or antivirus might be blocking your controller.
This step has to be done by a professional PC technician or IT personnel.

Steps to take:

Are there any routers (bridges, firewalls, proxies) between your PC and the Device Server?

The DS Manager can work in two different network modes as defined by the selection in the Access Mode drop-down:

Auto-discovery mode that finds all the Device Servers in the local network segment automatically

Address books mode that is not limited to a local network segment but you have to specify each IP-address manually

Notice, that auto-discovery only works for a local network segment. If there are any routers or bridges between your PC and the Device Server in question then the DS Manager won't be able to find this Device Server automatically. This is because so-called broadcast packets used to find the Device Servers cannot penetrate routers and bridges. In this case you need to specify the address of the Device Server manually:

First, make sure that the IP-address of the Device Server is set correctly

Next, select Device Servers from the Address Book in the Access Mode drop-down box

Press the *Add* button, input the IP-address of your Device Server (input a comment if you wish) and press OK

The DS Manager will refresh the data in the list and you will see the IP-address you've just entered

The icon next to the Device Server should appear in solid blue. If the icon is gray then the Device Server at specified IP-address could not be found!

If you have done all of the above correctly but you are still unable to “see” the Device Server in the DS Manager or Connection Wizard then the problem may be with your router (bridge, firewall, proxy):

You may have to specify the “IP forwarding” i.e. setup you router to pass the network traffic addressed to your Device Server to the network segment where your Device Server resides

If there are “port restrictions” set on your router then you need to make sure that TCP and UDP traffic is allowed for port 1001 (this is the default data port of your Device Server; it is programmable so if you've changed it then you need to open a matching port number on your router). In addition, you need to enable UDP traffic on port 65535 (this is a fixed command port that is used to program the Device Server). Both data and command ports must be accessible!

Finally, you must set the router to pass “pings” (ICMP protocol)

7. The PC that the controller is connected to has another network card or a VPN, like cellular or Wi-Fi dongle or internal card?

Yes- go to step 8
No- contact IDP support

8. Network prioritization- This step has to be done by a professional PC technician or IT personnel.

If your computer have multiple active network interfaces (Ethernet, WiFi, VPN, etc.), then sometimes windows will force the auto-discovery packet to only be sent out of the first interface in the list.

For DS Manager, you will reassign the "default" interface to the one that the Tibbo device is connected to, please follow the instructions below:
1. Open Command Prompt and type: route print - you will see a list of active routes, the last column displaying their "metric". Lower metric routes are preferred over higher ones.

2. Open the Network Adapter Properties (Control Panel > Network and Internet > Network Connections > right-click on adapter and choose Properties)
3. Open the properties of Internet Protocol Version 4 (TCP/IPv4).
4. Click on Advanced.
5. Un-tick "Automatic Metric" and set the interface metric to a number.

6. Hit OK until you close the Network Adapter properties.
7. Repeat steps 2-6 for your other network adapter(s) choosing different metrics. Remember lower metrics are preferred over higher ones.

Check the new metrics in Command Prompt by typing: route print

For Device Explorer, it is easier, click on "settings". Inside it you have the option to select which interface you wish to send the packet out of and also which protocol to use to communicate with the devices.

Appendix A'

Connecting to the controller through the LAN

1. Connect the controller to the LAN using a Networking cable and supply it with 12VDC.

2. In order to make sure the controller is in the correct address range download DS Manager Software from IDP site.

For 32bit PC: http://idp.co.il/vault/files/tdst-5-09-10-x86.zip

For 64bit PC: http://idp.co.il/vault/files/tdst-5-09-10-x64.zip

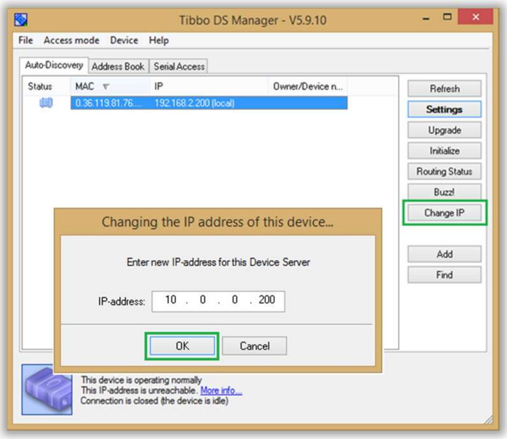
Start> All Programs> Tibbo <Tibbo Device Server Toolkit <DS Manager

After the DS Manager is up a list of all of IDP controllers will appear.

Make sure the address of the controller is in the addresses range of yout LAN.

▨ Grayed icon - The address of the controller is out of the addresses range of the LAN
■ Blue icon - The address of the controller is inside the addresses range of the LAN

To put the controller IP address inside the LAN address range: mark the device by one click on the list in DS Manager and press Change IP button.



Status	MAC	IP	Owner/Device n...
■	0.36.119.81.76....	192.168.2.200 (local)	

Changing the IP address of this device...

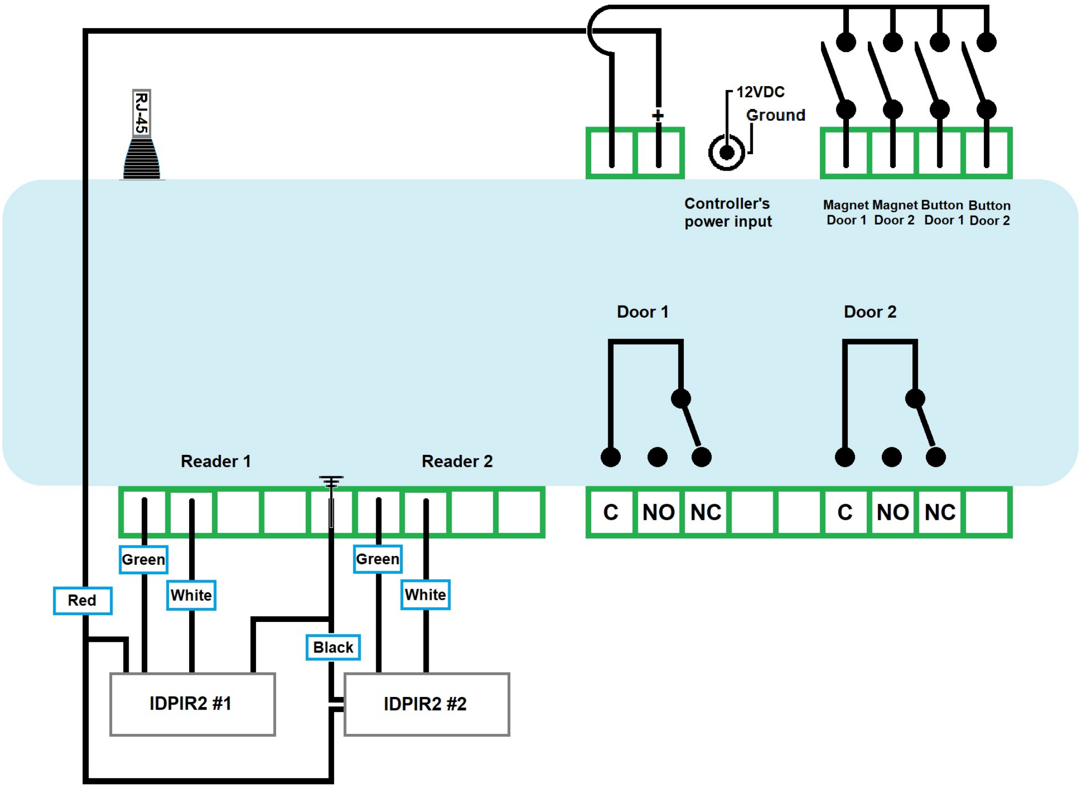
Enter new IP-address for this Device Server

IP-address: 10 . 0 . 0 . 200

This device is operating normally
This IP-address is unreachable. More info...
Connection is closed (the device is idle)

Appendix B' - wiring diagrams

General wiring

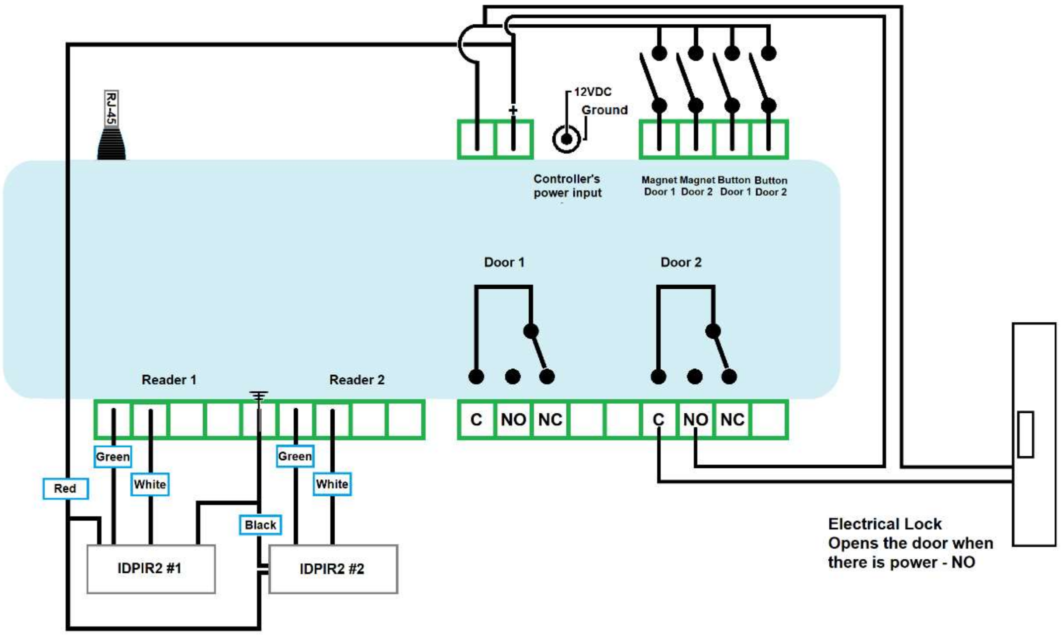


*Power can be supplied via banana socket or the green socket next to it

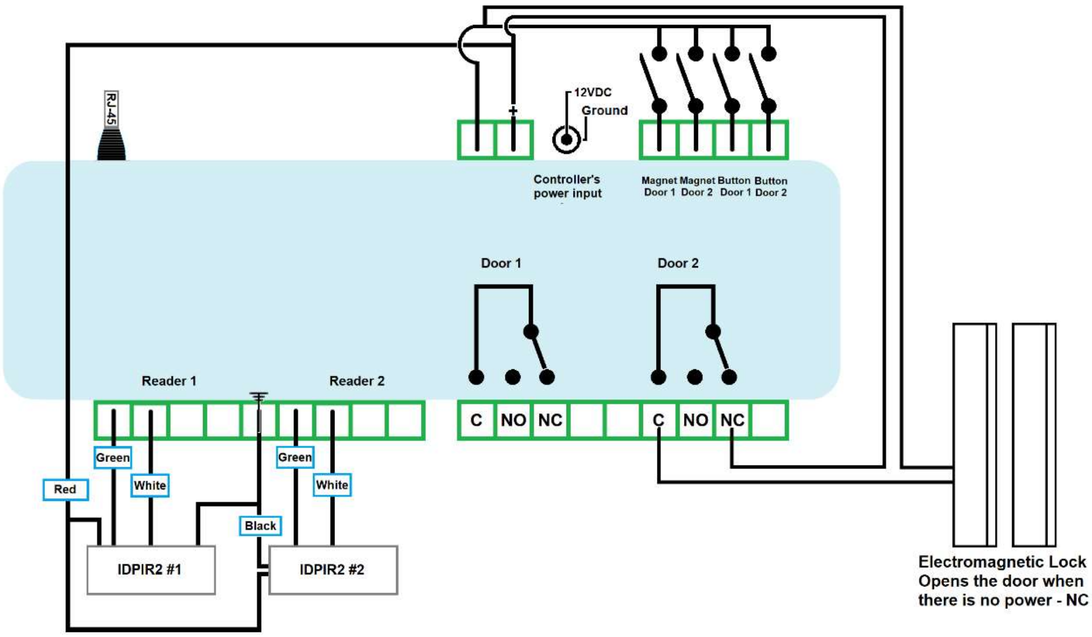
*An IDPIR2 reader can indicate when a door is opened by a built in beep and/or an internal LED.
to do this connect the brown wire(indicating by LED) and/or the yellow wire(indicating by beep) to the NO contact in the relay, it is important that if the minus (-) that goes to the lock will be the one that is connected to the relay's output like in the next diagram.

When several locks are connected to the same power source of the controller (and the readers) it is important to make sure that the power supply has enough current for all the system (dependent on the power consumption of the locks).

2. Wiring – Electrical lock

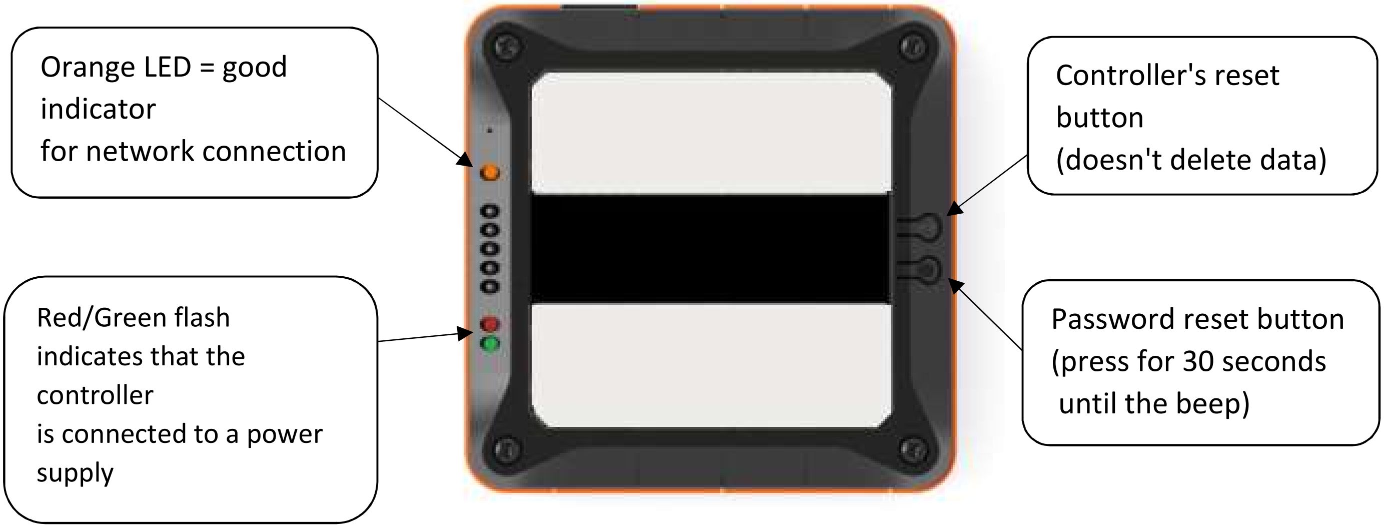


3. Wiring – Electromagnetic lock



<u>**Controls and buttons on the controller**</u>

The controller has 2 buttons on its right side and 3 LEDs on its left side



Orange LED = good indicator
for network connection

Red/Green flash indicates that the controller
is connected to a power supply

Controller's reset button
(doesn't delete data)

Password reset button
(press for 30 seconds
until the beep)