

# **WebPass IP Reader**

## **WEB Configuration Manual**

Applied for 1.50.03: May-13rd-2013 (HW1.1)

WEBPASS Web Ver4.3

Build Date May-13rd-2013

# 【Contents】

<b>—WEB Configuration—</b>	<b>1</b>
WEB Logon	1
Preparation	1
How to search WebPass IP Reader	1
How to login to WebPass IP Reader Web via web Browser	5
<b>Main Windows(Terminal Status)</b>	<b>7</b>
Illustration of Terminal Status	8
<b>User Administration</b>	<b>9</b>
Access Log	9
Illustration of Access Log	10
Auto Refresh Log	11
Illustration of Auto Refresh Log	11
View User List	12
Illustration of User List	13
Modify User Record	14
Illustration of Modify User Record in User Record	15
Add User	16
Illustration of Add New User	17
<b>Terminal</b>	<b>18</b>
Terminal Status	18
Illustration of Terminal Status	19
Terminal Setup	20
Illustration of Terminal Configuration	21
Password Setup	23
Illustration of WEB Logon Setting/Entrance Password	24
System Log	26
Illustration of System Log	26
Clock Setup	27
Illustration of System Clock Setup	27
<b>ACCESS CONTROL</b>	<b>28</b>
Time Set	28
Illustration of Time Set	28
Time Zone Setup	29
Illustration of Time Zone List	29

Illustration of Time Zone Information .....	31
Group List .....	32
Illustration of Group List .....	32
Illustration of Group Information .....	33
Holiday Setup.....	34
Illustration of Holiday Setup.....	34
Door Setup .....	35
Illustration of Door Setting .....	36
Remote Control.....	38
Illustrations of Door Status Monitoring/Security Bypass.....	39
Event Handle.....	40
Illustration of Event Handle.....	41
<b>Tools.....</b>	<b>45</b>
IP Camera.....	45
Illustration IP Camera .....	45
Backup .....	46
Illustration of Backup .....	46
Restore .....	47
Illustration Restore.....	47
Reboot.....	48
Illustration of Reboot .....	48
Upgrade Firmware .....	48
Illustration of Upgrade Firmware.....	48
Reset.....	49
Illustration of Reset.....	49
<b>Home Mode.....</b>	<b>50</b>
Home Mode menu description.....	51
<b>Appendix .....</b>	<b>53</b>

# — WEB Configuration —

## ◆ WEB Logon

WebPass IP Reader contains a HTTP server, thus WebPass IP Reader can link and connect through Web Browser, and then conduct setting.

## ◆ Preparation

Before conducting WebPass IP Reader setting, please assure the following:

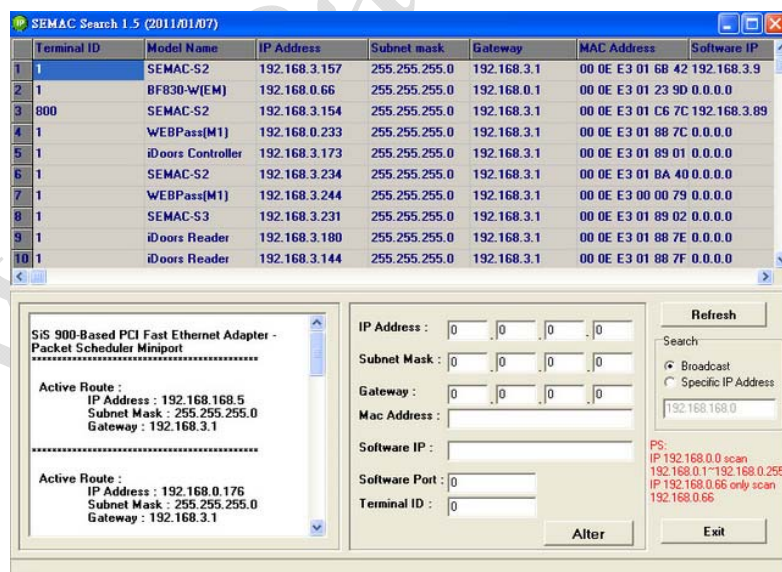
- PC has connected to WebPass IP Reader, and PC and WebPass IP Reader are situated in the same WAN with power supplied.
- If the default IP address (192.168.0.66 ) is occupied by else device, then it is a must to shut down that device first till the setting is over, and then allocate new IP address to WebPass IP Reader.

## ◆ How to search WebPass IP Reader

- 1 、 After installation of WebPass IP Reader and network cable is completed, use WebPass IP Reader's SEMAC Search to search all WebPass IP Reader in a certain LAN, or download SEMAC Search tool from CHIYU homepage. Desktop icon as below:



- 2 、 Click SEMAC Search Picture icon, will display a window, as shown:



- 3、While the SEMAC Search window shows up, it will display all WebPass IP Reader in LAN, and show its Terminal ID, Model Name, IP Address, Subnet Mark, Gateway, Mac Address, Software IP. Select particular WebPass IP Reader, then its related information will appear below the window, as shown:

The screenshot shows the SEMAC Search window with a red box highlighting the configuration fields for a selected device. The fields are as follows:

- IP Address: 192.168.3.157
- Subnet Mask: 255.255.255.0
- Gateway: 192.168.3.1
- Mac Address: 00 0E E3 01 68 42
- Software IP: 192.168.3.9
- Software Port: 2000
- Terminal ID: 1

Buttons: Refresh, Search, Broadcast (selected), Specific IP Address, 192.168.168.0, PS: IP 192.168.0.0 scan, 192.168.0.1~192.168.0.255, IP 192.168.0.66 only scan, 192.168.0.66, Alter, Exit.

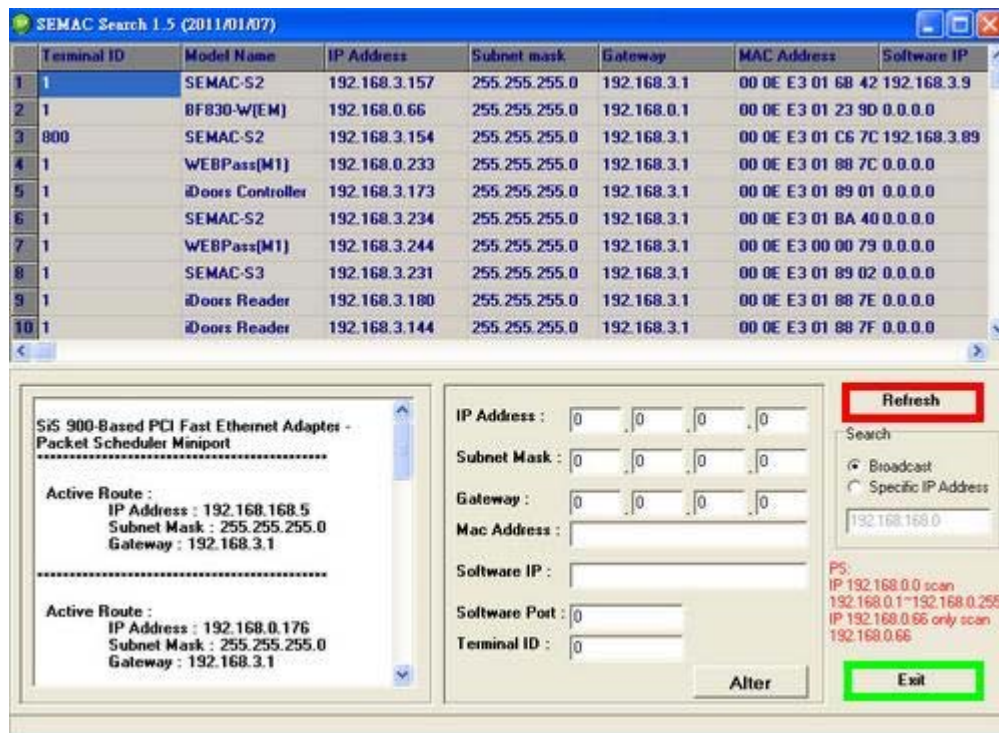
- 4、The showed information of WebPass IP Reader can be revised directly in the window, the part can be modified: IP Address, Subnet Mask, Gateway, Software IP, Software Port, Terminal ID. After modification completed ( MAC Address can not modify ),click **Alter** then it will display the modified information, as shown:

The screenshot shows the SEMAC Search window with a list of devices. A success message dialog is displayed over the list, indicating that the modification was successful.

Terminal ID	Model Name	IP Address	Subnet mask	Gateway	MAC Address	Software IP
1	SEMAC-S2	192.168.3.157	255.255.255.0	192.168.3.1	00 0E E3 01 68 42	192.168.3.9
2	BF830-W(EM)	192.168.0.66	255.255.255.0	192.168.0.1	00 0E E3 01 23 9D	0.0.0.0
3	SEMAC-S2	192.168.3.154	255.255.255.0	192.168.3.1	00 0E E3 01 C6 7C	192.168.3.89
4	WEBPass(M1)	192.168.0.233	255.255.255.0	192.168.3.1	00 0E E3 01 88 7C	0.0.0.0
5	iDoors Controller	192.168.3.173	255.255.255.0	192.168.3.1	00 0E E3 01 89 01	0.0.0.0
6	SEMAC-S2	192.168.3.234	255.255.255.0	192.168.3.1	00 0E E3 01 8A 40	0.0.0.0
7	WEBPass(M1)	192.168.3.244	255.255.255.0	192.168.3.1	00 0E E3 00 00 79	0.0.0.0
8	SEMAC-S3	192.168.3.231	255.255.255.0	192.168.3.1	00 0E E3 01 89 02	0.0.0.0
9	iDoors Reader	192.168.3.180	255.255.255.0	192.168.3.1	00 0E E3 01 88 7E	0.0.0.0
10	iDoors Reader	192.168.3.173	255.255.255.0	192.168.3.1	00 0E E3 01 88 7F	0.0.0.0

Success! Please Refresh Again After 5 Seconds!

- 5、After modification, if want to confirm whether the modification is correct or not, click **Refresh** button to refresh and check information ( Fig-1 ), click **Exit** button to leave.(Fig-2)



- 6、After modification, the IP address of WebPass IP Reader has matched with its WAN, if want to get access into the Web of WebPass IP Reader, has two methods:

- (1) Open SEMAC Search, select and double click particular WebPass IP Reader, then to enter its webpage.
- (2) While the internet explorer opened, input WebPass IP Reader IP address to enter its webpage

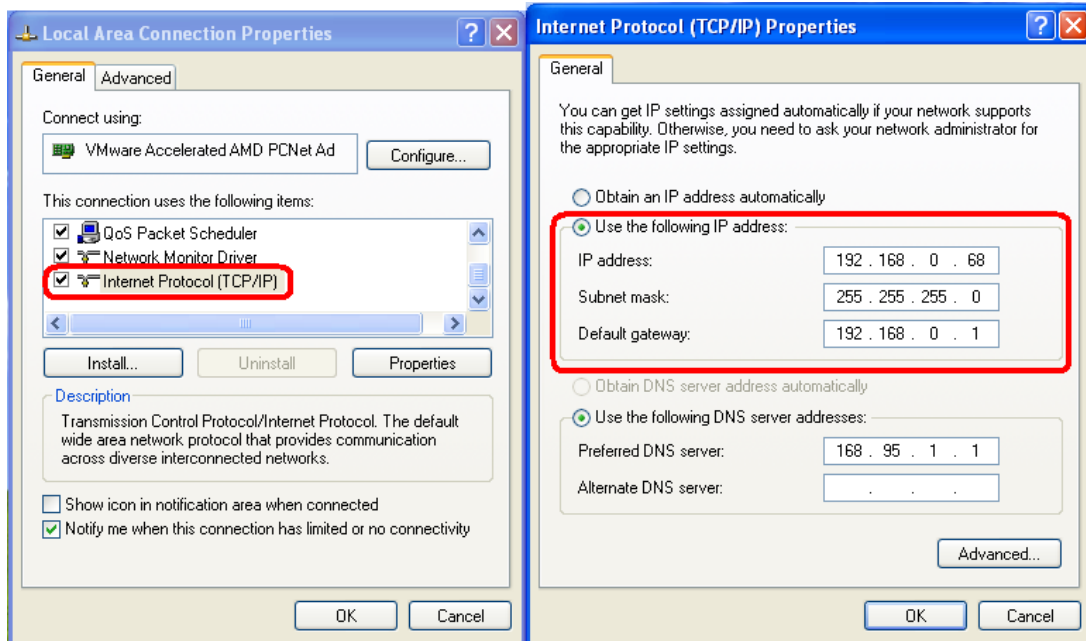
#### WINDOWS XP :

##### 《Step 1》

Click WINDOWS XP my computer  , Open Control Panel  Control Panel on the left side, please turn to traditional overview and select network link

##### 《Step 2》

Click LAN, then select content, the link configuration will be shown, click Internet Protocol (TCP/IP) as left figure, then input the same setting as WebPass IP Reader, as right figure:



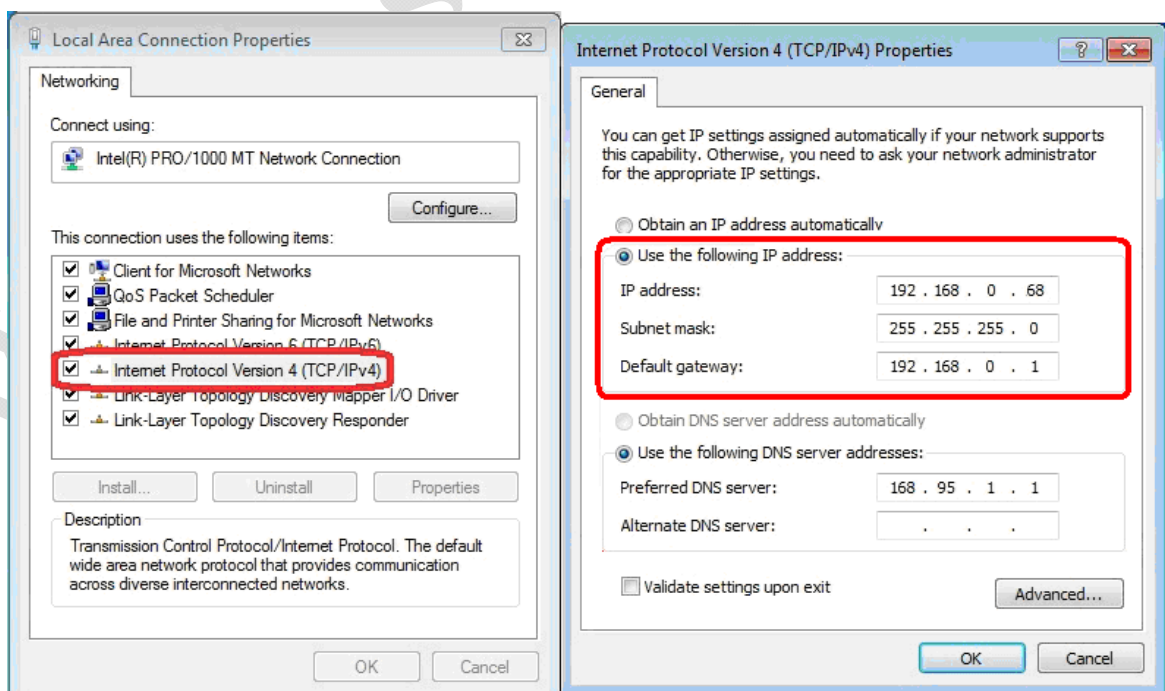
## WINDOWS 7 :

### 《Step 1》

Click Windows 7 icon,  select  **Control Panel** , open and search for,  **Network and Sharing Center** click Alter Interface Card on the upper-left side.

### 《Step 2》

Click LAN link, select content, then the LAN settings will be shown, click Internet Protocol(TCP/IPv4), as left figure, click and input same setting as WebPass IP Reader, as right figure.

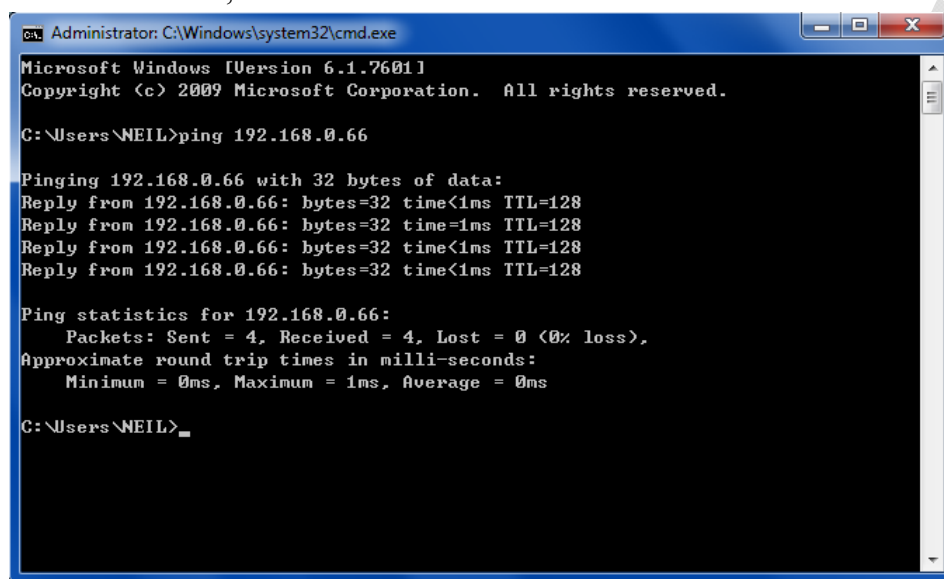


## ◆ How to login to WebPass IP Reader Web via web Browser

1 、 Start Web browser ( eg: WIN 7 IE), input WebPass IP Reader's IP Address, for example: use the default WebPass IP Reader IP Address: <http://192.168.0.66>

2 、 If connection failed, should check:

- If WebPass IP Reader installed and its power supplied properly
- To examine the LAN connection, can use start tools→Execute→Input cmd open MS-DOS, Input “ ping” to test WebPass IP Reader connection, input command: ping 192.168.0.66, as shown below:



```
ca. Administrator: C:\Windows\system32\cmd.exe
Microsoft Windows [Version 6.1.7601]
Copyright (c) 2009 Microsoft Corporation. All rights reserved.

C:\Users\NEIL>ping 192.168.0.66

Pinging 192.168.0.66 with 32 bytes of data:
Reply from 192.168.0.66: bytes=32 time<1ms TTL=128
Reply from 192.168.0.66: bytes=32 time<1ms TTL=128
Reply from 192.168.0.66: bytes=32 time<1ms TTL=128
Reply from 192.168.0.66: bytes=32 time<1ms TTL=128

Ping statistics for 192.168.0.66:
    Packets: Sent = 4, Received = 4, Lost = 0 (0% loss),
    Approximate round trip times in milli-seconds:
        Minimum = 0ms, Maximum = 1ms, Average = 0ms

C:\Users\NEIL>
```

- If no response received, it explains the link has troubles either the connection is not proper or the PC's IP address can not match with WebPass IP Reader's IP address
- Set the PC's IP address with WebPass IP Reader's IP address with same segment, if the PC uses fixed IP address, the address must be ranged in: 192.168.0.1 ~ 192.168.0.65 or 192.168.0.67 ~ 192.168.0.254 , thus it can be compatible with WebPass IP Reader's default IP address: 192.168.0.66, the “ Subnet Mask's setting must be: 255.255.255.0

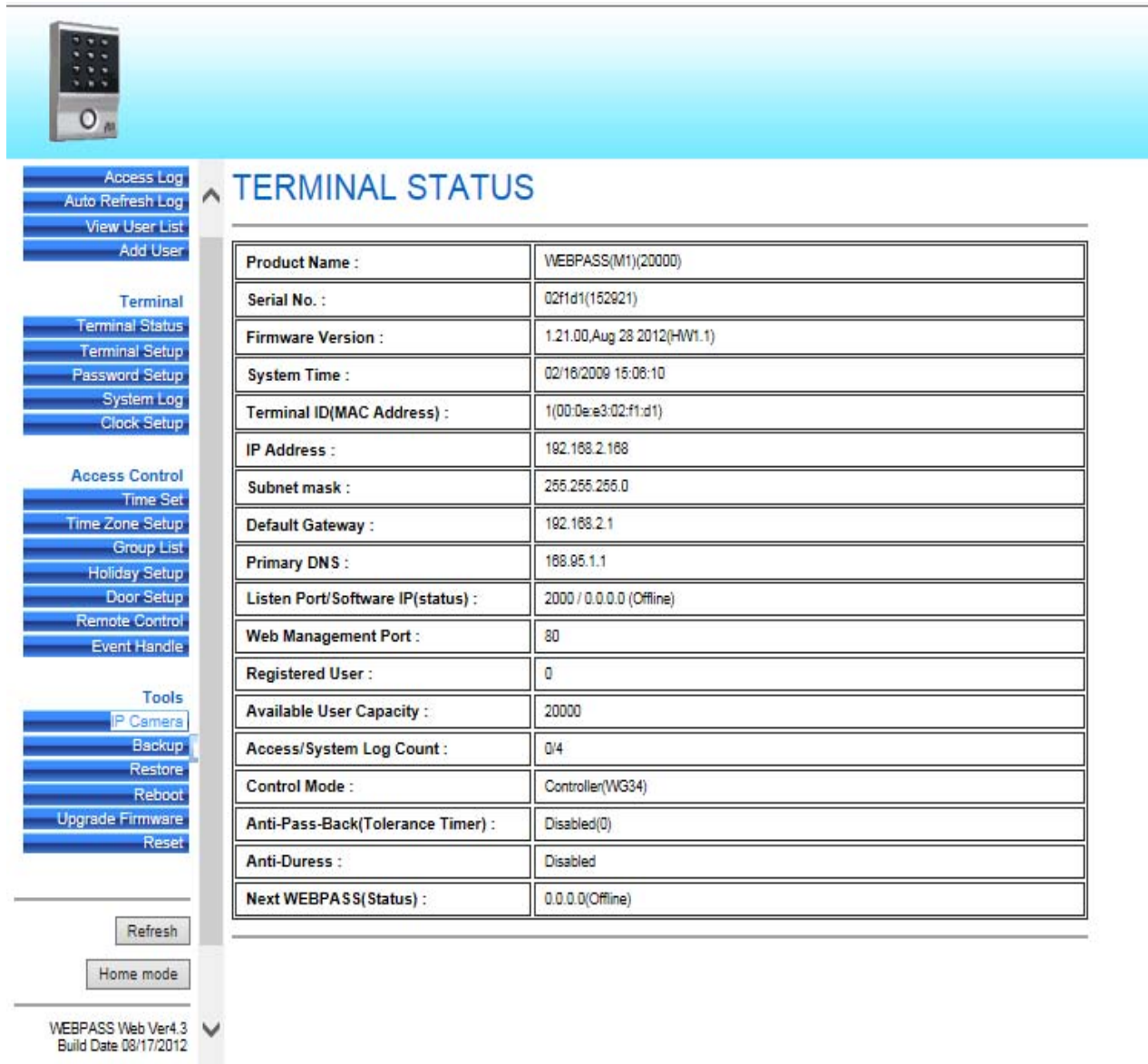
- 3、If the connection with WebPass IP Reader is successful, then it will display a message window for User name and Password, the default for user name and Password is: **admin/admin**, as shown below:



- 4、While the user name and password entered, a Web setting interface of WebPass IP Reader will be showed, enter it will then display a “ Quick Setup “ page.

## ➤ Main Windows(Terminal Status)

When installation has completed and connected with WebPass IP Reader, a “Main window ”as below will pop up:



The screenshot displays the WebPASS Web interface. At the top left is an icon of a WebPASS IP Reader device. Below it is a sidebar menu with categories: Access Log, Terminal, Access Control, and Tools. The 'Terminal' category is selected, and 'Terminal Status' is highlighted. The main content area is titled 'TERMINAL STATUS' and contains a table with the following data:

Product Name :	WEBPASS(M1)(20000)
Serial No. :	02f1d1(152921)
Firmware Version :	1.21.00,Aug 28 2012(HW1.1)
System Time :	02/16/2009 15:06:10
Terminal ID(MAC Address) :	1(00:0e:a3:02:f1:d1)
IP Address :	192.168.2.168
Subnet mask :	255.255.255.0
Default Gateway :	192.168.2.1
Primary DNS :	168.95.1.1
Listen Port/Software IP(status) :	2000 / 0.0.0.0 (Offline)
Web Management Port :	80
Registered User :	0
Available User Capacity :	20000
Access/System Log Count :	0/4
Control Mode :	Controller(WG34)
Anti-Pass-Back(Tolerance Timer) :	Disabled(0)
Anti-Duress :	Disabled
Next WEBPASS( Status) :	0.0.0.0(Offline)

Below the table are buttons for 'Refresh' and 'Home mode'. At the bottom left, the version information is displayed: 'WEBPASS Web Ver4.3 Build Date 08/17/2012'.

## ◆ Illustration of Terminal Status

Browse the Function Menu Bar at the left side of the Main Window by IE Browser

<b>► User Administration</b>	
<b>Access Log</b>	Switch to the “Access Log “ screen.
<b>Auto Refresh Log</b>	Instant Access to records Display
<b>View User List</b>	Switch to the “User List” screen to Modify, Delete, Deactivate and Activate the data.
<b>Add User</b>	Switch to the “User RECORD” screen and “Add New User”.
<b>► Terminal</b>	
<b>Terminal Status</b>	Switch to the “Terminal Status” screen ( Main Window)
<b>Terminal Setup</b>	Switch to the “Terminal Setup” screen.
<b>Password Setup</b>	Switch to the “WEB Logon Setting “ and “ Entrance Password” screen.
<b>System Log</b>	Switch to the “System Log“ screen.
<b>Clock Setup</b>	Switch to the “SYSTEM CLOCK SETUP “ screen.
<b>► Access Control</b>	
<b>Time Set</b>	Switch to the “Time Set“ screen.
<b>Time Zone Setup</b>	Switch to the “Time Zone List“ screen.
<b>Group List</b>	Switch to the “Group List“ screen.
<b>Holiday Setup</b>	Switch to the “Holiday Setup“ screen.
<b>Door Setup</b>	Switch to the “Door Setting“ screen.
<b>Remote Control</b>	Switch to the “Door Status Monitoring“ and “Security Bypass” screen.
<b>Event Handle</b>	Switch to the “Event Handle“ screen.
<b>► Tools</b>	
<b>IP Camera</b>	Switch to the “IP Camera Configuration“ screen.
<b>Backup</b>	Switch to the “Backup personnel data, terminal data “ screen.
<b>Restore</b>	Switch to the “Restore personnel data, terminal data “ screen.
<b>Reboot</b>	Switch to the “Reboot System“ screen.
<b>Upgrade Firmware</b>	Switch to the “Firmware Upgrade“ screen.
<b>Reset</b>	1 、Delete User Data. Access Logs. Group Time Zone. Time Set. Holiday. System Logs 2 、Switch to the “Factory Default“ screen.
<b>► Button</b>	
<b>Refresh</b>	Refresh the WEB Status.
<b>► Home Mode</b>	
	Switch to “Home Mode” menu

## ➤ User Administration

### ◆ Access Log

Select “Access Log” on the Main Window, you’ll see the “Access Log” screen as following picture:

#### Access Log/Query and Export

No.	User ID	User Name	Date	Time	IN/OUT	Door	Note.
1.	1(N)	CHIYU	05/25/2011	11:33:29	IN(0)	1	(C)
2.	1(N)	CHIYU	05/25/2011	11:33:28	IN(0)	1	(C)
3.	----	----	05/25/2011	11:33:05	IN	1	(C)UNREG(5354879)

Total 3 Record(s)

<< End of List... >>

#### Query and Export

Type	Selection	Start Date	End Date
<input checked="" type="radio"/> user <input type="radio"/> event	<input checked="" type="radio"/> Single <input type="radio"/> All	<input type="text" value="2011/05/25"/>	<input type="text" value="2011/05/25"/>
User ID	Card No.(DEC)		
<input type="text"/>	<input type="text"/>		
Export Type			
<input checked="" type="radio"/> Txt <input type="radio"/> Xls	<input type="button" value="Search"/>	<input type="button" value="Export"/>	

## ◆ Illustration of Access Log

► Access Records Illustration by Columns	
<b>No.</b>	Serial Number of Access Logs
<b>User ID</b>	User ID will be showed for the user who has access the door. By clicking “User ID” will direct current screen to “User Record ”page to “Modify User Record” ( picture 4). Should it be not connected, it means the information of the User ID has been deleted. ※ The figure in the parentheses( ) after the “User ID” means the user’s level as 1~10.
<b>User Name</b>	A Name registered for the User to get IN/OUT. When the registered information without “Name”, this column will be blank.
<b>Date</b>	A Date allowed for the User to get IN/OUT.
<b>Time</b>	A Time allowed for the User to get IN/OUT.
<b>IN/OUT</b>	IN: Access by WEBPASS OUT: Access by Wiegand Reader ※ APB level will be shown followed the IN/OU
<b>Door No.</b>	It stands for the Door Number Controlled By WebPass IP Reader
<b>Note</b>	Show up the relative IN/OUT records automatically as Anti-Duress, Fire Alarm.....etc.
<b>The First Page</b>	Back to the 1st IN/OUT records page.
<b>The Former 10 Pages</b>	Forwarding 10 pages from the current IN/OUT records page.
<b>1 2 3...N Page</b>	Change to any IN/OUT records page assigned.
<b>The Latter 10 Pages</b>	Backwards 10 pages from the current IN/OUT records page.
<b>The Last Page</b>	Fly to the last IN/OUT records page directly.
► Query and Export	
<b>Type</b>	1、 <b>User</b> : Check the user, can search the user records, and export the file out 2、 <b>Event</b> : Check the Event, can search the Event records, and export the file out
<b>User ID or Card Number</b>	1、 <b>Single</b> : Can only query / export a single user's access to records or 5 records of the event within an event 2、 <b>All</b> : Can query / export all of the Access record or record of events
<b>StartDate/End Date</b>	Select the date by “Drop Down Menu”.
<b>User ID</b>	Enter user ID to query Searchable/Export
<b>Card No</b>	Enter Card No to query Searchable/Export
<b>Event</b>	Click event Enter Event type query 5 maximum query event types.
► Button	
<b>Search</b>	Set the Search Requirement Click button to Search access records to demonstrate Requirement.
<b>Export</b>	Set the Export Requirement Click button to Export requirement TEXT or Excel file.

## ◆ Auto Refresh Log

Select “Auto Refresh Log” on the Main Window , you’ll see the “Auto Refresh Log” screen as the following picture:

Auto Refresh Log Fri Feb 25 2011 15:39:14 GMT+0800 (China Standard Time)

No.	User ID	User Name	Date	Time	IN/OUT	Door	Note.
4	1	Chiyu	02/25/2011	15:39:02	IN	2	(C)
3	1	Chiyu	02/25/2011	15:39:00	IN	2	(C)
2	----	----	02/25/2011	15:38:58	IN	2	(C)UNREG(2091082572)
1	----	----	02/25/2011	15:38:25	IN	2	(C)UNREG(1553301682)

## ◆ Illustration of Auto Refresh Log

► Auto Refresh Log	
<b>No.</b>	Serial Number.
<b>User ID</b>	Instant Display Access records User ID.
<b>User Name</b>	Instant Display Access records User Name.
<b>Date</b>	Instant Display Access records user enter/out date.
<b>Time</b>	Instant Display Access records user enter/out Time.
<b>IN/OUT</b>	Instant Display Access records user IN/OUT Log
<b>Door</b>	Instant Display Door
<b>Note.</b>	Show up the relative IN/OUT records automatically as Anti-Duress, Fire Alarm.....etc.

## ◆ View User List

Select "View User List" on the Main Window, you'll see the "User List" screen as following picture:

### User List

Search User :  ☒ By User ID ☐ By Card No. ☐ By User Name

\*Reg Type:P(Password) , C(Card)

No.	User ID	User Name	User Type	Active	P	C	Bypass Level
<input type="checkbox"/> 1.	1	Chiyu	Normal	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	1

Total 1 User(s)

<< End of List... >>

**Activate, Deactivate or Delete SELECTED Employee**

## ◆ Illustration of User List

► Search User	
By “User ID”	Select “User ID” and Enter your “User ID” in the textbox to search.
By “Card No.”	Select “Card No.” and Enter your “Card No.” in the textbox to search.
By “User Name”	Select “User Name.” and Enter your “User Name” in the textbox to search.
Click button ”GO”	Start to search.
<b>Steps :</b> 1 、 Enter your “User ID”, “Card No .” or “User Name” in the “blank textbox”. 2 、 Click button “GO” to search.	
► User List	
No.	Serial Number. Tick the box before the “Serial Number” and Click the button of “Activate” , “Deactivate” or “Delete” to manage the authorization of “Activate” , “Deactivate” or “Delete” for selected users, multi-selection is allowed.
User ID	User’s ID. Click the “User ID” to enter the “Modify User Record” page
User Name	Display User Name
User Type	Types of the system User. Whenever the “User Type” is set up in the screen of “Modify User Record”, this page will display Normal User, Super User, Visitor, Guard Touring and Defense Card according to the setup.
Active	Display the user’s authorization status. Green Light means the user’s authorization is Activated, otherwise it is not activated.
P	When the user’s Personal Password registered, this column will be with Green Light.
C	When the user’s card registered, this column will be with Green Light.
Bypass Level	Display the user’s Time Zone level of Bypass from L1~L10.
The First Page	Back to the 1st page of “User List”.
The Former10 pages	Forwarding 10 pages from the current “User List” page.
1 2 3...N page	Change to any “User List” page assigned.
The Latter 10 pages	Backwards 10 pages from the current “User List” page.
The Last Page	Fly to the last “User List” page directly.
► Button	
Activate	Activate the User’s authorization.
Deactivate	Deactivate the User’s authorization.
Delete	Delete the User’s information registered.

## ◆ Modify User Record

Select "Modify User Record" on the Main Window, you'll see the " User Record" screen as following picture:

### User Record

#### Modify User Record

---

User ID :	<input type="text" value="1"/>	(1 ~ 20000 )
Card No. :	<input type="text" value="5618538"/>	(DEC)
Name :	<input type="text" value="TEST"/>	(Max 31 chars.)
Expire Date Check :	<input checked="" type="radio"/> Disable <input type="radio"/> Enable	
From	<input type="text" value="2011"/> (Y) <input type="text" value="02"/> (M) <input type="text" value="14"/> (D) <input type="text" value="14"/> (H) <input type="text" value="29"/> (M)	
To	<input type="text" value="2011"/> (Y) <input type="text" value="02"/> (M) <input type="text" value="14"/> (D) <input type="text" value="14"/> (H) <input type="text" value="29"/> (M)	
Status :	<input checked="" type="radio"/> Activate <input type="radio"/> Deactivate	
User Type :	<input type="text" value="Normal User"/>	
Group :	1. <input type="text" value="Free Time Group"/> 2. <input type="text" value="Disallowed Group"/> 3. <input type="text" value="Disallowed Group"/> 4. <input type="text" value="Disallowed Group"/>	
Bypass TZ Level :	<input type="text" value="L1"/>	
Personal Password :	<input type="text"/>	(4 ~ 8 digits.)
Personal Confirm :	<input type="text"/>	

---

## ◆ Illustration of Modify User Record in User Record

► User Record	
<b>User ID</b>	Only the digit from 1~20000 is allowed, whenever over 20000 not accepted.
<b>Card No</b>	It can be input by manual or by Card Reader.
<b>Name</b>	User's Name, max. 31 characters allowed.
<b>Expire Date Check</b>	Tick the box of "Enable" or "Disable" the user's expiry date control.
<b>Effective From ~ To</b>	When "Enable" the "Expire Date Check", you must enter the period of dates. The "Drop Down Menu" offers you the options of Year/Month/Date/Hour/Minute.
<b>Status</b>	Tick the box of "Activate" or "Deactivate" for a authorization to the user.
<b>User Type</b>	<p>Card Types of the User. The "Drop Down Menu" will list out cards for <b>Normal User/ Super User/ Visitor/ Guard Touring/ Registry Card/ Delete Card</b>. The Respective definitions are as below :</p> <p><b>Super User Card</b> : Not constrained by the limitation of APB (Anti Pass Back).</p> <p><b>Visitor Card</b> : You may manage the visitors easily by setting the Visitor Card's Expiry Dates.</p> <p><b>Guard Touring</b> : When the Guard Touring card senses the door, only the Logs will be kept but no door-open function.</p> <p><b>Registry Card</b> : Scan Guard touring card to registry new card to system</p> <p><b>Delete Card</b> : Scan Guard touring card to delete registered cards from system</p>
<b>Group</b>	Each user can be assigned to 4 different groups. All the group names existed will be automatically listed out by the "Drop Down Menu "for your choice. "Free Time Group "is a "Default Group".
<b>Bypass TZ Level</b>	The Bypass Time Zone Level" of each user is from L1~L10. Whenever the user's "Bypass Time Zone Level" is higher than or equal to the door's time zone level, the door's "Time Zone" becomes invalid.
<b>Personal Password</b>	4~8 digits are required.
<b>Personal Confirm</b>	Reconfirm Personal Password.
► Button	
<b>Previous</b>	Modify previous user record.
<b>Save</b>	Save the modified user record.
<b>Delete</b>	Delete existing user record.
<b>Next</b>	Modify next user record.

## ◆ Add User

Select “Add User” on the Main Window, you’ll see the “User Record” screen as following picture:

### User Record

#### Add New User

---

REG :	<input checked="" type="radio"/> Single <input type="radio"/> Continuous	Amount :	<input type="text"/>
User ID :	<input type="text"/>	(1 ~ 20000 )	
Card No. :	<input type="text"/>	(DEC)	
Name :	<input type="text"/>	(Max 31 chars.)	
Expire Date Check :	<input checked="" type="radio"/> Disable <input type="radio"/> Enable		
From	<input type="text"/> 2011 <input type="text"/> (Y) <input type="text"/> 05 <input type="text"/> (M) <input type="text"/> 23 <input type="text"/> (D) <input type="text"/> 14 <input type="text"/> (H) <input type="text"/> 41 <input type="text"/> (M)		
To	<input type="text"/> 2011 <input type="text"/> (Y) <input type="text"/> 05 <input type="text"/> (M) <input type="text"/> 23 <input type="text"/> (D) <input type="text"/> 14 <input type="text"/> (H) <input type="text"/> 41 <input type="text"/> (M)		
Status :	<input checked="" type="radio"/> Activate <input type="radio"/> Deactivate		
User Type :	<input type="text"/> Normal User <input type="text"/>		
Group :	1. <input type="text"/> Free Time Group <input type="text"/> 2. <input type="text"/> Disallowed Group <input type="text"/> 3. <input type="text"/> Disallowed Group <input type="text"/> 4. <input type="text"/> Disallowed Group <input type="text"/>		
Bypass TZ Level :	<input type="text"/> L1 <input type="text"/>		
Personal Password :	<input type="text"/>	(4 ~ 8 digits.)	
Personal Confirm :	<input type="text"/>		

---

Save

## ◆ Illustration of Add New User

► User Record	
<b>REG</b>	Single: Only one user can be registered each time. Continuous: It allows you to register 1~20000 users in a time. You may input required q'ty in the text box of Amount. However, only the continuous serial number is supported.
<b>User ID</b>	Only the digit from 1~20000 is allowed, whenever over 20000 not accepted.
<b>Card No</b>	It can be input by manual or by Card Reader.
<b>Name</b>	User's Name, max. 31 characters allowed.
<b>Expire Date Check</b>	Tick the box of "Enable" or "Disable" the user's expiry date control.
<b>Effective From ~ TO</b>	When "Enable" the "Expire Date Check", you must enter the period of dates. The "Drop Down Menu" offers you the options of Year/Month/Date/Hour/Minute.
<b>Status</b>	Tick the box of "Activate" or "Deactivate" for a authorization to the user.
<b>User Type</b>	Card Types of the User. The "Drop Down Menu" will list out cards for <b>Normal User/ Super User/ Visitor/ Guard Touring/ Registry Card/ Delete Card</b> and as your choice. The Respective definitions are as below : <b>Super User Card</b> : Not constrained by the limitation of APB (Anti Pass Back). <b>Visitor Card</b> : You may manage the visitors easily by setting the Visitor Card's Expiry Dates. <b>Guard Touring</b> : When the Guard Touring card senses the door, only the Logs will be kept but no door-open function. <b>Registry Card</b> : Scan Guard touring card to registry new card to system <b>Delete Card</b> : Scan Guard touring card to delete registered cards from system
<b>Group</b>	Each user can be assigned to 4 different groups. All the group names existed will be automatically listed out by the "Drop Down Menu "for your choice. "Free Time Group "is a "Default Group".
<b>Bypass TZ Level</b>	The Bypass Time Zone Level" of each user is from L1~L10. Whenever the user's "Bypass Time Zone Level" is higher than or equal to the door's time zone level, the door's " Time Zone" becomes invalid.
<b>Personal Password</b>	4~8 digits are required.
<b>Personal Confirm</b>	Reconfirm Personal Password.
► Button	
<b>Save</b>	Save User RECORDS.

## ➤ Terminal

### ◆ Terminal Status

Select "Terminal Status" on the Main Window, you'll see the "Terminal Status" screen for Logon. It will display current Terminal Status and relative information of WEB setup as following picture:

## TERMINAL STATUS

<b>Product Name :</b>	WEBPASS(M1)(20000)
<b>Serial No. :</b>	018875(122519)
<b>Firmware Version :</b>	1.20.00,May 9 2011(HW1.1)
<b>System Time :</b>	05/31/2011 14:50:28
<b>Terminal ID(MAC Address) :</b>	1(00:0e:e3:01:88:75)
<b>IP Address :</b>	192.168.3.144
<b>Subnet mask :</b>	255.255.255.0
<b>Default Gateway :</b>	192.168.3.1
<b>Primary DNS :</b>	168.95.1.1
<b>Listen Port/Software IP(status) :</b>	2000 / 0.0.0.0 (Offline)
<b>Web Management Port :</b>	80
<b>Registered User :</b>	1
<b>Available User Capacity :</b>	19999
<b>Access/System Log Count :</b>	65/23
<b>Control Mode :</b>	Controller(WG34)
<b>Anti-Pass-Back(Tolerance Timer) :</b>	Disabled(10)
<b>Anti-Duress :</b>	Disabled
<b>Next WEBPASS(Status) :</b>	0.0.0.0(Offline)

## ◆ Illustration of Terminal Status

► Terminal Status	
<b>Product Name</b>	Model Number of WebPass IP Reader
<b>Serial No.</b>	Serial Number of WebPass IP Reader
<b>Firmware Version</b>	Firmware and Hardware Version of WebPass IP Reader
<b>System Time</b>	System Time of WebPass IP Reader
<b>Terminal ID (MAC Address)</b>	Terminal ID and MAC address of WebPass IP Reader
<b>IP Address</b>	IP address of WebPass IP Reader
<b>Subnet Mask</b>	Subnet mask of WebPass IP Reader
<b>Default Gateway</b>	Default Gateway address of WebPass IP Reader
<b>Primary DNS</b>	Primary DNS address of WebPass IP Reader
<b>Listen Port/Software IP(Status)</b>	WebPass IP Reader and software communication Port number and Software IP address (status between WebPass and software: Online or Offline)
<b>WEB Management Port</b>	WebPass IP Reader WEB communication port number
<b>Registered User</b>	Registered user numbers of WebPass IP Reader
<b>Available User Capacity</b>	Available Capacity of WebPass IP Reader to register users; Available user number(s) to be registered = Sum (20000) – Registered user(s)
<b>Access/System Log Count</b>	The Sum from access and system logs of WebPass IP Reader
<b>Control Mode</b>	1 door(2 way) or 2 doors (1 way) of WebPass IP Reader
<b>Anti-Pass-Back(Tolerance Timer)</b>	Enable or Disable the WebPass IP Reader APB (Anti Pass Back) function (including its Tolerance Time).
<b>Anti-Duress</b>	Enable or Disable the WebPass IP Reader function of Anti Duress.
<b>Next WebPass IP Reader(Status)</b>	Enable or Disable the WebPass IP Reader APB ( Anti Pass Back) function ( including its Tolerance Time).

## ◆ Terminal Setup

Select "Terminal Setup" on Main Window, you'll see the "Terminal Configuration "as following picture:

### Terminal Configuration

Terminal Setting :	Terminal ID : <input type="text" value="1"/>
	*IP Address : <input type="text" value="192"/> . <input type="text" value="168"/> . <input type="text" value="3"/> . <input type="text" value="144"/>
	*Subnet Mask : <input type="text" value="255"/> . <input type="text" value="255"/> . <input type="text" value="255"/> . <input type="text" value="0"/>
	*Gateway : <input type="text" value="192"/> . <input type="text" value="168"/> . <input type="text" value="3"/> . <input type="text" value="1"/>
	*DNS Server : <input type="text" value="168"/> . <input type="text" value="95"/> . <input type="text" value="1"/> . <input type="text" value="1"/>
Listen Port :	*TCP Port(Software Used) : <input type="text" value="2000"/> *Software IP : <input type="text" value="0.0.0.0"/>
Control Mode :	<input checked="" type="radio"/> Controller <input type="radio"/> Sub-Controller <input type="radio"/> Dummy Reader
Web Language :	<input type="text" value="English"/> ▼
Anti Pass Back :	<input type="radio"/> Enable <input checked="" type="radio"/> Disable
	Tolerance Timer <input type="text" value="10"/> (Minute, Maximum 65535, 0 means No Tolerance)
Anti Duressed :	<input type="radio"/> Enable <input checked="" type="radio"/> Disable
	Password <input type="text" value="..."/> (Max 3 digits,default is 9)
WEB Managemant Port :	Http Port : <input type="text" value="80"/>
Next WEBPASS(for APB):	IP Address : <input type="text" value="0"/> . <input type="text" value="0"/> . <input type="text" value="0"/> . <input type="text" value="0"/>
Fast Reg Card Mode :	<input type="radio"/> Enable <input checked="" type="radio"/> Disable
Sound for verify card :	<input type="radio"/> Enable <input checked="" type="radio"/> Disable
operation voice :	<input type="radio"/> Enable <input checked="" type="radio"/> Disable
Terminal may need to restart after configuration saved.	
<input type="button" value="Save"/>	

## ◆ Illustration of Terminal Configuration

► Terminal Configuration	
<b>Terminal ID</b>	For setting the Terminal ID of WebPass IP Reader. Default =1, max. 65535, not allowed to duplicated.
<b>IP Address</b>	For setting the IP Address of WebPass IP Reader.
<b>Subnet Mask</b>	For setting the Subnet Mask of WebPass IP Reader.
<b>Gateway</b>	For setting the Default Gateway of WebPass IP Reader.
<b>DNS Server IP Address</b>	For setting the DNS Server IP Address of WebPass IP Reader. Default DNS Server IP Address is 168.95.1.1.
► Software	
<b>TCP Port (for Software)</b>	For setting the TCP Port of the Software to communicate with WebPass IP Reader. Default TCP Port is 2000.
<b>Software IP</b>	For setting the Software IP to communicate with WebPass IP Reader. Default Software IP is 0.0.0.0.
► Control Mode	
<b>Standalone</b>	WEBPASS will be working as Standalone mode
<b>Sub-Controller</b>	WEBPASS will be switch to be Sub-Control mode that must be working with SEMAC controller
<b>Reader</b>	WEBPASS will be working as Reader mode: Webpass should be connecting with SEMAC under Reader Mod
► Web Language	
<b>English</b>	When you choose the "English" language from the "Drop Down Menu", the WEB page of WebPass IP Reader will be switched to "English" interface .
<b>Chs</b>	When you choose the "Chs" language from the "Drop Down Menu", the WEB page of WebPass IP Reader will be switched to "Simplified Chinese" interface .
<b>Others</b>	When you choose "Others" from the "Drop Down Menu", the WEB page of WebPass IP Reader will be switched to "Traditional Chinese" interface or other languages.
► Anti Pass Back	
<b>Enable</b>	Tick this circle to enable the "APB"(Anti Pass Pack) function.
<b>Disable</b>	Tick this circle to disable the "APB"(Anti Pass Pack) function.
<b>Tolerance Timer</b>	Set up the restored time back to original setting after the "APB" triggered. The unit of time is "minute" and the max. Value is "65535". If the value is "0", then it will never be restored until you disable the "APB" by manual.
► Anti Duress	
<b>Enable</b>	Tick this circle to enable the "Anti Duress" function.
<b>Disable</b>	Tick this circle to disable the "Anti Duress"function.
<b>Password</b>	Set your password of "Anti Duress", default value = 9, max. 3 digits.

<b>► WEB Management Port</b>	
<b>Http Port</b>	Set your WEB port for WebPass IP Reader, default value=80.
<b>► Next WebPass (for APB only)</b>	
<b>IP Address</b>	Set your IP address for Next WebPass IP Reader, but only available for the structure of multi WebPass IP Reader. Whenever this IP for next WebPass IP Reader is set up, all the levels settings of original WebPass IP Reader will be copied to next WebPass IP Reader.
<b>► Button</b>	
<b>Save</b>	Save the Terminal Configuration Settings

## ◆ Password Setup

Select "Password Setup" on the left side of the Main Window, you'll see the "WEB Logon Setting/Entrance Password" screen, referring to the following picture:

### WEB Logon Setting

---

Administrator WEB Logon User Name :  (47 Char. Max)

Administrator WEB Logon Password :  (35 Char. Max)

Operator WEB Logon User Name :  (47 Char. Max)

Operator WEB Logon Password :  (35 Char. Max)

USER WEB Logon User Name :  (47 Char. Max)

USER WEB Logon Password :  (35 Char. Max)

### Entrance Password

---

Common Password :  (4 ~ 8 digits.)

## ◆ Illustration of WEB Logon Setting/Entrance Password

► WEB Logon Setting	
<b>Administrator User Name</b>	Input the required Administrator's logon user name for WEB management, max. 47 characters, default value: "admin".
<b>Administrator Password</b>	Input the required Administrator's logon password for WEB management, max. 35 digits, default value: "admin".
<b>Operator User Name</b>	Input the required Operator's logon user name for WEB management, max. 47 characters, default value: "user".
<b>Operator Password</b>	Input the required Operator's logon password for WEB management, max. 35 digits, default value: "user".
<b>User's User Name</b>	Input the required User's logon user name for WEB management, max. 47 characters, default value: "user0".
<b>User Password</b>	Input the required User's logon user name for WEB management, max. 35 digits, default value: "user0".
<b>The Administrator, Operator and User have their respective authorizations, referring to the following "Authorization Table".</b>	
► Button	
<b>Save</b>	Save all the WEB Logon Settings.
► Entrance Password	
<b>Common Password</b>	Set your "Common Password" here. Meanwhile, you have to select "001 Any Time "for "Common Password Time Zone " simultaneously to support this setting ( for example: Door Setup →Door Setting→Click "Door1"→ Door 1 Setting→ Select "Common Password Time Zone "→ Select "001 Any Time "from the "Drop Down Menu"). Default value: "1234".
<b>Fast Reg Password</b>	There are two functions: 1 、 Input *Fast Reg Password#scan card (for fast register card mode) 2 、 Input *Fast Reg Password*UID#sacn card (to change card number mode)
<b>Command mode password</b>	Password to activate Command Mode over Webpass to Add/Modify/Delete user
► Button	
<b>Save</b>	Save the Password Setting.

Authorizations Table (“●” = Access Permission )

WEB Function	Administrator User Name: admin Password: admin	Operator User Name: user Password: user	User User Name: user0 Password: User0
Upgrade Firmware	●		
Password Setup	●		
Terminal Setup	●		
Door Setup	●		
Event Handle	●		
Reboot	●		
Clock Setup	●		
Reset	●		
Upgrade Firmware	●		
Password Setup	●		
Terminal Setup	●		
User Data	●	●	
Time Set	●	●	
Time Zone Setup	●	●	
Group List	●	●	
Holiday Setup	●	●	
Lift Setup	●	●	
Multi Badge Group	●	●	
Remote Control	●	●	
Access Log	●	●	●
View User List	●	●	●
Terminal Status	●	●	●
System Log	●	●	●
IP Camera	●	●	●

## ◆ System Log

Select "System Log" on the Main Window, you'll see the "System Log" screen as following picture:

### System Log

				Export Txt	Export Xls
No.	Date	Time	Description		
1 .	05/25/2011	09:14:17	System Power ON		
2 .	05/24/2011	17:28:11	System Cold Start		
3 .	05/24/2011	17:28:10	WEB Image File Upgrade Success via HTTP		
4 .	05/24/2011	17:16:26	System Warm Start		
5 .	05/24/2011	17:15:25	System Cold Start		
6 .	05/24/2011	17:15:25	WEB Image File Upgrade Success via TFTP		
7 .	05/24/2011	17:13:56	IP Conflict		
8 .	05/24/2011	17:12:50	System Warm Start		
9 .	05/24/2011	17:12:22	System Cold Start		
10 .	05/24/2011	17:12:22	WEB Image File Upgrade Success via TFTP		
11 .	05/24/2011	17:11:59	System Cold Start		
12 .	05/24/2011	17:11:58	FW Upgrade Success via TFTP		
13 .	05/24/2011	17:10:09	System Cold Start		
14 .	05/24/2011	17:10:08	WEB Image File Upgrade Success via HTTP		
15 .	05/24/2011	17:09:09	System Cold Start		
16 .	05/24/2011	17:09:08	WEB Image File Upgrade Success via HTTP		
17 .	05/24/2011	17:05:11	System Cold Start		
18 .	05/24/2011	17:05:11	WEB Image File Upgrade Success via TFTP		
19 .	05/24/2011	17:04:48	System Cold Start		
20 .	05/24/2011	17:04:48	FW Upgrade Success via TFTP		
Total 67 Record(s)				< <a href="#">First</a>   <a href="#">Prev 10</a>   <a href="#">1</a> <a href="#">2</a> <a href="#">3</a> <a href="#">4</a>   <a href="#">Next 10</a>   <a href="#">End</a> >>	

## ◆ Illustration of System Log

► System Log	
<b>No.</b>	Serial Number of the log.
<b>Date</b>	Date of the log
<b>Time</b>	Time of the log
<b>Description</b>	Description of the System Operation records.
<b>Export TXT</b>	Export TXT File
<b>Export XLS</b>	Export XLS File
※ Max. logs capacity : 1536 entries for checking authorized person(s) only, no logs export provided.	

## ◆ Clock Setup

Select "Clock Setup" on the left side of the Main Window, you'll see the "System Clock Setup" screen, referring to the following picture:

### System Clock Setup

Time Server : ☒ Disable ☐ Enable

*Recommend: time.windows.com or time.nist.gov*

Time Zone :

New Date :  (mm/dd/yyyy)

New Time :  (hh:mm:ss)

## ◆ Illustration of System Clock Setup

► Time Server	
<b>Disable</b>	Tick this circle to shut up the Time Server network connection.
<b>Enable</b>	Tick this circle to start the Time Server network connection.
<b>Time Zone</b>	The “Drop Down Menu” offers you all the Time Zones available up to your option, default time zone : (GMT)England.
<b>“SAVE” button</b>	Save the Time Server Settings and adjust the time.
When enable the “Time Server”, please key in the IP address or <a href="http://">http://</a> of the “Time Server”. Then select the required Time Zone and Save it to connect the “Time Server” for a time adjustment.	
<b>New Date</b>	The date of networked PC computer. You may adjust the date to your requirement as the format of “mm/dd/yyyy”.
<b>New Time</b>	The date of networked PC computer. You may adjust the time to your requirement as the format of “hh:mm:ss”.
<b>Save</b>	Save the configuration of this page and upgrade the date/time for the networked PC computer.

## ➤ ACCESS CONTROL

### ◆ Time Set

Select and Click “Time Set ” on the left side of the Main Window, you’ll see the “Time Set” screen, referring to the following picture:

#### Time Set

Time Set List :

000	00:00 ~ 00:00		001	00:00 ~ 23:59	
-----	---------------	--	-----	---------------	--

Time Set :  From  H :  M To  H :  M

### ◆ Illustration of Time Set

► Time Set List	
Time Set List	It will display all the configured time set(s). The System Default Time sets are : 00:00~00:00 and 00:00~23:59.
Time Set	Select your time set serial number. The “Drop Down Menu” offers you all the options for your choice, max. 255 time sets allowed. System built-in values are “000” and “001”.
From ~ To	Input a time set period, for example : 8:00am to 17:00pm as one period, then Time Set : <input type="text" value="002"/> From <input type="text" value="00"/> H : <input type="text" value="00"/> M To <input type="text" value="23"/> H : <input type="text" value="59"/> M <input type="button" value="SET"/> It is the same way to the others.
► Button	
Delete	Delete an existing “Time Set”.
Set	Add a new “Time Set”.

## ◆ Time Zone Setup

Select and Click "Time Zone Setup" on the left side of the Main Window, you'll see the "Time Zone List" screen referring to the following picture:

### Time Zone List

Time Zone List :

000	Deactivate		001	Any Time	
-----	------------	--	-----	----------	--

Time Zone ID :

## ◆ Illustration of Time Zone List

► Time Zone List	
<b>Time Zone List</b>	Display all the Time Zone(s) existing. Click the Time Zone name(indicated as the Time Zone Name example) to enter its Time Zone Information Screen.
<b>Time Zone ID</b>	Select your Time Zone Serial Number from the “Drop Down Menu”, system built-in numbers as “000” and “001”, max. 120 Time Zones allowed.
<b>Time Zone Name</b>	Click the name of Time Zone ( for example : 2, as below picture) to enter the ”Time Zone Information” screen for modification.
► Button	
<b>Delete</b>	Delete an existing Time Zone.
<b>Set</b>	Enter the Time Zone Information screen.

Here is an example of “Time Zone Information” screen to show how to set the daily door access and card punching authorized Time Set from Monday to Sunday and Holidays:

Time Zone Information -- 002

Day : <span>Monday</span>							
Time 1:	<span>000 -- 00:00 ~ 00:00</span>	Time 2:	<span>000 -- 00:00 ~ 00:00</span>	Time 3:	<span>000 -- 00:00 ~ 00:00</span>	Time 4:	<span>000 -- 00:00 ~ 00:00</span>
Time 5:	<span>000 -- 00:00 ~ 00:00</span>	Time 6:	<span>000 -- 00:00 ~ 00:00</span>	Time 7:	<span>000 -- 00:00 ~ 00:00</span>	Time 8:	<span>000 -- 00:00 ~ 00:00</span>
Time 9:	<span>000 -- 00:00 ~ 00:00</span>	Time 10:	<span>000 -- 00:00 ~ 00:00</span>	Time 11:	<span>000 -- 00:00 ~ 00:00</span>	Time 12:	<span>000 -- 00:00 ~ 00:00</span>
Time 13:	<span>000 -- 00:00 ~ 00:00</span>	Time 14:	<span>000 -- 00:00 ~ 00:00</span>	Time 15:	<span>000 -- 00:00 ~ 00:00</span>	Time 16:	<span>000 -- 00:00 ~ 00:00</span>

Save Cancel

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Holiday
Time 1:	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00
Time 2:	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00
Time 3:	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00
Time 4:	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00
Time 5:	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00
Time 6:	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00
Time 7:	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00
Time 8:	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00
Time 9:	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00
Time 10:	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00
Time 11:	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00
Time 12:	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00
Time 13:	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00
Time 14:	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00
Time 15:	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00
Time 16:	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00	000 -- 00:00 ~ 00:00

## ◆ Illustration of Time Zone Information

► Time Zone Information Setting																																																	
Weekday (Day)	The “Drop Down Menu ”offers you options from Monday to Sunday and Holiday. Steps : “SET” the “Time Set” on “Time Set” screen→ Select your weekday →Choose your time set(s) of the time zones.																																																
Time 1 ~ Time16	Each day from Monday ~Sunday and Holiday is allowed 16 time sets However, you have to make some Time Sets on the “Time Set” screen in advance for the options here, otherwise only 2 default Time sets for your choice, referring to the following illustration: <u>Step 1 : “Time Set” screen to “SET” some time sets</u> <b>Time Set</b>  <div>Time Set List :</div> <table><tr><td>000</td><td>00:00 ~ 00:00</td><td></td><td>001</td><td>00:00 ~ 23:59</td><td></td></tr><tr><td>002</td><td>08:30~18:00</td><td>DELETE</td><td>003</td><td>12:00~20:00</td><td>DELETE</td></tr></table> <div>Time Set : 004 ▾ From 00 H : 00 M To 23 H : 59 M SET</div> <u>Step 2 : “Time Zone Information” screen for more options than original 2 default time sets</u> <b>Time Zone Information -- 002</b>  <table><tr><td colspan="4">Day : Monday ▾</td></tr><tr><td>Time 1:</td><td>000 - 00:00 - 00:00 ▾</td><td>Time 2:</td><td>000 - 00:00 - 00:00 ▾</td></tr><tr><td>Time 3:</td><td>000 - 00:00 - 00:00 ▾</td><td>Time 4:</td><td>000 - 00:00 - 00:00 ▾</td></tr><tr><td>Time 5:</td><td>000 - 00:00 - 00:00 ▾</td><td>Time 6:</td><td>000 - 00:00 - 00:00 ▾</td></tr><tr><td>Time 7:</td><td>000 - 00:00 - 00:00 ▾</td><td>Time 8:</td><td>000 - 00:00 - 00:00 ▾</td></tr><tr><td>Time 9:</td><td>000 - 00:00 - 00:00 ▾</td><td>Time 10:</td><td>000 - 00:00 - 00:00 ▾</td></tr><tr><td>Time 11:</td><td>000 - 00:00 - 00:00 ▾</td><td>Time 12:</td><td>000 - 00:00 - 00:00 ▾</td></tr><tr><td>Time 13:</td><td>000 - 00:00 - 00:00 ▾</td><td>Time 14:</td><td>000 - 00:00 - 00:00 ▾</td></tr><tr><td>Time 15:</td><td>000 - 00:00 - 00:00 ▾</td><td>Time 16:</td><td>000 - 00:00 - 00:00 ▾</td></tr></table> <div>Save Cancel</div>	000	00:00 ~ 00:00		001	00:00 ~ 23:59		002	08:30~18:00	DELETE	003	12:00~20:00	DELETE	Day : Monday ▾				Time 1:	000 - 00:00 - 00:00 ▾	Time 2:	000 - 00:00 - 00:00 ▾	Time 3:	000 - 00:00 - 00:00 ▾	Time 4:	000 - 00:00 - 00:00 ▾	Time 5:	000 - 00:00 - 00:00 ▾	Time 6:	000 - 00:00 - 00:00 ▾	Time 7:	000 - 00:00 - 00:00 ▾	Time 8:	000 - 00:00 - 00:00 ▾	Time 9:	000 - 00:00 - 00:00 ▾	Time 10:	000 - 00:00 - 00:00 ▾	Time 11:	000 - 00:00 - 00:00 ▾	Time 12:	000 - 00:00 - 00:00 ▾	Time 13:	000 - 00:00 - 00:00 ▾	Time 14:	000 - 00:00 - 00:00 ▾	Time 15:	000 - 00:00 - 00:00 ▾	Time 16:	000 - 00:00 - 00:00 ▾
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Time 15:	000 - 00:00 - 00:00 ▾	Time 16:	000 - 00:00 - 00:00 ▾																																														
► Button																																																	
Save	Save the“ Time Zone Information”.																																																
Cancel	Cancel or Modify the “Time Zone Information”.																																																
When the “ Time Zone Setup “ completed, please click the “Time Zone Name ”to enter its “Time Zone Information ”screen and see the list with all of its time sets as picture 13.																																																	

## ◆ Group List

Select and Click "Group List" on the left side of the Main Window, you'll see the "Group List" screen referring to the following picture:

### Group List

Group List :

000	Disallowed Group		001	Free Time Group	
-----	------------------	--	-----	-----------------	--

Group ID :

## ◆ Illustration of Group List

► Group List	
<b>Group List</b>	Display all the Groups configured. Click the Group's name to enter its "Group Information"
<b>Group ID</b>	Select your "Group ID" by serial number, default values : 000 ~ 001. The "Drop Down Menu" offers you all the serial number of Group ID as options, max. 255 groups allowed.
► Button	
<b>Delete</b>	Delete a Group ID.
<b>Set</b>	Enter the "Group Information" screen.

This is a screen to configure the door(s) of a Group ID, referring to the following picture:

### Group Information

Allowed Door :

☒ 1.

Time Zone ID :

001 Activate ▼

Save

Cancel

### ◆ Illustration of Group Information

► Allowed Door	
<b>Door</b>	Tick the box of Door , then the user(s) of this Group can access Door within the “Time Zone ID”, otherwise prohibited.
<b>Tim Zone ID</b>	The“ Drop Down Menu ”displays all the “Time Zones” configured in the “ Time Zone Setup ”for your choice.
► Button	
<b>Save</b>	Save the “Group Information”.
<b>Cancel</b>	Cancel or Modify the “Group Information”

## ◆ Holiday Setup

Select and Click "Holiday Setup" on the left side of the Main Window, you'll see the "Holiday setup" screen referring to the following picture:

### Holiday setup

---

01 ▼

 Month / 

01 ▼

 Date 

SET

---

**Holiday List :** -

---

## ◆ Illustration of Holiday Setup

► Holiday Setup	
<b>Month</b>	Select a month from the "Drop Down Menu".
<b>Date</b>	Select a date from the "Drop Down Menu".
► Button	
<b>Set</b>	Add a new Holiday.
<b>Delete</b>	Delete a Holiday.

## ◆ Door Setup

Select and Click "Door Setup" on the left side of the Main Window, you'll see the "Door Setting" screen as below:

### Door Setting

L4 Card+Personal Password Time Zone :	<input type="text" value="000 Deactivate"/>
L3 Password Time Zone :	<input type="text" value="000 Deactivate"/>
L2 Card Only Time Zone :	<input type="text" value="000 Deactivate"/>
L1 Card or Password Time Zone :	<input type="text" value="001 Any Time"/>
Lock Release Time Zone :	<input type="text" value="000 Deactivate"/> First Card <input type="text" value="No Need"/>
Exit Button TZ :	<input type="text" value="001 Any Time"/>
Anti Pass Back Level :	IN : <input type="text" value="0"/> OUT : <input type="text" value="0"/> ( 0 - 255 )
Door Open Delay Time :	<input type="text" value="40"/> Sec ( 1 - 65535, 10 = default )
Lock Release Time :	<input type="text" value="50"/> Sec default
Access Log :	<input type="text" value="Recorded"/>
Door Sensor Mode:	<input type="text" value="N/A"/>

SET

### BF50 CARD

Set BF50 Card

Update BF50 Card

## ◆ Illustration of Door Setting

► Door Setting	
<b>Card + Personal Password Time Zone</b>	<p>Set up a Card+ Personal Password time zone at Door 1 (default is 000 Deactivate). The user has to flash the card and enter the Personal Password to access Door 1. No any order limitation for flashing the cards or enter the password first.</p> <p>※ Should the user's bypass time zone level is L4, user may access Door 1 only by flashing the card ; however when time zone setup of Door 1 is“ Lock Release Time Zone “, the user may access freely.</p>
<b>Password Time Zone</b>	<p>Set up a Common Password time zone at Door 1 (default is 000 Deactivate). The user has to enter the Common Password only to access Door 1.</p> <p>※ If the user's bypass time zone level is L3~L4, user may access Door 1 by flashing the card directly; however, when time zone setup of Door 1 is“ Lock Release Time Zone “, the user may access Door 1 freely.</p>
<b>Card Only Time Zone</b>	<p>Set up a Card Only time zone at Door 1 (default 000 Deactivate). The user has to flash the card to access Door 1.</p> <p>※ If user's bypass time zone level is L2~L4, user may access Door 1 by flashing the card only; however, when time zone setup of Door 1 is“ Lock Release Time Zone “, the user may access Door 1 freely.</p>
<b>Card or Password Time Zone</b>	<p>Set up a Card or Common Password time zone at Door 1 (default 001 Any Time). The user has to flash the card OR enter the Common Password to access Door 1.</p> <p>※ If user's bypass time zone level is L1~L4, he/she may access Door 1 by flashing the card directly; however, when time zone setup of Door 1 is“ Lock Release Time Zone “, the user may access Door 1 freely.</p>
<b>Lock Release Time Zone</b>	<p>Set up a Lock Release time zone at Door 1 (default is 000 Deactivate). The user needs no any verification to access Door 1; however, if the“ First Card ”is selected as “Needed” (First Card can only be SUPER USER's card), then Look Release Time Zone on Door 1 requires to be activated by this SUPER CARD at specific Time Zone.</p>
<b>Exit Button TZ</b>	<p>Set up an Exit Button time zone at Door 1. Supporting only OUT at Door 1 (default is 001 Any Time).</p>
<b>Anti Pass Back Level</b>	<p>Set up an Anti Pass Back Level of “IN” and “OUT” for Door 1, level 0~255 is allowed.</p>
<b>Dual Interlocking</b>	<p>Disable or Enable the “Dual Interlocking” function. Upon this function enabled, when user entered to Door 1 and can only enter other door till Door 1 closed.</p>

<b>Remote Grant Only</b>	Disable or Enable the “Remote Grant” access control function. Upon this function enabled, the Software will take a remote control over the door’s open or close.
<b>Door Open Delay Time</b>	Set up “Door Open Delay Time” , default as 10 seconds.
<b>Lock Release Time</b>	Set up the “Lock Release Time”, default as 10 seconds.
<b>Access Log / Sensor Mode</b>	Set up “Ignored” or “Recorded” the Access Log (default as “Recorded”) / Set up the Mode of Sensor, options for “Normal Open/Close” or “Circuit Short/Open” (default as “Normal Open/Close”). Should it is “Circuit Short/Open ” selected, the Door 1 Setting will display “Circuit Short” when the door is in short circuit or broken.
<b>► Button</b>	
<b>Set BF-50 Card</b>	Input 50 set of card numbers to BF-50. When main controller is disconnected to BF-50, BF-50 will check the card number with the input card number list to open the door.
<b>Set (Button)</b>	Click the Set button to save all card numbers to BF-50 device
<b>Cancel (Button)</b>	Click the button to call off the BF-50 card number setting
<b>Update BF-50 Card</b>	Tapping the “Update BF-50 Card” button to update card numbers set on “Set BF50 Card” to WEBPASS

#### BF50 CARD

No.	Card No.	No.	Card No.	No.	Card No.	No.	Card No.	No.	Card No.
1	<input type="text"/>	2	<input type="text"/>	3	<input type="text"/>	4	<input type="text"/>	5	<input type="text"/>
6	<input type="text"/>	7	<input type="text"/>	8	<input type="text"/>	9	<input type="text"/>	10	<input type="text"/>
11	<input type="text"/>	12	<input type="text"/>	13	<input type="text"/>	14	<input type="text"/>	15	<input type="text"/>
16	<input type="text"/>	17	<input type="text"/>	18	<input type="text"/>	19	<input type="text"/>	20	<input type="text"/>
21	<input type="text"/>	22	<input type="text"/>	23	<input type="text"/>	24	<input type="text"/>	25	<input type="text"/>
26	<input type="text"/>	27	<input type="text"/>	28	<input type="text"/>	29	<input type="text"/>	30	<input type="text"/>
31	<input type="text"/>	32	<input type="text"/>	33	<input type="text"/>	34	<input type="text"/>	35	<input type="text"/>
36	<input type="text"/>	37	<input type="text"/>	38	<input type="text"/>	39	<input type="text"/>	40	<input type="text"/>
41	<input type="text"/>	42	<input type="text"/>	43	<input type="text"/>	44	<input type="text"/>	45	<input type="text"/>
46	<input type="text"/>	47	<input type="text"/>	48	<input type="text"/>	49	<input type="text"/>	50	<input type="text"/>

Set cancel

<b>► BF-50 Setting</b>	
<b>NO</b>	Total from 1~50 card number can be set
<b>Card No</b>	Enter BF-50 User Card
<b>► Button</b>	
<b>Set</b>	Save data

## ◆ Remote Control

Select” Remote Control” on the Main Window, you’ll see the “Door Status Monitoring/Security Bypass ”screen as below:

### Door Status Monitoring

☐ No Response ☒ close ☐ open ☐ Circuit Short, Circuit Open, Intrude, Open too long

Door

Door State	<input checked="" type="radio"/>
Webpass/BF50 Status	X
Fire Alarm Detection	off

### Security Bypass

State Normal

Pulse Open Door Force Close Back To Normal Force Open

Fire Alarm Detection ON Fire Alarm Detection OFF

Alarm OFF

## ◆ Illustrations of Door Status Monitoring/Security Bypass

► Door Status Monitoring	
<b>Door Status</b>	Display the updated status of the door. No light displayed means no response; Green light means door closed; Yellow light means door opened; Red light means abnormal status (for example, short circuit, intruded, door opened overtime, and so on.)
<b>Webpass/BF-50 status</b>	Display the updated status of Webpass/BF-50
<b>Fire Alarm Detection</b>	Display whether the “Fire Alarm Detection” enabled or not.
► Security Bypass	
<b>Status</b>	There are three “Security Bypass Status” of Door 1 and Door2: Normal/Force Open/Force Close.
<b>Pulse Open Door</b>	Click this button to open the door(s) remotely for all the door(s) ticked. This function works when the Security Bypass status is normal.
<b>Force Close</b>	Click this button to make a force close on the door(s) remotely for all the door(s) ticked. Hence the status(s) of all the door(s) ticked will display Force Close even a valid card have flashed thru the reader, you may not access the door(s).
<b>Back to Normal</b>	Click this button to restore all the ticked door(s) back to normal Security Bypass status.
<b>Force Open</b>	Click this button to make a force open on the door(s) remotely for all the door(s) ticked. Hence the state(s) of all the door(s) ticked will display “Force Open “ and the door(s) will stay at “Lock Release ” status.
<b>Fire Alarm Detection ON</b>	Click this button to activate the “Fire Alarm Detection” function and the door(s) status will display “ON”.
<b>Fire Alarm Detection OFF</b>	Click this button to deactivate the “Fire Alarm Detection” function and the door(s) status will display “off”.
<b>Alarm OFF</b>	Click this button to deactivate the Alarm triggered.

## ◆ Event Handle

Select "Event Handle" on the Main Window, you'll see the "Event Handle" screen as below:

### Event Handle

Event Type				
Unregistered User	Latched Time : (sec, Max 65535 : 0 means unlimited)	Level :	Alarm :	IP Camera :
	0	0	Enable	Disable
Alarm :	5			
E-mail Alerts				
Location :				
SMTP Mail Server :				
Mail from :				
SMTP Server Requires Authentication :	No	username : password :		
Mail To :				
Mail Cc :				
Set				

Event	Latched Time	Level	Alarm	IP Camera
Unregistered User	0	0		
Deactivated User	0	0		
Not Allowed Door	0	0		
N/A	0	0		
Time Zone Violation	0	0		
Expired User	0	0		
Anti Pass Back Violation	0	0		
Door open too long	0	0		
N/A	0	0		
Tamper Switch Breakdown	0	0		
N/A	0	0		
Door Intruded	0	4		
Duress Alarm On	0	4		
Fire Alarm On	0	5		

## ◆ Illustration of Event Handle

► Event Type	
Unregistered User	<p>1 、 It will be listed in the “Drop Down Menu”. When it’s selected and the user unregistered, one unregistered record will be shown on the “Access Log ”screen (referring to the sample as below); if the event level equal to or higher than the “Alarm Trigger Level”, the Relay will be triggered and the E-mail will alert when “ E-mail Alerts ”is configured and one alert e-mail will be sent out.</p> <p>2 、 When the “Latched Time : 0”, the alert can only be lifted/stopped by clicking “ Alarm OFF ”button on the “Door Status Monitoring/Security Bypass” screen of “Remote Control” function, default level = 0, referring to the below picture</p>
Deactivated User	<p>1 、 It will be listed in the “Drop Down Menu”. When it’s selected and the user card has been deactivated then a Deactivated status will be recorded to Access Log screen. If Event Handle level is equaled to or higher than the “Alarm Trigger Level”, the Relay will be triggered then sent and alert E-mail to the account which has been configured.</p> <p>2 、 When the “Latched Time : 0”, the alert can only be lifted/stopped by clicking “ Alarm OFF ”button on the “Door Status Monitoring/Security Bypass” screen of “Remote Control” function, default level = 0.</p>
Not Allowed Door	<p>1 、 It will be listed in the “Drop Down Menu”. When it’s selected and the user’s “Group” setting is different than the Door’s group settings, then a“Disallowed door” message will be recorded on the “Access Log ”screen; if the event handle level is equaled to or higher than the“Alarm Trigger Level”, the Relay will be triggered and an E-mail will be sent out if any email account has been configured.</p> <p>2 、 When the “Latched Time : 0”, the alert can only be stopped by clicking “ Alarm OFF ”button on the “Door Status Monitoring/Security Bypass” screen of “Remote Control” function, default level = 0.</p>

Time Zone Violation	<p>1 、 It will be listed in the “Drop Down Menu. When it’s selected and the user’s Time Zone Group setting is different from the Door Group Time Zone settings, one Open Time Error message will be recorded on the Access Log ”screen; If the event handle level is equaled to or higher than the“ Alarm Trigger Level”, the Relay will be triggered and an E-mail will be sent out to the account which has been configured</p> <p>2 、 When the “Latched Time : 0”, the alert can only be stopped by clicking Alarm OFF button on the “Door Status Monitoring/Security Bypass” screen of “Remote Control” function, default level = 0.</p>
Expired User	<p>1 、 It will be listed in the “Drop Down Menu”. When it’s selected and the user’s “Expiry Date” overdue one “EXPIRED ”message will be recorded on the Access Log ”screen. If the event handle level is equaled to or higher than the“ Alarm Trigger Level, the relay will be triggered and an E-mail will sent to an email account which has been pre-configured.</p> <p>2 、 When the “Latched Time : 0”, the alert can only be stopped by clicking “ Alarm OFF ”button on the “Door Status Monitoring/Security Bypass” screen of “Remote Control” function, default level = 0.</p>
Anti Pass Back Violation	<p>1 、 It will be listed in the “Drop Down Menu”. When it’s selected and the doors with “Anti Pass Back Level ”configuration, one “Anti_PB Rej ”message will be recorded on the Access Log ”screen. If the event handle level is equaled to or higher than the“ Alarm Trigger Level”, the Relay will be triggered and an alert E-mail will be alert to an account which has been pre-configured.</p> <p>2 、 When the “Latched Time : 0”, the alert can only be stopped by clicking “ Alarm OFF ”button on the “Door Status Monitoring/Security Bypass” screen of “Remote Control” function, default level = 0. * Only 1 Door (2 way) is supported</p>
Door open too long	<p>1 、 It will be listed in the “Drop Down Menu”. When it’s selected and the door closes over the time set after the user’s card flashed, one “Open too long ”message will be recorded on the Access Log ”screen. If the event handle level is equaled to or higher than the“ Alarm Trigger Level”, the Relay will be triggered and an alert E-mail will be alert to an account which has been pre-configured.</p> <p>2 、 When the “Latched Time : 0”, the alert can only be lifted/stopped by clicking “ Alarm OFF ”button on the “Door Status Monitoring/Security Bypass” screen of “Remote Control” function, default level = 0.</p>

<p>Tamper Switch Breakdown</p>	<p>1 、 It will be listed in the “Drop Down Menu”. When it’s selected and the device is opened forcibly, one “CASE OPENED”message will be shown on the Access Log ”screen. if the event level equals to or higher than the“ Alarm Trigger Level”, the Relay will be triggered and the E-mail will alert when “ E-mail Alerts ”is configured and one alert e-mail will be sent out.</p> <p>2 、 When the “Latched Time : 0”, the alert can only be stopped by clicking “ Alarm OFF ”button on the “Door Status Monitoring/Security Bypass” screen of “Remote Control” function, default level = 0.</p>
<p>Door Intruded</p>	<p>1 、 It will be listed in the “Drop Down Menu”. When it’s selected and the door is accessed forcibly and abnormally, one “ DOOR INTRUDED ” message will be shown on the Access Log ”screen ; if the event level equals to or higher than the“ Alarm Trigger Level”, the Relay will be triggered and the E-mail will alert when “ E-mail Alerts ”is configured and one alert e-mail will be sent out.</p> <p>2 、 When the “Latched Time : 0”, the alert can only be stopped by clicking “ Alarm OFF ”button on the “Door Status Monitoring/Security Bypass” screen of “Remote Control” function, default level = 4.</p>
<p>Duress Alarm On</p>	<p>1 、 It will be listed in the “Drop Down Menu”. When it’s selected and the “Duress Alarm ”of a door is triggered by the user ( note : you have to key in the “Anti Duress Password” then press “ENT ”before flashing users card) then an “ANTI DURESS” message will be shown on the Access Log ”screen; if the event level equals to or higher than the“ Alarm Trigger Level”, the Relay will be triggered and the E-mail will alert when “ E-mail Alerts ”is configured and one alert e-mail will be sent out.</p> <p>2 、 When the “Latched Time : 0”, the alert can only be stopped by clicking “ Alarm OFF ”button on the “Door Status Monitoring/Security Bypass” screen of “Remote Control” function, default level = 4.</p>
<p>Fire Alarm On</p>	<p>1 、 It will be listed in the “Drop Down Menu”. When it’s selected and if the “Fire Alarm ”is triggered, one “FIRE ALARM” message will be shown on the Access Log ”screen; if the event level equals to or higher than the“ Alarm Trigger Level”, the Relay will be triggered and the E-mail will alert when “ E-mail Alerts ”is configured and one alert e-mail will be sent out.</p> <p>2 、 When the “Latched Time : 0”, the alert can only be stopped by clicking “ Alarm OFF ”button on the “Door Status Monitoring/Security Bypass” screen of “Remote Control” function, default level = 5.</p>

Latched Time	The “Latched Time” can be set up to 65535 seconds. When the “Latched Time : 0”, means the latched status will never be restored until the alert be stopped by manually clicking “ Alarm OFF ”button on the “Door Status Monitoring/Security Bypass” screen of “Remote Control” function.
Level	Set the “Event Type Level”. When the Event Level higher than or equal to the “Alarm Trigger Level”, the Alarm Relay will be triggered; otherwise the Alarm Relay will not be triggered.
Alarm Trigger Level	Set the “Alarm Trigger Level”. When the Event Level higher than or equal to the “Alarm Trigger Level”, the Alarm Relay will be triggered; otherwise the Alarm Relay will not be triggered.
IP Camera	Select enable to take photo when alarm relay is triggered
Alarm	Select enable will trigger alarm relay when event type equal or higher than trigger level.
<b>► E-mail Alarm</b>	
Location Name	Enter the equipment name for alarming.
SMTP Mail Server	Enter the Mail Server address of sending Alarm E-mail.
Mail from	Enter location of senders email
SMTP Server Verify	Set mail server User id and Password
Mail to	Enter the 1st one Alarm E-mail address.
Mail cc to	Enter the 2nd one Alarm E-mail address.
“Set”( button )	Save the configured information.

## ➤ Tools

### ◆ IP Camera

Select "IP Camera" on the Main Window, you'll see the "IP Camera" screen as the following example:

IP Camera(IP)	PORT	TYPE	username (30 Char. Max)	password (30 Char. Max)
<input type="text" value="192.168.3.97"/>	<input type="text" value="80"/>	<input type="text" value="VIVOTEK IP7133/7330"/>	<input type="text"/>	<input type="text"/>
<div>SETRefresh</div>				

Door IN

Chiyu,UID=1,05/31/2011,15:05:43



### ◆ Illustration IP Camera

► IP Camera	
IP Camera	Enter the IP address of IP Camera to be lined.
PORT	Enter the PORT IP Camera number, default is 80
Type	Select Enter IP Camera Type , with VIVOTEK IP7133/7330/7131 and ACTi TCM/ACM series , SoftWell WE1612H can select , default VIVOTEK IP7133/7330
ID	Enter IP Camera Logon ID
Password	Enter IP Camera Logon Password
Set(Button)	Save all the configurations.
Refresh(Button)	Refresh the WEB page of IP Camera.

## ◆ Backup

Select” Backup” on the Main Window, you’ll see the“ Backup System ” screen as below:

### Backup

**Tips :**

**This command will export the User Registry data for backup purpose.**

☒ Database(database.cfg) ☐ User Data(userdata.cfg) ☐ User List(userlist.txt)

BACKUP

## ◆ Illustration of Backup

► Backup	
<b>Database(database.cfg)</b>	Backup Project Terminal Setup, Password Setup, Time Set, Time Zone Setup Group List, Holiday Setup, Dorr Setup.
<b>User Data(userdata.cfg)</b>	Backup Project User ID, Card No, Name, Expire Date Check, Status, User Type, Group, Bypass TZ Level, Personal Password.
<b>User List(userlist.txt)</b>	Backup Project User ID, Card No, Name, User Type, Group.

※ UserData.cfg 、 UserList.txt two different backup

## ◆ Restore

Select "Restore" on the Main Window, you'll see the "Restore System" screen as below:

### RESTORE / IMPORT

Select a File to Restore / Import :

☒ Database(database.cfg/userdata.cfg) ☐ User List(userlist.txt)



(It may takes few minutes to restore the database.)

## ◆ Illustration Restore

► Restore	
Database (database.cfg)	Restore Project Terminal Setup, Password Setup, Time Set, Time Zone Setup Group List, Holiday Setup, Dorr Setup.
User List (userlist.txt)	Restore Project User ID, Card No, Name, User Type, Group.

※ UserData.cfg 、 UserList.txt two different backup

## ◆ Reboot

Select "Reboot" on the Main Window, you'll see the "Reboot System" screen as below:

### Reboot System

REBOOT

## ◆ Illustration of Reboot

### ► Button

Reboot	Reboot the WebPass IP Reader, similar to warm start a computer
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## ◆ Upgrade Firmware

Select "Upgrade Firmware" on the Main Window, you'll see the "Firmware Upgrade" screen as below:

### FIRMWARE UPGRADE

Warning: Upgrade must NOT be interrupted

Please select a file to upgrade :

Browse...

UPGRADE

## ◆ Illustration of Upgrade Firmware

### ► Steps

Press Button "BROWSE" to search your Firmware to be Upgraded.  
Press Button "Upgrade" to execute the Firmware Upgrade.

### ► Note

Please Upgrade the "System Code" First then Upgrade "WEB Code".

## ◆ Reset

Select “Reset” on the Main Window, you’ll see the “Reset” screen as below:

### Reset All

☐ User Data ☐ Access Logs ☐ Group ☐ Time Zone ☐ Time Set ☐ Holiday ☐ System Logs

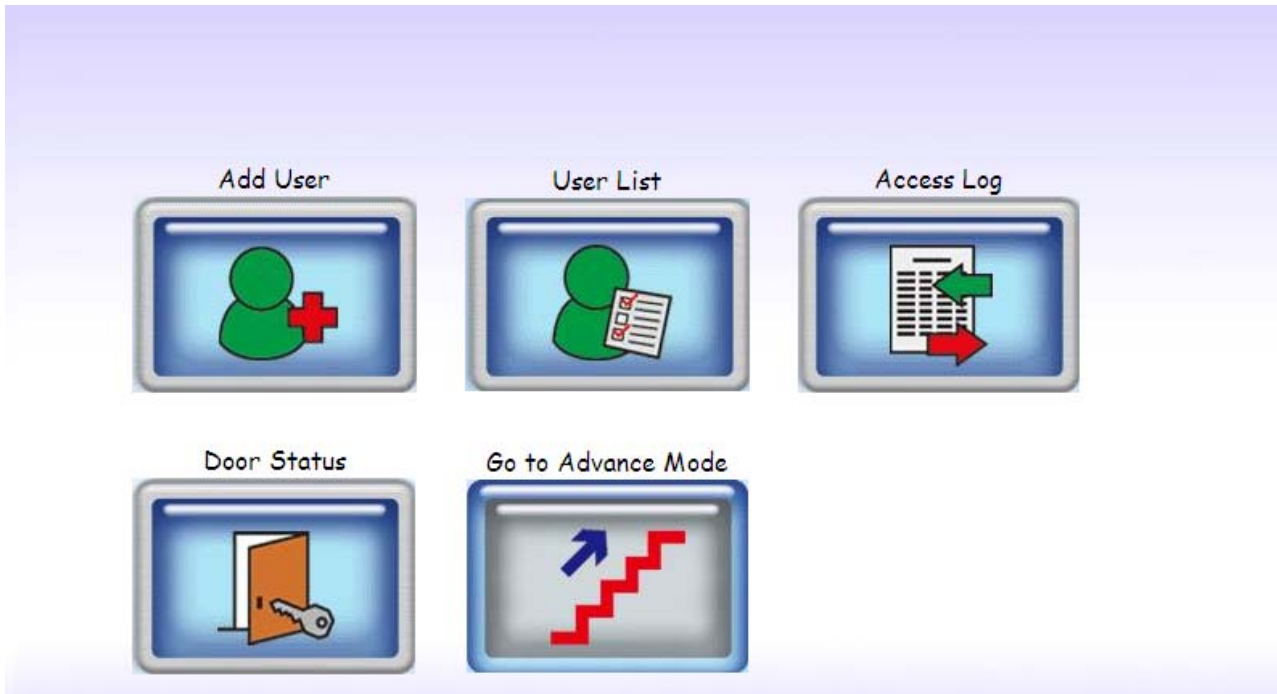
**Reset System to Factory Default** -

## ◆ Illustration of Reset

► Data Reset	
<b>User Data</b>	Tick the box before “User Data” and Click “DELETE” to delete all the User Data.
<b>Access Log</b>	Tick the box before “Access Log” and Click “DELETE” to delete all the Access Logs.
<b>Group</b>	Tick the box before “Group” and Click “DELETE” to delete all the Group.
<b>Time Zone</b>	Tick the box before “Time Zone” and Click “DELETE” to delete all the Time Zone.
<b>Time Set</b>	Tick the box before “Time Set” and Click “DELETE” to delete all the Time Set.
<b>Holiday</b>	Tick the box before “Holiday” and Click “DELETE” to delete all the Holiday
<b>System Logs</b>	Tick the box before “System Logs” and Click “DELETE” to delete all the System Logs
► Button	
<b>select All</b>	Tick the box to select all boxes in a time
<b>Delete</b>	Delete ticked item(s)
► Reset System to Factory Default	
<b>Factory Default</b>	Execute command to restore the system to the factory default

## ➤ Home Mode

Home mode provides a short cut for system operator to enter to 4 sections: Add User, User List, Access Log, Door Status.



## ◆ Home Mode menu description

▶ Add User	
<b>User ID.</b>	User ID can be input number from 1 to 20,000 (User ID number exceeding 20,001+ will be invalid)
<b>Card No.</b>	User card number can be registry to system by manually input or by card reader
<b>Name</b>	User name length can only be 10 characters
<b>Status</b>	Tap “Active” or “Inactive” authority for user
<b>Personal Password</b>	Input personal password by 4~8 digits
<b>Password confirm</b>	Confirm to personal password
<b>Save</b>	Save the information
<b>Home Mode Top Page</b>	Switch to Home Mode menu
▶ User List	
<b>No.</b>	Serial number of the user on the system
<b>User ID</b>	User ID range can be 1 to 20,000 digits only
<b>Name</b>	User name can be 10 characters only
<b>User Type</b>	User type for the system. 6 types can be selectable.
<b>Active</b>	Display user authority status for system
<b>Activate (button)</b>	Activate user authority by selecting from the user list serial No.
<b>Deactivate (button)</b>	Deactivate user authority by selecting from the user list serial No.
<b>Delete</b>	Delete user from the list by selecting user serial no. from the list
<b>Home Mode Top Page</b>	Switch to Home Mode menu
▶ Access Log	
<b>No.</b>	Access Log serial number
<b>User ID</b>	User ID for IN or OUT of certain door. Tap the User ID will redirect to user profile screen for modification. If redirection failed means the User ID has been deleted. ※ User type will be indicated within a bracket symbol after User ID <b>5 User types for system :</b> <b>Normal user (N) 、 Administrator (S) 、 Visitor (V) 、 Guard Tour (G)</b>
<b>User Name</b>	User name for IN or Out for certain door. User name may be empty if user name has not input to user profile.
<b>Date</b>	IN/OUT record date
<b>Time</b>	IN/OUT record time

<b>IN/OUT</b>	IN : Door opened by WebPass IP Reader (controller/sub-controller) OUT : Door opened by WebPass IP Reader (reader) or Wiegand reader ※ APB level will be indicated within a bracket symbol (N) after IN/OUT sign
<b>Door</b>	Display door number when the access log(s) generated
<b>Remark</b>	Display relate information for IN or OUT record <ul style="list-style-type: none"> <li>● Door status =“Normal Open”: Displayed which method is taken to access door. For Card, will be displayed as ( C). For Password, will be displayed as (P). For other method will also be displayed by other status.</li> <li>● Door status can possibly be displayed as “Anti-Duress”, “Fire Alarm”...etc when Door is not being “Normal Opened”.</li> </ul>
<b>Home Mode Top Page</b>	Switch to Home Mode menu
<b>► Door Status</b>	
<b>Door Status</b>	Display with updated door status. LED light off when a door's no response. Green = Door closed, Yellow=Door opened, Red=Exception (circuit short, circuit open, intrude, door open delay..etc)
<b>WebPass/BF-50Status</b>	Display with WebPass/BF-50 updated status. LED off when devices without response. Green=Closed, Yellow=Open, Red=Exception (such as circuit short, circuit open, intrude, door open delay..etc)
<b>Fire Alarm</b>	Display fire alarm on system activate or deactivate
<b>Status</b>	Display door status with Normal, Force open, or Force close
<b>Force Open</b>	Tap Force open to remotely open doors. This method can only be applied when door status is “Normal”.
<b>Pulse Close</b>	Tap Pulse Close to close door remotely. Door status will be turned to Pulse Close. Door cannot be access by RFID card.
<b>Back to Normal</b>	Tap the Back to Normal will revive door security status to be normal
<b>Pulse Open</b>	Tap the Pulse Open can remotely open door. Door status will be turned to Pulse Open. Door will be unlocked.
<b>Home Mode Top Page</b>	Switch to Home Mode menu
<b>► Go To Advance Mode</b>	
Switch to General mode	

## ➤ Appendix

Event name	Event status	How to revive
Door open delay	Door open time over the default time (with door sensor)	Close the door
Door closed	Door closed after “Door open delay” event triggered.	N/A
Pulse Open	Pulse open door from remote site	Tap “Back to Normal” button to turn to normal
Pulse Close	Pulse close door from remote site	Tap “Back to Normal” button to turn to normal
Back to Normal	Door status back to normal	N/A
Identification failure	User identification failed	Check access method for user is to conform to door’s policy
Unregister	Card is not registered	Register the card
Inactive	User authority and data invalid	Active user’s authorization
APB violation	APB policy violated when APB function is activated	Check APB level
Not Allowed	User Group is not allowed to access a certain door	Check setting of user Group
Door intruded	Door intruded illegally	Check door sensor functionality
Tamper switch breakdown	Tamper switch is being triggered	Check tamper switch on the terminal status
Push Button	Open door by push button	N/A
Normal Close	Door closed after door opened	N/A
Anti-Duress	Anti-Duress event triggered. (User requires to input Anti-duress password then scan card)	N/A

Fire Alarm	Fire alarm triggered	Check fire alarm signal is being triggered. Release the fire alarm signal.
Security defense	Security On(Based on software)	Apply software or scan security type card to release the security status
Security off	Security off (Based on software)	N/A
Tamper switch close	Tamper switch closed after tamper switch breakdown	N/A
Illegal time zone	Access door with card out of time zone	Check time zone for door
Lock release time zone start	Unlock time zone start	Check lock release time zone. Change the time zone to be none to release the status
Lock release time zone end	Unlock time zone end	N/A
Warm start	Tap Reboot to warm start terminal (power on status), system display with Warm start message	N/A
Cold start	Power on after power breakdown. System log displays “System power on”.	N/A
Backup battery	Backup battery is being used when power off	Check power status
Normal power on	Power on after power breakdown (with backup battery)	N/A
BF50 on line	BF-50 On line	N/A
BF50 off line	BF-50 Off line	Check RS485 or BF50 status
Door sensor circuit short	Door sensor circuit short	Check door sensor circuit
Door sensor circuit open	Door sensor circuit open	Check door sensor circuit

Interlock violation	Access second door before first door closed.	Check first door has been normally closed
Emergency open	Tap Emergency open button remotely	Tap All door then click Back to normal
Emergency close	Tap Emergency close button remotely	Tap all door then click Back to normal
Fire alarm detection on	Fire alarm detection is activated from remote site	N/A
Fire alarm detection off	Fire alarm detection off from remote site	N/A
Force open	Tap Force open button from remote site	N/A
Manually alarm release	Alarm relay is triggered when a certain event tolerance time set to "0". Alarm relay will be off when Alarm off is selected.	N/A
Auto alarm off	Event trigger tolerance time set to other than "0", alarm relay will be triggered.	N/A
IP Conflict	IP confliction over two terminals	Modify IP for one terminal