Web Access Quick Start Guide

Web Access

Login

cdvigroup.com Creator of electronic access solutions since 1985
Objective:
This fast and easy guide will assist you to start the ATRIUM access control system using pre-configured settings.

Once this quick start guide has been completed successfully:

- All doors will be secure (locked),
- Only cards added to the system will unlock a door for 5 seconds.

Note: ATRIUM stand-alone configuration is one card reader per door.

Refer to the ATRIUM system manual for advanced programming options.

Note: Ensure that all system hardware and field wiring has been completed prior to using this guide. Refer to the AC22 ATRIUM 2-Door Controller and AX22 ATRIUM 2-Door Expander Module manuals and wiring diagrams for assistance.

Step 1: Run the ATRIUM Finder utility

Ensure that your computer and ATRIUM AC22 Door Controller are connected to the network.

Follow these instructions below to gain access to the ATRIUM Web Server:

a) Double-click on ATRIUM Finder utility icon (Available for free at: www.cdvi.ca),
b) The ATRIUM Finder window will appear and display the ATRIUM controller.
c) Double-click on the controller in the list or select the controller and click “Go To Web Page”.

![ATRIUM Finder Utility](image)
Step 2: System Web Page Login

• Use the default login ID and the password below:

  For the INSTALLER:  
  Login ID: admin  
  Password: admin

  For the MASTER:  
  Login ID: master  
  Password: master

  **Note:** Login ID and password are case sensitive.

  **Important:** For security reasons, CDVI recommends changing these passwords. This is done in the “User” menu.

---

**ATRIUM WEB SERVER LOGIN PAGE**

![Login Page](attachment:image.png)

---

Step 3: Set date and time:

• Click Module Information tab and then Date and time tab.

• Click “Edit” and choose the time zone.

• Set daylight savings time (if any) for your region

• Click “Save” to confirm.
Step 4: Card Enrollment

a. Present the MASTER card supplied with the system to a reader.
b. The door will unlock.
c. Open the door and keep it open. (The door must be equipped with a door contact)
d. Within 5 seconds, present the PROGRAMMING card supplied with the system to the reader. Reader LEDs will begin flashing in sequence (2 Red + 2 Green).
e. Enrollment mode is active.
f. Present new access cards, one by one, to the reader to add them to the system.
g. Each new card will create a user and attribute the card to the user.
h. The green LED will flash after each card is read and a pulsed beep will be emitted by the reader.
i. Present the PROGRAMMING card again to stop enrollment mode.

Note: After enrolling cards, use the web page to add, delete or edit users/cards or Card and PIN Registration Form. By default, doors are always locked and access is granted on the presentation of a valid card only.

The system is now ready.

After a successful login, ATRIUM web pages will enable you to:

• MANAGE USERS/CARDS
• **LOCK/UNLOCK DOOR(S)**

![Lock/Unlock Door Diagram]

- Display Name
  - User
  - Guest
  - President
  - Staff

- State
  - Lock
  - Unlock

- Legend
  - Closed
  - Opened
  - Alarm
  - Alarm Force
  - Locked
  - Unlocked
  - Trouble
  - Unknown

- Events
  - Date & Time
  - Description
  - Locked/Access
  - Unlocked/Access
  - Programming Changed

• **MANAGE HOLIDAYS**

![Manage Holidays Diagram]

- Holidays
  - New Year
  - Christmas
  - Labour Day

- General Information
  - State
    - Active
    - Inactive
  - Label
    - Chained

- Occurrence
  - Day
    - 25
  - Month
    - December
  - Week
    - Last
    - Sunday
  - Year
    - 2013

- Duration
  - Start Time
    - 0
  - End Time
    - 0
  - Duration
    - 0
• MANAGE SCHEDULES

• MANAGE ACCESS LEVELS
- **VIEW SYSTEM EVENTS**

![Web Access Quick Start Guide](image)

### Table: User Name and Card or PIN number

<table>
<thead>
<tr>
<th>#</th>
<th>User Name</th>
<th>Card or PIN number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>