



Web Access Quick Start Guide



Web Access



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.

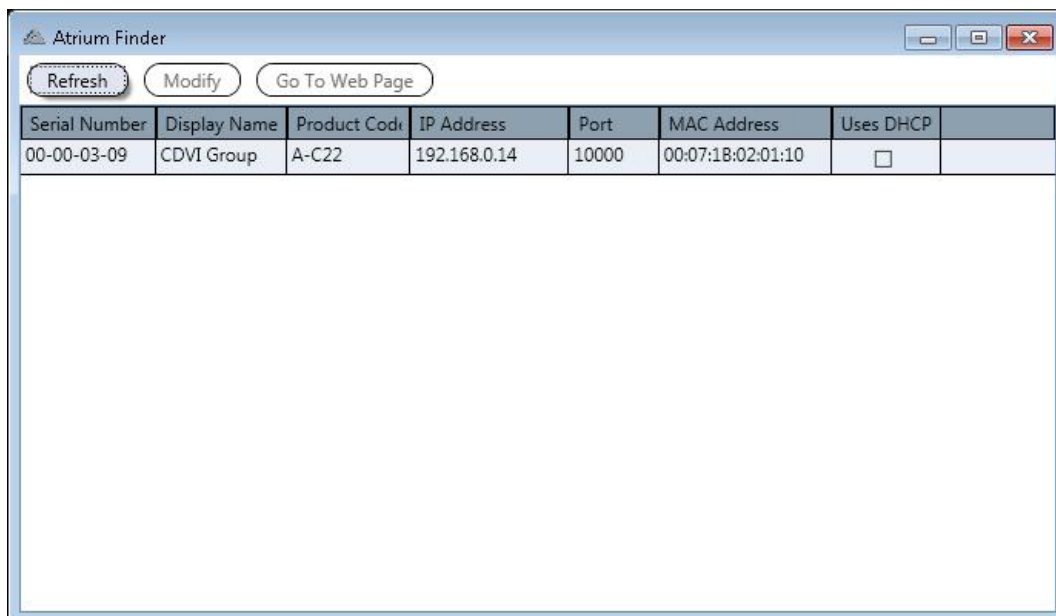
Note: Ensure that all system hardware and field wiring has been completed prior to using this guide. Refer to the AC22 ATRIUM 2-Door Controller and AX22 ATRIUM 2-Door Expander Module manuals and wiring diagrams for assistance.

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".



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



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.



Master Card



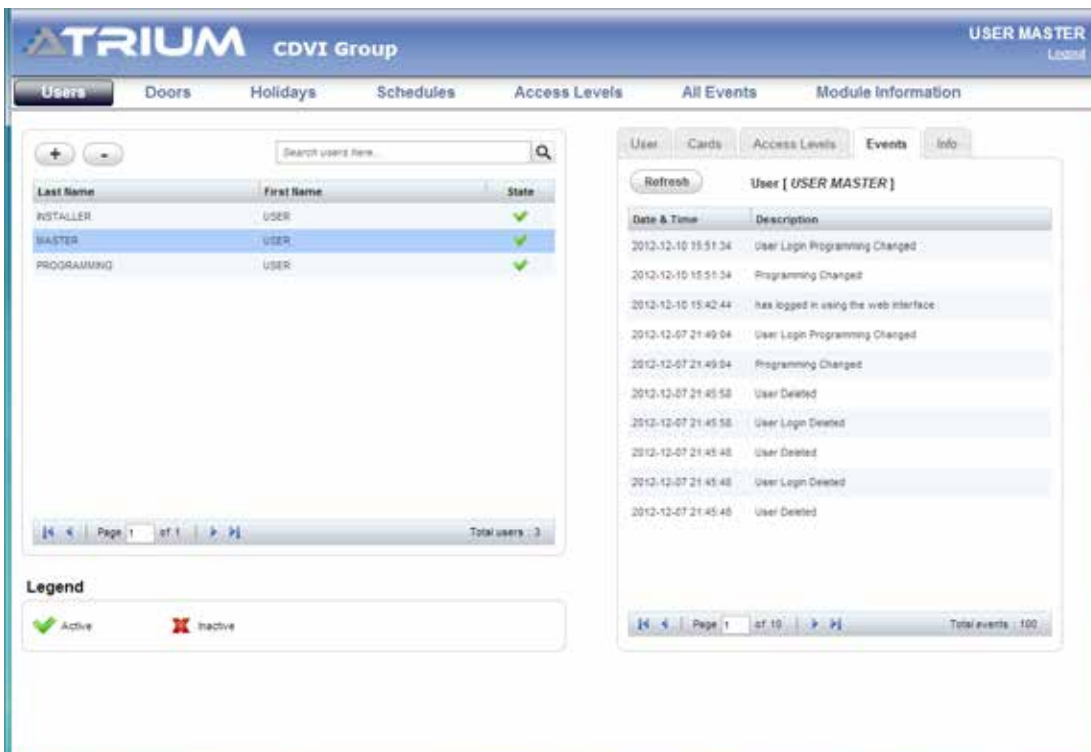
Programming Card

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**



The screenshot shows the ATRIUM web interface for the CDVI Group. The top navigation bar includes 'Users', 'Doors', 'Holidays', 'Schedules', 'Access Levels', 'All Events', and 'Module Information'. The 'Users' tab is active, displaying a table of users:

Last Name	First Name	State
INSTALLER	USER	✓
MASTER	USER	✓
PROGRAMMING	USER	✓

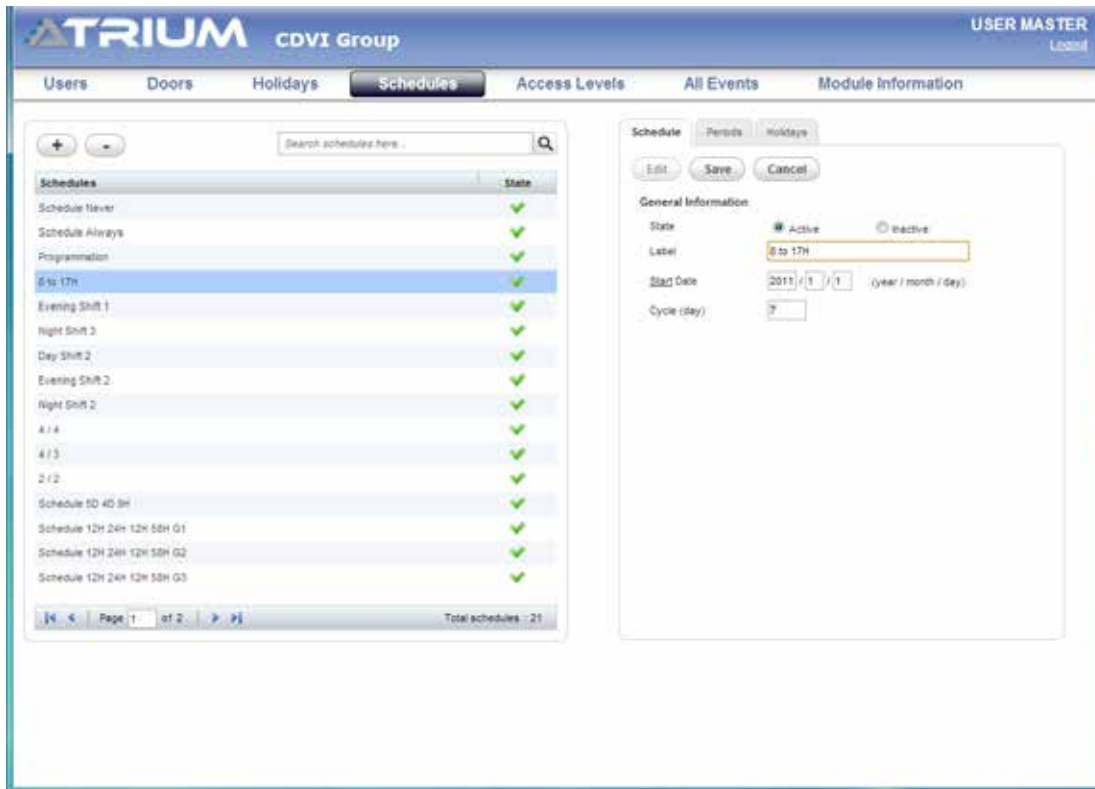
Below the table is a legend: a green checkmark for 'Active' and a red X for 'Inactive'. The 'All Events' tab is also visible, showing a log of events for the user 'USER MASTER':

Date & Time	Description
2012-12-10 15:51:34	User Login Programming Changed
2012-12-10 15:51:34	Programming Changed
2012-12-10 15:42:44	has logged in using the web interface
2012-12-07 21:49:04	User Login Programming Changed
2012-12-07 21:49:04	Programming Changed
2012-12-07 21:45:58	User Deleted
2012-12-07 21:45:58	User Login Deleted
2012-12-07 21:45:48	User Deleted
2012-12-07 21:45:48	User Login Deleted
2012-12-07 21:45:48	User Deleted

• LOCK/UNLOCK DOOR(S)

• MANAGE HOLIDAYS

• **MANAGE SCHEDULES**



USER MASTER
Logout

Users Doors Holidays **Schedules** Access Levels All Events Module Information

Search schedules here

Schedules	State
Schedule Never	✓
Schedule Always	✓
Programming	✓
6 to 17h	✓
Evening Shift 1	✓
Night Shift 3	✓
Day Shift 2	✓
Evening Shift 2	✓
Night Shift 2	✓
4 / 4	✓
4 / 3	✓
2 / 2	✓
Schedule 5D 4D 9H	✓
Schedule 12H 24H 12H 55H G1	✓
Schedule 12H 24H 12H 55H G2	✓
Schedule 12H 24H 12H 55H G3	✓

Page 1 of 2 Total schedules: 21

Schedule Periods Holidays

Edit Save Cancel

General Information:

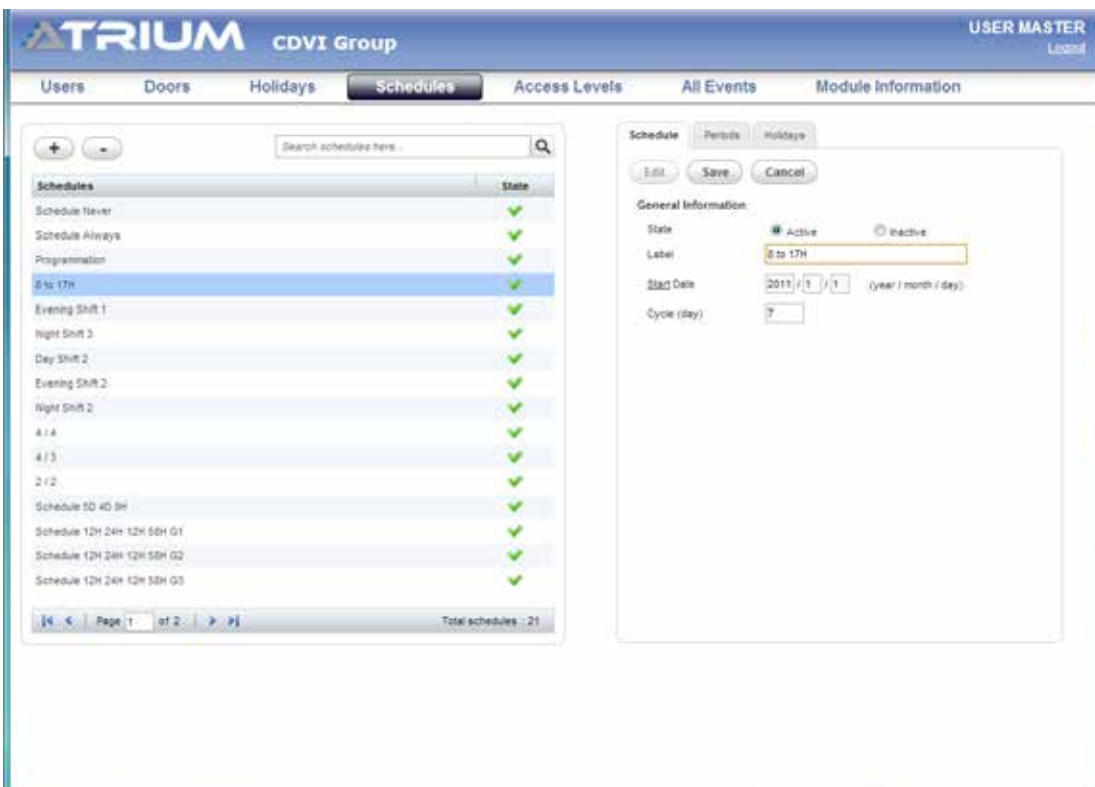
State: Active Inactive

Label: 6 to 17h

Start Date: 2011 / 1 / 1 (year / month / day)

Cycle (day): 7

• **MANAGE ACCESS LEVELS**



USER MASTER
Logout

Users Doors Holidays **Schedules** Access Levels All Events Module Information

Search schedules here

Schedules	State
Schedule Never	✓
Schedule Always	✓
Programming	✓
6 to 17h	✓
Evening Shift 1	✓
Night Shift 3	✓
Day Shift 2	✓
Evening Shift 2	✓
Night Shift 2	✓
4 / 4	✓
4 / 3	✓
2 / 2	✓
Schedule 5D 4D 9H	✓
Schedule 12H 24H 12H 55H G1	✓
Schedule 12H 24H 12H 55H G2	✓
Schedule 12H 24H 12H 55H G3	✓

Page 1 of 2 Total schedules: 21

Schedule Periods Holidays

Edit Save Cancel

General Information:

State: Active Inactive

Label: 6 to 17h

Start Date: 2011 / 1 / 1 (year / month / day)

Cycle (day): 7

• VIEW SYSTEM EVENTS

Number	Date & Time	Description
5260	2012-12-10 15:51:34	User Login Programming Changed by User [USER MASTER]
5259	2012-12-10 15:51:34	User [USER MASTER] Programming Changed by User [USER MASTER]
5258	2012-12-10 15:42:44	User [USER MASTER] has logged in using the web interface
5257	2012-12-10 00:00:33	Midnight
5256	2012-12-09 00:00:31	Midnight
5255	2012-12-08 00:00:07	Midnight
5254	2012-12-07 21:49:04	User Login Programming Changed by User [USER MASTER]
5253	2012-12-07 21:49:04	User [USER MASTER] Programming Changed by User [USER MASTER]
5252	2012-12-07 21:45:58	User Deleted by User [USER MASTER]
5251	2012-12-07 21:45:58	User Login Deleted by User [USER MASTER]
5250	2012-12-07 21:45:48	User Deleted by User [USER MASTER]
5249	2012-12-07 21:45:48	User Login Deleted by User [USER MASTER]
5248	2012-12-07 21:45:48	User Deleted by User [USER MASTER]
5247	2012-12-07 21:45:48	User Login Deleted by User [USER MASTER]
5246	2012-12-07 21:45:48	User Deleted by User [USER MASTER]
5245	2012-12-07 21:45:48	User Login Deleted by User [USER MASTER]

#	User Name	Card or PIN number
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		



All the instructions on this document (photos, drawings and specifications) are subject to change without notice.
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