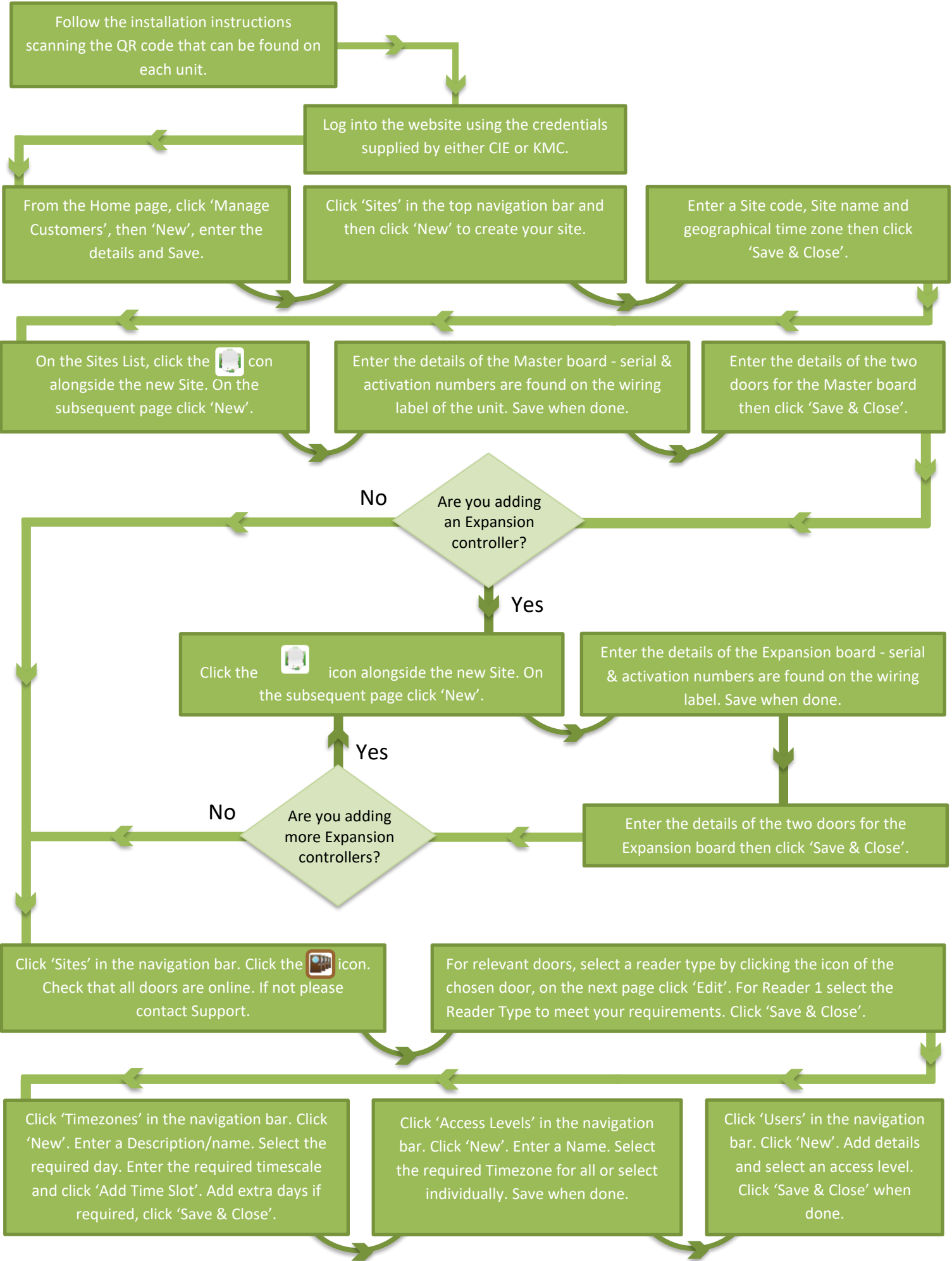


Quick Start Guide



Follow the installation instructions scanning the QR code that can be found on each unit.

Log into the website using the credentials supplied by either CIE or KMC.

From the Home page, click 'Manage Customers', then 'New', enter the details and Save.

Click 'Sites' in the top navigation bar and then click 'New' to create your site.

Enter a Site code, Site name and geographical time zone then click 'Save & Close'.

On the Sites List, click the  alongside the new Site. On the subsequent page click 'New'.

Enter the details of the Master board - serial & activation numbers are found on the wiring label of the unit. Save when done.

Enter the details of the two doors for the Master board then click 'Save & Close'.

Are you adding an Expansion controller?

No

Click the  alongside the new Site. On the subsequent page click 'New'.

Enter the details of the Expansion board - serial & activation numbers are found on the wiring label. Save when done.


Yes

Are you adding more Expansion controllers?

Yes

Enter the details of the two doors for the Expansion board then click 'Save & Close'.

No

Click 'Sites' in the navigation bar. Click the  icon. Check that all doors are online. If not please contact Support.

For relevant doors, select a reader type by clicking the icon of the chosen door, on the next page click 'Edit'. For Reader 1 select the Reader Type to meet your requirements. Click 'Save & Close'.

Click 'Timezones' in the navigation bar. Click 'New'. Enter a Description/name. Select the required day. Enter the required timescale and click 'Add Time Slot'. Add extra days if required, click 'Save & Close'.

Click 'Access Levels' in the navigation bar. Click 'New'. Enter a Name. Select the required Timezone for all or select individually. Save when done.

Click 'Users' in the navigation bar. Click 'New'. Add details and select an access level. Click 'Save & Close' when done.