

Quick Start Guide - VOLO



Follow the installation instructions for Master and for Slave supplied with each unit

Log into the website https://my.volo-access.com using the credentials supplied by KMC

From the Home page, click 'Manage Customers', then from the Customers page 'Create New', enter the details for the new Customer & click 'Submit'.

Click 'Home' in the navigation bar and then go to Sites by clicking on the alongside the new Customer.

Click 'Create New', enter a Site code, Site name and geographical time zone then click 'Submit'.

Click 'Back to Sites List', and then click the iii icon alongside the new Site. On the subsequent page click 'Create New'. Enter the details of the Master board - serial & activation code are found on the wiring label of the unit. Select your licenses from the Controller and SIM license drop down boxes Click 'Submit' when done.

Enter the details of the two doors for the Master board then click 'Submit'.

No

Are you adding a Slave controller?

Yes

Click 'Sites' in the navigation bar. Click the ion alongside the new Site. On the subsequent page click 'Create New'.

Enter the details of the Slave board - serial & activation codes are found on the wiring label. Click 'Submit' when done.

Yes

No

Are you adding more Slave controllers?

Enter the details of the two doors for the Slave board then click 'Submit'.

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 chosen door, on the next page click 'Edit'. For Reader 1 select the Reader type to meet your requirements. Click 'Submit'.

Click 'Timezones' in the navigation bar. Click 'Create New'. Enter a Description/name.

Select the required day. Enter the required timescale and click 'Add'. Add extra days if required, click 'Submit'.

Click 'Access Levels' in the navigation bar. Click 'Create New'. Enter a Name. Select the required Timezone for all doors ('Set Doors To') or select individually. Click 'Submit' when done. Click 'Users' in the navigation bar. Click 'Create New'. Add details and select an access level. Click 'Submit' when done.