

#### DN2121-1015

### 10 Easy Steps to Configure EntraPass Special Edition (v6.02 and Higher)

The purpose of this application note is to provide step-by-step instructions on how to install EntraPass Special Edition (v6.02 and Higher).

- 1. Installing the EntraPass Special Edition Software
  - a. Launch the setup.exe file from the EntraPass Installation USB, CD or folder
  - b. From the welcome screen, choose a language and click NEXT
  - c. Select Install Server, database and Workstation and click NEXT
  - d. Enter the 16 digits serial numbers (XXXX-XXXX-XXXX-XXXX).
  - e. Click Next and follow the prompts
  - f. Reboot the computer

Entrapass Special Edition 6.02.5	5	×
Serial Number		
	Server, database and workstation	
	Enter the serial number.	
InstallShield	< Back Next> Cance	el

- 2. Starting the EntraPass software for the first time
  - a. Double-click the EntraPass Special Edition icon to start EntraPass
  - b. Log in to EntraPass by using the default credentials:
- 3. Setting up the system after the initial installation
  - a. Click the **Options** tab and select the **System parameters** menu.
  - b. Under System parameters, select the Workstation symbol



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Report		Assign a new connection to a site Prompt Mandatory Manually		😢 Help
Video		Auto complete delay (s.cc)	1.00	
Ö Time				
Workstation	Ε			
Integration				
Web interface				

c. Under Assign a new connection to a site, click Mandatory

- d. Click the **Devices** tab and then click the **Application** button
- e. In the Application list, click Workstation EntraPass Special Edition.
- f. Click the **Configuration** tab, enter the IP address OR the domain name of the computer.

🗟 Application	
1 B B X 8 E L 9 14	
	English
	Workstation EntraPass Special Edition
Application O Workstation EntraPass Special Edition	•
General Parameters Workspace Messages Alarms E-mail reports Conf	Iration
English	Delays (Not applicable to KT-200)
01 - Workstation EntraPass Special Edition	Invalid attempts before keypad disabled
	Keypad disabled duration (h:mm) 0:02
01 - Workstation EntraPass Special Edition	Reset attempt counter (m:ss) 0:03
Keypad delays	
Inter-digit delay (m:ss) 0:0	EntraPass Special Edition / Multi-Site Gateway
Time-out on keypad (m:ss)	© IP address
	Omain name Test DNS Cabro2wkd3650.tycofs.com
Host modem definition	
	Image: Concel     Image: C

- 4. Creating a new Site
  - a. Click the Devices tab and click the Site button
  - b. Click New
  - c. Enter the name of the site
  - D. Save the Site
- 5. Creating a new connection
  - a. Člick the **Connection** button
  - b. Click **New**
  - c. Enter the connection name
  - d. Select the number of controllers.
  - e. Select the correct time zone





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Connection					B
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Site filter	Al connections and sites	- Engl	ish	<u>-</u>	
Connection	New connection	•			
General RS-232 Information Comment	1				
are definition		Time zone			
		Û			
Connection type	Direct (RS-232 or USB)	Video view			
					(***
Comm	unication timing	Graphic			(***
			Close	X Cancel	🤨 Нер

- g. Click the IP Device IP configuration tab
- h. Enter the MAC Address of the controller
- Check the **Online** check box. i.
- j.
- Choose the local IP settings of the controller i. Obtain an IP address automatically (DHCP)
  - ii. Use the following IP address (Static IP)

f. In the Connection type list, click Secure IP (KT-400)

k. Save the Connection

General IP Device IP Configuration	IP Device Automated Connection	IP Device Parameter	Information	Comment		
MAC address	00-50	0-F9-00-00-00	-			
Online	•	n in in	Override Gateway	IP Address		
Obtain an IP address automatically		0	IP address			169.254.203.35
O Use the following IP address		0	Domain name		Test DNS	
IP address	0.0.0					
Subnet Mask	0.0.0					
Gateway (Router)	0.0.0		udt Dublie TD Address			
DNS server address	0.0.0		IP address	15		192.168.1 .10
Protocol	TCP	•	Domain name		Test DNS	
						· · · ·

- I. In the Site Window select the Site to assign to this new connection 6. Configuring the first IP controller
  - When prompted to use the Express setup program, click Yes

0	Do you want to use the Express Setup program to configure associated devices
1	
	V Yes 🚫 No

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b. For each door select the door contact and request to exit if present
i. Click the Advanced button to name the doors

KANTECH	Cancel	
Both readers are installer		
Door #1 description	Door #2 description	
Door contact	Door contact	
Door contact REX contact	V Door contact	
Door contact REX contact  Both readers are installer	Image: Contract     Image: Contres     Image: Contres </td <td></td>	
Door contact REX contact Both readers are installer Door #3 description	d on the same door	
Door contact REX contact Both readers are installer Door #3 description Oor contact	♥ Door contact     ♥ REX contact     don the same door     Door #4 description     ♥ Door contact	

- c. The express setup allows you to define all logical components at the same time. You can modify the configuration later if required
- d. Under Controller menu select the newly created controller
  - i. Choose the appropriate reader type
- 7. Checking the communication status
  - a. Člick the Operation tab and select Site and Connections
  - b. Choose the Site from the list
  - c. Confirm communication



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- 8. Defining a schedule
  - a. Click the Definition tab and select Schedule
  - b. Click the **New** button



- c. Enter the name of the schedule
- d. Enter the Start time and End time using a 24 hour time format (00:00 to 24:00)
- e. Select the appropriate day of the week check boxes
- f. Save the schedule

🛒 Sc	hedule												- • ×
-	8 8 🕽	K 🖶 🗏	<b>L</b> Q	<b>2</b>									
		,							English				
									General Empl	oyee Schedu	le		
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	Start time	End time	Sun	Mon	Tue	Wed	Thu	Fri	Sat	4 Hol 1	Hol 2	4 Hol 3	4 Hol 4
1	08:00	17:00		<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	V					
2	00:00	00:00											
3	09:00	16:00	<b>V</b>						$\checkmark$				
4	00:00	00:00											
	Image: Concept of the second secon												

- 9. Define the Cardholder Access levels
  - a. Click the Users tab and select Access level
  - b. Click the New button



- c. Enter the name of the access level
- d. Assign a schedule to each door listed
  - i. None: if you don't want the cardholder to ever access this door
  - ii. Always valid: to allow the user to access this door at all times
  - iii. Assign any other schedule if you want the cardholder to have
    - access to the door only during a scheduled period
- e. Save the schedule

Access level						
1 B B X 8 E L	Q					
Site Access level	● KT-400	v v	English General Access French General Access			
Details						
	loor		Schedule			
Controller #1 Door #1 (01.01)		General Employee Schedule				
Controller #1 Door #2 (01.02)		General Employee Sched	ule			
Controller #1 Door #3 (01.03)		General Employee Sched	ule			
Controller #1 Door #4 (01.04)		General Employee Sched	ule			

10. Creating a new User a. Click the **User** tab and select **Card** 

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#### b. Click the new button



- c. Enter the name of the user
- d. Press ENTER on the keyboard
- e. Enter the card number of the user
- f. Click the Access level tab and assign the access level for the site
- g. Save the card

🚑 Card										• 🔀
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Card user name		bob berten			×	Creation date Modification date Modification cour Copy to visite	7/29/2015 : 7/31/2015 nt 8 or card			
Card number	Information	Access level	Access exception	Miscellaneous	Picture Usage	Comment				
				Display card nu	mber Use	expiration date	Expiration date	Trace	Stolen/lost	
Card # 1		00:	:00000	<b>V</b>			-			
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							Close	<b>~</b> C		neib

#### Run System Check and Perform Database Backup

**Note:** It is <u>very important</u> to have a recent backup of the system. You can use the backup to restore the system; in the event of a hardware failure, a software issue or for any reason to revert to the previous version of the software.

To make a backup:

- 1. Click the **Backup** tab and select **Backup**
- 2. Choose **Now** and click **ok**

🙆 Desk	tops Status	Operation	Users	Definition	Groups	Devices	Video	System	Report	Options	Backup
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Backup	Restore da	a Restore	Restor	e Resto	re	Log	Error Lo	og			