

ACTAtek IoT IP Reader User Manual

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Jakin ID



ACTAtek IoT IP reader User Manual

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Chapter 1. Introduction

This section explains the purpose and software references of the ACTAtek External IP Smartcard Reader.

1.1. Purpose

ACTAtek External IP Smartcard Reader is a cost effective solution for **Access Control** and **Time Attendance** product which allows users to access its record from any where, at any time and on any platform.

The primary objective of this document is to provide advance features of ACTAtek External IP Smartcard Reader.

The secondary objective of this document is to help the user to troubleshoot the ACTAtek External IP Smartcard Reader within the shortest time. So, after read through this training manual, user will become more familiar with the functions and features of ACTAtek External IP Smartcard Reader.

1.2. Document Conventions

Input typed in a bold Arial font, and output using Arial. Comments are added in *italics*.

Command prompt and Source code looks like

```
main()
{
    printf("Hello World\n");
}
```

1.3. Intended Audience and Reading Suggestion

This document is self-contained but assumes a basic knowledge of ACTAtek External IP Smartcard Reader. Advanced customers can use this document to enhance their usage in ACTAtek External IP Smartcard Reader, and resellers can use this document to enhance their customer's needs.

1.4. Software References for this document

ACTAtek External IP Smartcard Reader Firmware Version

Firmware Version	actatek_1_00.0127
------------------	-------------------

Chapter 2. Product Overview

2.1. ACTAtek External IP Smartcard Reader Model number

<i>Model Number</i>	<i>Description</i>
ACTA3er-[Model]	Embedded SSL-Web Server with Smartcard Sample up to 10,000 users

Table 1. ACTAtek External IP Smartcard Reader Model Number

2.1.1. Legend (Smartcard Models)

<i>Smart Card Model</i>	<i>Description</i>
ACTA3er-1K-SMa	<i>External Reader Mifare - IP based</i>
ACTA3er-1K-SE	<i>External Reader EM - IP based</i>
ACTA3er-1K-SHia	<i>External Reader HID iClass - IP based</i>
ACTA3er-1K-SHp	<i>External Reader HID - IP based</i>

2.2. Warranty Note

Warranty Card **MUST** be mailed or e-mailed after you receive your ACTAtek External IP Smartcard Reader for us to keep your unit(s) on our warranty program. Please keep the left side for your reference, and mail the right one to the office you purchased your unit from. Warranty for a 1 year period is provided for free, for any extension, please consult your sales agent for details on ongoing maintenance and warranty for your units.

Checklist

Please check that your ACTAtek External IP Smartcard Reader has come with the following, if anything is missing, contact us at

support@actatek.com .

- ACTAtek External IP Smartcard Reader Unit
- 100MBaseT Network Jack [for connection to network (hub/switch)]
- A 12V DC Switching Power Supply (Input: 100 - 240 VAC 50/60 Hz) w/ jack

2.3. *Setup Requirements*

2.3.1. *Operating System (For access via Corporate Network)*

- Windows 10 or above
- Linux Machines
- Unix Machine
- Mac OS

2.3.2. *Network Interface*

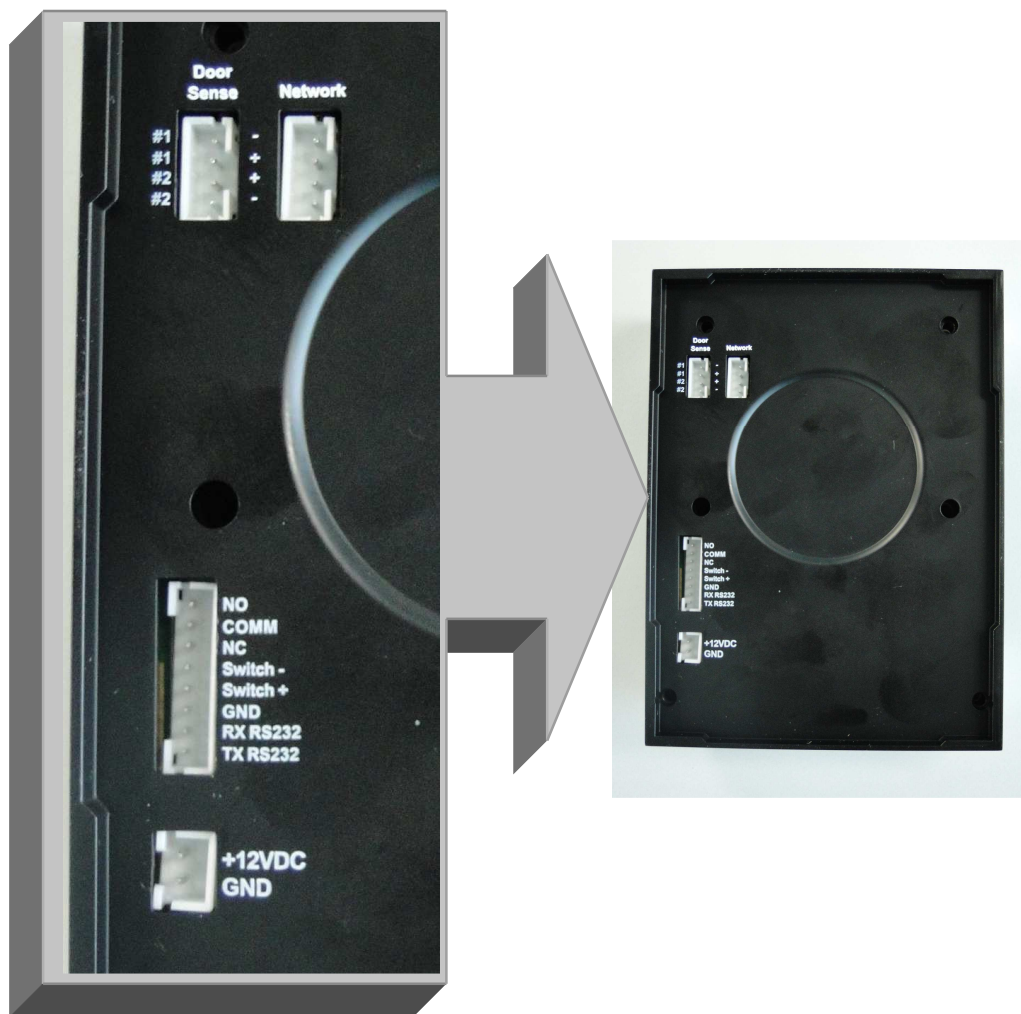
- 100MBaseT Ethernet (External Jack provided)
- RJ45 Cabling for Network Connectivity.
- Straight Network Cable (White cable, to connect to your corporate network via Hub/Switch)
- Crossover Network Cable (Black cable, to connect directly to your Computer)

2.3.3. *Power Requirements*

- A 12V DC switching power supply (provided), please do not substitute our power supply from another one
- Each 12V power supply can only support ONE ACTatek External IP Smartcard Reader, failing to do so will void the warranty.

Chapter 3. ACTatek External IP Smartcard Reader Structure and Connections

3.1. ACTatek External IP Smartcard Reader Internal Structure and Connections



ACTatek External IP Smartcard Reader back panel and ports

3.2. Connection Details:

3.2.1. Door Sense

- System will alert user if each of the door sensors is closed for about 30 seconds.
- Alert stops when sensor is open.

3.2.2. Network

- Used to connect a RJ45 cable to the network which enables ACTAtek External IP Smartcard Reader to be reached by Ethernet.

3.2.3. +12VDC Jack

- Power up the ACTAtek External IP Smartcard Reader with shipped switching power supply
- Make sure you have same rated power supply (12VDC, 27W) if the one provided is not used.

3.2.4. Door Switch Mode

- Connect both ends of the external door switch to GND and DSW respectively.
- Door Strike will be connected once the door switched is triggered.

3.2.5. Door Strikes (NC COM NO)

- Opens a door
- NC – Normally Close, COM – common, NO – Normally Open
- Used for door strike. NO (normal open) is open circuit normally, and will be short circuit when door is open. NC (normal close) is short circuit normally, and will be open circuit when door is open.

****It is required to install "diode" to counter back EMF from Door strike relay if you are going to install IP Reader for Access Control purpose.****




3.3. Hardware Features:

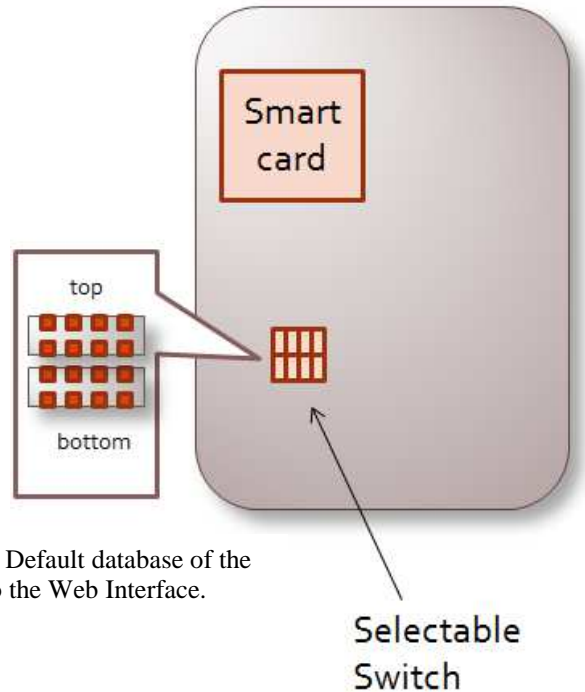
3.3.1. Built-in reset button – reset to default IP address

- IP: 192.168.1.200
 - a) Username: "A999"
 - b) Password: "1"
- Gateway: 192.168.1.254

3.3.2. **Built-in hidden selectable switch reset to different type of default schema.**

- Reset Event log
- Reset database
- Reset default database

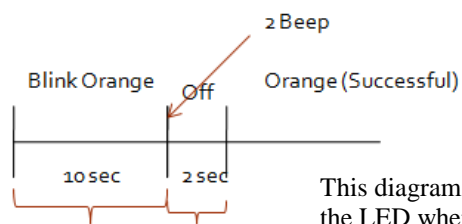
Type	Jumper
Reset Eventlog	top 
Reset Database	top 
Reset Default Database	top 



Above diagram shows how to reset Event-log, Database and Default database of the ACTatek External IP Smartcard reader without logging into the Web Interface.

3.3.3. **3 LED Status Indicator**

LED indicator shows the behavior of the ACTatek External IP Smartcard Reader.



This diagram shows the behavior of the LED when device is reset.

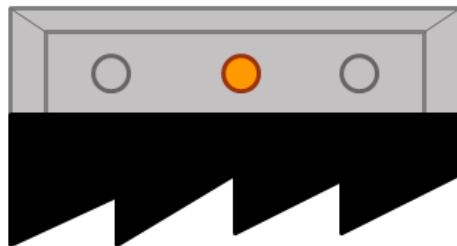


















Table guides on how the three (3) LED lights behaves in three (3) different colour.

	Red	Green/Red	Green
PowerUp			
Authentication Fail			
Authentication Pass			
Standby / Ready			
Reset Button (IP)		 Sequence	
Jumper setting		 Sequence	
System maintenance			
NetworkOffline			
RTC chip (clock chip not correct)		 blinking	
Firmware upgrade			


Chapter 4. Web Administration

Introduction

ACTatek External IP Smartcard Reader works based on the TCP/IP networking protocol and web server technology, which allows for remote administration via any web browser such as Edge , Chrome etc.

ACTatek External IP Smart Card Reader permits for 4 access levels:

- Personal User
- User Administrator
- Network Administrator
- Super Administrator



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Personal User

The personal user login only allows for users to check their attendance records, and view their reports. No changes or modification is admissible through this configuration option. This is for employees who wish to check their attendance records or other reports generated by the system.

User Administrator

The user administrator access level lists a different set of configuration changes that can be made. More so, to pertain to HR or Payroll requirements. The changes can be made to Access levels of different departments, addition and monitoring of job functions, reporting, as well as, managing the employee list. Addition / deletion of employees can be done here, restricting access to rooms for different employees can also be done by the user administrator.

Network Administrator

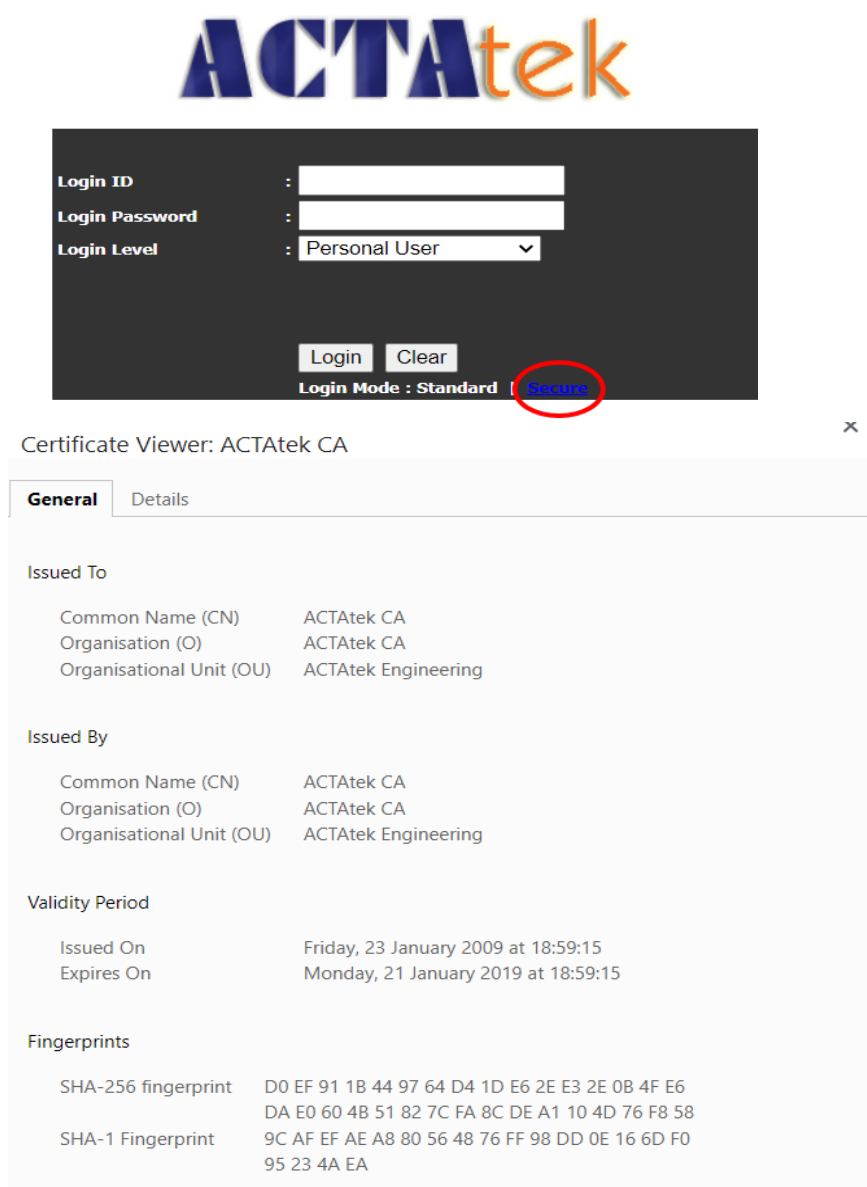
The network administrator is in charge of system configurations, such as, networking settings, terminal settings, clock setups, or password setups. Everything that involves technical knowing will be done by the network administrator. This role is usually assigned to a tech-savvy person, who is capable of making appropriate configuration changes and has basic knowledge of networking setup and IT-related issues.

Super Administrator

The super administrator login combines the functions of 1 - 3, so the administrator is in charge of the whole system, including technical and administration functionalities. This guide is focusing on the Super Administrator usage which essentially cover all the functions.

4.1. SSL Certification – Data Encryption

When <http://192.168.1.200> (default IP Address of the ACTatek External IP Smartcard Reader unit) is typed on the address bar of Edge or Chrome or any other web browser, the login page will appear. Click on “Secure” to login using secure SSL data encryption, so that ALL the exchange of data is encrypted and secure.



After selecting “Secure” login, the above screen will be displayed and to go on to login to view the web interface of ACTatek External IP Smartcard Reader, select either “Accept this certificate permanently” or “Accept this certificate temporarily for this session”. It is recommended to have the temporarily selected if you are not using your PC / laptop for this http session, so that others cannot use this site without the proper authentication. Make the selection and click “OK”.

If you do not wish to continue in secure mode, select “Do not accept this certificate and do not connect to this Web site”, or simply click “Cancel”.

The login page will reappear, input the login ID and password, and login level to proceed.

4.2. Terminal Status

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Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments

Access Control

- Access Groups
- Triggers
- Holidays Setting

Terminal Settings

- Terminal Setup
- Authentication/Log Setup
- Terminal List
- Access Client Setup
- Door Open Schedule
- Connection Profile
- Terminal Clock

Terminal Status

Model Number	ACTA3er-10K-SMa
Serial Number	00111DA00071
Firmware Version	actatek_1_00.0127
FAM Version	NO FAM
Terminal Description	ACTA3er_DEMO
IP Address	192.168.1.200
Primary/Secondary Unit	Primary
System Uptime	1 Hour(s)
Registered/Maximum Users	2452/10000
Automatch Users	0/0
Current Status	Online
Last Time Server Sync Time	Time Server Disabled
Total Flash Memory Size	253.63M
Memory Free	217.49M

The first page displayed, as above, will be the same no matter which login is chosen. It will show a brief status of the terminal. The information displayed includes:

Feature	Description
Model Number	The Model Number of your ACTatek External IP Smartcard Reader unit.
Serial Number	The Serial Number of your ACTatek External IP Smartcard Reader unit.
Firmware Version	The software version installed in the unit. For ACTatek External IP Smartcard Reader only Firmware version 1.00.0127 is installed by default.
Terminal Description	A brief description of the terminal.
IP Address	The IP address assigned to the unit, Default: 192.168.1.200
Primary / SecondaryUnit	This will let you know if the unit you are viewing is Primary
System Uptime	This informs you how long the system has been operating without a reboot
Registered/Maximum users	This informs you how many users are Registered and the maximum no. of users supported by the system.
Las Time Server sync time using SNTP	The last time when the device sync. its time with SNTP server if SNTP server was enable at Terminal Clock setting.
Total Flash Memory	The total memory size of the unit.
Memory Free	The memory free on the unit.

Chapter 5. Super Administration Guide

5.1. Overview

After logging in under Super Administrator (Default ID: A999, password: 1), the left panel will differ from the other administrator(s), as can be seen below. All options will be available for configuration and modification of the system and user configurations.

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Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments

Access Control

- Access Groups
- Triggers
- Holidays Setting

Terminal Settings

- Terminal Setup
- Authentication/Log Setup
- Terminal List
- Access Client Setup
- Door Open Schedule
- Connection Profile
- Terminal Clock

Terminal Status

Model Number	ACTA3er-10K-SMa
Serial Number	00111DA00071
Firmware Version	actatek_1_00.0127
FAM Version	NO FAM
Terminal Description	ACTA3er_DEMO
IP Address	192.168.1.200
Primary/Secondary Unit	Primary
System Uptime	1 Hour(s)
Registered/Maximum Users	2452/10000
Automatch Users	0/0
Current Status	Online
Last Time Server Sync Time	Time Server Disabled
Total Flash Memory Size	253.63M
Memory Free	217.49M

The System Administrator is usually the person that takes charge of the whole system, which includes the networking and technical side of things, as well as the HR and administration side. The Super administrator option is either a top executive who has control over the company data and knows the technical aspect too. Moreover, for small companies the roles of both the User and Network administrator(s) may be combined to one, and this is where the Super Administrator comes to play.

From the left panel, the user administrator will be able to choose from the following:

5.1.1. Terminal

- | | |
|--------------------|---------------------------------------|
| 1. Log off | - To log off from the system |
| 2. Terminal Status | - To view the overall terminal status |

5.1.2. User Administration

- | | |
|----------------------|---|
| 1. Attendance Report | - To view the attendance report of users in the system |
| 2. Daily Report | - To view the daily report of users in the system |
| 3. View Event Log | - To view the event log of the users in the system |
| 4. Add Event Log | - To add an event log in to the system |
| 5. View User List | - To view the list of users in the system |
| 6. Add New User | - To add a new user into the system |
| 7. Departments | - To view the list of departments or add a new department |

5.1.3. Access Control

- | | |
|---------------------|--|
| 1. Access Groups | - To view or modify existing access groups or add a new group |
| 2. Triggers | - To view or modify the trigger list. |
| 3. Holidays Setting | - To setup the systems for recognizing holidays for unique settings. |

5.1.4. Terminal Settings

- | | |
|-------------------------------|--|
| 1. Terminal Setup | - To view modify the terminal settings, e.g. IP / Gateway. |
| 2. Authentication / Log Setup | - To setup the behavior of authentication log. |
| 3. Terminal List | - To view the list of terminals connected. |
| 4. Access Client Setup | - To setup the ACTatek to the Access Manager |
| 5. Door Open Schedule | - To view or modify the door opening schedule. |
| 6. Connection Profile | - Use for manual Agent configuration. |
| 7. Terminal Clock | - To view or modify the terminal clock settings. |

5.1.5. Terminal

- | | |
|--------------------------|---|
| 1. SMS Service | -To setup the SMS service |
| 2. Alert Log | -To setup which action gives out alert log |
| 3. Syslog | -To enable the remote system log |
| 4. Backup System Data | - To backup the system data. |
| 5. Restore System Data | -To restore the system data from a previous setting |
| 6. Firmware Upgrade Ltd. | - To upgrade the firmware provided by ACTAtek |
| 7. Download Report | -To download access log report in Excel or Txt format |
| 8. Remote Door Open | - To open the door using the web interface. |
| 9. Reboot | - To reboot the unit remotely. |

The above is a brief overview of what the features on the left panel are for, in the next session, you will be able to understand in more detail what each function does, and how to set up your ACTAtek External IP Smartcard Reader and manage the system settings.

5.2. User Administration

5.2.1. Attendance Report

Under User Administration, select the option listed as "Attendance Report", by clicking this following screen should be displayed:

ACTatek The worldwide leader in Web based technologies.

Terminal Status
User Administration

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments

Access Control

- Access Groups
- Triggers
- Holidays Setting

Terminal Settings

- Terminal Setup
- Authentication/Log Setup
- Terminal List
- Access Client Setup
- Door Open Schedule
- Connection Profile
- Terminal Clock

Terminal

- SMS Service
- Alert Log
- Syslog
- Backup System Data

Attendance Report

Search Options

User

ID

Period

From

To

Time

or

2023

10

Department

Others

Fill in the form to filter the report, or leave it blank for a full report

Export

Format

Reports 1 of 1 << < 1 > >>

	User ID	Name	Date	Weekday	In Out	In Out	In Out	In Out	In Out	Total Working Hours
1	0921	test	2023/09/21	Thursday	03:36:53	03:38:32	03:38:38	03:38:42	03:38:46	0.00

Reports 1 of 1 << < 1 > >>

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This report will give you a summary of the IN/OUT of any given user (up to 10 sets of IN/OUT).

There are 4 different searching options available to view the Attendance Report which include "Name", "User ID", "Fixed Period" or "Specific Range of Date" and "Department".

The information that can be viewed as "User ID" followed by "Name", "Date", "Day of Weekday", "IN/OUT Time" and "Total Working Hours".

You get an overview of the Total Hours worked by any given employee on any day, provided the event logs haven't been deleted. This information can then be exported to Excel or text files.

5.2.2. View Event Log

Under User Administration, the first option listed is “View Event Log”, by clicking this following screen should be displayed:

Event 1-5 of 5							<< < 1 > >>
	User ID	Name	Department	Date Time	Event	Terminal	Remark
1	123	--	General	2011/10/03 10:43:30	IN	ACTatek	#SMC(SN:3EAAF9F5)#
2	A333	--	General	2011/10/03 10:41:20	IN	ACTatek	#SMC(SN:2BDDBC0)#
3	123	--	General	2011/10/03 10:36:36	IN	ACTatek	#SMC(SN:3EAAF9F5)#
4	123	--	General	2011/10/03 10:34:48	IN	ACTatek	#SMC(SN:3EAAF9F5)#
5	A999	--	General	2011/10/03 10:06:51	REMOTE DOOR OPEN	ACTatek	#RDOOR#

Event 1-5 of 5

<< < 1 > >>

There are 6 different searching options available to view the Event Log which include “User Name”, “User ID”, “Department”, “Event”, “Period” or specify the “Dates To & From”.

The information listed by an event log is “User ID” followed by “Name”, “Department”, “Date & Time”, “Event”, “Terminal”, “Capture Image” and “Remark”.

The Remark column shows how the user has gotten access Smartcard. It shows the login ID for Smartcard number by card. If the Log Unauthorized Event is enabled, you can see the smartcard serial number in 8 digit if the unknown user tried to gain access.

To sort the list, click on the column header, for instance, to sort by Event, click on the column header “Event”, which is in blue, and the list will be sorted in alphabetical order. By default, the displayed list is sorted by Date/Time.

5.2.2.1. Deleting Event Logs

To delete event logs, click the drop-down menu at the bottom of the page, and you have an option to clear logs that are older than the available selection time. These are “this week”, “last week”, “this month” and “last month”.

5.2.3. Adding An Event Log

There are many times when a user forgets to clock in or clock out from their terminal. This option is especially introduced for Administrators to make the export of the data more accurate so that it can be easily handled by any payroll system without much hassle.

Only User Administrators and Super Administrators have the power to add/modify an event log, which could cause changes to the report and must be treated carefully. The following shows you how to add an event log into the system.

Add Event Log

Event Log Details

User ID	<input type="text"/>
Date and Time	2011 <input type="text"/> 10 <input type="text"/> 3 <input type="text"/> (yyyy/mm/dd) 10 <input type="text"/> 53 <input type="text"/> 59 <input type="text"/> (hh:mm:ss)
Event	IN <input type="text"/>
Terminal	<input type="text"/>
Custom Remark	<input checked="" type="radio"/> Disable <input type="radio"/> Enable Message: <input type="text"/> Character(s) Left: <input type="text"/>
<input type="button" value="Add"/> <input type="button" value="Reset"/>	

Select "Add Event Log" under User Administration from the left of your screen, and the above screen should be displayed.

Enter the Employee ID for whom the event is being added, and enter the Date & Time in yyyy/mm/dd & hh:mm:ss formats. Select the Event & Terminal being added from the drop down menus. Select the radio button "Enable" to add a remark to this event log entry (optional).

Click "Add" to append the event to your unit or "Reset" to cancel any changes made. Once Add is successfully completed, the confirmation message "Add Event Log Successful" should appear in red.

5.2.4. View User List

To view the users already enrolled in the system by smartcard, click on "View User List" under User Administration from the left column.

User List

Last Name	First Name	User ID	Department	Access Group	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/>

*SMC Type: M:Mifare Card C:Contact Card L:Legic Card B:Barcode Hp:HID Prox Card Hi:HID iClass Card E:EM Card Fe:FeliCa Card Hb:Hid CEPAS Card

User 1-2 of 2

	User ID	Last Name	First Name	Other Name	Active	FP	*SMC	PSW	A/M	A/M GROUP	IN/OUT
<input type="checkbox"/>	1	123	--	--	--	•	•	M	•	•	IN
<input type="checkbox"/>	2	A999	--	--	--	•	•	•	•	•	--

Select All | Deselect All

User 1-2 of 2

There are 5 different searching options available to view the User List which include "Last Name", "First Name", "User ID", "Department" or "Access Group".

The information listed in a user entry is "User ID" followed by "Last Name", "First Name", "Other Name", "Active, FP", "SMC", "PSW", "A/M" and "IN/OUT".

Description of Information displayed:

Feature	Description
i. Active	The Status of the User: Black –Active , Grey - Inactive
ii. FP	Whether Fingerprint is an available authentication option.
iii. SMC	Whether Smart Card is an available authentication option.
iv. PSW	Whether Password / PIN is an available authentication option.
v. A/M	Whether Auto-match is an available authentication option.
vi. In/Out	Whether the user is currently In or Out of Premises.

5.2.4.1. To sort:

To sort the list, click on the column header, for instance, to sort by Last Name, click on the column header “Last Name”, which is in blue, and the list will be sorted in alphabetical order. By default, the displayed list is sorted by ID.

5.2.4.2. To Delete/Deactivate/Activate Users:

To delete users from the system, you can select the checkboxes on the left of the ID under User List. If all the users need to be deactivated/deleted/activated, click the “Select All” to check ALL boxes. To cancel the selection, click on “Deselect All”. Once selected, click the respective buttons at the bottom of the page, as shown below.

User List

Last Name	First Name	User ID	Department	Access Group	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/>

*SMC Type: **M**:Mifare Card **C**:Contact Card **L**:Legic Card **B**:Barcode **Hp**:HID Prox Card **Hi**:HID iClass Card **E**:EM Card **Fe**:FeliCa Card **Hb**:Hid CEPAS Card

User 1-2 of 2 << < 1 > >>

<input type="checkbox"/>	User ID	Last Name	First Name	Other Name	Active	FP	*SMC	PSW	A/M	A/M GROUP	IN/OUT
<input type="checkbox"/>	1	123	--	--	--	•	•	M	•	•	IN
<input type="checkbox"/>	2	A999	--	--	--	•	•	•	•	•	--

[Select All](#) | [Deselect All](#)

User 1-2 of 2 << < 1 > >>

Once deleted, the user will no longer be in the system and all their relevant information will be removed from the system, so make sure you really want to delete them before carrying out the process. Deactivation can take place if users or employees are no longer required to use the system for a period of time to prevent unauthorized access to the premises. Once you deactivate a user, the dot in the column “Active” will appear grey. To activate them again, check the box next to their ID and click “Activate”. This is a lot more flexible than deleting a user, since it will keep the user in the system but just restrict access for the specified time.

5.2.5. To Add New Users

There are 2 ways of adding users to the system; you can either add them directly at the web interface, or at the terminal. We have already discussed how to add a user at the terminal (in Section 5.2), now let us look at how to add a user directly from the web interface.

5.2.5.1. To Add A New User:

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Terminal <ul style="list-style-type: none"> Log Off Terminal Status 	<h2>Add New User</h2>	
User Administration <ul style="list-style-type: none"> Attendance Report Daily Report View Event Log Add Event Log View User List Add New User Departments 	User Details	
Access Control <ul style="list-style-type: none"> Access Groups Triggers Holidays Setting 	User ID <input type="text"/> Last Name <input type="text"/> First Name <input type="text"/> Other Name <input type="text"/> Admin Level <input type="text" value="User"/>	
Terminal Settings <ul style="list-style-type: none"> Terminal Setup Authentication/Log Setup Terminal List Access Client Setup Door Open Schedule Connection Profile Terminal Clock 	Enter Password <input type="password"/> Access Group <input type="text"/> Department <input type="text"/>	<p>Note: Please leave it blank if you don't want to change/add the password.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> General/General Staff <input type="checkbox"/> General/Manager <input type="checkbox"/> Admin/General Staff <input type="checkbox"/> Admin/Manager <input type="checkbox"/> Engineer/General Staff <input type="checkbox"/> Engineer/Manager <input type="checkbox"/> H.R./General Staff <input type="checkbox"/> H.R./Manager <input type="checkbox"/> Marketing/General Staff <input type="checkbox"/> Marketing/Manager <input type="checkbox"/> Production/General Staff <input type="checkbox"/> Production/Manager <input type="checkbox"/> Sales/General Staff <input type="checkbox"/> Sales/Manager <input type="checkbox"/> EMERGENCY <input checked="" type="checkbox"/> General <input type="checkbox"/> Admin <input type="checkbox"/> Engineer <input type="checkbox"/> H.R. <input type="checkbox"/> Marketing <input type="checkbox"/> Production <input type="checkbox"/> Sales
Terminal <ul style="list-style-type: none"> SMS Service Alert Log Syslog Backup System Data Restore System Data Firmware Upgrade Download Report Remote Door Open Reboot 		
Support <ul style="list-style-type: none"> Register 		

Enter the User ID, Last Name, First Name, Other Name, Admin Level and enter the password in the following field. Check the relevant boxes for the relevant Access Group, this will limit or give them access at different times or doors, depending on the configuration made.

Assign the Department for the user accordingly.

Select the status of the user, whether they can use Auto Match or Password, and click “Add” to add the new user.

SmartCard Number	<input type="text"/>	Activate Read
Fingerprint Security Level (for ID Match)	Normal ▾	
Status	<input checked="" type="checkbox"/> Active <input type="checkbox"/> Auto Match <input type="checkbox"/> Password <input checked="" type="checkbox"/> Smart Card	
Expiry Date	<input checked="" type="radio"/> Disable <input type="radio"/> Enable 2023 ▾ 10 ▾ 7 ▾ (yyyy/mm/dd)	
<input type="button" value="Add"/> <input type="button" value="Clear"/>		

5.2.6. Departments

This option under User Administration can be used to Add new departments, modify existing departments or delete them.

5.2.6.1. To Add a New Department:

Click on “Departments” under User Administration from the left column. Enter the Department Name, and description and click “Add” to append the department to the existing list.

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Terminal <ul style="list-style-type: none"> • Log Off • Terminal Status 	<h3>Departments</h3> <hr/> <p>Add New Department</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Department Name</td> <td style="width: 50%;">Description</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> <p style="text-align: right;"><input type="button" value="Add"/></p> <hr/> <p>Department List</p> <p>Department 1-8 of 8 << < 1 > >></p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr style="background-color: #f4a460;"> <th><input type="checkbox"/></th> <th>Department Name</th> <th>Department Description</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td>1 EMERGENCY</td><td>Emergency Group</td></tr> <tr><td><input type="checkbox"/></td><td>2 General</td><td>General</td></tr> <tr><td><input type="checkbox"/></td><td>3 Admin</td><td>Administrator</td></tr> <tr><td><input type="checkbox"/></td><td>4 Engineer</td><td>Engineering</td></tr> <tr><td><input type="checkbox"/></td><td>5 H.R.</td><td>Human Resources</td></tr> <tr><td><input type="checkbox"/></td><td>6 Marketing</td><td>Marketing</td></tr> <tr><td><input type="checkbox"/></td><td>7 Production</td><td>Production</td></tr> <tr><td><input type="checkbox"/></td><td>8 Sales</td><td>Sales</td></tr> <tr style="background-color: #f4a460;"> <td colspan="3">Select All Deselect All</td> </tr> </tbody> </table> <p>Department 1-8 of 8 << < 1 > >></p> <p><input type="button" value="Delete"/> <input type="button" value="Clear"/></p>	Department Name	Description	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	Department Name	Department Description	<input type="checkbox"/>	1 EMERGENCY	Emergency Group	<input type="checkbox"/>	2 General	General	<input type="checkbox"/>	3 Admin	Administrator	<input type="checkbox"/>	4 Engineer	Engineering	<input type="checkbox"/>	5 H.R.	Human Resources	<input type="checkbox"/>	6 Marketing	Marketing	<input type="checkbox"/>	7 Production	Production	<input type="checkbox"/>	8 Sales	Sales	Select All Deselect All		
Department Name	Description																																		
<input type="text"/>	<input type="text"/>																																		
<input type="checkbox"/>	Department Name	Department Description																																	
<input type="checkbox"/>	1 EMERGENCY	Emergency Group																																	
<input type="checkbox"/>	2 General	General																																	
<input type="checkbox"/>	3 Admin	Administrator																																	
<input type="checkbox"/>	4 Engineer	Engineering																																	
<input type="checkbox"/>	5 H.R.	Human Resources																																	
<input type="checkbox"/>	6 Marketing	Marketing																																	
<input type="checkbox"/>	7 Production	Production																																	
<input type="checkbox"/>	8 Sales	Sales																																	
Select All Deselect All																																			
User Administration <ul style="list-style-type: none"> • Attendance Report • Daily Report • View Event Log • Add Event Log • View User List • Add New User • Departments 																																			
Access Control <ul style="list-style-type: none"> • Access Groups • Triggers • Holidays Setting 																																			
Terminal Settings <ul style="list-style-type: none"> • Terminal Setup • Authentication/Log Setup • Terminal List • Access Client Setup • Door Open Schedule • Connection Profile • Terminal Clock 																																			
Terminal <ul style="list-style-type: none"> • SMS Service 																																			

5.2.6.2. To Modify Existing Departments:

Click on the Department ID, which will fill in the blanks above and make any changes, after which, clicking “Modify” would confirm the modification, or “Reset” to abort the modification.

5.2.6.3. To Delete Existing Departments:

Select the check boxes of the Departments to be deleted, once selected, click “Delete” to remove them from the list of Departments, or “Clear” to abort the deletion. **Please note deleting a Department will cause its underlying Access Groups to be deleted too.**

5.3. Access Control

5.3.1. Access Groups

An Access Group allows for users to be given standard access for the workplace. Different departments may have different access rights and some corporations have employers who are on shift duties, and may need different access levels for each shift, depending upon their time of entry and exit from the workplace. To fasten the procedure of giving access rights, it can now be done for groups, instead of individuals to simplify the process and give it more transparency. This option can only be configured by the User Administrator or the Super Administrator.

5.3.1.1. To View/Delete Existing Access Groups:

Click on “Access Groups” under “Access Control” from the left column, which will display the following page:

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Terminal <ul style="list-style-type: none"> Log Off Terminal Status User Administration <ul style="list-style-type: none"> Attendance Report Daily Report View Event Log Add Event Log View User List Add New User Departments Access Control <ul style="list-style-type: none"> Access Groups Triggers Holidays Setting Terminal Settings <ul style="list-style-type: none"> Terminal Setup Authentication/Log Setup Terminal List Access Client Setup Door Open Schedule Connection Profile Terminal Clock Terminal <ul style="list-style-type: none"> SMS Service Alert Log Syslog Backup System Data Restore System Data Firmware Upgrade Download Report Remote Door Open Reboot Support <ul style="list-style-type: none"> Register 	<h3>Access Groups</h3> <p>Department <input type="text"/> Search</p> <p>Access Group List</p> <p>Access Group 1-14 of 14 << < 1 > >></p> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th></th> <th>Department</th> <th>Access Group</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td>1</td><td>General</td><td>General Staff</td></tr> <tr><td><input type="checkbox"/></td><td>2</td><td>General</td><td>Manager</td></tr> <tr><td><input type="checkbox"/></td><td>3</td><td>Admin</td><td>General Staff</td></tr> <tr><td><input type="checkbox"/></td><td>4</td><td>Admin</td><td>Manager</td></tr> <tr><td><input type="checkbox"/></td><td>5</td><td>Engineer</td><td>General Staff</td></tr> <tr><td><input type="checkbox"/></td><td>6</td><td>Engineer</td><td>Manager</td></tr> <tr><td><input type="checkbox"/></td><td>7</td><td>H.R.</td><td>General Staff</td></tr> <tr><td><input type="checkbox"/></td><td>8</td><td>H.R.</td><td>Manager</td></tr> <tr><td><input type="checkbox"/></td><td>9</td><td>Marketing</td><td>General Staff</td></tr> <tr><td><input type="checkbox"/></td><td>10</td><td>Marketing</td><td>Manager</td></tr> <tr><td><input type="checkbox"/></td><td>11</td><td>Production</td><td>General Staff</td></tr> <tr><td><input type="checkbox"/></td><td>12</td><td>Production</td><td>Manager</td></tr> <tr><td><input type="checkbox"/></td><td>13</td><td>Sales</td><td>General Staff</td></tr> <tr><td><input type="checkbox"/></td><td>14</td><td>Sales</td><td>Manager</td></tr> </tbody> </table> <p>Select All Deselect All</p> <p>Access Group 1-14 of 14 << < 1 > >></p> <p>Delete</p> <p>Add Access Group</p> <p>Department <input type="text"/> General</p> <p>Access Group Name <input type="text"/></p> <p>Add</p>	<input type="checkbox"/>		Department	Access Group	<input type="checkbox"/>	1	General	General Staff	<input type="checkbox"/>	2	General	Manager	<input type="checkbox"/>	3	Admin	General Staff	<input type="checkbox"/>	4	Admin	Manager	<input type="checkbox"/>	5	Engineer	General Staff	<input type="checkbox"/>	6	Engineer	Manager	<input type="checkbox"/>	7	H.R.	General Staff	<input type="checkbox"/>	8	H.R.	Manager	<input type="checkbox"/>	9	Marketing	General Staff	<input type="checkbox"/>	10	Marketing	Manager	<input type="checkbox"/>	11	Production	General Staff	<input type="checkbox"/>	12	Production	Manager	<input type="checkbox"/>	13	Sales	General Staff	<input type="checkbox"/>	14	Sales	Manager
<input type="checkbox"/>		Department	Access Group																																																										
<input type="checkbox"/>	1	General	General Staff																																																										
<input type="checkbox"/>	2	General	Manager																																																										
<input type="checkbox"/>	3	Admin	General Staff																																																										
<input type="checkbox"/>	4	Admin	Manager																																																										
<input type="checkbox"/>	5	Engineer	General Staff																																																										
<input type="checkbox"/>	6	Engineer	Manager																																																										
<input type="checkbox"/>	7	H.R.	General Staff																																																										
<input type="checkbox"/>	8	H.R.	Manager																																																										
<input type="checkbox"/>	9	Marketing	General Staff																																																										
<input type="checkbox"/>	10	Marketing	Manager																																																										
<input type="checkbox"/>	11	Production	General Staff																																																										
<input type="checkbox"/>	12	Production	Manager																																																										
<input type="checkbox"/>	13	Sales	General Staff																																																										
<input type="checkbox"/>	14	Sales	Manager																																																										

You can search the access groups by Department, and click “Search”.

To Delete the Access Group(s), check the relevant box and click “Delete”, or use the “Select All” option to select ALL the access groups; or use the “Deselect All” option to clear the selection.

5.3.1.2. To Add a New Access Group

Under “Add Access Group”, select the relevant Department from the drop down menu and input the name of the access group being added, and click “Add”.

5.3.1.3. To Modify an Access Group

Click on the access group number to view the Access Group. There are two parts in this page.

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Terminal <ul style="list-style-type: none"> Log Off Terminal Status User Administration <ul style="list-style-type: none"> Attendance Report Daily Report View Event Log Add Event Log View User List Add New User Departments Access Control <ul style="list-style-type: none"> Access Groups Triggers Holidays Setting Terminal Settings <ul style="list-style-type: none"> Terminal Setup Authentication/Log Setup Terminal List Access Client Setup Door Open Schedule Connection Profile Terminal Clock 	<h3>Access Groups</h3> <p>Modify Access Group</p> <p>Access Group Name <input type="text" value="General Staff"/></p> <p>Department <input type="text" value="General"/></p> <p><input type="button" value="Modify"/></p> <table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>Access Right ID</th> <th>Terminal Name</th> <th>QuickAccess</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>0</td> <td>ACTA3er_DEMO</td> <td>Enable</td> </tr> </tbody> </table> <p>Select All Deselect All</p> <p><input type="button" value="Delete Access Right"/> <input type="button" value="Add Access Right"/></p>	<input type="checkbox"/>	Access Right ID	Terminal Name	QuickAccess	<input type="checkbox"/>	0	ACTA3er_DEMO	Enable
<input type="checkbox"/>	Access Right ID	Terminal Name	QuickAccess						
<input type="checkbox"/>	0	ACTA3er_DEMO	Enable						

The top part display the Access Group Name and associate Department. This can be modified by renaming the Access Group Name and/or assigning to a different Department.

The bottom part shows a list of Access Right exist under this Access Group.

5.3.1.4. To Add a New Access Right

Click on “Add Access Right”. Select which terminal this access right is for and whether Quick Access (Smart Card Access) is enabled or disabled for it. Click on “Set Terminal” for proceed, as shown in the following page.

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Terminal <ul style="list-style-type: none"> • Log Off • Terminal Status User Administration <ul style="list-style-type: none"> • Attendance Report • Daily Report • View Event Log • Add Event Log • View User List • Add New User • Departments Access Control <ul style="list-style-type: none"> • Access Groups • Triggers • Holidays Setting Terminal Settings <ul style="list-style-type: none"> • Terminal Setup • Authentication/Log Setup • Terminal List • Access Client Setup • Door Open Schedule • Connection Profile • Terminal Clock 	<h3>Access Groups</h3> <hr/> <h4>Add Access Right - Set Terminal</h4> <table> <tr> <td>Access Group</td> <td>General Staff / General</td> </tr> <tr> <td>Terminal</td> <td>ACTA3er_DEMO ▼</td> </tr> <tr> <td>QuickAccess</td> <td>Enable ▼</td> </tr> </table> <p><input type="button" value="Set Terminal"/></p>	Access Group	General Staff / General	Terminal	ACTA3er_DEMO ▼	QuickAccess	Enable ▼
Access Group	General Staff / General						
Terminal	ACTA3er_DEMO ▼						
QuickAccess	Enable ▼						

On the next page select the days applicable for “Day”. Check “Always” will apply to all days.

Then select the “From” and “To” time this access right is either enabled or disabled. (Disabled access means nobody is allowed access to the unit from the relevant access group. Each user is assigned an access group when they are added into the system.)

Once the timings are assigned, select whether the access is enabled / disabled in that period, and select “Set Time” to confirm.

Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments

Access Control

- Access Groups
- Triggers
- Holidays Setting

Terminal Settings

- Terminal Setup
- Authentication/Log Setup
- Terminal List
- Access Client Setup
- Door Open Schedule
- Connection Profile
- Terminal Clock

Terminal

- SMS Service
- Alert Log
- Syslog
- Backup System Data
- Restore System Data

Access Groups

Add Access Right - Set Time
[Set Time Successful]

Access Group: General Staff / General
Terminal: ACTA3er_DEMO
QuickAccess: Enable

	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Sun																								
Mon																								
Tue																								
Wed																								
Thu																								
Fri																								
Sat																								
Hol																								

☒ Enabled ☐ Disabled
Sun Mon Tue Wed Thu Fri Sat Hol Everyday

Day ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Time From 00 : 00 - To 00 : 29

Set ☐ Enable ☐

Set Time

Submit & Create Another Access Right Submit Access Group

By default all access is disabled.

You can now either add another time setting for the same access right by select "Set Time" or create another Access right by selecting "Submit & Create another Access Right" and repeat the above steps, or confirm this access group by clicking "Submit Access Group".

5.3.1.5. To Delete/ Modify Access Right

To delete any access right, under the Modify Access Group page, check the relevant box then click "Delete". If all access rights are to be removed, click "Select All" then click Delete to remove them from the system, or click "Deselect All" to undo the selection.

To Modify the Access Right, click on access right number under "Access Right ID".

The information that can be modified includes:

- Quick Access: -Whether smart card option can be enabled.
- The Access Time: -From what day to what time this Access Group is allow to access to the terminal.

5.3.2. Triggers

5.3.2.1. To View or Modify Existing Trigger List

The “Triggers” option under Access Control shows you a number of different triggers preset into the system; this is for easy monitoring of attendance and other options. To view the list of triggers in the system, click on “Triggers” from the left column under Access Control.

To view or modify the details for the relevant trigger, click the “Trigger ID” on the left of the Trigger Name.

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Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments

Access Control

- Access Groups
- Triggers
- Holidays Setting

Terminal Settings

- Terminal Setup
- Authentication/Log Setup
- Terminal List
- Access Client Setup
- Door Open Schedule
- Connection Profile
- Terminal Clock

Terminal

- SMS Service
- Alert Log
- Syslog
- Backup System Data
- Restore System Data

Triggers

Trigger List

Trigger	Trigger Name	Trigger	Trigger Name
IN	IN	F20	F20
OUT	OUT	F21	F21
F1	F1	F22	F22
F2	F2	F23	F23
F3	F3	F24	F24
F4	F4	F25	F25
F5	F5	F26	F26
F6	F6	F27	F27
F7	F7	F28	F28
F8	F8	F29	F29
F9	F9	F30	F30
F10	F10	F31	F31
F11	F11	F32	F32
F12	F12	F33	F33
F13	F13	F34	F34
F14	F14	F35	F35
F15	F15	F36	F36
F16	F16	F37	F37
F17	F17	F38	F38
F18	F18	F39	F39
F19	F19	F40	F40
		View Log	View Log

Reset All Trigger Schedule

The Trigger status and description will be synchronized to all primary and secondary terminals. It may take a short while to synchronize all primary and secondary terminals status. A new secondary terminal joining a primary will initially copy the information from the primary unit's schedule. Users can then set each terminal's trigger schedule individually.

Setting a Trigger schedule will save the punch with that Trigger name. It has no relation with Access Groups.

This will display the following page that shows the time settings for the trigger, grey dots stand for disabled, while the black dots stand for enabled.

- Add New User
- Departments

Access Control

- Access Groups
- Triggers
- Holidays Setting

Terminal Settings

- Terminal Setup
- Authentication/Log Setup
- Terminal List
- Access Client Setup
- Door Open Schedule
- Connection Profile
- Terminal Clock

Terminal

- SMS Service
- Alert Log
- Syslog
- Backup System Data
- Restore System Data
- Firmware Upgrade
- Download Report
- Remote Door Open
- Reboot

Support

- Register

Trigger Details
[Set Trigger Time Successful]

Trigger IN
Trigger Name IN Max. 8 characters
Enable/Disable ☒ Enable ☐ Disable
Modify

Trigger IN

Sun Mon Tue Wed Thu Fri Sat Hol Everyday

Day ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

From To

Time 00 : 00 - 00 : 29

Set Enable

Set Time

To modify the time settings & other information for the relevant trigger displayed, The information to be modified includes:

- Trigger Name - Display name for the Trigger.
- Day - The days for the setting to be adjusted.
- From (Time) - Select the onset of this trigger.
- To (Time) - Select the end of this trigger.
- Set - Set whether to enable or disable it.

To confirm the change, click "Modify" to set the Trigger Name and "Set Time" to update the schedule.

5.3.3. Holidays Settings

The Holidays Settings option is for companies that have unique access rights or options for those days. Holiday setup can be done from "Access Rights Control" by clicking on "Holidays", which will show the following screen:

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Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments

Access Control

- Access Groups
- Triggers
- Holidays Setting

Terminal Settings

- Terminal Setup
- Authentication/Log Setup
- Terminal List
- Access Client Setup
- Door Open Schedule
- Connection Profile
- Terminal Clock

Terminal

- SMS Service
- Alert Log
- Syslog

Holidays

Company Holidays(yyyy/mm/dd)

Click to remove date from holiday list

<<2022 Select Month: Oct, 2023 2024>>

2023 Oct

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Click to add date to holiday list

Date of Holiday(yyyy/mm/dd):

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To add a new holiday, either click on the calendar to find the dates to add. Or type out the date in yyyy/mm/dd format and click "Add".

To remove holidays, click on the holidays already in the list and they will be automatically removed from the system.

5.4. Terminal Settings

5.4.1. Terminal Setup

To make any system configuration changes to the system, click on Terminal Setup under "Terminal Settings" from the left column. All system changes that are technically related will be available from this option for the network administrator.

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Terminal <ul style="list-style-type: none"> Log Off Terminal Status User Administration <ul style="list-style-type: none"> Attendance Report Daily Report View Event Log Add Event Log View User List Add New User Departments Access Control <ul style="list-style-type: none"> Access Groups Triggers Holidays Setting Terminal Settings <ul style="list-style-type: none"> Terminal Setup Authentication/Log Setup Terminal List Access Client Setup Door Open Schedule Connection Profile Terminal Clock Terminal <ul style="list-style-type: none"> SMS Service Alert Log Syslog Backup System Data Restore System Data Firmware Upgrade Download Report Remote Door Open Reboot Support <ul style="list-style-type: none"> Register 	<h3>Terminal Setup</h3> <hr/> <h4>Network Settings</h4> <table> <tr><td>Terminal ID</td><td>0</td></tr> <tr><td>Serial Number</td><td>00111DA00071</td></tr> <tr><td>Terminal Description</td><td>ACTA3er_DEMO</td></tr> <tr><td>IP Address</td><td><input type="radio"/> DHCP <input checked="" type="radio"/> Static IP Address: 192.168.1.200</td></tr> <tr><td>Subnet Mask</td><td>255.255.255.0</td></tr> <tr><td>Default Gateway</td><td>192.168.1.1</td></tr> <tr><td>DNS Server</td><td>8.8.8.8</td></tr> </table> <h4>Smart Card Related Setting</h4> <p>Parity Error detection <input checked="" type="radio"/> Disable <input type="radio"/> Enable</p> <h4>Wiegand Configuration</h4> <table> <tr><td>Wiegand Type</td><td>Disable</td></tr> <tr><td>Access Method</td><td>Smart Card</td></tr> <tr><td>Wiegand Output Format</td><td>User ID + Facility Code</td></tr> <tr><td>User Facility Code (FC)</td><td>1 (1 - 255)</td></tr> </table> <h4>Miscellaneous</h4> <table> <tr><td>Terminal Mode</td><td><input type="radio"/> Stand Alone <input checked="" type="radio"/> Access Manager</td></tr> <tr><td>Door Strike 1 Option</td><td><input type="radio"/> Disable <input checked="" type="radio"/> Access Granted</td></tr> <tr><td>Relay Delay</td><td>8 sec (1-20)</td></tr> <tr><td>Door Sense 1 Option</td><td><input type="radio"/> Normal Close <input checked="" type="radio"/> Normal Open</td></tr> <tr><td>Timeout</td><td>30 sec</td></tr> <tr><td>Door Sense 2 Option</td><td><input type="radio"/> Normal Close <input checked="" type="radio"/> Normal Open</td></tr> <tr><td>Timeout</td><td>30 sec</td></tr> <tr><td>IP Address:</td><td><input type="text"/> Port: 80</td></tr> <tr><td>Network Camera</td><td>Manufacturer: Axis Model: Axis 2100</td></tr> <tr><td>Language</td><td>English</td></tr> <tr><td>Webserver Port</td><td>80 (80, 1024 - 65535)</td></tr> <tr><td>Allowed IP</td><td><input checked="" type="radio"/> Disable <input type="radio"/> Enable * (e.g. 192.168.1.*)</td></tr> <tr><td>SMTP Server</td><td><input type="text"/></td></tr> </table>	Terminal ID	0	Serial Number	00111DA00071	Terminal Description	ACTA3er_DEMO	IP Address	<input type="radio"/> DHCP <input checked="" type="radio"/> Static IP Address: 192.168.1.200	Subnet Mask	255.255.255.0	Default Gateway	192.168.1.1	DNS Server	8.8.8.8	Wiegand Type	Disable	Access Method	Smart Card	Wiegand Output Format	User ID + Facility Code	User Facility Code (FC)	1 (1 - 255)	Terminal Mode	<input type="radio"/> Stand Alone <input checked="" type="radio"/> Access Manager	Door Strike 1 Option	<input type="radio"/> Disable <input checked="" type="radio"/> Access Granted	Relay Delay	8 sec (1-20)	Door Sense 1 Option	<input type="radio"/> Normal Close <input checked="" type="radio"/> Normal Open	Timeout	30 sec	Door Sense 2 Option	<input type="radio"/> Normal Close <input checked="" type="radio"/> Normal Open	Timeout	30 sec	IP Address:	<input type="text"/> Port: 80	Network Camera	Manufacturer: Axis Model: Axis 2100	Language	English	Webserver Port	80 (80, 1024 - 65535)	Allowed IP	<input checked="" type="radio"/> Disable <input type="radio"/> Enable * (e.g. 192.168.1.*)	SMTP Server	<input type="text"/>
Terminal ID	0																																																
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Allowed IP	<input checked="" type="radio"/> Disable <input type="radio"/> Enable * (e.g. 192.168.1.*)																																																
SMTP Server	<input type="text"/>																																																

The options that can be changed include Network Settings & Miscellaneous Setting:

Terminal Description	- The Description of the terminal
IP Address	- The IP Address of the terminal (Dynamic or Static)
Subnet Mask	- If DHCP, it will be automatically inputted.
Default Gateway	- The address for it to be connected over the internet.
DNS Server	- Used to map names to IP addresses and vice versa.
Terminal Mode	- If you choose Access Manager mode, you will be able to connect this unit to the Access Manager.
Door Strike 1 Option	- Setting for Door Strike connectors.
Door Sense 1&2 Option	-Setting for Door Sense connectors
Relay Delay	- This will keep the door open for the seconds specified.
Network Camera	- To enable external network camera during Remote Door Open.
Language	- This option lets you select between various languages.
Webserver Port	- Specify other port to use for the webserver.
Allowed IP	- Restrict IP address(es) to access this web interface.

SMTP Server

- SMTP Server for outgoing mail sent by the unit. Server with SMTP_AUTH server is not supported.

5.4.2. Terminal List

The “Terminal List” option under “Terminal Settings” can be used to view the list of terminals, and their respective name, type, serial number and IP Address, as shown below.

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Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments

Access Control

- Access Groups
- Triggers
- Holidays Setting

Terminal Settings

- Terminal Setup
- Authentication/Log Setup
- Terminal List
- Access Client Setup

Terminal List

No.	Description	Type	Serial No.	IP Address	Camera	Door	Last Updated To Secondary	Backup
1	ACTA3er_DEMO	Primary	00111DA00071	192.168.1.200	Camera	Unlock Door	--	

Server List

No.	Endpoint URL	Connection	Send Log Status	Last Updated Time	Profile
No record found.					

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5.4.3. Door Open Schedule

The Open Door Schedule is a feature to control the open access to the door entrance. Fill out the parameters in the page to set up the time for the open access time of the door entrance.

Terminal

- Log Off
- Terminal Status

User Administration

Attendance Report

- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments

Access Control

Access Groups

- Triggers
- Holidays Setting

Terminal Settings

Terminal Setup

- Authentication/Log Setup
- Terminal List
- Access Client Setup
- Door Open Schedule
- Connection Profile
- Terminal Clock

Terminal

SMS Service

- Alert Log
- Syslog
- Backup System Data
- Restore System Data
- Firmware Upgrade
- Download Report
- Remote Door Open
- Reboot

Open Door Schedule

No.	Description	Type	Serial No.	IP Address	Last Up
1	ACTA3er_DEMO	Primary	00111DA00071	192.168.1.200	

Enable the following option only if you are connecting a FAIL SAFE type lock or a MAGNETIC lock!

Add Door Open Schedule

Schedule of Door No. 1

	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Sun																								
Mon																								
Tue																								
Wed																								
Thu																								
Fri																								
Sat																								
Hol																								

☒ Enabled
 ☐ Disabled

Sun Mon Tue Wed Thu Fri Sat Hol Everyday

Day ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

From To

Time 00 : 00 - 00 : 29

Set Disable

Modify Door Open Time

5.4.4. Terminal Clock

The “Terminal Clock” can be modified according to the region you are in. It is extremely useful to have a correct timing for all time attendance purposes or for reporting purposes since that's the time the system will record for any access.

Terminal

- Log Off
- Terminal Status

User Administration

Attendance Report

- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments

Access Control

Access Groups

- Triggers
- Holidays Setting

Terminal Settings

Terminal Setup

- Authentication/Log Setup
- Terminal List
- Access Client Setup
- Door Open Schedule
- Connection Profile
- Terminal Clock

Terminal

SMS Service

- Alert Log
- Syslog

Terminal Clock

Date 2023/10/07 (yyyy/mm/dd)
 Time 02:17:35 (hh:mm:ss)
 New Date
 New Time
☐ On ☒ Off

Auto Adjust "On" - Automatically use your PC date/time to adjust
 "Off" - Manually type in the date/time

Set Time

Time Zone (GMT -08:00:00) Pacific Time (US & Canada)

☐ Modify

DST Setting

☐ Julian date ☒ OR ☒ Month week day Set time

Starting Mar Second Sun 02:00:00
 Ending Nov First Sun 02:00:00

☐ Enable SNTP

Server Name pool.ntp.org

Set

Note: You must set the time zone correctly in order to synchronize with an SNTP server.

If the SNTP (Time server) is enabled, then the ACTatek External IP Smartcard Reader will follow the time of the local time server, either provided by the government or other authorities in the region.

If the SNTP is disabled, the ACTatek External IP Smartcard Reader will either have to follow the time on the PC or a time can be set for the device according to the local time settings.

To let ACTatek External IP Smartcard Reader to follow the time on the PC, select “On” for Auto Adjust. To disable this auto adjust, select “Off” and the time setting will be available for users to input the “New Date” and “New Time”.

Also, time can be set according to regional Time Zones as presented here.

Click “Set” to save any modifications made.

5.5. Terminal

5.5.1. Backup System Data

Backing up is an essential part of any computer parts or Internet Appliance. It can provide the added security and flexibility that is needed for these devices.

With the Backup System Data feature, the system's configuration files can be saved, so as the user data. In general speaking, the **user information, event logs, access group, and triggers** will be saved during the backup. In that case, it could help the units share the configuration with different devices in the network, or rollback to a previous setting when something goes wrong with the system.

To backup the system configuration, click on "Backup System Data" under Tools from the left column of options.

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Terminal <ul style="list-style-type: none"> • Log Off • Terminal Status User Administration <ul style="list-style-type: none"> • Attendance Report • Daily Report • View Event Log • Add Event Log • View User List • Add New User • Departments Access Control <ul style="list-style-type: none"> • Access Groups • Triggers • Holidays Setting Terminal Settings <ul style="list-style-type: none"> • Terminal Setup • Authentication/Log Setup • Terminal List • Access Client Setup • Door Open Schedule • Connection Profile • Terminal Clock Terminal <ul style="list-style-type: none"> • SMS Service • Alert Log • Syslog • Backup System Data • Restore System Data • Firmware Upgrade 	<h3>Backup System Data</h3> <p>Download the system data file:</p> <p>Download</p>
---	---

Once selected, click "Download" to download the data on to the PC. The system will then prompt to save the file in the PC, click on the specified location and save the file.

5.5.2. Restore System Data

Once backup is complete and the changes made to the system since the previous backup caused the system to work improperly or malfunction, you can always rollback to the previous setup by selecting the “Restore System Data” option under Tools in the left column.

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Terminal <ul style="list-style-type: none"> • Log Off • Terminal Status User Administration <ul style="list-style-type: none"> • Attendance Report • Daily Report • View Event Log • Add Event Log • View User List • Add New User • Departments Access Control <ul style="list-style-type: none"> • Access Groups • Triggers • Holidays Setting Terminal Settings <ul style="list-style-type: none"> • Terminal Setup • Authentication/Log Setup • Terminal List • Access Client Setup • Door Open Schedule • Connection Profile • Terminal Clock Terminal <ul style="list-style-type: none"> • SMS Service • Alert Log • Syslog • Backup System Data • Restore System Data 	<h3>Restore System Data</h3> <p>Upload the system data file:</p> <div> <input type="button" value="Choose File"/> No file chosen </div> <div> <input type="button" value="Upload"/> </div>
---	---

Click “Browse” to locate the specified file, once located, click “Open”.

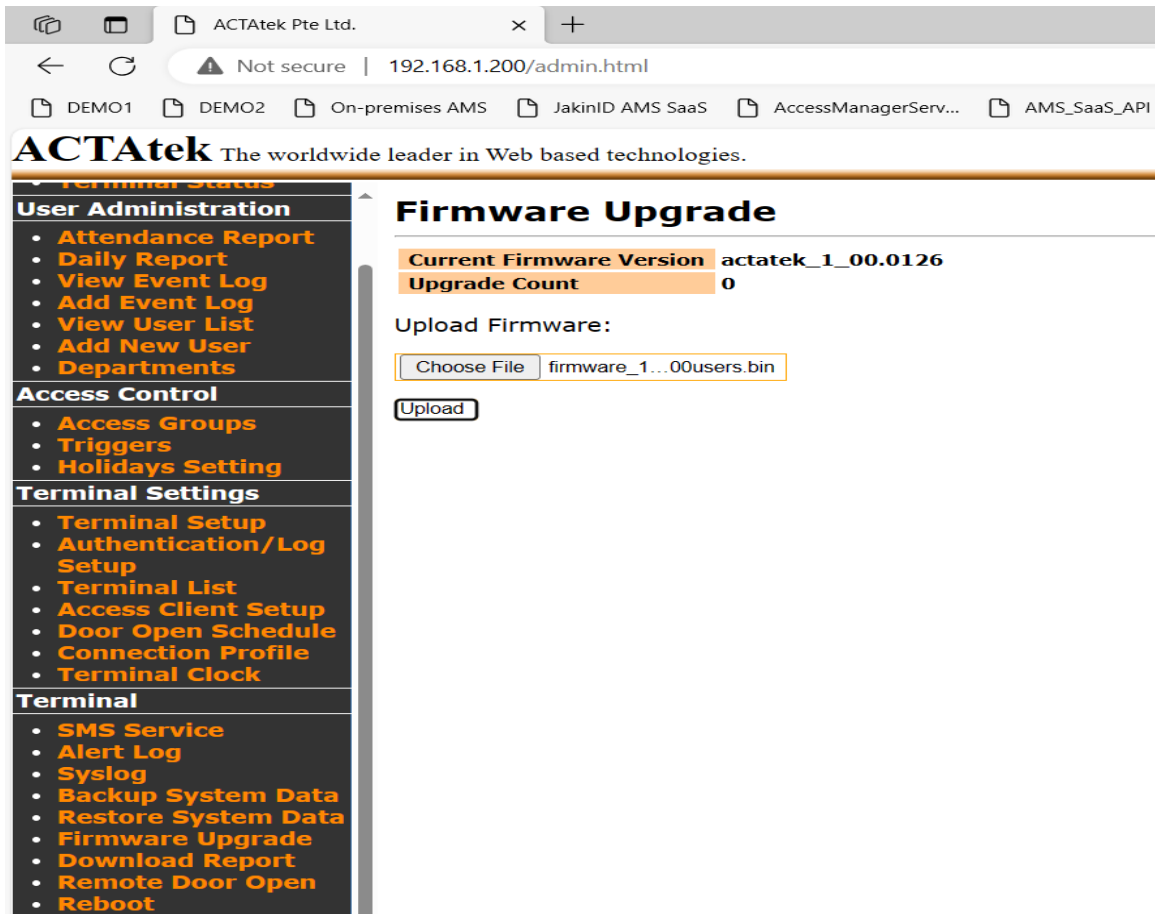
Then click “Upload” to upload the file back into the system for the previous configuration to take place.

5.5.3. Firmware Upgrade

Firmware releases will be carried out on a regular basis, first with a monthly release, then quarterly and then an annual release.

ACTatek will continue to add new features to its unit and have a monthly firmware upgrade to include those features for our clients.

To upgrade your unit with the latest firmware, click on “Firmware Upgrade” from the left column under “Tools”.



Click “Browse” to locate the firmware (once downloaded to your machine from our website). Click “Open” once the file has been located, and “Upload” to upload it to your system. You will then be prompted to upgrade your system, this should take a couple of minutes. Once upgraded, please do reboot the unit to take effect the new firmware.

Also from this page, the current firmware version can be seen, and the upgrade count is also available to show you how many times the system has been upgraded, for your reference purposes. Once upload is clicked, the system will install the new firmware and your system will reboot automatically to let the new changes take effect.

5.5.4. Download Report

The Download Report option allows for easy download of attendance reports of employees in excel (CSV) or text format.

Reports can be downloaded by various different options, as shown below.

Terminal
<ul style="list-style-type: none"> • Log Off • Terminal Status
User Administration
<ul style="list-style-type: none"> • Attendance Report • Daily Report • View Event Log • Add Event Log • View User List • Add New User • Departments
Access Control
<ul style="list-style-type: none"> • Access Groups • Triggers • Holidays Setting

Download Report

Search Options

User	Name	ID
	<input type="text"/>	<input type="text"/>
Time	Period	From
	Today ▼	2023 ▼ 10 ▼ ▼
	or	To
		2023 ▼ 10 ▼ ▼
Others	Department	Event
	<input type="text"/>	<input type="text"/>
	Format	
Report	Report	
	TXT ▼	

Download

Fill in the form to filter the report, or leave it blank for a full report

Reports can either be downloaded by:

User Name
 User ID
 Department
 Period
 From/To (Date yy/mm/dd)
 Event
 Format – CSV or Text

Click “Download” for the report to be downloaded to your system for payroll or other management purposes.

5.5.5. Remote Door Open

Most organizations or corporations or even small business have visitors coming in and out for meetings, or to drop parcels, etc. Those visitors are not enrolled in the system since they are not part of the company's payroll or should not have access to the office at odd hours.

For these reasons, the Remote Door Open feature comes in handy since visitors do not need to be enrolled in the unit to gain access, but the reception or someone near a computer can simply open the door using this feature, which enhances flexibility and convenience of the system.

To open the door remotely from any computer, click on "Remote Door Open" under Tools, which will display the following page:

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Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments

Access Control

- Access Groups
- Triggers
- Holidays Setting

Terminal Settings

- Terminal Setup
- Authentication/Log

Remote Door Open

Are you sure you want to open the door?

[Open The Door](#)

Capture Network Camera Image

No Network Cam Found

Once selected, click "Open the Door" to open the door remotely. If successful, the message "The door is opened" will be displayed.

5.5.6. Reboot

To reboot the ACTAtek External IP Smartcard Reader remotely, the 'Reboot' option can be selected.

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Terminal <ul style="list-style-type: none"> • Log Off • Terminal Status User Administration <ul style="list-style-type: none"> • Attendance Report • Daily Report • View Event Log • Add Event Log • View User List • Add New User • Departments Access Control <ul style="list-style-type: none"> • Access Groups • Triggers • Holidays Setting Terminal Settings <ul style="list-style-type: none"> • Terminal Setup • Authentication/Log Setup • Terminal List • Access Client Setup • Door Open Schedule • Connection Profile • Terminal Clock Terminal <ul style="list-style-type: none"> • SMS Service • Alert Log • Syslog • Backup System Data • Restore System Data • Firmware Upgrade • Download Report • Remote Door Open • Reboot 	<h3>Reboot</h3> <hr/> <p>Are you sure you want to reboot the unit?</p> <p>Reboot</p>
--	--

Click on the 'Reboot' button to reboot the unit.

Chapter 6. Registration External IP Reader to Access Manager

This Chapter is to guide you on how to setup/register the External IP Smart Card Reader to your Access Manager Lite or Suite.

6.1. Setup to Access Manager Mode

To enable the Access Manager Client function on the Terminal Settings.

- 1) Go to Terminal Settings->Terminal Setup
- 2) Under the Miscellaneous->Terminal Mode.
- 3) Select "Access Manager" then click on "submit" button.

Once submit the External IP Smart Card Reader Terminal settings will appear as per sample image shown below:

Terminal Settings <ul style="list-style-type: none"> • Terminal Setup • Authentication/Log Setup • Terminal List • Access Client Setup • Door Open Schedule • Connection Profile • Terminal Clock 	Wiegand Output Format	User ID + Facility Code ▾
	User Facility Code (FC)	1 (1 - 255)
	Miscellaneous	
	Terminal Mode	<input type="radio"/> Stand Alone <input checked="" type="radio"/> Access Manager
	Door Strike 1 Option	<input type="radio"/> Disable <input checked="" type="radio"/> Access Granted
	Relay Delay	8 sec (1-20)
	Door Sense 1 Option	<input type="radio"/> Normal Close <input checked="" type="radio"/> Normal Open
	Timeout	30 sec

6.2. Configuration of External IP Reader for Access Manager

This setup will register the device from your existing AMS/AMS SaaS.

1. Click on "Access Client Setup".
2. Enter the Endpoint URL as per following:

For AMS/AMS SaaS:

<http://<IP ADDRESS of AccessManager>:80/AccessServer/AccessService.asmx>

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Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments

Access Control

- Access Groups
- Triggers
- Holidays Setting

Terminal Settings

- Terminal Setup
- Authentication/Log Setup
- Terminal List
- Access Client Setup
- Door Open Schedule

ACCESS Client Setup

Connection Type	Lan
Access Client	
Device Status	Unregistered
Server Status	Online
Endpoint URL	
Interval(Seconds)	10
Domain Name Enable	<input type="checkbox"/>

- Once done, click "Set". If successfully detected Access Manager, There will be a "Register" appear on the same screen.

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Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments

Access Control

- Access Groups
- Triggers
- Holidays Setting

Terminal Settings

- Terminal Setup
- Authentication/Log Setup
- Terminal List
- Access Client Setup
- Door Open Schedule
- Connection Profile
- Terminal Clock

ACCESS Client Setup

[Save settings successfully...]

Connection Type	Lan
Access Client	
Device Status	Registered
Server Status	Online
Endpoint URL	https://v...t/AccessServer/AccessService.asmx
Interval(Seconds)	10
Domain Name Enable	<input type="checkbox"/>

Note: If you cannot see the [Register] button, please kindly check your Windows Firewall setting to allow port 80.

- Click on the "Register " button and the External IP Reader will start registering itself with the Access Manager. Sample snapshot below:

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Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments

Access Control

- Access Groups

Device Registration

Synchronization in progress

Please DO NOT power off the ACTatek device!

starting slave device registration...

Progress

- Once registered successfully, you will see on the Device status as shown below "Registered". You can also "Unregister" the device if there is any changes being made on the Endpoint URL or if you want to remove this terminal from the existing Access Manager.

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Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments

Access Control

- Access Groups
- Triggers
- Holidays Setting

ACCESS Client Setup

[slave device registration succeeded...]

Connection Type	Lan
Access Client	
Device Status	Registered
Server Status	Online
Endpoint URL	https://www.192.168.1.200/admin.html/AccessServer/AccessService.asmx
Interval(Seconds)	10
Domain Name Enable	<input type="checkbox"/>
Set	Unregister

- You can verify the External IP Reader has been connected to the Access Manager by going to the "Terminal Status" page and check from the "Access Manager" portion.

ACTatek Pte Ltd. 192.168.1.200/admin.html

DEMO1 DEMO2 On-premises AMS JakinID AMS SaaS AccessManagerServ... AMS_SaaS_A

ACTatek The worldwide leader in Web based technologies.

Terminal

- Log Off
- Terminal Status

User Administration

- Attendance Report
- Daily Report
- View Event Log
- Add Event Log
- View User List
- Add New User
- Departments

Access Control

- Access Groups
- Triggers
- Holidays Setting

Terminal Settings

- Terminal Setup
- Authentication/Log Setup
- Terminal List
- Access Client Setup
- Door Open Schedule
- Connection Profile
- Terminal Clock

Terminal Status

Model Number	ACTA3er-10K-SMa
Serial Number	00111DA00071
Firmware Version	actatek_1_00.0127
FAM Version	NO FAM
Terminal Description	ACTA3er_DEMO
IP Address	192.168.1.200
Primary/Secondary Unit	Primary
System Uptime	54 Minute(s)
Registered/Maximum Users	30/10000
Automatch Users	0/0
Current Status	Online
Last Time Server Sync Time	Time Server Disabled
Total Flash Memory Size	253.63M
Memory Free	218.66M
Access Manager	
Connection Type	LAN
Server Status	online
Device Status	Registered