

# **ACTAtek IoT IP Reader User Manual**

Version 1.8

March 2026

Jakin ID



## ACTAtek IoT IP reader User Manual

Copyright 2026 Jakin ID Limited, All rights reserved.

No part of this document may be reproduced, transmitted, transcribed, stored in a retrieval system, or translated into any language, in any form or by any means, electronic, mechanical, magnetic, optical, chemical, manual or otherwise without the prior written permission of Jakin ID Limited.

ACTAtek is a registered trademark of Jakin ID Limited

All trademarks, registered trademarks, and service marks are the property of their respective owners.

## Offices:

### **Asia and the Rest of the World:**

Unit 913-914, 9/F., Worldwide Industrial Centre, 43-47 Shan Mei Street

Fotan, Shatin, N.T., Hong Kong

Tel: 852 2319 1333

Fax: 852 2776 8997

Email: [info@jakinid.com](mailto:info@jakinid.com)

### **Americas (North and South America):**

Suite 230, 10691 Shellbridge Way

Richmond, BC V6X 2W8

Canada

Phone: 604 278 8888

Fax: 604 278 6082

Email: [info@jakinid.com](mailto:info@jakinid.com)

### **Europe, Middle East & Africa:**

86-90 Paul St, London EC2A 4NE, U.K.,

Phone: (44) 7344 2638 81

Email: [info@jakinid.com](mailto:info@jakinid.com)

## Table of Contents

Chapter 1.	Introduction .....	vii
1.1.	Purpose .....	vii
1.2.	Document Conventions .....	vii
1.3.	Intended Audience and Reading Suggestion .....	vii
1.4.	Software References for this document .....	vii
Chapter 2.	Product Overview .....	viii
2.1.	ACTAtek External IP Smartcard Reader Model number .....	viii
2.1.1.	Legend (Smartcard Models) .....	viii
2.2.	Warranty Note .....	viii
2.3.	Setup Requirements .....	ix
2.3.1.	Operating System (For access via Corporate Network) .....	ix
2.3.2.	Network Interface .....	ix
2.3.3.	Power Requirements .....	ix
Chapter 3.	ACTAtek External IP Smartcard Reader Structure and Connections	x
3.1.	ACTAtek External IP Smartcard Reader Internal Structure and Connections	x
3.2.	Connection Details: .....	11
3.2.1.	Door Sense .....	11
3.2.2.	Network .....	11
3.2.3.	+12VDC Jack .....	11
3.2.4.	Door Switch Mode .....	11
3.2.5.	Door Strikes (NC COM NO) .....	11
3.3.	Hardware Features: .....	11
3.3.1.	Built-in reset button – reset to default IP address .....	11
3.3.2.	Built-in hidden selectable switch reset to different type of default schema.	12
3.3.3.	3 LED Status Indicator .....	12
	LED indicator shows the behavior of the ACTAtek External IP Smartcard Reader.	12
Chapter 4.	Web Administration .....	14
4.1.	SSL Certification – Data Encryption .....	15
4.2.	Terminal Status .....	16
Chapter 5.	Super Administration Guide .....	17
5.1.	Overview .....	17
5.1.1.	Terminal .....	18
5.1.2.	User Administration .....	18
5.1.3.	Access Control .....	18
5.1.4.	Terminal Settings .....	18
5.1.5.	Terminal .....	19
5.2.	User Administration .....	20
5.2.1.	Attendance Report .....	20
5.2.2.	View Event Log .....	21
5.2.2.1.	Deleting Event Logs .....	21
5.2.3.	Adding An Event Log .....	21
5.2.4.	View User List .....	22
5.2.4.1.	To sort: .....	24

5.2.4.2.	To Delete/Deactivate/Activate Users: .....	24
5.2.5.	To Add New Users .....	25
5.2.5.1.	To Add A New User: .....	25
5.2.6.	Departments.....	27
5.2.6.1.	To Add a New Department: .....	27
5.2.6.2.	To Modify Existing Departments: .....	27
5.2.6.3.	To Delete Existing Departments: .....	27
5.3.	Access Control .....	28
5.3.1.	Access Groups.....	28
5.3.1.1.	To View/Delete Existing Access Groups:.....	28
5.3.1.2.	To Add a New Access Group.....	29
5.3.1.3.	To Modify an Access Group.....	29
5.3.1.4.	To Add a New Access Right .....	30
5.3.1.5.	To Delete/ Modify Access Right.....	31
5.3.2.	Triggers .....	32
5.3.2.1.	To View or Modify Existing Trigger List.....	32
5.3.3.	Holidays Settings.....	34
5.4.	Terminal Settings.....	35
5.4.1.	Terminal Setup.....	35
5.4.2.	Terminal List.....	36
5.4.3.	Door Open Schedule.....	36
5.4.4.	Terminal Clock .....	37
5.5.	Terminal .....	39
5.5.1.	Backup System Data.....	39
5.5.2.	Restore System Data .....	40
5.5.3.	Firmware Upgrade .....	41
5.5.4.	Download Report.....	41
5.5.5.	Remote Door Open .....	43
5.5.6.	Reboot.....	44
Chapter 6.	Registration External IP Reader to Access Manager.....	45
6.1.	Setup to Access Manager Mode .....	45
6.2.	Configuration of External IP Reader for Access Manager.....	45

## 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** jakinid.a4er\_4\_00.2429

## Chapter 2. Product Overview

### 2.1. ACTAtek External IP Smartcard Reader Model number

<i>Model Number</i>	<i>Description</i>
ACTA4er-[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>
ACTA4er-1K-SMa	<i>External Reader Mifare - IP based</i>
ACTA4er-1K-SE	<i>External Reader EM - IP based</i>
ACTA4er-1K-SHia	<i>External Reader HID iClass - IP based</i>
ACTA4er-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**

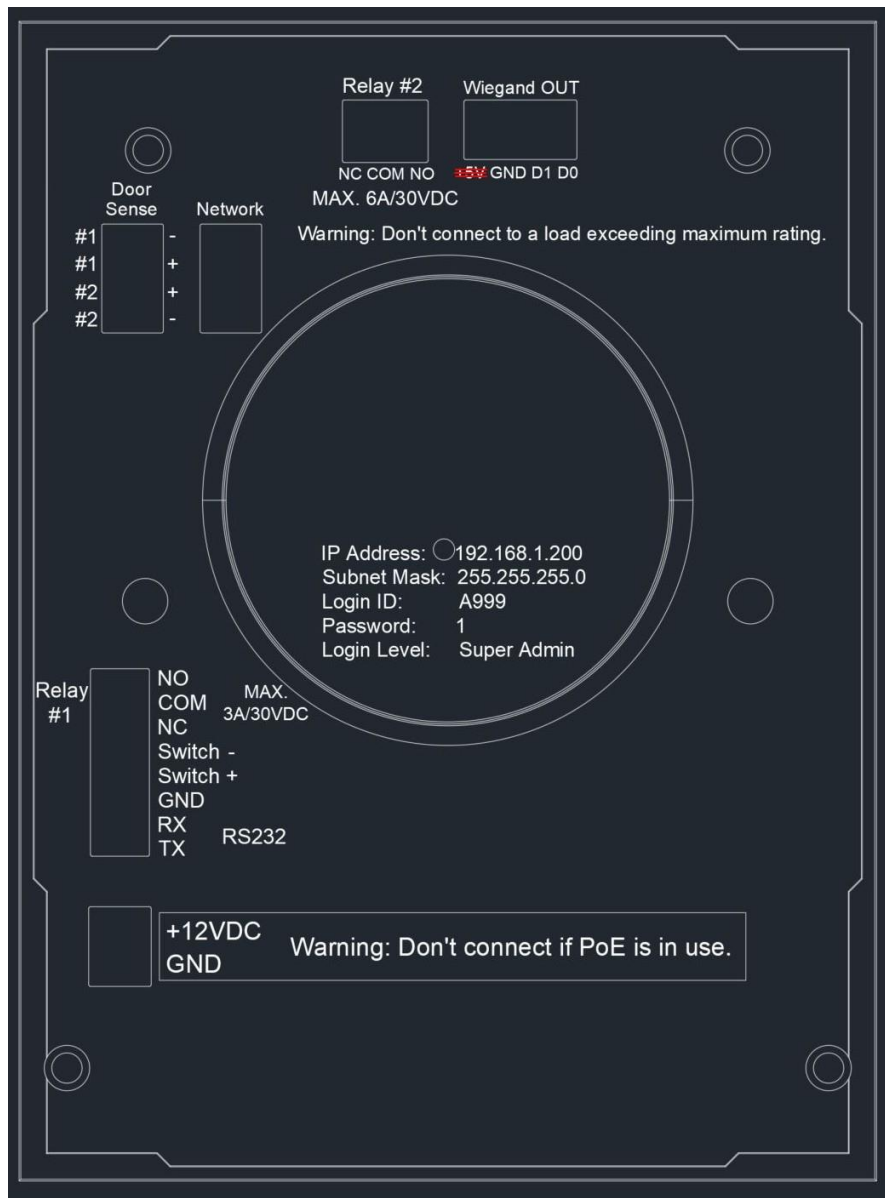
- 100MBaseT Ethernet (External Jack provided)
- RJ45 Cabling for Network Connectivity.
- Straight Network Cable (White cable, to connect to your corporate network via Hub/Switch)
- Crossover Network Cable (Black cable, to connect directly to your Computer)

### **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



Note: Relay #2 is reserved for use as a door bell (not yet installed).

## **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.\*\***

### **3.2.6 Wiegand Out (GND D1 D0 )**

- 26bit Wiegand Outoutput

### **3.2.7 Relay #2 (NC COM NO )**

- Reserved for Door Bell

## **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

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			
Network Offline			
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



Copyright © 2001-2023 by Jakin-ACTatek

### 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

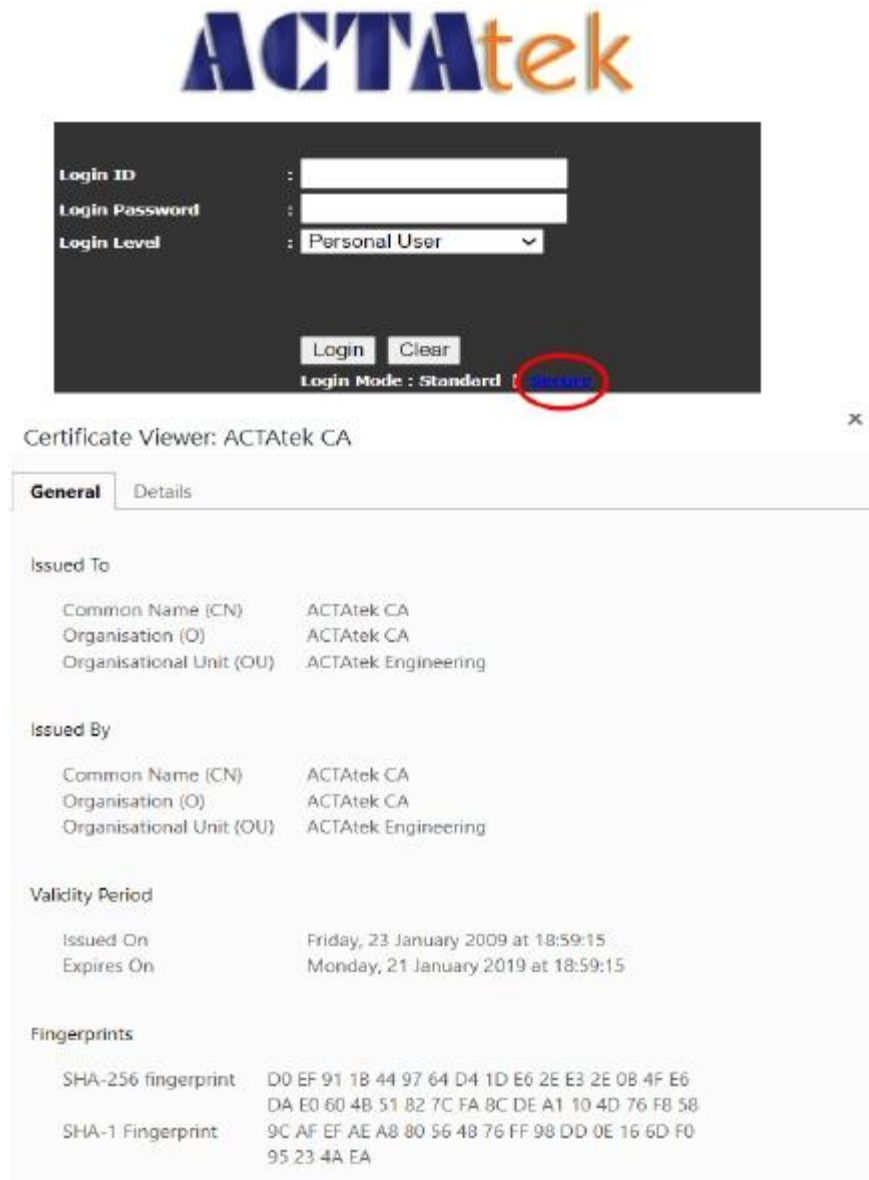
The network administrator is in charge of system configurations, such as, networking settings, terminal settings, clock setups, or password setups. Everything that involves technical knowing will be done by the network administrator. This role is usually assigned to a tech-savvy person, who is capable 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

### Terminal Status

<b>Model Number</b>	A4er-1K-SVa
<b>Serial Number</b>	00111D0000BB
<b>Firmware Version</b>	jakinid.a4er_4_00.2429
<b>FAM Version</b>	NO FAM
<b>Terminal Description</b>	ACTAtek
<b>IP Address</b>	192.168.111.120
<b>System Uptime</b>	38 Minute(s)
<b>Registered/Maximum Users</b>	236/1000
<b>Automatch Users</b>	1/0
<b>Current Status</b>	Online
<b>Last Time Server Sync Time</b>	Time Server Disabled
<b>Flash Memory Size</b>	4GB
<b>Memory Free</b>	2756.41M
<b>Access Manager</b>	
<b>Connection Type</b>	LAN
<b>Server Status</b>	online
<b>Device Status</b>	Registered

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:

<u>Feature</u>	<u>Description</u>
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 4_00.2429 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.

**ACTatek** The worldwide leader in Web based technologies.

Terminal	Terminal Status																										
<ul style="list-style-type: none"> <li>Log Off</li> <li>Terminal Status</li> <li>Add Record</li> </ul>	<table border="1"> <tr><td>Model Number</td><td>A4er-1K-SVa</td></tr> <tr><td>Serial Number</td><td>00111D0000BB</td></tr> <tr><td>Firmware Version</td><td>jakinid.a4er_4_00.2429</td></tr> <tr><td>FAM Version</td><td>NO FAM</td></tr> <tr><td>Terminal Description</td><td>ACTatek</td></tr> <tr><td>IP Address</td><td>192.168.111.120</td></tr> <tr><td>System Uptime</td><td>38 Minute(s)</td></tr> <tr><td>Registered/Maximum Users</td><td>236/1000</td></tr> <tr><td>Automatch Users</td><td>1/0</td></tr> <tr><td>Current Status</td><td>Online</td></tr> <tr><td>Last Time Server Sync Time</td><td>Time Server Disabled</td></tr> <tr><td>Flash Memory Size</td><td>4GB</td></tr> <tr><td>Memory Free</td><td>2756.41M</td></tr> </table>	Model Number	A4er-1K-SVa	Serial Number	00111D0000BB	Firmware Version	jakinid.a4er_4_00.2429	FAM Version	NO FAM	Terminal Description	ACTatek	IP Address	192.168.111.120	System Uptime	38 Minute(s)	Registered/Maximum Users	236/1000	Automatch Users	1/0	Current Status	Online	Last Time Server Sync Time	Time Server Disabled	Flash Memory Size	4GB	Memory Free	2756.41M
Model Number	A4er-1K-SVa																										
Serial Number	00111D0000BB																										
Firmware Version	jakinid.a4er_4_00.2429																										
FAM Version	NO FAM																										
Terminal Description	ACTatek																										
IP Address	192.168.111.120																										
System Uptime	38 Minute(s)																										
Registered/Maximum Users	236/1000																										
Automatch Users	1/0																										
Current Status	Online																										
Last Time Server Sync Time	Time Server Disabled																										
Flash Memory Size	4GB																										
Memory Free	2756.41M																										
<b>User Administration</b> <ul style="list-style-type: none"> <li>Attendance Report</li> <li>Daily Report</li> <li>View Event Log</li> <li>Add Event Log</li> <li>View User List</li> <li>Add New User</li> <li>Departments</li> <li>User Messages</li> <li>Admin Setting</li> </ul>	<table border="1"> <tr><td colspan="2"><b>Access Manager</b></td></tr> <tr><td>Connection Type</td><td>LAN</td></tr> <tr><td>Server Status</td><td>online</td></tr> <tr><td>Device Status</td><td>Registered</td></tr> </table>	<b>Access Manager</b>		Connection Type	LAN	Server Status	online	Device Status	Registered																		
<b>Access Manager</b>																											
Connection Type	LAN																										
Server Status	online																										
Device Status	Registered																										
<b>Access Control</b> <ul style="list-style-type: none"> <li>Access Groups</li> <li>Triggers</li> <li>Holidays Setting</li> </ul>																											
<b>Terminal Settings</b> <ul style="list-style-type: none"> <li>Terminal Setup</li> <li>Authentication/Log Setup</li> <li>Terminal List</li> <li>Access Client Setup</li> <li>Door Open Schedule</li> <li>Bell Schedule</li> <li>Terminal Clock</li> <li>External Devices</li> <li>DDNS</li> </ul>																											

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.

**Attendance Report**

Search Options

Name:  ID:

User:  Period:  From:  To:

Time:  or  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 > >>

Copyright © 2001-2021 by Jakin ACTatek

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	<a href="#">123</a>	--	General	2011/10/03 10:43:30	IN	ACTAtak	#SMC(SN:3EAAF9F5)#	
2	<a href="#">A333</a>	--	General	2011/10/03 10:41:20	IN	ACTAtak	#SMC(SN:2BDDBCF0)#	
3	<a href="#">123</a>	--	General	2011/10/03 10:36:36	IN	ACTAtak	#SMC(SN:3EAAF9F5)#	
4	<a href="#">123</a>	--	General	2011/10/03 10:34:48	IN	ACTAtak	#SMC(SN:3EAAF9F5)#	
5	<a href="#">A999</a>	--	General	2011/10/03 10:06:51	REMOTE DOOR OPEN	ACTAtak	#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   10   3   (yyyy/mm/dd)   10   53   59   (hh:mm:ss)
Event	IN
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"/>						
<small>^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</small>											
User 1-2 of 2 <span style="float:right">&lt;&lt;&lt; 1 &gt;&gt;&gt;</span>											
<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	456	--	--	--	*	*		*	*	--
<input type="button" value="Select All"/> <input type="button" value="Deselect All"/>											
User 1-2 of 2 <span style="float:right">&lt;&lt;&lt; 1 &gt;&gt;&gt;</span>											
<input type="button" value="Deactivate"/> <input type="button" value="Activate"/> <input type="button" value="Delete"/>											

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 (N/A)	Whether Fingerprint is an available authentication option.
iii. SMC	Whether Smart Card is an available authentication option.
iv. PSW(N/A)	Whether Password / PIN is an available authentication option.
v. A/M(N/A)	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"/>

Search:

\*SMC Type: M:Mifare Card C:Contact Card L:Logic 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 >>>

Deactivate | Activate | Delete

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:

Click on “Add New User” from the left column under “User Administration”, the following page will be displayed:

ACTatek The worldwide leader in Web based technologies.

---

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

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.

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**

- SMS Service

### Departments

Add New Department

Department Name  Description

---

Department List

Department 1-8 of 8 <<< 1 >>>

		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
<a href="#">Select All</a>   <a href="#">Deselect All</a>			

Department 1-8 of 8 <<< 1 >>>

### 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:

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**

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

**Support**

- Register

### Access Groups

Department:

---

Access Group List

Access Group 1-14 of 14 << < 1 > >>

		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

Select All | Deselect All

Access Group 1-14 of 14 << < 1 > >>

---

Add Access Group

Department:

Access Group Name:

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.

**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

**Access Groups**

Modify Access Group

Access Group Name:

Department:

<input type="checkbox"/>	Access Right ID	Terminal Name	QuickAccess
<input type="checkbox"/>	0	ACTA3er_DEMO	Enable

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

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.

**ACTAtek** The worldwide leader in Web based technologies.

---

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

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

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.

**ACTAttek** The worldwide leader in Web based technologies.

Trigger	Trigger Name	Trigger	Trigger Name
<a href="#">IN</a>	IN	<a href="#">F20</a>	F20
<a href="#">OUT</a>	OUT	<a href="#">F21</a>	F21
<a href="#">F1</a>	F1	<a href="#">F22</a>	F22
<a href="#">F2</a>	F2	<a href="#">F23</a>	F23
<a href="#">F3</a>	F3	<a href="#">F24</a>	F24
<a href="#">F4</a>	F4	<a href="#">F25</a>	F25
<a href="#">F5</a>	F5	<a href="#">F26</a>	F26
<a href="#">F6</a>	F6	<a href="#">F27</a>	F27
<a href="#">F7</a>	F7	<a href="#">F28</a>	F28
<a href="#">F8</a>	F8	<a href="#">F29</a>	F29
<a href="#">F9</a>	F9	<a href="#">F30</a>	F30
<a href="#">F10</a>	F10	<a href="#">F31</a>	F31
<a href="#">F11</a>	F11	<a href="#">F32</a>	F32
<a href="#">F12</a>	F12	<a href="#">F33</a>	F33
<a href="#">F13</a>	F13	<a href="#">F34</a>	F34
<a href="#">F14</a>	F14	<a href="#">F35</a>	F35
<a href="#">F15</a>	F15	<a href="#">F36</a>	F36
<a href="#">F16</a>	F16	<a href="#">F37</a>	F37
<a href="#">F17</a>	F17	<a href="#">F38</a>	F38
<a href="#">F18</a>	F18	<a href="#">F39</a>	F39
<a href="#">F19</a>	F19	<a href="#">F40</a>	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](#)

	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	-	-	-	-	-	-	-	-	-	IN	IN	IN	IN	IN	IN	-	-	-	-	-	-	-	-	-
Tue	-	-	-	-	-	-	-	-	-	IN	IN	IN	IN	IN	IN	-	-	-	-	-	-	-	-	-
Wed	-	-	-	-	-	-	-	-	-	IN	IN	IN	IN	IN	IN	-	-	-	-	-	-	-	-	-
Thu	-	-	-	-	-	-	-	-	-	IN	IN	IN	IN	IN	IN	-	-	-	-	-	-	-	-	-
Fri	-	-	-	-	-	-	-	-	-	IN	IN	IN	IN	IN	IN	-	-	-	-	-	-	-	-	-
Sat	-	-	-	-	-	-	-	-	-	IN	IN	IN	IN	IN	IN	-	-	-	-	-	-	-	-	-
Hol	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Trigger: IN

Day:  Sun  Mon  Tue  Wed  Thu  Fri  Sat  Hol  Everyday

From: 00:00 To: 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:

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**

- SMS Service
- Alert Log
- Syslog

#### Holidays

<<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):

Copyright © 2001-2023 by Jakin ACTatek

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.

ACTatek The worldwide leader in Web based technologies.

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

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.   |

## Wiegand Configuration

- Set Wiegand output to 26-bit
- Access Method as Smart Card
- Wiegand Output Format as User ID+Facility Code

### Wiegand Configuration

Wiegand Type	26-bit	
Access Method	Smart Card	
Wiegand Output Format	User ID + Facility Code	EP + 8-bit FC + 16-bit UID + OP
User Facility Code (FC)	1	(1 - 255)

## 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.

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
- Security Log
- Access Client Setup

### Terminal List

No.	Description	Type	Serial No.	IP Address	Camera	Door	Last Updated To Secondary	Backup
1	ACTAJer_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.					

Copyright © 2001-2023 by Jakin-ACTAtek

## 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.



## 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.

**ACTatek** The worldwide leader in Web based technologies.

---

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

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.



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

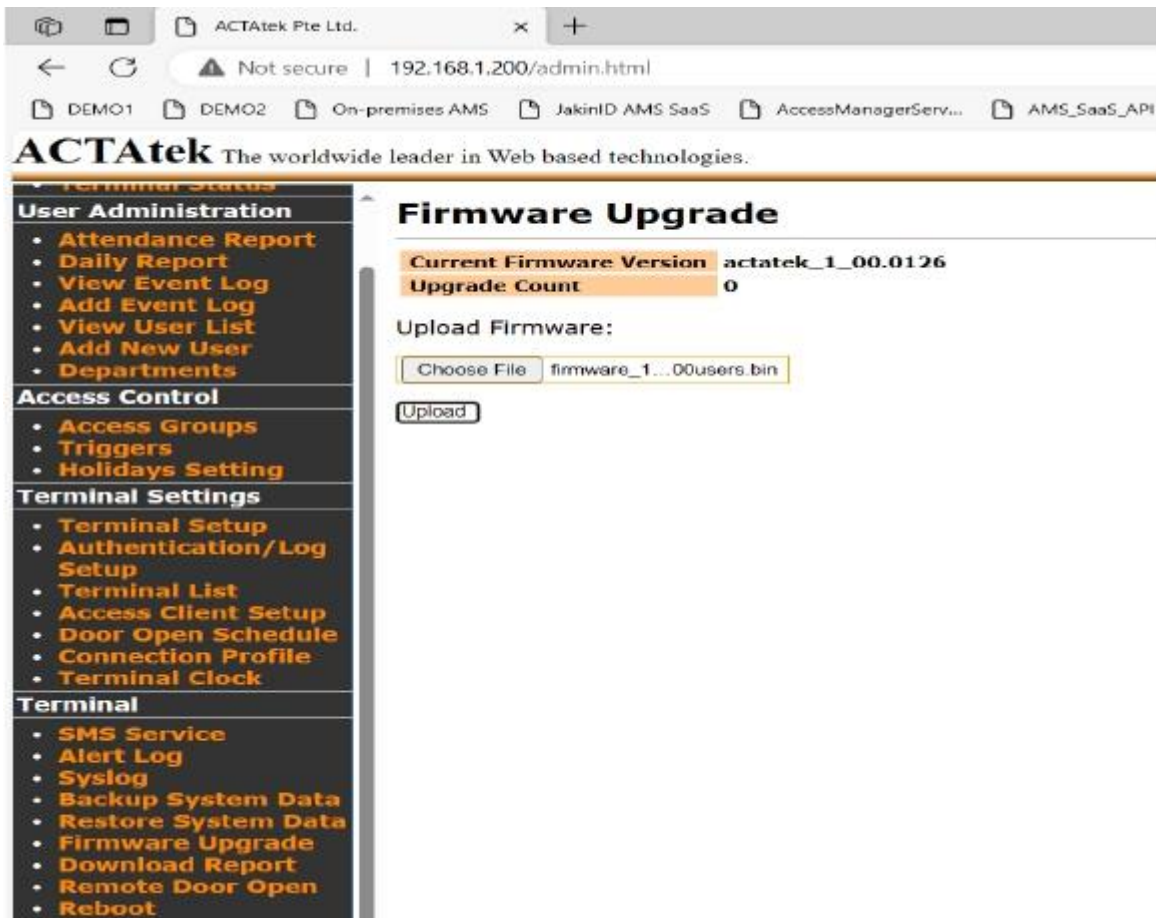
Then click “Upload” to upload the file back into the system for the previous configuration to take place.

## 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.

<b>Terminal</b> <ul style="list-style-type: none"><li>• Log Off</li><li>• Terminal Status</li></ul>	<h2>Download Report</h2>																				
<b>User Administration</b> <ul style="list-style-type: none"><li>• Attendance Report</li><li>• Daily Report</li><li>• View Event Log</li><li>• Add Event Log</li><li>• View User List</li><li>• Add New User</li><li>• Departments</li></ul>	<b>Search Options</b>																				
<b>Access Control</b> <ul style="list-style-type: none"><li>• Access Groups</li><li>• Triggers</li><li>• Holidays Setting</li></ul>	<table><tr><td><b>User</b></td><td><b>Name</b></td><td><input type="text"/></td><td><b>ID</b></td><td><input type="text"/></td></tr><tr><td><b>Time</b></td><td><b>Period</b></td><td>Today <input type="button" value="v"/></td><td><b>From</b></td><td>2023 <input type="button" value="v"/> 10 <input type="button" value="v"/></td></tr><tr><td><b>Others</b></td><td><b>Department</b></td><td><input type="text"/></td><td><b>Event</b></td><td><input type="text"/></td></tr><tr><td><b>Report</b></td><td><b>Format</b></td><td colspan="3">TXT <input type="button" value="v"/></td></tr></table> <p style="text-align: right;"><input type="button" value="Download"/></p> <p>Fill in the form to filter the report, or leave it blank for a full report</p>	<b>User</b>	<b>Name</b>	<input type="text"/>	<b>ID</b>	<input type="text"/>	<b>Time</b>	<b>Period</b>	Today <input type="button" value="v"/>	<b>From</b>	2023 <input type="button" value="v"/> 10 <input type="button" value="v"/>	<b>Others</b>	<b>Department</b>	<input type="text"/>	<b>Event</b>	<input type="text"/>	<b>Report</b>	<b>Format</b>	TXT <input type="button" value="v"/>		
<b>User</b>	<b>Name</b>	<input type="text"/>	<b>ID</b>	<input type="text"/>																	
<b>Time</b>	<b>Period</b>	Today <input type="button" value="v"/>	<b>From</b>	2023 <input type="button" value="v"/> 10 <input type="button" value="v"/>																	
<b>Others</b>	<b>Department</b>	<input type="text"/>	<b>Event</b>	<input type="text"/>																	
<b>Report</b>	<b>Format</b>	TXT <input type="button" value="v"/>																			

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:

**ACTatek** The worldwide leader in Web based technologies.

<b>Terminal</b> <ul style="list-style-type: none"><li>• Log Off</li><li>• Terminal Status</li></ul>	<b>Remote Door Open</b> <hr/>
<b>User Administration</b> <ul style="list-style-type: none"><li>• Attendance Report</li><li>• Daily Report</li><li>• View Event Log</li><li>• Add Event Log</li><li>• View User List</li><li>• Add New User</li><li>• Departments</li></ul>	Are you sure you want to open the door? <input type="button" value="Open The Door"/>
<b>Access Control</b> <ul style="list-style-type: none"><li>• Access Groups</li><li>• Triggers</li><li>• Holidays Setting</li></ul>	<b>Capture Network Camera Image</b> <hr/>
<b>Terminal Settings</b> <ul style="list-style-type: none"><li>• Terminal Setup</li><li>• Authentication/Log</li></ul>	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.

**ACTatek** The worldwide leader in Web based technologies.

---

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

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:

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



- 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.

**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

**ACCESS Client Setup**  
[slave device registration succeeded...]

Connection Type: Lan

Access Client

Device Status: Registered

Server Status: Online

Endpoint URL: https://www740-440.uswtabrwwwwwwu/AccessServer/AccessService.asmx

Interval(Seconds): 10

Domain Name Enable:

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** The worldwide leader in Web based technologies.

**Terminal**

- Log Off
- Terminal Status
- Add Record

**User Administration**

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

**Access Control**

- Access Groups
- Triggers
- Holidays Setting

**Terminal Settings**

- Terminal Setup
- Authentication/Log Setup
- Terminal List
- Access Client Setup
- Door Open Schedule
- Bell Schedule
- Terminal Clock
- External Devices
- DDNS

**Terminal Status**

Model Number: A4er-1K-SVa

Serial Number: 00111D0000BB

Firmware Version: jakinid.a4er\_4\_00.2429

FAM Version: NO FAM

Terminal Description: ACTatek

IP Address: 192.168.111.120

System Uptime: 38 Minute(s)

Registered/Maximum Users: 236/1000

Automatch Users: 1/0

Current Status: Online

Last Time Server Sync Time: Time Server Disabled

Flash Memory Size: 4GB

Memory Free: 2756.41M

**Access Manager**

Connection Type: LAN

Server Status: online

Device Status: Registered