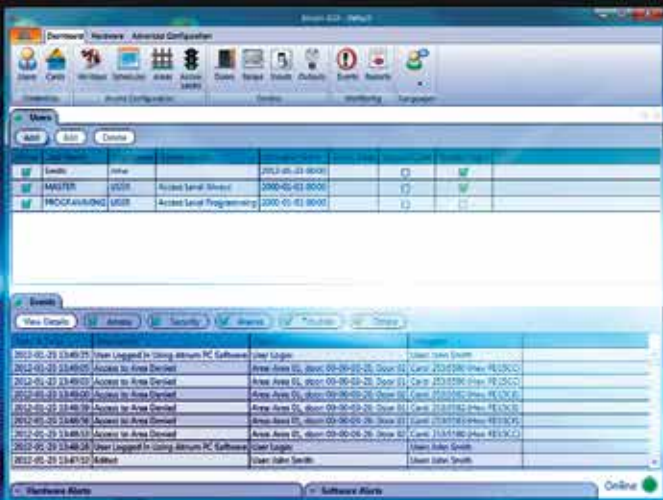




A10 Software Quick Start Guide



Understanding ATRIUM Areas



Objective:

- Understand areas and how ATRIUM uses them to control access
- Provide a real-world example depicting the relationship between areas and doors
- Demonstrate the process in creating access levels
- Associate an access level to a User/Card

In this document we will:

1. Create areas
2. Define doors
3. Create schedules and multi-day holidays
4. Create access levels
5. Create users and cards
6. Associate cards to users
7. Associate access levels to users

Understanding Areas

The ATRIUM Access Control system uses a different concept in managing access rights for card holders. ATRIUM determines user access rights based on areas delimited by doors.

For example, the **reception area** at the entrance of a building is considered an area. A room or department such as a **conference room** or **shipping department** are other areas.

Users (card holders) are granted or denied access to these area during specific time periods using schedules.

Another example to help understand areas are countries. Countries are separated by international borders such as the border between Canada and the USA and the border between the USA and Mexico.

Each country is an area. These countries are equivalent to areas in a building. In ATRIUM, doors are considered borders between areas.

When entering a country, a border guard will permit or deny access to the country according to strict criteria.

With ATRIUM, an access reader will act in the same manner as a border guard. It will grant or deny access to the area according to strict access rights.

In addition, all countries have several entry points such as airports, sea ports and terrestrial border crossings. This is also true for some areas in a building where several doors give access to the same area.

ATRIUM's door menu permits us to define which areas are located on both sides of the door. As shown in the floor plan on the next page, two doors lead to the shipping area. One door (door 7) is from the exterior of the building to the shipping department and another (door 6) is from the hallway to the shipping department. Both doors lead to the same area.

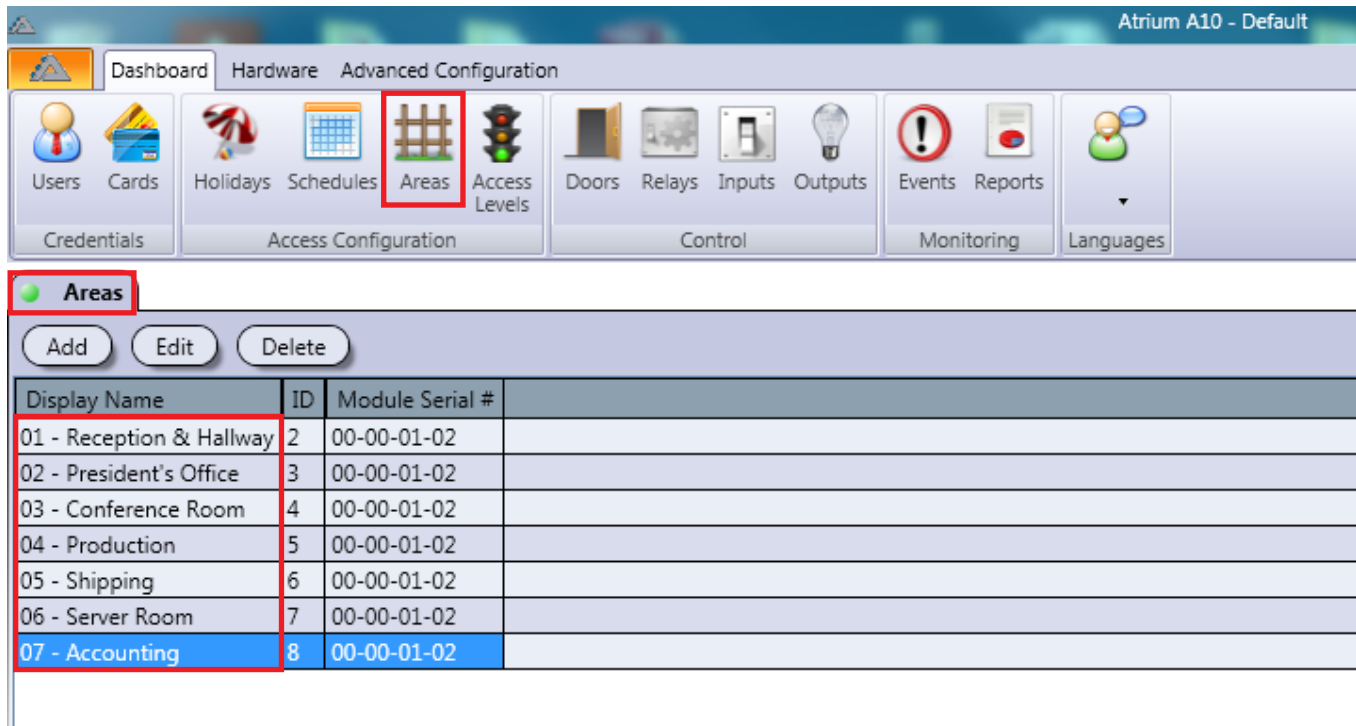


1. Creating Areas

* Note that the words «Areas» and «Partitions» are synonyms. They mean the same thing.

Click the **Areas** icon and add areas (click the **Add** button) as depicted below.

- Refer to the floor plan on the previous page to name the other areas.
- Although the floor plan includes a cafeteria, it **IS NOT** a restricted area. This is a public access area. A reader or request-to-exit device are not installed for this area. Therefore, it is not necessary to add the **Cafeteria** area to the system.



Atrium A10 - Default

Dashboard Hardware Advanced Configuration

Users Cards Holidays Schedules **Areas** Access Levels Doors Relays Inputs Outputs Events Reports Languages

Credentials Access Configuration Control Monitoring

Areas

Add Edit Delete

Display Name	ID	Module Serial #
01 - Reception & Hallway	2	00-00-01-02
02 - President's Office	3	00-00-01-02
03 - Conference Room	4	00-00-01-02
04 - Production	5	00-00-01-02
05 - Shipping	6	00-00-01-02
06 - Server Room	7	00-00-01-02
07 - Accounting	8	00-00-01-02

2. Define Doors

Use the list on the following page to define the doors. Click the Edit button to access the **Door Properties** menu.

The screenshot shows the Atrium A10 software interface. The 'Doors' menu item is highlighted in the top navigation bar. Below it, a table lists the configured doors:

Active	Display Name	ID	Module Serial #	Status	Lock Status	Access Status	Lock	Contact
<input checked="" type="checkbox"/>	00-00-00-14: Door 01A	3	00-00-00-14				Door Lock 01	Expander Door 01 Contact
<input checked="" type="checkbox"/>	00-00-00-14: Door 02	4	00-00-00-14				Door Lock 02	Expander Door 02 Contact
<input checked="" type="checkbox"/>	Main Entrance	1	00-00-01-02				Door 01 Lock	Door 01 Contact
<input checked="" type="checkbox"/>	00-00-01-02: Door 02	2	00-00-01-02				Door 02 Lock	Door 02 Contact

Name each door (**Display Name** field) as shown in the list and indicate **Side A** and **Side B** areas using the floor plan provided. Note that **Side A** is the area located before the door (reader side) and **Side B** (rex side) is the area located on the other side of the door. Repeat for each door.

Door Properties Menu

The screenshot shows the 'Door Properties' configuration window for the 'Main Entrance' door. The 'Configuration' tab is active. The 'General Information' section shows the 'Display Name' as 'Main Entrance' and the door is 'Active'. The 'Options' section includes checkboxes for 'Relocks On Door Open', 'Relocks On Door Close', and 'Can Be Left Open'. The 'Schedule' section shows 'Unlock Schedule' set to 'Schedule Never' and 'Unlocks on First Access/First Man In' checked. The 'Timing' section includes fields for 'Unlock Time (seconds): 5', 'Extended Time (seconds): 15', 'Open Too Long Pre-Alarm (seconds): 45', and 'Open Too Long Alarm (seconds): 60'. The 'Configuration' section shows 'Side A' and 'Side B' area dropdowns. 'Side A' is currently empty, and 'Side B' is set to '01 - Reception & Hallway (00-00)'. Other fields include 'Contact Input: Door 01 Contact (00-00)', 'Reader: Reader 1 (00-00-01-02)', and 'Lock: Door 01 Lock (00-00)'. A red arrow points to the empty 'Side A' dropdown with the text: 'An empty area represents the exterior of building'.



Side A = Reader location - **Side B** = Request-to-Exit (REX) location

Door 1 - Main Entrance

- Side A - Empty (Leave Blank)
- Side B - Area 01 - Reception & Hallway

Door 2 - President's Office

- Side A - Area 01 - Reception & Hallway
- Side B - Area 02 - President's Office

Door 3 - Employee Entrance

- Side A - Empty (Leave Blank)
- Side B - Area 01 - Reception & Hallway

Door 4 - Conference Room

- Side A - Area 01 - Reception & Hallway
- Side B - Area 03 - Conference Room

Door 5 - Production Door

- Side A - Area 01 - Reception & Hallway
- Side B - Area 04 - Production

Door 6 - Shipping Hallway Door

- Side A - Area 01 - Reception & Hallway
- Side B - Area 05 - Shipping

Door 7 - Loading Dock Service Door

- Side A - Empty (Leave Blank)
- Side B - Area 05 - Shipping

Door 8 - Server Room

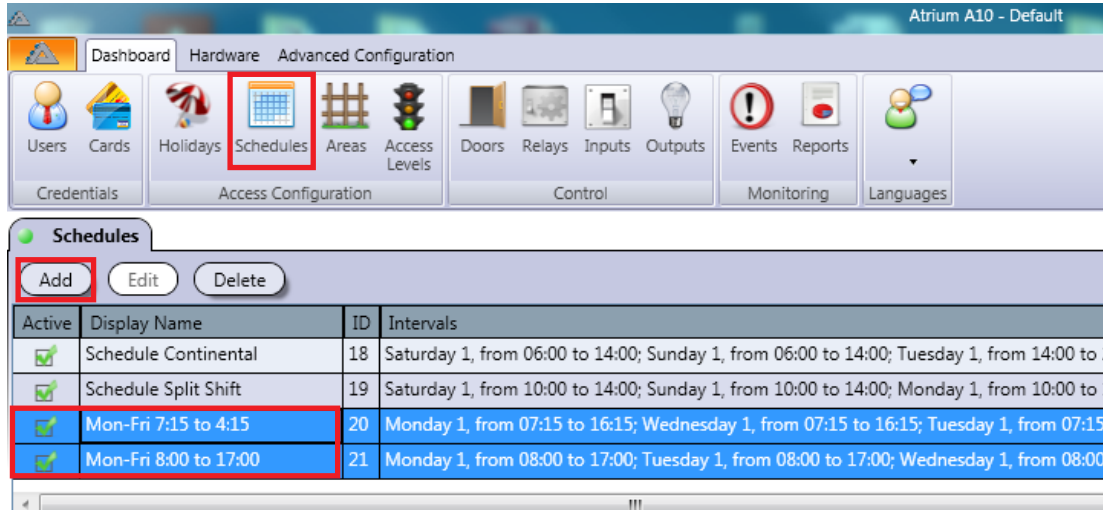
- Side A - Area 01 - Reception & Hallway
- Side B - Area 06 - Server Room

Door 9 - Accounting

- Side A - Area 01 - Reception & Hallway
- Side B - Area 07 - Accounting

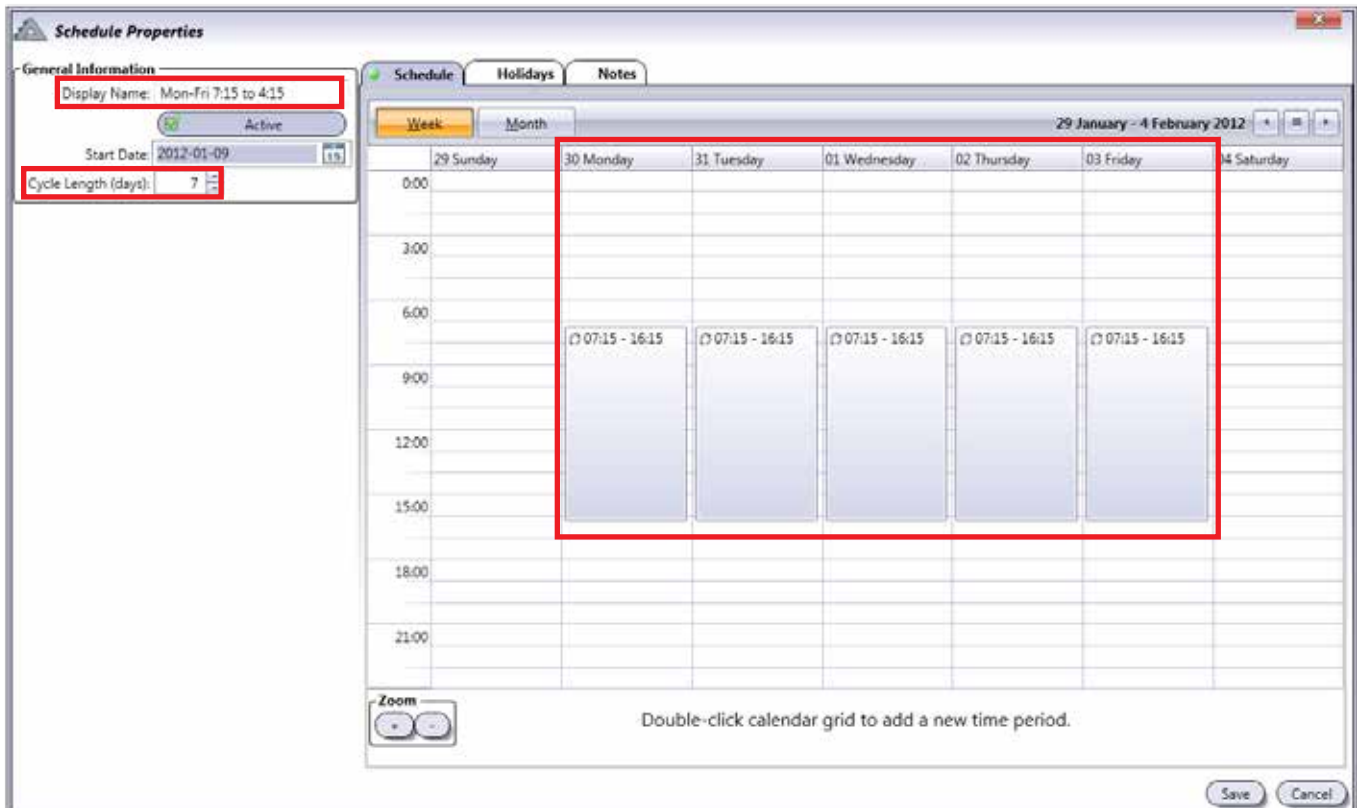
3. Create Schedules

The highlighted schedules in the list below show the **Mon - Fri 7:15 to 4:15** and **Mon - Fri 8:00 to 5:00** schedules. Click the **ADD** button to create these schedules.



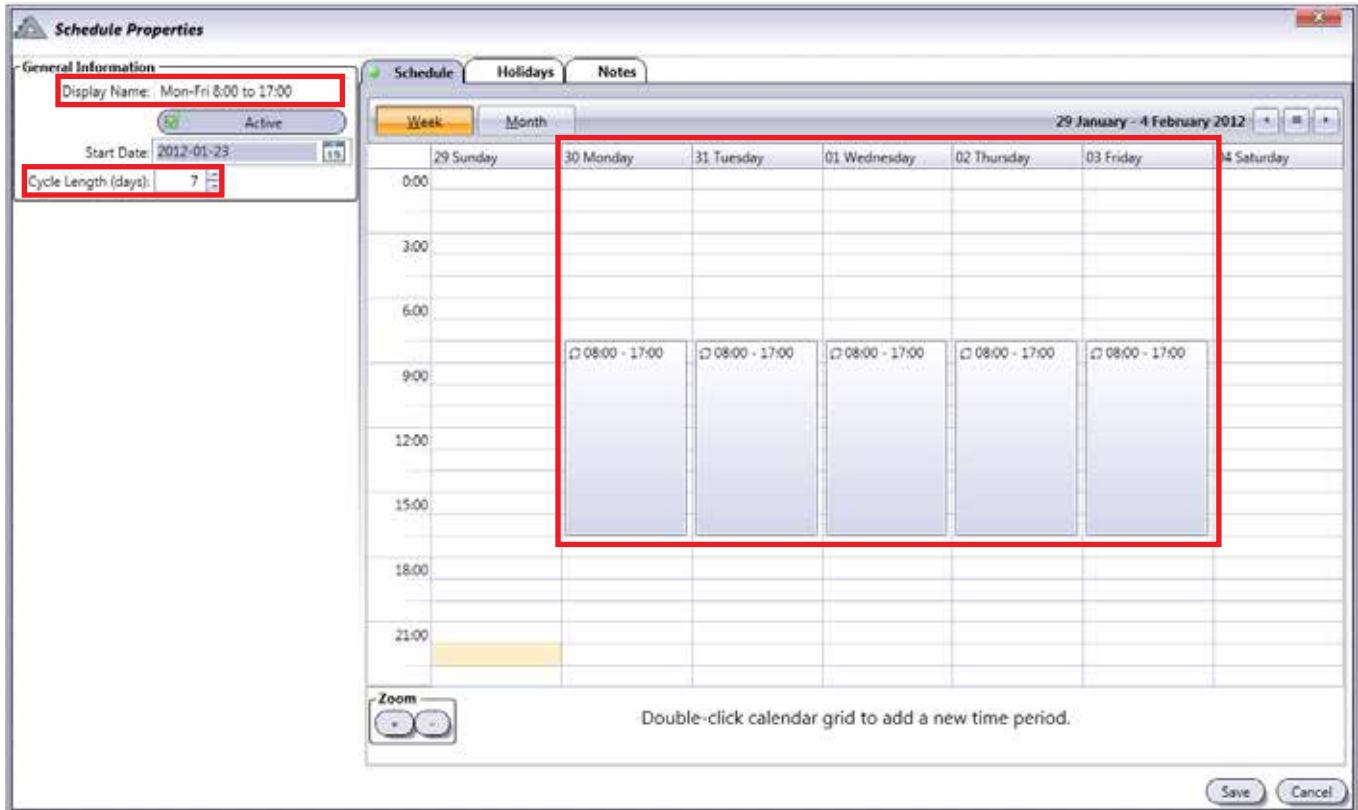
The schedule below will be valid Monday to Friday from 7:15 AM to 4:15 PM. This schedule will be used to permit access to the **Reception & Hallway, Production** and **Shipping** areas. Double-click the calendar to add time periods for each day.

Monday to Friday - 7:15 AM to 4:15 PM



The schedule below will be valid Monday to Friday from 8:00 AM to 5:00 PM. This schedule will be used to permit access to the **Reception & Hallway, Accounting, Conference Room** and **Marketing** areas. Double-click the calendar area to add time periods.

Monday to Friday - 8:00 AM to 5:00 PM



The screenshot shows the "Schedule Properties" dialog box. On the left, the "General Information" tab is active, showing "Display Name: Mon-Fri 8:00 to 17:00", "Start Date: 2012-01-23", and "Cycle Length (days): 7". The "Schedule" tab is selected, displaying a weekly grid for "29 January - 4 February 2012". The grid shows time slots from 0:00 to 21:00. A red box highlights the 8:00-17:00 time slots for Monday (30), Tuesday (31), Wednesday (01), Thursday (02), and Friday (03). Each highlighted slot contains a small icon and the text "08:00 - 17:00". At the bottom, there is a "Zoom" section with a double-click icon and the text "Double-click calendar grid to add a new time period." "Save" and "Cancel" buttons are at the bottom right.

Holidays

Holidays can impact a schedule. For example, if Christmas falls on a weekday, the holiday will override the normal execution of the schedule. In most instances, an employee will be permitted access weekdays but will be denied access if Christmas day occurs on a weekday.

We manage this by **excluding** a holiday from a schedule. Click the Holidays tab in the schedule menu to exclude a holiday. Inversely, **including** a holiday in a schedule will permit the schedule to remain active (or valid) even if the day is a holiday.

Note that one holiday can span several days (multi-day holidays). For example, summer holidays (2 weeks in July) or during the holiday season (Dec. 24th to Jan. 2nd). We can **exclude** these holiday periods from a schedule which will result in the schedule being **invalid** during these holidays. The holidays will override the schedule.

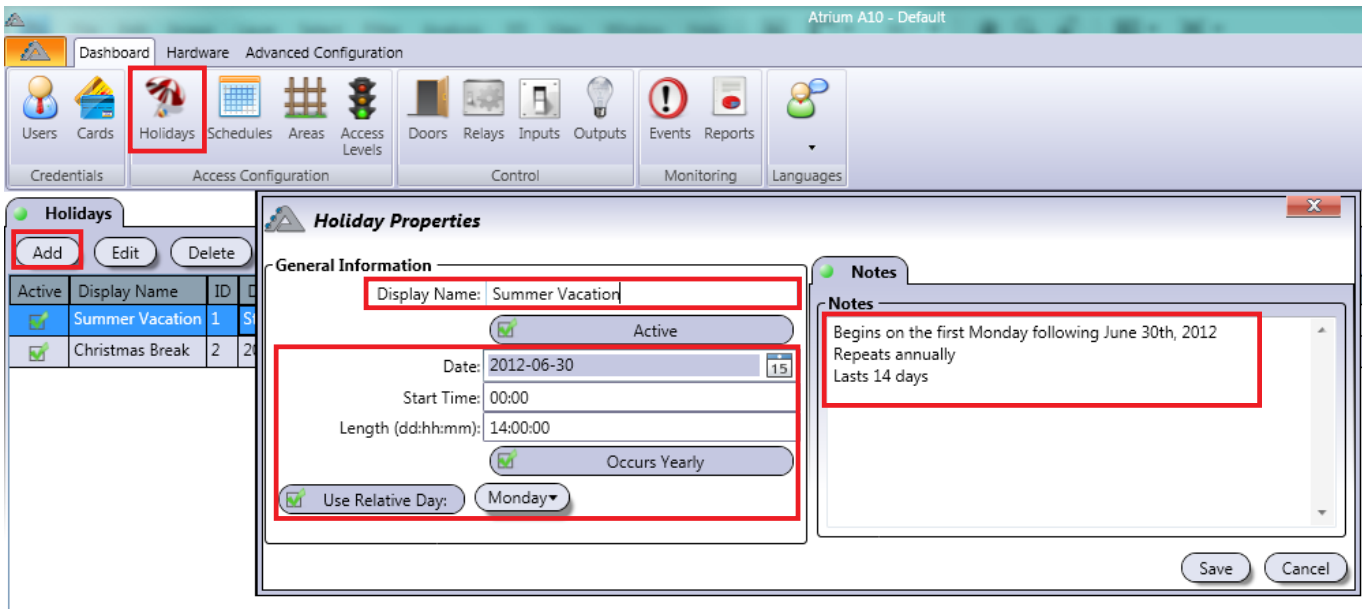
We will create two holidays, **Summer Vacation** and **Christmas Break** and **exclude** them from the schedules created previously.

Click the **Holidays** icon and click the **Add** button to enter the Holiday Properties menu.

In the example below, the **Summer Vacation** holiday will:

- begin at midnight on the first Monday following June 30, 2012
- repeat every year (occurs yearly)
- last 14 days

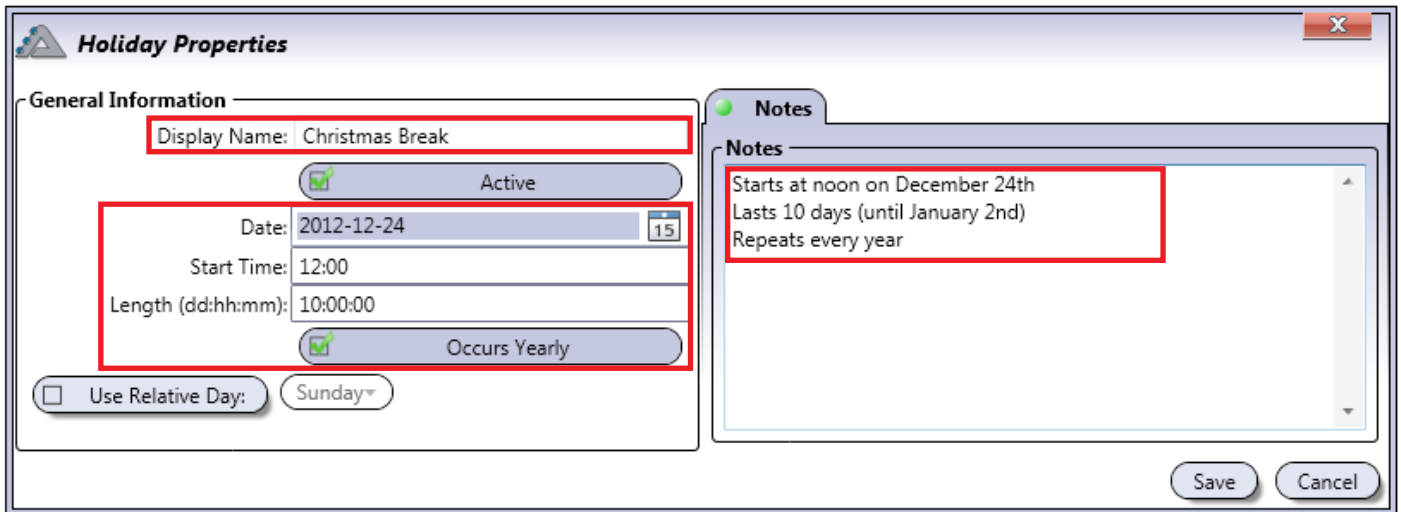
Summer Vacation



In the example below, the **Christmas Break** holiday will:

- begin at noon December 24, 2012
- repeat every year
- last 10 days

Christmas Break



Holiday Properties

General Information

Display Name: Christmas Break

Active

Date: 2012-12-24

Start Time: 12:00

Length (dd:hh:mm): 10:00:00

Occurs Yearly

Use Relative Day: Sunday

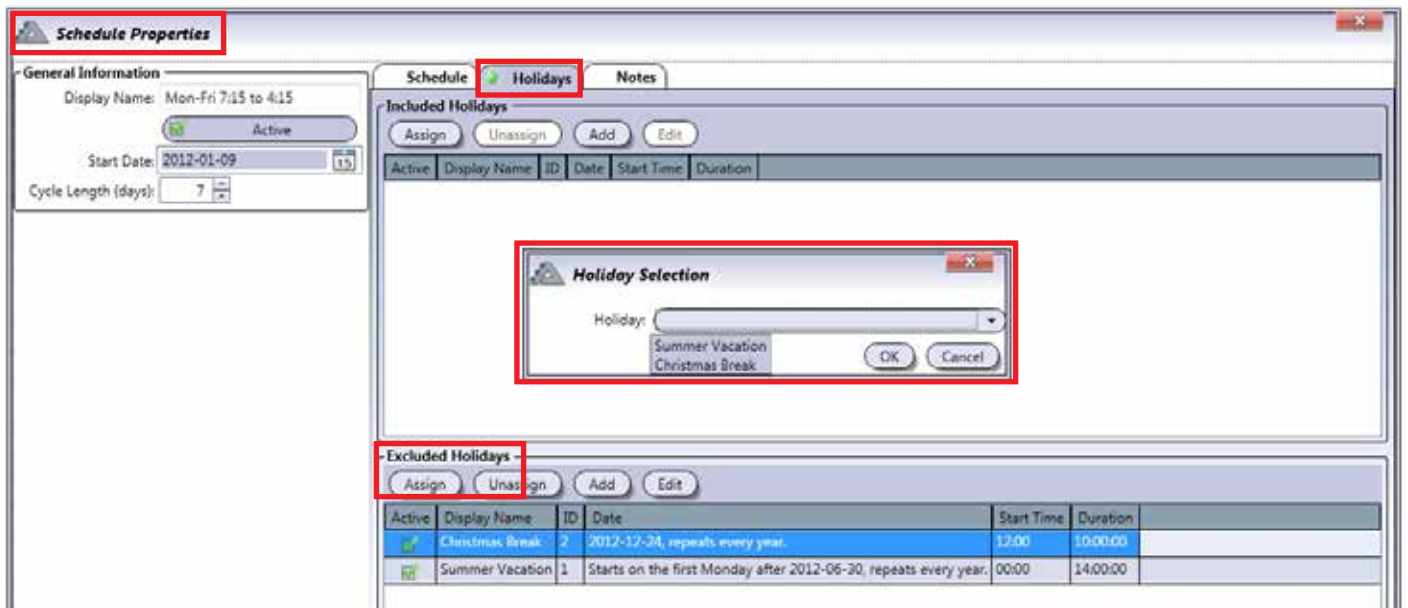
Notes

Starts at noon on December 24th
Lasts 10 days (until January 2nd)
Repeats every year

Save Cancel

Exclude holidays from schedules

The next step consists of **excluding** these holidays from the schedules as shown in the screen capture below. In the **Schedule Properties** menu, select the **Holidays** tab, click the **Assign** button in the **Excluded Holidays** section. Select the holidays in the drop-down list of the **Holiday Selection** pop-up window. Save the modification. Repeat for both schedules.



Schedule Properties

General Information

Display Name: Mon-Fri 7:15 to 4:15

Active

Start Date: 2012-01-09

Cycle Length (days): 7

Schedule **Holidays** **Notes**

Included Holidays

Assign Unassign Add Edit

Active	Display Name	ID	Date	Start Time	Duration

Excluded Holidays

Assign Unassign Add Edit

Active	Display Name	ID	Date	Start Time	Duration
<input checked="" type="checkbox"/>	Christmas Break	2	2012-12-24, repeats every year.	12:00	10:00:00
<input checked="" type="checkbox"/>	Summer Vacation	1	Starts on the first Monday after 2012-06-30, repeats every year.	00:00	14:00:00

Holiday Selection

Holiday: Summer Vacation
Christmas Break

OK Cancel

4. Create Access Levels

The highlighted access levels below show the **Accounting** and **Shipping** access levels. Click the **ADD** button to create these access levels as shown on pages 12 and 13 in **Table 1** and **Table 2**.

Access Levels

Active	Display Name	ID
<input checked="" type="checkbox"/>	Accounting Access Level	1
<input checked="" type="checkbox"/>	Access Level Always	2
<input checked="" type="checkbox"/>	Access Level Programming	3
<input checked="" type="checkbox"/>	Shipping Access Level	4



Access levels permit us to configure which schedule (if any) will allow a user (card holder) to access an area. This is an essential step in controlling who will have access, and at what times, to different areas of a building.

Accounting Access Level

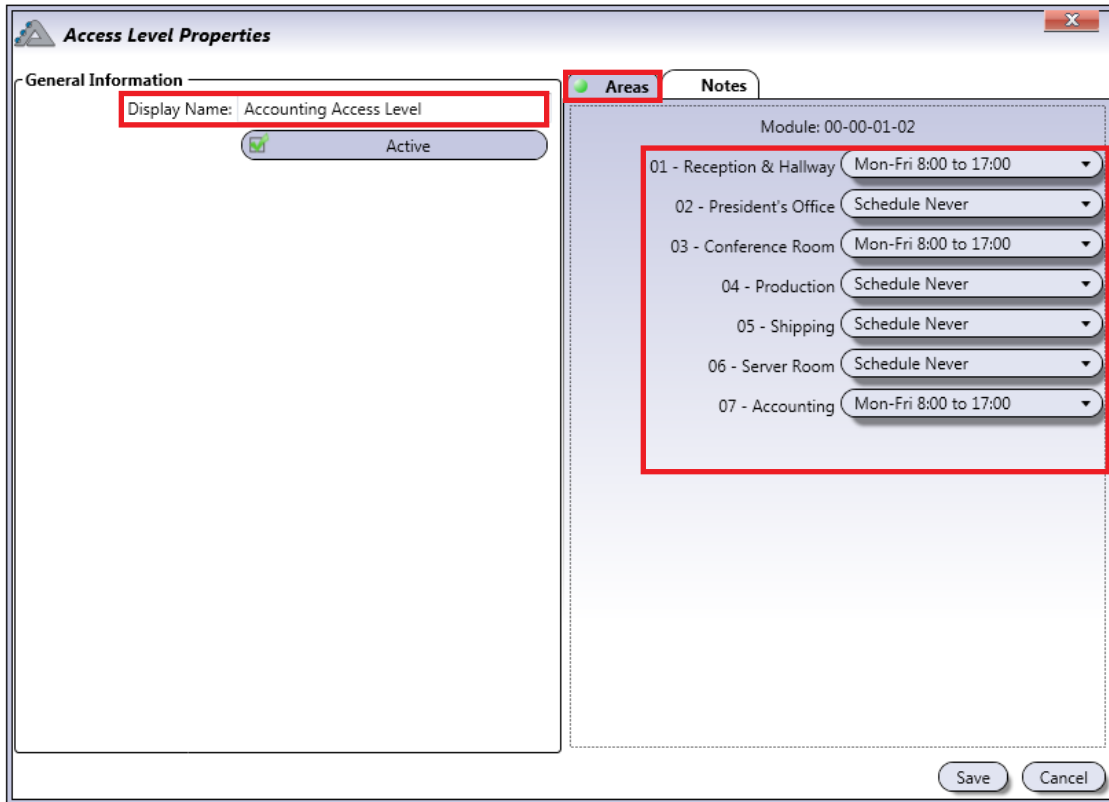


Table 1: Association between areas and schedules for the **Accounting Access Level**

AREA	SCHEDULE
01 - Reception & Hallway	Mon - Fri 8:00 AM to 5:00 PM
02 - President's Office	Never
03 - Conference Room	Mon - Fri 8:00 AM to 5:00 PM
04 - Production	Never
05 - Shipping	Never
06 - Server Room	Never
07 - Accounting	Mon - Fri 8:00 AM to 5:00 PM

- **Access will be granted** to the **01-Reception & Hallway, 03-Conference Room** and **07-Accounting** areas when the Mon - Friday from 8:00 AM to 5:00 PM schedule is valid.
- Access will be denied to the **01-Reception & Hallway, 03-Conference Room** and **07-Accounting** areas when the Mon - Fri 8:00 AM to 5:00 PM schedule is not valid.
- **Access will always be denied** to the **President's Office, Production, Shipping** and **Server Room** areas at all times.

Shipping Access Level

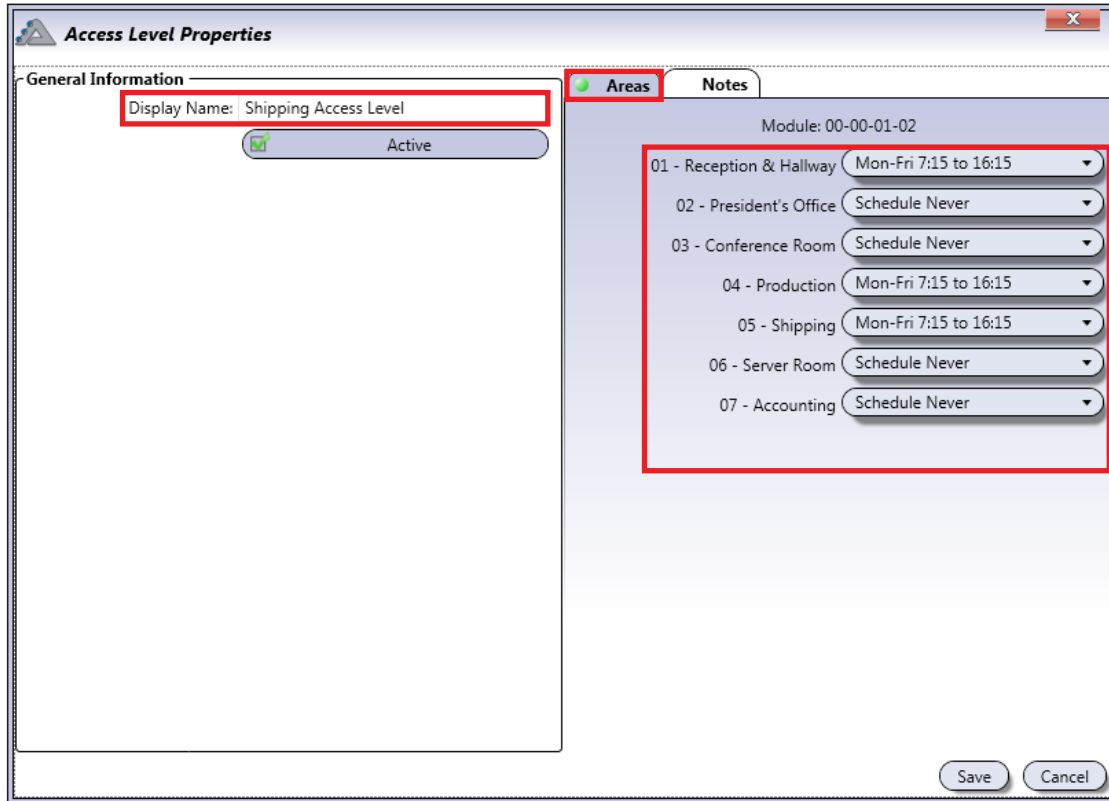


Table 2: Association between areas and schedules for the *Shipping Access Level*

AREA	SCHEDULE
01 - Reception & Hallway	Mon - Fri 7:15 AM to 4:15 PM
02 - President's Office	Never
03 - Conference Room	Never
04 - Production	Mon - Fri 7:15 AM to 4:15 PM
05 - Shipping	Mon - Fri 7:15 AM to 4:15 PM
06 - Server Room	Never
07 - Accounting	Never

- **Access will be granted** to the **01-Reception & Hallway**, **04-Production** and **05-Shipping** areas when the schedule Monday to Friday 7:15 AM to 4:15 PM is valid.
- **Access will be denied** to the **01-Reception & Hallway**, **04-Production** and **05-Shipping** areas when the schedule Mon - to Fri 7:15 AM to 4:15 PM is not valid.
- **Access will always be denied** to the **02-President's Office**, **03-Conference Room**, **06-Server Room** and **07-Accounting** areas.

5. Create Users and Cards

Create two Users and assign a card to the each User. Each User will be given an access level according to the areas he/she will be allowed access and according to the times (schedule) he/she will be permitted to access these areas. We will use the Accounting and Shipping access levels created in step 4 to accomplish this.

The accounting employee (Jane Doe) will be permitted access to the **01- Hallway & Reception, 03- Conference Room** and **07 - Accounting** areas:

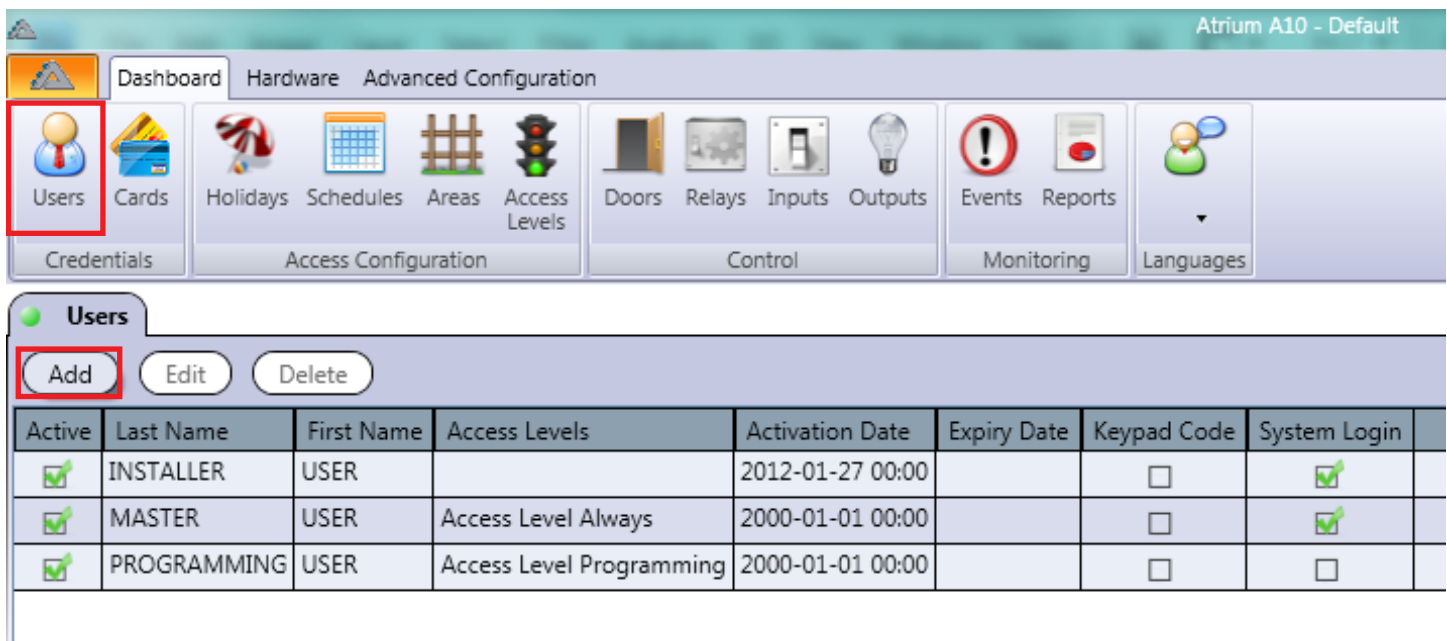
- Monday to Friday from 8:00 AM to 5:00 PM
- She will be denied access to these areas any other day or time
- She will be denied access at all times to all other areas

The shipping employee (John Doe) will be permitted access to the **01- Hallway & Reception, 04- Production** and **05 - Shipping** areas:

- Monday to Friday from 7:15 AM to 4:15 PM
- He will be denied access to these areas any other day or time
- He will be denied access at all times to all other areas

Note: The scope of this document will not explore the Installer, Master or Programming users included by default in ATRIUM. In most instances these users are typically reserved for building owners/managers, ATRIUM service technicians and system administrators. Refer to the ATRIUM manuals for detailed information about these users.

Click on the **Users** icon and click **Add** to create a new User.



Atrium A10 - Default

Dashboard Hardware Advanced Configuration

Users Cards Holidays Schedules Areas Access Levels Doors Relays Inputs Outputs Events Reports Languages

Credentials Access Configuration Control Monitoring

Users

Add Edit Delete

Active	Last Name	First Name	Access Levels	Activation Date	Expiry Date	Keypad Code	System Login
<input checked="" type="checkbox"/>	INSTALLER	USER		2012-01-27 00:00		<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	MASTER	USER	Access Level Always	2000-01-01 00:00		<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	PROGRAMMING	USER	Access Level Programming	2000-01-01 00:00		<input type="checkbox"/>	<input type="checkbox"/>

User Jane Doe

Enter the user's first and last name then click the **Add** button in the **Credentials** tab to create and assign a card to this user. This will automatically display the **Card Properties** menu.

User Properties menu

User Properties

General Information

First Name: Jane
Last Name: Doe

Active

Allow Extended Time

Can Program Cards

Activation Date: 2012-01-27 00:00

Expiry Date: None

Language: English

Credentials | Access Levels | Work | Home | Events | Notes

Cards

Assign Unassign **Add** Edit

Active	ID	Display Name	Number	User	Activation Date	Expiry Date	Lost	Stolen	Programming C
--------	----	--------------	--------	------	-----------------	-------------	------	--------	---------------

Keypad Code | **System Login**

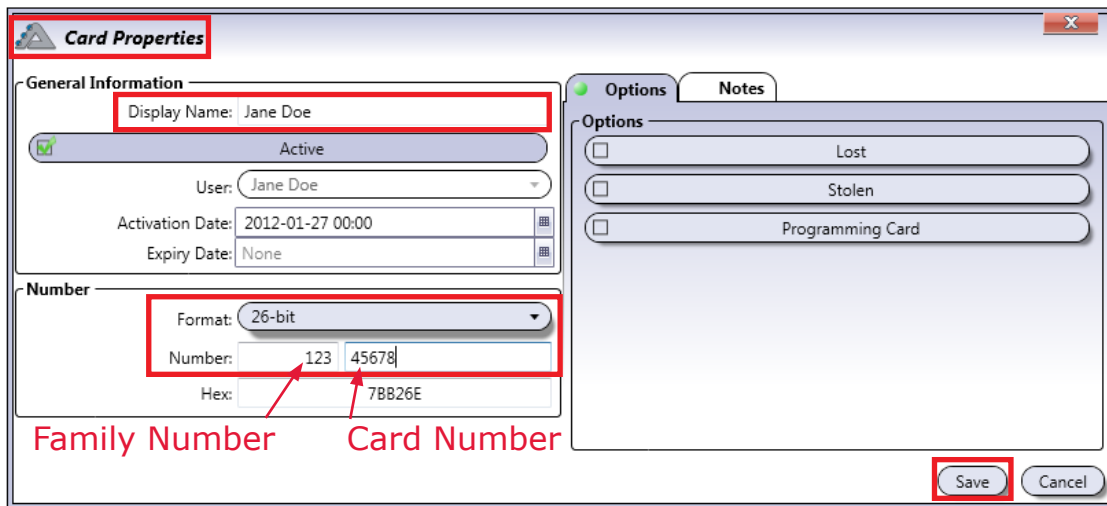
Assign a Code | Assign a Login

Save Cancel

Card Properties menu

Enter a Display Name, Format and Card Number.

- In many instances the user name is entered in the Display Name field.
- 26-bit is the format used by CDVI proximity readers. Your ATRIUM service technician will be able to advise you which format to select if other proximity readers are installed in your system.
- Refer to the label on the box the cards were delivered in. The Family Number indicated on the label will be entered in the first section of the "Number" field. In the example below, this value is **123**. The Family Number can be 1 to 5 digits in length.
- The card number is printed on the card and is 5 digits in length. Enter the card number in the second section of the "Number" field. In the example below this value is **45678**.
- Click Save. You will automatically be returned to the **User Properties** menu



Card Properties

General Information

Display Name: Jane Doe

Active

User: Jane Doe

Activation Date: 2012-01-27 00:00

Expiry Date: None

Number

Format: 26-bit

Number: 123 45678

Hex: 7BB26E

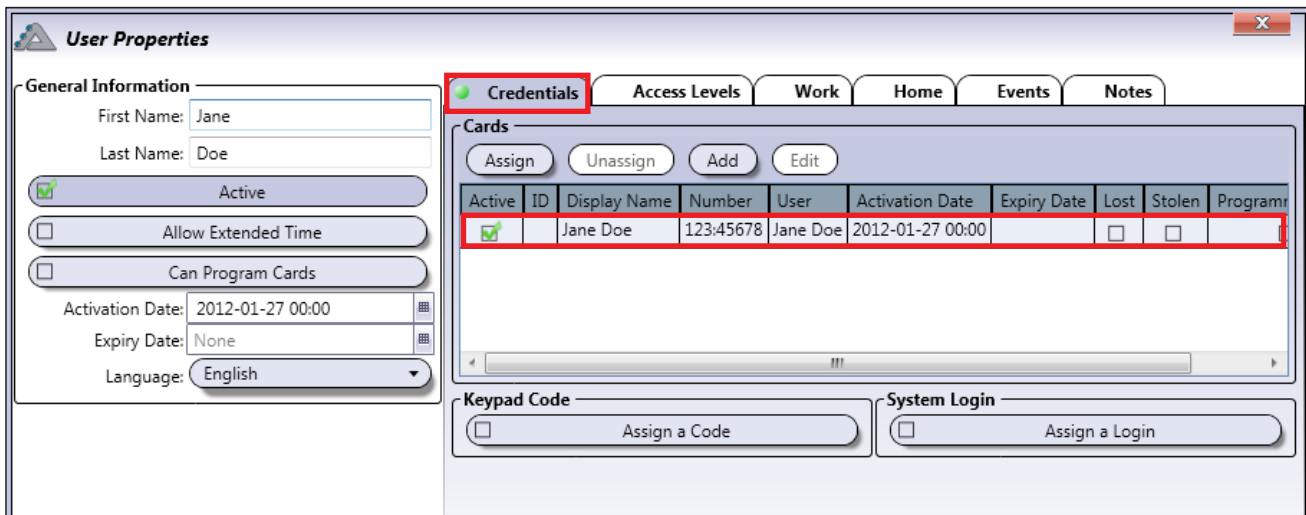
Family Number Card Number

Lost

Stolen

Programming Card

The card is now assigned to the user and displayed in the **Credentials** list



User Properties

General Information

First Name: Jane

Last Name: Doe

Active

Allow Extended Time

Can Program Cards

Activation Date: 2012-01-27 00:00

Expiry Date: None

Language: English

Credentials Access Levels Work Home Events Notes

Cards

Assign Unassign Add Edit

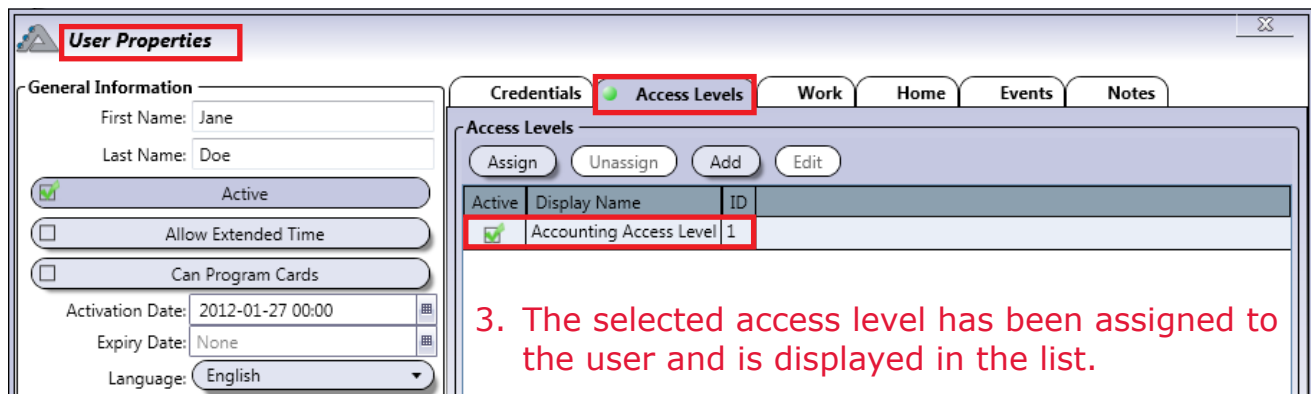
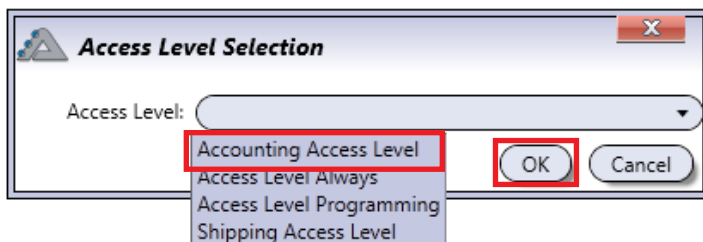
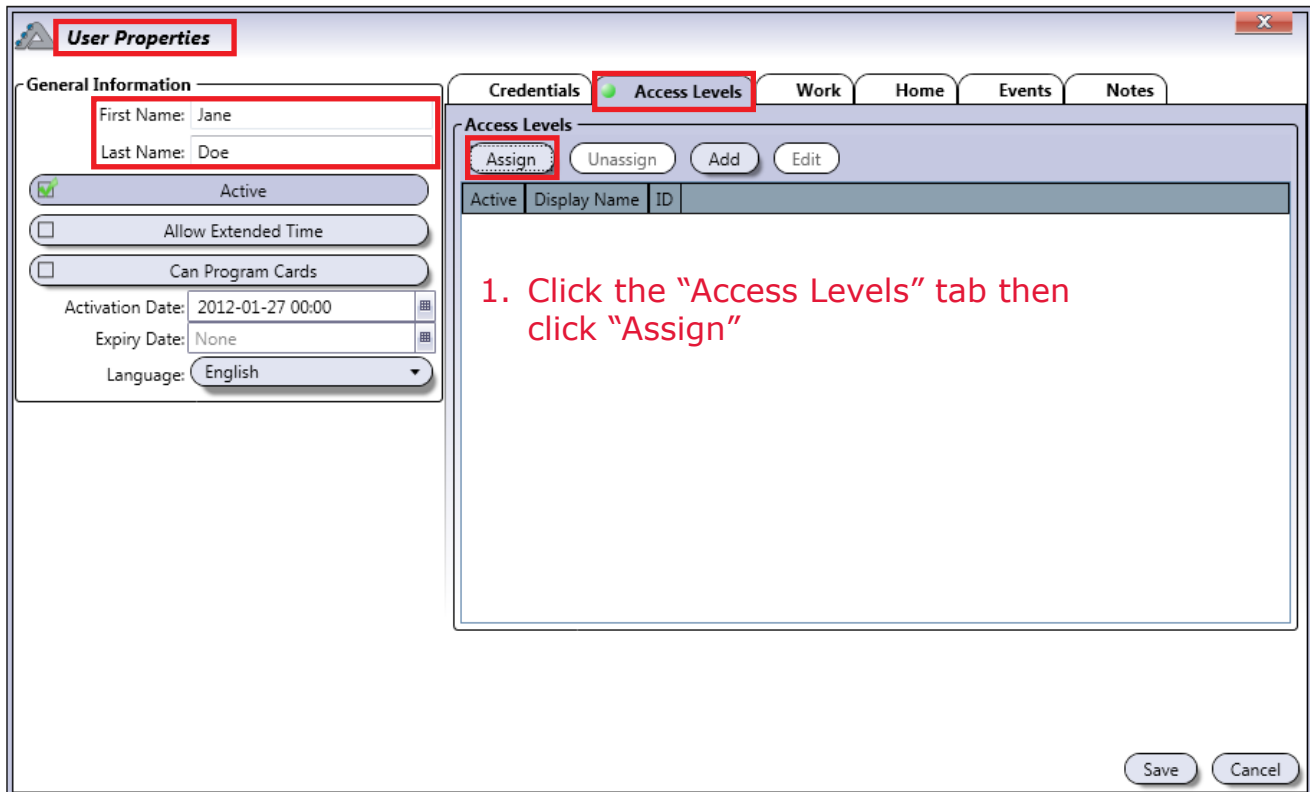
Active	ID	Display Name	Number	User	Activation Date	Expiry Date	Lost	Stolen	Program
<input checked="" type="checkbox"/>		Jane Doe	123:45678	Jane Doe	2012-01-27 00:00		<input type="checkbox"/>	<input type="checkbox"/>	

Keypad Code **System Login**

Assign a Code Assign a Login

Associate an access level to the user

In the User Properties menu, click the **Access Levels** tab and click **Assign**. Select the **Accounting Access Level** from the drop-down list in the **Access Level Selection** pop-up window as shown below. Click OK to return to the User Properties menu and click Save.



Repeat these steps for John Doe and select **Shipping Access Level**.

CONGRATULATIONS!

You have successfully:

- ✓ Created areas (partitions)
- ✓ Defined doors
- ✓ Created schedules and multi-day holidays
- ✓ Created access levels
- ✓ Created users and cards
- ✓ Associated cards to users
- ✓ Associated access levels to users

Refer to the ATRIUM User Guide for more information. It is available on the ATRIUM installation CD or in the Download section of our web page at: www.cdvi.ca



Company name: _____

Contact 2: _____

Address: _____

Tel: _____

City: _____

State: _____

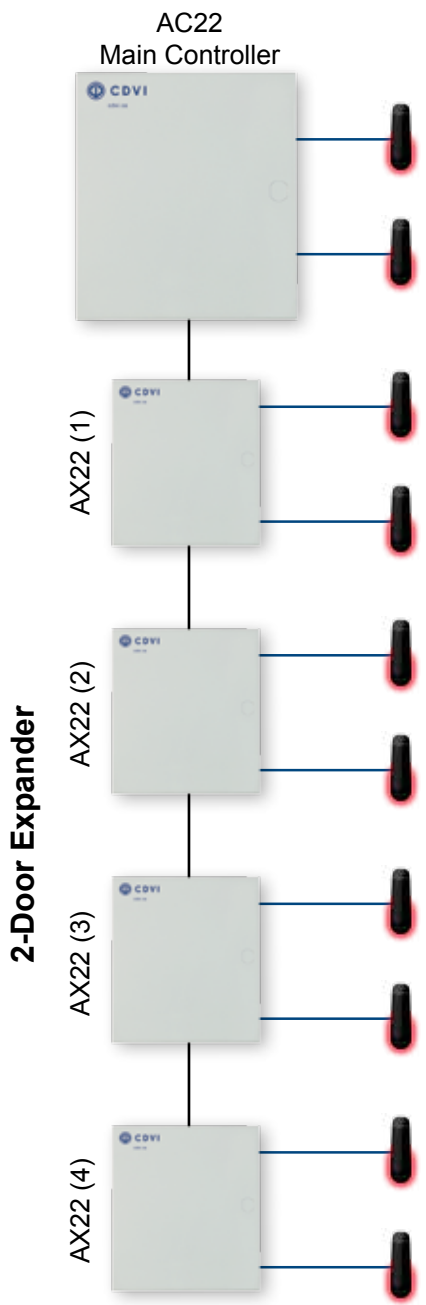
Zip Code: _____

Contact 1: _____

Tel: _____

Dealer: _____

Tel: _____



Door Name	Reader	Door Contact	Request to Exit	Door Strike	Maglock
1: _____ Area: _____	<input type="checkbox"/> Entry <input type="checkbox"/> Exit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2: _____ Area: _____	<input type="checkbox"/> Entry <input type="checkbox"/> Exit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3: _____ Area: _____	<input type="checkbox"/> Entry <input type="checkbox"/> Exit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4: _____ Area: _____	<input type="checkbox"/> Entry <input type="checkbox"/> Exit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5: _____ Area: _____	<input type="checkbox"/> Entry <input type="checkbox"/> Exit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6: _____ Area: _____	<input type="checkbox"/> Entry <input type="checkbox"/> Exit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7: _____ Area: _____	<input type="checkbox"/> Entry <input type="checkbox"/> Exit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8: _____ Area: _____	<input type="checkbox"/> Entry <input type="checkbox"/> Exit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9: _____ Area: _____	<input type="checkbox"/> Entry <input type="checkbox"/> Exit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10: _____ Area: _____	<input type="checkbox"/> Entry <input type="checkbox"/> Exit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



All the instructions on this document (photos, drawings and specifications) are subject to change without notice.
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