



# **Web Client Instruction Manual**

## Connecting to the Aurora System

If you are using a computer that was never connected to the Atrium Access Control panel before, you will need to create a shortcut to the web interface. If you know the IP address to the Atrium panel, you can skip to creating a shortcut. (See Page 3) If you do not know the IP address of the panel, you will need to run the Atrium Finder utility from <https://www.cdvi.ca/download-center/> (free registration required)



After you install the program, double click the atrium finder icon to open it. Click Refresh in the top of the program window. If nothing appears then the computer is either not on the same network as the access control panel or the panel it is powered.

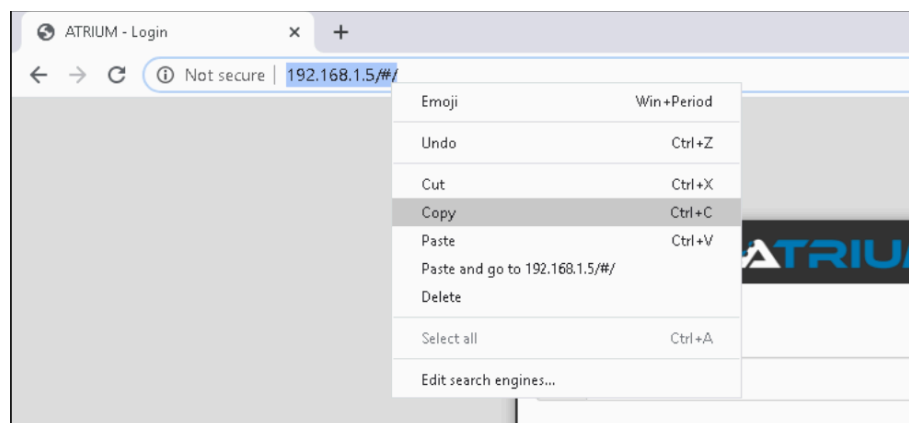
Use MASTER IP Address

The Serial number on the left that matches the ones on the right is the MASTER panel

Serial Number	Display Name	Product Code	IP Address	Port	MAC Address	Uses DHCP	Firmware Version	Firmware Build	MASTER
00-00-19-74	AC22 [2-Door Controller]	AC22M	192.168.1.5	10000	00:07:1B:02:0F:EE	<input type="checkbox"/>	4.32.0224	2019-07-15	00-00-19-74
A2-20-10-97	A22 [2-Door Controller]	A22	192.168.1.7	10000	00:1E:CC:02:41:96	<input type="checkbox"/>	4.30.0179	2018-10-12	00-00-19-74
A2-20-10-58	ADH10 [10-Door Handle Ctrl]	ADH10	192.168.1.6	10000	00:1E:CC:02:4B:57	<input type="checkbox"/>	4.32.0224	2019-07-15	00-00-19-74

If there is only one serial number in the list then that is the master panel. If there are more than one on the list, the master panel will have the same serial number as the MASTER column on the right. After you click and highlight the master panel, click “Go to Web Page” and this will open a new window with the Web Client

On the browser window that pops up, you can copy the address directly from the location bar to use if you create a new desktop shortcut.



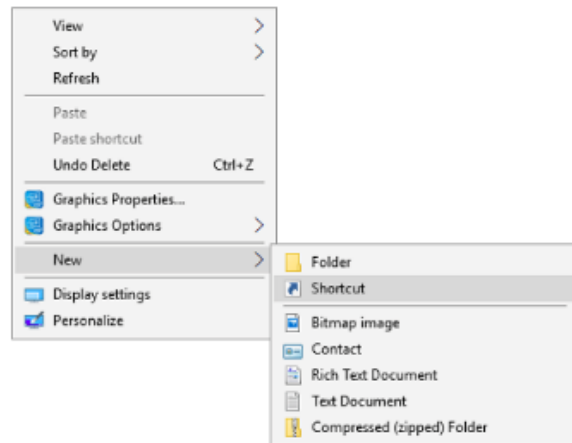
## Creating a Desktop Shortcut

If you already know the IP address of the panel, or found out the IP address using the Atrium Finder as outlined in Page 2, you can create a desktop shortcut for easy access to program the Atrium Panel.

To create a desktop shortcut, right click any blank space on the desktop and click “New” then “Shortcut”

In the following popup screen paste, or press Next. If you type the IP address manually, make sure to format it like

`http://xxx.xxx.xxx.xxx/`



In the next field, type “Atrium Web Client” then Finish to create the desktop shortcut.



What item would you like to create a shortcut for?

This wizard helps you to create shortcuts to local or network programs, files, folders, computers, or Internet addresses.

Type the location of the item:

Click Next to continue.

What would you like to name the shortcut?

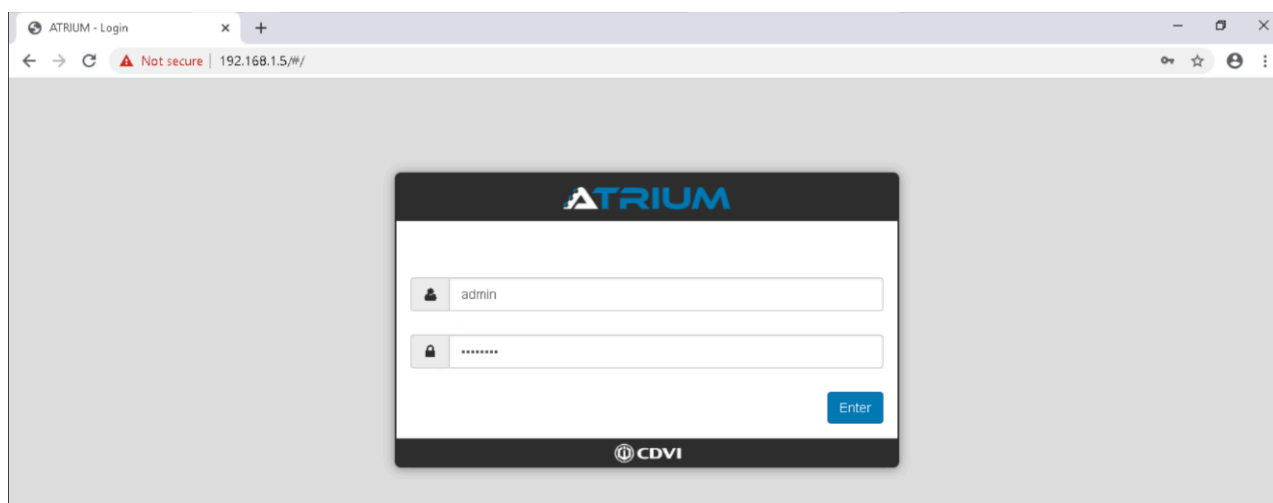
Type a name for this shortcut:

Click Finish to create the shortcut.

# Logging into the Web Client

Using a web browser such as Google Chrome or Internet Explorer, you can log into the system remotely. This can be done on multiple computers as long as it is on the same network as the server, or the server has been port forwarded to work remotely. Click on the web client shortcut, or type the IP address into the web browser to get the log on screen.

If you do not know what the IP address or have a shortcut to the atrium system on the current computer, see Page 2



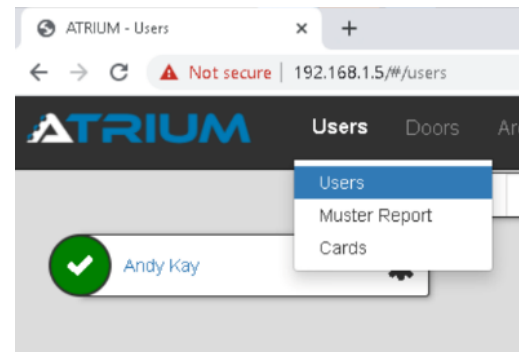
Use the user name provided to log into the system. Users with Log on credentials can be added or removed from the system from the User menu as illustrated in page.

- *Note: The page will say the website is unsecure because it uses an unencrypted web page. This is not necessary because the system is secured using a name and password, so this warning can be safely disregarded.*

## Adding Users

Before you can issue someone a fob, you need to create them a user profile. Click on “Users” on the top right menu, then pick users from the drop down menu.

This will open the Users Screen. You can add a new user by clicking on the + Icon to the right of the search bar, pictured below



This will open the users detail screen that you can enter the information for the new user. For now all you can do is add a first and last name, then press save on the bottom right of the page

 A screenshot of the 'User' detail form in the ATRIUM system. The form is titled 'User:' and has a back arrow on the left. It is divided into a 'General Information' section with various fields:
 

- State:** Active (dropdown)
- Language:** English (dropdown)
- First Name:** Andy (text input)
- Last Name:** Kay (text input)
- Activation Date:** 2000/01/01-00:00 (text input)
- Expiry Date:** (empty text input)
- Master attribute (card enrollement):** No (dropdown)
- Extended Unlock Time:** No (dropdown)
- Overrides Anti-Passback:** No (dropdown)
- Overrides Interlock/Man-Trap:** No (dropdown)
- Can Arm Area:** No (dropdown)
- Can Disarm Area:** No (dropdown)

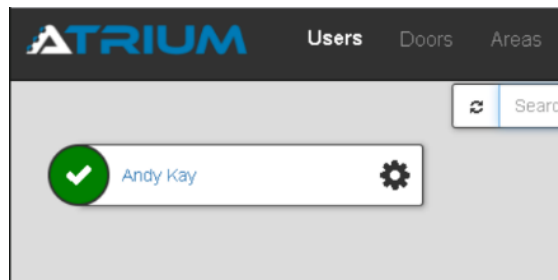
 At the bottom right, there are 'Cancel' and 'Save' buttons.

After you press save, the user is entered into the system, and more options will appear under the user.

## Editing Users Access

You can edit existing users from the Users page. (To open the Users page, see page 3) Click on the ⚙ gear icon next to the name of the person you want to edit.

This will open the User Details page for this user. Scroll down the page until you find “Access Levels”, then click Assign on the right side



Cards	>
Keypad Code	>
Login	>
Access Levels	Assign
Location	>

Click on the Level of access you wish this user to have access to, then click assign. The access level will now appear in the Access Level screen.

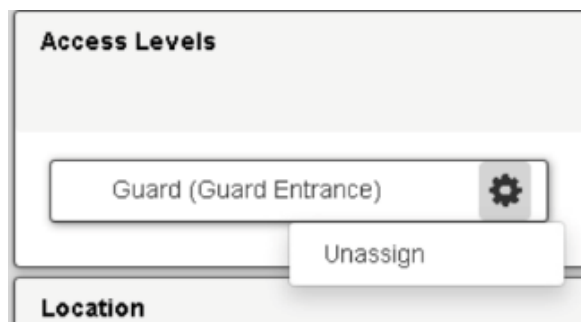
### Access Levels List

<b>Guard (Guard Entrance)</b>
Access Level Always
Access Level Programming
Technician (All Except Offices)

Cancel Assign

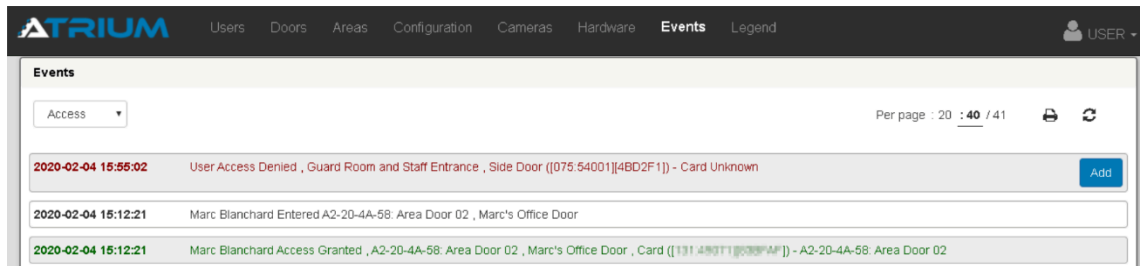
If you would like to remove a level of access from a user, simply click the ⚙ gear icon then click “Unassign”

- *You are not required to click on any save option after changing a users Access Level*
- *More than one Access Level can be assigned to a user*



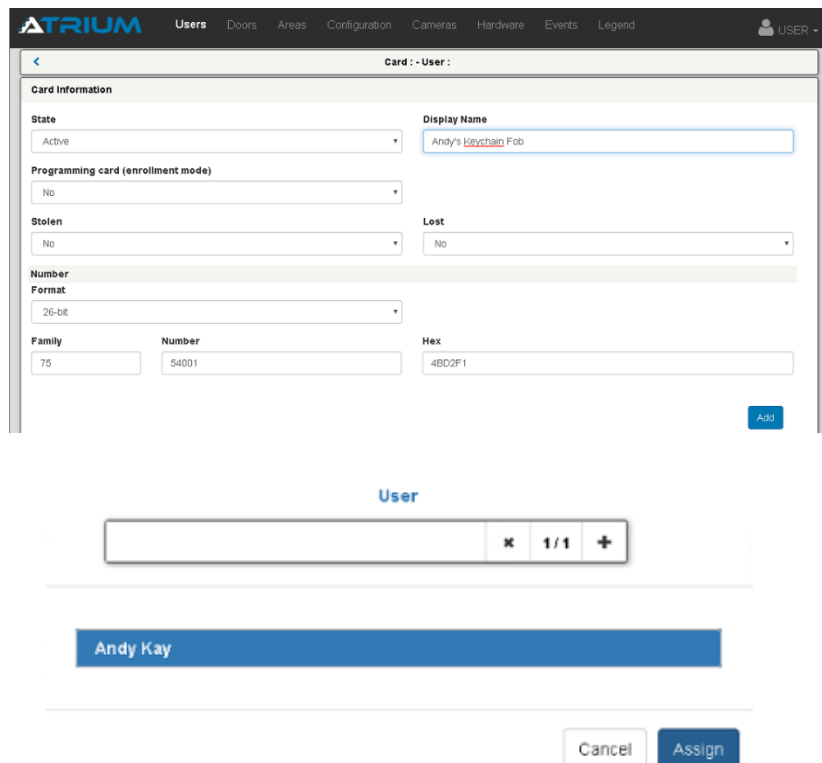
## Issuing a Key Fob to a User

The easiest and quickest way to issue a user a fob is to scan it then assign it to a user. To do this, scan, or have someone scan an unused fob, then check the Event Log. After you have scanned the fob, the reader will blink read and the door will not open. Next, click on the “Events” tab, and you should see the following message in the event log.



The red Entry will be the Key fob that was just scanned, and its Family Code and ID number will be shown. In this example of **[075:54001]**, **075** is the batch number written on the box or bag that the key fobs came in, and **54001** will be physically written on the fob. You can note this for book keeping purposes. To issue this keycard to a user, click the blue **Add** button on the left side.

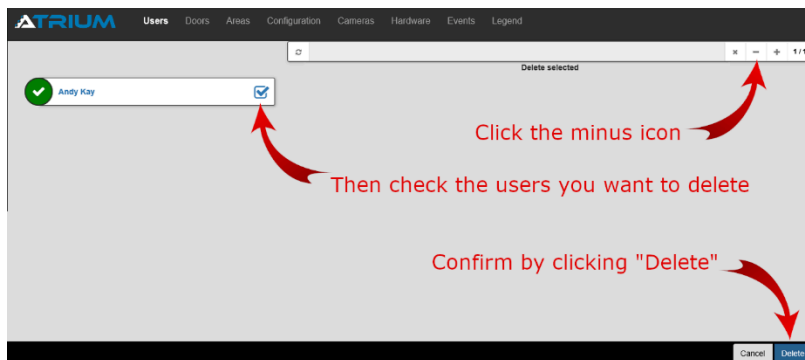
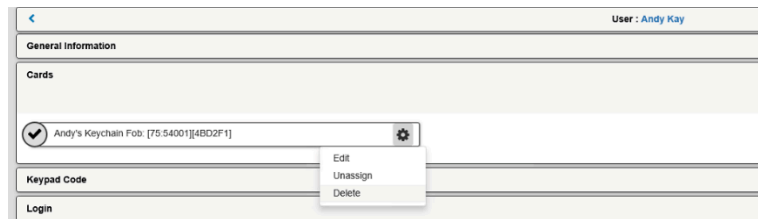
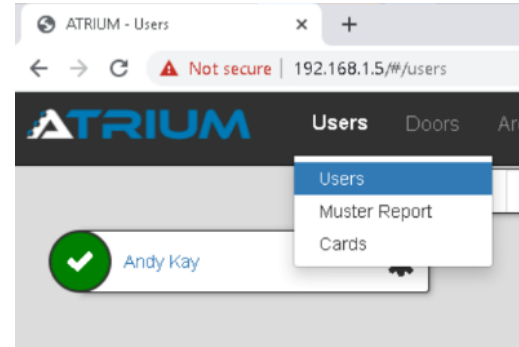
On this screen, you can set a display name for the fob, such as someone’s keychain fob, a card or a sticker fob for easy identification. Afterwards click the **Add** at the bottom left. This adds the fob into the system, and **Add** will change to **Assign**. Click **Assign** and the list of users will pop up. Locate or search the name of the user you want to assign this fob to, click their name then click **Assign**. The fob is now assigned to this user



## Removing Users

To Unassign a keyfob from a user, click on the Users tab on the top menu bar, then click Users on the drop down menu.

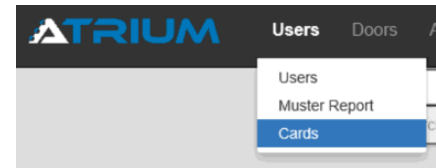
On the Users screen, click the Gear Icon to open the users properties. Click on the "Cards" side menu right underneath General Information, and this will show you what fobs are assigned to each menu. Click on the gear icon next to the fob to either Unassign or delete it, depending if you wish to reassign it to another person or delete it from the system. Stolen or lost key fobs should be deleted from the system permanently.



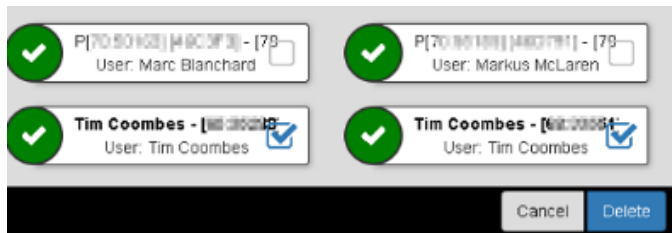
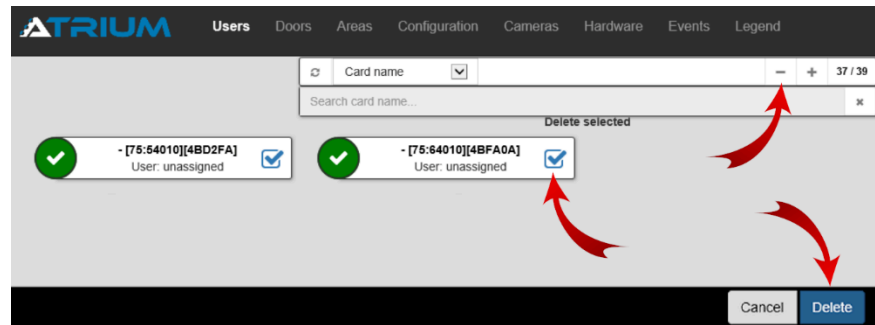
To delete a user entirely from the system, Click the Minus icon, next to the search field, and all the gear icons will change into check boxes. Click the user or users you wish to remove, then click delete at the bottom left of the screen.

## Deleting Unassigned Key Fobs

Unassigned fobs that have been lost can be removed from the system entirely so that they may not be accidentally assigned to a user. Deleting fobs works the same way as deleting users.



Click on the minus tab on the search field and the gear icons will change to check boxes. Click the fobs that you wish to remove from the system then click Delete at the bottom right corner of the screen.

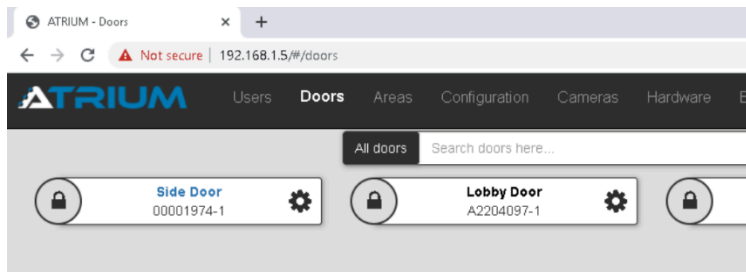


If any cards are assigned to a user their name will be displayed next to the credential number. These can be deleted and will automatically Unassign them from the user they were assigned to as well as permanently remove them from the system.

## Scheduling a Door to Unlock or Lock Automatically

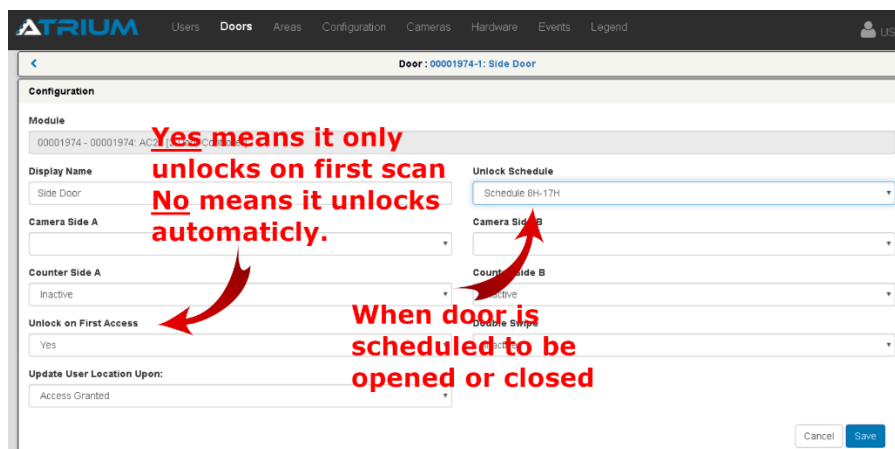
In the atrium software, you can program a door to unlock and relock automatically based on a schedule.

To assign a schedule to a door, click on the doors tab on the top menu.



Click on the gear icon next to the door that you wish to assign a schedule to. This will open the Configuration screen for the door.

There are two options you can change on this screen regarding schedule.



Unlock Schedule determines the timeframe when a door will be opened. There are 3 general settings for this parameter.

### Unlock Schedule:

Schedule Never: This door can only be opened with a successful key fob swipe.

Schedule Always: This door will always remain unlocked

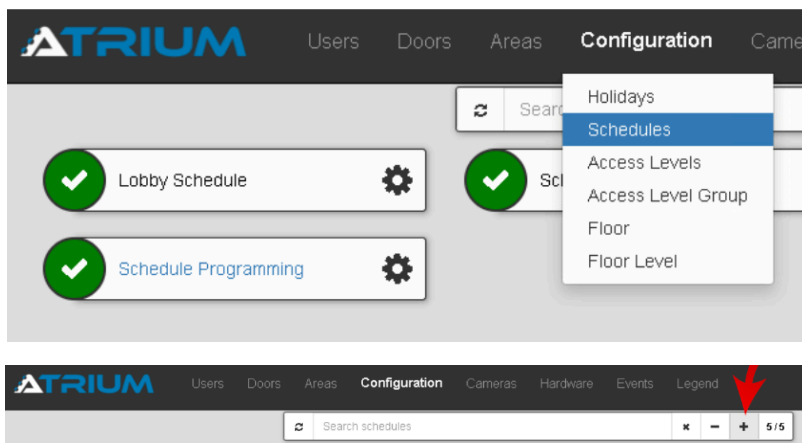
[Schedule Name]: Door will unlock and relock according to the programmed schedule See Page 11

### Unlock on First Access

If set to **Yes**, requires a successful scan from a key fob to unlock the door to keep it unlocked during the programmed schedule. The door will unlock when the schedule expires. If set to **No**, this door will automatically unlock and stay unlocked until the schedule expires. For external doors and high security areas it is recommended to set this option to yes so the door doesn't unlock when no staff are present.

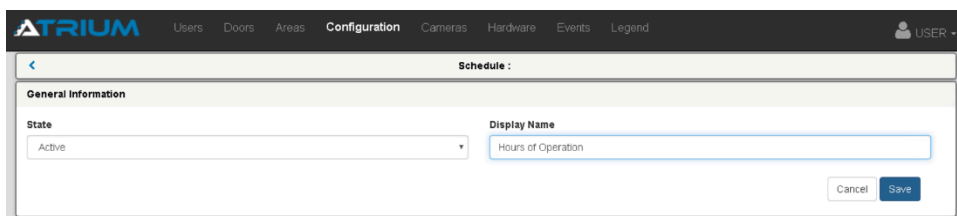
## Creating a Schedule

To create or edit a schedule, click on the "Configuration" tab on the top toolbar, and then click schedules.

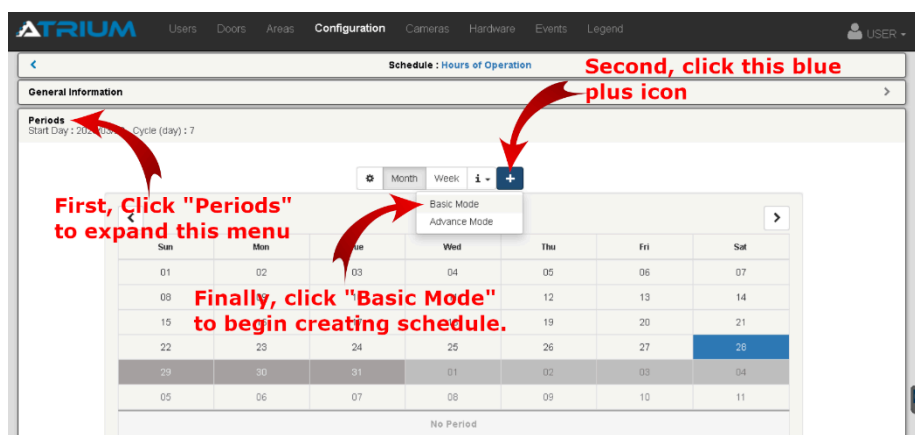


This will open the schedules screen. Here you can create, edit or delete a schedule. To create a new schedule, click on the plus icon, as pictured on the right.

This will open a new schedule properties screen where you can type the name of the schedule. Click save to create the new schedule.



Follow the image on the right to enter Basic Mode. On the next screen using the **days of week**, **start Time**, and **end time**, define a period for the schedule.



In the example below, the schedule will be active during weekdays, between 8AM and 4:30PM. Click save in the bottom right to save the schedule. (See Page to assign this schedule to a door)

