

C O R P O R A T E E D I T I O N E N T R A P A S S ™



Installation & Configuration in 10 Easy Steps

This document addresses the needs of the professional EntraPass installer for a summary of the steps involved in the installation and configuration of the customer's system. Please refer to the EntraPass User Reference Manual DN1415 for in-depth instructions.

1 Install the EntraPass Software

- a) Install the server application using the installation serial number (16 digits) sticker on the CD-ROM pocket.

***ATTENTION:** If you plan to use the Video option, install the Intellex API when prompted. Click **No** when prompted to restart the computer. Doing so would compromise the installation of additional EntraPass components.*

- b) Click **Yes** when asked to install the gateway and **No** when asked to install SmartLink. However, if you intend to run both gateway and SmartLink from the same PC, click **Yes** to the latter.
- c) Restart the computer.

2 Registering the System

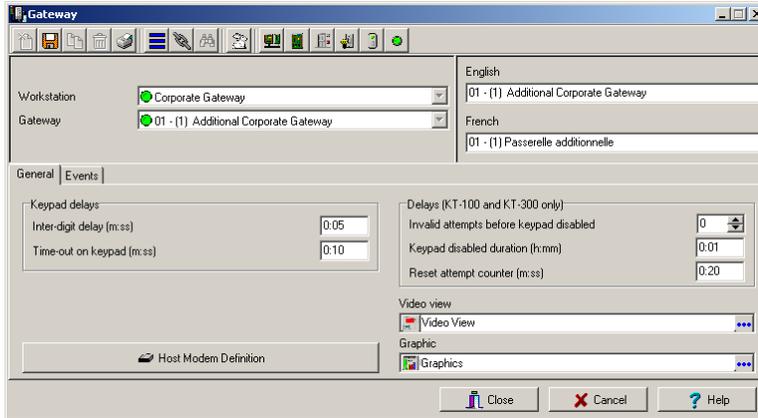
- a) Launch the server application and login using the username "kantech" , then enter the temporary password highlighted in yellow.



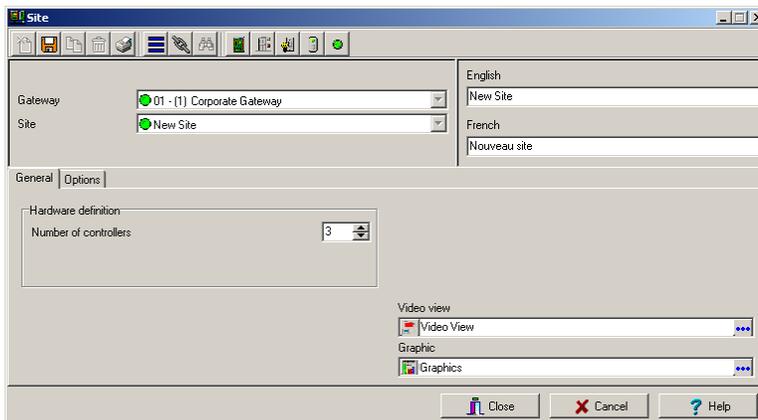
- b) You are prompted to register the software. To do so, click the yellow box.
- a) Call the displayed phone number and provide the 20-digit code to register the software. Then type the 16 digits that will be given to you to unlock the software.

3 Define the Logical Components

- a) Launch the workstation that was installed with the server.
- b) Login using **kantech** for both username and password.
- c) Select the **Devices** tab on the EntraPass workstation toolbar followed by the **Gateway** button. This will bring up the gateway definition window.



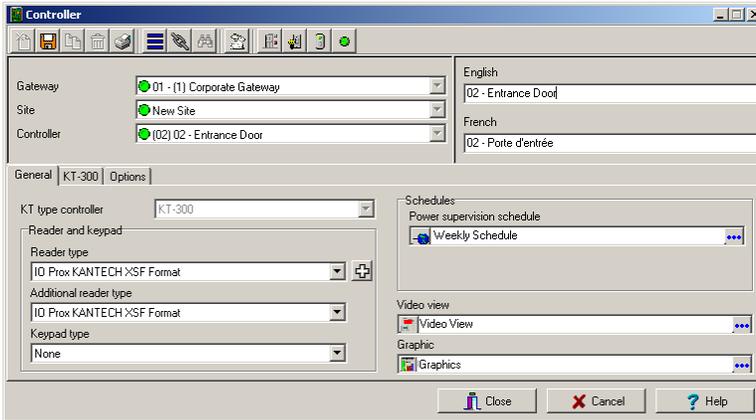
- Select the installed gateway in the drop down list.
 - Rename the gateway to the name of the site (on the right side of the window).
 - Click  to save your work.
- d) Click the **Site** button on the EntraPass toolbar to bring up the site definition window.



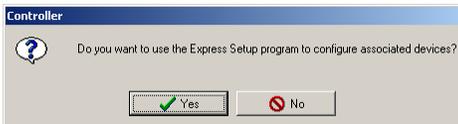
- Click the **New** icon .
- Rename the **Site** (use the name of the building or floor where the controllers are installed)
- Select the number of controllers.
- In the Site definition window, click the **Options** tab. Select **Direct Connection** if the site connects to a gateway COM port (specify COM port number) or **TCP/IP** if using a Smartcom / Lantronix interface unit (specify the TCP/IP address and network port used when using a Smartcom). Select **Modem** if communication uses modems (host and site). Once **Modem** is selected, click the **Modem option** tab to configure site modem connection parameters.
- Click  to save your work.

4 Configure the Physical Components

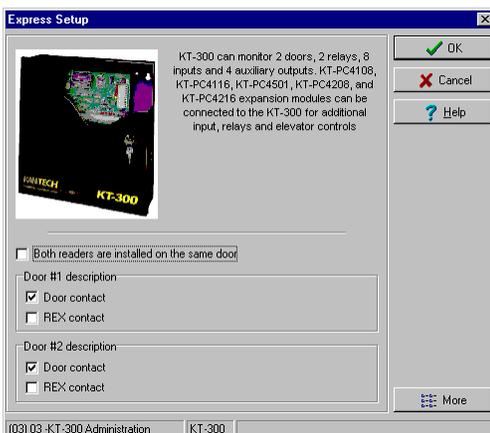
- a) Select the **Devices** tab on the EntraPass workstation toolbar followed by the **Controller** button. This will bring up the Controller definition window.



- b) Select the first controller and customize its name. This example makes use of a KT-300 controller.
- c) Select the reader type or select **None** in the **Keypad type** selection field if no keypad is used.
- d) Select the **KT-300** tab and enter the serial number of the controller. Usually, the number is found on the controller label. Please consult the controller's user manual for complete setup and configuration instructions.
- e) Click  to save your work. You will be prompted to launch Express Setup.



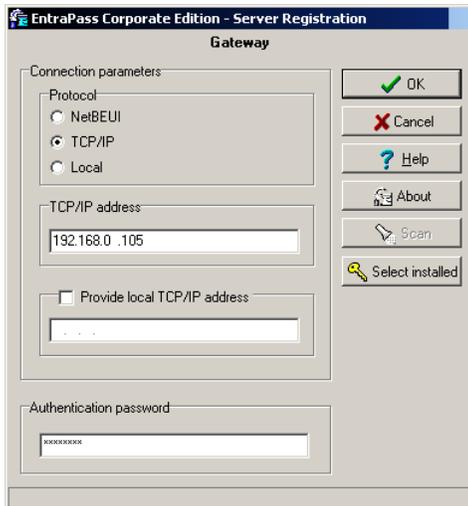
- f) Click **Yes** to the system prompt to launch the Express Setup utility.



- g) Check **Door Contact** or **REX Contact** if one or the other is used on door 1 and/or door 2. Refer to the EntraPass user reference manual for complete Express Setup instructions.

5 Launch the Gateway

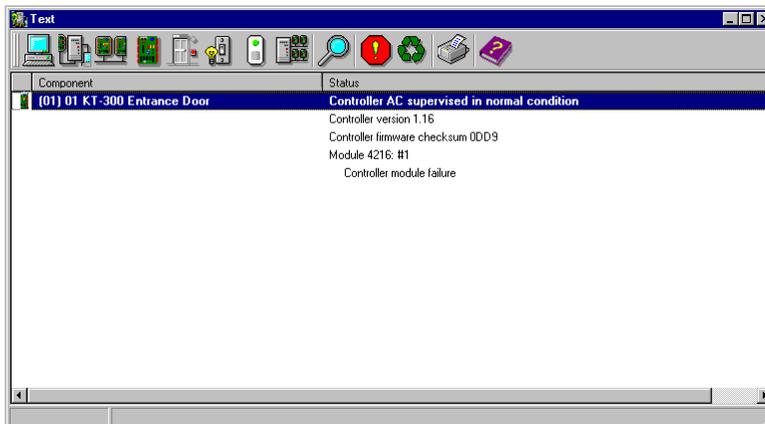
- a) Launch the gateway by clicking on the gateway desktop icon  from the Windows desktop.
 - Make sure that the communication status bar shows a green flag (bottom left) of the gateway interface window.
 - If the status indicators are red, close the gateway application.
 - Click **Start** → **Programs** → **EntraPass Corporate Edition** → **Gateway** → **Register to Server**.



- Type the IP address of the server.
 - Type kantech in the **Authentication password** field, then click **OK**.
- b) Launch the Gateway once again.

6 Obtain System Status

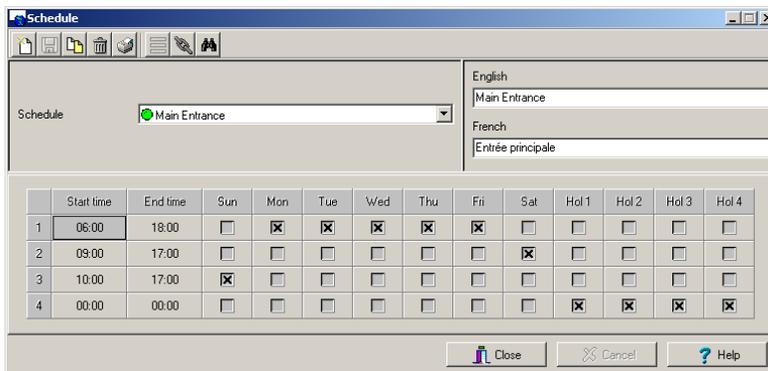
- a) Login to the workstation.
- b) Click the **Status** tab, then click the **Text** button.



- c) Click the controller icon , select the controller then click **OK**. Make sure communication was established.
- d) If not,
 - Go to **Devices** → **Site** to make sure that the correct COM port is selected.
 - Verify the serial number of the controller under **Devices** → **Controller**.
 - Go to **Operation** → **Reload data**, highlight the gateway and click the **Reload**  icon.
 - Hard reset the controller.

7 Define Schedules

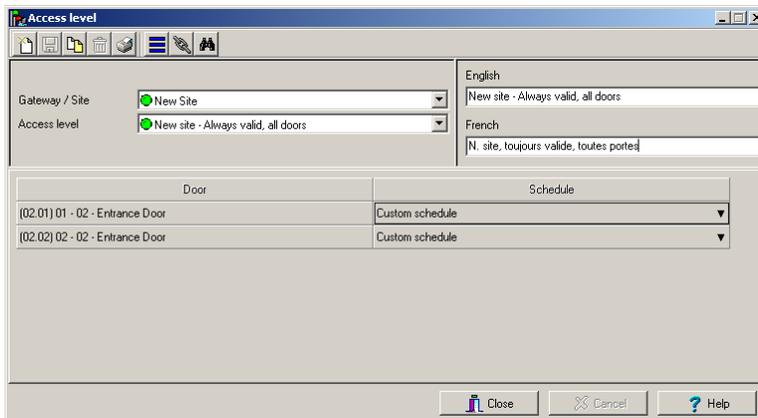
- a) Select the **Definition** tab on the EntraPass workstation toolbar, then select the **Schedule** button.



- b) Click the **New** icon  and rename the schedule (by way of a clear description).
- c) Enter the **Start time** and **End time** in 24-hour time format.
- d) Check the boxes under the day(s) of the week during which you want the schedule to be valid.
- e) Click  to save your work.

8 Define the Cardholder Access Levels

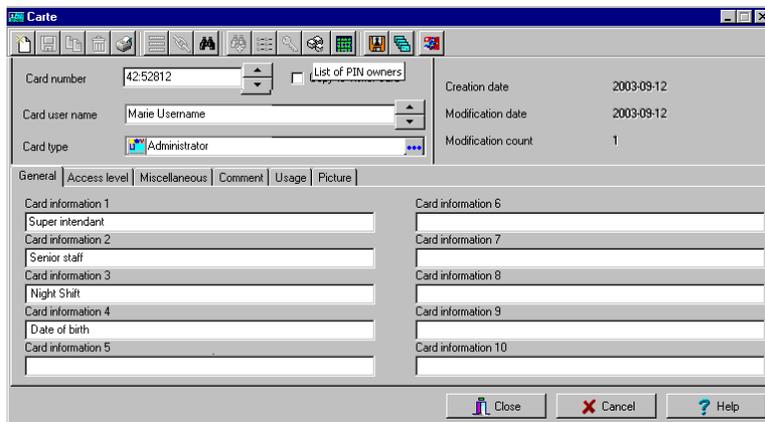
- a) Click the **Users** tab on the EntraPass workstation toolbar, then click the **Access Level** button.



- b) Click the **New** icon  and give the access level a meaningful name.
- c) Assign a schedule to each door listed. Assign **None** if you do not want the cardholder to ever access this door; assign **Always valid** to allow the user to access this door at all times; assign any other schedule if you want the cardholder to have access to the door only during schedule validity.
- d) Click  to save your work.

9 Define User Cards

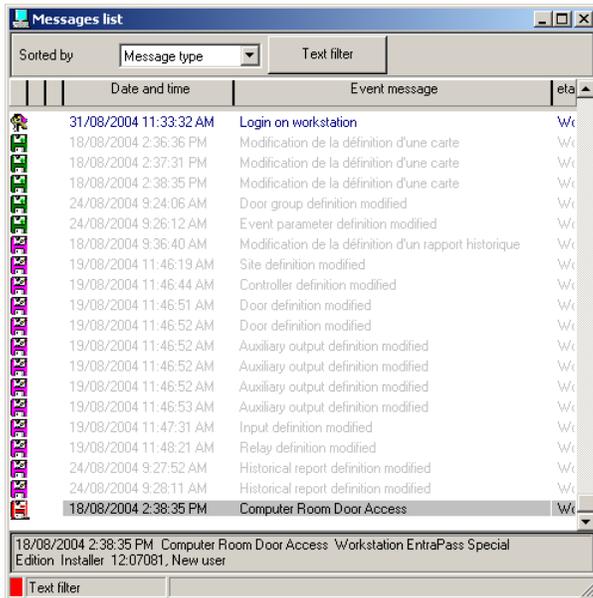
- a) Click the **Users** tab on the EntraPass workstation toolbar followed by **Card**.



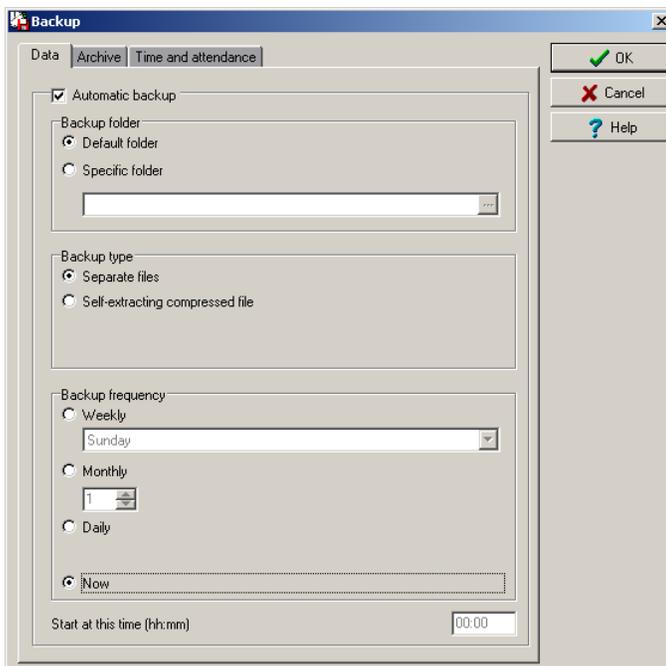
- b) Click the **New** icon .
- c) Enter the card number and press ENTER.
- d) Enter the card user name.
- e) Assign a card type (if required)
- f) Complete all card information fields (if required). Note that you can rename an information field labels simply by double-clicking on it.
- g) Click the **Access Level** tab and assign the desired access level.
- h) Click  to save your work.

10 Run System Check and Backup Database

- a) Present a card to the nearest reader.
- b) Display the Messages desktop.



- c) Point to the door opening message line and make sure that details include the correct card number and door name. Remember to click the **Restart scrolling** button inside the message desktop to view the latest messages.
- d) On the EntraPass workstation toolbar, click the **Options** tab followed by the **Backup Scheduler** button.



- e) Check **Automatic Backup**.
- f) In the **Backup Frequency** section, click **Now** then click **OK**.
- g) Look to the bottom left-hand side of the EntraPass workplace. Notice that the second indicator will switch from green to red while backup is in progress. It will return green once backup is completed.

Notes:

- o *To add controllers, repeat step ④.*
- o *To add workstations on the network, follow step ③ and repeat instructions for gateway.*
- o *To add user cards, repeat step ②.*