HCP2.4 Access Control

Delivery Manual

2023．02

Content

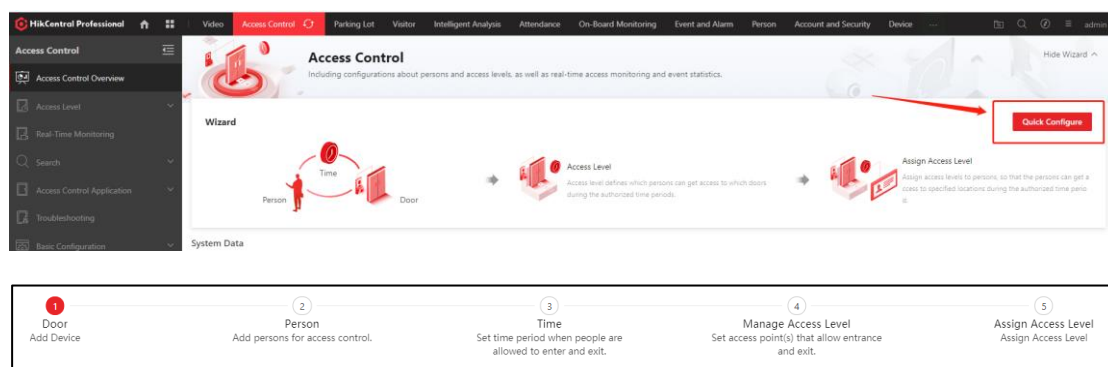# 1 Overview

This article mainly introduces the HCP2.4 platform access control, Including configurations about persons and access levels, as well as real-time access monitoring and event statistics.

2 Web Configuration Process

The configuration process is as follows：

2.1 Add Access Control Device

Access Control→ Access Control Overview→Guide,Click Quick Configure, Enter the relevant parameters, click the save and next button.

2.2 Add persons for access control.

There are two ways to add person, the first is to add person directly, and the second

is to import persons from templates or access control devices.
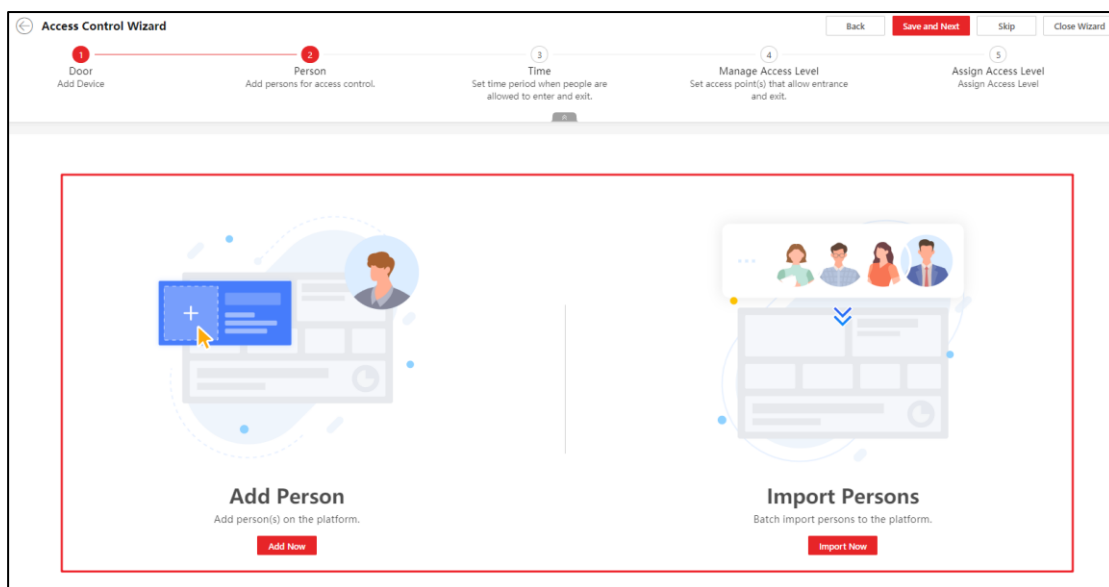
● Method 1：Add Person

Click Add now button, Enter the relevant parameters according to the actual

situation. click the save and next button.

● Method 2：Import Person

Click Import Now button, You can choose device import or template import.

Configure relevant parameters according to the actual situation, and then save.

2.3 Add Access Schedule Template

Set time period when people are allowed to enter and exit.

2.4 Add Access Level

Manage Access Level,Set access point(s) that allow entrance and exit. Configure access points and access schedules, then save.
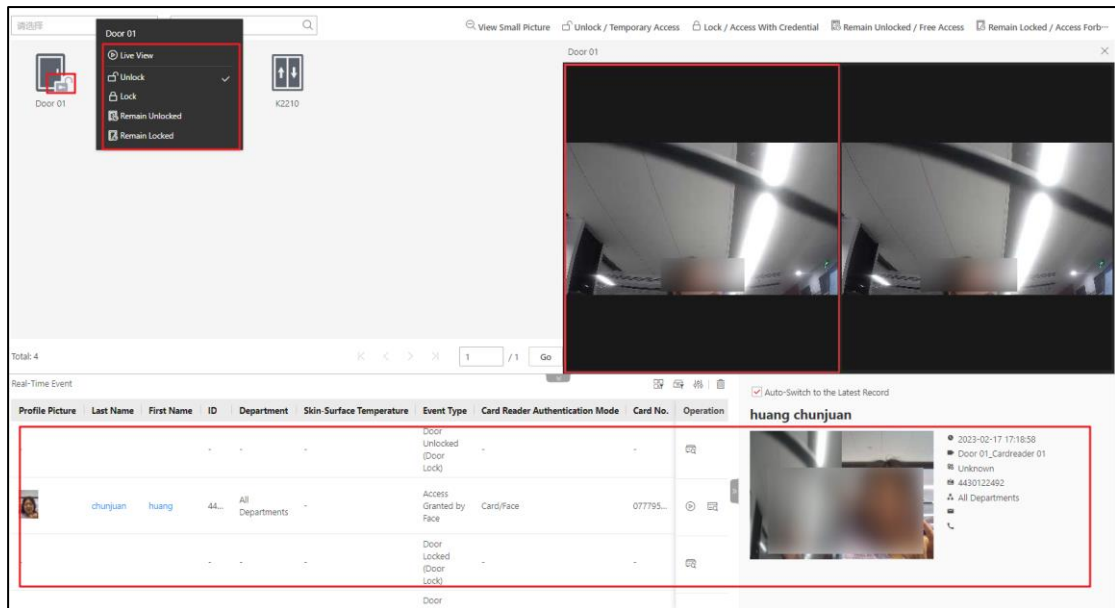
2.5 Assign Access Level

Add person(s) for assigning access levels to.

3 Web Function Application

3.1 Real-Time Monitoring

- Support door Live view, Unlock, Lockr, Remain Unlocked, Remain Locked operation.

- Support access control Real-Time Event viewing.

3.2 Search

3.2.1 Identity Access Search

Identity Access Search displays all events under user permissions, events can be filtered on the left, and events corresponding to the filter conditions are displayed on the right.

- Import Event：There are two ways to import, ① Obtain from the device ② File import (export the file from the device to a USB flash drive, and then import it to the platform)

- Forgive Anti-Passback Violations: The goal is to clear all devices that have generated anti-passback events in the retrieval conditions.

- Export: There are two formats of EXCEL and CSV.

3.2.2 Device Recorded Data Retrieval

The device record retrieval displays all events under the user authority, the events can be filtered on the left, and the events corresponding to the filter conditions are displayed on the right. Click the export button in the upper right corner, and you can choose EXCEL and PDF to export the screening results, and the EXCEL method can be checked to export pictures.

3.3 Troubleshooting

● Credential Status :You can get an overview of the overall situation of the

credential status of personnel, and you can filter and export personnel or visitors who do not have a credential configured according to conditions. (Certificates include: face, card, fingerprint, iris)

● Check Person Authorization: Test whether persons on the platform can access the target access points with the current configuration. ① Access Points Authorized to Persons②Check Credential Settings③Check Device Status.
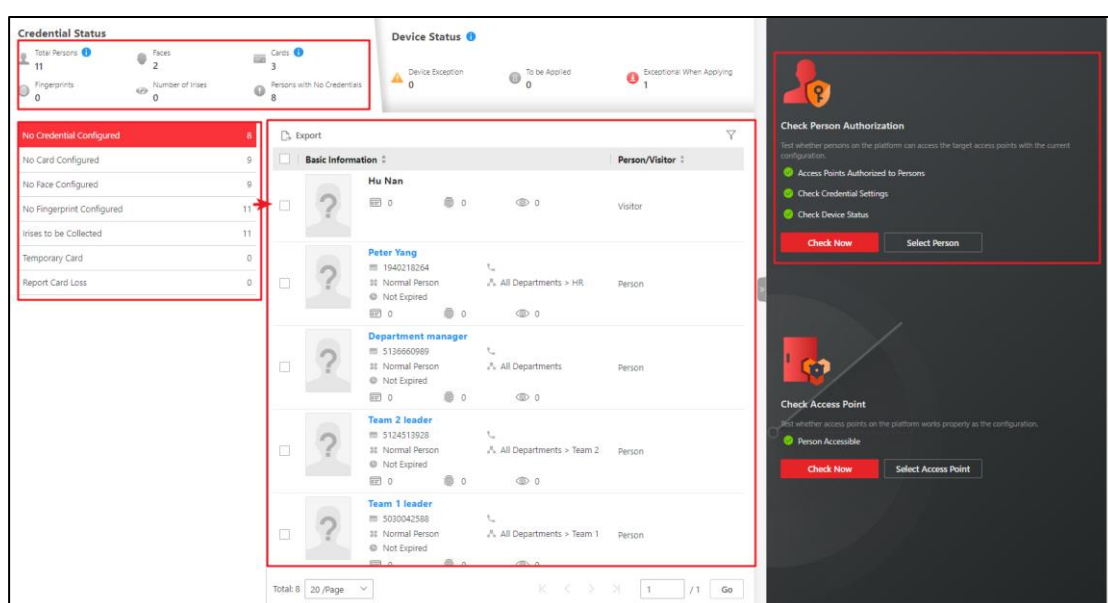
● Device status: Device abnormal, To be Applied , and Exceptional When Applying status.

● Check Access Point: Test whether access points on the platform works properly as the configuration.
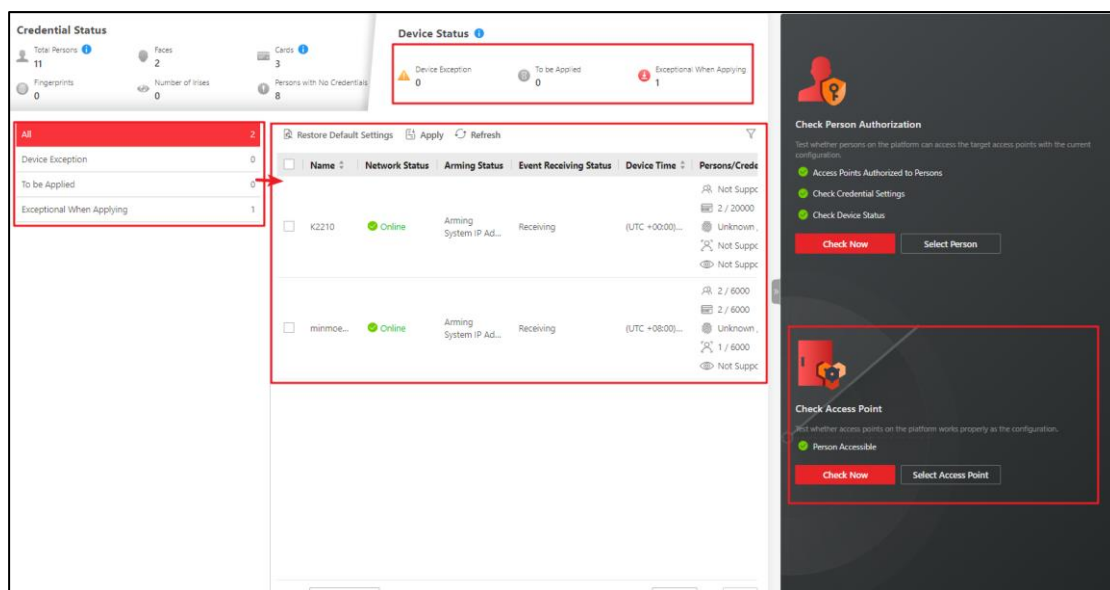
4 CS Function Application

4.1 Monitoring

The number of resources on the left can select the door resource monitoring interface, which can play view the door resource screen in real time, and can operate Unlock, Lockr, Remain Unlocked, Remain Locked operations. The real-time events of access control can be displayed at the bottom, and the detailed information of personnel can be displayed on the right.
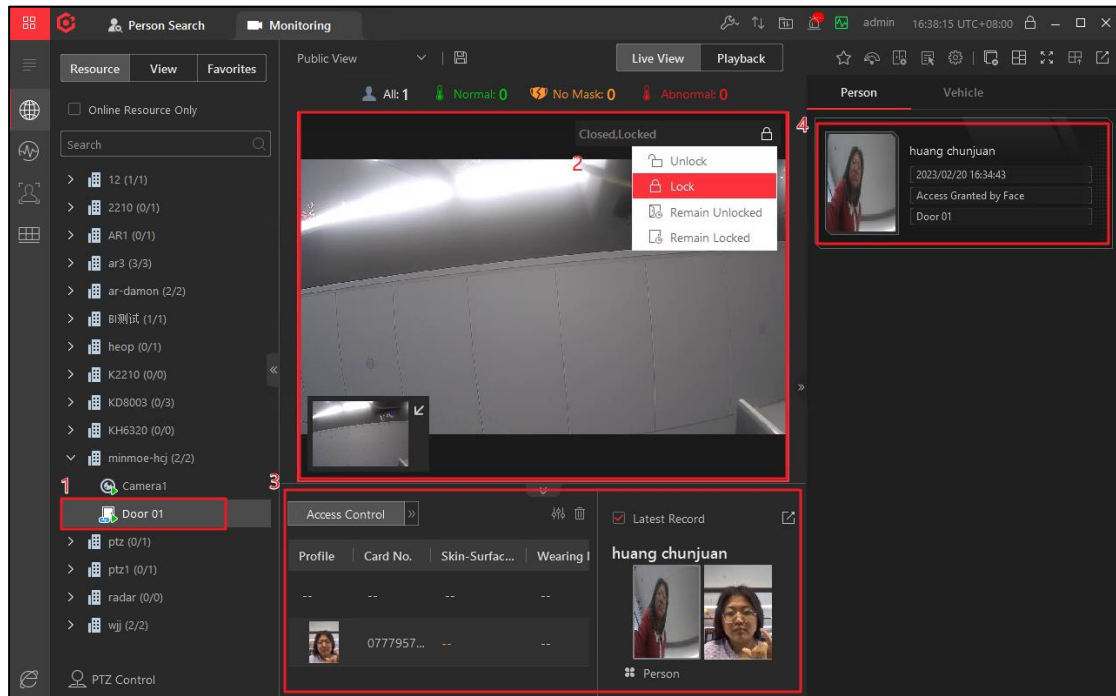
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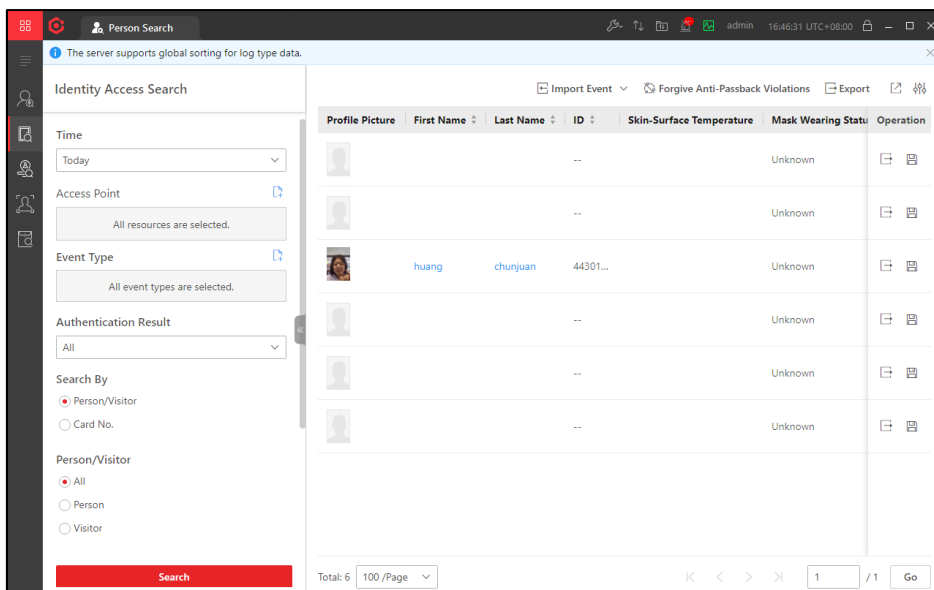- Import Event：There are two ways to import, ① Obtain from the device ② File import (export the file from the device to a USB flash drive, and then import it to the platform)

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