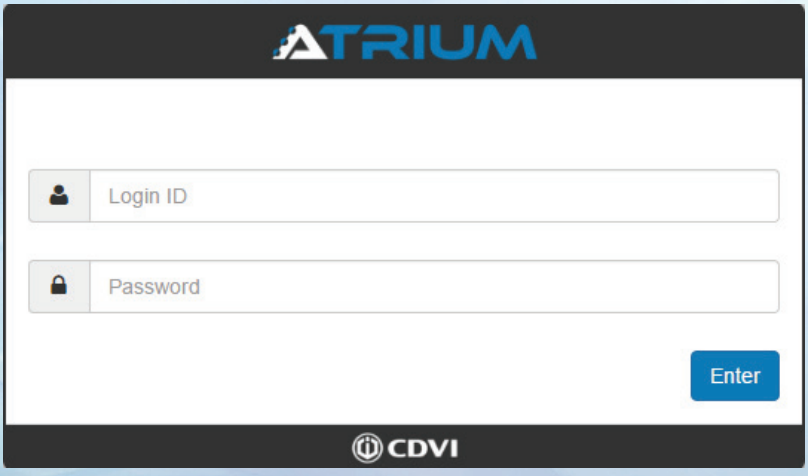
CDVI

Security to Access

EN ENGLISH



ATRIUM

Quickstart Web Guide

The Installer's Choice

cdvigroup.com

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GETTING STARTED WITH ATRIUM

This guide shows how to do basic web configuration in Atrium. Once the steps are complete, the cards added can unlock any doors at any time, for five seconds. Doors are always locked by default. To make changes to these settings, check the "Additional Configuration" section.

Note Atrium stand-alone configuration is one card reader per door. For advanced configuration options, use the Atrium software included with the system.

Important Ensure that all system and field wiring is complete before using this guide. Consult the wiring diagrams in the A22 hardware manual for more information.

FINDING AND CONNECTING TO THE CONTROLLER

The Atrium Finder is a small utility that finds and displays which IP address the Atrium controller is using on the network. The Atrium controller is set to DHCP by default so that it can adapt to take any available IP address.

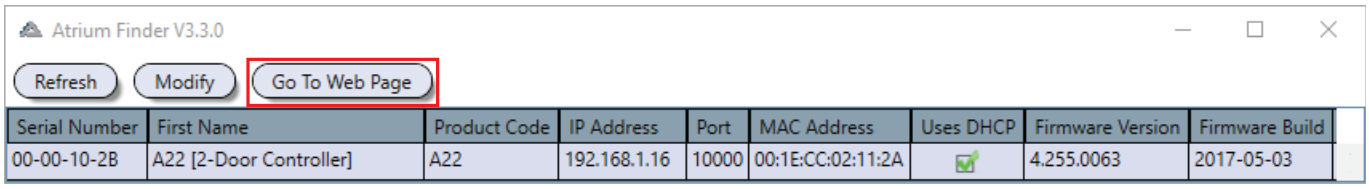
Atrium Finder is also available free in the Google Play store or Apple App store. Search for Atrium-Finder to download and install the app.

INSTALLING AND RUNNING THE ATRIUM FINDER

Double-click the Atrium Finder-Setup.exe file located on the Atrium CD to install the Atrium Finder.

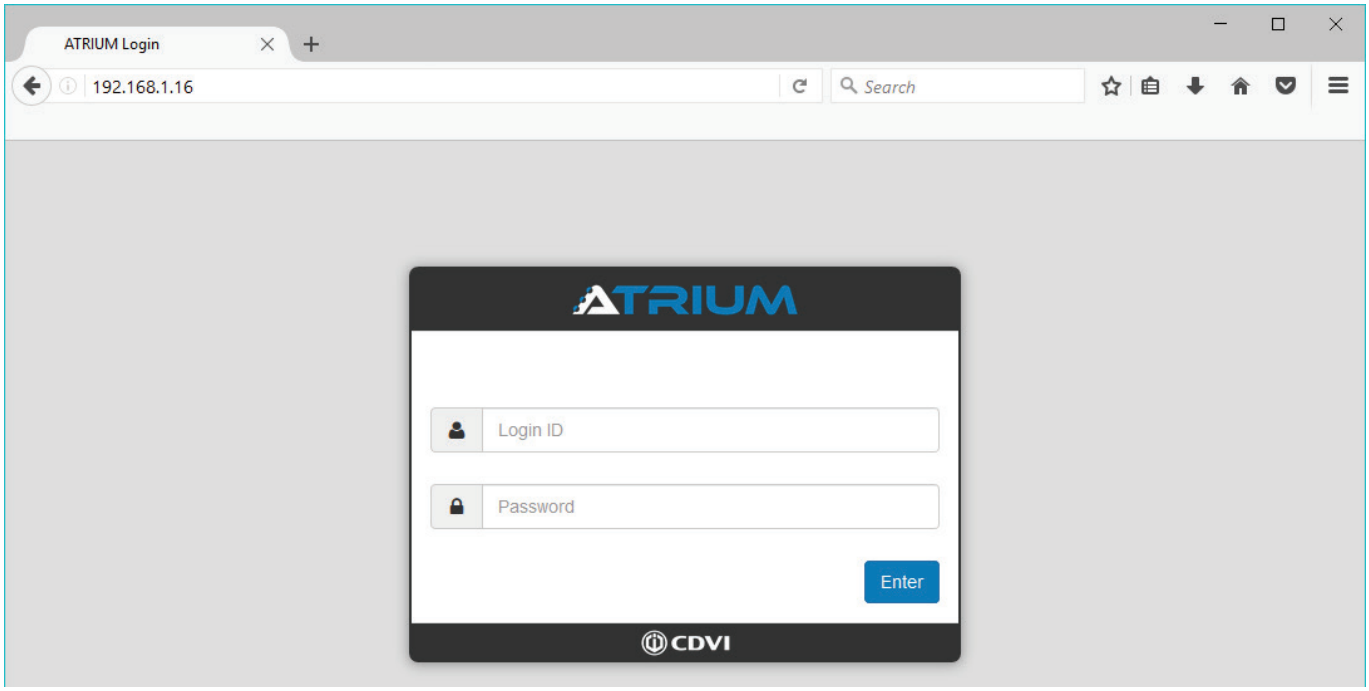
Double-click the Atrium Finder shortcut on the computer desktop to open the Atrium Finder.

Click Go To Web Page to open your web browser and reach the Atrium Login screen.



LOGGING INTO THE WEBPAGE

Type “admin” for the Login ID and “admin” for the Password. Click ***Enter*** to log in.



Note The Login ID and Password are case-sensitive.

SETTING THE DATE AND TIME

Click on ***Control Panel***, then ***Date and Time Settings***. Select your local time zone from the ***Time Zone*** drop-down menu, then click ***Save***.

CREATING INSTANT ACCESS

The MASTER and PROGRAMMING cards included with Atrium are used to add cards that have full access to all doors, at all times.

ADDING CARDS

1) Present the MASTER card to a reader (the door will unlock).

2) Within five seconds, present the PROGRAMMING card. The reader will flash red twice and green twice in sequence to show that enrollment mode is active.

3) Present new access cards to the reader one by one to add them to the system. Each new card creates a new user and assigns the card to that user. The reader will beep and then flash green after each card is added.

4) Present the PROGRAMMING card again to exit enrollment mode.

MASTER Card

PROGRAMMING Card

QUICK ACCESS SUMMARY

All cards added now have access to go through any door at any time, for five seconds. Doors are always locked by default.

All settings relating to user access can be modified by logging into Atrium using the web page. For more information, check the “Additional Configuration” section.

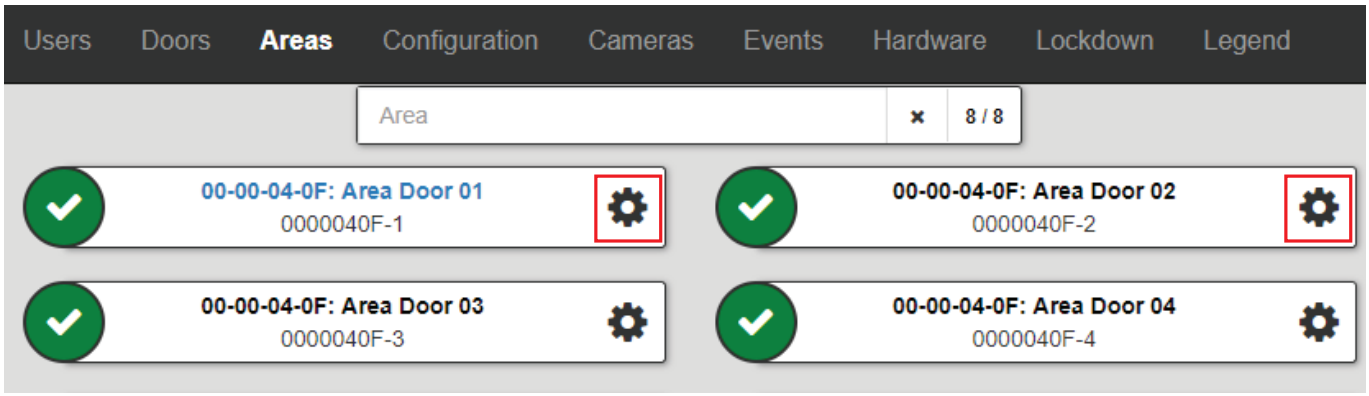
For advanced configuration and to make any hardware changes, use the Atrium software.

ADDITIONAL CONFIGURATION

This section shows how to make changes to default settings using the Atrium web page. The fields are listed by recommended order of configuration.

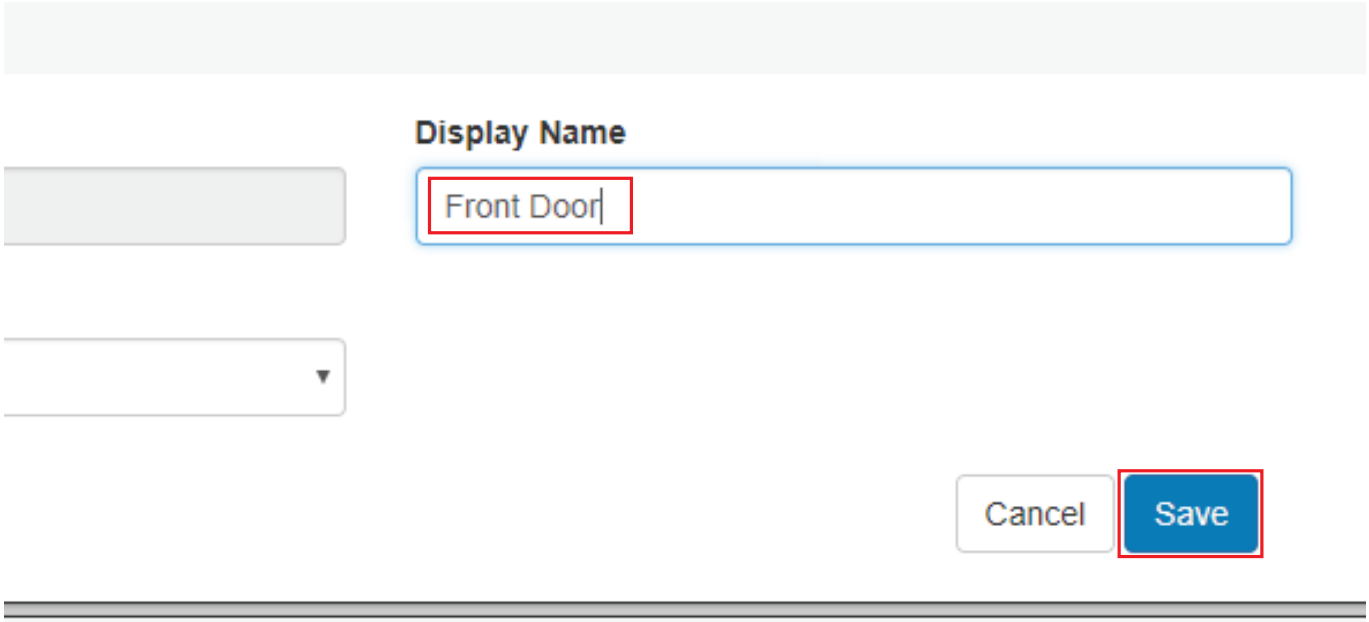
AREAS

To view Areas, click on the ***Areas*** tab. An Area is the place that a door leads to and is used for Access Levels (p.9). By default, Door 01 leads to Area Door 01, Door 02 to Area Door 02, and so on. These names can be changed to make it easier to identify the door and where it leads to. To modify an Area, click on its ***cogwheel icon***.



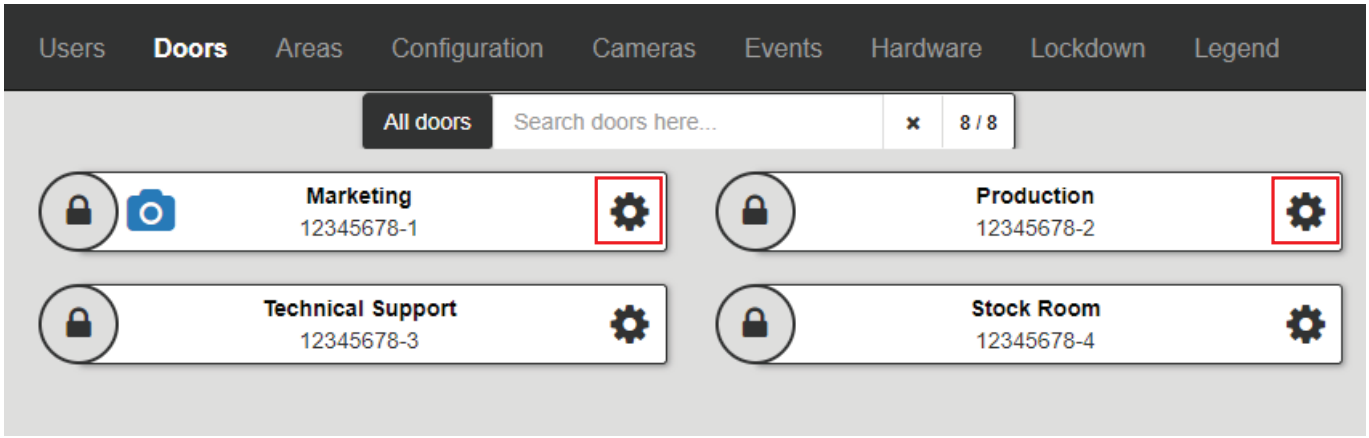
Under the **Display Name**, type the name that describes the Area, then click ***Save***.

In the example below, the word "Front Door" has been typed in place of Area Door 01.



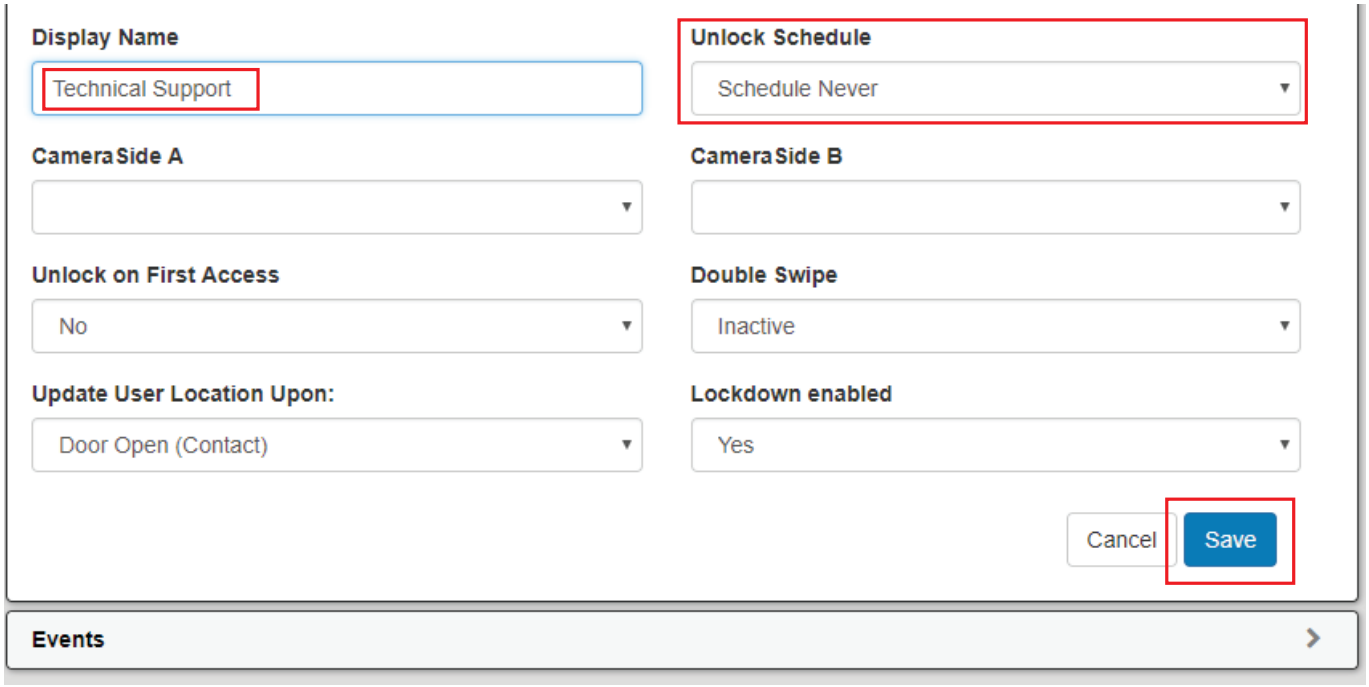
DOORS

To view Doors, click on the ***Doors*** tab. A Door is used to access an Area. By default, Door 01 leads to Area Door 01, Door 02 to Area Door 02, and so on. To modify a Door, click on its ***cogwheel icon***.



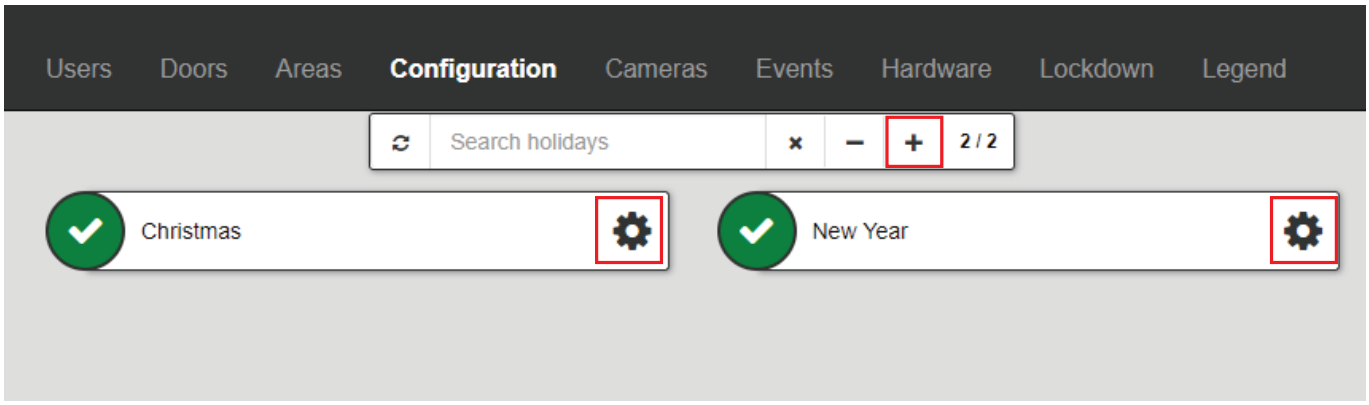
Under the **Display Name**, type the name that describes the Door, then click ***Save***.
In the example below, the word "Lobby Door" has been typed in place of Door 01.

You can also assign a schedule to a door so that it automatically unlocks during specified hours. Click on the ***Unlock Schedule*** dropdown menu, select a schedule, then click ***Save***.



HOLIDAYS

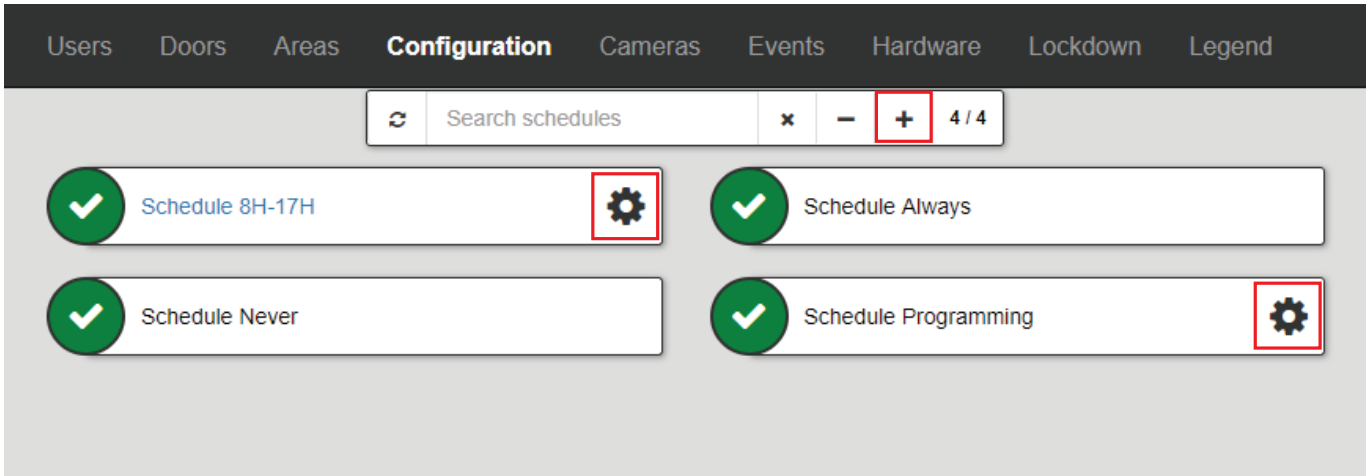
To view Holidays, click on the ***Configuration*** tab and select ***Holidays***. Holidays can be assigned to a Schedule to add or remove specific time from that Schedule. "New Year" and "Christmas" are the holidays included by default. To add a Holiday, click the ***plus sign***. To modify a Holiday, click on its ***cogwheel icon***.



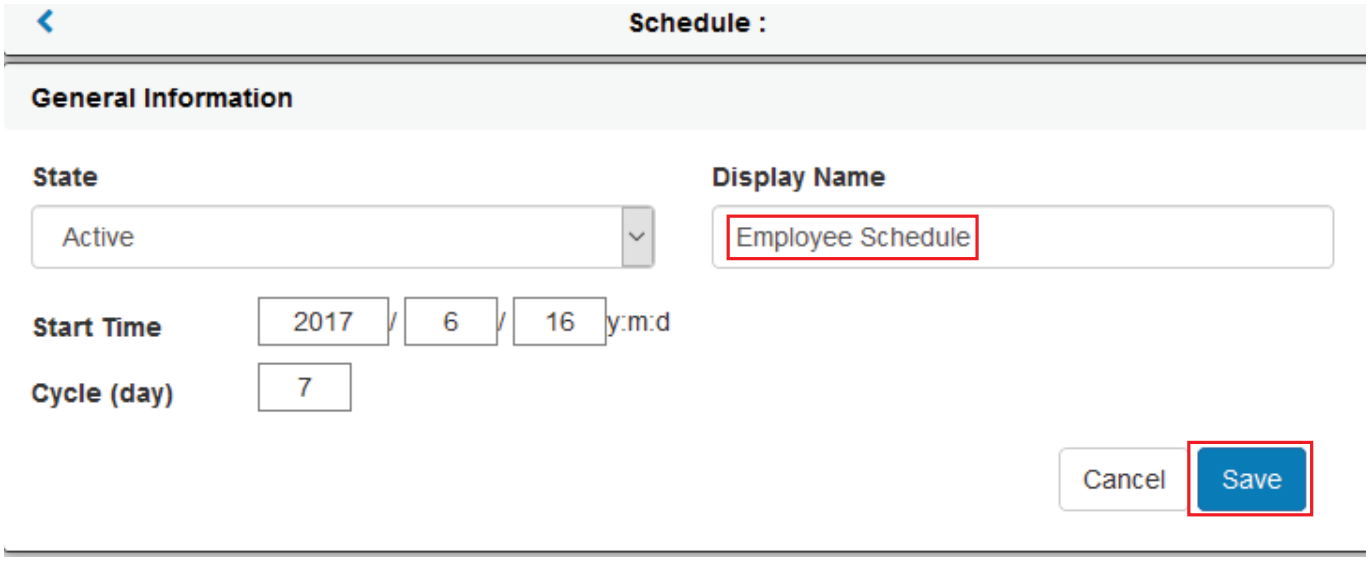
Use the ***Configuration*** tab to modify the date, time and occurrence of the Holiday.

SCHEDULES

To view Schedules, click on the ***Configuration*** tab and select ***Schedules*** from the dropdown menu. A Schedule specifies when a User has access to an Area, or when a Door unlocks (on an Unlock Schedule). To add a Schedule, click the ***plus sign***. To modify a Schedule, click on its ***cogwheel icon.***



Under the **Display Name**, type the name that describes the Schedule, then click ***Save***.
In the example below, the word "Employee Schedule" has been typed in for this new Schedule.



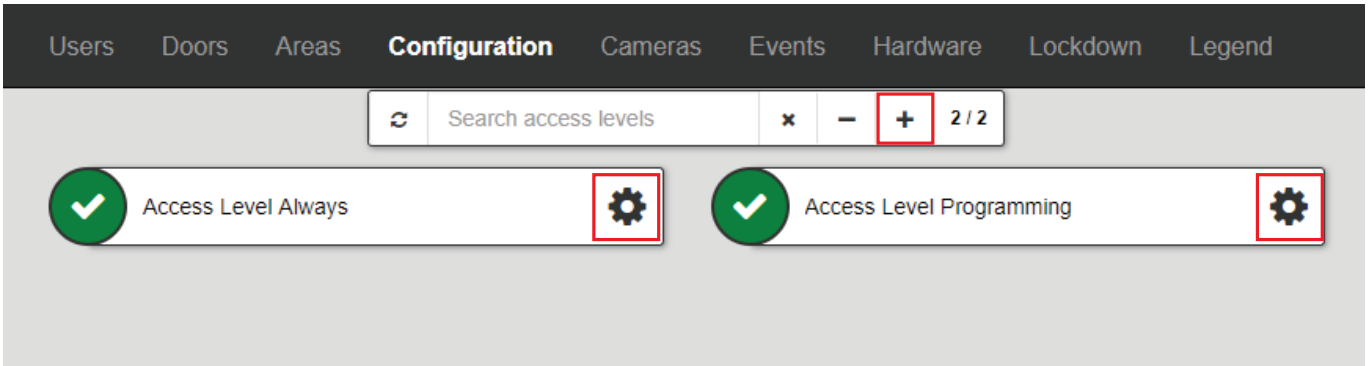
Use the ***Periods*** tab to modify the days, times and cycle length of the Schedule.

Use the ***Holidays*** tab to assign Holidays to the ***Included*** or ***Excluded*** categories.

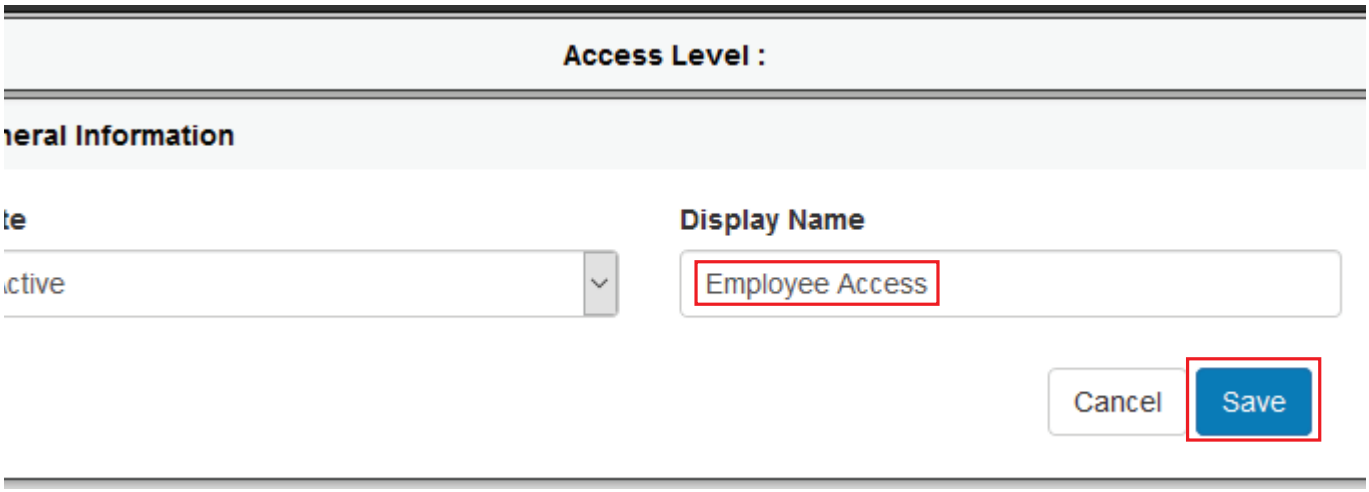
Note If a Holiday is Included, it adds the Holiday's time to the Schedule. Users will have access on this Holiday.
If a Holiday is Excluded, it removes the Holiday's time from the Schedule. Users will not have access on this Holiday.

ACCESS LEVELS

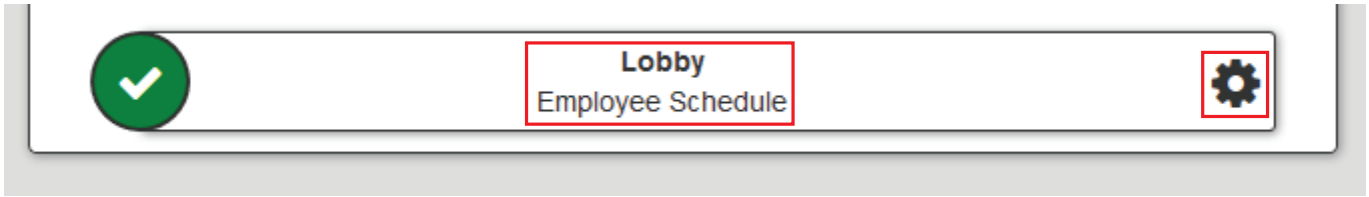
To view Access Levels, click on the ***Configuration*** tab and select ***Access Levels*** from the dropdown menu. An Access Level specifies where and when a User has access, by assigning Schedules to Areas. To add an Access Level, click the ***plus sign***. To modify an Access Level, click on its ***cogwheel icon.***



Under the **Display Name**, type the name that describes the Access Level, then click ***Save***.
In the example below, the word "Employee Access" has been typed in for this new Access Level.

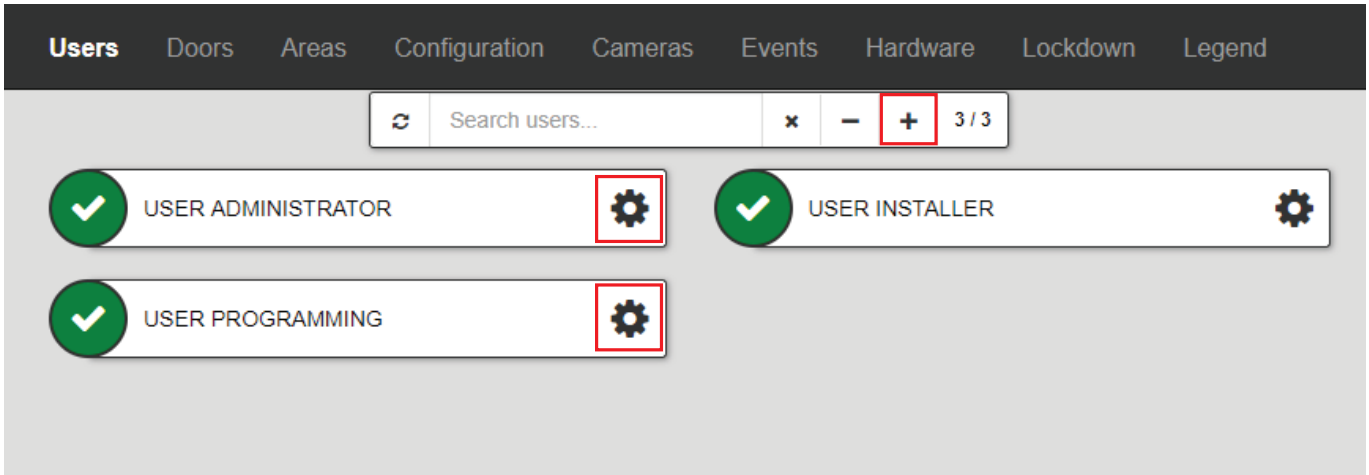


Use the ***Areas*** tab below ***General Information*** and click the ***cogwheel icon*** on each Area to assign a Schedule. In the example below, the "Employee Schedule" has been assigned to the "Lobby" Area.



USERS

To view Users, click on the ***Users*** tab and select ***Users*** from the dropdown menu. A User needs a credential (card and/or keypad code) and an Access Level to gain access to an Area. To add a User, click the ***plus sign***. To modify a User, click on their ***cogwheel icon.***

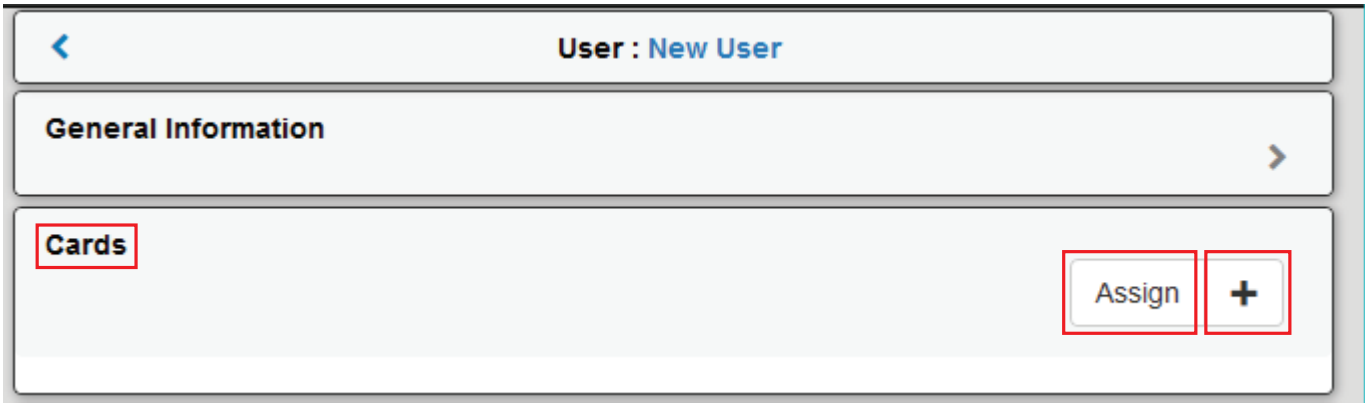


Use the ***Access Levels*** tab to assign an Access Level to the User.

CARDS AND KEYPAD CODES

Cards and keypad codes are added and assigned to a User from the ***Cards*** and ***Keypad Code*** tabs.

Click ***Assign*** to assign an existing card, or the **+** to add a new card.



Choose a **Display Name** for the card, then put in the Family (or Facility) Code under **Family**. Put the number of the card (usually written on the card) under **Number**. Click ***Save***.

To assign a Keypad Code, click on the ***Keypad Code*** tab, put in the code and then again to confirm it. The length must be 5-digits (between 00001 and 99999). Click ***Save.***

MUSTER REPORT

The ATRIUM system allows you to generate a "Muster Report" from the web server. A report can be generated and emailed by triggering a button or any other devices connect to an input of the master controller.

You must first configure the email settings with the ATRIUM software. See above how to.

EMAIL SENDER SETTING (MASTER CONTROLLER)

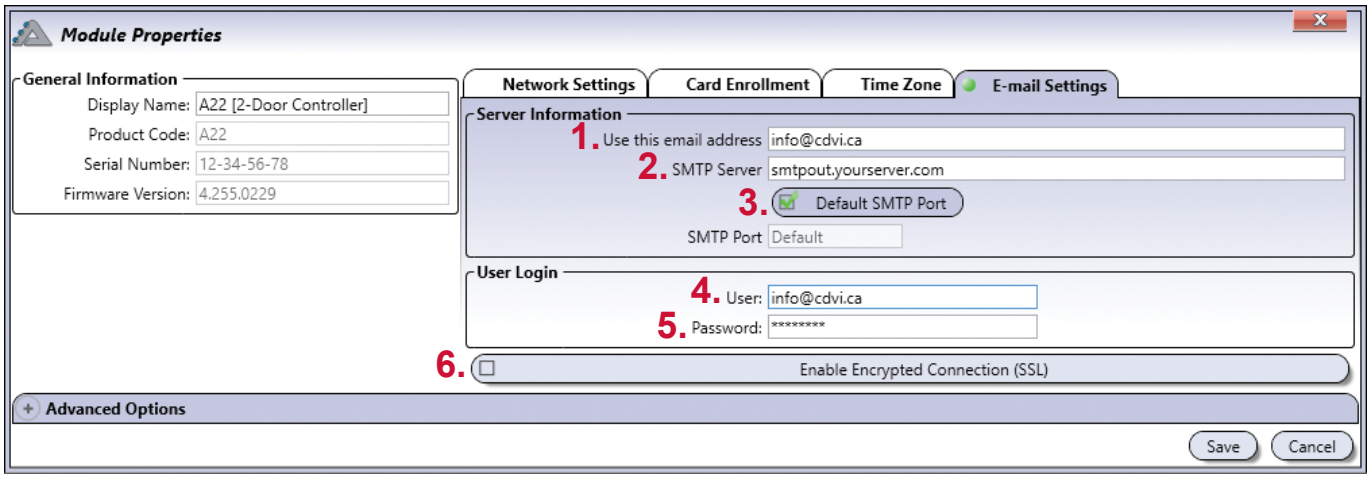
Email sender setting configuration is used to tell the controller from which email will be send email notification.

The email sender setting MUST be done using the ATRIUM software. Here are the steps:

From the ***Hardware*** tab, click on the ***System Overview*** icon, select the **"MASTER"** controller from the list and double click to open is ***"Module Properties"*** window.

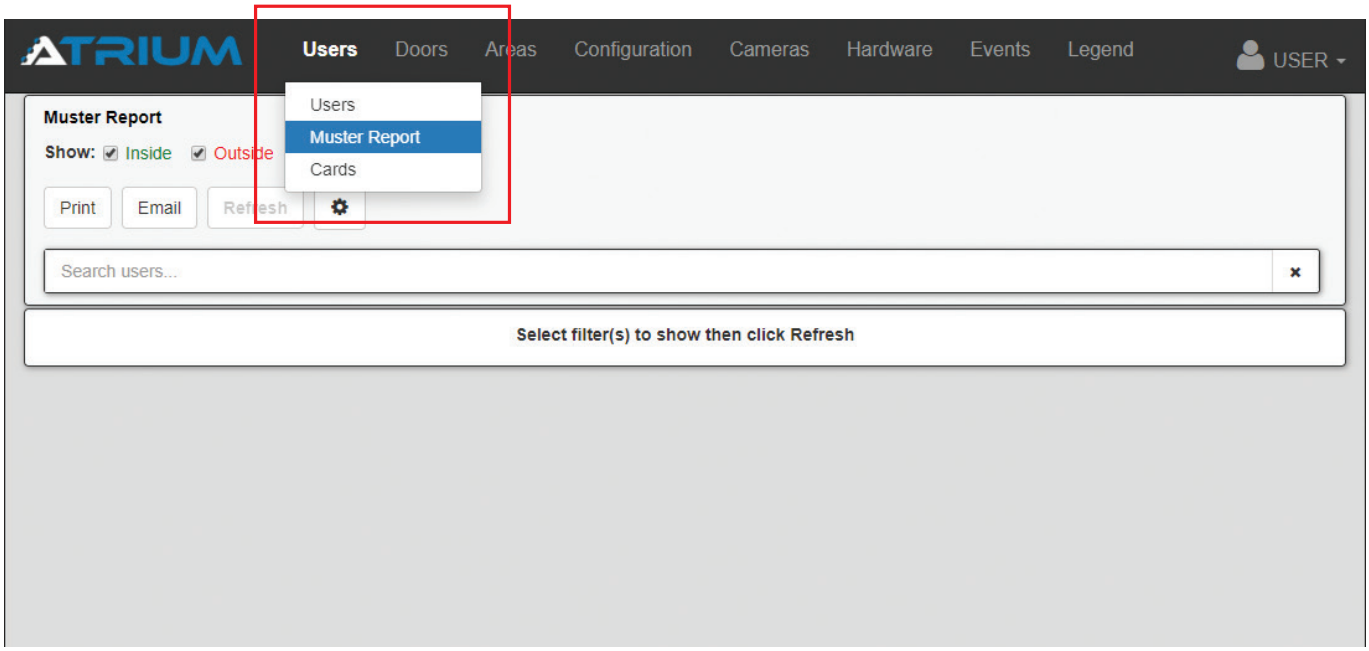
Select "E-maill Settings" tab from master controller "Module Properties" window :

1. Enter the sender email
2. Enter sender email SMTP server
3. "Default SMTP port" is 25 and work's for majority of server.
   Uncheck to enter manually a specific port number.
4. Enter email sender user login ID
5. Enter email sender password
6. Check if sender email use SSL (uncheck by default).
   GMAIL SSL certificate is pre-loaded. (GMAIL default SSL port is 465 and TLS port is 587).

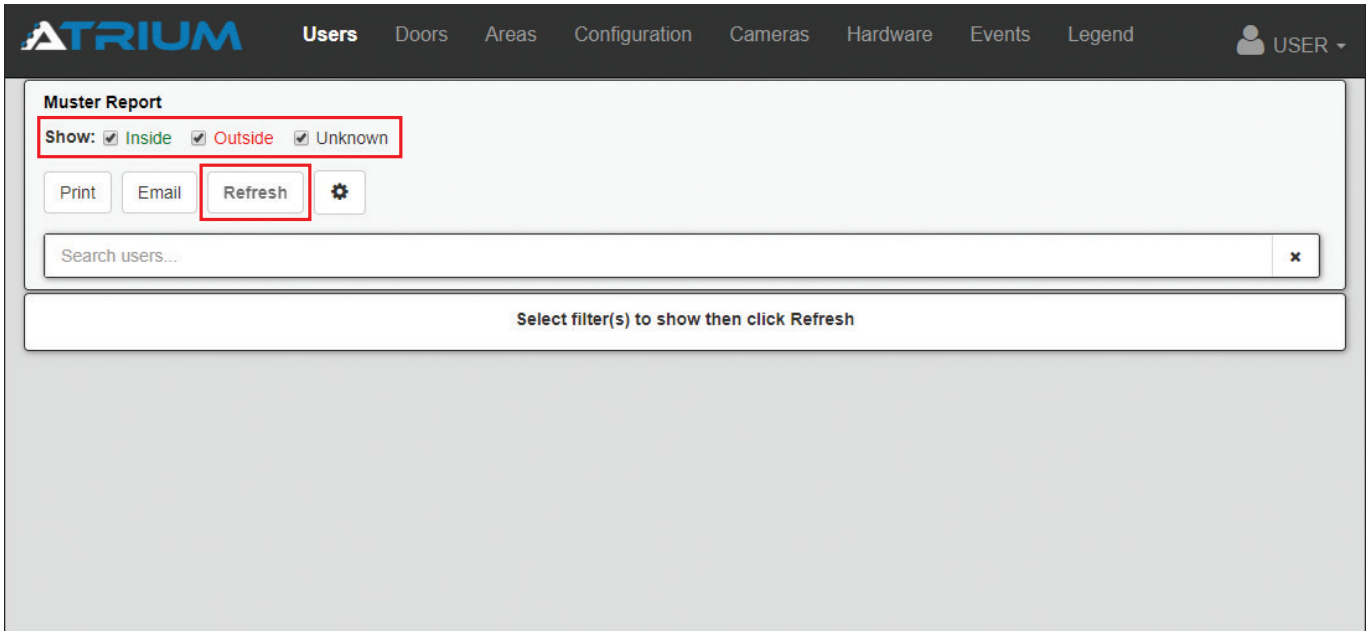


Then, connect to your ATRIUM account via the web server. See how at the beginning of the manual.

Once login, click "Users" and select "Muster Report" in the sub-menu.



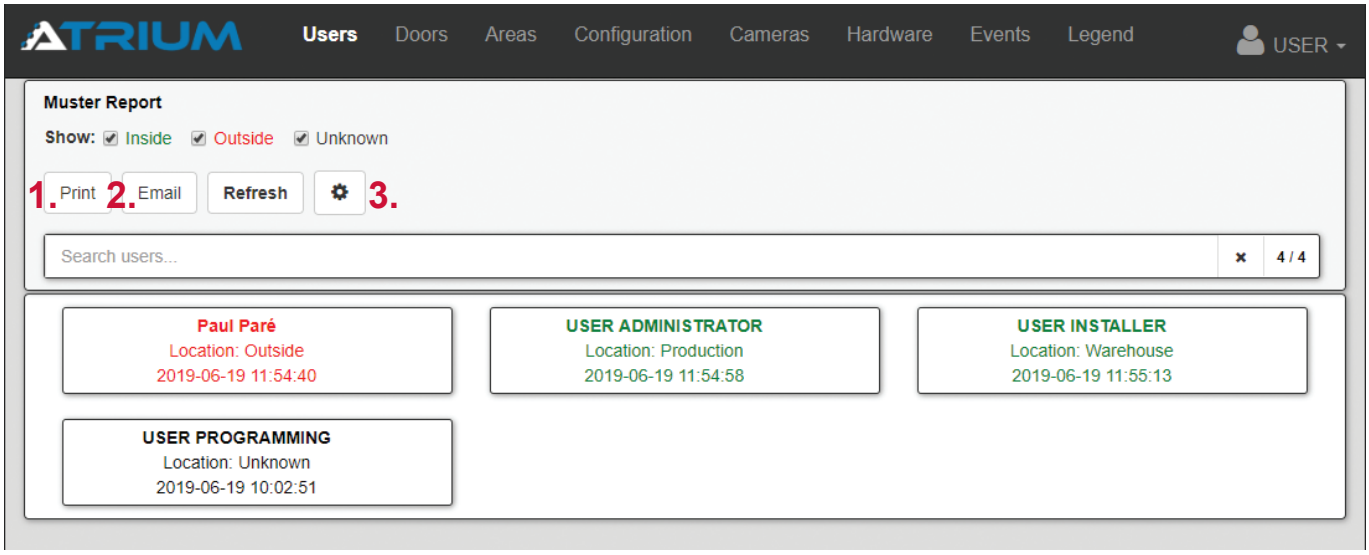
Then, select by which type of location you want to show users ("inside", "outside" and/or "unknow").
Then, click the "Refresh" button to update the users locations.

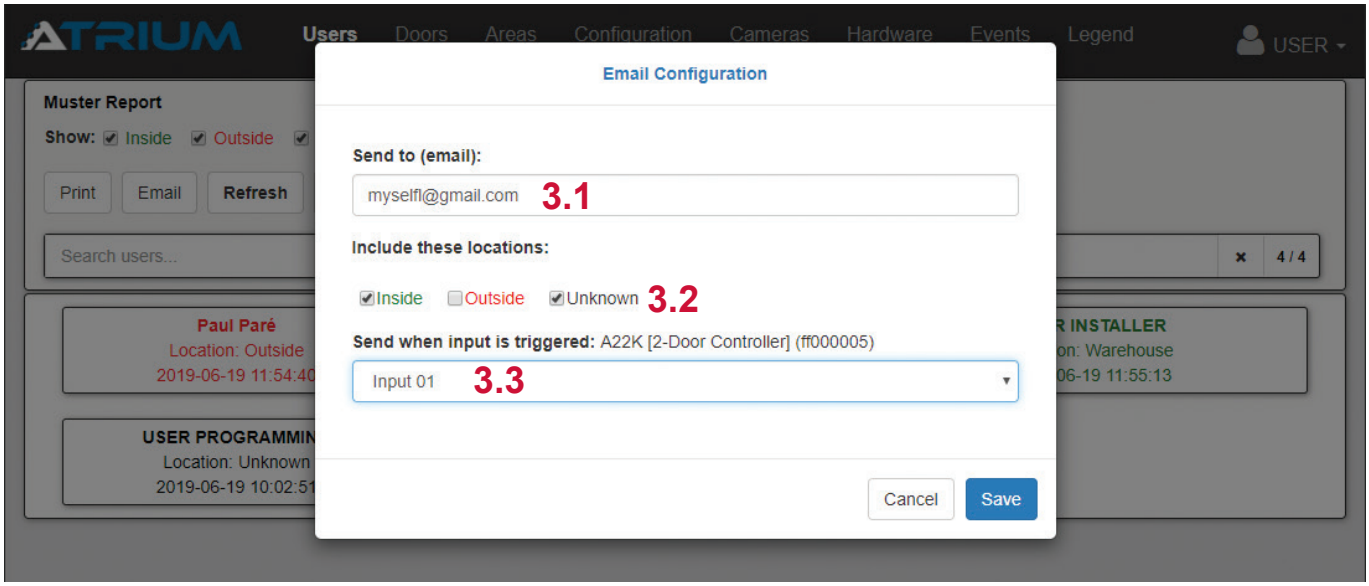


Once your filter is done, you can:

1. ***"Print"***: button to to print that list
2. ***"Email":*** Send a muster report (.csv file) by email (See Step 3 for email setting).
3. " ⚙ ": Click to open the email window setting.
   - 3.1: Enter the email where you want to send the muster report
   - 3.2 Select the user location filter you want to appear in the report
   - 3.3 Apart from the button, you can also send the muster report by triggering any device connect to one of the master controller inputs.

Depending on the tolerance level of your email management software, the muster report email may be found in the junk e-mail folder.





NOTES:

Reference : G0301EN0413V04
Extranet : EXE-CDVI_IM ATRIUM WEB CMYK A4 EN 06

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