Quick start guide

CredoID in an innovative access control software and has been designed with the goal of providing a simple and at the same time highly effective interface to enable users of all level to have a complete control over the system. This quick start guide will provide steps for quick access control system setup, including user management, access rights, schedules and reports.

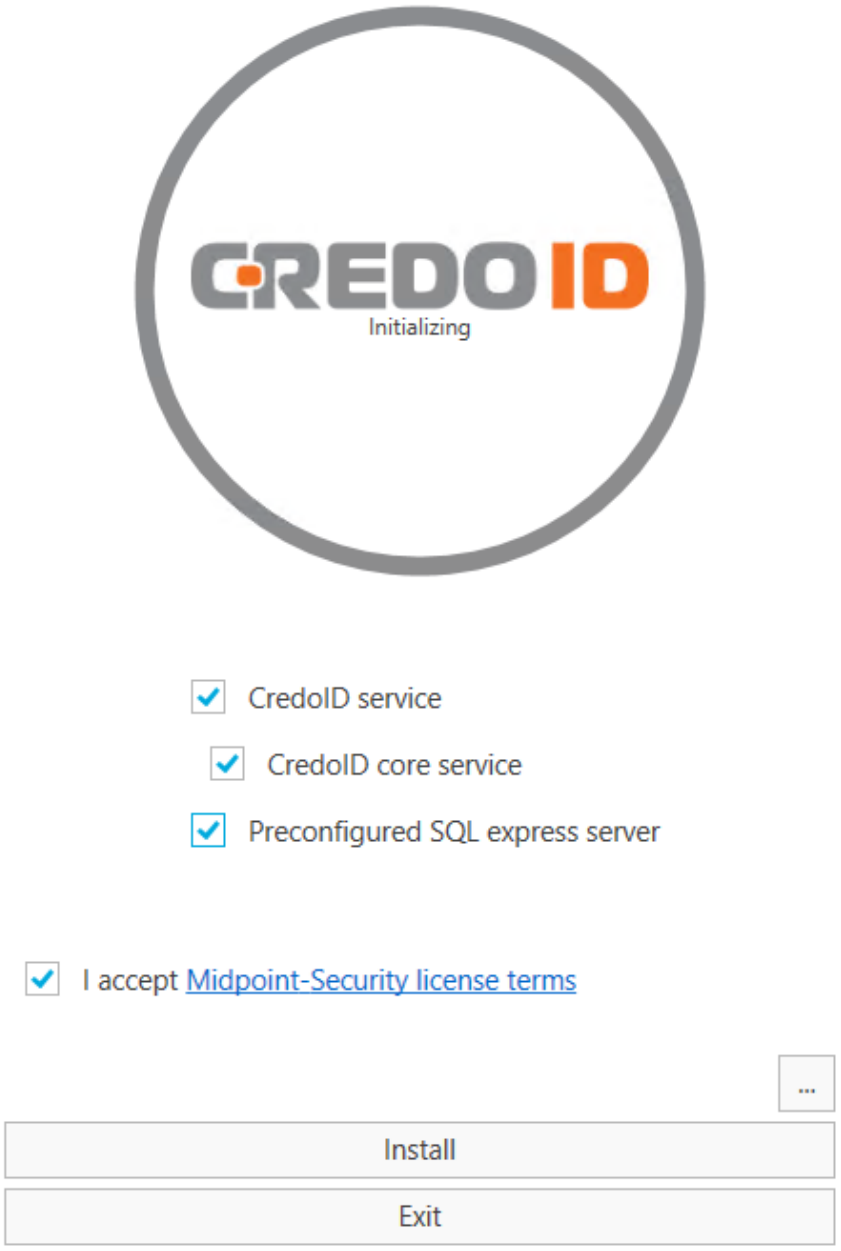
1. Installation

CredoID installation and application requires latest Windows updates.

1. Run the installer.
2. Select components to be installed.

   If you are planning to install Microsoft SQL server manually, uncheck "Preconfigured SQL express server"

3. To change installation folder press  button.
4. Press Install.



Troubleshooting

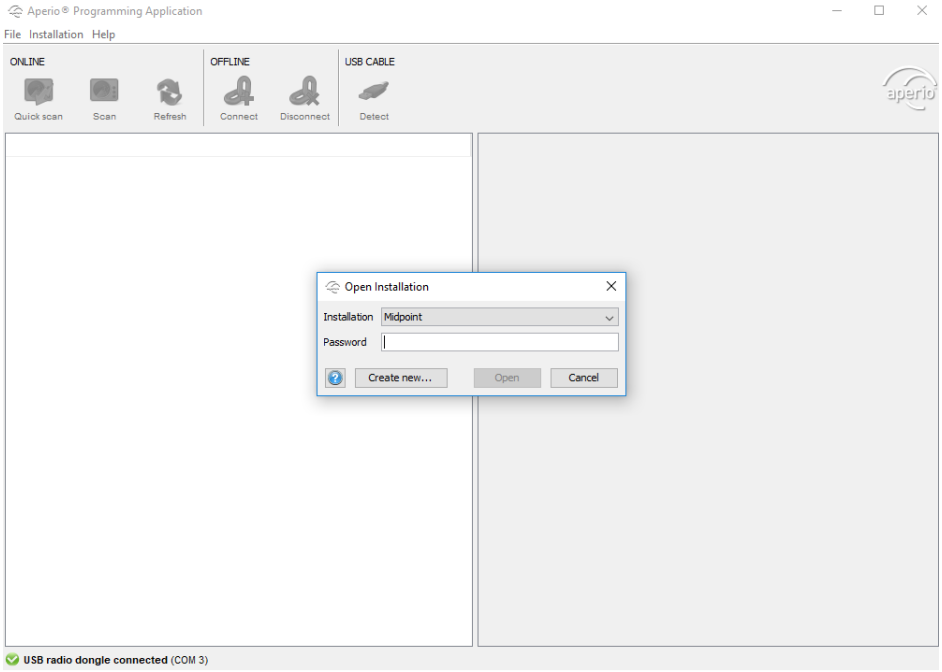
Problem	Solution
Installer is not starting.	Install pending Windows updates. Restart machine and run installer again.

2. Device Preparation

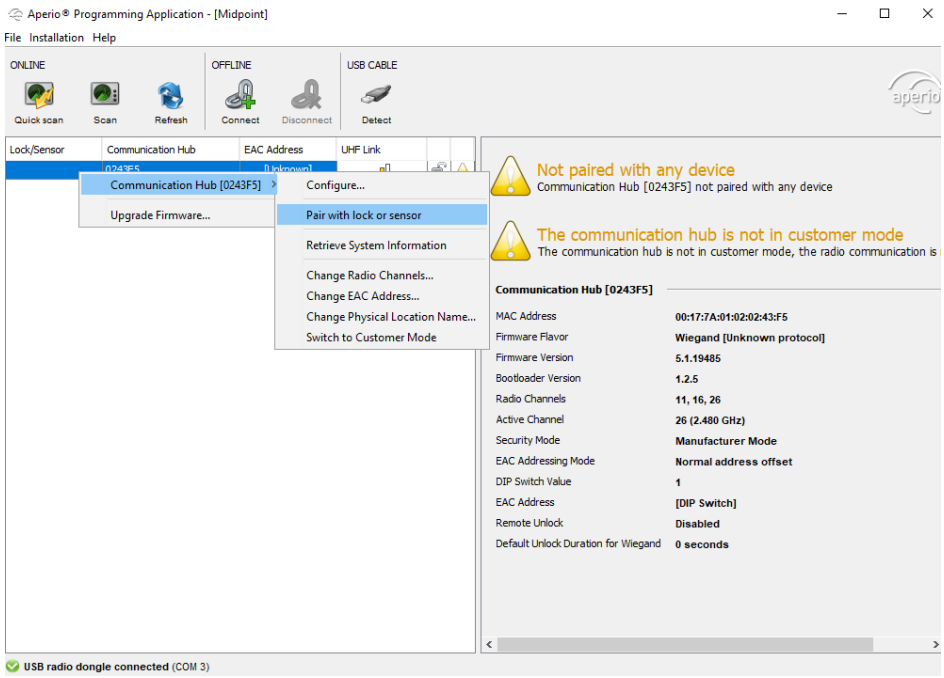
Controller network setup depends on the configuration of your network. You may use either DHCP server or assign static IP addresses to controllers. If the controller is on a different segment of the network, you must enter gateway addresses as well.

Aperio

1. For Aperio Hub configuration, Aperio configuration dongle may be required for correct system setup, if the Hub was not configured by installer.
2. Launch Aperio Programming Application and open installation or create new. For new installation, key is required which can be requested from Assa Abloy.



3.
4. Press "Scan" Button.
5. Hubs with dongle range should appear on the list. Double clicked of target hub.
6. In the List, second click on hub and press "Pair with lock or sensor" and follow further instructions.

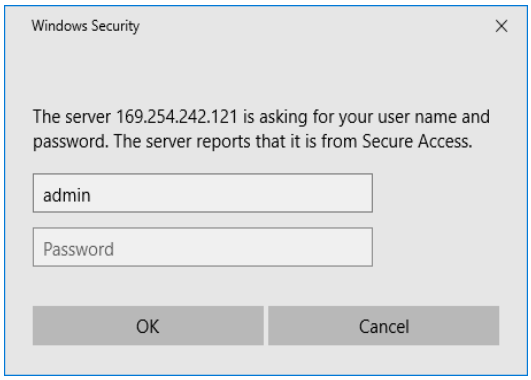
7. 

HID configuration

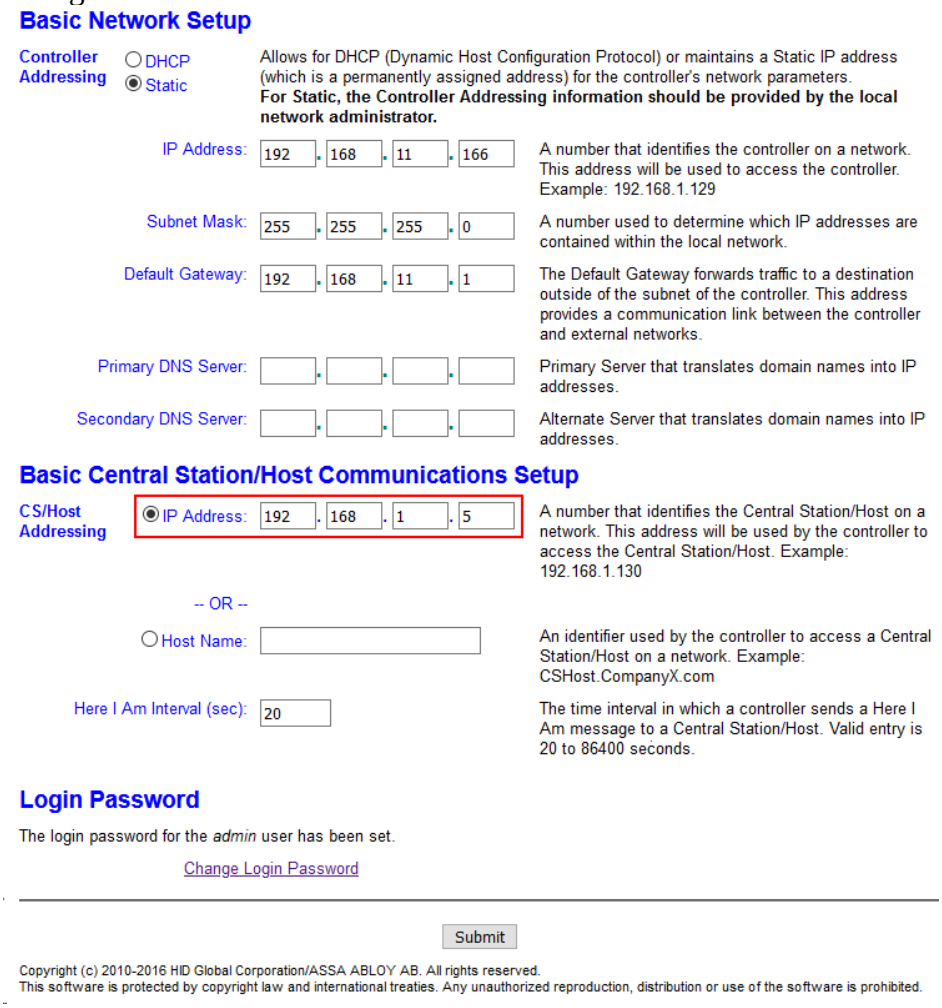
Supported devices: EDGE Plus E400 (E400, ER40, ERP40), EDGE Plus EVO EH400 (EH400, EHR40, EHRP40), VertX EVO V1000, VertX EVO V2000.

Steps to configure HID device:

1. Open a web browser and enter the HID devices IP. By default, every HID controller is configured to respond to a fixed IP address, that is 169.254.242.121. Be sure that your network settings are configured correctly to be able to connect to the controller.
2. You should be greeted with a login screen. If connecting to the controller for the first time, in the User name field, enter "admin" and leave the password field empty. If not, enter a configured password.

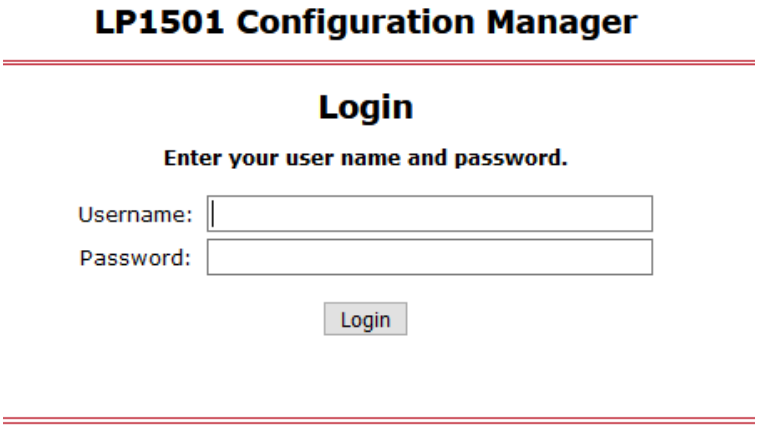


3. After authentication is done, you should be presented with basic setup information window, where network and other settings can be configured. It is highly recommended to configure a static IP address, for more stable connection. After configuring network settings, set up a password (optional). Set CS/HOST Addressing to the service machine address, where CredoID service is installed and running. Press "Submit" to update configuration.

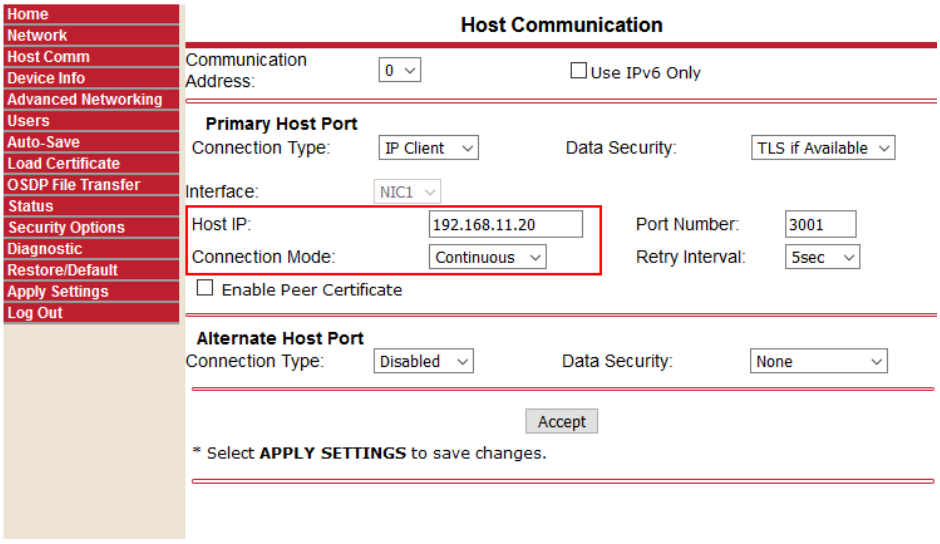


Mercury configuration

1. Connect an Ethernet cable to the controller and enable controllers default settings, by turning ON switch '2' in DIP switches.
2. Open web browser and connect to controller over IP address: 192.168.0.251



3. Turn on switch "1" to enable default login details:
   Username: admin
   Password: password
4. At "Network" tab configure IP address of the device.
5. At "Host Comm" set "Host IP" to machine address, where CredoID service is running. Set "Connection Mode" to "Continuous".



6. Press "Accept" and then "Apply Settings". Set all switches to OFF.

3. How to add device

If devices were configured correctly, it should appear at discovered devices

1. Press on Hardware → Devices → Discover
2. Select device from list, which needs to be added to the system, press "Select" button.

Each device has slight different setting options, select the link accordingly to your device:

- Aperio Device
- ASB Security device
- Digifort server
- HID device
- Mercury Device

Windows Firewall may be blocking the connection and device will not appear on "Discovered" list so additional ports opening may be required in Windows Firewall:

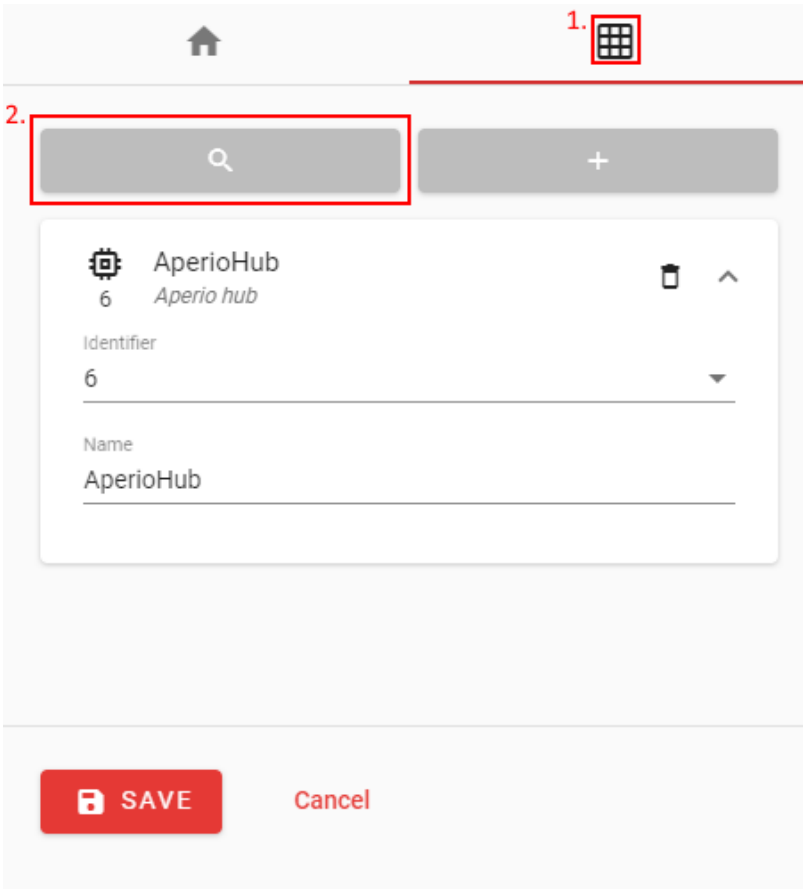
- Mercury – 3001;
- HID – 4050, 4070;
- ASB Security – 20002, 2005;

Aperio Device

Select Mercury device, at which Aperio Hub is connected over RS484.

1. Press "Device modules"
2. Press "Seacrh Modules" button.

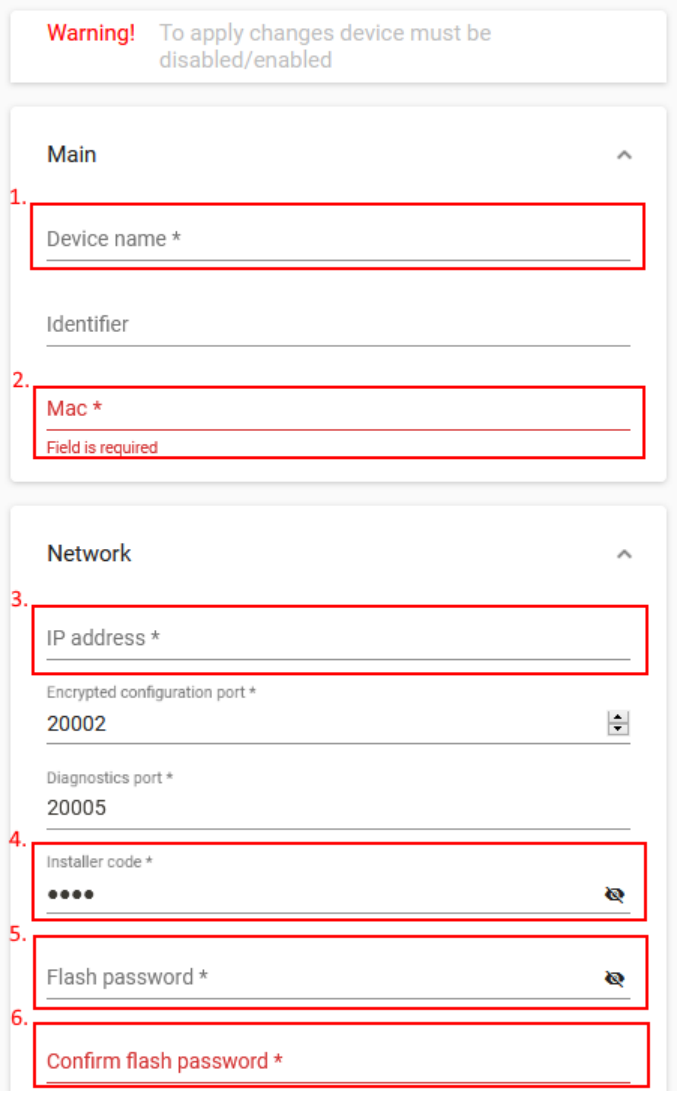
During door configuration, select "Module name" as configured at the device modules (in example AperioHub).



ASB Security device

ASB Security panels cannot be detected automatically and needs to be added manually. Make sure no other software is connected to the device, otherwise connection may not be established.

1. Enter device name.
2. Enter device MAC address.
3. Enter device IP address.
4. Enter Installer code.
5. Enter flash password.



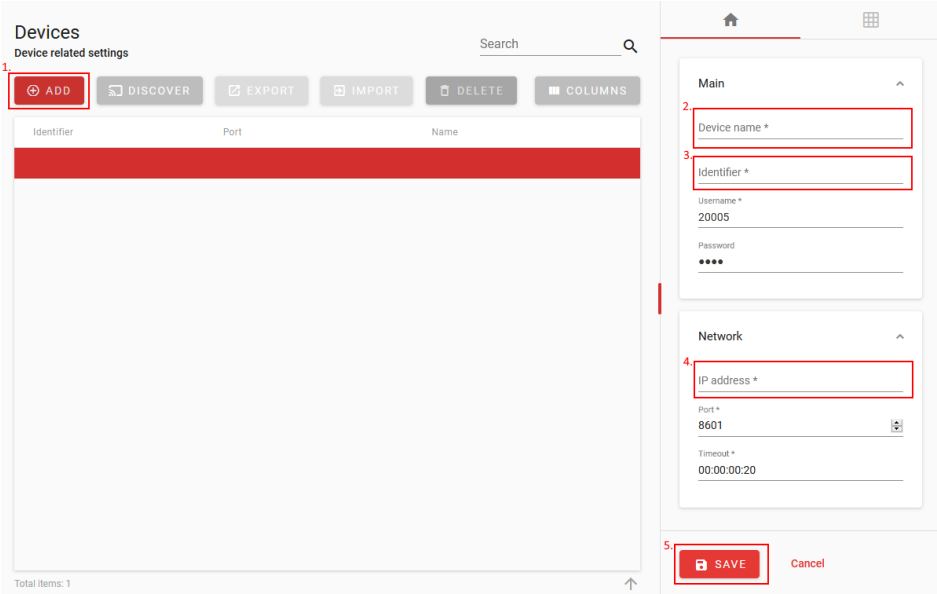
6. Confirm flash password.

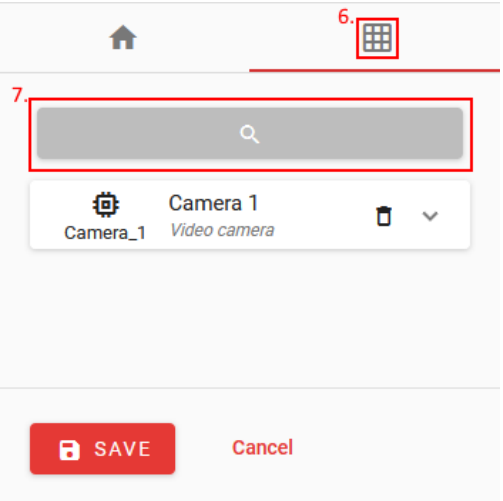
After these steps press "Save" to save device.

Digifort server

In order to use cameras on Digifort server, Digifort sevice must be installed and running.

1. Press "Add" button.
2. Create a name.
3. Create "Identifier". It must be unique on the system.
4. Enter machine IP address, where Digifort service is running.
5. Press "Save".
6. Open "Device modules".
7. Press "Detect devices" button. All configured cameras on Digifort service should appear on the list.



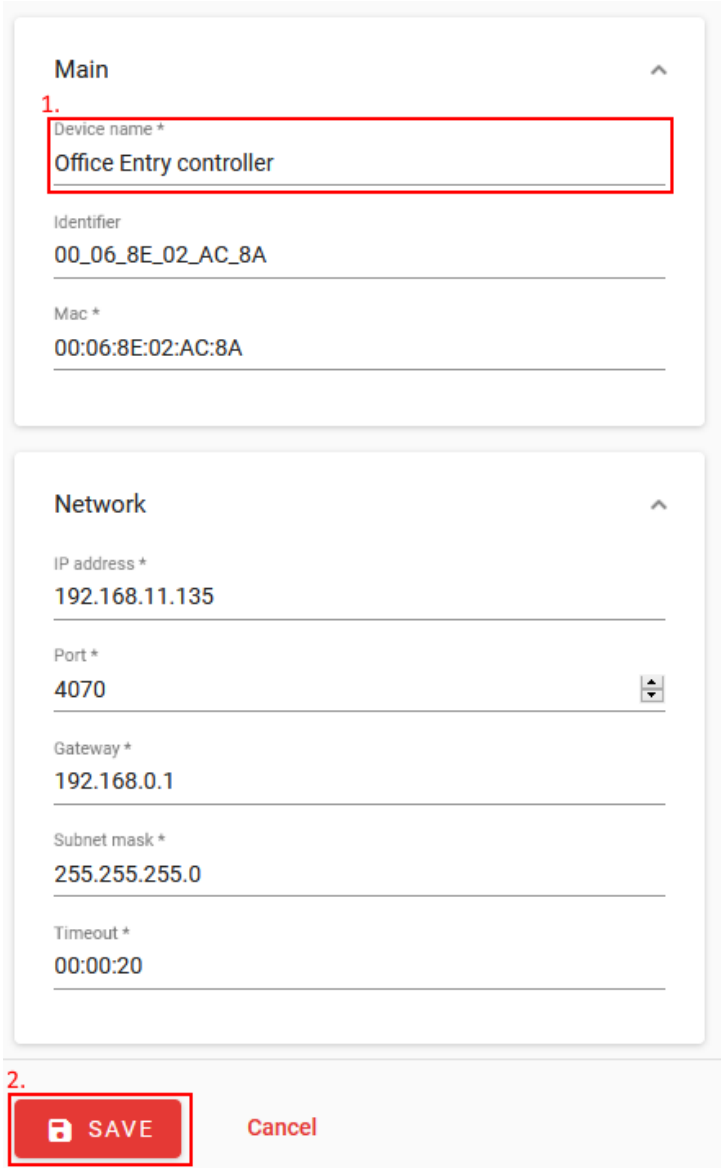


HID device

VertX EVO V2000

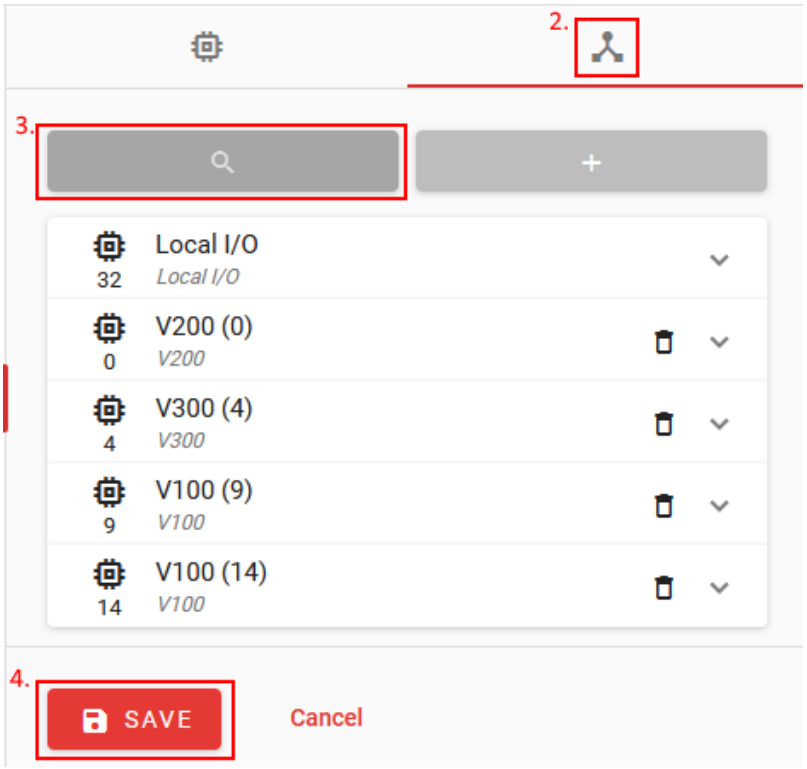
1. Enter device name. Use meaningful name like "Front door controller" or similar, because later device name will be used when creating doors, access levels and etc.
2. Press "Save".

3. Device should appear on the list with "Out of Sync" state.
4. Press "Sync"  to upload all the configuration the device.



VertX EVO V1000

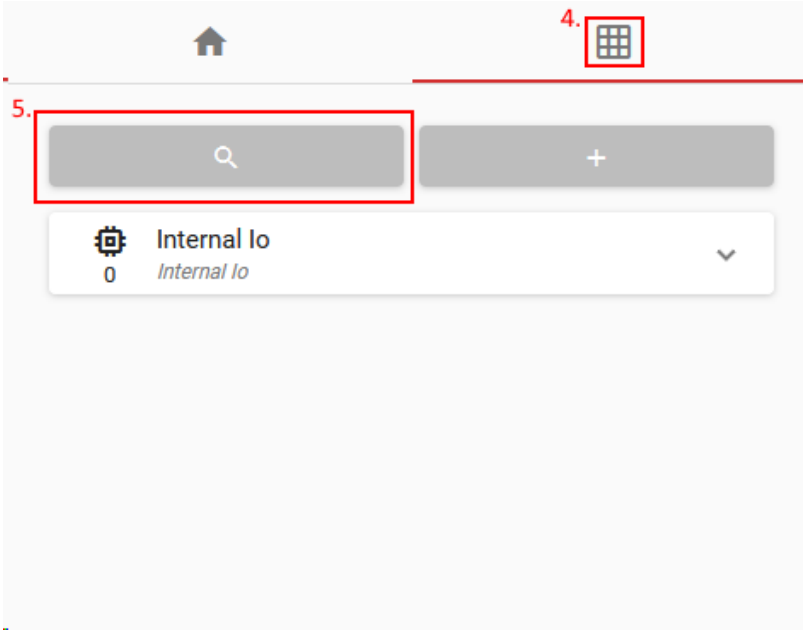
1. First steps are the same as adding EVO V2000 controller.
2. Switch to "Device modules" .
3. Press Detect Modules Button.
4. Press Save.
5. Press "Sync" to upload all the configuration the device.



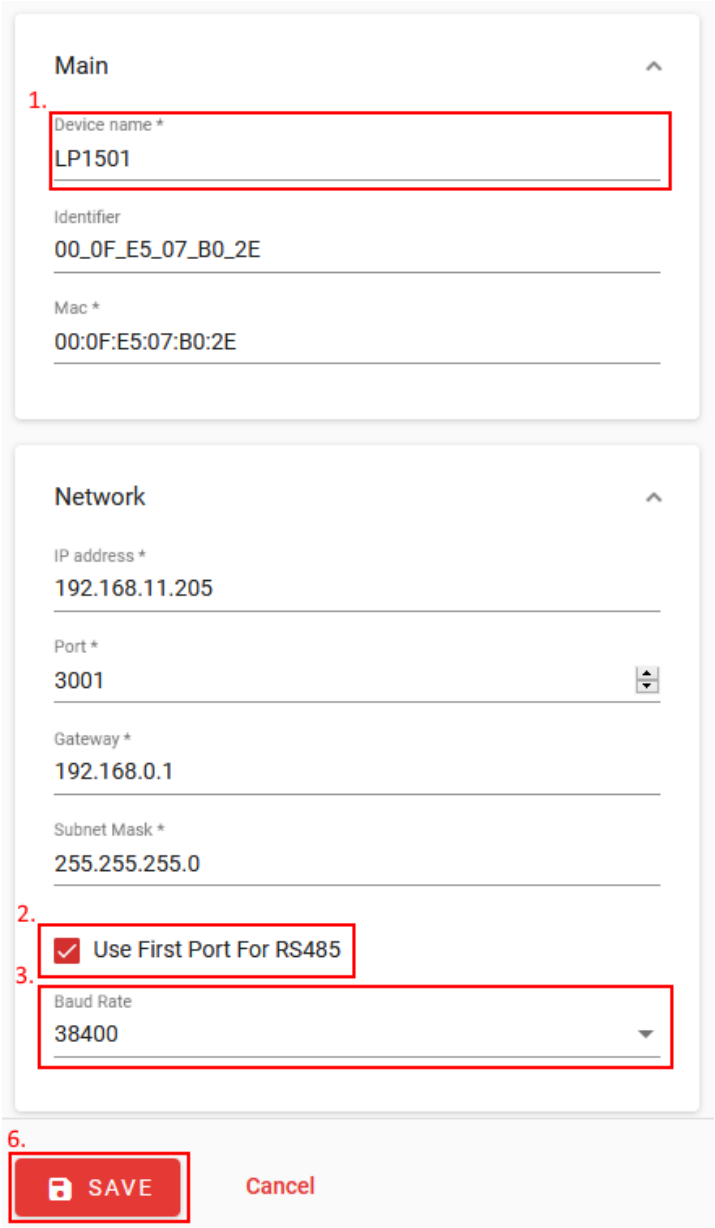
Mercury Device

LP1501, EP1501

1. Enter device name.
2. Mark checkbox "Use First Port For RS485" if Mercury modules will be connected instead of reader. If readers will be used, skip to step 6.
3. Set baud rate of RS485. This field only appears if port 1 will be used for RS485 communication.
4. Press "Device modules".
5. Press "Detect modules" button. All connected modules should appear on the list.

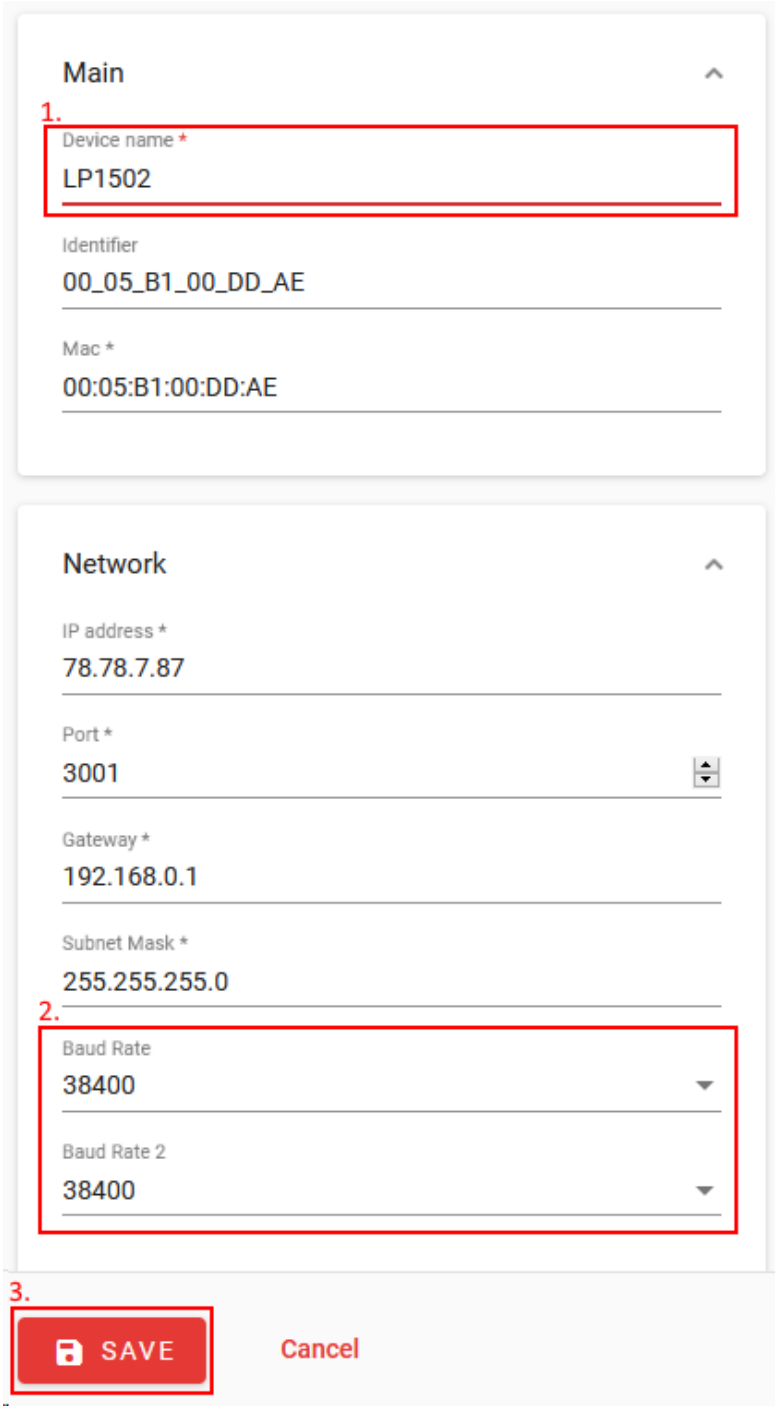


6. Press "Save"


Main
1.
Device name *
LP1501
Identifier
00_0F_E5_07_B0_2E
Mac *
00:0F:E5:07:B0:2E
Network
IP address *
192.168.11.205
Port *
3001
Gateway *
192.168.0.1
Subnet Mask *
255.255.255.0
2.
Use First Port For RS485
3.
Baud Rate
38400
6.
SAVE
Cancel

LP1502, EP1502, LP2500, EP2500, LP4502, EP4502

1. Enter device name.
2. Set RS-485 baud rate (if external modules are used).
3. Press "Save"



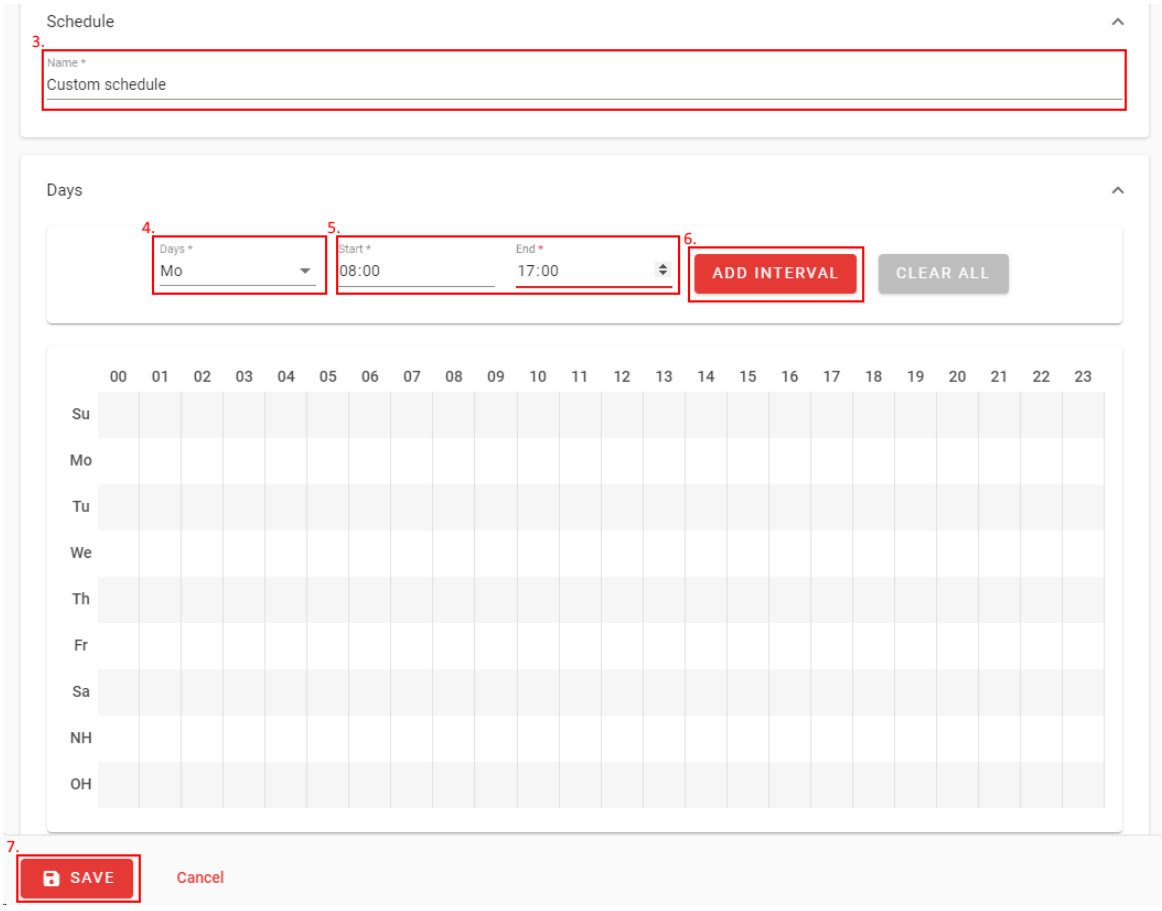
4. How to create schedules

Schedules will be used for access levels.

1. Open "Time Settings → Schedules".
2. Press "Add" button.
3. Enter "Schedule" name.
4. Select "Day" of the new schedule.
5. Select "Start" time interval and "End" time interval.

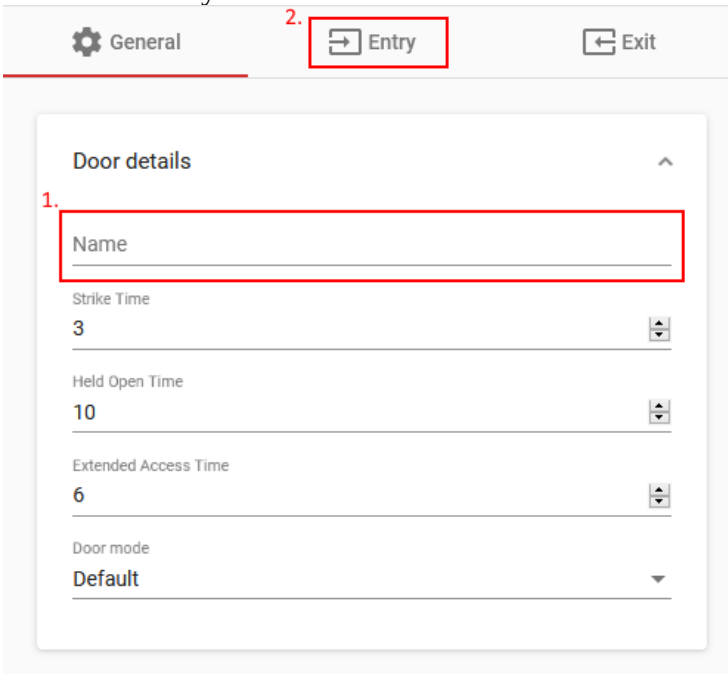
   To change time, select format, change your browser language accordingly

6. Press "Add Interval" button.
7. After adding all intervals in schedule, press "Save".

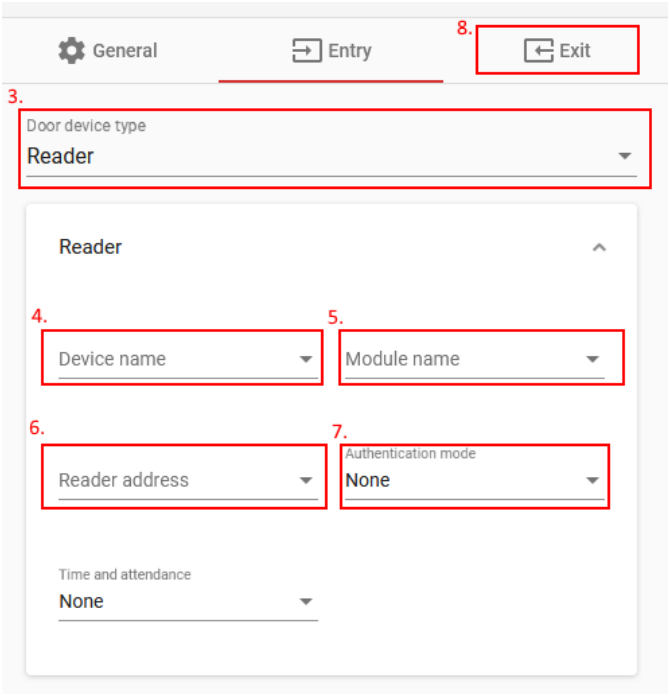


5. How to create doors

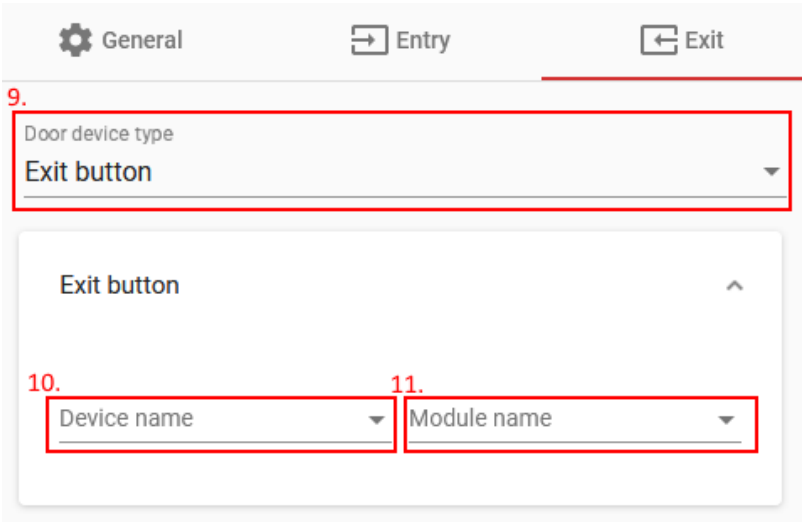
1. Enter door name.
2. Switch to "Entry" tab.



3. Select "Door device type".
4. Select "Device name" from the list.
5. Select "Module name" of the device.
6. Select "Reader address" from the list.
7. Set "Authentication mode". If set to "None", doors cannot be accessed.



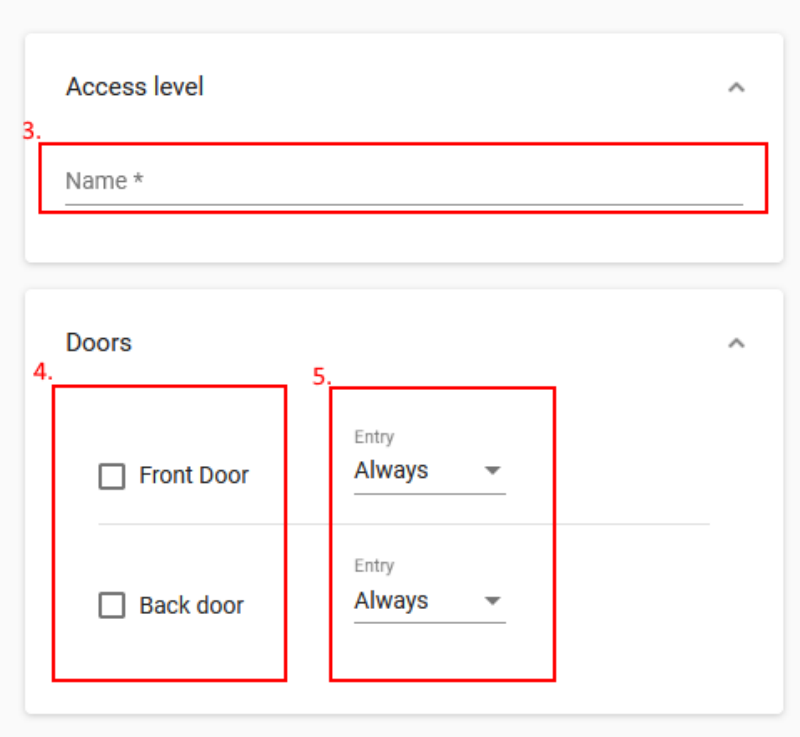
8. Switch to Exit tab.
9. Select "Door device type" to exit button. (If reader type is selected, repeat steps from nr. 4)
10. Select "Device Name" from the list.
11. Select "Module name" from the list.
12. Press "Save". After saving doors, device Synchronization is required at the "Hardware → Devices tab".



6. How to create access levels

Access level is the selection of doors that can be assigned to the user.

1. Open "Users → Access Levels".
2. Press "Add" button.
3. Enter door name.
4. Select doors, which will be assigned to access level.

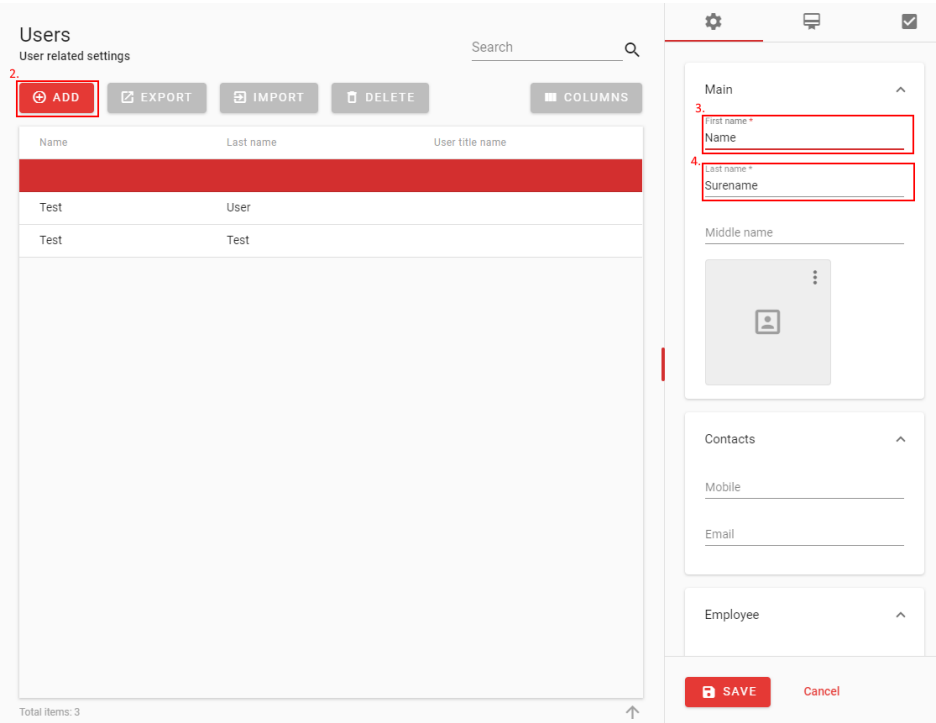


5. Assign schedule to access level for each door.
6. Press Save.

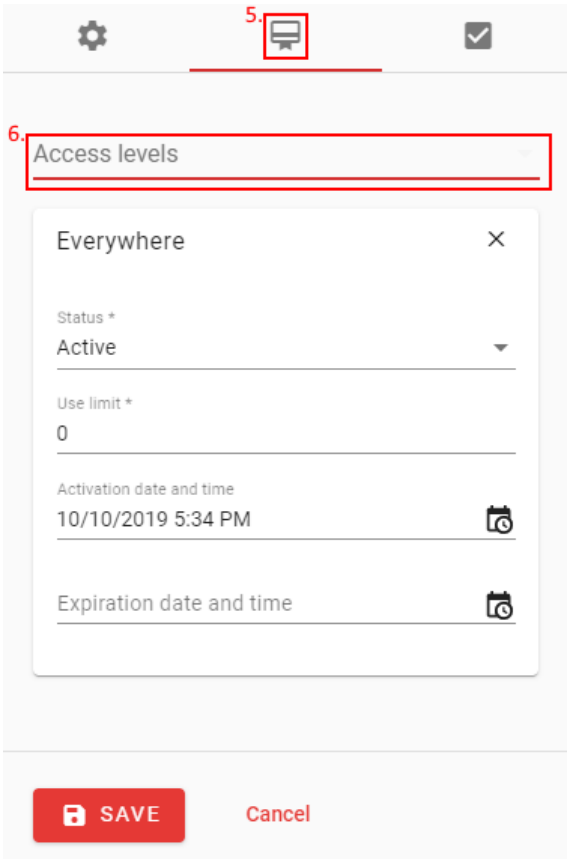
7. How to create user

1. Open Users → Users tab.
2. Press Add Button.
3. Enter "First Name" and "Last Name" (required fields).
4. Enter other fields if required.

   When adding new Company/Department/Title, if it doesn't exist, press ADD button at the end of the input field.

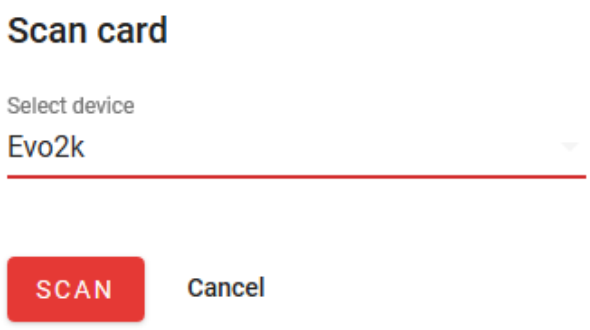


5. Switch to (Access Levels) tab.



6. Assign Access level to user (can be selected more than one).
7. Switch to (identifications) tab.
8. Press button to add new identification set.

9. Assign card by entering card details manually or by Scan card tool .



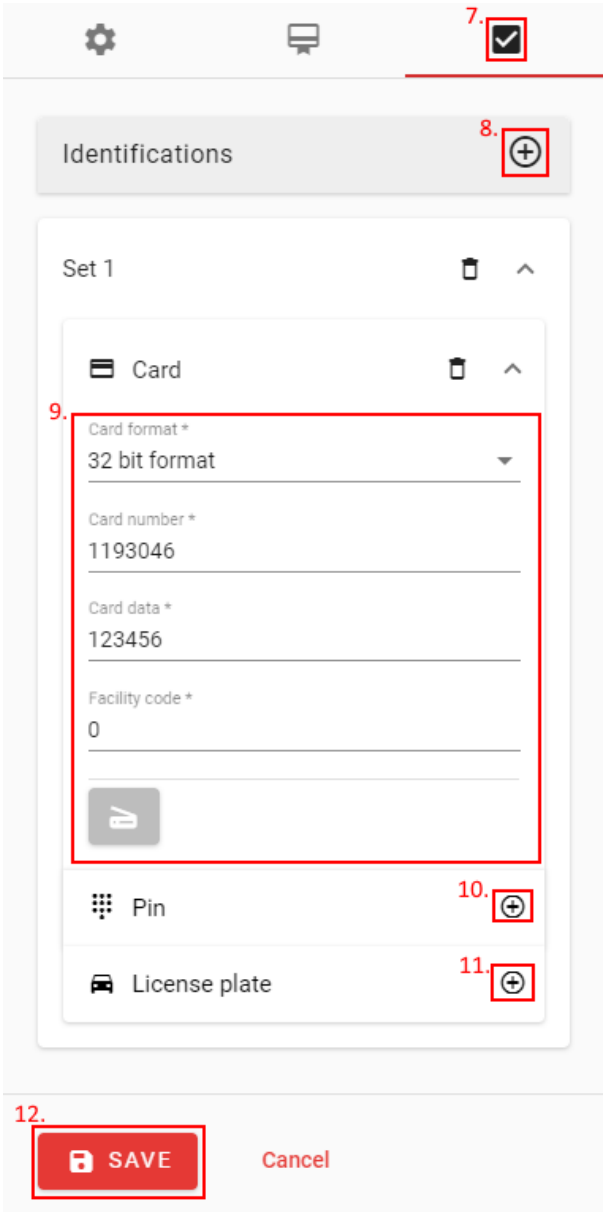
Scan Card

1. Select Device from the list, at which card will be scanned.
2. Press Scan and present Card to the reader connected to the selected device.

10. Assign PIN code by pressing ⊕(optional).

11. Assign License plate ⊕(optional).

12. Press "Save" button.



8. How to create report

Open "Monitoring" → "Events" tab.

1. Press "Export" button.
   Additional "Report" window will open.
2. Select "Start" date and time, from which events will be added.
3. Select "End" date and time, which events will be added.
4. Enter "Search" keyword, by which events in the report will be filtered.
5. Press "Generate Report" button.

Generated report should appear in the browser window as downloadable file.