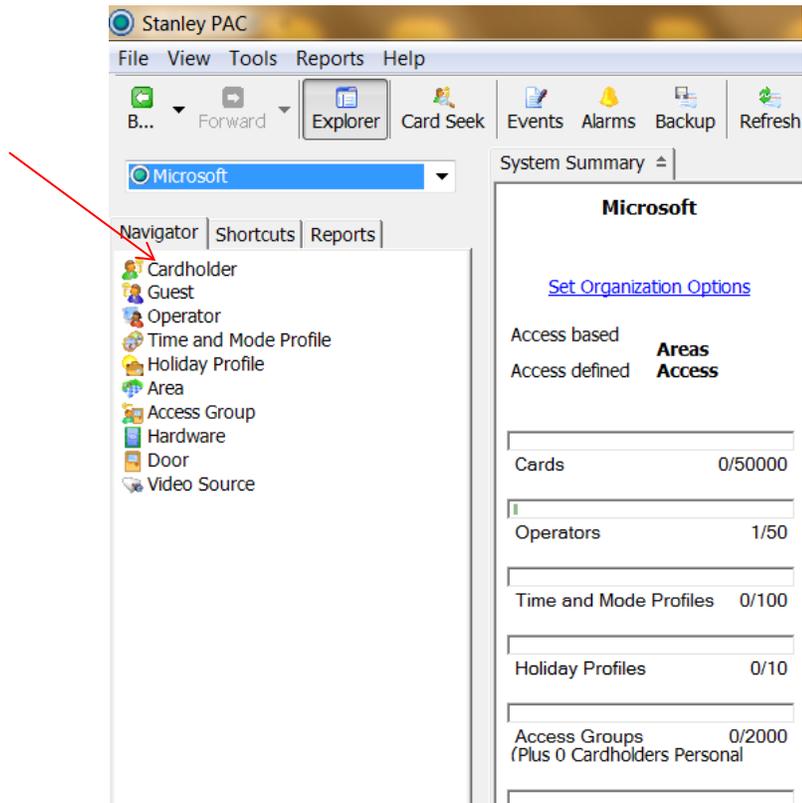


Stanley PAC Access

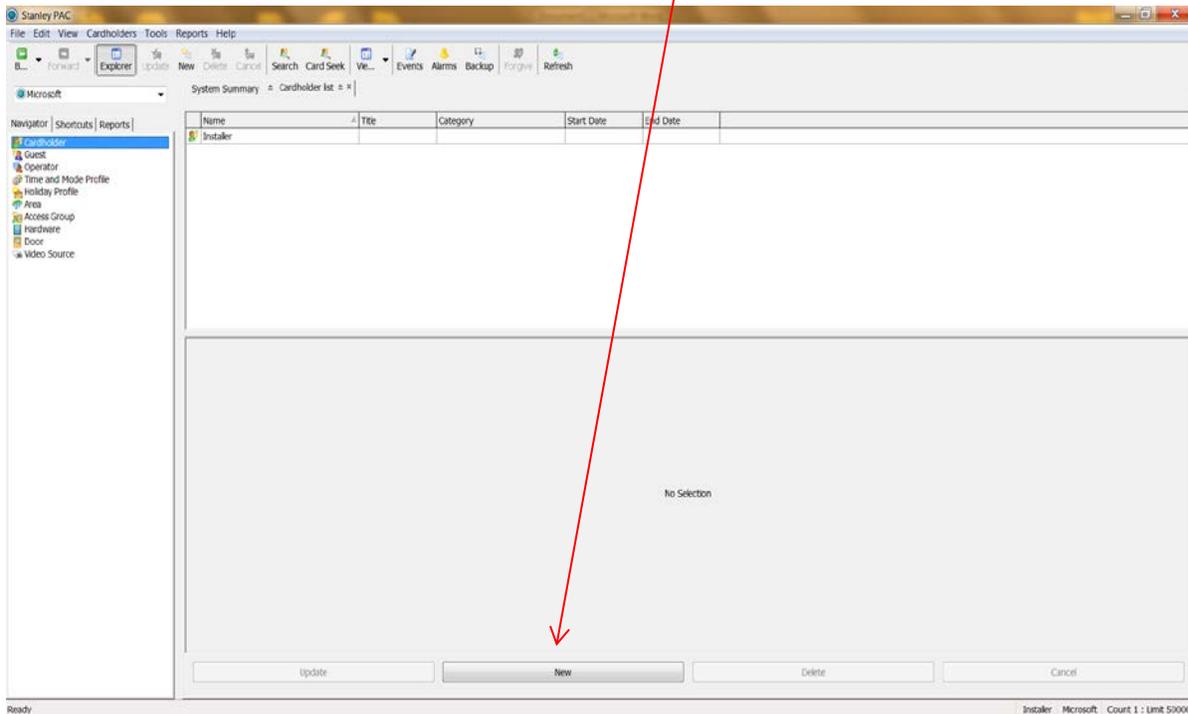
Software Cheat Sheet

Once the installer has completed the setup for you, all you need to do is add cardholders.

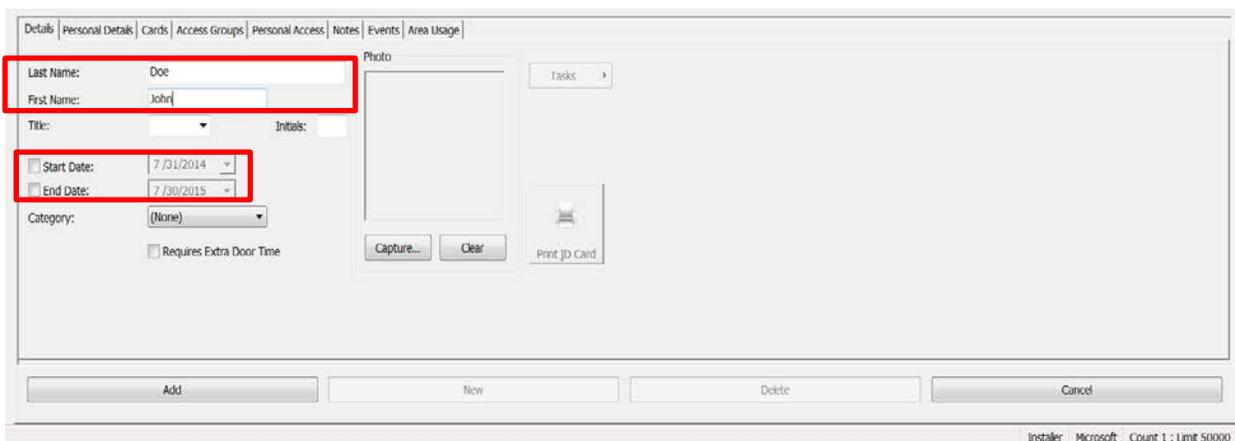
Simply click on Cardholder.



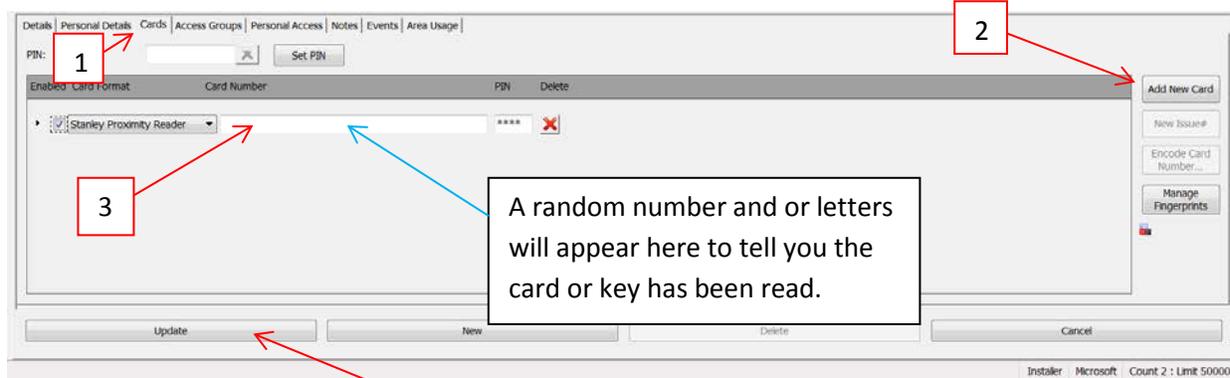
Now click on new.



In these boxes, type in the first and last name of the cardholder. Also here you can select a start date or expiration date. ***This may be the reason for an access denied in the future if expiration date for this cardholder is reached. If you use this feature, be sure to check here if a person is having trouble getting access.**



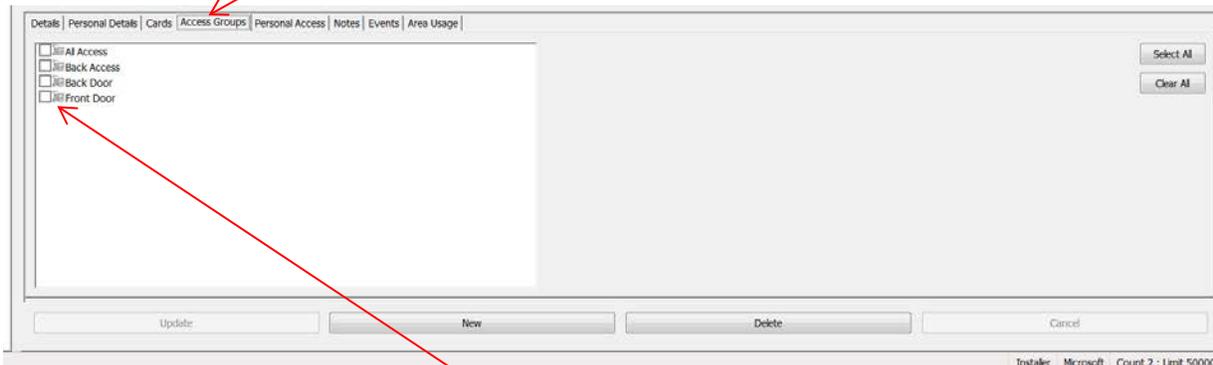
1 Then, select the “Cards” tab. 2 Now click on Add New Card. 3 Here you may now click in this box, then present the key fob or card to the enrollment (desktop) reader.



IMPORTANT

- When you are complete click on the “Update” button.
- If you do not have an enrollment reader, you must use other steps to add a card. This will be discussed under the Events section.

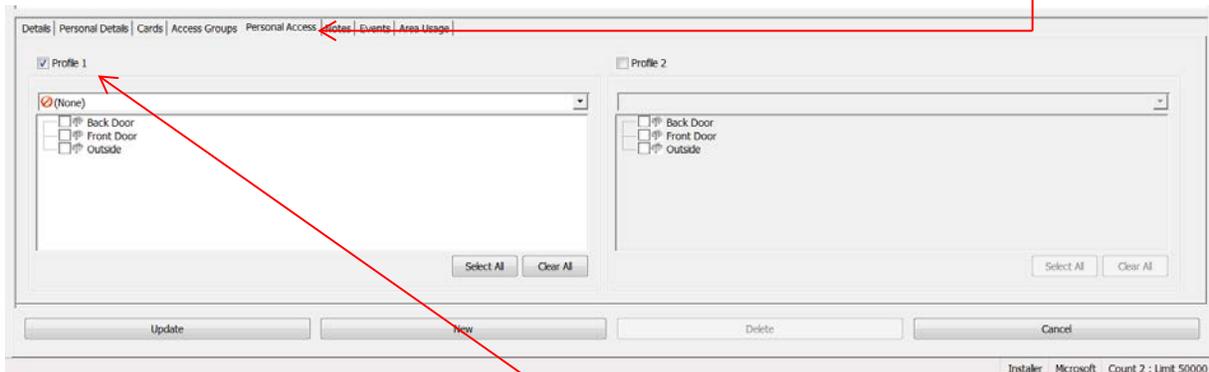
Now you need to setup their access level with the group that is already created.



IMPORTANT

CLICK ON UPDATE

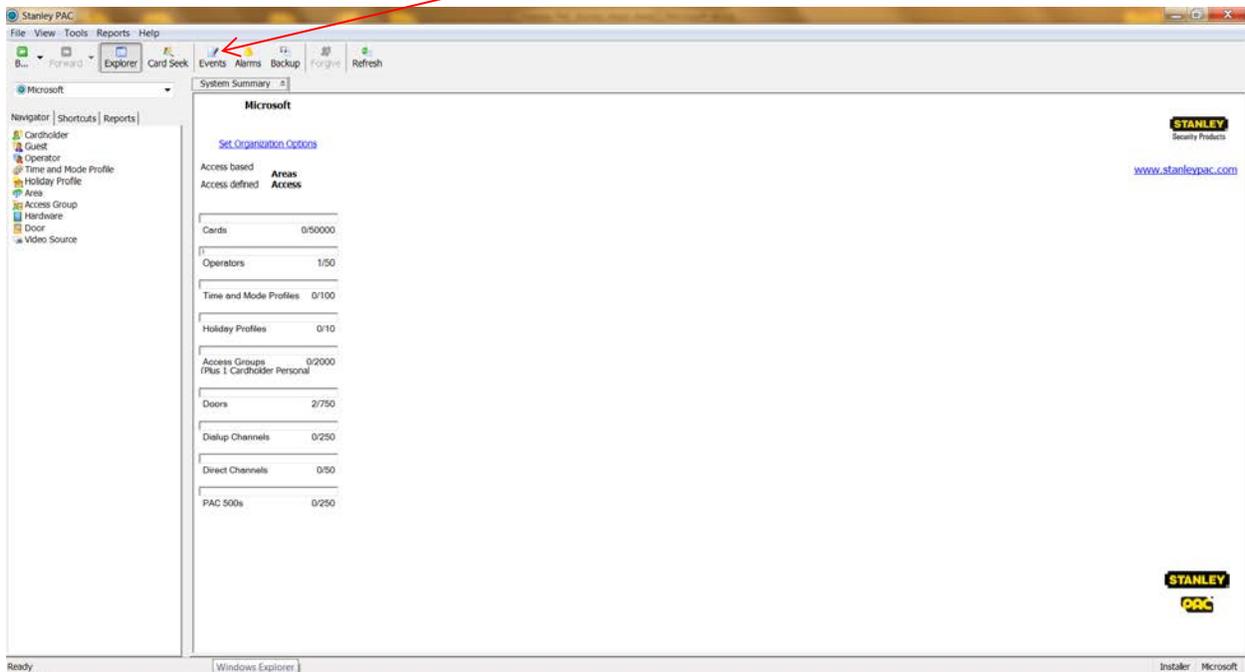
If you wish to give someone personal access just click on “Personal Access” tab and select the area you want to give them



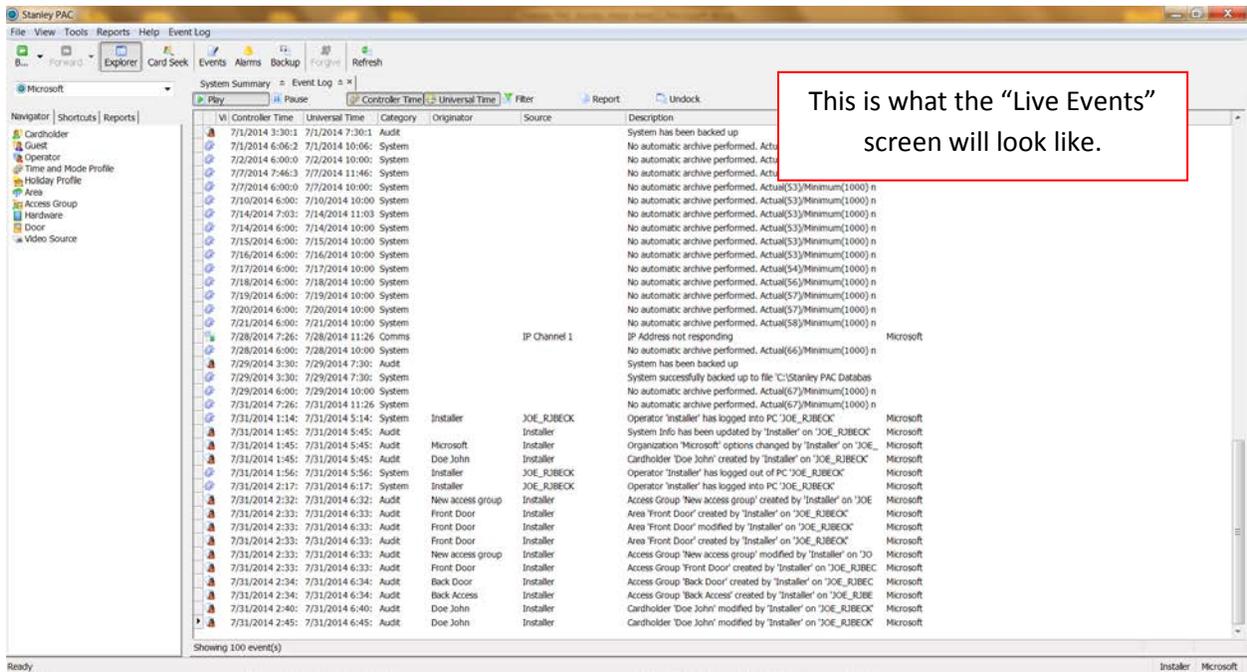
Make sure to check mark the Profile 1 box. **THEN CLICK ON UPDATE.**

Events

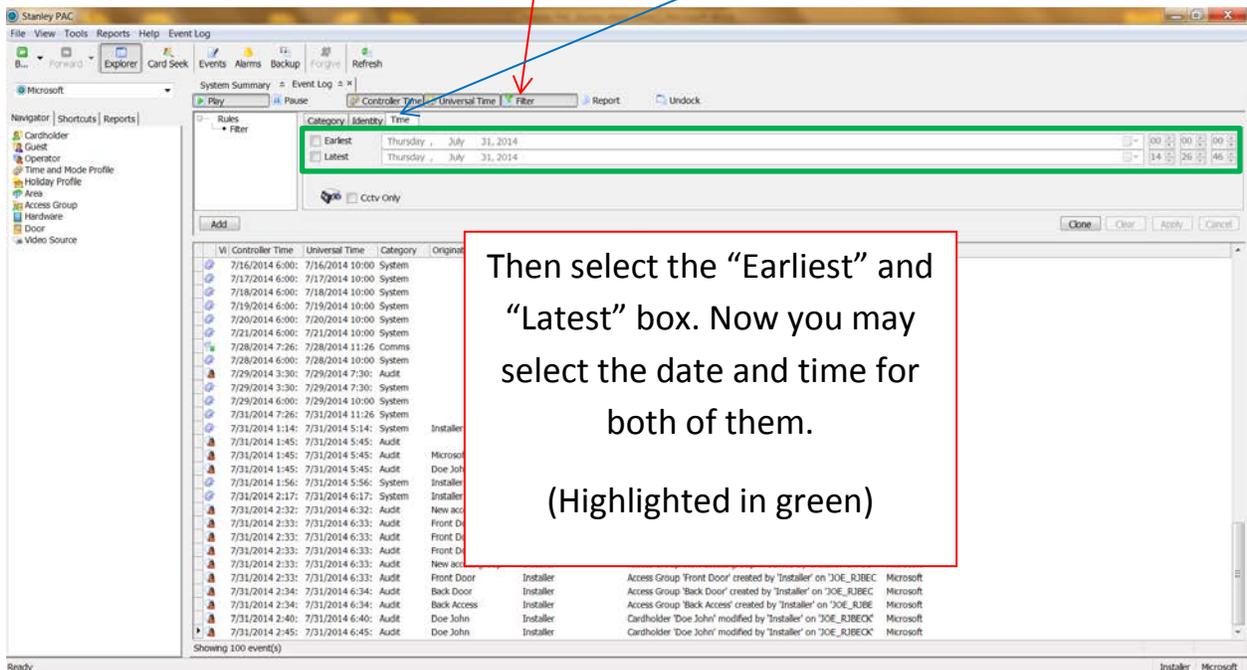
Click on the Events button.



Here you will see all events that had occurred in the access system. To search for something specific is simple.



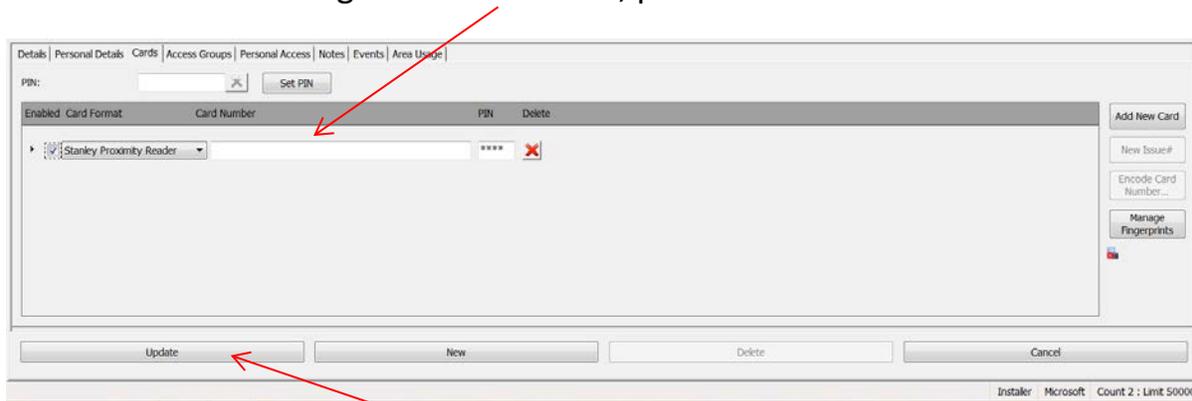
Click on Filter tab then Time tab.



***If you do not have an enrollment reader**

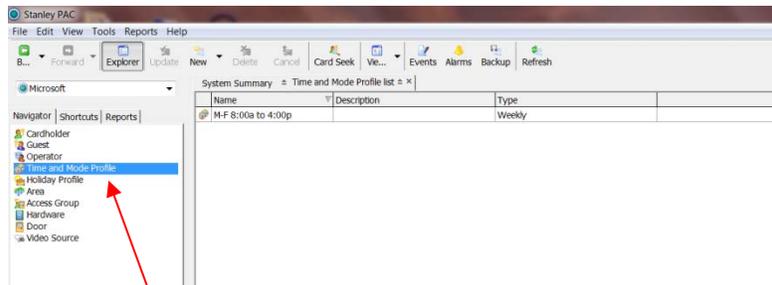
Go to the nearest card reader and scan the key fob or card. Go back to the Stanley PAC computer and go to the events and be sure the filter button is not pressed in. Find the card that you just scanned. It will show up under the description category, stating “unknown card or unauthorized access”.

Right click on the card number, select copy. Now you can go back to the card holder’s card tab and right click in the box, paste.

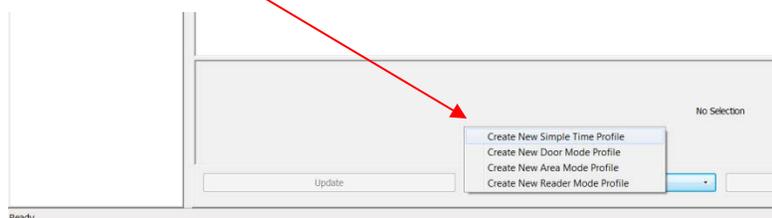


CLICK ON UPDATE WHEN FINISHED

Setting up a Time Profile

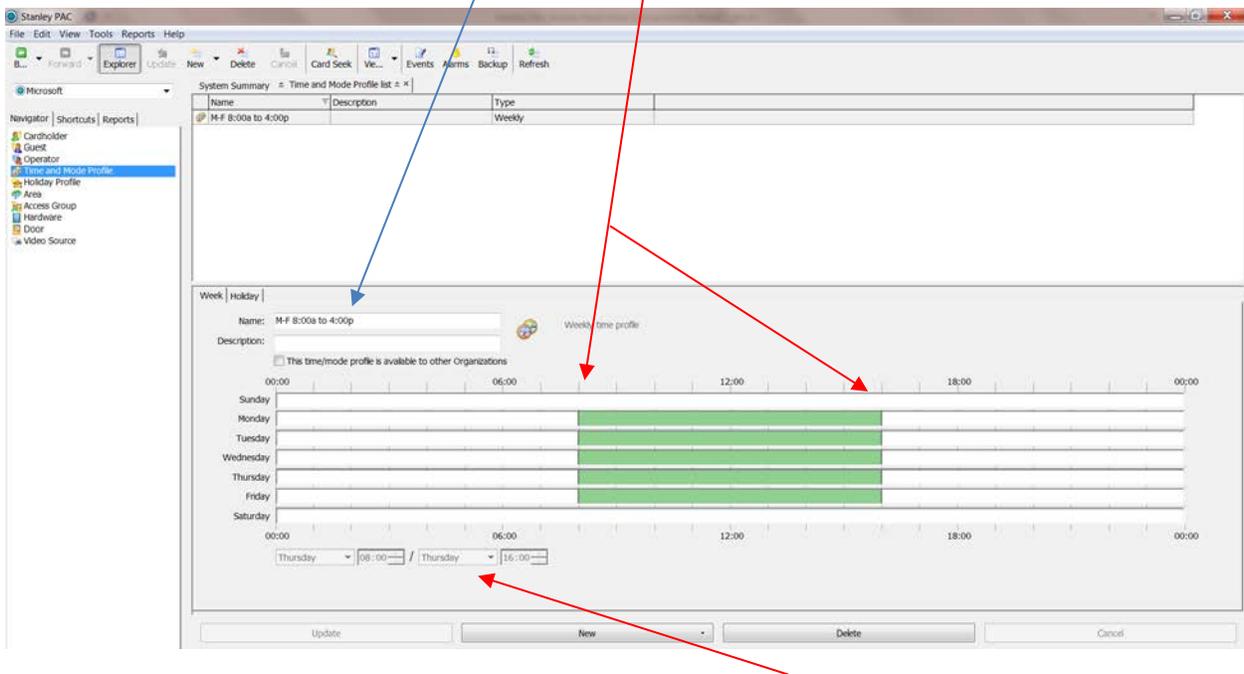


Select Time and Mode Profile. Click on the “New” button. Then Create New Simple Time Profile.



Give your Time Profile a name.

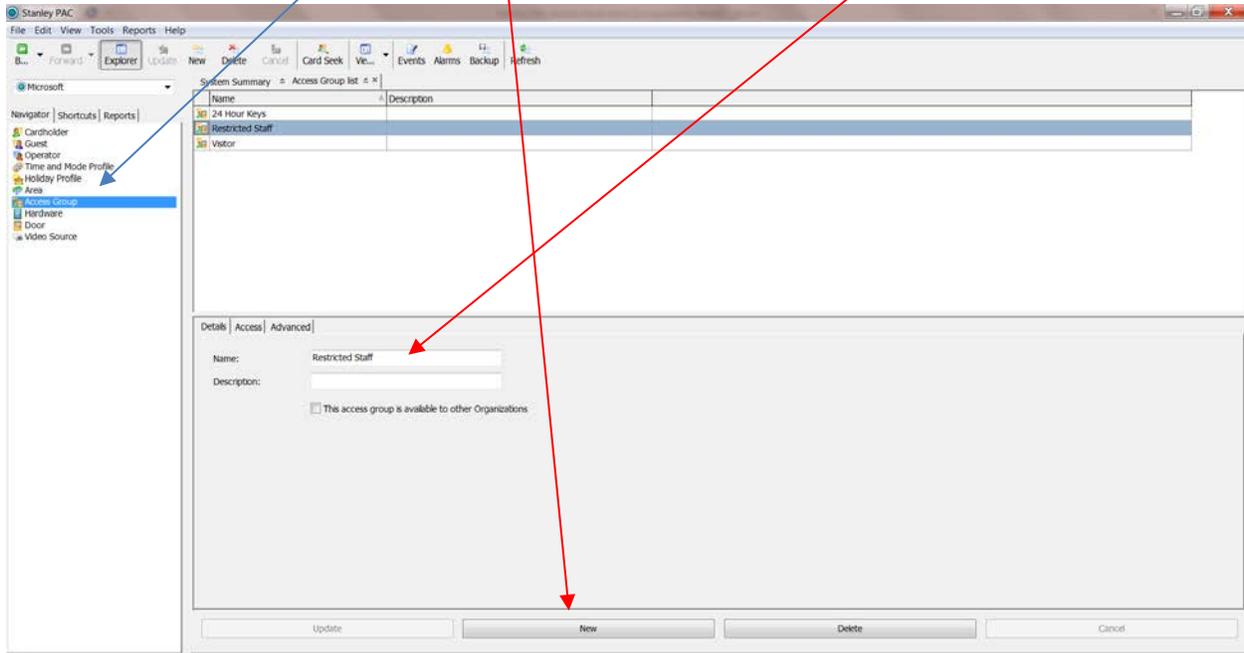
Now you can simply click and drag the times and days you want personnel to have access.



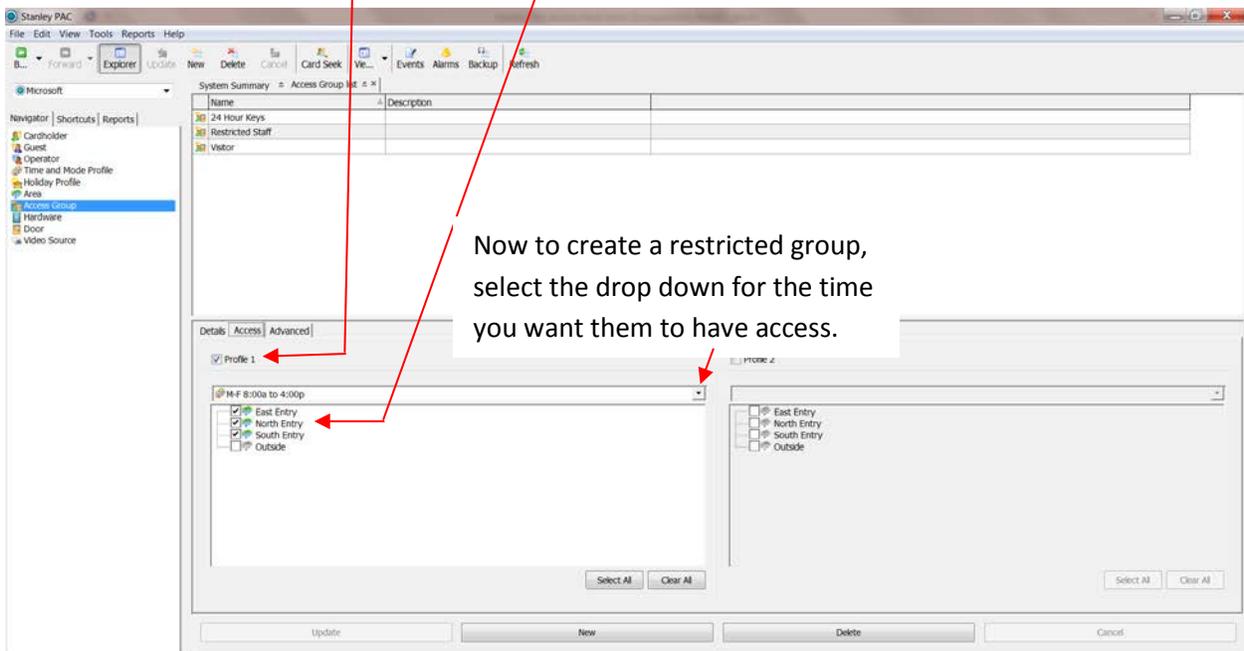
If you are having trouble selecting a specific time, you can enter it manually here.

Creating an Access Group

Click on "New" and give your group a name.



Select Profile 1 and what doors you would like them to access.



THEN SELECT UPDATE

Updating A Time Profile

Stanley PAC

File Edit View Tools Reports Help

Back Forward Explorer Update New Delete Cancel Card Seek Views Events Alarms Backup Refresh

Stanley Pac

System Summary Time and Mode Profile list x

Name	Description	Type
24 Hour		Daily
Staff 7a-6p		Daily

Navigator | Shortcuts | Reports

- Cardholder
- Guest
- Operator
- Time and Mode Profile**
- HolidayProfile
- Area
- Access Group
- Hardware
- Door
- Video Source

Select the time profile that you would like to update. The screen here will allow you to make changes. Be sure to click UPDATE when complete.

Name: Staff 7a-6p

Description:

This time/mode profile is available to other Organizations

Period 1 Period 2 Period 3 Period 4

Start Time: 07:00 00:00 00:00 00:00

End Time: 18:00 24:00 24:00 24:00

Sunday:

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Saturday:

No holiday profile

Daily time profile for 2100 and 2200 controller support

Update New Delete



Office: (419) 668-3056

Service questions: Option 2

Sales/Quotes: Option 3

Fax: (419) 663-3655