iPassan manager from the Cloud

Quick start guide

1   Overview

Your **iPassan controller** connected to the cloud is managed from anywhere by **iPassan Manager** available at **"ipassan.com".**

 From the website you will be able to :

- Configure your installation
- Customized its parameters
- Monitor & maintain your installation
- Manage accesses & external connected systems
- …

All your configurations will be stored and available here in your database secured by your own login and password.

Summary

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2 First connection : account & database creation

Type "ipassan.com" in your browser, you will open the iPassan manager welcome page :

A-Select create an account to start

Click on "Create an account" to launch the automatic procedure

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B-**Step 1** : Complete the form hereafter and save

Creation of a new account

[I'm an installer] [I'm a resident]

Keep the selection : I'm an installer

1st step: data entry for the new account

Last name *	Technical Monitoring
First name *	Society
Address	Address
	Post code / City
Phone	Phone
Email *	steve_a@yopmail.com
Your password *	••••••••••
	The password must contain a special character, a digit, a capital and a lowercase letter, and must contains at least 8 characters
Your password for verification *	••••••••••
Device number. *	24C01DE132E087503
Server *	France (fr)

(*) Mandatory

✔ Save

This email will be your login (*)

(You will receive information from server too)

Type in your controller's serial number

France for European sites

*(This login will be admin of this account)

Information   ×

ℹ A validation email has been sent to you (it can take a few minutes to appear in your email inbox).

(Check in your spam if you do not receive this email)

OK

C-**Step 2:** database creation and registration using the validation e-mail

Your registration has succeeded

**Hello Society Technical Monitoring,**

You have asked top open new account on **IPassan Manager**.
Click on the following link to register your account or copy and paste this link in your web browser :
https://fr.ipassan.com/index.php?install=validateAccount&chaine=c3RldmVfYUB5b3BtYWlsLmNvbQ==

As a reminder, your information :

email   steve_a@yopmail.com
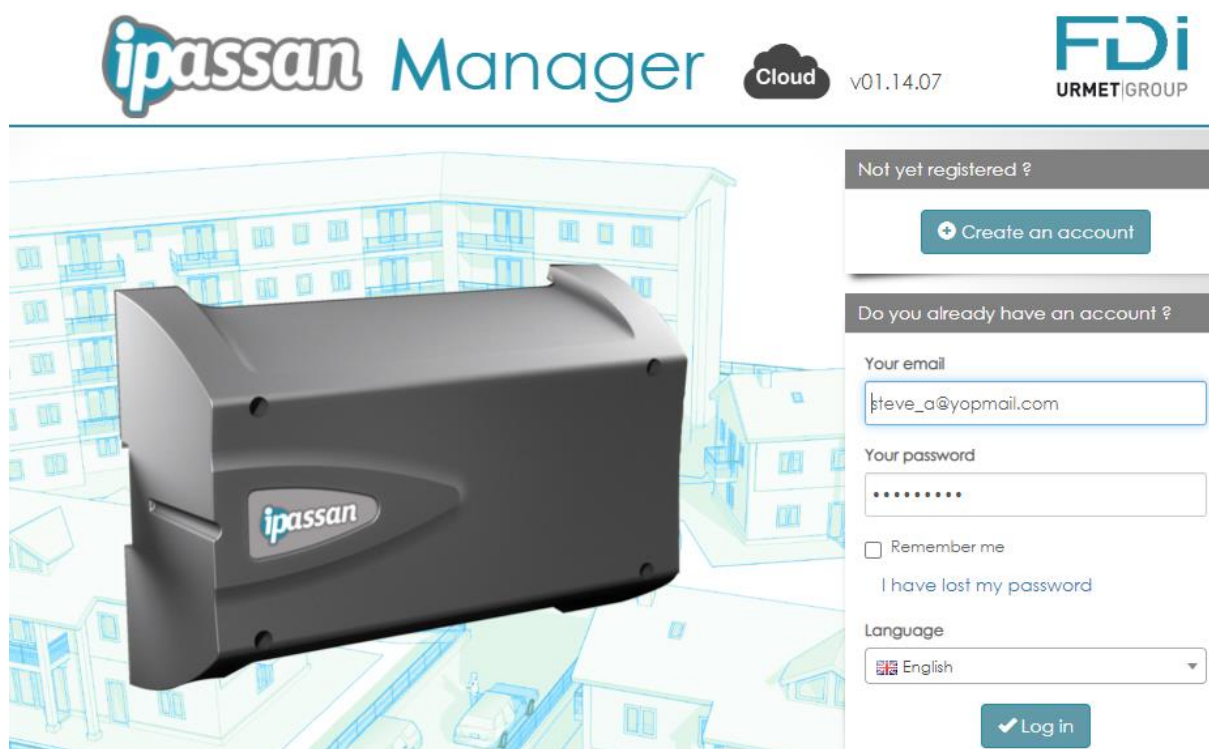**password** You are the only one to know

After a click on the link (or copy/past in your browser), you will launch **STEP 2**

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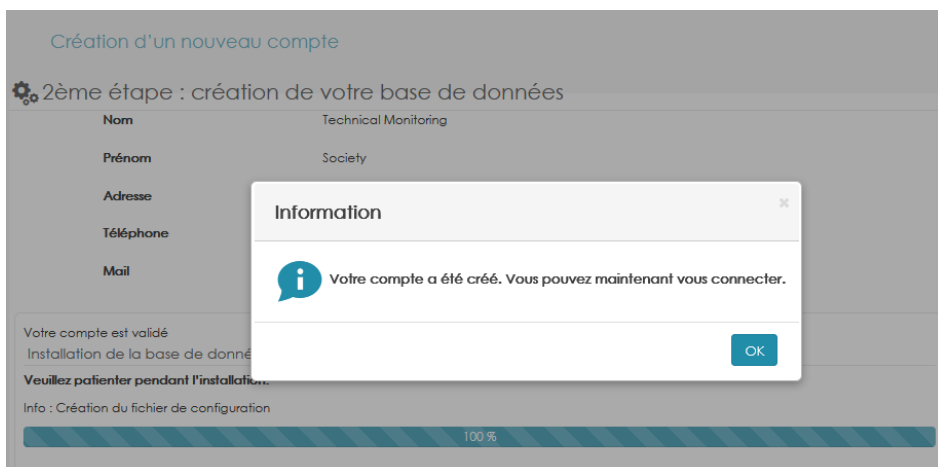
Automatic step 2 :

Your database has been created and attached to your account

Click on [OK] to launch a connection using your Login (example: steve_a@yopmail.com) and your password

iPassan manager from the Cloud
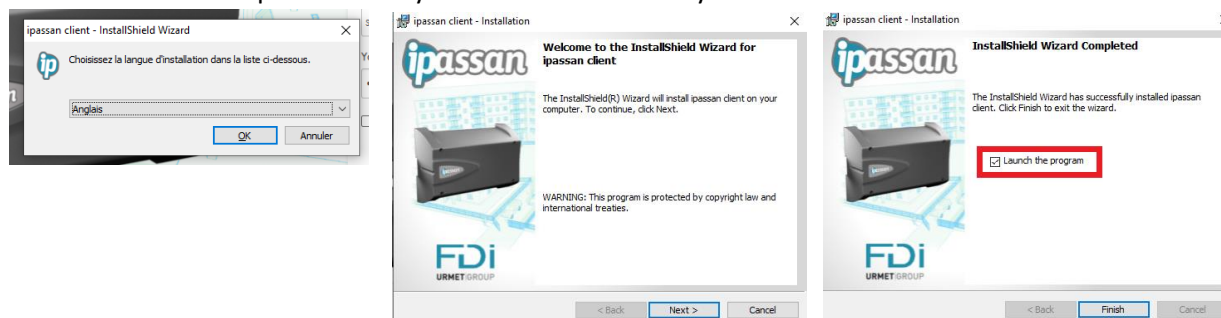
3 USB encoder installation

Useful to automatically read and upload data from credentials to register in your site configuration the encoder communication (USB Manager) has to be installed on your computer to be able to use the encoder.

Before its installation, on the left bottom corner, a message display "**Search for USB manager**" and at last "Impossible to connect to the USB manager"
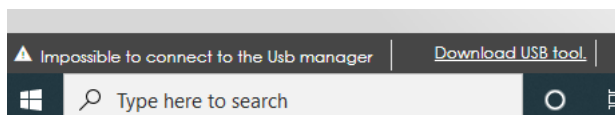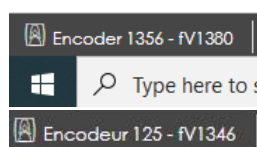

Then launch the software download & installation by a click on "**Download USB tool**"

After a click on "setup.exe" file in your download directory follow the Installshield wizard

⚠ Before click "Finish" tick the box "Launch the program" to complete the installation.

We invite you to close and restart a connection to iPassan.com and now in the bottom left corner:

if your encoder is connected, its type (1356 = Mifare type) and its firmware version will be displayed

or 125K type
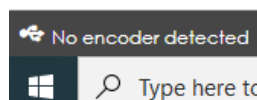
if your encoder isn't connected, this message confirm USB manager run and wait for the encoder connection

⚠ iPassan manager offer possibility to Manually type in dedicated field credentials' serial number if you don't have encoder. In this case you will have to check information before save:
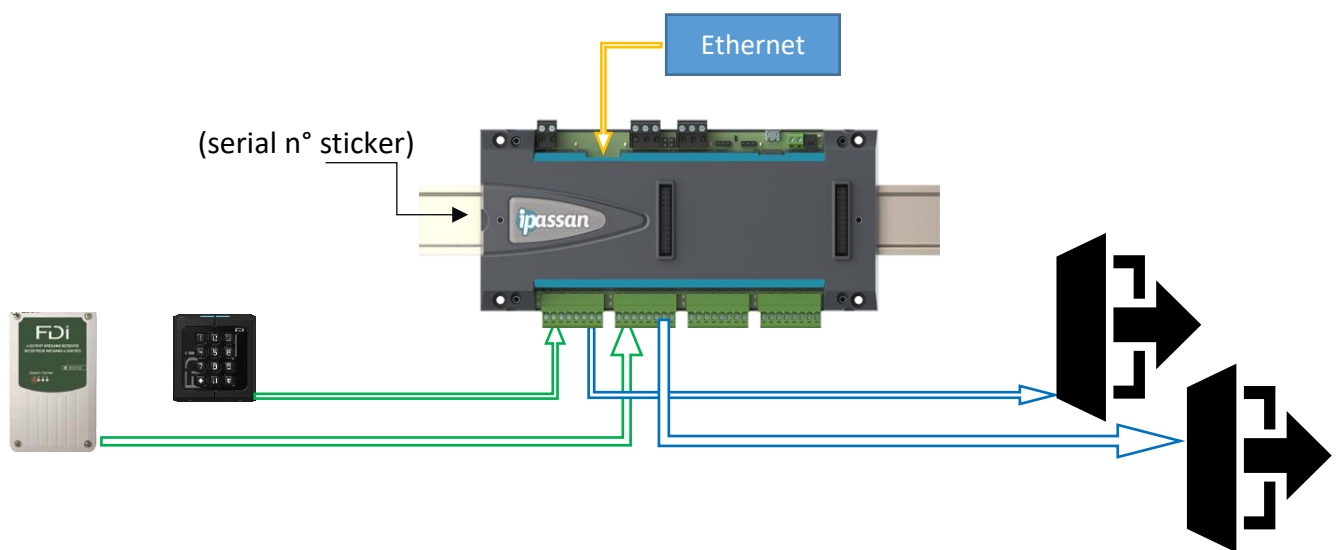
- no mistake in serial number typed

- no credential type confusion (Mifare token or Mifare+ ...)

4 First site configuration

As a lead line we will present a typical configuration :

- a controller to manage 2 doors : Front & Rear of a building

- 10 users owning each : 1 Mifare+ token & 1 Mifare+ remote control (20 credentials)

Ethernet

(serial n° sticker)

Prerequisites:

- Your iPassan controller is powered up & connected to Internet, the 2 readers (1 token reader and 1 HF receiver) are commissioned (see items manuals for more details about wiring layout, power supply ...).

- Your computer has a USB encoder (GB-500-045) connected and is connected to internet too

- You know the serial number of the controller (on a spare sticker or on its packaging)

Ethernet   (24Cxxxxxxxxxxxxxxx (17 digits)   )
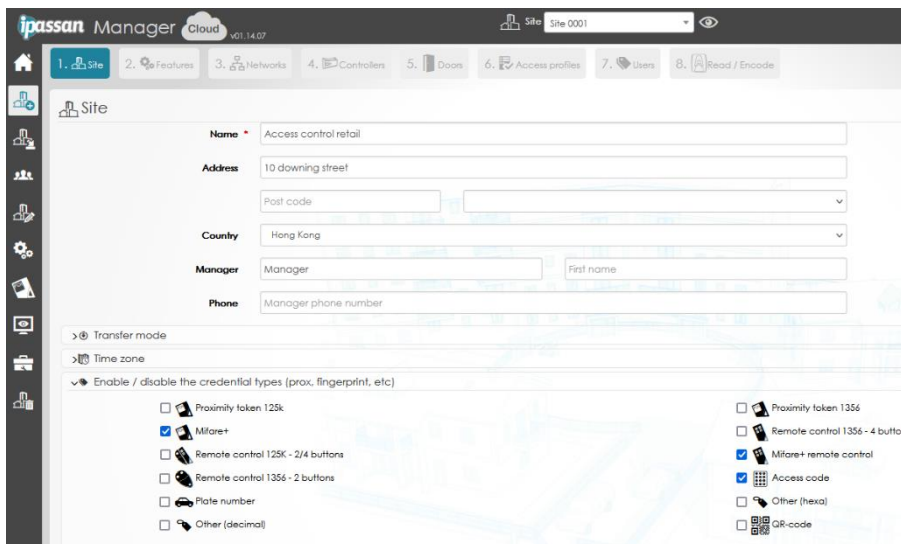
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A. Connect on "iPassan.com"

Using your browser, connect on iPassan.com and login with your login and password (see chapter 2)
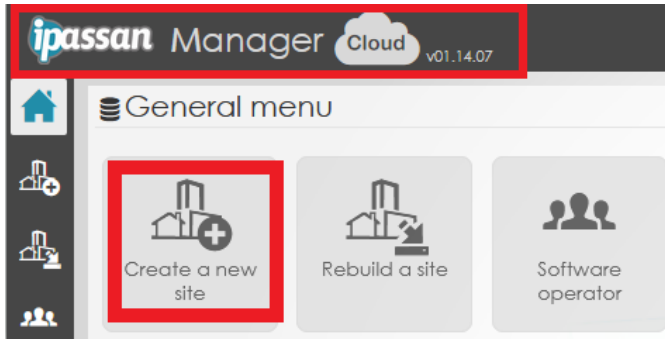
To create a new site, click on the first button (or in the left tools column)

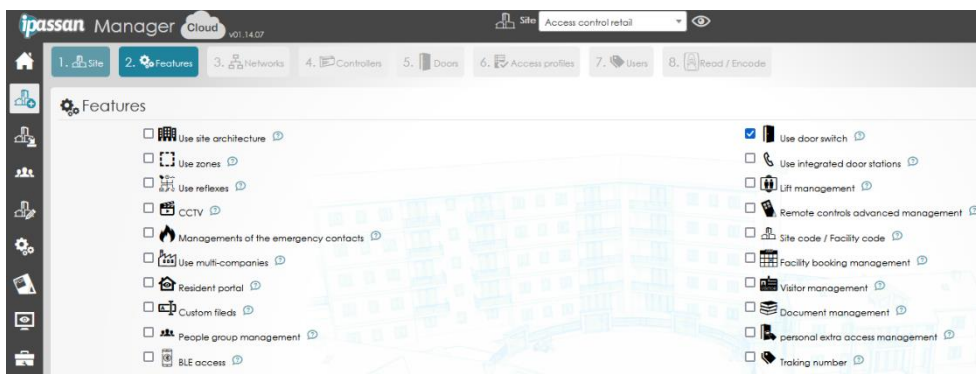### B. Follow the wizard steps and complete the requested field

Give a name to your new site

Select your time zone

Select your credential types to be used

(⚠️ At any time, you can add a new type so just select credential types you really need)

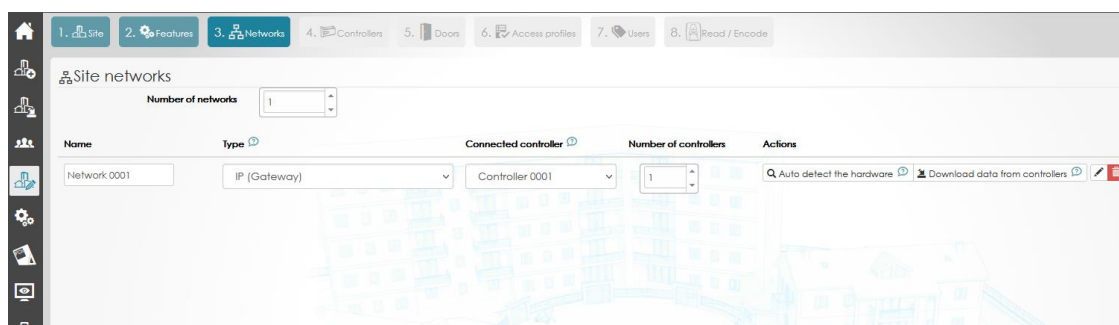Press **Next** to open next **step 2**: **Features selection**
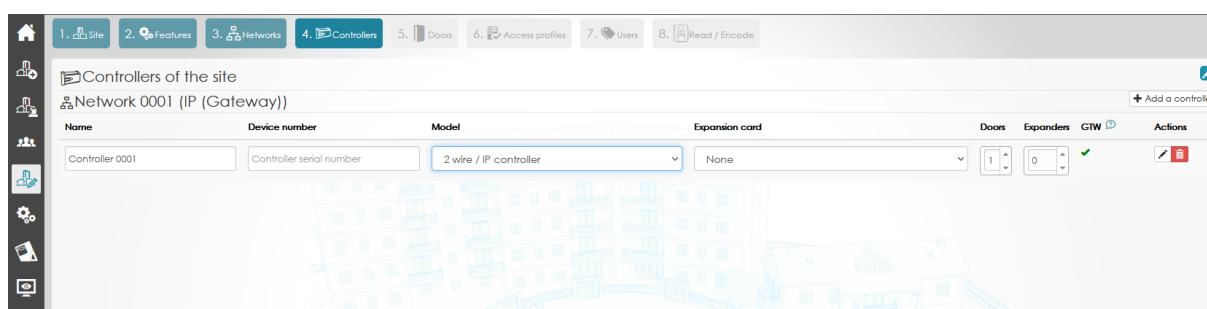

Access control functions are native

(⚠️ At any time, you can add a new feature according to your needs so just select features you really need)

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Press **Next** to open next **step 3: network configuration**

Our controller is alone so no network configuration, press **Next** to **step 4: controller definition**

a) In <u>device number</u> introduce the controller's serial number: 24C………….. (17 digits on the side cover and packaging of your controller)
b) In <u>Model</u> select the controller type : Wiegand or 2Wire
c) In <u>Doors quantity</u> select "2 "(according to our example)

No expander so, press **Next** to **step 5: doors configuration**
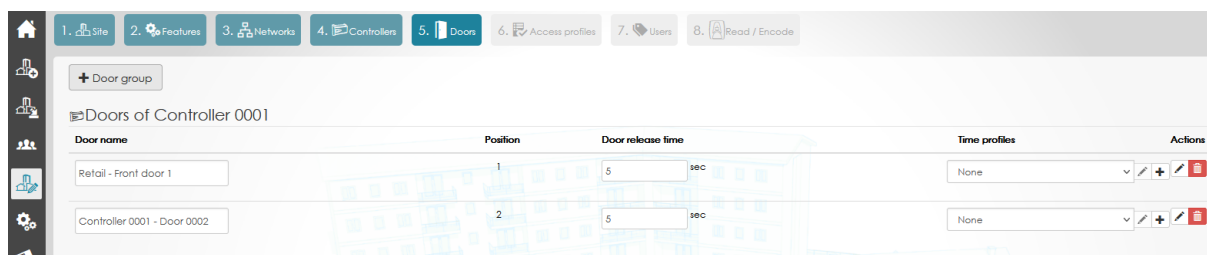
a) <u>Door name</u>   : Name your doors to recognize them quicker and simply
b) <u>Position</u>   : Controller Terminal in used / door
c) <u>Release time</u>   : duration opening time setting (from 1 to 3600 seconds)
d) <u>Time profiles</u>   : Weekly scheduling to manage your door (+ to add & set a time profile)

press **Next** to **step 6: access profiles definition**

⚠️
- **every setting can be customized at anytime**
- **during commissioning we advise you to keep "factory settings value"**

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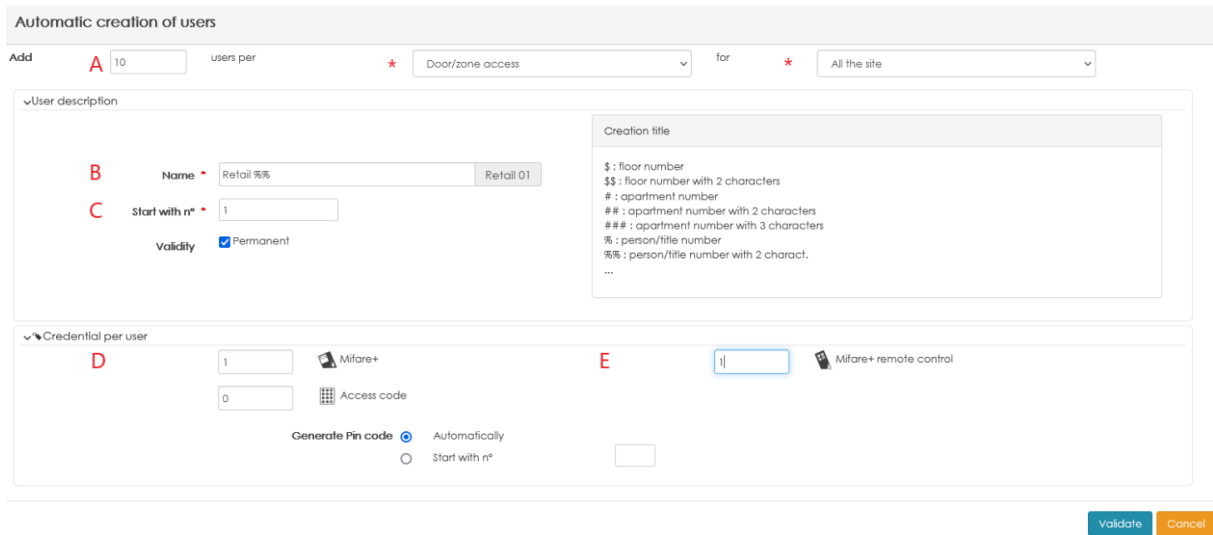a) Create 1 access profile including the 2 doors

Option: you can create as many "door access profile" you need, each different.

Define their name and the door(s) list attached
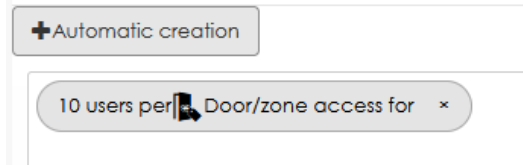
press **Next** to **step 7: Automatic users creation**

click on **+Automatic creation** to open the following tab:

A) Select the users' quantity you need   (* only to customized if you need)
B) Type in the name and the digit length attached   (dynamic template displayed)
C) Select the first user n°
D) Select the token quantity /user   (1 in our example)
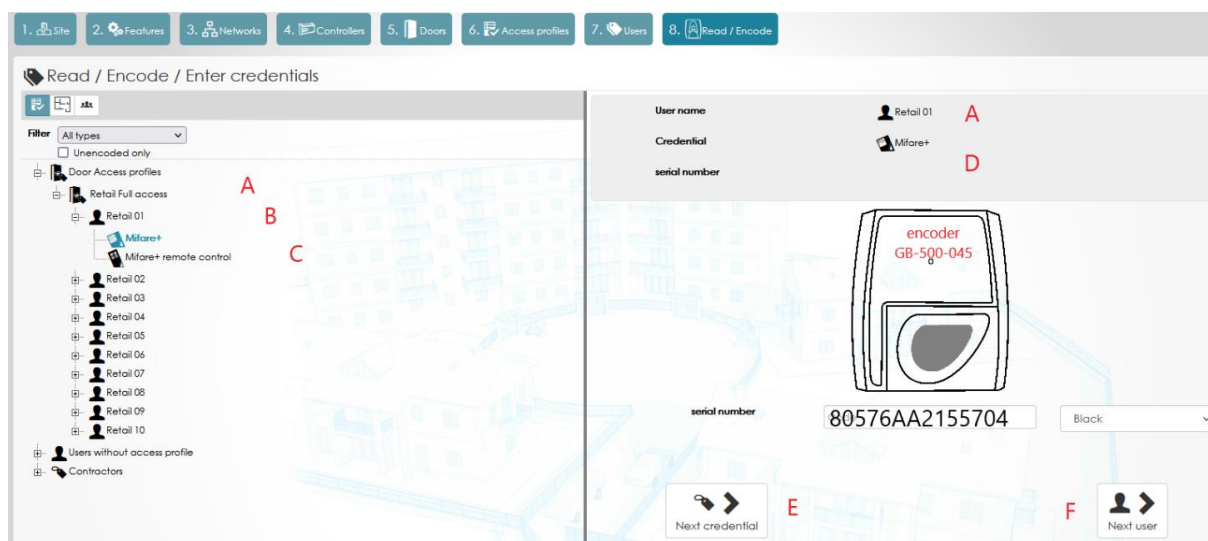E) Select the control remote quantity/user   (1 in our example)

press **Next** to **step 8: Automatic credentials configuration**

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The list configured in step 7 appears waiting for the Mifare+ tokens & remote control to be assigned

- A) Access profile name
- B) Username
- C) Credentials list /user
- D) Credential type & serial number read
- E) Manual "next credential PB"
- F) Manual "next user PB"

Manually put a credential matching the requested type displayed in "D" (Mifare+ token or remote control) on the cover of the USB encoder to assign it to the current user blue highlighted in the left column, automatically the selection will then switch to the next credential and/or to the next user till the end of the list

(Without the encoder, you can type in "serial number field" and use the 2 "manual next PB" E & F to complete the credentials configuration)

In our example, each user will receive 1 of each with full access profile

Press **Finish** then the full configuration is downloaded to the controller.
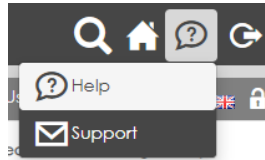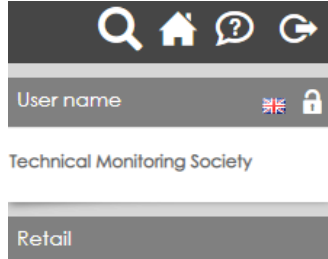
Your installation is ready to use.

Now you can test swiping a token or pressing PB 1 on a remote control.

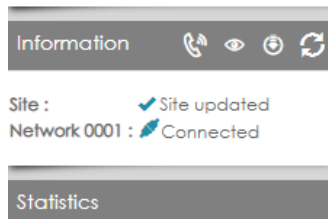# iPassan manager from the Cloud

5 Online tests

Auto-diagnostics are available from the dashboard (on the right hand side of the main screen)

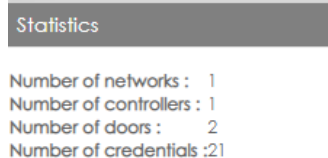**"Question mark/Help"** show up the software manual with details of options available in iPassan controllers

Information tab will give the "general system status"

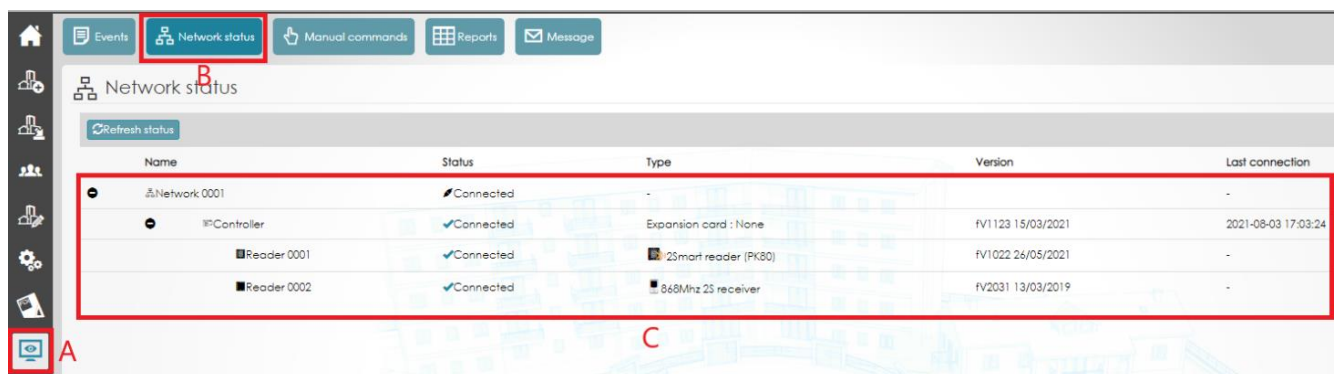**Site updated**: database in the controller = database on the server

Network connected: controller and server are "online"

Statistics tab sum up the item's quantity in the configuration

Electrical connection and diagnostic are available from "Monitoring/Network status"

Click on "**A**" then "**B**" to show up a complete diagnostic of the connected installation

In **C** tab, status column displays a dynamic view of the different connections (valid or not), type and version will confirm the connected peripheral details

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Dynamic events monitoring

Access granted or denied are alive in "monitoring/events" screen

- **Element** :   peripheral used
- **Information** :   user name registered ("—" if no user attached to this credential)
- **Priority** :   priority level to select events to show up (or not)

Events display adjustment

In the global settings, adjust the priority level threshold to be displayed and saved

(Events with priority level >= 5 will be displayed, those with priority level >=3 will be saved)

In the settings tab, adjust events family priority level to show up and / or save it.

(⚠️   Just display events you need to don't pollute display and controller's memory)

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6 Hardware / electrical information

Refer to controller's manual : **50-001-652** for explanations about leds flickering and wiring

Refer to the online manual (available by a click on the "question mark" on at the top right of the **iPassan manager** screen) about software options and configuration information.

Your local technical support is :

Local retailer's stamp including email & phone n°