

# SOFTWARE MANUAL

ProxessIQ<sup>™</sup> Software & Proxess Sync<sup>™</sup> Mobile App Configuration

## Equipment & Operation: Start-up Guide

The process of setting up a Proxess security system may be broken down into several elements and operations.

Here are the minimum required components:

- Computer (for each ProxessIQ<sup>™</sup> server and client), with Windows 10+ and USB input
- ProxessIQ<sup>™</sup> software Download link
- USB Enrollment Reader
- Android Smart Phone
- Proxess Sync<sup>™</sup> Download link
- Network or Internet connection for the PC, depending on the Proxess Sync<sup>™</sup> connection method
- Common WiFi connection to ProxessIQ<sup>™</sup>, or mobile phone plan with connection to the ProxessIQ<sup>™</sup> network
- 1 or more LoxIQ<sup>™</sup> locksets (batteries are Not included)
- 4 x standard AA batteries per LoxIQ™
- Screwdriver to install LoxIQ<sup>™</sup> in cylindrical door prep, or also drill ¼" hole for mortise lockset
- Proxess smart credentials (cards, stickers, fobs)

Here is the basic operational sequence:

- Unzip and install the ProxessIQ<sup>™</sup> download link
- Connect the USB Enrollment Reader to the computer
- Download the Proxess Sync<sup>™</sup> link and ensure the computer and smart phone are on the same WiFi network. If using Proxess Sync<sup>™</sup> remotely, the remote connection will be tested in a subsequent step.
- In ProxessIQ<sup>™</sup>, add a door, time zone, access level and mobile device
- Open Proxess Sync<sup>™</sup> and scan the QR code that appears. Code can be copied and emailed to the Proxess Sync<sup>™</sup> holder
- Test the mobile\WiFi connection
- In Proxess Sync<sup>™</sup> App, click "Sync with ACS"
- Click "Auto Sync Doors" and hold phone next to the LoxIQ™
- Place credential on the Enrollment Reader and enter basic information
- Swipe card on LoxIQ™

## **Quick Start Guide**



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- Software Installation: Install ProxessIQ<sup>™</sup> software from <u>http://www.proxess.com/Data-Sheets/Download</u>
- System Operator Roles: Define the grouping for view\edit\delete rights for each software module.
- System Operators: Add operators into an Operator Role. Modify\personalize their role.
- **Mobile Devices:** Add mobile phones which will operate the Proxess Sync simple configuration App.
- **Proxess Sync™:** Sign in and enable the Proxess Sync<sup>™</sup> simple configuration App on your Android Mobile Phone.
- **Time Schedules:** Create the days and times that locks and doors will operate with credentials and remain locked or unlocked.



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- **Doors:** Add LoxIQ<sup>™</sup> wireless locksets into the system.
- Door Groups: Create groups of Doors, for more easily assigning access rights to users.
- Access Profiles: Create groupings combining Time Schedules with Doors and Door Groups.
- Controllers: Define online\checkpoint doors\readers.
- Users: Add\Modify\Delete credential holders and their credentials.
- Calendars: Schedule Holidays and special events, years in advance.
- User Interface: Arrange and hide Module icons and UI color schemes.
- **Settings:** Define system and operational attributes, including for door, reader, LED and credential operations.

# SOFTWARE DOWNLOAD & INSTALLATION

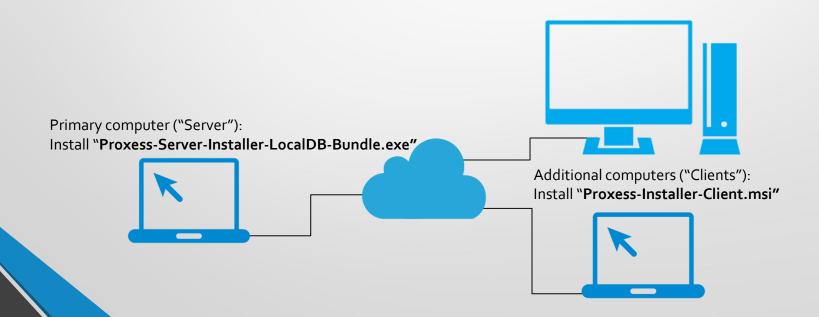
## Which software do I download for a Basic system?

From the links provided at www.Proxess.com/Data-Sheets/Download if your system is described on this page, then on the computer that will be your primary (the "server") you will download and install "Proxess-Server-Installer-LocalDB-Bundle.exe". On all other computers (unlimited), you will only install "Proxess-Installer-Client.msi"

Follow the instructions in this section if this describes your system.

There will be only 1 (one) computer configuration and data entry.

There is 1 (one) main computer (laptop or desktop) (laptop or desktop) used for OR used for data entry and one (1) or more additional computers may be used for configuration and data entry, either now or in the future.

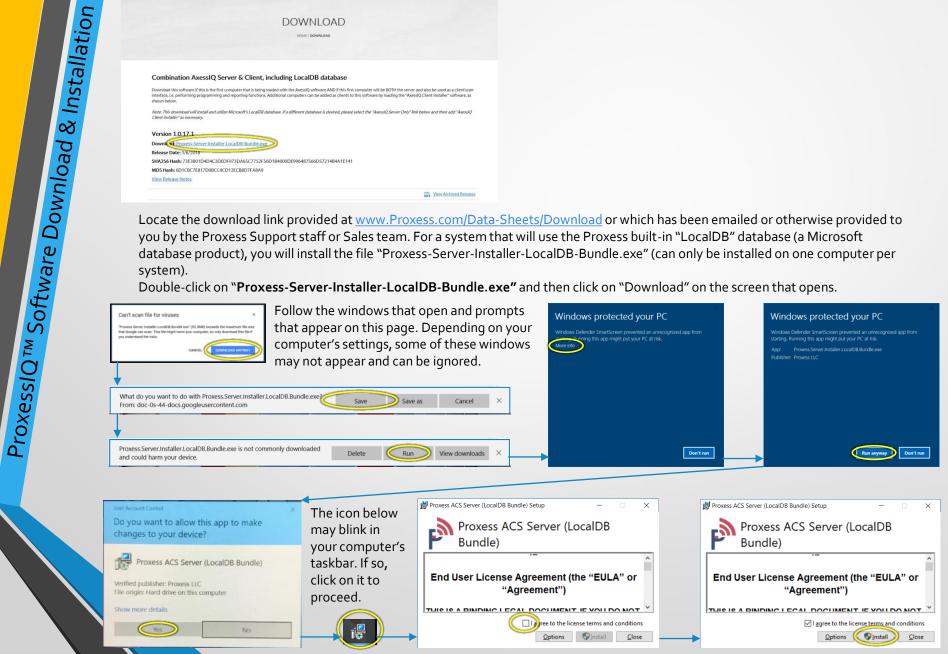


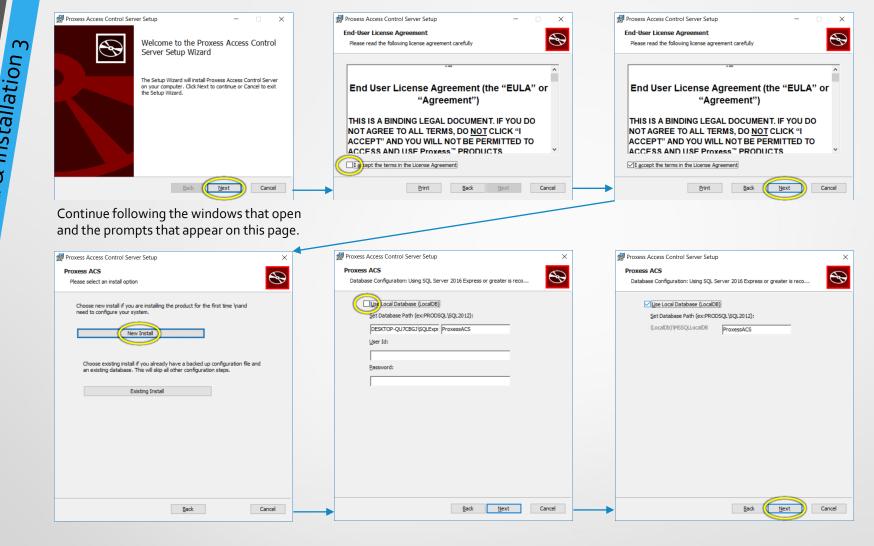
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Download this software if this is the fir interface, Le performing programming shown below. Note: This download will install and of Clern Installer <sup>2</sup> as necessary. Version 1.0.17.1 Downl. <u>4L Process Server Install</u> Release Date: 3/20218 SHA256 Hash: 73E380104D4C30	st computer that is being lo g and reporting functions. P sitze Microsoft's LocalDB da er-LocalDB-Bundle exe EDF973DA65C7752F56	auded with the AxessiQ softw Idditional computers can be i tabase. If a different database	are AND if this first computer w added as clients to this software <i>is desired, please select the "A</i>	e by loading the "A	xessiQ Client Installe	er" softwar

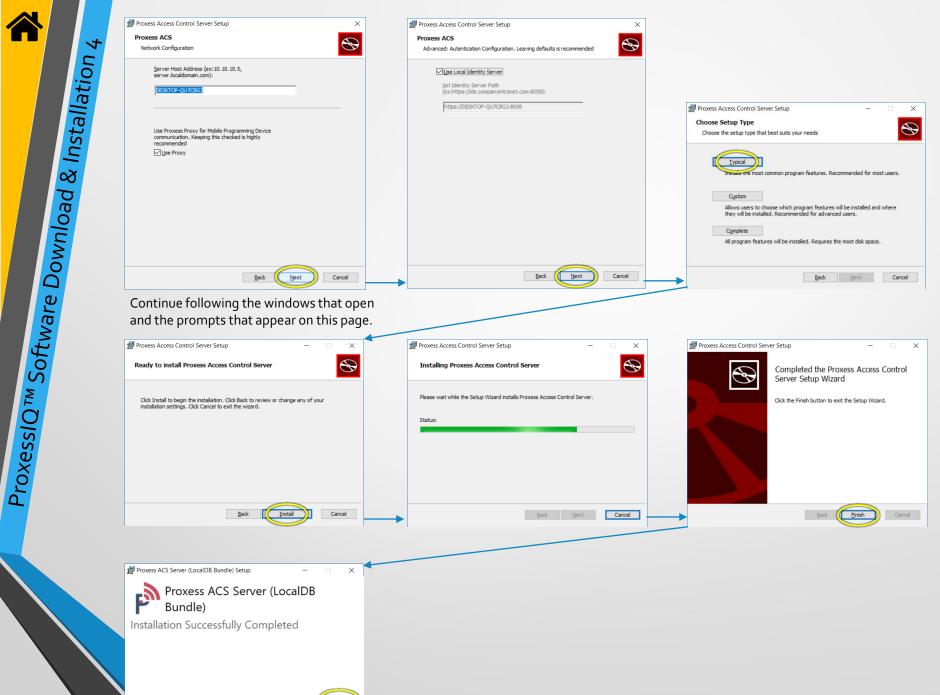
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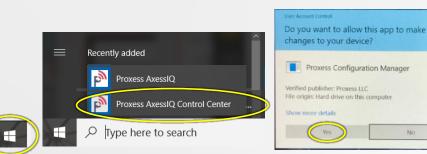
Locate the download link provided at www.Proxess.com/Data-Sheets/Download or which has been emailed or otherwise provided to you by the Proxess Support staff or Sales team. For a system that will use the Proxess built-in "LocalDB" database (a Microsoft database product), you will install the file "Proxess-Server-Installer-LocalDB-Bundle.exe" (can only be installed on one computer per system).

Double-click on "Proxess-Server-Installer-LocalDB-Bundle.exe" and then click on "Download" on the screen that opens.









Both the "Server" and "Client" portions of the software have now been installed on your computer.

It is good practice to follow the steps on this page, which will assure that the essential Server services are running on this computer.

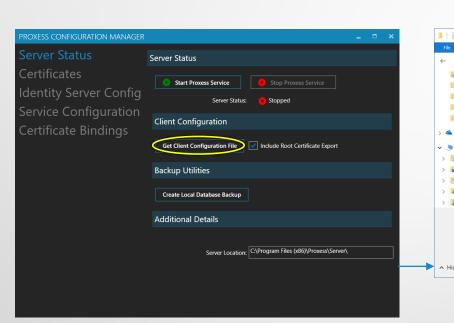
Press the Windows<sup>™</sup> icon on the keyboard or click on the Windows<sup>™</sup> icon on the left side of the Taskbar on the bottom of your screen. Locate and click on the "Proxess ProxessIQ Control Center", which will be in both the "Recently Added" section of the pop-up list of programs, as well as under the "P" section down below. If prompted with the window requesting to make changes to your computer, click "Yes".

Identity Server Config Service Configuration Certificate Bindings Get Client Co Get Client Co Backup U	Start Proxess Service Storp Proxess Service Service Service Service Service Service Induction Configuration
Create Lo	p Utilities
Addition	te Local Database Backup
	Server Location: C\Program Files (x86)\Proxess\Server\

The above screen will open. If the Server Status is shown as "Stopped" then click on "Start Proxess Services". If it is shown as "Running" then you may close this program window.

PROXESS CONFIGURATION MANAGER		- • ×
Server Status Certificates	Server Status Start Proxess Service Start Proxess Service	
Identity Server Config Service Configuration	Server Status Running	
Certificate Bindings	Get Client Configuration File	
	Backup Utilities	
	Additional Details	
	Server Location: C:\Program Files (x86)\Proxess\Server\	

Usually within several seconds (and upwards of about a minute) after clicking "Start Proxess Services" the Server Status will change to "Running". We will now proceed to initiate the software.

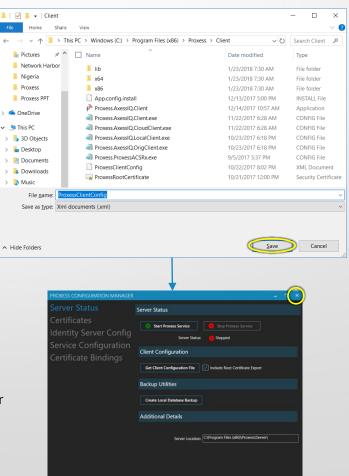


Click the "Get Client Configuration File" button.

On the "Save As" screen, navigate to the following (preferable) folder location to save the file in:

"This PC \ Windows (C) \ Program Files (x86) \ Proxess \ Client". Click the "Save" button.

Click on the "x" on the top right of the Proxess Configuration Manager window to close the application.





Recently added	Life at a glance	User Account Control × Do you want to allow this app from an unknown publisher to make changes to your device?
Proxess AxessIQ Proxess AxessIQ Proxess AxessIQ Control Center	Tuesday 5	C:\Users\robsc\AppData\Local\Packages \Microsoft.MicrosoftEdge_8wekyb3d8bbwe \TempState\Downloads \Proxess.Installer.Client.msi
$\mathcal{P}$ Type here to search	<u> </u>	Publisher: Unknown File origin: Hard drive on this computer
he "Windows" icon on your cor	mputer and select the "Process	Show more details

Click the "Windows" icon on your computer and select the "Process ProxessIQ" program and allow the app to make changes to your device.

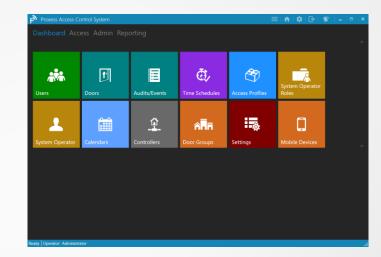
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Identity Client Secret:			Identity Client Secret:	0yLzzdX_E%3k1%aoC*QqTVu	
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**NOTE**: Other than as stated here, do not make any changes to these screens. Click the "Load Client Configuration" button on the first screen. You may be asked to search for the Configuration file, which may be found in the file you saved it in (shown below). Click on it. On the next screen, click the "Apply Client Configuration" button. The Login screen will open. Enter "administrator" and "proxess".

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🗧 🕈 🚺 > Thi	is PC → Windows (C:) → Program Files (x86) → Prox	ess > Client → O	Search Client 🔎	
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Network Harbor	Iib	1/23/2018 7:30 AM	File folder	
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Proxess	1 x86	1/23/2018 7:30 AM	File folder	
Proxess PPT	App.config.install	12/13/2017 5:00 PM	INSTALL File	Proxess Log In
> 🦾 OneDrive	Proxess.AxessIQ.Client	12/14/2017 10:57 AM	Application	Trokess Log III
	Proxess.AxessIQ.Client.exe	11/22/2017 6:28 AM	CONFIG File	UserName
V S This PC	Proxess.AxessIQ.CloudClient.exe	11/22/2017 6:28 AM	CONFIG File	Password
> 🔓 3D Objects	Proxess.AxessIQ.LocalClient.exe	10/23/2017 6:18 PM	CONFIG File	
> 🧯 Desktop	Proxess.AxessIQ.OrigClient.exe	10/23/2017 6:18 PM	CONFIG File	✓ Remember Login
> 🔋 Documents	Process ACSBx exe	9/5/2017 5:37 PM	CONFIG File	Login
> 🚺 Downloads	ProxessClientConfig	10/22/2017 8:02 PM	XML Document	Defaults:
> 🤰 Music	A Proxessivoucertificate	10/21/2017 12:00 PM	Security Certificate	
> 🚡 Pictures				User Name: administrator
> 📕 Rob's iPhone 7				
> 📓 Videos				Password: proxess
> 🛃 Windows (C:)				r dostrord. proxess
> 🥪 RECOVERY (D:)				Ready   Operator:

You will now be prompted to change your password, which is strongly recommended, but not required. The ProxessIQ<sup>™</sup> software will now open.

Set Password			
The password you are using is not secure. To ensure the security			
of your system please change your password now:			ļ ,
Password:			ļ ,
Verify Password:			ļ ,
			ļ ,
			ļ ,
Set Password Ignore and change later			ļ ,
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## Begin Programming ProxessIQ<sup>™</sup>

**NOTE:** The programming sequence from the previous page will be the order followed throughout this operators manual. Each module has dependencies on the previous modules, so attempting to configure a system out of this order will result in the need to go back to the prescribed order to fill in various missing data entry fields.



Click on the ProxessIQ<sup>™</sup> download link provided on the <u>www.Proxess.com</u> website or emailed to you by Proxess Support staff or sales team. Follow the directions to complete the installation on a local or virtual computer.

٧	Proxess Access Control System				≡∣ ♠∣ \$	<b>[-</b> +	1	 ×
			Proxess Log In					
		UserName	rschorr					
		Password	•••••					
			Remember Login	Login	>			

The Login screen will appear after a short background start-up. Enter the default operator credentials you have been given. For security, be sure to immediately delete these credentials and add new personal credentials. Click on Login.

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After installing the ProxessIQ<sup>™</sup> software, you may add the icon to your taskbar and\or desktop. Click on one of those icons to start the software and background services. The software should always remain operating, even if it is just in the background



The Dashboard \ Home Screen will appear. In a later section we will show how to add the shortcut menu and change the background and icon colors, order and visibility. Click on the Module (the large icons) you wish to enter.



# **OPERATOR ROLES**

Proxess Access	Control System			=   ♠   \$	🕞   🖤   🗕 🗖 🗙	P	Proxess Access Control Sys	stem			=   🔶   🌣   🗗	🖤   🗕	
							Admin PERATOR ROLES						
<b>P</b> Doors	Users	A Transformed American Contract Contrac	Calendars	C: Time Schedules	Access Profiles	Sta	ter by tus ~ Active Inactive		USERNAME		Search		٩
Controllers	System Operator	System Operator Roles	Contraction Contra	Settings	Event Logs								
								Delete Selected	Advanced Search	th Reload			
leady Operator: rschorr						ai Read	/ Operator: rschorr						

Operator Roles define what Modules (the large icons) Operators will have access to and what actions they will be able to perform once in that section. Click "System Operator Roles".

Operators					
EW OPERATOR ROLE > NEW			Create Ope	erator Role	
lew	Role Name:				
	Role Description				
Operator: rschorr					

The following screen will open, for creation of the new Operator Role.

Options on this page allow editing and deleting existing Roles and filtering down a longer list of Roles using the Filter checkboxes for Active and Inactive Roles, on the left side of the page. Click "Add New Operator Role" to do so.

Proxess Access Control System				🌣 i 🕞 i	🖤 🗆 🗕		×
← Operators NEW OPERATOR ROLE > NEW				Cre	ate Operato	Role	Þ
New	Role Name: Main	n St. Elementary					
New	Role Description	ProxylQ mobile App rights					
Ready Operator: rschorr							

Enter a descriptive name for the Role, considering all the future possible names that may be in your system, to avoid future naming conflicts. You may add any descriptions that may assist you and the team. Click on the Create button when complete.

)perators IN ST. ELEMENTARY >	GENERAL	Save	<ul> <li>Operators</li> <li>MAIN ST. ELEMENTARY &gt;</li> </ul>				
neral	Role Name: Main St. Elementary		General	Door Module	Manage	O Read	O None
	Role Description ProxyIQ mobile App rights		General	User Module	Manage	O Read	O None
vileges			Privileges	Credential Module	🔘 Manage	O Read	O None
				Access Profile Module	() Manage	O Read	O None
				Calendar Module	🔘 Manage	O Read	None
				Time Schedule Module	🔘 Manage	O Read	O None
				Controller Module	🔿 Manage	O Read	O None
				Mobile Programming Device Module	() Manage	💽 Read	
				Log Module		O Read	None
				Settings	Manage	O Read	None
	le has been created, click on the Pri odules and rights access.	vileges button		isted ProxessIQ™ sof the rights this Role w			

		Cille ×
		Save
Role Privileges Saved		
The role privileges have been saved		

The above screen appears. Click "OK".

Proxess Access Control System **OPERATOR ROLES** + Add New Operator Role Filter by DESCRIPTION 🔲 🖉 👖 Customer - Manager Customer's Admin at Manager Level, under Adm Main St. Elementary ProxylQ mobile App rights Inactive Search for an Operator by typing the first few letters of their name. The resulting list will automatically appear. Delete Selected Advanced Search Reload

allows viewing within each module. Click "Save" when complete.

To review or edit any Role, click on the above icon. Other options on this page allow deleting existing Roles and filtering down a longer list of Roles, using the Filter checkboxes, for Active and Inactive Roles, on the left side of the page, or searching by name.

Proxess Access Control System			<b>≜</b> ∣¢	🖤 I –	= ×	l
← Operators						
MAIN ST. ELEMENTARY > G	ENERAL				Save	
Concert	Role Name: Mai	n St. Elementary				
General	Role Description	ProxyIQ mobile App rights				
Privileges						
Ready Operator: rschorr						

The Role you selected will appear. You may change any notes you wish. Click on the Privileges label to review those rights.

AIN ST. ELEMENTAR	Y > PRIVILEGES				Si
General	Door Module	Manage	O Read	None	
Selleral	User Module	Manage	O Read	O None	
Privileges	Credential Module	Manage	O Read	None	
	Access Profile Module	🗌 Manage	🔿 Read	None	
	Calendar Module	Manage	O Read	O None	
	Time Schedule Module	🔿 Manage	O Read	O None	
	Controller Module	🔵 Manage	🔘 Read	O None	
	Mobile Programming Device Module	Manage	🔘 Read	O None	
	Log Module		🔘 Read	O None	
	Settings	 Manage	O Read	None	

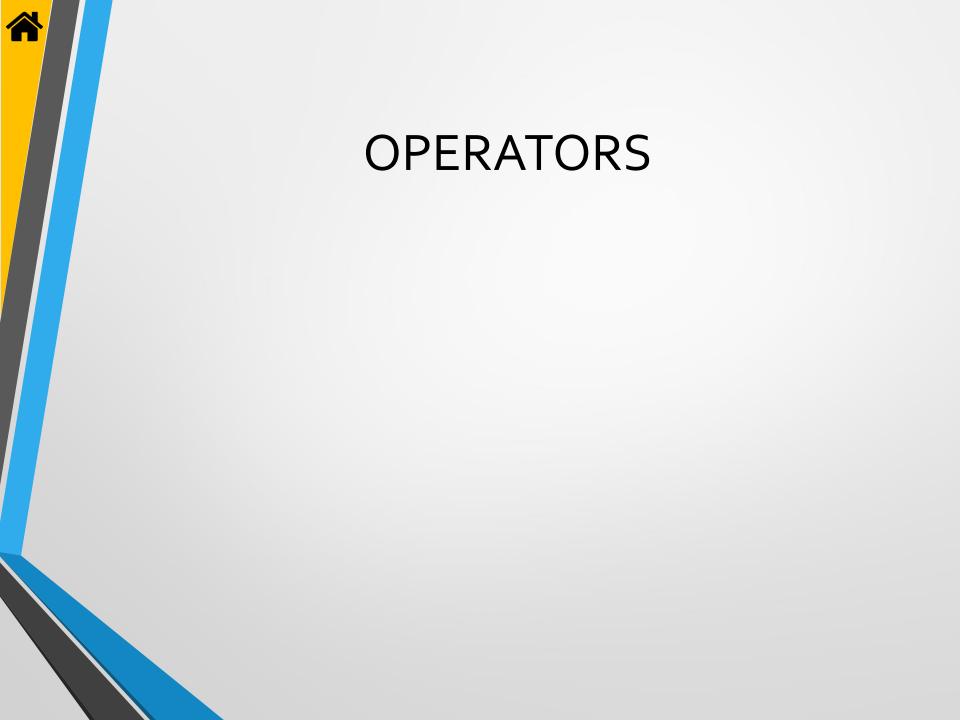
For each of the listed ProxessIQ<sup>™</sup> software modules, click the radio button for the rights this Role will have, once an Operator with this Role logs in. "Manage" allows editing and "Read" only allows viewing within each module. Click "Save" when complete and "Operators" to return to the main Operator Roles screen.

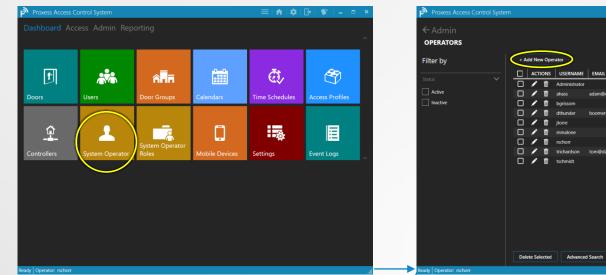


You will be returned to your Home Screen \ Dashboard.

Proxess Access Control System									🔒	\$	G	1	-		×
OPERATOR ROLES															
Filter by	+ A	dd Ne	w Ope	rator Role						Sea	irch			ρ	
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Status 🗸		1	ŵ	Customer	- Manager	Customer's /	Admin at I	Manager L	evel, und	ler Adn	ninistra	tor Level	· <u>·</u>		
Active		1	ά	Main St. El	ementary	ProxylQ mot	bile App ri	ghts							
Inactive		Ì	Ŵ	ProxessAd	ministrator										
	Dela	ete Sel	lected	Adva	nced Searc	h Reio	pad								
Ready Operator: rschorr															.al

The main Operator Roles screen appears. Click on the "Admin" tag to return to your Home view.





From the Home Screen (Dashboard) click on the System Operators icon, where you will be able to add and modify individual operators\programmers, including assigning them to one or more Operator Groups.

Proxess Access Control System				1.484	-	-	×
Proxess Access Control System     Operators     NEW OPERATOR > REGISTER				, ¢		Operator	
Register	User Name: Password Verify Password						
	First Name Last Name Email: Phone Number: Notes:						
Ready Operator: rschorr							al

The main New Operator screen appears, showing the mandatory and optional fields. You may click on the "Operators" tag to return to the main Operators list.

Click on "Add New Operator" to perform this action. Other options on this page allow editing and deleting existing Operators and filtering down a longer list of Operators, using the Filter checkboxes, for Active and Inactive Operators, on the left side of the page. Or, search for a specific Operator by typing the letter you know of the name of that person.

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Search for an Operator by typing the first few letters of their name. The resulting list will automatically appear.

Reload Viewing 9 operators

NEW OPERATOR > REGISTER			Register New Operator
Register		rschorr	
	Password	•••••	
	Verify Password	••••••	
	First Name	Robert	
	Last Name	Schorr	
	Email:	rob.schorr@proxess.com	
	Phone Number:	210-213-6475	
	Notes:	Solutions Architect, EAC	

Create a case-sensitive User Name and Password, ensuring to verify the password exactly. No spaces are permitted in these fields. Enter a first and last name and a valid email, for use in later modules. The phone number and notes are optional. Click Register when complete.

Proxess Access Control System		≡  <b>↑</b>  \$ ⊡ \$ - □ ×	Proxess Access Control System		=   ♠   ♀   ⊡   ♥   - □
← Operators RSCHORR > GENERAL		Save	← Operators RSCHORR > GENERAL		Save
General Change Password Roles	User Name: rschorr First Name Rob Last Name Schorr Email: rob.schorr@proxess.com Phone Number: 210-213-6475 Notes: Solutions Architect, EAC		General Change Password Roles	User Name: rschorr       First Name:     Rob       Last Name:     Schorr       Email:     rob.schorr@proxess.com       Phone: Number:     210-213-6475       Notes:     Solutions Architect, EAC	

The details for the Operator which you have just registered will appear. You may edit these details, including clicking on "Change Password" to do so, or click "Save".

Operators - 2

Proxess Access Control System	≡   ♠   ✿   ┣   ♥   - □ ×
← Operators RSCHORR > ROLES	
General	Add Operator To Role
Change Password	ACTIONS NAME     ProcessAdministrator
Roles	
	Remove Selected
Ready Operator: rschorr	

The existing list of Operator Roles that have been allocated to this Operator is displayed, which may be deleted. To add more Roles, click the dropdown arrow to reveal the full list of Operator Roles.

Click on the Roles button to assign this individual to a category of rights within the software.

Proxess Access	Control System	≡∣ ♠∣ ≎	: [+  🖤   _ 🗖 🗙
← Operators RSCHORR > R	OLES		
General	Customer - Manager	Add Operator To Ro	Die
Change Pass	Main St. Elementary ProxessAdministrator		
Roles			
	Remove Selected		
Ready Operator: rschorr			

Select an additional or initial Operator Role to apply to this Operator.

Proxess Access Control System		≡(♠)¢ ₽ ♥ - ▫ ×
RSCHORR > ROLES		
General	Main St. Elementary 🔹	Add Operator To Role
Change Password	ACTIONS         NAME           Image: Imag	
Roles	Main St. Elementary	
	Remove Selected	
adv Operator: rschorr		

The new Role added to this Operator now appears in the list of previous Roles for the Operator. To return to the Home Screen \ Dashboard, click on the Home icon on the top task bar. To return to the list of Operators page, click on "Operators".

Proxess Access Co Dashboard Acco	ontrol System ess Admin Rep	orting		≡!♠!\$!	[]   <b>()</b>   - □ ×
Users	Doors	Event Logs	CTime Schedules	Access Profiles	System Operator Roles
System Operator	Calendars	Controllers	Coor Groups	Settings	C Nobile Devices
	Carcinary	Condoners		Secongs	
y Operator: rschorr					

You have returned to the Dashboard \ Home Screen.

Proxess Access Control System						=	📩   🕞   🐒	/ _ = ×
Admin OPERATORS								
Filter by	+ A	dd Ne	w Ope	rator			Search	م
		ACT	IONS	USERNAME	EMAIL			
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		1	Ŵ	tschmidt				
Ready Operator: rschorr	Dele	ete Se	lected	Advanced	Search Reload	Viewing 10 opera	tors	

This is the list of all the Operators, including the one that was just added. To return to the Home Screen \ Dashboard, click on either the Home icon on the top task bar, or the "Admin" tab at the top left of the page.



						+ Ad	d New M	Mobile Device			Search Mobile Devices
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To add a new (and manage existing) mobile phone to be used as an in-the-field programming device click on the "Mobile Devices" module icon.

Proxess Access Control System     Control System     Mobile Devices     NEW MOBILE DEVICE > GEN	NERAL		Save
General	Name: Operator: Enabled:	Administrator athunder Jtorre rschorr ahass trichardson	
Ready   Operator: rschorr			ACS Address: 127.0.0.1 ACS Port: 80

Enter a name for the mobile phone to be added. Select the responsible Operator for this App from the drop-down list.

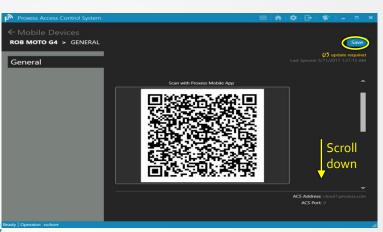
This is the list of all the registered mobile phone Apps in the system. Click "Add New Mobile Device" to do so. To return to the Home Screen \ Dashboard, click on either the Home icon on the top task bar, or the "Access" tab at the top left of the page.

Hobile Devices				
General				<b>C!5</b> update requ
	Name:	Rob Moto G4		
	Operator:	rschorr	•	
	Enabled:			
	Lanara and L			ACS Address: 127
				ACS Port: 80

Check the Enabled box and click "Save".







A unique 2-dimensional bar code will be generated and displayed for use in the next module, "Mobile Phone App". Though there is nothing more to do but to click "Save", you may scroll down to view the other communications data.

NOBILE DEVICES									
	+ Ac	id Ne	w Mo	bile C	levice				Search Mobile Devices
		ACT	IONS		NAME	OPERATOR	LAST SYNCED	ENABLED	
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					Advanced Search	Reload			

The list of all the registered mobile devices in the system will appear. You may enable, view, edit or delete any device you have access to in the list. To return to the Home Screen \ Dashboard, click "Access" or the Home icon in the top task bar.

Proxess Access Control System			= =   ♠   ✿   ፁ   ♥   - □
- Mobile Devices ROB MOTO G4 > GENERAL			Sm
General			Contraction (Contraction) (Con
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	Mobile Device Regis	tration	
	Registered Device Id:	1dd624b7-3f5c-4d55-84ab-525139612cfd	
		Remove Mobile Device	l
			ACS Address: cloud1.proxess.co ACS Port: 0

No changes are encouraged or required to be made. Click "Save" to continue.

# MOBILE PHONE APP Proxess Sync™ INITIALIZATION



Go to the Google Play Store and search for "Proxess". Select the "Proxess Sync™" Management App and download it to your phone.



For lockset communication, assure Bluetooth is turned on.

For ProxessIQ<sup>™</sup> synchronization, ensure WiFi and\or Mobile Communication is turned on.



Click the Proxess icon to open the App.



a ❶ � ■ ** :	Image: Constraint of the state of	<ul> <li></li></ul>
STATUS SYNC DOORS	STATUS Lock Sync Settings	
Status	Firmware	Directions In the ACS, add a Mobile Programming Device to a System Operator. Add the com code and key code below.
Last synced: Tuesday, May 9, 2017 11:19 PM	Last synced: Tuesda	SCAN QR CODE
There are 16 doors to update.	There are 16 doors to update.	Com code
		Key code
		Proxy installation Id
		Proxy naming convention
		Ploxy naming convention
		Is dynamic

The screen on the left will appear the first time the App is opened. Future openings of the App will display the last screen viewed from the last time the App was closed. Click the icon circled. Then click "ACS Settings" from the menu. The screen on the right appears. To initiate the App, click on "Scan QR Code". To continue, you must now open the ProxessIQ software and go to the "Mobile Devices" module and click on the Edit icon for the device you will now add.

### Mobile App Screenshot 🚥 🕪 😯 🖾 🌗 🔯 💻 P 🔭 🕷 🐨 🔍 📋 23:20 Connect to ACS

Directions

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Proxy installation Id

Proxy naming convention

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## In the ACS, add a Mobile Programming Device to a System Operator. Add the com code and key code SCAN OR CODE

#### Mobile App Screenshot



### PC Software Screenshot



The screen on the left opens. Click the "SCAN QR CODE" button and the scanner screen in the center opens. This is a scanner, which uses your phone's camera to view the QR code that has appeared in the screen in the software where your new Mobile Device was added, shown in the image on the right.



**NOTE:** There are a few ways to scan the QR code in the software with the mobile phone being added:

- The first is to bring the phone to the software, open the "Mobile Devices" module and click the edit button for the mobile device being added where the QR code will then appear. With the scanner screen open, hold the phone over the code and all of the connection data will automatically populate as shown in the image below on the left. This connection data will match what is on that software page.
- If the phone is not near the software, a screenshot can be taken of the QR code and emailed to the person with the phone to scan it (from either the email screen or a printed copy) in the same manner as above.
- The third way is to manually enter all the data into the phone whether the phone is local or remote.

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connect to ACS	Connect to ACS			
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,2	1,2 onTestConnectionComplete: success			
TEST CONNECTION	TEST CONNECTION			

At the bottom of the phone screen, you may click "Test Connection" to verify the setup was successful.

Click the Back button on the phone to return to the Proxess Sync™ Home screen.

**NOTE:** In order to assure the Test works, it is necessary to verify that the phone has connectivity to the ProxessIQ<sup>™</sup> software, wherever it is located, via either the customer's WiFi or the mobile phone network. These are matters for resolution between the customer and the integrator and are not the responsibility of Proxess.

# MOBILE PHONE APP UPDATING the LoxIQ<sup>™</sup>

- Automatic Mode for all locksets
- Manual Mode for one lock at a time

**NOTE:** Bear in mind that Proxess Sync<sup>™</sup> is a passive and un-hackable App in that the programming is done only from the ProxessIQ<sup>™</sup> software. The App is simply presented to the locksets and the operator will simply need to click a button for the programming changes to be synchronized with the locksets.

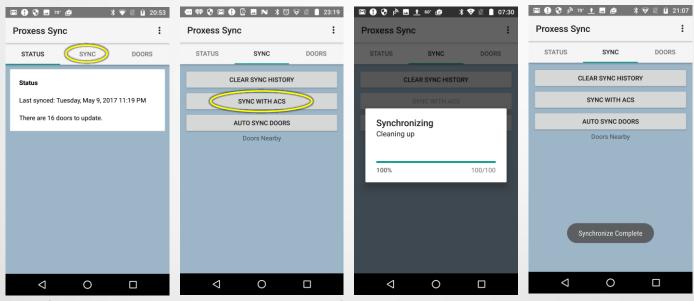
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	Proxess Sync	:	Proxess Sync	:	Proxess Sync	:
	STATUS SYNC	DOORS	STATUS SYNC	DOORS	STATUS SYNC	DOORS
If the access control software has changes to be synchronized, that note will appear here.	Bluetooth is off Status The ACS has changes Last synced: Tuesday, Jun 20 There are 16 doors to update		Bluetooth is off Status Last synced: Tuesday, May 9, 2 There are 16 doors to update.	2017 11:19 PM	Status Last synced: Tuesday, May S There are 16 doors to updat	
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To use the Proxess Sync<sup>™</sup> App to update LoxIQ<sup>™</sup> locksets and gather their audit trail data to send to the ProxessIQ<sup>™</sup> software, open the App and click on "Status" in the top menu. If Bluetooth on your phone is off, click "Enable" to turn it on or the phone will not be able to communicate with the locksets and no updating or downloading will take place.

NOTE: Before you will be able to proceed, it is also necessary to verify the phone has connectivity to the ProxessIQ<sup>™</sup> software wherever it is located, via either the customer's WiFi or the mobile phone network. These are matters for resolution between the customer and the integrator and are not the responsibility of Proxess.

Using Proxess Sync<sup>™</sup> - Updating the LoxIQ<sup>™</sup> - 1

### Sync with the Access Control System



To perform any desired updates on the locksets, updates first need to be delivered to this phone. At this point, the phone does not need to be near any lockset. Click "Sync" from the top menu. The second screen above appears. Click "Sync with ACS" and the status bar will update you with progress and a note when the synchronization is complete.

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## Must Initialize a Lockset Prior to First Synchronization

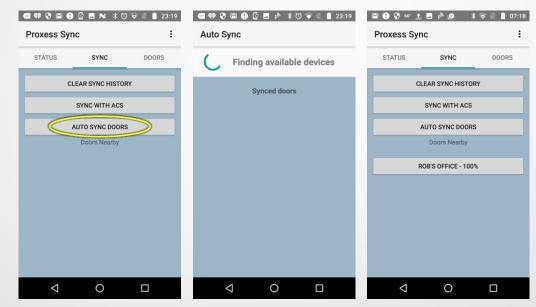
Proxess Sync :	Proxess Syr	ic :	Proxess Sync	1	← Door Sync
STATUS SYNC DOORS	STATUS Filter	SYNC DOORS	STATUS SYN		Name Rob's Office Address None
Status	Unbound		Unbound		Lock Mode Storeroom Mode
Last synced: Tuesday, May 9, 2017 11:19 PM	Updatable	Debug_Lock_0B:31	Updatable		Has updates True
There are 16 doors to update.	Locations Demo Location	Demo Door	Locations Demo Location		Battery level ? Reader firmware version ?
	DATA's	Demo Door 2	DATA's Office		Lock firmware version ?
	Richmond Superior, CO	Front Door	Richmond Superior, CO		BIND TO HARDWARE
	CLEAR FILTER	Lock With Rolled Keys #1	CLEAR FILTER		UNBIND (TEMP FIX)
		Lock With Rolled Keys #2			
		Mike's Toggle Lock			
		Mikes Demo			

To initialize a lockset click on "Doors" from the top menu. To see the door you are looking for, check the box for the location your lockset resides in. That list of doors will appear. Click on the lockset name to be initialized and the menu for that door will appear. Click on "Bind to Hardware". *Hardware* refers to the lockset. A status bar will appear (screenshot on the bottom left) and then the updated Door screen will appear (second screenshot on the bottom).

Y## M 74" P <sup>M</sup> M Y## Y## V# P X ▼ ■ 15:16	(47) 74° P <sup>3</sup> ■ [2] (47) (47) (7 ▷ 3 ♥ [15:21]	
Select Device	← Door Sync	← Door Sync
Finding available devices	Name Rob's Office Address 00:A0:50:18:0C:19	Name Rob's Office Address 00:A0:50:18:0C:19
	Lock Mode Privacy Mode Has updates True	Lock Mode Privacy Mode Has updates True
	Battery level 90% Reader firmware version 0.5.0 Lock firmware version 1.2.8	Battery level 90% Reader firmware version 0.5.0 Lock firmware version 1.2.8
	DISCONNECT	DISCONNECT
	SYNC	SYNC
	SET DOOR AS CLOSED	SET DOOR AS CLOSED
	UPDATE FIRMWARE	UPDATE FIRMWARE
	UNBIND (TEMP FIX)	Synchronize Complete

If the Privacy Mode and Lockdown capabilities are desired to be used, set the lockset to Privacy mode in the software and then click "Set Door As Closed" while the door is completely in the closed position. The *Synchronization Complete* bar will appear. The configuration is complete and you may return to other screens in the App or simply close it.

## Automatically Sync with all (desired) Locksets



Using Proxess Sync<sup>™</sup> - Updating the LoxIQ<sup>™</sup> - 4

Once the ACS sync is complete and you are ready to update the locksets, click "Auto Sync Doors" and proceed to the first door to be updated. The middle image will be shown as the App begins looking for locksets. Hold the phone within three (3) inches of the locksets and the App will automatically begin the handshake, verification and update process. The App will show when the update has completed. You may proceed to the next lockset(s) to be updated without the need to click on further buttons.

**NOTE:** During the update process, audits will be collected from the locksets and as long as there is connectivity to the ProxessIQ<sup>™</sup> software, those audits will be uploaded to the software and will be immediately available in the system Event Log.

## Manually Sync with a Specific Lockset (1 of 2)

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< 0 □			

To manually perform any desired update on one specific lockset at a time, follow the instructions to "Sync with ACS" from the beginning of this section.

From the Home screen of the App, click on "Doors" from the top menu. To see the door you are looking for, check the box for the location your lockset resides in. That list of doors will appear. Click on the lockset name to be updated and the menu for that door will appear.

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Proceed to the selected door and hold the phone within three (3) inches of the plastic on the face of the lockset. Click "Connect" to begin the update process. The status will show and once connected, click on the "Sync" button. The status will display (see the last image on the right) with a "Synchronize Complete" note at the bottom of the screen when the process is complete.

SYNC

SET DOOR AS CLOSED

UPDATE FIRMWARE

UNBIND (TEMP FIX)

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Synchronizing

UNBIND (TEMP FIX)

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SYNC

SET DOOR AS CLOSED

UPDATE FIRMWARE

Synchronize Complete

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**NOTE:** During the update process, audits will be collected from the locksets and as long as there is connectivity to the ProxessIQ<sup>™</sup> software, those audits will be uploaded to the software and will be immediately available in the system Audit Log.

## Manually Sync with a Specific Lockset (2 of 2)

UNBIND (TEMP FIX)

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UNBIND (TEMP FIX)

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# MOBILE PHONE APP LoxIQ<sup>™</sup> SETTINGS,FIRMWARE UPDATES & LOGS

# Sync Settings

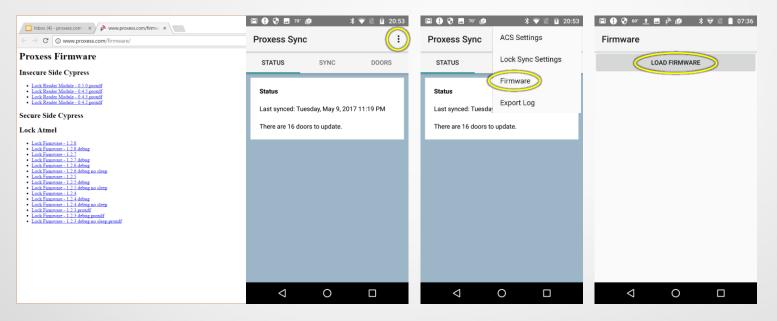
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Proxess Sync<sup>™</sup> - Settings & Firmware Updates -

■ • • • ■ • • • ■ • • • ■ • • • ■ •	■ ● ● ■ <sup>70</sup> ●         ★ ● ℝ № 20:53           Proxess Sync         ACS Settings	<ul> <li>Image: Setting s</li> <li>Image: Setting s</li> </ul>
STATUS SYNC DOORS Status Last synced: Tuesday, May 9, 2017 11:19 PM	STATUS Lock Sync Settings Firmware Last synced: Tuesda	Pull audits during lock sync Delete audits after pull
There are 16 doors to update.	There are 16 doors to update.	
< 0 □	< 0 □	< 0 □

From the Home screen of the App, click on the icon highlighted in the image on the left. The menu in the middle image will appear. Click "Lock Sync Settings". The image on the right will open. The two features shown allow you to select the audit retrieval details for each phone. The first radio button allows the phone to automatically pull the audits off the locksets when they are synchronized. The second radio button authorizes the phone to delete the audit logs off of the locksets once they are uploaded into the App.

# Lockset Firmware Uploading (Preparation)



There are three (3) sets of firmware on each lockset, one each for BLE operations on the insecure side and the secure side of the door and one for the lockset PC board.

To retrieve the latest versions, use your mobile phone's Internet browser (or your PC browser and email the files to your mobile phone) and go to the Proxess Firmware webpage at **firmware.proxess.com** and click on the link at the top of each of the columns (Inside, Outside & Lock). Save each file to your mobile phone and note the location. By default, most phones save downloads to the "Download" folder.

Loading will be performed by clicking on the highlighted icon on the Home screen of the App and then "Firmware" from the resulting menu. The Firmware page will open and if there is nothing listed, click on "Load Firmware" and proceed to the next step to load the new firmware.

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Proxess Sync<sup>™</sup> - Settings & Firmware Updates -

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# Lockset Firmware Uploading (Preparation)

Device	← Device/Download	Firmware
Alarms Directory	E Lock_Reader_Module_0.5.0.pro File	LOAD FIRMWARE
alt_autocycle Directory	LockFirmware_1.2.8.proxdf	Lock Reader Module - 0.5.0
Android Directory		
DCIM Directory		
Download Directory		
Movies Directory		
Music		
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Go to your phone's file storage and download folder.

Select (click on its name in the "Device\Download" screen) any of the three (3) firmware files, one at a time, which are newer than what is shown on the locksets. You will see these files when you "Connect" with each lockset using the App. Then click on "Load Firmware" again to be brought back to the "Device Download" screen to select another file. Once all the files you wish to update are in your "Load Firmware" page, proceed to the next page.

## Lockset Firmware Downloading (Execution)

STATUS	SYNC	DOORS	STATUS	SYNC	DOORS	Name Rob's Office	_	Name Rob's Office	
ter			Filter			Address 00:A0:50:18:00	IC:19	Address 00:A0:50:18	
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			_			Battery level ?		Battery level ?	
Updatable	Debug_Lock_0B	:31	Updatable			Reader firmware version ?	Rea	der firmware version ?	
cations			Locations			Lock firmware version ?		ack formulars varian 2	
Demo Location	Demo Door		Demo Location					Depresting	
DATA's			DATA's Office			CONNECT		Connecting	
	Demo Door 2		Richmond						
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						SET DOOR AS CLOSED			
CLEAR FILTER	Lock With Rolled	d Keys #1	CLEAR FILTER						
FILTER			FILTER			UPDATE FIRMWARE	_		
	Lock With Rolled	d Keys #2				OPDATE FIRMWARE			
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ter Poor Har Ba Reader firmwar Lock firmwar Si	C Sync Name Rob's Offic Address 00:A0:50:1 is updates True attery level 100% irre version 0.5.0 irre version 0.5.0 irre version 1.2.8 DISCONNECT SYNC ET DOOR AS CLOSED	9 🖹 🗎 11:16	C C C C C C C C C C C C C C C C C C C	60° <ul> <li>Mame</li> <li>Rob's Offin</li> <li>Address</li> <li>00:A0:50:</li> <li>supdates</li> <li>True</li> <li>ttrue</li> <li>ttru</li></ul>	▼ ■ 08:02 ce 18:0C:19	Our Sync     Name Rob's Office     Address 00:A0:50:18:0     Has updates True     Battery level 100% Reader firmware version 0.5.0 Lock firmware version 1.2.8      DISCONNECT     SYNC     SET DOOR AS CLOSED	08:04	4 0	

To perform the lockset firmware update, select "Doors" from the top menu. Select the location in which the lockset is located and then select the door from the resulting list. Click "Connect" and place your phone within three (3) inches of the plastic on the face of the lockset. The lockset will connect and will show its current firmware versions as well as its battery life. Click the "Update Firmware" button and the update(s) will occur (all the firmware files will update simultaneously) displaying the status.

# Proxess Sync App Message Log Export

Proxess Sync 🔅	Proxess Sync	ACS Settings
STATUS SYNC DOORS	STATU	S Lock Sync Settings
Status Last synced: Tuesday, May 9, 2017 11:19 PM There are 16 doors to update.	Filter Unbound Updatable Locations Demo DatTA's Office Richmond Superior, CLEAR FILTER	Mi Firmware Export Log Real Door :17:28:11 Real Door :17:28:12 Rob's Office Server Room TaylorDemo Tom's Office
		Torre's Test Door
	$\bigtriangledown$	0 🗆

For advanced diagnostics, usually upon request from the Proxess Technical Support team, the Proxess Sync<sup>™</sup> App maintains a support message log, which can be exported and emailed to Tech Support.

From the Home Screen of the App, click on the icon above and then click on "Export Log" from the resulting menu. Email the file that is downloaded into the phone's file directory.

5





Dashboard Ac	cess Admin Rep	orting			
Doors	Users	Coor Groups	Calendars	Time Schedules	Access Profiles
Controllers	System Operator	System Operator Roles	Devices	Settings	Event Logs

From the Home screen \ Dashboard, click "Time Schedules".

		TIME INTERVALS											
CTIONS		FROM	TO	MON	TUES	WED	THURS		SAT	SUN		NOTES	
/ 11	Always	Always		<u> </u>			<u> </u>	_	<u> </u>	<u> </u>			ts always and is a system default
/ 11 / 11	Never				<del>_</del>							This time schedule represen	ts never and is a system default
/ U	DATA Test Schedule 1		17:45 (05:45 PM)	<u> </u>		<u> </u>	<u> </u>	_	<u> </u>				
	DATA Test Schedule 2		13:45 (01:45 PM)	<b>_</b>	- 2			- 21			- 21		
/ #			09:45 (09:45 AM)	<u> </u>			<u> </u>		<u> </u>	<u> </u>			
	Deliveries		19:00 (07:00 PM)	<b>_</b>		<b>_</b>		<b>_</b>				Breakfast & Dinner food de	iveries on weekdays & Brunch on
			07:00 (07:00 AM)	<b>_</b>	2		¥.	4			- 21		
/ 11	Morning Shift		10:00 (10:00 AM) 19:00 (07:00 PM)	-				-	-				
/ U	Morning Shift Sometimes		21:00 (07:00 PM)				<u> </u>						
/ 11	Workday					_=						sometimes	
	workday	07:30 (07:30 AM)	18:00 (06:00 PM)			✓							

Type in a name for the new Time Schedule and click "Create".

_	ESS CHEDULES										
		TIME INTERVALS									
ACTIONS	TIME SCHEDULE	FROM	TO	MON	TUES	WED	THURS	<u> </u>	SAT	SUN	 NOTES
/ 1	Always	Always									This time schedule represents always and is a system default
/ 0	Never										This time schedule represents never and is a system default
/ 1	DATA Test Schedule 1	12:45 (12:45 PM)	17:45 (05:45 PM)				<b>V</b>		<b>V</b>		
/ 1	DATA Test Schedule 2	13:30 (01:30 PM)	13:45 (01:45 PM)	<b>_</b>							
		09:30 (09:30 AM)	09:45 (09:45 AM)		<b>V</b>	<b>V</b>	<b>V</b>		<b>V</b>	<b>V</b>	
/ 1	Deliveries	16:00 (04:00 PM)	19:00 (07:00 PM)		<b>V</b>	<b>V</b>	<b>V</b>				Breakfast & Dinner food deliveries on weekdays & Brunch o
		04:00 (04:00 AM)	07:00 (07:00 AM)		<b>~</b>	<b>V</b>	<b>V</b>				
		(MA 00:80) 00:80	10:00 (10:00 AM)								
/ 1	Morning Shift	04:30 (04:30 AM)	19:00 (07:00 PM)		<b>V</b>	<b>V</b>					
/ 1	Sometimes	11:00 (11:00 AM)	21:00 (09:00 PM)	<b>V</b>	<b>~</b>	<b>_</b>	<b>V</b>				sometimes
/ 1	Workday	07:30 (07:30 AM)	18:00 (06:00 PM)	<b>_</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>			

Click "Create New Time Schedule". You may use the Search box in the top right to find specific Time Schedule names if the list is longer than what is seen in the current view. You may edit or delete any existing schedule by clicking on its icon on the left side.

	Access Control Syste	em											≡∣♠∣\$ ⊡ \$ - □
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+ Create	New Time Schedule												Search Time Schedules P
		TIME INTERVALS											
ACTIONS	TIME SCHEDULE	FROM	то	MON	TUES	WED	THURS	FRI	SAT	SUN	HOLIDAY	NOTE	
/ 1	Always	Always			<b>_</b>				Image: A start of the start		<b>_</b>		This time schedule represents always and is a system of
/ 1	Never												This time schedule represents never and is a system d
/ 1	Sometimes	11:00 (11:00 AM)	21:00 (09:00 PM)	<b>V</b>	<b>~</b>	<ul> <li>Image: A start of the start of</li></ul>	<b>V</b>	<b>V</b>					sometimes
· -	Morning Shift	04:30 (04:30 AM)	19:00 (07:00 PM)		<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>					
/ 1	Deliveries	16:00 (04:00 PM)	19:00 (07:00 PM)		<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>					Breakfast & Dinner food deliveries on weekdays & Br
			07:00 (07:00 AM)	<b>V</b>	~	~	<b>V</b>	<b>v</b>					
			10:00 (10:00 AM)										
	Workday	07:30 (07:30 AM)	18:00 (06:00 PM)				<b>_</b>						
	DATA Test Schedule 1	12:45 (12:45 PM)		<b>V</b>	<b>_</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>_</b>	Image: A start of the start			
/ 1	DATA Test Schedule 2		13:45 (01:45 PM)										
		09:30 (09:30 AM)	09:45 (09:45 AM)		<ul> <li>Image: A start of the start of</li></ul>			<b>~</b>	✓	✓		_	
	Second Shift	<u>(</u> •		)□									
					. <u>.</u>	dd Time I	Interval						

The new Time Schedule will appear at the bottom of the list. To select the overall time for it click the dropdown buttons for both the "From" and "To" columns. Select the days of the week in which this will be in effect and whether it will apply during Holidays. Optionally, add a note to describe the use of this schedule. Click the "Save" icon on the left side of the screen.

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	Create New Time Schedule	THE INTERNAL								
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ACT		THE DITIONAL								
1	IONS TIME SCHEDULE	THE DITION								South time schedules
	TIME SCHEDULE									
1		FROM TO			WED	THURS FRI	SAT	SUN	HOLIDAY	NOTES
	<u> </u>				WED					
/	Always	Always								This time schedule represents always and is a system defa
	Never									This time schedule represents never and is a system defau
		11:00 (11:00 AM) 21:0						_		sometimes
	Morning Shift	04:30 (04:30 AM) 19:0						<u> </u>	_	
	Deliveries		XO (07:00 PM)							Breakfast & Dinner food deliveries on weekdays & Brunch
		04:00 (04:00 AM) 07:0		<b>_</b>						
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		09:30 (09:30 AM) 09:4		<b>v v</b>				<b>V</b>		
	Second Shift	16:00 (04:00 PM) 00:0	0 (Midnight)							Evening Shift for Operations at Main Plant
Ready C	Operator: rschorr									
To	make cha	ndes o	rto a	dd -	Tim	o Int	on	alc	clic	k the Edit icon.
10	make che	inges, o	i to a	uu		cint	CIVE	10	ciic	in the Eulercoll.
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P <sup>M PI</sup>	Proxess Access Control Syste	em								≡!♠!\$ ₽!\$'!-
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	Access <b>AE SCHEDULES</b> ( Create New Time Schedule	TIME INTERVALS	м		5 WED	THURS FRI	SAT	SUN	HOLIDAY	Search Time Schedules
	Access AE SCHEDULES Create New Time Schedule TIONS TIME SCHEDULE	TIME INTERVALS FROM TO	M				SAT	SUN	HOLIDAY	Search Time Schedules
	ACCESS AE SCHEDULES • Create New Time Schedule CTIONS TIME SCHEDULE	TIME INTERVALS FROM TO					SAT	SUN	HOLIDAY	Search Time Schedules NOTES This time schedule represents always and is a syste
	Access Ac	TIME INTERVALS FROM TO Always	00 (09:00 PM)					SUN		Search Time Schedules NOTES This time schedule represents always and is a system This time schedule represents never and is a system
	Access Ac	TIME INTERVALS           FROM         TO           Always            11:00 (11:00 AM)         21:0           04:30 (04:30 AM)         19:0	00 (09:00 PM) 00 (07:00 PM)							Search Time Scheduler NOTES This time schedule represents always and is a syste Sometimes
	Access Ac	TIME INTERVALS           FROM         TO           Always            11500 (11500 ADM)         2550           46-30 (04-300 ADM)         1950           16000 (04:00 PM)         1950	00 (09:00 PM) 00 (07:00 PM) 00 (07:00 PM)							Search Time Schedules NOTES This time schedule represents always and is a system This time schedule represents never and is a system
	Access Ac	TIME INTERVALS           FROM         TO           Always            15300 (11500 AM)         215           D4301 (A430 AM)         205           D4301 (A430 AM)         400           D4001 (A430 AM)         400	00 (09:00 PM) 00 (07:00 PM) 00 (07:00 PM) 00 (07:00 AM)							Search Time Scheduler NOTES This time schedule represents always and is a syste Sometimes
	ACCOSS AE SCHEDULES Crate New Time Schedule TIONS THE SCHEDULE Alexys Al	TIME INTERVALS           FROM         TO           Always	00 (09:00 PM) 00 (07:00 PM) 00 (07:00 PM) 00 (07:00 AM) 00 (10:00 AM)							Search Time Scheduler NOTES This time schedule represents always and is a syste Sometimes
	ACCESS AE SCHEDULES Create New Time Schedule TIME SCHEDULE Aways Awar Away Away Away Away Away Away Away Away	TIME INTERVALS           TRAE INTERVALS           FROM         TO           Aways              15:00 (1-00 AM)           94:30 (94:30 AM)           94:30 (94:30 AM)           96:00 (94:00 AM)           90:00 (98:00 AM)           90:00 (98:00 AM)           90:00 (98:00 AM)           97:30 (97:30 AM)	00 (09:00 PM) 00 (07:00 PM) 00 (07:00 PM) 00 (07:00 AM) 00 (10:00 AM) 00 (10:00 AM) 00 (06:00 PM)							Search Time Scheduler NOTES This time schedule represents always and is a syste Sometimes
	ACCESS AE SCHEDULES Cratt New Time Schedule TIONS TME SCHEDULE ANays Anays Anaver Anaver Sourcess Sour	TIME INTERVALS           FROM         TO           Always	00 (09:00 PM) 00 (07:00 PM) 00 (07:00 PM) 00 (07:00 AM) 00 (10:00 AM) 00 (10:00 AM) 00 (06:00 PM)							Search Time Scheduler NOTES This time schedule represents always and is a syste Sometimes
	ACCESS AE SCHEDULES Create New Time Schedule TIME SCHEDULE Aways Awar Away Away Away Away Away Away Away Away	TIME INTERVALS           TRAE INTERVALS           FROM         TO           Aways              15:00 (1-00 AM)           94:30 (94:30 AM)           94:30 (94:30 AM)           96:00 (94:00 AM)           90:00 (98:00 AM)           90:00 (98:00 AM)           90:00 (98:00 AM)           97:30 (97:30 AM)	00 (09:00 PM) 00 (07:00 PM) 00 (07:00 PM) 00 (07:00 PM) 00 (07:00 AM) 00 (10:00 AM) 00 (06:00 PM) 45 (05:45 PM)							Search Time Scheduler NOTES This time schedule represents always and is a syste Sometimes
	ACCESS  AE SCHEDULES  Create New Time Schedule  TIME SCHEDULE  Aways  Aw	TBME INTERVALS           FROM         TO           Always         1           11300 (11300 AM) 214         10           0430 (0430 AM) 919         1600 (0400 PM) 919           1600 (0400 AM) 92         10           0430 (0430 PM) 919         100           0430 (0430 PM) 919         100           0730 (0730 AM) 914         100           1245 (1245 PM) 127         1245	00 (09:00 PM) 00 (07:00 PM) 00 (07:00 PM) 00 (07:00 PM) 00 (07:00 AM) 00 (06:00 PM) 45 (05:45 PM) 45 (07:45 PM)							Search Time Scheduler NOTES This time schedule represents always and is a syste Sometimes
	ACCESS AE SCHEDULES Cratt New Time Schedule TIONS TME SCHEDULE ANays Anays Anaver Anaver Sourcess Sour	TIME INTERVALS           FIOM         TO           Always                1500 (1500 AM)         215           4500 (1500 AM)         205           0600 (0500 AM)         505           0500 (0500 AM)         100           0500 (0500 AM)         100           1236 (1245 PM)         174           1236 (1236 QM)         100           9230 (9230 AM)         923	00 (09:00 PM) 00 (07:00 PM) 00 (07:00 PM) 00 (07:00 PM) 00 (07:00 AM) 00 (00:00 AM) 00 (00:00 PM) 45 (05:45 PM) 45 (07:45 PM) 45 (07:45 AM)							Search Time Scheduler NOTES This time schedule represents always and is a syste Sometimes
	ACCESS  AE SCHEDULES  Create New Time Schedule  TIME SCHEDULE  Aways  Aw	TIME INTERVALS           FROM         TO           Always            1100 (1100 AM)         215           0430 0430 AM         190           0500 (04500 AM)         07.           0500 (04500 AM)         07.           1230 (1130 AM)         102.           1230 (1245 PM)         17.4           1230 (1245 PM)         12.4           1260 (1245 PM)         14.0           1260 (1245 PM)         14.0           1260 (0400 + 1)         11.0	00 (09:00 PM) 00 (07:00 PM) 00 (07:00 PM) 00 (07:00 PM) 00 (07:00 AM) 00 (10:00 AM) 00 (10:00 AM) 00 (06:00 PM) 45 (05:45 PM) 45 (07:45 PM) 45 (02:45 AM) 15 (06:15 •							Search Time Scheduler           NOTES           The time schedule represents always and is a system schedule represents never and is a system science of the system sci

Add the second Time Interval and adjust the overall interval you previously entered. This could be used for a lunch period, for instance. In this case, the cards would grant access in the working areas during these intervals, but would deny access during the gaps between the intervals. Click the Save icon on the left, the Delete Interval icon on the right, or the Add Time Interval button.

<sup>w</sup>	Pro	wess	s Access Control Syst	em											= =   📦	<b>\$</b>   D	1.1	\$*		×
	ME		HEDULES													Sauch	. T	Schedule		
	+ C		New Time Schedule	TIME INTERVALS		MON	TUES	WED	THURS	FRI		SUN	HOLIDAY	NOTE		Jearch		Juleuue	م :	
	/	Û	Always	Always											This time schedule	represents a	ahways	and is a :	system de	
	/	Û	Never												This time schedule	represents	vever a	and is a sy	ystem def	
	/	Û	Sometimes	11:00 (11:00 AM)	21:00 (09:00 PM)		<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>					sometimes					
I	/	Û	Morning Shift	04:30 (04:30 AM)	19:00 (07:00 PM)		<b>V</b>	Image: A start of the start	<b>V</b>	<b>V</b>										
	/	t	Deliveries	16:00 (04:00 PM)	19:00 (07:00 PM)		<b>V</b>	<b>V</b>							Breakfast & Dinner	food delive	ries on	n weekday	ys & Brun	
				04:00 (04:00 AM)	07:00 (07:00 AM)	<b>v</b>	<b>V</b>	<b>~</b>	<b>V</b>	1										
				(MA 00:80) 00:80	10:00 (10:00 AM)															
	/	Û	Workday	07:30 (07:30 AM)	18:00 (06:00 PM)		<b>_</b>	Image: A start a st	<b>_</b>	<b>_</b>										
	/	Û	DATA Test Schedule 1	12:45 (12:45 PM)	17:45 (05:45 PM)	<b>v</b>	<b>~</b>	<b>~</b>	<b>v</b>	<b>v</b>	<b>~</b>	~								
	/	Û	DATA Test Schedule 2	13:30 (01:30 PM)	13:45 (01:45 PM)	<b>V</b>														
L				09:30 (09:30 AM)	09:45 (09:45 AM)	<b>v</b>	<b>~</b>	<b>~</b>	<b>V</b>	<b>~</b>	<b>~</b>	<b>~</b>								
	Ħ	٦	Second Shift	16:00 (04:00 •	00:00 (Midni -										Evening Shift for Op	perations at	Main	Plant		
						۔ ۱		dd Time I	Interval											
																				•
		weate	or: rschorr													_				۰.

Click the "Add Time Interval" icon.

	New Time Schedule	TIME INTERVALS										Search Time Schedules
ACTIONS	TIME SCHEDULE	FROM		MON	TUES	WED	THURS	FRI		SUN	HOLIDAY	NOTES
/ 1	Always	Always										This time schedule represents always and is a system defaul
/ 1	Never											This time schedule represents never and is a system default
/ 1	Sometimes	11:00 (11:00 AM)	21:00 (09:00 PM)	<b>V</b>	<b>~</b>	<b>V</b>	<b>V</b>					sometimes
/ 1	Morning Shift	04:30 (04:30 AM)	19:00 (07:00 PM)		<b>_</b>		<b>V</b>					
/ 1	Deliveries	16:00 (04:00 PM)	19:00 (07:00 PM)	<b>~</b>	<b>V</b>	<b>V</b>		<b>V</b>				Breakfast & Dinner food deliveries on weekdays & Brunch o
		04:00 (04:00 AM)	07:00 (07:00 AM)	~	~	<b>~</b>	<b>V</b>	<b>V</b>				
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/ 1	Workday	07:30 (07:30 AM)	18:00 (06:00 PM)									
/ 1	DATA Test Schedule 1		17:45 (05:45 PM)	~	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>		
/ 1	DATA Test Schedule 2		13:45 (01:45 PM)	<b>2</b>								
		09:30 (09:30 AM)		<u> </u>			<u> </u>	<u> </u>			_	
/ 1	Second Shift		18:15 (06:15 PM)	1	2	2	<u> </u>					Evening Shift for Operations at Main Plant
		19:15 (07:15 PM)	00:00 (Midnight)		<u> </u>	<b>~</b>	<u> </u>					

This is the screen you will see if you clicked Save. To return to the Home Screen \ Dashboard, click either "Access" or the Home icon in the top taskbar.

# **DOORS & DOOR GROUPS**



Proxess Access C Dashboard Acc	ontrol System ess Admin Repo	orting		≡!♠!\$	┣┤♥╎╴╸
Doors	Users	Door Groups	Calendars	Time Schedules	Access Profiles
Controllers	System Operator	System Operator Roles	Contraction Mobile Devices	Settings	Event Logs

From the Home screen \ Dashboard, click "Doors". Before adding Doors, at least one Time Schedule and one Access Profile must be created.

DOORS												
Filter by		+ Ac	id New	Doo						s	Search	Doors
			ACTIO	ONS	NAME	LOCATION	TYPE	LAST UPDATE	CREATED	BATT	ERY	ONLINE CONTR
			1	đ	Adams Test Door	DATA's Office	Offline	2/20/2017 6:04:15 PM	2/20/2017 6:04:33 PM	0%		
Online			1	ŵ	Debug_Lock_08:31	DATA's Office						
Offline			1	ŵ	Demo Door	Demo Location						
			1	ŵ	Demo Door 2	Demo Location						
		1	ŵ	Front Door	DATA's Office							
			1	ŵ	Lock With Rolled Keys #1	DATA's Office						
			1	ŵ	Lock With Rolled Keys #2	DATA's Office						
			1	ŵ	Mikes Demo	DATA's Office						
			1	ŵ	Mike's Toggle Lock	Demo Location						
			1	ŵ	Real Door :08:1E	DATA's Office						
			1	ŵ	Real Door :17:28:11	DATA's Office						
			1	ŵ	Real Door :17:28:12	DATA's Office						
			1	ŵ	Rob's Office	Richmond						
			1	ŵ	Server Room	DATA's Office						
			1	ŵ	TaylorDemo	DATA's Office						
			1	Ū.	Tom's Office	DATA's Office						
			1	ΦŤ.	Torre's Test Door	Superior, CO						

Click "Add New Door" to do so. You may also use the Search box in the top right to find existing Door names, or Filter the list by "Online" or "Offline" types using the checkboxes on the left if the list is longer than what is seen in the current view. You may edit or delete any existing Door by clicking on its icon on the left side. We will go over Advanced Searches at the end of this section.

General	Door Type:	Offline	$\odot$	Update required Last Update: 5/21/2017 11:02:38 PM
	Name:  Centernal Lock (D: Location:  Container:  Nimmer Validation Date: Lock Mode: Lock Norde:	Superior, CO Richtmond DATA's Office Denso Location	Use Default:	Î
	Lock Model: Battery Replaced Date: Notes:	5/21/2017		
	Name of Firmware vI.1			Battery Status: 100%, 05/21/2017 Last Modified: 5/21/2017 11:02:58 PM

Select if the door will be online or offline. This selection will let the software know how to attempt to connect with this door for updates and on-demand commands. If you select "Online" you will need to add a Controller in a later section to connect it with.

Type in a name for the new Door and select a location from the dropdown arrow as shown above. To create a New Location, click the "+" shown above.

Proxess Access Control Sy			
← Doors NEW DOOR > GENERA			
	Add New Location		(1) update requin
	Location Name Richmond Address Line 1 123 Main Street		
	Address Line 2 City Richmond •		
	State Virginia 👻 Country USA		
	Postal Code 23456		
	Save Cancel	-	 International State

The "Add New Location" screen appears. Enter a "Name", and any other information you desire. Click the "Save" button to complete the action.

Proxess Access Control System				≡ ♠ \$ ⊡ \$ - • ×	Proxess Acc	sess Control System		★ \$ ₽ \$ = □ ×
← Doors NEW DOOR > GENERAL				Sw		) CE > GENERAL		Save
General	Door Type:	Offline •		Last Update: 5/21/2017 11:02:38 PM	General	Door Type:	Offline •	Update required Last Update: 2/19/2017 11:39:33 PM
	Name: <b>!</b> External Lock ID:		Holiday Calendar: 🚺 Unlock Schedule:		Door Grou	lins		
	Location: ! Time Zone:	US/Mountain Use Default:	First Person In: Allow Toggle Schedule:	Use Default: 🖌	Access Pro	Name:	Rob's Office	Î
	Minimum Validation Date: Lock Mode:	5/21/2017		Always -	Access Au	Location:	Richmond • 🖌 +	
	Lock Number: Lock Model:		Momentary Unlock Time Ext:	30 Use Default: 🗹		ICIT Time Zone: Minimum Validation Date:	US/Mountain    Use Default: ✓ 2/19/2017	
	Battery Replaced Date: Notes:	5/21/2017			Logs	Lock Mode:	Storeroom Mode    Use Default:	-
					Advanced	Lock Model:		
						Battery Replaced Date: Notes:	2/19/2019	
				Battery Status: 100%, 05/21/2017		Name of Firmware v1.1		Battery Status: 100%, 02/19/2019 Last Modified: 6/9/2017 12:36:54 AM
				Last Modified: 5/21/2017 11:02-58 PM				Last Houncu, 9/9/2017 12:30:34 AM
Ready Operator: rschorr					Ready Operator: rsd	chorr		

Continue entering information for the door. Add the Time Zone the door resides in and a Validation date for the door, which is typically used in the education and office leasing markets. A battery replacement date can also be put on a calendar. Select the appropriate Holiday Calendar and the Unlock Schedule when the door would not require a card for entry. A cardholder with a "First person In" card may be enforced before the door unlocks if the box is checked. The door may be put in a Toggle mode of operation during a specific time schedule. A Card-only schedule can be set for those doors where combination reader-keypads are installed. Finally, enter the times a door remains in the Unlocked position after a valid swipe, in the Extended Unlocked position, is Held Open and is Held Open-Extended and set. "Default" values may be found in the "Settings" module and in the "Door Defaults" tab. Click "Save" when done. Click "Doors" on the screen on the right.

Proxess Access Control Syst	em								<b>\$</b> G	el 🕸 i 🖃 🗖
← Access DOORS										
Filter by		Add Ne	w Doo	r.					Sei	arch Doors
		ACT	IONS	NAME	LOCATION	TYPE	LAST UPDATE	CREATED	BATTER	
Type 💙		1	ŵ	Adams Test Door	DATA's Office	Offline	2/20/2017 6:04:15 PM	2/20/2017 6:04:33 PM	0%	
Online		1	Ŵ	Debug_Lock_0B:31	DATA's Office					
Offline		1	Ŵ	Demo Door	Demo Location					
		1	Ŵ	Demo Door 2	Demo Location					
Saved Searches		1	Ŵ	Front Door	DATA's Office					
		1	Ŵ	Lock With Rolled Keys #1	DATA's Office					
		1	ŵ	Lock With Rolled Keys #2	DATA's Office					
		1	Ŵ	Mikes Demo	DATA's Office					
		1	ŵ	Mike's Toggle Lock	Demo Location					
		1	đ	Real Door :08:1E	DATA's Office					
		1	ŵ	Real Door :17:28:11	DATA's Office					
		1	ŵ	Real Door :17:28:12	DATA's Office					
		1	Ŵ	Rob's Office	Richmond					
		1	ŵ	Server Room	DATA's Office					
		1	ŵ	TaylorDemo	DATA's Office					
		1	Ŵ	Tom's Office	DATA's Office					
		1	đ	Torre's Test Door	Superior, CO					
	De	lete Se	lected	Advanced Search	Reload	Expor	t			

## DOORS Advanced Search Filter by ŵ Onlin AND (Exclusive) Undate Requ Is equal to Offlir OR (Inclusive) Lock Model Starts with Calendar Ends with E Sa Unlock Schedule J Toggle Schedul LOCATION TYPE LAST UPDATE BATTERY Card Only Schedule First Person I Last Update Date T Export Delete Selected Reload

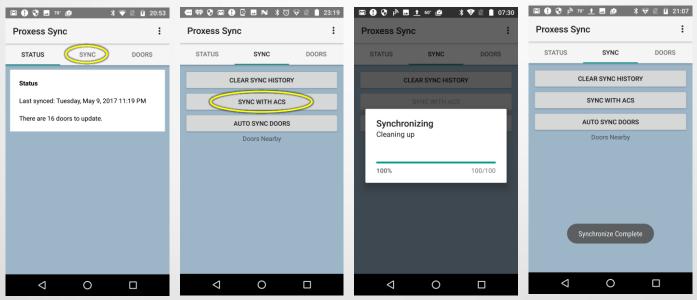
The Advanced Search bar appears. Click the first dropdown arrow to select the field or item you want to more granularly search. Click the second dropdown arrow and a context-sensitive list of information will appear to select from.

N

Adding & Editing Doors -

## Initialize a Lockset (1 of 2)

**NOTE**: Once a new LoxIQ<sup>™</sup> lockset Door has been created in the software, it **MUST** be initialized for operation using the Proxess Sync<sup>™</sup> mobile App. This initialization process is detailed here and it may be done at this step in the programming process, or anytime until you need the door to be in service.



To perform any desired updates on the locksets, updates first need to be delivered to this phone. At this point, the phone does not need to be near any lockset. Open the Proxess Sync<sup>™</sup> mobile App and click "Sync" from the top menu. The second screen above appears. Click "Sync with ACS" and the status bar will update you with progress and a note when the synchronization is complete.

# Initialize a Lockset (2 of 2)

🖾 🜒 🚱 🖪 70° 🙋 🛛 🛪 🐨 🖹 🔒 20:53		© <b>⊾</b> № ¥©	マ 🖹 📋 23:19		[] <b>□</b> 66° <u>†</u> ¥	😌 📓 📋 11:17	<b>(74°</b> )	è 🖫 🏟 🏟 🗘 🖻	\$ 💎 🖹 📋 15:16
Proxess Sync :	Proxess Syn	с	:	Proxess Syn	с	:	÷	Door Sync	
STATUS SYNC DOORS Status Last synced: Tuesday, May 9, 2017 11:19 PM There are 16 doors to update.	STATUS Filter Unbound Updatable Locations Demo Location DATA's Richmond Superior, CO CLEAR FILTER	SYNC Adams Test Do Debug_Lock_OF Demo Door Demo Door 2 Front Door	8:31	STATUS Filter Unbound Updatable Locations Demo Location DATA's OTA's OTA's Cotation C	SYNC Rob's Office	DOORS		Address N	storeroom Mode frue
< 0 □	4	Lock With Rolle Mike's Toggle L Mikes Demo		□	0				

To initialize a lockset click on "Doors" from the top menu. To see the door you are looking for, check the box for the location your lockset resides in. That list of doors will appear. Click on the lockset name to be initialized and the menu for that door will appear. Click on "Bind to Hardware". *Hardware* refers to the lockset. A status bar will appear (screenshot on the bottom left) and then the updated Door screen will appear (second screenshot on the bottom).

🏟 🖬 74° P 🔛 🦃 🖓 🖓 🕻 15:16	🟟 74 🖻 🖪 🔛 🖗 🖗 🖓 🕻 🕨 🕇 😽 📗 15:21	₩ P <sup>™</sup> 75° 🖬 🔯 ₩ ₩ ₩ ₩ 🕨 🔺 ₹ 🔍 🔲 15:22
Select Device	← Door Sync	← Door Sync
Finding available devices	Name Rob's Office Address 00:A0:50:18:0C:19	Name Rob's Office Address 00:A0:50:18:0C:19
රි <sup>7</sup> Available (00:A0:50:18:0C:19) 72%	Lock Mode Privacy Mode Has updates True	Lock Mode Privacy Mode Has updates True
	Battery level 90% Reader firmware version 0.5.0 Lock firmware version 1.2.8	Battery level 90% Reader firmware version 0.5.0 Lock firmware version 1.2.8
	DISCONNECT	DISCONNECT
	SYNC	SYNC
	SET DOOR AS CLOSED	SET DOOR AS CLOSED
	UPDATE FIRMWARE	UPDATE FIRMWARE
	UNBIND (TEMP FIX)	Synchronize Complete

If the Privacy Mode and Lockdown capabilities are desired to be used, set the lockset to Privacy mode in the software and then click "Set Door As Closed" while the door is completely in the closed position. The *Synchronization Complete* bar will appear. The configuration is complete and you may return to other screens in the App or simply close it.

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- Access										
lter by		Adv	anced	Search						
		Na	ame		Starts with		• R		<b>.</b>	
Online		Fin	st Person	In	▼ Is true		• •			
Offline	(	+ A1	dd Filter					AND (Exclusive)		
	~		2					OR (Inclusive)	_	
			Searc	<u> </u>		Түре	LAST UPDATE	CREATED	BATTERY	
			Action							Officiants
		Π	1	Rob's Office	Richmond					
				Real Door :17:28:	11 DATA's Office					
			1	Real Door :17:28: Real Door :17:28:	11 DATA's Office					

To the first search filter\criteria you have just entered, additional filters can be applied by clicking "Add Filter" and then selecting whether they are to be searched with all conditions needing to be met ("AND") or just one of the conditions needing to be met ("OR"). When all your desired filters have been added, click "Search" and the resulting list appears. Go back to the Main Screen \ Dashboard by clicking "Access".

Proxess Access Control System				ri‡iG+i\$*i= = ×
← Doors				
ROB'S OFFICE > GENERAL				Save
a de la companya de la				() update required
General	Door Type:	Offline		Last Update: 2/19/2017 11:39:33 PM
Door Groups	Name:	Rob's Office		<b></b>
Access Profiles	External Lock ID:			
	Location:	Richmond	· / +	
Access Audit	Time Zone:	US/Mountain	Use Default: 🗹	
Logs	Minimum Validation Date:	2/19/2017	14	
LOGS	Lock Mode:	Storeroom Mode	Use Default: 🗹	-
Advanced Settings	Lock Number:			
	Lock Model:			
	Battery Replaced Date:	2/19/2019	14	
	Notes:	No Door Controller, yet		
				Battery Status: 100%, 02/19/2019
				Last Modified: 6/9/2017 12:36:54 AM

Click the "Door Groups" tab.

	iontrol System			-	:[⊖  <b>\$</b> ]_ = ×								
	cess Admin Rep	orting		= n v									
Ð	**	â	i	đ,	Ċ								
20015	Users	Door Groups	Calendars	Time Schedules	Access Profiles								
Controllers	System Operator	System Operator Roles	Contraction Mobile Devices	Settings	Event Logs								
				F	A Prosess Access Control System	•	•	•	•	n		= <b>+</b> ¢ ⊡	=   <b>↑</b>   <b>↓</b>   <b>↓</b>
					DOORS Filter by		+ Add New Deor	A Add New Dave	a Add Mare Deat	- Let New Perce	A Ref New York	Sam	See for the form
						0/1	Adams Test Door	Adams Test Door DATA's Office	Adams Test Door DATA's Officer Officer	Adams Test Door DATA's Office Office 2,00,2017 6:0415 PM	Adams Test Door DATA's Office Office 2,00,2017 6:04:13 PM 2,20,2017 6:04:33 PM	Adams Test Door DATA's Office Office 2,05(2017 604-13 PM 2/25)(2017 604-13 PM 0%	Adams Test Door DATA's Office Office 2/20/2017 6/04:15 PM 2/20/2017 6/04:33 PM 0%
y Operator: richorr													
							Basi Deer :17:28:12						
							Server Room						
							🗋 🖌 📋 Torre's Test Door	Torre's Text Door Superior, CO	Torre's Text Door Superior, CD Office	Ione's Test Door Superior, CO Office: 4/13/2017 E42:14 FM	Image: Intervision Constraints Constr	Image: Superior, CD Office: 4/12/2017 84214 FM: 4/12/2017 84425 FM: 0%	Image: Terrer's Text Door Superior, CO Office: 4/12/2017 0-42.14 FM - 4/12/2017 0-44.d3 FM - 9%
								Delete Selected Advanced Search Reload		Delete Selected Advanced Search Reload Export			

Click the "Doors" module and then click the edit icon for the door to continue editing properties for.

Proxess Access Control System		≡!♠!\$!⊡!\$!- □
← Doors		
ROB'S OFFICE > DOOR GROL	PS	
General	Enter New Door Group	Add Create New Door Group
Door Groups	ACTIONS NAME	
	All DATA Office I     Every Door	Doors
Access Profiles		
Access Audit		
Logs		
Advanced Settings		
	Export	

To add a new Door Group, type the name you want in the "Enter New Door Group" field and then click the "Create New Door Group" icon.



# Provess Access Control System Corris ROB'S OFFICE > DOOR GROUPS General Door Groups Access Profiles Access Audit Logs Advanced Settings

The new Door Group you have created will appear in the list for that Door and will become available to all other Doors in the system.

Proxess Access Control System	n		h   💠   🗗   🕸	<b>-</b> - <b>D</b>	x
← Doors <b>ROB'S OFFICE</b> > DOOR GR					
General	Enter New Door Group All DATA Office Doors	Add Create New Door			
Door Groups	Demo Door Group 1 Demo Door Group 2				
Access Profiles	Every Door Woodland Park Doors				
Access Audit					
Logs					
Advanced Settings					
	Export				

To add a Door Group for this Door to belong, click the dropdown icon and select a Door Group. Then click "Add". You can add a Door to as many Door Groups as you want.

Proxess Access Control System	≡ <b>!</b> ♠!\$ ₽ \$ - • ×	Proxess Access Control System	≡  <b>A</b>  \$  <b>G</b>  \$` _ □ ×
← Doors ROB'S OFFICE > DOOR GROU	JPS	← Doors ROB'S OFFICE > ACCESS PROFILES	
General Door Groups Access Profiles Access Audit	Manufacturing     Add     Create New Door Group       ACTIONS     NAME       All DATA Office Doors       Every Door       Manufacturing	General Access PROFILE Management Access Profiles Access Audit	
Logs Advanced Settings		Logs Advanced Settings	
Ready   Operator Inchore Click the "Access	Epon Profiles" tob	Ready   Operator: incherr Any Access Profile that this Door is	a part of will appear in this list. It

Any Access Profile that this Door is a part of will appear in this list. It is not necessary for a Door to be part of an Access Profile. If there is no Door listed, you may go back to the Dashboard \ Home Screen and click on the "Access Profiles" module to add this Door to an existing Access Profile or create a new one. Click on "Access Audit".

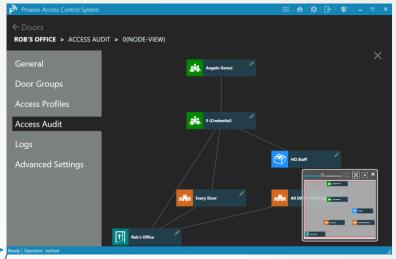
/	

General	LAST NAME	FIRST NAME	CREDENTIAL ID	CREDENTIAL NAME	ASSIGNMENT TYPE	ASSIGNMENT VIA	v
Sellelai	Schorr	Robert		Office Card	Credential	Door	đ
	Geraci	Angelo		Credential	Credential	Door	đ
Door Groups	Test	Joe		SMPL020-125266	Credential	Door Group	ŝ
	м	Mike		Credential-7002	Credential	Door Group	ŝ
Access Profiles	Schorr	Robert		Office Card	Credential	Door Group	ŝ
	Geraci	Angelo		Credential	Credential	Door Group	ł
	Schorr	Robert		Office Card	Access Profile	Door	6
	Geraci	Angelo		Credential	Access Profile	Door Group	8
.ogs	Schorr	Robert		Office Card	Access Profile	Door Group	đ
Advanced Settings							

Each of the individual Cardholders\Users that have access to this Door will appear in this list. For any of the Users, click on their "View" icon.

neral	LAST NAME F	FIRST NAME	CREDENTIAL ID	CREDENTIAL NAME	ASSIGNMENT TYPE	ASSIGNMENT VIA	VIEW
neral s	Schorr Ro	obert	0	Office Card	Credential	Door	ሐ
Guardia	ieraci An	ngelo		Credential	Credential	Door	ሐ
or Groups	lest Joe	e		SMPL020-125266	Credential	Door Group	ĥ.
	vi Mi	like		Credential-7002	Credential	Door Group	ሐ
cess Profiles s	ichorr Ro	obert		Office Card	Credential	Door Group	ሐ
	Seraci An	ngelo		Credential	Credential	Door Group	ሐ
cess Audit s	Schorr Ro	obert		Office Card	Access Profile	Door	ሐ
c	Geraci An	ngelo		Credential	Access Profile	Door Group	ሐ
gs vanced Settings	ichorr Ro	obert		Office Card	Access Profile	Door Group	ሐ

For a list of all the recorded Events at this Door, click "Logs".



This Access Audit view shows the relationship between the cardholder and their credentials and the door's record that we are in.

The insert on the bottom right of the screen allows you to see the entire relationship tree and the slide bar at the top of this insert can be moved to widen or narrow the main screen view. Click "X" in the top right to close this view and return to the list of doors

CODORS	LOGS					
General		Date Range	Select a date	Select a date		
		•		<ul> <li>✓ July 2017</li> </ul>		SOUR
Door Groups	Su Mo Tu We Th			Su Mo Tu We Th Fr Sa		rschorr
	25 26 27 28 29 1 2 3 4 5 6	10 1 7 8		25 26 27 28 29 30 1 2 3 4 5 6 7 8	(† † †)	rschorr
Access Profile	9 10 11 12 13			9 10 11 12 13 14 15		AMMABLE VIA BLE M. Mik
	16 17 18 19 20 2 23 24 25 26 27	28 29		16 17 18 19 20 21 22 23 24 25 26 27 28 29		Schorr,
Access Audit			• : 0 • AM •		12 • : 0 • AM •	(Gerac
		1	6/20/2017 3:22:12 PM	6/20/2017 11:22:12 AM	ACCESS	Schorr.
Logs		1	6/20/2017 3:22:06 PM	6/20/2017 11:22:06 AM	ACCESS	(Gerac
9-		1	6/20/2017 3:20:28 PM	6/20/2017 11:20:28 AM	ACCESS	(Gerac
Advanced Sett	inas	1	6/20/2017 3:17:08 PM	6/20/2017 11:17:08 AM	ACCESS	Schorr.
		1	6/20/2017 3:17:04 PM	6/20/2017 11:17:04 AM		(Gerac
		1	6/20/2017 3:16:56 PM	6/20/2017 11:16:56 AM	ACCESS	Schorr,
		1	6/20/2017 3:16:52 PM	6/20/2017 11:16:52 AM		(Gerac
		1	6/20/2017 3:16:45 PM	6/20/2017 11:16:45 AM	ACCESS	Schorr,
		1	6/20/2017 3:16:41 PM	6/20/2017 11:16:41 AM	ACCESS	(Gerac
		1	6/20/2017 2-16-22 DM	6/20/2017 11-16-22 AM	ACCESS	Crhorr

Though you may scroll through this list, you may instead select a starting and ending date and time range for the events to be displayed making the resulting list more pertinent.

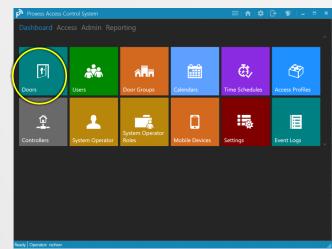
			Select a date 🟦 Gr		
Door Groups	ACTIONS	EVENT DATE TIME(UTC)	EVENT DATE TIME(LOCAL)	EVENT CODE	SOURC
	/	7/6/2017 9:40:00 PM	7/6/2017 5:40:00 PM	DOOR_UPDATE	rschorr
Access Profiles		7/6/2017 9:30:44 PM	7/6/2017 5:30:44 PM	DOOR_UPDATE	rschorr
Access Fromes		6/20/2017 6:26:36 PM	6/20/2017 2:26:36 PM	LOCK_PARAMETERS_PROGRAMMABLE_VIA_BLE	
Access Audit		6/20/2017 6:25:26 PM	6/20/2017 2:25:26 PM	ACCESS	Schorr, R
Access Audit		6/20/2017 6:25:23 PM	6/20/2017 2:25:23 PM	ACCESS	(Geraci, .
22.2.2		6/20/2017 3:22:12 PM	6/20/2017 11:22:12 AM	ACCESS	Schorr, R
₋ogs		6/20/2017 3:22:06 PM	6/20/2017 11:22:06 AM	ACCESS	(Geraci,
		6/20/2017 3:20:28 PM	6/20/2017 11:20:28 AM	ACCESS	(Geraci, .
Advanced Settings		6/20/2017 3:17:08 PM	6/20/2017 11:17:08 AM	ACCESS	Schorr, R
		6/20/2017 3:17:04 PM	6/20/2017 11:17:04 AM	ACCESS	(Geraci, .
		6/20/2017 3:16:56 PM	6/20/2017 11:16:56 AM	ACCESS	Schorr, R
		6/20/2017 3:16:52 PM	6/20/2017 11:16:52 AM		(Geraci, .
		6/20/2017 3:16:45 PM	6/20/2017 11:16:45 AM	ACCESS	Schorr, R
		6/20/2017 3:16:41 PM	6/20/2017 11:16:41 AM	ACCESS	(Geraci, .
		6/20/2017 2-16-22 DM	6/20/2017 11:16-23 AM		Crhoir D
	Reload	Export			
y Operator: rschorr	-				
ick on the "Ad	vanced	Settings'	′tab.		
		5			

<b>ROB'S OFFICE</b> > ADVANCED S						Save
Comonal	General Advanced			Audio and Visual Feedback		
General	Installation Date:	2/19/2017	14	Beep with Programming:		Use Default: 🗹
Door Groups	Failure Condition:	Fail Secure 🔻	Use Default:	Beep when Access Granted:		Use Default: 🗹
boor oroups	Audit Overwrite Policy:	Circular 🔻	Use Default: 🗹	Beep when Access Denied: Exterior LED:		Use Default: 🗹
Access Profiles	Supervision:			Exterior LED: LED Illumination Time for Invalid Ac	cess: 1	Use Default: 🧹
Access Audit	Series Resistor:		Use Default:	LED Illumination Time for Valid Ac	rcess: 1	Use Default: 🗹
Access Audit	Parallel Resistor:		Use Default: 🗹			
Logs	Toggle Delay Time:	5	Use Default: 🔽			
Advanced Settings	Lockdown Configuration			Event Recording to Card		
	Lockdown Cancel Delay Time:	5	Use Default: 🧹	Valid Access Attempts:		Use Default: 🗹
	Egress Cancels Lockdown:		Use Default: 🗹	Invalid Access Attempts:		Use Default: 🗹
	Pass-Through Cancels Lockdown:		Use Default: 🗹	Contact Points:		Use Default: 🗹
	Interior LED Lockdown Indication:			Lock Events:		Use Default:
	Time Illuminiated:	1	Use Default: 🧹	Communications:		Use Default: 🗹
		A				
	Time Extinguished:	1	Use Default: 🗹			
	Time Extinguished:	1	Use Default: 🗹	Reset		
	Time Extinguished:	1	Use Default: 🗹	Reset Reset Door Roll Bundle Key	Roll Bluetooth Key	

## Ready Operator: rschorr

Everything in the "Advanced Settings" tab is initialized in a default mode with all the "Defaults" being edited in the "Settings" module. To change any setting, first un-check its "Use Default" box. A lockset is able to be set to Fail in a Secure, Unsecure\Safe or As-is mode. To return to the Home Screen \ Dashboard, click the "Doors" tab on the top left and then click "Access", or click the Home icon on the top right taskbar. (Jeff – We need a bit more room to explain the Lockdown options on this page, but they seem easy to understand, so I'm leaving it out of this document.)

) 🎗 | 🕞 |



We will now review the real-time/online door controls. From the Home screen \ Dashboard, click "Doors".

Provent()**	
← Access	
DOORS	
Filter by	Add Res Door
	CITIONS NAME LOCK THE LOCK CONTROLS ANALABLE LOCK STATE
C Ordine	C 22 Monther SD Officer SD Officer SD Officer SD California Unabled SD California SD C
Cilline	
Table Services	
SD Office Doors 🔿 📋	
	Debth Structured Advanced Search Related Expert Global Lackdown
	UNITE LINE TEL ADVANCES SERVES REGIST SECOND

This is the User Interface for online doors and circled (on the right) are the available door controls. You can sort so that Online doors appear at the top of the list of doors by clicking on "Type", circled at the top of the screen.

ATED (UTC)	BATTERY	UPDATES	ONLINE CONTROLS	AVAILABLE	LOCK STATE	ATED (UTC)	BATTERY	UPDATES	ONLINE CONTROLS	AVAILABLE	LOCK STATE
2019 8:34:21 PM	99%			0		2019 8:34:21 PM	99%			0	·
		<b>v</b>				\$/2018 11:05:33 PM		~			
		~	🐵 🐢 🧧 😣 😭	3 🔵	2	019 6:16:23 PM		~	🛞 🚓 🤨 😣 😂		ល
		<b>v</b>				2019 7:46:47 PM		<b>v</b>			
		~	$\sim$			2018 3:35:09 PM		~	$\sim$		
		<b>V</b>	🕒 🐴 🖸 😣 😭		ಬ	019 4:51:17 PM		<b>V</b>	💽 🖧 🚺 🛞		ಬ
			Lockdown	Door					Cance	el Lockdown	

Click this icon to Lockdown this door and this icon to cancel the Lockdown.

ATED (UTC)	BATTERY	UPDATES	ONLINE CONTROLS	AV	AILABLE	LOCK STATE	
2019 8:34:21 PM	99%				0		
		<b>V</b>					
		✓	🚯 🐢 🟮 😣	2		3	
		<b>V</b>					
		~	$\frown$				
		✓	· @( • • )🗗 😵	3		C2	
			Toggle Lock/	'Unlock			

Click this icon to Toggle this door to an unlocked state. Click the icon again to Toggle it back to the state it was in.



ATED (UTC)	BATTERY	UPDATES	ONLINE CON	ITROLS	AVAILABLE	LOCK STATE	CREATED (UTC)	BATTERY	UPDATES	ONLINE	CONTR	OLS	AVAILABLE	LOCK STATE	
2019 8:34:21 PM							7/18/2019 8:34:21 PM	99%					0		
4/2018 11:05:33 PM		<b>v</b>					1/14/2018 11:05:33 PM		-					$\sim$	
019 6:16:23 PM		~	🛈 🖧 🌔	ය 😣 🕻		C	5/7/2019 6:16:23 PM		-	(i)	0	8 3		(8)	
2019 7:46:47 PM		<b>~</b>					3/29/2019 7:46:47 PM		~					$\bigcirc$	
2018 3:35:09 PM		✓		6	0		9/20/2018 3:35:09 PM		~						
019 4:51:17 PM		✓	🕘 🖧 🌔	ද ) 😣 🕻		S	5/7/2019 4:51:17 PM		~	(i)	0	8 8		S	
				~	Refresh State										

Click this icon to Refresh the state of the lock.

This icon shows that the door has been programmed, but it is now offline.

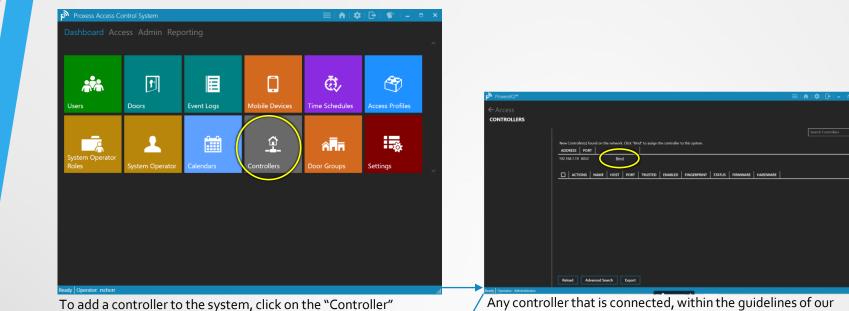
ATED (UTC)	BATTERY	UPDATES		OLS	AVAILABLE	LOCK STATE	ATED (UTC)	BATTERY	UPDATES	ONLINE	CONT	ROLS		AVAILABLE	LOCK STATE	
2019 8:34:21 PM	99%			`	0		2019 8:34:21 PM	99%						0		
		<b>V</b>					4/2018 11:05:33 PM		<b>~</b>						$\sim$	
		$\checkmark$	🚯 🖧 🚺	8 8		2	019 6:16:23 PM		✓	(1)		8	3		( 🖬 )	
		<b>V</b>					2019 7:46:47 PM		✓						Momen	tary Unloc
		$\checkmark$	~				2018 3:35:09 PM		~							
019 4:51:17 PM		✓	🕑 🕫 🚺	8		C2	019 4:51:17 PM		✓	🕚 oʻʻ	• 🖸	8	3		ಬ	
			Quick Unlock													

Click this icon to perform a Quick/Momentary Unlock this door. The open This icon shows that the lock has been and is locked. time is as programmed into the Settings screen in the *Doors* module.

ATED (UTC)	BATTERY	UPDATES	ONLINE CONTROLS	AVAILABLE	LOCK STATE
2019 8:34:21 PM	99%			0	
4/2018 11:05:33 PM		✓			$\frown$
019 6:16:23 PM		~	🚯 🐢 🏮 🛞	C 😑	( 🔒 )
2019 7:46:47 PM		✓			$\smile$
2018 3:35:09 PM		<b>V</b>			
019 4:51:17 PM		<b>V</b>	🕒 🐢 🏮 😣	2 <b>–</b>	ល

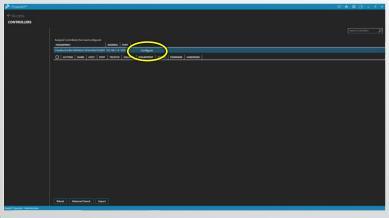
This icon shows that the lock has been and is locked.



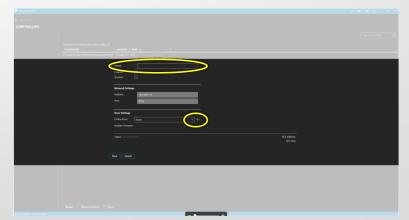


To add a controller to the system, click on the "Controller" module icon. After adding a Controller, you will then be able to select entry & exit readers that you have added into the "Doors" module to connect.  Any controller that is connected, within the guidelines of our BoxIQ Connectivity document located here on our website:
 www.proxess.com/documents/BoxIQConnect will automatically appear in this window. To avoid confusion, it is best to connect and
 configure one controller at a time.

Click "Bind" to connect the newly discovered controller with  $\mathsf{ProxessIQ}$ 



Now click "Configure" to have the software configure this controller for its proper function within this software instance.

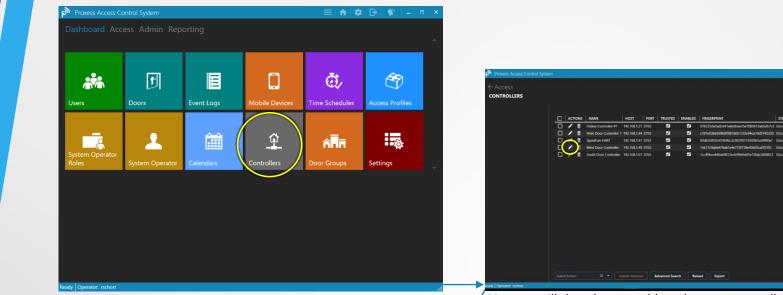


Type a name for this controller. Next, click on the drop-down arrow above.



A ProvessiQ*		
← Access CONTROLLERS		
	CTIONS NAME HOST FORT TRUTTO ENABLED ENGESSMENT STATUS FRAMMARE HALDWARE	
	🔽 🖋 👔 Prozence Office Controller V32 388.1.9 BPUS 👩 👩 STabablech28B31481482a3133306/4883158069 Connected v1.0.14889 daty v1.0	
ady Operator: Administrator		

The Controller is now bound, configured enabled and shown as Connected and operational.



To add a door controller to the system, click on the "Controller" module icon. After adding a Controller, you will then be able to select entry & exit readers that you have added into the "Doors" module to connect.

Proxess Access Control System				×
← Controllers WEST DOOR CONTROLLER >	GENERAL		Save	
General	Name Enabled:   Insted:  Trusted:  Network Settings Address Port:  Door Settings Ordine Door:  Firmware Settings Current Firmware Update Firmware  Satus: Disconnected	192:168.148 8765 None None Prot boor Mikes Demo Process Test Door • present	ACS Address: nbud1 process.com	
Ready Operator: rschorr			ACS Port: 8031	

Add any door that has been defined as "Online" in the "Door Type" field of the *Doors* module may be connected to this controller by clicking this arrow and selecting it from the drop down list.

Now we will show how to add readers to a controller that is already in the system, click its *Edit* icon shown above.

Proxess AxessIQ™				🌣 i 🕞 i	🐒   = 🜼 🗙
Controllers	GENERAL				Save
General Offline Doors	Name: Enabled: 🗹 Trusted: 🗹	West Door Controller			
	Network Settings Address: Port:	192.168.1.48 8765			
	Door Settings Online Door: MC E	ntry • ] +			
	Firmware Settings Current Firmware: Update Firmware:				
	Advanced Debug Logs: Pu	I Latest Debug Logs Retrieve Controller Password			
eady Operator: Administrator	Status: Disconnected			ACS Addres ACS Por	e cloud1.proxess.com e 8031

<sup>•</sup> The Controller screen now shows the reader that has been attached to that Controller.

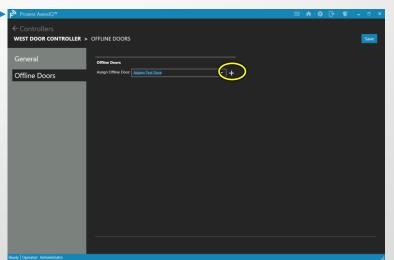
		P <sup>™</sup> Proxess AxessIQ <sup>™</sup>	≡!♠!\$ ₽!\$' - • :
p <sup>®</sup> Prozess Aves4Q <sup>™</sup> ← Controllers	≡∣♠∣\$ ₽ ♥ - □ ×	← Controllers WEST DOOR CONTROLLER > OFFLINE DOORS	Save
Central  Ceneral  Offline Doors	Lister ACS Molene: chard prosent.com	General       Offline Doors         Offline Doors       Augn Offline Dor	
Neady Operator: Administrator	In the second	Ready   Operator: Administrator	

Now click on "Offline Doors" to bind cylindrical locksets, mortise locksets and Mini-Controllers to the Controller.

Up to eight (8) locksets and mini-controllers can be bound to a single controller.

Proxess AxessIQ™	≡inti¢iG	•  🐒   🗆 🗆 🗙	
← Controllers			
WEST DOOR CONTROLLER > OFFLINE DOORS		Save	
General Offline Doors			
Offline Doors			
None			
100s Mechanical Room			
Adams Test Door			
ASR Plaza			
Ready Operator: Administrator			-

Add any door (i.e. Lockset and Mini-Controller) that has been defined as "Offline" in the "Door Type" field of the *Doors* module may be connected to this controller selecting it from the drop-down list.



Up to eight (8) total locksets and mini-controllers can be connected to a controller.

A lockset or M-C can only be connected to one (1) controller. Take care to select locksets or M-Cs to be connected that can easily be "seen" and controlled by the software, in the "Doors" module.



Proxess Access C	ontrol System			<b>≡   ♠   \$</b>	: ⊡  ♥  =         ×	Proxess Access Control System	≡  <b>☆</b>   <b>☆</b>   <b>♂</b>   <b>◎</b> ' _ □ ×
						← Access	
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Users	Doors	Event Logs	Mobile Devices	Time Schedules	Access Profiles	⊙ Management	1 /
<u> </u>	1		Ŷ	âĒā		Office Staff	t /
System Operator Roles	System Operator	Calendars	Controllers	Door Groups	Settings	⊙ Woodland Park Ops∖Maint	1 /
							± /
ady Operator: rschorr	files combi	ine Time 9	chedules a	nd Doors (	and Door	For a quick edit note, if there is a	one, click an existing Access Profile
			be assigned				,
			Profiles" icc				

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						Ċ(	
ТҮРЕ	TIMESCHEDULE	FIRST PERSON IN	TOGGLE	PASS THROUGH			$\sim$
Door Group	Sometimes						
Door	Morning Shift	⊻					
Door	Always		-				
,	Door Group	s Door Group Sometimes Door Morning Shift	s Door Group Sometimes  Door Morning Shift	s Door Group Sometimes	i Door Group Sometimes  Door Morning Shift	Door Group Sometimes  Door Morning Shift	Door Group Sametimes Door Morning Shift 2

Praxess Access Control System	
C Access ACCESS PROFILES + Create New Access Profile	
	8
Edit Access Profile HQ Staff Cancel	
Woodland Park Ops\Maint	
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Click the Edit icon.

Ready Operator: rsch

Access Profiles - 1

Change the name and click "Apply".

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		← Access	
ACCESS PROFILES		ACCESS PROFILES	
+ Create New Access Profile	Search Access Profiles $\rho$	+ Create New Access Profile	Search Access
Demo Access Profile	1 /	🕑 Demo Access Profile	
Management	± 🗸	() Management	
HQ Staff	1 /	⊙ Office Staff	
ACTIONS NAME TYPE TIMESCHEDULE FIRST PERSON IN TOGGLE PASS T All DATA Office Doors Door Group Sometimes	HROUGH	✓ Woodland Park Ops\Maint	
🗴 Front Door Door Morning Shift 🗹			
Lemo Loor Loor Always     Ald DoorGroup		Woodland Park Student	
⊙ Woodland Park Ops∖Maint	1 /		
S Woodland Park Student	1 /		
by I operator ration The new Access Profile name appears.	Å	Click "Create New Access Profi	le".

CCESS PROFILES			
New Access Profile Name Create Cancel	Search Access Pro	ofiles	Q
⊙ Demo Access Profile		ŧ	/
Management		Ċ	/
⊙ HQ Staff		đ	/
⊙ Woodland Park Ops\Maint		Ū	/
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Access Profiles - 2

Enter a name for the new Access Profile and then click "Create".

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← Access	
ACCESS PROFILES	
+ Create New Access Profile	Search Access Profiles $\rho$
⊙ Demo Access Profile	± /
⊙ Management	1 /
⊙ HQ Staff	t /
Woodland Park Ops∖Maint	1 /
♥ Woodland Park Student	t /
Contraction Crews	t /
ady Operator: rschorr	

The new Access Profile appears. Click the dropdown arrow to view and edit the details.

	I

	Proxess Access Control System	≡   ♠   ✿   ြ+   ●   →   ■   ×	Proxess Access Control System	
▝▝┛	← Access ACCESS PROFILES		← Access	
	+ Create New Access Profile	Search Access Profiles D	+ Create New Access Profile	Search Access Profiles
	) Demo Access Profile	1/	Remo Access Brafile	All DATA Office Doors
	⊙ Management	0 / 0		Assignment Demo Door Group 2 Every Door Woodland Park Doors
	⊙ HQ Staff	ů /	Time Schedule - Select Time Sch	edule -
	⊙ Woodland Park Ops∖Maint	1 /	First Person In Toggle Pass Through	Always DATA Test Schedule 1 DATA Test Schedule 2
	S Woodland Park Student	t /		Deliveries Deliveries Morning Shift
	Cleaning Crews     Actions NAME TYPE TIMESCHEDULE FIRST PERSON IN TOGGLE PASS THROUGH	± /	ACTIONS NAME TYPE TIMESCHEDULE FIRST PERSON IN TOGGLE	Never
	KLIKUNS KAMAT TYZ I IMREZIREVOLE PIKSI PERSON IN 10004L2 PIKSI IMROOD     Add DoorGroup		ACTIONS NAME TYPE TIMESCHEDULE FIRST PERSON IN TOGGLE + Add Door + Add DoorGroup	
	Ready Operator: rischorr	4	Ready   Operator: rschorr	
	To add a Door Group to the new Access Group".	Profile, click "Add Door	Use the dropdown arrows to selec with the corresponding Time Sche	
m		/	within. Check any of the features t	hat can be used at those doors by
			appropriately designated cardhold	
les	Proxess Access Control System ← Access	≡ ♠ \$ ⊡ ♥ - ▪ ×	Provess Access Control System     Access	≡ ♠ ⊅ ⊡ ♥ - ◦ ×
ofi	ACCESS PROFILES		ACCESS PROFILES	
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SS	© Demo Access Profile	1 /	Door Privilege Assign	nent
ccess Profiles	<ul> <li>Management</li> <li>HQ Staff</li> </ul>	± /	Door Select Door -	·
AC		0 /	Time Schedule Real Door :17/28:11 Real Door :17/28:12 First Person In Vision Soffice	

· Proxess Access Control System	
← Access ACCESS PROFILES	
+ Create New Access Profile	Search Access Profiles D
⊙ Demo Access Profile	± /
⊙ Management	ů /
(⊙ HQ Staff	± /
⊙ Woodland Park Ops∖Maint	1 /
⊙ Woodland Park Student	Ū /
⊙ Cleaning Crews	ů /
ACTIONS NAME TYPE TIMESCHEDULE FIRST PERSON IN TOGGLE PASS THROUG	SH
All DATA Office Doors Door Group Sometimes         Image: Control of Control o	

After adding a Door Group and returning to this screen, click "Add Door".

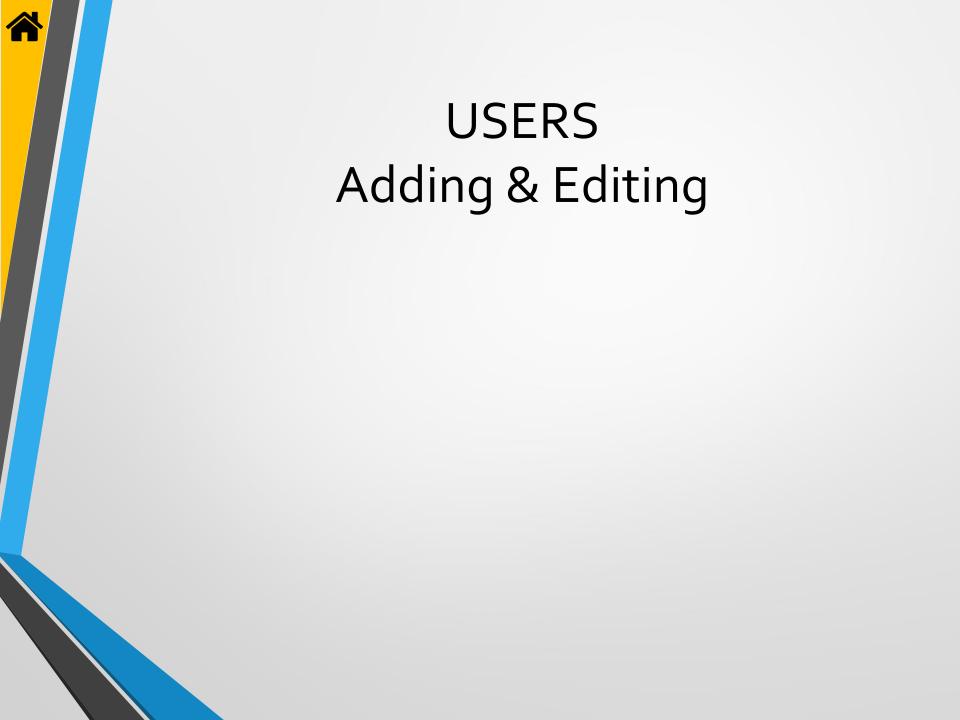
Door Privilege Assignment Door Real Door :17:28:11 Time Schedule Real Door :17:28:12 Rob's Office First Person In rver Ro TaylorDemo Tom's Office

After clicking the "Add Door" button from the main Access Profile screen, select the Door and its corresponding Time Schedule and check off the features that can be used at those doors by appropriately designated cardholders\Users and click "Apply".

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Server Room	Door	Sometimes	· · ·					
	OFILES w Access Profile cccess Profile ment f mod Park Ops\Maint nd Park Student g Crews NAME	OFILES w Access Profile cccess Profile ment f ment Park Ops\Maint and Park Student g Crews NAME TYPE	OFILES w Access Profile cccess Profile ment f nd Park Ops\Maint nd Park Student g Crews	OFILES w Access Profile cccess Profile ment f ment f ment g rews NAME TYPE TIMESCHEDULE FIRST PERSON IN	OFILES       w Access Profile       cccess Profile       ment       f       nd Park Ops/Maint       nd Park Student       g Crews       NAME     TYPE       TIMESCHEDULE     FIRST PERSON IN	OFILES       w Access Profile       cccess Profile       ment       f       nd Park Ops/Maint       nd Park Student       g Crews       NAME     TYPE       TIMESCHEDULE     FIRST PERSON IN	OFILES       w Access Profile       cccess Profile       ment       f       nd Park Ops/Maint       nd Park Student       g Crews       NAME     TYPE       TIMESCHEDULE     FIRST PERSON IN       TOGGLE     PASS THROUGH	OFILES     Search A       w Access Profile

Access Profiles - 4

This is the screen you will see after you click Save. To return to the Home Screen \ Dashboard, click either "Access" or the Home icon in the top taskbar.





Proxess Access Contr						1 ×
	Admin Rep					~
<b>P</b> Doors	sers	Door Groups	Calendars	Time Schedules	Access Profiles	
Controllers S	ystem Operator	System Operator Roles	C Mobile Devices	Settings	Event Logs	-
Ready Operator: rschorr						
The Users m Cardholders door groups	and cred	lentials. Th	eir rights	to access d	oors and	
Proxess Access Control Sys	stem			≡!♠!\$!	G+ 📽	* *
Users ERACI, ANGELO > GEN	NERAL				Sa	ve
General				Angelo	Access Blocker	d: 🔲
redentials				Geraci Knife		
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ccess Audit			External Id:	9999 + - Use Default:		
ogs		add photo	Validation Period: Pin Number:	9999 + - Use Default:		
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Proxess Access Control Syst						<b>A</b> 2		= ×
← Access USERS								
Filter by	+ Ad	d New User	2				Search Users	٩
		ACTIONS	LAST NAME	FIRST NAME	EMAIL	BLOCKED		
		🖍 🗇	м	Mike				
Lockdown Credentials		/ 🖞	Richardson	Tom	tom@datausa.com			
Blocked		1 🖞	Schorr	Robert	rob.schorr@yahoo.com			
		/ 🔟	Test	Joe		BLOCKED		
		🖍 🖞	Thunder	Darold				
		🖌 🗇	Torre	Test				
		/ 🖞	User1	Demo	demo.user1@proxess.com			
		/ 🔟	User2	Demo Extended	demo.user2@proxess.com			
			Advanced	Search Re	load Export			

From the main Users screen you can edit, delete and block individual cardholders. The list can be filtered\sorted by checking one or both of the boxes on the left: "Lockdown" and "Blocked" and Users can be searched for by typing letters in their name in the Search box. Click "Add New User" to do so.

 Proxess Access Control System				
		Username		
	User Saved			
	The user changes have been saved			
			OK	
		Notes:		

Add the essential new user information, including just their first and last name. Optional information includes the "Validation Period", the number of days a credential has to check-in at an online reader, before access is denied (leave this high for offline systems) and an Extended Opening checkbox, for the wheelchair bound, for example. The Pin is used if an online, wall-mounted reader\keypad is used in the system. The User Name and Email are only needed if this User will also be assigned software Operator rights. Click "Save" to continue.

	Proxess Access Control System		Proxess Access Control System	= [슈[슈[다] 왕] = ㅋ >
	← Users		← Users	
	GERACI, ANGELO > GENERAL	Save	GERACI, ANGELO > CREDENTIALS	
	General First Name	Angelo Access Blocked:	General + Add New Credential	
	Credentials Middle Name	e: Knife	Credentials	
	Access Audit External Id:		Access Audit	
	Logs add photo Validation Pe	riod: 9999 + - Use Default:	Logs	
	Emait			
$\sim$	Extented Op	ening: 🕑		
<u>s</u>				
ia l				
Adding New Users & Credentials -			Reload Blacklist Al	I Credentials
Le Le			Ready Operator: rschorr	Credential". As many credentials as
	Now that the new user has been saved, credential to them. This can be done no		desired may be issued to a Us	
00	future, by returning to their record, goin			
<b>G</b>	and clicking on the edit icon for their na			
S	For now, click "Credentials" to proceed.	≡∣∱∣¢∣ि; ♥∣_ □ ×	Burnary Assess Control Contart	
2	← Users		← Users	
e	GERACI, ANGELO > CREDENTIALS > NEW CREDENTIAL	Save	GERACI, ANGELO > CREDENTIALS > NEW CREDENTIA	
2	General Refeated to Card Name: Crede			
6 <u>u</u>	Credentials	D18 E		Expiration         5/12/2018         Credential         Active         Blacklist
G	Access Audit	Active Returned Damaged	Credential Saved	
	Logs	Lost Deactivated	The credential changes have b	veen saved

Ready Operator: rs

Select the Activation Date, which is usually left as the current date, but may be set at a future date. Select the Expiration Date of the card, which may be on an annual basis, by semester for schools, or at 90 days for evaluations of new hires. Select the Status of this credential and check the box if it is to be Blacklisted (disallowing access with the *credential*, as opposed to disallowing access of the *user*). You may give a "Name" to this card, such as Vehicle Tag, or Phone Sticker. If you wish to change the "Revalidation Date", return to the "General" tab after saving. Click "Save".

Proxess Access Control System	≡!♠!\$![₽ ♥ - ▫	× Proxess Access Control System	
← Users GERACI, ANGELO > CREDENTIALS > (CREDENTIAL)	Write to Card Save	← Users GERACI, ANGELO > CREDENTIALS > (CRED	
General Not Assigned to Card Activation Date 5/12/2017	Name:         Credential         Revalidation Date: 5/12/2017           Expiration Date:         5/12/2018         Endertial Status         Active         Backlist	General Credentials	ot Assigned to Card Name: Credential Revalidation D Date: 5/12/2017 (1) Explosion 5/12/2018 (1) Credential Actor • Blackint
Access Audit Access Profiles (Inherited Privil Acrons NAME Access Profiles (Inherited Privil Actions NAME Direct Privileges Add Decry - Add Decry(Privileges - Add Decry - Add Decry(Privileges)	eges) Meschedule Pirst Person IN Toggle Pass Through Lockdown	Select Access Prof	cess Profile
The rights for this credential to a be selected. This is done by selec Profiles" and\or one or more "Do "Doors". These have been set up programming modules. Click "Ad	ting one or more "Access or Groups" and individual in their respective	To choose an Access Pro "Cancel" to return to the	ofile, click the dropdown arrow, or e previous screen.

lacklist

× •

Select Access Profile

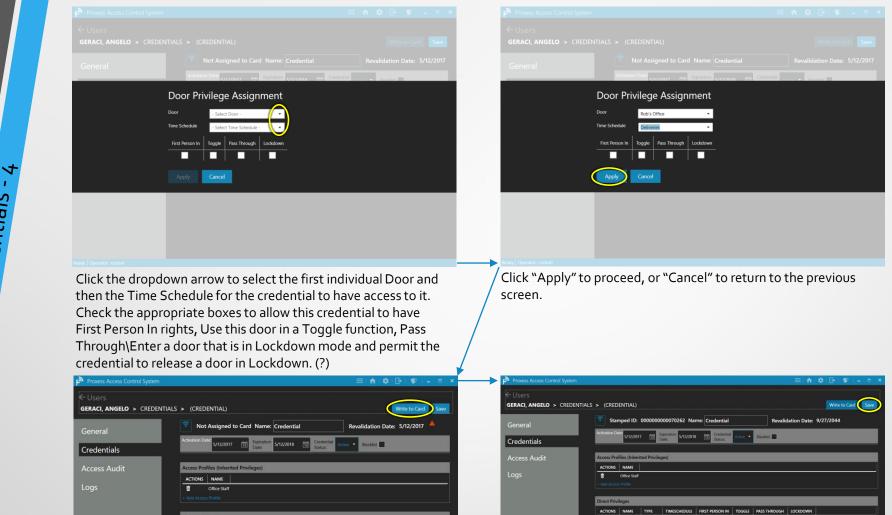
Select the desired Access Profile from the list and click "Apply".

Apply Cancel

Office Staff

Proxess Access Control System	E	♠ \$ ₽ \$ = = ×
← Users GERACI, ANGELO > CREDENTIALS	> (CREDENTIAL)	Write to Card Save
General	Not Assigned to Card Name: Credential  Activation Date:     5/12/2017     10     2017     10     2017     10     2017     10     2017     10     2017     10     2017     10     2017     10     2017     10     2017     10     2017     10     2017     10     2017     10     2017     10	Revalidation Date: 5/12/2017
Credentials	S/12/2017 T Date: S/12/2018 C Credential Act	live:  Blacklist
Access Audit	Access Profiles (Inherited Privileges)	
Logs	ACTIONS NAME  Critice Start  + Add Access Profile  Direct Privileges	
	ACTIONS NAME TYPE TIMESCHEDULE FIRST PERSON IN TOGG	LE PASS THROUGH LOCKDOWN
Ready Operator: rschorr		

To add a door for this credential to have access to, click "Add Door".

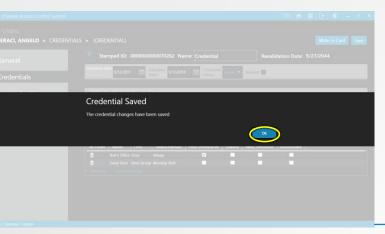


Repeat this procedure for all the additional doors and Door Groups that this credential will have access to and then, as long as the new card is on the enrollment reader, click "Write to Card".

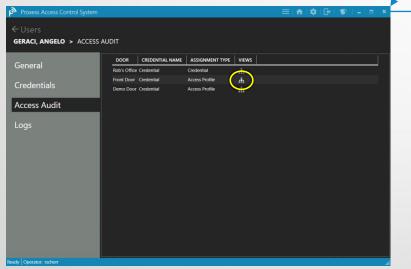
The "Stamped ID" of the card will now be shown towards the top of the screen, along with the selected Revalidation Date. Click "Save" (Necessary?) to complete the process. The card programming process is now complete.



# Adding New Users & Credentials - 5 "OK".



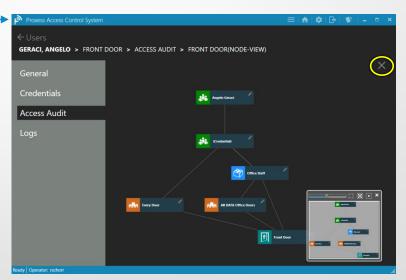
From the previous screen, this verification screen appears. Click



Each of the individual doors this Cardholder\User has access to will appear in this list. For any of the doors, click on its "Views" icon.

	ᅙ Not	Assigned	to Card	Name: Creden	tial	Rev	alidation Date:	5/12/2017	
ials	Activation D	s/12/201	7 🛍 B	operation S/12/2018	Credential Status:	Active •	Blacklist 📕		
udit	Access Pro	files (Inher	ted Privileg	es)					
	ACTIONS	NAME							
	Add Acces Direct Priv								
		NAME	TYPE	TIMESCHEDULE	FIRST PERSON IN	TOGGLE	PASS THROUGH	LOCKDOWN	() ()
	ACTIONS	NAME							
		Rob's Office	Door	Always			_		
		Rob's Office		Always Morning Shift	⊠ ■				

Though the credential programming is complete, we will now show a visualization what we have programmed, as it is listed above. Click on the "Access Audit" tab.



This Access Audit view shows the relationship between the cardholder and their credentials and the door selected on the previous screen.

The insert on the bottom right of the screen allows you to see the entire relationship tree and the slide bar at the top of this insert can be moved to widen or narrow the main screen view.

Click "X" in the top right to close this view and return to the list of doors.

	Proxess Access Control System ← Users GERACI, ANGELO > ACCES	
<mark>entials - 6</mark>	General Credentials Access Audit Logs	DOOR CREI Rob's Office Crede Front Door Crede Demo Door Crede
Adding New Users & Credentials - 6	Teor a list of all o	of the reco

Proxess Access Control System					<b>¢</b> ⊥⊡   1	¥	×
RACI, ANGELO > ACCES	5 AUDIT						
	DOOR	CREDENTIAL NAME	ASSIGNMENT TYPE	VIEWS			
neral	Rob's Office	Credential	Credential	ф			
	Front Door	Credential	Access Profile	ሐ			
dentials	Demo Door	Credential	Access Profile	ሐ			
cess Audit							
gs							
Operator: rschorr	\$						

orded Events for a User, click "Logs".

Proxess Access Control Syste

GERACI, ANGELO > LOGS

General

Logs

Credentials

Access Audit

The Log lists every stored Event from that door. This list may be Exported as an Excel file by clicking the "Export" button at the bottom.

Date Range Select a date 11 To Select a date 11 Go Clear

5/12/2017 3·17·32 PM 5/12/2017 11·17·32 AM

4/12/2017 3:06:47 PM 4/12/2017 11:06:47 AM

4/12/2017 2:34:51 PM 4/12/2017 10:34:51 AM

4/10/2017 8:13:41 PM 4/10/2017 4:13:41 PM

4/10/2017 8:13:23 PM

4/5/2017 6:55:37 PM

4/5/2017 6:55:31 PM

4/5/2017 6:54:55 PM

4/5/2017 6:54:50 PM

4/5/2017 6:54:33 PM

4/5/2017 6:54:17 PM

4/5/2017 6:54:10 PM

4/5/2017 6:54:04 PM

4/5/2017 6:54:00 PM Export Reload

ACTIONS EVENT DATE TIME(UTC) EVENT DATE TIME(LOCAL) EVENT CODE

4/10/2017 4:13:23 PM

4/5/2017 2:55:37 PM

4/5/2017 2:54:55 PM

4/5/2017 2:54:50 PM

4/5/2017 2:54:33 PM

4/5/2017 2:54:04 PM

(n) 🌣 i 🗗 🕷

DOUBLE SWIPE READER TOGGLE UNLOCK Real Door :08:1

DOUBLE SWIPE READER TOGGLE UNLOCK Real Door :08:1

DOUBLE\_SWIPE\_READER\_TOGGLE\_UNLOCK Real Door :08:1

USER CREATE

CREDENTIAL UPDATE

CREDENTIAL\_UPDATE

MECHANICAL\_KEY\_ACCESS

SOURCE ITEM

(Geraci, Angel (Credential-70

(Credential-70 Real Door :0B:

Real Door :0B

Real Door :0B Real Door :0B:

Real Door :0B:1

Real Door :08:1

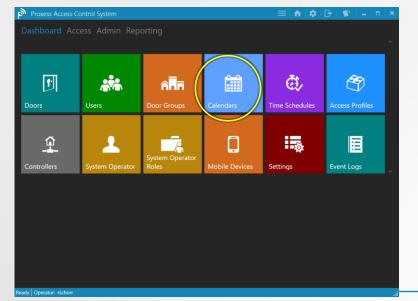
Real Door :0B:1

Real Door :08:1

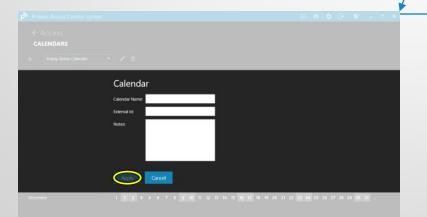
Real Door :0B:

This list may be scrolled and may also be searched and shortened, by selecting a "Date Range" from the top of the page. Again, the resulting list may be Exported by clicking the "Export" button. To return to the full list of Users, click "Users" at the top left. To return to the Home Screen \ Dashboard, click the Home icon at the top taskbar.





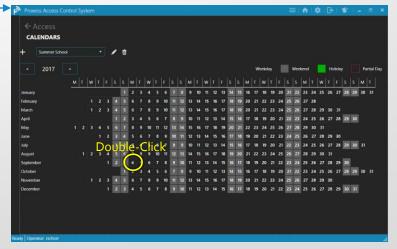
Click the icon for the "Calendars" module. Calendars are where you add traditional Holidays and other specialty days. Specialty days can be planned in advance (e.g. weddings at a church, sports games at a school), or added on-demand (e.g. weather related event).



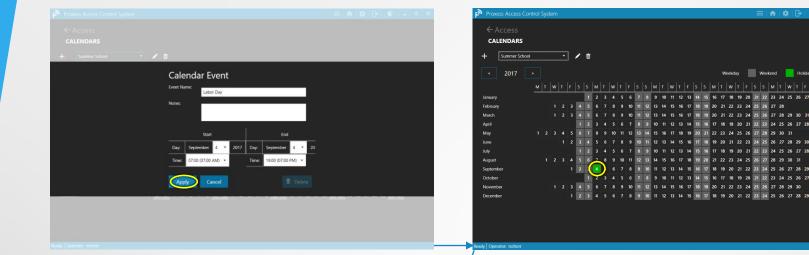
Enter the name for the new Calendar. This is the name that will appear in all the Doors selection screens. The External ID is optional and is an alternate reference that the customer may have. Enter any further notes you may have. Click "Apply" to continue.



The Default calendar will appear, if this is a new system. Since a customer may have multiple locations, with each location abiding by different calendars, you may create multiple Calendars and apply a different Calendar to each lockset and door. Click the dropdown arrow to select a Calendar to view and the edit icon to do so. At this time click "+" to create a new Calendar.



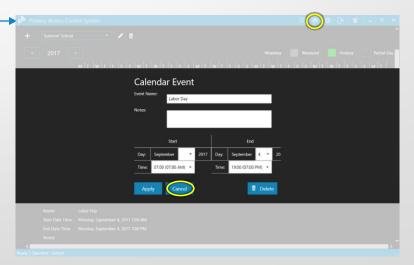
The Calendar you just created appears. To begin adding days for a Door to operate\function differently than normal\programmed, click on any day for the current year that is displayed (2017 in this case). To add a Calendar Event, Double-click on any day.



The page to create a new Calendar Event appears. Enter the Event Name you want along with any optional clarification Notes. Select the Start and End days and times for this special Door operation to occur and click "Apply" to save this new event. The new Holiday\Event now appears, highlighted in green. Note that a Holiday is the most common type of Event and is therefore the term used in the software and the two words are equal to this program. To view the detail of this Holiday\Event click on the green highlighted date.

Proxess Access Con	trol System					=:*:\$	🕞   🐒   💷 💌
+ Summer School	Ŧ						
< 2017					Weekday	Weekend	Holiday Partial Day
	м т w т	FSS	M T W T F S	S M T W T F	S S M T W T F	S S M T W	T F S S M T
January		1	2 3 4 5 6 1	7 8 9 10 11 12 13	14 15 16 17 18 19 20	21 22 23 24 2	5 26 27 28 29 30 31
February		3 4 5	6 7 8 9 10 1	11 12 13 14 15 16 17	18 19 20 21 22 23 24	4 25 26 27 28	
March		3 4 5	6 7 8 9 10 1	11 12 13 14 15 16 17	18 19 20 21 22 23 24	4 25 26 27 28 29	30 31
April		1 2	3 4 5 6 7 8	8 9 10 11 12 13 14	15 16 17 18 19 20 21	1 22 23 24 25 26	5 27 28 29 30
May		5 6 7	8 9 10 11 12 1	3 14 15 16 17 18 19	20 21 22 23 24 25 26	5 27 28 29 30 3	•
June	1	234	5 6 7 8 9 1	0 11 12 13 14 15 16			
July		ouble	e-Click	8 9 10 11 12 13 14			5 27 28 29 30 31
August		4 5 6	7 8 9 10 11 1		19 20 21 22 23 24 25		
September		1 2 3	<u> </u>		16 17 18 19 20 21 22		
October			2 3 4 5 6 1		14 15 16 17 18 19 20		
November			6 7 8 9 10 1		18 19 20 21 22 23 24		
December		123	4 5 6 7 8 9	9 10 11 12 13 14 15	16 17 18 19 20 21 22	2 23 24 25 26 2	7 28 29 30 31
Calendar Event E							
Name:	Labor Day						
Start Date Time:	Monday, Septen						
End Date Time:	Monday, Septen	nber 4, 2017 7:00	0 PM				
Notes:							
Ready Operator: rschorr							

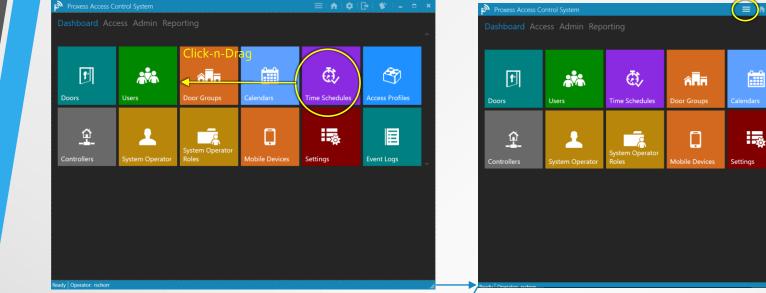
The Holiday\Event detail appears at the bottom of the Calendar. To edit the Event, Double-click on the green highlighted date.



You can now make adjustments to the Holiday, or click "Cancel" to return to the previous screen and then click the Home icon on the top taskbar to return to the Home Screen \ Dashboard.



# USER INTERFACE FLEXIBILITY

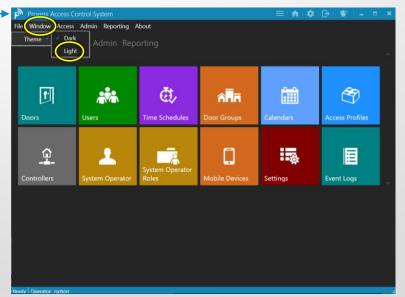


The Dashboard \ Home Screen \ User Interface may be customized in several ways. First, you may click-and-drag any module to another part of the screen, thus rearranging the module icons.



...The file shortcut menu will appear and remain at the top of the page throughout the system, until you again click on the same icon on the top taskbar.





Click on the "Window" button, highlight "Theme" and then click on "Light".

Eile Window Access Admin Reporting About Dashboard Access Admin Reporting

<b>P</b> Doors	Users	<b>Č</b> Č Time Schedules	ATT. Door Groups	Calendars	Access Profiles	
Controllers	System Operator	System Operator Roles	C Nobile Devices	Settings	Event Logs	~

Proxess Access Control System	Proxess Access Control System	Proxess Access Control System
le Windo Access dmin Reporting About	File Window Acces Admin peporting	About File Window Access Admi Reporting bout
Doors Control+Shift+D Reportin Door Groups Control+Shift+G Users Control+Shift+U	System Operators Control+Shift+O System Operator Roles Control+Shift+R Mobile Devices Control+Shift+M	
Calendars Control+Shift+C Time Schedules Control+Shift+T Access Profiles Control+Shift+A	Settings Control+Shift+M Controller Firmware Control+Shift+M	

The screen background is now changed to white and will remain so throughout the system until the background is changed back to "Dark".

← Access DOORS										
Filter by	1	+ A	dd New	Door				S	earch Doors	Q
			ACTIO	ONS	NAME	LOCATION	TYPE	LAST UPDATE	CREATED	в.
Туре	~		1	ŵ	Adams Test Door	DATA's Office	Offline	2/20/2017 6:04:15 PM	2/20/2017 6:04:33 PM	0%
Online			1	۵.	Debug_Lock_0B:31	DATA's Office	Offline	2/27/2017 6:02:04 PM	2/27/2017 6:02:28 PM	0%
Offline			1	ŵ	Demo Door	Demo Location	Offline	2/6/2017 10:46:23 PN	2/6/2017 10:46:23 PM	0%
			1	ŵ	Demo Door 2	Demo Location	Offline	2/6/2017 10:46:23 PM	2/6/2017 10:46:23 PM	0%
Saved Searches	~		1	ŵ	Front Door	DATA's Office	Online	2/10/2017 11:48:49 P	M 2/10/2017 11:49:13 PN	1 0%
			1	۵.	Lock With Rolled Keys #1	DATA's Office	Offline	4/20/2017 4:03:55 PM	4/20/2017 4:04:40 PM	.0%
			1	ŵ	Lock With Rolled Keys #2	DATA's Office	Offline	4/20/2017 4:06:10 PM	4/20/2017 4:06:59 PM	0%
			1	ŵ	Mikes Demo	DATA's Office	Offline	2/24/2017 4:53:11 PM	2/24/2017 4:53:25 PM	0%
			1	ŵ	Mike's Toggle Lock	Demo Location	Offline	4/5/2017 6:59:07 PM	4/5/2017 6:59:49 PM	0%
			1	Ū	Real Door :08:1E	DATA's Office	Offline	3/8/2017 3:53:55 PM	3/8/2017 3:54:37 PM	0%
			1	ŵ	Real Door :17:28:11	DATA's Office	Offline	3/7/2017 10:24:13 PN	3/7/2017 10:25:15 PM	0%
			1	۵.	Real Door :17:28:12	DATA's Office	Offline	3/7/2017 10:30:30 PM	3/7/2017 10:31:04 PM	0%
			1	莭	Rob's Office	Richmond	Offline	2/19/2017 11:39:33 P	M 2/19/2017 11:43:04 PN	1 0%
			1	۵.	Server Room	DATA's Office	Offline	2/10/2017 11:47:29 P	M 2/10/2017 11:47:57 PM	1 0%
			1	莭	TaylorDemo	DATA's Office	Offline	3/10/2017 4:03:24 PM	3/10/2017 4:06:12 PM	0%
			1	m	Tom's Office	DATA's Office	Offline	2/10/2017 11:44:30 P	y 2/10/2017 11:45:50 PM	0%

The Home icon is used from any screen in the system to bring you back to the Dashboard \ Home Screen.

As an alternate to using the module icons on the Dashboard, the file shortcut menu can be used to quickly navigate from and to any other module with a single click.



From any screen in the system, you can shortcut to the "Settings" module with a click on the icon shown in the top taskbar.

e <u>W</u> indow Access <u>A</u> dmin Repo	rting About				Dashboard Ac					
← Settings										
SETTINGS > DOOR DEFAULT	S			Save				Right		
D. D. (	General Settings		_	<u> </u>	<b>.</b>				đ,	3
Door Defaults	Momentary Unlock Time:	3 + -	-		<b>**</b> *	ſ	=	Click	64	
Credential Defaults	Momentary Unlock Time Ext:	30 + -			Users	Doors	Event Logs	Mobile Devices	Time Schedules	Access Profiles
Credential Defaults	Door Held Open:	30 + -			Osers	Doors	Event Logs	Mobile Devices	Time schedules	Access Profiles
Audit Log Cattings	Door Held Open Extended:	60 + -	-							
Audit Log Settings	First Person In:				_		<u>~~</u>	~	_	
	Lock Mode: Sto	preroom Mode	·		8			<u> </u>	â	Tor.
	Lock Mode: US	/Mountain	r		System Operator					
	Advanced Settings				Roles	System Operator	Calendars	Controllers	Door Groups	Settings
	Audit Overwrite Policy:	Circular	•							
	Failure Condition:	Fail Safe	•							
	Supervision:	Turi bure								
	Series R	esistor	5 + -							
	Parallel R		5 + -							
	Toggle Dela	y Time:	5 + -							
	Lockdown Cancel Delay Time:		5 + -							
	Interior LED Lockdown Indication									
	Time Illumi	niated:	1 + -							
	Time Exting	uished:	1 + -	-						

The "Settings" module opens. Now return to the Home Screen \ Dashboard.

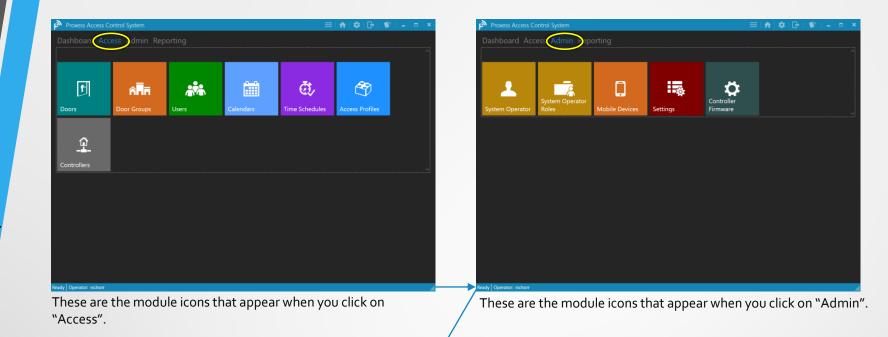
						×
Proxess Access Co	ontrol System			= 🔒 🔿	🗗   🖤   🗕	= ×
						~
Users	<b>f</b> Doors		emove from Dashboar pen in new window Galaction Mobile Devices	Time Schedules	Access Profiles	
System Operator Roles	System Operator	Calendars	Controllers	Door Groups	Settings	Ţ

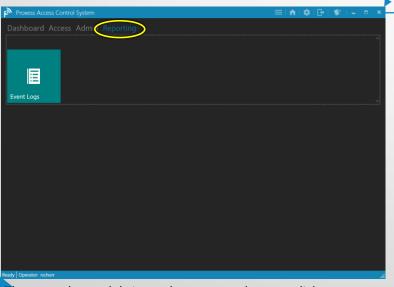
F	Proxess Access Co	ontrol System			≡!♠!\$	🕞   🖤   = 🛛 🗖	×
	Dashboarc Acc	ess Admin Repo					
	Users	Doors	Event Logs	CC .	Access Profiles	System Operator Roles	
	1	<b>.</b>	₽ E>	âĦīī			
	System Operator	Calendars	Controllers	Door Groups	Settings		~
Re	ady Operator: rschorr						, al

Click on "Access" in the top menu.

Ready Operator: r

You may "Remove" the icon from the Dashboard or open it in a new window (Is this working right?).





These are the module icons that appear when you click on "Reporting".

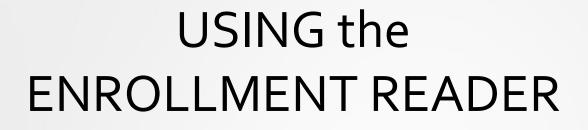
▲ 🚊 🕸 👘 🖏 🗋	System Operator Roles	Access Profiles	Time Schedules	Event Logs	Doors	Users
an Occurrent College dans Controllere Deve Courses Cottinger Mahile Devices						2
em Operator Calendars Controllers Door Groups Settings Mobile Devices	Mobile Devices	Settings	Door Groups	Controllers	Calendars	ystem Operator

These are the module icons that appear when you click on "Dashboard".

Window Access Admin Rep	orting About				Eile <u>W</u> indow Access <u>A</u> dmin Repo	Tung About		Θu	JSB Device
Settings					← Settings				
TTINGS > DOOR DEFAUL	ſS				Save SETTINGS > DOOR DEFAULT	S		R. S.	~
	General Settings				Door Defaults	General Settings			150
oor Defaults	Momentary Unlock Time:		з + —		Door Delauits	Momentary Unlock Time	s		
edential Defaults	Momentary Unlock Time Ext:		30 + -		Credential Defaults	Momentary Unlock Time	Ext:		
edential Defaults	Door Held Open:		30 + -		Credential Deladits	Door Held Open:			
udit Log Settings	Door Held Open Extended:		60 + -		Audit Log Settings	Door Held Open Extende	ed:		
ant Log Settings	First Person In:				Addit Log Settings	First Person In: Lock Mode:			
	Lock Mode:	Storeroom I	Mode 👻				Storeroom Mode	e	
	Lock Mode:	US/Mountai	in 👻			Lock Mode:	US/Mountain	Name:	Robert Alan Schorr
	Advanced Settings					Advanced Settings		Usernam	e: RobertASchorr
	Audit Overwrite Policy:		Circular	•		Audit Overwrite Policy:	Circu	ılar Email:	rob.schorr@yahoo.com
	Failure Condition:		Fail Safe	•		Failure Condition:	Fail S	afe Blocked:	False
	Supervision:					Supervision:		Blacklist:	False
	Serie	es Resistor:		5 + -			Series Resistor:	Notes:	
	Paralle	el Resistor:		5 + -			Parallel Resistor:	Activatio	
	Toggle D	elay Time:		5 + -		Тод	gle Delay Time:		n: 5/11/2018
	Lockdown Cancel Delay Time:			5 + -		Lockdown Cancel Delay		Stamped	ld: 000000000070261
	Interior LED Lockdown Indicat	ion:				Interior LED Lockdown In			Edit Credential
	Time III	uminiated:		1 + -		Tir	me Illuminiated:		Wipe and Deactivate

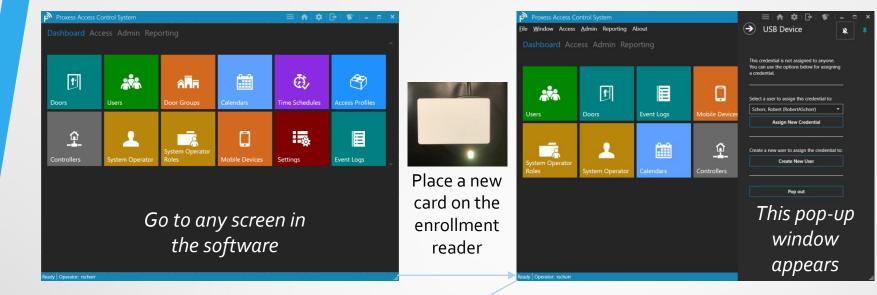
From any screen in the system, click on the icon shown in the top taskbar

The most recent credential that was placed on the enrollment reader will pop-up.





### The Pop-up Window



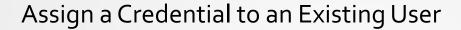


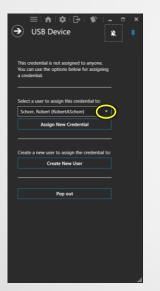
The pop-up window presents several options for the operator.

The operator may click the "Pop out" button, which will undock this window from the main ProxessIQ<sup>™</sup> application. It may then be dragged anywhere on the desktop, so that the user can continue programming other screens in the ProxessIQ<sup>™</sup> system and return their focus to the new card when they are ready.

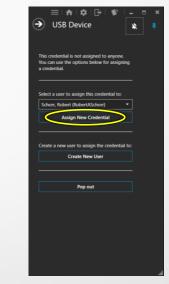
At that time, the operator may leave the card on the enrollment reader and proceed with the process of creating or assigning this card.

Jsing the Enrollment Reader - 1





≡∣♠∣\$ ⊡ ∮ -	
→ USB Device	
Ŭ	
This credential is not assigned to anyone.	
You can use the options below for assigning a credential.	
Select a user to assign this credential to:	
Schorr, Robert (RobertASchorr)	
Schorr, Robert (RobertASchorr)	
Test, Joe (Joe lest)	
Thunder, Darold (dthunder) Torre, Test 0	
User1, Demo (demouser1)	
Pop out	

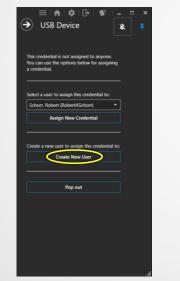


The Operator may assign the credential that is currently on the enrollment reader to an Existing User.

First, click on the drop-down arrow and then select an existing user\cardholder from the list. You may scroll down the list using the scroll bar, or begin typing letters of their name which will bring up all the matching results as you type. Select the desired name and then click on the "Assign New Credential" button to complete the task.

**NOTE:** Users may have more than one credential. The user selected may have only their information entered and this may have been the first credential assigned to them, or they may already have another credential.

#### Adding a New User



Proxess Access Control System				🌣 i 🗗 i 🕸 i i	- •
<u>File Window Access Admin Rep</u>	orting About				
← Users					
NEW USER > GENERAL					Save
NEW OSER > GENERAL					Save
General		First Name			Access
General		Last Name:			
		Middle Name:			
		Username			
		External Id:			
	add photo	Validation Period:	60	Use Default: 📝	
		Pin Number:			
		Email:			
		Extented Opening:			
		Notes:			
	4				
Ready Operator: rschorr					

With the card on the enrollment reader, the Operator may create a New User record for it.

Click on the "Create New User" button and the new user information screen will open. We will cover the remainder of this process in the next section.

## Whose card is this? & Deleting a Credential

Proxess Access Control System	_ ≡   ♠   \$   ⊡   \$   <u>-</u> □ ×	Proxess Access Control System	_ = A & B & ×
← Access DOR GROUPS	→ USB Device 🔹 🖈	← Access DOOR GROUPS	→ USB Device
Add New Duce Group      Actions     Actions     Actions     Actions     Actions     Add Addition     Add Add Add Add Add Add Add Add Add		Add Nexe Deer Group     Act DNA of Add/out     Act DNA of Add/o	This ordential is not assigned to anyone Page out
Rebuil Deput	Name: Test Bare Unsersame Brauk: Blocket: Ente Note: Advinue: 4/13/2019 ESEM Surgeot: 4/13/2019 ESEM Surgeot: 4/13/2019 ESEM Surgeot: Advinue: Mage and Deactives Mage and Deactives Mage and Deactives	Relard Epport	
Ready Operator: rschorr	L	Ready Operator: ischorr	4

To find out who a card belongs\has already been assigned, place it on the enrollment reader while in any screen in the software.

The pop-up window appears along with their basic cardholder and card information which includes their stored photo. Three (3) button choices are also presented.

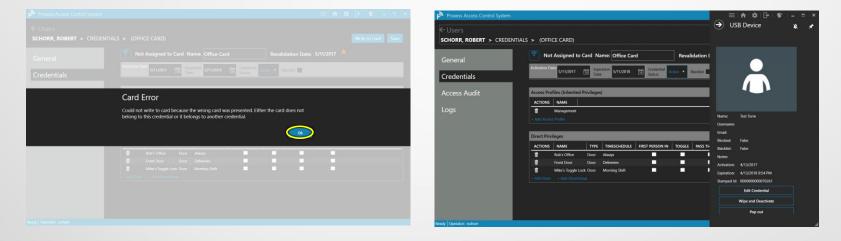
The operator may click "Edit Credential" to be brought to the edit screen for that user and may click "Pop out" to move the window freely on their desktop.

The operator may also decide to assign this credential to a new user or simply wipe the existing information off the card. To do so, click "Wipe and Deactivate".

The screen on the right will appear and the card is now free to be assigned to anyone.

Using the Enrollment Reader - 4

#### Attempting to Enroll an Existing Card



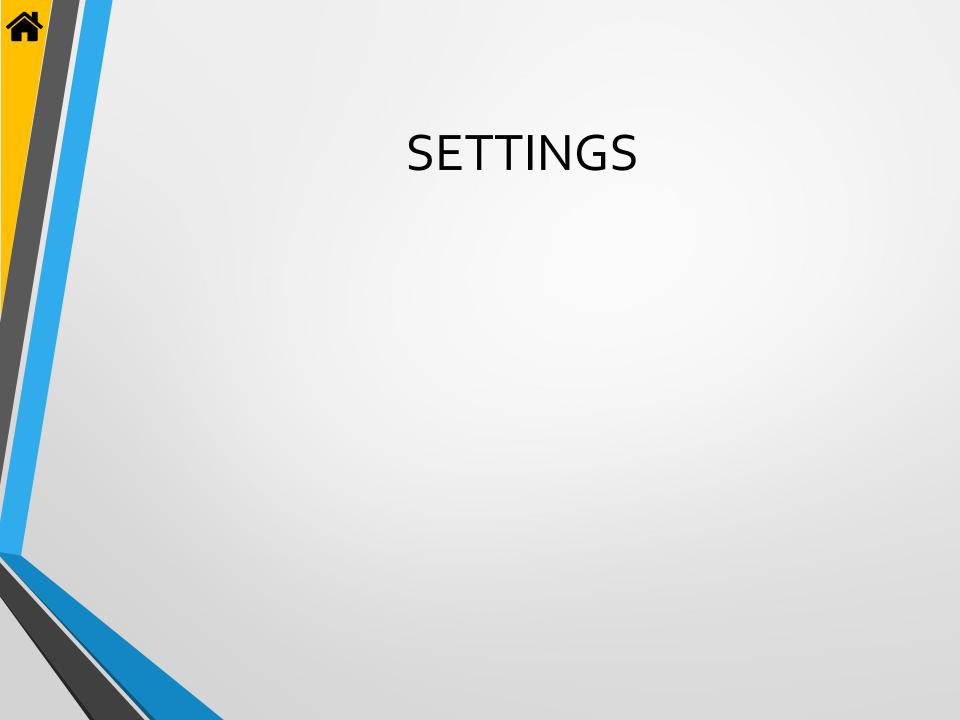
Using the Enrollment Reader - 5

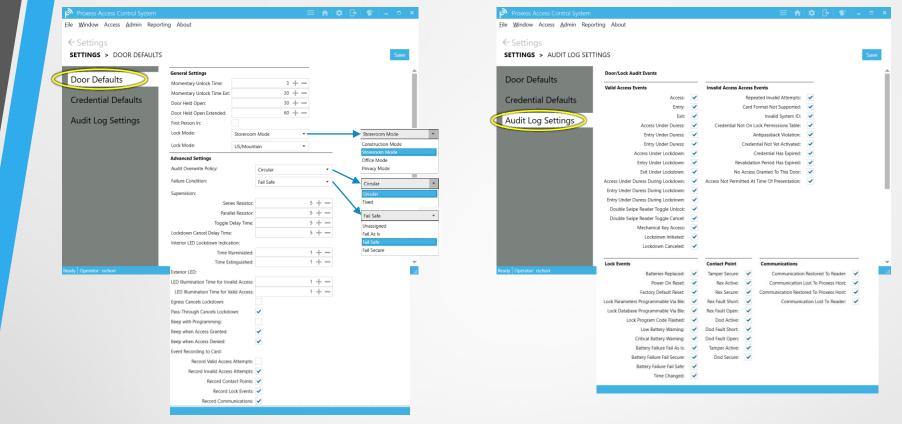
After a user has been added to the system, placing a credential on the enrollment reader and attempting to enroll or encode one that has already been programmed and assigned to someone else (from this system or any other system) will result in the above "Card Error" screen appearing.

<u>M</u> indow Access <u>A</u> dmin Report	ting About				Eile Window Access Admin Reporting	About		Θu	ISB Device
Settings					← Settings				
TINGS > DOOR DEFAULTS					Save SETTINGS > DOOR DEFAULTS			1000	-
or Defaults	General Settings				Door Defaults	Seneral Settings	-		an
or Delauits	Momentary Unlock Time:		з + —		M	Momentary Unlock Time:		_	
Cradential Defaults	Momentary Unlock Time Ext:		30 + -		Cradantial Defaults	Momentary Unlock Time Ext:		-	The second se
	Door Held Open:		30 + -			Door Held Open:		-	
	Door Held Open Extended:		60 + -		Audit Log Cattings	Door Held Open Extended:		-	
dit Log Settings	First Person In:					First Person In:			
	Lock Mode:	Storeroom M	Mode 🔻		Lo	.ock Mode:	Storeroom Mode		
	Lock Mode:	US/Mountai	in 🝷		La La	.ock Mode:	US/Mountain	Name:	Robert Alan Schorr
				A	dvanced Settings		Username	RobertASchorr	
	Audit Overwrite Policy:	(	Circular	•	A	Audit Overwrite Policy:	Circular	Email:	rob.schorr@yahoo.com
	Failure Condition:	1	Fail Safe	•	Fé	ailure Condition:	Fail Safe	Blocked:	False
	Supervision:				Si	Supervision:		Blacklist:	False
	Serie	s Resistor:	5	+ -		Seri	ries Resistor:	Notes:	
	Paralle	el Resistor:	5	+ -		Paral	Ilel Resistor:	Activation	
	Toggle De	elay Time:	5	+ -		Toggle I	Delay Time:		s: 5/11/2018
	Lockdown Cancel Delay Time:		5	+ -	Lo	ockdown Cancel Delay Time	B)	Stamped	ld: 000000000070261
	Interior LED Lockdown Indication:				In	nterior LED Lockdown Indica	ation:		Edit Credential
	Time Illu	uminiated:	1	+ -		Time II	lluminiated:		Wipe and Deactivate
	Time Exti	inguished:	1	+ -	Ready Operator: rschorr	Time Ex	xtinguished:		

From any screen in the system, click on the icon shown in the top taskbar

The most recent credential that was placed on the enrollment reader will pop-up.





These tabs show the default settings used throughout the ProxessIQ<sup>™</sup> software. Each of them can be customized to your preferences, by site, reader, cardholder and operator.

H

Settings - :

Unless changed, all new devices (i.e. controllers, readers, ...), operators and cardholders will be defaulted to the attributes on these tabs. To change the default settings usage, you may either uncheck the appropriate box on these tabs (which will change all future defaults) or you may uncheck the individual box next to the field that you are configuring elsewhere in the software (which will affect only that device or person).

