

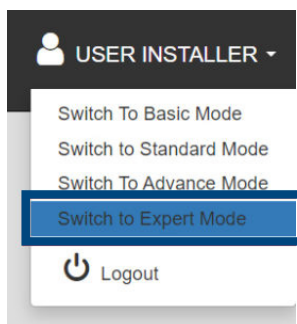
QUICK START GUIDE

1] LOG INTO ATRIUM WEB SERVER

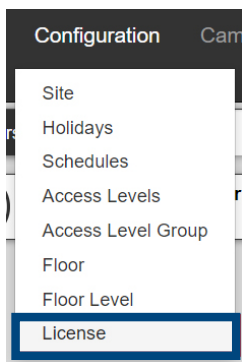
Note: Only a user with 'Installer' rights can activate a licence.



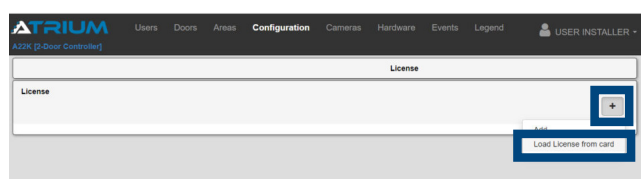
- Once logged in, click at the top right of the browser window on your user icon and select 'Switch to Expert Mode'.



- From the configuration menu, click on 'Licence'.



- Click on the '+' button and select 'Load licence from card'.

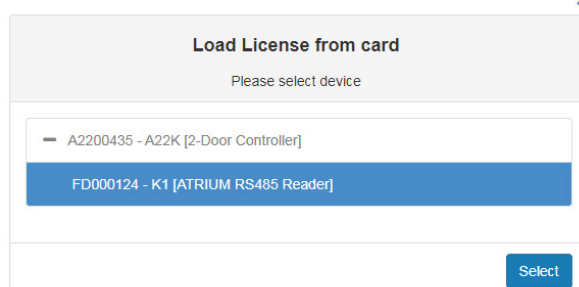


2] ACTIVATE THE LICENCE CARD

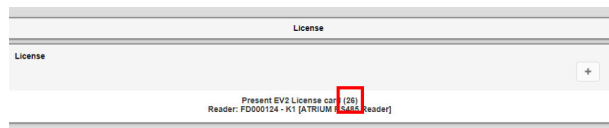
Note: The ACPR licence card can only be read by a KRYPTO reader (K2, K3, K4). If you do not own a KRYPTO reader, follow the instructions further down.

WITH A KRYPTO READER

- Select a KRYPTO reader in your system where you will scan your licence card.



- Present the licence card to the reader within 30 seconds.



Your key is now activated.

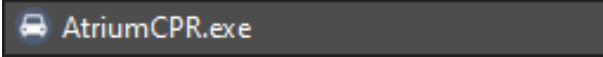
WITHOUT A KRYPTO READER

- Contact Technical Support to receive your unique licence key.
- Manually add the key into the field and follow the on-field instructions. The 'Label' section should autofill.
- Click 'Save'.

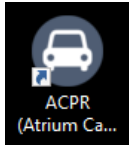
Your key is now activated.

3] INSTALLATION

1. Install the setup file.



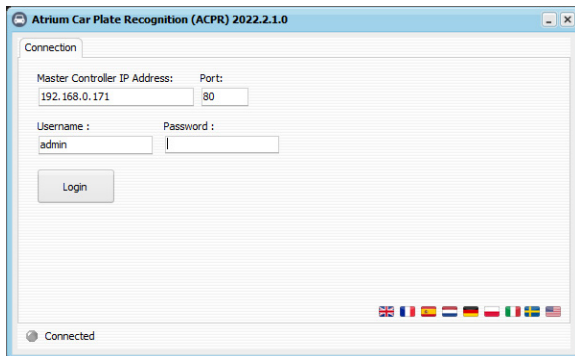
2. Launch ACPR by clicking this widget.



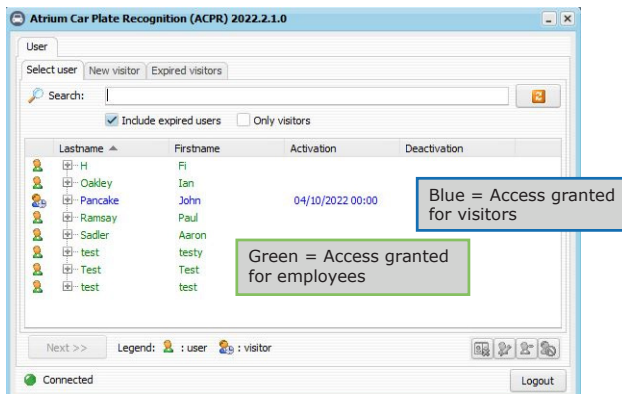
4] LAUNCHING ACPR

To get started, you must enter the controller's (A22K) information into the system.

1. Enter the controller's IP address.
2. Enter the controller's port number. This is 80 by default.
3. Enter your personal ATRIUM username and password.
4. Choose the language at the bottom by clicking on the flag.
5. Click 'Login'.

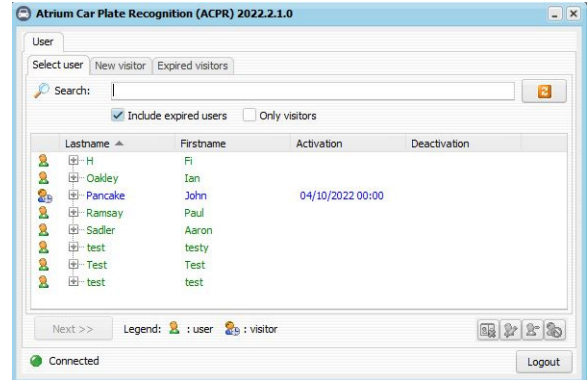


All users already programmed in ATRIUM will automatically display.

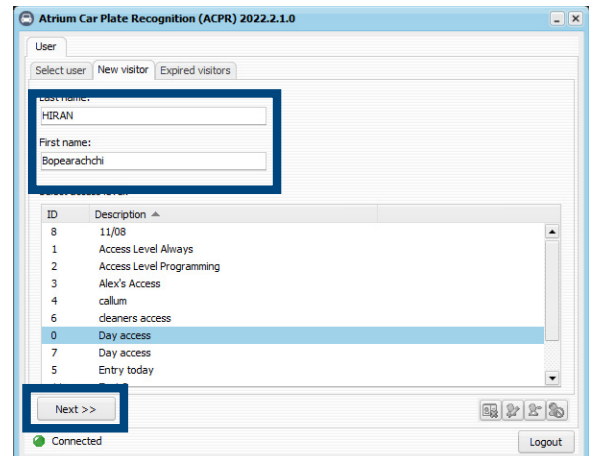


5] ADDING A USER - PART 1

1. To create a new user with number plate, press 'New visitor'.

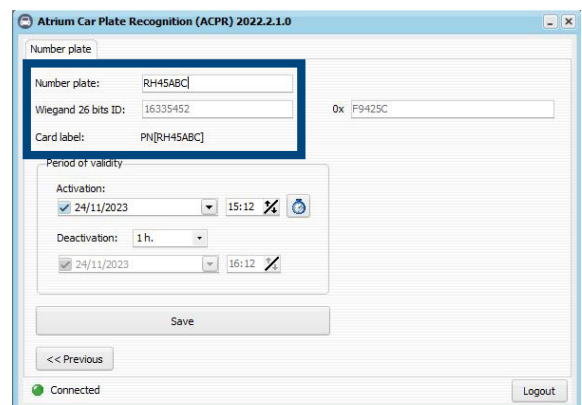


2. Enter the user's surname and first name and select the access level. Then press 'Next' at the bottom.



3. Enter the user's number plate.
Note: Do not enter dashes.

E.g.: The number plate is RH45ABC
 > Enter 'RH45ABC' in the 'Number plate' field.
 The tool will automatically convert this to a hexadecimal number and create a card label.
 > The card label becomes PN[RH45ABC].

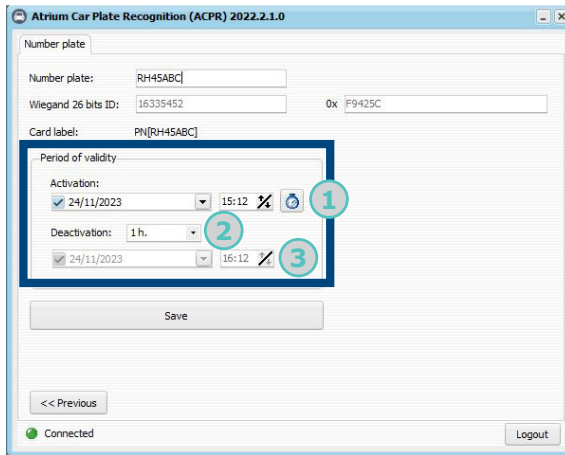


5] ADDING A USER - PART 2

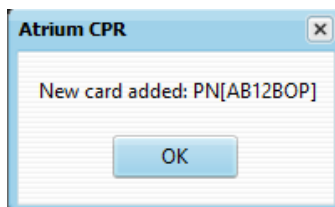
4. You can then set the validity period for this user.

1. **Start date and time:** when the user may enter
2. **User deactivation:** none, after 10min, 1h, ...
3. Here you can enter a custom end date and time

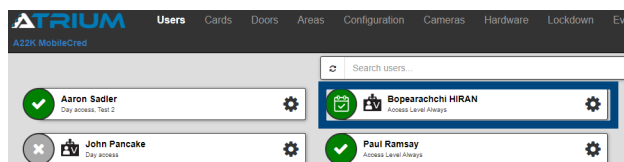
Press 'Save'.



5. Then this dialogue box appears. Press 'OK' and the user will be added into your ATRIUM system.



Here you can see that the user has been added into the ATRIUM system.



6] ADJUSTING THE VALIDITY

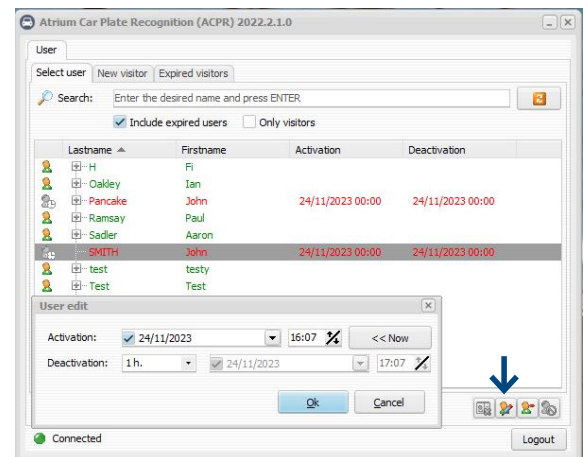
Adjusting the validity time can only be done for users that have been programmed via ACPR.

1. Click on the user. Then press



The user is now deactivated and shown in red.

2. Click on the button indicated by the arrow.
3. Adjust the time and date of activation or deactivation.
4. Click 'Ok'.



7] DELETING A USER

1. Make sure the user you want to delete has been deactivated following step 6.
2. Click on the user you want to delete.
3. Click on the button pointed by the arrow.
4. Click 'Yes'.

Note: This user will also be deleted from the ATRIUM database.

