

Identipass LT Quick Reference Guide

To Add/Edit Users (for accessing the software program)

Site → Users or expand +, right mouse click Users → Display users

Users → user → New user or edit user

Fill in the user name, full name, and password (password is case sensitive)

Select the group to be assigned to and click add

To Add/Edit Timezones

Site → Timezones or expand +, right mouse click timezones → display timezones

Select either an existing timezone or an empty spot (to create a new timezone) and click on edit

Name is a text field

Using military time, type in start and end time or click arrows in box

Double click on the days of the week you want included in this timezone

If you want the timezone to be enabled on holidays, click the enable holidays box. (This means the timezone will ignore the holidays and function as programmed).

If you need different times on different days, create a timezone for each time period and days needed and link them to create your week.

Click Ok. Download to panels.

To Add/Edit Holidays

Site → Holidays or expand +, right mouse click holidays → Display Holidays

Select either an existing holiday or an empty spot (to create a new holiday) and click on edit

Give the holiday a name (text field)

Use the drop down under the date to select from the calendar

Click Ok. Download to panels. (Needs to be updated yearly)

To Add/Edit Reader Groups (for assigning access)

Right mouse click reader groups → Display reader groups

Add or select group and edit

Give the group a name (text field)

Expand + to see panels

Select a panel and the corresponding readers will show on the right

Select the readers you want in this group

Repeat for all panels

Click Ok. Download to panels.

To Add/Edit Door Groups (to lock or unlock doors)

Right mouse click to manually lock or unlock all doors in a group or monitor the status of doors in a group.

(Note: you can lock/unlock individual doors under the doors branch instead of door groups)

Right mouse click door groups → Display door groups

Add or select group and edit

Give the group a name (text field)

Expand + to see panels

Select a panel and the corresponding doors will show on the right

Select the doors you want in this group

Repeat for all panels

Click Ok. Download to panels.

To Add/Edit Relay Groups

Right mouse click to manually turn on or off all relays in a group or monitor the status of relays in a group.

(Note: you can turn individual relays on/off under the relay branch instead of relay group)

Right mouse click relay groups → Display relay groups

Add or select group and edit

Give the group a name (text field)

Expand + to see panels

Select a panel and the corresponding relays will show on the right

Select the relays you want in this group

Repeat for all panels

Click Ok. Download to panels.

To use the Lockout Feature

Right mouse click door groups → select lockout or lockout with override

Lockout will lock all the doors and prevent any cards from unlocking the doors

Lockout with override will lock all the doors but those cards programmed with override will still be able to unlock the doors

Cancel Lockout will put the locks back to their proper status.

(Note: you can lock out individual doors under the door branch instead of door group)

To apply a timezone to a lock

Click on relays → select relay and right mouse click → edit relay

Select the timezone you want that lock to follow from the drop down list

If you check the "First Card Unlock" box, the door will not unlock until the first valid card swipe after the programmed unlock time.

Click Ok. Download to panels.

To Add/Edit Cards

Site → cards or expand +, right mouse click cards → display cardholders

Click on the + to add a new card

The next card # will be auto-filled. This can be overwritten with a specific card #.

Type in the first name and last name of the employee.

Click on Save

Click on the Access System Tab

Activation Date (optional) click enabled and select when you want the card activated

Expiration date (optional) click enabled and select when you want the card to expire

Lock Out override – optional if programmed

Keypad control – if applicable

Access Groups – Select the reader group and timezone and click add

Repeat for all reader groups needed

Click Ok. Download to panels.

To Download to Panels (send programming to panels)

Click on Tools → download

Check all or select the individual information to be downloaded

Select the panels to be downloaded to

Select Go