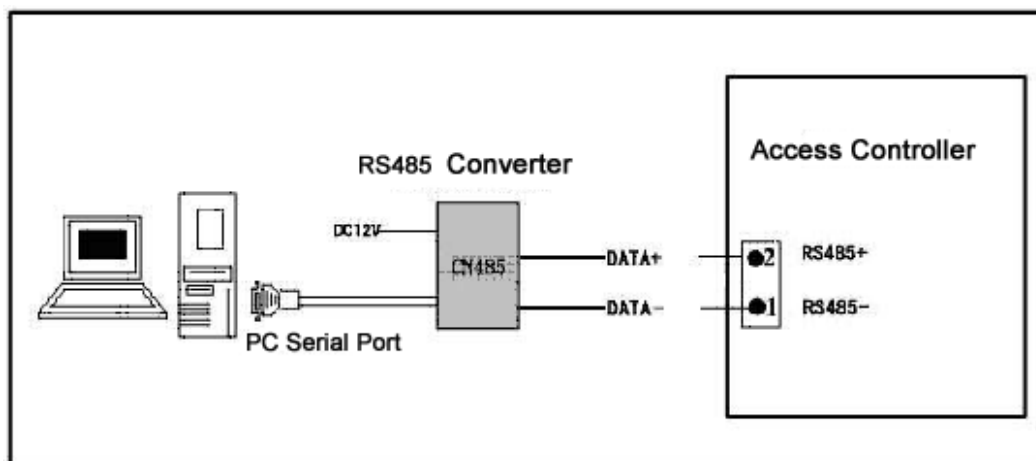
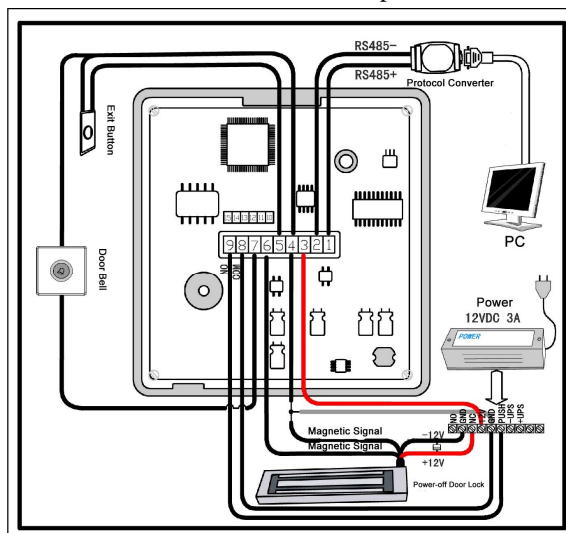


# YL Software Instruction

## 1. Open Stand-alone Interface

Connect power to port 3 and port 4 on the back of the cover, please remember that port 3 is +, port 4 is -. Connect port 1 and port 2 to 485 converter, then connect converter to PC, and the communication between stand-alone and PC becomes available. Port 1 is +, port 2 is -.



Connect power and the 485 converter which is connected to PC. When it is power on, the display will show:

Loading

This is to indicate that the YL stand-alone needs to load system and register 2 manage cards. There will be hint for registering 2 manage cards. After the first one, the Need 1 will indicate to register the second manage card. During this period, the stand-alone will beep until it is finished.

Register Manage Card:  
Need 2 Manager Cards  
Swipe card please...

Register Manage Card:  
Need 1 Manager Cards  
Swipe card please...

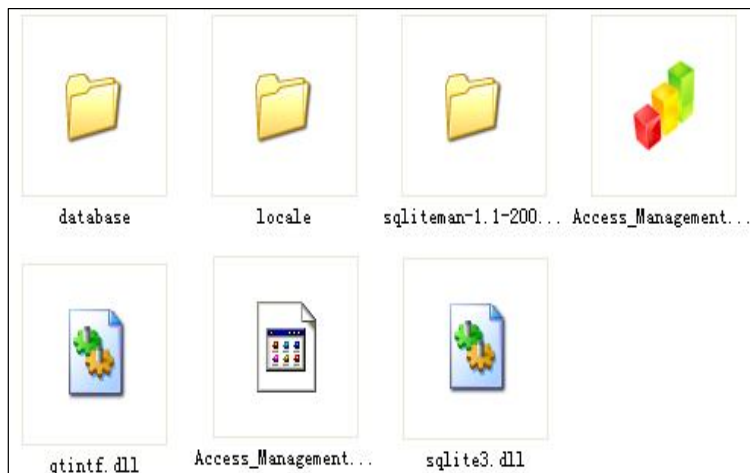
Succeed!

WELCOME  
08 : 56  
03/19/2008 Wednesday

PS: After the registration, the display will show time, date and the letter “welcome”.


## 2. Change Setting (Software Installation & Setting)

This access control manage software is green software, you only need to copy the needed files. Files are as followed:




Access\_Management.exe: the main program file of access control manage software. Access control manage software takes charge of the communication between PC and controller. You can download parameter of controller, register HR information, view online state, synchronize time and collect the card records on the controller, etc by software.

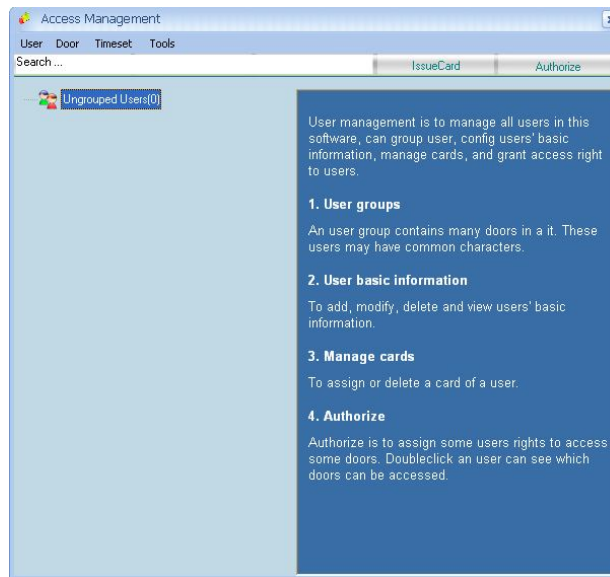
## 1. Login In

Double click  Access\_Management.exe, popup the login window:



Input the right password (default password is empty), click  to enter the main interface:

Notice: Password can be set in the software setting menu. The initial password is empty.



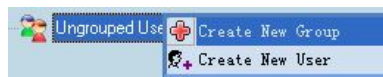
In the access control manage software interface, you can add user group, add user information, register cards, set door information, control and inquire control parameter, authorize user, collect access control records, view reports, etc.

Generally speaking, all the staff can be added. The total number is 10000.

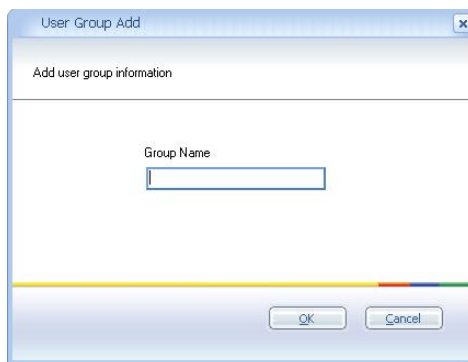
## 2. Create User Group


First, select the page **User** on the top left corner. User group can divide the same kind of users into one group, this make it more convenient to manage and search.

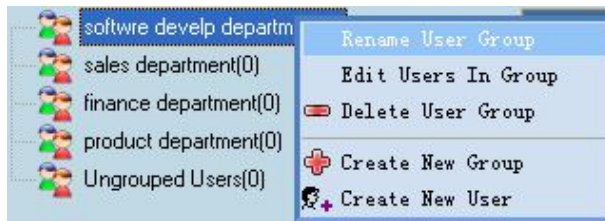
Right-click  **Ungrouped Users[0]**, popup the following interface:




Select “create group” menu, popup the following interface:



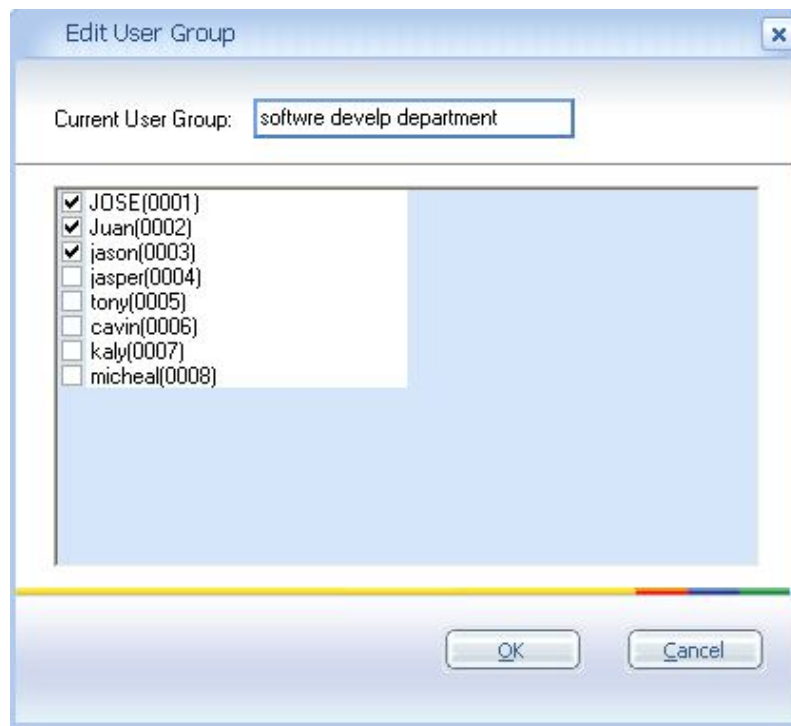
Input group name and click  to finish. You can see the new added group name in the list, right-click group name and you can do the following operations:



For example, user group can be named as Software Develop Department, Hardware Develop Department, Sales Department and so on.

Rename user group : You can change the group name. Input new group and click  to save.

Edit users in the group : You can add more than one user into this group. The operation interface is as followed:



Select user to add into this group, no tick means ungrouped users, click  to save.

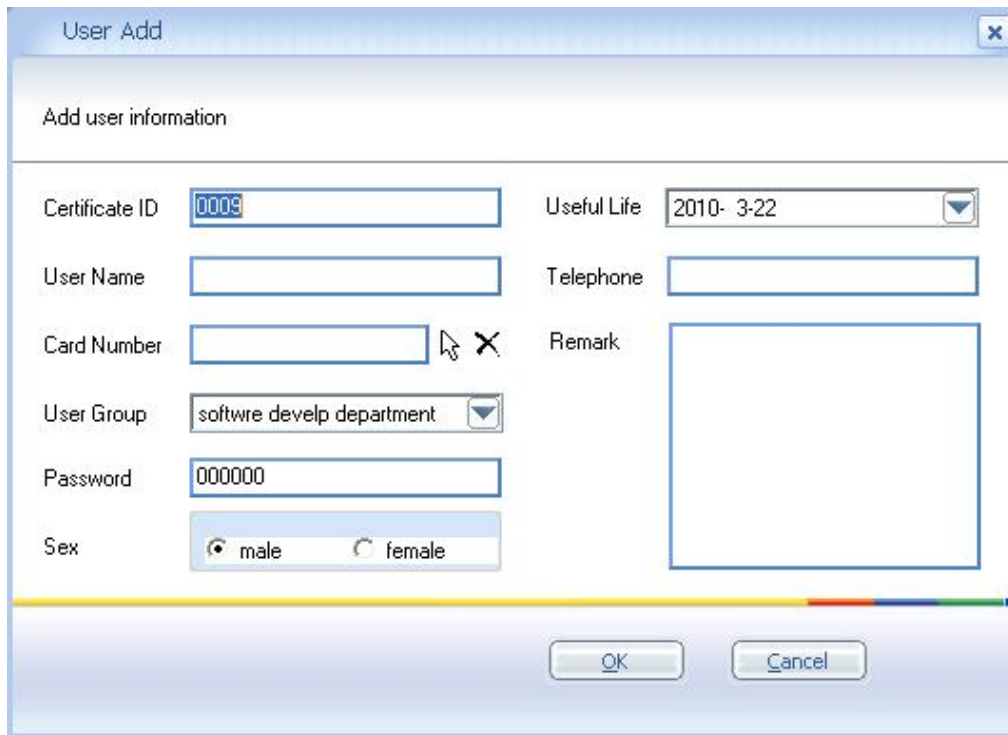
Cancel user group : Cancel user group, now allowed to cancel when there is users belong to this group.

### 3. Create User

Select a group, right-click it, it will prompt the following menu:



Select “Create New User”, popup the following window:



The 'User Add' dialog box contains the following fields and controls:


- Certificate ID:** Text input field with '0003' entered.
- Useful Life:** Date picker showing '2010- 3-22'.
- User Name:** Text input field.
- Telephone:** Text input field.
- Card Number:** Text input field with a delete icon (X) to its right.
- Remark:** Large text area for notes.
- User Group:** Dropdown menu with 'softwre develop department' selected.
- Password:** Text input field with '000000' entered.
- Sex:** Radio buttons for 'male' (selected) and 'female'.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

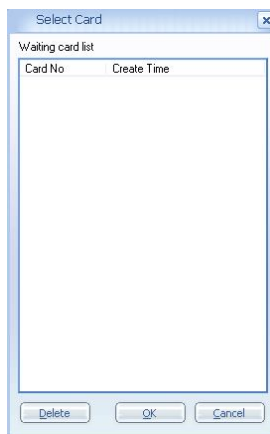
**ID No:** ID No is a 4 digit number, it can be used to open the door when there is a keypad. For example, the ID No is 0001, password is 123456, then input 0001123456 on the card reader and you can open the door.

**Invalid Time:** The invalid time that this user has the access. In data synchronization, the software will download the invalid time to the stand-alone data synchronization.

**Name:** Input the name of the user.

**Tel:** It is optional.


**Card No:** Add a card No to this user, make it correspondent to card No, select , it will prompt the following interface:



The 'Select Card' dialog box displays a table titled 'Waiting card list' with the following structure:

Card No	Create Time

At the bottom are 'Delete', 'OK', and 'Cancel' buttons.

Select a card No and click  or double click the card No to add.

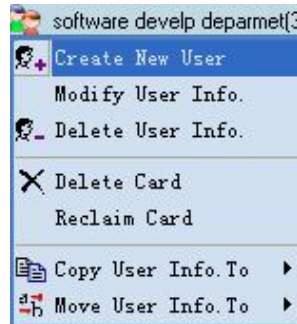
User group: Select users.

Agenda: Select according to needs.

Remark: You can input remarks. Such as address and so on.

After creating the user, you can select user group to check if it is successful. Select a user

from the group and input name or ID No in , right-click the user, popup the following menu:



Remarks: “Search”---it is on the top left corner. It can be modified on the top of the “Adding user group” or click the user.

Create new user **【N】 : Add users.**

**Modify user 【M】 : Modify users’ information of the added users.**

**Delete user 【D】: Delete user information, including the access of the user is also deleted.**

**Delete card No 【E】 : Separate the card No from the user, and delete this card No in the following registration list.**

Recycle card: The card No can be registered as another user.


Copy user information to **【C】 : Copy all the information, including access. Modify the user’s name after copy.**

Move user information to **【O】 : Move this user to another group, or drag this user to the group.**

#### 4. Card Registration

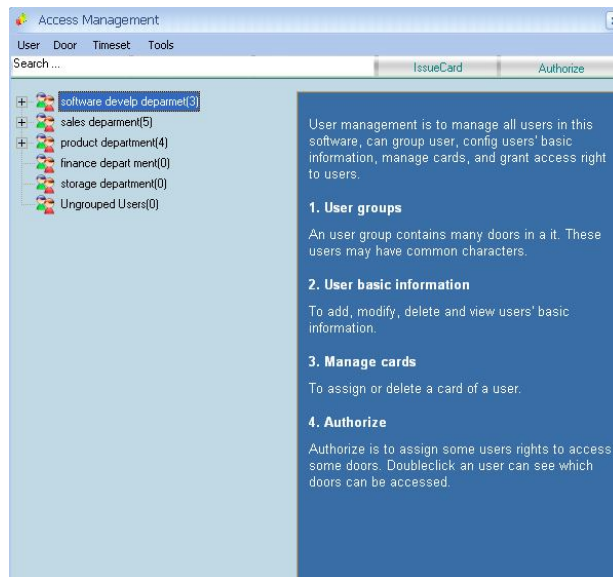
Card registration can be divided into single registration and batch registration. Card No is read by access controller.


##### ① Single Registration

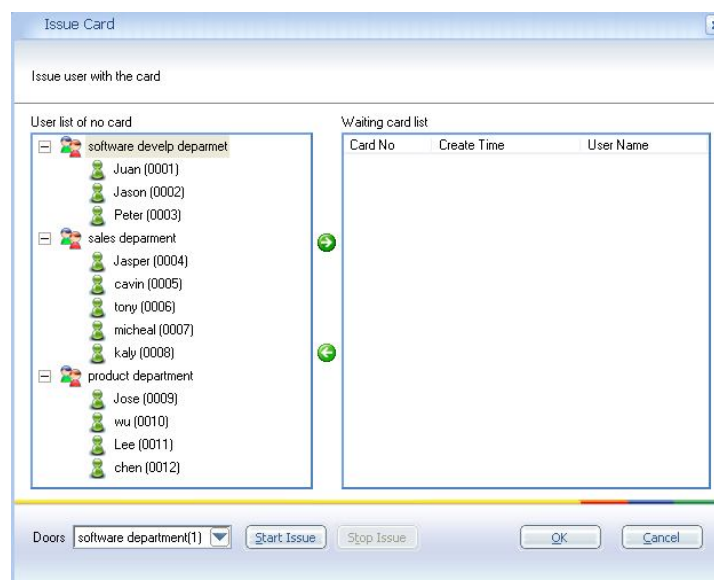
You can register card singly in creating new user. Click , and add card No. (Card No will be introduced in the batch registration)


##### ② Batch Registration


Open  as followed:




Click  on the main interface of access control manage software, popup the following interface:



In the above picture, the left list shows the unregistered users, the right list is the registration-waiting users. In registration, first, select users needed to be registered, then select a card No and click , the new added user will be shown in the right list.

Click  to finish registration.

The card No in the registration-waiting list is uploaded to the database after swiping card on the access controller. The specific operations are as followed:

**【Upload Registration-waiting Card No】:** In the above picture, select the access controller which needs to upload card No, click , swipe card on access controller, and the card No will be loaded to the registration-waiting list automatically. It will show the time at

the same time. If the card No is not uploaded after swiping card, it shows that this card has been registered to a user already in this software.

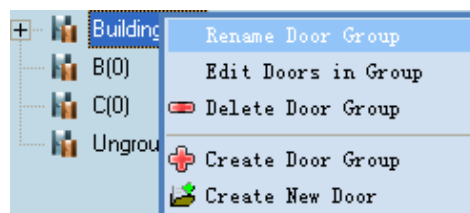
**Notice:** You must click  before you register card No to user, or else,  is not available and the registration can not be finished.

## 5. Create Door Area

Select . Door area can classify the same doors as one category to make it convenient to manage and search. Right click  to create, popup the interface as followed:

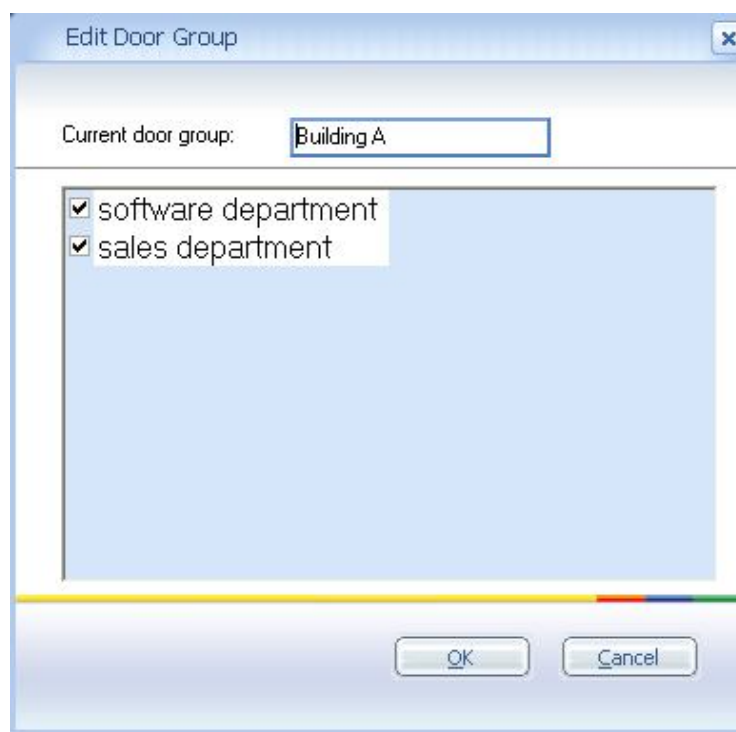


Select “create door area”, input door area names in the popup interface, such as 1<sup>st</sup> Building, click  to save. And then you can see the new added door area name, you can operate the followings by right click the name:



Rename the door area[R]: Can change the name of the door area, input the new name and click  to save.

Edit the door area[E]: Can add several doors to the door area.



Select the doors to this door area. Doors without ticks belong to ungrouped door

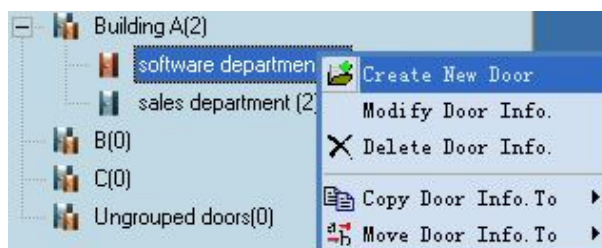


area and click  to save.

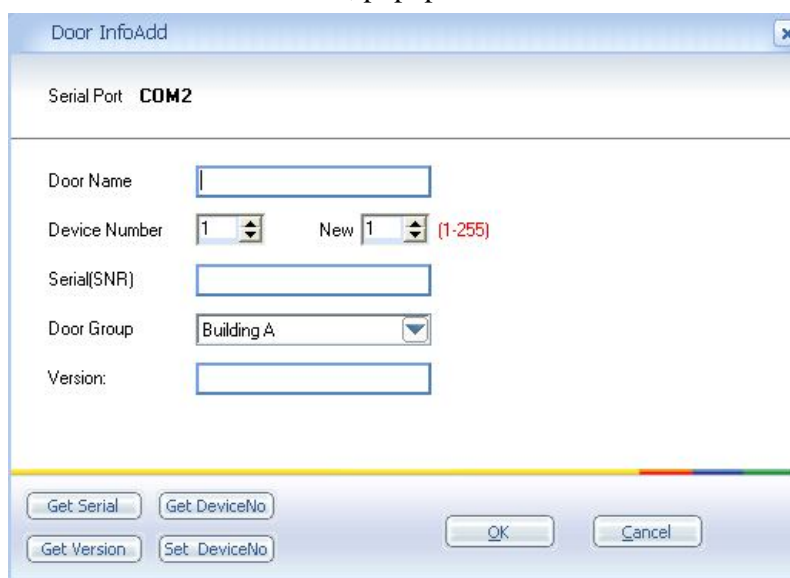
Delete door area[D]: Delete this door area. Delete unavailable if there is any doors in this door area.


## 6. Add Door Information

Every controller corresponds to a door, and each one has a unique serial number and need to be registered on the software. Select a door area and right click it, popup a menu:




Select “add door information” menu, popup the add window:


A screenshot of the 'Door InfoAdd' dialog box. It features a 'Serial Port' dropdown set to 'COM2'. Below are input fields for 'Door Name', 'Device Number' (with a spinner set to 1), 'Serial(SNR)', 'Door Group' (a dropdown set to 'Building A'), and 'Version'. At the bottom, there are buttons for 'Get Serial', 'Get DeviceNo', 'Get Version', 'Set DeviceNo', 'OK', and 'Cancel'. A status bar at the bottom shows a progress indicator.

Input door information, factory serial number (serial number of access-controller), then select the door area and click  to finish it.

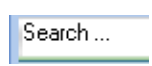
: Can search the factory serial No of the access controller.

: Can search the program version No of the access controller hardware.

: Can search controller’s serial No through factory serial No.

: Can set controller’s serial No through factory serial No.

You can see the new added door name in the list. You can select door area and check if the adding is success. Select a door in the door area or input door name in

 to search. Right click the selected door, popup a menu:



Add Door Information [N]: Can add more door information.

Modify Door Information [M]: Can modify the information of the added door information.

Delete Door Information [D]: Delete this door information.

Copy Door Information to [C]: Copy all the information of this door, including the users' access. Change door name and serial number after copy.

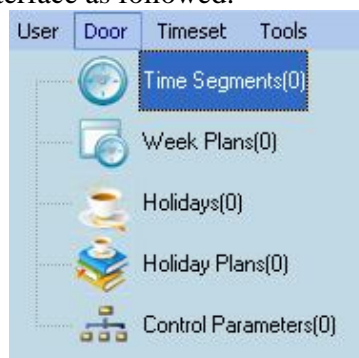
Transfer Door Information to [O]: Transfer this door to other door area, also can drag the door to the door area directly.

**Notice:** You must add door information before the operation on TF card. The un-added doors can not be data synchronized by TF card.

## 7. Add Control Parameter

Control parameter is the settlement of access of the registered users on the access controller on time. You can add different parameters for choices, such as users can open the door by swiping the card or inputting the code only in a certain period. Through the settlement of control parameter, users authorized can set the correspondent access time. After finishing the settlement of access control software and synchronization of the TF card, TF card will lead it in the access controller if the internet can download it to the controller directly.

Select **Timeset**. Popup interface as followed:





### ① Time Zone

Time zone is the settlement of the access procedure times around 24 hours. You can set 100 different time zones to provide choices for the following week plan.

Select **Time Segments(0)**, right click **Create Day Plan**, popup interface:

Each time zone can have 5 periods of time. In the settlement of the periods, the first must start from 0, the second period is the finishing time of the first period. Repeating the process, finish at the point 23:59:59. Periods correspond to access procedure and there are 4 access procedures, they are access by swiping card, swiping card + code, normally open and unavailable. Access by swiping card means you can enter by swiping card in this period; Swiping card + code means you can enter by swiping card and you have to inputting code after swiping card; Available means you cannot enter by swiping card; Normally open means the door will open after you swiping the card and it will close until the time is up to the next access period. The access procedure in the above picture is 7:00-19:00, and you can enter by swiping card. You can not enter in other times. Different users can use different time zones. Right click one time zone can edit.

## ②. Week Plan

Week plan means the settlement of time zone control in each day of the whole week. You can set 100 different week plan to provide choices for the following settlement. Select  Week Plans[0], right click  Create Day Plan, popup the following interface:

Choose different time zone for each day according to the practical situation, such as the above picture: it uses standard time zone from Monday to Friday while it sets normally close for Saturday and Sunday.

### ③ Holiday

Holiday means the management of the holidays during the time zone. You can set 100 different week plan to provide choices for the following settlement.

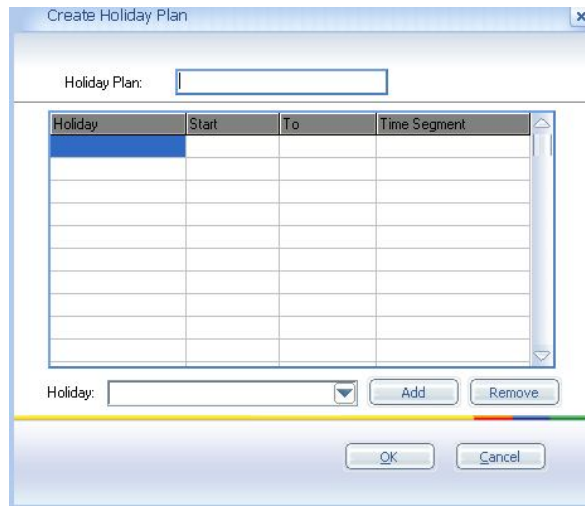
Select Holidays(0), right click Create Holiday, popup the following interface:

It sets normally close for the 7 days of National Day. You can set multiple holidays for choice.

**PS:** This step is no need if there is no holiday.

### ④ Holiday Plan

Holiday plan is the combination of the holidays. You can appoint a part of the holidays available. Select Holiday Plans(0), right click Create Holiday Plan, popup the following interface:



The 'Create Holiday Plan' dialog box features a text field for 'Holiday Plan:' at the top. Below it is a table with four columns: 'Holiday', 'Start', 'To', and 'Time Segment'. The table has 10 rows, with the first row highlighted in blue. At the bottom of the table is a 'Holiday:' dropdown menu, followed by 'Add' and 'Remove' buttons. At the very bottom are 'OK' and 'Cancel' buttons.

Holiday	Start	To	Time Segment

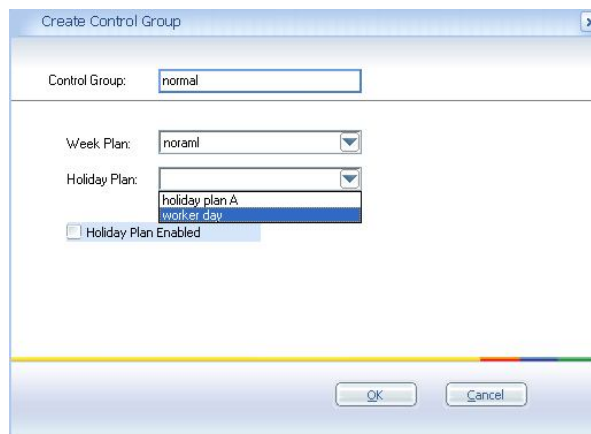
Select the holidays needed to add after inputting the name of the holiday plans, click **Add**. Each holiday plan can add 30 holidays.

**PS:** This step is no need if there is no holiday management and control.

### ⑤ Group Regulation

Group regulation means the combination of different week plan and holiday plan. You can set 100 different regulation groups. You can appoint each user to different regulation groups when you are registering the accesses. Select **Control Parameters[0]**,

right click **Create Control Group**, popup the following interface:

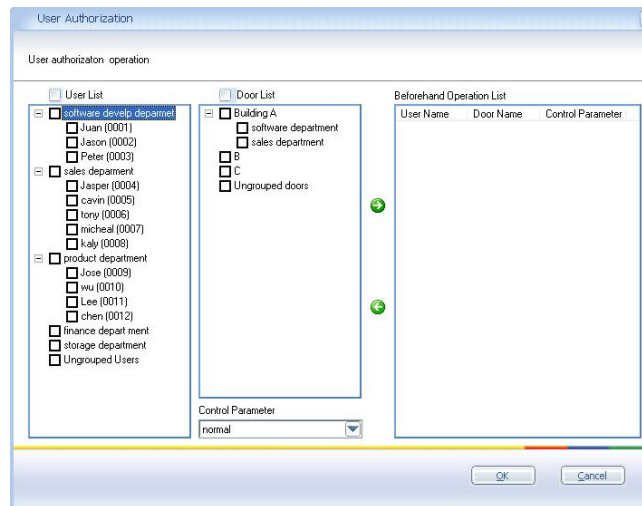




The 'Create Control Group' dialog box has a 'Control Group:' text field with 'normal' entered. Below this are three dropdown menus: 'Week Plan:' (showing 'normal'), 'Holiday Plan:' (showing 'holiday plan A'), and a 'Holiday Plan Enabled' checkbox which is currently unchecked. At the bottom are 'OK' and 'Cancel' buttons.

Input regulation group name, select corresponding week plan. When you are setting the holiday plan, first, tick holiday plan available, second, select corresponding holiday plan. No tick means unavailable.

## 8. User Authorization

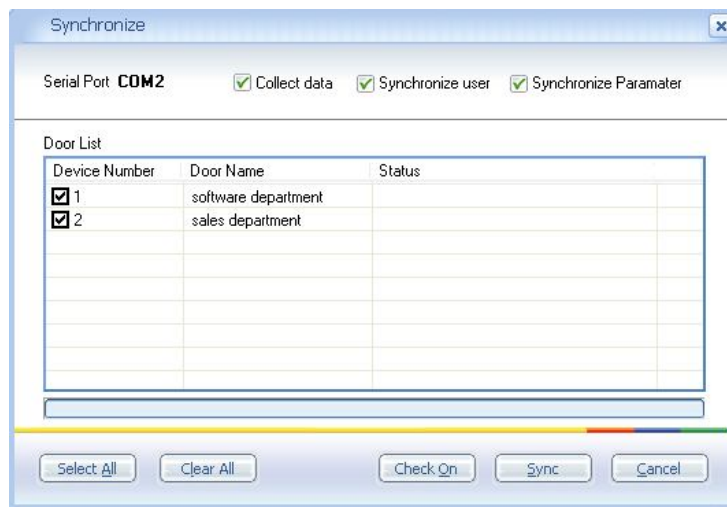
User authorization is the settlement of the doors which uses can have access and the control parameter on these doors (access regulation in certain periods). Select **User**, right click **Authorize**, popup the following interface:

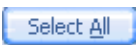



Select the users needed to be authorized during setting, then select the doors belong to these users in the list and finally select a control parameter (one user can set different control parameter on different doors), click  button, make sure the settlement in the operation list and click  to save.

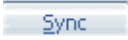
## 9. Data Synchronization

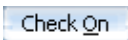
Enter , select , popup the following window:



- ① Data Collection: This is used to collect the data on the access controller, including card records and alarm records.
- ② Members Synchronization: This is used to download the HR registration information in the software to access controller.
- ③ Parameters Synchronization: This is used to download the regulation parameters in the software to access controller.
- ④ Select Door: Tick on the correspondent checkbox. Or click  to select all doors;

click  to clear all the selected doors.

- ⑤ Synchronization: Click  and you can synchronize the information on the software and the access controller.

Before it, you can click  to check if the correspondent access controller is online. If not, it is as followed:

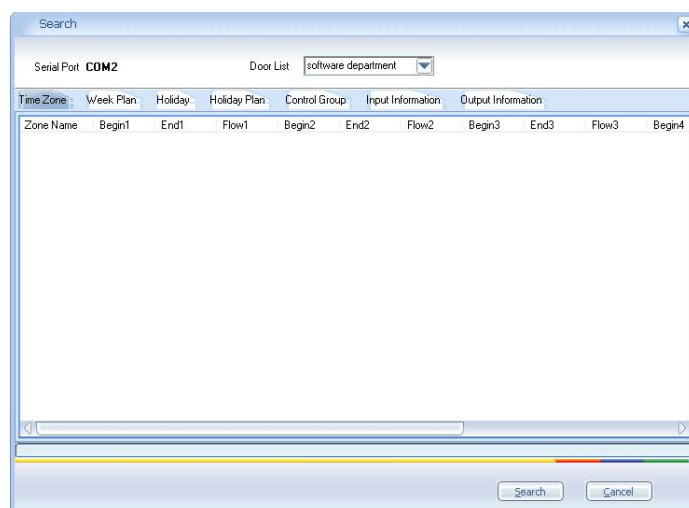
站点号	门名称	状态
<input checked="" type="checkbox"/> 8	研发部	在线
<input checked="" type="checkbox"/> 1	销售部	离线

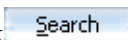
There will be progress bar during the synchronization, and there will be “operation finished” when it is finished.

Press “Esc” on the keyboard to stop collection.

## 10. Parameter Searching

Select , popup the following window:




Select door needed to be searched from the door list, then select the parameter item, click . And you can search the regulation parameter and input/output port information of the access controller.

There will be progress bar during the search, when it is to the end, the search finishes.

## 11. Report & Export

Select , popup the following window:

You can select searching condition, such as date, group, name, door area, door name, card

No, out/in, click  and the result can be saved as EXCEL or TXT file.

## 12. Setting

Select  Configuration, popup the following window:

Use port: Port that used to connect RS485 protocol converter.

Interface language: Users can select Simple Chinese and English according to themselves.

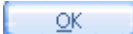
Default Valid Period: The valid period can be modified to make sure the valid period of the created users. If it is over the period, the expired user's information will be deleted in the data synchronization by the access controller.

## 13. Login Password

Select  Password, popup the following window:





Input the original password (the default original password is empty), new password, confirm new password, click  and it is finished.

Notice: Passwords are case sensitive.

## 14. Operation Guidance

### The priority sequence in software setting:

1. Create user group → Create user
2. Create door → Add door information
3. Register Card
4. Add regulation parameter
5. Authorize user in the member page
6. Data Synchronization → User Synchronization → Parameter Synchronization

### Basic Trouble Shooting

Q 1: It is still not online after connection.

First, check the port serial No, it is COM1 or COM2 for the desktop. For the laptop, check the COM port. Second, set the correspondent COM in the setting menu. After that, add members, set door area and add door information in the menu. If it is finished, check if it is online in the menu, if not, the communication between the RS485 converter and the PC is not available. At this time, you can click online searching button, check if the port is normal by the light flash of the controller. If it flashes, the connection between the upper machine and lower machine is normal. Then set the door information, the serial No, and it is finished. Click the “online” button to check if it is online, and the communication is available.

Q 2: When the serial No is 000, how to set up the serial No.?

The default serial No is 100. In the modification, the factory serial No for stand-alone is 100, the new serial No can be a number between 1 to 255. The default new serial No is 0. If you want to set a new ID No, the default is 0. If you click “setting new serial No”, the new ID is 000, the new ID No of the stand-alone is 000. It is suggested to input ID No between 1-255, then click the “setting new serial No”.

Q 3: When the card reader is connected to controller from other manufacturer, the controller

has the program of setting password, but the card reader doesn't support inputting passwords.

This is mainly because: The factory standard is WG26, 4bits for the card reader. If the controller of the other manufacturer is 8 bits, the format is different. You only need to set up 4 bits and 8 bits for the card reader.

Q 4: Bell: Can the wired bell whose power is 220V be connected to the stand-alone?

It is suggested to use the wired bell which has dry battery. It is mainly because that the bell is OC output, the current of the dry battery is less and the stability is much better. The bell with 220V power also can be connected. But considering that the current is bigger, there is a need to connect alternative delay. And this can prevent the circuit board from impacted because of over currency. R8 stand-alone can provide external connection port.

Q 5: If it is possible to set time when the controller is online?

No. Time can only be set on the card reader by pressing enter. The time on the display is just like the function of a watch. But the card records are according to the time of the access controller. If the time on the card reader is 9:00, while the real controller time is 8:57, the uploaded record will be depend on the controller time. WG serials card reader is just the standard which reads serial No or card No. There is no data uploaded automatically, and this the industry standard of WG series products.