# DOOR LOCKS

# &

# FOBS

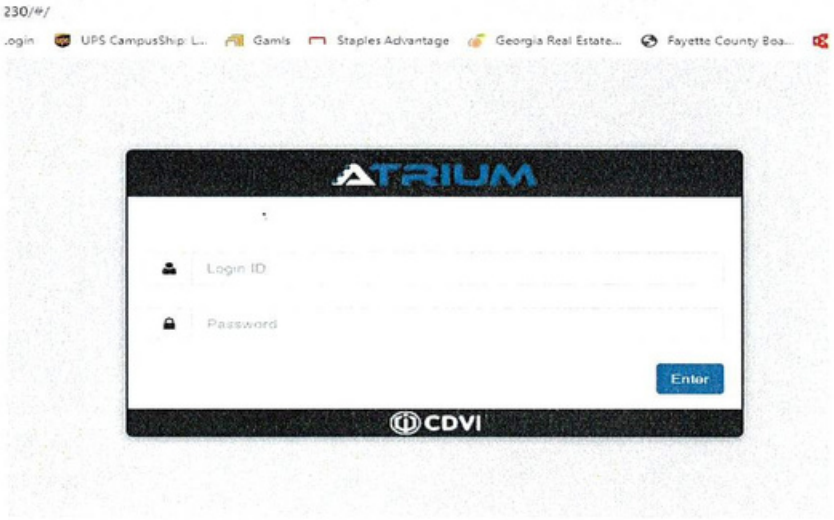
# ATRIUM

COLDWELL BANKER
BULLARD REALTY

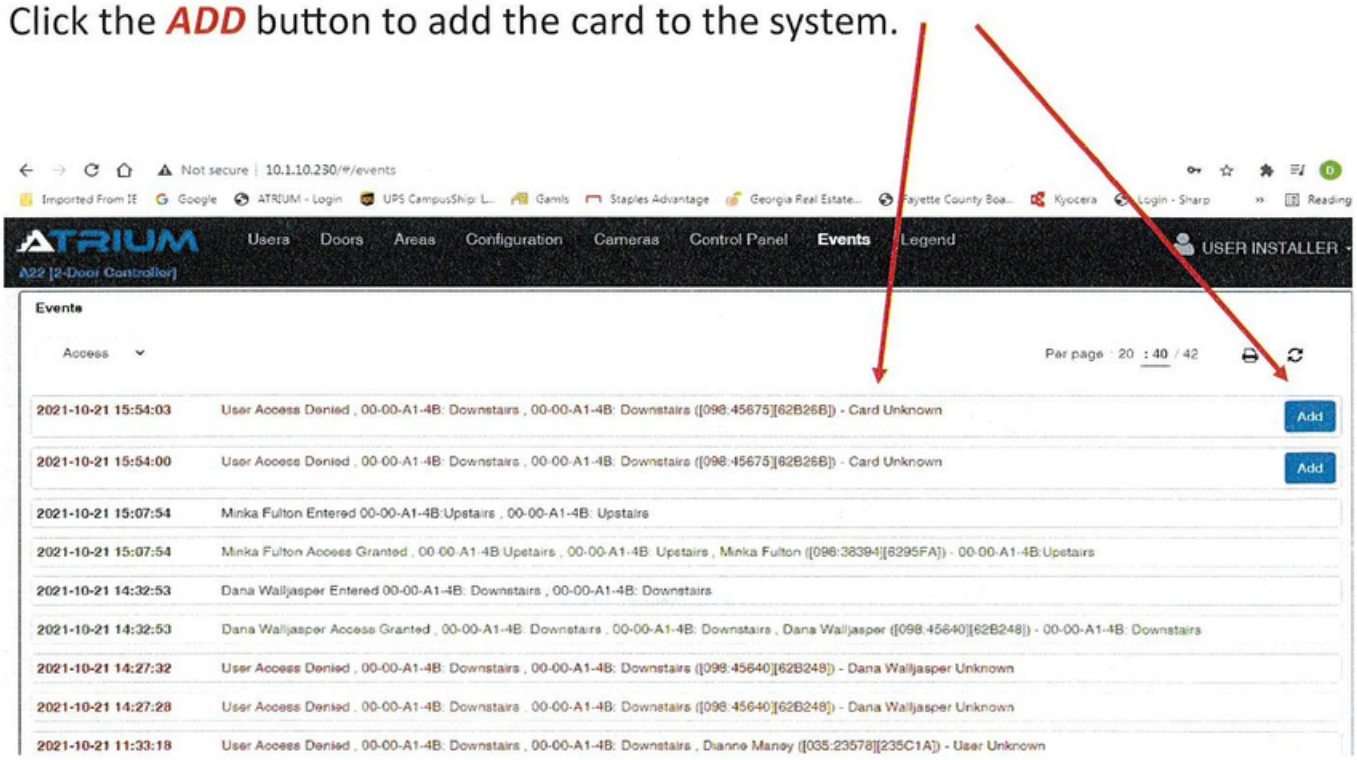
# ADD AND ASSIGN A CARD TO A USER

1. Hold a new fob to the sensor on the outside of the door. The card reader beeps and the LED flashes red. The card will be denied access.

2. Login to the ATRIUM program which is pinned in the task bar at the top of the screen. The user name and password are **admin**.

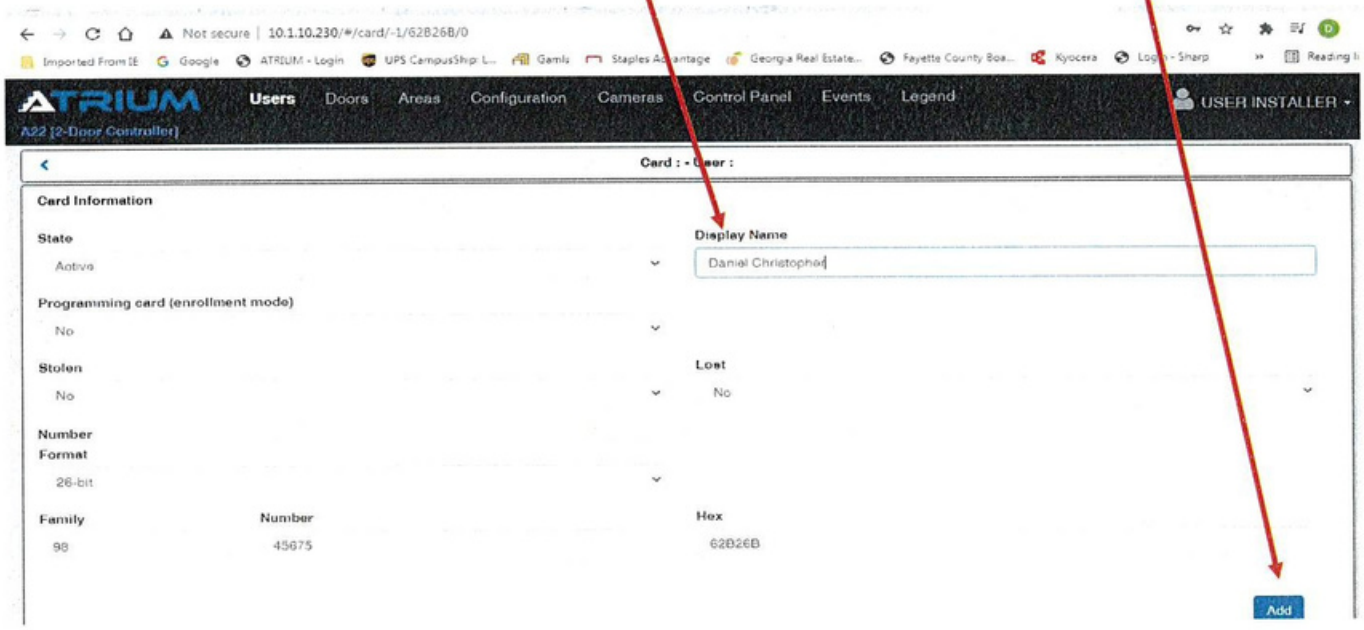



3. On the main menu at the top of the page, click on the **EVENTS** tab. A "User Access Denied. Card Unknown" event appears in red at the top of the list. Click the ***ADD*** button to add the card to the system.

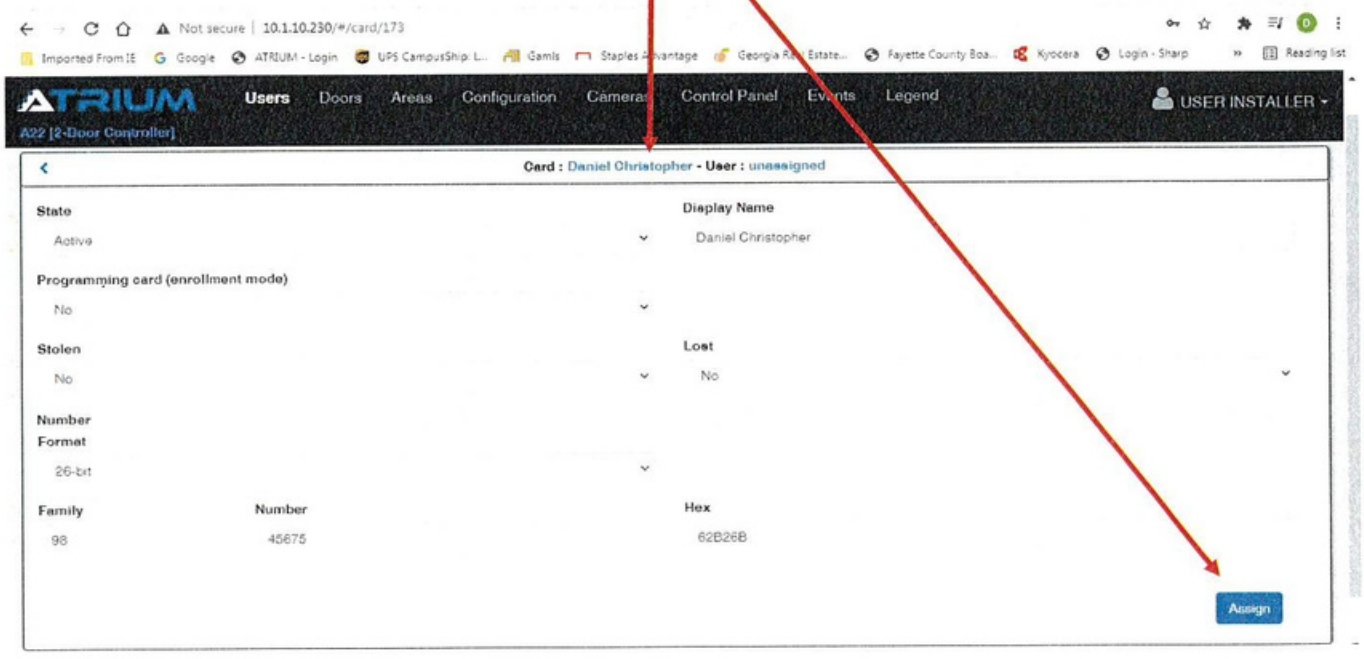


4. This opens the card information window. ATRIUM automatically detects the **Card Format** and the **Card Number (Hex),** and populates the appropriate fields. Verify that the information in the **Family** and **Number** text boxes match the numbers on the fob.

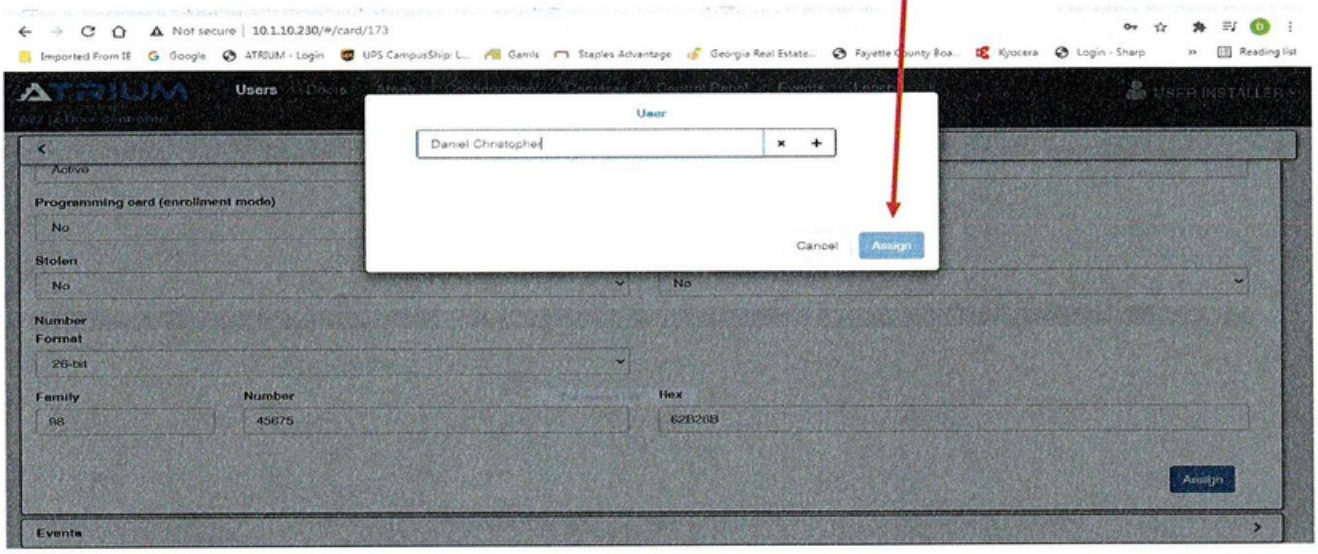
5. Enter the user name in the **Display Name** text box. Click *ADD*.




6. Verify card name and click *Assign*.



7. Assign the card to a new User by entering the name in the box then click *ASSIGN* to create and assign the card to a new user.

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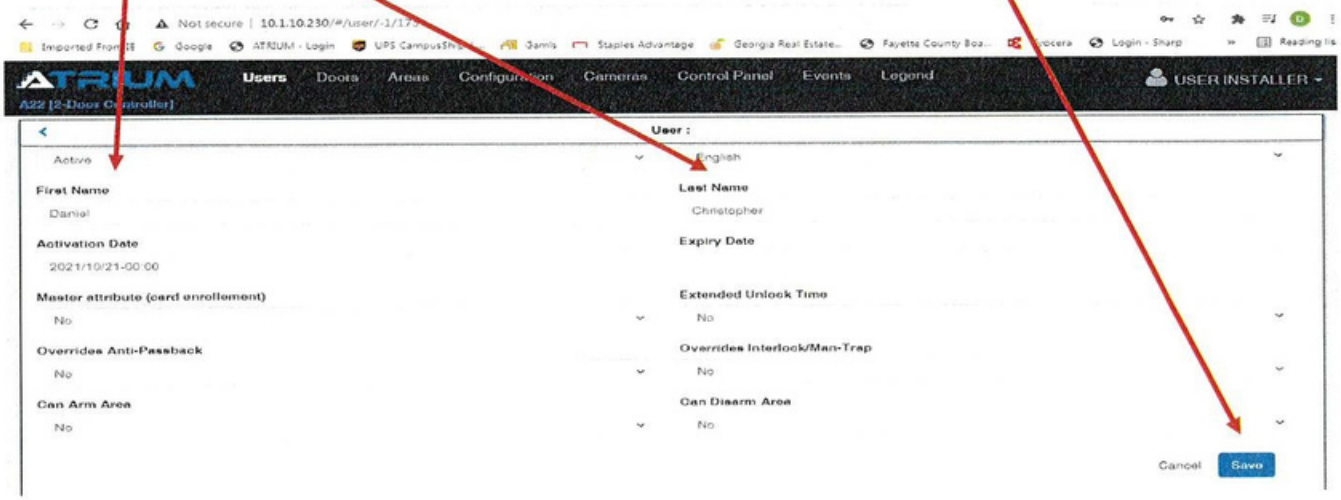
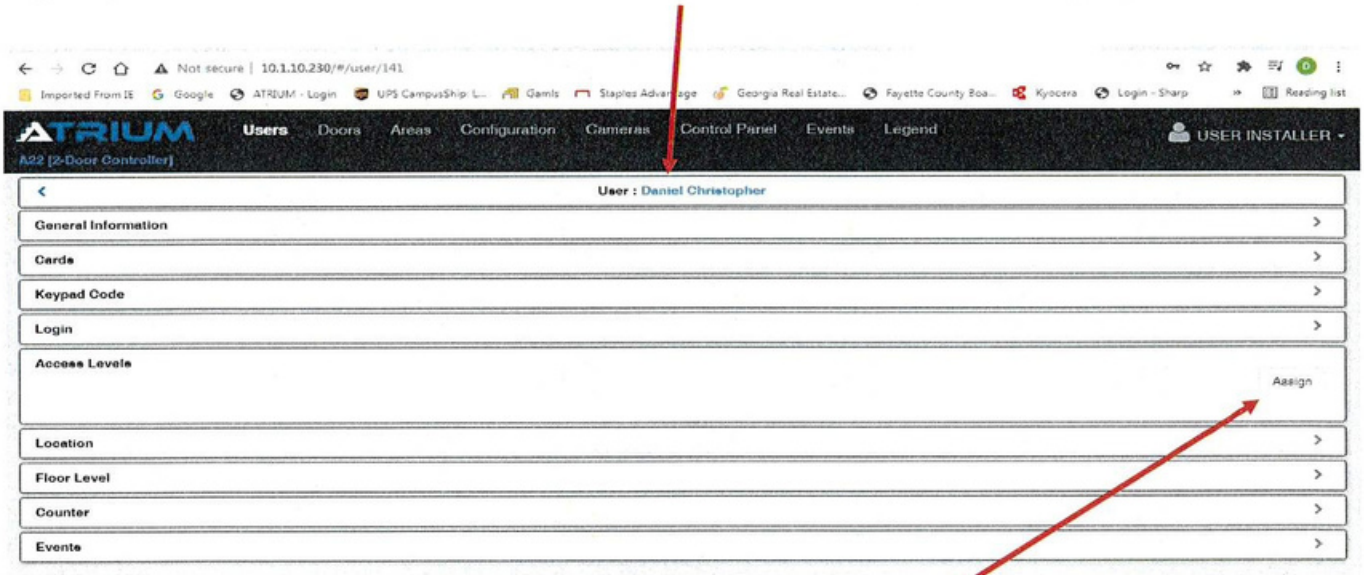


9. A card will only work once you have assigned an Access Level (access rights) to the USER. Click on the USER name at the top of the page.




Click the **ACCESS LEVELS** tab then click *Assign.*

10. Click on the **ACCESS LEVELS ALWAYS** from the dropdown then click *Assign*. **Access Levels Always** gives a 24-hour, 7 days a week access on any door in the system. *Do not assign Access Levels Programming to a user unless you are told otherwise.*

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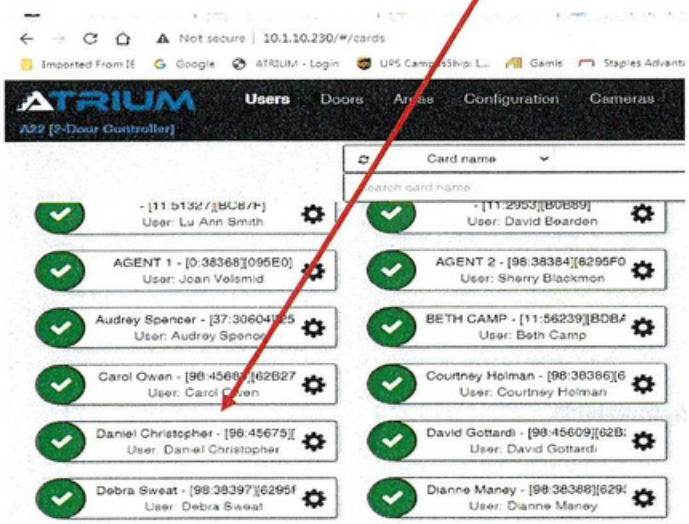
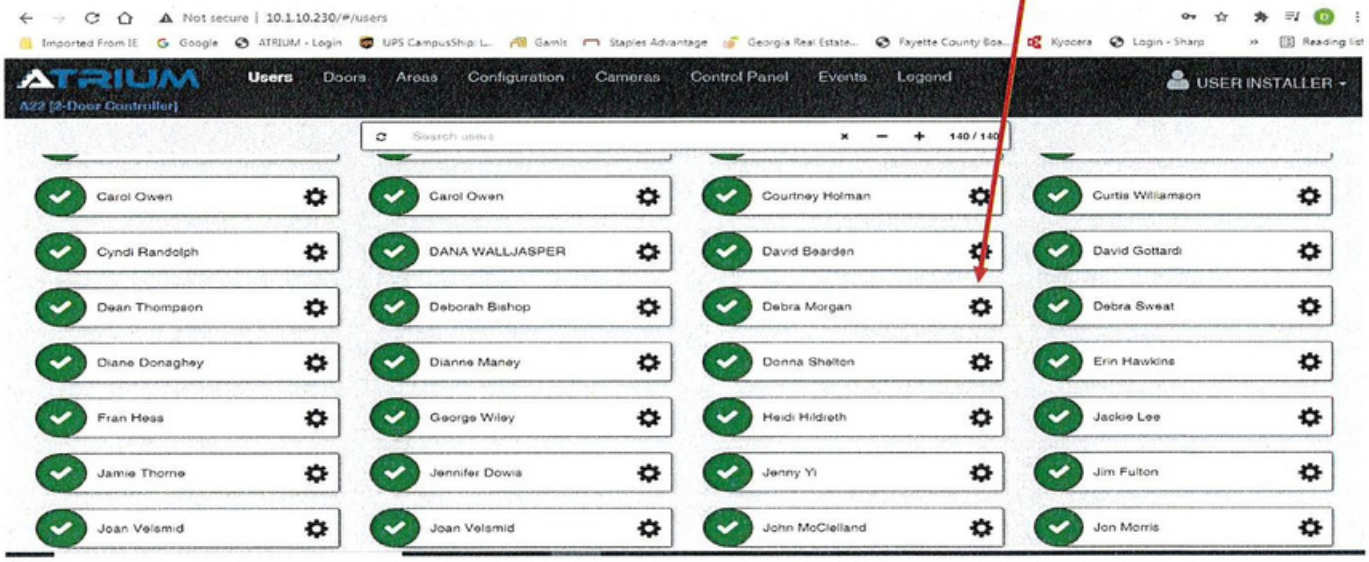


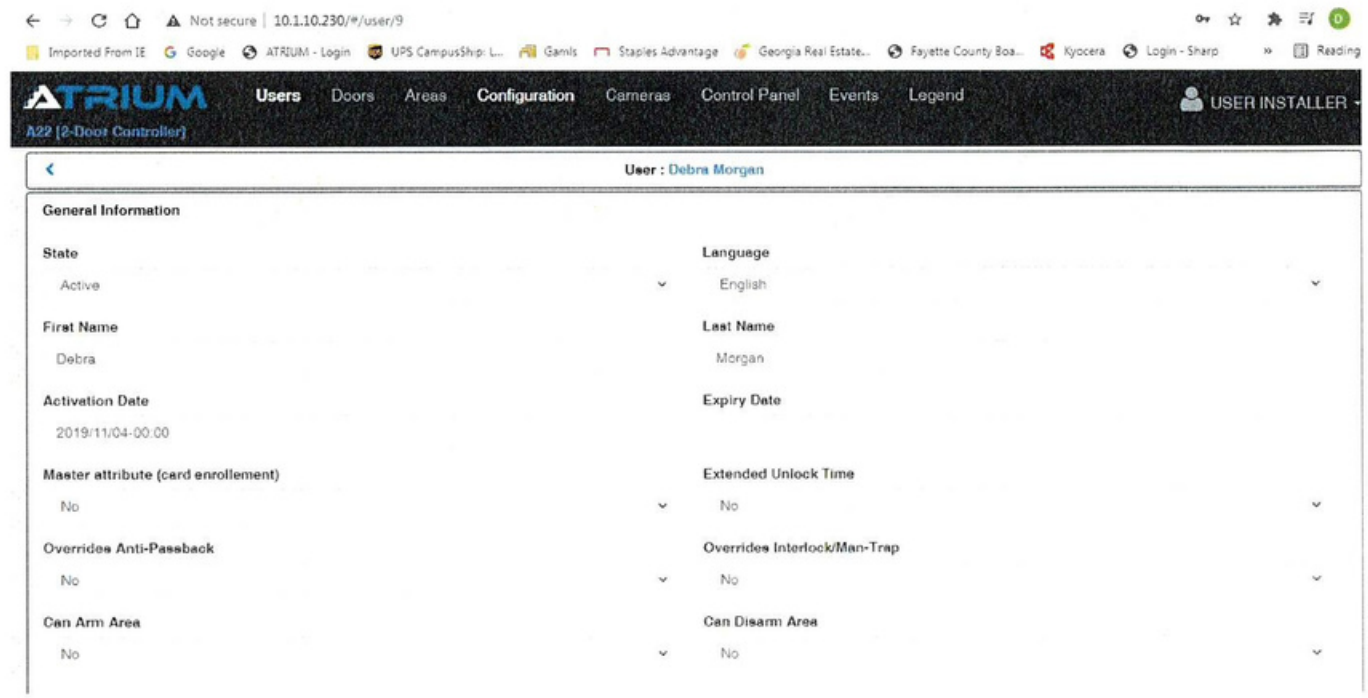

12. Hold fob to the sensor on the outside of the door. The card reader beeps and the LED turns green to Indicate that fob has been activated.

# REMOVE A USER AND DEACTIVATE CARD

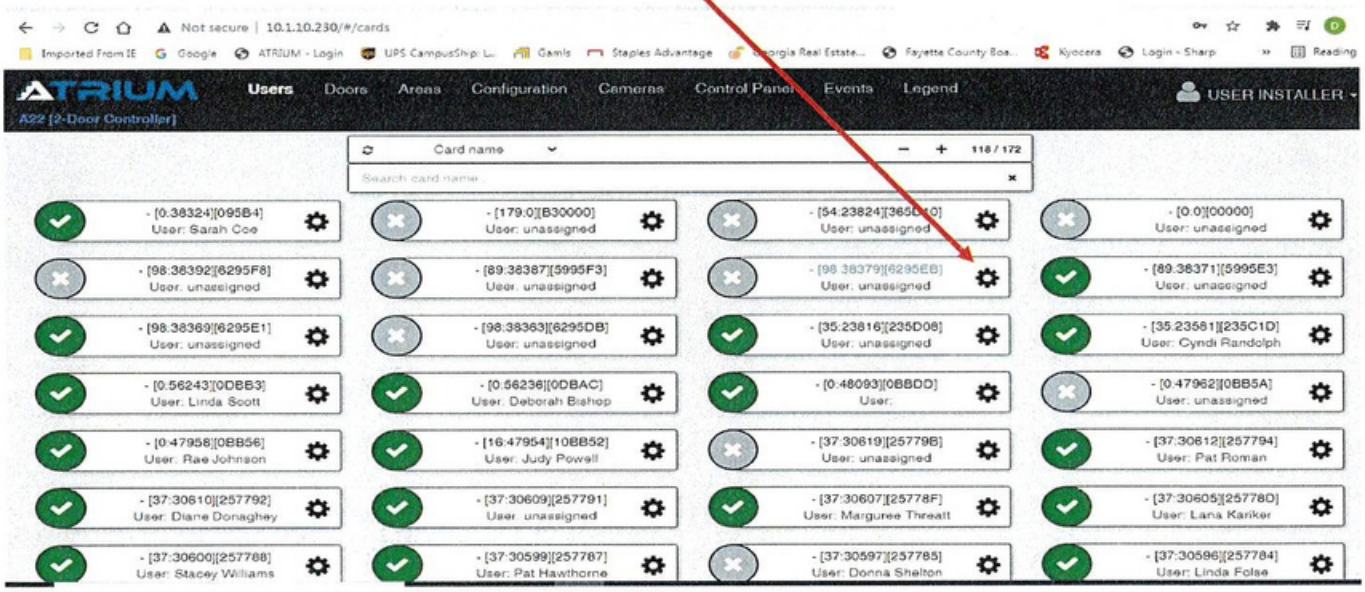
1. Log into ATRIUM and click on the **USERS** tab at the top of the main page. Scroll down to find the USER name to be removed and click on the gear to the right of the name.




2. Delete First Name and Last Name of USER then click *SAVE*.



3. On the main page, click on the **USERS** tab then click on *Cards* in the dropdown menu. Scroll down to find USER card number you want to deactivate (highlighted in blue) and click on the gear to the right of the name. Click on *Delete*




4. Click on *Access Levels* then *Unassign*. Return to main page, locate card number to verify that USER fob has been unassigned and deactivated.

5. Hold fob to the sensor on the outside of the door. The card reader beeps and the LED flashes red. The card will be deactivated and the USER will be denied access.

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COLDWELL BANKER
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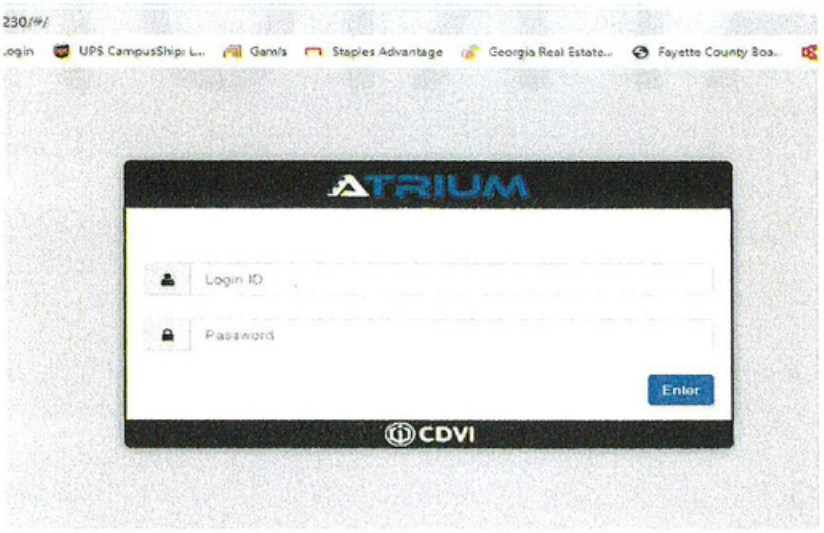


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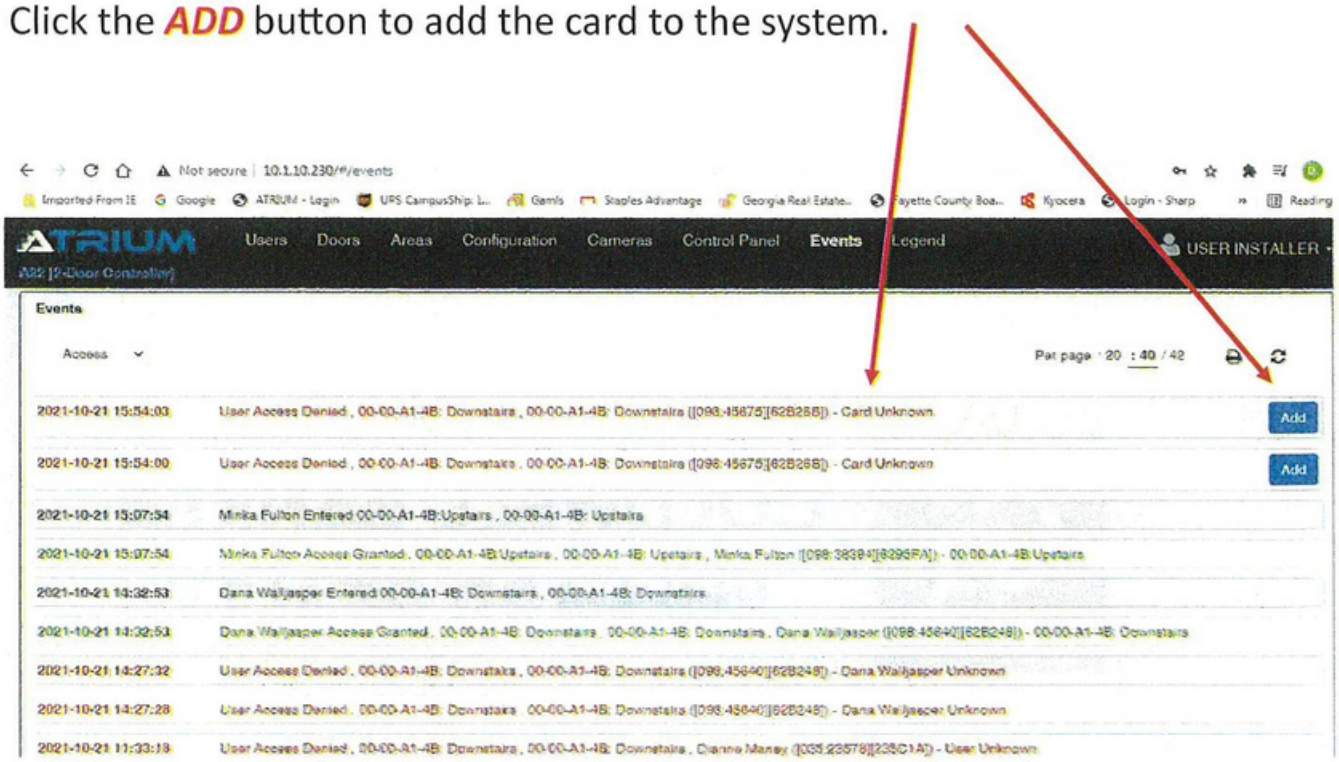

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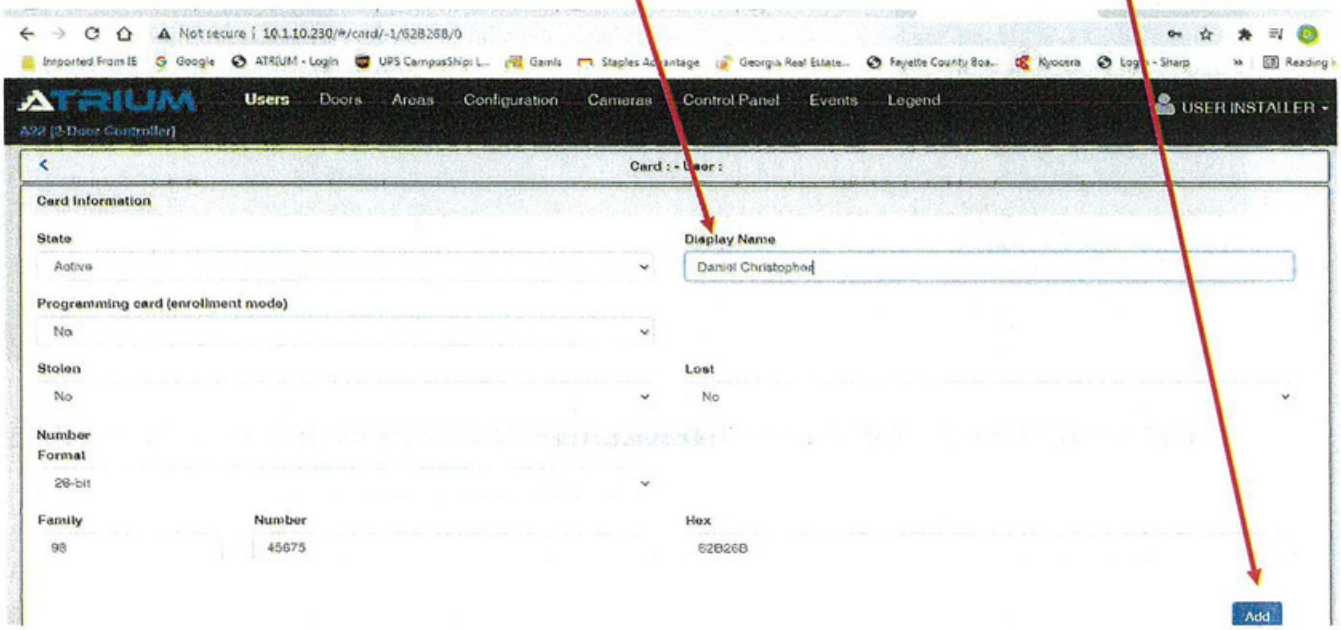


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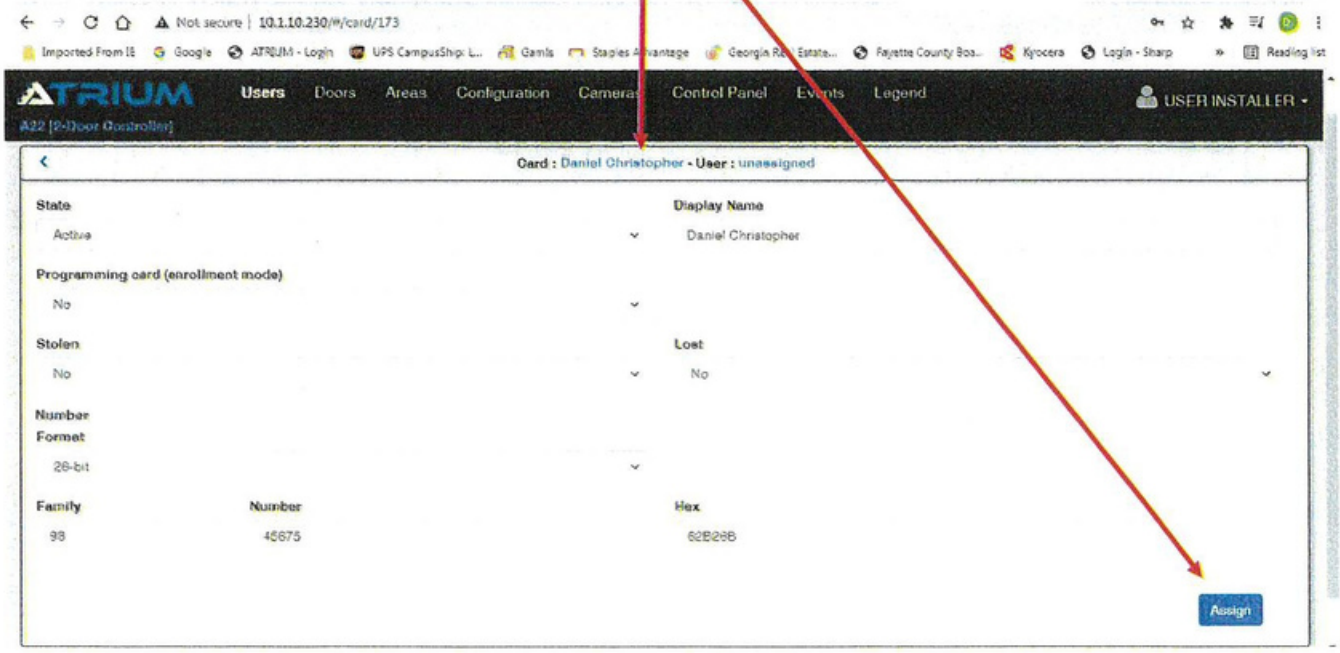

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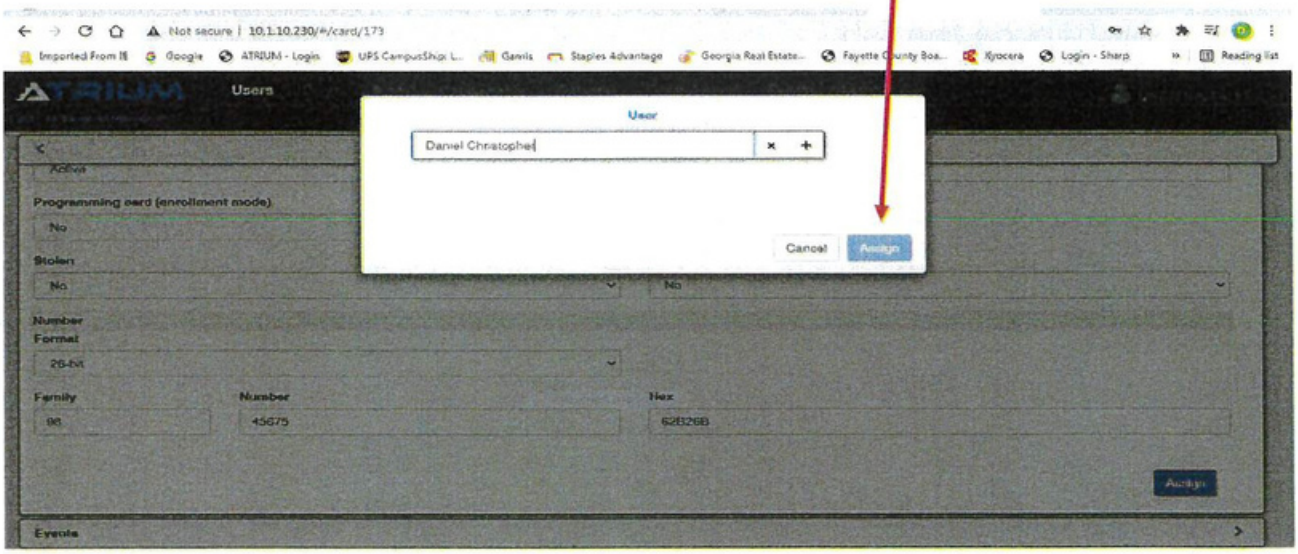


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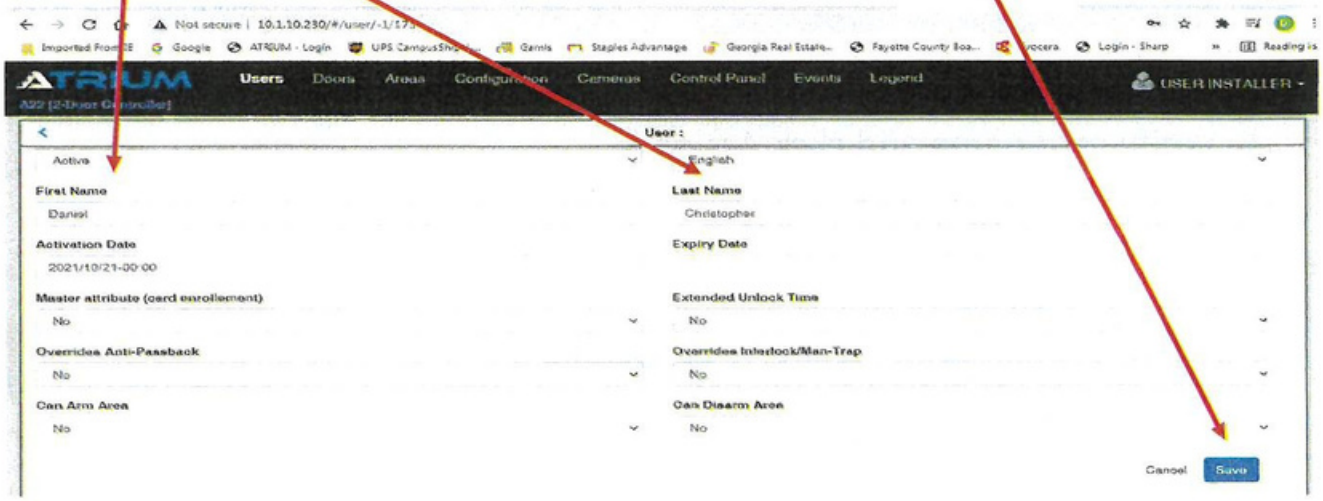

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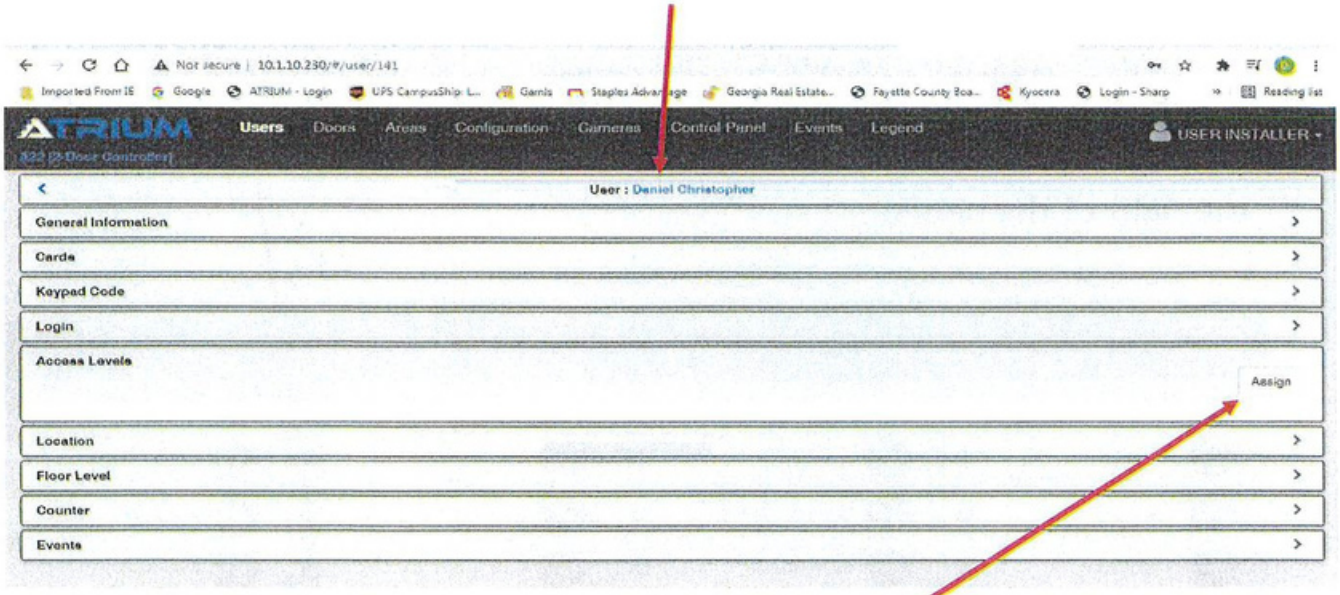


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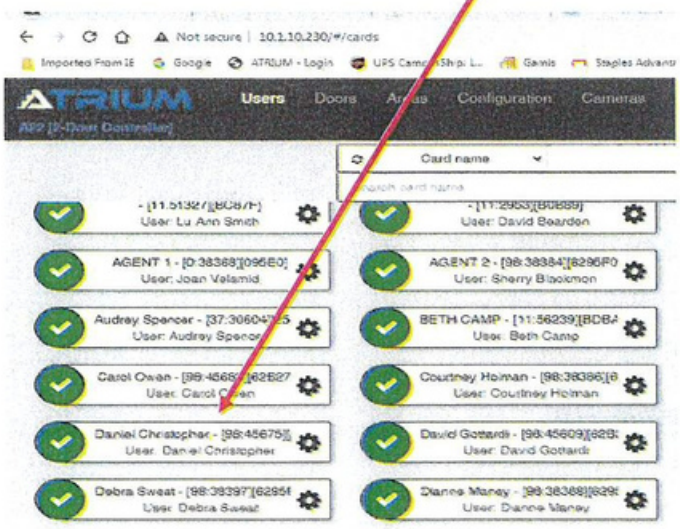


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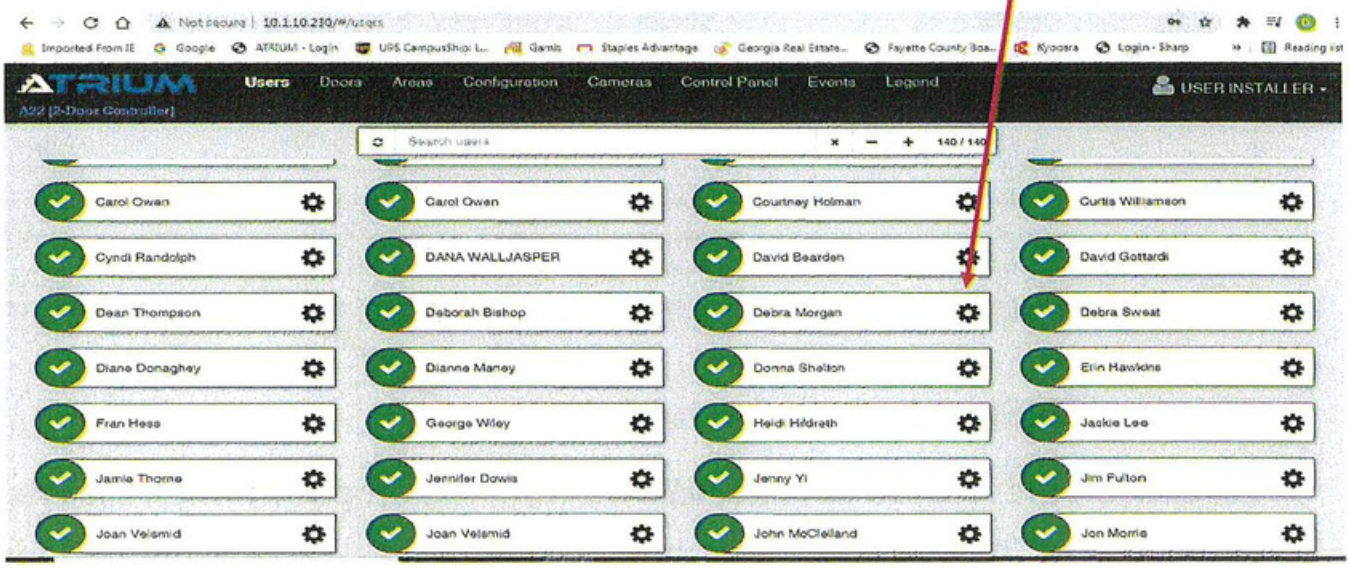


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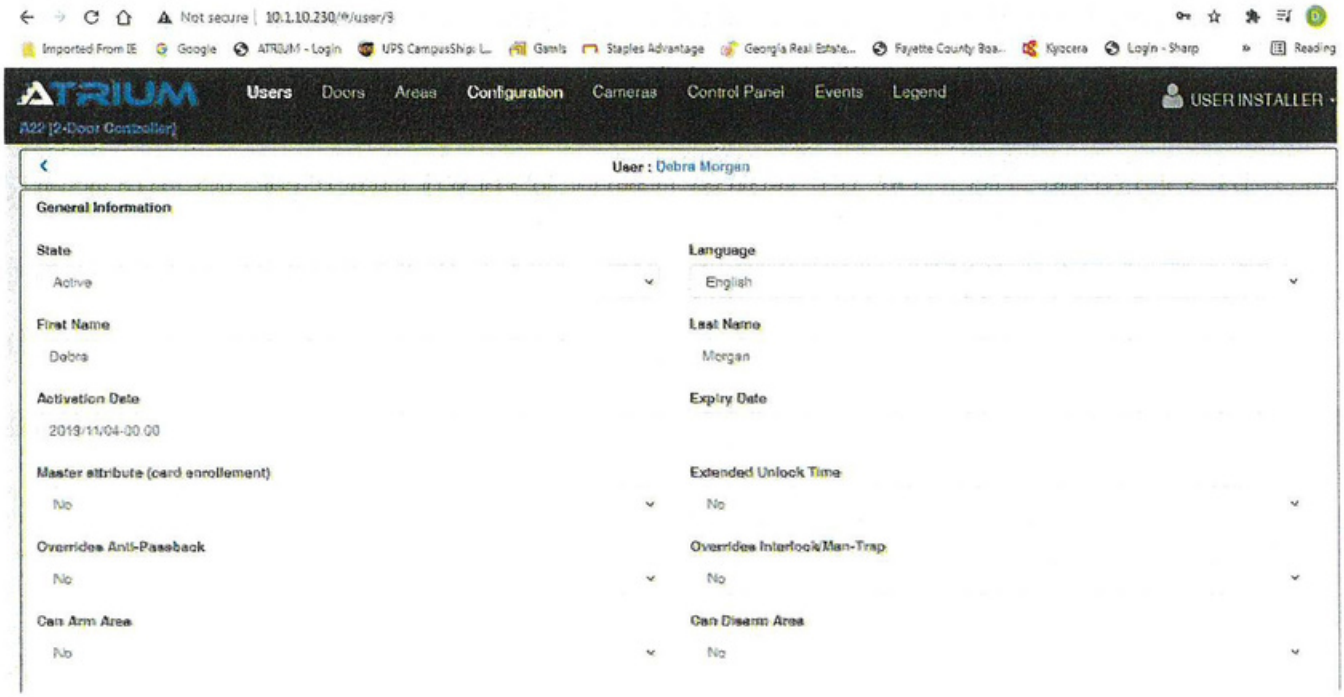

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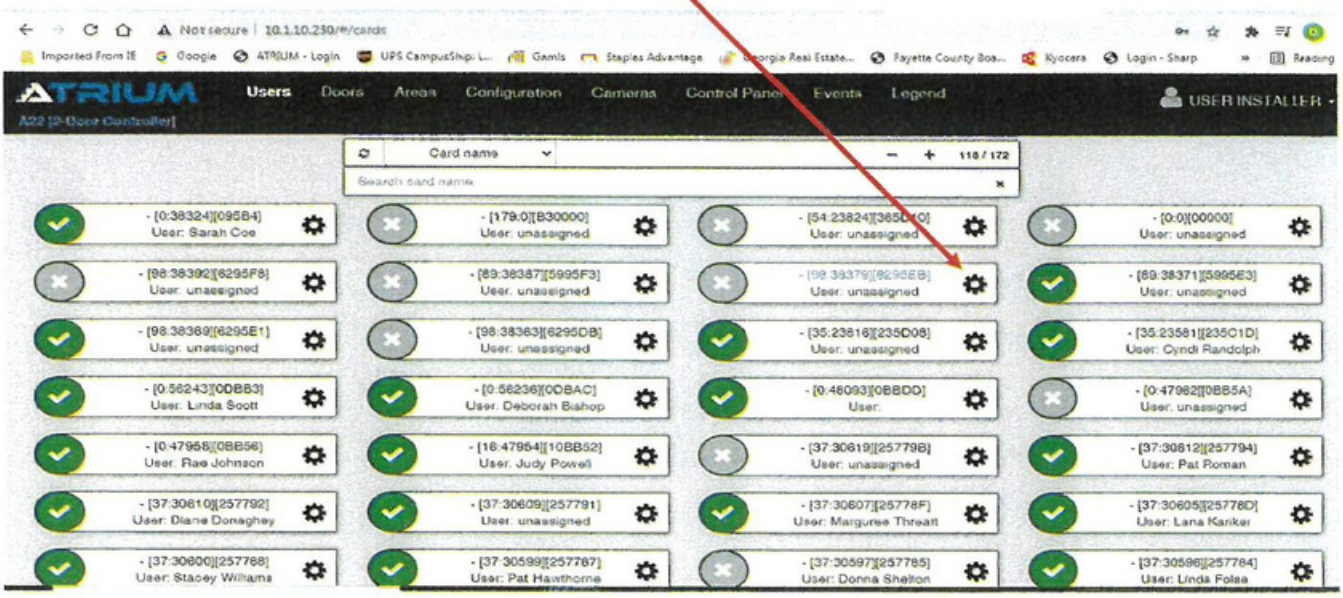


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CDVI

Security to Access

ATRIUM

ACCESS CONTROL

# Quick Start Guide

## Basic Configuration using Controller Web Server

www.cdvi.ca

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# 1 LOG IN TO CONTROLLER EMBEDDED WEB SERVER

**All ATRIUM controllers have an embedded web server that allows connection from any Windows or Apple browser (computer, smartphone or tablet) without having an internet connection.**

**This quick start manual demonstrates the basic configuration of an ATRIUM system by logging in locally (LAN) to a controller web server.**

**There are two methods to log into the controller web server: Using a computer browser or any smartphone and tablet.**

Ensure that all system field wiring is complete before using this guide. Consult the wiring diagrams in the ATRIUM controller hardware manual for more information.

## METHOD #1: LOG IN USING A COMPUTER BROWSER

Install the ***"ATRIUM Finder"*** application (Windows only) which is provided with the ATRIUM controller (USB key) or download it for FREE from CDVI website, www.cdvi.ca. Then make sure your computer is connected to the same network as the ATRIUM controller.

1. Install the ***"ATRIUM Finder"*** application (Windows only).

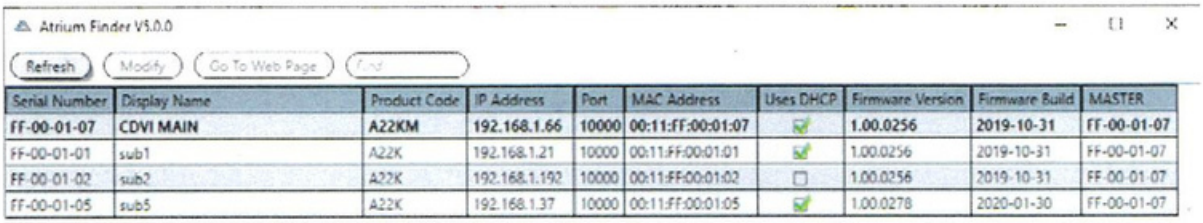
   For Apple computers, enter the IP address of the ATRIUM controller directly into the browser. See method #2 to find the IP address of the ATRIUM controller.

2. From your computer desktop, double-click on the ***"ATRIUM Finder"*** icon.

# 1 LOG IN TO CONTROLLER EMBEDDED WEB SERVER (CONTINUED...)

3. If you have more than one controller in the list, double-click on the one who will be defined as the ***"Master"*** controller. The ***"Master"*** controller (see #3, "Configure a Controller as the Master") manages all the other controllers. These will be added as ***"Sub-Controllers"***, up to 49, (see #4, "Adding Sub-Controllers") in your account.

   It is recommended to choose as the ***"Master"*** controller the one who will have little activity (ex: The one in charge of the door server room).



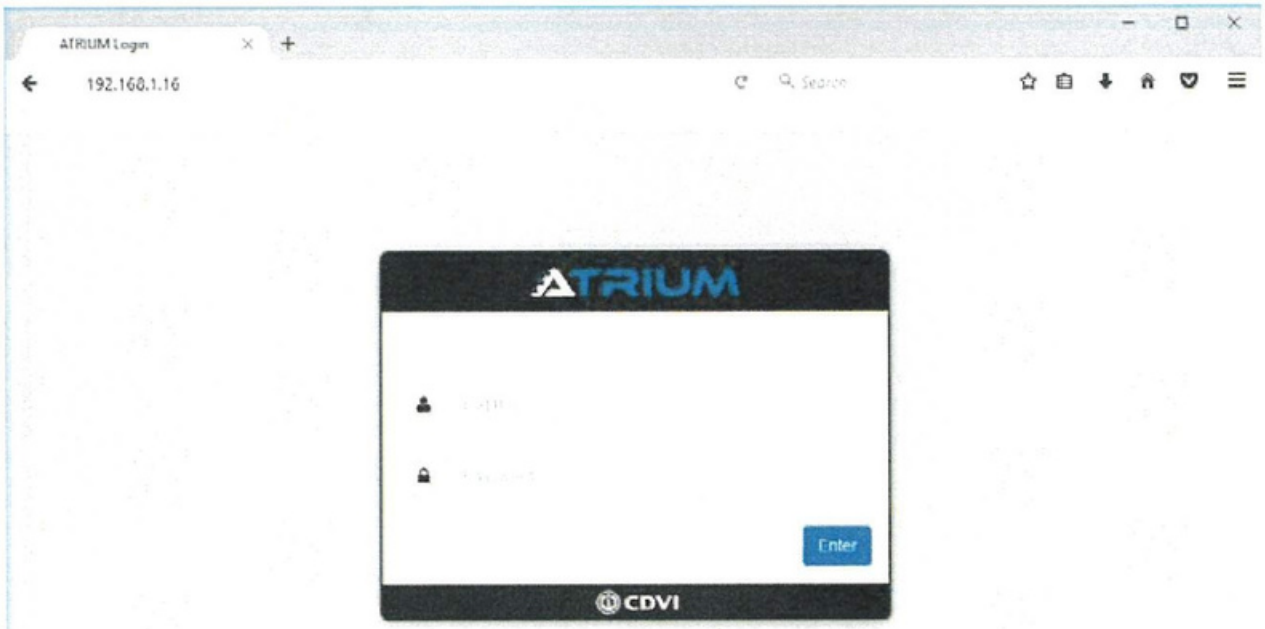

| Serial Number | Display Name | Product Code | IP Address | Port | MAC Address | Uses DHCP | Firmware Version | Firmware Build | MASTER |
|---|---|---|---|---|---|---|---|---|---|
| **FF-00-01-07** | **CDVI MAIN** | **A22KM** | **192.168.1.66** | **10000** | **00:11:FF:00:01:07** | ☑ | **1.00.0256** | **2019-10-31** | **FF-00-01-07** |
| FF-00-01-01 | sub1 | A22K | 192.168.1.21 | 10000 | 00:11:FF:00:01:01 | ☑ | 1.00.0256 | 2019-10-31 | FF-00-01-07 |
| FF-00-01-02 | sub2 | A22K | 192.168.1.192 | 10000 | 00:11:FF:00:01:02 | ☐ | 1.00.0256 | 2019-10-31 | FF-00-01-07 |
| FF-00-01-05 | sub5 | A22K | 192.168.1.37 | 10000 | 00:11:FF:00:01:05 | ☑ | 1.00.0278 | 2020-01-30 | FF-00-01-07 |

Once configured, the ***"Master"*** controller will appear in **bold** in the ***"ATRIUM Finder"*** utility as shown above.

4. Your web browser will open automatically and go directly to the ATRIUM Login screen.

   Type the Login ID (default: **"admin"**) and Password (default: **"admin"**).
   The Login ID & Password are case-sensitive.

   Click ***"Enter"*** to log in.



# 1 LOG IN TO CONTROLLER EMBEDDED WEB SERVER (CONTINUED...)

## METHOD #2: LOG IN USING A SMARTPHONE OR TABLET

Install the **"ATRIUM Finder"** mobile application available for FREE on "Google Play" or "Apple apps store". Then make sure the smartphone or tablet is connected (wifi) to the same network as the ATRIUM controller. The **"ATRIUM Finder"** app will show; display name, serial number and IP address of all ATRIUM controllers connected to the network.

1. Install the **"ATRIUM Finder"** on your smartphone or tablet.

   Then tap the application icon to open.

2. If you have more than one controller in the list, double-click on the one that will be defined as the ***"Master"*** controller (see note below).

   It is recommended to choose as ***"Master"*** controller the one who will have little activity (ex: the one in charge of the door server room).

3. Type the Login ID (default: **"admin"**) and Password (default: **"admin"**).

   The Login ID & Password are case-sensitive.

   Click "***Enter"*** to log in.

The ***"Master"*** controller (see #3, "Configure a Controller as the Master") manages all the other controllers. These will be added as ***"Sub-Controllers"***, up to 49, (see #4, "Adding Sub-Controllers") in your account. Once configured, the ***"Master"*** controller's ATRIUM icon will turn blue as shown above.

## 2 SET UP THE DATE, TIME AND TIME ZONE

You will be automatically redirected to the date and time setting tab upon first connection. (Menu: Hardware/Control Panel/Date and Time Setting).

> It is recommended to set the date, time and time zone of the location where the ATRIUM controller is installed.

Default settings:

1. The date and time of your device browser (computer, smartphone or tablet) with which you have connected to the ATRIUM system are preloaded in the **"Browser Time"** field.
2. The date and time of the controller (**"Module Time"**) is set at 2000-01-01 - 00:00
3. The time zone is set to Greenwich Mean Time (GMT-5:00) Eastern Time (US & Canada).

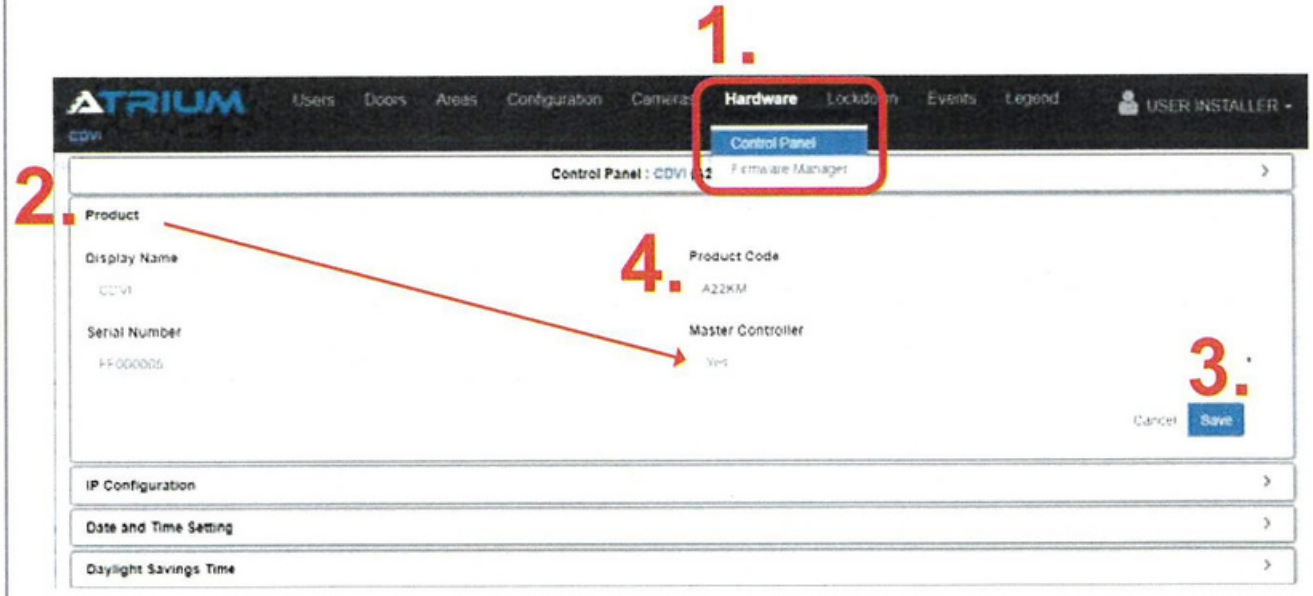
To modify:

3. Select the time zone (where the ATRIUM controller is installed) in the drop-down menu.
4. Click **"Save"**. The new time zone, date and time are now set in the controller (**"Module Time"**).

## 3 CONFIGURE A CONTROLLER AS THE "MASTER"

If you have more than one controller installed, one must be set as a ***"Master"*** controller. The ***"Master"*** controller manages all the other controllers. These will be added as ***"Sub-Controllers"*** (up to 49) in your account. See #4 to learn how to "Add Sub-Controllers"

1. From the ***"Hardware"*** menu, click on ***"Control Panel"***.
2. From the ***"Product"*** tab, ***"Master Controller"*** drop down list, select ***"Yes"***
3. Click "***Save"***. The controller will reboot to apply new configuration.
4. Once done, controller product code will change from A22K to A22KM.



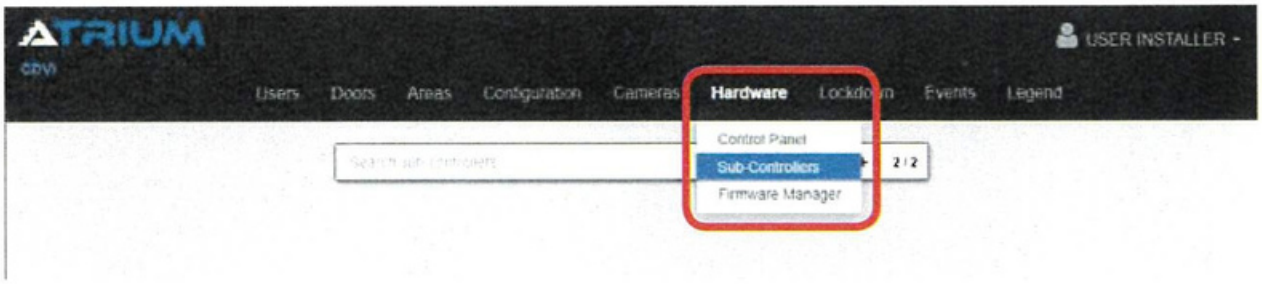

For a remote connection, refer to the guide "How to establish a remote connection with ATRIUM".

Each controller (set as ***"Master"***, ***"Sub-Controller"*** or ***"Expander"***) automatically adds 2 pre-configured doors/ areas to the ATRIUM system.

## 4 ADDING "SUB-CONTROLLERS"

Once connected to the ***"Master"*** controller, add the other controllers to the ATRIUM system as ***"Sub-Controller"***.

1. From the ***"Hardware"*** menu, click on ***"Sub-Controllers"***.




2. Click on **" + "** sign to start adding ***"Sub-Controllers"***.

# 4 ADDING "SUB-CONTROLLERS" (CONTINUED...)

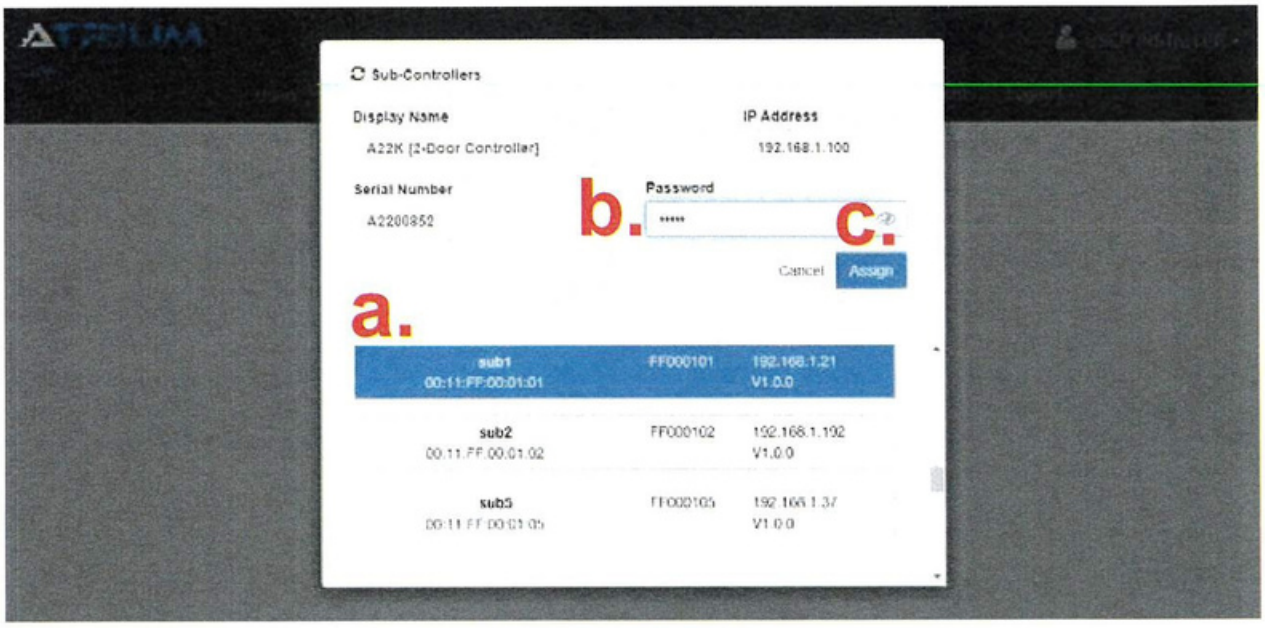
3. ATRIUM automatically scans the network (LAN) and lists ALL connected controllers found.

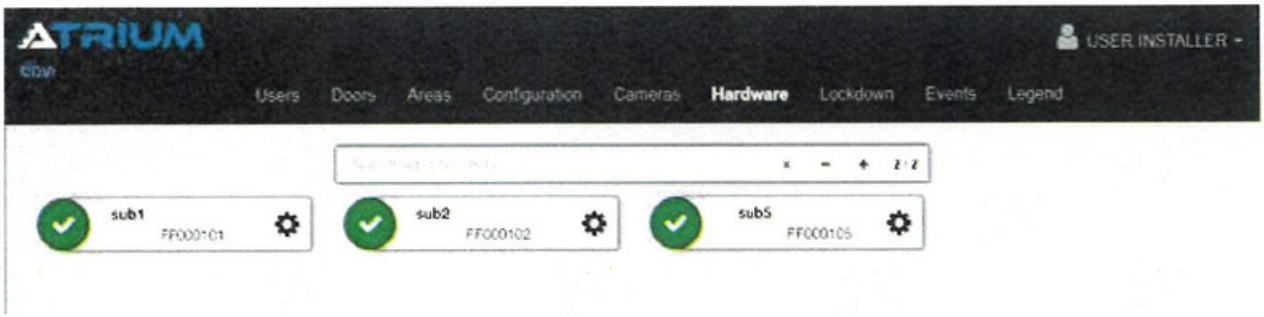
   From the ***"Sub-Controllers"*** pop-up window:

   a. Select a ***"Sub-Controller"***.

   b. Enter its Password (default **"admin"**, case sensitive).

   c. Click ***"Assign"*** to complete.
   Repeat steps a & b for each ***"Sub-Controller"*** being installed to the system.
   Click **"Cancel"** when done.

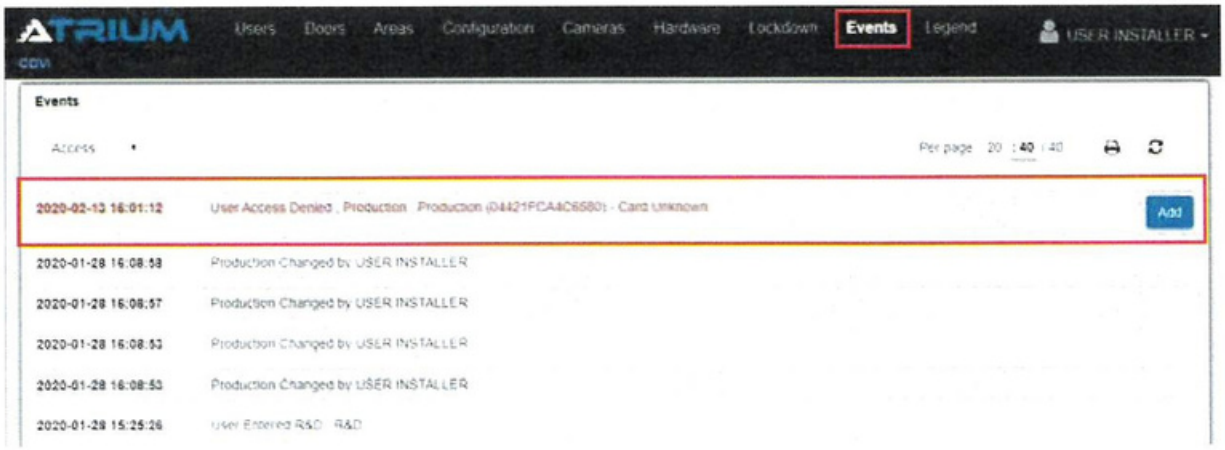


## 5 ADD AND ASSIGN A CARD TO A USER

1. Swipe a new card or tag at any card reader on your system.
   The card will be denied access (the card reader beeps and LED flashes red)

2. From the main menu, click on ***"Events"***. A "User Access Denied - Card Unknown" event appears in the list. Click the **"Add"** button to add the card to the system.

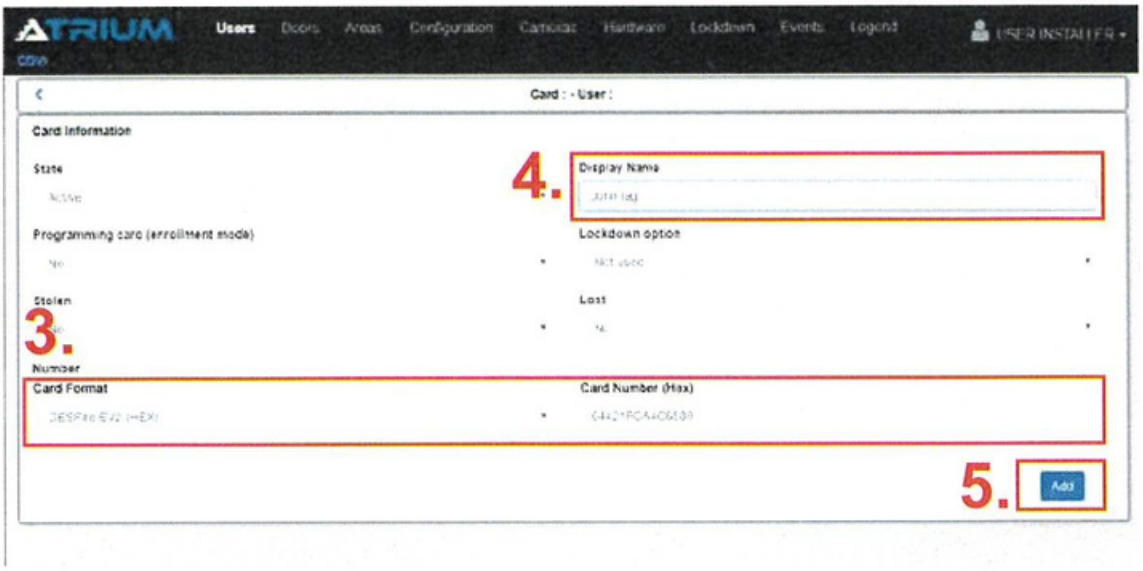


## 5 ADD AND ASSIGN A CARD TO A USER (CONTINUED...)

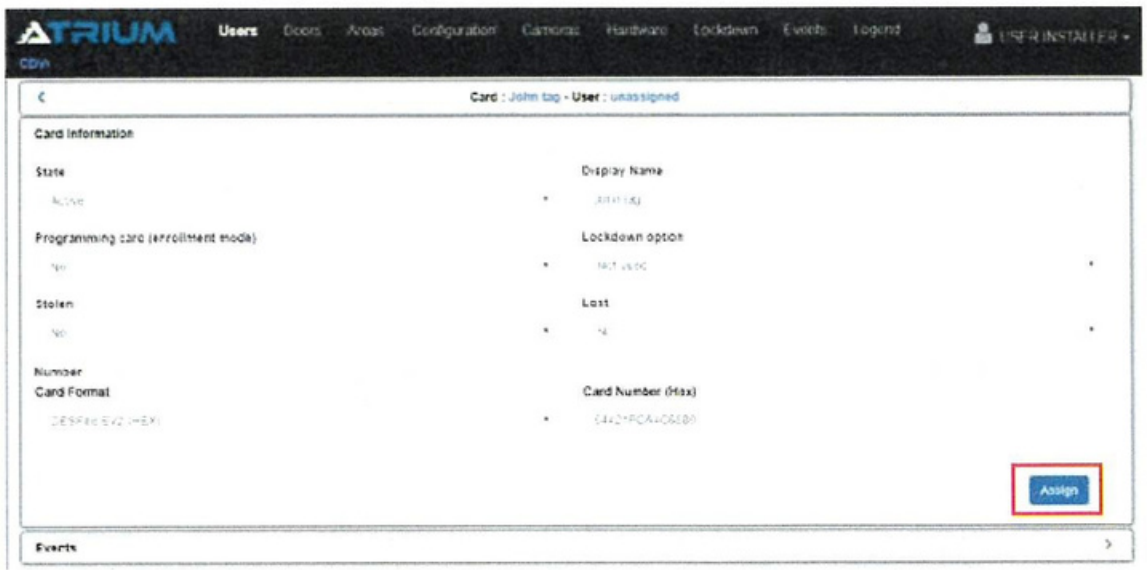
3. This opens the card information window. ATRIUM automatically detects the ***"Card Format"*** and the ***"Card Number (Hex)"*** and populates in the appropriate fields.

4. Enter a descriptive display name for the card.

5. Click ***"Add"***

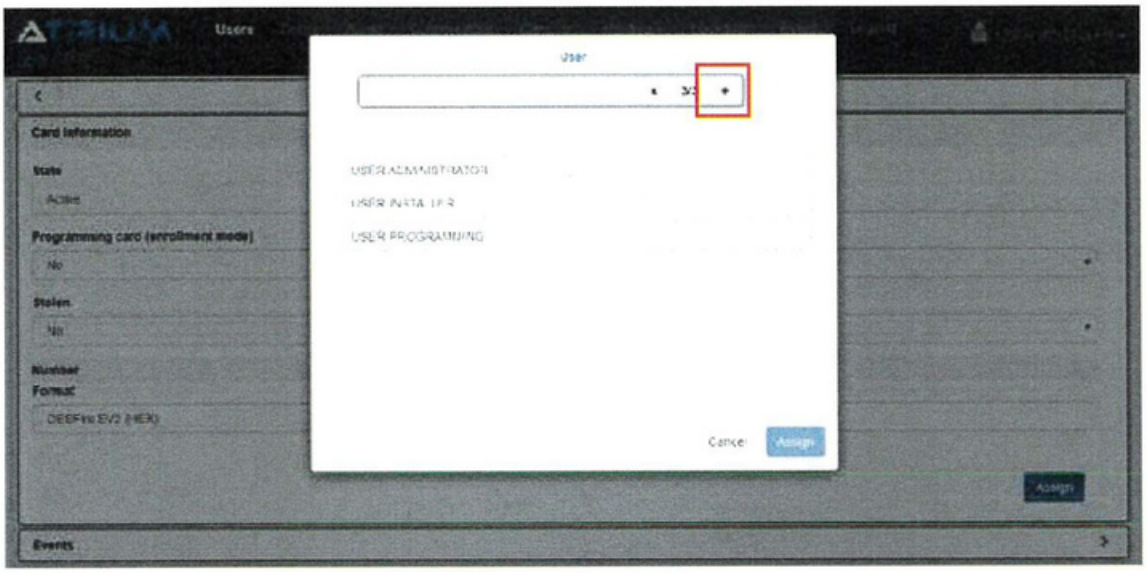



6. Click the ***"Assign"*** button.

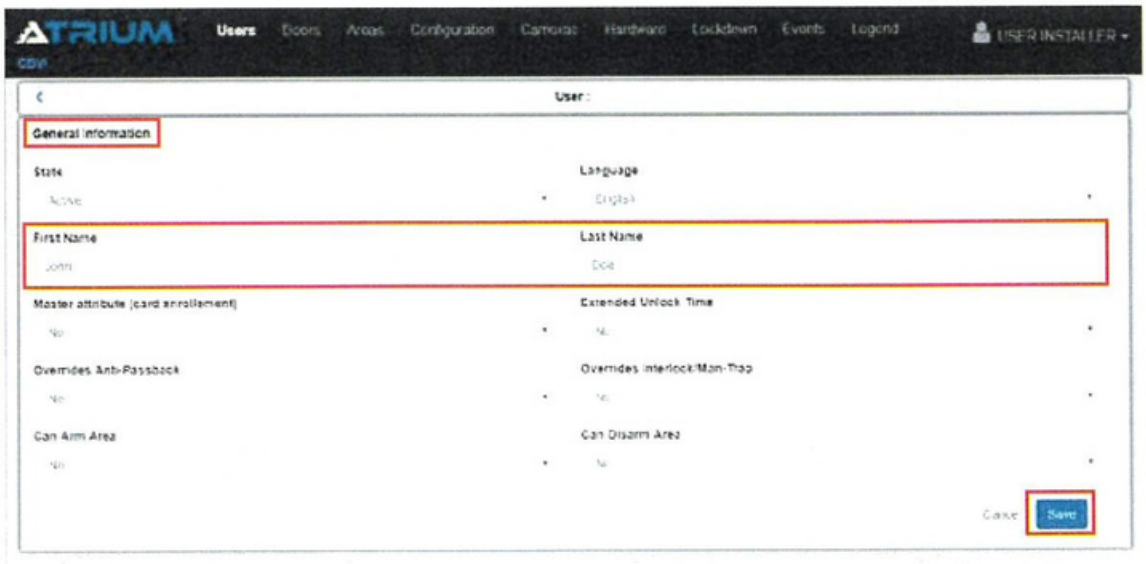


## 5 ADD AND ASSIGN A CARD TO A USER (CONTINUED...)

7. Assign the card to an existing User from the list then click **"Assign"** or click **" + "** to create and assign the card to a new User.



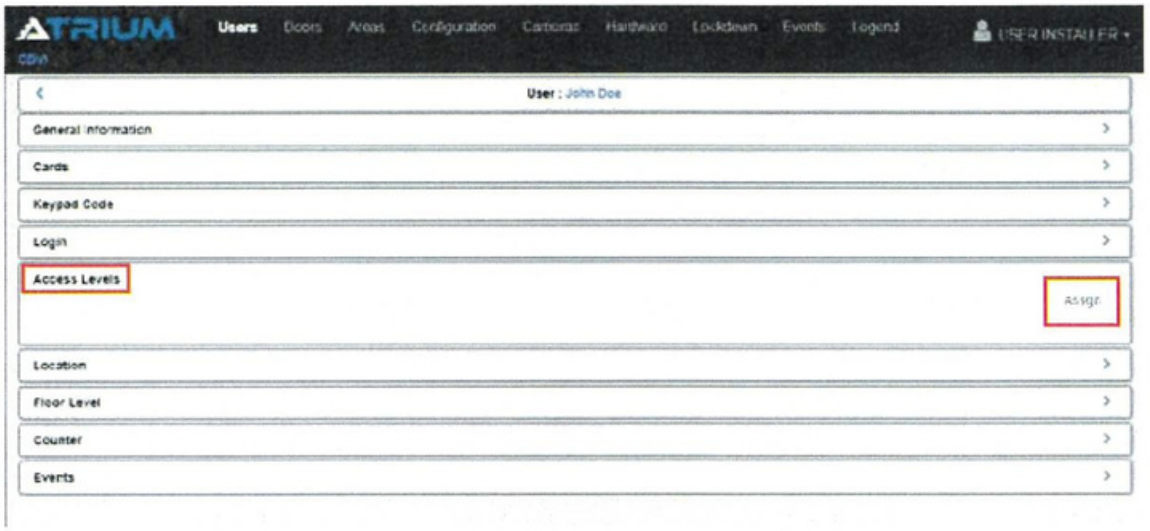

8. The new User window properties ***"General Information"*** tab is displayed. Enter the first and last name of the new user then click ***"Save"***



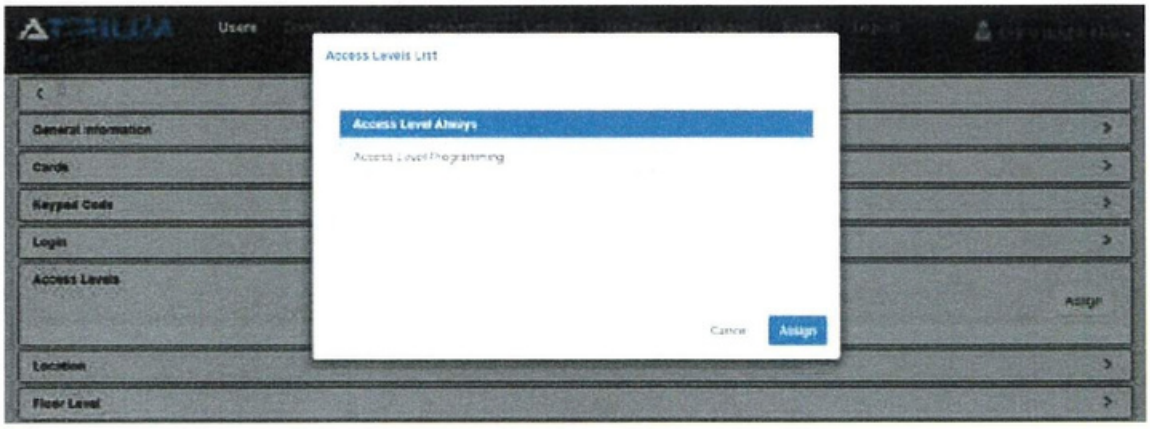
## 5 ADD AND ASSIGN A CARD TO A USER (CONTINUED...)

9. A card will only work once you have assigned an ***"Access Level"*** (access rights) to the User.

   Click the **"Access Levels"** tab then click **"Assign"**.




10. Click on ***"Access Level Always"*** from the list then click ***"Assign".***
    ***"Access Level Always"*** gives a 24 hour, 7 days a week access on any door of the system.
    See #7 to know how to create a custom **"Access Levels"** (access rights).




ATRIUM supports 10,000 Users and 10,000 cards.

# 6 ASSIGN A KEYPAD CODE TO A USER

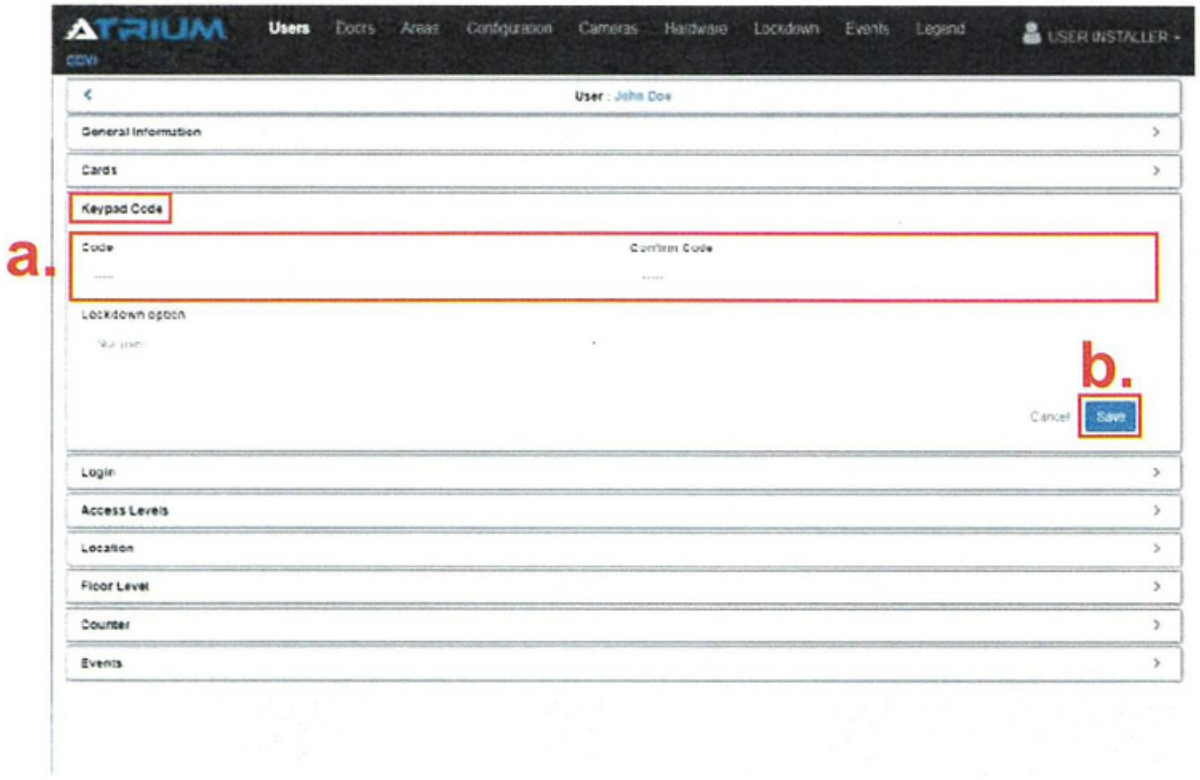
1. From User ***"Edit"*** properties window, cick on ***"Keypad Code"*** tab then:

   a. Type in the desired code and then again to confirm. By default code length is 5-digits (between 00001 and 99999).

      The default code length can be changed from 5 up to 8 digits or variable (minimum and maximum length). It can be changed ONLY if you have the ***"Installer"*** User rights and switch to ***"Advance Mode"***. Then, from the main menu, click on ***"Configuration"*** then click on sub-menu ***"Site"***.

   b. Click on ***"Save"***.

> ⚠ A keypad code won't work if the User **DOES NOT** have an access level (access rights). See #7 on how to ***"Create & Assign a Custom Access Levels to a User"***



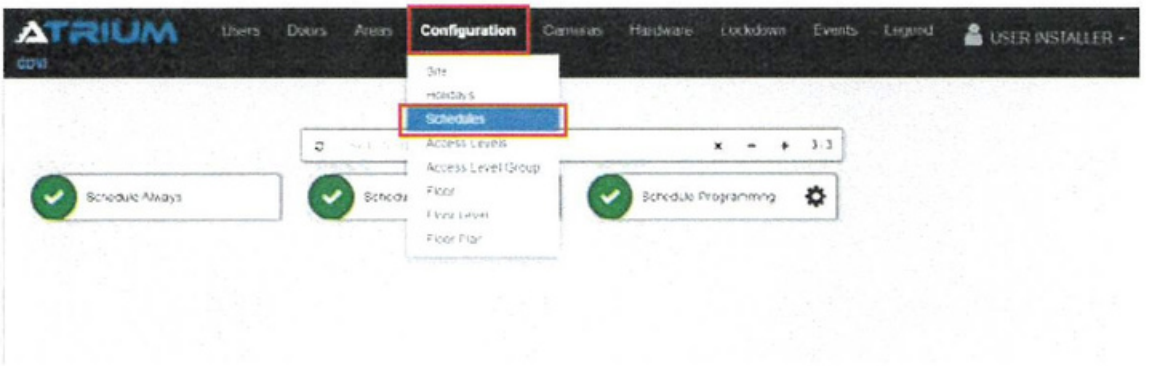
# 7 CREATE & ASSIGN A CUSTOM ACCESS LEVEL TO A USER

An access level is a user permission to access an area/door or a group of areas/doors during a defined schedule. It must be assigned to a user to allow usage of the card. Here are the steps to configure an access level (User Access Right) and assign it to a user.

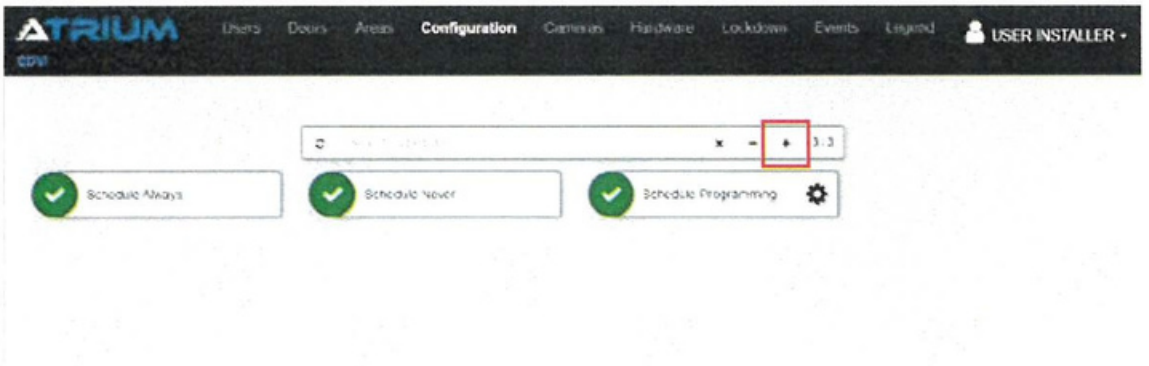
Typically the same access level will be assigned to all users in a department. As an example, employees from the same department and having the same shift, will usually have access to the same doors during the same working hours. In this case you can assign the same access levels to each of these users.

The first step is to set up a schedule. The schedule can then be associated to one or a group of doors. As an example, here are the steps for a 9 AM to 5 PM, Monday to Friday schedule.

1. From the main menu, click on ***"Configuration"*** and select ***"Schedules"***.




2. Click on " + " to add a new schedule.



# 8 SET UP AND ASSIGN HOLIDAYS

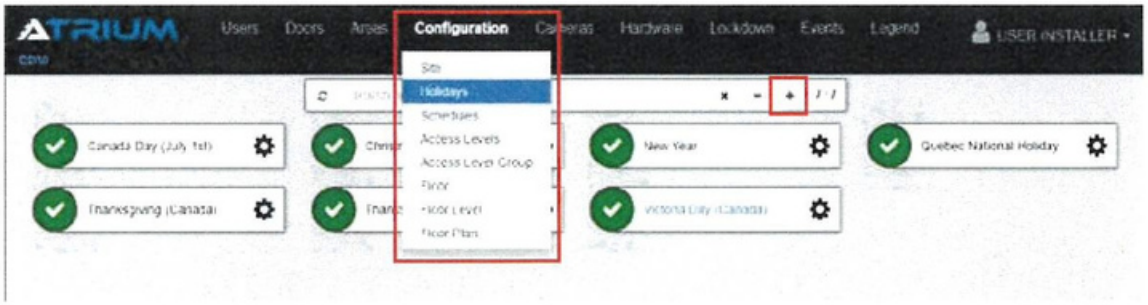
Holidays will add (***"Included"***) or remove (***"Excluded"***) access rights to a schedule. This schedule can then be assigned to an access level (see step 6) or assigned to a door to unlock automatically (see #9).

A holiday ***"Excluded"*** from a schedule will **REMOVE** access rights and keep the door locked that day.

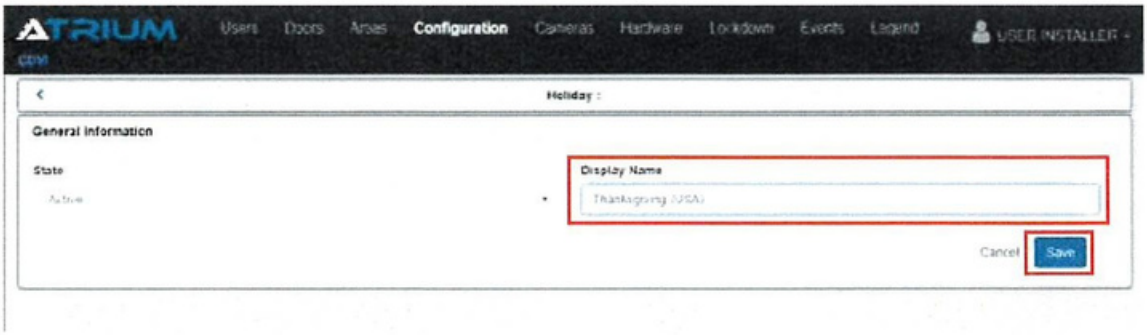
A holiday ***"Included"*** in a schedule will **ADD** access rights and will unlock the door that day.

ATRIUM supports 100 Holidays.

1. From the main menu, click ***"Configuration"*** and select ***"Holidays"***. Then, click on " + ".



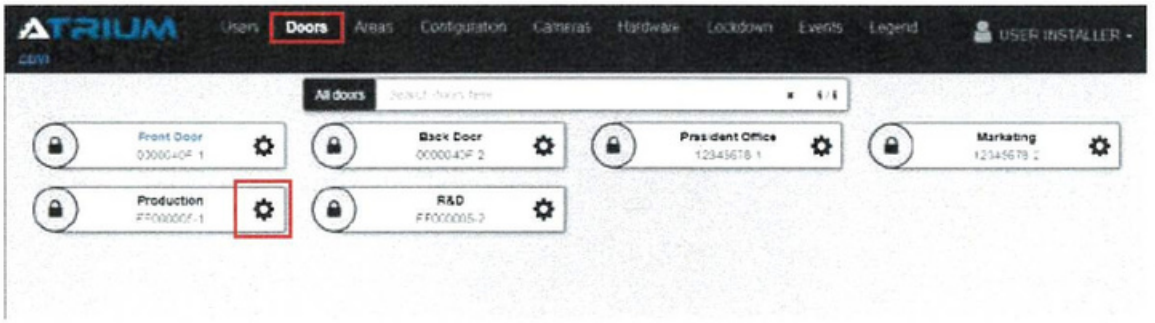

2. Name the holiday (ex: Thanksgiving USA), then click ***"Save"***.



# 9 SET UP A DOOR TO UNLOCK AUTOMATICALLY (ON SCHEDULE)

Ensure you have created your schedule for the door you want to unlock automatically. (see #7, steps 1 to 7, on how to configure a schedule).

1. From the main menu, click on ***"Doors"*** then click on the ***"Edit"*** icon of the door you want to unlock automatically on a schedule.

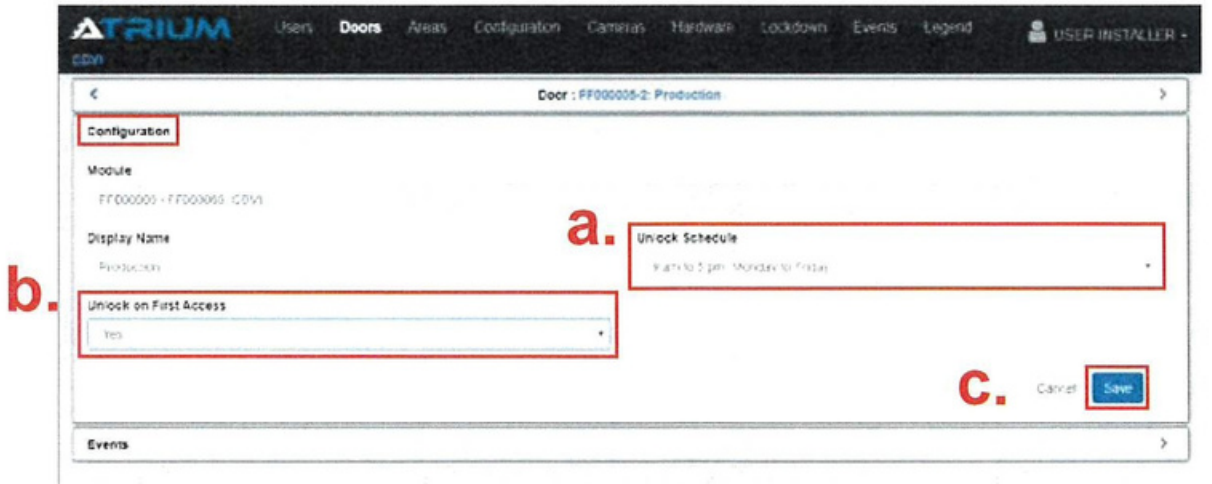



2. Cick the ***"Configuration"*** tab" then:

   a. Select the schedule from the ***"Unlock Schedule"*** dropdown menu.
   (The door will automaticaaly unlock according to the selected schedule).

   ***b. "Unlock on First Access":*** If ***"Yes"*** is selected, a User (employee) with valid access rights **MUST** scan their card at the door (after the schedule has begin) to ***"Activate"*** the unlock schedule.

   c. Click on ***"Save"***.



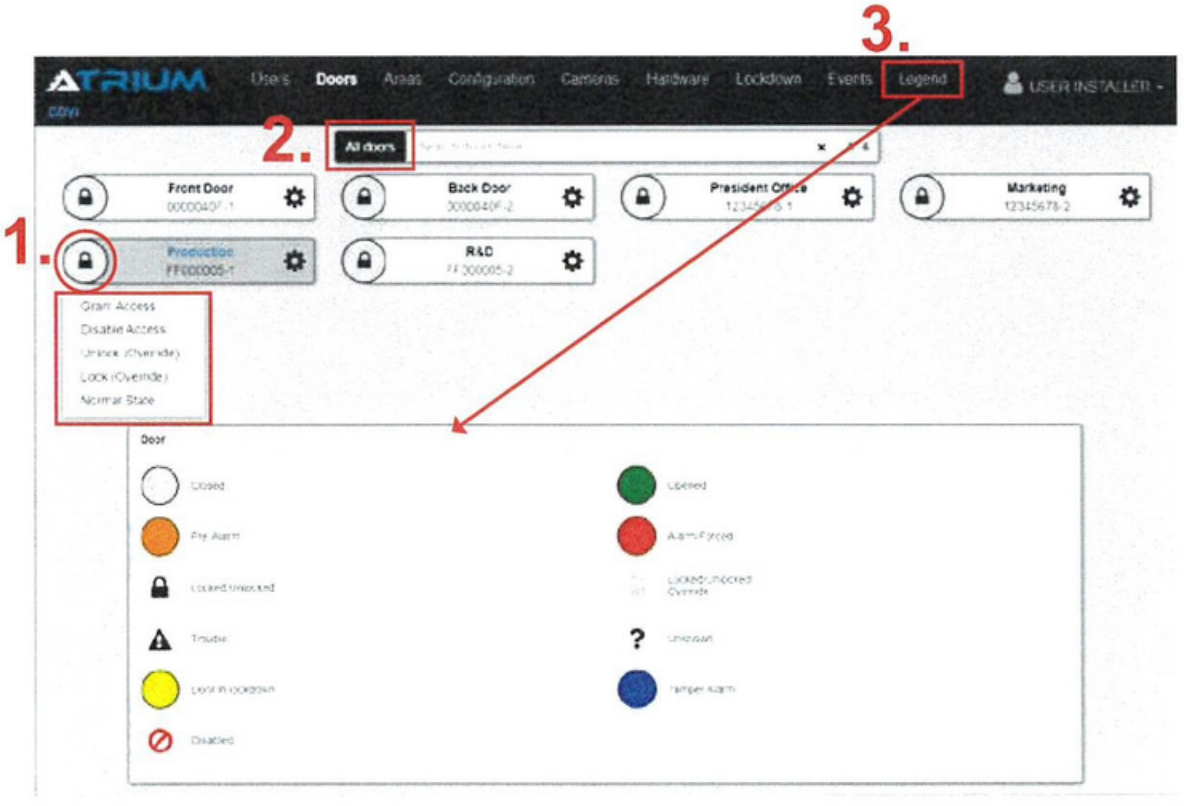
## 10 BASIC DOOR COMMANDS & STATUS

1. Click on a ***"Door Status"*** icon to:

   - Grant Access — Activate the door unlock time, default 5 sec.
   - Disable Access — All access will be denied. ***"Disable Access"*** will change for ***"Enable Access"*** in the menu to be able to allow access again.
   - Unlock (Override) — The door overrides its current status and remains ***"Unlocked"***, the unlock icon starts to blink, click on ***"Normal State"*** command to bring the door to its normal state.
   - Lock (Override) — The door overrides its current status and remains ***"Locked"***, the door lock icon starts to blink. Click on ***"Normal State"*** command to bring the door to its normal state.
   - Normal State — Returns the door to its normal state

2. Click on ***"All Doors"*** to apply one of the same commands as in step 1 but to all the doors in the system at the same time.

3. From menu bar, click on ***"Legend"*** to view all different door status display.



# 11 SYSTEM USER MANAGEMENT LEVELS (USER RIGHTS)

1. By default, the ATRIUM system includes three users; ***"USER INSTALLER"***, ***"USER ADMINISTRATOR"*** and ***"USER PROGRAMMING"***. The ATRIUM system offers four user management levels (User rights). See table below:

## SYSTEM USER MANAGEMENT LEVELS (USER RIGHTS)

| User Rights | Can do firmware update | Can configure the system | Can add/delete/modify users, cards and PIN | View only |
|---|---|---|---|---|
| *1. Installer* | ✓ | ✓ | ✓ | ✓ |
| *2. Administrator* | | ✓ | ✓ | ✓ |
| *3. Operator* | | | ✓ | ✓ |
| *4. View Only* | | | | ✓ |

Here are the ATRIUM system user rights for these three default users:

**1. "USER INSTALLER"**

User Rights: ***"Installer"*** (full access)
Default Login ID & Password: ***"admin"***
Assigned card: None
Access Level (access right): None

**2. "USER ADMINISTRATOR"**

User Rights: ***"Administrator"***
Default Login ID & Password ***"admin1"***
Assigned card: ***"Master"*** card (provided)
Access Level (access right): ***"Access Level Always"***

**3. "USER PROGRAMMING"**

User Rights: ***"View Only"***
Default Login ID & Password: None
Assigned card: ***"Programming"*** card (provided)
(Used for card enrollment mode)
Access Level (access right): ***"Access Level Programming"***

It is strongly recommended to change the default login ID and password.

# 12 ATRIUM NETWORK CONNECTIVITY

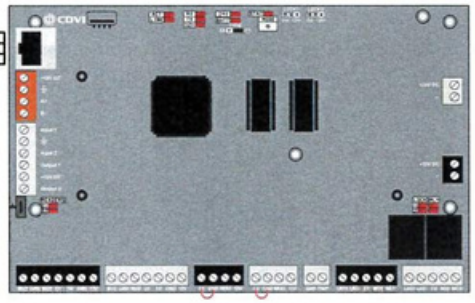
**500 door system (100 doors connected IP + 400 doors connected RS485)**

## IP CONNECTIVITY

Out of the box the A22K is ready for IP connectivity, fifty (50) A22K per account.
If you have more than one A22K controller per account, one must be set as the ***"Master"*** controller to manage the others. These forty-nine (49) others are defined as ***"Sub-Controllers"***.

### "MASTER" CONTROLLER

The ***"Master"*** controller manages up to forty-nine (49) ***"Sub-Controllers"***.
(100 doors fully IP)



ATRIUM ACCESS CONTROL

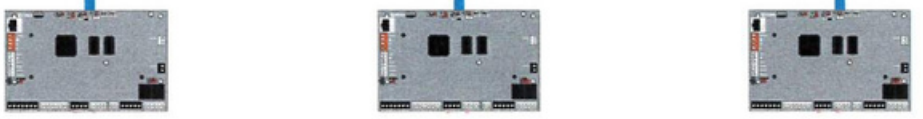
KRYPTO HIGH SECURITY SOLUTION

AES256 ENCRYPTION

Communication between the ***"Master"*** controller and ***"Sub-Controllers"*** is established via TCP/IP **ONLY**.

**IP Network**
Maximum 300 ft (100 m)

LAN or WAN



**"SUB-CONTROLLERS"**

Up to forty-nine (49) A22K defined as ***"Sub-Controllers"***.

## RS485 CONNECTIVITY

An A22K can be set as an ***"Expander"***. Up to four (4) can be connected to the RS485 network (orange connector) of the ***"Master"*** and each ***"Sub-Controller"***.

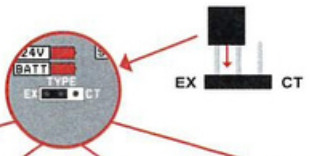
A22K ***"Master"*** or ***"Sub-Controllers"*** RS485 port (orange connector).

Use twisted pair wiring for RS485 connection (1 pair for ground and 1 pair for A+ B-)

Maximum 4000 ft (1220 m)

**How to set an A22K as an "Expander"**

On power OFF, move the ***"Module Type"*** jumper setting to the two pins closest to ***"EX"***.



**DO NOT** use IP connection when an A22K is set as an ***"Expander"***.

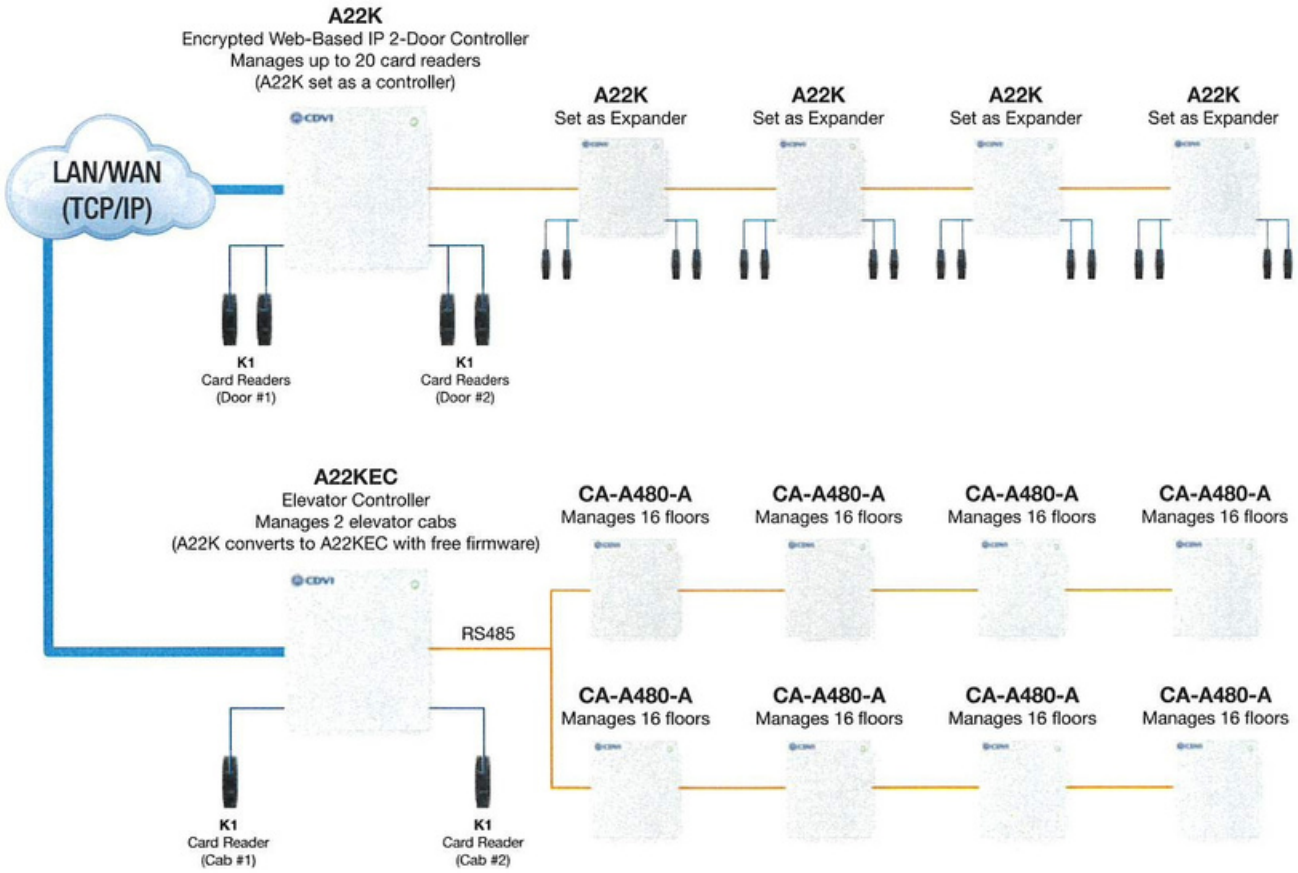
A22K set as ***"Expander"*** | A22K set as ***"Expander"*** | A22K set as ***"Expander"*** | A22K set as ***"Expander"***

# 13 ATRIUM SYSTEM OVERVIEW

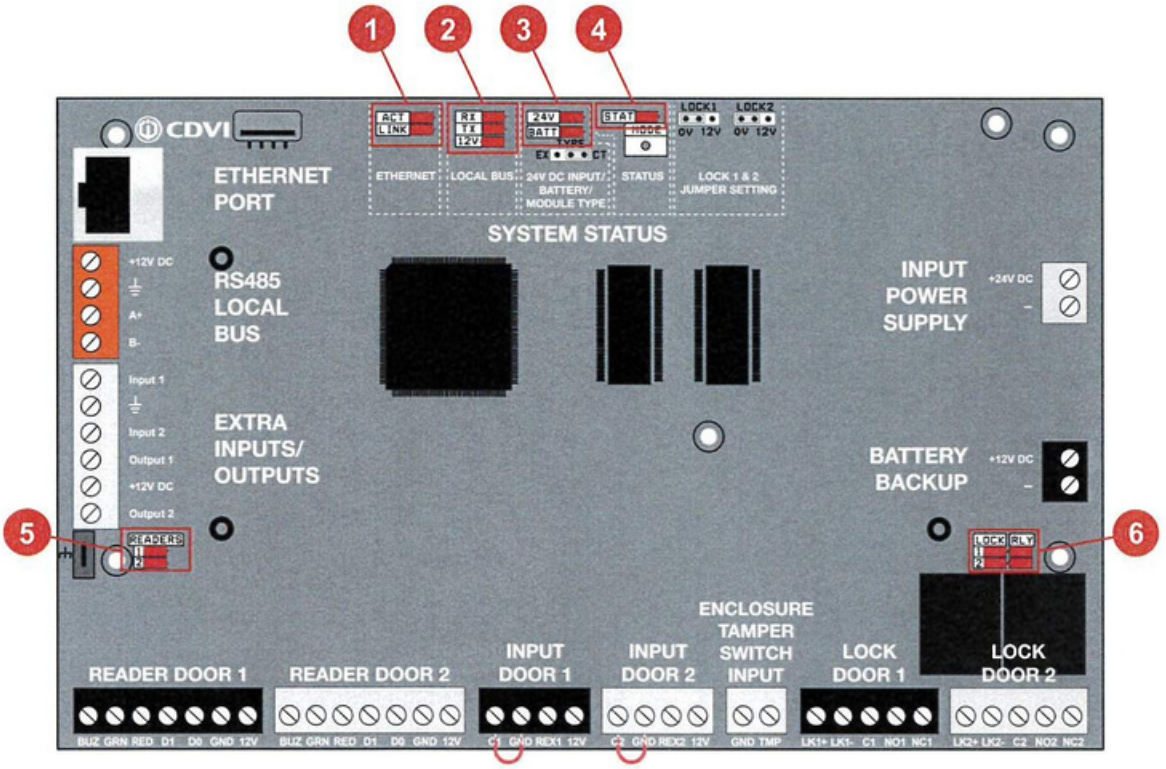
**Supports any combination of fifty A22K, A22KEC and/or ADH10 (maximum of 500 doors)**

KRYPTO
HIGH SECURITY SOLUTION

**Supports any combination of fifty A22K, A22KEC and/or ADH10 controllers for a maximum of 500 doors**



## 14 ATRIUM SYSTEM LED STATUS INDICATORS




| | | | |
|---|---|---|---|
| 1 | ETHERNET | ACT | Green LED flashing: Data transmitted/received. |
| | | LNK | Steady Green LED: Ethernet network detected. |
| 2 | LOCAL BUS | RX | Green LED flashing: Data received on local bus. |
| | | TX | Green LED flashing: Data transmitted on local bus. |
| | | 12V | Steady Green LED: 12V on local bus. |
| 3 | 24Vdc Input / Battery | 24V | Steady DC IN Green LED: A22K is powered properly. |
| | | | Red LED: No primary power. |
| | | BATT | Green LED: On primary power present and battery charging. |
| | | | Green LED Off Steady: Primary power present and battery full. |
| | | | Red LED: No battery or battery not properly connected. |
| | | | Red LED flashing: Battery power is below 11.8Vdc. |
| 4 | STATUS | STAT | Flash once per second: Firmware is operating normally. |
| | | | Flash rapidly: Firmware is upgrading. |
| | | | Blink once per 3 seconds: Card enrollment mode. |
| 5 | READERS | #1 | Green LED flashing: Data received from Reader #1. |
| | | #2 | Green LED flashing: Data received from Reader #2. |
| 6 | LOCK & RELAY | LOCK 1 | Green LED: Door 1 Lock Relay is active/triggered. |
| | | LOCK 2 | Green LED: Door 2 Lock Relay is active/triggered. |
| | | RLY1 | Green LED: Auxiliary Relay 1 is active/triggered. |
| | | RLY2 | Green LED: Auxiliary Relay 2 is active/triggered. |

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