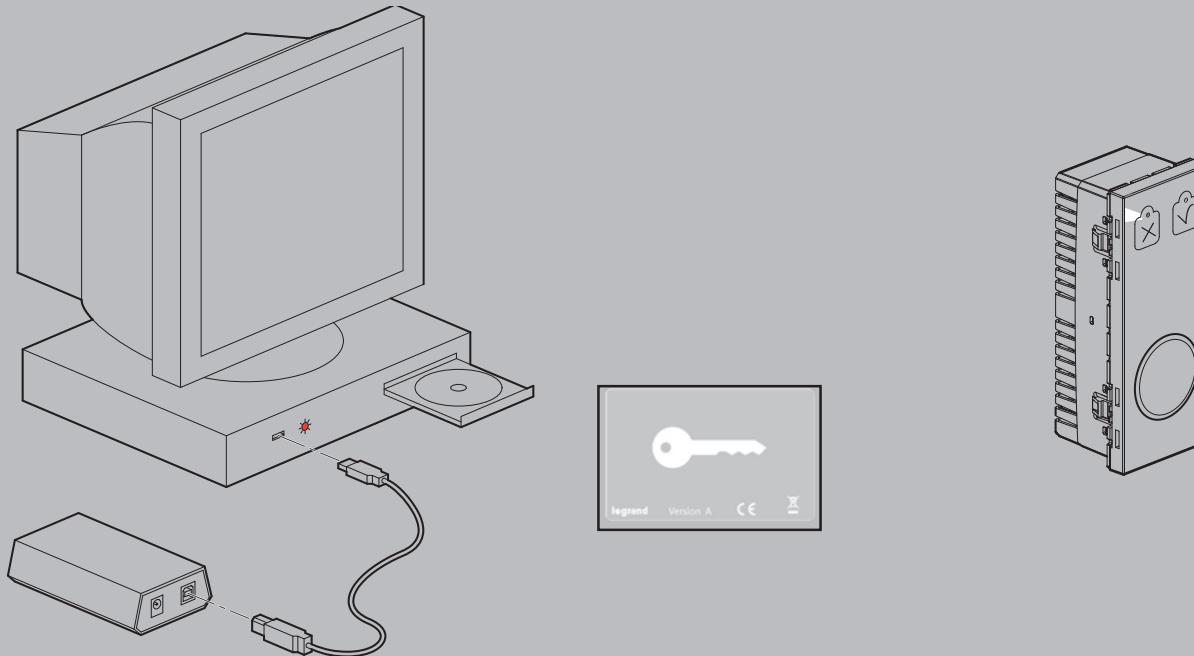


# Legrand Access System

## Badge Manager



USER GUIDE

 **legrand**<sup>®</sup>

# Introduction

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The Legrand Access System Badge Manager package is one of a series of tools developed by Legrand to manage commercial building access control.

The Legrand Access System Badge Manager comprises administration software and an encoder, and is the ideal tool for managing a network of standalone badge readers.

The package is both flexible and upgradeable, and will enable you to create or cancel the access rights of a user or group of users; it also facilitates the management of visitor access rights and lost badges.

The package can manage up to 500 users and more than 100 badge readers per site, with a maximum of 16 different sites. You can also customise each user's information as required.

This user guide contains the information you will need to configure your site, as well as details of useful functions that will help you to use the system more effectively.

# Contents

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## I - INSTALLATION ..... 4

Connecting the system and required steps .....	4
Installing the software .....	5

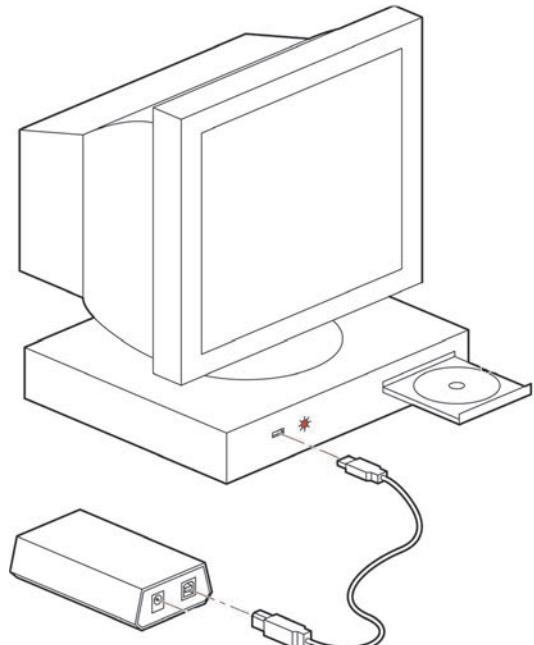
## I - SETTING UP THE SITE ..... 7

READERS .....	7
Setting up a reader .....	8
Setting up a group .....	12
Setting up users .....	14
Searches using the “Find” tab .....	25
Software Preferences .....	26
Help .....	26

## I - INSTALLATION - Connecting the system and required steps

### Connecting the system

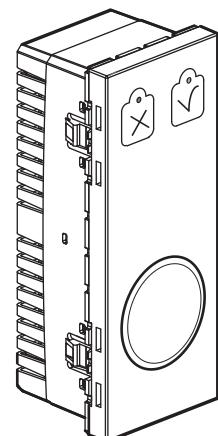
Make sure that all the elements are properly connected (see cabling instructions for the encoder and the readers).



PC – Encoder connection



Master badge



Reader

### Required steps

Here are the steps to be followed to place your site in service:

- Create a site
- Create and configure site readers
- Create groups
- Create users

## I - INSTALLATION - **Installing the software**

### Installing the software

Insert the installation CD:

First you should choose your language



- Select the appropriate language. If you don't want this box to appear in the future, select "Don't ask again".

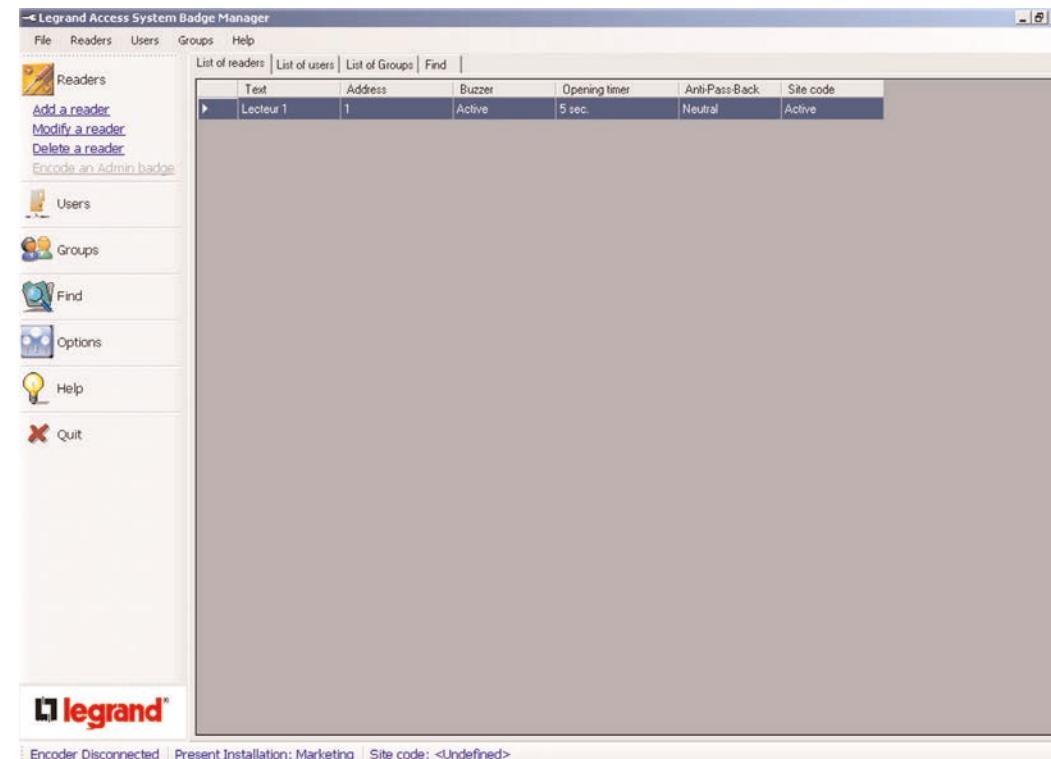


- New installation: to create an installation (an installation may be a building, for example).
- Open: to open the selected installation.
- Rename: to rename the selected installation.
- Delete: to delete an existing installation
- Export: to backup the selected installation on a PC or on the local network.
- Import: to restore an installation from backup on the PC or local network.

# I - INSTALLATION - Installing the software

Up to 12 installations can be created, to open an installation, simply double click in the window.

The main window then opens:



This window displays various information in the bottom left-hand corner, including the status of the encoder connection.



## II - SETTING UP THE SITE - Readers

### Readers

**Note :**

Only the menus displayed in blue can be accessed, depending on the phase being carried out.



- Add a reader: create a new reader. (maximum of 256 readers per installation)
- Modify a reader: modify the reader selected in the list.
- Delete a reader: delete the reader selected in the list.
- Encode an administrator badge: encode the reader's administrator badge selected in the list (this button is only selectable when the current installation encoder is connected).

## II - SETTING UP THE SITE - Readers

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### Setting up a reader

To optimise configuration of your readers, here are a few basic notions concerning access control.

#### Loss index

- There are two types of management, **with or without loss index**.

The purpose of the loss index is to manage lost or stolen badges. By default, a badge is created with a loss index of 0.

Example of loss: If badge No. 10 is stolen, it is possible to encode a new badge No. 10 (loss index 1) for the same person. When the badge is next used, readers that previously recognised badge No. 10 will only recognise the badge with index 1, and will deny access to the badge with index 0.

#### Anti-Pass Back

Requires users to badge-in and badge-out on 2 different readers.

Example: Parking lot: One reader is configured on entry, the other on exit. It is only possible to leave if you enter via the entrance. This enables the risk of vehicle theft to be eliminated.

The same principle can be applied in a secure access room such as a laboratory, to require persons to badge-in and badge-out.

You must therefore declare one entry reader and one exit reader.

#### Special case:

##### **Entry without check:**

In an area where entry and exit take place via 2 different access points, the “entry without check” function enables a group to simply present a badge on exit. They will however all be able to re-enter the area at a later stage.

**Exit without check:** Operates according to the same principle.

#### Site code

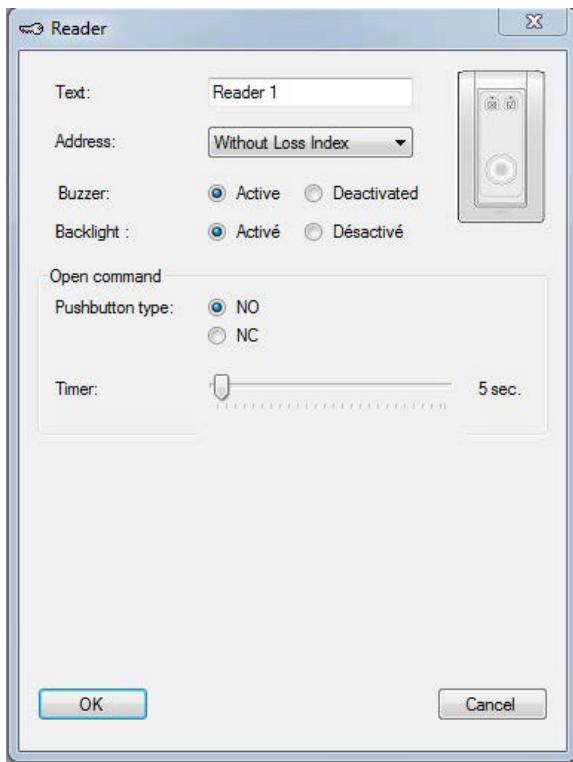
The site code is automatically assigned by the encoder. It avoids having to create compatible badges generated by another encoder. If you only have one encoder in your installation, you must activate site code management.

If you have 2 encoders for your installation, you will be able to disable site code management.

NB: In this case, a significant weakening in security will occur = Risk of duplication of the badges for your installation!

## II - SETTING UP THE SITE - Readers

- In “with loss index” mode = recommended for the majority of installations



- Reader name
- Reader address (from 1 to 255): in “with loss index” mode: you must assign an address for each installation reader (from 1 to 255).
- Buzzer status (when active, the Buzzer signals badge accepted/refused).
- Backlight status (Activated: the front panel of reader Cat. No. 077872 is backlit)
- Type of unlocking button (normally open / NC: normally closed normally closed (NF in French))
- Opening control timer (e.g. latch or door release unit): (on/off mode or from 1 to 256 seconds).
- Anti-pass-back status (see previous page) Neutral = without anti-pass back Entry/exit = use of anti-pass back function Entry without check/exit without check = use of partial anti-pass back function
- Site code management (see previous page): by default leave set to YES
- Minimum loss index: minimum badge loss index accepted by reader (by default leave set to “0”).  
Example: to temporarily block access for all badges assigned to the reader, simply indicate a loss index greater than all loss indices for the installation’s badges.

hen click on OK to confirm, encode a master badge and present it at the reader to be configured. Then click on OK to confirm.



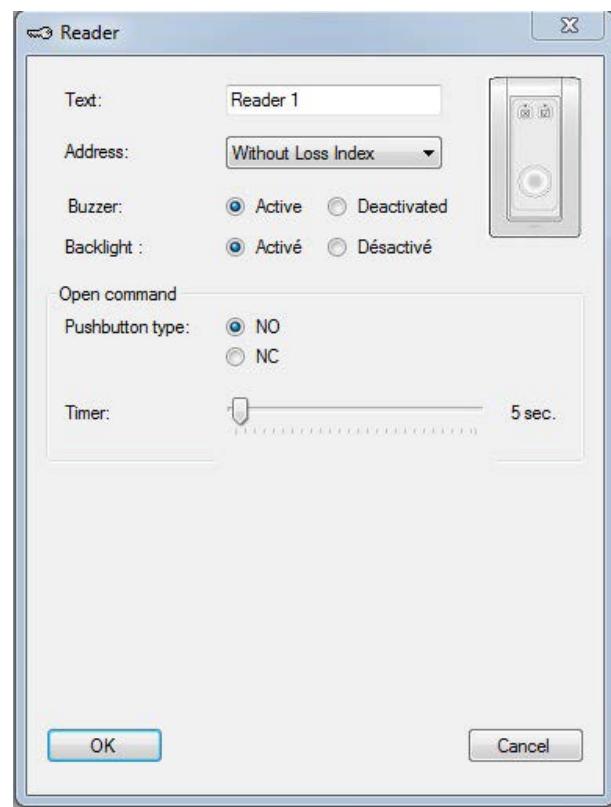
Until the badge has been presented at the reader, the settings will not be taken into consideration.

## II - SETTING UP THE SITE - Readers

- In “without loss index” mode = not recommended

In this mode, the software allows configuration of the reader, but badge learning takes place at reader level (see Legrand reader instructions, Cat. No. 76702 or No. 077872)

This mode is suitable for an area where it is not necessary to block access if a badge is lost or stolen.



- Reader name
- Reader address (shown in standalone mode)
- Buzzer status
- Backlight status
- Type of button (NO: normally open / NC: normally closed) (NF in French)
- Opening control timer (on/off mode or from 1 to 255 seconds)

Then click on OK to confirm



To confirm this setup on the reader, you have to encode its manager's badge and present it to the reader.

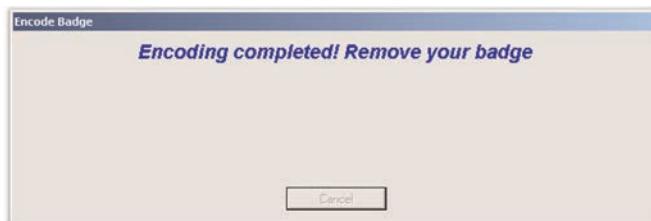
## II - SETTING UP THE SITE - Readers

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To physically set up a reader, first encode an administrator badge by selecting the corresponding reader and clicking on “encode an admin badge”.



Present the badge and the following screen is displayed:



Now take your encoded badge and present it in front of the reader concerned, which will configure the reader.

## II - SETTING UP THE SITE - Readers

### Setting up a group

A group is made up of a number of users. Each of these groups is assigned one or more readers. Generally, it is advisable to create groups before creating individual users, as this is a simpler method.

- **Groups**

Displays the list of groups.



- Add a group: creates a new access group.
- Modify a group: modifies the access group selected in the list.
- Delete a group: deletes the access group selected in the list

## II - SETTING UP THE SITE - Readers

- Add or modify a group



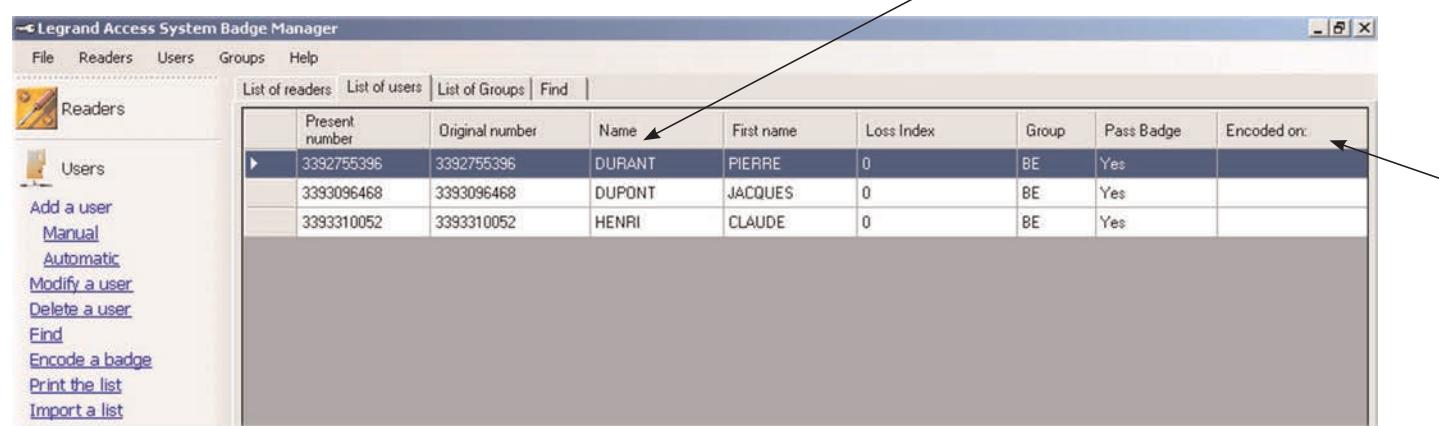
- Enter the name of the group.
- Select the readers authorised for this group.
- Click on "All" to select all readers.
- Click on "None" to deselect all readers.

(List of all readers in "without loss index" mode – see "configuration in with loss index mode").

## II - SETTING UP THE SITE - Readers

### Setting up users

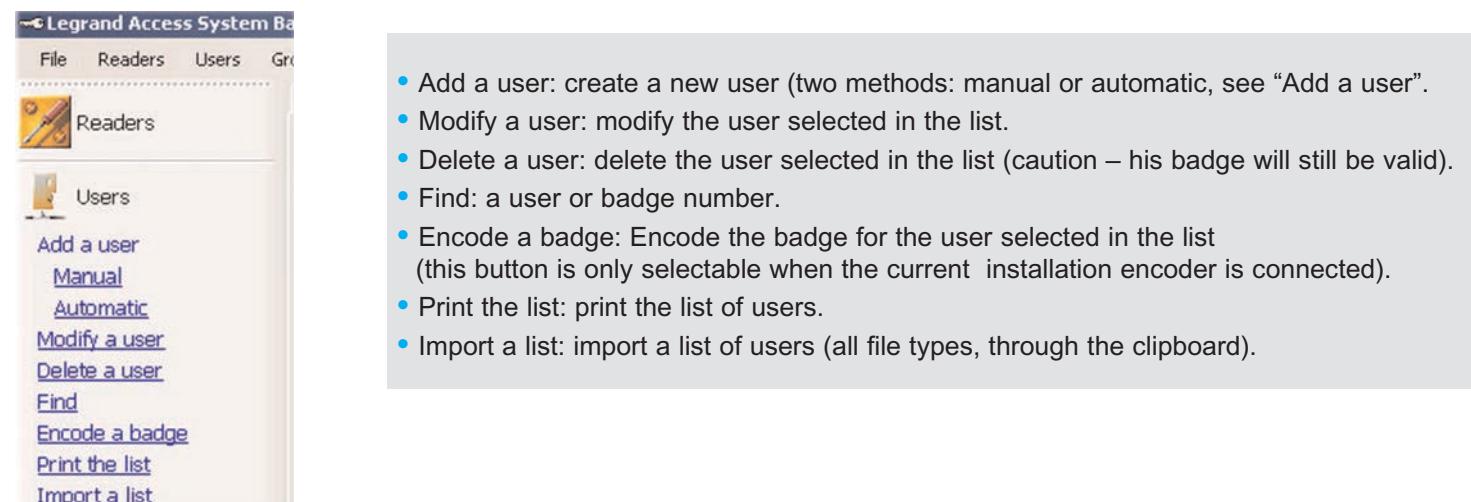
- User tab



Present number	Original number	Name	First name	Loss Index	Group	Pass Badge	Encoded on:
3392755396	3392755396	DURANT	PIERRE	0	BE	Yes	
3393096468	3393096468	DUPONT	JACQUES	0	BE	Yes	
3393310052	3393310052	HENRI	CLAUDE	0	BE	Yes	

Option of filtering by surname or first name \_ click on "Surname" or "First Name".

Double-click= opens "user" sheet



Present number	Original number	Name	First name	Loss Index	Group	Pass Badge	Encoded on:
3392755396	3392755396	DURANT	PIERRE	0	BE	Yes	
3393096468	3393096468	DUPONT	JACQUES	0	BE	Yes	
3393310052	3393310052	HENRI	CLAUDE	0	BE	Yes	

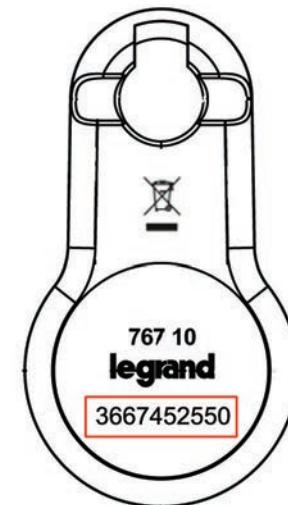
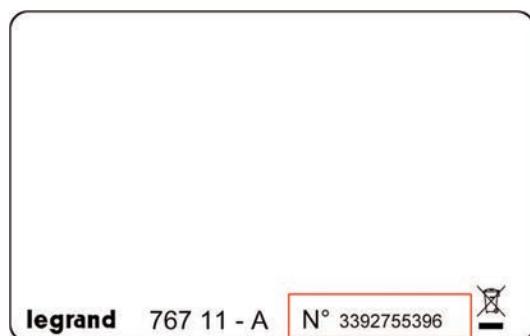
- Add a user: create a new user (two methods: manual or automatic, see "Add a user").
- Modify a user: modify the user selected in the list.
- Delete a user: delete the user selected in the list (caution – his badge will still be valid).
- Find: a user or badge number.
- Encode a badge: Encode the badge for the user selected in the list (this button is only selectable when the current installation encoder is connected).
- Print the list: print the list of users.
- Import a list: import a list of users (all file types, through the clipboard).

## II - SETTING UP THE SITE - Readers

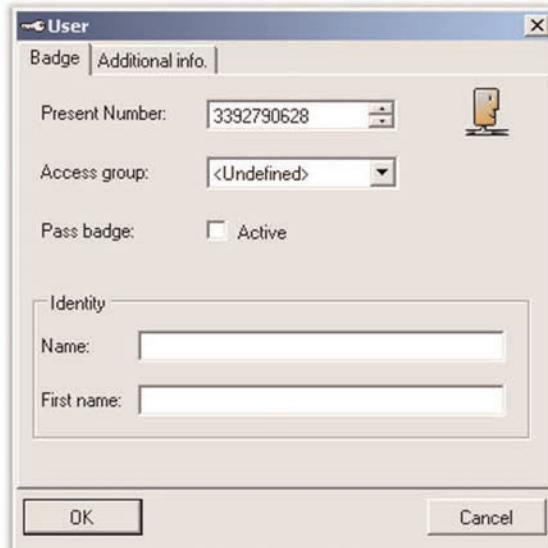
- **Add a user**

There are two possible methods: automatic (the badge number is created automatically), or manual (manual configuration) according to the type of badge.

1/ Case of (LEGRAND) Badges Cat. Nos. 76710 and 76711: both methods may be used



- **Add a user in manual model**

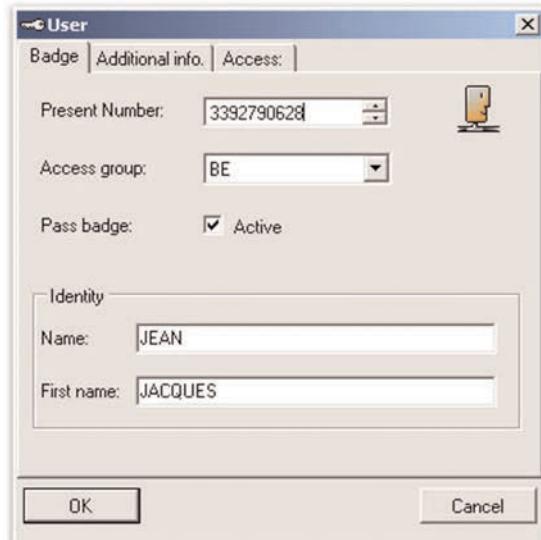


- Present number: manually enter in the appropriate box (the badge number is on the badge, see above (no spaces)).
- Access group (Select an existing access group), "Not defined" means that no reader is authorised, "customise" is used to customise access for this user only, and "create a group" is used to create a new access group that will subsequently be usable by other users.
- Pass badge: check this box if you do not want the user to be restricted by the Anti-Pass-Back cycle.
- Enter surname and first name

## II - SETTING UP THE SITE - Readers

- Adding users in automatic mode

Clicking on “automatic” displays the following window. Passing the badge automatically displays the “Add a user” screen, with the badge number field already completed.



- Present number: pre-entered.
- Access group (select an existing access group), “Not defined”means that no reader is authorised, “customise”is used to customise access for this user only, and “create a group”is used to create a new access group that will subsequently be usable by other users.
- Pass badge: select this option if you do not want the user to be restricted by the Anti-Pass-Back function.
- User surname and first name.

2/ Case of non-Legrand (MIFARE) type Badges: - automatic method, using the “automatic option”.

## II - SETTING UP THE SITE - Readers

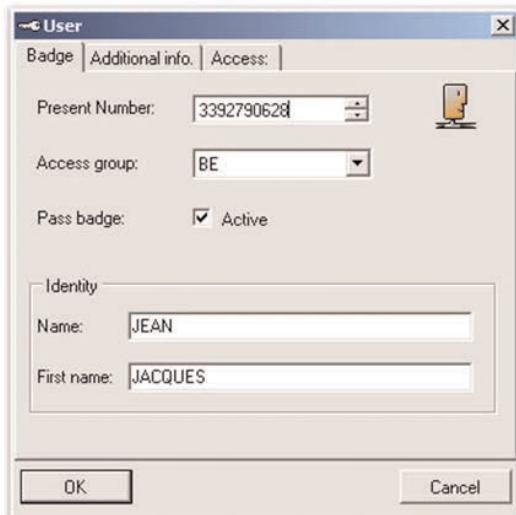
### 3/ "Modify"function

The loss index of a user is the number of different cards issued to one user. Each time a new badge is issued to a user (following loss or theft), the index is incremented, thereby invalidating the previous badges.

	Present number	Original number	Name	First name	Loss Index	Group	Pass Badge	Encoded on:
►	3392755396	3392755396	DURANT	PIERRE	0	BE	Yes	
	3392834500	3392790628	JEAN	JACQUES	1	BE	Yes	10/07/2007 15:24

#### Note:

To validate new User data, the new badge has to be presented at all the readers assigned to the badge, and the previous badge must be invalidated.



The following data can be modified:

- Access group
- Pass badge activated/deactivated
- Surname
- First name

The other information can only be consulted.



To confirm this setup, the user's badge has to be encoded.

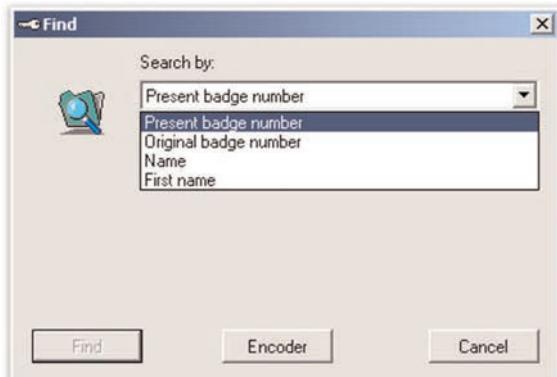
## II - SETTING UP THE SITE - Readers

**In the event of a lost or stolen badge:** use the “Encode a badge”function, which directly assigns a new badge to a user without using the “Modify user”function.



## II - SETTING UP THE SITE - Readers

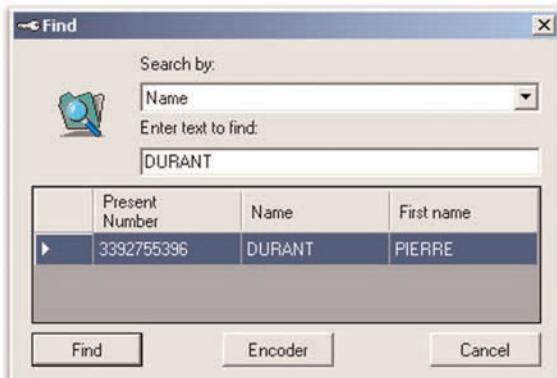
- Find



Searches can be run using several criteria

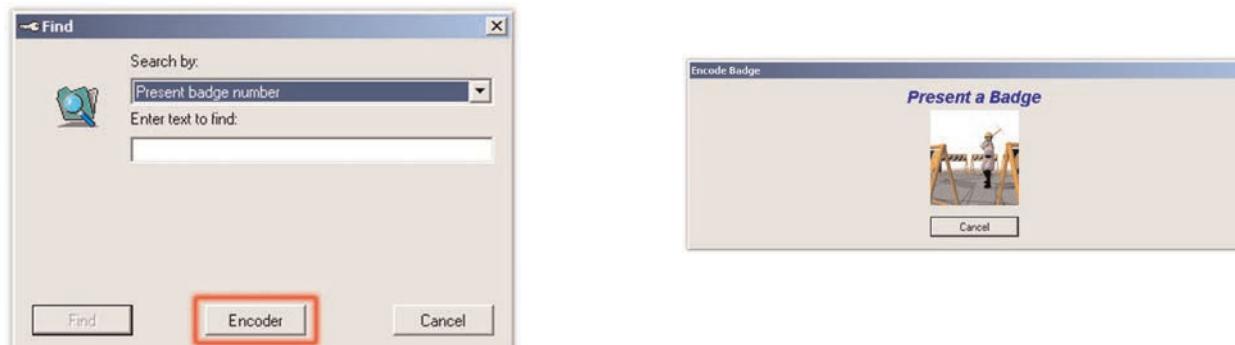
- Present badge number
- Original badge number
- Surname
- First name

Enter the known information (see example below), and double click on the line found by the search, which will call up the user sheet.



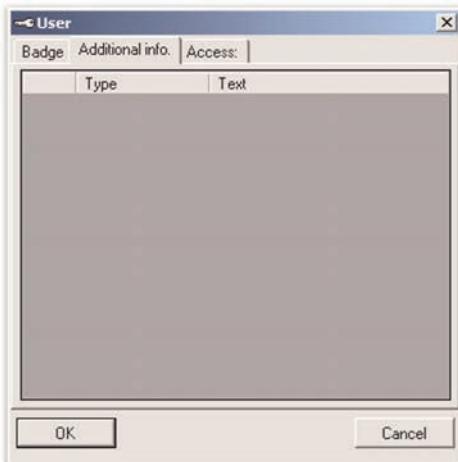
## II - SETTING UP THE SITE - Readers

To identify the holder of a badge, click on “encoder”. Present the badge at the encoder.



## II - SETTING UP THE SITE - Readers

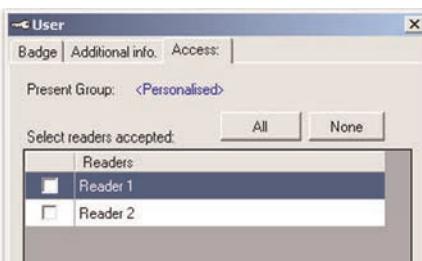
- Additional Info and Access tabs



List of additional information for the user.

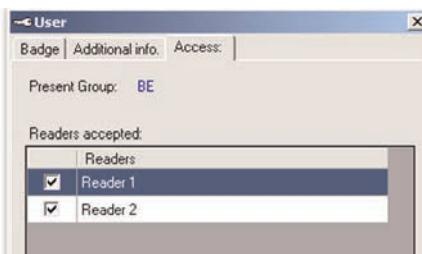
To add criteria, go into the software “preferences”.

To change the information, double click on the corresponding line and enter your text.



When the selected current group option is “Customised”, you must select the readers authorised for this user (the available readers list displayed shows non-standalone readers).

If a group is defined, the list is “read only” and shows the badge accesses, as a function of the group selected (the readers list displayed shows non-standalone readers).



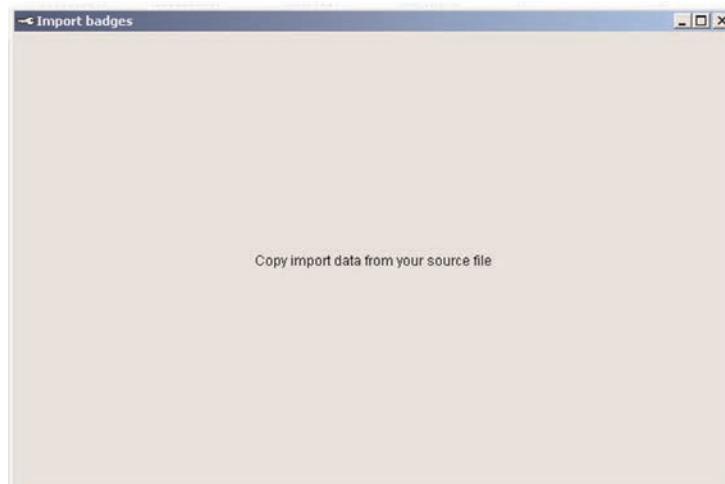
## II - SETTING UP THE SITE - Readers

- **Print a list**

Prints the list of all users.

- **Import a list**

1 - Click on "Import list". The following window is displayed:



2 - In your source file, select all the information that you wish to import and copy it into the clipboard  
(Copy or ctrl + 'C', depending on your software).

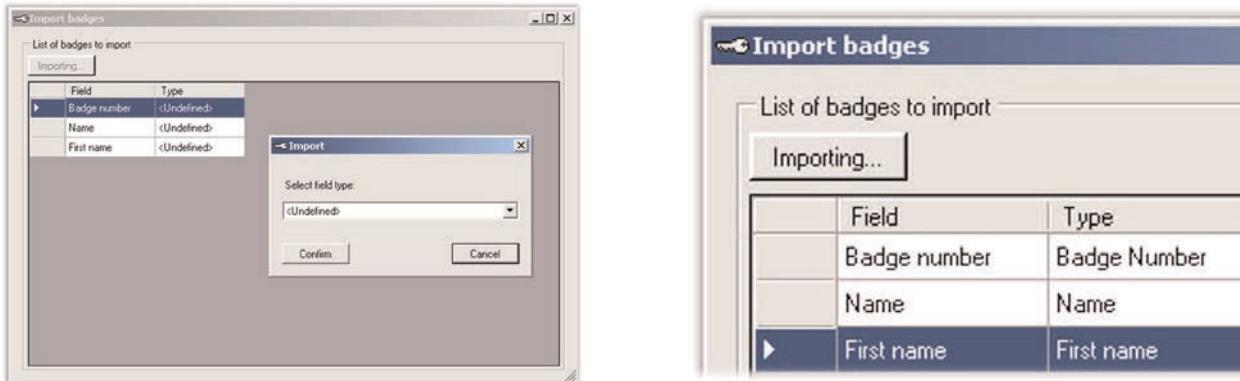
!Your source file must contain a "badge number" column.

Example :

	A	B	C
1	Badge number	Name	First name
2	3392755396	DURANT	PIERRE
3	3393096468	DUPONT	JACQUES
4	3393310052	HENRI	CLAUDE
5			

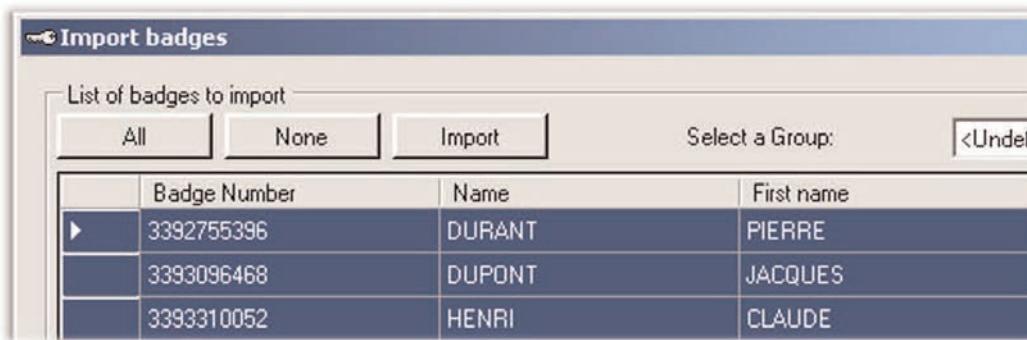
## II - SETTING UP THE SITE - Readers

3 - When the data has been copied, go back into LAS Badge Manager. The following window will be displayed:  
Double click on "Type" to designate the name of the field corresponding to your source file = "badge number" for the first line, "surname" for the second and "first name" for the third.



The "Import..." button remains disabled until a "Badge Number" column is assigned.  
The "Fields" column corresponds to the fields imported in your file.  
The "Types" column corresponds to the field types to be used (double click on these lines to change the type).  
When the fields are selected, click on the "Import" button to go on to the next phase:

## II - SETTING UP THE SITE - Readers



The screenshot shows a software interface titled "Import badges". At the top, there are buttons for "All", "None", and "Import", and a dropdown menu "Select a Group" set to "<Undefined>". Below this is a table with four columns: "Badge Number", "Name", and "First name". The table contains three rows of data:

	Badge Number	Name	First name
▶	3392755396	DURANT	PIERRE
	3393096468	DUPONT	JACQUES
	3393310052	HENRI	CLAUDE

### 4 - Assigning users to a group

Select users:

- Press and hold down the Ctrl key and select the desired user lines
- Click on "All" to select all lines.
- Click on "None" to deselect all lines.
- Select a group that will be assigned to all the imported users.
- Click on "Import" to import the data.

## II - SETTING UP THE SITE - Readers

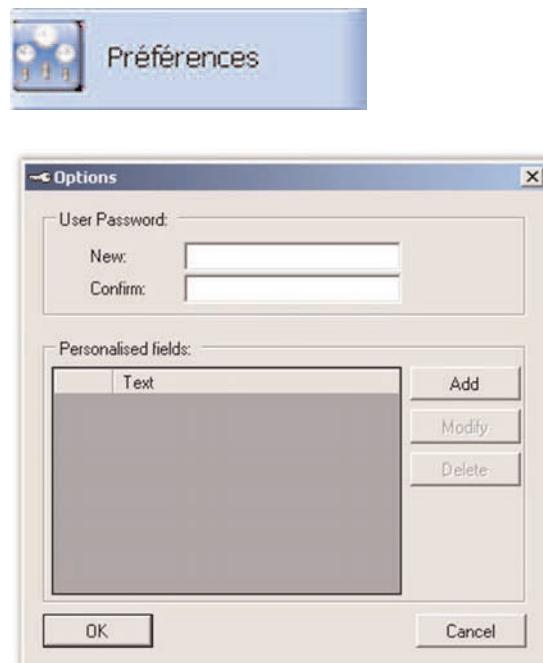
### Searches using the “Find” tab



- Select and then enter all your criteria in the left-hand column.
- Select the fields to be displayed in the right-hand column.
- When you have completed the entry, click on “Find”.
- The search results are then displayed below.

## II - SETTING UP THE SITE - Readers

### Software Preferences



You can create a password to restrict access to the software. By default no password is in place. If no password is required, leave the field blank. If you a password becomes lost, contact your sales agent).

- Customised fields: Manage additional user information (up to 16 additional fields).
- Click on "Add"to add a field
- Click on "Modify"to change the name of the field selected
- Click on "Delete"to delete the field selected
- Click on "OK"to confirm your changes.

### Help



Clicking on "Help"opens the attached PDF "Help"file.



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