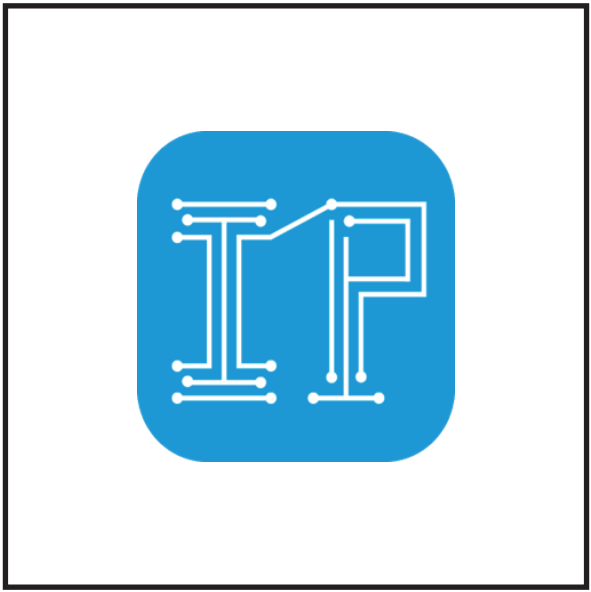
ACCESS CONTROL IP UTILITY



INSTALLATION & SETUP
USER MANUAL

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INTRODUCTION

The Access Control IP Utility is a software for the DK-6800 Series Access Control. The software can handle 6 devices at a time. It provides a multi-language and user-friendly interface for end-user to program the Super User and Normal User Code.

In our test, APO recommends end-user to program 100-200 users at the batch interval of 2000ms. If more than 200 users, we recommend using the batch interval of 5000ms for a reliable data transmission.

This software is for programming the access control device. **There is no data saved inside the computer. All the data are transmitted and saved inside the access control device.**

COMPUTER SPECIFICATIONS

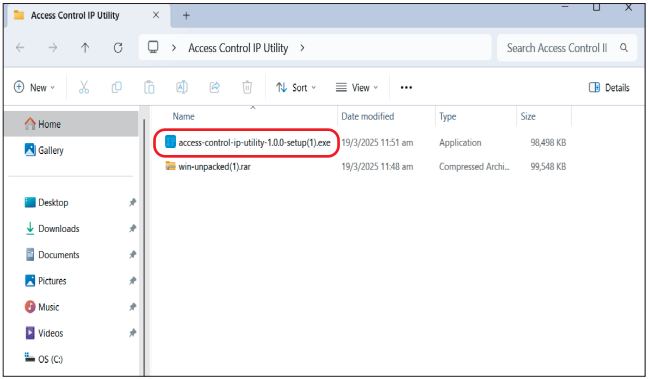
- **OS:**
  Windows 10, 11, 64-bit systems

- **Memory:**
  RAM 4GB or above

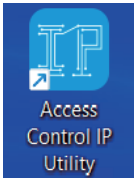
- **CPU:**
  i3 or above

INSTALL THE SOFTWARE

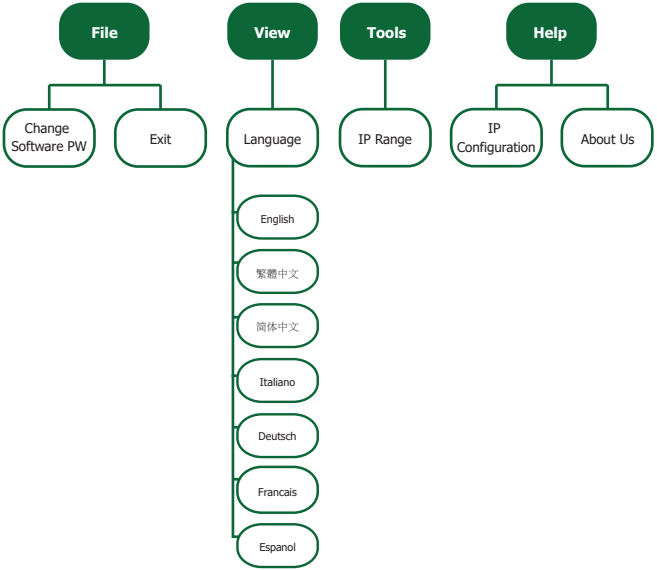
When you receive the software, double click the **"access-control-ip-utility-1.0.0-setup(1).exe".**



The software will be installed automatically.
After the installation, a desktop icon of **"Access Control IP Utility"** shortcut will be created.



STRUCTURE OF THE SOFTWARE



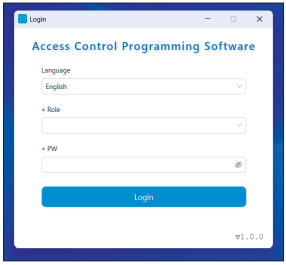
STRUCTURE OF THE SOFTWARE

Caution!!

Please do not touch the access control device when it is programming. It might cause false data transmission, if the device is disturbed when it is programming!

Click the shortcut icon and enter the login page.

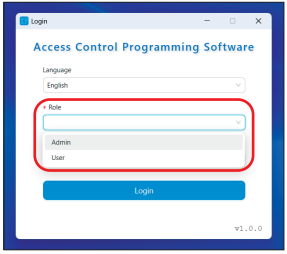
End-user can select the language, user role and the password. The language can be English, Chinese, Italian, German, French and Spanish.



LOGIN

There are two types of roles, which is Admin or User. The default login password for **Admin is 0000** and the default login password for **User is 1111**. Both passwords can be changed.

Admin: Can view and program the device in the LAN Network.
User: Can only view the device in the LAN network.

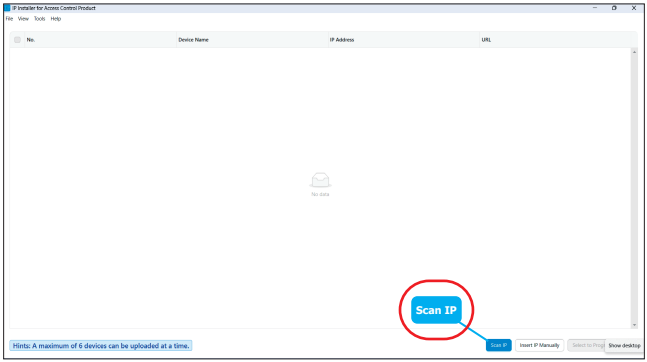


If end-user forget the Admin and User code, please insert **65924860** in the password collum to reset the software login password back to default.

Please select the Role and enter the PW to login.

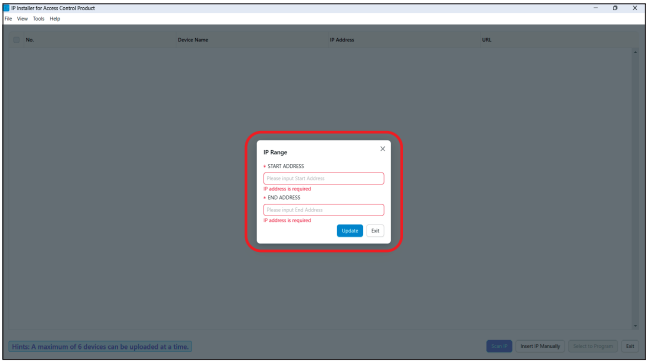
SCAN IP

After login, end-user will enter the Scan IP page. Click the **"Scan IP"** button.



(First time using the software!!) ↓

If you are using the software for the first time, the software requires the IP range. It will pop-up as below.

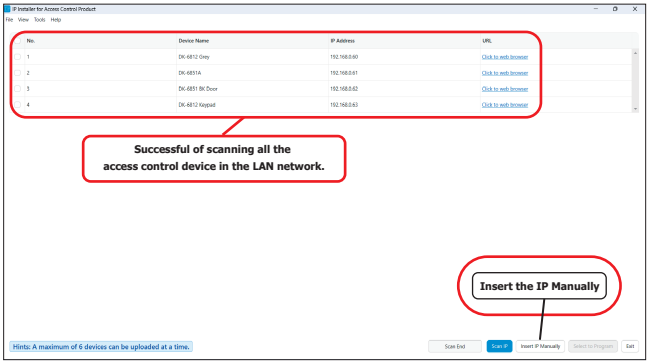


Please insert the IP Range. For example, START ADDRESS: 192.168.0.1, END ADDRESS: 192.168.0.100.

If you do not know the IP range, you can find your PC's IP in Help ➨ IP Configuration.

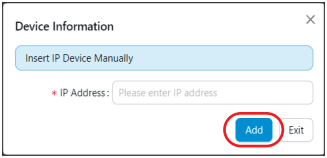
(Not the first time using the software!!) ↓

After the end-user click the **"Scan IP"** button, the software will search all the IPs in your LAN network. The searching time takes around 5-10 seconds. When the scanning is finished, it will show **Scan End**. The interface with the successful scanning devices is shown as below.



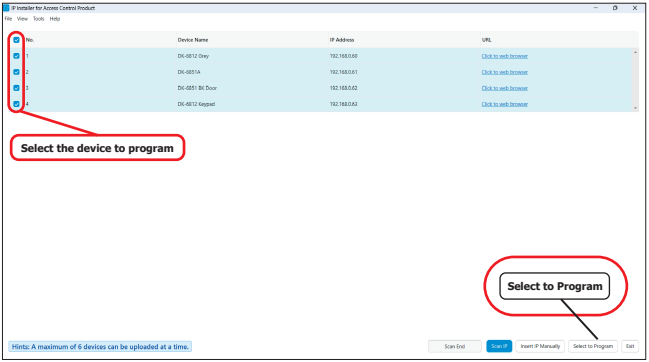
If the software cannot find the access control's IP, end-user can insert the IP manually by clicking **"Insert IP Manually"**.

A pop-up window will be shown. End-user can insert the IP manually and click **"Add"**.

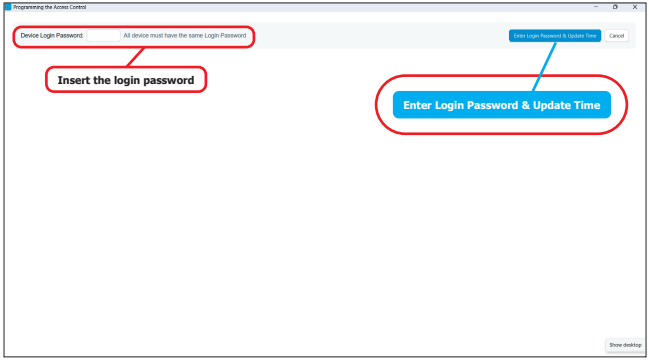


SELECT THE DEVICE TO PROGRAM (ADMIN ONLY)

Once the software finishes scanning all the devices. End-user can select the device to be programmed. The software allows to programme maximum **6 devices** at a time.



"Tick" the devices to program and click **"Select to Program".**

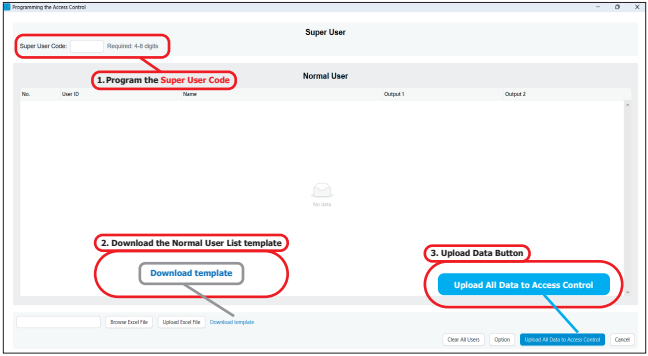


If the devices are selectable, end-user will enter the Device Login Password page. **Enter the Login Password** of the device and click **"Enter Login Password & Update Time".**

If the Login Password is correct, the software will synchronise the PC time to the access control device and enter the programming page.

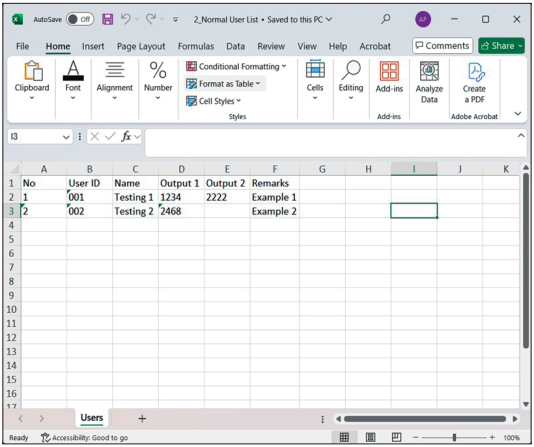
If the Login Password is incorrect, the software will not allow you to enter the next page.

Below is the programming page. It allows the end-user to program the **Super User Code** and the **Normal User** List for 6 devices at a time.

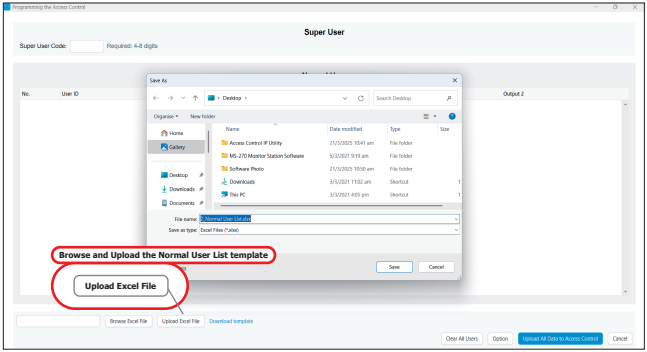


If you only program the Super User Code, **insert the Super User Code** and click the **"Upload All Data to Access Control"**.

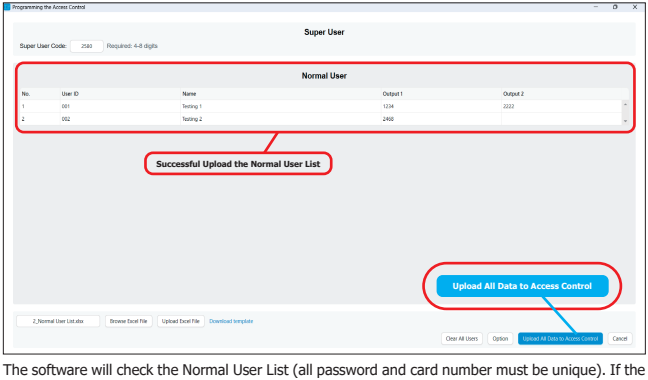
If you want to program the Normal User List, please click the **"Download Template"** button to download the excel template. Insert the **No, User ID, Name and Output 1 / 2 password or card number in the excel template**. (Below is the example template of the Normal User List)



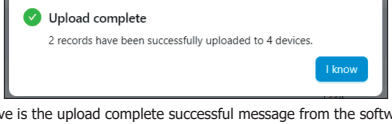
Once end-user finishes the excel template, please **upload** the template to the software.



Click the **"Browse Excel File"** and select the excel file to be uploaded. After clicking the **"Upload Excel File"** in the software, the normal user list will be shown as below.

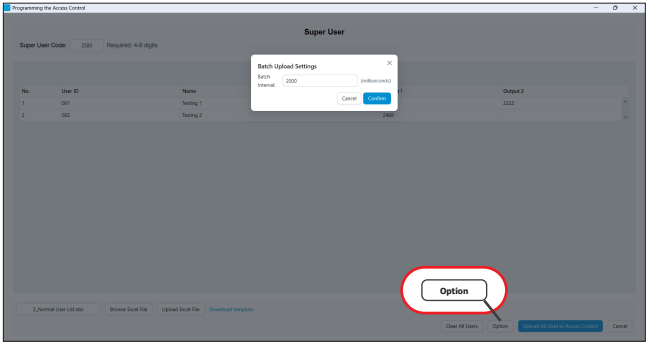


The software will check the Normal User List (all password and card number must be unique). If the list is acceptable, then you can click the **"Upload All Data to Access Control"**. The upload time depends on how many data. If there is a lot of data, it takes longer to upload.



Above is the upload complete successful message from the software.

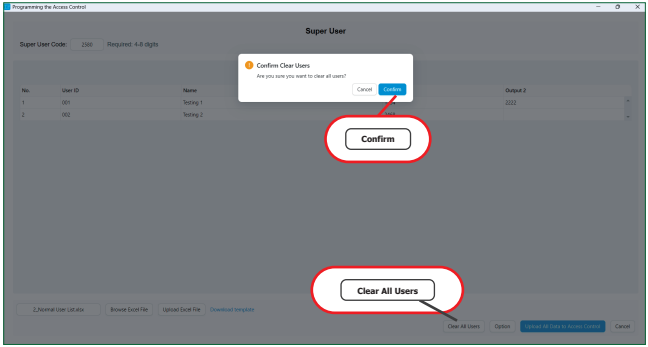
In order to have a reliable data transmission from the computer to the access control device. In our test, APO recommends end-user to program **100-200 users** at the batch interval of **2000ms**. If **more than 200 users**, we recommend using the batch interval of **5000ms** for a reliable data transmission.



End-User can click the **"Option"** button to change the batch interval.

DELETE ALL NORMAL USERS

In some situation, end-user might forget what is saved in the normal user list. If end-user would like to delete all the normal user data, please click the **"Clear All Users"** button and then **"Confirm"**. The delete time takes around 5-10 seconds.



Caution!

All the data of Normal User List will be deleted, if end-user click the **"Confirm"** button!

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