# **ACCESS CONTROL IP UTILITY**



# INSTALLATION & SETUP USER MANUAL

# TABLE OF CONTENTS

Introduction	3
Computer Specifications	3
Install the Software	
Structure of the Software	5
Program the Access Control 6-1	3
Login	6
Scan IP 7-	8
Select the Device to Program (Admin Only)	2
Delete All Normal Users 1	3

# 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

Access Control IP U	illity	× +				-	U X
$\leftarrow \rightarrow \uparrow$	C C	↓ > Access Co	ontrol IP Utility >		2	earch Access C	ontrol II 🔍
🕀 New - 🐰	0 6	A) 🖻	🗊 🛝 Sort ∽	$\equiv$ View $\cdot$			📑 Details
A Home	1	Name	^	Date modified	Туре	Size	
Callery		access-contro	I-ip-utility-1.0.0-setup(1).e	xe 19/3/2025 11:51 am	Application	98,498 KB	
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E Desktop	*						
↓ Downloads	*						
Documents	*						
Z Pictures	*						
🕑 Music	*						
Videos	*						
🖿 OS (C:)							

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.

Access Contro		 	
English			
+ Role			
+ PW		e	
	Login		

#### 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.

	anguage	trol Progr		
	English			
6	Role			
ļ			 _	_
	Admin			
6	User			
1		Login		

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.

P Installer for Access Control Product				-	0	х
File View Tools Help						
(α. Υ. Μα Να Να)		V Arms V Arms V Arman Carlos V Arman Carlos V Arman Carlos V Arman Carlos V Arman Carlos V Arman V Arma	и. )			
			_			
Hints: A maximum of 6 devices can be uploaded at	a time.		Scini P Manually			12

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.

P Installer for Access Control Pro	dut .				- 0	×
File View Tools Help						
0 No.	Device Name		P Address	URL		
0 1	DK-6812 Grey		192.168.0.60	Click to web browser		*
2	DK-6851A		192.168.0.61	Click to web browser		
3	DK-6851 BK 0	beer	192.168.0.62	Click to web browner		
4	DK-6812 Keyp	bid	192.168.0.63	Cick to web browser		-
	access control devic	scanning all the se in the LAN network.		Insert the IP Ma		)
Hints: A maximum of 6 o	devices can be uploaded at a time.		Scan End	Scan P Insert P Manually	Select to Program	East

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".

Device Information	×
Insert IP Device Man	ually
* IP Address :	Please enter IP address
	Add Exit

# 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.

No.         Deck filter         # Advance         UK.           0         1         0.6012 (say         10.1188.00           0         2         0.6012 (say         10.1188.00         0.841 moment           5         5         6         10.1188.00         0.841 moment	х
0         0.4012 bay         102.Mil.04         Oxfur an income           0         1         0.6012 bay         102.Mil.04         Oxfur an income           0         2         0.6011 bay         102.Mil.02         Oxfur an income           0         3         0.6011 bay         102.Mil.02         Oxfur an income           0         4         0.4012 bay         102.Mil.02         Oxfur an income	
0         3         340 MI         102 MIA11         Calls and leaser           0         3         6.6 MI Move         102 MIA12         Calls and leaser           0         4         6.6 MI Move         102 MIA12         Calls and leaser           0         4         6.6 MI Move         102 MIA12         Calls and leaser	
B         56 d81 16 flow         112 182.02         Culture shower           B         4         26 d81 16 gast         112 182.02         Culture shower	-
20.402 Mayer 10.313.03 Galanationer	
Select the device to program	v
Select to Program	

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

Programming the Access Control	- 0 X
Device Login Password: All device must have the same Login Password	Enter Login Passend & Update Time Careed
Insert the login password	
	Enter Login Password & Update Time
	Show dealtop

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.

Programma	ng the Access Contro				- 0 X
Super	User Code:	Required: 4-8 cligts	Super User		
		1. Program the Super User Code	Normal User		
No.	User ID	Name		Output 1	Output 2
		Cownload the Normal User List template     Download template     two tourise     two tourise     two tourise			3. Upload Data Button) Upload All Data to Access Control Cer Millon: Open Central Central Cent

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)

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13		• I ×	√ <i>f</i> x √										^
	A	В	С	D	E	F	G	- F	1	1	J		к
1	No	User ID	Name		Output 2	Remarks							
	1	001	Testing 1		2222	Example 1			-	_			
	2	002	Testing 2	2468		Example 2							
4													
5													
5													
7													
3													
0													
1													
2													
3													
4													
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6													
7		Users						-					
<	>	Users	+					4					3.9

Programming the Access Control					- 0
		Super User			
Super User Code: Req	uired: 4-8 digits				
	Save As		×		
No. User ID	← → ~ ↑ ■ · Desidop ·	~ C	Search Desistop	Output 2	
	Organise * New folder		= • •		
	A Home I Name	Cate modified	Type Size		
	Gallery Scotted I	P Usility 21/3/2025 10:41 am	File folder		
	MS-270 Manitor	Station Software 5/3/2021 9:19 am	File folder		
	Desitoo	21/3/2025 10:50 em	File folder		
	Downloads     Downloads	3/3/2021 11:02 am	Shortout 1		
	Documents #	3/3/2021 4:05 pm	Shortout 1		
	File name: Mormal User Ubbolize Save as type: Docel Files (*aloc)		v		
	The state of the s				
Browse and U	pload the Normal User List template				
			Save Cancel		
Upload	Excel File				
Dec	we facel file Upload facel file Download template				
			Oper All	Users Option Upload AI Data to A	coss Control Cancel
			Cear Al		Calce

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.

Programming	the Access Control				- 0 >			
Super U	eer Code: 2583 Required	t: 48 digts	Super User					
Normal User								
No.	User ID	Name	Output 1	Output 2				
1	001	Testing 1	1234	2222				
2	002	Testing 2	2468					
					_			

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.

Programming the Ar	coma Control								0 X
					Super User				
Super User Co	sdec 2540	Required: 4-8 digit		_					
				Batch U	pload Settings	×			
				Batch	2000	(millisecondo)			
No.	User ID		Name	112112	Cancel	Confirm		epiet 2	
	001		Testing 1		Carte		222		
	002		Testing 2			2450			
							Option		
2,Normal I	User Listadox	Browse Excel File	Upload Excel File Dr						
							Clear All Users Option	Upload All Data to Access Control	Cancel
								A COLUMN AND A COLUMN CONTRA	

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.

Program	ming the Access Control					-	0 X
				Super User			
Sup	er User Gode: 2580	Required: 4-8 digits					
			O Confirm Clear	Users went to clear all users?			
No	User ID	Name		Cancel Contin	0.00		
	001	Testin	91				
	002	Testir	92				
				Confirm			
		Browse Event File Upload Event File		Clear All Users			
		avvise site rie			Clear All Users Option	Upload All Data to Access Control	Cancel

#### Caution!

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



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