



# **Quick Start Guide**

**Basic Configuration using Controller Web Server** 

	ATRIUM	
Login ID		
Password		
		Enter
	(i) CDVI	



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## 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.



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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).

2. From your computer desktop, double-click on the



"ATRIUM Finder" icon.

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.





### Quick Start Guide

Basic Configuration using the Controller Web Server



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

 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).

🗥 Atrium Fina	der V5.0.0							-		×
Refresh (	Modify Go To Web Page (	ind	)							
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	8	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	<b>2</b>	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.

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	ATRIUM						
	Login ID						
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		Enter					
	@ cpv/						

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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.

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You will be automatically redirected (Menu: Hardware/Control Panel/Dat	
	to the date and time setting tab upon first connection. te and Time Setting).
It is recom the location	nmended to set the date, time and time zone of on where the ATRIUM controller is installed.
Default settings:	
1. The date and time of your devic have connected to the ATRIUM	ce browser (computer, smartphone or tablet) with which you system are preloaded in the <b>"Browser Time"</b> field.
2. The date and time of the contro	ller ( <b>"Module Time"</b> ) is set at 2000-01-01 - 00:00
3. The time zone is set to Greenwi	ch Mean Time (GMT-5:00) Eastern Time (US & Canada).
<ol> <li>Select the time zone (where the</li> <li>Click "Save". The new time zon</li> </ol>	e ATRIUM controller is installed) in the drop-down menu. e, date and time are now set in the controller ( <b>"Module Time</b> "
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4 ADDING "SUB-CONTROLLERS"
Once connected to the " <b>Master</b> " controller, add the other controllers to the ATRIUM system as " <b>Sub-Controller</b> ".
1. From the "Hardware" menu, click on "Sub-Controllers".
Users Doors Areas Configuration Cameras Hardware Lockid in Events Legend Search sub-controllers Search sub-controllers
<ol> <li>Click on " + " sign to start adding "Sub-Controllers".</li> </ol>
Users Doors Areas Configuration Cameras Hardware Lockdown Events Legend
Search sub-controllers . * + /2







ADD AND ASSIGN A CARD TO A USER

 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.

Events										
Access •							Per page 20 :	40 / 40	Ð	C
2020-02-13 16:01:12	User Access Dr	mied . Productio	on , Production (04421	FCA4C6580) - Ci	and Unknown					Add
2020-01-28 16:08:58	Production Cha	nged by USER	INSTALLER							
2020-01-28 16:08:57	Production Cha	nged by USER	INSTALLER							
2020-01-28 16:08:53	Production Cita	nged by USER	INSTALLER							
2020-01-28 16:08:53	Production Cha	nged by USER	INSTALLER							
2020-01-28 15:25:26	User Entered R	SD . R&D								

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# 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"

	Card	-User:	
ard Information			
tate	Λ	Display Name	
Active		John tag	
rogramming card (errollment mode)		Lockdown option	
No	•	Not used	
tolen		Lost	
	•	NE.	
umber			
ard Format		Card Number (Hox)	
DESFREEV2 (HEX)	•	04421FCA4C65880	

6. Click the "Assign" button.

Card : Joh	m tag - User : unassigned
Card Information	
State	Display Name
Active	John tag
Programming card (errollment mode)	Lockdown option
No	Not used     · ·
Stolen	Lost
No	• N
Number	
Card Format	Card Number (Hox)
DESF#e EV2 (HEX)	04421FCA4C6580
	Азнар



Can Disarm Area

Cancel

No

Can Arm Area



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	From	lser "Edit" properties window, cick on "Keynad Code" tab then
1.	110111	und properties window, cick on <b>Keypad Code</b> tab then.
	а.	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 " <i>Installer</i> " User rights and switch to " <i>Advance Mode</i> ". Then, from the main menu, click on " <i>Configuration</i> " then click on sub-menu " <i>Site</i> ".
	b.	Click on " <b>Save</b> ".
		A keypad code won't work if the User <b>DOES NOT</b> have an access level (access rights). See #7 on how to " <i>Create</i> & Assign a Custom Access Levels to a User"
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# 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.



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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.

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Schedule Always		Schedule Nover	Schedule I	Programming 🔅		

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# CREATE & ASSIGN A CUSTOM ACCESS LEVEL TO A USER (CONTINUED...)

 Let's take our example with a little modification, lets say on Friday, employees finish at 1 PM (no access after 1 PM). Click on the Friday "*Edit"* icon and adjust the time to 1 PM, click on "*Save"*. Now our 7-Day cycle will be Monday to Thursday 9 AM to 5 PM except for Friday 9 AM to 1 PM.

< .		Schedule	: 5 am to 5 pm, Monday to Friday		
General Inf	ormation				3
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8. Next step is to assign the "*Schedule"* to a door/area or a group of doors/areas. This is called creating an "*Access Level"*.

From the main menu, click on "**Configuration**" and select "**Access Levels**". Then, click on " + ".

			Holdays Schedules
		Ø Skarch av	Access Levels x - + 2:2
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elect a schedule	n also change a schedule o in sub-menu (shows up to	of an area / door by clicking on p 10) or click " <b>Edit"</b> for more s	its " <b>Edit"</b> icon.
our example b	elow, the <b>"Front Door"</b> . "	'Back Door" and "Production	" areas / doors
e " <b>9 AM to 5 F</b>	<b>PM, Monday to Friday</b> " so	chedule assigned.	·
ow, let's assign	this access level (User Acc	ess Rights) to a User.	
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	enu, click on " <b>Users</b> " and 1 to assign an access level	(acces rights).	the " <b>Edit</b> " icon
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ATRIUM supports 1000 access levels (maximum 5 per User) and 250 schedules each supporting 100 time periods.





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.



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



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

eneral information	1401	iday :	_
tata a		Display Name	
Active	*	Thankigbving (USA)	
		Cancel	9



In our exam	ple, USA Thanksgiving is the fourth Thursday of November and occurs yearly.
Then click "	Save".
Repeat from	step 1 to add more holidays.
	se to ded an holiday's before proceeding to the next step.
ATRIUM	Users Doors Arees <b>Configuration</b> Cameras Hardware Lockdown Events Lagend 🔒 USER INSTALL
CDVI K	Holiday : Thanksgiving (USA)
General Information	
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	Cancel Save
(	Some bolidays do not arrive on the same date annually or
	in a logical sequence (fourth Thursday in November). As an
	example, Easter comes on the first Sunday after the date of the full moon. These holidays must be configured every year.





## Quick Start Guide

Basic Configuration using the Controller Web Server



If you have a special employee event (BBQ, annual inventory, etc.) which will take place outside usual access rights. Create a holiday and set up the date & time it will be held. From step 6, click on the "**Assign**" button in the "**Included**" frame, select your "Special Employee Event" holiday from the list and click "**Assign**". This will "**Add**" access rights to the schedule.



# **ATRIUM**

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ATRIUM



# SYSTEM USER MANAGEMENT LEVELS (USER RIGHTS)

 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/de- lete/modify users, cards and PIN	View only
1. Installer	✓	$\checkmark$	$\checkmark$	✓
2. Administrator		✓	$\checkmark$	✓
3. Operator			$\checkmark$	$\checkmark$
4. View Only				$\checkmark$

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

1. "USER INSTALLER"	User Rights: " <b>Installer</b> " (full access) Default Login ID & Password: " <b>admin</b> " Assigned card: None Access Level (access right): None
2. "USER ADMINISTRATOR"	User Rights: " <b>Administrator"</b> Default Login ID & Password " <b>admin1"</b> Assigned card: " <b>Master"</b> card (provided) Access Level (access right): " <b>Access Level Always"</b>
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 tr	is strongly recommended to change le default login ID and password.





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Basic Configuration using the Controller Web Server









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All the information contained within this document (pictures, drawing, features, specifications and dimensions) could be perceptibly different and can be changed without prior notice. Reference manual: CDVI\_ATRIUM\_WEB\_QS\_01\_EN\_A4\_CMYK.pdf - Printed in Canada - March 2020