

Keri Doors Software basic instructions

To create a timezone:

Click on Setup-Timezones from the file menu
Click on the “New” button
Using the grid, go to the “Start1” column and using military time enter the beginning of the timezone. In the “Stop1” column enter the end of timezone.
You can enter up to 4 time periods on any given day. Complete this for each day of the week and holidays if applicable. If you don’t want a time period on a particular day, enter “N” for never. Or to include all time, enter “A” for always.
Give your timezone a name in the “Timezone Names” box and click on save.

To create Holidays:

Click on Setup-Timezones from the file menu
Click on the Holiday One tab
Enter the holiday date in the “dates” column
Enter the holiday name in the “Names” column
Repeat for each holiday
When done, click on the “Save” button
If using more than one holiday schedule, repeat above steps for Holiday Two and Holiday Three

To create Access Groups:

Click on Setup-Access Groups from the file menu
Click on “Next”
Click on “New” and click on “Next”
Click on the doors you want included in this access group
Click on “Next”
Click on the first door icon and select the timezone to be assigned to this door
Click on “Ok”
Repeat for each door in the access group
Click on “Next”
Type a name for the access group in the “Save Access Group” box
Click on “Save”
To create another Access Group, click on “Start” and repeat the above steps
When done, Click on the “X” in the upper right corner

To edit an Access Group:

Click on Setup-Access Groups from the file menu
Click on “Next”
Select the Access Group to be edited from the drop down list
Click on “Next”
Add or delete doors from the access group by clicking on them
Click on “Next”
Edit the timezone on a door by clicking on the door and selecting a new timezone
Click on “Ok”

Repeat for as many doors as you need to edit
Click on “Next”
Click on the “Save” button
To edit another Access Group, click on “Start” and repeat the above steps
When done, Click on the “X” in the upper right corner

To Delete an Access Group:

Note: You cannot delete an access group if there are any users assigned to it
Click on Setup-Access Groups from the file menu
Click on “Next”
Select the Access Group from the drop down list
Click on the “Delete” Button
When done, Click on the “X” in the upper right corner

To Add Cards/Keytags:

Click on Setup-Users in the file menu
Click on the enroll button
If using Keri cards/keytags, click on “I want to enroll a block of Keri cards”
If using HID cards/keytags, click on “I want to enroll a block of Weigand cards”
Starting from – put in the first card/keytag number in the sequence
To – put in the last card/keytag number in the sequence (if only enrolling one card/keytag, put card/keytag number in both spots)
Facility code – enter in the facility code for the cards/keytags
Click on finish enrollment
Click on “Do enrollment Now” button
Click on “Done” button
The card/keytag is enrolled. Enter the name of the person assigned to it.
Using the drop down list, assign the access group
Click on the On/Off column to turn the card on
Click on the “Save” button

To Void a card/keytag: (the card/keytag information will stay in the database)

Click on the card/keytag number in the spreadsheet
Click on the “Void” button
Click on the “Save” button

To Delete a card/keytag: (the card/keytag information will be deleted from the database)

Note: you must first void a card/keytag before deleting it
Click on the card/keytag number in the spreadsheet
Click on the “Delete” button
Click on the “Save” button

To view events in “Live” time:

Click on Operate-Start monitor from the file menu
Under “View Windows” click on the monitor “1” icon

Click on the “Monitor” button. Software will collect buffered events from the controllers and display collected events and live events on “Monitor view 1” window

To stop viewing events, click on the “Stop” button and click on the “X” in the upper right corner.

To manually control door locks:

Click on Operate-Doors from the file menu

Click on the door you want to manually control

Click on the “Lock” button to manually lock the door

Click on the “Unlock” button to manually unlock the door

Click on the “Timed Unlock” button to simulate a valid card read at a locked door

Click on the “Suspend” button to keep the lock in the current state and override any auto unlock/lock programming

Click on the “Restore” button to return the door to its unlock/lock programming (Note: before restoring a door to its programming, use the lock or unlock buttons to put the lock in the state it should be in at that time in its programming before restoring)

Click on the “Update Doors” button whenever manually controlling doors to send programming to the doors

To send programming changes to the controllers:

Click on Operate-Update Network

Smart Update will send changes in programming to the controllers

Total Update will send all programming to the controllers

Collect Events will retrieve events from the controllers

Skip/Update will toggle by clicking on it

Click on the “Start” button to begin the update

When done, Click on the “X” in the upper right corner