Source Storage

Access Control System
Installation manual

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Access control system

The installation steps of the access control system are roughly the following:

Access control system electronics

1. connecting the electromagnetic locks
2. installing the keypad
3. connecting the system to a PC

Configuration of the access control software

4. access times
5. add & edit users
6. magnet impulse duration
7. users reports

Installation & configuration equipment

- screwdriver for electrical components
- laptop
- F-Link software

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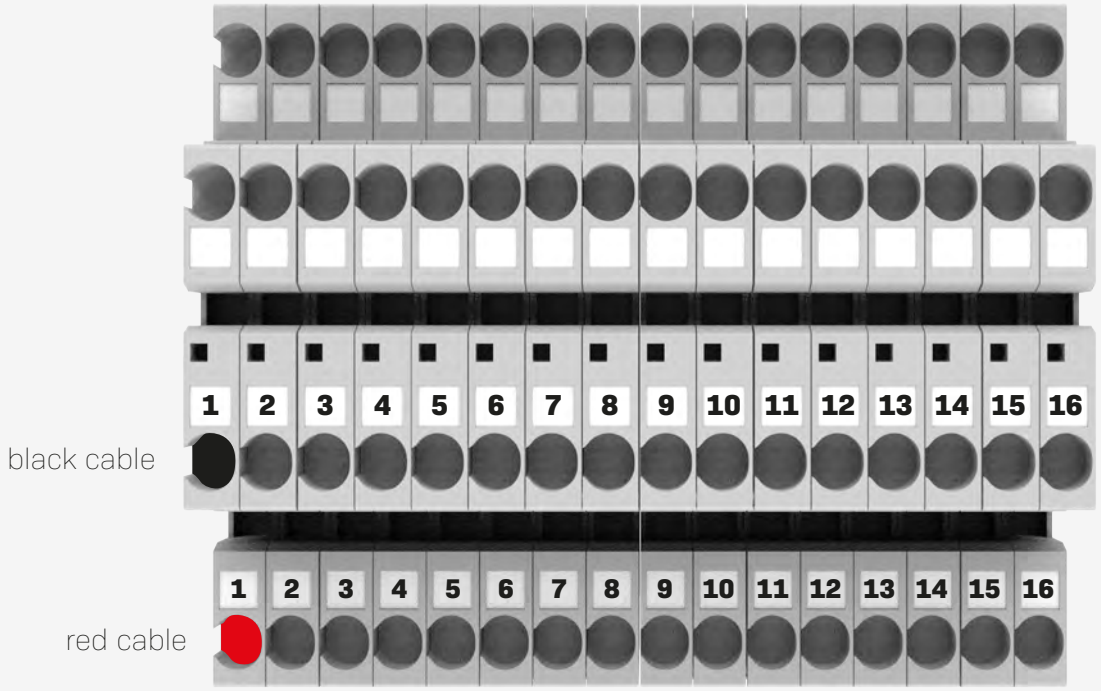
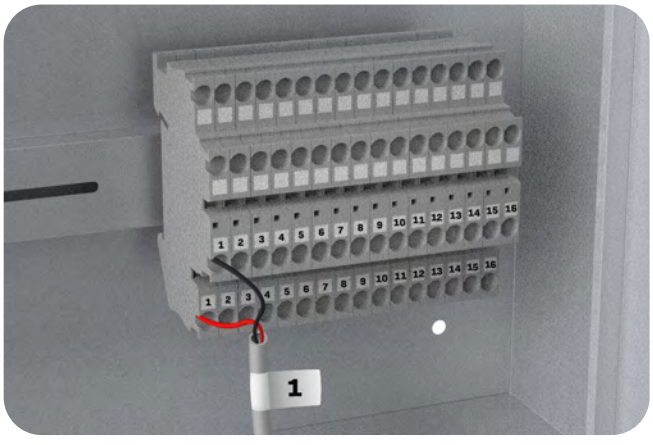
Step 1: Connect the electromagnetic locks

The conduit with cables for the electromagnetic locks will come out on top of the cabinet. This conduit carries 16 cables (one for each magnet). Each cable and corresponding terminal block is numbered 1-16. Simply attach each cable to the correct terminal block.



The double level terminal blocks are located inside the panel box



Each double level terminal block and cable is numbered

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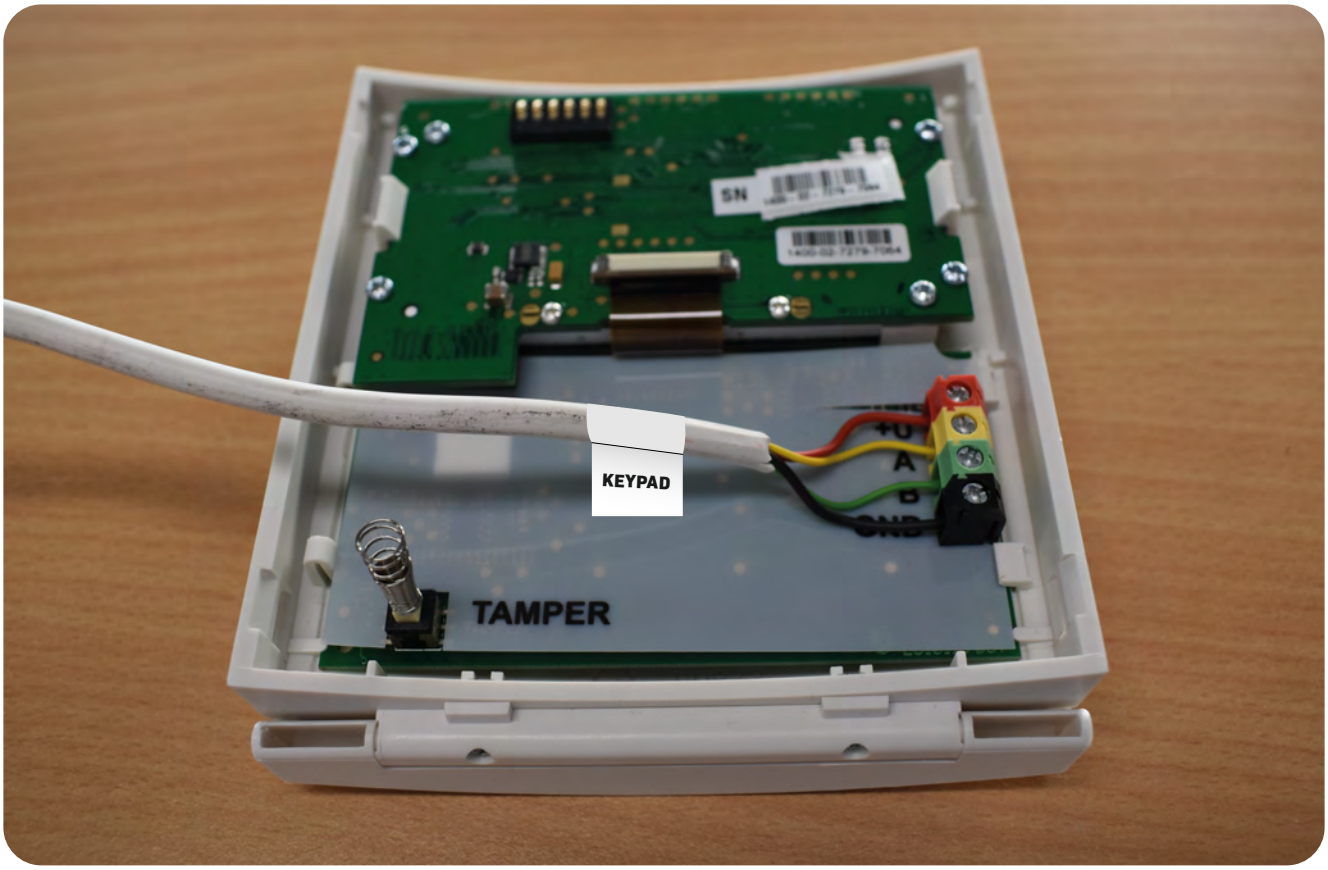
Step 2: Installing the keypad

The keypad will be connected to the control panel by attaching a multi-core cable. The cable is already labeled inside the panel box. Simply attach the four cores of this cable to the screw terminals inside the keypad.



1

Take off the front panel of the keypad to expose the electronics

2

Attach the four cores of the cable to the corresponding screw terminals

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Step 3: Connecting a PC

Simply connect the usb cable of the control panel to the PC that will be used to configure and monitor the cabinets. After the PC is connected, the configuration of the access control system can be started as seen in the next steps.

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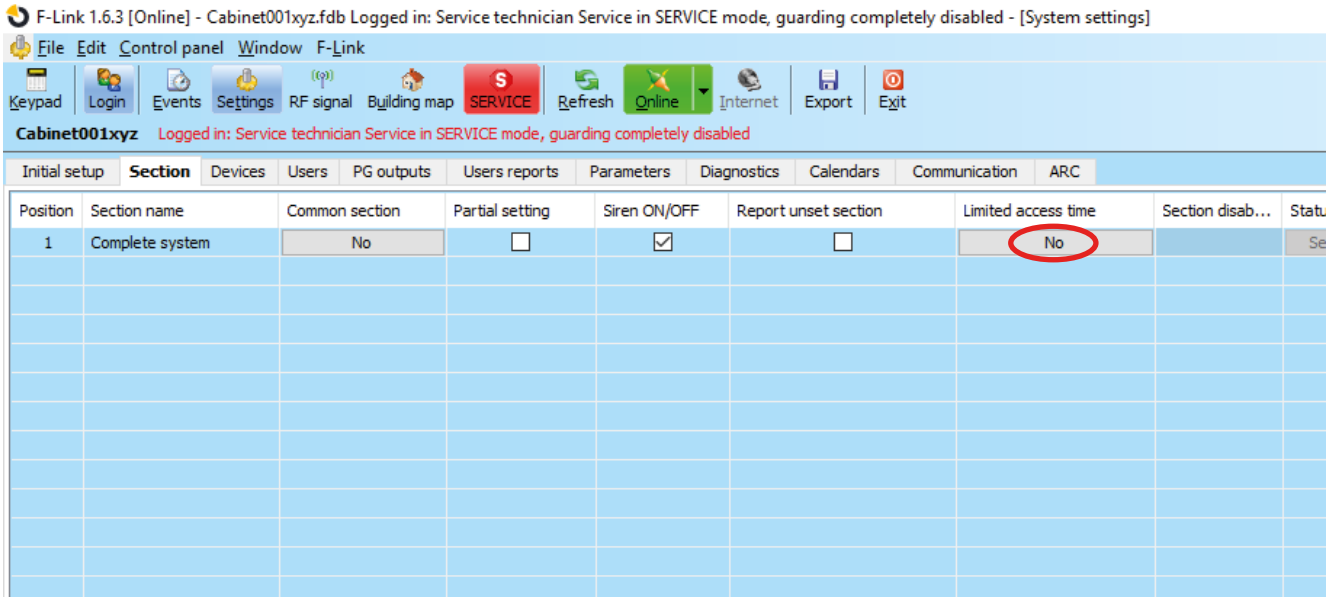
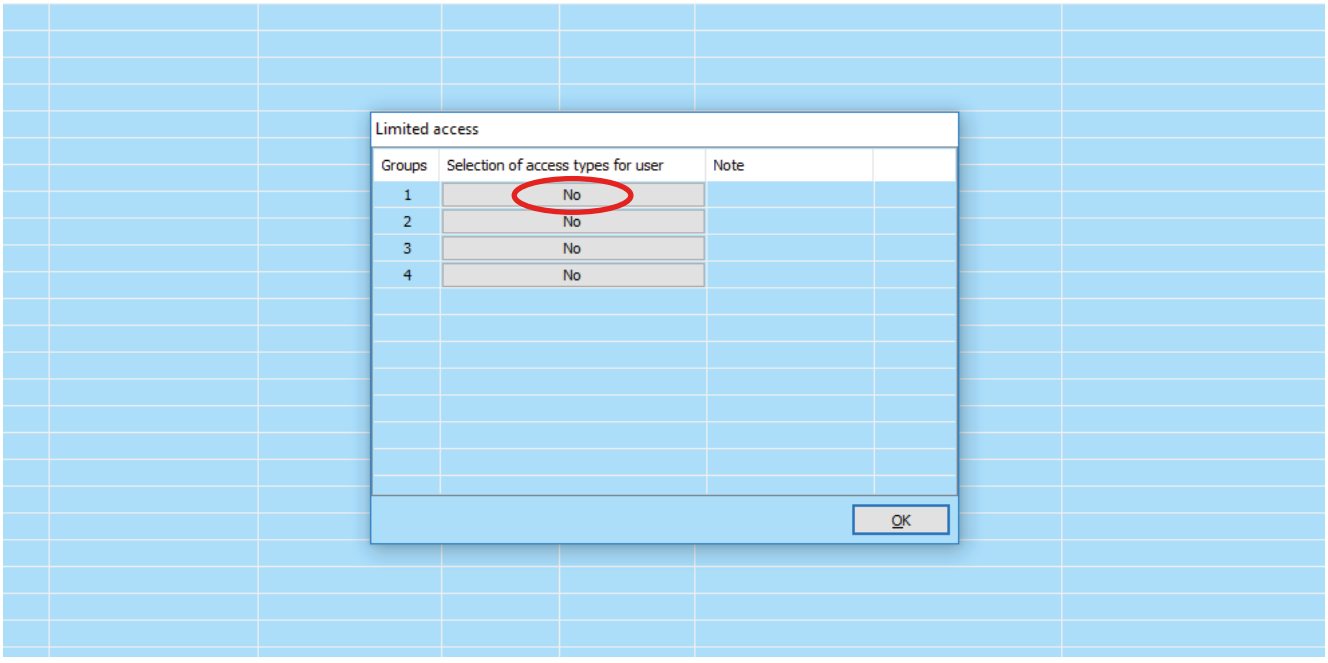
Step 4: Access times (1/2)

In the tab “Section”, multiple access time configurations can be made to allow workers of the night shift to only open drawers during their working hours for example.



1. Press “No” under the tab “Limited access time”.



2. Press “No” to open the next window.

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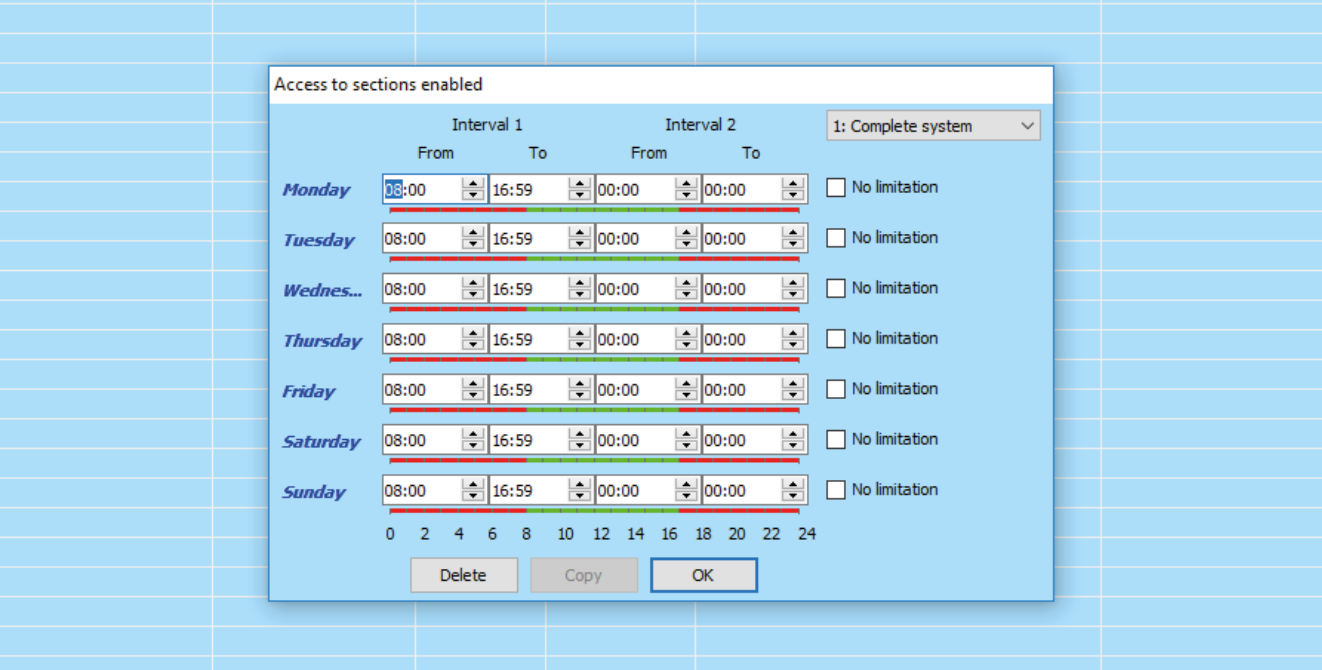
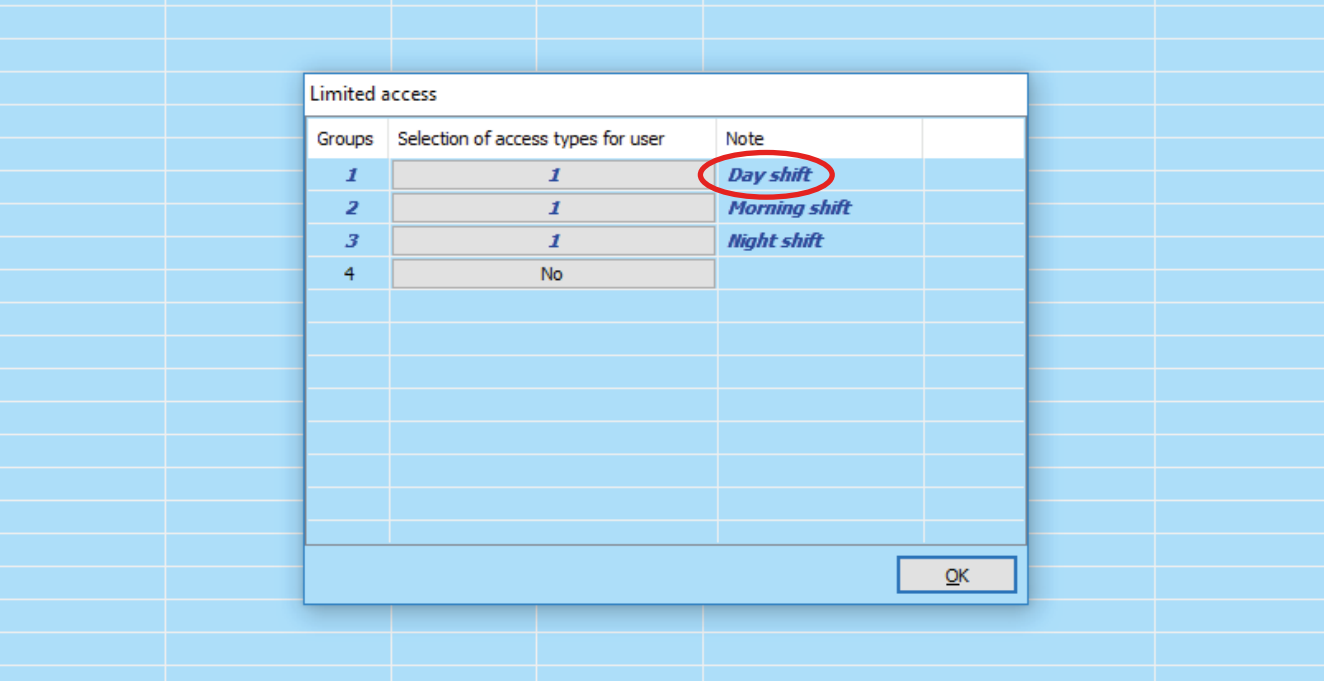
Step 4: Access times (2/2)



3. Choose the hours in which access is granted.



4. Rename and press “OK”

note that you will still need to activate these access times per user (see next step regarding users).

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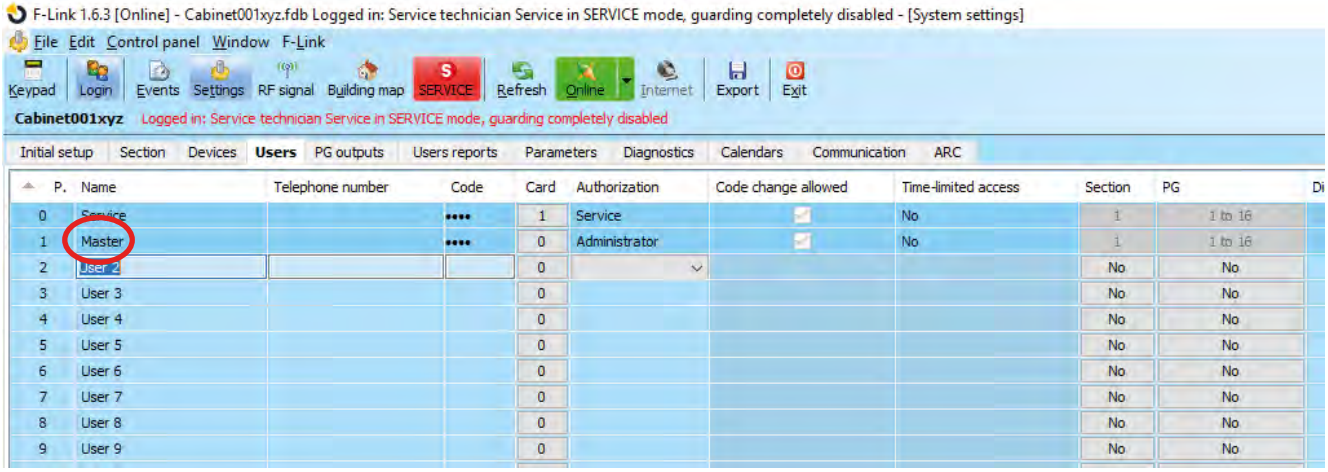
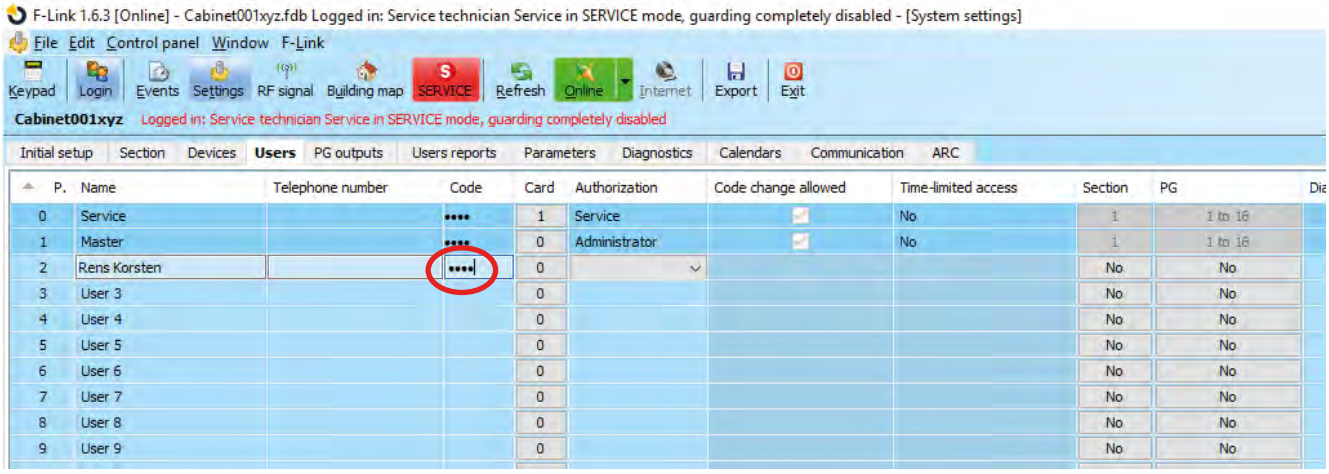
Step 5: Add & edit users (1/3)

In the tab “Users”, multiple users can be added. The following things can be edited:

-	name	for accurate reports and editing
-	telephone number	for notifications
-	passcode	for buttons on keypad
-	2 keytags	for scanning on the keypad
-	time-limited access	e.g. only working hours access
-	PG access	for access to only certain drawers



1. enter the name of the user you want to add.



2. Enter a code with 4 numbers that they can use to enter on the keypad if they forgot their badge to still access the cabinet.

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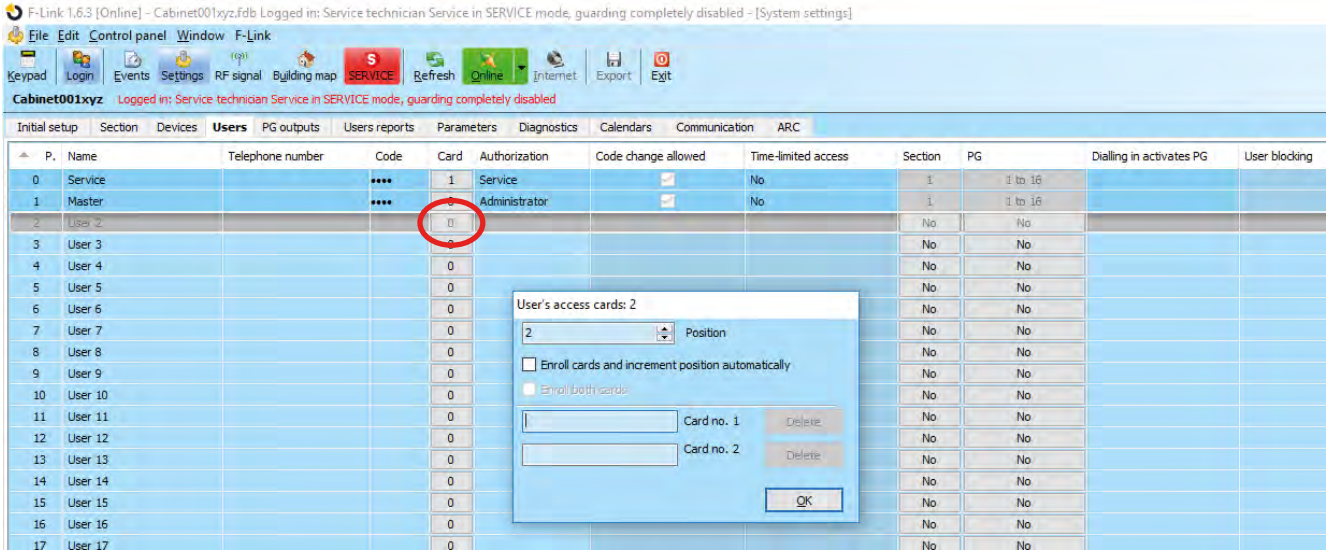
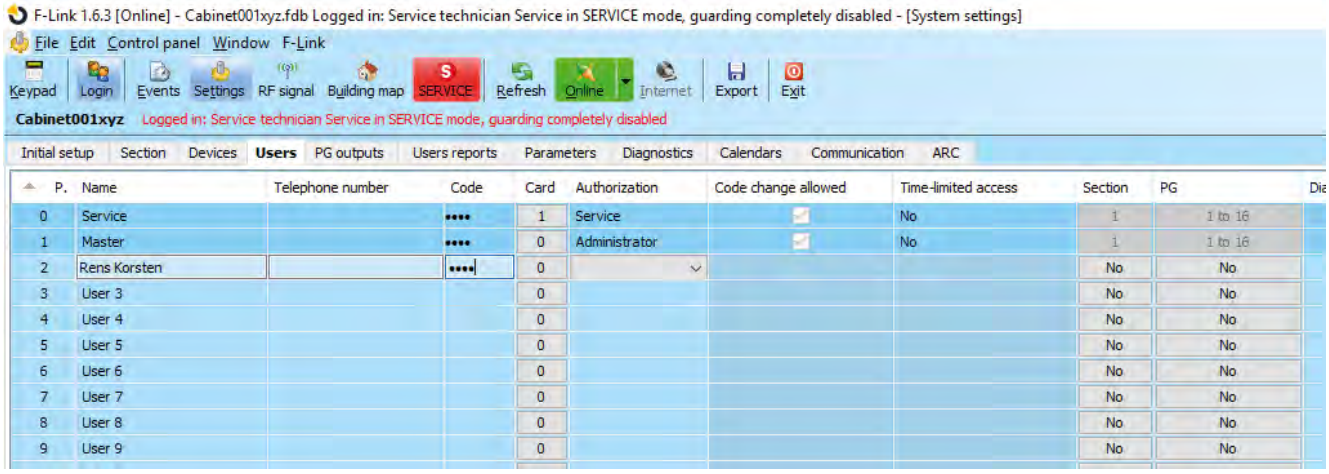
Step 5: Add & edit users (2/3)



3. press the “card” button of the user you are editing and scan their badge on the keypad to add this badge to their user account.



2. Enter a code with 4 numbers that they can use to enter on the keypad if they forgot their badge to still access the cabinet.

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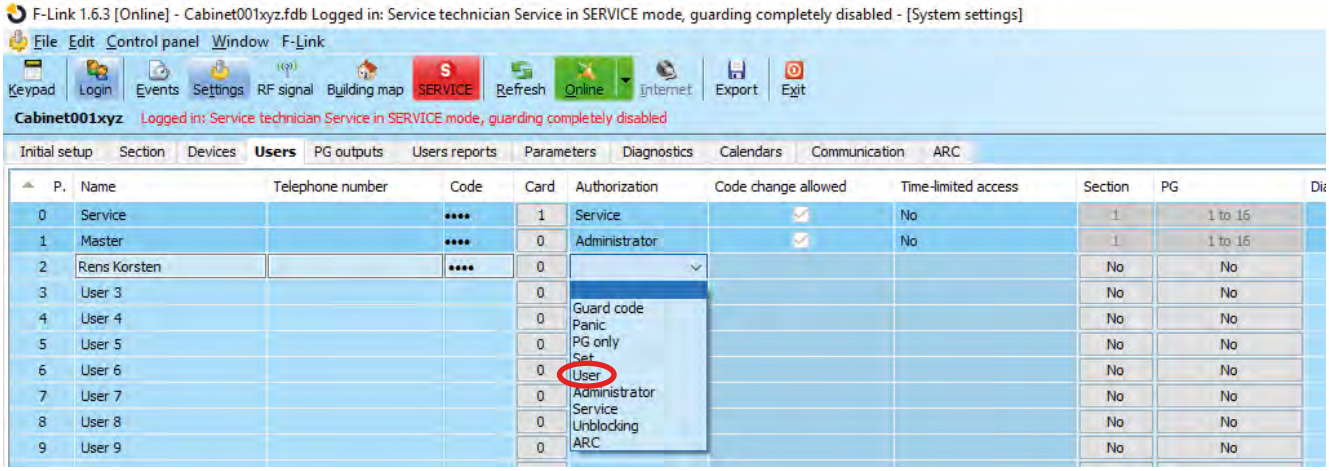
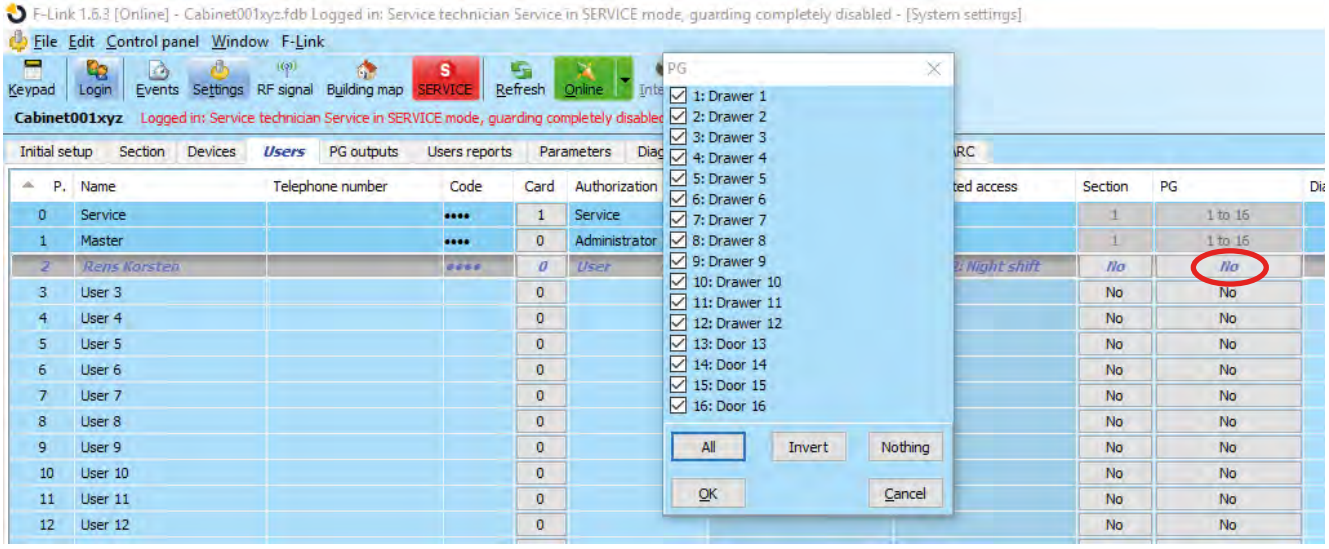
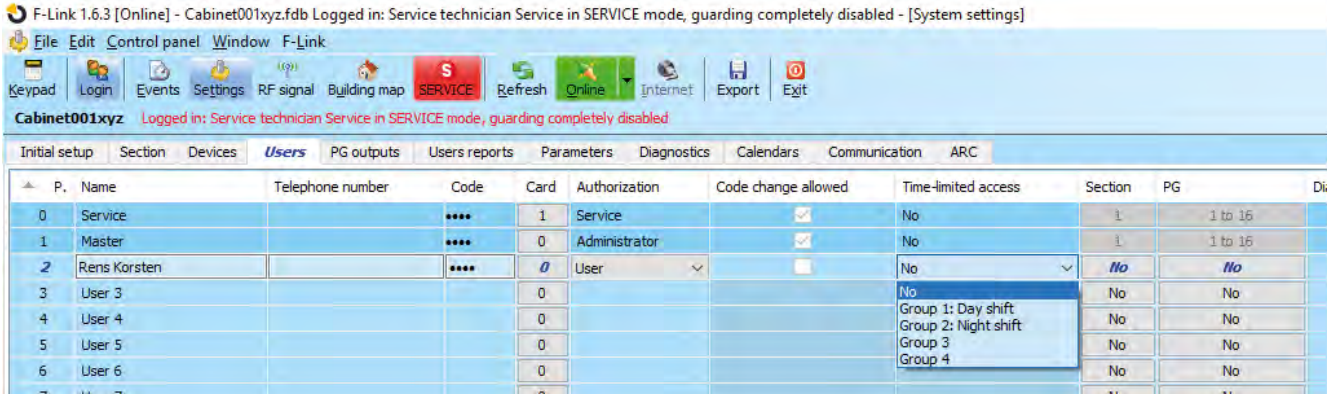
Step 5: Add & edit users (3/3)



4. Set the authorization to “User” via the dropdown menu.



5. Choose which drawers the user has access to.



Optional — If you have created “limited access times” as in step 4.3, you can activate certain limited access times for the user you are editing.

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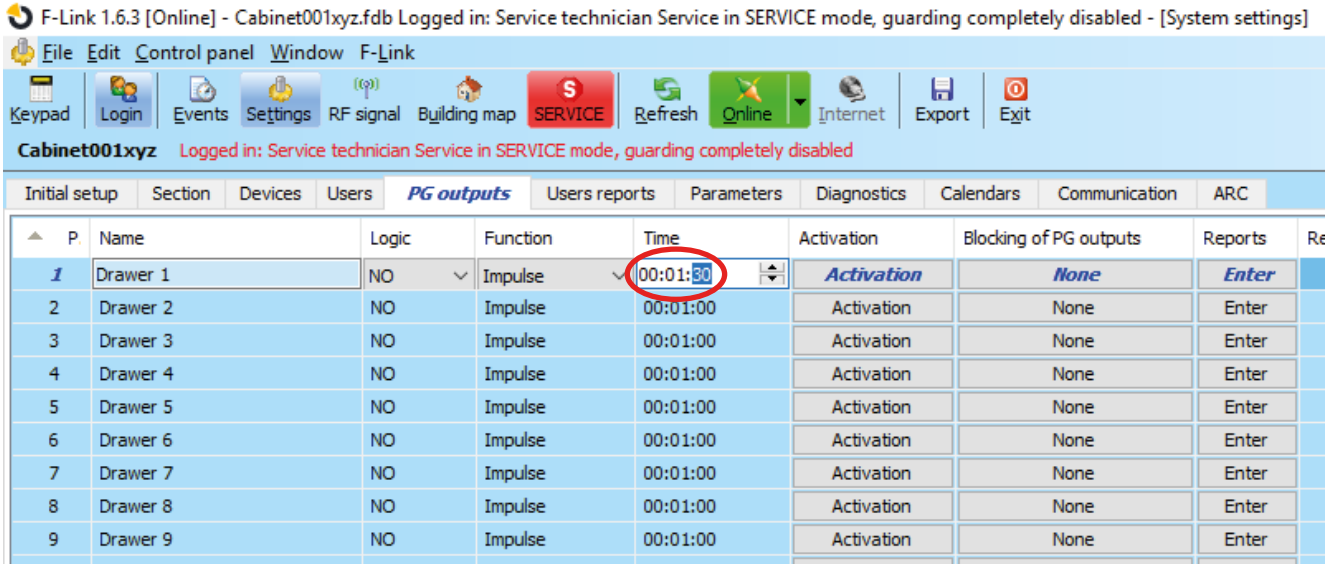
Step 6: Magnet impulse duration

In the tab “PG outputs”, The duration in which the drawer can be opened after unlocking can be changed.



P.	Name	Logic	Function	Time	Activation	Blocking of PG outputs	Reports
1	Drawer 1	NO	Impulse	00:01:30	Activation	None	Enter
2	Drawer 2	NO	Impulse	00:01:00	Activation	None	Enter
3	Drawer 3	NO	Impulse	00:01:00	Activation	None	Enter
4	Drawer 4	NO	Impulse	00:01:00	Activation	None	Enter
5	Drawer 5	NO	Impulse	00:01:00	Activation	None	Enter
6	Drawer 6	NO	Impulse	00:01:00	Activation	None	Enter
7	Drawer 7	NO	Impulse	00:01:00	Activation	None	Enter
8	Drawer 8	NO	Impulse	00:01:00	Activation	None	Enter
9	Drawer 9	NO	Impulse	00:01:00	Activation	None	Enter

1. Edit the duration to your requirements per drawer.

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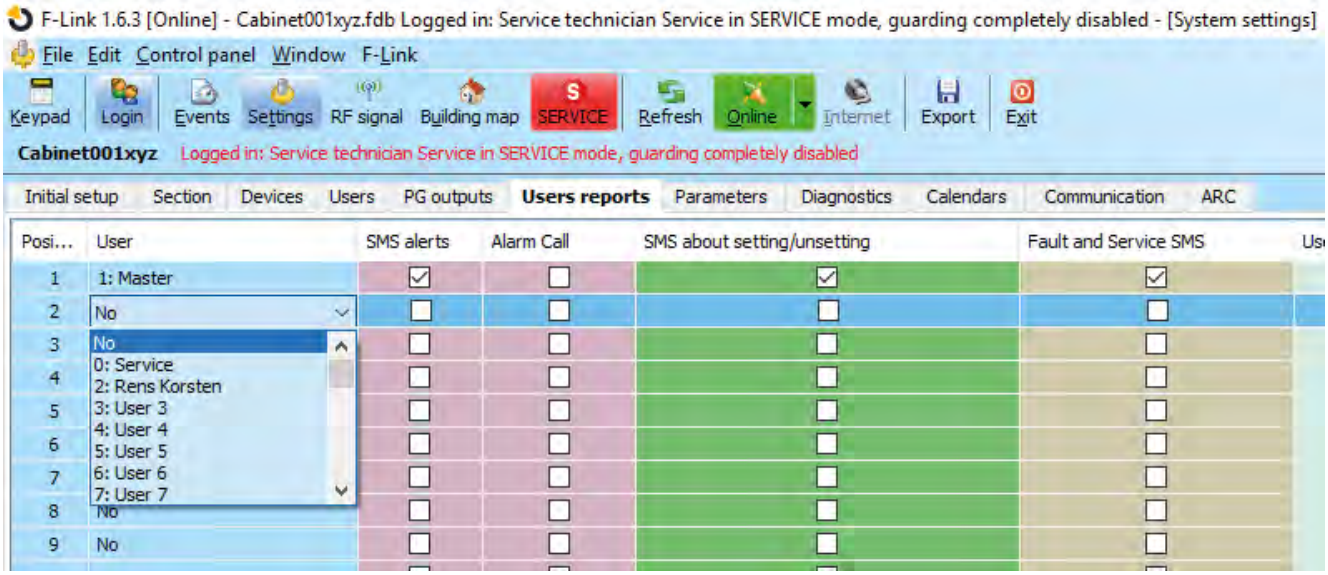
Step 7: User reports (1/2)

In the tab “Users reports”, users can receive an SMS about alerts, unlocked drawers and more. A few examples:

- The person responsible for managing all sources will receive an SMS whenever somebody unlocks one of the sixteen drawers. This notification will include the user that unlocked the drawer, which drawer has been unlocked and at which time / date.

- The person responsible for the sources in the upper row of the cabinets will receive an SMS **only** when a drawer in the top row has been unlocked.



1. Add a user by clicking the dropdown menu.

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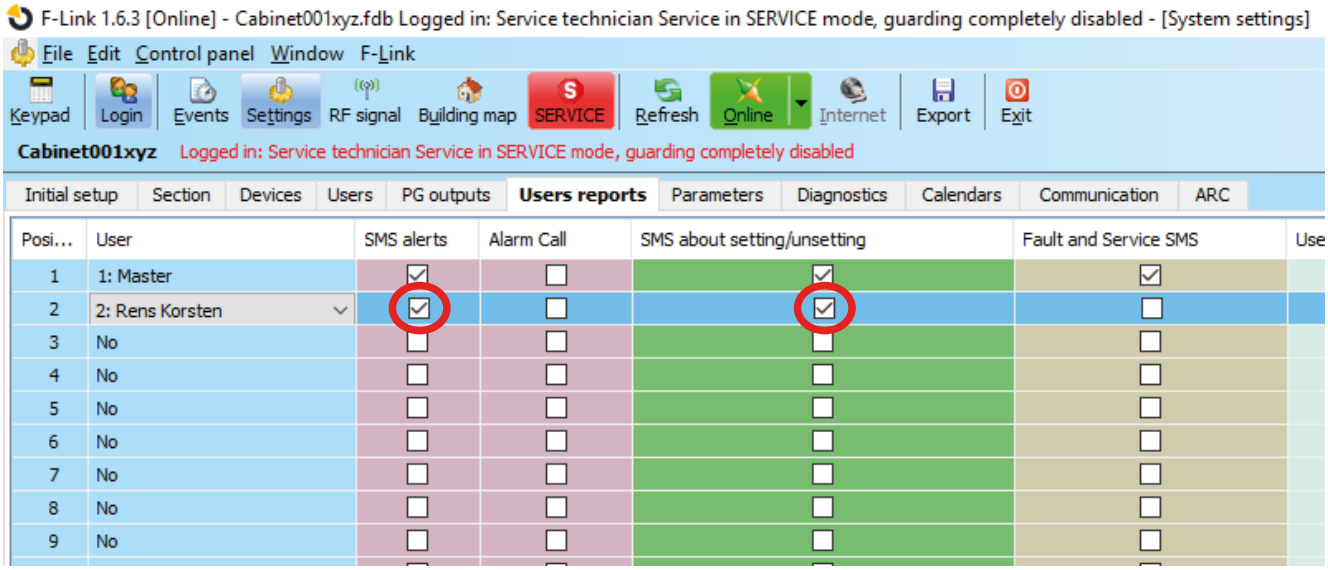
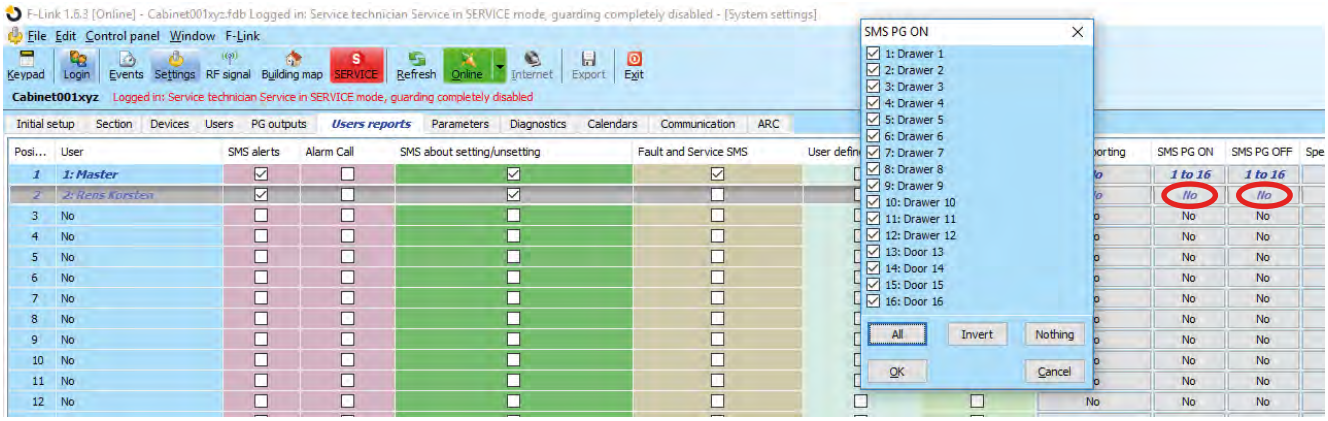
Step 7: User reports (2/2)



2. Tick the boxes for “SMS alerts” and “SMS about setting/unsetting”.



3. Choose which drawers the user will receive an SMS for.
Do this for both “SMS PG ON” and “SMS PG OFF”.

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Source Storage

Operation manual

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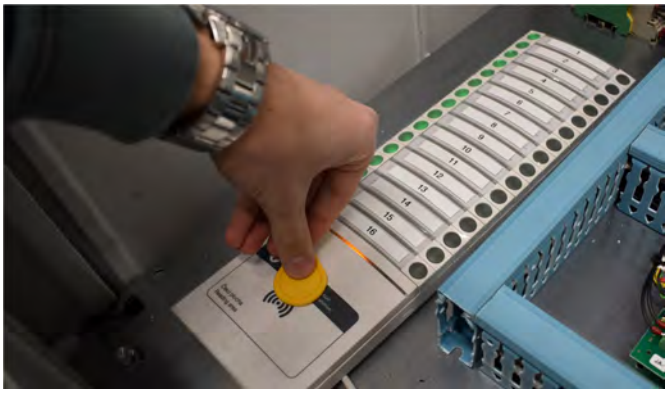
Unlocking a drawer / door

Each drawer can be unlocked by choosing the drawer you need to open and holding your badge against the scanner inside the keypad. You can choose how long a drawer will be unlocked in the software.

Caution! Never open more than one drawer at a time.

1. Press the right button of the drawer you would like to unlock.



2. Hold your badge against the scanner.

3. The drawer is now unlocked for the duration set in the configuration software.

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Opening / closing a drawer

The drawers of the shielded storage cabinet can be locked into an open position by fully opening the drawer. You will hear a click when the mechanism is locked into position. Simply press the lever to push the drawer back into a closed position.

Caution! Never open more than one drawer at a time.

1. Unlock the drawer you need to open.

2. Fully open the drawer to activate the stopping mechanism

3. Lightly pull the drawer towards you while you press down the lever on the left side.

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Rev A	04-feb-2019	Rens Korsten (NS)	Draft created