



EN ENGLISH



# ATRIUM

**Web Access Quick Start Guide  
V3.0**

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# ATRIUM

## Web Access Quick Start Guide

### Objective:

This fast and easy guide will assist you to start the ATRIUM access control system using pre-configured settings.

Once this quick start guide has been completed successfully:

- All doors will be secure (locked),
- Only cards added to the system will unlock a door for 5 seconds.

Note : ATRIUM stand-alone configuration is one card reader per door.

Refer to the ATRIUM system manual for advanced programming options.

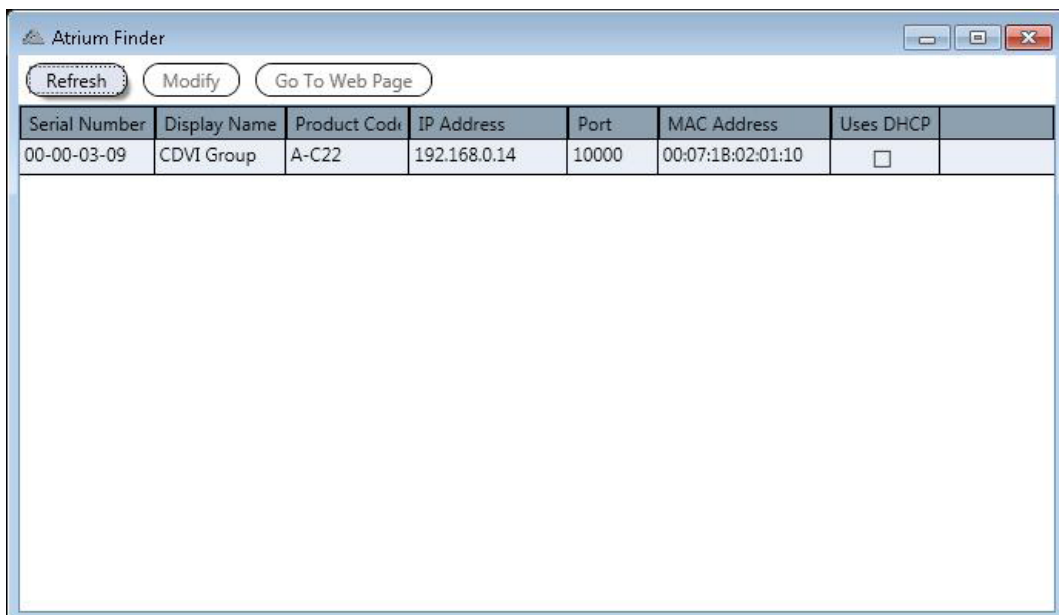
Note: Ensure that all system hardware and field wiring has been completed prior to using this guide. Refer to the AC22 ATRIUM 2-Door Controller and AX22 ATRIUM 2-Door Expander Module manuals and wiring diagrams for assistance.

### Step 1: Run the ATRIUM Finder utility

Ensure that your computer and ATRIUM AC22 Door Controller are connected to the network.

Follow these instructions below to gain access to the ATRIUM Web Server:

- Double-click on ATRIUM Finder utility icon (Available for free at: [www.cdvi.ca](http://www.cdvi.ca)),
- The ATRIUM Finder window will appear and display the ATRIUM controller.
- Double-click on the controller in the list or select the controller and click "Go To Web Page".



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## Step 2: System Web Page Login

- Use the default login ID and the password below:

**For FULL access, use the INSTALLER login:**

Login ID: admin  
Password: admin

**For limited access use the MASTER login:**

Login ID: master  
Password: master

**Note:** Login ID and password are case sensitive.  
**Important :** For security reasons, CDVI recommends changing these passwords. This is done in the "User" menu.

### ATRIUM WEB SERVER LOGIN PAGE



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### Step 3: Set date and time:

- Click **Hardware** on menu bar, select **Control Panel** and then **Date and time** tab.
- Click **"Edit"** and choose the time zone.
- Set daylight savings time (if any) for your region
- Click **"Save"** to confirm.



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### Step 4: Card Enrollment

- Present the MASTER card supplied with the system to a reader.
- The door will unlock.
- Within 5 seconds, present the PROGRAMMING card supplied with the system to the reader. Reader LEDs will begin flashing in sequence (2 Red + 2 Green).
- Enrollment mode is active.
- Present new access cards, one by one, to the reader to add them to the system.
- Each new card will create a user and attribute the card to the user.
- The green LED will flash after each card is read and a pulsed beep will be emitted by the reader.
- Present the PROGRAMMING card again to stop enrollment mode.



Master Card



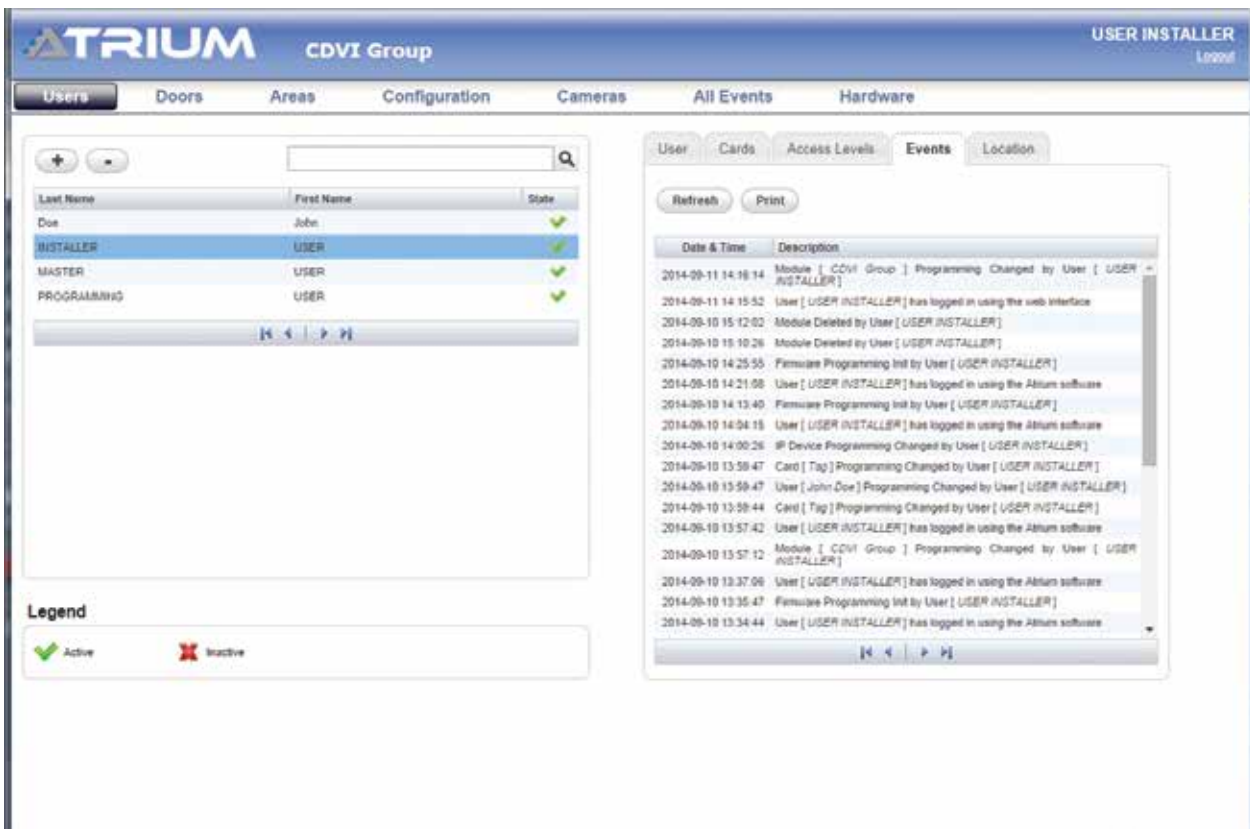
Programming Card

Note: After enrolling cards, use the web page to add, delete or edit users/cards or Card and PIN Registration Form. By default, doors are always locked and access is granted on the presentation of a valid card only.

### The system is now ready.

### After a successful login, ATRIUM web pages will enable you to:

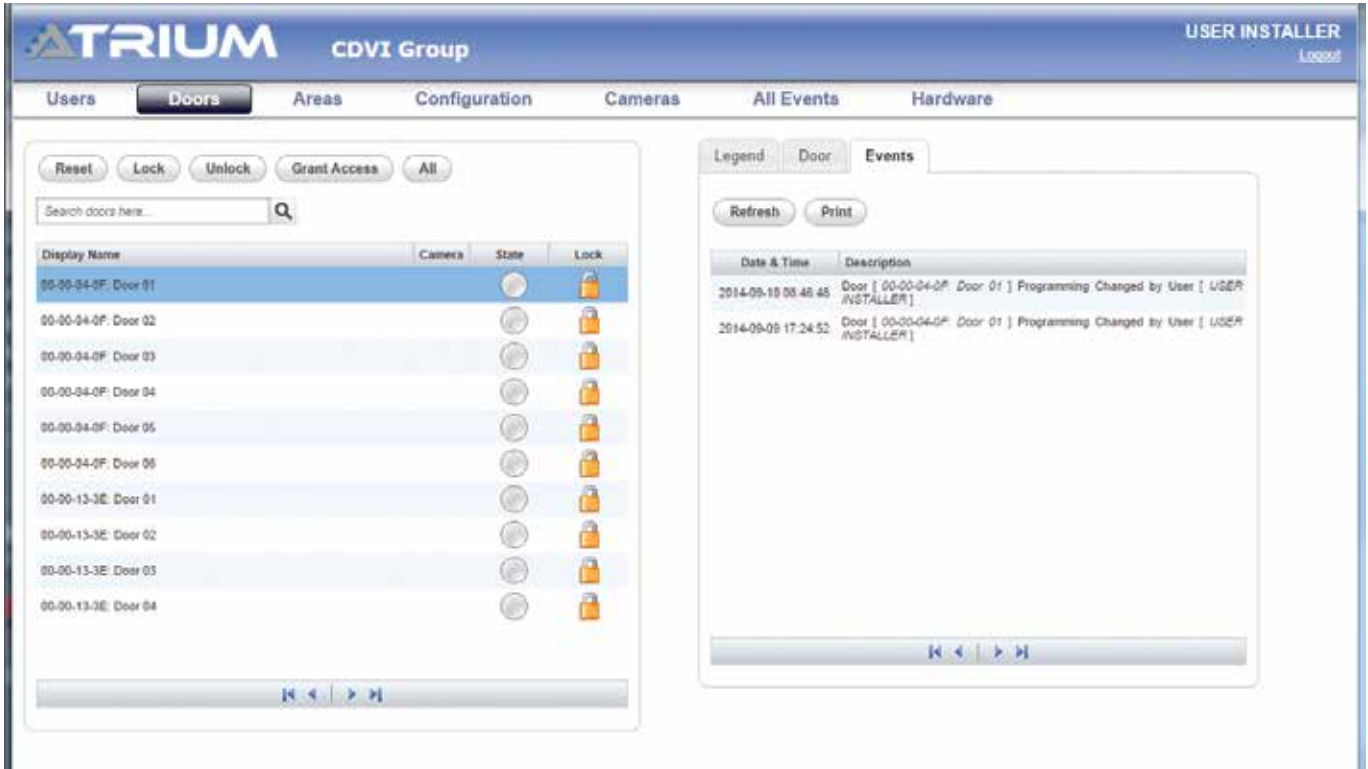
- MANAGE USERS/CARDS



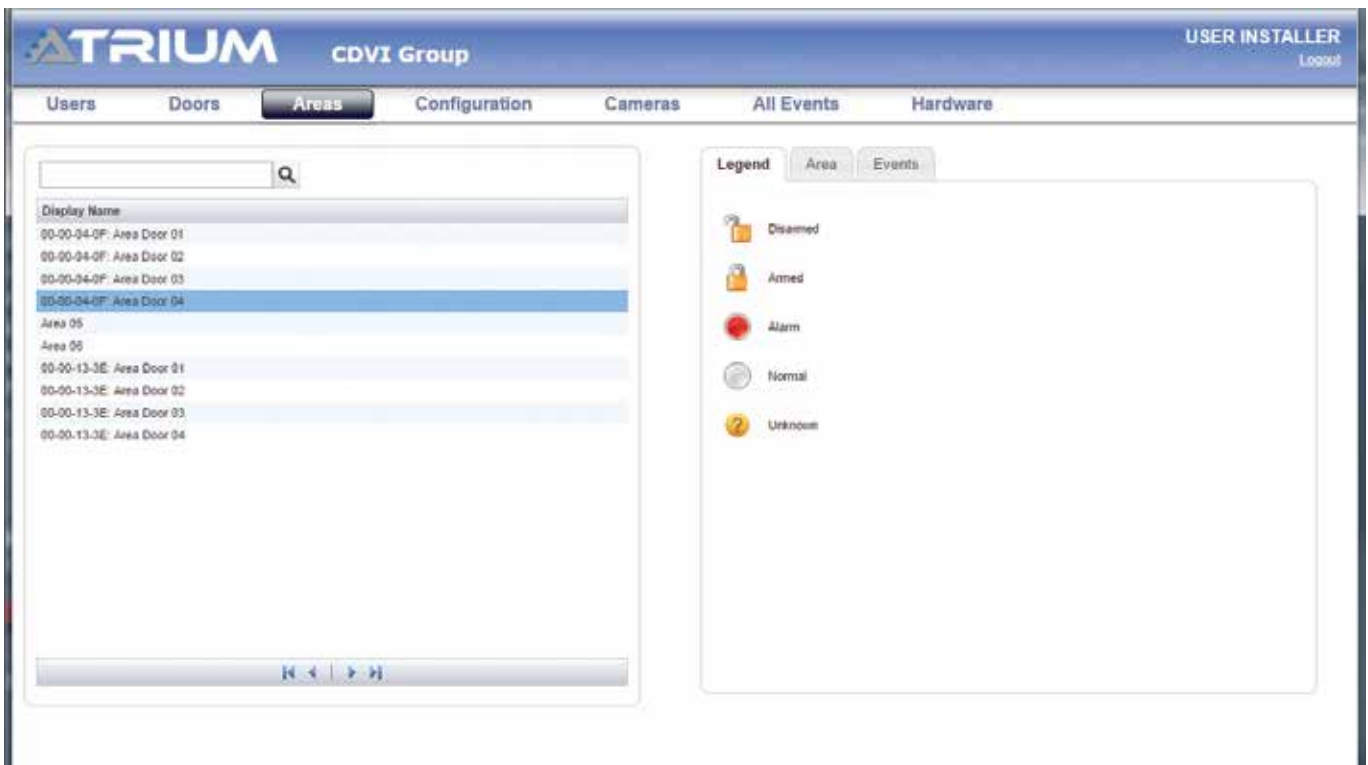
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## Web Access Quick Start Guide

• LOCK/UNLOCK DOOR(S)



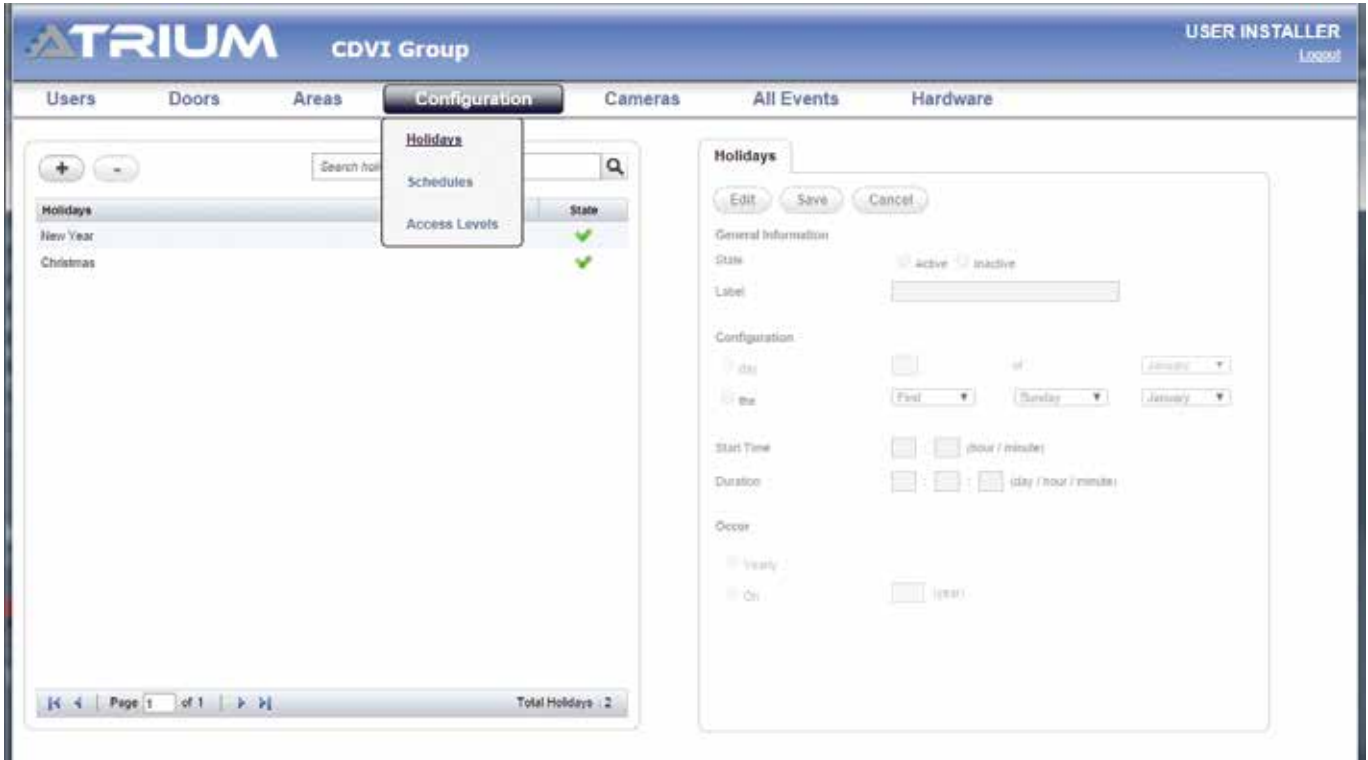
• MANAGE AREAS



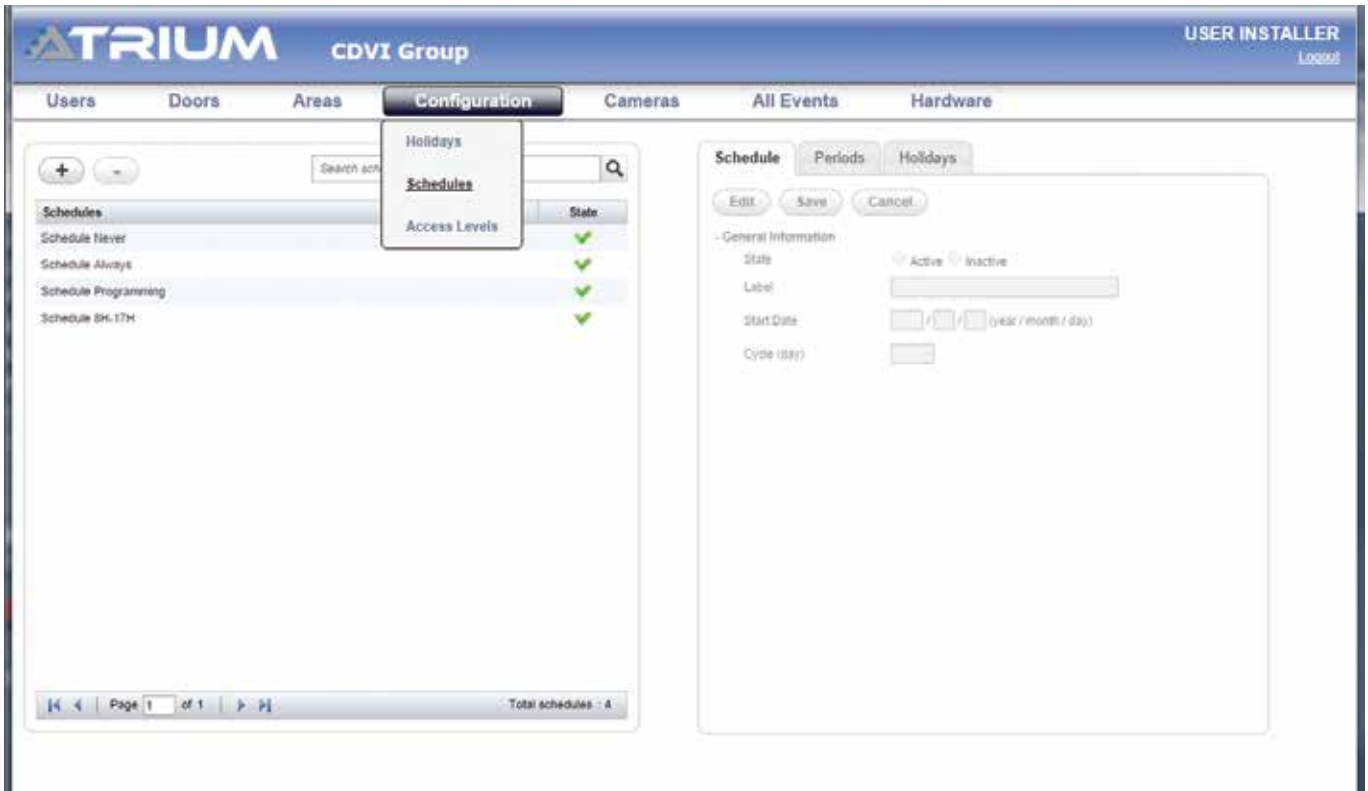
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## Web Access Quick Start Guide

### • MANAGE HOLIDAYS



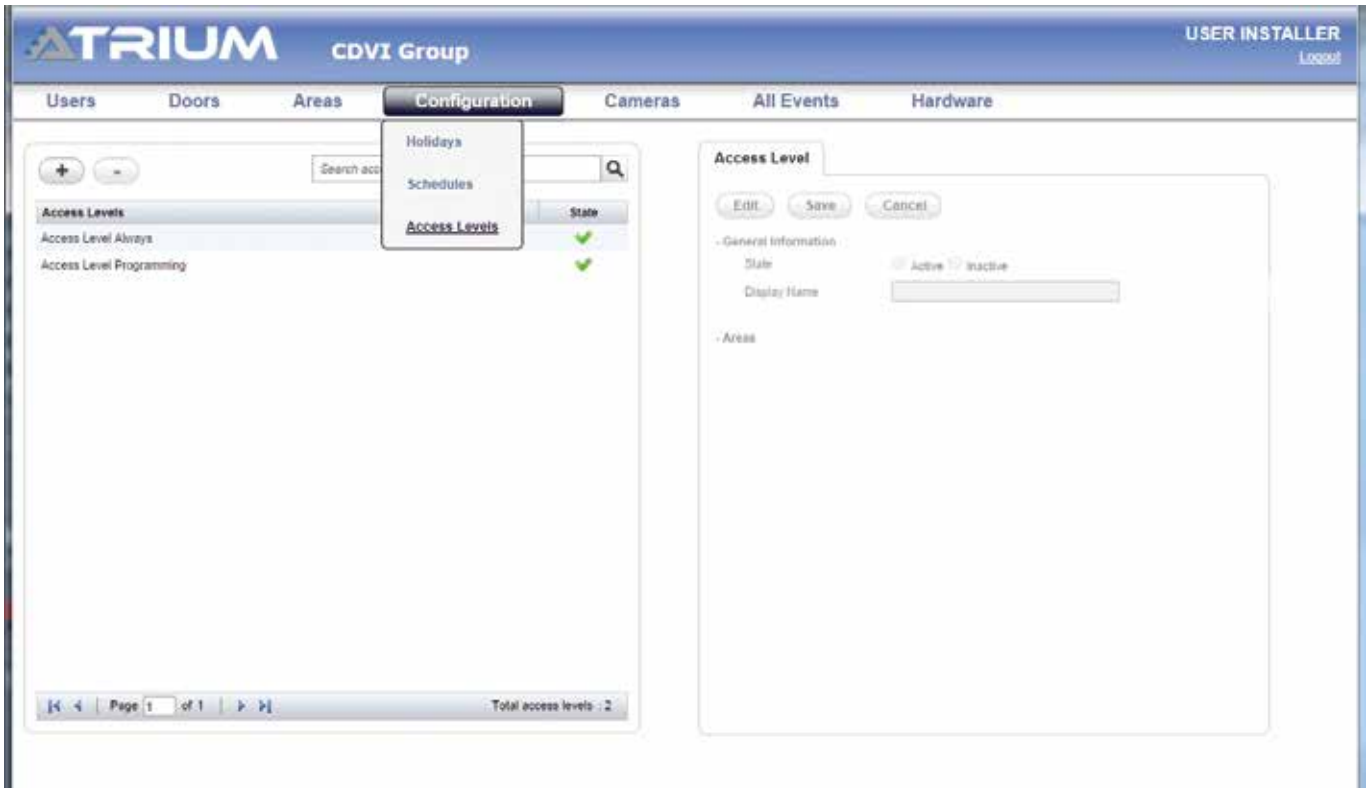
### • MANAGE SCHEDULES



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• **MANAGE ACCESS LEVELS**



• **CONFIGURE CAMERAS**





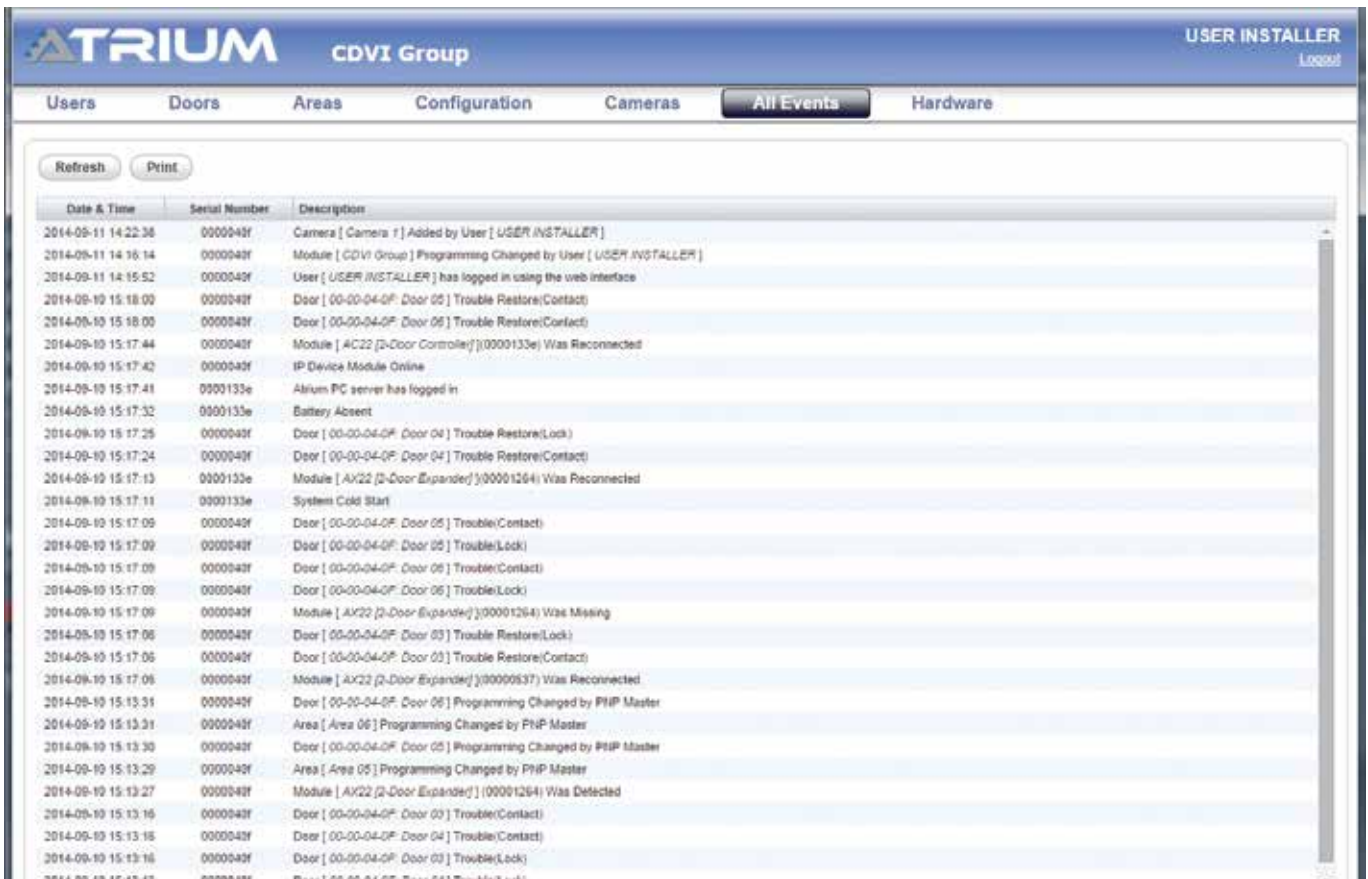
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## Web Access Quick Start Guide

• ADD AND CONFIGURE MODULES



• VIEW SYSTEM EVENTS



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#	User Name	Card or PIN number
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#	User Name	Card or PIN number
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**Reference : G0301EN0413V04**  
**Extranet : EXE-CDVI\_IM ATRIUM WEB CMYK A4 EN 04**



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