

How to Use Shared Codes, Emergency Codes, Set Door Modes, and Special Days

Shared Access Code

1. Click Access > Shared Access Code

The screenshot shows the DEFENDAS Access Control interface. The top navigation bar includes 'Home', 'Monitor', 'Access', 'Config', 'Admin', 'Back', and 'Forward'. The 'Access' menu is open, and 'Shared Access Codes' is highlighted. The main content area displays a table of access events and a sidebar with 'Next Backup' and 'Last Backup' information.

			User	Source	Controller	Location	Photo
	12/10/2025 02:44:21 PM	Successful Sign In	Admin Admin (admin)	Defendas COI	Defendas COI	COI	
	12/10/2025 12:02:15 PM	Reader Power Cycled		PrimaryBackDoor - Reader	Defendas COI		
	12/10/2025 12:02:15 PM	Reader Online		PrimaryBackDoor - Reader	Defendas COI		
	12/10/2025 12:02:08 PM	Reader Offline		PrimaryBackDoor - Reader	Defendas COI		
	12/10/2025 11:52:24 AM	Door Mode: Card or PIN		MusterTest	Defendas COI		

2. Click Create

The screenshot shows the 'Create' form for Shared Access Codes. The top navigation bar includes 'Monitor', 'Access', 'Config', 'Admin', 'Back', 'Forward', 'Create', 'Save', and 'Cancel'. The 'Create' button is highlighted. The form has a 'Name' field and a list of items. The message 'No items are selected' is displayed.

3. Enter all required information and click **Save** at the top to finalize the changes. Ensure that the correct **Access Levels** are selected for the shared code.

Note: It is recommended to use **Access Levels** instead of **Door Access**, as backup and restore procedures do not retain door access permissions.

The image shows two screenshots of the DEFENDAS web interface. The top screenshot displays the 'Shared Access Codes' configuration page. The bottom screenshot shows the same page with an 'Available Access Levels' dialog box open, which is used to select access levels for the shared code.

Top Screenshot: Shared Access Codes Configuration

- Name:** SharedCode
- PIN:** 7894 (with a 'Create New' button)
- Enabled:** ☒
- Valid From:** 12/10/2025 (with a calendar icon)
- Valid To:** 00:00 (with a clock icon)
- Until Further Notice:** ☒
- Usage Limit:** Usage Limit (with a dropdown arrow)

Bottom Screenshot: Available Access Levels Dialog

The dialog box is titled 'Available Access Levels' and contains a search bar and a list of access levels. A red arrow points to the 'Add' button in the 'Access Levels' table of the background page.

Access Levels	Name
<input checked="" type="checkbox"/>	9-6 AccessLevel
<input type="checkbox"/>	9-6 Weekends AccessLevel

The dialog box also includes a search bar, a list of access levels, and a pagination control at the bottom showing '<< 1 / 1 >>'. The 'OK' and 'Cancel' buttons are at the bottom right of the dialog.

- Once the shared code is saved, the left-panel list will populate with the name of the newly created shared code.

The screenshot shows the DEFENDAS interface for configuring a shared access code. The left sidebar lists the codes, with 'SharedCode' selected. The main panel displays the configuration form for this code.

Configuration Form:

- Name:** SharedCode
- PIN:** [Masked PIN] [Create New]
- Enabled:** ☒
- Valid From:** 12/10/2025 [Time: 00:00]
- Usage Limit:** ☒ Until Further Notice [Usage Limit: 1]
- Description:** [Empty text area]
- Access Rights:** [Empty list]

Emergency Codes

- Click **Access > Emergency Codes**

The screenshot shows the DEFENDAS interface with the 'Access' menu open. The 'Emergency Codes' option is highlighted with a red box and a red circle. The background shows a dashboard with various widgets and a table of access events.

Access Control Menu:

- Users
- Shared Access Codes
- Emergency Codes**
- Access Levels
- Schedules
- Door Mode Schedules
- Special Days
- Multi-User Access

Access Events Table:

			User	Source	Controller	Location	Photo
	12/10/2025 02:44:21 PM	Successful Sign In	Admin Admin (admin)	Defendas COI	Defendas COI	COI	
	12/10/2025 12:02:15 PM	Reader Power Cycled		PrimaryBackDoor - Reader	Defendas COI		
	12/10/2025 12:02:15 PM	Reader Online		PrimaryBackDoor - Reader	Defendas COI		
	12/10/2025 12:02:08 PM	Reader Offline		PrimaryBackDoor - Reader	Defendas COI		
	12/10/2025 11:52:24 AM	Door Mode: Card or PIN		MusterTest	Defendas COI		

6. Using the same process as with a shared code, enter all required information, select the correct Access Levels, and click **Save** at the top.

DEFENDAS
Welcome, admin.

12/10/2025 03:20 PM Lockdown Clear Lockdown 4 249 Home Layouts Menu

Emergency Codes Monitor Access Config Admin Back Forward Create Save Cancel

Expand All Collapse All

Identification

Name EmergencyCode X

PIN 7899 Create New

☒ Enabled

Description

Access Rights

Access Levels

Name
9-6 AccessLevel

Add Remove

Door Mode Schedules

7. Click **Access > Door Mode Schedules**

DEFENDAS
Welcome, admin.

12/10/2025 03:21 PM Lockdown Clear Lockdown 4 249 Home Layouts Menu

Home Monitor Access Config Admin Back Forward

Access Control

- Users
- Shared Access Codes
- Emergency Codes
- Access Levels
- Schedules
- Door Mode Schedules**
- Special Days
- Multi-User Access

our 3 doors are online.

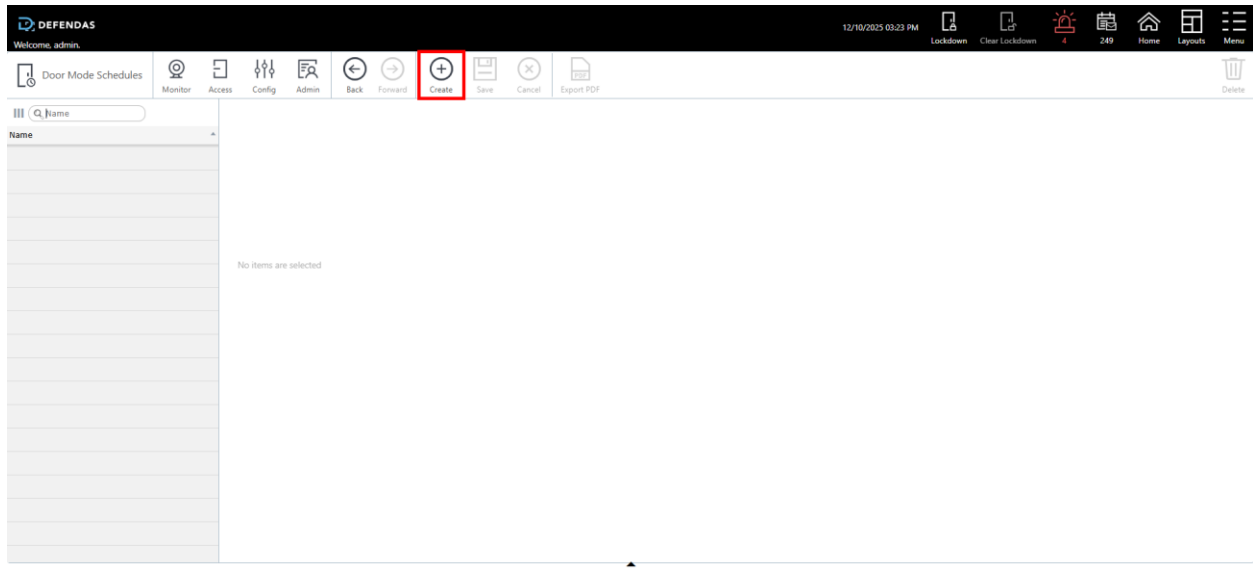
Next Backup 12/11/2025 12:00:00 AM

Last Backup 12/10/2025 09:56:38 AM

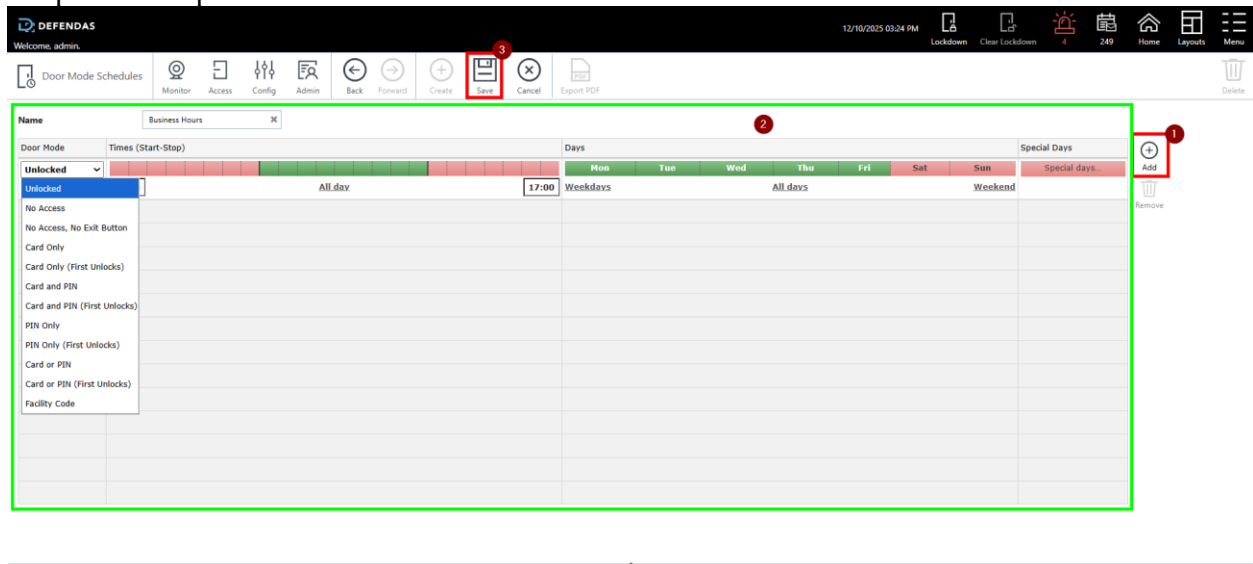
Active Web Clients 1

			User	Source	Controller	Location	Photo
	12/10/2025 02:44:21 PM	Successful Sign In	Admin Admin (admin)	Defendas COI	Defendas COI	COI	
	12/10/2025 12:02:15 PM	Reader Power Cycled		PrimaryBackDoor - Reader	Defendas COI		
	12/10/2025 12:02:15 PM	Reader Online		PrimaryBackDoor - Reader	Defendas COI		
	12/10/2025 12:02:08 PM	Reader Offline		PrimaryBackDoor - Reader	Defendas COI		
	12/10/2025 11:52:24 AM	Door Mode: Card or PIN		MusterTest	Defendas COI		

8. Click Create

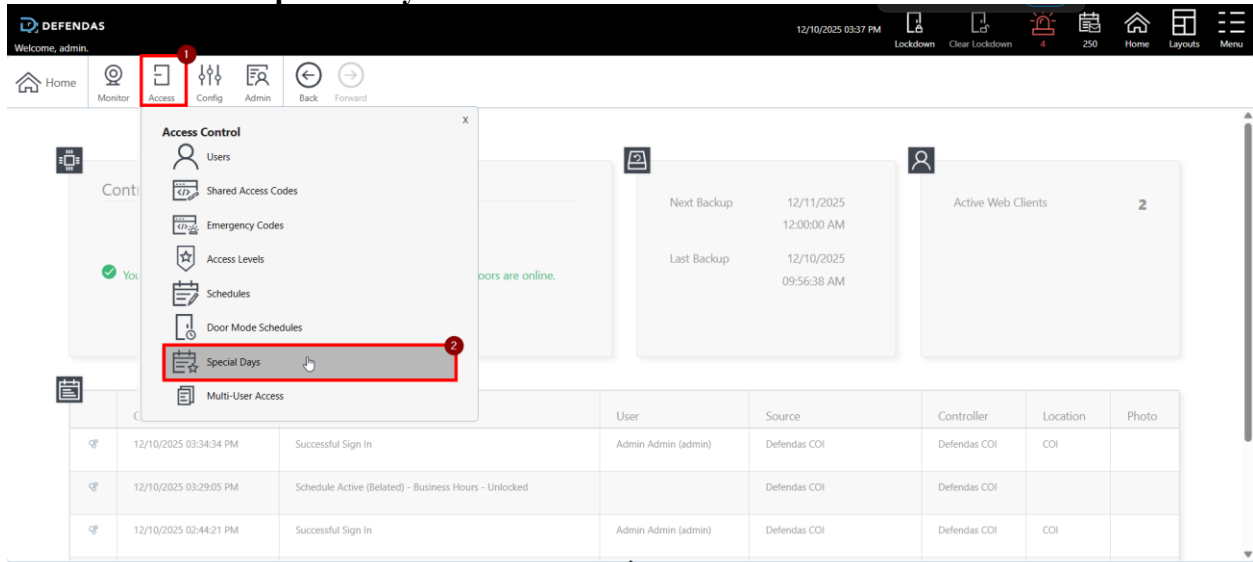


9. Click **Add**, then adjust the information on the left to configure the desired door mode. In the example, the door mode is set to remain open (**Unlocked**) during business hours (8 AM–5 PM). To select a different mode, expand the drop-down list on the left and choose the preferred option.



Special Days

10. Click Access > Special Days



11. Define names for each special day type if needed. A total of eight special day types are available. In the example, only the first type is defined as **HolidayTest**, which can be used for all office holidays within a year, allowing a single special day type to cover all annual holidays (1). Next, select the special day type to be applied on the calendar. If the date should repeat every year, enable **Set As Repeating** to avoid re-entering the same date in future years (2). Click the desired dates, and the corresponding color will highlight each selected date. For dates set to repeat annually, an **R** will appear in the top-right corner. Click **Save** to finalize the changes.

