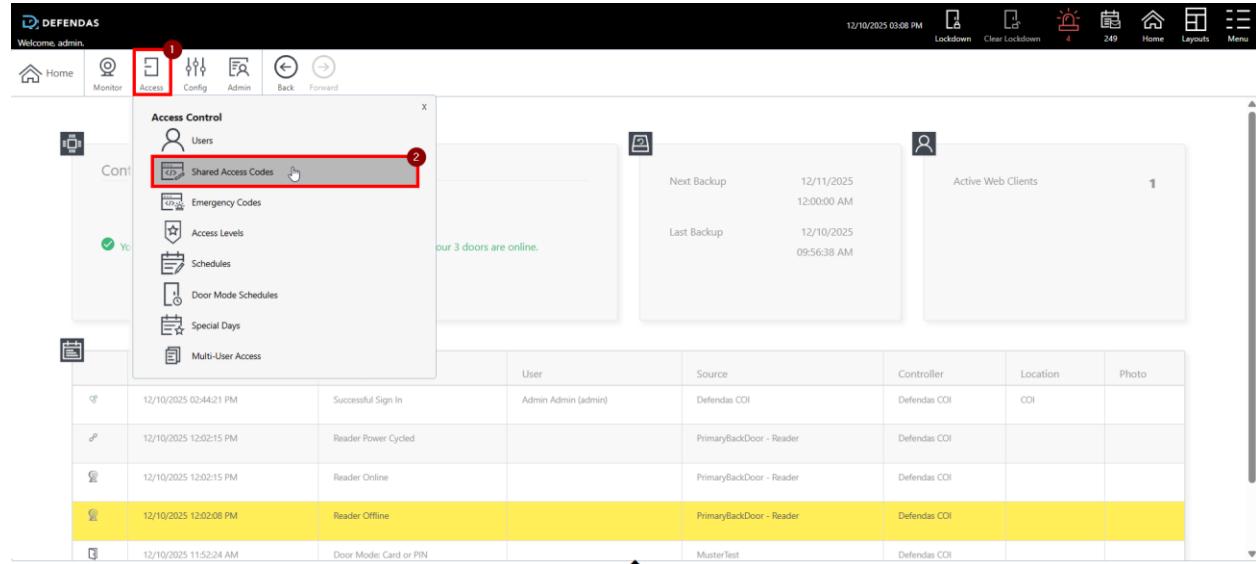


How to Use Shared Codes, Emergency Codes, Set Door Modes, and Special Days

Shared Access Code

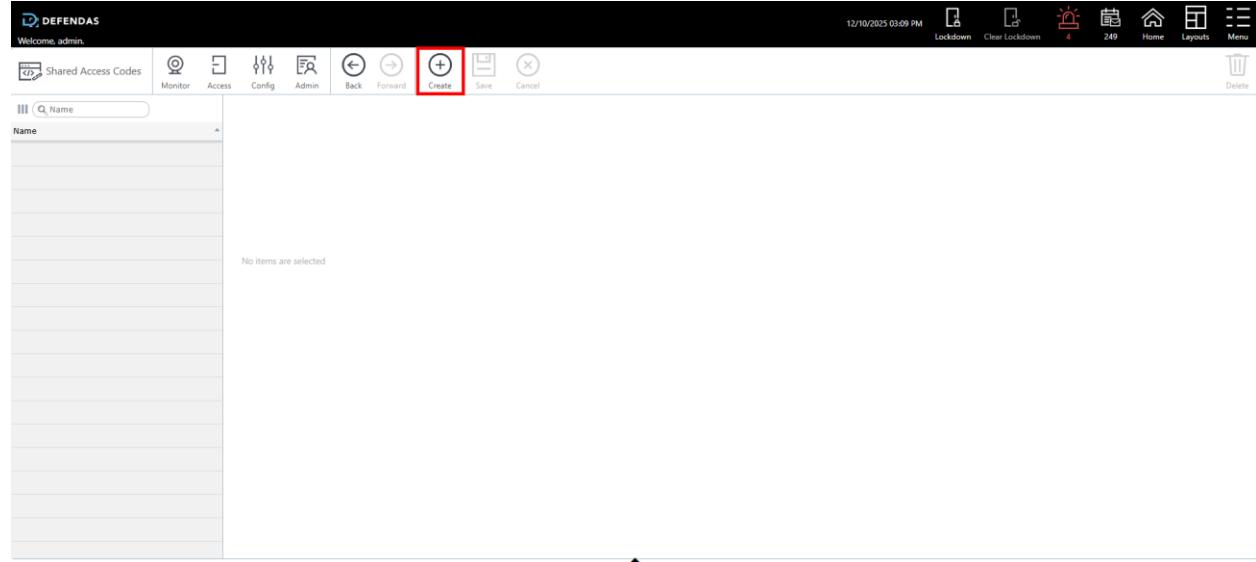
1. Click Access > Shared Access Code



The screenshot shows the DEFENDAS software interface. The top navigation bar includes 'DEFENDAS', 'Welcome, admin.', and various system status indicators. The main menu bar has 'Home', 'Monitor', 'Access' (which is highlighted with a red box and a circled '1'), 'Config', 'Admin', 'Back', and 'Forward'. The left sidebar has 'Access Control' with a 'Users' section and a 'Shared Access Codes' option highlighted with a red box and circled '2'. Below the sidebar is a message: 'our 3 doors are online.' To the right of the sidebar are three cards: 'Next Backup' (12/11/2025, 12:00:00 AM), 'Last Backup' (12/10/2025, 09:56:38 AM), and 'Active Web Clients' (1). The main content area shows a table of access logs:

	Date	Action	User	Source	Controller	Location	Photo
1	12/10/2025 02:44:21 PM	Successful Sign In	Admin Admin (admin)	Defendas COI	Defendas COI	COI	
2	12/10/2025 12:02:15 PM	Reader Power Cycled		PrimaryBackDoor - Reader	Defendas COI		
3	12/10/2025 12:02:15 PM	Reader Online		PrimaryBackDoor - Reader	Defendas COI		
4	12/10/2025 12:02:08 PM	Reader Offline		PrimaryBackDoor - Reader	Defendas COI		
5	12/10/2025 11:52:24 AM	Door Mode: Card or PIN		MasterTest	Defendas COI		

2. Click Create

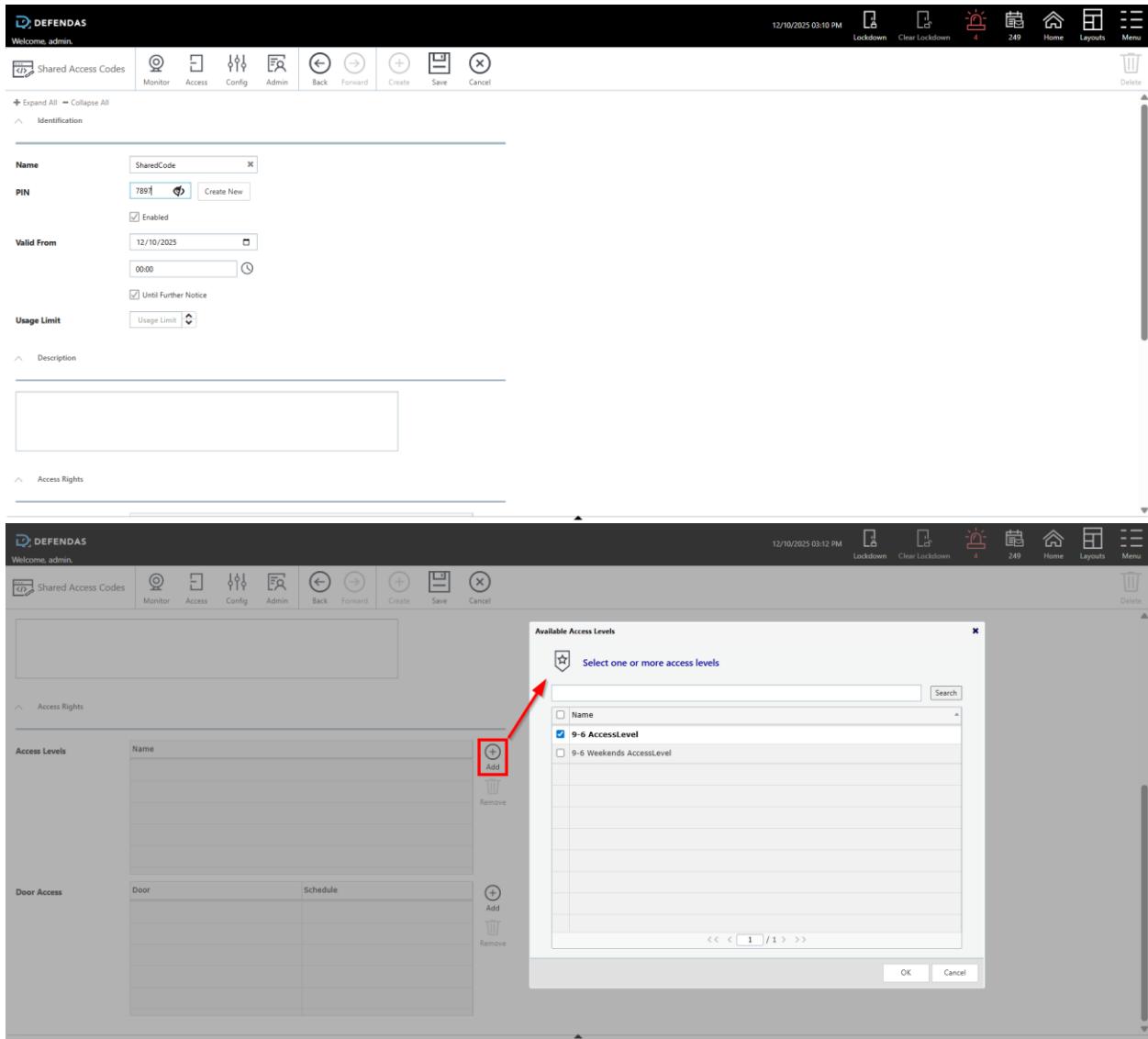


The screenshot shows the 'Shared Access Codes' creation screen. The top navigation bar and menu bar are identical to the previous screenshot. The left sidebar has 'Shared Access Codes' selected. The main content area has a 'Create' button highlighted with a red box and circled '1'. The table below is empty, showing 'No items are selected'.

Name
No items are selected

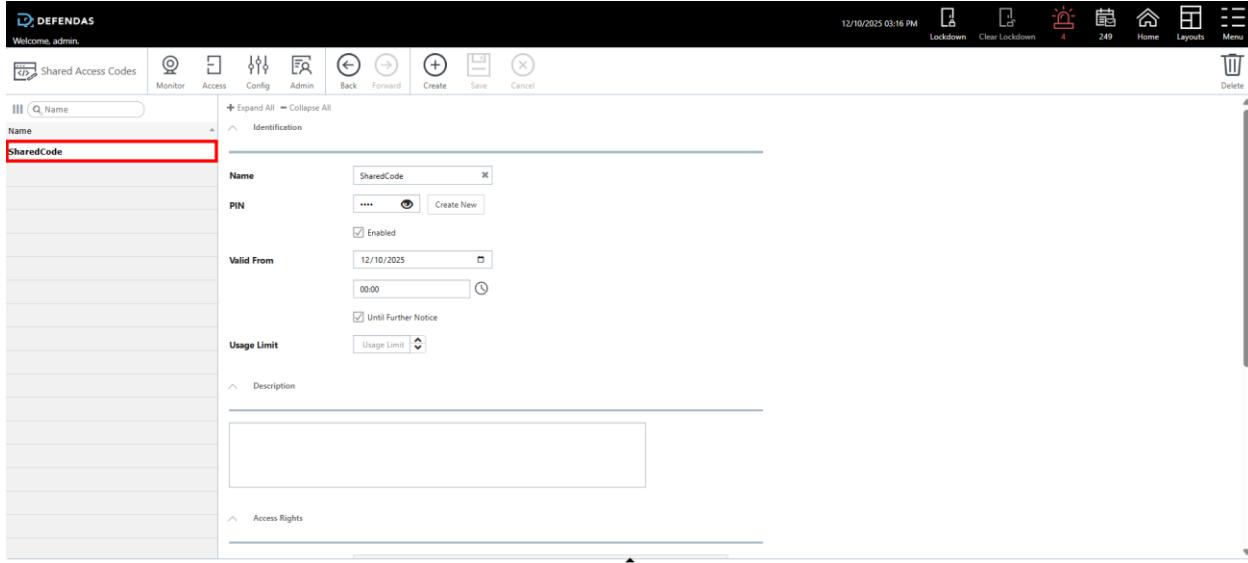
3. Enter all required information and click **Save** at the top to finalize the changes. Ensure that the correct **Access Levels** are selected for the shared code.

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



The screenshot shows two instances of the DEFENDAS software interface. The top instance is for creating a 'Shared Access Codes' entry. It includes fields for Name (SharedCode), PIN (789), Valid From (12/10/2025, 00:00), and Usage Limit. The bottom instance shows the 'Access Levels' selection dialog, which lists '9-6 AccessLevel' (selected) and '9-6 Weekends AccessLevel'. A red arrow points to the '+' button in the Access Levels list on the left, indicating where to click to add an access level.

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

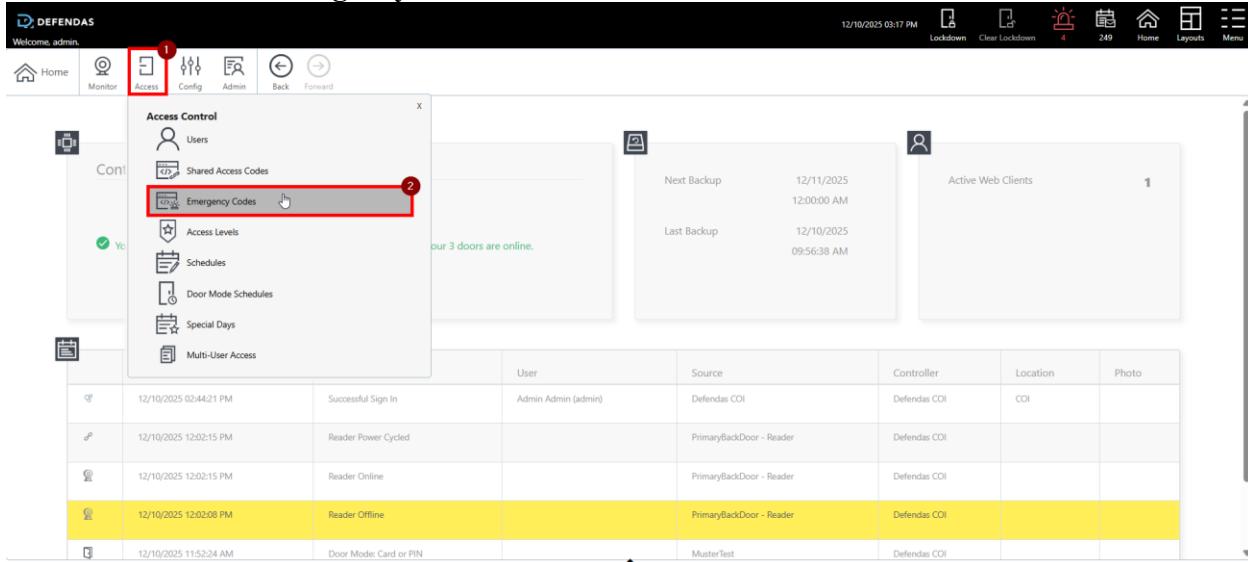


The screenshot shows the 'Shared Access Codes' configuration screen. A new code named 'SharedCode' has been created and is listed in the table on the left. The 'Name' field is highlighted with a red box.

Name	PIN	Valid From	Usage Limit
SharedCode	...	12/10/2025	Usage Limit

Emergency Codes

5. Click Access > Emergency Codes



The screenshot shows the 'Access' tab selected. A sub-menu on the left has 'Emergency Codes' highlighted with a red box and a mouse cursor. The main panel displays a table of access logs and a summary of system status.

User	Source	Controller	Location	Photo
12/10/2025 02:44:21 PM	Successful Sign In	Admin Admin (admin)	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

System status summary:

- Next Backup: 12/11/2025 12:00:00 AM
- Last Backup: 12/10/2025 09:56:38 AM
- Active Web Clients: 1

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 249 Home Layouts Menu

Emergency Codes

Monitor Access Config Admin Back Forward Create Save Cancel

Name: EmergencyCode

PIN: 7899

Enabled:

Description:

Access Rights

Access Levels	Name	Add	Remove
9-6 AccessLevel			

Door Mode Schedules

7. Click Access > Door Mode Schedules

DEFENDAS

Welcome, admin.

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

Home Monitor Access Config Admin Back Forward

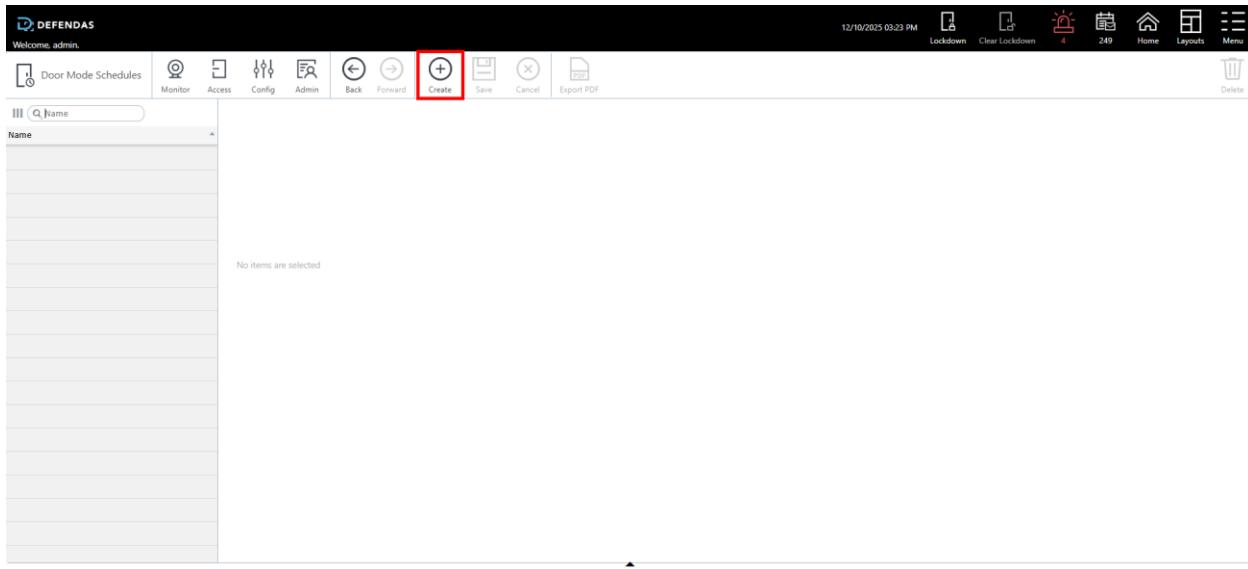
Access Control

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

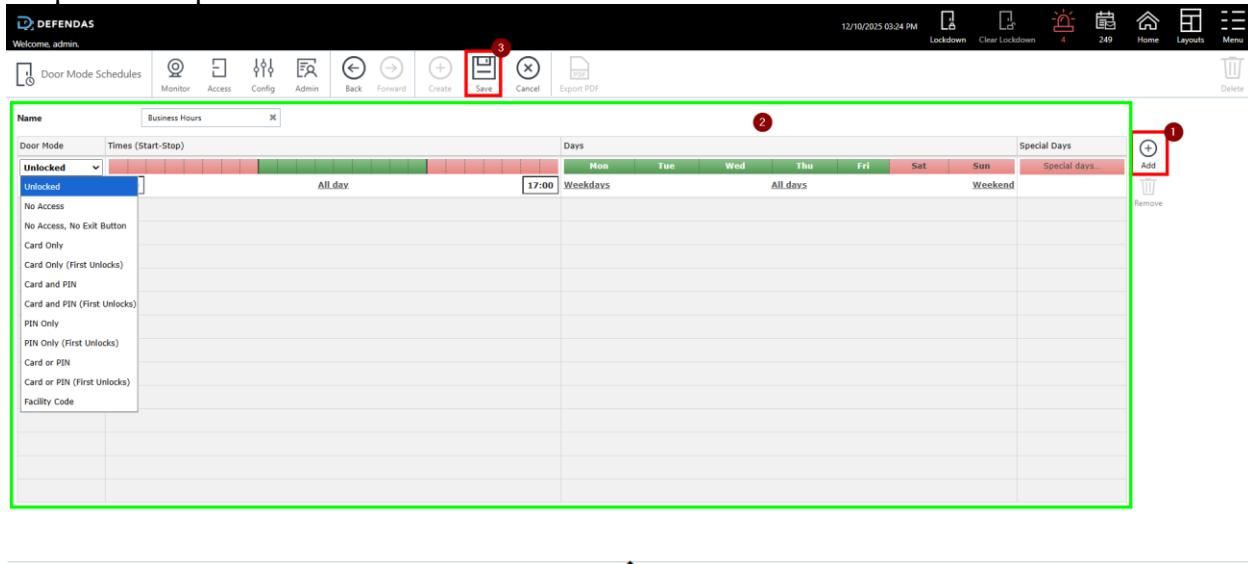
3 doors are online.

	User	Source	Controller	Location	Photo
12/10/2025 02:44:21 PM	Successful Sign In	Admin Admin (admin)	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

The screenshot shows the Defendas software interface. At the top, there is a navigation bar with icons for Home, Monitor, Access (which is highlighted with a red box and a question mark icon), Config, Admin, Back, and Forward. The main area is titled 'Access Control' and contains several sub-options: Users, Shared Access Codes, Emergency Codes, Access Levels, Schedules, Door Mode Schedules, and Special Days (which is also highlighted with a red box and a question mark icon). Below this is a list of recent events:

Date	Event	User	Source	Controller	Location	Photo
12/10/2025 03:34:34 PM	Successful Sign In	Admin Admin (admin)	Defendas COI	Defendas COI	COI	
12/10/2025 03:29:05 PM	Schedule Active (Belated) - Business Hours - Unlocked		Defendas COI	Defendas COI		
12/10/2025 02:44:21 PM	Successful Sign In	Admin Admin (admin)	Defendas COI	Defendas COI	COI	

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.

The screenshot shows the Defendas software interface for managing special days. At the top, there is a navigation bar with icons for Home, Monitor, Access (highlighted with a red box and a question mark icon), Config, Admin, Back, Forward, and a search bar. The main area is titled 'Special Day Types' and shows a list of eight types: HolidayTest, Type 2, Type 3, Type 4, Type 5, Type 6, Type 7, and Type 8. The 'HolidayTest' row is selected, indicated by a red box and a question mark icon. Below this is a 'Select Special Day Type' dropdown menu with 'HolidayTest' selected (indicated by a red box and a question mark icon) and a 'Set As Repeating' checkbox. The bottom half of the screen shows a calendar for the years 2024 through 2028. The month of January is displayed, with specific dates highlighted in red to indicate selected dates for the 'HolidayTest' special day type. A red box and a question mark icon are placed on the calendar grid.