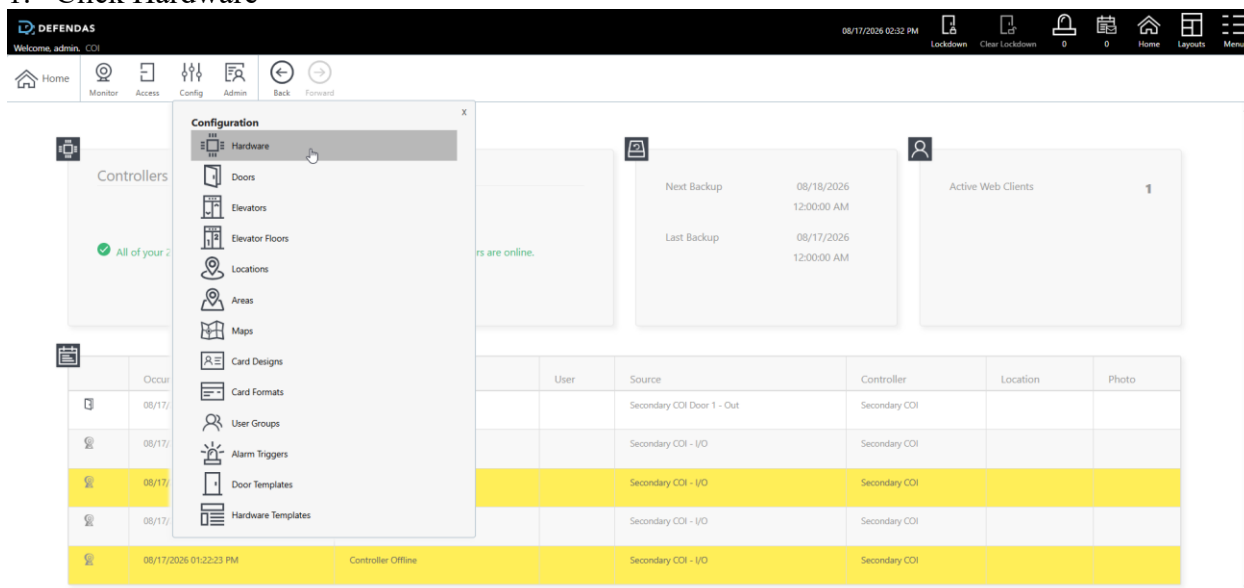
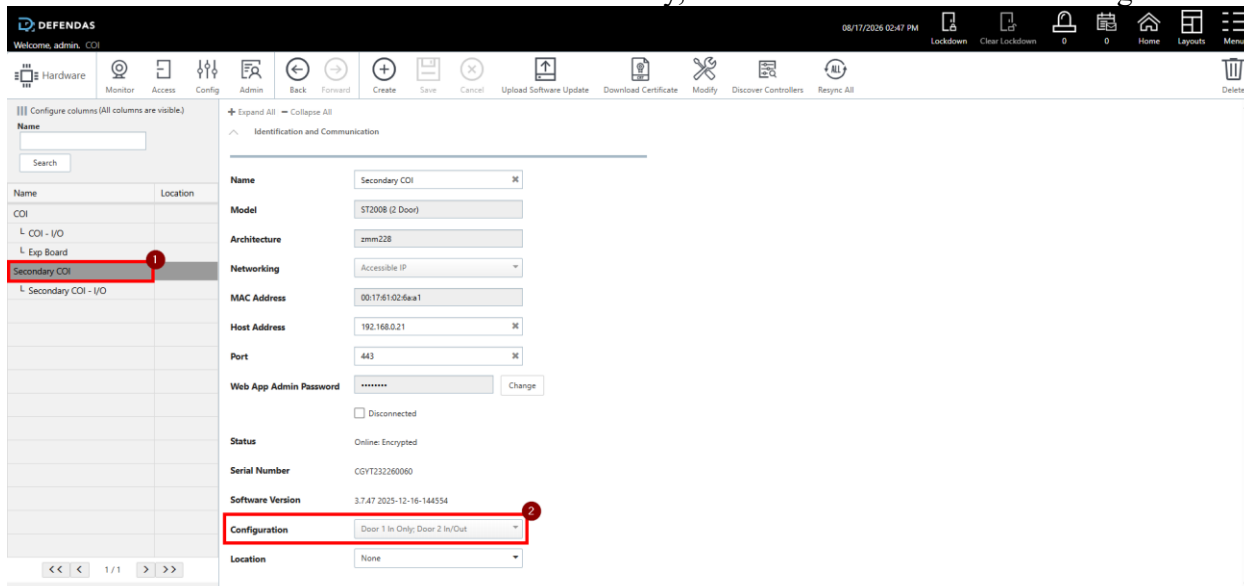


Changing IN and Out Doors

1. Click Hardware

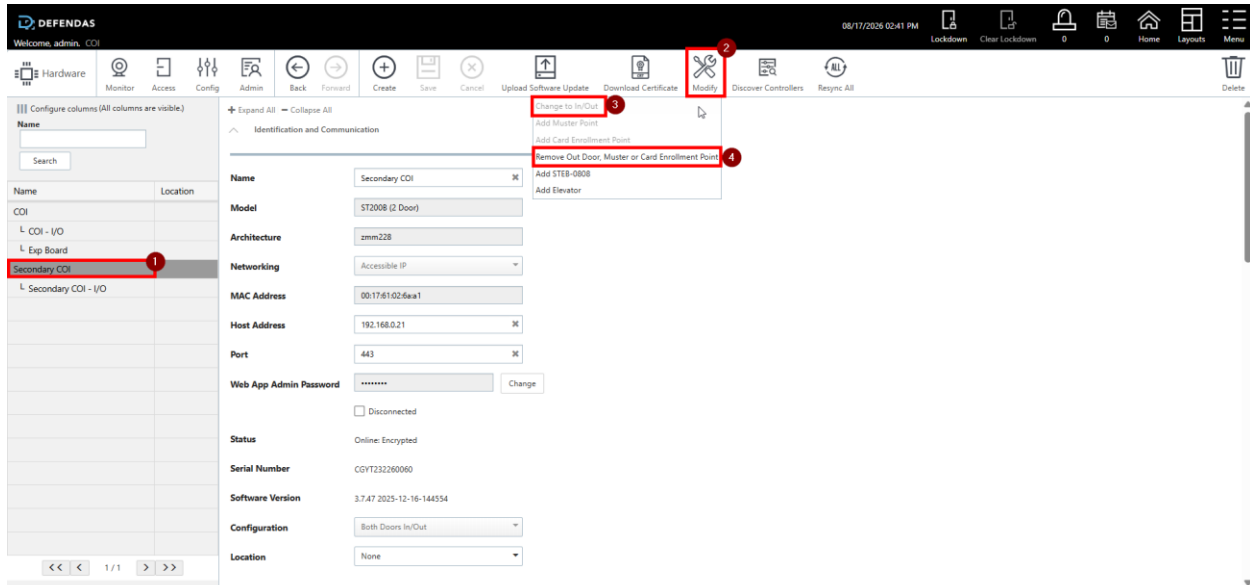


2. After selecting the proper access control, the related information displays on the right column. Check under Configuration, which will state, “Door 1 In Only; Door 2 In/Out”. This indicates the controller has Door 1 set to In Only, while Door 2 has an In/Out configuration.

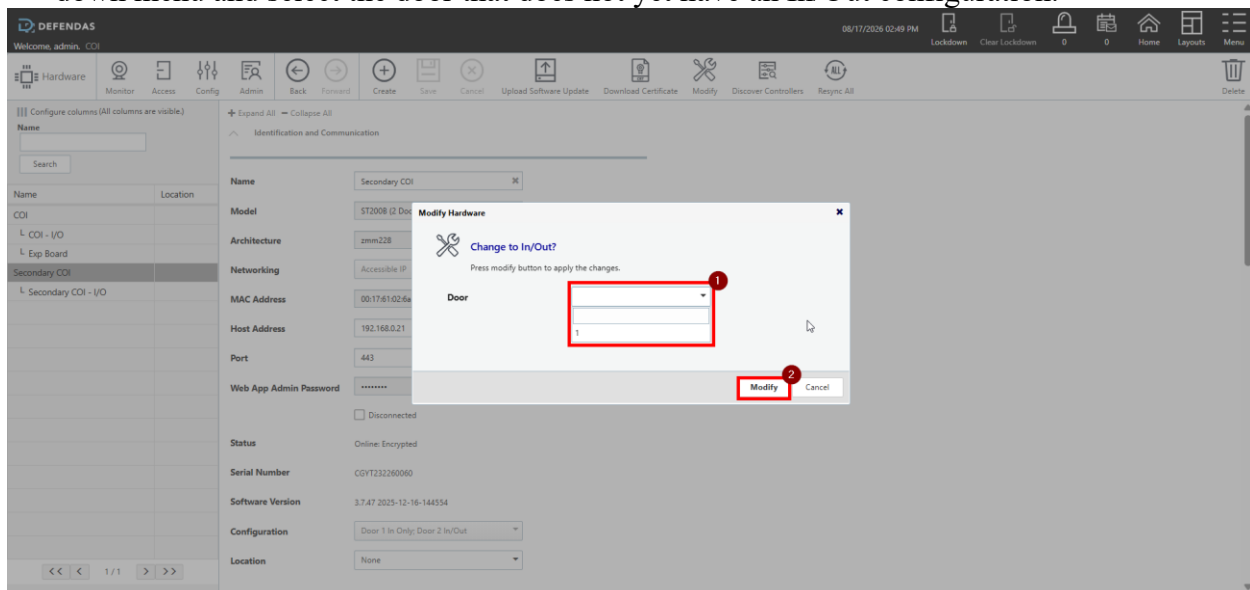


3. Select the proper access control on the left column to display the details on the right, then select Modify.

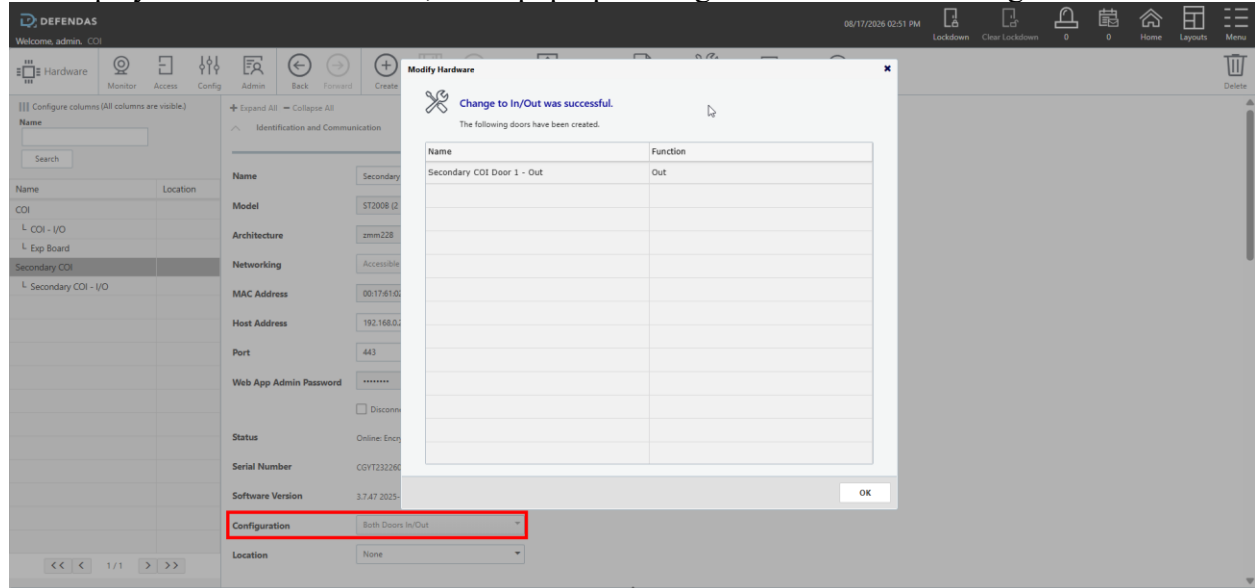
Note: Option #3 'Change to In/Out' updates the current In-only door to an In/Out door configuration. Option #4 'Remove Out Door, Muster or Card Enrollment Point' reverts the configuration to an In-only door or removes the muster/card enrollment setup, which is not the current focus.



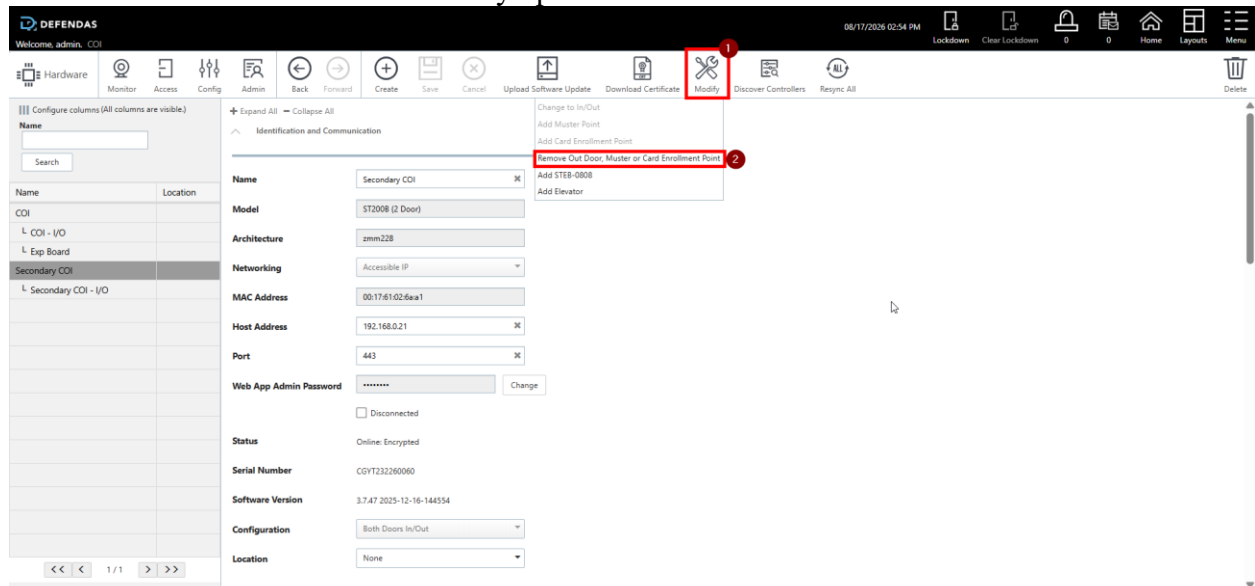
4. To change the door configuration to In/Out, select “Change to In/Out”. Expand the drop-down menu and select the door that does not yet have an In/Out configuration.



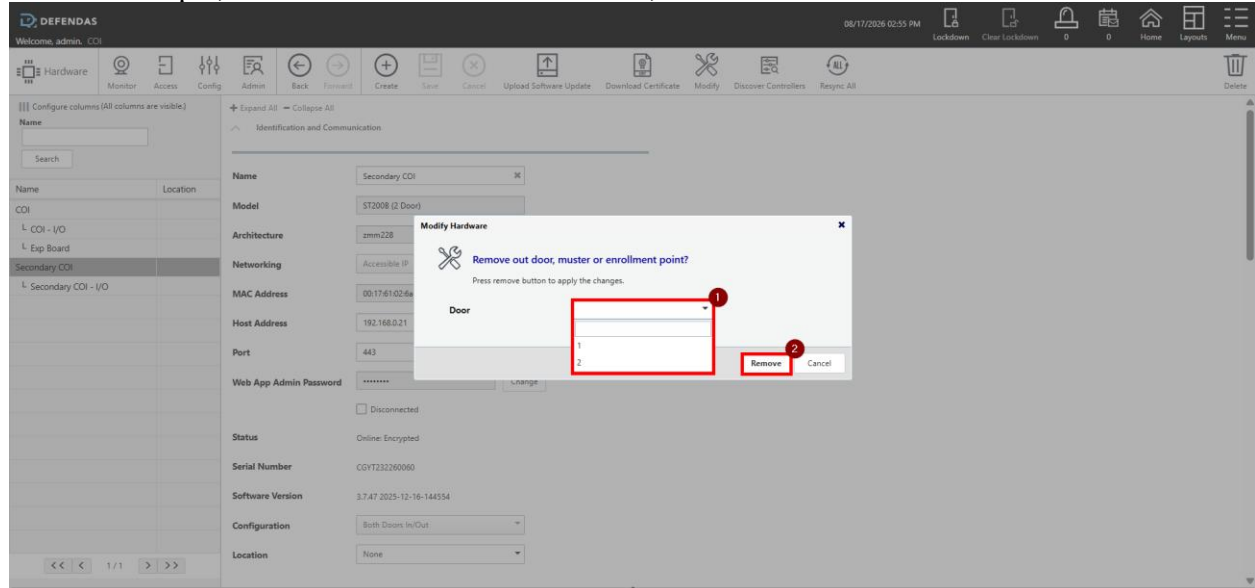
5. After clicking Modify, the door configuration updates. The Configuration section will now display “Both Doors In/Out”, and a pop-up message will confirm the changes.



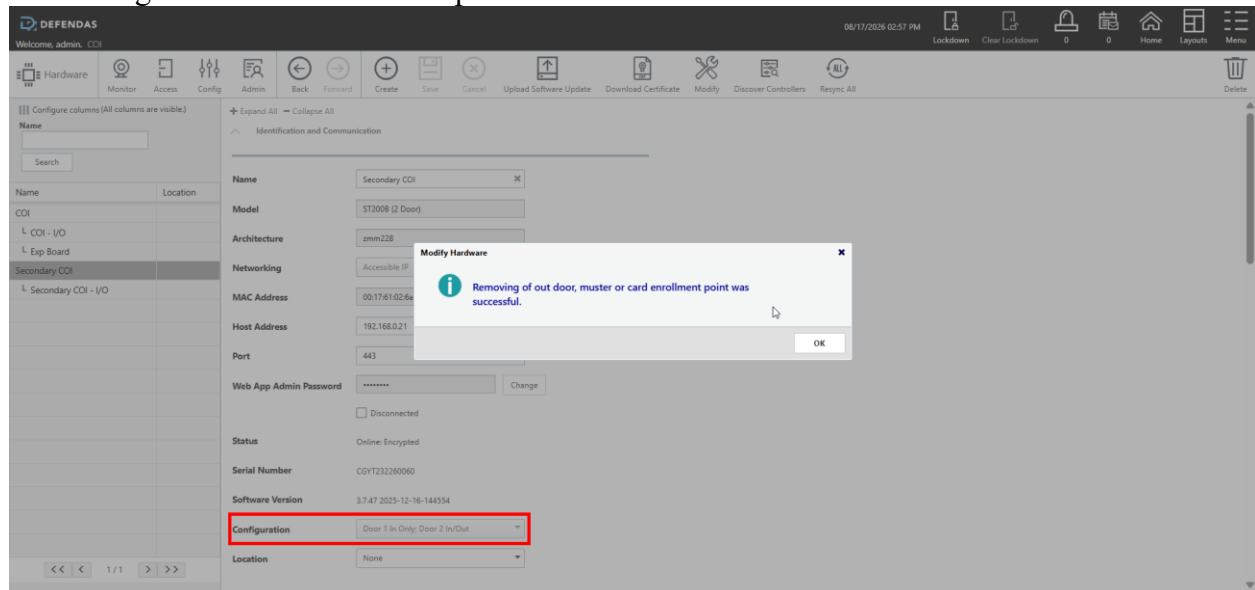
6. Similarly, to remove an Out door configuration, select “Remove Out Door, Muster or Card Enrollment Point” from the Modify options.



7. When both doors are set to In/Out, specify which door needs the Out configuration removed. For example, Door 1 is In while Door 3 is Out, and Door 2 is In while Door 4 is Out.



8. Once the Out door is removed, the Configuration section reflects the updates, and a pop-up message confirms the removal process was successful.



9. This alternative view displays which In or Out doors are assigned to specific readers.

DEFENDAS
Welcome, admin. COI

06/17/2020 03:00 PM Lockdown Clear Lockdown 0 0 Home Layouts Menu

Hardware Monitor Access Config Admin Back Forward Create Save Cancel Upload Software Update Download Certificate Modify Discover Controllers Resync All Delete

Configure columns (All columns are visible)
Name
Search

Name Location
COI
COI - I/O
Exp Board
Secondary COI
Secondary COI - I/O

Template Properties

Hardware Template
Apply Template
Create Hardware Template

Readers

Address	Managed By	Model	Reader Type	Keypad Type	Tamper	LED Type	Serial Port	OSDP/RS-485 Addr.
READER1	Secondary COI Door 1	Custom	Data0/Data1 (Wi...	Auto		1-Wire (Green)		
READER2	Secondary COI Door 2	Custom	Data0/Data1 (Wi...	Auto		1-Wire (Green)		
READER3	Secondary COI Door 1 - Out	Custom	Data0/Data1 (Wi...	Auto		1-Wire (Green)		
READER4	Secondary COI Door 2 - Out	Custom	Data0/Data1 (Wi...	Auto		1-Wire (Green)		

Inputs

Address	Name	Enabled	Normally Open	Function	Managed By	Linkage Type	Schedule
AC FAIL	AC Fail	☐	☐	Power Monitor	Secondary COI		
AUX IN	Aux In	☒	☒	Not Used			
BAT FAIL	Battery Fail	☐	☐	Battery Monitor	Secondary COI		