



 **HEDSAM X**

The new-generation
access control system

Hedsam X

User manual KV 1

Get started



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KV01_HEDSAM X-WEB MANUAL v1.2_FI.

Creating Accessrights

KV02 Day and week programs:

- These "Week programs" are only used with Access levels. (Time charts are for controlling door, relays and elevators)
- First we create a "Day program" f.g 07-17
- A day program can have max 2 start and stop dates. F.g 0-7 and 17-23 on the same day.
- After this we create a "Week program" that consists of "Day programs".
- To the "Week program" we add all the days Mo-Su "Day programs" and "Public holiday" aswell.
- For "Public" holidays see manual KV5.
- "Week programs" are used to define when you can access a door or enter a lift.

KV03 Access levels:

- To the "Access level" a "Zone" can be defined. (helpful if there is a lot of doors and many buildings f.g one level per floor or building etc).
- With "Access levels" we define that with which "Week program" and to which "Doors" its allowed to enter.
- A start and stop date can be defined aswell.

KV04 Persons and Access rights:

- Here we create persons and define with which "Access card" and to which "Doors" its allowed to enter.
 - o Company, Department and Group are tools to help manage a lot of users. Helpfull with f.g searches etc. Recommended to use.
 - o We can define if the persons registrations tell a Switchboard the status in or out.
 - o We define when the access card is valid. Start and stop date.
 - o Differerent "Zones" (a group of doors) can have different "Access levels".
 - o We create "Access cards". (Enter the cardnumber in the field) either by:
 - Writing the card number
 - Register the card in a card reader by the closest door and in this field the card number will appear as unknow because its not yet issued to anyone.
 - By connecting a USB reader to the computer and register the access card which will automatically write the card number in the field that is active.
 - Importing persons and access cards list from a CSV file.
 - o If the "Access card" is lost it can be temporarily set as "Not active" if it would be found later.

KV05 Door settings and time programs:

- In the "Open control" page a "Time chart" can be set to control the door to be open f.g. between 08-16 Mo-Fri for customers.

- Time charts are for "Doors" "Relays" and "Levels".
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KV06 Holidays:

- Holidays are always to be programmed manually. Here we define how holidays impacts the access control and the work time monitoring.

KV07 Relays:

- Can be "Doors", "Elevators" "Light steering" etc.
- A "Tme chart" can be set to control these.

KV08 Group controls (HHL):

- Here we define how the group controls work (how the access control is controlling the intrusion alarm system).
- When automatically its set to On/Off
- When the persons registered to the intrusion alarm group is emptied and the alarm is set on. (The access control calculates how many persons are in the group.. The first one to enter sets automatically the alarm OFF and the last one to exit sets it to ON) and if forced ON the list will be cleared and the alarms set to ON.
- More time before alarm ON can be "bought" f.g by registering the card in a certain time period will postpone the alarm to go ON for example 2 Hours.
- We define exceptions aswell for the holidays and special events like conference evening etc.

KV09 Group levels:

- With these we control how its allowed to Arm and Disarm the Intrusion alarm system. (Righths to put ON and or OFF and to which group.
- A "Group level" (that contains the intrusion alarm control rights) can be issued to a person.

KV10 Users:

- Here we define Users and User rights to the Hedsam X Webserver program.
- We can f.g create Users that can see but not change "Persons", "Doors", "Time programs" etc.

KV11 User settings:

- Here the persons that is logged in can change its setting f.g password, language background etc.

KV12 Filters:

- Filters can be created for a quick and easy access to information like report of who has accessed a certain door in a certain time frame. Works with a "Drag and Drop" function.
- Filters can be stored and are helpful when often searching for certain information.

KV13 Person data from CSV file:

- To import a list of persons and access cards to the program.

KV14 Scheduled tasks:

- CSV file importing can be set to be automatic to import or export data from the system.

KV15 Extra column settings:

- Here we can add rows in different menus. The data can be text or pictures.