

USER MANUAL

Mobile app



Access Control



**INDEX**

---

- Index.....	2
- Installation of the "AC Manager" application.....	2
- Home Screen.....	3
- Options menu.....	4
- Actions menu options.....	4
Add installation.....	4
Edit installation.....	4
Send installation.....	4
Get installation.....	4
Update installation.....	4
Delete installation.....	4
Ticketing (multi-access card).....	5
Visit card (one access).....	5
Link plate.....	5
Exit.....	5
- Edit installation.....	5-6
Register Master cards.....	6-7
Registering Resident cards.....	7-8
Identify cards.....	8-9
Relay time.....	9
- Send installation.....	10
- Get installation.....	11
- Update installation.....	12
- Delete installation.....	13
- Ticketing (Multi-access card).....	14
- Visit card (one access).....	15
- Link plate.....	16-17

**INSTALLATION OF THE "AC MANAGER" APPLICATION**

---

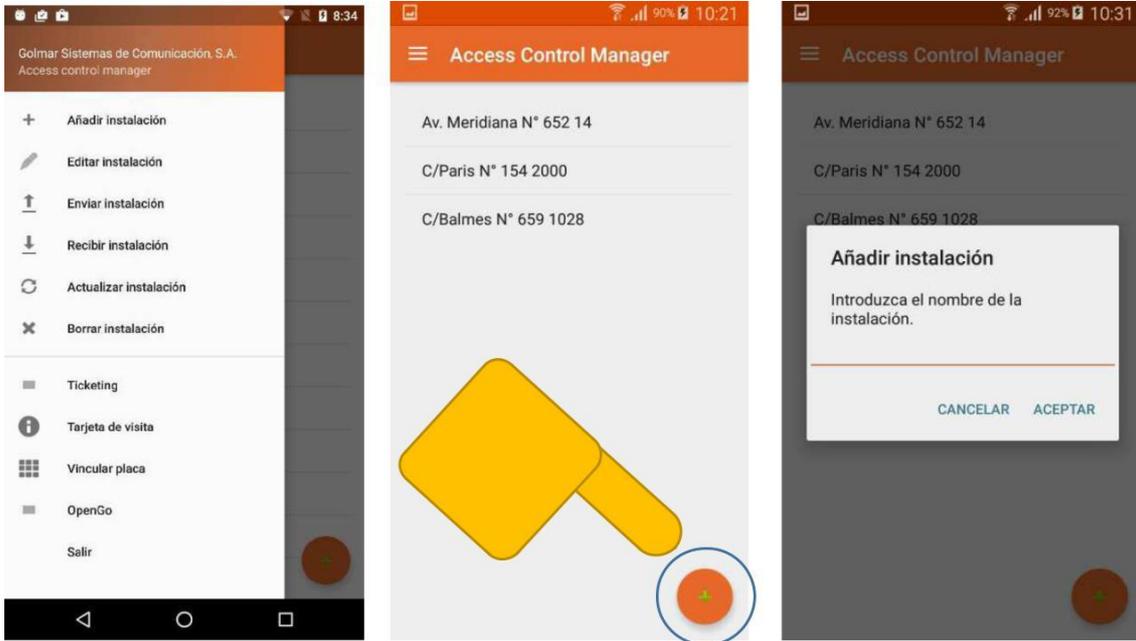
Install the application ("Access Control Manager" Golmar Communication Systems, S.A.) from "Play Store" of your Smartphone Device with NFC.

Click on the following link to install the "AC Manager" application on your mobile phone Smartphone device with NFC:

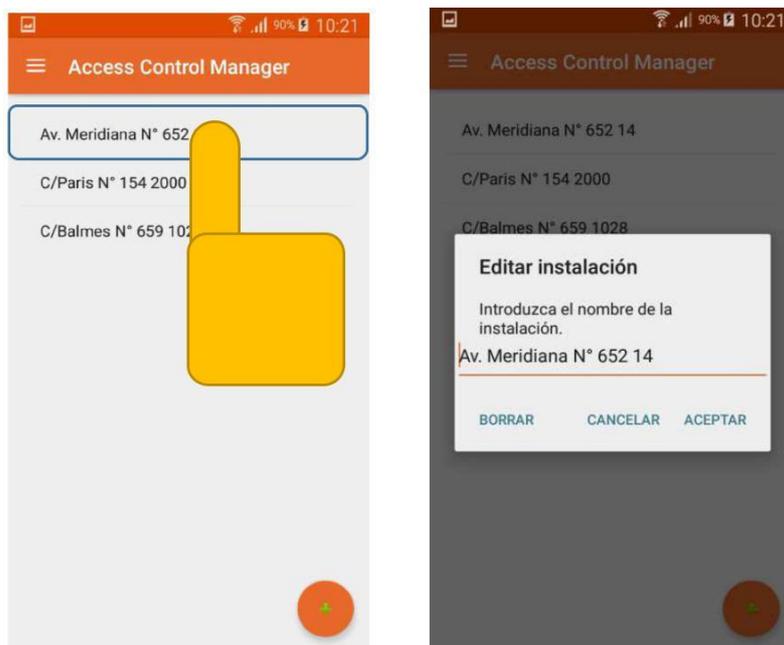
<https://play.google.com/store/apps/details?id=es.golmar.android.accesscontrollist>

## HOME SCREEN

In the initial screen the list of available facilities is shown as well as the options menu. You can also create new installations by pressing the button located in the lower right.

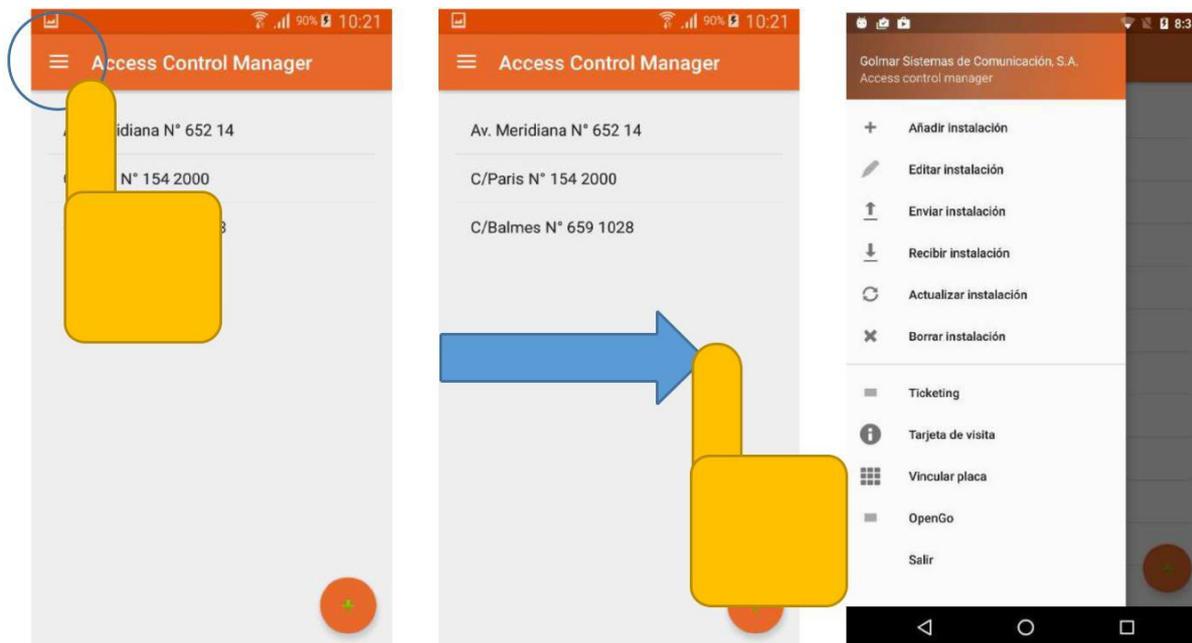


Also from the initial screen you can edit the name or delete the installation by clicking on the installation of the list as shown.



## OPTIONS MENU

To access the different options of the application you will find the side menu. To access the menu, click on the icon in the upper left or slide your finger from left to right across the screen.



## ACTIONS MENU OPTIONS

### **Add installation:**

It allows to create a new installation from the "AC Manager" application to later register new cards from the Edit installation option.

### **Edit installation:**

It allows to manage the cards of an installation, registering and deleting Master cards, Resident cards or identifying cards within the same installation.

### **Send installation:**

Start the process to send an existing installation in the "AC Manager" application to the NFC access control plate. You must press the option, select the installation of the list that is shown, bring the smartphone device to the NFC access control plate and press on the screen as many times as the application requests until the correct message is displayed.

### **Get installation:**

Start the process to receive the existing installation on the NFC access control plate to the "AC Manager" application. Press the option, bring the smartphone device closer to the plate, when a message is shown as a message is being received, then wait for the message to be completed.

### **Update installation:**

Start the process to update the data of an existing installation on the smartphone device with the existing data on the NFC access control plate.

### **Delete installation:**

Start the process to delete all the cards on the NFC access control plate. It is necessary to press the option, bring the smartphone device to the plate and press the screen so that the changes are effective.

## ACTIONS MENU OPTIONS

Continued from previous page

### **Ticketing (Multi-access card):**

It allows defining the number of accesses that a multi-access card (ticketing) can have, in the way that when the counter reaches 0 it will not have access to the site. If you have already assigned a value, it shows the remaining number of accesses.

### **Visit card (one access):**

It allows entering contact data such as name and / or phone, so that reading the card with a mobile phone with NFC will read this contact data allowing a call to the person responsible for the installation.

### **Link plate:**

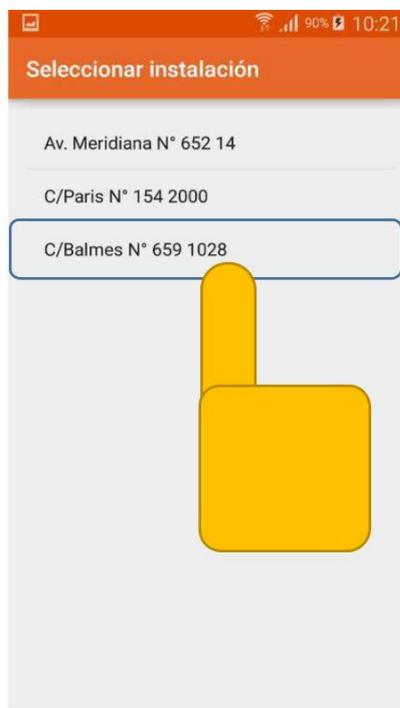
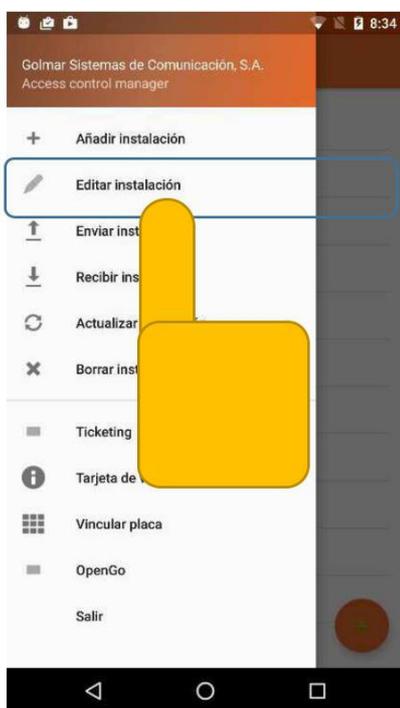
It allows to link the device with a NFC access control plate, so that once the smartphone device and the plate are linked, it allows data transfers (Send / Get / Update) with the linked plate.

### **Exit:**

Press to exit the application. A confirmation dialog will be displayed.

## EDIT INSTALLATION

To register cards in an installation, you must access Edit installation from the initial menu and select the installation you want to edit from those shown in the list of available installations.



EDIT INSTALLATION

Continued from previous page

The list of cards associated with the installation will be displayed.

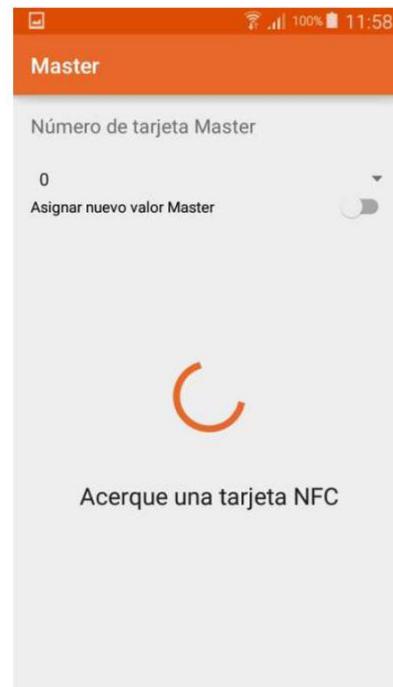


The Master cards will be shaded with light grey and the Residents will appear with the background colour. The Master card identifies the group and the Resident cards that precede it are members of that group and allow access to the site.

On the NFC access control plate, each Master card can manage the resident cards associated with the same group, thus allowing to register and withdraw cards from the same group. Through the resident cards, the group to which they belong will be allowed to enter the venue without distinction.

**Register Master cards:**

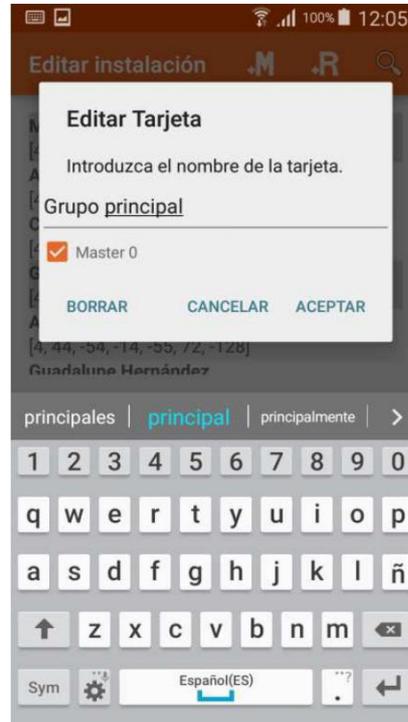
To register Master cards, click on the + M icon in the upper bar.



EDIT INSTALLATION

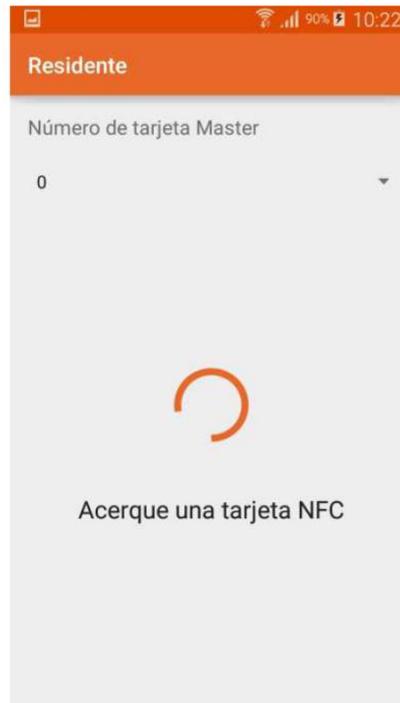
Continued from previous page

Select the Master card number by selecting from the drop-down menu, in this way different groups can be made to divide the installation according to convenience. Once the card is detected, a dialogue box will appear to rename the card if necessary. Next press Accept to save the changes.



**Registering Resident cards:**

To register Resident cards, click on the + R icon in the upper bar.



Select the Master card number by selecting from the drop-down menu, in this way the resident group will be assigned to the selected group.

EDIT INSTALLATION

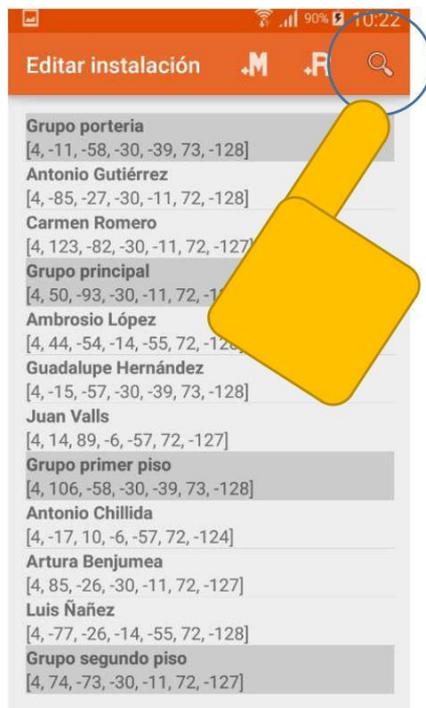
Continued from previous page

Once the card is detected, a dialogue box will appear to rename the card if necessary. Next press Accept to save the changes.



**Identify card:**

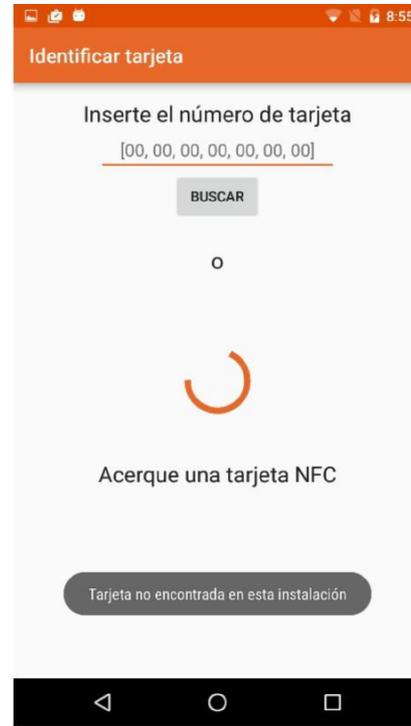
Identify card within the installation, allows selecting a card by bringing it closer to the device or by entering the identification number of the card to rename it or delete it without previously knowing who it belongs to. You must press the icon in the form of a magnifying glass to access the screen.



EDIT INSTALLATION

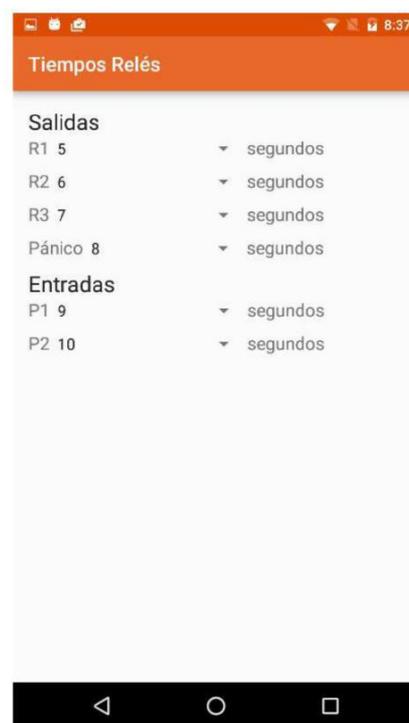
Continued from previous page

If the card exists in the installation, a dialogue box will appear with the data referring to the card, otherwise a message will be displayed indicating that it has not been found in the installation.



Relays time:

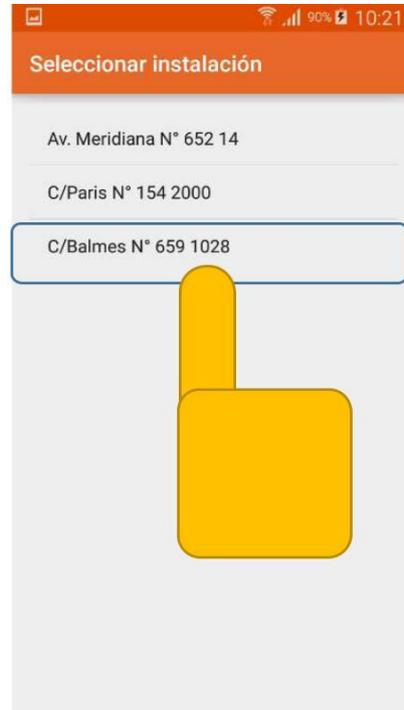
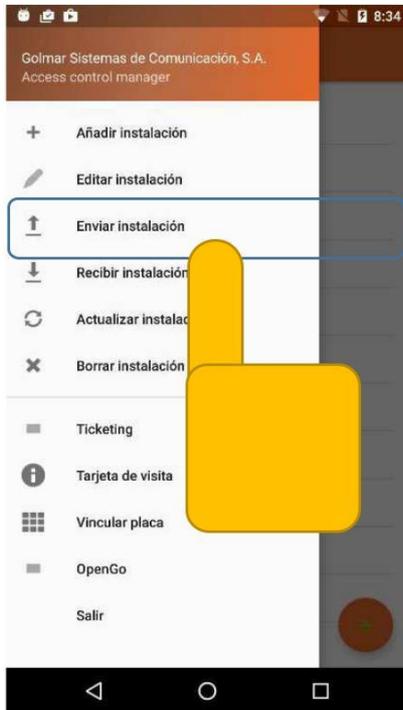
To modify the activation time of the relays, click on the three points of the menu and the action *Relays time*.



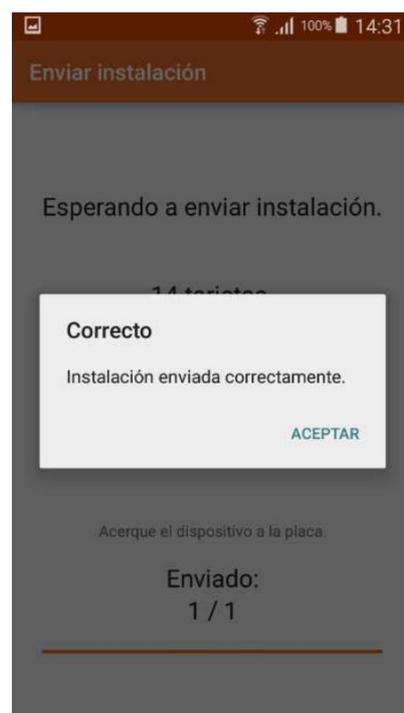
The output times of the relays R1, R2 and R3 can be modified, as well as the Panic output activated by the cards, as well as the activation times on the outputs R1 and R2 activated by the pushbuttons P1 and P2.

## SEND INSTALLATION

To register an installation on the plate from the "AC Manager" application, you must access *Send installation* from the initial menu and *Select installation* you wish to send from those shown in the list of available installations.

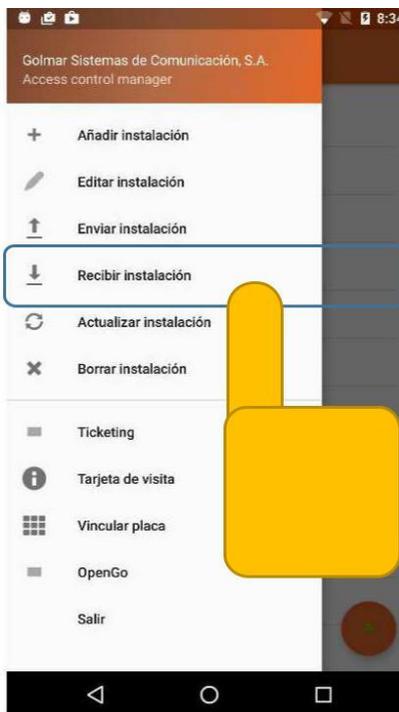


Bring the smartphone device to the plate and follow the instructions that appear on the screen. After waiting for the process to complete, it is possible that depending on the volume of cards, several screen touches must be made. The process must be repeated until the message *Correct* appears on the screen.

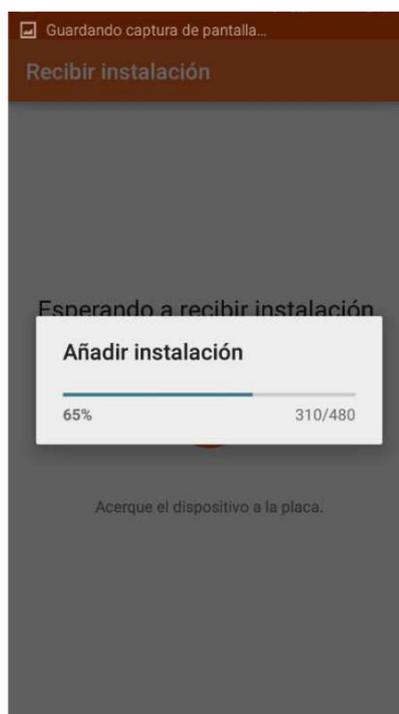


## GET INSTALLATION

To save the existing installation of the plate into the device, access the option *Get installation* from the initial menu.



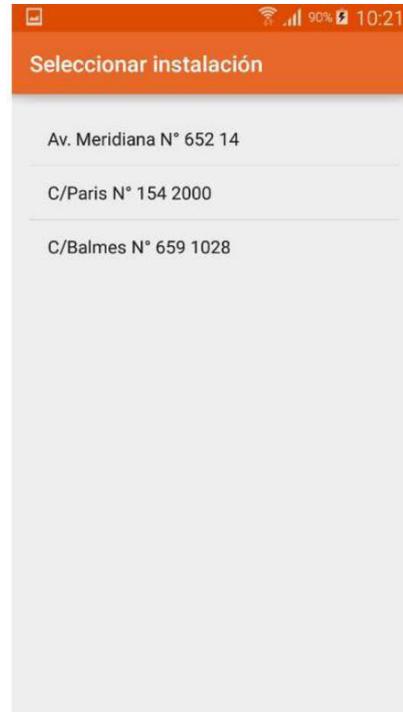
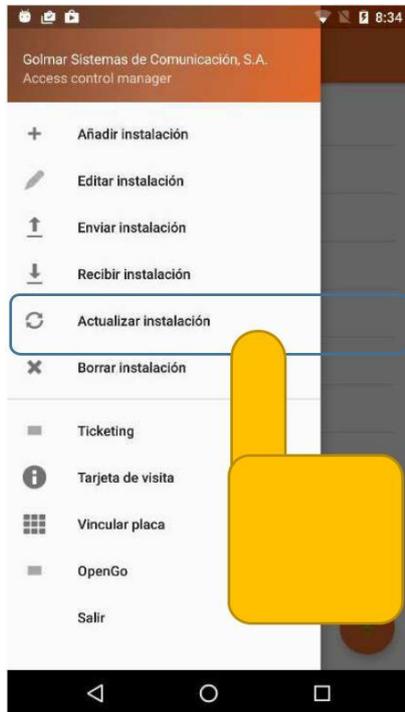
Bring the smartphone device to the plate, when the process of sending data begins, a message is displayed on the screen indicating it, wait for the data saving process to be shown. From this moment you can remove the device from the plate.



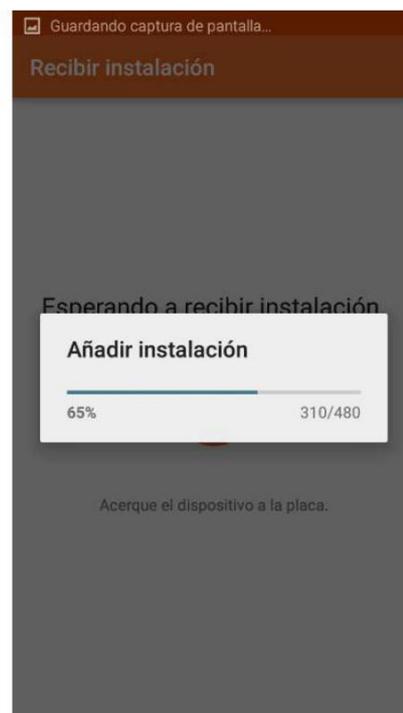
Then it will be added to the list of installations of the initial screen, naming it with the current date and time.

## UPDATE INSTALLATION

To save the existing installation of the plate on the device by updating with the data that has been saved, access the option *Update installation* from the initial menu. Then click on the installation that you want to update.



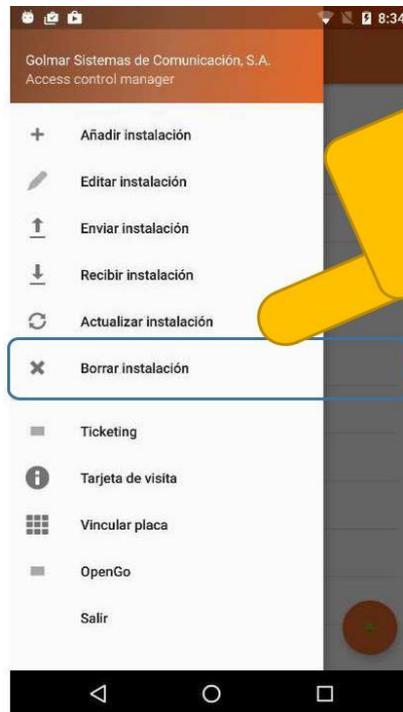
Bring the device to the plate, when the process of receiving data starts, a message is shown on the screen indicating it, waiting for the data saving process to be shown. From this moment you can remove the device from the plate.



Next, the list of installations of the initial screen will be updated with the data of the plate in the device, assigning the names to the cards found in the device.

## DELETE INSTALLATION

To delete the installation of the plate from the "AC Manager" application, you can access Delete installation from the initial menu.

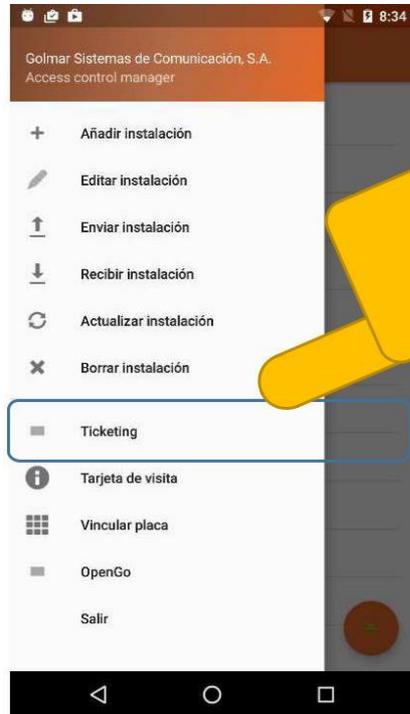


Accept the warning displayed on the screen, move the device to the plate and follow the instructions that appear on the screen, wait for the process to complete and the correct message appears.

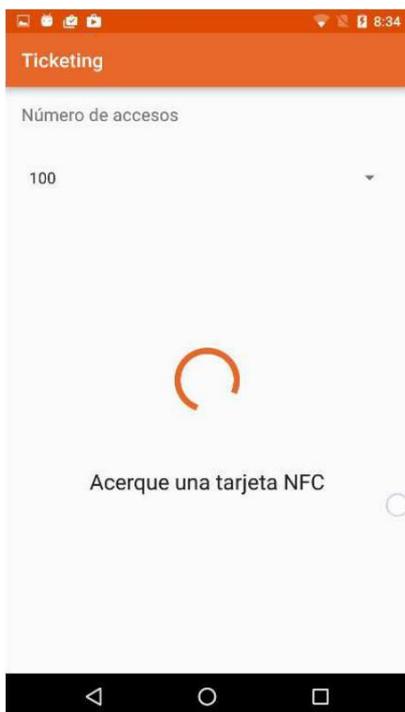


## TICKETING (MULTI-ACCESS CARD)

To establish a number of accesses to a ticketing card (multi-access card), click on the *Ticketing* option.

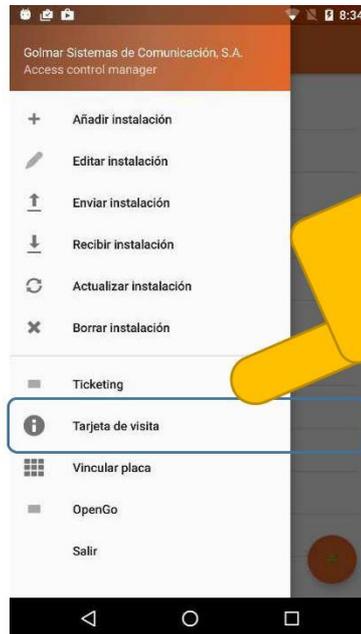


The screen to select the number of accesses between 1 and 100 will be displayed. Next, the ticketing card will pass through the NFC reader and the number of remaining accesses will be displayed, in the same way if the counter is already initialized, the remaining accesses will be displayed.

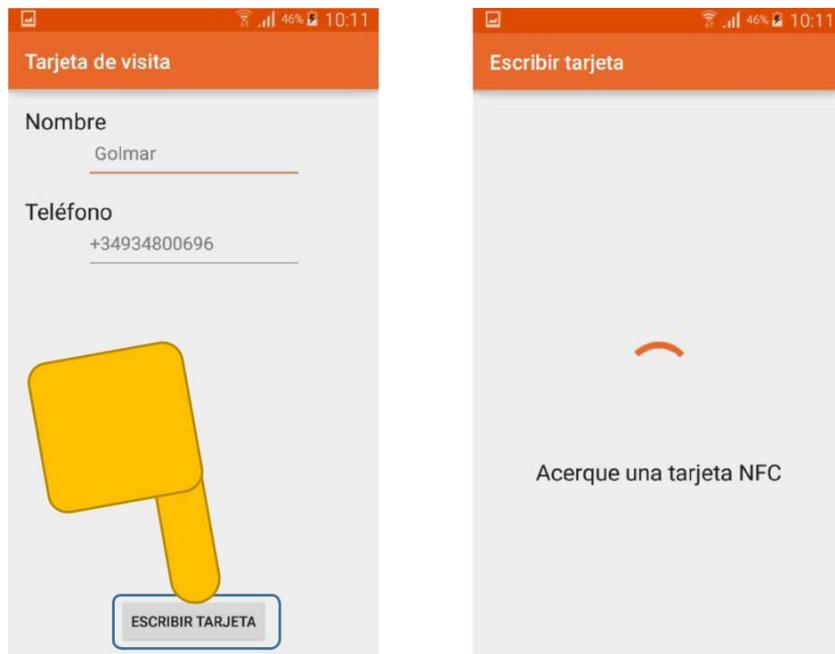


## VISIT CARD (ONE ACCESS)

To write contact information on an access card, click on the *Visit card* option.



The screen to enter the contact data will be displayed, click on the *WRITE CARD* button and in the next screen that is shown, zoom in the cards that you want to record with the contact data.

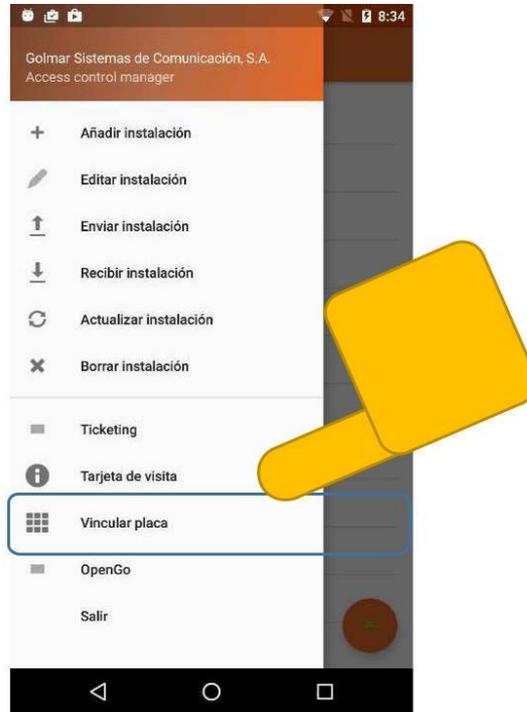


When you bring a card closer to an NFC smartphone device, the contact information stored on the card will be displayed.



## LINK PLATE

To link a smartphone device with a plate, access the option Link plate. Once linked you can transfer data between them. Previously, the card must be registered on the plate following the process of registering a resident card.



A plate can only have 5 linked smartphone devices, one smartphone device can be linked with different plates.

Once the correct message is shown, the screen will show the message to pass the card through the plate.



Once the plate and the device have been linked to the plate, the green led will light up and it will emit a confirmation tone.

LINK PLATE

Continued from previous page

