



Quick Start Guide

Basic Configuration using Controller Web Server

ATRIUM	
Login ID	
Password	
	Enter
(i) CDVI	



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LOG IN TO CONTROLLER EMBEDDED WEB SERVER

All ATRIUM controllers have an embedded web server that allows connection from any Windows or Apple browser (computer, smartphone or tablet) without having an internet connection.

This quick start manual demonstrates the basic configuration of an ATRIUM system by logging in locally (LAN) to a controller web server.

There are two methods to log into the controller web server: Using a computer browser or any smartphone and tablet.



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Ensure that all system field wiring is complete before using this guide. Consult the wiring diagrams in the ATRIUM controller hardware manual for more information.

METHOD #1: LOG IN USING A COMPUTER BROWSER



Install the "**ATRIUM Finder**" application (Windows only) which is provided with the ATRIUM controller (USB key) or download it for FREE from CDVI website, www.cdvi.ca. Then make sure your computer is connected to the same network as the ATRIUM controller.

1. Install the "ATRIUM Finder" application (Windows only).



For Apple computers, enter the IP address of the ATRIUM controller directly into the browser. See method #2 to find the IP address of the ATRIUM controller.



 From your computer desktop, double-click on the "ATRIUM Finder" icon.



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LOG IN TO CONTROLLER EMBEDDED WEB SERVER (CONTINUED...)

 If you have more than one controller in the list, double-click on the one who will be defined as the "*Master"* controller. The "*Master"* controller (see #3, "Configure a Controller as the Master") manages all the other controllers. These will be added as "*Sub-Controllers"*, up to 49, (see #4, "Adding Sub-Controllers") in your account.

It is recommended to choose as the "*Master"* controller the one who will have little activity (ex: The one in charge of the door server room).

🗥 Atrium Find	ler V5.0.0							-	\square
Refresh	Modify Go To Web Page (7	ind)						
Serial Number	Display Name	Product Code	IP Address	Port	MAC Address	Uses DHCP	Firmware Version	Firmware Build	MASTER
FF-00-01-07	CDVI MAIN	A22KM	192.168.1.66	10000	00:11:FF:00:01:07	8	1.00.0256	2019-10-31	FF-00-01-07
FF-00-01-01	sub1	A22K	192.168.1.21	10000	00:11:FF:00:01:01	2	1.00.0256	2019-10-31	FF-00-01-07
FF-00-01-02	sub2	A22K	192.168.1.192	10000	00:11:FF:00:01:02		1.00.0256	2019-10-31	FF-00-01-07
FF-00-01-05	sub5	A22K	192.168.1.37	10000	00:11:FF:00:01:05	2	1.00.0278	2020-01-30	FF-00-01-07



Once configured, the "*Master*" controller will appear in **bold** in the "*ATRIUM Finder*" utility as shown above.

4. Your web browser will open automatically and go directly to the ATRIUM Login screen.

Type the Login ID (default: **"admin"**) and Password (default: **"admin"**). The Login ID & Password are case-sensitive.

Click "Enter" to log in.

ATRIUM Login X +				-	•	×
e) 192.168.1.16	C Q. Search	☆ 自	+	ń	Ð	-
	ATRIUM					
	Login ID					
	Password					
	Enter					
	() CDVI					

ATRIUM

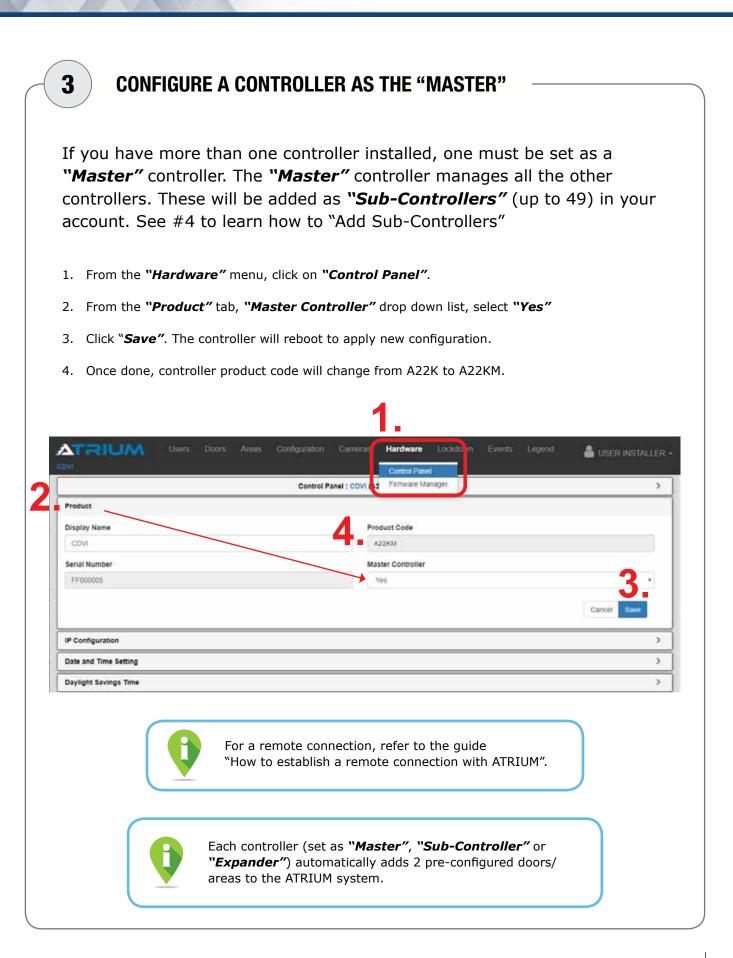


The "*Master"* controller (see #3, "Configure a Controller as the Master") manages all the other controllers. These will be added as "*Sub-Controllers"*, up to 49, (see #4, "Adding Sub-Controllers") in your account. Once configured, the "*Master"* controller's ATRIUM icon will turn blue as shown above.

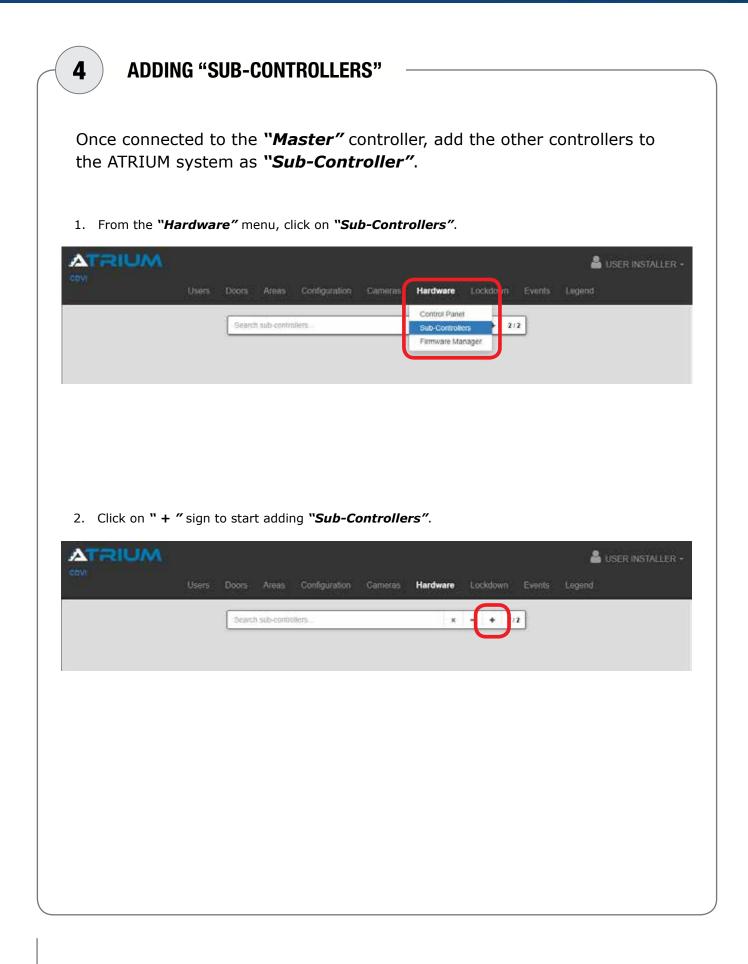
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	y redirected to the date a rol Panel/Date and Time S	_	upon first connection.	
Q	It is recommended to s the location where the			
Default settings:				
	of your device browser (c the ATRIUM system are p		-	you
2. The date and time	of the controller (``Modul	e Time") is set at 20	000-01-01 - 00:00	
3. The time zone is se	t to Greenwich Mean Tim	e (GMT-5:00) Easter	n Time (US & Canada).	
3. Select the time zon	e (where the ATRIUM cor new time zone, date and t			Time'
 Select the time zon Click "Save". The r 	-		e controller (``Module I	
 Select the time zon Click "Save". The r 	new time zone, date and t Doors Artes Configuration	ime are now set in th	e controller (``Module 1	
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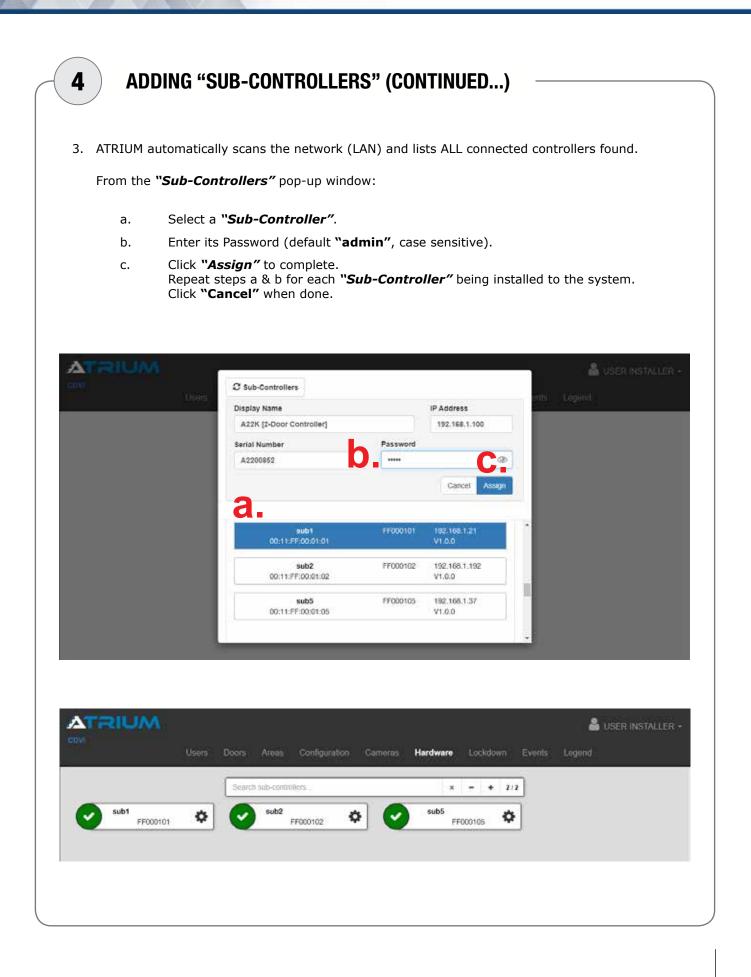






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2. From the main menu, click on "*Events"*. A "User Access Denied - Card Unknown" event appears in the list. Click the "Add" button to add the card to the system.

Events		
Access •	Per page : 20 : 40 / 40 🖨	c
2020-02-13 16:01:12	User Access Denied . Production (04421FCA4C6580) - Card Unknown	Add
2020-01-28 16:08:58	Production Changed by USER INSTALLER	
2020-01-28 16:08:57	Production Changed by USER INSTALLER	
2020-01-28 16:08:53	Production Changed by USER INSTALLER	
2020-01-28 16:08:53	Production Changed by USER INSTALLER	

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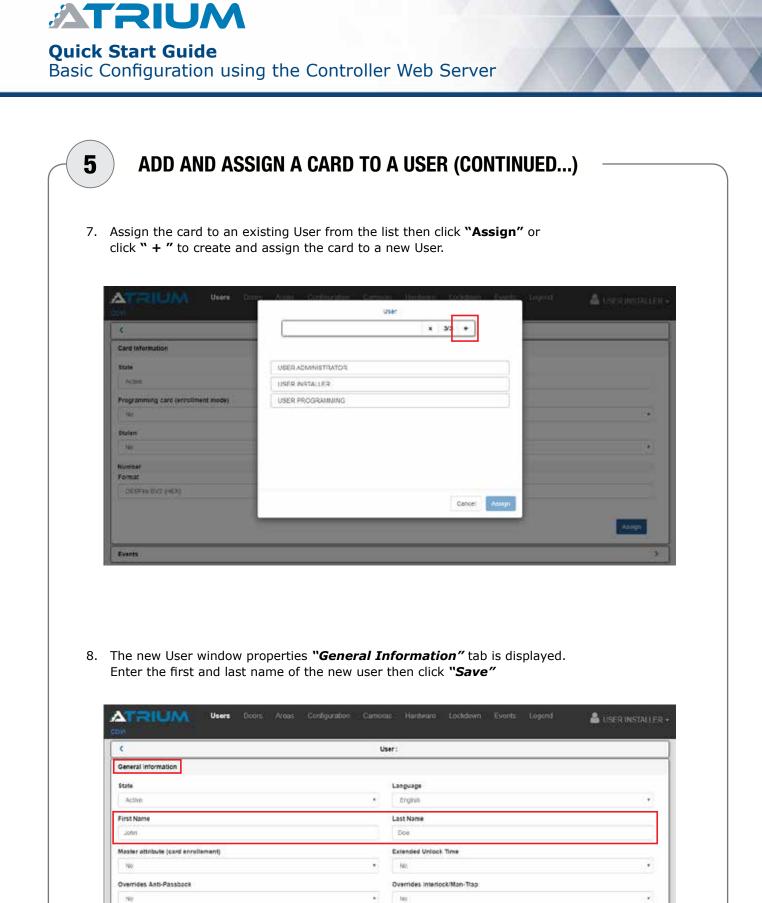
ADD AND ASSIGN A CARD TO A USER (CONTINUED...)

- 3. This opens the card information window. ATRIUM automatically detects the "*Card Format"* and the "*Card Number (Hex)*" and populates in the appropriate fields.
- 4. Enter a descriptive display name for the card.
- 5. Click "Add"

¢	Card :	- User :	
ard Information			
tate	1	Display Name	
Active		-John lag	
rogramming card (erroliment mode)		Lockdown option	
No		Not used	
tolen		Lost	
		NL:	
lumber			
ard Format		Card Number (Hex)	
DESFREEV2 (HEX)	8	04421FCA4C6580	

6. Click the "Assign" button.

¢	Card : John tag	- User : unassigned	
Card Information			
State		Display Name	
Active	*	John Lag	
Programming card (errollment mode)		Lockdown option	
No		Not used	•
Stolen		Lost	
No		AL.	•
Number			
Card Format		Card Number (Hex)	
DESFee EV2 (HEX)	÷	04421FCA4C6580	
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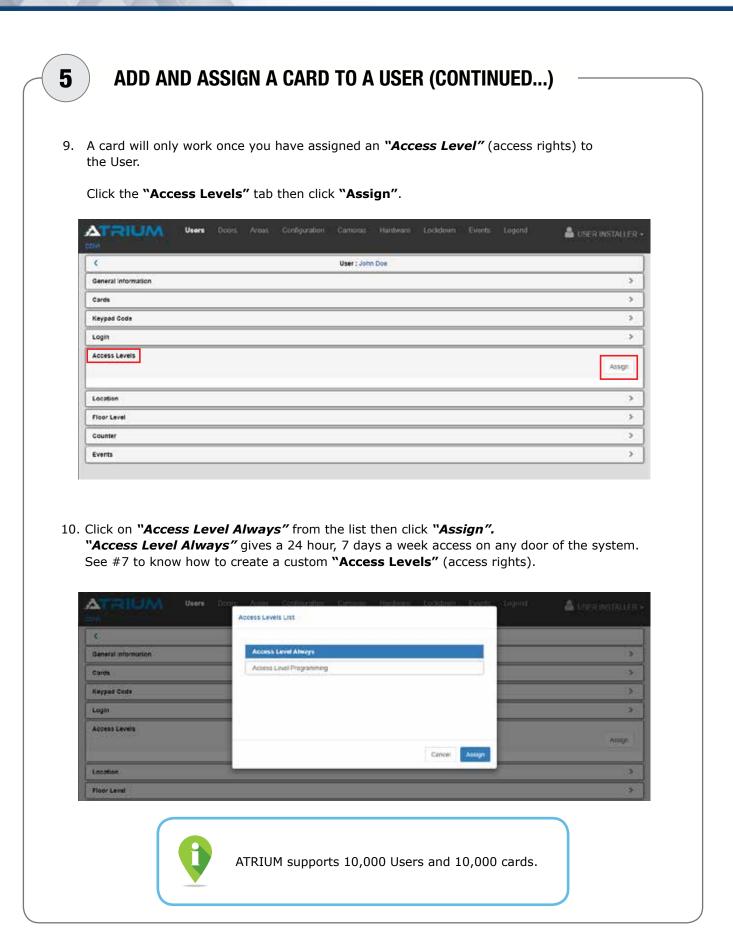


Can Disarm Area

Cancel

No

Can Arm Area



	guration using the Controller Web Server
\frown	
(6) /	ASSIGN A KEYPAD CODE TO A USER
1. From	User " <i>Edit"</i> properties window, cick on " <i>Keypad Code"</i> tab then:
a.	Type in the desired code and then again to confirm. By default code length is 5-digits (between 00001 and 99999).
	The default code length can be changed from 5 up to 8 digits or variable (minimum a maximum length). It can be changed ONLY if you have the "Installer" User rights at switch to "Advance Mode" . Then, from the main menu, click on "Configuration" the click on sub-menu "Site" .
b.	Click on " Save ".
	A keypad code won't work if the User DOES NOT have an
	access level (access rights). See #7 on how to "Create &
	access level (access rights). See #7 on how to "Create &
	access level (access rights). See #7 on how to "Create &
	access level (access rights). See #7 on how to "Create &
	access level (access rights). See #7 on how to "Create & Assign a Custom Access Levels to a User"
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CEVI Ceneral In Cards Keypad Ci	Assign a Custom Access Levels to a User"
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CREATE & ASSIGN A CUSTOM ACCESS LEVEL TO A USER

An access level is a user permission to access an area/door or a group of areas/doors during a defined schedule. It must be assigned to a user to allow usage of the card. Here are the steps to configure an access level (User Access Right) and assign it to a user.

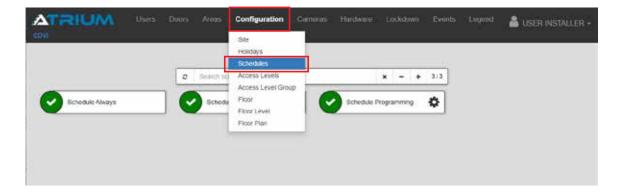


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Typically the same access level will be assigned to all users in a department. As an example, employees from the same department and having the same shift, will usually have access to the same doors during the same working hours. In this case you can assign the same access levels to each of these users.

The first step is to set up a schedule. The schedule can then be associated to one or a group of doors. As an example, here are the steps for a 9 AM to 5 PM, Monday to Friday schedule.

1. From the main menu, click on "Configuration" and select "Schedules".



2. Click on " + " to add a new schedule.

Schedule Nover		Schedule Programming	•	
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				Schoole Hover

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Quick Start Guide			
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Let's create a 9 A Select the days a		-		ve" when dor	ıe.
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					Cances

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End day	2020/02/17 Monday	17:00:00	v
Start day	2020/02/18 Tuesday	9:00:00	0
End day	2020/02/18 Tuesday	t7:00:00	*
Start day	2020/02/19 Wednesday	9.00.00	
End day	2020/02/19 Wednesday	17.00.00	٥
Start day	2020/02/20 Thursday	9:00:00	0
End day	2020/02/20 Thursday	17:00:00	*
Start day	2020/02/21 Filday	9.00.00	0
End day	2020/02/21 Finday	17:00:00	Ŷ



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CREATE & ASSIGN A CUSTOM ACCESS LEVEL TO A USER (CONTINUED...)

 Let's take our example with a little modification, lets say on Friday, employees finish at 1 PM (no access after 1 PM). Click on the Friday "*Edit"* icon and adjust the time to 1 PM, click on "*Save"*. Now our 7-Day cycle will be Monday to Thursday 9 AM to 5 PM except for Friday 9 AM to 1 PM.

6		Schedule	5 am to 5 pm, Monday to Friday		
ieneral Info	rmation				6
rriods art Day : 20	020/02/16 Cycle (day) 17				
art Day : 20	020/02/16 Cycle (day) 17				
eriods art Day : 20 diting Peri	020/02/16 Cycle (day) 17	Start time	End day	End time	

8. Next step is to assign the "*Schedule"* to a door/area or a group of doors/areas. This is called creating an "*Access Level"*.

From the main menu, click on "**Configuration**" and select "**Access Levels**". Then, click on " + ".

	-	Site Hotdays Schedules		
Access Level Ahrays	C Start	Access Level Group	< - + 212	

M CONTRACTOR OF A	
(Access Level :
Seneral Information	
Active	Display Name Production
	Calicet Save
kreas	
eeds. Click on "	ssume that you have renamed default door and area names according t Area" tab then click on " + " to start assigning schedules to areas / doo
In the case to the docu	Area" tab then click on " + " to start assigning schedules to areas / doo ne majority of cases there is only one door to access an area. In this e, managing your system will be easier by giving the same name ne area as well as the door that gives it access. See the advanced umentation (software reference manual) for cases where there are
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ATRIUM Users Doors Are		
	eas Configuration Cameras Hardware Lockdown Events Legend 🚨 USE	RINSTALLER
¢.	Access Levels : : Production	
General Information		>
Areas		
Editing Production General Information		
Schedule		
9 am to 5 pm. Monday to Friday	· 0	
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Froduction		
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	E CONTRACTOR OF CONTRACTOR	Cancel Ok
Click " Save".	ses Configuration Cameras Hardware Lockdown Events Legend 🚨 USE	RINSTALLER
	ses Configuration Cameras Hardware Lockdown Events Legend 🚔 USE Access Levels : : Production	R INSTALLER
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CUST	TE & ASSI OM ACCES		TO A US	ER (CONTI	NUED)	
4. From here y Select a sch	vou can also ch Iedule in sub-r	-			-	
	nple below, the t o 5 PM, Mon				Production"	areas / doors have
Now, let's a	ssign this acce	ss level (Use	r Access Ri	ghts) to a Use	r.	
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<			Access Levels : : Proc	iction		
General Information						>
Areas						
	tas or schedulks					
- Section and	da or all resource				×	
S am to S	pm. Monday to Friday	Schedule Programming Edit Remove	y Vay to Friday 🎗	9 am to 5 pm.	Vanday to Finday	
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	u wish to assig					e " Edit" icon of
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		/ireas Configurat	tion Cameras	Hardware Lockstown	Events Lagend	🔓 USER INSTALLER -
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	Cards	The arith years .			514	
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Jone Doe	~ •	USER ADMINISTRAT	or 🌣 💟	USERINSTALLER		R PROGRAMMING
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	Doors Areas Configuration Cameras Hardware Lock	adown Evenis Legend 🍰 USER INSTALLER
	Doors Areas Configuration Cameras Mardware Loo	adown Events Legend 🎴 USER INSTALLER
2		
<	User: John Doe	
General Information		>
Cards		>
Keypad Code		>
Login		>
Access Levels		Assign
Location		3
Ploor Level		3
Counter		3
Events		
		>
Now, that User will be	on" access level from the list, then clic e able to use their card at the Front De AM to 5 PM, Monday to Friday.	ck " Assign" .
Now, that User will be doors / areas from 9	A able to use their card at the Front De AM to 5 PM, Monday to Friday.	ck " Assign" . oor, Back Door and Productio
Now, that User will be doors / areas from 9	AM to 5 PM, Monday to Friday.	ck " Assign" . oor, Back Door and Productio
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Now, that User will be doors / areas from 9	AM to 5 PM, Monday to Friday.	ck "Assign". oor, Back Door and Productio

(maximum 5 per User) and 250 schedules

each supporting 100 time periods.





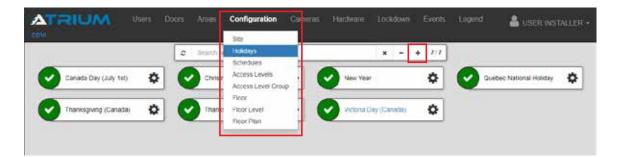
Holidays will add ("*Included"*) or remove ("*Excluded"*) access rights to a schedule. This schedule can then be assigned to an access level (see step 6) or assigned to a door to unlock automatically (see #9).

A holiday "*Excluded"* from a schedule will **REMOVE** access rights and keep the door locked that day.

A holiday "*Included"* in a schedule will **ADD** access rights and will unlock the door that day.



1. From the main menu, click "Configuration" and select "Holidays". Then, click on " + ".

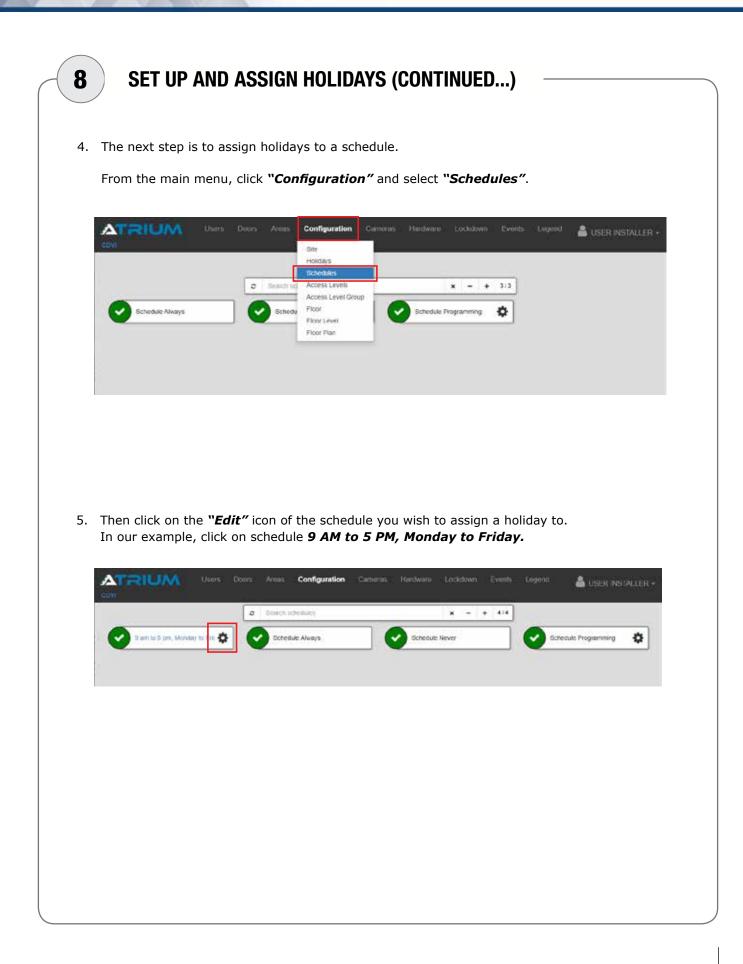


2. Name the holiday (ex: Thanksgiving USA), then click "Save".

ç -	Hel	iday :	
Seneral Information			
itate		Display Name	
Active	*	Thankigbing (USA)	
			Cancel Save



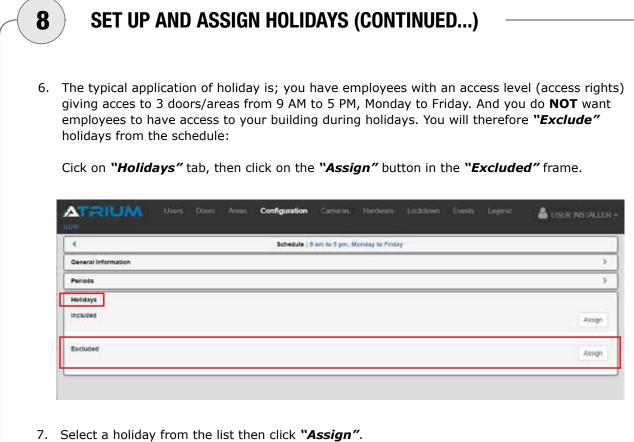
Repeat from step 1 to ad	
	d more holidays. holidays before proceeding to the next step.
	holidays before proceeding to the next step.
ATRIUM Users Doors	Areas Configuration Cameras Hardware Lockdown Events Lagend 🚨 USER (NST/
<	Holday : Thanksgiving (USA)
General Information Configuration	
Conguration	verber *
	Thursday • November •
Start Time 0 0 h	
Occurs	
YEADY •	
	Cancel Save
177	
A	holidays do not arrive on the same date annually or
	pgical sequence (fourth Thursday in November). As an ple, Easter comes on the first Sunday after the date of
	Ill moon. These holidays must be configured every year.





Quick Start Guide

Basic Configuration using the Controller Web Server

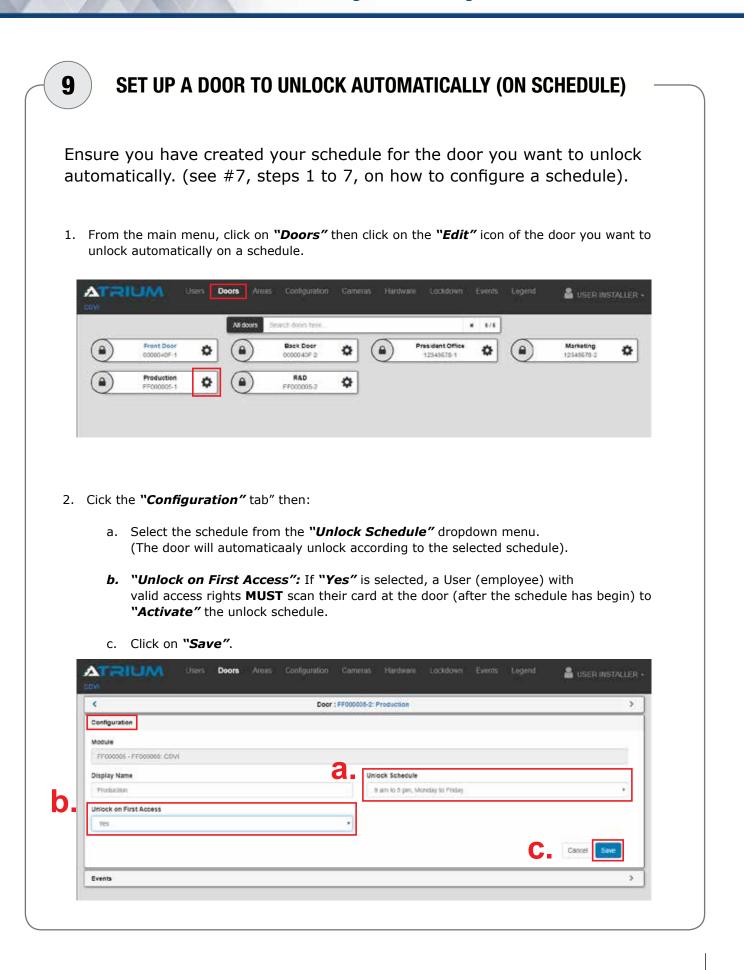


Select a holiday from the list then click "Assign".
 Repeat step 6 for each holiday you want to assign to that schedule.
 Once completed, this schedule will always give access rights, except for holidays you have "Excluded" (removed) from this schedule.

¢	×	
General Information		*
Periods	New Year	
Holdays	Christinas	
included	Thankspiring (USA)	Assign
	Thanksgiving (Canada)	
Excluded	Canada Dey (July 1st)	Assign
	Quebec National Holiday	
	Victoria Day (Canada)	
	Cancel	Actign



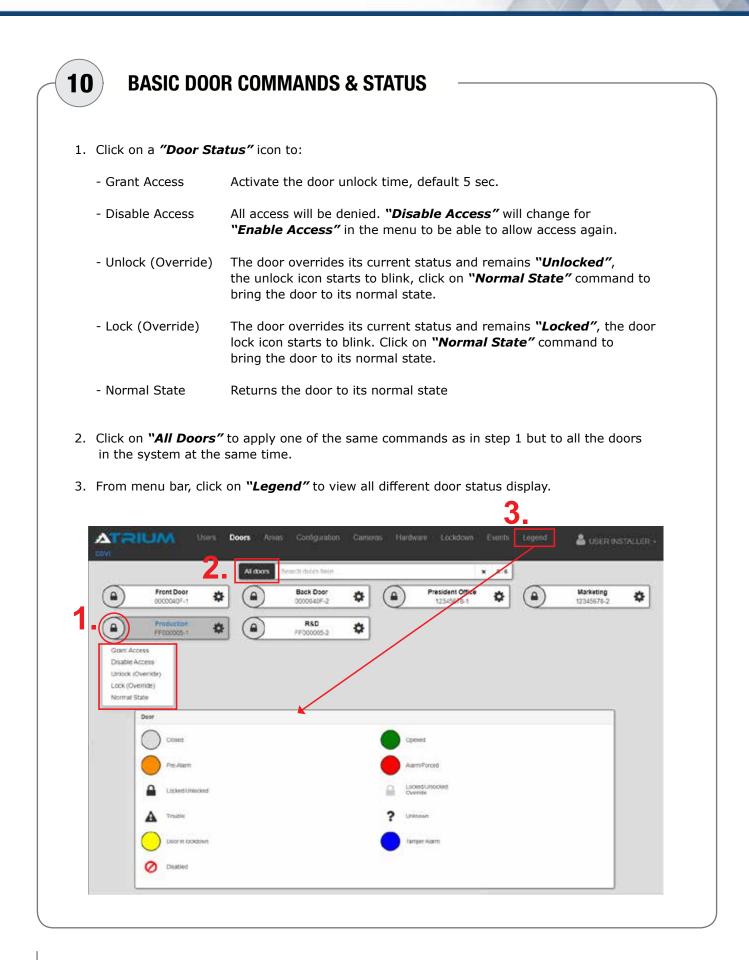
If you have a special employee event (BBQ, annual inventory, etc.) which will take place outside usual access rights. Create a holiday and set up the date & time it will be held. From step 6, click on the **"Assign"** button in the **"Included"** frame, select your "Special Employee Event" holiday from the list and click **"Assign"**. This will **"Add"** access rights to the schedule.



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SYSTEM USER MANAGEMENT LEVELS (USER RIGHTS)

 By default, the ATRIUM system includes three users; "USER INSTALLER", "USER ADMINISTRATOR" and "USER PROGRAMMING". The ATRIUM system offers four user management levels (User rights). See table below:

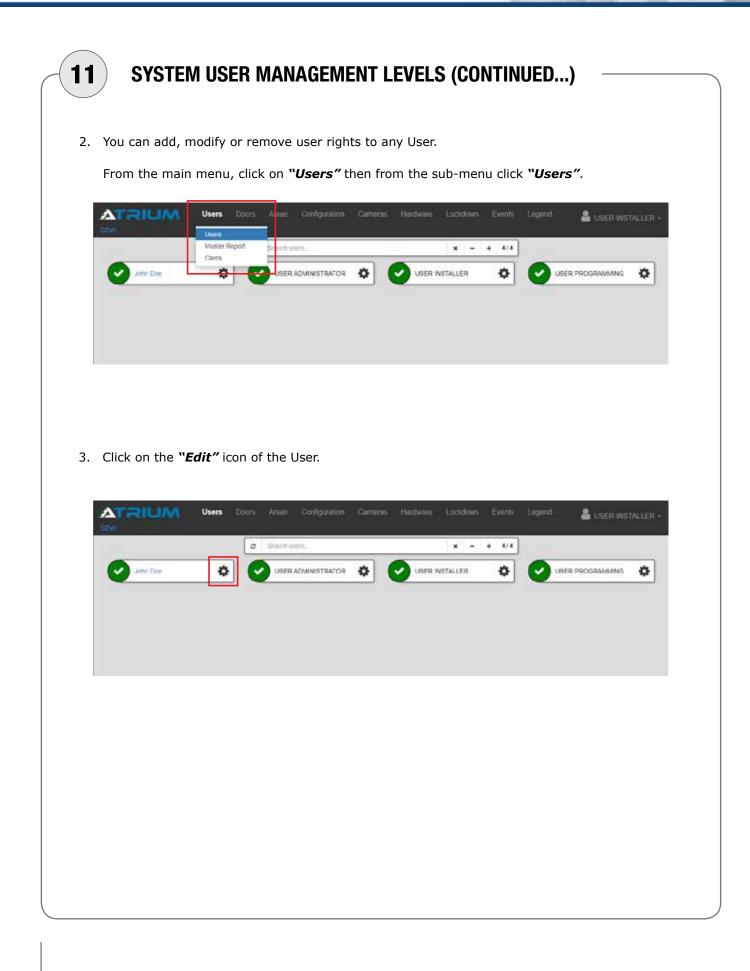
SYSTEM USER MANAGEMENT LEVELS (USER RIGHTS)

User Rights	Can do firmware update	Can configure the system	Can add/de- lete/modify users, cards and PIN	View only
1. Installer	\checkmark	✓	\checkmark	\checkmark
2. Administrator		\checkmark	\checkmark	\checkmark
3. Operator			\checkmark	\checkmark
4. View Only				\checkmark

Here are the ATRIUM system user rights for these three default users:

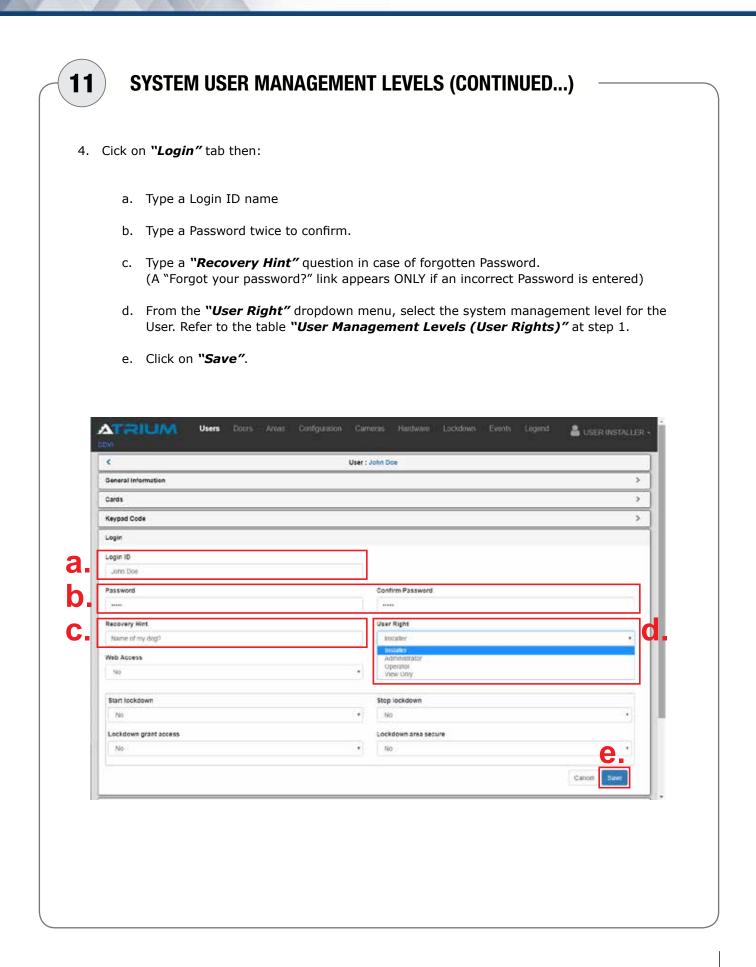
1. "USER INSTALLER"	User Rights: " Installer " (full access) Default Login ID & Password: " admin " Assigned card: None Access Level (access right): None
2. "USER ADMINISTRATOR"	User Rights: " Administrator " Default Login ID & Password " admin1 " Assigned card: " Master " card (provided) Access Level (access right): " Access Level Always "
3. "USER PROGRAMMING"	User Rights: "View Only" Default Login ID & Password: None Assigned card: "Programming" card (provided) (Used for card enrollment mode) Access Level (access right): "Access Level Programming"
	t is strongly recommended to change ne default login ID and password.





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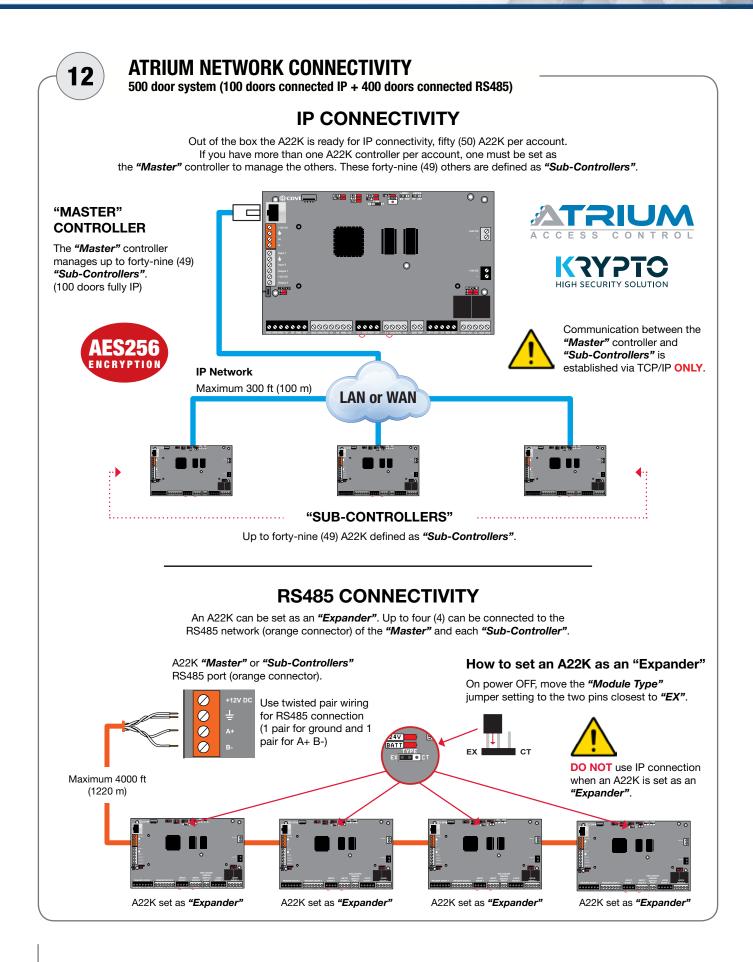
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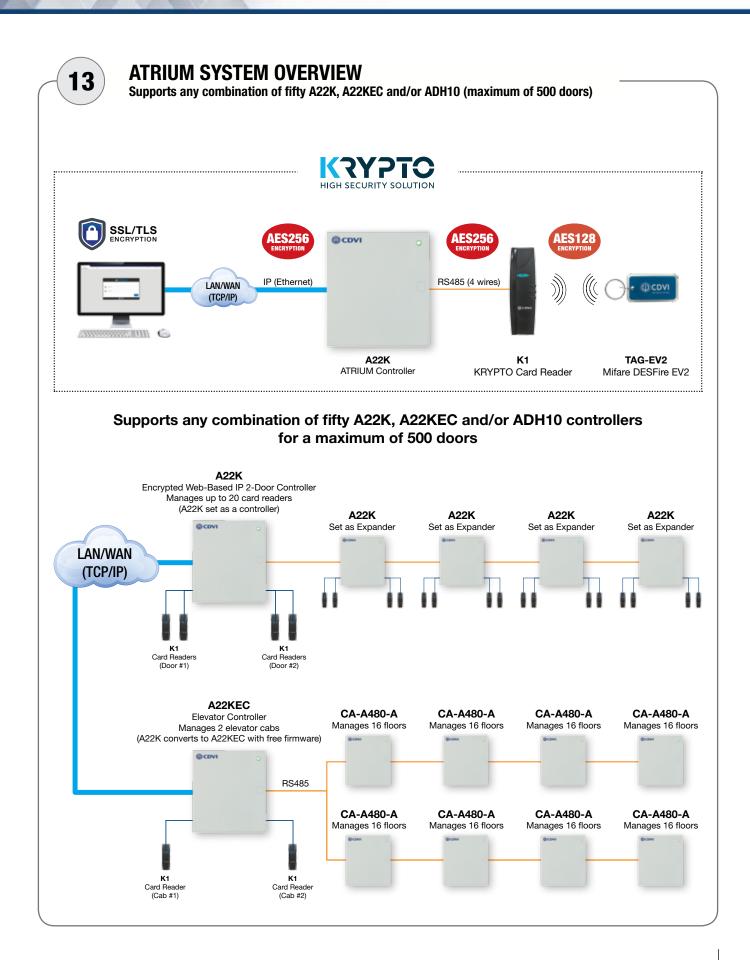


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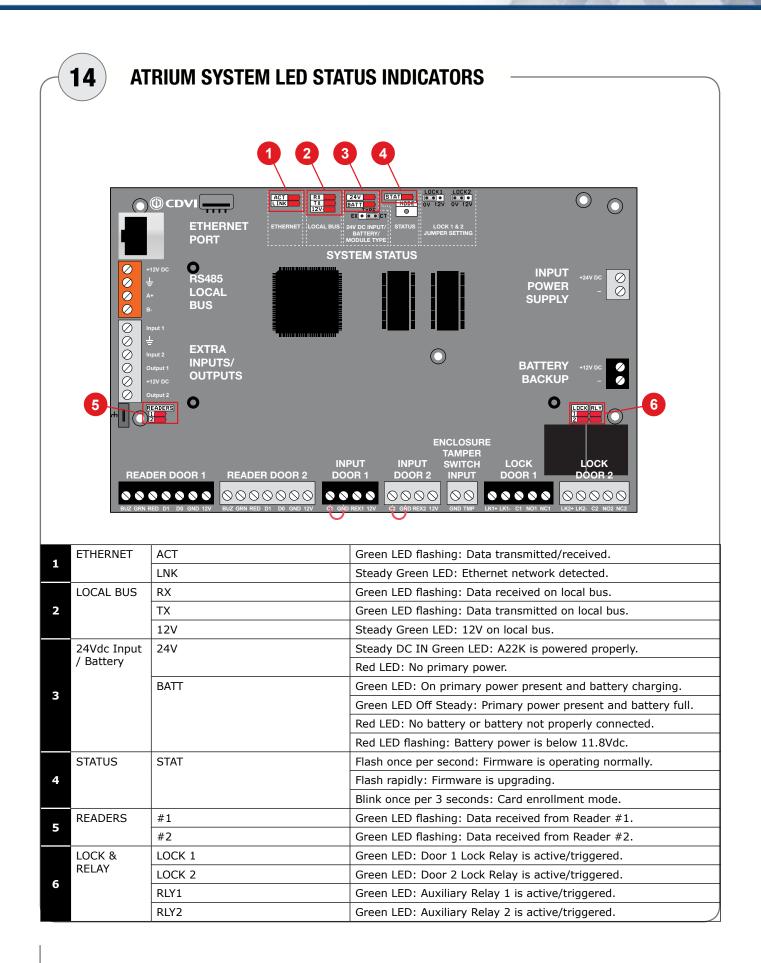
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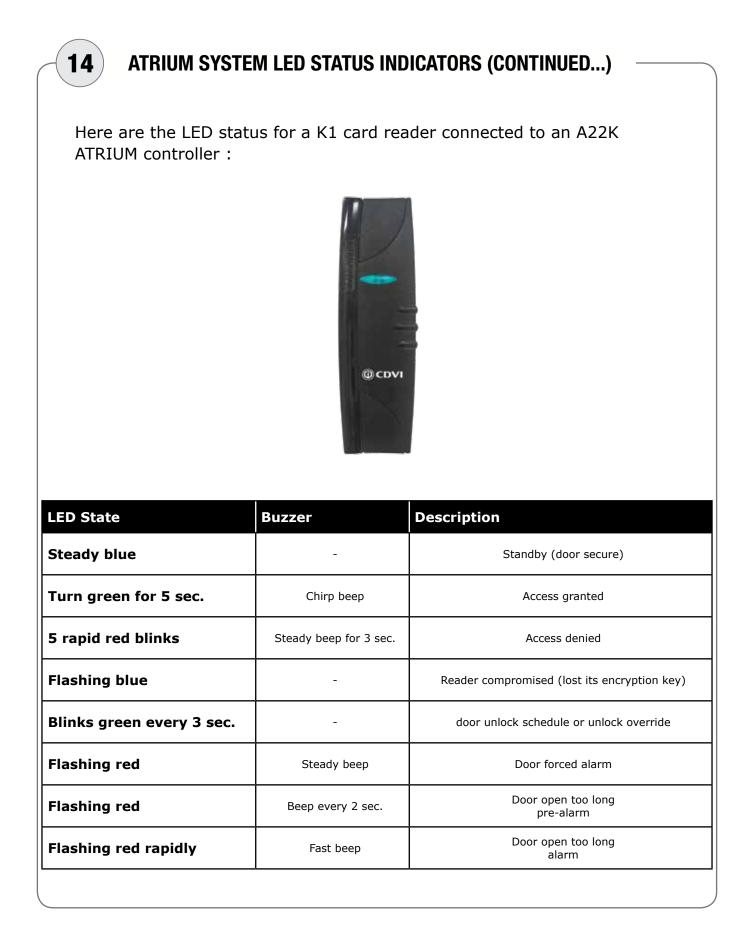




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All the information contained within this document (pictures, drawing, features, specifications and dimensions) could be perceptibly different and can be changed without prior notice. Reference manual: CDVI_ATRIUM_WEB_QS_01_EN_A4_CMYK.pdf - Printed in Canada - March 2020