

# Access Controller Quick Guide

V2.01

# 1 Packing List

Contact your local dealer if the package is damaged or incomplete. The package contents may vary with device model.

No.	Name	Qty	Unit
1	Access controller (also referred to as "controller")	1	PCS
2*	Power cable	1	PCS
3	Screw components	1	Set
4	Key (inside the controller)	2	PCS
5	Product documents	1	Set

## Remarks:

\* means optional and supplied with certain models only.

# 2 Instructions

This manual applies to single-door controllers, two-door controllers, and four-door controllers.

- Single-door controller: supports single-door two-way access control.
- Two-door controller: supports two-door two-way access control.
- Four-door controller: supports four-door two-way access control.

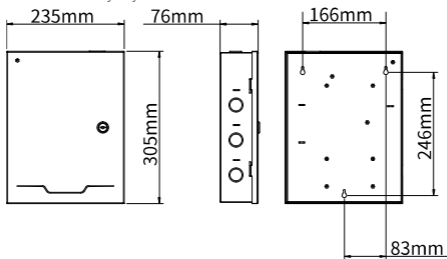


## NOTE!

- The dimensions and structure may vary with device model.
- The following takes four-door controller as an example.

## 2.1 Dimensions

The dimensions may vary with device model.





The corresponding status of indicators are illustrated as follows.

Indicator	Status	Description
Power indicator	Steady red	The controller is connected to power.
Operation indicator	Flashing green	The controller system runs normally.
Card reading indicator	Flashing yellow	The controller is reading card.
Lock indicator	Steady green	The controller is unlocking.

### 3 Installation Preparation

- Installation location: It is recommended to install the controller in a secure and discreet location with easy access for maintenance.
- Device wiring: Plan wiring before installation, including power cable, network cable, Wiegand cable, etc. The number of cables depends on the actual networking conditions.
- Cable protection: Protect all the cables with PVC or galvanized conduits.
- Cable grounding: Make sure the controller is properly grounded.
- Tools: Prepare ESD wrist strap or gloves, Phillips screwdriver, electric drill, and tape measure.

### 4 Mount Your Device



#### NOTE!

The following takes wall mount as an example.

1. Drill holes on the wall according to the holes on the back of the controller, and knock expansion screws into the holes.
2. Open the controller cover with the key, and punch through the cable holes on the side.
3. Fix the controller to the wall.
4. Connect the power cable and other cables (refer to Structure and Wiring for details).



#### CAUTION!

Be sure to disconnect power before connecting cables, otherwise the controller may be damaged.

5. Lock the controller cover with the key, and keep the key properly.

### 5 Startup

After the controller is installed properly, connect power to start it up. The device is ready for use after the power indicator turns solid red.

### 6 Web Login

#### Default IP address:

192.168.1.150

#### Default username/password:

admin / FFFFFFFF

#### Note:

For security, please set a strong password of at least nine characters including uppercase and lowercase letters, digits, and special characters. You are strongly recommended to regularly change the device password and keep it secure to ensure that only authorized users can log in.

# Disclaimer and Safety Warnings


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- This manual is intended for multiple software versions, and the illustrations and descriptions in this manual may be different from the actual GUI and functions of the software.
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## Network Security

### Please take all necessary measures to enhance network security for your device.

The following are necessary measures for the network security of your device:

- **Change default password and set strong password:** You are strongly recommended to change the default password after your first login and set a strong password of at least nine characters including all three elements: digits, letters and special characters.
- **Keep firmware up to date:** It is recommended that your device is always upgraded to the latest version for the latest functions and better security. Visit Uniview's official website or contact your local dealer for the latest firmware.
- **The following are recommendations for enhancing network security of your device:**
- **Change password regularly:** Change your device password on a regular basis and keep the password safe. Make sure only the authorized user can log in to the device.
- **Enable HTTPS/SSL:** Use SSL certificate to encrypt HTTP communications and ensure data security.
- **Enable IP address filtering:** Allow access only from the specified IP addresses.
- **Minimum port mapping:** Configure your router or firewall to open a minimum set of ports to the WAN and keep only the necessary port mappings. Never set the device as the DMZ host or configure a full cone NAT.
- **Disable the automatic login and save password features:** If multiple users have access to your computer, it is recommended that you disable these features to prevent unauthorized access.
- **Choose username and password discretely:** Avoid using the username and password of your social media, bank, email account, etc, as the username and password of your device, in case your social media, bank and email account information is leaked.
- **Restrict user permissions:** If more than one user needs access to your system, make sure each user is granted only the necessary permissions.
- **Disable UPnP:** When UPnP is enabled, the router will automatically map internal ports, and the system will automatically forward port data, which results in the risks of data leakage. Therefore, it is recommended to disable UPnP if HTTP and TCP port mapping have been enabled manually on your router.
- **Multicast:** Multicast is intended to transmit video to multiple devices. If you do not use this function, it is recommended you disable multicast on your network.
- **Check logs:** Check your device logs regularly to detect unauthorized access or abnormal operations.
- **Isolate video surveillance network:** Isolating your video surveillance network with other service networks helps prevent unauthorized access to devices in your security system from other service networks.

- **Physical protection:** Keep the device in a locked room or cabinet to prevent unauthorized physical access.
- **SNMP:** Disable SNMP if you do not use it. If you do use it, then SNMPv3 is recommended.

#### Learn More

You may also obtain security information under Security Response Center at Uniview's official website.

#### Safety Warnings

The device must be installed, serviced and maintained by a trained professional with necessary safety knowledge and skills. Before you start using the device, please read through this guide carefully and make sure all applicable requirements are met to avoid danger and loss of property.

#### Storage, Transportation, and Use

- Store or use the device in a proper environment that meets environmental requirements, including and not limited to, temperature, humidity, dust, corrosive gases, electromagnetic radiation, etc.
- Make sure the device is securely installed or placed on a flat surface to prevent falling.
- Unless otherwise specified, do not stack devices.
- Ensure good ventilation in the operating environment. Do not cover the vents on the device. Allow adequate space for ventilation.
- Protect the device from liquid of any kind.
- Make sure the power supply provides a stable voltage that meets the power requirements of the device. Make sure the power supply's output power exceeds the total maximum power of all the connected devices.
- Verify that the device is properly installed before connecting it to power.
- Do not remove the seal from the device body without consulting Uniview first. Do not attempt to service the product yourself. Contact a trained professional for maintenance.
- Always disconnect the device from power before attempting to move the device.
- Take proper waterproof measures in accordance with requirements before using the device outdoors.

#### Power Requirements

- Install and use the device in strict accordance with your local electrical safety regulations.
- Use a UL certified power supply that meets LPS requirements if an adapter is used.
- Use the recommended cordset (power cord) in accordance with the specified ratings.
- Only use the power adapter supplied with your device.
- Use a mains socket outlet with a protective earthing (grounding) connection.
- Ground your device properly if the device is intended to be grounded.

#### Battery Use Caution

- When battery is used, avoid:
  - Extremely high or low temperature and air pressure during use, storage and transportation.
  - Battery replacement.
- Use the battery properly. Improper use of the battery such as the following may cause risks of fire, explosion or leakage of flammable liquid or gas.
  - Replace battery with an incorrect type;
  - Dispose of a battery into fire or a hot oven, or mechanically crushing or cutting of a battery;
- Dispose of the used battery according to your local regulations or the battery manufacturer's instructions.

#### Avertissement de l'utilisation de la batterie

- Lorsque utiliser la batterie, évitez:
  - Température et pression d'air extrêmement élevées ou basses pendant l'utilisation, le stockage et le transport.
  - Remplacement de la batterie.
- Utilisez la batterie correctement. Mauvaise utilisation de la batterie comme celles mentionnées ici, peut entraîner des risques d'incendie, d'explosion ou de fuite liquide de gaz inflammables.
  - Remplacer la batterie par un type incorrect;
  - Disposer d'une batterie dans le feu ou un four chaud, écraser mécaniquement ou couper la batterie;

- Disposer la batterie utilisée conformément à vos règlements locaux ou aux instructions du fabricant de la batterie.

## Regulatory Compliance

### FCC Statements

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Visit [http://en.uniview.com/Support/Download\\_Center/Product\\_Installation/Declaration/](http://en.uniview.com/Support/Download_Center/Product_Installation/Declaration/) for SDoC.

**Caution:** The user is cautioned that changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

**NOTE:** This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

### LVD/EMC Directive



This product complies with the European Low Voltage Directive 2014/35/EU and EMC Directive 2014/30/EU.

### WEEE Directive-2012/19/EU



The product this manual refers to is covered by the Waste Electrical & Electronic Equipment (WEEE) Directive and must be disposed of in a responsible manner.

### Battery Directive-2013/56/EC



Battery in the product complies with the European Battery Directive 2013/56/EC. For proper recycling, return the battery to your supplier or to a designated collection point.