

# Management

Calling/Unlock, daily operation.

## Management Setting Menu

Management menu for after-installed setup, setting such as Unlock code and Access card is in this setting menu.

When IX850 in standby, tap "Unlock" -> input "9902 + installer password" (by default, installer password is 66666666, input 990166666666)



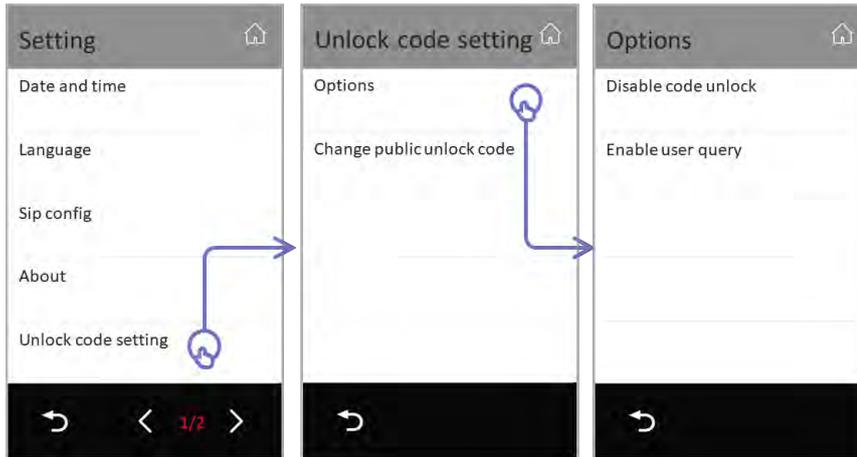
# 1. Public Unlock Code

## Chang Public Code

In "management setting menu" -> "Unlock code setting" -> "Change public unlock code" -> Input current code (1234 by default) -> input new code twice.

## Options

In "Unlock code setting" -> "Options" -> there is below options



### Disable code unlock

Not allow to use public unlock code to unlock door station.

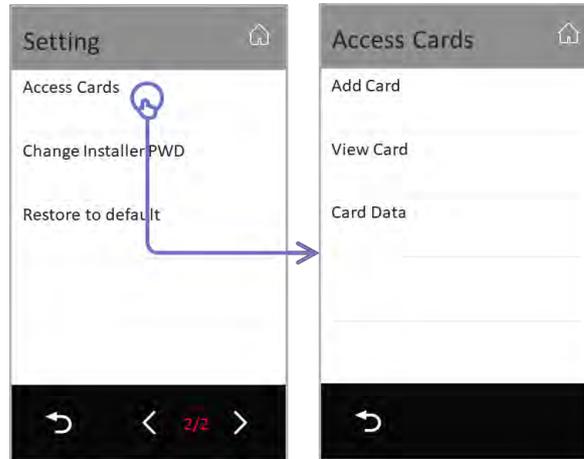
### Enable User query

Allow users to check public unlock on monitor.

## 2. Access Card Management

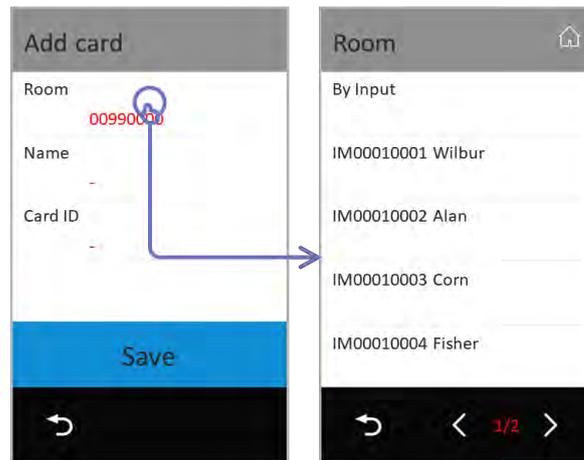
In “Management setting menu” -> page 2 “Access Cards”

*Monitor could also manage its own cards. See “Daily Operation Manual”*



### Add Card

Tap “add card” in “Access cards” to add access card



**Room:**

Select an online monitor or manual input Room\_Addr.

**Name:**

Manual input card holder’s name, as remark

**Card ID:**

Manual input card ID or swipe card in the card reader.

**Save:**

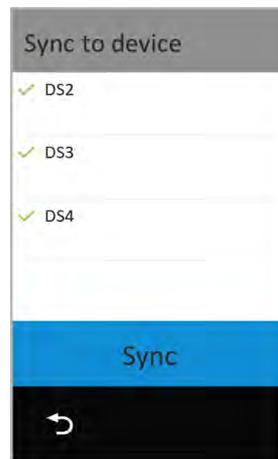
Apply card to door station.

## Management

IX002

After add all cards, tap “Return” door station will ask to sync card data to other door station, so no need to add again.

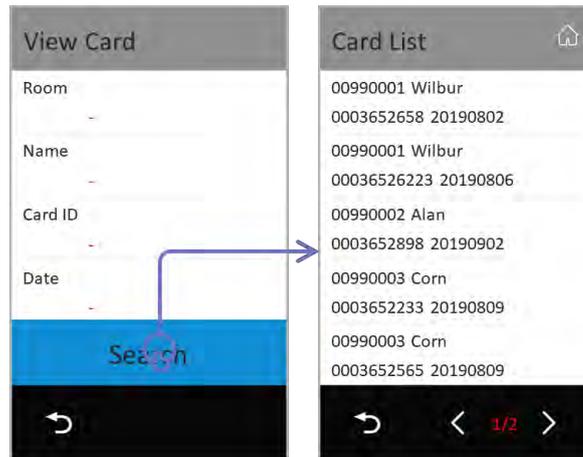
Card sync could also do later on the door station.



All online door station could sync will show in this menu (door stations in the same building and common door stations), tick door stations needed to be sync, and then tap “Sync”.

## View Card

Tap “View Card” in “Access card” to check added cards



Input search condition, if keep all blank means to show all cards.

**Room:**

Input room number.

**Name:**

Input card holder’s name

**Card ID:**

Input fully 10 digits Card ID

**Date:**

Input card create date

Or swipe a card to check.

In the search list, tap “delete” icon on item to delete card, or tap “delete” icon on the title bar to delete all card in the list.

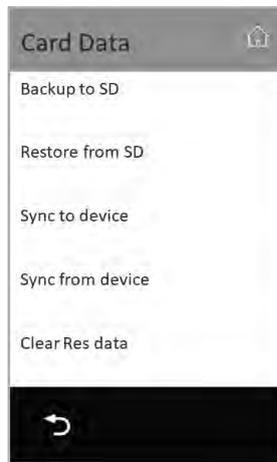
Description for card list:

**00990001**(Room\_Addr) **Wilbur** (Card Name)

**0003652658**(Card ID)**20190802**(Card create date)

## Card Data

Tap “Card Data” in “Access Card” to sync, backup and restore card data.



**Backup to SD:**

Backup all card data to SD card

**Restore from SD:**

Restore card data from SD card

**Sync to device:**

Sync all card data to online door station

**Sync from device:**

Sync card data from an online door station

**Clear Res data:**

Clear this door station's card data