



# **EASY DOOR** CONTROLLER

## **APPLICATION NOTES FOR EASY DOOR**

### **SUMMARY**

#### **0. STANDALONE MODE**

##### **1. CREATE A WEB ACCOUNT**

##### **2. SITE CREATION**

##### **3. ACCESS PROFILE**

##### **4. ADD, DELETE, REPLACE A KEY**

##### **5. CREATE A PASS**

##### **6. REPLACE A DOOR**

##### **7. EVENT KEY**

##### **8. DISPLAY & EXPORT EVENTS**

##### **9. IMPORT RESIDENTS & APARTMENTS**

##### **10. CREATE A COMPLETE FILE TO YOUR CLIENT**





# **EASY DOOR** CONTROLLER

## Application Note n° 0

### Easydoorcontroller Standalone Mode

**Easydoorcontroller** is a controller that can be used in 2 modes. Here we are about to detail the Standalone Mode or Master Key Mode. In this mode you can have up to;

Users: 1500

Master Key: 10

The main advantages of this configuration is that you do not need any extra equipment or manipulations than wiring up your controller to guarantee the access, define Master and User Keys.

### 3 Steps to Program Master Keys

- 1- Move the switch to 1 (Prog) : Red **LED** on Reader and Controller are **ON**
- 2- Present Key(s) to the reader : **LED** flashes Green  
*(Can be repeated for up to 10 master keys)*
- 3- Reset Switch to position ON



### 3 Steps to Program Resident Keys

- 1- Present a Master Key to the reader : green **LED** blinks and wait until red **LED** is **ON**
- 2- Present Key(s) to the reader : **LED** flashes Green (registration Ok)  
*To be repeated if extra keys need to be programmed*
- 3- Present a Master Key to the reader : **LED** switches **OFF**





# EASY DOOR CONTROLLER

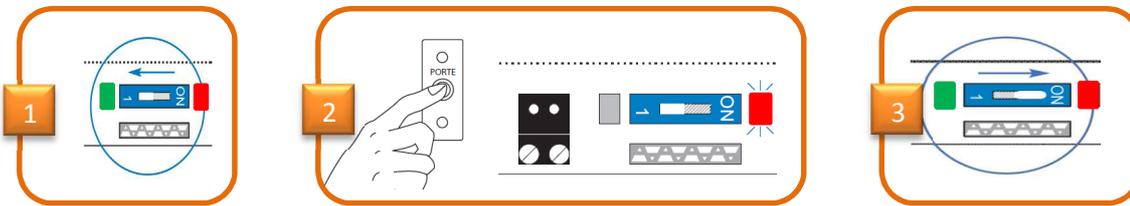
## Application Note n° 0

### 3 Steps to Delete Resident Keys

- 1- Present a Master Key to the reader  
Green **LED** blinks and wait until red **LED** switches **ON**
- 2- Present Key to be deleted  
Until **LED** becomes Green (5 seconds)  
*To be repeated if extra keys need to be deleted*
- 3- Present a Master Key to the reader : **LED** switches **OFF**

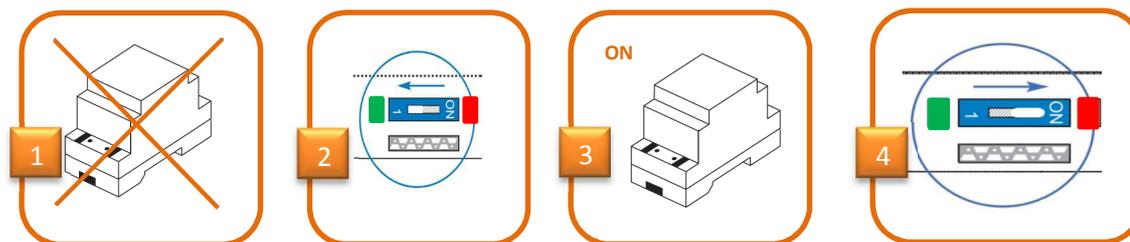
### 3 Steps to Delete ALL Resident Keys

- 1- Move the switch to 1 (Prog)
- 2- Press Exit button until **Controller** Starts **LED Blinking**
- 3- Reset Switch to position ON



### 4 Steps to Delete ALL Master Keys

- 1- Turn OFF the Power Supply
- 2- Move the switch to 1 (Prog)
- 3- Turn ON Power Supply (wait 3 sec for reader LED to turn **ON**)
- 4- Reset Switch to position ON

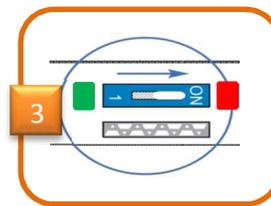
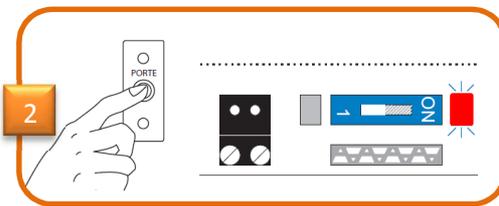
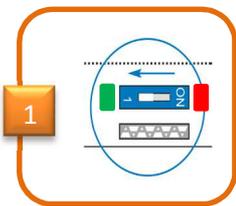


# **EASY DOOR** CONTROLLER

**Application Note n° 0**

## 3 Steps to change Door Release Time

- 1- Move the switch to 1 (Prog)
- 2- Press Exit button as many times as the number of seconds for DOOR (5 times = 5 seconds)
- 3- Reset Switch to position ON



That's it!



**Make your life Easy ...**

# **EASY DOOR** CONTROLLER

## Application Note n° 1

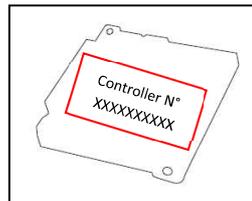
### Create your Account

Easydoorcontroller is a Cloud Management Software solution. This is very useful and allows you to manage remote sites without any infrastructure cost (IP module...). This presents other advantages like:

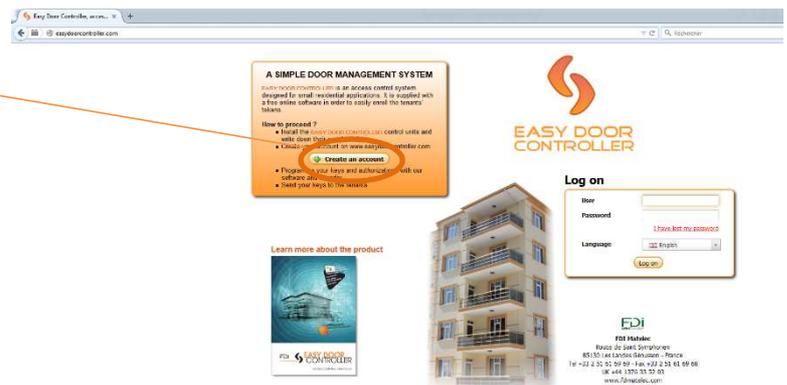
- 24h/7 access to your site,
- From anywhere
- With any Windows operating systems
- No Set Up
- No more software updates.

Now your controller is installed and you want to build up your site. Therefore, follow the simple process and within 4 clicks everything will be done.

**IMPORTANT: Take note of the Controller Serial Number at the back of each controller – It will be requested over the registration process.**



1. Go to [www.easydoorcontroller.com](http://www.easydoorcontroller.com)
2. Click on 
3. Fill in information fields (note fields with \* must be filled in) then click 'OK'
4. 'Activate' registration via the email that has been sent to the address entered during step 3



Now to log on to your account and manage your site, you just have to log on [www.easydoorcontroller.com](http://www.easydoorcontroller.com) with your personal details.

**NB: you should install Java in order to use the encoder**

That's it!



Make your life Easy ...

# EASY DOOR CONTROLLER

## Application Note n° 2

### How to create a Site and Program Keys:

A Site is composed of;

- ▶ **Buildings (1 or more)**
  - ▶ **Doors (Common or not)**
  - ▶ **Apartments / Users**
  - ▶ **Keys**

All of these together define a SITE. Easydoorcontroller offers you a simple way to create a new site and guides you along the complete process.

Go to the Home page and click on



- You will arrive at this page:

The screenshot shows the 'Create site' wizard in a web browser. The interface includes a sidebar with 'Steps' (Create site, Create buildings, Programme keys, Quit the wizard) and a main form area. Callouts point to specific fields: 'Name of the site' (text input), 'Uses access profiles' (radio buttons for Yes/No), 'Number of buildings' (dropdown menu), 'Number of common doors' (dropdown menu), and a table for building configuration.

Buildings	Nb of doors	Nb of apartments	Nb of keys per apartment
BUILDING 001	1	1	1

- Click on  you will arrive on the page to edit your 1<sup>st</sup> building



# EASY DOOR CONTROLLER

## Application Note n° 2

The screenshot shows the 'Edit building "BUILDING 001" of "Site 1"' page. Callouts include:

- Add a name of the building**: Points to the 'Name' field containing 'BUILDING 001'.
- You can edit the name for the door**: Points to the 'Name' field in the table row containing 'DOOR 001 BUILD 001'.
- Tick here if it is a common door**: Points to the 'Common' checkbox, which is checked.
- Here the controller number**: Points to the 'Controller N°' field containing 'XXXXXXXXXX'.

A callout image of a door controller card shows 'Controller N° XXXXXXXXXXXX'.



This Button is to Add Doors to your Building: "BUILDING001"  
(By default first door "DOOR001" is created)



To add Car park Access – Usually set as "common" site door.  
If the door is common and needs to be accessed by all the site residents (eg perimeter gate) tick this box.

- Validate & go to the next step:



# EASY DOOR CONTROLLER

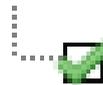
## Application Note n° 2

- If you click on “Programme key” you will arrive on the page below:
  - You just have to place the key on the encoder until the system detects it

Programme the keys of the site "Tuto Create Site".

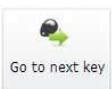


Key correctly programmed

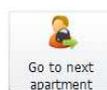


In **BOLD** Waiting for KEY-1 APARTMENT 002

- Other option:



To Skip to Next KEY



To Skip top the Next Apartments

When you have finished the last Key of last Apartment, click Finish to come back to home page.



Make your life Easy ...



# EASY DOOR CONTROLLER

## Application Note n° 3

### Management of the access profiles

An access profile enables you to define 1 or several types of door permissions. This is especially advised in case you have more keys or more doors in order to win time and simplify the key management.

#### How to use it?

- When you create a site choose "yes" (even if you can still choose it when a site is already created this is easier to choose it at the beginning)

**Create site**

Name of the site: DEMO NEW FEATURES  The values of the first building .

Uses access profiles:  Yes  No

Number of buildings: 1

Number of common doors: 0

Buildings	Nb of doors	Nb of apartments	Nb of keys per apartment
BUILDING 001	1	1	1

- Tick the boxes of the door permissions. You can create several access profiles.

**Edit building "BUILDING 001" of "DEMO ACCESS PROFILES".**

Building and doors | **Access profiles** | Apartments | External operatives

Add a profile

Name	Common	BUILDING 001		BUILDING 002	
	DOOR 001	DOOR 001 BUILD 001	DOOR 002 BUILD 001	DOOR 001 BUILD 002	DOOR 002 BUILD 002
PROFILE 001 BUILD 001	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROFILE 002 BUILD 002	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



# EASY DOOR CONTROLLER

## Application Note n° 3

- Set the access profile for each apartment

The screenshot shows the 'Apartments' configuration screen for 'BUILDING 001'. The interface includes a sidebar with 'Wizard' and 'Steps' (Edit site, Edit buildings, Programme keys, Quit the wizard). The main area has tabs for 'Building and doors', 'Access profiles', 'Apartments', and 'External operatives'. Below the tabs, there are input fields for 'Add' (1 Apartment(s) 3 key(s) Profile) and 'Import apartment names'. A table lists apartments with their names, access profiles, and the number of keys. An orange circle highlights the 'Access profile' column.

Apartment name	Access profile	N° of key(s)
APARTMENT 001	PROFILE 001 BUILD 001	3
APARTMENT 002	PROFILE 001 BUILD 001	3
APARTMENT 003	PROFILE 001 BUILD 001	3
APARTMENT 004	PROFILE 001 BUILD 001	3
APARTMENT 005	PROFILE 001 BUILD 001	3

- For each apartment when using access profiles, you don't need to tick each permission for each door but you choose one access profile which will cover all doors in one choice. You avoid the mistakes which could be done when you select the permissions without using access profiles.

**WITH ACCESS PROFILE**

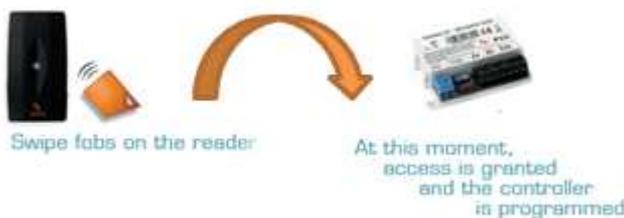
This screenshot shows the 'Apartments' configuration screen where each apartment is assigned a single 'Access profile'. The table has columns for 'Apartment name', 'Access profile', 'N° of key(s)', and 'N° of remote(s)'. All apartments are assigned 'PROFILE BUILD 001'.

Apartment name	Access profile	N° of key(s)	N° of remote(s)
APARTMENT 001	PROFILE BUILD 001	3	0
APARTMENT 002	PROFILE BUILD 001	3	0
APARTMENT 003	PROFILE BUILD 001	3	0
APARTMENT 004	PROFILE BUILD 001	3	0
APARTMENT 005	PROFILE BUILD 001	3	0
APARTMENT 006	PROFILE BUILD 001	3	0

**WITHOUT ACCESS PROFILE**

This screenshot shows the 'Apartments' configuration screen where each apartment has individual permissions for each door. The table has columns for 'Apartment name', 'Common', 'DOOR 001', 'DOOR 001 BUILD 001', 'DOOR 002 BUILD 001', 'DOOR 003 BUILD 001', 'N° of key(s)', and 'N° of remote(s)'. All permissions are checked.

Apartment name	Common	DOOR 001	DOOR 001 BUILD 001	DOOR 002 BUILD 001	DOOR 003 BUILD 001	N° of key(s)	N° of remote(s)
APARTMENT 001	<input checked="" type="checkbox"/>	3	0				
APARTMENT 002	<input checked="" type="checkbox"/>	3	0				
APARTMENT 003	<input checked="" type="checkbox"/>	3	0				
APARTMENT 004	<input checked="" type="checkbox"/>	3	0				
APARTMENT 005	<input checked="" type="checkbox"/>	3	0				
APARTMENT 006	<input checked="" type="checkbox"/>	3	0				



**Make your life Easy ...**

# EASY DOOR CONTROLLER

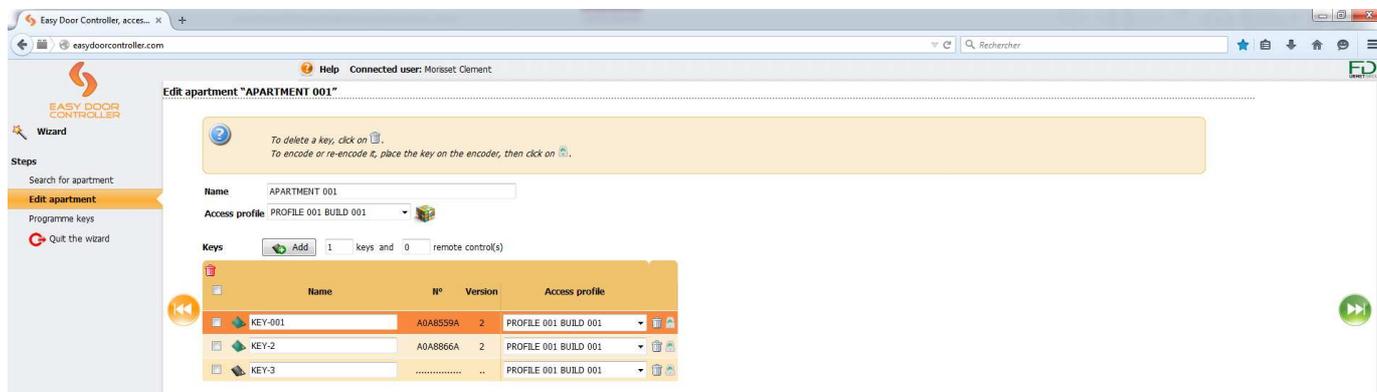
## Application Note n° 4

### How to Add, Replace, Delete and Format Keys:

Use the search bar to enter details search information (site, apartment or resident name)



From here you have all options to manage your keys, apartments and access profiles.



## 1- Add Keys or Remotes

- Select the apartment
- Define how many keys you want to add and click on
- New keys will appear at the bottom of the list
- Edit name and access profile as requested



# EASY DOOR CONTROLLER

## Application Note n° 4

Name	N°	Version	Access profile
KEY-001	A0A8559A	2	PROFILE 001 BUILD 001
KEY-2	A0A8866A	2	PROFILE 001 BUILD 001
KEY-3	.....	..	PROFILE 001 BUILD 001

- Place your Key on the encoder and click here
- Once the Key is created, a serial number will appear instead of “.....”

## 2- Replace a Lost Key

- Place your new key on the encoder
- Select the lost key and encode the new one by clicking on
- The serial number of the new key will replace the one of the lost key

Name	N°	Version	Access profile
KEY-001	A0A8559A	2	PROFILE 001 BUILD 001
KEY-2	A0A8866A	2	PROFILE 001 BUILD 001

3-

## 3- Delete a key

If a key is lost but does not need to be replaced it can be only deleted by clicking on bin icon

Name	N°	Version	Access profile
KEY-001	A0A8559A	2	PROFILE 001 BUILD 001
KEY-2	A0A8866A	2	PROFILE 001 BUILD 001



Make your life Easy ...

# EASY DOOR CONTROLLER

## Application Note n° 5

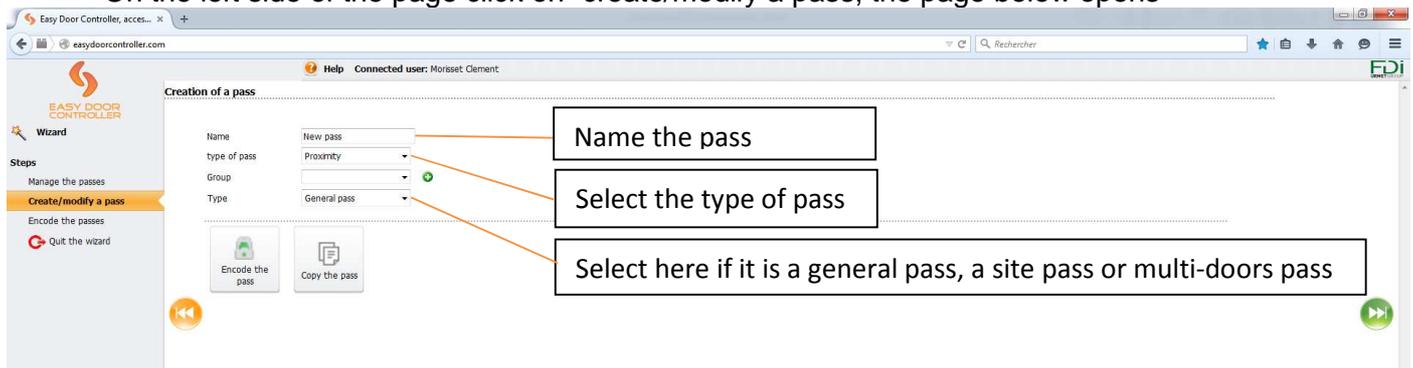
### Create a pass key

A “pass key” is a key which can open all the doors of a site or all the doors of all the sites. This key is normally used by the manager of the site.

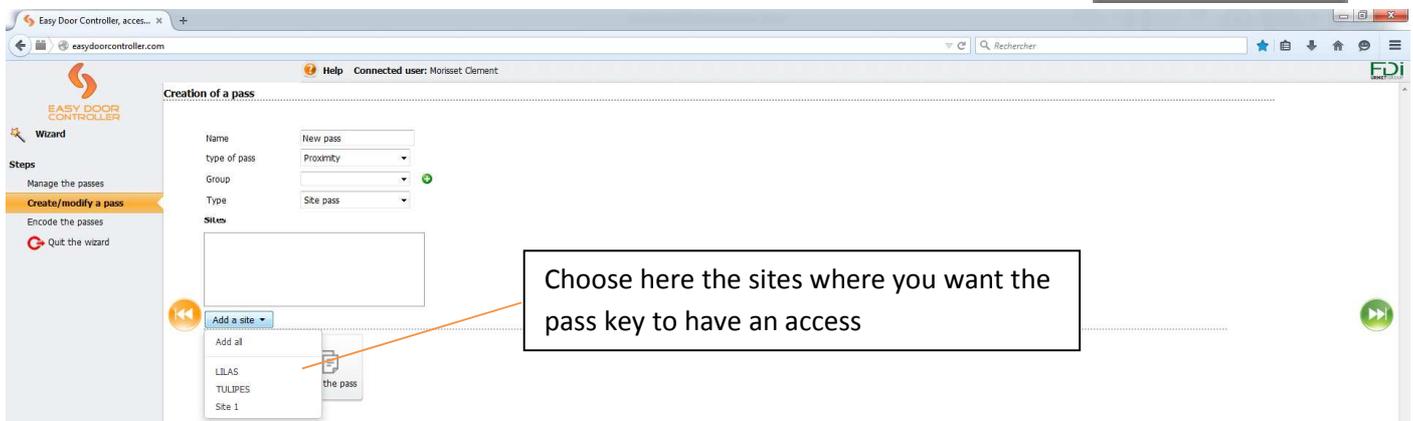
- Select the icon  on the home page



- On the left side of the page click on “create/modify a pass, the page below opens



- If you choose a general pass you can click on encode the pass after placing a key on the encoder
- If you choose a site pass then a list of the sites will appear by clicking on 

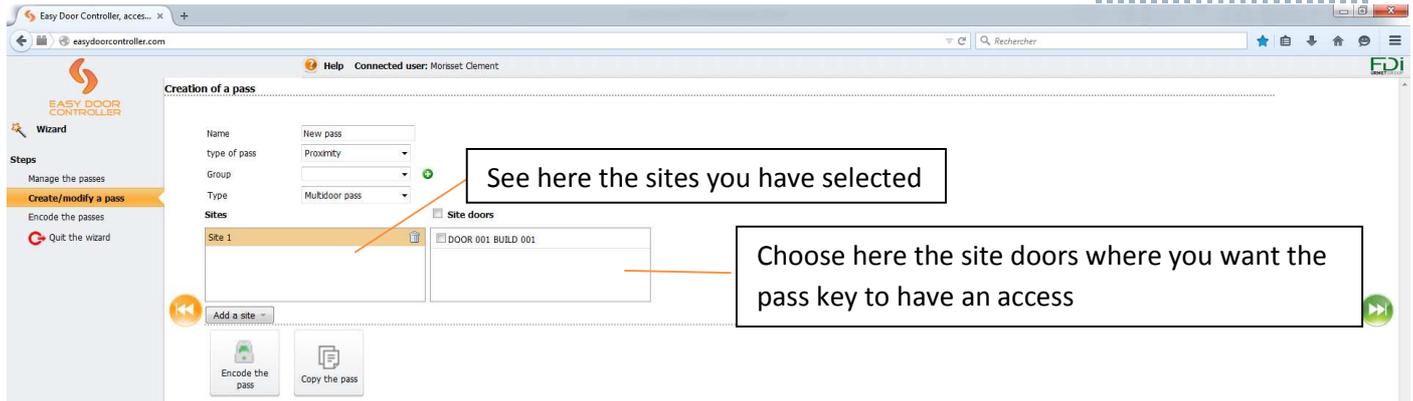


# **EASY DOOR** CONTROLLER

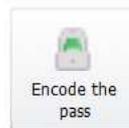
## Application Note n° 5

- If you choose a multi-doors pass then a list of the sites will appear by clicking on

Add a site



- When you have selected all these items you are now ready to encode the "pass key". Place a key on the encoder then click on the icon encode the pass



That's it!

Make your life Easy ...



# **EASY DOOR** CONTROLLER

## Application Note n° 6

### Replace a Door

#### Why?

Your installation has been damaged and has to be changed. The controller has been damaged and the access is not secured anymore.

You must replace immediately the controller and back-up the secured access to the building.

The problem is that you do not remember the configuration of the site and the list of users. This can be critical and not cost efficient with a standard solution to redefine all access / users to the controller.

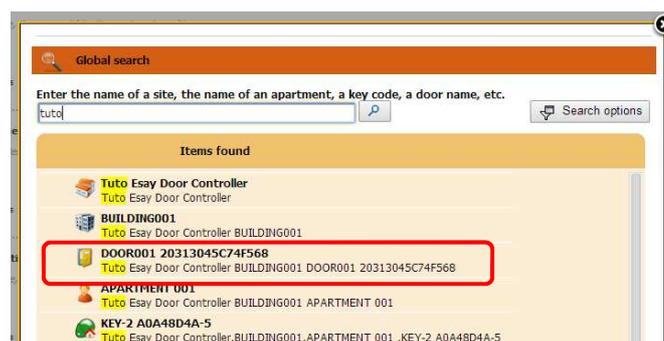
With Easydoorcontroller.com, you will be able to quickly give your customers: Security and Service. This without any extra cost for your customers and no time investment for you.

#### Steps to Follow

1. Use “search bar” to find the door which you have to replace, enter details search information (site, apartment or resident name)

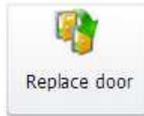


2. Click on the Door – here in this example DOOR001 Tuto Easy Door Controller

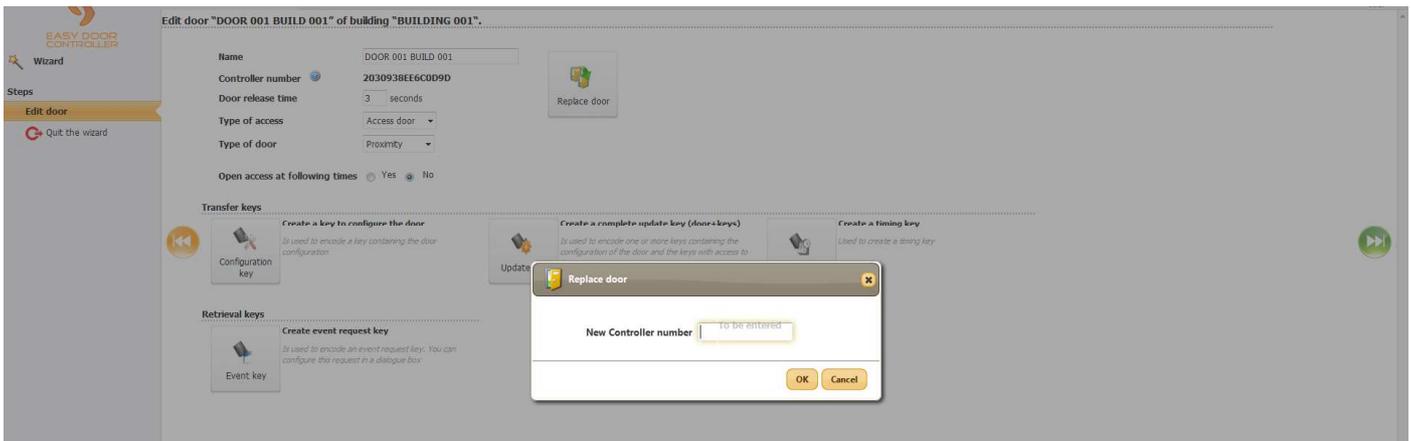


# EASY DOOR CONTROLLER

## Application Note n° 6



3. Click on
4. Enter new Controller Serial Number

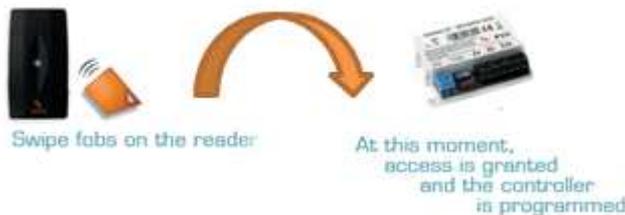


5. Click Ok
6. **Place a Key on your encoder**
7. Programme this new key by clicking on. All door settings have been uploaded into the Key.
8. Go on site, install your new controller and swipe this key to the controller holding it in front until fixed LED **GREEN**



Create a key to configure the door  
*Is used to encode a key containing the door configuration*

That's it!



Make your life Easy ...

# **EASY DOOR** CONTROLLER

## Application Note n° 7

### How to create an Event Key:

- **What is the Event Key?**

An event key will allow you to download from the controller all events that occurred limited to the last 20 000 events within the last 30 days. You will find in the application note "Export Event" how to download the events from the controller.

An event can be:

- Authorised Key
- Refused Key
- Change controller time
- Add Key to controller N°
- ...

- **An Event Key is linked to a Door:**

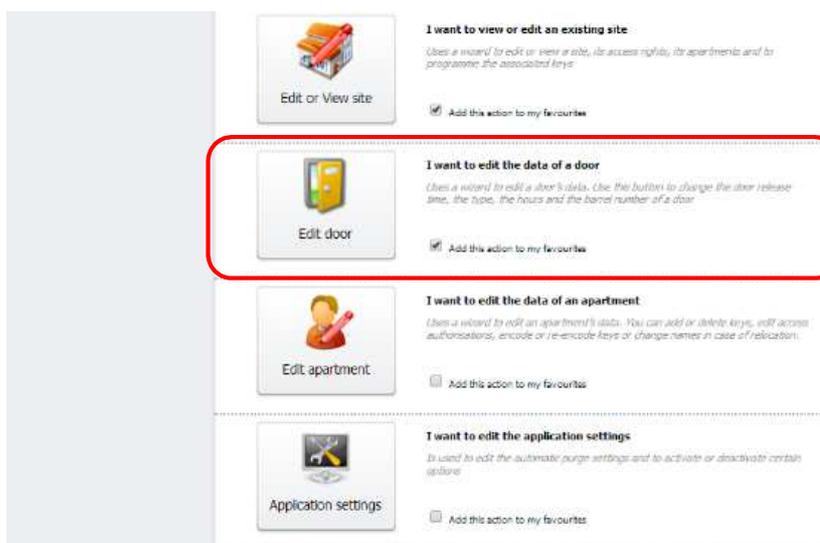
Each event key must be programmed for a specific door, and to be programmed by the Site Manager via [www.Easydoorcontroller.com](http://www.Easydoorcontroller.com) and using the Encoder.

- **Event Key Type & Capacity:**

Any key can be used for being encoded as an event key. A Key 1K can store up to 40 events. If you need to upload more events, you can create "Neutral Keys" or order a 4K Key that can upload up to 200 events. You can use maximum 15 keys, they must have the same capacity (all 4K or all 1K).

- **Creation of an Event Key:**

**Step 1:** Go to the home page and click on "Edit Door"



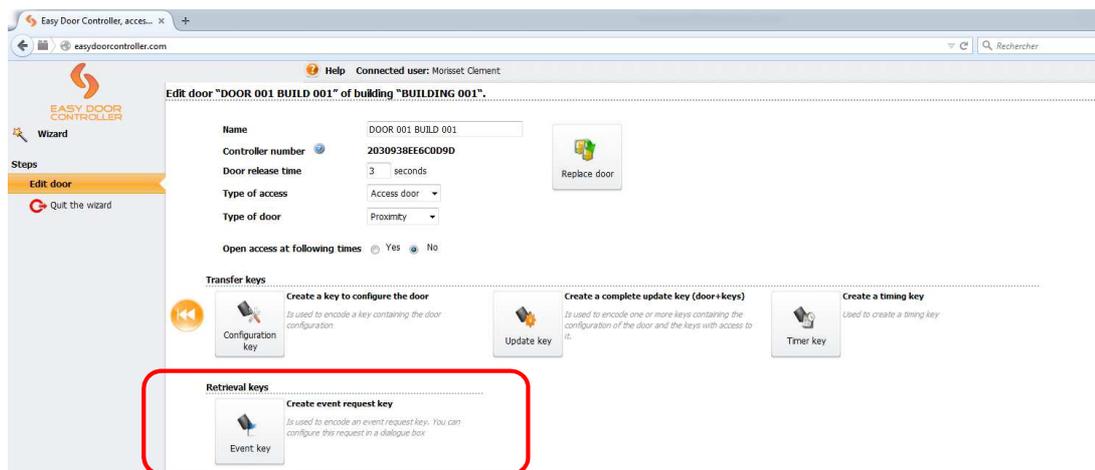
# EASY DOOR CONTROLLER

## Application Note n° 7

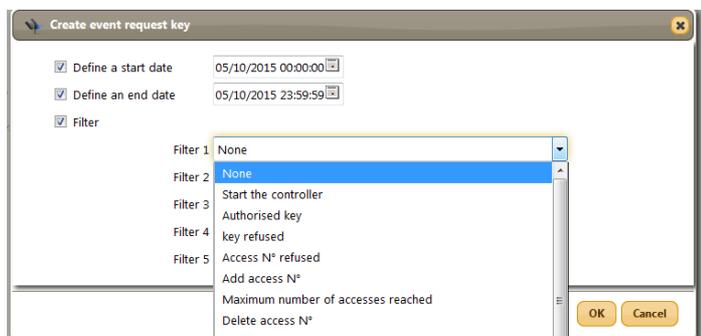
### Step 2: Select the door you want to take the events from



### Step 3: Click on the “Event Key” button



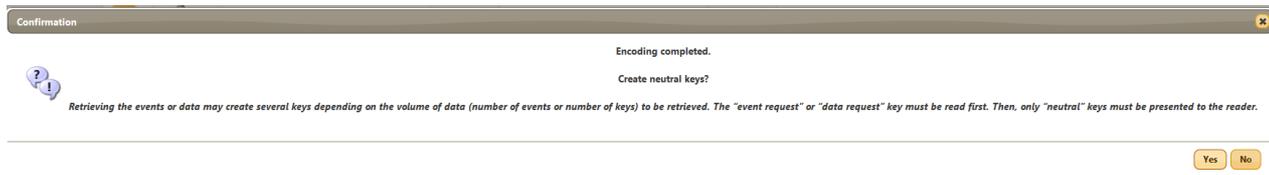
### Step 4: Select a “starting date” and an “end date”, place the Event key on the encoder and select “OK”



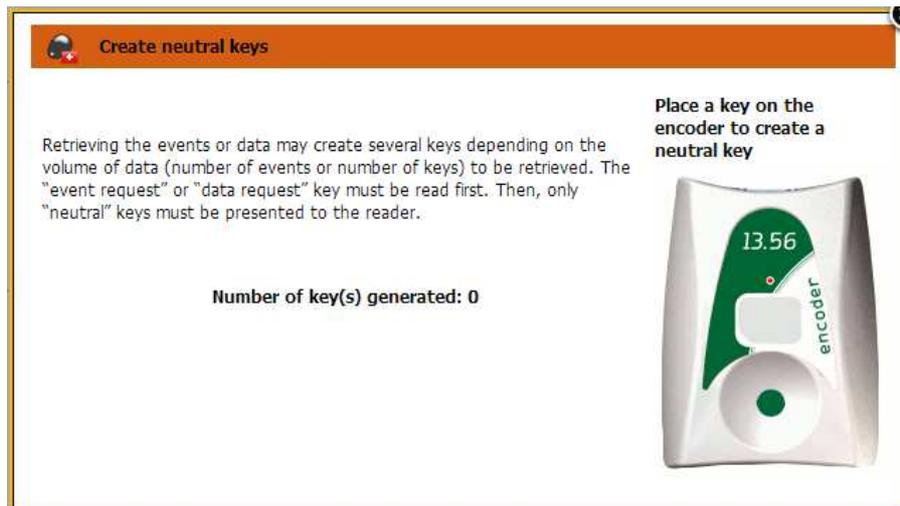
# **EASY DOOR** CONTROLLER

## Application Note n° 7

### Step 5: a window will open automatically and ask if you want to create “neutral key”



If you click Neutral Keys, you will see the following.



**That's it!**

See application note number 8 for next step of event recovery



**Make your life Easy ...**



# EASY DOOR CONTROLLER

## Application Note n° 8

### 4 Steps to Import Events from a Controller:

Go to your site and to the door for which you have programmed your Key as an event Key.

- 1- Present your 1<sup>st</sup> Event Key to the reader
- 2- **Green LED** will blink in until events are uploading.
- 3- **Green LED** stop blinking and pass "ON" fixed
- 4- Take off the Event Key



If the **LED** goes alternatively **RED** / **GREEN** this indicates that further events must be downloaded:

- 5- Present Neutral Keys (same process as point 2)

When all events are downloaded, the LED will go fixed **GREEN** and OFF.

### Display Event & Export in Excel:

Connect to [www.easydoorcontroller.com](http://www.easydoorcontroller.com) and log on to your account.

Drop your Event Keys on the Encoder and a Pop-up message will be displayed:



Click on "Yes" and you'll see all the events of the door. You can "Export" the events on an Excel file to save it on your computer.



That's it!



Make your life Easy ...

# EASY DOOR CONTROLLER

## Application Note n° 9

### Import the names of the residents / apartments

To create a complete file with the names of the residents / apartments of a new site and give it to the manager when the installation is finished.

#### How to use it?

- In the menu "Edit buildings" click on the window "apartment"

The screenshot shows the 'Edit building "BUILDING 001" of "Site 1"' interface. The 'Apartments' tab is selected, showing a table with 8 rows of apartment data. Each row includes an 'Apartment name' (e.g., APARTMENT 001), an 'Access profile' (PROFILE 001 BUILD 001), and columns for 'N° of key(s)' (3) and 'N° of remote(s)' (0). There are also 'Import apartment names' and 'Add' buttons.

Apartment name	Access profile	N° of key(s)	N° of remote(s)
APARTMENT 001	PROFILE 001 BUILD 001	3	0
APARTMENT 002	PROFILE 001 BUILD 001	3	0
APARTMENT 003	PROFILE 001 BUILD 001	3	0
APARTMENT 004	PROFILE 001 BUILD 001	3	0
APARTMENT 005	PROFILE 001 BUILD 001	3	0
APARTMENT 006	PROFILE 001 BUILD 001	3	0
APARTMENT 007	PROFILE 001 BUILD 001	3	0
APARTMENT 008	PROFILE 001 BUILD 001	3	0

- Then click on **Import apartment names**

- The window below will open

The dialog box shows two steps: Step 1: 'Get the file to be completed' with a 'Parcourir...' button and the text 'Aucun fichier sélectionné.'; Step 2: 'Import the selected file' with an 'Import the selected file' button. An 'Explanation' box provides instructions for Step 1 (downloading the file) and Step 2 (selecting the edited file). An 'OK' button is at the bottom right.

**Explanation:**

- **Step 1:** start by downloading the file by clicking on "Get the file to be completed". Edit the settings with Excel and save on your PC. Then proceed to Step 2.
- **Step 2:** select the edited file by clicking on "Browse...", and click on "Import selected file".



# EASY DOOR CONTROLLER

## Application Note n° 9

- As mentioned at the right hand side in orange, you should at first download the file by clicking on

[Get the file to be completed](#)

- An Excel File will be downloading. In this file, you should write the names of the residents

id (do not change)	Apartment	Number of keys	Number of RCs	PROFILE 001 BUILD 001(61) _Indicate the access'profile with an "X".
B8A10	APARTMENT 001	3	0	X
B8A-1	APARTMENT 002	3	0	X
B8A-2	APARTMENT 003	3	0	X
B8A-3	APARTMENT 004	3	0	X
B8A-4	APARTMENT 005	3	0	X
B8A-5	APARTMENT 006	3	0	X
B8A-6	APARTMENT 007	3	0	X
B8A-7	APARTMENT 008	3	0	X

**! DO NOT CHANGE THE NUMBER IN THE COLUMN A**

id (do not change)	Apartment	Number of keys	Number of RCs	PROFILE 001 BUILD 001(61) _Indicate the access'profile with an "X".
B8A10	SMITH	3	0	X
B8A-1	GORDON	3	0	X
B8A-2	JONES	3	0	X
B8A-3	BROWN	3	0	X
B8A-4	BLUE	3	0	X
B8A-5	GREY	3	0	X
B8A-6	PARKER	3	0	X
B8A-7	CAMERON	3	0	X



# EASY DOOR CONTROLLER

## Application Note n° 9

- Save the Excel sheet, filled the names of the residents on your PC then click on the icon "Browse"

Import the names of the apartments and apartments ✕

Step 1 - Get the file to be completed

Step 2 - Parcourir... Aucun fichier sélectionné.

Import the selected file

**Explanation:**

- **Step 1:** start by downloading the file by clicking on "Get the file to be completed". Edit the settings with Excel and save on your PC. Then proceed to Step 2.

- **Step 2:** select the edited file by clicking on "Browse...", and click on "Import selected file".

OK

- The name of the Excel file will appear, you can now click on the icon

Import the names of the apartments and apartments ✕

Step 1 - Get the file to be completed

Step 2 - Parcourir... SITE 1.c

Import the selected file

**Explanation:**

- **Step 1:** start by downloading the file by clicking on "Get the file to be completed". Edit the settings with Excel and save on your PC. Then proceed to Step 2.

- **Step 2:** select the edited file by clicking on "Browse...", and click on "Import selected file".

The downloading is now in progress. Wait until the window will automatically close.

This operation may take some time...

Import the selected file

- The name of residents / apartments appear now on the web page

**EASY DOOR CONTROLLER**

Help Connected user: Morisset Clement

Edit building "BUILDING 001" of "Site 1".

Building and doors Access profiles **Apartments** External operatives

Add ( 1 Apartment(s) 3 key(s) and 0 remote control(s) Profile Import apartment names

Apartment name	Access profile	N° of key(s)	N° of remote(s)
<input type="checkbox"/> SMITH	PROFILE 001 BUILD 001	3	0
<input type="checkbox"/> GORDON	PROFILE 001 BUILD 001	3	0
<input type="checkbox"/> JONES	PROFILE 001 BUILD 001	3	0
<input type="checkbox"/> BROWN	PROFILE 001 BUILD 001	3	0
<input type="checkbox"/> BLUE	PROFILE 001 BUILD 001	3	0
<input type="checkbox"/> GREY	PROFILE 001 BUILD 001	3	0
<input type="checkbox"/> PARKER	PROFILE 001 BUILD 001	3	0
<input type="checkbox"/> CAMERON	PROFILE 001 BUILD 001	3	0

Make your life Easy ...

# EASY DOOR CONTROLLER

## Application Note n° 10

### Create a complete file to your client when the installation is finished

- **WHY?**

When your sites have been created your client can ask you all the details concerning them:

- Which keys for which residents?
- Map of the site?

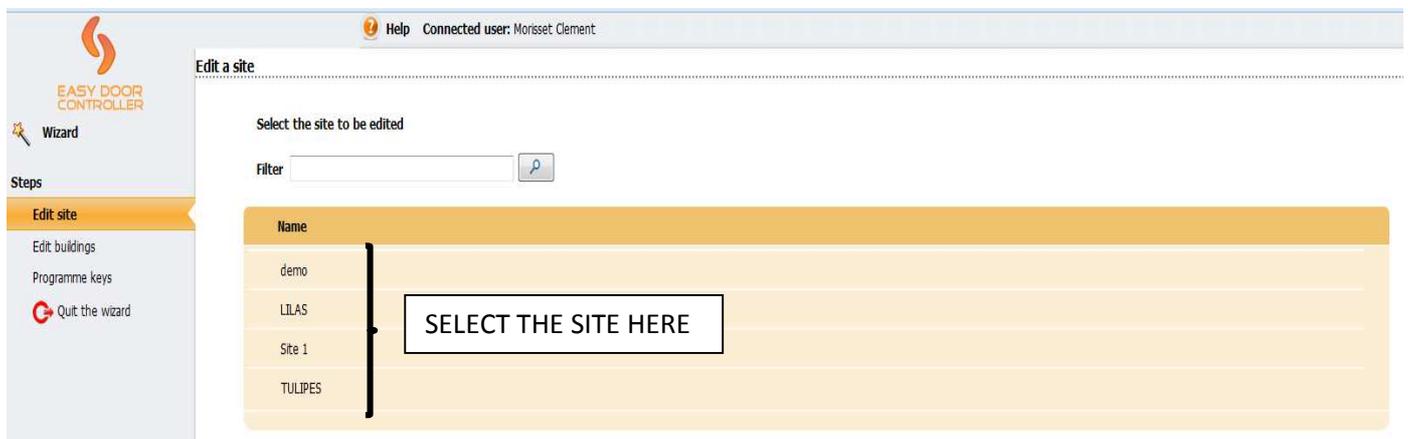
With [www.easydoorcontroller.com](http://www.easydoorcontroller.com) you can create a complete file which will help your client for the management and attribution of the key. That's the value of your work given to the client.

- **HOW TO CREATE IT?**

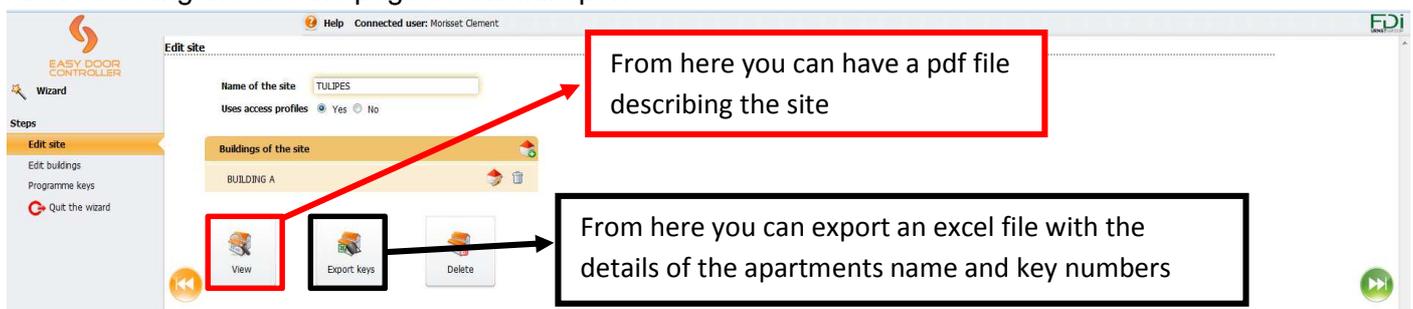
On the homepage click on the window



Then select the site



After selecting the site the page below will open

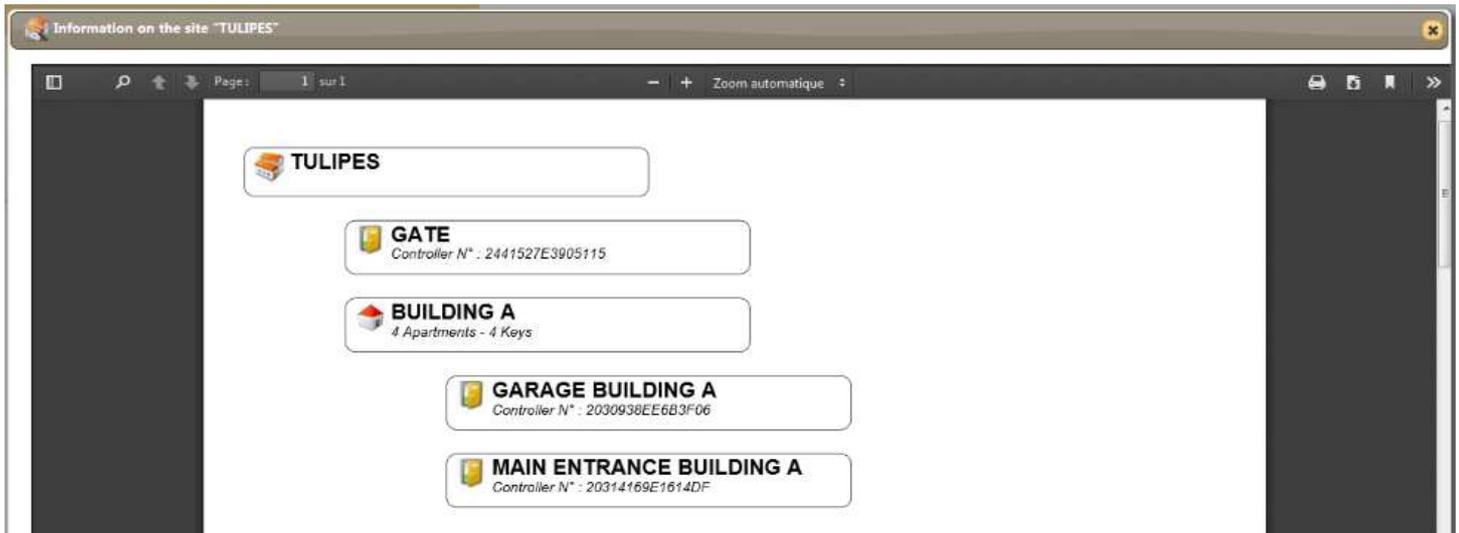


# EASY DOOR CONTROLLER

## Application Note n° 10



From here you can have a pdf file describing the site, see below



From here you can export an excel file with the details of the apartments name and key numbers see below

1 Site : TULIPES							
2							
3							
4							
5 Building	Apartment	Key	N°	Common	BUILDING A		
				GATE	GARAGE BUILDING A	MAIN ENTRANCE BUILDING A	
6 Apartments							
7 BUILDING A		APARTMENT 001		X	X	X	
		CLE-001-black	4E3D20AA	X	X	X	
		APARTMENT 002		X	X	X	
		KEY-1-blue	4E2C778A	X	X	X	
		APARTMENT 003		X	X	X	
		KEY-1-blue	4E5DDAEA	X	X	X	
		APARTMENT 004		X	X	X	
		KEY-2-black	4E3CD22A	X	X	X	
15							
16							
17 Number of buildings				1			
18 Number of doors				3			
19 Number of apartments				4			
20 Number of keys				4			
21							

The residents can sign here for a proof of the keys delivery

