



EN ENGLISH

A screenshot of the ATRIUM login web interface. The interface has a black header with the 'ATRIUM' logo in white and blue. Below the header, there are two input fields: the first is labeled 'Login ID' with a person icon, and the second is labeled 'Password' with a lock icon. A blue 'Enter' button is located at the bottom right of the form. At the bottom of the interface, there is a small CDVI logo.

ATRIUM

Quickstart Web Guide v4.20

The Installer's Choice
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GETTING STARTED WITH ATRIUM

This guide shows how to do basic web configuration in Atrium. Once the steps are complete, the cards added can unlock any doors at any time, for five seconds. Doors are always locked by default. To make changes to these settings, check the "Additional Configuration" section.



Note Atrium stand-alone configuration is one card reader per door. For advanced configuration options, use the Atrium software included with the system.



Important Ensure that all system and field wiring is complete before using this guide. Consult the wiring diagrams in the A22 hardware manual for more information.

FINDING AND CONNECTING TO THE CONTROLLER

The Atrium Finder is a small utility that finds and displays which IP address the Atrium controller is using on the network. The Atrium controller is set to DHCP by default so that it can adapt to take any available IP address.

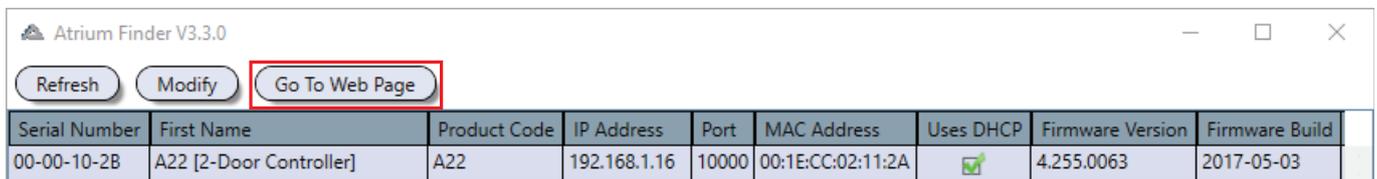
Atrium Finder is also available free in the Google Play store or Apple App store. Search for Atrium-Finder to download and install the app.

INSTALLING AND RUNNING THE ATRIUM FINDER

Double-click the  **Atrium Finder-Setup.exe** file located on the Atrium CD to install the Atrium Finder.

Double-click the Atrium Finder shortcut on the computer desktop to open the Atrium Finder.

Click Go To Web Page to open your web browser and reach the Atrium Login screen.



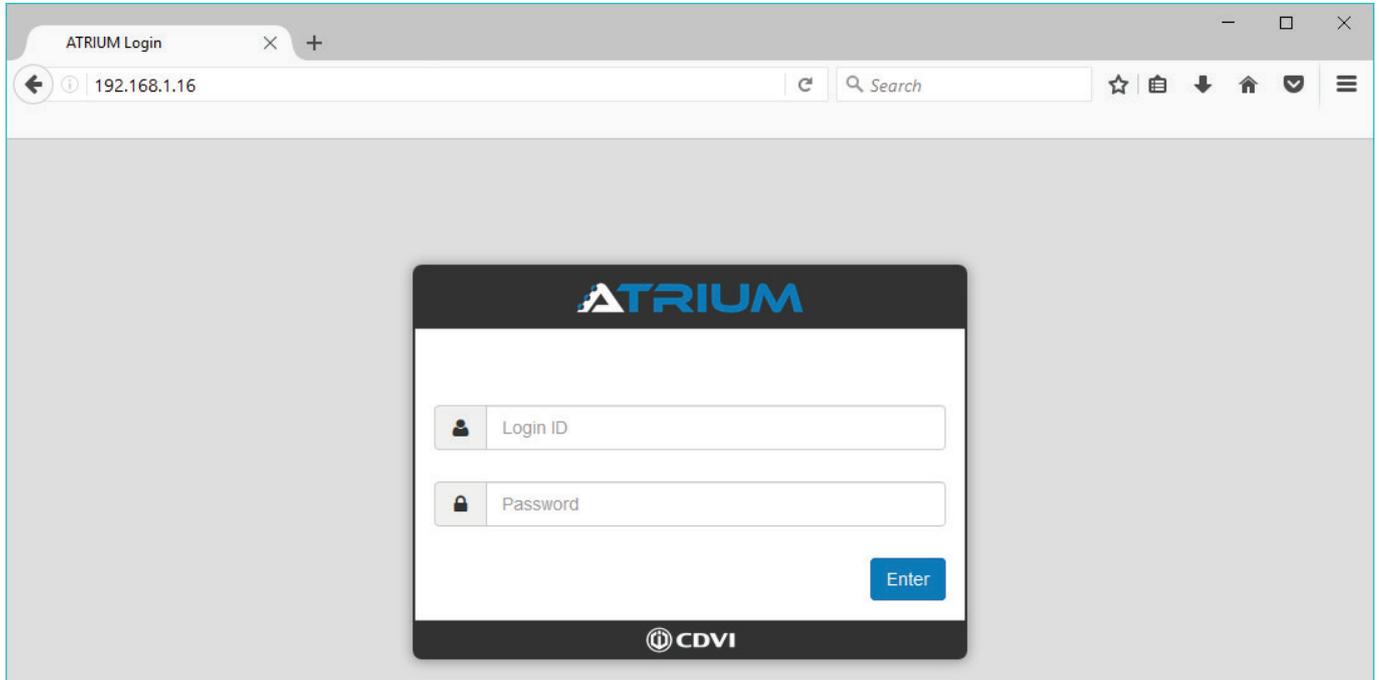
Serial Number	First Name	Product Code	IP Address	Port	MAC Address	Uses DHCP	Firmware Version	Firmware Build
00-00-10-2B	A22 [2-Door Controller]	A22	192.168.1.16	10000	00:1E:CC:02:11:2A	<input checked="" type="checkbox"/>	4.255.0063	2017-05-03

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LOGGING INTO THE WEBPAGE

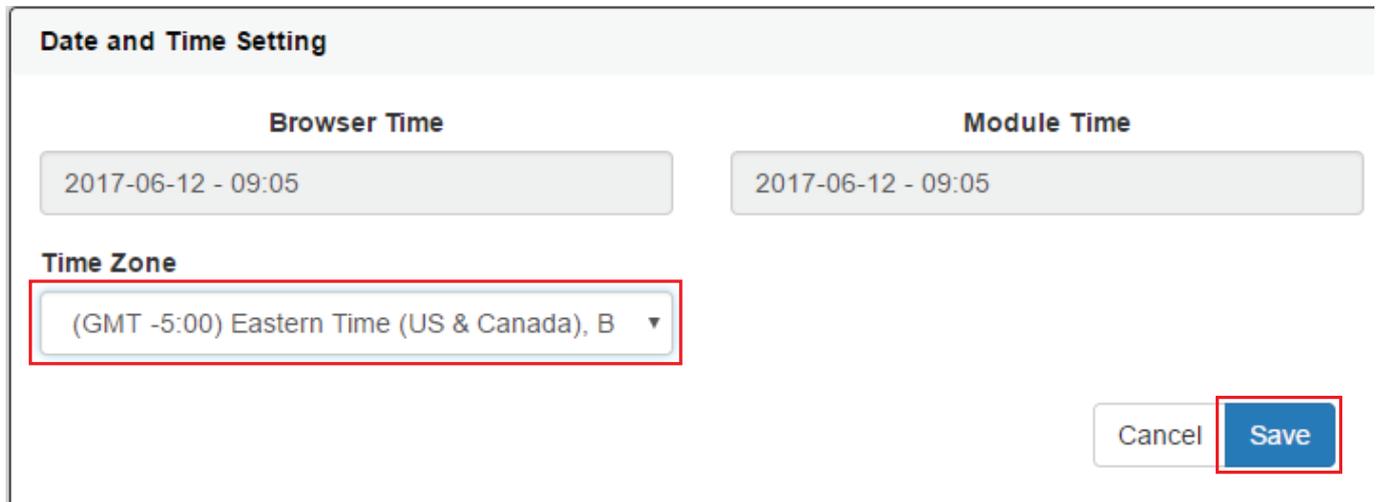
Type "admin" for the Login ID and "admin" for the Password. Click **Enter** to log in.



Note The Login ID and Password are case-sensitive.

SETTING THE DATE AND TIME

Click on **Control Panel**, then **Date and Time Settings**. Select your local time zone from the **Time Zone** drop-down menu, then click **Save**.



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CREATING INSTANT ACCESS

The MASTER and PROGRAMMING cards included with Atrium are used to add cards that have full access to all doors, at all times.

ADDING CARDS

- 1) Present the MASTER card to a reader (the door will unlock).
- 2) Within five seconds, present the PROGRAMMING card. The reader will flash red twice and green twice in sequence to show that enrollment mode is active.
- 3) Present new access cards to the reader one by one to add them to the system. Each new card creates a new user and assigns the card to that user. The reader will beep and then flash green after each card is added.
- 4) Present the PROGRAMMING card again to exit enrollment mode.



MASTER Card



PROGRAMMING Card

QUICK ACCESS SUMMARY

All cards added now have access to go through any door at any time, for five seconds. Doors are always locked by default.

All settings relating to user access can be modified by logging into Atrium using the web page. For more information, check the "Additional Configuration" section.

For advanced configuration and to make any hardware changes, use the Atrium software.

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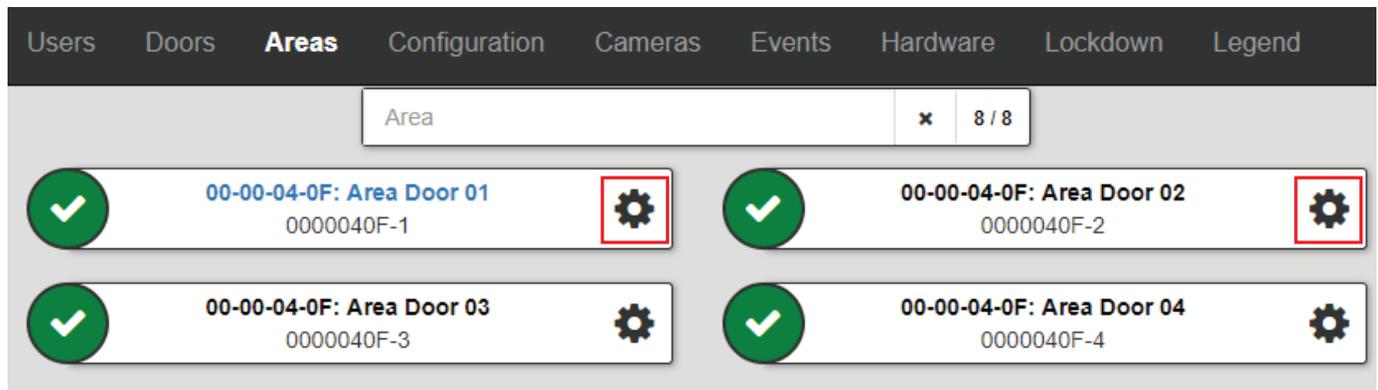
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ADDITIONAL CONFIGURATION

This section shows how to make changes to default settings using the Atrium web page. The fields are listed by recommended order of configuration.

AREAS

To view Areas, click on the **Areas** tab. An Area is the place that a door leads to and is used for Access Levels (p.9). By default, Door 01 leads to Area Door 01, Door 02 to Area Door 02, and so on. These names can be changed to make it easier to identify the door and where it leads to. To modify an Area, click on its **cogwheel icon**.



Under the **Display Name**, type the name that describes the Area, then click **Save**.

In the example below, the word "Front Door" has been typed in place of Area Door 01.

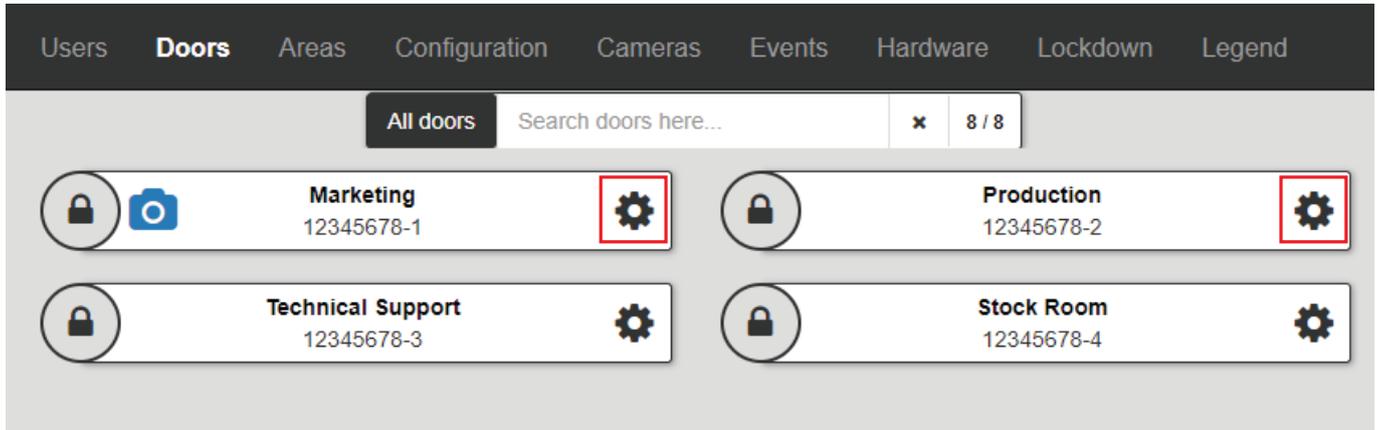


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DOORS

To view Doors, click on the **Doors** tab. A Door is used to access an Area. By default, Door 01 leads to Area Door 01, Door 02 to Area Door 02, and so on. To modify a Door, click on its **cogwheel icon**.



Under the **Display Name**, type the name that describes the Door, then click **Save**. In the example below, the word "Lobby Door" has been typed in place of Door 01.

You can also assign a schedule to a door so that it automatically unlocks during specified hours. Click on the **Unlock Schedule** dropdown menu, select a schedule, then click **Save**.

Display Name

Unlock Schedule

CameraSide A

CameraSide B

Unlock on First Access

Double Swipe

Update User Location Upon:

Lockdown enabled

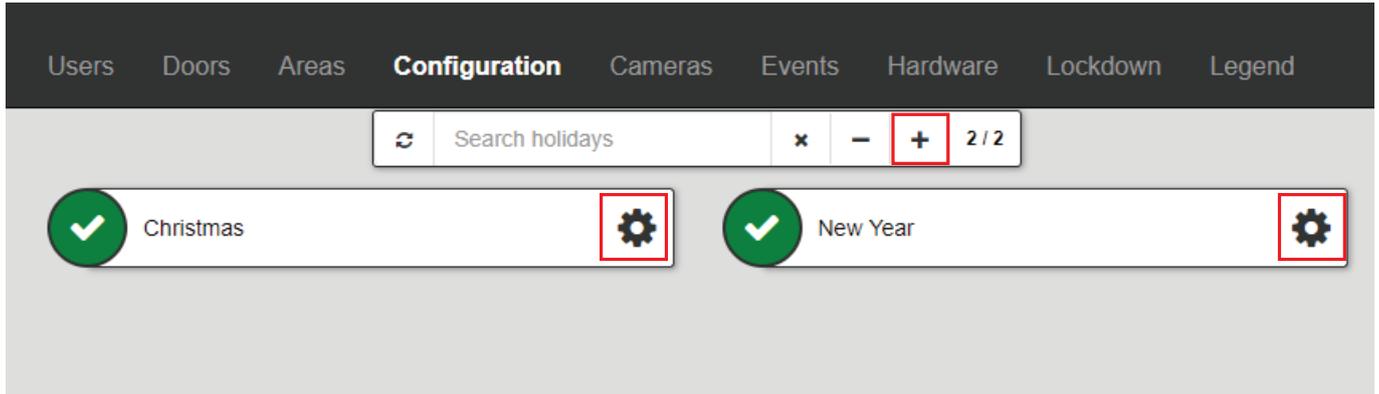
Events >

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HOLIDAYS

To view Holidays, click on the **Configuration** tab and select **Holidays**. Holidays can be assigned to a Schedule to add or remove specific time from that Schedule. "New Year" and "Christmas" are the holidays included by default. To add a Holiday, click the **plus sign**. To modify a Holiday, click on its **cogwheel icon**.

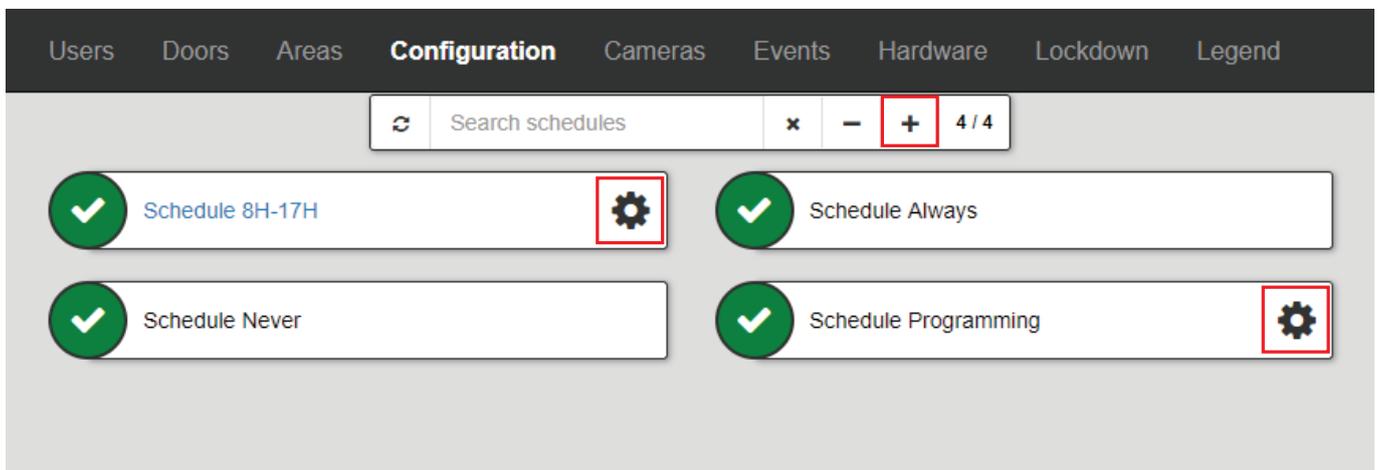


Use the **Configuration** tab to modify the date, time and occurrence of the Holiday.



SCHEDULES

To view Schedules, click on the **Configuration** tab and select **Schedules** from the dropdown menu. A Schedule specifies when a User has access to an Area, or when a Door unlocks (on an Unlock Schedule). To add a Schedule, click the **plus sign**. To modify a Schedule, click on its **cogwheel icon**.



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Under the **Display Name**, type the name that describes the Schedule, then click **Save**.
 In the example below, the word "Employee Schedule" has been typed in for this new Schedule.

<
Schedule :

General Information

State

Active v

Display Name

Employee Schedule

Start Time

2017

 /

6

 /

16

 y:m:d

Cycle (day)

7

Cancel

Save

Use the **Periods** tab to modify the days, times and cycle length of the Schedule.

Use the **Holidays** tab to assign Holidays to the **Included** or **Excluded** categories.



Note If a Holiday is Included, it adds the Holiday's time to the Schedule. Users will have access on this Holiday.
 If a Holiday is Excluded, it removes the Holiday's time from the Schedule. Users will not have access on this Holiday.

ACCESS LEVELS

To view Access Levels, click on the **Configuration** tab and select **Access Levels** from the dropdown menu. An Access Level specifies where and when a User has access, by assigning Schedules to Areas. To add an Access Level, click the **plus sign**. To modify an Access Level, click on its **cogwheel icon**.

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Doors
Areas
Configuration
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Hardware
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Legend

↻ Search access levels
x
+
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✓

Access Level Always

⚙️

✓

Access Level Programming

⚙️

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Under the **Display Name**, type the name that describes the Access Level, then click **Save**.
 In the example below, the word "Employee Access" has been typed in for this new Access Level.

Access Level :

General Information

Active

 Display Name

Use the **Areas** tab below **General Information** and click the **cogwheel icon** on each Area to assign a Schedule. In the example below, the "Employee Schedule" has been assigned to the "Lobby" Area.



Lobby
 Employee Schedule

USERS

To view Users, click on the **Users** tab and select **Users** from the dropdown menu. A User needs a credential (card and/or keypad code) and an Access Level to gain access to an Area. To add a User, click the **plus sign**. To modify a User, click on their **cogwheel icon**.

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USER ADMINISTRATOR

USER INSTALLER

USER PROGRAMMING

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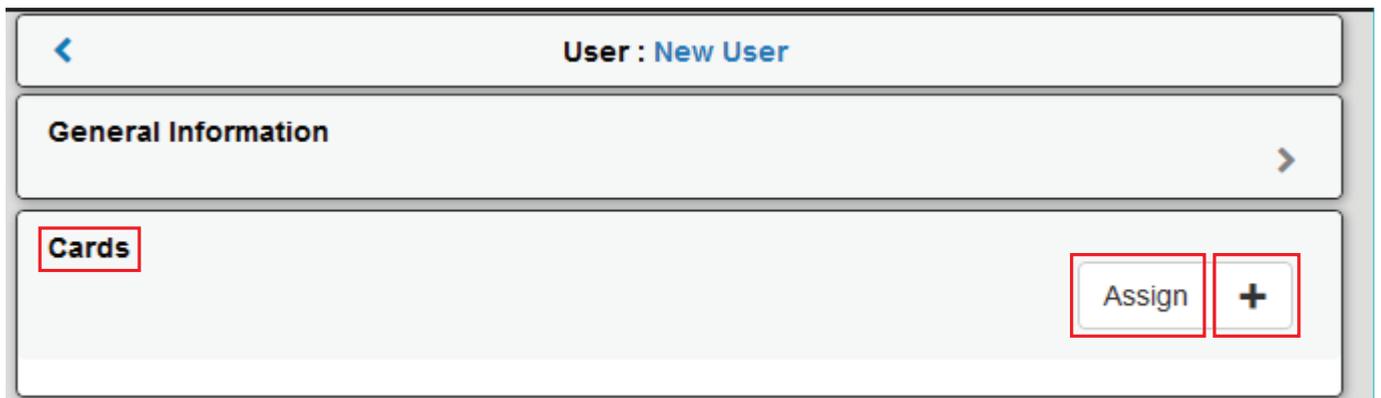
Use the **Access Levels** tab to assign an Access Level to the User.



CARDS AND KEYPAD CODES

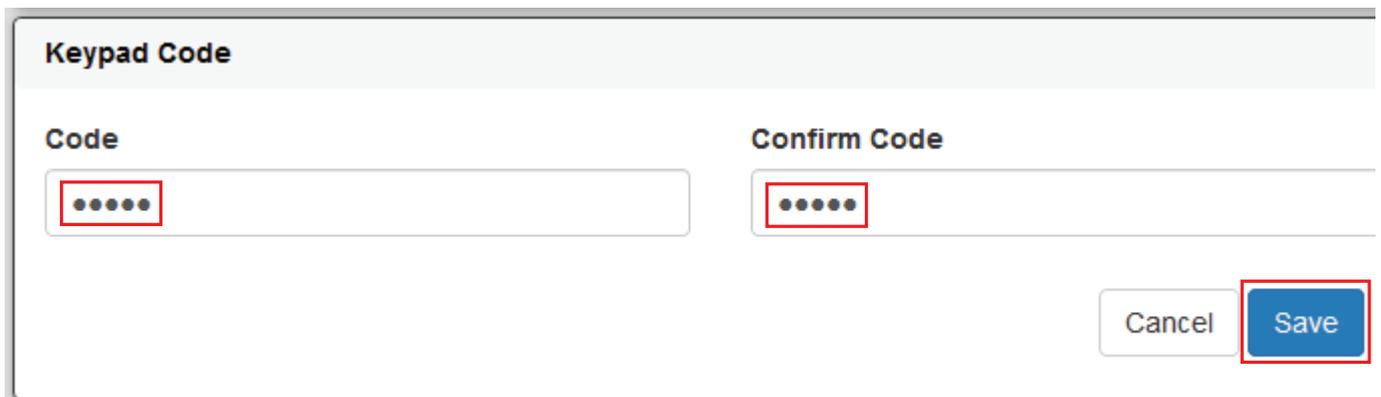
Cards and keypad codes are added and assigned to a User from the **Cards** and **Keypad Code** tabs.

Click **Assign** to assign an existing card, or the **+** to add a new card.



Choose a **Display Name** for the card, then put in the Family (or Facility) Code under **Family**. Put the number of the card (usually written on the card) under **Number**. Click **Save**.

To assign a Keypad Code, click on the **Keypad Code** tab, put in the code and then again to confirm it. The length must be 5-digits (between 00001 and 99999). Click **Save**.



Reference : G0301EN0413V04
Extranet : EXE-CDVI_IM ATRIUM WEB CMYK A4 EN 06



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