Thank you for purchasing your ACP-Series Access Control hardware and Contactless Card Management software from Cobra Controls!

This quick start guide provides basic installation information, drawings, first time power-on instructions, software installation instructions, first time software use instructions, and short descriptions of key terms and concepts for installation and use of your ACP-N Series hardware and software.

**TABLE OF CONTENTS**

1 INITIAL SET UP

   1.1 Hardware Guide

2 INSTALLATION OF HARDWARE

   2.1 Power Supply
   2.2 Network Setup
   2.3 Proximity Readers
   2.4 ACP – 1N
   2.5 ACP – 2N
   2.6 ACP – 4N
   2.6.1 Riser Diagrams
   2.7 Fail Secure Lock
   2.8 Fail Safe Lock with Motion Detection
   2.9 ACP-1X4

3 INSTALLATION AND OPERATION OF SOFTWARE

   3.1 The Software Disc
   3.2 Installation of Access Software

4 ADDITIONAL INFORMATION

   4.1 Definitions
   4.2 Additional Information

5 Frequently Asked Questions/FAQ

6 Troubleshooting Guide
1 INITIAL SET UP

1.1 Hardware Guide

This section of the Quick Start Guide is for installation of your ACP – N Series Hardware. These instructions refer to the following pieces of equipment:

- Power Supply
- Request to Exit Devices
- Door Status Switches
- Proximity Reader
- ACP - 1N
- ACP - 2N
- ACP - 4N
- Fail Safe Magnetic Locks with a Motion Detector

The access control panel comes pre-installed within a metal enclosure and a 12VDC 2.5 amp output linear power supply. ACP Series control panel current draw: 100mA @ 12VDC. The metal enclosure conveniently includes several ½’ and ¾’ knockouts to accommodate wiring and conduit.

2 INSTALLATION OF HARDWARE

2.1 Power Supply

INCLUDED IN ACP-SERIES CONTROL PANELS 12.0VDC 2.5Amp LINEAR POWER SUPPLY

[Diagram of power supply wiring]
2.2 Network Setup

Can use any computer on network to program and monitor controllers.

Uses dynamic dns and routers for Internet configuration

2.3 Cobra and Wiegand Proximity Readers

*Use 22 AWG shielded wire with at least 5 conductors for installation.

*Make sure to remember to connect shielding from reader to additional wire:

EACH READER HAS A SHIELDED CABLE. CONNECT SHIELD TO SHIELD AT THE CARD READER. CONNECT SHIELD TO GROUND (-) AT THE CONTROL PANEL INPUT FOR EACH INDIVIDUAL READER. Use 22awg 5 conductor or better stranded cable with an overall shield for proximity reader wiring.

Current Draws: PRX-3, PRX-5, PRX-4 readers: 50mA @ 12VDC  PRX-10LR: 100mA @ 12VDC
2.4 ACP – 1N

Linear 12 Volt DC Power Supply
Max output 2.5A using 50 VA Transformer

WARNING: Do not connect power supply directly to 120 VAC.

Recommended Cable Types!
- Reader - 22 Gauge, 6 Conductor Shielded Wire
- Locking Hardware - 18 Gauge or better, 4 or 6 Conductor Wire
*Use of other cabled types such as CAT5 for these devices may void your warranty.
2.5 ACP – 2N

Linear 12 Volt DC Power Supply
Max output 2.5A using 50 VA Transformer

WARNING: Do not connect power supply directly to 120 VAC.

**Recommended Cable Types!**
- Reader -22 Gauge, 6 Conductor Shielded Wire
- Locking Hardware- 18 Gauge or better, 4 or 6 Conductor Wire

*Use of other cable types such as CAT5 for these devices may void your warranty.*
2.6.1 Riser Diagrams

The following diagrams are Riser Diagrams that should assist you or your access control installer in running cable to each door in the system. Select the diagram with the equipment list which best matches your application.
2.7  Fail-Secure Lock with Door Status Monitor

Linear 12 Volt DC Power Supply
Max output 2.5A using 50 VA Transformer

WARNING: Do not connect power supply directly to 120 VAC.

2.8  Fail Safe Lock with Request to Exit pushbutton and Motion Detector

Fail Safe or Magnetic Lock with Exit Button and RTE Motion Sensor
ONLY USE A REQUEST TO EXIT MOTION DETECTOR WITH TWO RELAYS FOR RELEASE OF THE FAIL SAFE MAGNETIC LOCK AT THE DOOR AND A REQUEST TO EXIT SIGNAL SENT TO THE ACP SERIES CONTROL BOARD.

2.9 ACP 1X-4

ACP-1x4

3 INSTALLATION OF SOFTWARE

3.1 The software disc

Your hardware includes a CD Rom software disc containing the Contactless Cards Management software. Insert the Cobra disc into your computer. Browse the CD in windows explorer and copy all contents to your local hard drive. The disc includes a copy of the following:

✓ The Cobra_CD 1-X folder,
✓ ACP-N_series_quick_start_guide.pdf Quick Start Guide.
✓ Adobe Reader XI Installer
✓ WEBConfigV2.7_EN.exe
✓ Web Interface and Application Quick Start Guide
✓ Video Tutorial folder

- Copy the contents of the entire disc directly to your computer’s hard drive.
- Open the Cobra_CD 1-X folder, which you have copied to your hard drive.
- Open the ACP-N_series_quick_start_guide.pdf file and read the contents.
- Open the AccessControlV7.79en Folder.
- For Windows 7 users scroll down and open "setupWin7.exe"
- For all other Windows systems Scroll down and open “setup.exe” to get started. The following prompt will appear:
3.2 Installation and Operation of Software

Part 1: Installation

1.1 Basic Steps of Installation

1、If your system is Windows XP, it is required to install Windows XP SP3.
2、Install software Access Control.

1.2 Basic requirements for hardware of Installation

Memory: 1GB.

Hard Disk: 1GB above of free space.

1.3 Operating system supported by software

Windows XP SP3
Windows 7
Windows Server 2003 SP2
Windows Server 2008
Windows Server 2008 R2

1.4 Software setup

First puts in the CD to CD-ROM, then run the applications of “setup.exe”.
Click “English”

Do you accept the terms of the pending License Agreement?

If you choose Don’t Accept, install will close. To install you must accept this agreement.

Click “Accept”
Click “Accept”

Click “Yes”
If the error occurs, need to install xp sp3. then install the software.

"Microsoft .NET Framework" is required to install, please do not skip. If you do not install "Microsoft .NET Framework", the program will not work correctly.

The system will enter into next step for you to install Access Control.
Welcome to the Access Control Setup Wizard

The installer will guide you through the steps required to install Access Control on your computer.

WARNING: This computer program is protected by copyright law and international treaties. Unauthorized duplication or distribution of this program, or any portion of it, may result in severe civil or criminal penalties, and will be prosecuted to the maximum extent possible under the law.

Click “Next”

Select Installation Folder

The installer will install Access Control to the following folder.

To install in this folder, click “Next”. To install to a different folder, enter it below or click “Browse”.

Folder:
\C:AccessControl\  

Browse...  

Disk Cost...

Install Access Control for yourself, or for anyone who uses this computer:

- Everyone
- Just me
Click “Next”

Confirm Installation

The installer is ready to install Access Control on your computer.

Click "Next" to start the installation.

Click “Next”

Installing Access Control

Access Control is being installed.

Please wait...

[Progress bar]

[Buttons: Cancel, Back, Next]
Click “Close”

After the installation completes, the will be created automatically and display in computer screen.

1.5 Software Remove

Click 【start】 > 【Settings】 > 【Control Panel】
Click “Add or Remove Programs”

Find software “Access Control” in “Currently installed programs”, Click “Remove”.

Click “Yes”
2.1 Login

Click the or run 【start】 > 【Programs】 > 【Access Control】 > 【Access Control】 , it will open up the Login window as follows:

![Login window]

The default user name is “abc”, the password is “123”.

It is recommend to change the user name and password after first log in.

If the SQL Server connection fails a dialog box will appear as follows:

![SQL Server connection failure dialog]

Click “OK”, Please consult the full menu at “Help” > “Manual”, See Section 5.2 SQL Server Configuration.

After login, It will show the main window as follows:
2.2 Parameter Settings of Equipment

2.2.1 Add/Set up Controller

Click 【Configuration】 > 【Controllers】 from the menu bar

Click the + (New) to add the controllers into system.
The product S/N (namely each controller serial number) on the PCB’s label S/N:********* of the controller. Please enter that 9-digit value.

Attention: If the product S/N which you entered is not same as the PCB’s label S/N:*********, the software can’t communicate with the controllers.

Small Network: Support TCP/IP communication, all controllers are in the same network segment.

Medium, large scale LAN, or Internet: Support TCP/IP communication for different network segment controllers.

Click “Next”
“Door Name” and “Reader Position” can be modified

Mark “Active”: by ✔, the control console will display each door; otherwise, it won’t display.

Mark “Attend”: by ✔, the records on card reader can be used as attendance records; otherwise, it can’t.

Click “OK”

2.2.2 IP setting of Controller

Click 【Configuration】 > 【Controllers】 > 【Search】.

Search will take around 5 Seconds.

Click “Configure”
Click “OK”
After IP address setting, you can move to chapter 2.2.1 Add/Set up Controller to set the controller parameters, the IP address should be assigned to the corresponding Controller.

Result, You can see IP address.
The controllers are separated into different networks. Each controller must be assigned a unique IP address.

### 2.2.3 Controller Zone Management

Click **[Configuration]** > **[Zones]**

Click “Add Top”

Click “OK”
Click the “Add Branch” to add a new Branch under the Top.

Click “OK”
Click the Configuration > Controllers > New.

2.2.4 Adjust Time of Controller before proceeding!

Click Operation > “Select All” > “Adjust Time” > Click ok on “Adjust Time?” Prompt.
2.3 Operation of Department and Registered User

2.3.1 Add Department

Click 【Configuration】 > 【Department】 from the menu bar

Click the  to create a new department.

Click “OK”

Click the  to add a new Branch under the Top.
Click “OK”

2.3.2 Add and Edit a User

Click 【Configuration】 > 【Personnel】 from the menu bar

Click “Add” to add users.
Remark: “User No.” and “Name” must input.

Add photo, please consult full manual at “Help” -> “Manual”, see Section 5.1 How to display user’s photo at Monitor.

Click “OK”, This user has been added to the System.
2.3.3 Auto Add the registration card

Click 【Configuration】 > 【Personnel】 > 【Auto Add】
If you selected “USBReader”, must connect the assign card reader with computer.

Click “USB Reader” or “Controller”, Click “Next”

After the card swiping
Click “OK”, Auto added to the Software.

Click “Manual Batch Input”, Click “Next”

Manual Input “Start NO.” and “End NO.”
Click “OK”, All users card auto added to the Software.

Attention: Auto add users, Name default is “N + Card Number”
2.3.4 Alter Single-user’s Privilege

Please consult the chapter 2.4.1.2 Edit One User’s Privilege.

2.3.5 Card Lost

If someone has lost his card, they must register the lost card, and then redistribute a new card to someone. The steps are as follows:

Click 【Configuration】 > 【Personnel】 > 【Card Lost】

![Card Lost dialog box]

Input “New Card ID” : 20806866

Click “OK”

“Download” database changes to controller.

If the controller communication fails, it will display “Download Failed”. Please check your network connections if you see this message:

![Information dialog box]
2.4 Operation

2.4.1 Privilege Management

2.4.1.1 Access Privilege

Click 【Configuration】 > 【Access Privilege】 from the menu bar or shortcut.

">>>": Select all “Users” or Select all “Optional Doors”
“>”: Select one “Users” or Select one “Optional Doors”.

“<”: Cancel one “Selected Users” or Cancel one “Selected Doors”.

“<<”: Cancel all “Selected Users” or Cancel all “Selected Doors”.

![Allow](allow.png)

After clicking this button, and then **Operation << Upload**, the selected users can pass through selected doors.

![Allow And Upload](allow_and_upload.png)

After clicking this button, the selected users can pass through selected doors.

![Prohibit](prohibit.png)

After clicking this button, and then **Operation << Upload**, the selected users can’t pass through selected doors.

![Prohibit And Upload](prohibit_and_upload.png)

After clicking this button, the selected users can’t pass through selected doors.

After adding all privilege into the system, you must go to the **Operation << Upload** the operation, please consult (Chapter 2.5.2 Upload Setting).
2.4.1.2 Edit One User’s Privilege

">>": Select all “Optional Doors”
">": Select one “Optional Doors”
"<": Cancel one “Selected Doors”
"<<": Cancel all “Selected Doors”

If you add “Optional Doors” or cancel “Selected Doors”, Click this button, and Upload to the controller, you can pass through “Selected Doors”.

2.5 Console

Click 【Operation】 > 【Console】 from the menu bar. The console window contains many basic operations. For example, “Monitor”, “Check”, “Adjust Time”, “Upload”, “Download” and “Download and Monitor”.

2.5.1 Controller’s Info Check

Click 【Operation】 > 【Console】 > 【Check】 from the menu bar
It will show the control’s basic information, such as the amount of swipings and privileges, Door status, control status, open delay (sec). If the controller is well communicated with computer, the door label’s color is green, and otherwise the color is red.

2.5.2 Upload Setting

Click 【Operation】 > 【Console】 > 【Upload】 from the menu bar
Click “OK”

If you have changed any information, you must upload the database configuration to the access controllers in order to keep the software and controllers in sync.

2.5.3 Monitor

Click 【Operation】 > 【Console】 > 【Monitor】 from the menu bar
2.5.4 Display More Swipes

Only display swipe card records.

Right click card records, select “Display More Swipes”.
Right click “Photo”. You can adjust the display of information.

### 2.5.5 Download Records

Click 【Operation】 > 【Console】 > 【Download】 from the menu bar
Collect the access controller’s records to database.

### 2.6 Records Query

Please “Upload” Records to PC and then query.

Click 【Operation】 > 【Query Swipe Records】 from the menu bar

If you want to query by “Addr”, Click “Query Option”
Query result as follows:

2.7 Tools

2.7.1 Change Password

Change operator and operator’s password.
Click 【Tools】 > 【Edit Operator】

Modify operator Name, input the new name in “Name”.

“New Password” and “Confirm Password” must be the same, After modifying current password, Re-log is required.

2.7.2 DB Backup

Click 【File】 > 【DB Backup】

Click “OK”.

This backup file is saved in software under the default installation path “C:\AccessControl”.
If Backup is SQL DB:

Click “OK”, This backup file is saved in database under the default installation path.

“C:\Program Files\Microsoft SQL Server\MSSQL10.MSSQLSERVER\MSSQL\Backup”

2.7.3 Option

【Language】

Click 【Tools】 > 【Language】 from menu bar.
【Interface Title】

Click 【Tools】 > 【Interface Setting】 from menu bar.

【House】: Used in community management.

【Show Getting Started When Login】: To guide the operation software.

【Auto Login】
Click 【Tools】 > 【Auto Login】 from menu bar.

【Auto Login】: Select “Auto Login”, In “Login” windows, you don’t need to input “User Name” and “Password”.

You are all ready to begin using your Contactless Card Management system. Please review section 4 for some brief additional information.

4 ADDITIONAL INFORMATION

4.1 Definitions

**Peripheral Control:** To configure inputs and outputs of the ACP-1x4 and ACP-4x4 input/output modules.

**Password Management:** For dual-factor authentication or manual entry of card number.

**Anti-Passback:** Enables/defines parameters for the anti-passback feature.

**Interlock:** Enables/defines multi door interlock feature.

**First Card Open:** Enables/defines the first card open feature, which allows one (or more) card(s) to be configured in such a way that if one of them opens a door (or doors), the door(s) remain open until a selected time.

**Console:** Check and adjust time, upload, download, remote open and monitor time options.

**Check Status:** Checks the communication status of doors.

**Download:** Gathers audit trail information.
4.2 Additional Information

Below is some additional information and a brief list of other features. If you need more detailed information, please refer to the help guide within the software for further instruction. Or, contact Cobra Controls Technical Support.

- To release any door(s), right click on “Doors” and select “Remote Open”.
- You can change the open delay for any and all doors.
- You can unlock or lock any and all doors by changing the control state.
- If the doors are set to “Door Closed” mode, it is the equivalent of a lockdown. No doors will open with cards.
- The “Door Controlled” option is the normal operating state for the Contactless Card Management system.
- The attendance and Patrol features are explained further in the help guide within the software.
- Additional information and complete help file is available in the software under help>manual.
- REGISTRATION: Go to www.cobracontrols.com/register to register your copy of access control software.

5 Frequently Asked Questions

My Software indicates that the trial period has expired.

Please visit http://www.cobracontrols.com/register. Once you have provided your company information, controller information and confirmed your email address an email will be sent out to you with the registration code.

Are the cards pre-programmed to the system?

No. In order to release a door using the included proximity cards they must first be programmed to the system using the included software.

Can I use Cat5 cable to wire my readers or locking hardware?

The recommended cable types are "22 gauge 6-conductor shielded" for Readers and 18 gauge 4 or 6 conductor cable for the locking hardware. Deviation from these recommendations may cause unexpected behavior and or invalidation of your equipments warranty.

How do I wire a magnetic lock with a motion sensor and "Exit" button?

Please refer to diagram 2.8 on page 10 of the document.
## Troubleshooting Guide

<table>
<thead>
<tr>
<th>Issue</th>
<th>Possible Causes</th>
<th>Fixes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red Error Light on Controller/Reader</td>
<td>Controller has incorrect time</td>
<td>Operation -&gt; Select All -&gt; Adjust Time</td>
</tr>
<tr>
<td>Maglock won’t hold.</td>
<td>Wiring</td>
<td>Check wiring.</td>
</tr>
<tr>
<td></td>
<td>Plate alignment</td>
<td>Loosen center sex bolt on armature plate to allow float.</td>
</tr>
<tr>
<td></td>
<td>Relay stuck open (check door status light to confirm)</td>
<td>Check auto-operation settings.</td>
</tr>
<tr>
<td>Reader not sending card info to panel.</td>
<td>D1/D0 loose or swapped or not connected.</td>
<td>Check connections or swap D1/D0</td>
</tr>
<tr>
<td>Comm Failed when downloading/uploading.</td>
<td>No data connectivity to panel.</td>
<td>Check connection and network config.</td>
</tr>
<tr>
<td>Door not opening as scheduled.</td>
<td>Daylight savings or configuration error.</td>
<td>Operation -&gt; Select All -&gt; Adjust Time</td>
</tr>
<tr>
<td>Lock unlocked when expected to be locked or locked when expected to be unlocked.</td>
<td>Incorrectly wired lock to door relay.</td>
<td>Correct wiring issue. If connected to NC, connect to NO, if connected to NO, connect to NC.</td>
</tr>
<tr>
<td>Swiping card at Reader 'A' unlocks Door 'B'?</td>
<td>Reader connected to wrong input.</td>
<td>Connect Reader to appropriate input.</td>
</tr>
<tr>
<td></td>
<td>Door connected to wrong door relay.</td>
<td>Connect door lock to appropriate door relay.</td>
</tr>
<tr>
<td>Card swipes and indicates access granted but does not open (1 or 2 door system)</td>
<td>Reader is connected to 'Exit' reader connection instead of 'In' reader connection.</td>
<td>Connect Reader to appropriate input.</td>
</tr>
<tr>
<td>Added card to system and reader reads card, but door does not unlock.</td>
<td>Card does not have access privilege.</td>
<td>Navigate to section 2.4.1 on page 40 and set up access privilege.</td>
</tr>
<tr>
<td>&quot;The ID was already assigned&quot; message even though card/user is not present.</td>
<td>No file/admin rights to database.</td>
<td>Try again under original windows account software was installed with.</td>
</tr>
</tbody>
</table>