

## Lesson 12 – Manually Opening or Closing a Door / Gate

You manually open a door/gate to permit access one time or to permit free access. When you open a door/gate to permit free access, you can manually close the open door/gate to restrict access to authorized cardholders only.

This lesson teaches you how to manually open or close a door/gate.

To manually open or close a door/gate you must be logged into the *Entry-Master*® System. If you are currently logged into the On-line Monitoring (see Lesson 13 on page 118) from the *Entry-Master*® login screen, click **Main Menu** link to display the *Entry-Master*® System Main Menu.

Otherwise, log into the *Entry-Master*® system as described in Lesson 1 on page 18. Make sure that the *Entry-Master*® Main Menu is displayed on the computer screen as shown in the following figure:

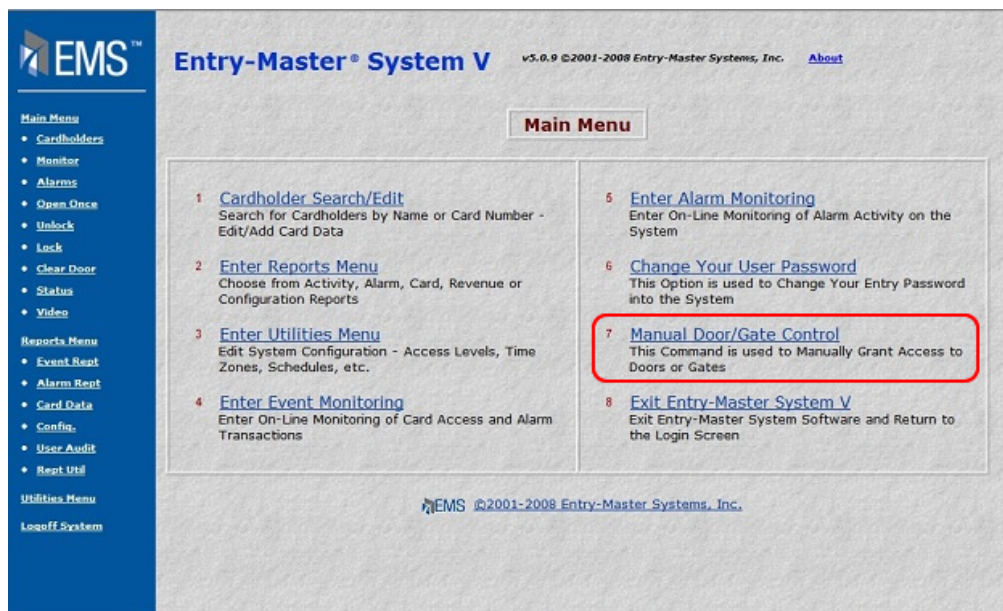
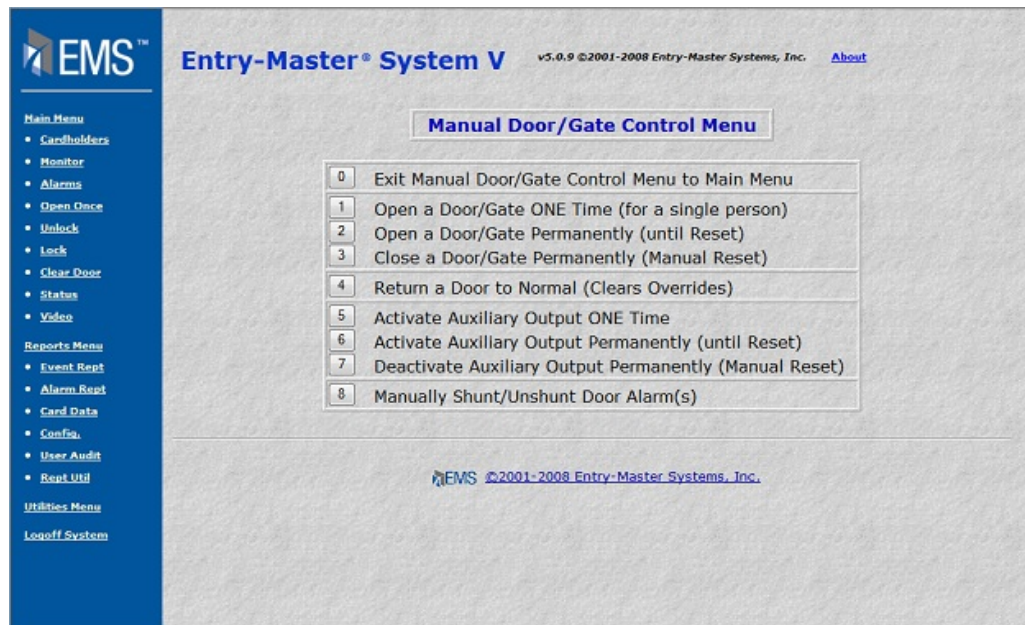


Figure 2-12.1 The *Entry-Master*® Main Menu

To manually open or close a door/gate, click on the **Manual Door/Gate Control** link on the Main Menu. The following menu displays:



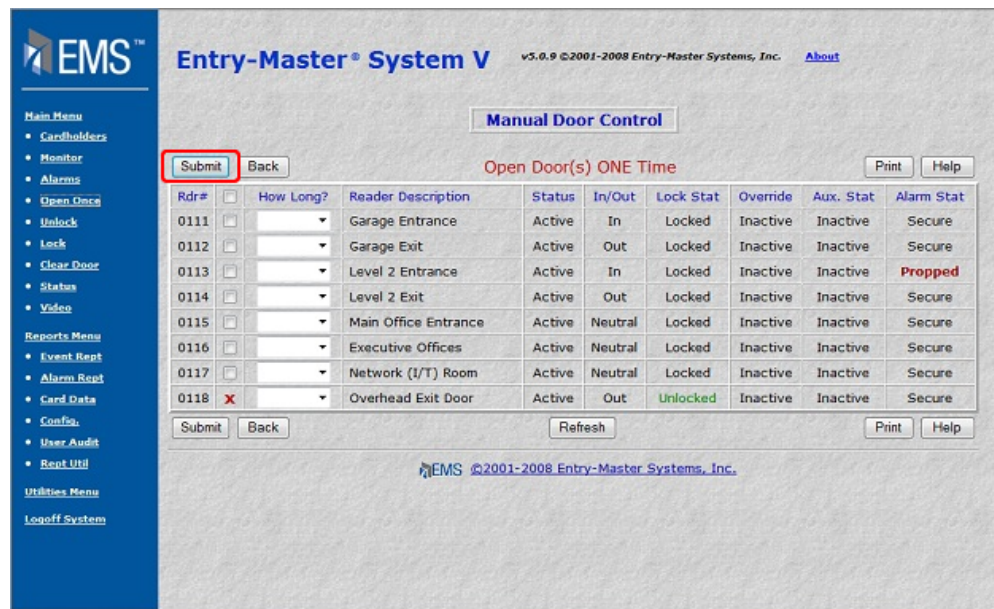
**Figure 2-12.2 Manual Door/Gate Control Menu**

The first four menu choices are described below:

- **Exit Manual Door/Gate Control** – Use this option to return to the *Entry-Master*® Main Menu.
- **Open a Door/Gate ONE Time** – Use this option to permit **ONE** and only one vehicle or person through a gate or door **ONE** time.
- **Open a Door/Gate Permanently** – Use this option to keep a gate (or door) open and to permit unlimited access, for example, when a gate (or door) malfunctions.
- **Close a Door/Gate Permanently** – Use this option to close a gate (or door) and to restrict access to authorized cardholders only. This option can only be used when you have manually opened a gate (or door).

## Open a Door/Gate One Time

To allow one person/vehicle through a door/gate one time, select **Open a Door/Gate ONE Time** on the Manual Door/Gate Control Menu. The Manual Door screen displays:



**Figure 2-12.3 Manual Door Control – Option 2: One-Time Open**

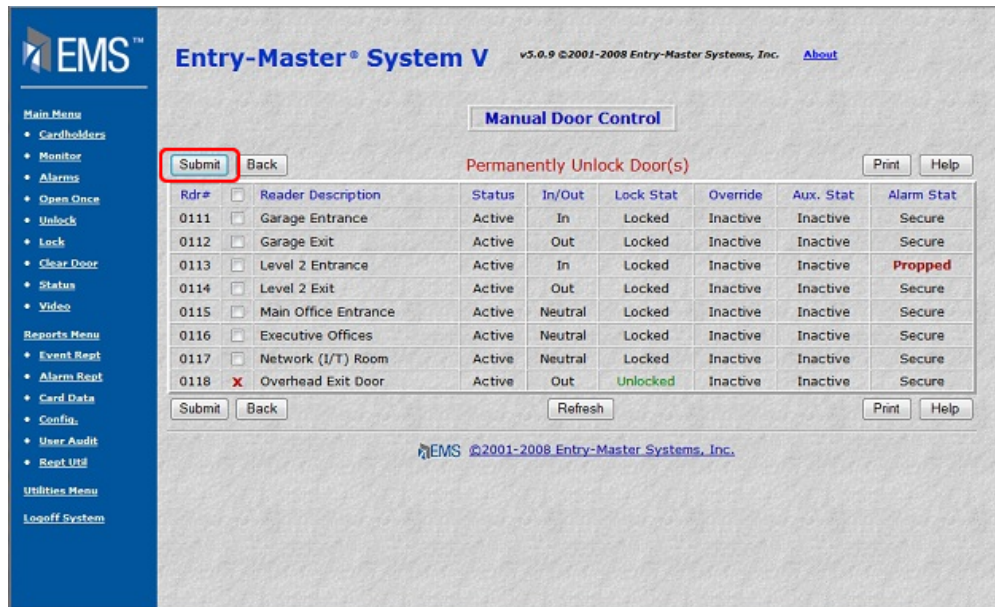
This screen lists the card reader number and location of all card readers connected to and monitored by the *Entry-Master*® System.

1. Click on the check box next to the reader location to open the door or gate.
2. Click on the Submit button and, after 1-2 seconds, the door/gate will open. After 3-4 seconds the screen will refresh.
3. The *Entry-Master*® System redisplay the Option 2 window.

When you use this option to open a door/gate, the door/gate opens for 3-5 seconds as if you badged a valid card at that reader.

## Open Door/Gate to Allow Free Passage

Click on the [Open a Door/Gate Permanently](#) link to allow free passage through a door/gate. The following screen appears next:



**Figure 2-12.4 Manual Door Control – Option 3: Permanent Open**

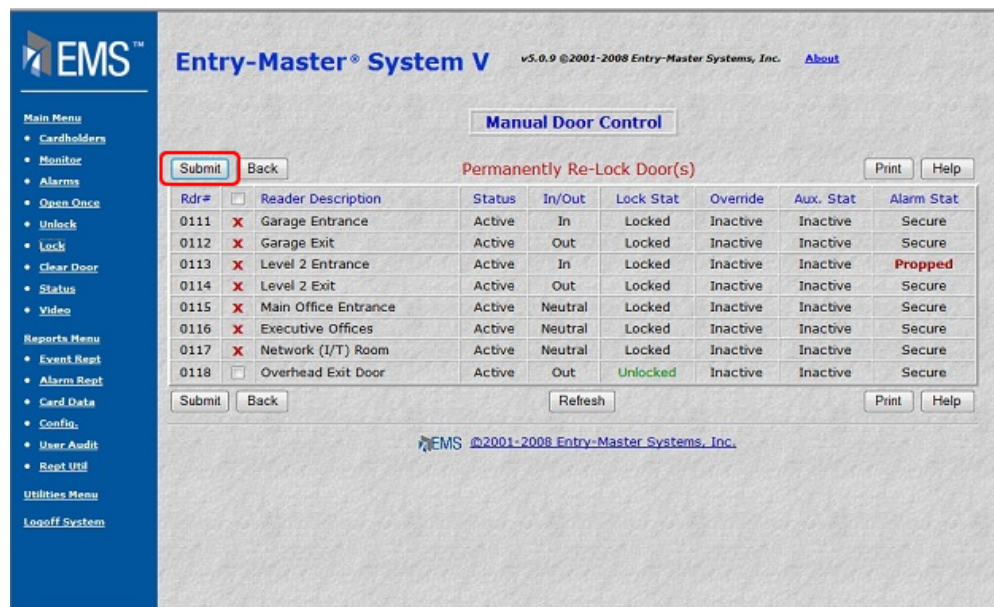
This screen lists the card reader number and location of all card readers connected to and monitored by the *Entry-Master*® System.

1. Click on the check box next to the reader location to open the door or gate.
2. Click on the Submit button and, after 1-2 seconds, the door/gate will open. After 3-4 seconds the screen will refresh.
3. The *Entry-Master*® System redisplay the Option 3 window.

When you use this option to open a door/gate, the door/gate remains open until you manually close it.

## Close a Door/Gate To Restrict Access

To close a gate (or door) and restrict access to authorized cardholders only, click on [Close a Door/Gate Permanently](#) link and the following window displays on the computer screen:



**Figure 2-12.5 Manual Door Control – Option 4: Re-Lock Door**

This screen lists the card reader number and location of all card readers connected to and monitored by the *Entry-Master*® System.

1. Click on the check box next to the reader location to close the door or gate.
2. Click on the Submit button and, after 1-2 seconds, the door/gate will re-lock/close.
3. The *Entry-Master*® System redisplay the Option 4 window.

**Important Note...** When you use this option to close a gate, the gate will not close immediately. A vehicle must first pass through the gate and then the gate will close.

Once you have closed a door/gate manually, the door/gate functions normally. That is, it will open when an authorized card is scanned by the card reader and it will close a second or two after the vehicle or person has passed through.

To return to the *Entry-Master*® System Main Menu, you can click on the [Exit Manual Door/Gate Control Menu to Main Menu](#) link. Alternatively, you can click on the [Main Menu](#) link at any time to return to the Main menu.

Proceed to Lesson 13, *Accessing the On-line Monitoring Screen*.