

## Lesson 12 – Manually Opening or Closing a Door

Manually opening a door/gate permits access one time or can 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 (See [Chapter 2 - Lesson 1, Logging into the System](#)).

Navigate to the **Main Menu** and select **Option 7, Manual Door/Gate Control**:



Figure 2-12-1. Main Menu – Manual Door/Gate Control

The **Manual Door/Date Control** screen will display:



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.
- **Unlock a Door/Gate Permanently** – Use this option to keep a gate (or door) unlocked and to permit unlimited access, for example, when a gate (or door) malfunctions.
- **Lock a Door/Gate Permanently** – Use this option to lock 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 **Option 1, Open a Door/Gate ONE Time**. The Manual Door screen displays:

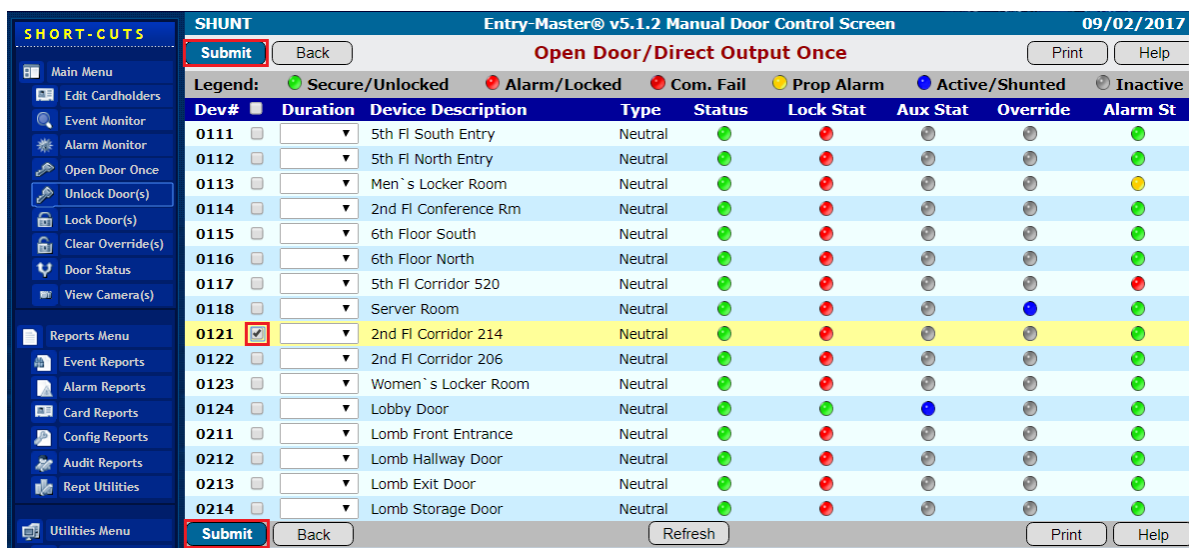


Figure 2-12-3. Manual Door Control Screen

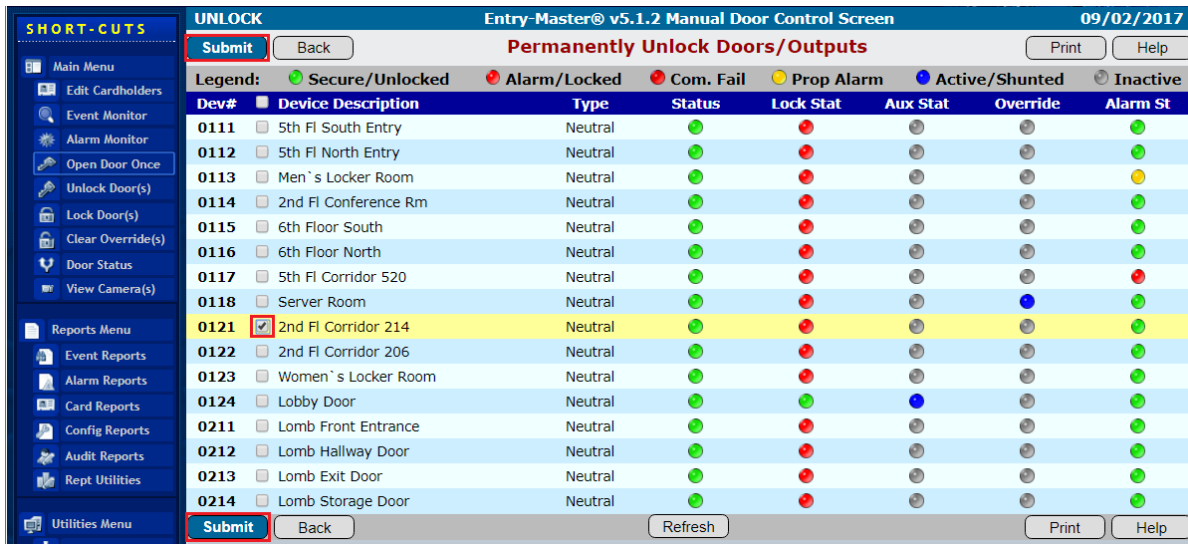
This screen lists the card reader number and location of all card readers connected to and monitored by the Entry-Master System.

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.

## Unlock Door/Gate to Allow Free Passage

Click on **Option 2, Unlock 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 – Permanently Unlock**

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 redisplayes the Option 3 window.

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

## Lock a Door/Gate to Restrict Access

To close a gate (or door) and restrict access to authorized cardholders only, click on **Option 3, Lock a Door/Gate Permanently** link and the following window displays on the computer screen:

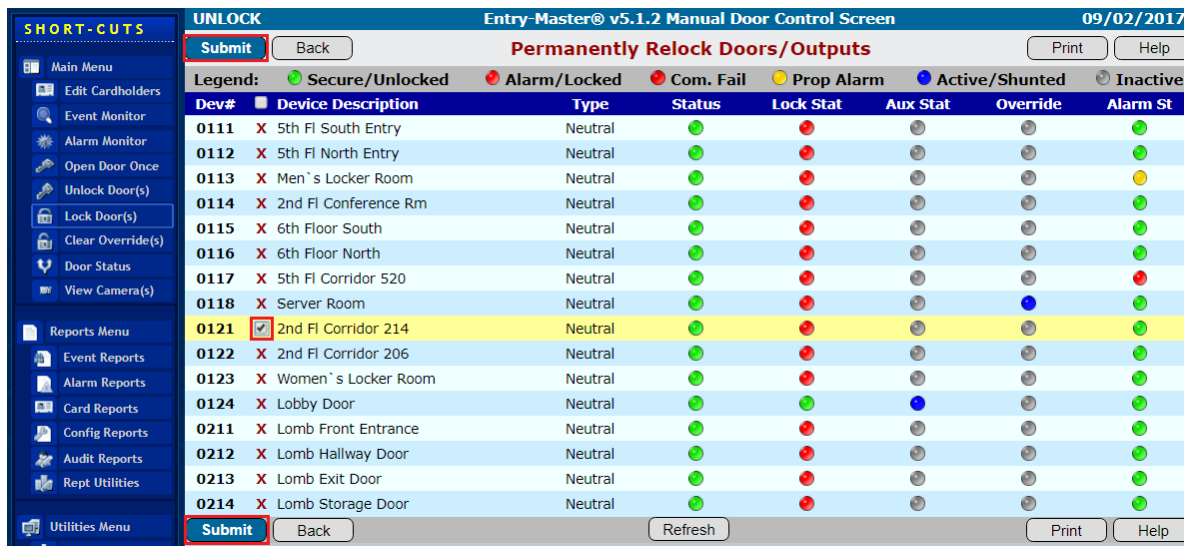


Figure 2-12-5. Manual Door Control - Permanently Relock Doors

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 barrier gate, the gate will not close immediately (depending on the gate configuration). A vehicle must first pass through the gate to activate the close gate command.

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 **Option 0, Exit Manual Door/Gate Control Menu to Main Menu** link. Alternatively, you can click on the Main Menu Short-Cut link at any time.