

## 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. Selecting Manual Door/Gate Control from Main Menu

The *Manual Door/Gate Control* menu screen will display (Figure 2-12-2):



Figure 2-12-2. The Manual Door/Gate Control Menu

The first five (5) menu choices are described below:

0. [Exit Manual Door/Gate Control Menu](#) – Returns to the **Entry-Master Main Menu**
1. [Open a Door/Gate ONE Time](#) – Used to permit **ONE** person or vehicle access
2. [Unlock a Door/Gate Permanently](#) – Used keep a door (or gate) unlocked indefinitely, until such time as the door (or gate) is locked permanently, or it's override is cleared
3. [Lock a Door/Gate Permanently](#) – Used lock a door (or gate) and to restrict access to authorized cardholders only; this is typically used re-lock a previously unlocked device
4. [Return the Door to Normal Mode](#) – Used to place a door (or gate) back into “Normal” mode, which means re-activating a previously programmed unlock/lock **Time Zone** schedule, *if such a schedule is programmed for that door* (**clears Unlock/Lock Overrides**)

## 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):

Dev#	Duration	Device Description	Type	Status	Lock Stat	Aux Stat	Override	Alarm St
0111		5th Fl South Entry	Neutral	Secure/Unlocked	Alarm/Locked			Secure/Unlocked
0112		5th Fl North Entry	Neutral	Secure/Unlocked	Alarm/Locked			Secure/Unlocked
0113		Men's Locker Room	Neutral	Secure/Unlocked	Alarm/Locked			Prop Alarm
0114		2nd Fl Conference Rm	Neutral	Secure/Unlocked	Alarm/Locked			Secure/Unlocked
0115		6th Floor South	Neutral	Secure/Unlocked	Alarm/Locked			Secure/Unlocked
0116		6th Floor North	Neutral	Secure/Unlocked	Alarm/Locked			Secure/Unlocked
0117		5th Fl Corridor 520	Neutral	Secure/Unlocked	Alarm/Locked			Alarm/Locked
0118		Server Room	Neutral	Secure/Unlocked	Alarm/Locked		Active/Shunted	Secure/Unlocked
0121		2nd Fl Corridor 214	Neutral	Secure/Unlocked	Alarm/Locked			Secure/Unlocked
0122		2nd Fl Corridor 206	Neutral	Secure/Unlocked	Alarm/Locked			Secure/Unlocked
0123		Women's Locker Room	Neutral	Secure/Unlocked	Alarm/Locked			Secure/Unlocked
0124		Lobby Door	Neutral	Secure/Unlocked	Alarm/Locked	Active/Shunted		Secure/Unlocked
0211		Lomb Front Entrance	Neutral	Secure/Unlocked	Alarm/Locked			Secure/Unlocked
0212		Lomb Hallway Door	Neutral	Secure/Unlocked	Alarm/Locked			Secure/Unlocked
0213		Lomb Exit Door	Neutral	Secure/Unlocked	Alarm/Locked			Secure/Unlocked
0214		Lomb Storage Door	Neutral	Secure/Unlocked	Alarm/Locked			Secure/Unlocked

Figure 2-12-3. Manual Door Control – Open Once 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 1 – Open Once** screen.

**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 Permanently (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 displays (Figure 2-12-4):

**Entry-Master® v5.1.2 Manual Door Control Screen** 09/02/2017

**Permanently Unlock Doors/Outputs**

Legend: ● Secure/Unlocked ● Alarm/Locked ● Com. Fail ● Prop Alarm ● Active/Shunted ● Inactive

Dev#	Device Description	Type	Status	Lock Stat	Aux Stat	Override	Alarm St
0111	5th Fl South Entry	Neutral	●	●	●	●	●
0112	5th Fl North Entry	Neutral	●	●	●	●	●
0113	Men's Locker Room	Neutral	●	●	●	●	●
0114	2nd Fl Conference Rm	Neutral	●	●	●	●	●
0115	6th Floor South	Neutral	●	●	●	●	●
0116	6th Floor North	Neutral	●	●	●	●	●
0117	5th Fl Corridor 520	Neutral	●	●	●	●	●
0118	Server Room	Neutral	●	●	●	●	●
0121	<input checked="" type="checkbox"/> 2nd Fl Corridor 214	Neutral	●	●	●	●	●
0122	2nd Fl Corridor 206	Neutral	●	●	●	●	●
0123	Women's Locker Room	Neutral	●	●	●	●	●
0124	Lobby Door	Neutral	●	●	●	●	●
0211	Lomb Front Entrance	Neutral	●	●	●	●	●
0212	Lomb Hallway Door	Neutral	●	●	●	●	●
0213	Lomb Exit Door	Neutral	●	●	●	●	●
0214	Lomb Storage Door	Neutral	●	●	●	●	●

**Figure 2-12-4. Manual Door Control – Permanently Unlock**

This screen lists the card reader Entry 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 - Unlock** screen.

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

## Lock a Door/Gate Permanently (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 screen displays (**Figure 2-12-5**):

Dev#	Device Description	Type	Status	Lock Stat	Aux Stat	Override	Alarm St
0111	5th Fl South Entry	Neutral	Secure/Unlocked	Alarm/Locked			Secure/Unlocked
0112	5th Fl North Entry	Neutral	Secure/Unlocked	Alarm/Locked			Secure/Unlocked
0113	Men's Locker Room	Neutral	Secure/Unlocked	Alarm/Locked			Secure/Unlocked
0114	2nd Fl Conference Rm	Neutral	Secure/Unlocked	Alarm/Locked			Secure/Unlocked
0115	6th Floor South	Neutral	Secure/Unlocked	Alarm/Locked			Secure/Unlocked
0116	6th Floor North	Neutral	Secure/Unlocked	Alarm/Locked			Secure/Unlocked
0117	5th Fl Corridor 520	Neutral	Secure/Unlocked	Alarm/Locked			Secure/Unlocked
0118	Server Room	Neutral	Secure/Unlocked	Alarm/Locked		Active/Shunted	Secure/Unlocked
0121	2nd Fl Corridor 214	Neutral	Secure/Unlocked	Alarm/Locked			Secure/Unlocked
0122	2nd Fl Corridor 206	Neutral	Secure/Unlocked	Alarm/Locked			Secure/Unlocked
0123	Women's Locker Room	Neutral	Secure/Unlocked	Alarm/Locked			Secure/Unlocked
0124	Lobby Door	Neutral	Secure/Unlocked	Alarm/Locked		Active/Shunted	Secure/Unlocked
0211	Lomb Front Entrance	Neutral	Secure/Unlocked	Alarm/Locked			Secure/Unlocked
0212	Lomb Hallway Door	Neutral	Secure/Unlocked	Alarm/Locked			Secure/Unlocked
0213	Lomb Exit Door	Neutral	Secure/Unlocked	Alarm/Locked			Secure/Unlocked
0214	Lomb Storage Door	Neutral	Secure/Unlocked	Alarm/Locked			Secure/Unlocked

**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 3 – Lock Door** screen.

### **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. *This is to prevent a gate from coming down on a person or vehicle.*

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 the **Main Menu**. Alternatively, you can click on the **Main Menu Short-Cut** link at any time.

## Return the Door to Normal Mode (*Clears Overrides*)

### IMPORTANT NOTE:

This section only applies to doors or gates that is programmed with an **Unlock Time Zone** (Example: a door that unlocks during business hours on **Mondays through Fridays**).

If a door does not have an **Unlock Time Zone** associated with it (that is, the card reader's field 15> **Unlock Time Zone** is set to **00 – No Unlock Scheduled**), then the **Door Override** setting on that door is **irrelevant**.

The entire purpose of **overriding** a door lock is to override its **Unlock Time Zone** schedule. If a door or card reader is not programmed with an **Unlock Time Zone**, then whether its **Unlock Time Zone** is overridden **is of no consequence**.

**This is an extremely important concept to understand. Please pay close attention to the lesson below, to avoid time-consuming trouble-shooting on problems that do not actually exist, but rather, are perceived issues, stemming from not having a firm grasp of overrides.**

For more information on **Unlock Time Zone** fields, see [Sub-Lesson 4a – Editing/Adding EMRI-3 Card Readers](#), under Section 4 – [EMRI-3 Card Reader Field Descriptions](#), field identifier 15> **Unlock Time Zone**.

To **Clear a Time Zone Override**, click **Option 3 – Lock a Door/Gate Permanently** from the **Manual Door/Gate Control Menu**. The following screen will display (Figure 2-12-6):

CLRIZOR		Entry-Master® v5.1.2 Manual Door Control Screen					09/25/2017	
<div>Submit</div> <div>Back</div>		Clear Override on Doors/Outputs					<div>Print</div> <div>Help</div>	
Legend:		<div>Secure/Unlocked</div>	<div>Alarm/Locked</div>	<div>Com. Fail</div>	<div>Prop Alarm</div>	<div>Active/Shunted</div>	<div>Inactive</div>	
Dev#	<div><input type="checkbox"/></div> Device Description	Type	Status	Lock Stat	Aux Stat	Override	Alarm St	
0111	<div>X</div> EMS Test Reader #1	Neutral	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	
0112	<div>X</div> EMS Test Reader #2	Neutral	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	
0113	<div>X</div> Left Near Exit T/S	Out	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	
0114	<div>X</div> Left Far Entr T/S	In	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	
0115	<div><input type="checkbox"/></div> 6th Floor South	Neutral	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	
0117	<div><input type="checkbox"/></div> Accounting Entrance	Neutral	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	
0118	<div>X</div> Traffic In Reader	In	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	
0122	<div>X</div> Right Vehicle Exit	Out	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	
<div>Submit</div> <div>Back</div>		<div>Refresh</div>			<div>Print</div> <div>Help</div>			

Figure 2-12-6. Manual Door Control - Clear Door Override(s)

Take note of the two doors, labelled Reader **0115 – 6<sup>th</sup> Floor South** and **0117 – Accounting Entrance**. Each door has a *blue indicator* in the **Override** column, indicating that both doors are in **Override Mode**.

The **0115 – 6<sup>th</sup> Floor South** card reader is indicated to be **Unlocked**, by the *green indicator* in the **Lock Stat** column. This door will remain **unlocked indefinitely**, unless one of the following items take place:

- A **System User** performs a *Lock a Door/Gate Permanently* command
- The system's **Scheduler Program** **locks it** from a *pre-programmed scheduled event*
- A cardholder with a *special access group*, which commands that the door be "Toggled" – meaning, if the door is *locked*, **unlock it**; and if the door is *unlocked*, **lock it**
- A **System User** performs a **Clear Override** command, and the door has an **Unlock Time Zone** programmed into it

To reiterate, the override has no meaning, unless the **card reader, door or other output device** has an **Unlock Time Zone** associated with it.

So, to perform a "Clear Override" on both doors, you can check both of the checkboxes between the **Device Number** and the **Device Description** columns and click "Submit" (Figure 2-12-7):

CLRTZOR Entry-Master® v5.1.2 Manual Door Control Screen 09/25/2017							
Clear Override on Doors/Outputs							
Legend: <span style="color: green;">●</span> Secure/Unlocked <span style="color: red;">●</span> Alarm/Locked <span style="color: yellow;">●</span> Com. Fail <span style="color: orange;">●</span> Prop Alarm <span style="color: blue;">●</span> Active/Shunted <span style="color: grey;">●</span> Inactive							
Dev#	Device Description	Type	Status	Lock Stat	Aux Stat	Override	Alarm St
0111	EMS Test Reader #1	Neutral	<span style="color: green;">●</span>	<span style="color: red;">●</span>	<span style="color: grey;">●</span>	<span style="color: grey;">●</span>	<span style="color: green;">●</span>
0112	EMS Test Reader #2	Neutral	<span style="color: green;">●</span>	<span style="color: red;">●</span>	<span style="color: grey;">●</span>	<span style="color: grey;">●</span>	<span style="color: green;">●</span>
0113	Left Near Exit T/S	Out	<span style="color: green;">●</span>	<span style="color: red;">●</span>	<span style="color: grey;">●</span>	<span style="color: grey;">●</span>	<span style="color: green;">●</span>
0114	Left Far Entr T/S	In	<span style="color: green;">●</span>	<span style="color: red;">●</span>	<span style="color: grey;">●</span>	<span style="color: grey;">●</span>	<span style="color: green;">●</span>
0115	6th Floor South	Neutral	<span style="color: green;">●</span>	<span style="color: green;">●</span>	<span style="color: grey;">●</span>	<span style="color: blue;">●</span>	<span style="color: green;">●</span>
0117	Accounting Entrance	Neutral	<span style="color: green;">●</span>	<span style="color: red;">●</span>	<span style="color: grey;">●</span>	<span style="color: blue;">●</span>	<span style="color: green;">●</span>
0118	Traffic In Reader	In	<span style="color: green;">●</span>	<span style="color: red;">●</span>	<span style="color: grey;">●</span>	<span style="color: grey;">●</span>	<span style="color: green;">●</span>
0122	Right Vehicle Exit	Out	<span style="color: green;">●</span>	<span style="color: red;">●</span>	<span style="color: grey;">●</span>	<span style="color: grey;">●</span>	<span style="color: green;">●</span>

Figure 2-12-7. Selecting Doors to Clear Overrides – and Click Submit

It is important to understand what will happen to both of these doors, once the **Clear Door Override** function is performed on each of them:

1. For each door individually, if the door doesn't have an **Unlock Time Zone** associated with it (i.e. the 15> **Unlock Time Zone** field is set to **00 – No Unlock Scheduled**), then **nothing** will happen at either door (Door **0115 – 6th Floor South** will remain **unlocked** and Door **0117 – Accounting Entrance** will remain **locked**).
2. For each door individually, if the door **does** have an **Unlock Time Zone** associated with it (i.e. the 15> **Unlock Time Zone** field set to anything other than **00 – No Unlock Scheduled**), then the system will check the **Unlock Time Zone** setting, and if the door is scheduled to be unlocked, the system will ensure that the door is unlocked. Likewise, if the door is scheduled to be locked, then the system will ensure that the door is locked.
3. Additionally, for both doors, regardless of their **Lock/Time Zone** status discussed in items 1 and 2 above, the **Override** status column on the *Door Status* display (see Figure 2-12-6 above) will be cleared of the *blue indicators*, showing that the **Override Status** for those doors has been cleared.