Johnson Controls Access Control System Setup

1. Open Settings



2. Select your Visitor Group and select Edit

Settings							×
Data Charing	-Visitor Gro	ups					
	visitor databa	roup represent se, program ar	s a logical gr id reporting o	oup of visitors ptions.	and includes	a badge desi	gn,
 Visitor Groups 	Deliveries						_
Марадо	Demo Group HostGroups	p					
Manage	Vehicle Grou Visitors - Ad	Jp vanced					
 Locations 	Visitors - Ba	sic					
E-mail							
C E-IIIali							
✓ Users							
		n					
This Workstation	New	<u>E</u> dit	<u>D</u> elete	Duplicate	Import	Export	
 Reports 	Groups availa	ble on this wor	kstation				
0	All Groups						
					Clo	se H	lein
							p

3. Select Tasks

Visitor Group Properties: Demo Group X				
General	Group Identification Enter a name and select a picture that will identify this visitor group.			
Group Identification	Group Name: Demo Group			
 Database 	Picture: Select			
 ✓ Visitor Badge 				
⊙ Tasks	JOLLY			
	Ok Cancel Help			

4. Select the Sign In task

Visitor Group Properties: Demo Gr	roup X
General	Sign In Configure the steps available in the Sign In task.
 Database 	General
✓ Visitor Badge	Allow group sign in Check for duplicate records
Tasks	 ✓ Lookup host ✓ Check visitor against watch list
Pre-Registration	
Add Record	Information Capture
Sign In	 ✓ Scan drivers license, passport, or business card ✓ Capture photo
Sign Out	Capture fingerprint
Re-Entry Check In	Capture signature
Re-Entry Check Out	
	Security and Safety
	Allow or deny sign in when rules are met
	Show on-screen messages
	Show visit agreement
	Activate badge in access control system Johnson Controls
	After Sign In
	Update record
	Send e-mail notification
	✓ Print badge
	Options for repeat visitors
	Task settings for this workstation
	Ok Cancel Help

5. Select 'Activate badge in access control system' and select Johnson Controls from the dropdown list

Re-Entry Check Out		
	Security and Safety	
	Allow or deny sign in when rules are met	
	Show on-screen messages	
	Show visit agreement	
	Activate badge in access control system	Johnson Controls
	After Sign In	
	Update record	
	Send e-mail notification	
	Print badge	
	Options for repeat visitors	
	Task settings for this workstation	
		Ok Cancel Help

6. Select the blue link to edit access control settings

Re-Entry Check Out	Focurity and Fofety	
	Allow or deny sign in when rules are met	
	Show on-screen messages	
	Show visit agreement	
	Activate badge in access control system	
	After Sign In	
	Update record	
	Send e-mail notification	
	✓ Print badge	
	Options for repeat visitors	
	Task settings for this workstation	
	Ok Cancel Help	

7. Configure the software by referencing the setting retrieved from your Johnson Controls system

		ŀ	Access Manager
			Lobby Track <> P2000
Login	Settin	gs Advanced Option	S
Login	to the F	2000 server to config	ure the data settings.
	s	erver running P2000:	✓ Login using the current Windows Domain account
		User Name:	
		Password:	Login
			Save Cancel

8. Open the Settings Tab

Access Manager				
Lobby Track <> P2000	0			
Login Settings Advanced Options				
Login to the P2000 server to configure the data settings.				
Server running P2000:				
User Name:				
Password:				

9. Map the database fields between the Jolly Technologies software and the Johnson Controls system

		Access Manager	X
		Lot	oby Track <> P2000
Login Set	ings Advanced Option	s	
Map the P2 mapped va	2000 fields to Lobby Trad lues will be sent to the F	k record fields. When a record is saved i 2000 system.	in Lobby Track, the
	P2000 Login Name:		
	P2000 Password:		
	ID:	¥	
	First Name:	~	
	Middle Name:	~	
	Last Name:	~	
	Badge:	¥	
	Pin Code:	~	
	Start Date:	~	
	End Date:	~	
	Access Group:	~	
	Time Zone:	~	
	Facility Code:	~	
			Save Cancel

10. Edit advanced options if needed

Access Manager	X
L	obby Track <> P2000.
Login Settings Advanced Options	
Configure the additional options.	
✓ Update user in the Johnson Controls system when record is edited	
	1
	Save Cancel

11. Click the Save button

Save Cancel

12. Click the OK button and return to the main screen of Lobby Track

Activate badge in access control system	Johnson Controls
After Sign In Update record Send e-mail notification V Print badge	
Options for repeat visitors Task settings for this workstation	
	Ok Cancel Help