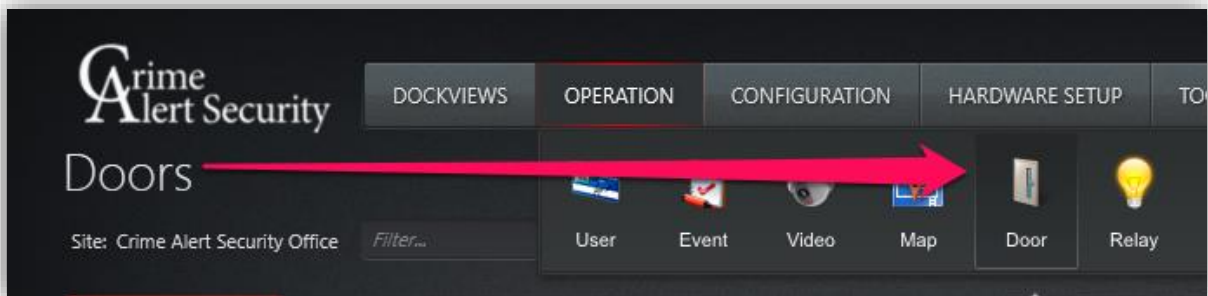


Unlocking a Door in Entrapass Web

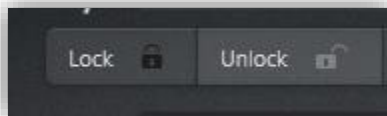
In Entrapass Web there are several options that are available to the Operator when locking and unlocking a door. This instructional guide goes over how to unlock/lock a door, as well as the different unlocking options that are available.

- To start log onto Entrapass Web
- Click on Operation > Doors

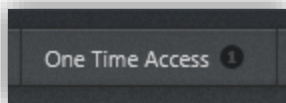


- This will bring you to the doors you have access to. Here there are a few things to note:

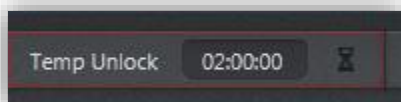
-**Lock** and **Unlock** will affect the door for entire day. Meaning if you unlocked the door, it will stay unlocked until the start of the next schedule(Midnight):



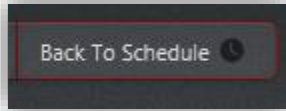
-**One Time Access** will unlock the door for a few seconds allowing an individual to enter immediately:



-**Temp Unlock** allows you to specify how long a door will be unlocked. For example, if a door needed to be unlocked for a couple hours:



-**Back to Schedule** will return the door back to its assigned schedule:



- When a door is unlocked, the Lock icon will change accordingly letting you know the door is unlocked:



- Also, when a door is left open there will be an indicator light informing the door has been left open:



- If you have any questions about this instructional guide please contact the Crime Alert Security Office(916-489-8068)