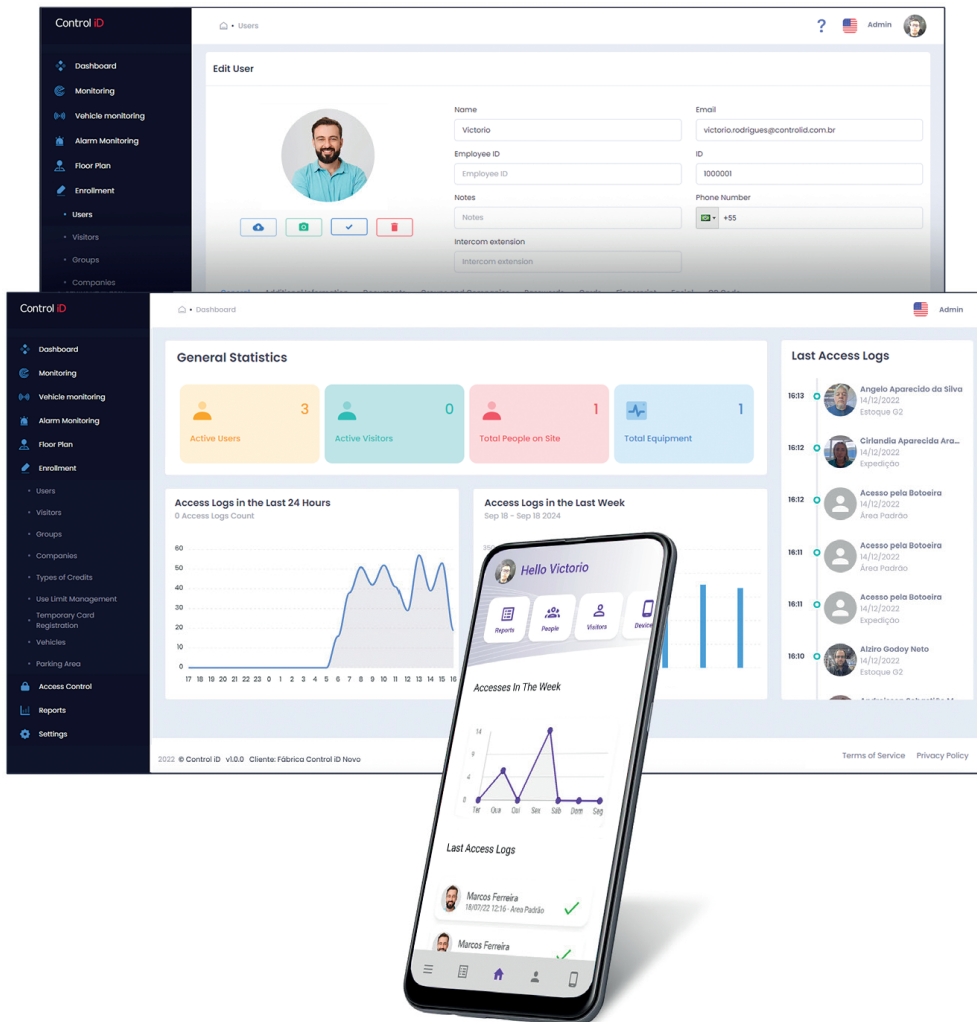


iDSecure Quick Start Guide



iDSecure Quick Start Guide

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1. How to add a device to iD Secure Cloud

To connect a device to the iD Secure Cloud, we will need the following information from the unit: Serial Number and iDCloud Code. This information can be found on the device, either through its web interface or directly on its GUI. In both cases, the device needs to be connected to the internet.

1.1 Network Configuration

In order to enable internet connectivity on the device, the user will need to configure DHCP or a static IP address on the device. This can be achieved by using the GUI or the embedded web interface.

1.1.1 Network Configuration - Graphical User Interface (GUI)

To connect to the internet, you must configure the IP address, subnet mask and gateway of the device. Through the GUI, this can be done by following these steps: "Menu" > "Settings" > "Network". Update the information as you wish and connect the device to the network.

1.1.2 Network Configuration - Web interface

Alternatively, the network information can also be configured by accessing the embedded web server of the device. The default IP address is 192.168.0.129.

To access the device settings screen, open a web browser and enter the device's IP in the URL. The login screen will be shown. The default access credentials are:

- Username: admin
- Password: admin

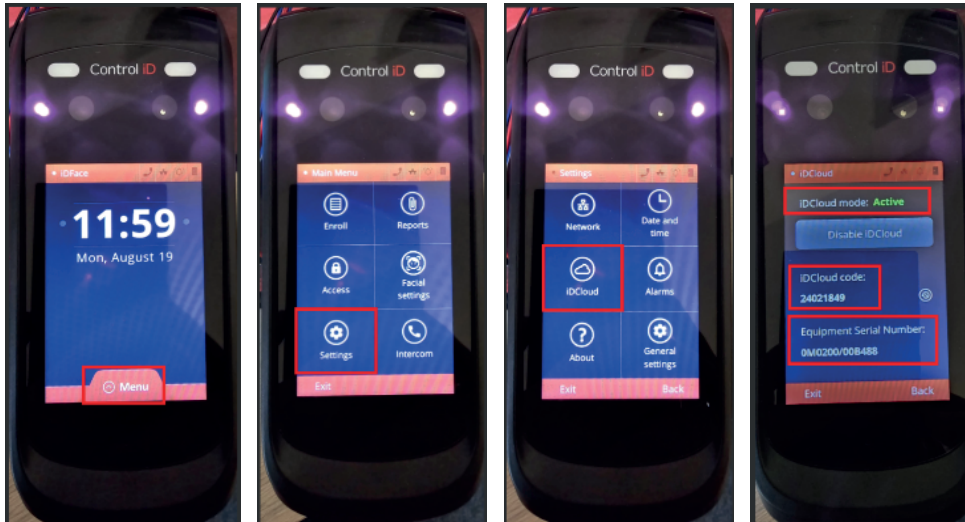
1.2 Enabling iDCloud

In order to securely connect to iD Secure Cloud, the user will need to enable iDCloud (synchronization service from Control iD) on the device.

1.2.1 Enabling iDCloud - Graphical User Interface (GUI)

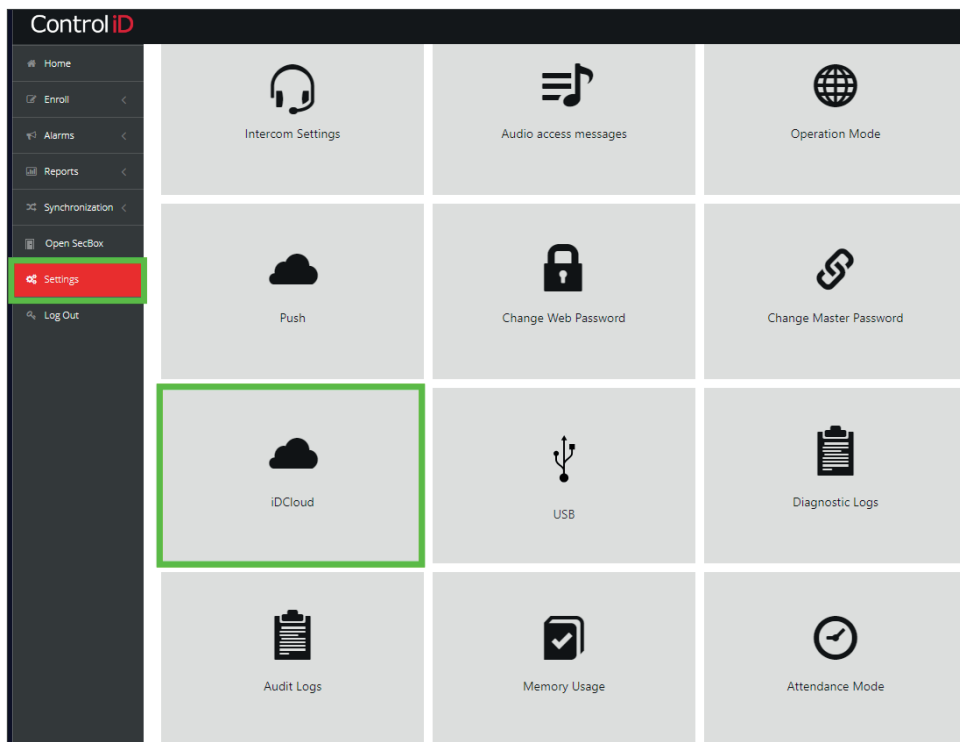
To view the Serial Number of the device and enable iDCloud, access "Menu" > "Settings" > "iDCloud"

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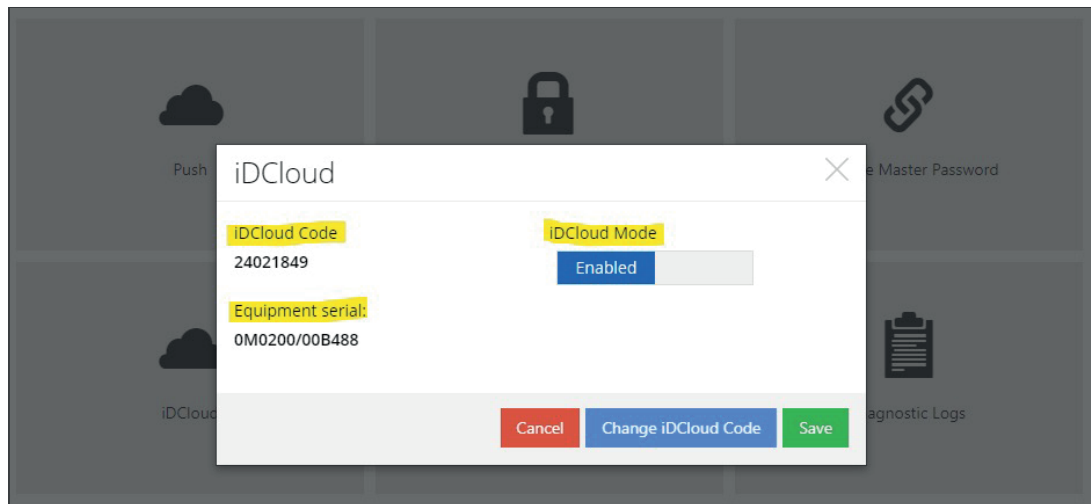
1.2.2 Enabling iDCloud – Web Interface

When using the web interface of the iDFace, the information can be found in “Settings” > “iDCloud”



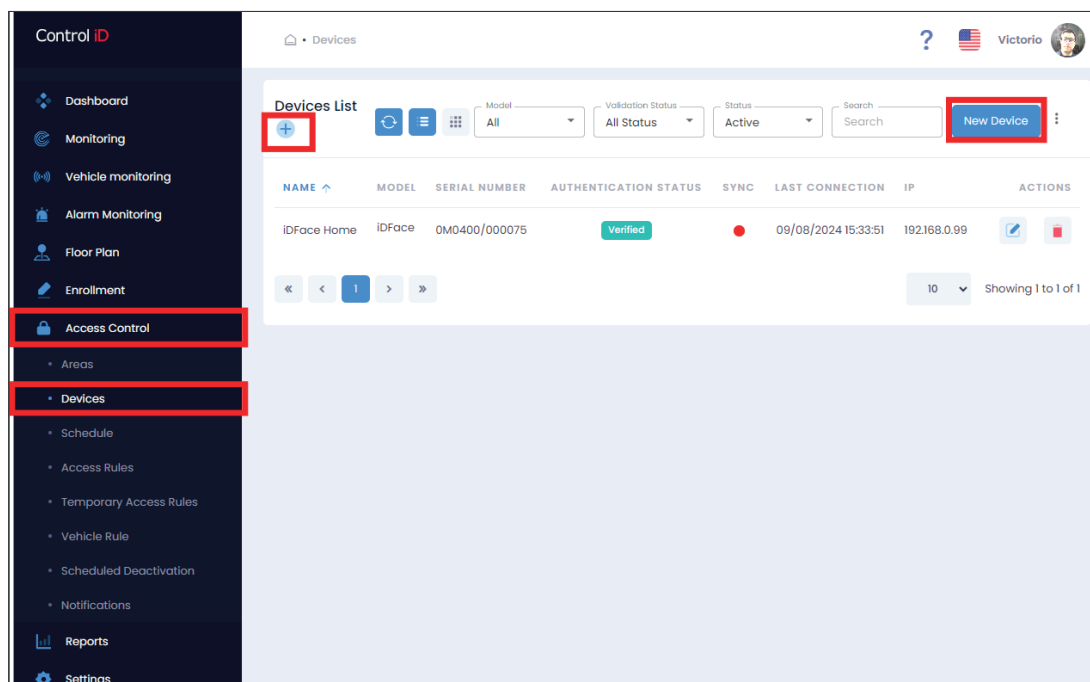
Once you access the iDCloud button, you will find the needed information:
Note: iDCloud Mode must be enabled

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1.3 Connecting the device to iD Secure Cloud

Now we open iD Secure Cloud (<https://www.idsecure.com.br>) and access "Access Control" > "Devices". To add a new device, you can either click on "+" or "New device"




This will redirect the user to the "Device Enrollment" page where you will input the previous collected information and assign a "Name" for the reader.

Note: This is also where you will assign the device to a specific Area, bottom part of the image.

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Add Device



Select Device
iDFace

Name
iDFace Quick Guide

Serial
0M0200/00B488

Verification Code
24021849

Readers

Relay activation
What relay should be triggered: Relay 1
Relay on time (in seconds): 5

Facial, Card and Password
From Area: Quick Guide Area
To Area: Quick Guide Area

Reader 1
From Area: Quick Guide Area
To Area: Quick Guide Area

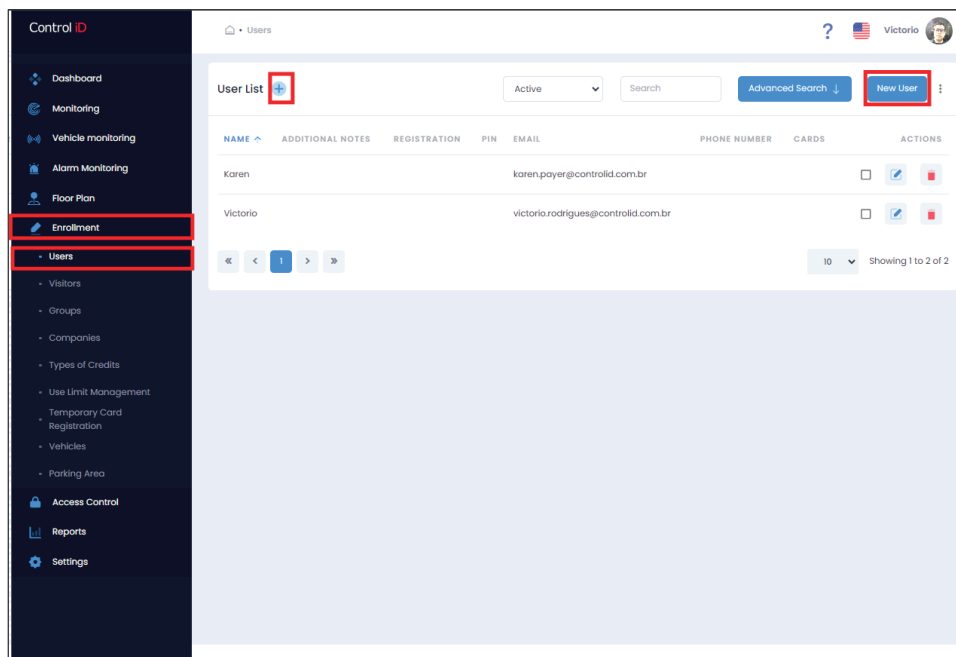
[Clear](#) [Cancel](#) [Save](#)

After this, the device will undergo an automatic authentication process, and once completed, you'll see the "Verified" status in iD Secure Cloud. The initial sync process will begin and a green circle will appear if everything was correctly synced.

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2. How to enroll a User

To enroll a new user, access the "User List" interface ("Enrollment" > "Users") and click on "+" or "New User"



On the new user page, you can enter the user's information, such as Name, Email, ID and Phone Number, as well as upload/take a picture that will be used for the facial identification (see detail A below)

Add New User

Name: Quick Guide User ✓

Email: quick.guide@gmail.com ✓

Employee ID: Employee ID

ID: 1000007

Notes: Notes

Phone Number: +1

Intercom extension: Intercom extension

Account

IDSecure Access:

Operator Password: Operator Password

Permissions

Block List: Devices Administrator:

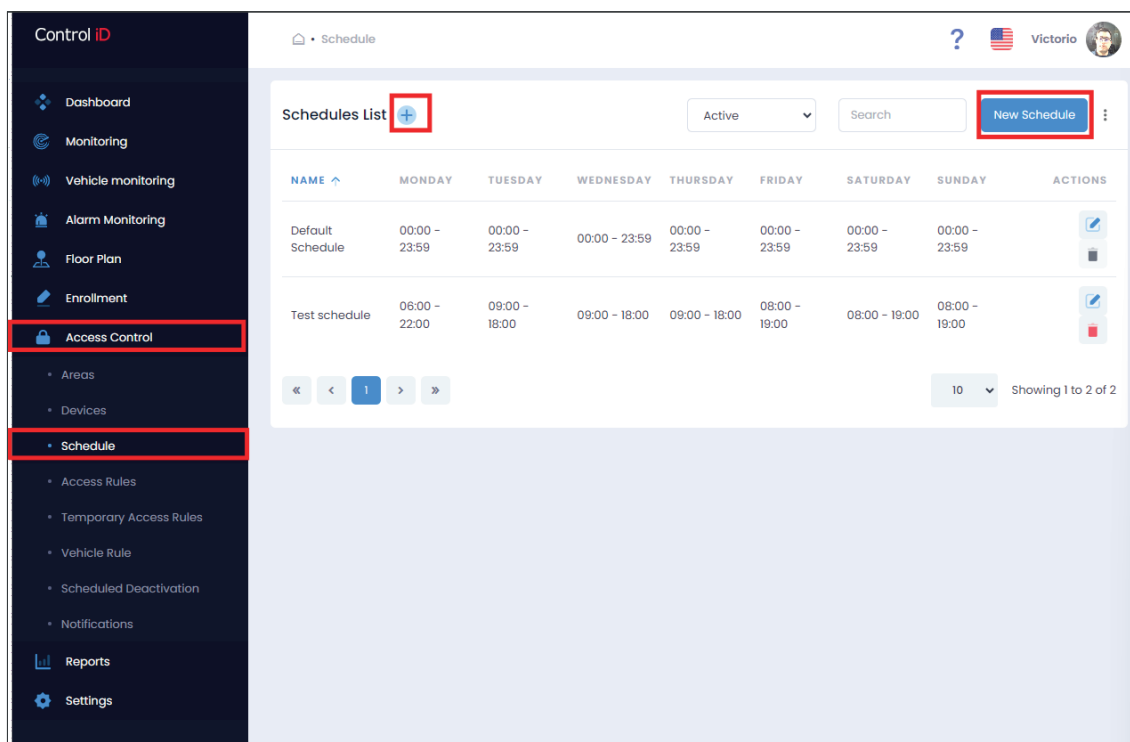
Access Profile: [Dropdown]

Buttons: Clear, Cancel, Save

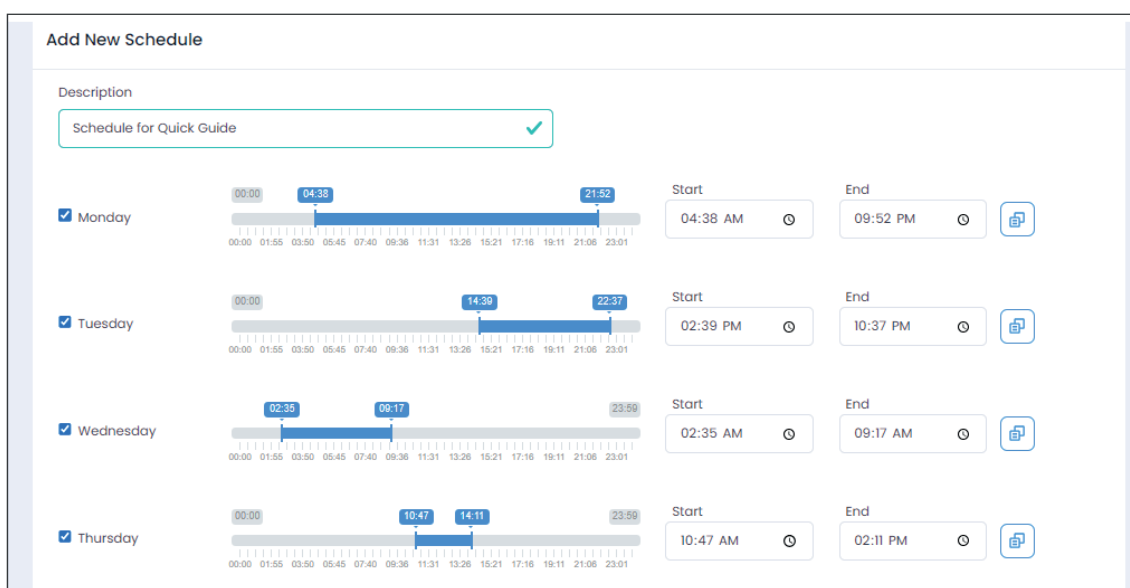
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3. How to create a Schedule

To create a Schedule, go to "Access Control" > "Schedule" and click on "+" or "New Schedule"



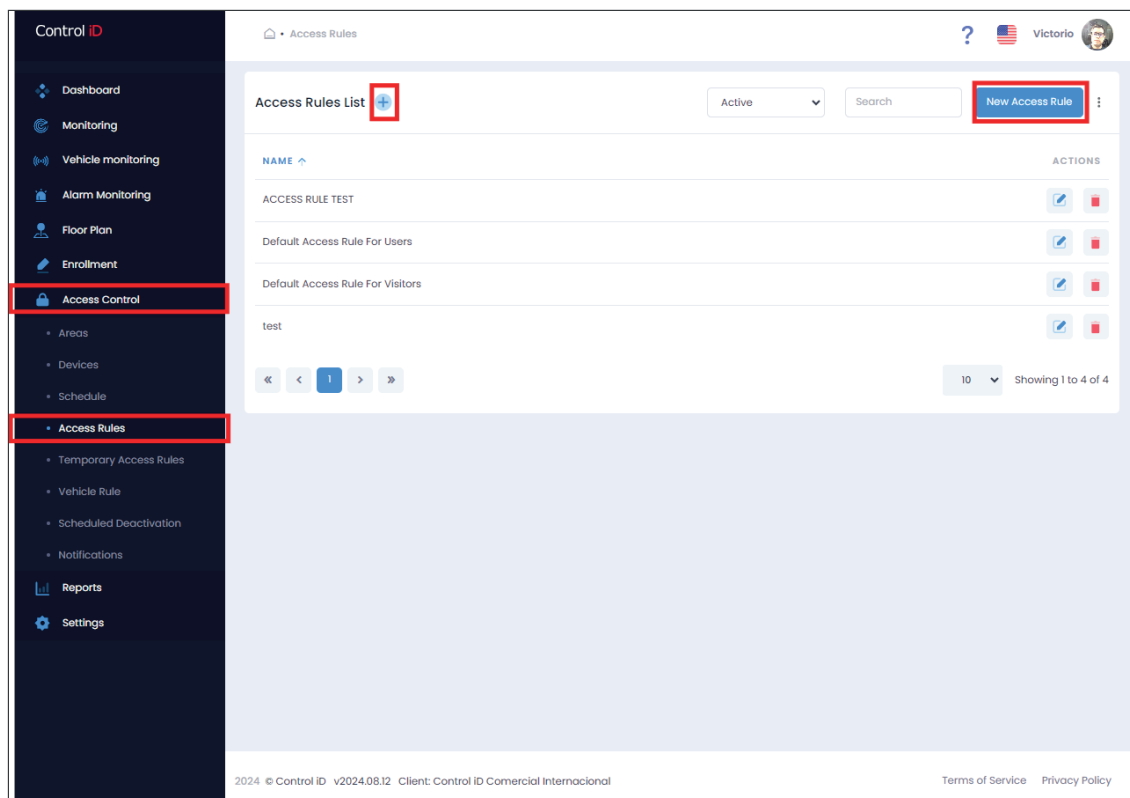
On the next page, you can customize the Schedule:



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4. How to create an Access Rule:

To create a new access rule, go to "Access Control" > "Access Rules" and click on "+" or "New Access Rule"



Control iD follows a "Who? When? Where?" logic for their Access Rules. After filling out the Name of the new access rules, you will assign the new rule to:

- List of Users (or Groups, Visitors, etc...)
- Schedule(s)
- Area(s)

By default, iDSecure Cloud comes configured with a simple access rule that will grant access to all enrolled users on all devices. The user can delete this rule.

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New Access Rule

1

Name Who? When? Where? Confirmation

Access Rule Name

Quick Guide Access Rule ✓

Cancel Next

New Access Rule

✓ 2

Name Who? When? Where? Confirmation

Select who must be affected by the new rule

Users

- Users
- Groups and Companies
- Visitors
- Types

SELECTED

Search

NAME		NAME
Karen	➔	Quick Guide User
Victorio	➔	

« < 1 > »

« < 1 > »

Back Next

iD Secure Quick Start Guide

New Access Rule

Progress: Name ✓ Who? ✓ When? 3 Where? Confirmation

Select when the rule must be used

AVAILABLE | SEARCH | SELECTED | SEARCH

NAME > NAME

Default Schedule [↻] [⊗] Schedule for Quick Guide

Test schedule [↻] [«] [1] [»]

« [1] »

Back Next

Progress: Name ✓ Who? ✓ When? ✓ Where? 4 Confirmation ✓

Select where the rule must be used

Apply rule to all areas

AVAILABLE | SEARCH | SELECTED | SEARCH

NAME > NAME

Default Area [↻] [⊗] Quick Guide Area

Visitor Entrance [↻] [«] [1] [»]

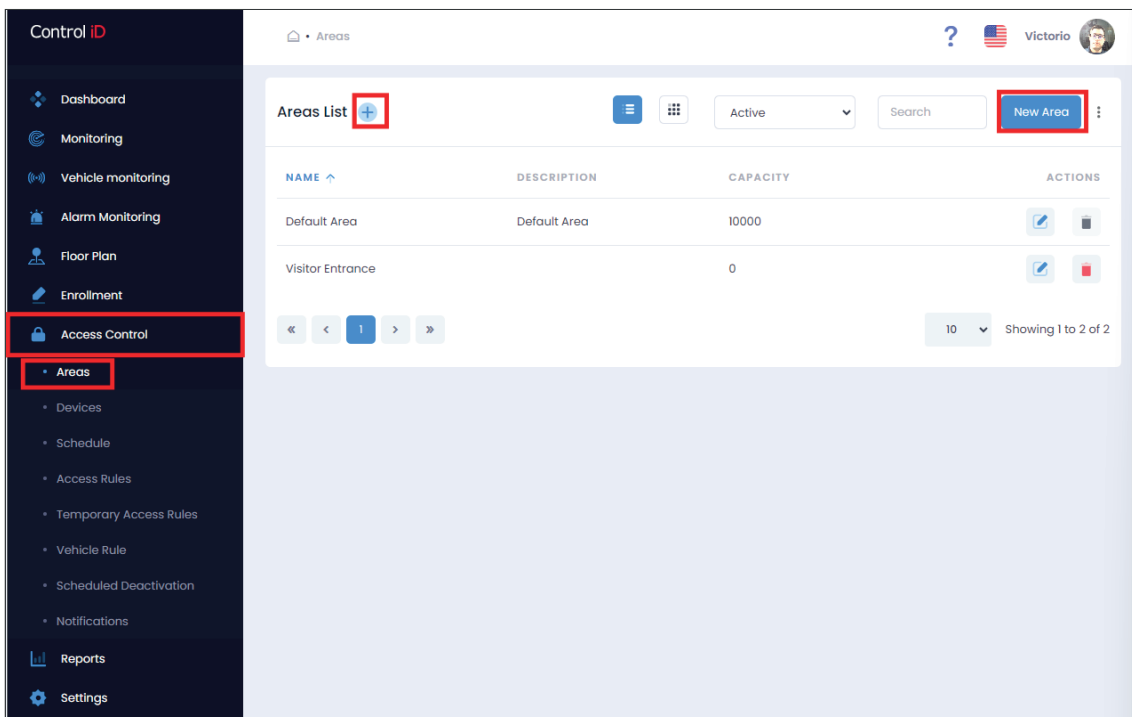
« [1] »

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5. How to create an Area

To create an Area in iD Secure Cloud, go to "Access Control" > "Areas", and either click on "+" or "New device"



You'll be able to input information on the Area and then click "Save"

Add New Area



Area Image

Default Images

Name Area
Quick Guide Area ✓ External area

Description
This is a test area created for the Quick Guide ✓

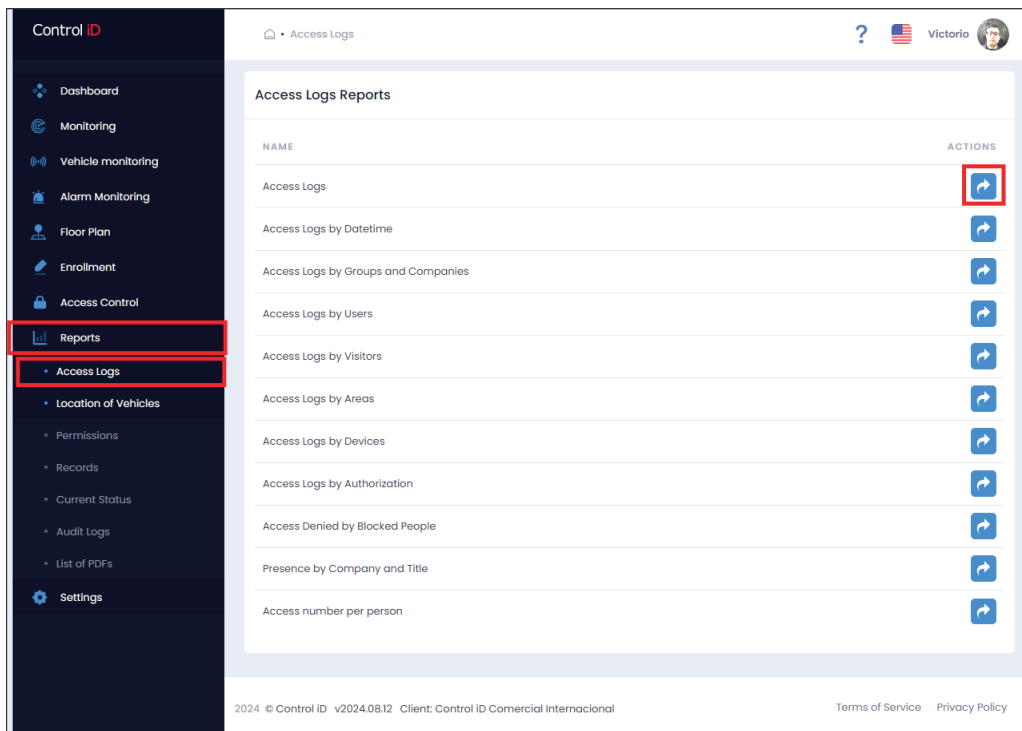
Inform the capacity of the area

Clear Cancel Save

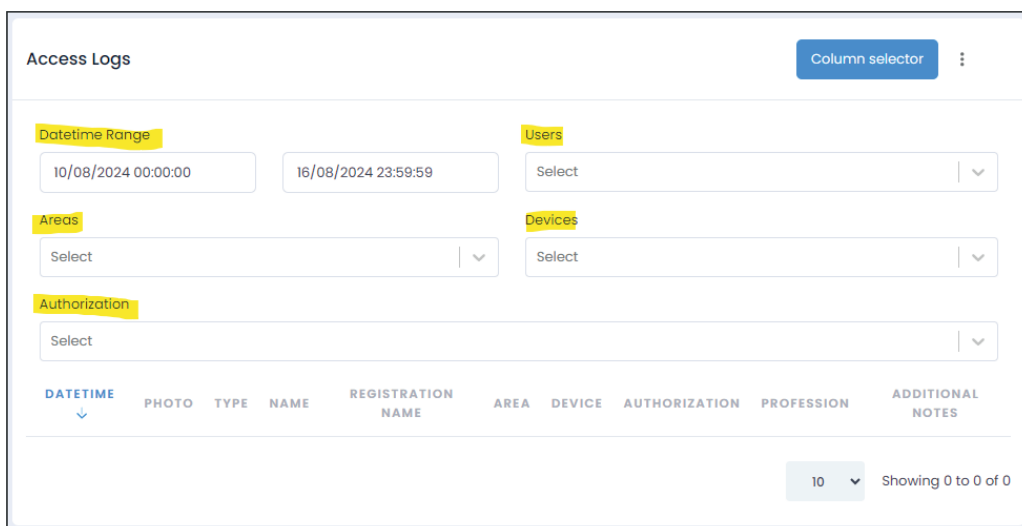
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6. How to view Access Logs / Reports:

iDSecure Cloud allows you to generate various types of reports, one of them being the "Access Logs". To view the logs, go into "Reports" > "Access Logs" and click on the blue icon on the right.



This will lead you to the "Access Logs" report, where you'll also be able to customize the generated report.



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7. Mobile App

iD Secure Cloud also has a mobile APP where you can manage users, reports, devices and even have a dashboard available. The iD Secure app is free and available on both iOS® and Android®

7.1 Dashboard

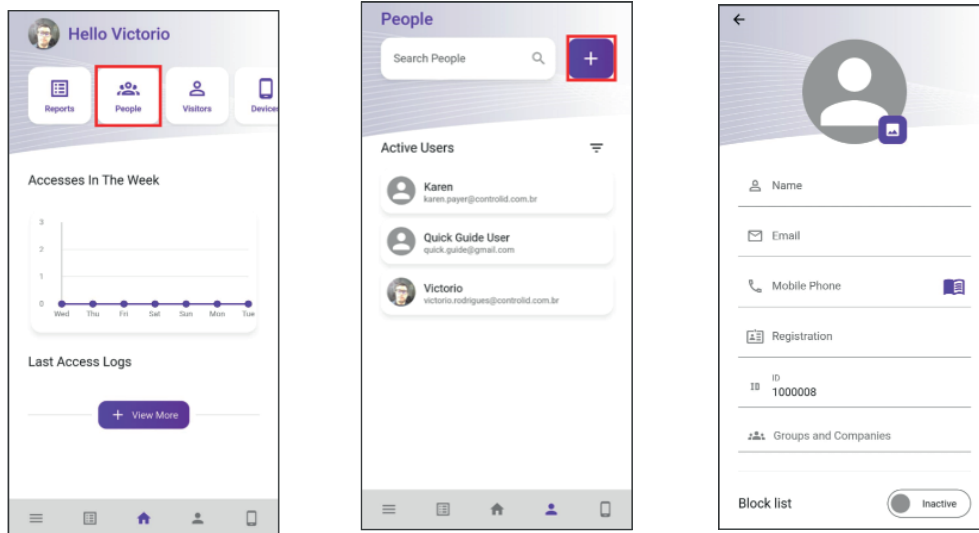
The Dashboard menu is the first page you'll see once you have successfully logged in to the iD Secure Cloud APP. Here you'll find a graph with all the accesses from the last seven days, as well as the last entries of the Access Logs.



7.2 Users

To manage users, after logging in your account, in the Dashboard overview, click on "People". This will show you a list of all the users enrolled on the system. To enroll a new user, click on the "+" sign and enter all the relevant information. You can also enroll a photo of the user (either by taking a picture with your phone or by selecting a picture from the gallery) that will be used for facial identification, in case you have connected iDFaces.

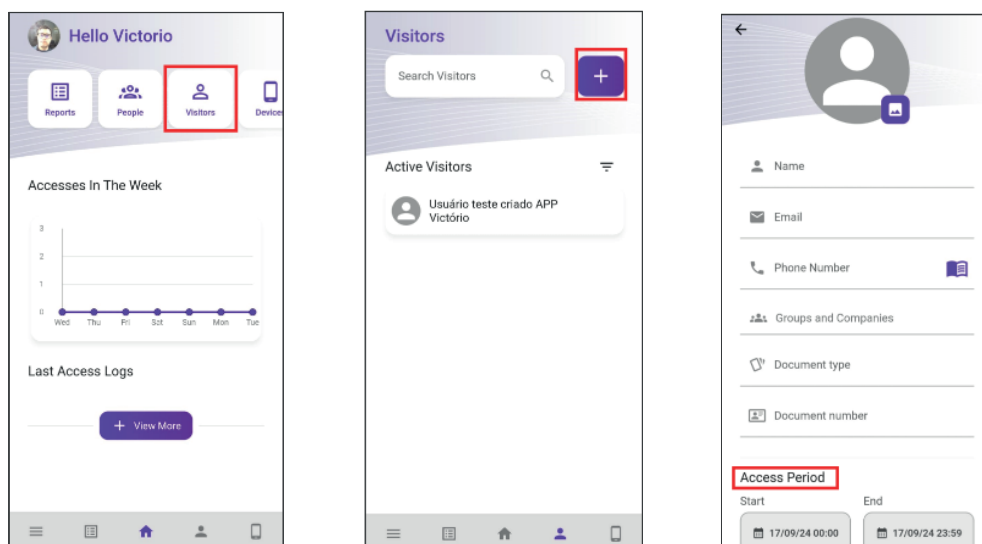
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7.3 Visitors

Just like with Users, you can also add/remove and manage enrolled Visitors.

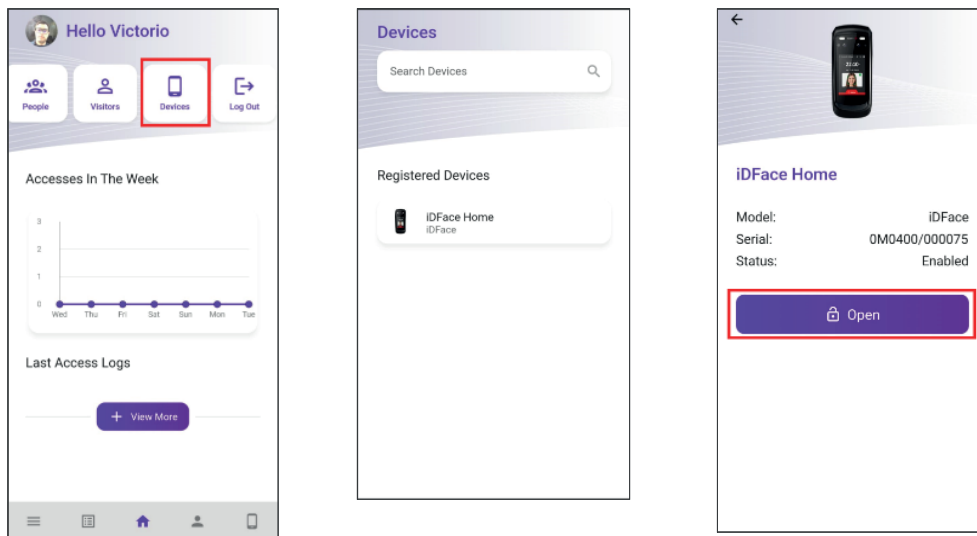
To enroll a new visitor, click on the “+” sign and enter all the relevant information. You can also enroll a photo of the user (either by taking a picture with your phone or by selecting a picture from the gallery) that will be used for facial identification, in case you have connected iDFaces. In the bottom part of the enrollment page, you’ll be able to set up the time frame in which this new visitor will have access (“Access period”).



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7.4 Devices

To manage devices connected to the software, on the Dashboard page, click on “Devices”. This will take you to a screen with all the devices, and by clicking on any device, you’ll be able to see a small description (Model, Serial Number and Status) and even remotely open the door.



7.5 Reports

To generate reports from the app, from Dashboard overview, click on “Reports” and chose the type of report you want to see and later generate. You can customize the report by adding different Filters directly from the APP.

