INSTALL CHECKLIST

ACCESS CONTROL

STEP 1

1 Assess Your Needs

Identify the areas that need access control. Make note of the number of entry points.

STEP 2

2 Choose Your System

Card-based, keypad, mobile scanner? Consider options and choose your desired system type.

STEP 3

3 Plan The Layout

Map out your space and identify where access control points will be installed.

STEP 4

4 Gather Equipment

Get the equipment ready. This includes hardware like readers, cards, and power supplies

STEP 5

5 Install Control Panel

Set up the “main brain” of the system. Connect the panel to the system.

STEP 6

6 Install Access Devices

Install readers/keypads all all entry points. Follow the manufacturer’s guidelines.

STEP 7

7 Set Up Wiring

Connect the wiring to your access control devices to ensure proper routing.

STEP 8

8 Configure Software

If your system requires software, install it and configure it to your needs.

STEP 9

9 Enroll Users

Enroll users into the system database. Establish a link between the users and system.

STEP 10

10 Calibrate and Test

Conduct thorough testing of the system. Make sure to check each individual access point.

STEP 11

11 Train Your Staff

Begin to train the individuals who will use and manage the access control system.

STEP 12

12 Regular Maintenance

An access control system requires ongoing maintenance to make sure it is working optimally.