

» Introduction

The FEIG myAXCESS Manager software is used to manage users and access rights in combination with FEIG access control readers.

» Toolbar



- Access Board for the management of access rights.
- Assignment of time models to users and entries.
- User Administration
- Add, edit or remove users and assign transponders.
- Entry Administration
- Add, edit and remove entries and configure access control readers.
- Time Model Administration
- Add, edit and remove time models and add holidays.
- Update Access Rights
- Synchronize the access rights with connected readers.

» STEP 1: Open/Create a project

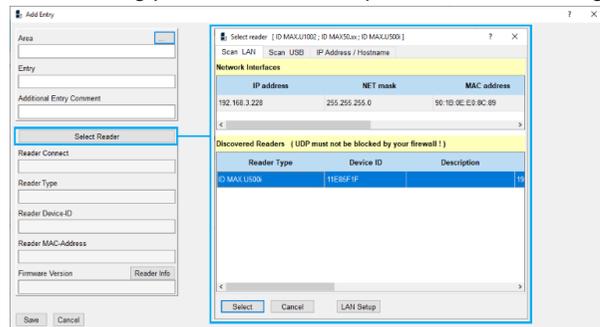
After starting the software open an existing project or create a new project.

» STEP 2: Entry Administration

Entries can be added, edited and removed and access control readers can be configured in the entry administration.

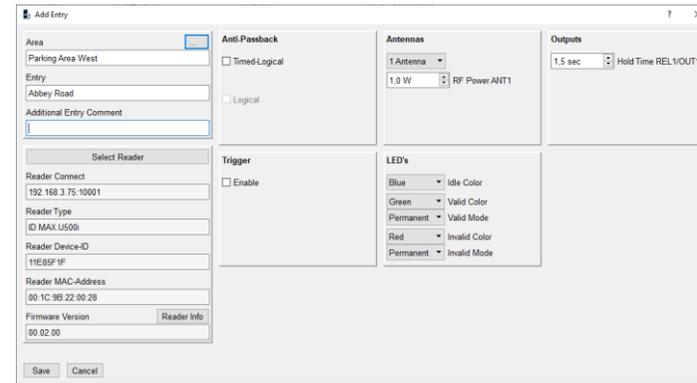


The following picture shows the input mask when adding a new reader:



To add a reader, you can scan the LAN or USB port of your PC or connect directly to the reader if the IP address or hostname is known.

The picture below shows the configuration possibilities of the connected reader, in this example the ID MAX.U500i.



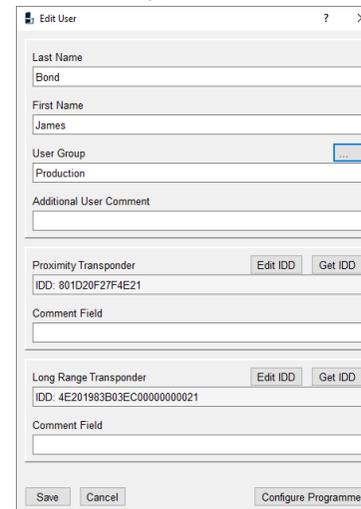
» STEP 3: User Administration



Users can be added, edited and removed and up to two transponders (proximity and long range) can be assigned to existing users in the user administration.



The following picture shows the input mask when administrating users:

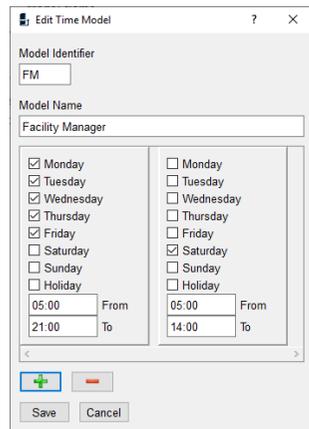


» STEP 4: Time Model Administration

Time Models can be added, edited and removed in the time model administration. You can also add holidays on which access rights do not apply.



The following picture shows the input mask when administrating time models:

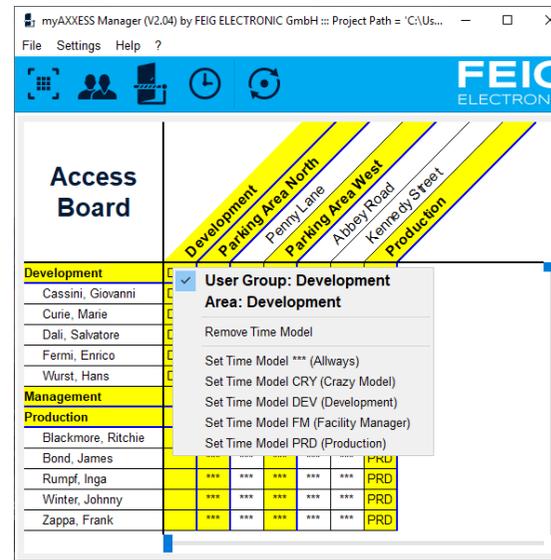


» STEP 5: Access Board

The Access Board provides an overview of all users and entries and offers the possibility to assign access rights to specific users or user groups.

By **double-clicking** on the names of the user groups or areas, you can expand or collapse the view of the selected group or area. A double click on "Access Board" collapses or expands the entire view.

To assign an entry to a specific user or user group, **right-click** the user (or group) in the column of the entry for which you want to grant access rights to the user (or user group) and select the desired time model.



» STEP 6: Updating Access Rights

After changing the access rights, these must be loaded into the connected readers. Select the readers to be updated and click "Start".



» Video Tutorial

Detailed information on creating projects, adding users, entries and time models, integrating readers and adding transponders can be found in the video tutorial, which is available for download in the download area of FEIG.

<https://www.feig.de/en/login>

Username: myAXCESS
 Password: max-reader



For further questions, please contact identification-support@feig.de.