



Instruction manual

Manulink 2.0



manusa

Instruction manual

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Read these instructions fully and carefully before starting to use the unit. In this manual you will find all the information necessary for the use and care of the product. Keep this manual in a safe place for later reference.

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1 - INTRODUCTION

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Manulink is a program that has been specially designed to facilitate the use and display of the status of **Manusa** doors and access control devices locally or remotely.

This program is designed to be minimised at all times as any time or meter capture programming is run by the program and not the door.

This manual contains the basic instructions for the practical use of this software. Read it carefully and, in case of doubt, consult an authorised installer.

For your own safety, always respect the technical instructions indicated in this manual. **Manusa** does not accept any responsibility for damage and breakdowns caused by failure to comply with these instructions.

Finally, we appreciate your confidence in purchasing a product from the range by **Manusa**, a company with more than 40 years of experience in the design, manufacture and installation of automatic gate systems.

1.1– System requirements

OPERATING SYSTEMS

Windows 2000 Service Pack 4

Windows XP Service Pack 2

Windows Vista

Windows 7

INTERNET BROWSERS

Internet Explorer V6 or later

Mozilla Firefox V1 or later

PDF readers

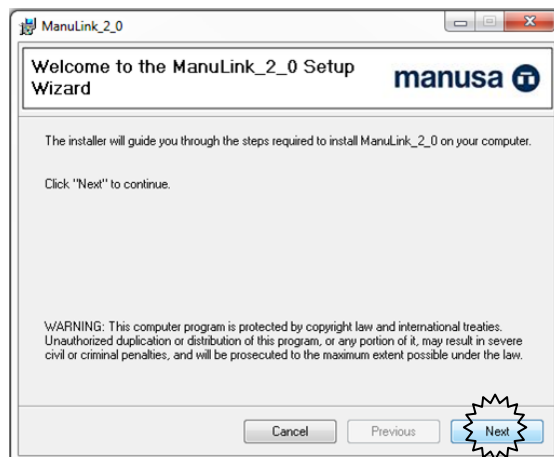
Acrobat Reader 4.01 or later

2– INSTALLATION GUIDE

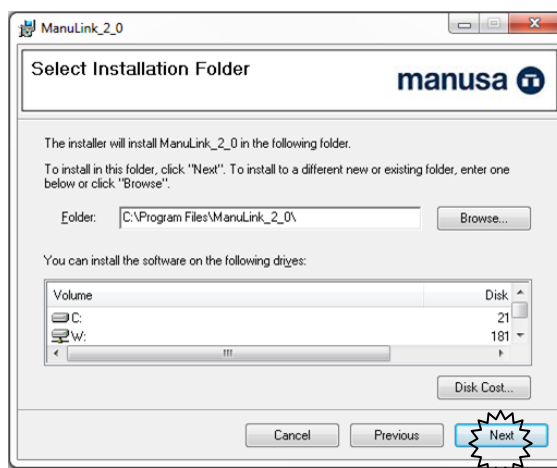
Manulink 2.0 is very simple to install. To do this you need to access the downloads area of Manusa's website (www.manusa.com) or download the installation file using the link sent by e-mail. Once you have downloaded the file, double-click on the installation file and follow the instructions:

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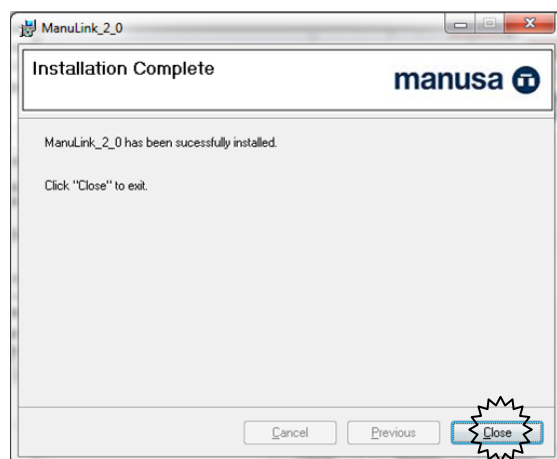
1.– In the welcome display click on "NEXT"



2.– Specify the installation route. The system will propose one by default. Then click on "NEXT".



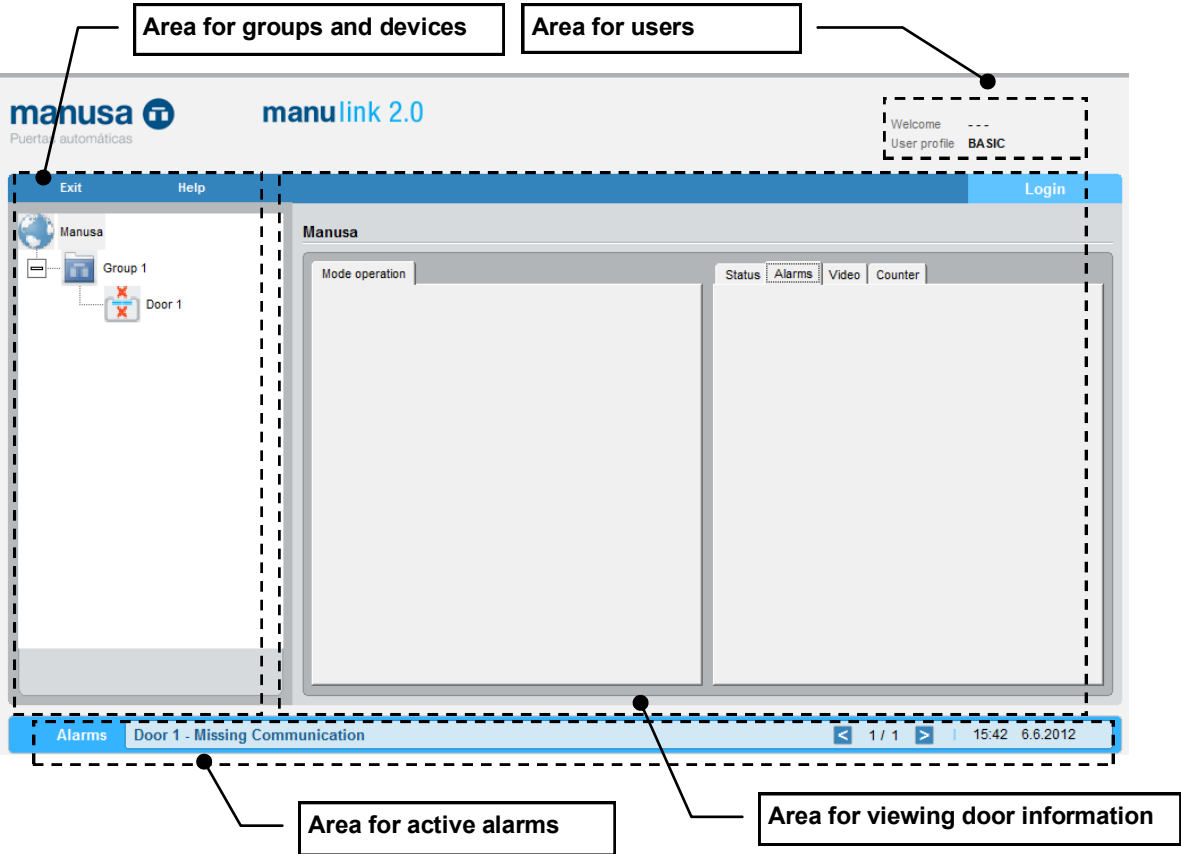
3.– All the files will then be installed to the specified route. Once this process has finished, this screen appears confirming that the installation was successful.



3— FIRST STEPS

3.1— GENERAL NAVIGATION

When you start up Manulink you will see the following screen, which is divided into several different areas.



Area	Functions
Area for groups and devices	This area shows the list of doors and access turnstiles.
Area for users	This area shows the user that is logged in and lets you change user.
Area for viewing door information	This area shows real time information on the door or access turnstile.
Area for active alarms	This area shows the active faults of any of the doors.

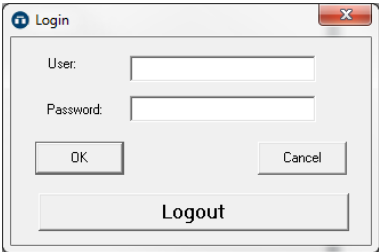
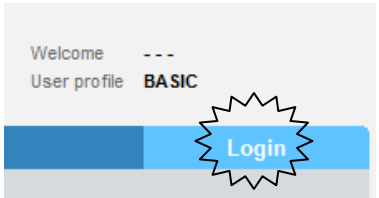
3.2– CHANGING USER

By default, the system starts up with a basic user type, which allows all types of information to be viewed but not changed. To change the user follow these steps:

- 1.– Click on the "Session" button
- 2.– Enter the user data and password

In Manulink there are several user types. To be able to configure devices, the system requires administrator rights.

You can access the system using the following default passwords:





User	Password	User functions
Basic	MANUSAPWD	Change the door mode
Advance	MANUSAPWD	Basic + change schedule programming
Admin	MANUSAPWD	Advance + add or remove doors

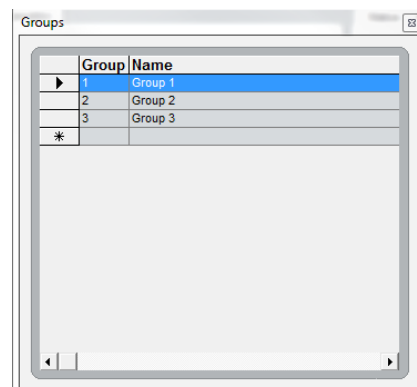
NOTE: Remember to change the password the first time you enter.

3.3– DEFINING A GROUP

All the devices that you are going to register with Manulink have to be entered in a group. It is important to take into account when creating groups that, when you want to define the doors or express gates, these devices cannot be mixed within the group.



To add a group, follow these steps:

- 1.– Enter as an administrator.
- 2.– Select the icon  in the area for groups and devices.
- 3.– Then click on the button "Add". 
- 4.– Enter the group identifier (number) and a description.

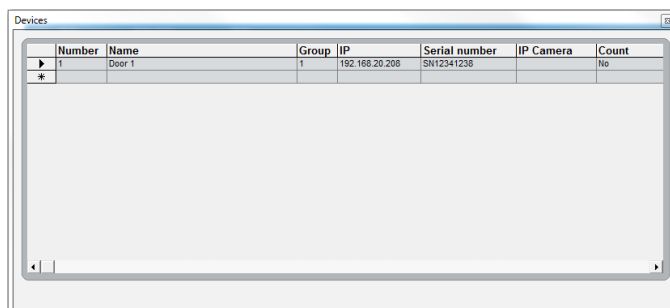


3.4– DEFINING A DEVICE

Once the groups have been created, you must enter the devices: like before, to add a device follow these steps:

- 1.– Enter as an administrator.
- 2.– Select any group icon. 
- 3.– Then click on the add button. 
- 4.– Enter the necessary device data:

- An identifier (number)
- A name
- The identifier of the group to which you want to link the device
- The IP address of the Gateway connected to the device
- The serial number of the door (optional)
- If you have an IP camera focused on the door, the IP address of the camera (optional)

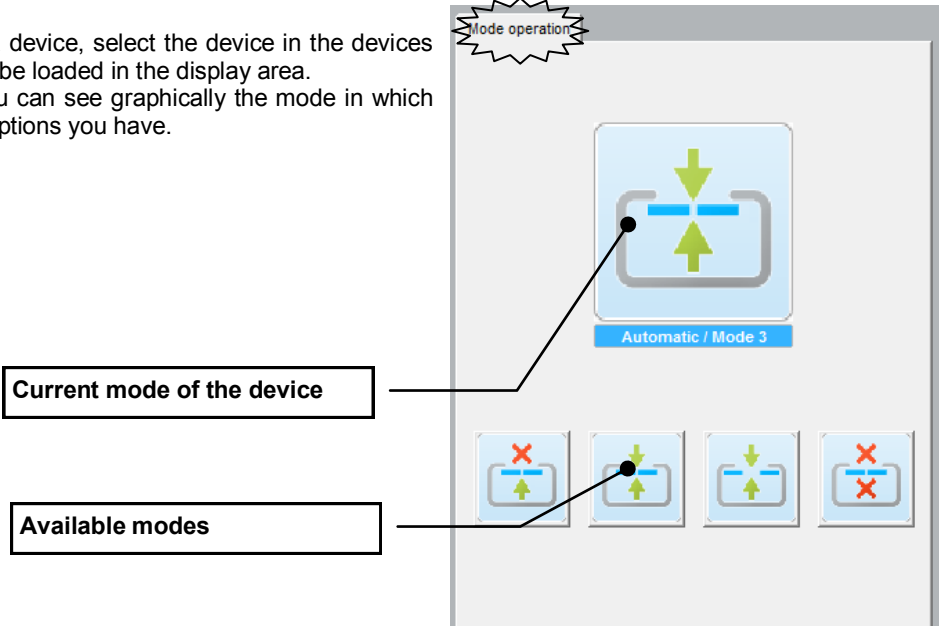


NOTE: Currently, Manunlink is only capable of communicating with IP cameras by AXIS. Please consult us for the availability of other brands.

- If you are registering a Visio type door, it is possible to activate the possibility of "COUNTING" people.

4– DOOR AND ACCESS TURNSTILE MODES

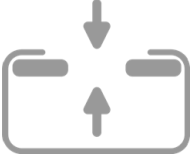
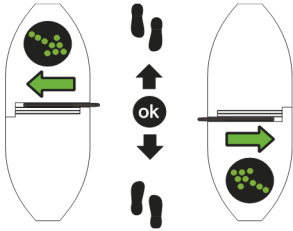
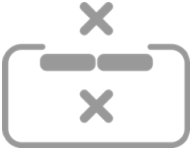
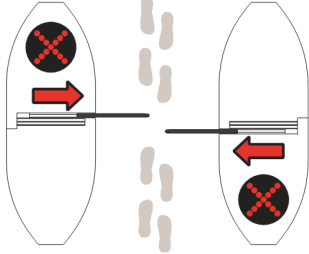

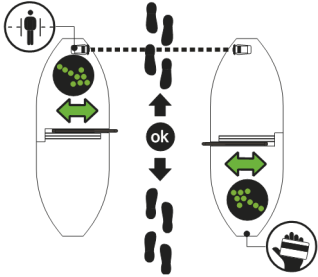

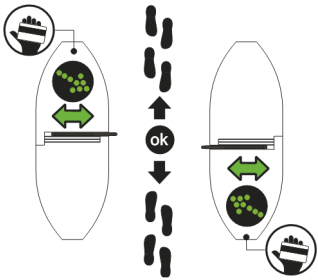
To change the operation mode of a device, select the device in the devices area and the data will automatically be loaded in the display area. Concentrating on the mode tab, you can see graphically the mode in which the device is at this time and what options you have.



4.1 AVAILABLE MODES FOR DOORS

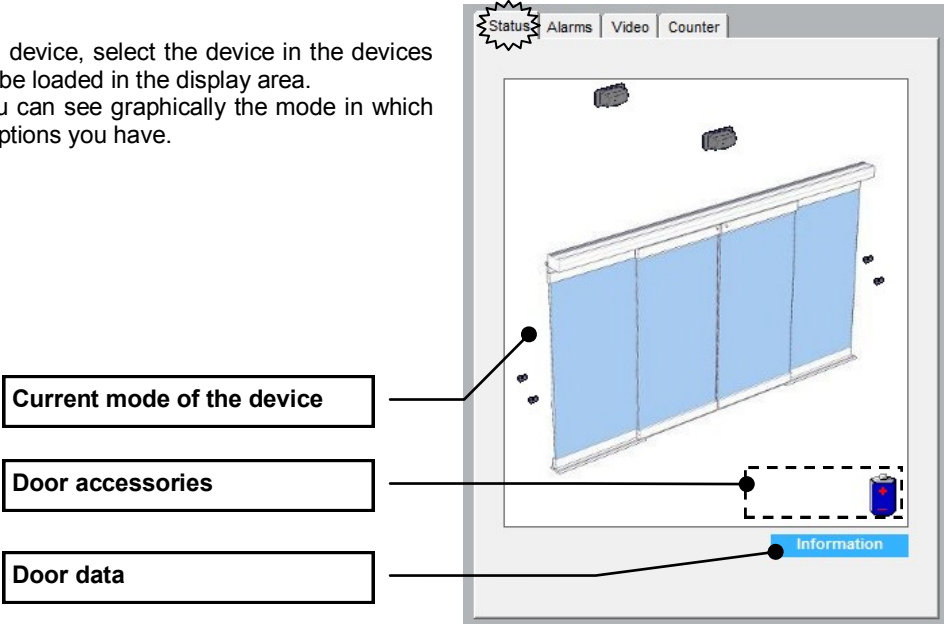
DOOR OPEN		The door opens, after which the leaves can be moved by hand.
DOOR CLOSED		<p>On doors without bolts, this operating mode closes the door and frees the leaves. On doors with bolts, the leaves will close and be locked by this bolt.</p> <p><i>NOTE: to facilitate exit, during the closing attempt, the leaves will reopen if the detector or interior button is activated. It will then try to close again, until the leaves are fully closed.</i></p> <p><i>* If required, the Technical Service can configure the door to delay the bolt activation, thus giving the user a greater timeframe to reach the door and leave the premises before the leaves are locked.</i></p>
AUTOMATIC DOOR		The door will open every time a detector is activated, whether interior or exterior.
EXIT ONLY		The door opens, after which the leaves can be moved by hand.

4.2 AVAILABLE MODES FOR ACCESS CONTROL DEVICES

<p>ACCESS CONTROL OPEN or MODE 2</p> 	<p>The access control doors are kept open indefinitely.</p> 
<p>ACCESS CONTROL CLO- SED or MODE 1</p> 	<p>The access control doors are kept closed indefinitely.</p> 
<p>RECORDED ENTRY AND FREE EXIT or MODE 3</p> 	<p>From the outside, access control doors only open when a card is correctly validated. In this case, exit is unrestricted.</p> 
<p>RECORDED ENTRY AND EXIT or MODE 4</p> 	<p>From both the outside and the inside, the doors open only when a card is correctly validated. In this case, exit is unrestricted.</p> 

5– DOOR AND ACCESS CONTROL DEVICE STATUS

To change the operation mode of a device, select the device in the devices area and the data will automatically be loaded in the display area. Concentrating on the mode tab, you can see graphically the mode in which the device is at this time and what options you have.



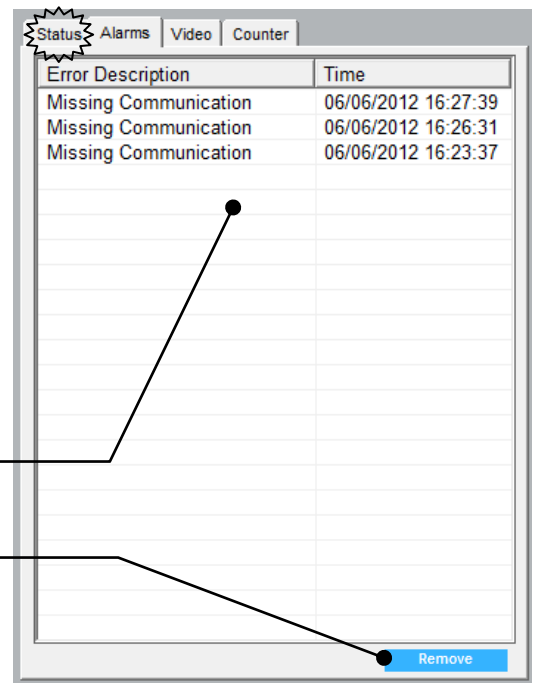
5.1 DOOR ICONS

RADAR STATUS		The image shows if the interior and exterior radars are detecting anything.
PHOTOCELL STATUS		On doors without bolts, this operating mode closes the door and frees the leaves. On doors with bolts, the leaves will close and be locked by this bolt.
BOLT STATUS		The image shows whether the door bolt is activated.
COMMAND TO OPEN FROM KEY		The image shows whether you are receiving the open command from a key.
EMERGENCY SIGNAL		The image shows whether it is receiving the open command from the emergency signal.
BATTERY STATUS		The image shows whether the condition of the batteries is correct.

6- ALARM LOG

In the door display area you can see an alarm log. This alarm log shows the alarms that have been generated in the devices. By default, the system only saves the last 100 alarms that have occurred, regardless of when the door was started up.

If the active user on the system has sufficient rights, a button appears that allows the alarms recorded to be deleted individually.



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7- VIDEO

This function is optional within Manulink. To activate it, you need an IP camera within the Ethernet or WIFI network and you must enter the IP address of this camera. In addition, the camera must be able to stream MPEG.

NOTE: Manulink complies with the Spanish law on personal data protection (LOPD) as no type of recording is made. If recording is required, the camera may not at any time focus on the street. If it has to do so, this camera must be registered.

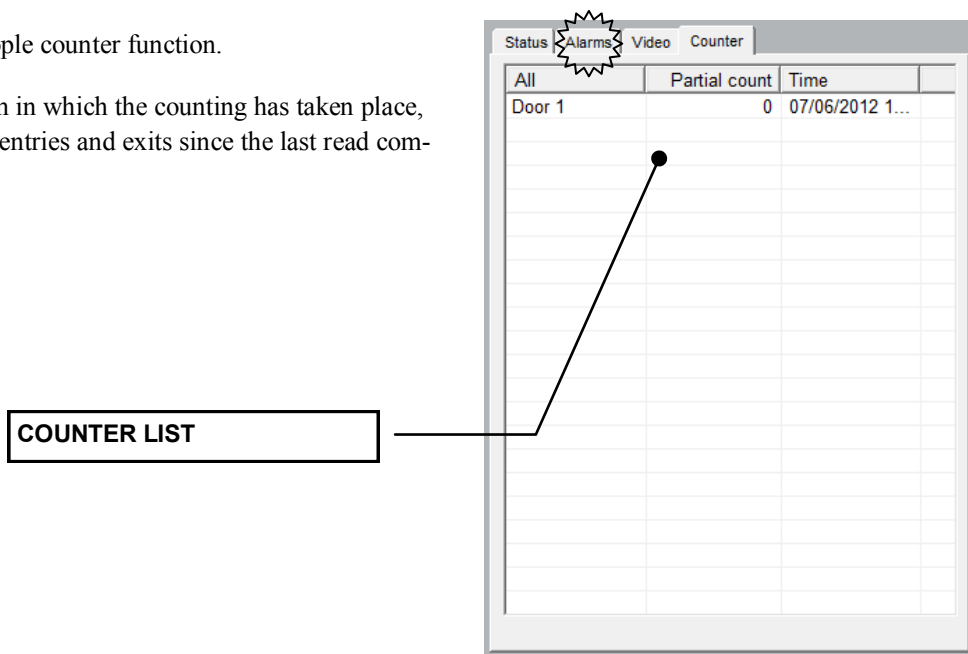
Currently, Manulink is only able to connect with AXIS IP cameras. Please consult us for the availability of other brands.



8- PEOPLE COUNTER

Currently, some doors have the people counter function.

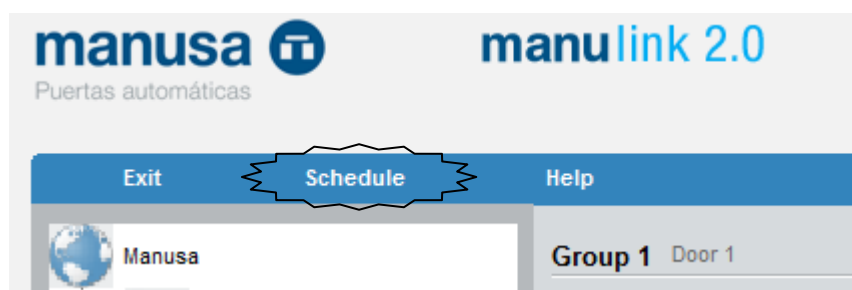
Depending on the schedule program in which the counting has taken place, the report will show the number of entries and exits since the last read command.

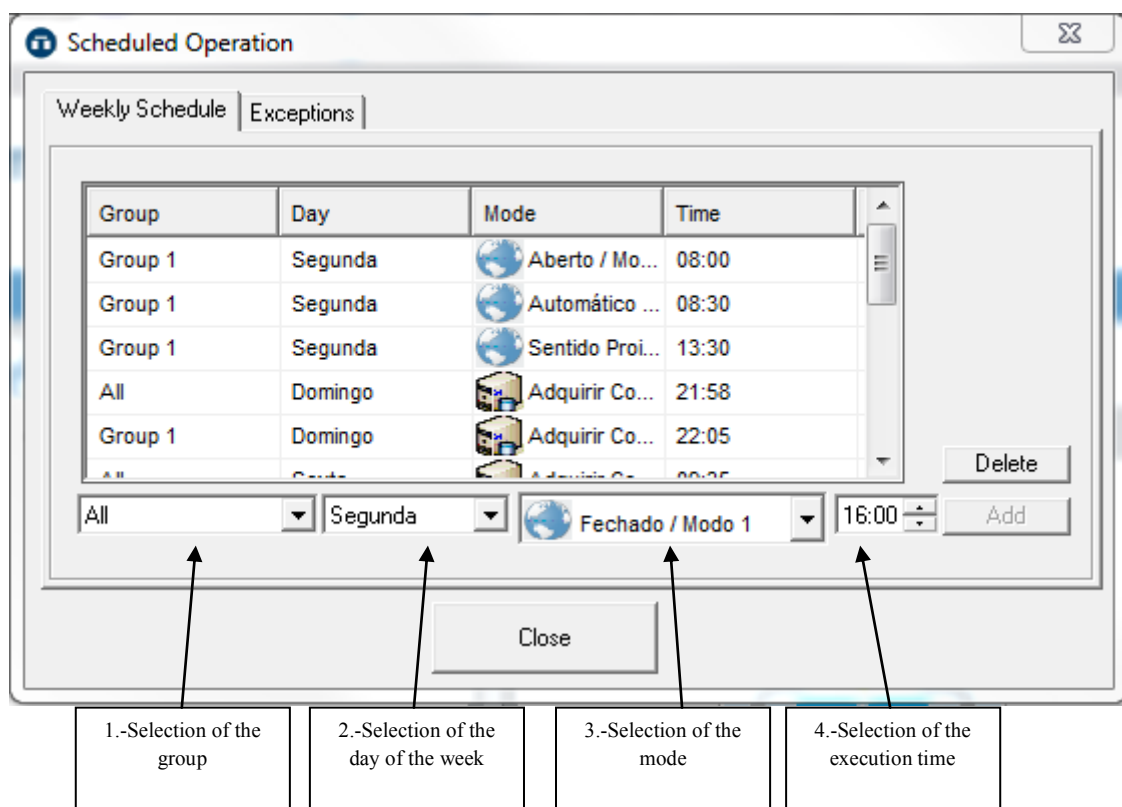


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9- SCHEDULE PROGRAMMING FOR MODES AND COUNTING

The schedule programming function can be applied to all the devices or only to the groups of doors or access control devices defined in the previous chapter.



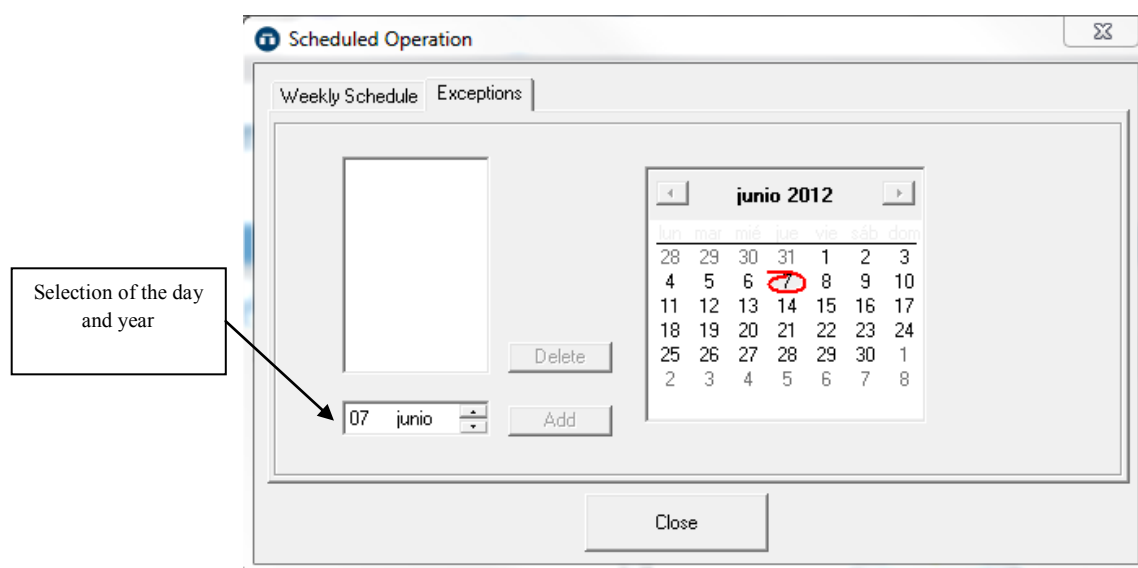


To define a schedule program you must define the group to which you wish to apply the program, the day of the week, the mode the door/Express Gate and the schedule.

You can also define the schedule in which counter data capture is required.

To cover exceptions in the yearly calendar, you can add exceptions for holidays or special situations that arise and in which the programming does not need to be carried out. If this exception is not deleted, it will be repeated every year.

The exception cancels any type of programming that has been made in the previous window. To entered this exception, enter the day and month and click on the add button.



**HEAD OFFICE**

Av. Vía Augusta, 85-87, 6th
08174 Sant Cugat del Vallés
Barcelona - Spain
Tel. +34 902 321 400
Fax +34 902 321 450

OFFICES IN CATALONIA

Barcelona - Spain
Tel. +34 902 321 400
Fax +34 902 321 450

OFFICES IN PORTUGAL

Barcelona - Spain
Tel. +34 902 321 400
Fax +34 902 321 450

OFFICES IN MADRID

Barcelona - Spain
Tel. +34 902 321 400
Fax +34 902 321 450

FACTORY

Ctra. Pla de Sta. María 235-239
43800 Valls - Tarragona (Spain)
Tel. +34 902 321 700
Fax +34 902 321 750

www.manusa.com

OFFICES IN ASTURIAS

Barcelona - Spain
Tel. +34 902 321 400
Fax +34 902 321 450

OFFICES IN GALICIA

Barcelona - Spain
Tel. +34 902 321 400
Fax +34 902 321 450

NOTE: The characteristics indicated in this document are purely informative, and not in any way contractual.

The manufacturer reserves the right to make modifications without prior notice.

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