Network Door Controller

Start Here

OVERVIEW

The Network Door Controller connects to the router (see note 2) on your network and to your electrically operated interior door. When a person completes the check-in process, the door circuit receives a signal to buzz the door open.

NOTE 1: The Door Controller is an IPV4 device supporting APIPA, DHCP, and static IP addressing.

NOTE 2: If connecting to your router is not feasible, see article KB0434 at ProcareSupport.com for an alternative.

WHEN TO USE / BEFORE YOU BEGIN

The Network Door Controller is for use when:

a. A parent or other authorized pickup person checks children in at a check-in computer. You MUST install the Procare client software on your check-in computer first, because you'll need the Procare Check-In program running to set the options needed for the Door Controller.

b. A staff person uses the Receptionist feature to check children in on behalf of the pickup person. In this case, a check-in computer is not necessary. Settings for the Door Controller are accessed from your Procare Home screen.

For detailed instructions, search ProcareSupport.com for the following articles:

* Install on a check-in computer (article: KB0495)

* Special instructions for a Procare Touch computer (article: KB0911)

* Receptionist check-in feature (article: KB0163)

CONNECTIONS, SETTINGS AND TEST

1. Connect the Door Controller (page 2).

2. Check-in Computer Settings & Test (page 3).

3. Receptionist Settings & Test (page 5).

WHAT'S NEXT?

Learn how to check people in and out. Search ProcareSupport.com for article KB0228.

INDICATOR LIGHTS

Colored lights on the side and end of the Door Controller mean the following:

LOCATION	COLOR	ON/OFF/FLASHING	MEANS
Side	**Red**	Off	No power.
		On	Has power.
Side	**Green**	Flashing	Not connected to network.
		Off	Normal. Connected to network.
		On	When door buzzes open.
End (left side of network jack)	**Orange**	Off	Not connected to network.
		On	Connected to network.
End (right side of network jack)	**Yellow**	Flashing	Normal. Network traffic.

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Connect Network Door Controller

## ① Connect to Your Electrically Operated Door

The Door Controller is designed as a switch for controlling an electrically operated door strike (not supplied).

a. Attach one wire from the Door Strike circuit to the Common (C) terminal (as shown in diagram "A").

b. Attach the other wire to:

- For an electric door strike: Connect to the Normally Open (NO) terminal (as shown in diagram "A").
- For a magnetic lock: Connect to the Normally Closed (NC) terminal.
  (Note: Diagram "A" shows a "NO" connection. Change to a "NC" connection for a mag. lock).

    NOTE: A manual bypass is strongly recommended so a staff person may open the door as needed.

c. Plug the Door Controller into a standard 110 VAC wall outlet. Use of a surge protector is strongly recommended.

- The red power indicator light should come on (side of Door Controller). See Indicator Lights (page 1).
- A flashing green light indicates it is not yet connected to the network, which is normal at this point.

   **NOTE:** You'll need a separate power supply for your electrically operated door.
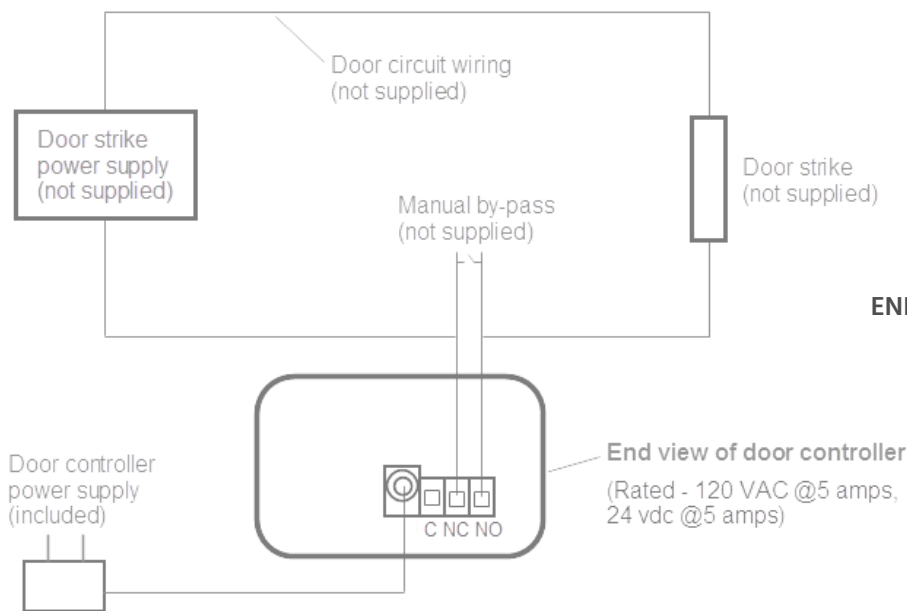
DIAGRAM A
END VIEW OF DOOR CONTROLLER

DIAGRAM B
OTHER END OF DOOR CONTROLLER

② Connect to Your Router

Connect the other end of the Door Controller to an open port on your router using the network cable (included) or your own CAT5 / RJ-45 network cable (diagram "B").

The green (side) light should no longer be lit (it will stop flashing) and a solid orange light should appear on the RJ-45 connection, indicating it is connected to your network. A yellow flashing light indicates network traffic. See Indicator Lights (page 1).
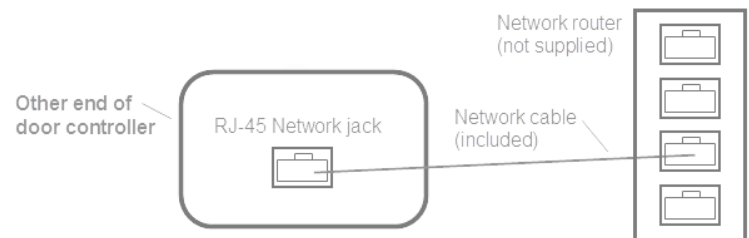
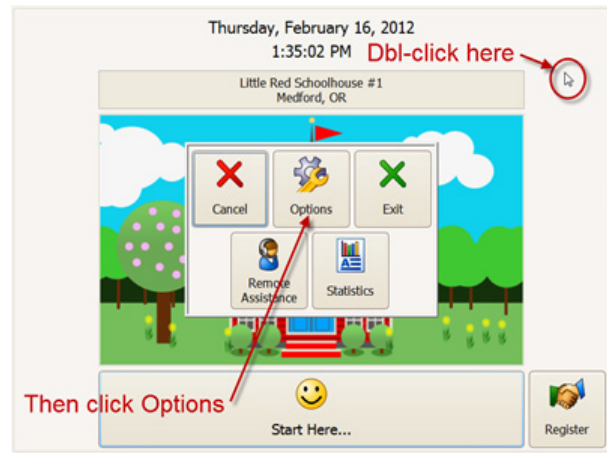If connecting to your router is not feasible, see article KB0434 at ProcareSupport.com.

Door Controller: Software Settings

Check-In Computer Settings & Test

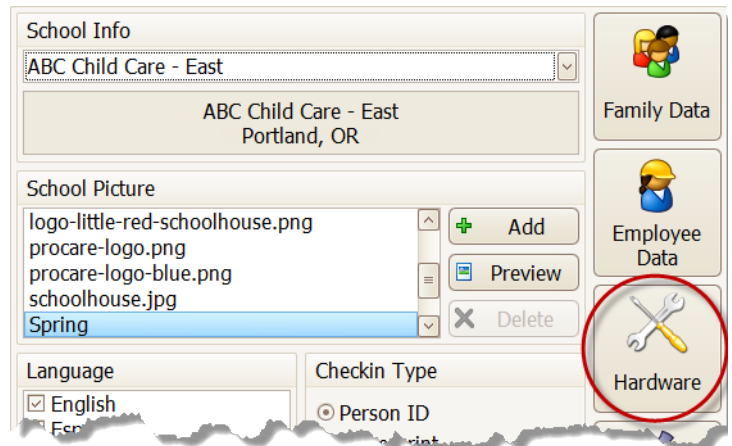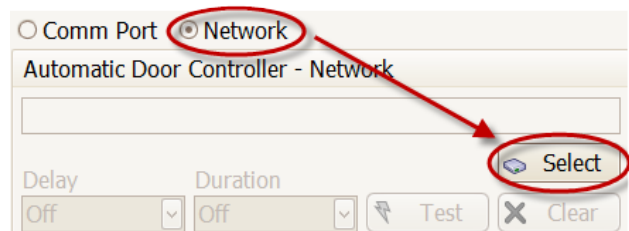**1** At the Check In computer, dbl-click the **Procare Check In** shortcut on your desktop.

2 Dbl-click in the gray border area around the logo (or press **Esc** on your keyboard) and then click **Options**.

3 Click the **Hardware** button (right side).

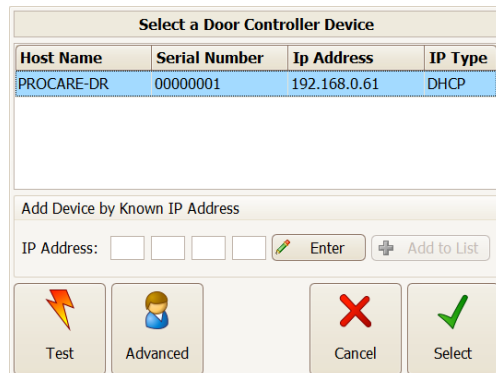**4** Choose **Network** as the type of door controller and click **Select**.

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Door Controller: Software Settings
Check-In Computer Settings & Test

Select a Door Controller Device

Host Name	Serial Number	Ip Address	IP Type
PROCARE-DR	00000001	192.168.0.61	DHCP

Add Device by Known IP Address

IP Address: [ ] [ ] [ ] [ ]   ✎ Enter   ➕ Add to List

⚡ Test   👤 Advanced   ✖ Cancel   ✔ Select

5 Locate the Door Controller or manually add it to the list.

a. If you have just one door controller, it should be found automatically.

b. If you have more than one, choose the one this computer will use.

c. If it is not found, manually type the IP address and choose **Add to List**. Or, choose **Edit** to display an on-screen keyboard (use a period to separate octets, like 192.168.0.25) and then choose **Add to List**.

d. Optional: The **Advanced** button should only be used to change the name or set a static IP address for the selected device. If you have more than one door controller, changing the name may be helpful to identify the location, such as "FRONT DR," "BACK DR," etc.
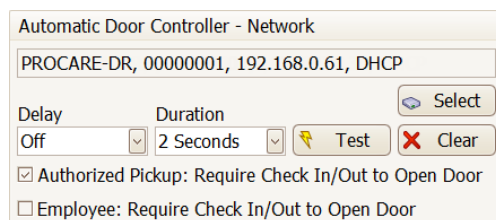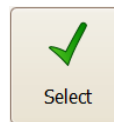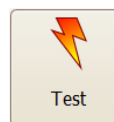
6 Test and select the device.

⚡ Test

✔ Select

a. With the proper Door Controller highlighted on screen, click **Test** to send a signal to the controller. The green light on the side of the controller should come on for just a moment.

b. Click **Select** to choose this device and return to the **Hardware** screen.

7 At the **Hardware** screen:

a. Set the **Delay** (time to wait before the door opens) and **Duration** (time you'd like the door to stay open).

b. Click the **Test** button to confirm the door opens. Your door circuit must be attached to the Door Controller and both the door strike and controller unit must have power.

Automatic Door Controller - Network

PROCARE-DR, 00000001, 192.168.0.61, DHCP

Delay   Duration   💾 Select
Off [v]   2 Seconds [v]   ⚡ Test   ✖ Clear

☑ Authorized Pickup: Require Check In/Out to Open Door
☐ Employee: Require Check In/Out to Open Door

c. Check the box next to **Authorized Pick Up** and/or **Employee** if you wish to require a person to check in/out in order to open the door.

Explanation: For staff, you would often leave this unchecked, so they could open the door as needed throughout the day, without having to actually check in or out. Search ProcareSupport.com for faq147.

**8** Close out of the hardware and check-in settings.

a. Choose **Exit** to leave the **Hardware** screen and **Exit** again at the **Check-In Options** (School Info) screen.

b. To close the main check-in screen, dbl-click in the gray border area around the logo (or press **Esc** on your keyboard) and then click **Exit**.

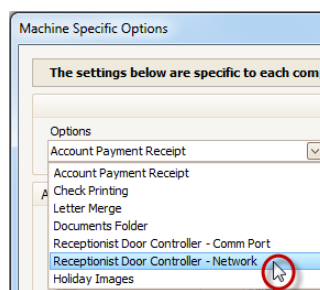Rev: 06/13/2013

Door Controller: Software Settings
Receptionist Settings & Test

Optional: A front desk person uses the **Receptionist** method to check children in on behalf of the pickup person.

1 Log into Procare as usual and from the **Procare Home** screen go to **Configuration > Machine**.
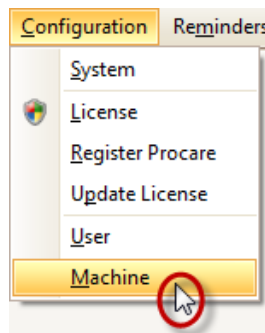
2 From the **Options** drop-down list, select **Receptionist Door Controller – Network**.
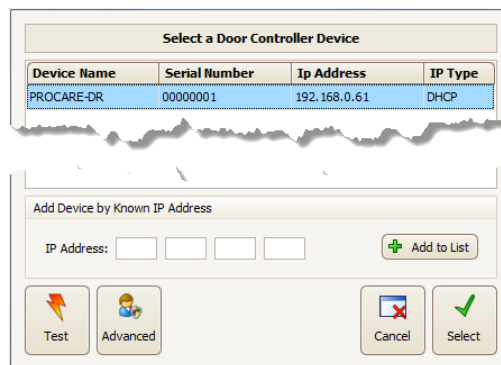
3 Uncheck "Not Using a Door Controller" and then click **Choose a Device**.

4 Locate the Door Controller or manually add it to the list.

a. If you have just one door controller, it should be found automatically.

b. If you have more than one, choose the one this computer will use.

c. If it is not found, manually type the IP address and choose **Add to List**.

d. Optional: The Advanced button should only be used to change the name or set a static IP address for the selected device. If you have more than one door controller, changing the name may be helpful to identify the location, such as "FRONT DR," "BACK DR," etc.

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Door Controller: Software Settings

Receptionist Settings & Test

Optional: A front desk person uses the **Receptionist** method to check children in on behalf of the pickup person.

5 Test and select the device.

a. With the proper Door Controller highlighted on screen, click **Test** to send a signal to the controller. The green light on the side of the controller should come on for just a moment.

b. Click **Select** to choose this device and return to the **Machine Specific Options** screen.
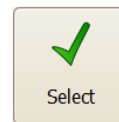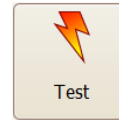
6 At the Machine Specific Options screen:

a. Set the **Duration** (time you'd like the door to stay open).

b. Click the **Test** button to confirm the door opens. Your door circuit must be attached to the Door Controller and both the door strike and controller unit must have power.

7 Click **Save > Exit**.

Buzz Door Open using the Receptionist

a. From the main screen of Family Data & Accounting go to **Functions > Attendance Tracker > Receptionist**.

b. An **Open Door** button (bottom center) allows a staff person to buzz the door.
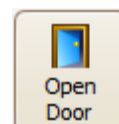
Hint: For more details on using the Receptionist, search ProcareSupport.com for article KB0163.