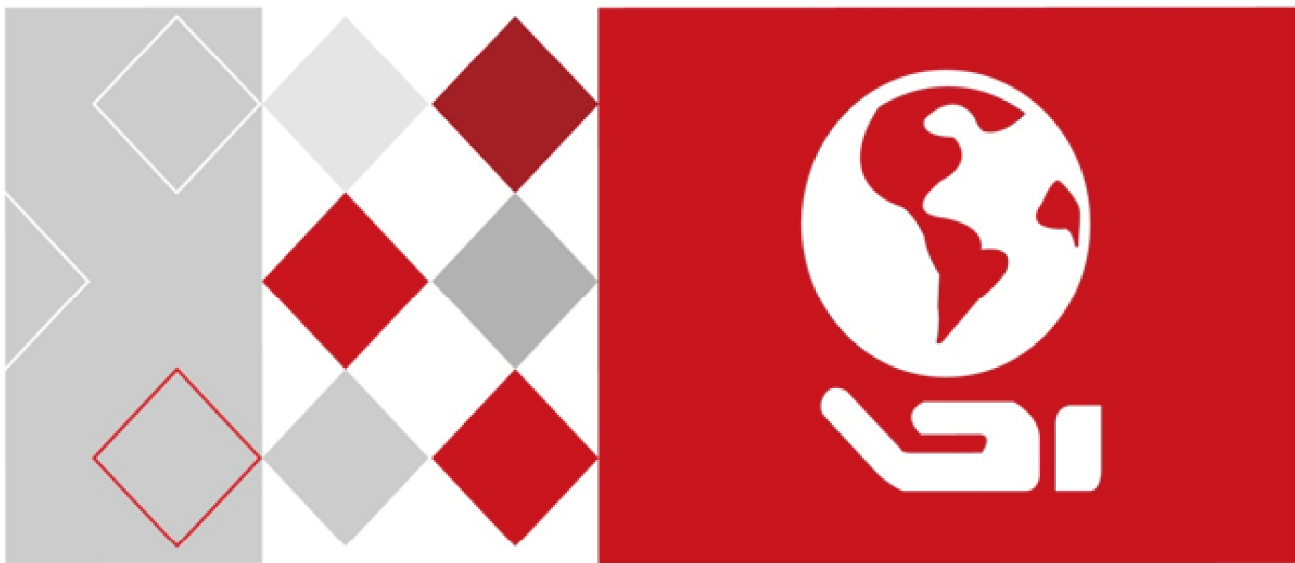


HIKVISION



DS-K2600 Series Access Controller

Time Schedules



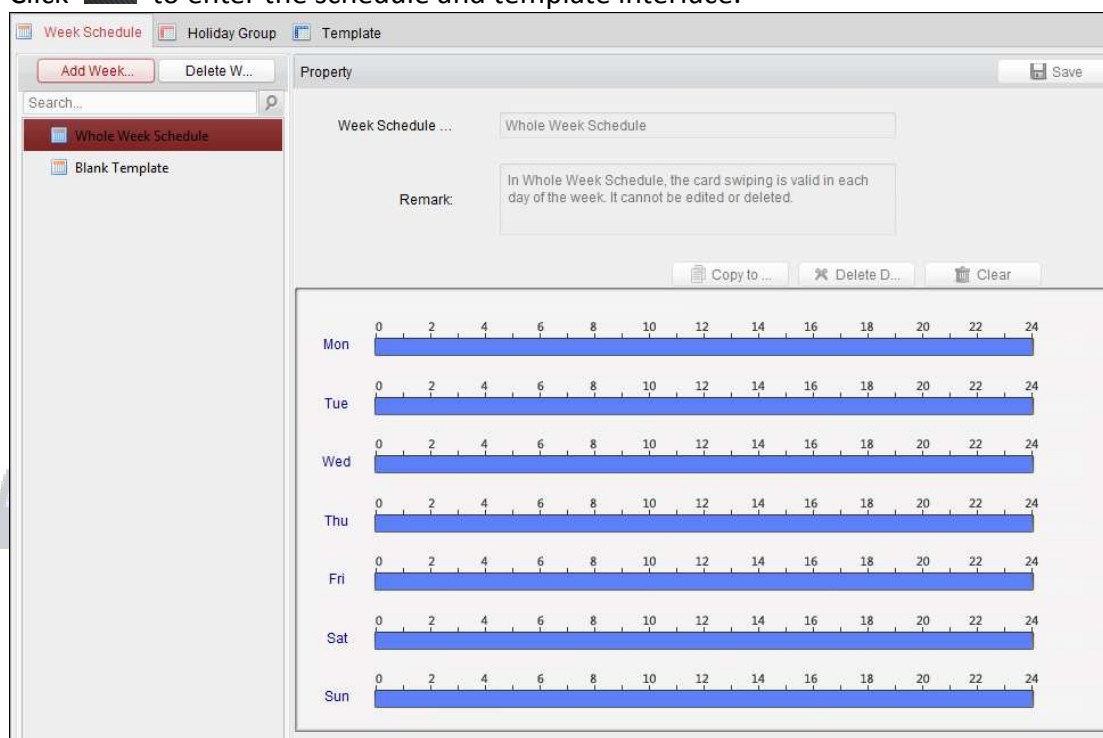
Time Schedules and Template

Purpose:

Schedules allow you to set what times and day's events will occur. E.g. Door Auto unlocking, what times card holder can access doors etc.

You can configure the template including a week's schedule and holiday schedule. After setting the templates, you can adopt the configured templates to access control permissions when setting the permission. The access control permissions will take effect in the time durations of the template.

Click  to enter the schedule and template interface.



You can manage the schedule of access control permission including Week Schedule, Holiday Schedule, and Template. For permission settings, please refer to *Chapter Error! Reference source not found. Error! Reference source not found.*

Week Schedule

Click **Week Schedule** tab to enter the Week Schedule Management interface.

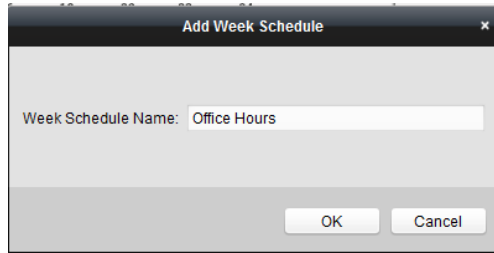
The client defines two kinds of week plan by default: **Whole Week Schedule** and **Blank Schedule**, which cannot be deleted and edited.

- **Whole Week Schedule:** Card swiping is valid on each day of the week.
- **Blank Schedule:** Card swiping is invalid on each day of the week.

You can perform the following steps to define custom schedules on your demand.


Steps:

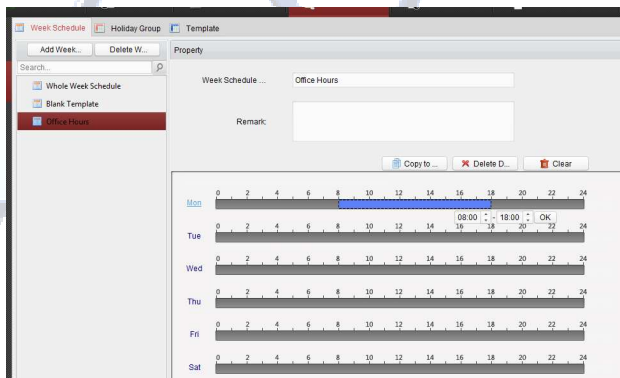
1. Click **Add Week Schedule** button to pop up the adding schedule interface.



2. Input a name of week schedule (e.g. Office Access Hours) and click **OK** button to add the week schedule.
3. Select the 'added week schedule' in the schedule list and you can view its property on the right.



You can edit the week schedule name and input the remark / comment information for future reference.

4. On the week schedule, click and drag on a day to draw on the schedule, which means in that period of time, the configured permission is activated. 



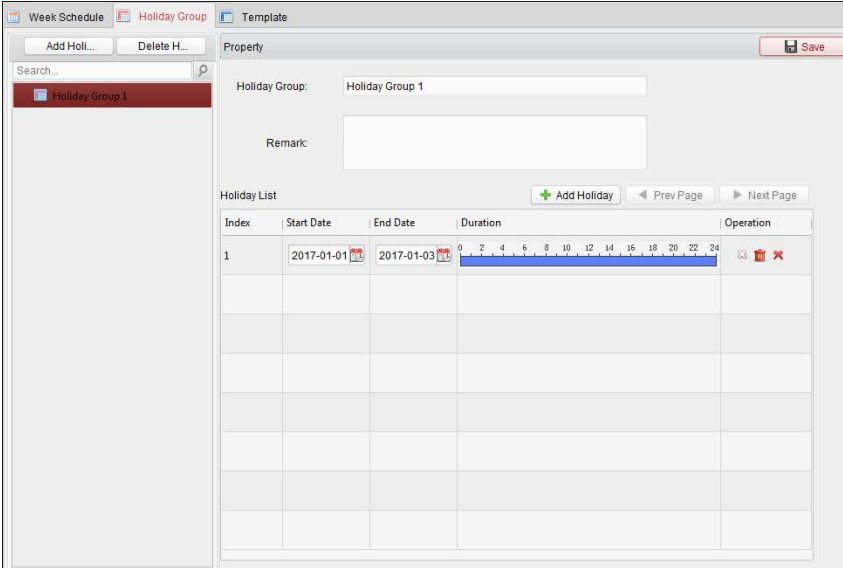
e.g.

Note: Up to 8 time periods can be set for each day in the schedule.

5. When the cursor turns to , you can move the selected time bar you just edited. You can also edit the displayed time point to set the accurate time period. When the cursor turns to , you can lengthen or shorten the selected time bar.
6. Optionally, you can select the schedule time bar, and then click **Delete Duration** to delete the selected time bar, or click **Clear** to delete all the time bars, or click **Copy to Week** to copy the time bar settings to the whole week.
7. Click **Save** to save the settings.

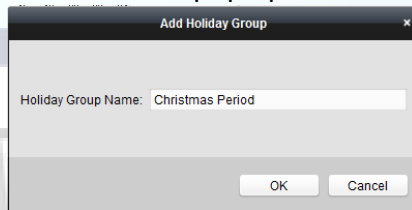
Holiday Group

Click **Holiday Group** tab to enter the Holiday Group Management interface.



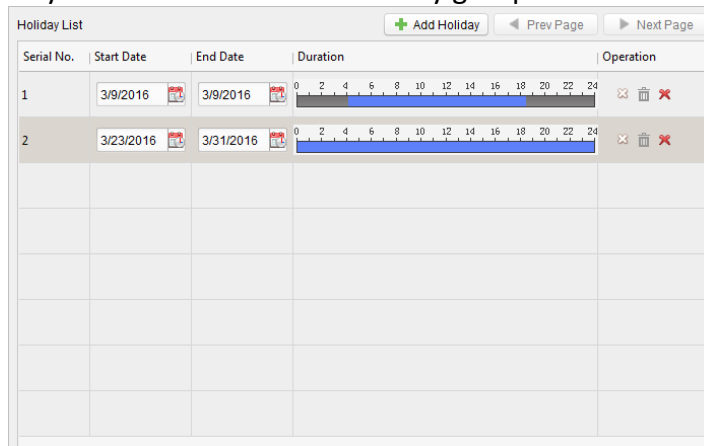
Steps:

1. Click **Add Holiday Group** button on the left to pop up the adding holiday group interface.




2. Input the name of holiday group in the text filed and click **OK** button to add the holiday group.
3. Select the added holiday group and you can edit the holiday group name and input the remark information.
4. Click **Add Holiday** icon on the right to add a holiday period to the holiday list and configure the duration of the holiday.


Note: Up to 16 holidays can be added to one holiday group.






1) On the period schedule, click and drag to draw the period, which means in that period of time, the configured permission is activated.

Note: Up to 8 time durations can be set for each period in the schedule.

2) When the cursor turns to , you can move the selected time bar you just edited. You can also edit the displayed time point to set the accurate time period.

3) When the cursor turns to , you can lengthen or shorten the selected time bar.

4) Optionally, you can select the schedule time bar, and then click  to delete the selected time bar, or click  to delete all the time bars of the holiday, or click  to delete the holiday directly.

5. Click **Save** to save the settings.

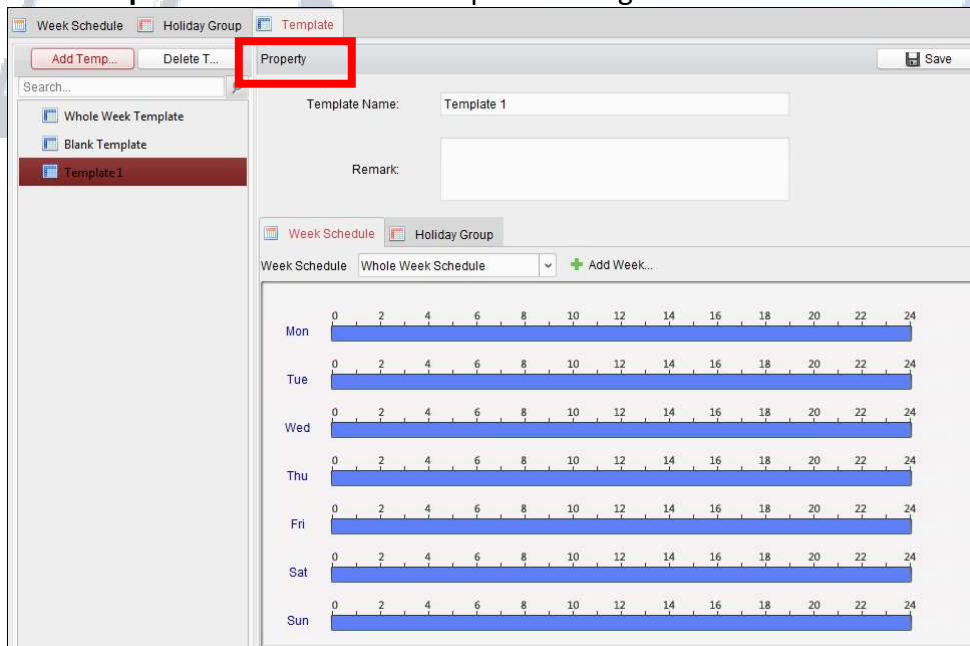
Note: The holidays cannot be overlapped with each other.

Template

After setting the week schedule and holiday group, you can configure the template which contains week schedule and holiday group schedule.

Note: The priority of holiday group schedule is higher than the week schedule.

Click **Template** tab to enter the Template Management interface.



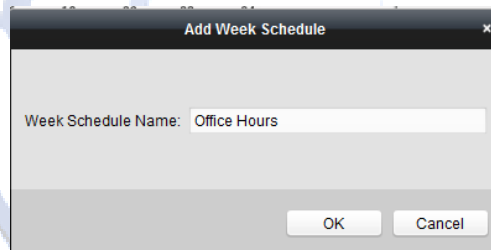
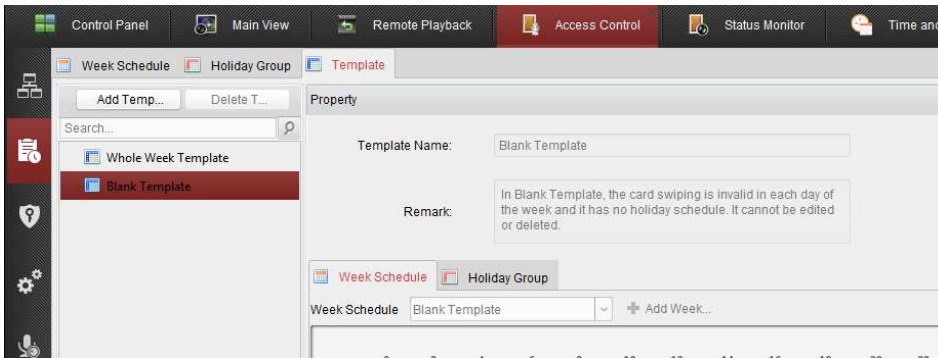
There are two pre-defined templates by default: **Whole Week Template** and **Blank Template**, which cannot be deleted and edited.

- **Whole Week Template:** The card swiping is valid on each day of the week and it has no holiday group schedule.
- **Blank Template:** The card swiping is invalid on each day of the week and it has no holiday group schedule.

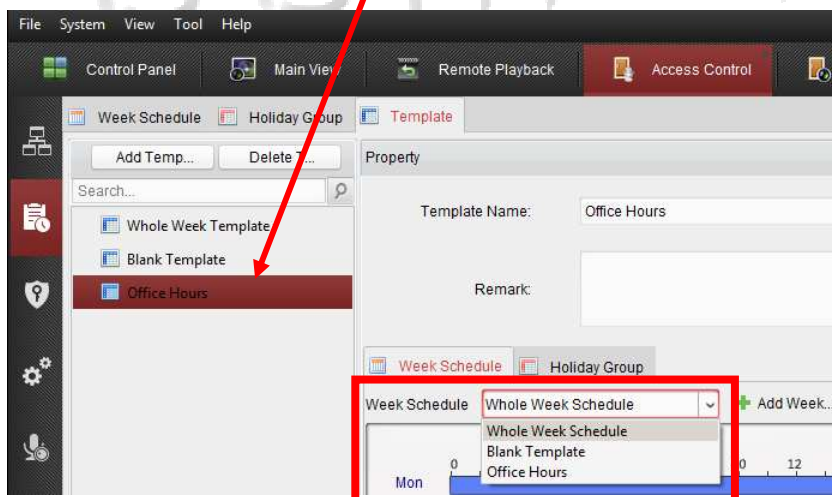
You can define custom templates on your demand.

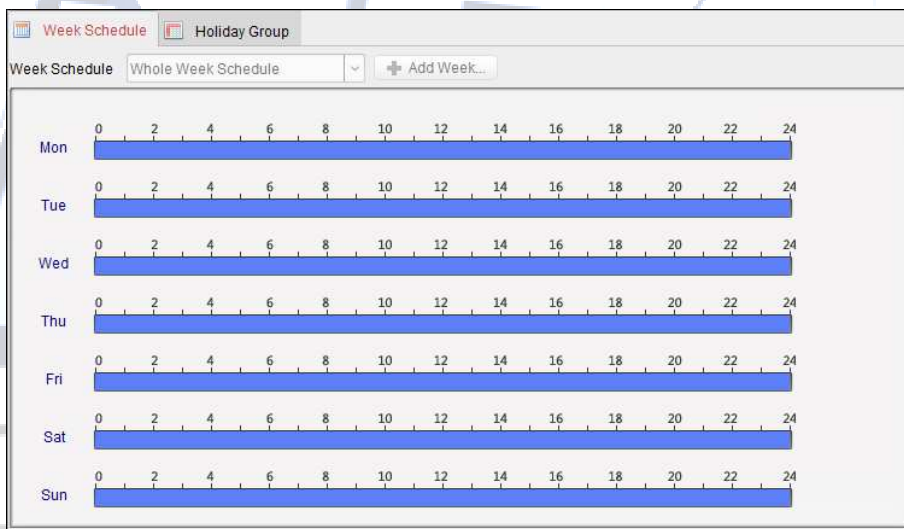
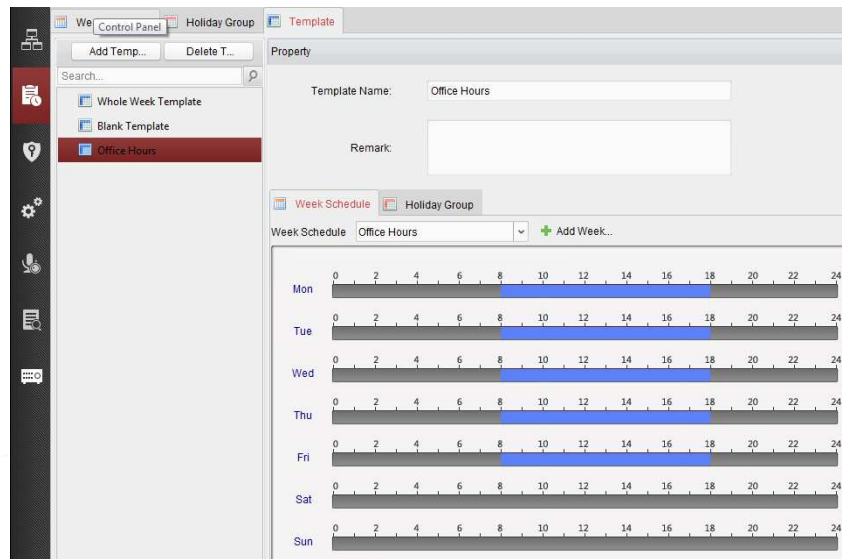
Steps:

1. Click **Add Template** to pop up the adding template interface.



2. Input the template name (for future use that makes easier reference in the future) in the text field and click **OK** button to add the template.
3. Select the added template (from the left hand window) and you can edit its property on the right. You can edit the template name and input the remark information.
4. Select a week schedule to apply to the schedule. Click **Week Schedule** tab and select a schedule in the dropdown list.

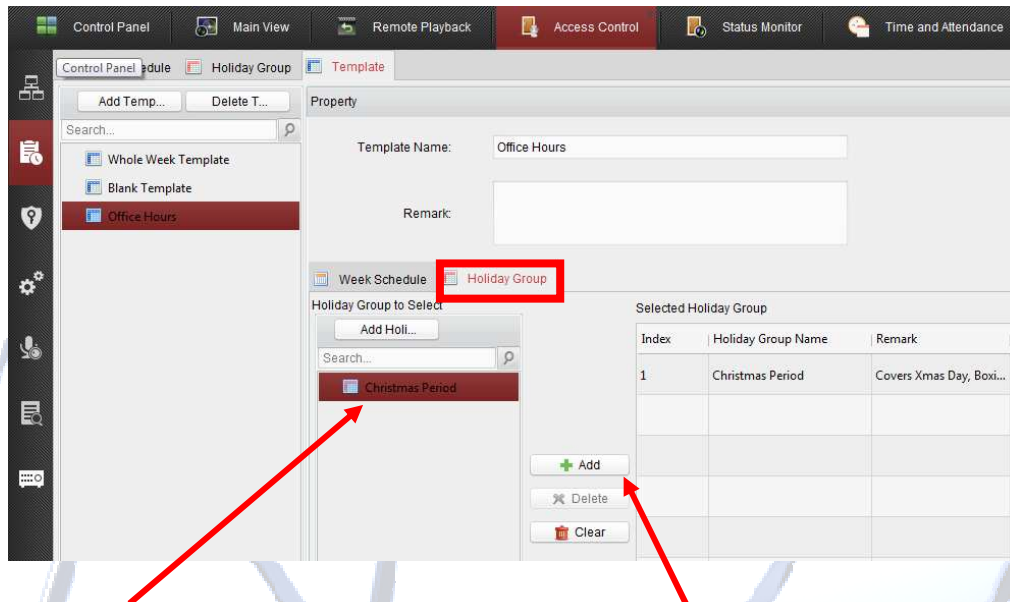






You can also click **+ Add Week Schedule** to add a new week schedule. For details, refer to *User Manual Chapter 0 Week Schedule*.

5. Select holiday groups to apply to the schedule.

Note: Up to 4 holiday groups can be added.



Click to select a holiday group in the list and click **Add** to add it to the template. You can also click **Add Holiday Group** to add a new one from this screen. For details, refer to *Chapter 5*.
 When the cursor turns to , you can move the selected time bar you just edited. You can also edit the displayed time point to set the accurate time period.
 When the cursor turns to , you can lengthen or shorten the selected time bar.

8. Optionally, you can select the schedule time bar, and then click **Delete Duration** to delete the selected time bar, or click **Clear** to delete all the time bars, or click **Copy to Week** to copy the time bar settings to the whole week.
9. Click **Save** to save the settings.

Holiday Group.

You can click to select an added holiday group in the right-side list and click **Delete** to delete it. You can click **Clear** to delete all the added holiday groups.

6. Click **Save** button to save the settings.



