

Access Control Software Operation Guide

May. 22, 2026

CREATE SECURITY FOR YOU

Support Method:

✧ email: be.seen@hotmail.com

✧ Can do **Teams** video call

✧

1. For the software, it's Free for ever.

2. Another option, we will release a Web Cloud Based System **soon**, so that you can easily do *remote management* & other enhanced features.

- If you are interested, Please send email to be.seen@hotmail.com. Once released, will send you email.
 - It's after 2 years development and investment, will be **with bottom price** to you. Appreciate a lot for your understanding.
 - **Free 90-days trial.**
 - Cheap Subscription fee 40 USD\$/Year (**about 3.3 USD\$/Month**), If have one more Control Panel, Just add 10 USD\$/Year..
-
- We bring **value** to a lot projects during the past 20 years, also **save a lot cost** for many customers. If any problem, **please refrain from returning our products directly, as we need to sell 4 or 5 kits to catch the loss back....** Contact our technical support please.
 - This is **advanced** security control system, programming need **software**(below have detail guide), If you want **simple control without software**(just allow/deny access), contact us and we can send you device **freely**, please **don't return all**,

most parts can be used.

■ If you follow below guide, you can get below advanced features:

- ❖ **Different person have different access time.**
- ❖ Can use phone app to open door locally or remotely.
- ❖ **Can check history detail entry record: who open door at what time.**
- ❖ Easily add or delete or activate/disable users.
- ❖ **Keep door open during business time and close automatically at off duty time**
- ❖ Holiday Control automatically
- ❖ **A lot of advanced features...**

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Part 1 Quick Guide Of Software Part

1.1 Another Option-Web Based System

1. For the software, it's Free for ever.

2. Another option, we will release a Web Cloud Based System **soon**, so that you can easily do *remote management* & other enhanced features.

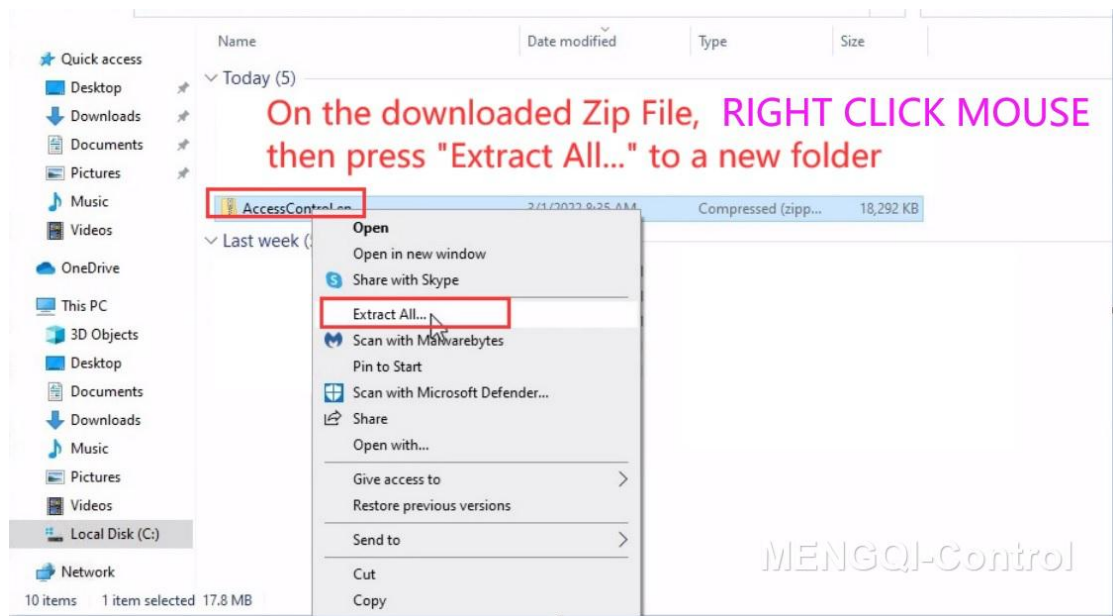
- If you are interested, Please send email to **be.seen@hotmail.com**. Once released, will send you email.
- It's after 2 years development and investment, will be **with bottom price** to you. Appreciate a lot for your understanding.
- **Free 90-days trial.**
- Cheap Subscription fee 40 USD\$/Year (**about 3.3 USD\$/Month**), If have one more Control Panel, Just add 10 USD\$/Year..

1.2 Software download & Installation

Below is link for software portal(*download, manual, video, advanced features*)

<https://beseencontrol.com/software.html>

After download, please **right click mouse** on downloaded zip file and **extract to** a new folder firstly (check below picture)



Software support: win7/win8/win10/win11 .etc. **all windows** platform, run the related setup file to install.

Password of software:

account: abc

password: 123

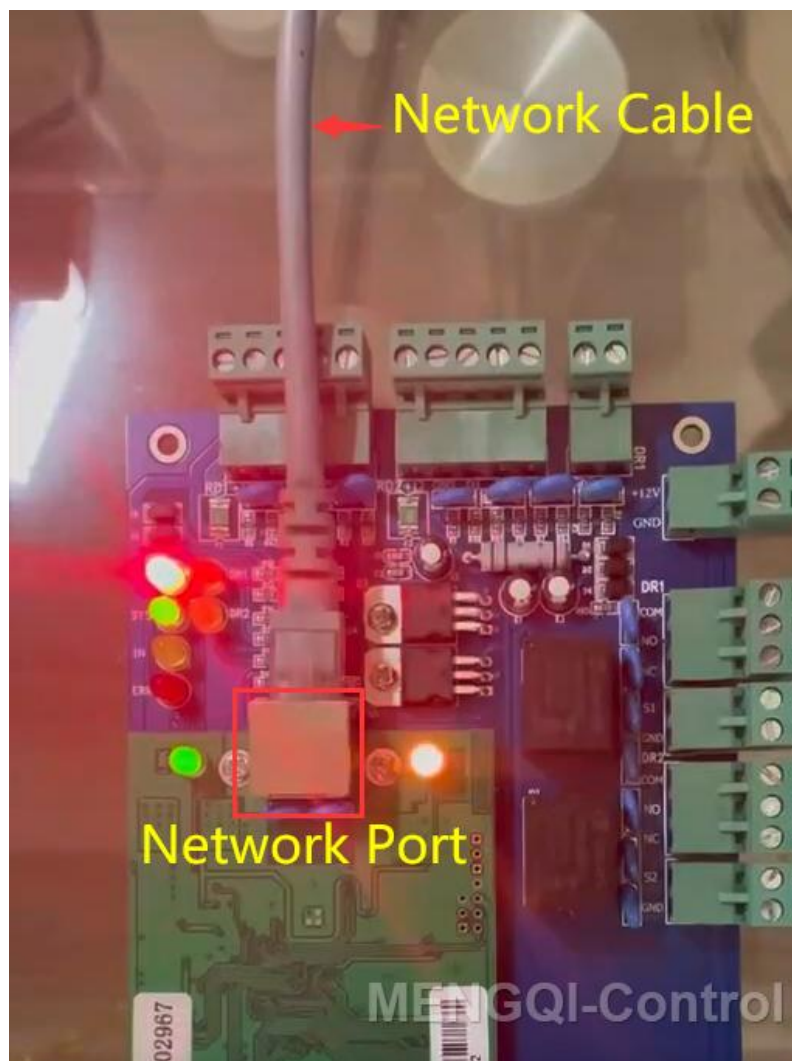
Extended Function Password: **5678** (Optional Use)

Can also refer to below quick software video:

<https://vimeo.com/1204794771/76a984a409>

1.3 Connect Control board with Network Cable

- ✧ **Make sure** there is **one Network Cable** connected from control panel's RJ45 Port to your **router/hub/switch** or to your **computer/laptop** directly.
- ✧ **Kindly note:** if connect **directly** to computer/laptop, please **disable the computer's WiFi** firstly.
- ✧ After programming done, it's **fully standalone system**. **no need** internet connection, **no need** hook to computer always, **no need** hook to network.
- ✧ If to computer/laptop directly and have no Network port, can also use "USB to Ethernet Adapter" such as: <https://www.amazon.com/dp/B08KWC7D78>



1.4 Search, Find and Add control Board in Software

- ✧ In Software, As below picture, search and find/add control panel into system.

The first screenshot shows the main interface of the ACCESS Professional Door Control Management software. The 'Configuration' menu is highlighted with a red box and a red circle labeled '1'. The 'Controllers' tab is selected, and the 'Search' button is highlighted with a red box and a red circle labeled '3'. A red circle labeled '2' is also present near the 'Controllers' tab. A text overlay in pink says: "Press: Configuration then Controllers then press 'Search'".

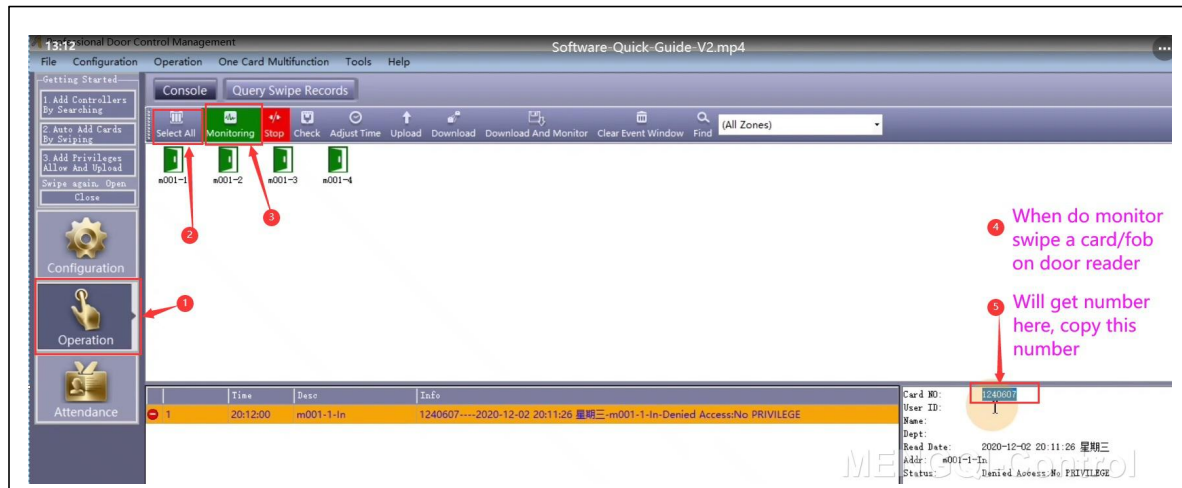
The second screenshot shows the 'Search Controller' dialog box. The 'Add Found To Database' button is highlighted with a red box. A red arrow points from this button to the first row of the table below. A text overlay in pink says: "Normally will find control board automatically, just press 'Add Found to Database'".

ID	SN	Δ	IP	Mask	Gateway	PORT	MACAddr	PC IPAddress	Note
0001	423149411		192.168.0.0	255.255.255.0	0.0.0.0	60000	00-66-19-38-BF-63	192.168.1.211	#01, WEB D:

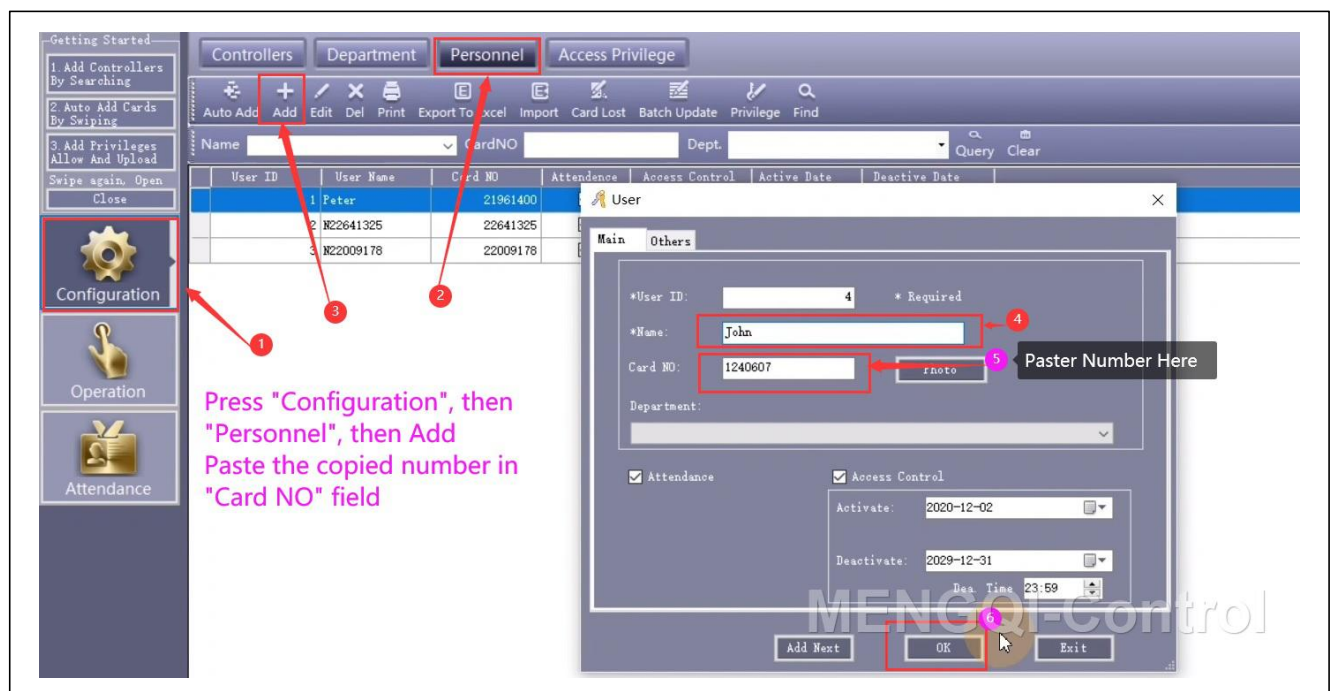
MENGQI-Control

1.5 Monitor and Add User

As below picture, press "Operation"->Select All, then press "Monitor", swipe on door reader and copy the card Number(**Ctrl+c** to copy).



Follow below steps to quickly add user:





The screenshot shows the 'Professional Door Control Management' software interface. The left sidebar contains three main sections: 'Getting Started' (with steps 1-3 and a 'Close' button), 'Configuration' (with a gear icon), and 'Operation' (with a hand icon, highlighted by a red box and labeled '1'). The main window has a menu bar (File, Configuration, Operation, One Card Multifunction, Tools, Help) and a toolbar with buttons like 'Select All', 'Monitoring' (highlighted by a red box and labeled '2'), 'Stop', 'Check', 'Adjust Time', 'Upload', 'Download', 'Download And Monitor', 'Clear Event Window', and 'Find'. Below the toolbar are four door reader icons labeled 'm001-1', 'm001-2', 'm001-3', and 'm001-4'. A red line labeled '3' points from the 'Monitoring' button to 'm001-3'. At the bottom, a table displays event logs. A red line labeled '4' points to the 'Info' column, and a red line labeled '5' points to the 'Info' column of the first row. The text 'Now, swipe on the door reader, check if lock open?' is written in pink. The text 'Green line here shows can open lock' is written in pink. The text 'MENGQI-Control' is written in large, light blue letters. The text 'Press "Operation" press Select All then press "Monitor"' is written in pink. The text '1' is written in pink. The text '2' is written in pink. The text '3' is written in pink. The text '4' is written in pink. The text '5' is written in pink.

Professional Door Control Management

File Configuration Operation One Card Multifunction Tools Help

Getting Started

1 Add Controllers By Searching

2 Auto Add Cards By Swiping

3 Add Privileges Allow And Upload

Swipe again, Open

Close

Configuration

Operation

Attendance

Console Query Swipe Records

Select All Monitoring Stop Check Adjust Time Upload Download Download And Monitor Clear Event Window Find (All Zones)

m001-1 m001-2 m001-3 m001-4

Press "Operation" press Select All then press "Monitor"

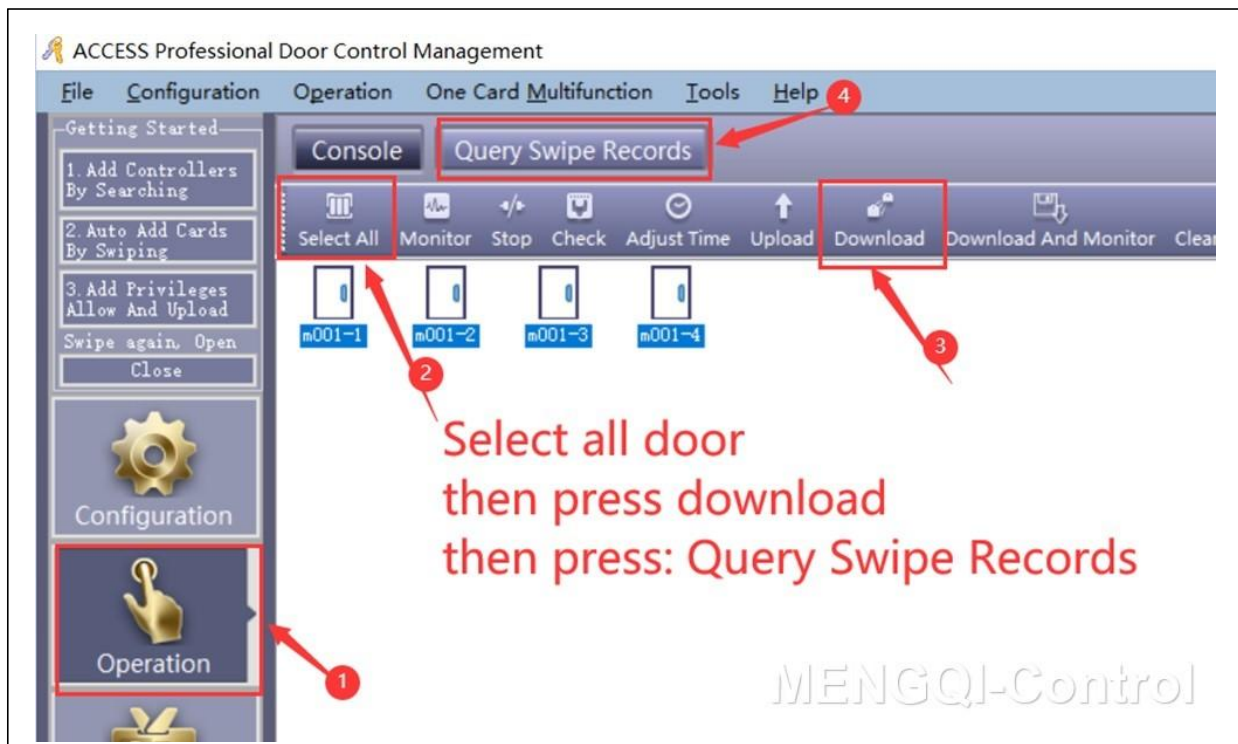
Now, swipe on the door reader, check if lock open?

Green line here shows can open lock

MENGQI-Control

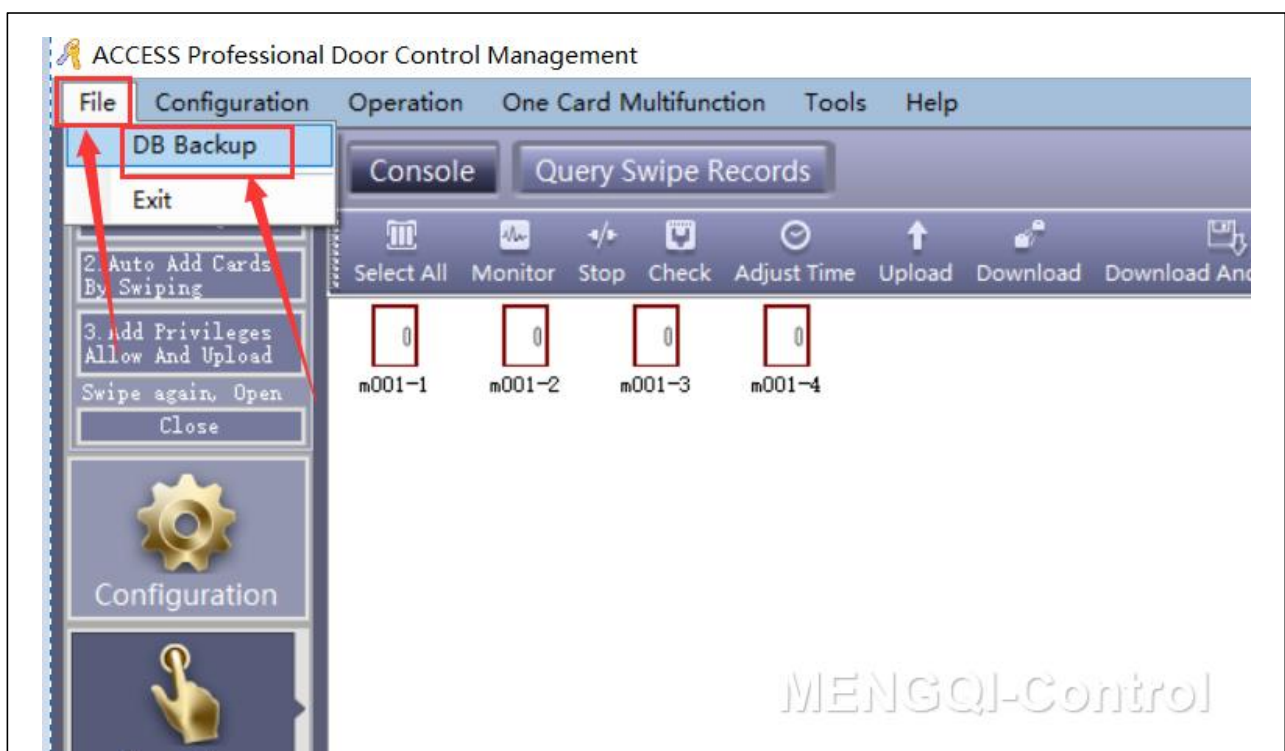
	Time	Desc	Info
✓ 1	20:12:59	m001-1-In	1240607-4-John --2020-12-02 20:12:26 星期三-m001-1-In-Swipe

Follow below to **download and Query history** open records:



1.7 Backup Database/configuration/setting data

In case computer fail or any exception, **Recover all in a minute** for all Data, **Highly recommend** that do database backup after programming done.



1.8 If you have **USB Desktop reader**, check this video:

With USB desktop reader, **easily** for programming.

<https://vimeo.com/717119097/4136517f85>

1.9 Some **Quick Check Tips** if have problem

Quick Tips

If swipe card/fob on door reader, the lock is NOT Open. follow below tips:

1. Kindly Check if can **open door from software**? Follow below **video**:

<https://vimeo.com/796308863/cfda22634c>

2. Do you set the door to **Normal close** or Normal open in the software?
Please refer to the below video link:

<https://vimeo.com/796306598/89b2375745>

3. **do monitor** in the software and swipe card or fob on door reader, **check the info in monitor window**. follow below link:

<https://beseencontrol.com/Monitoring.pdf>

If show **Deny access**, follow below **video** to solve:

<https://vimeo.com/796310661/a4636aa558>

Again ...Can also refer to below quick software video:

<https://vimeo.com/810041327/11d208ed9e>

- ✧ The software **is free for ever, upgrade freely** for ever in future.
- ✧ If you don't want the programming with software and network connection, we can **send you keypad controller device FREELY(tell us your shipping address and we will do shipping to you freely)**. it's easy programming, can enroll pin code or rfid card/fob, all on the device to operate. **Just it's function is simple**, just allow or deny open, **no below advanced features**.

- ✧ With this current system / software, **it has a lot features, such as:**
 - **Different person have different access time.**
 - Can use phone app to open door locally or remotely.
 - **Can check history detail entry record: who enter at what time.**
 - Easily add or delete or activate/disable users.
 - **Keep door open during business time and close automatically at off duty time**
 - Holiday Control automatically
 - **A lot of advanced features...**

Programming is one time job, once that done, it's no need hook to any network or software or computer, it's a totally stand alone system.

For hardware wire, please follow our picture; **For software side, we can do all for you remotely by live support if you need help.**

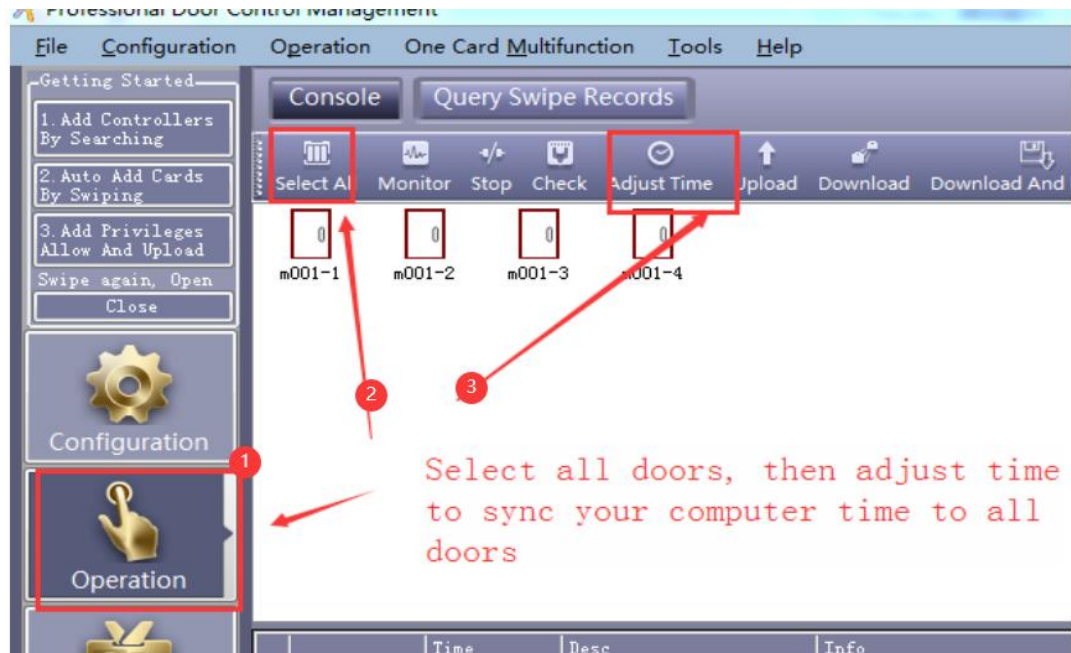
Thank you very much for placing an order. If you have any questions or concerns, please refrain from returning our products directly, as it would result in significant losses for us.

We take pride in delivering high-quality products and excellent service support. By giving us the opportunity to assist you, we can add substantial value to your project and help you save significantly .

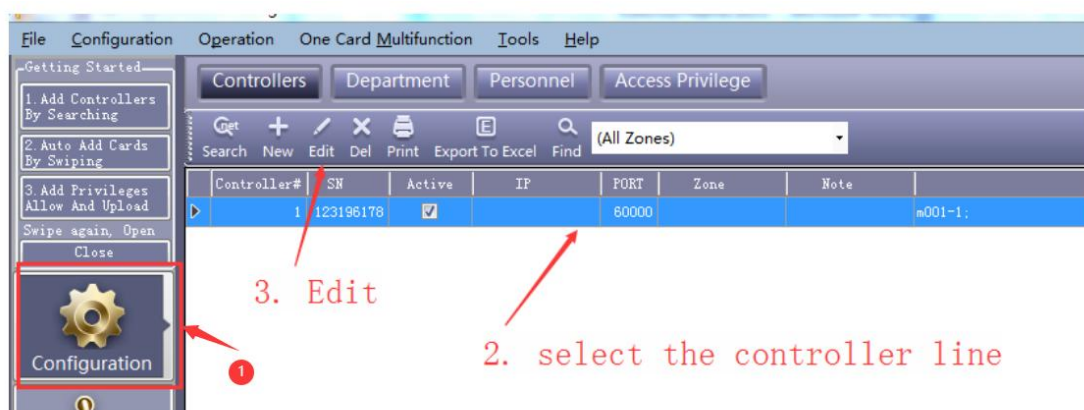
Part 2 Other Operation of Software

2.1 Adjust Time on control Board

Follow below picture of guide:



2.2 Edit door Name



Controller

*Controller #: 1 * Required

*SN: 123196178 ☒ Active

☒ Small Network

☐ Medium, large Network, Internet

Note:

Zone: Zones

Next >> Cancel

One Door

Edit door name here

Door Name Door Control State Door Delay(sec)

Door 1# m001-1 ☒ Active ☒ Control ☐ Open ☐ Close 3

Reader Position

Door1# In Reader In ☒ Attendance

Door1# Exit Reader Exit ☒ Attendance

OK Cancel

2.3 Remote open door from software

Follow below video:

<https://vimeo.com/796308863/cfda22634c>

2.4 How To Download and Check History Entrance Records

Kindly check this link:

<https://beseencontrol.com/DownloadCheck-Records-V1.pdf>

2.5 Change Software Login Password

Change operator and operator's password. Click Menu **【Tools】** > **【Edit Operator】**



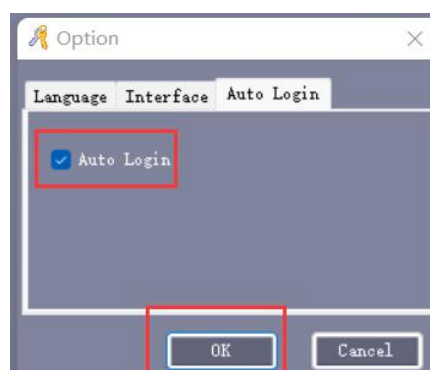
The screenshot shows a dialog box titled "Operator--abc" with a close button (X) in the top right corner. Inside the dialog, there are three input fields: "Name:" with the text "abc", "New Password:", and "Confirmed Password:". Each of these three input fields is highlighted with a red rectangular box, and a red arrow points to the right of each box. At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

Modify operator Name, input the **new account** name in "Name".

Input "New Password" and "Confirm Password" must be the same, After the modify current password, Re-login to take effect.

2.6 Option - Auto Login

Click Menu **【Tools】** > Auto Login

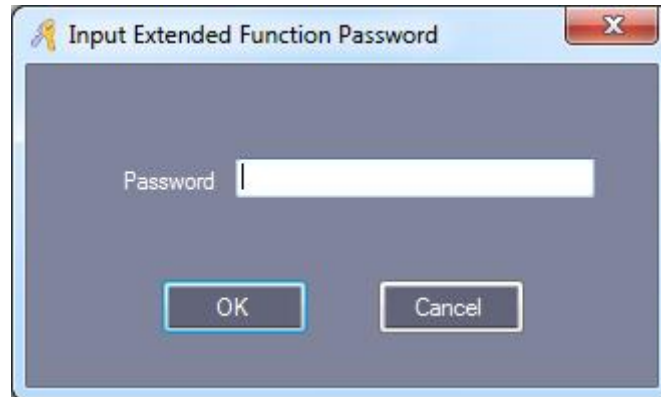


The screenshot shows a dialog box titled "Option" with a close button (X) in the top right corner. It has three tabs: "Language", "Interface", and "Auto Login". The "Auto Login" tab is selected. Inside the "Auto Login" tab, there is a checkbox labeled "Auto Login" which is checked, and this checkbox is highlighted with a red rectangular box. At the bottom of the dialog, there are two buttons: "OK" and "Cancel", with the "OK" button highlighted by a red rectangular box.

【Auto Login】 : Select "Auto Login", In "Login" windows, you don't need to input "User Name" and "Password".

Part 3 Extended/Advanced Function

Click **【Tools】 > 【Extended Functions】** from the menu bar



If you want to Activate the Extended Function . please input the password:

Extension password: **5678**

And check [below link](#) for advanced features.

<https://beseencontrol.com/Advance-Features.pdf>

The system support below features:

- Basic funtion: swipe card/key fob to open door
- **Check/download/export the detail History Entry Record.**
- Allow for access for certain door at certain time for different users.
- **Keep door auto open during business time.**
- Keypad PIN code programming(need to use keypad reader).
- **Your own Fire alarm system trigger door auto open in emergency.**
- Swipe certain times to open and swipe certain times to Close.
- **First card Open.**
- a lot other features

<https://beseencontrol.com/Advance-Features.pdf>

Active the Extended Functions, must Re-Login the software.

3.1 How To Download and Check History Entrance Records

Kindly check this link:

<https://beseencontrol.com/DownloadCheck-Records-V1.pdf>

3.2 Activate Time Profile(Restrict Access Time)

For example, the user can open door from 09:00AM~ 17:00PM, Monday to Friday.
For all other time, can't open door. Kindly check this link:

<https://beseencontrol.com/TimeProfile-2020-V1.pdf>

3.3 Keep door open during business hour

For example, the company want the door automatically open in the morning, and keep open during business time, then auto lock back at off duty time.

Kindly check this link:

<https://beseencontrol.com/Auto-Open-Close.pdf>

3.4 Activate Access Keypad Using PIN Code

For pin code programming, check below instruction:

<https://vimeo.com/925721977/065944ccd2>

Or manual from:

<https://beseencontrol.com/PIN-Code-Program-New.pdf>

3.5 Import consumer's information from Excel

Please kindly check below guide:

<https://beseencontrol.com/HowToImportFromExcel.pdf>

3.6 Connect your Fire alarm system trigger door auto open in emergency

Please kindly check below instruction:

<https://beseencontrol.com/firemodule.html>

Part 4 About Lock Install and Exit Device

If the purchased lock is **not suitable** for your door/project, please **contact us firstly**. Because **most parts can be used**, contact us for **lock exchange solution**, kindly **don't return whole kit/system directly**, that will bring big loss to us.

4.1 Magnetic Lock Installation

Below is the guide:

<https://beseencontrol.com/hpatrol/Maglock-FAQ-Guide.pdf>

4.2 Strike Lock Installation

Below is the guide:

<https://beseencontrol.com/strikelock.html>

4.3 Exit device wire

Below is the guide:

<https://beseencontrol.com/exitwire.html>

Below Chapter is trouble shooting tips

Part 5 Trouble Shooting Guide

Kindly check from:

Quick Version:

<https://beseencontrol.com/Quick-Check-ForProblem.pdf>

Complete version:

<https://beseencontrol.com/Controller-TroubleShooting.pdf>