HIKVISION

DS-K2600 Series Access Controller
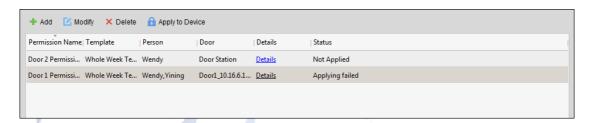
Configuring Permissions (Access Levels)

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Permission Configuration

In Permission Configuration module, you can add, edit, and delete the access control permission, and then apply the permission settings to the device to take effect.

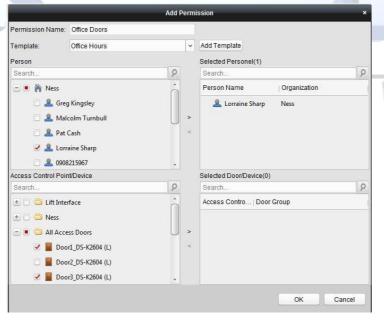Click icon to enter the Access Control Permission interface.

Adding Permission

Purpose:
You can assign permission for persons to enter/exit the access control points (doors) in this section.
Steps:
1. Click **Add** icon to enter following interface.

2. In the Permission Name field, input the name for the permission as desired.
3. Click on the dropdown menu to select a template for the permission. (e.g. Office Hours)
    Note: You should configure the Schedule Template before permission settings. You can click **Add Template** button from this screen to add the template. Refer to Users Manual Chapter **Error! Reference source not found. Error! Reference source not found.** for details.
    In the Person list, all the added persons are displayed. Select the persons for this Permission

Group.

Note: Once Permissions are added, you can also assign the persons to their permissions from the Add / Modify persons Card section. Refer to User Manual *Chapter 7.5.2 Adding Person (Permission / Access Levels)* for details.

4. Check the checkbox(s) to select person(s) and click **>** to add to the Selected Person list.
   (Optional) You can select the person in Selected Person list and click **<** to cancel the selection.
5. In the Access Control Point/Device list, all the added access control points (doors) and door stations will display.
   Check the checkbox(s) to select door(s) or door station(s) the person(s) will have access to and click **>** to add to the selected list.
   (Optional) You can select the door or door station in the selected list and click **<** to cancel the selection.
6. Click **OK** button to complete the permission adding. The selected person will have the permission to enter/exit the selected door/door station with their linked card(s).
7. (Optional) after adding the permission, you can click **Details** to modify it. Or you can select the permission and click **Modify** to modify.
   You can select the added permission in the list and click **Delete** to delete it.

1.1.1 Applying Permission

Purpose:
After configuring the permissions, you should apply the added permission to the access control device to take effect.
Steps:
1. Select the permission(s) to apply to the access control device. To select multiple permissions, you can hold the *Ctrl* or *Shift* key and select permissions.
2. Click **Apply to Device** to start applying the selected permission(s) to the access control device or door station.
3. The following window will pop up, indicating the applying permission result.