

Technical Quick Guides

How to configure keycards for user access

This guide outlines how to configure and assign keycards to users for access control. A card reader should already be connected to your Bosch 4000 via the B901 door controller. A codepad should already be linked to the door/reader. Refer to the “How to configure B901 Door Controller” guide for information regarding these steps.

By default, this system reads Weigand 26 bit cards. The card type can be changed in the installer menu of the text keypad [9 Door -> 6 Card Type] or on A-Link plus.

Note: The 2000 and 3000 panels do not support the B901 reader or access control in general, so this guide is for the 4000 only.

Add keycards using a text keypad IUI-SOL-TEXT:

Enter the Master code followed by “1” followed by “#” (e.g. 25801#). This opens the User Number menu.

Select the user who will be assigned the keycard, then choose option 2 – Credential.

If this user has a keycard already, its ID will show here. If not, it will show “N/A”. You can press the * button on this screen to delete the user’s previous keycard, but the next step will overwrite it anyway.

Tap the new keycard onto the reader which is linked to the codepad. The reader will beep and the codepad will go back to the User Number menu.

The new keycard should now be assigned to the user. You can now check the user’s credentials to confirm that the card has been added properly.

Add keycards using an icon keypad IUI-SOL-ICON:

Enter the Master code followed by “1” followed by “#” (e.g. 25801#). The STAY and AWAY icons will flash to indicate editing settings.

The keycard assignments are held in locations 601 to 664. Enter 601# to assign the keycard to user 1 (master), 602# to assign the keyfob to user 2, etc. The user number will show on the screen if it’s between 1 and 16.

Tap the new keycard onto the reader which is linked to the codepad. The reader will beep. The codepad will beep twice and return to its home page.

The new keycard should now be assigned to the user.