
SHIFTING AND REINSTALLATION OF ACCESS CONTROL SYSTEM

PROCEDURE

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IOWMS

Procedure: Shifting and Reinstallation of Access Control System



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Document Purpose

This document outlines the detailed procedure for shifting and reinstallation of Access Control System inclusive of FRS device and Turnstile/Barrier to a new location.

Procedure

Step to be followed are mentioned below


System Shutdown:

The system includes the following components

Turnstile and FRS:

1. Switch off the power of **turnstile/barrier and FRS device**.
2. This will turn off the LED Indications on the Turnstile and also the display of the FRS device.

Desktop (with Monitor), Web Camera and Printer:

3. Shutdown to the **Client Desktop** (if available, for enrollment purpose) through usual process by clicking the  windows button and then clicking on shutdown.
4. Once Desktop is completed Shut down as seen on the monitor, then switch off the AC mains of the Desktop.
5. **USB Web Camera** will automatically get shut down, once desktop is powered off.
6. Switch off the power to the **printer**

Network Switch

7. Switch off the **network switch** from AC Mains and make sure that LED indications of the switch are turned off.

Disconnection and Unmounting of System:

Turnstile and FRS device:

1. Remove the top cover of the turnstile by dismantling the top cover assembly.
2. Then remove front and rear cover plate from the turnstile, so that all the wiring is visible.
3. Then remove all the internal connections from the turnstile made to FRS device.
4. Then remove the FRS device from the mounting plate along with other wiring
5. Remove CAT6 Cable from the FRS device Ethernet connector,
6. Once FRS device is removed, then unmount the mounting pole fixed to the top cover assembly of the turnstile.
7. Now remove the power connections of the turnstile from AC Mains and bundle all the cable near turnstile.
8. Finally unbolt the turnstile from the ground, so that it gets completely free to move to other location.

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9. Make sure all Name tags are available on FRS devices(if not do the temporary marking for identification during reinstalment) since terminal ids(unique for each FRS) are bound with Entry/Exit and Access Gates in the IOWMS platform from backend and cannot be interchanged during reinstalment.

Desktop (with Monitor), Web Camera and Printer (if available, as enrolment station)

10. Remove the Spike guard from AC Mains.
11. Disconnect the main power cords of Desktop, Monitor and Printer from the Spike guard.
12. Remove the power cords from the respective equipment mentioned above as well.
13. Remove all the internal connections of Desktop as follows:
 - a. Removal of USB Keyboard and Mouse from CPU
 - b. Removal HDMI/VGA Cable from CPU and Monitor
 - c. Removal of USB printer cable from CPU and Printer
 - d. Removal of USB Web Camera from CPU
 - e. Removal of Ethernet Cable from CPU
14. Now, the Desktop, Monitor, Web Camera and Printer are completely disconnected.

Network Switch:

15. Mark the positions of CAT6 Cables connected to the respective ports.
16. Do the Labelling to each CAT6 cable on its both ends, denoting where it is connected.
17. Mark the same label on each port of the network switch.
18. Then remove all the CAT6 Cables from network switch and make the individual bundles of each CAT6 cable.
19. Also remove the CAT6 cable coming from SD WAN Switch of BPCL.
20. Put all the CAT6 bundles in one box ready for transportation.

Note:

Interchanging the positions of cables will not work since the ports are bound with MAC IDs of the devices.

Packing and Transportation of Existing System to the New Location:

1. Wrap the FRS Device along with its connections in a bubble sheet so that its protected during transportation.
2. Put the entire turnstile assembly, and the mounting pole with mounting plate in one box (if available). If not, the cover the turnstile assembly in a bubble sheet.
3. Put the Desktop components like, Monitor, Keyboard, Mouse, and CPU in their respective boxes (if available) to ensure that there is no damage to the material.
4. Keep all the cables along of the above components in their respective boxes (if available). If not, then gather all the Power and USB cables in a single box or a single bubble wrap.
5. Also put Spike guard in the same box.
6. Wrap the network switch in individual bubble sheet along with its power cord.

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7. Put the same in the box in which CAT6 cable bundles are kept.
8. Also make a list of components kept inside individual box, so that nothing gets missed out and one can verify the things later.

Reinstallation and setting up of System

Reinstallation of System

Turnstile and FRS device:

1. Fix the position of the turnstile at the new location on the ground and mark the locations on which bolts are to be grouted.
2. Remove the turnstile from its packing and bolt the turnstile base to the ground on the new decided position.
3. Then lay the power cable from the turnstile till the new power point allotted for the turnstile.
4. Also lay CAT6 cable labelled for the FRS device and take it out from the bottom of the turnstile from the slot provided for the same.
5. Keep the top cover of the turnstile on top of the turnstile without screwing the same.
6. Then fix(bolt) the mounting pole to top cover of the turnstile.
7. Take the open end of CAT6 cable out from the mounting pole and connect it to the FRS device.
8. Then fix FRS device to the mounting plate on the mounting pole, leaving all the cables through the mounting pole inside the Turnstile box.
9. Now, make all the internal connections between Turnstile and FRS device.
10. Now, fix the front and rear cover to the main turnstile assembly passing the power cable through the correct slot and covering all the connections and the base mounting
11. Finally fix the top cover assembly along with the mounting pole and FRS device, over the front and rear plates to cover everything inside the turnstile ready to get started.

Desktop (with Monitor), Web Camera and Printer (if available, as enrolment station)

12. First fix the position of the Desktop, Monitor and Printer.
13. Then unpack the Desktop, Monitor, Printer and all the power and USB cables from the box.
14. Place CPU, Monitor and Printer on the new desk, accordingly.
15. Open all the printer flaps and also feed some papers in the paper tray of the printer.
16. Then make all the internal connections to the desktop as follows:
 - a. Connect USB Keyboard and Mouse to CPU
 - b. Connect HDMI/VGA Cable to CPU and Monitor
 - c. Connect USB printer cable to CPU and Printer
 - d. Connect USB Web Camera to CPU and place it at suitable position,
 - e. Connect Ethernet Cable to CPU labelled for Desktop
17. Finally connect the power cords of CPU, Monitor and Printer to the spike guard.
18. Connect the Spike guard to the AC Mains ready to Switch On.

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Network Switch:

19. Unpack all the CAT6 bundles from the box.
20. Connect all the CAT6 cables to the network switch as per the labels marked on the ports.
21. Also connect the CAT6 cable coming from SD WAN switch of BPCL to get internet access.
22. The label of the CAT6 cable should match with the label of the network port.
23. Then lay the respective CAT6 cables to the respective FRS devices and CPU.
24. Ensure that both ends of each CAT6 cable are properly connected on both sides.

Note:

Interchanging the positions of cables will not work since the ports are bound with MAC IDs of the devices.

Setting up of System

Turnstile and FRS:

1. Now sequentially, Switch on the respective devices.
2. First Switch on the Turnstile and FRS device and verify that the LED indications on the Turnstile are turned on.
3. Also check that FRS device is properly booted up and home screen appears on the display.
4. Kindly ensure that all the settings in the FRS device are as per document IOWMS/SOP/1 and they are not disturbed.

Desktop (with Monitor), Web Camera and Printer:

5. Then Switch on the Spike guard to turn on the Desktop and Printer.
6. Once, Desktop is completely up and running, kindly take a test print from Desktop to ensure that communication between Desktop and Printer is established.
7. Open the Webcam in the Desktop and check the view of the camera ensuring the USB communication between the Desktop and Webcam.

Network Switch

8. Finally turn on network switch and ensure that after 5 minutes, LEDs for all the connected network ports are blinking, confirming that network is up and running.
9. Open the internet browser and betterplace platform to verify internet connection is established.

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