

# Access Control Software Operation Guide

July. 22, 2025

## CREATE SECURITY FOR YOU

### Support Method:

- ✧ email: [be.seen@hotmail.com](mailto:be.seen@hotmail.com)
- ✧ Skype/teams: [pablochen.1996](#)
- ✧ Can do [WhatsApp Messenger](#) video call, tell us your whatsapp number.
- 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 System highlighted Feature

#### System Features:

- This is **highest security level** system, The design is: the master control board (the system brain) is put inside room (means at secure place).

so **even some one break/destroy outside reader**, they still can't open door...

#### ■ Advanced Control Features:

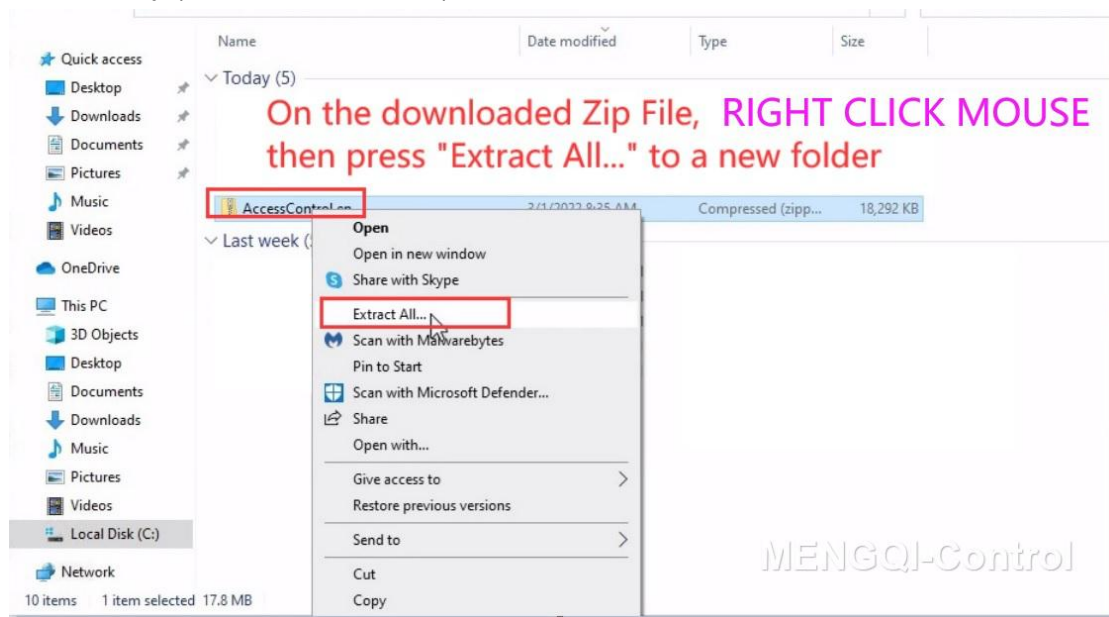
- Check/download/export the detail History Entry Record (who open which door at what time).
- **Restrict Access**: Allow access for certain door at certain time for different users/departments.
- **Schedule Auto Open/Lock Back** - Auto open in the morning, Keep door open at business time and lock back at off-duty time.
- **Easily add user/delete user/activate/de-activate user from management software.**
- Holiday Control (Not auto open on Holiday)
- **Swipe certain times to Keep open and swipe certain times to lock back.**
- **First card Open** (In the morning, **only manager/admin can first open door**, then other common user can open)
- Multiple control panels can be network **together to build large system**, all managed by one software/database.
- A lot other advanced features ....

## 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

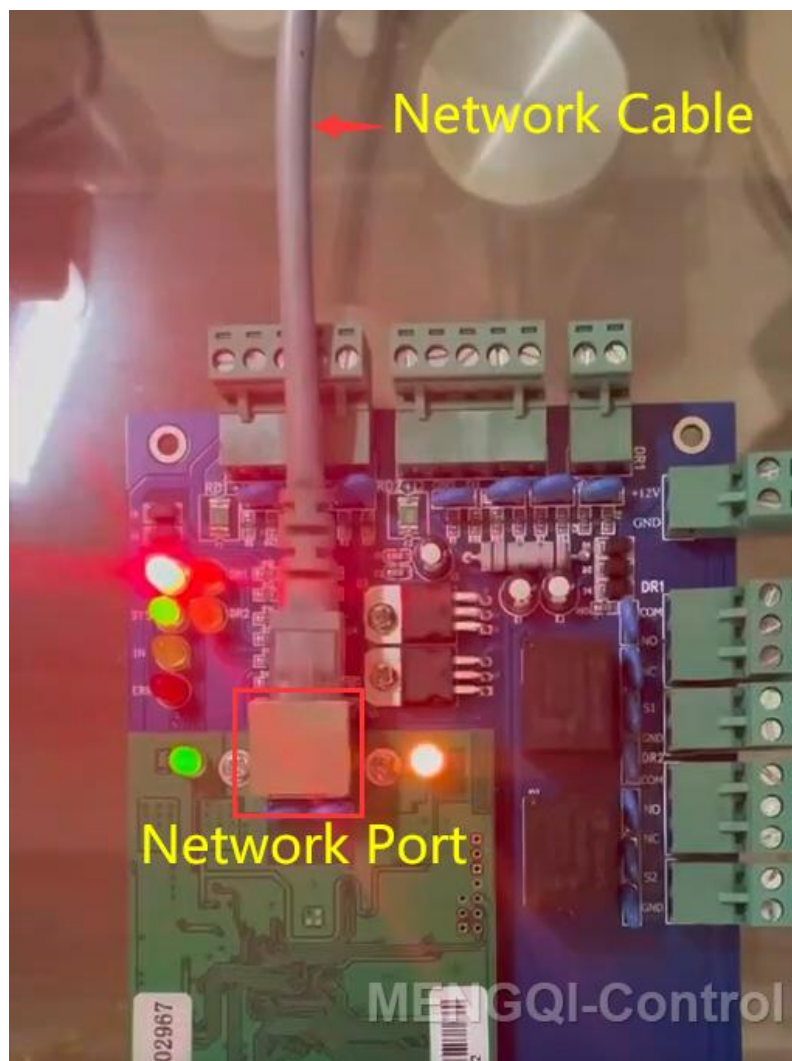
Extended Function Password: **5678** (Optional Use)

**Can also refer to below quick software video:**

<https://vimeo.com/1110867658/1abe98fffa>

## 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 image shows two screenshots of the ACCESS Professional Door Control Management software. The top screenshot shows the main interface with the 'Configuration' menu item highlighted in the left sidebar (labeled 1). The 'Controllers' tab is selected in the top menu bar (labeled 2). The 'Search' button is highlighted in the toolbar (labeled 3). A text overlay in pink says: 'Press: Configuration then Controllers then press "Search"'. The bottom screenshot shows the 'Search Controller' dialog box. The 'Add Found To Database' button is highlighted (labeled 1). A table of search results is shown below, with the first row highlighted. A text overlay in pink says: 'Normally will find control board automatically, just press "Add Found to Database"'. The watermark 'MENGQI-Control' is visible in both screenshots.

ACCESS 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

Controllers Department Personnel Access Privilege

Search + Export To Excel Find (All Zones)

Search

Press: Configuration then Controllers then press "Search"

MENGQI-Control

Search Controller

Add Found To Database Search Configure Close

☒ Search Again After Configure

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:

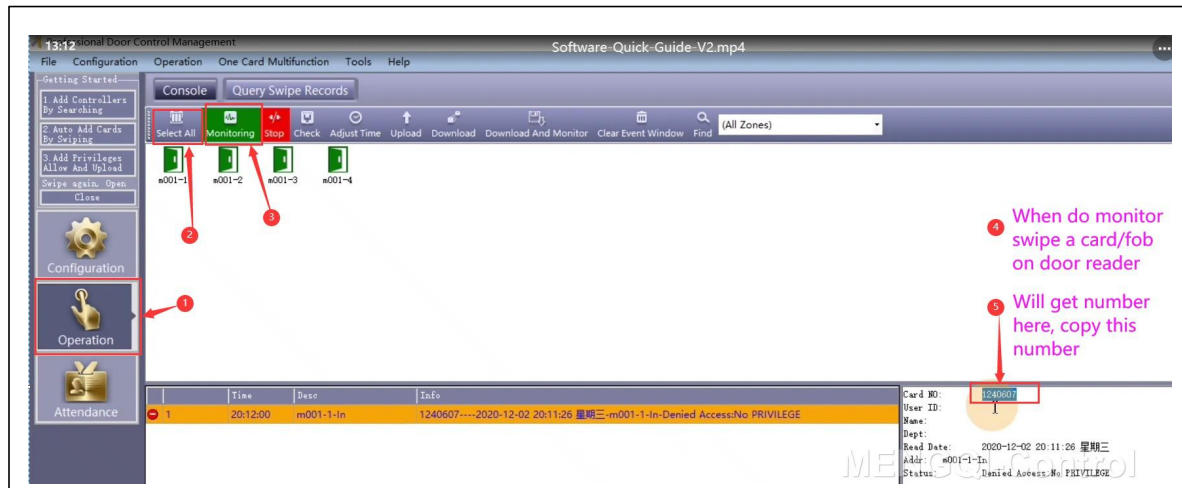
Normally will find control board automatically, just press "Add Found to Database"

MENGQI-Control

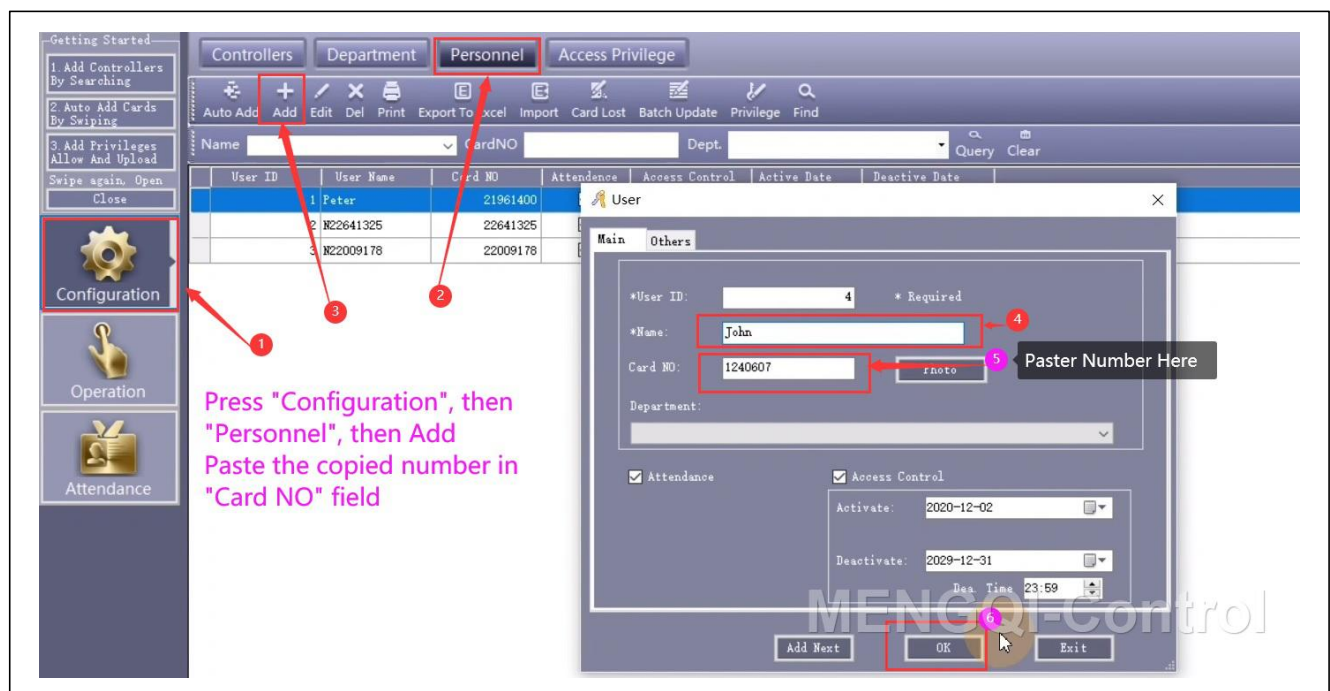


## 1.5 Monitor and Add User

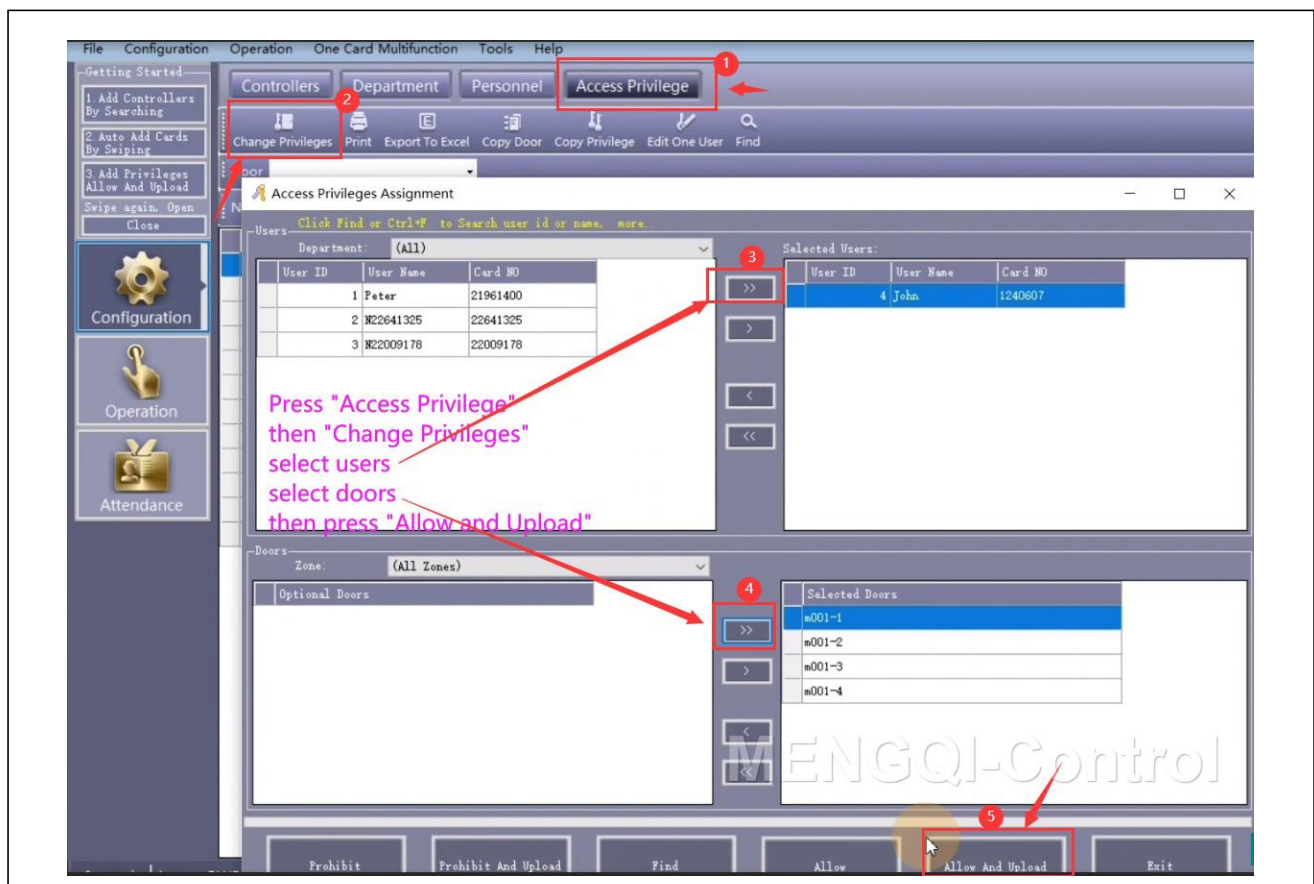
As below picture, press "Operation"->Select All, then press "Monitor", swipe on door reader and copy the card Number(**Ctrl+c** to copy).



Follow below steps to quickly add user:

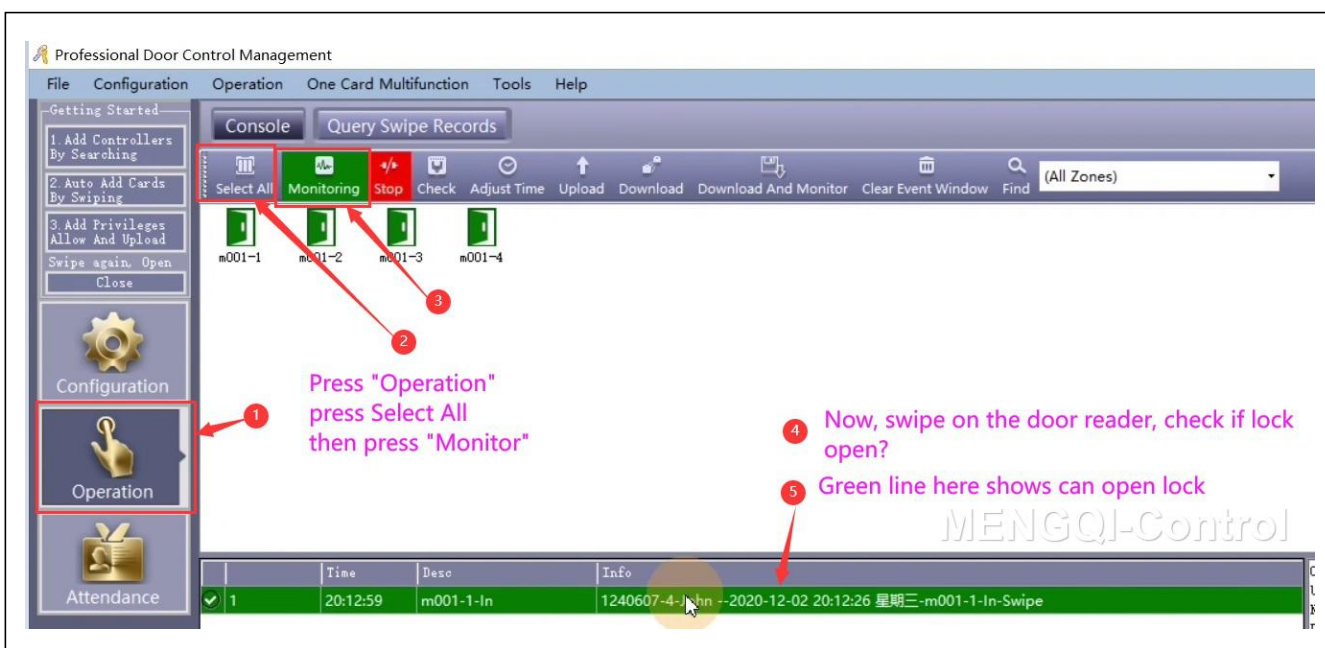


Then Follow below steps to assign/upload open privileges:



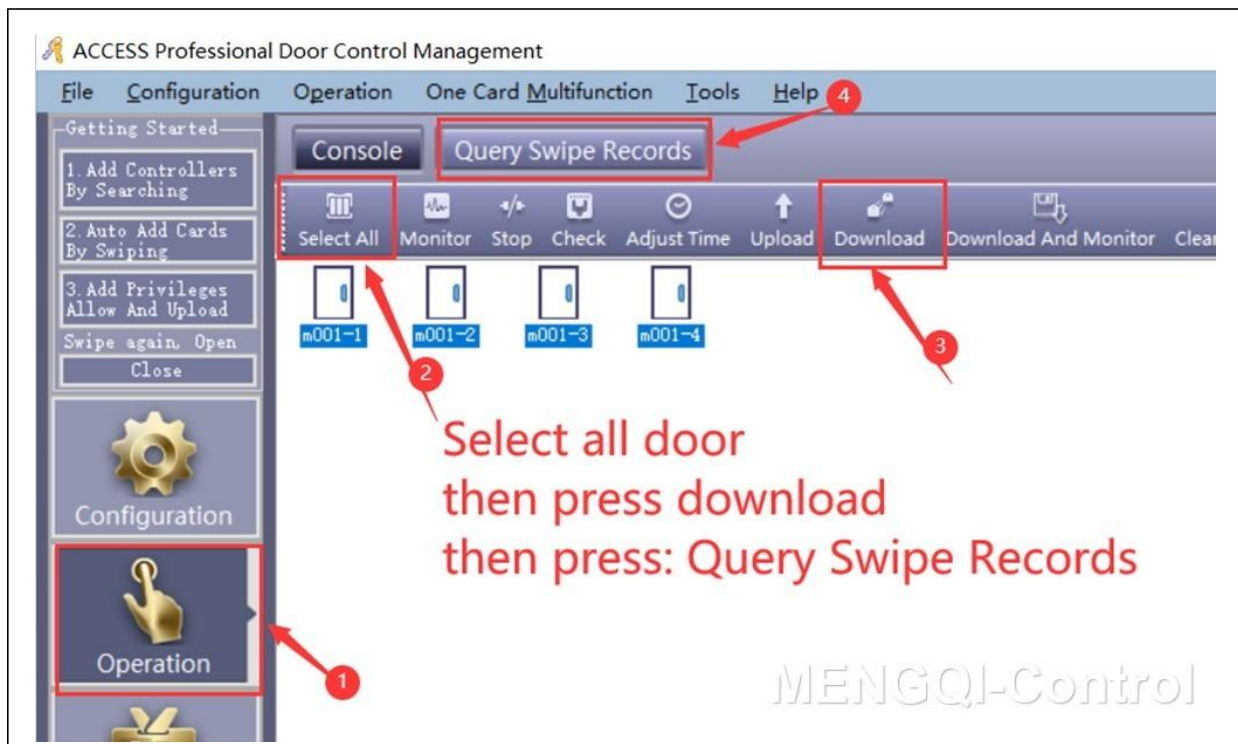
## 1.6 Test open lock and Check History Records

Follow below steps, Monitor in software and swipe the enrolled card/fob on door reader:



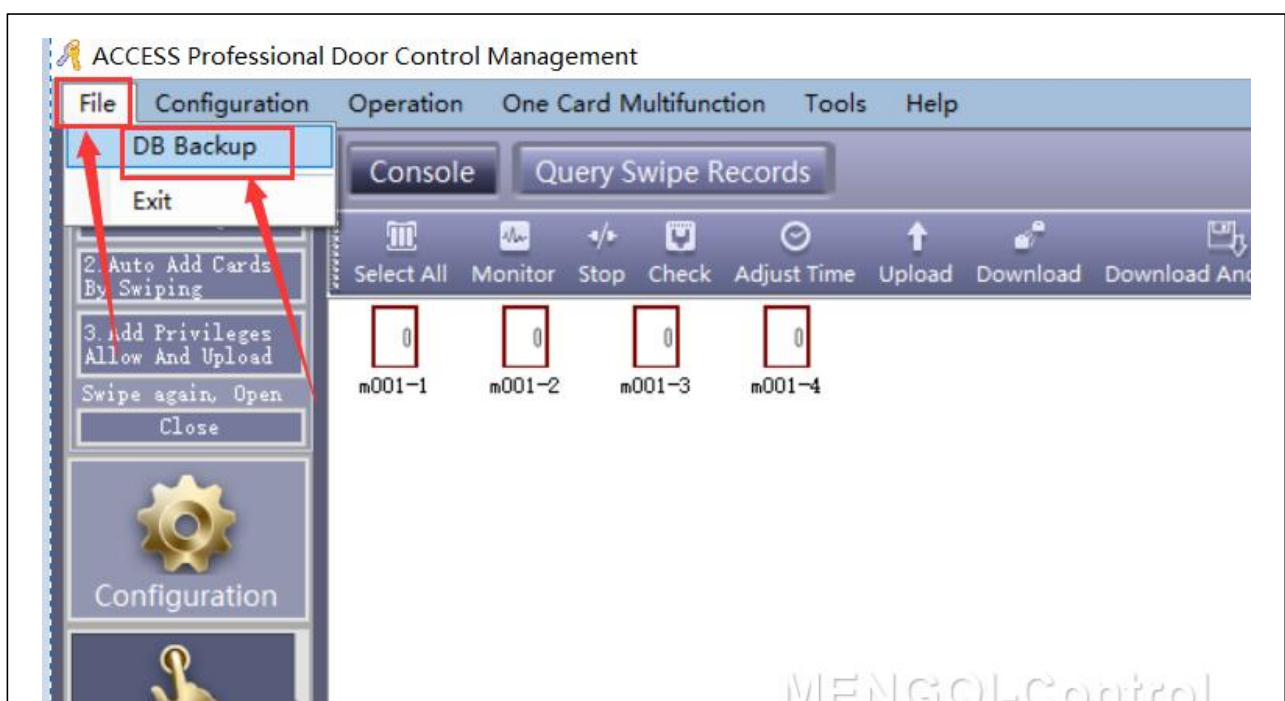


Follow below to **download and Query history** open records:



## 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/1110867658/1abe98fffa>**

- ✧ 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:**

**<https://beseencontrol.com/system-function.html>**

**->**

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

- **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.**

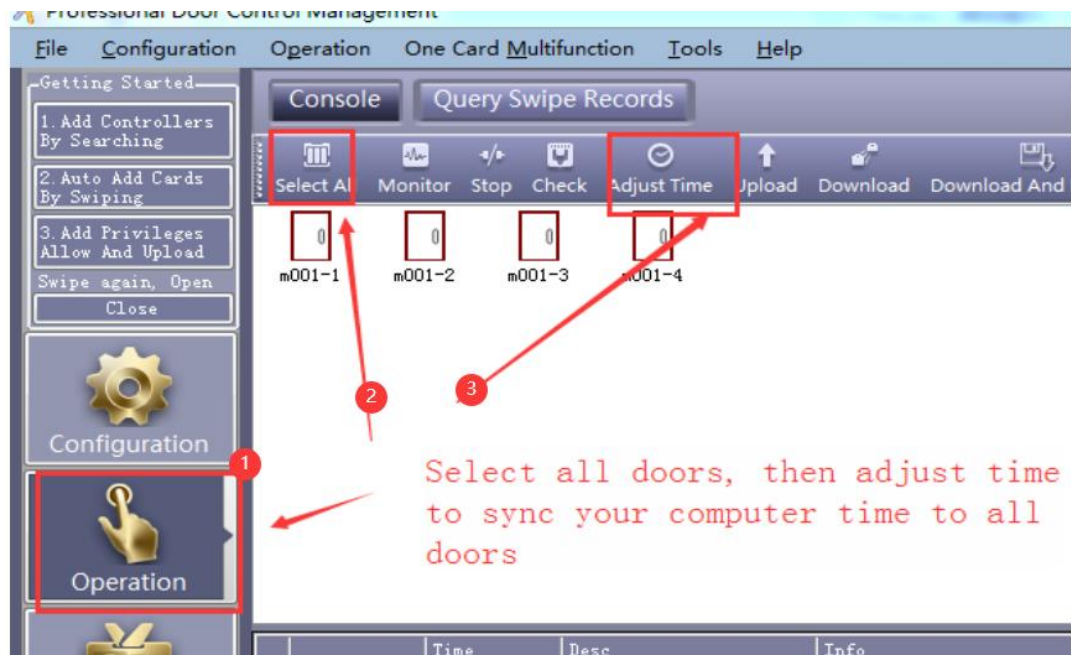
***Thank you very much for placing an order. If you have any questions or concerns, please refrain from returning our products directly, as it would result in significant losses for us.***

***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 .***

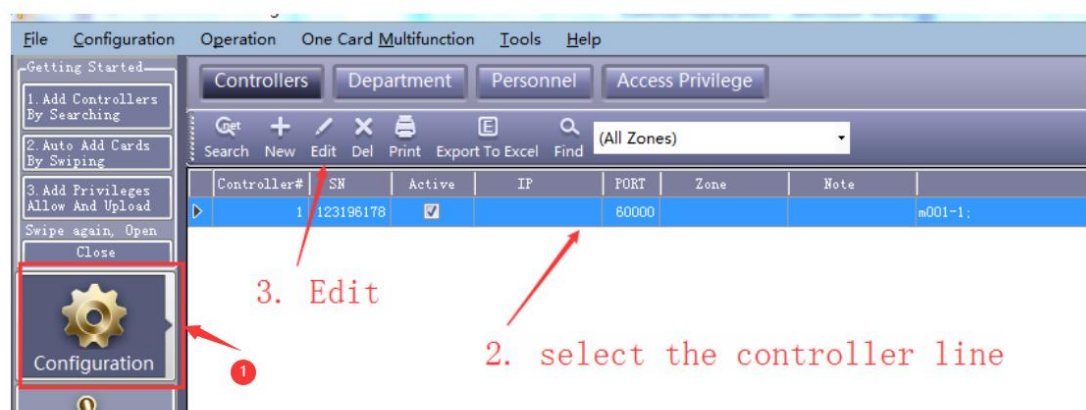
## Part 2 Other Operation of Software

### 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】**

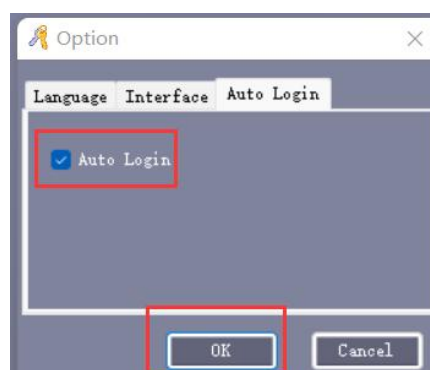


Modify operator Name, input the **new account** name in "Name".

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

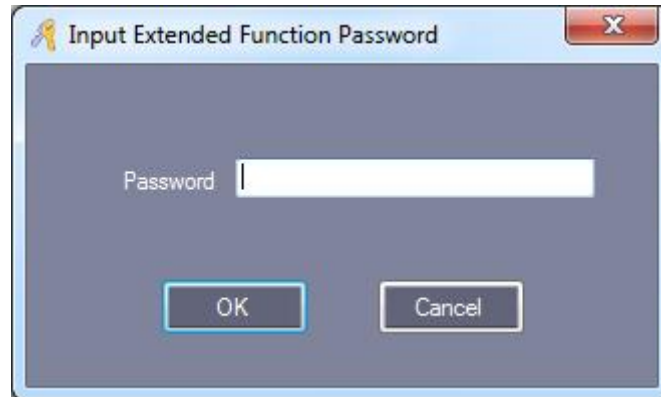
Click Menu **【Tools】** > Auto Login



**【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 function: 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/quickCheck.html>

Complete version:

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

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- If you follow above guide, you can get [below advanced features](#):

<https://beseencontrol.com/system-function.html>