



Network Door Controller

START HERE

Overview

The Network Door Controller connects to the router (see note 2) on your network and to your electrically operated interior door. When a person completes the check-in process, the door circuit receives a signal to buzz the door open.

Note 1: The Door Controller is an IPV4 device supporting APIPA, DHCP, and static IP addressing.

Note 2: If connecting to your router is not feasible, see article [KB0434](#) at ProcureSupport.com for an alternative.

When to Use / Before you Begin

The Network Door Controller is for use when:

- a. A parent or other authorized pickup person checks children in at a check-in computer. You **MUST** install the Procure "client" software on your check-in computer first, because you'll need the *Procure Check-In* program running to set the options needed for the Door Controller.
- b. A staff person uses the Receptionist feature to check children in on behalf of the pickup person. In this case, a check-in computer is not necessary. Settings for the Door Controller are accessed from your *Procure Home* screen.

For detailed instructions, search ProcureSupport.com for the following articles:

- Install on a check-in computer (article: [KB0495](#))
- Special instructions for a Procure Touch computer (article: [KB0911](#))
- Receptionist check-in feature (article: [KB0163](#))

Connections, Settings and Test

1. Connect the Door Controller (page 2).
2. Check-in Computer Settings & Test (page 3).
3. Receptionist Settings & Test (page 5).

What's Next?

Learn how to check people in and out. Search ProcureSupport.com for article [KB0228](#).

Indicator Lights

Colored lights on the side and end of the Door Controller mean the following:

Location	Color	On/Off/Flashing	Means
Side	Red	Off	No power.
		On	Has power.
Side	Green	Flashing	Not connected to network.
		Off	Normal. Connected to network.
		On	When door buzzes open.
End (left side of network jack)	Orange	Off	Not connected to network.
		On	Connected to network.
End (right side of network jack)	Yellow	Flashing	Normal. Network traffic.

Connect Network Door Controller

1. Connect to Your Electrically Operated Door

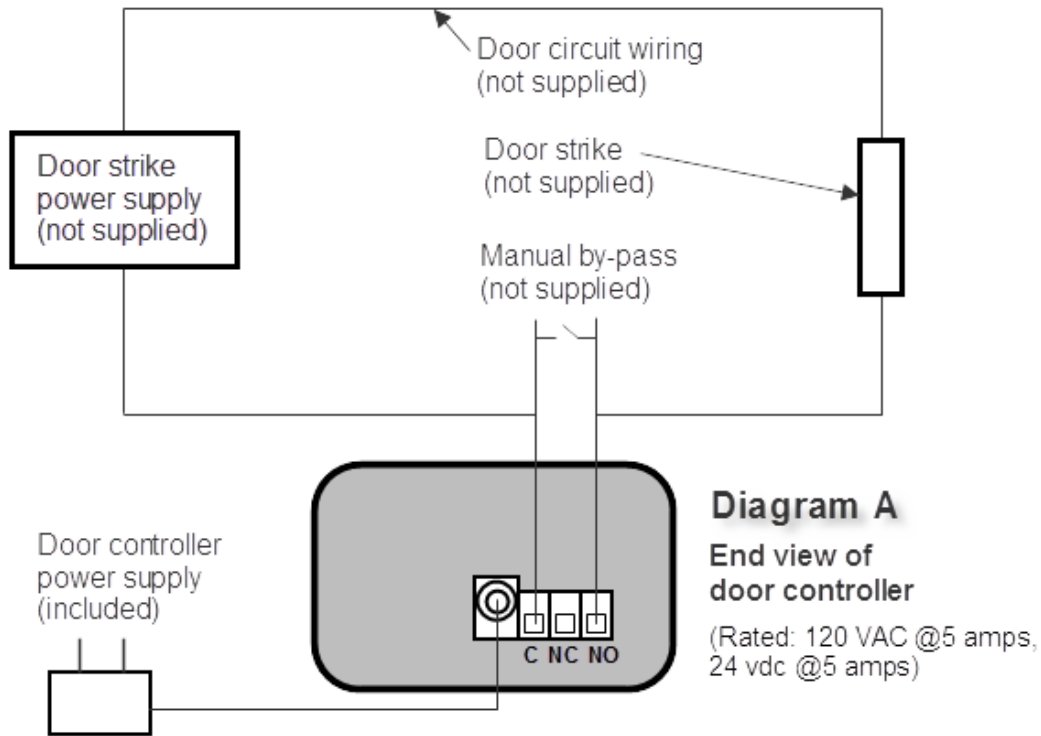
The Door Controller is designed as a switch for controlling an electrically operated door strike (not supplied).

- a. Attach one wire from the Door Strike circuit to the *Common (C)* terminal (as shown in diagram "A").
- b. Attach the other wire to:
 - For an electric door strike: Connect to the *Normally Open (NO)* terminal (as shown in diagram "A").
 - For a magnetic lock: Connect to the *Normally Closed (NC)* terminal. (Note: Diagram "A" shows a "NO" connection. Change to a "NC" connection for a mag. lock).

Note: A manual by-pass is strongly recommended so a staff person may open the door as needed.

- c. Plug the Door Controller into a standard 110 VAC wall outlet. Use of a surge protector is strongly recommended.
 - The red power indicator light should come on (side of Door Controller). See *Indicator Lights* (page 1).
 - A flashing green light indicates it is not yet connected to the network, which is normal at this point.

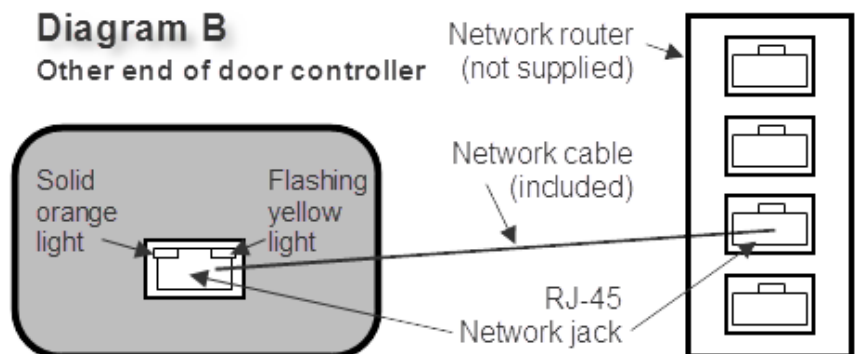
Note: You'll need a separate power supply for your electrically operated door.



2. Connect to Your Router

Connect the other end of the Door Controller to an open port on your router using the network cable (included) or your own CAT5 / RJ-45 network cable (diagram "B").

The green (side) light should no longer be lit (it will stop flashing) and a solid orange light should appear on the RJ-45 connection, indicating it is connected to your network. A yellow flashing light indicates network traffic. See *Indicator Lights* (page 1).



If connecting to your router is not feasible, see article [KB0434](#) at ProcureSupport.com.

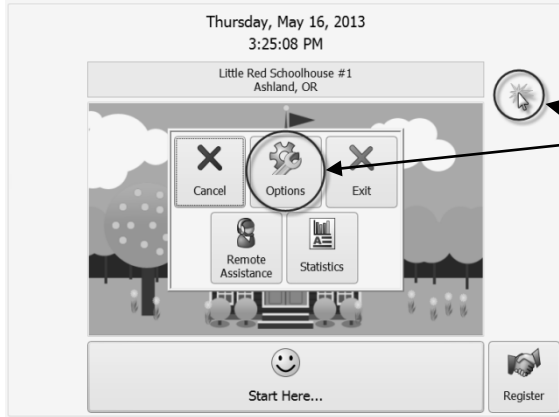
Door Controller - Software Settings

Check-In Computer Settings & Test

1. At the Check In computer, dbl-click the *Procare Check In* shortcut on your desktop.

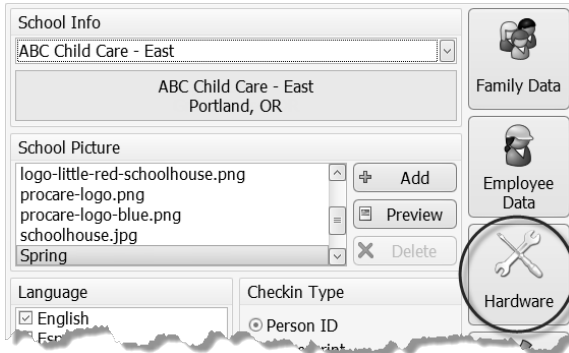


2. Dbl-click in the gray border area around the logo (or press *Esc* on your keyboard) and then click *Options*.

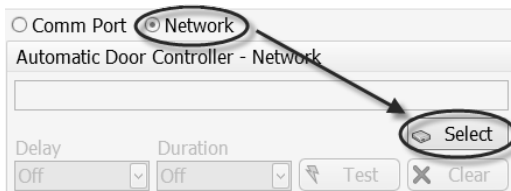


Double-click the border and then click *Options*.

3. Click the *Hardware* button (right side).



4. Choose *Network* as the type of door controller and click *Select*.



5. Locate the Door Controller or manually add it to the list (see image – next page).
 - a. If you have just one door controller, it should be found automatically.
 - b. If you have more than one, choose the one this computer will use.
 - c. If it is not found, manually type the IP address and choose *Add to List*. Or, choose *Edit* to display an on-screen keyboard (use a period to separate octets, like 192.168.0.25) and then choose *Add to List*.

Select a Door Controller Device			
Device Name	Serial Number	Ip Address	IP Type
PROCARE-DR	00000001	192.168.0.61	DHCP

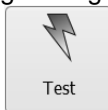
Add Device by Known IP Address

IP Address:

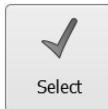
- d. Optional: The *Advanced* button should only be used to change the name or set a static IP address for the selected device. If you have more than one door controller, changing the name may be helpful to identify the location, such as "FRONT DR", "BACK DR", etc.

6. Test and select the device.

- a. With the proper Door Controller highlighted on screen, click *Test* to send a signal to the controller. The green light on the side of the controller should come on for just a moment.



- b. Click *Select* to choose this device and return to the *Hardware* screen.



7. At the *Hardware* screen:

- a. Set the *Delay* (time to wait before the door opens) and *Duration* (time you'd like the door to stay open).

Automatic Door Controller - Network

PROCARE-DR, 00000001, 192.168.0.61, DHCP

Delay:
 Duration:

Authorized Pickup: Require Check In/Out to Open Door
 Employee: Require Check In/Out to Open Door

- b. Click the *Test* button to confirm the door opens. Your door circuit must be attached to the Door Controller and both the door strike and controller unit must have power.
- c. Check the box next to *Authorized Pick Up* and/or *Employee* if you wish to require a person to check in/out in order to open the door.

Explanation: For staff you would often leave this unchecked, so they could open the door as needed throughout the day, without having to actually check in or out. Search procaresupport.com for *faq147*.

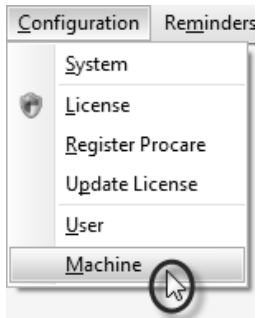
8. Close out of the hardware and check-in settings.

- a. Choose *Exit* to leave the *Hardware* screen and *Exit* again at the *Check-In Options* (School Info) screen.
- b. To close the main check-in screen, dbl-click in the gray border area around the logo (or press *Esc* on your keyboard) and then click *Exit*.

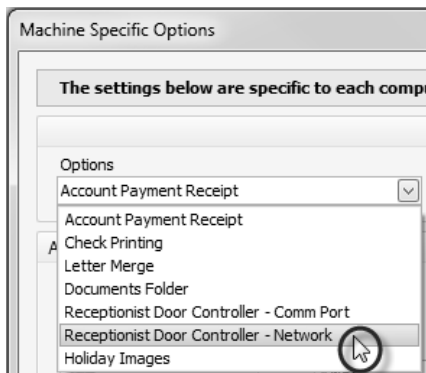
Receptionist Settings & Test

Optional: A front desk person uses the *Receptionist* method to check children in on behalf of the pickup person.

1. Log into Procure as usual and from the *Procure Home* screen go to *Configuration > Machine*.



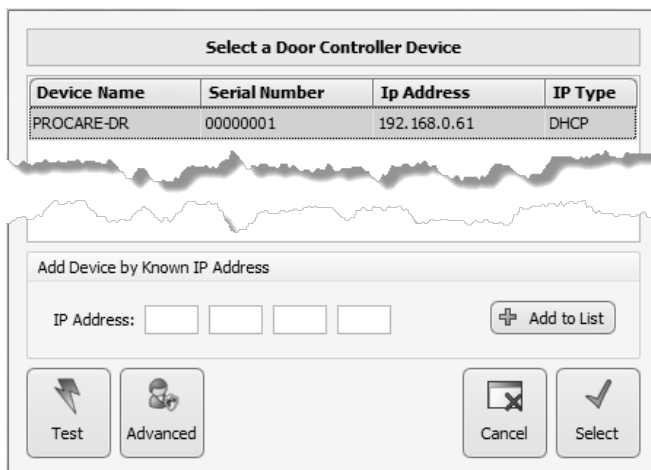
2. From the *Options* drop-down list, select *Receptionist Door Controller – Network*.



3. Uncheck "Not Using a Door Controller" and then click *Choose a Device*.



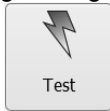
4. Locate the Door Controller or manually add it to the list.
 - a. If you have just one door controller, it should be found automatically.
 - b. If you have more than one, choose the one this computer will use.
 - c. If it is not found, manually type the IP address and choose *Add to List*.



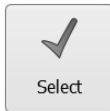
- d. Optional: The *Advanced* button should only be used to change the name or set a static IP address for the selected device. If you have more than one door controller, changing the name may be helpful to identify the location, such as “FRONT DR”, “BACK DR”, etc.

5. Test and select the device.

- a. With the proper Door Controller highlighted on screen, click *Test* to send a signal to the controller. The green light on the side of the controller should come on for just a moment.



- b. Click *Select* to choose this device and return to the *Machine Specific Options* screen.



6. At the *Machine Specific Options* screen:

- a. Set the *Duration* (time you'd like the door to stay open).
- b. Click the *Test* button to confirm the door opens. Your door circuit must be attached to the Door Controller and both the door strike and controller unit must have power.

7. Click *Save > Exit*.

Buzz Door Open using the Receptionist

1. From the main screen of Family Data & Accounting go to *Functions > Attendance Tracker > Receptionist*.
2. An *Open Door* button (bottom center) allows a staff person to buzz the door.



Hint: For more details on using the Receptionist, search ProcareSupport.com for article [KB0163](#).