



## **Technical Guide**

## Creating an Access Level– Axiom V

• At the top of the Axiom V software, select **Database.** Scroll down and left click on **Access** Levels.



• To create a new access level, select **New** at the top left of the window.

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General Elevator	
Access Point Schedule	
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• Rename the Access Level to something of your choosing, e.g. Master Access

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• Under Access Schedule, will see a browsing button. Select that and a window will appear giving you the a list of all Access Schedules.

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• The default schedule **Always** allows access to every door 24/7. You can create tailored Access Levels by assigning custom Access Schedules to the Readers. For example, you could allow access for staff between 9:00am and 5:00pm using a **9 until 5** Access Schedule. In this example however, we will use the **Always** Access Schedule.



• Next, under **Available Items**, you will see a list of all the Access points in the system. They will need to be transferred into the **Selected Items**.

Access Points Groups	Available Items	Selected Items	
	Description RC2 2-1-1\Reader 1 RC2 2-1-1\Reader 2	Description       >>       <       <	
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• To transfer the Access Points over, select the **double arrows** at the top to move the Access Points into the **Selected Items** field.

Access Points Groups	Available Items	Selected Items	
	Description	Description       RC2 2-1-1\Reader 1       RC2 2-1-1\Reader 2	
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• When you are finished, select **Save** at the top left of the window.

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