



Installation and User Manual

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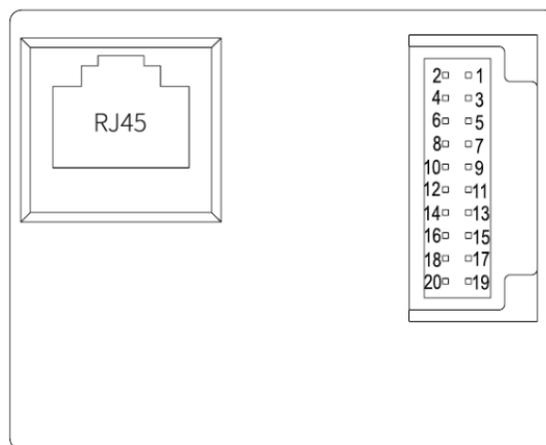
1. PopEntry Device Installation

Step 1: Remove all package contents:

1. PopEntry device
2. Mounting bracket
3. Screw pack
4. Wiring harness



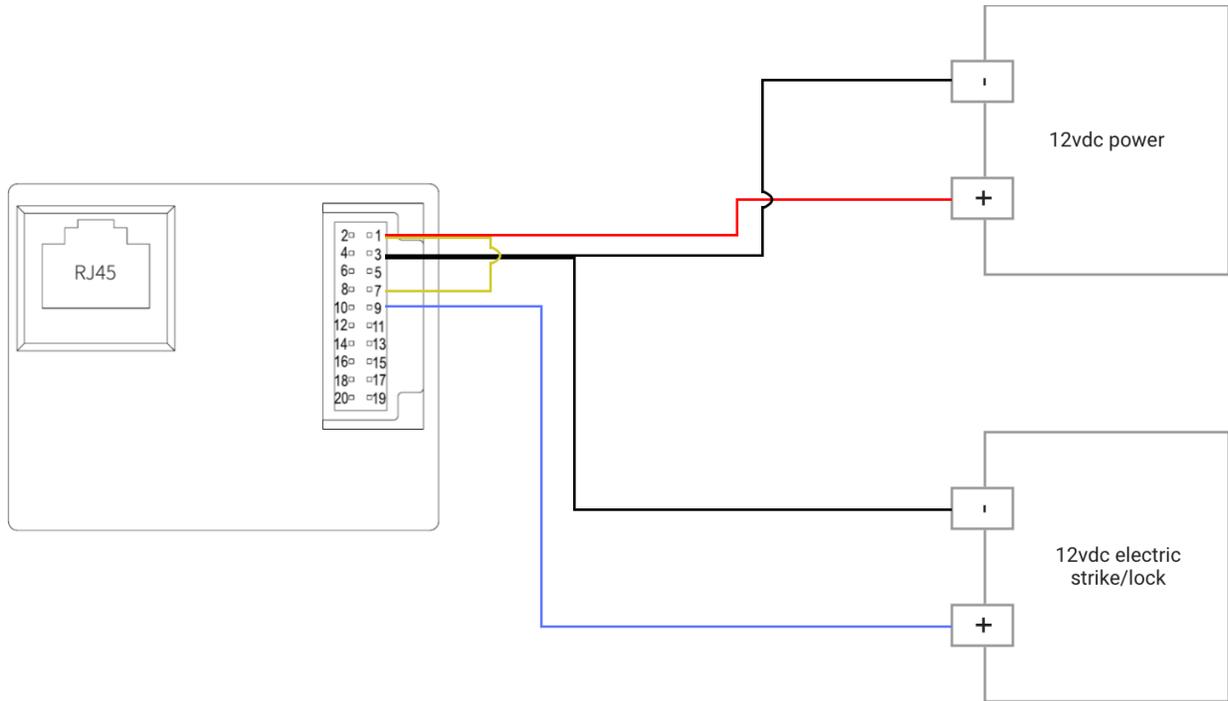
Step 2: Wire the wiring harness to the existing cables (existing cables should be run to PopEntry device location prior to device installation)



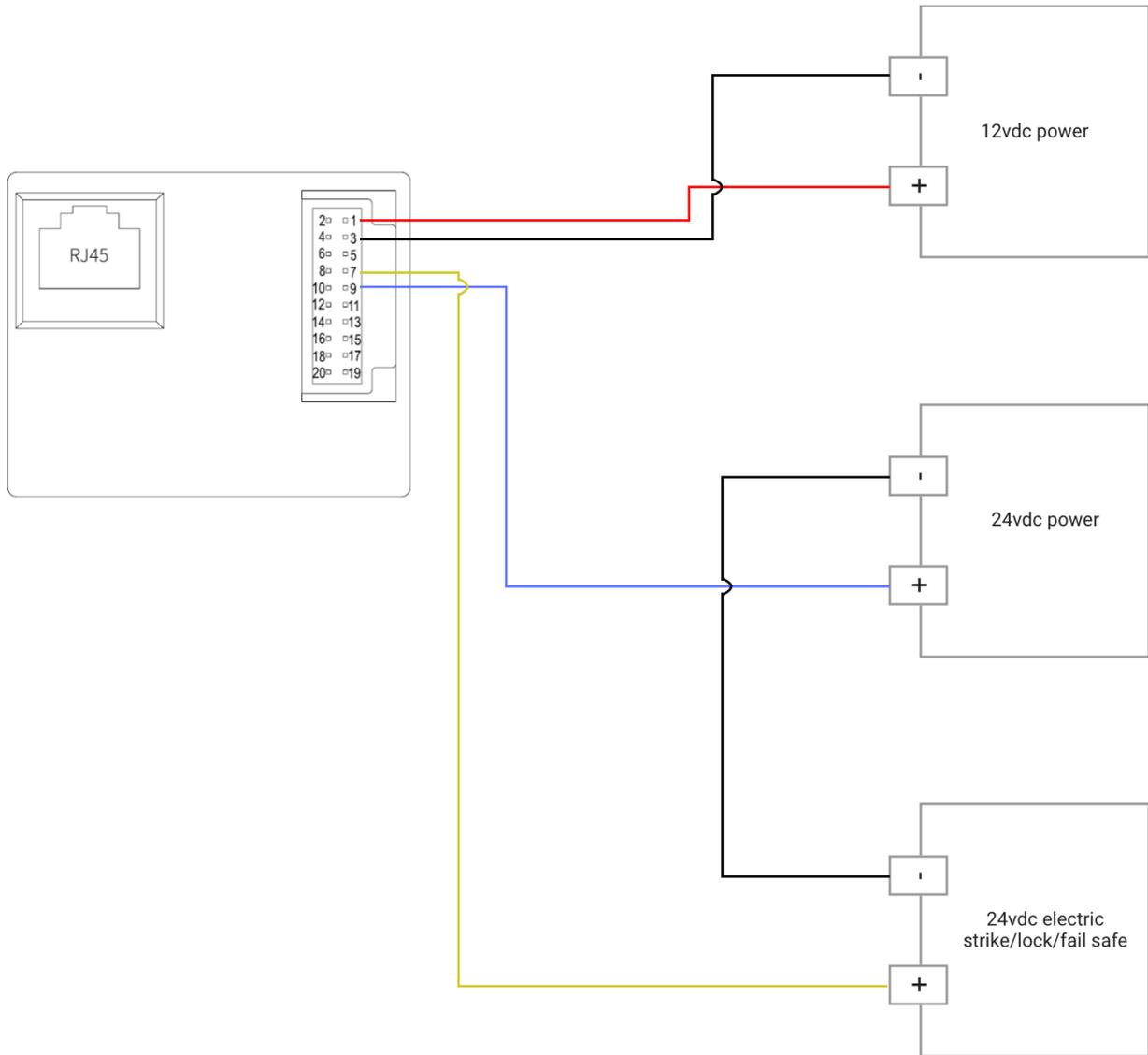
Type	Interface	Description
Power 1	PoE+ (RJ45)	PoE (IEE 802.3at) power supply
Power 2	1 (12V+) Red	12VDC Input
	2 (12V+) Red	
	3 (GND) Black	
	4 (GND) Black	
Relay	5 (NC) White	Generally, the door lock power is connected to the COM port, and the relay power is connected to the NO port or the NC port according to the door lock type. Note: relay contact maximum load is 2A.
	7 (COM) Yellow	
	9 (NO) Blue	
RS485	11 (RS485B) Yellow	Support RS485 extension
	13 (RS485A) Blue	
	15 (GND) Black	
Exit Button	6 (IN+) Yellow	Door exit signal input
	12 (GND) Black	
Door Contact	8 (IN+) White	Door signal input status
	12 (GND) Black	
Door Bell	10 (Doorbell Green)	Doorbell control signal Output 5mA
	12 (GND) Black	
Output	12 (GND) Black	Support for external devices. DC 5V MAX 500mA
	14 (5V+) Purple	
Wiegand OUT	17 (DATA 0) Gray	26 bit / 32 bit / 34 bit
	19 (DATA 1) Brown	
	20 (GND) Black	
Wiegand IN	16 (DATA 0) Green	26 bit / 32 bit / 34 bit
	18 (DATA 1) White	
	20 (GND) Black	

Wiring Diagrams:

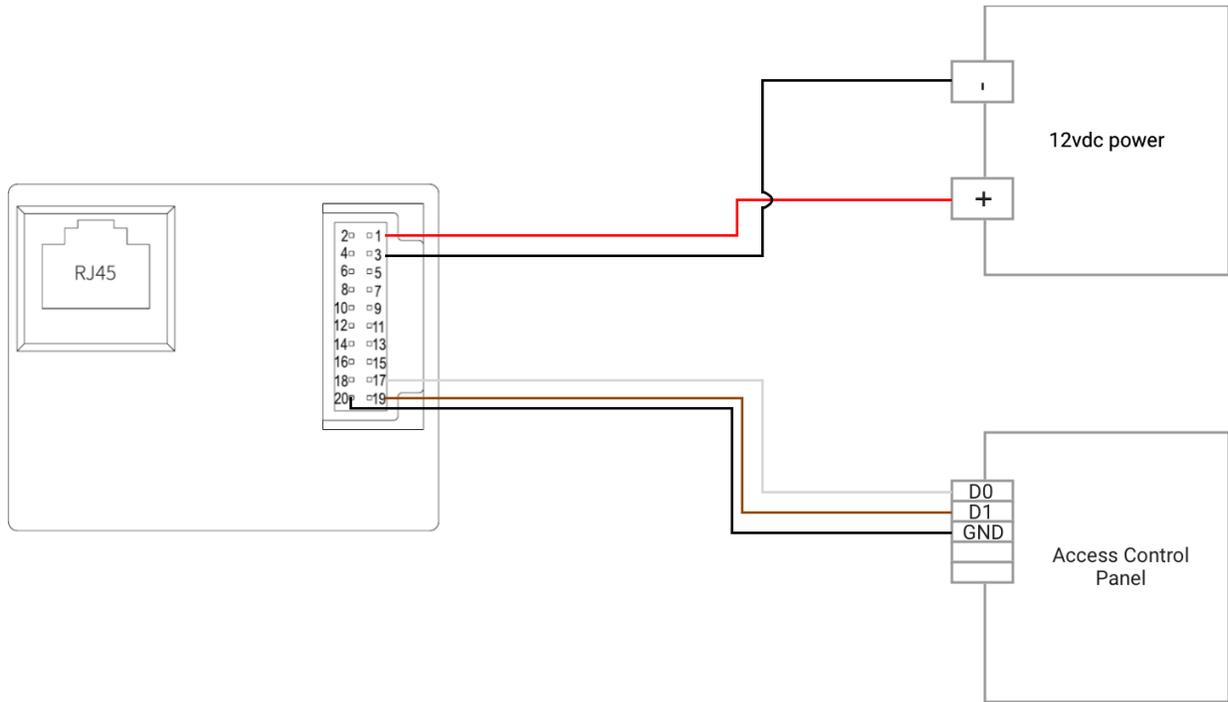
Standalone installation (single power source using 12vDC Power)



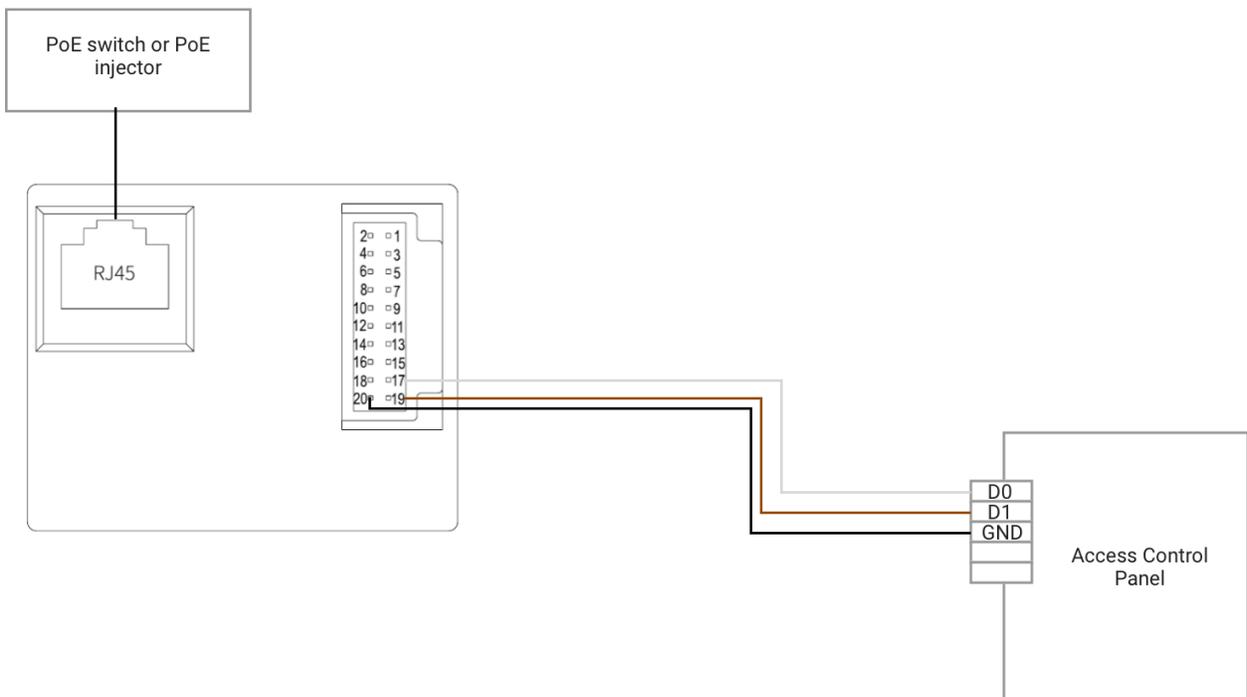
Standalone installation (dual power source)



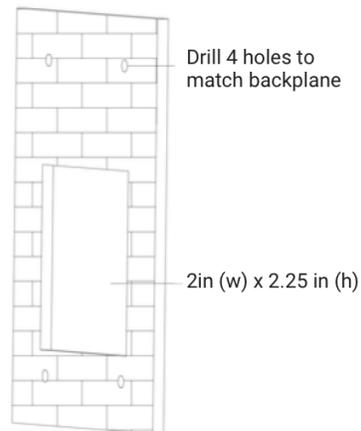
Access Control Panel interface installation (single power source using 12vDC Power)



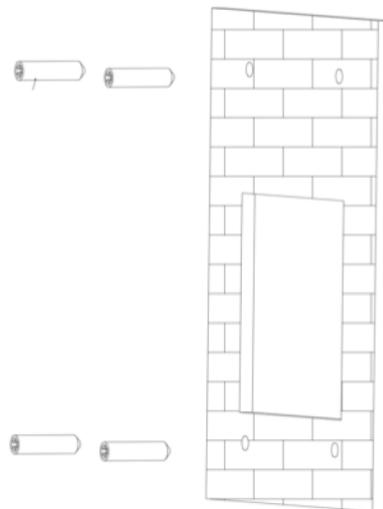
Access Control Panel interface installation (PoE)



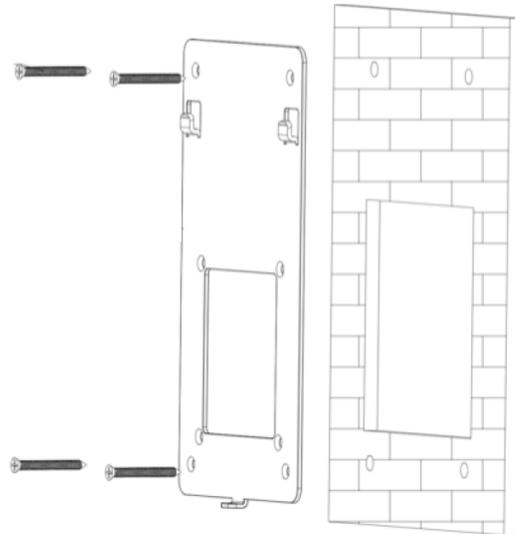
Step 3: Place the backplane at the desired height on the wall. Prepare a 2 in (w) x 2.25 in (h) hole in the wall that matches the hole in the backplane. This hole will be used to accept the back of the PopEntry device. Position the backplane over the prepared 2"x2.25" hole and mark and drill four(4) ¼ in holes that match the backplane footprint.



Step 4: Place the four (4) anchors in the prepared holes.

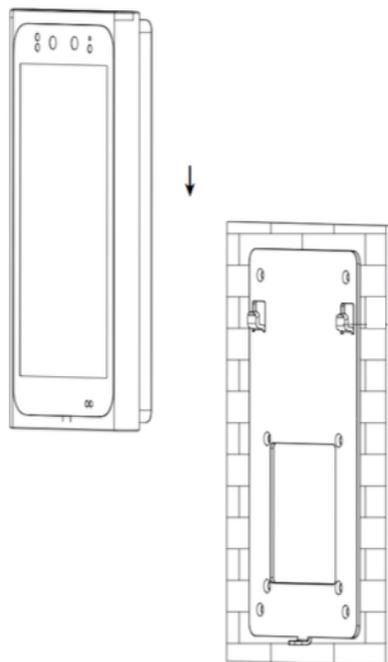


Step 5: Secure the backplane to the wall using four (4) of the provided 3/4" countersunk head self-tapping screws.

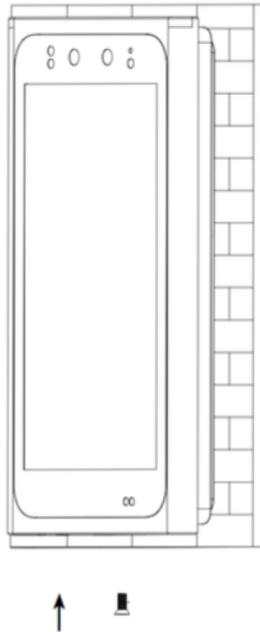


Step 6: Plug in the wiring harness and category cable into the back of the PopEntry device.

Step 7: Hang the PopEntry device on the backplane.



Step 7: Lock the device to the backplane with the provided anti-theft screw.



Step 8: Connect the PopEntry device to the internet. The PopEntry device can connect via WiFi or ethernet. If connecting via WiFi, click on the settings gear icon → WLAN→"wifi network name".

Step 9: Once the PopEntry device is on-line, contact support@popid.com and request that the PopEntry application be sent over the air to the device.

2. Accessing The PopEntry Admin Dashboard

Step 1: Locate the PopID Administration Portal at <https://www.popid.com/popentry/admin>

Step 2: Enter the Admin Username and Password and select Submit to login into PopID.

A login form with a brown border. It contains two input fields: "Admin Username:" and "Password:". To the right of the "Password:" field is an orange "Submit" button.

3. Schedules

Schedules are used to specify a duration of time. A default 24/7 access schedule is automatically created for all businesses. If you do not wish to modify this schedule, you may skip this section.

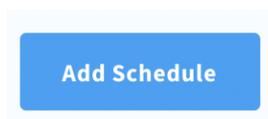
a. Adding New Schedules

Step 1: Select the Schedules tab at the top of the page

Step 2: Select Add/Edit next to the Schedules header



Step 3: Click the "Add Schedule" button.



Step 4: Select the desired timezone and fill in the desired schedule for each day. Schedules should be a comma-separated list of military time intervals during which users should be permitted access. Please do not use spaces.

To indicate no open hours, leave the entry blank.

Examples:

- 00:00-24:00 = open 24-hours
- 09:00-17:00 = open from 9:00AM - 5:00PM
- 09:00-17:00,20:30-24:00 = open from 9:00AM - 5:00PM and 8:30PM - midnight
- [blank] = closed all day

Schedule Name:

Timezone:

- ✓ America/Los_Angeles (PST)
- America/New_York (EST)
- America/Chicago (CST)
- America/Denver (MST)
- America/Anchorage (AST)
- America/Adak (HST)

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Step 4: Click “Save All”

b. Modifying Existing Schedules

Step 1: Select the Schedules tab at the top of the page

Step 2: Select Add/Edit next to the Schedules header



Step 3: The schedule name, timezone, and operational hours may be modified for any existing schedule

Step 4: Click “Save All”

c. Deleting Schedules

Step 1: Select the Schedules tab at the top of the page

Step 2: Select Add/Edit next to the Schedules header

Step 3: Click “Delete” next to the schedule name

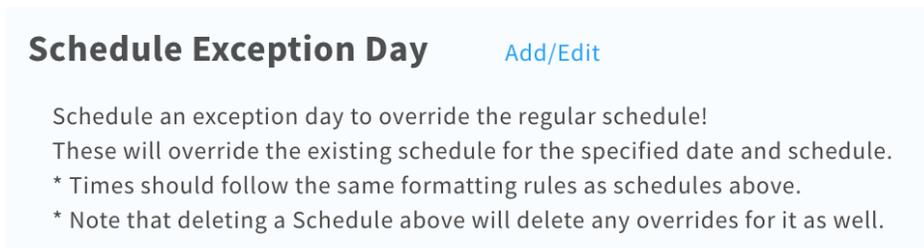


Step 4: Click “Save All”

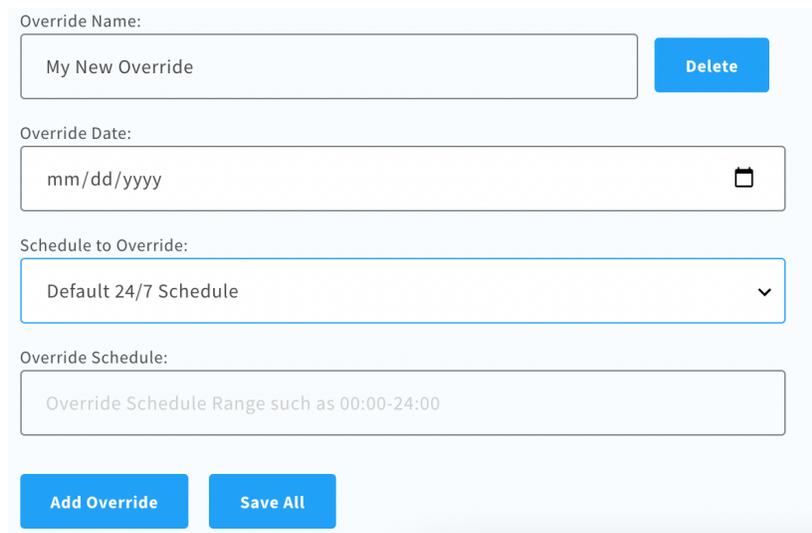
d. Scheduling Exception Days

Step 1: Select the Schedules tab and scroll to the bottom

Step 2: Select Add/Edit next to the Schedule Exception Day header



Step 3: Input a name, date, schedule to override, and new schedule, then click Save All



The screenshot shows a form for creating an override schedule. It includes the following fields and buttons:

- Override Name:** A text input field containing "My New Override" and a blue "Delete" button to its right.
- Override Date:** A date input field with the placeholder "mm/dd/yyyy" and a calendar icon on the right.
- Schedule to Override:** A dropdown menu showing "Default 24/7 Schedule" with a downward arrow.
- Override Schedule:** A text input field with the placeholder "Override Schedule Range such as 00:00-24:00".
- At the bottom, there are two blue buttons: "Add Override" and "Save All".

4. Access Levels

An access level is a combination of a device and a schedule. One or more access levels may be assigned to a user to determine which doors they may access, and at what times.

A default access level allowing users 24/7 access is automatically created for each device. If you do not wish to modify this behavior, you may skip this section.

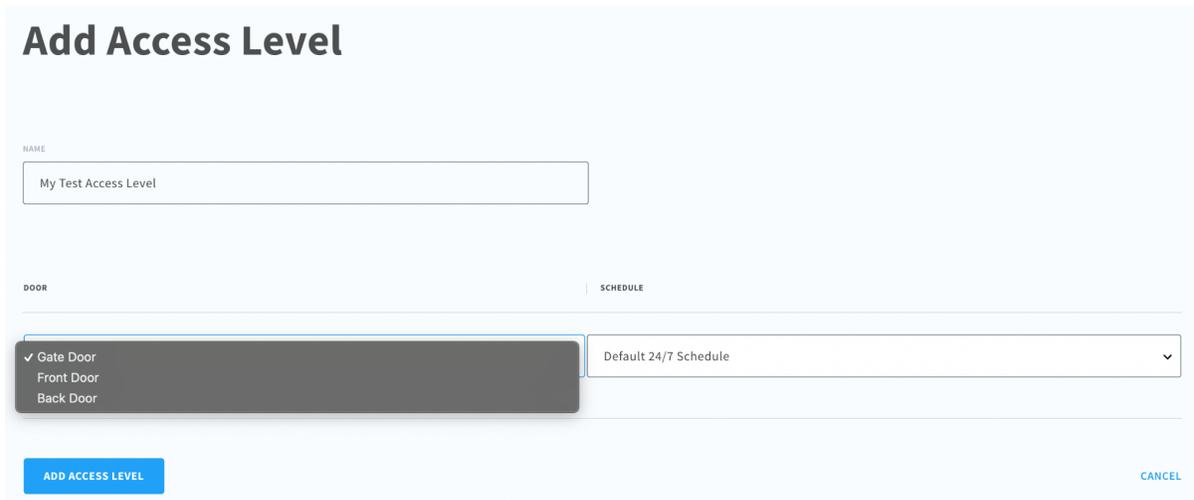
a. Adding New Access Levels

Step 1: Select the Access Levels tab at the top of the page

Step 2: Click the New Access Level button in the upper right corner

 [New Access Level](#)

Step 3: Enter a name for the access level, select a door, and select a schedule to enforce for that door



Add Access Level

NAME
My Test Access Level

DOOR | SCHEDULE

✓ Gate Door
Front Door
Back Door

Default 24/7 Schedule

ADD ACCESS LEVEL CANCEL

Step 4: Click Add Access Level to save the new access level

b. Modifying Existing Access Levels

Step 1: Select the Access Levels tab at the top of the page

Step 2: Click on the name of the access level that you wish to modify.

Step 3: The name of the access level, the door, and the schedule may be modified.

Step 4: Press “Save” to save changes, or “Cancel” in the lower right corner to discard your changes.

c. Deleting Access Levels

Step 1: Select the Access Levels tab at the top of the page

Step 2: Click on the name of the access level that you wish to delete.

Step 3: Click Delete Access Level



Step 4: You will be prompted with a list of users that will be affected by deleting the access level.

Delete Access Level?

This will also remove the access level for the following users:

* Stacy Test

YES DELETE CANCEL

Don't show again

If there are any users that have not completed PopEntry registration, the access level may not be deleted until those users either complete their registration or are deleted.

Delete Access Level?

There are pending user(s) with the selected access level.
Please delete the pending user(s) before deleting the access level:

* Stacy Test 2 (Pending)

CANCEL

Step 4: Click Yes Delete

5. Adding New Members

Step 1: Click the New Member button in the upper right corner

 New Member

Step 2: Enter the name (First and Last), mobile phone number and ID# (ID# is optional) for the new user

Add Member

NAME

MOBILE PHONE

ID #

*Mobile phone must have a camera and accept SMS messages. If the user does not have a mobile phone with a camera, please see *Alternate Registration Process (pg 20)*.

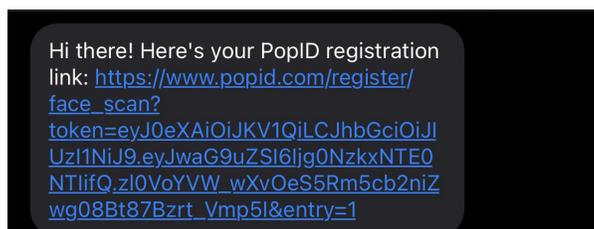
Step 3: Check the boxes of the access levels the user should be assigned. This will determine which door(s) the user will be able to access, and at what times. Then click Add Member

ACCESS LEVEL	DOOR	SCHEDULE
<input checked="" type="checkbox"/> Default Main Door Access Level	Main Door	Default 24/7 Schedule
<input type="checkbox"/> Default Back Door Access Level	Back Door	Default 24/7 Schedule
<input type="checkbox"/> Default Gate Door Access Level	Gate Door	Default 24/7 Schedule

ADD MEMBER CANCEL

6. User Registration Process

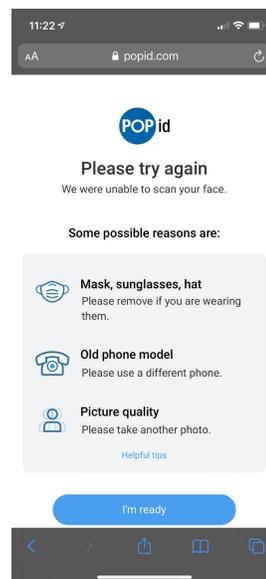
Step 1: The user will receive a SMS message with a secure link. The user will click on the link to start the self registration process.



Step 2: The user will click on the I'm ready button and take a picture of themself.



Step 3: The user will receive an acknowledgement that the picture was successfully processed or they will be asked to take the picture again. If the picture fails to process the user can attempt to retake the picture. If the picture continues to fail please see *Alternate Registration Process (pg 15)*.

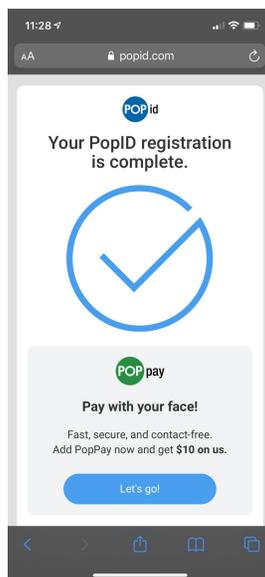


Step 4: The user will be asked to enter their First and Last name and agree to the PopID Terms and Conditions and Privacy Policy.



The screenshot shows a mobile browser interface for the PopID website. At the top, the status bar displays the time 11:27, signal strength, Wi-Fi, and battery icons. The address bar shows 'AA' and 'popid.com'. The main content area features the PopID logo, followed by the text 'Please enter your name'. Below this are two input fields: 'First name' and 'Last name'. A checkbox is checked, with the text 'By signing up, I agree to the Terms and Conditions & Privacy Policy'. A blue 'Enter' button is positioned at the bottom of the form. The bottom of the screen shows a mobile navigation bar with back, forward, share, and search icons.

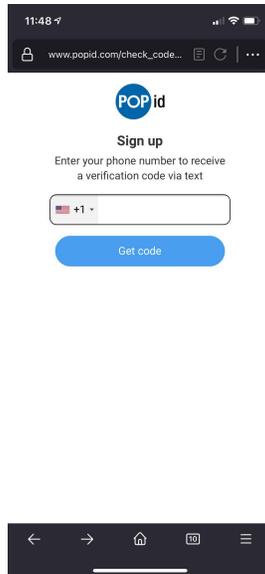
Step 5 : The user will be notified that registration is complete and will be asked if they would like to add a payment method to their profile. No action is required at this time unless the user is planning on using PopPay.



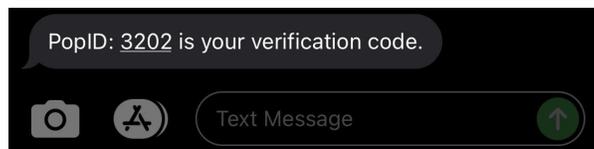
The screenshot shows a mobile browser interface for the PopID website. At the top, the status bar displays the time 11:28, signal strength, Wi-Fi, and battery icons. The address bar shows 'AA' and 'popid.com'. The main content area features the PopID logo, followed by the text 'Your PopID registration is complete.' Below this is a large blue checkmark icon. A section for 'POP pay' is visible, with the text 'Pay with your face!' and 'Fast, secure, and contact-free. Add PopPay now and get \$10 on us.' A blue 'Let's go!' button is positioned at the bottom of the section. The bottom of the screen shows a mobile navigation bar with back, forward, share, and search icons.

7. Alternate User Registration Process

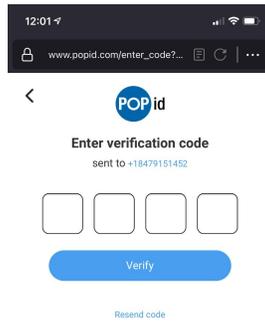
Step 1: Open a new browser on a mobile phone that has been successfully used to register a user. Navigate to the following URL: <https://www.popid.com/register>. Type in the phone number that is associated with the user's mobile phone who is having difficulty registering and select the Get code button.



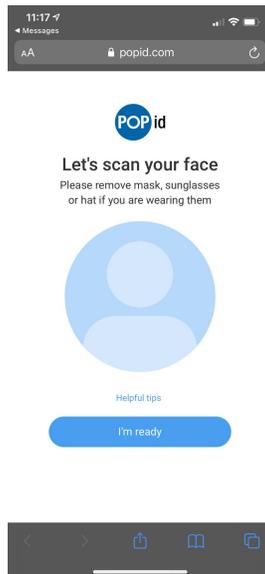
Step 2: The user having difficulty registering will receive a verification code via text message.



Step 3: The user will enter the verification code on the mobile phone that has been successfully used to register a user and select the Verify button.



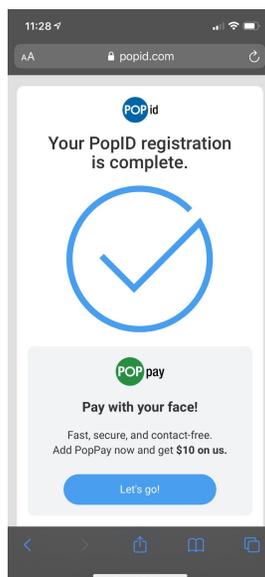
Step 4: The user will click on the I'm ready button and take a picture of themselves.



Step 5: The user will receive an acknowledgement that the picture was successfully processed.



Step 6 : The user will be asked if they would like to add a payment method to their profile. No action is required at this time unless the user is planning on using PopPay.



8. Adjusting Member Access & ID#

Step 1: Click on the name of the member that you would like to make adjustments to.

Step 2: Make adjustments to the ID# directly in the ID# field below the user's name & check or uncheck the boxes next to access levels to grant or deny access to the specific door.

The screenshot shows a user profile for 'Stacy Test'. At the top, the name 'Stacy Test' is displayed. Below it is an 'ID #' field containing the text 'TEST1'. Underneath the ID field are three columns: 'ACCESS LEVEL', 'DOOR', and 'SCHEDULE'. The 'ACCESS LEVEL' column has three rows: 'Default Gate Door Access Level' (unchecked), 'Default Front Door Access Level' (checked), and 'Default Back Door Access Level' (checked). The 'DOOR' column has three rows: 'Gate Door', 'Front Door', and 'Back Door'. The 'SCHEDULE' column has three rows: 'Default 24/7 Schedule', 'Default 24/7 Schedule', and 'Default 24/7 Schedule'. At the bottom left is a blue 'SAVE' button, and at the bottom right is a blue 'CANCEL' button. Below the main form area is a link with a trash icon and the text 'DELETE MEMBER'.

9. Deleting Members

Step 1: Click on the name of the member that you would like to make adjustments to.

Step 2: Click the Delete Member button.



10. Finding & Exporting User Logs

Step 1: Select the Logs tab at the top of the page (here you will be able to see all of your device's usage).

MEMBERS LOGS SETTINGS HEALTH QUESTIONS

Step 2: Select the date range for the logs you would like to download in the upper right corner.



A screenshot of a date range selection interface. It features two input fields labeled "Start Date:" and "End Date:". To the right of these fields is a blue button labeled "Export to CSV".

Step 3: Select "Export to CSV" (If the logs do not automatically download please try downloading in a different browser (Safari, Chrome, etc.).

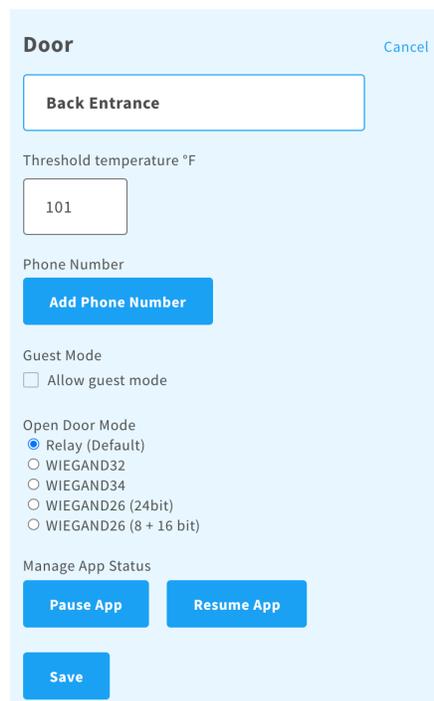
11. Adjusting Door Names

Step 1: Select the Settings tab

Step 2: Select the Edit button next to the door you are looking to adjust

Step 3: Type in the new door name

Step 4: Click Save



A screenshot of the "Door" settings form. The form is titled "Door" and has a "Cancel" link in the top right corner. The current door name is "Back Entrance" in a text input field. Below this is a "Threshold temperature °F" field with the value "101". There is a "Phone Number" section with an "Add Phone Number" button. The "Guest Mode" section has an unchecked checkbox for "Allow guest mode". The "Open Door Mode" section has four radio button options: "Relay (Default)" (selected), "WIEGAND32", "WIEGAND34", and "WIEGAND26 (24bit)". Below this is a "Manage App Status" section with "Pause App" and "Resume App" buttons. At the bottom of the form is a "Save" button.

12. Selecting Device Output (Open Door Mode)

Step 1: Select the Settings tab

Step 2: Select the Edit button next to the door you are looking to adjust

Step 3: Select the radio button under the Open Door Mode list

Step 4: Click Save

The screenshot shows a settings window titled "Door" with a "Cancel" link in the top right. The main content area is light blue and contains the following elements:

- A text input field containing "Back Entrance".
- A label "Threshold temperature °F" above a text input field containing "101".
- A label "Phone Number" above a blue button labeled "Add Phone Number".
- A label "Guest Mode" above a checkbox labeled "Allow guest mode", which is currently unchecked.
- A label "Open Door Mode" above a list of radio buttons:
 - Relay (Default)
 - WIEGAND32
 - WIEGAND34
 - WIEGAND26 (24bit)
 - WIEGAND26 (8 + 16 bit)
- A label "Manage App Status" above two blue buttons: "Pause App" and "Resume App".
- A blue button labeled "Save" at the bottom left.