

# - USER GUIDE -

## SiPass Entro / Bewator Entro Reservation

### What is SiPass Entro / Bewator Entro Reservation?

SiPass Entro / Bewator Entro is an Access Control system including functions to let users themselves reserve access to different "reservation objects". This may be conference rooms, a sports arena, a laundry – or something that includes a card reader function (often a door).

Unlike a "normal" door in an Access control system (which grants or denies access based upon access rights defined by the system administrator), a reservation door can only be accessed during certain intervals that have been reserved. The main method for reserving is as follows:

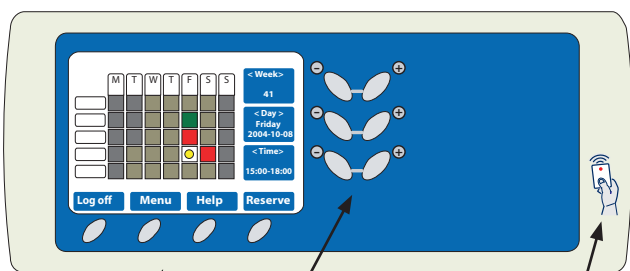
1. Your access card/tag belongs to a member group having the same rights to reserve, cancel or access one or more objects.
2. You can reserve via a PC web browser and/or InfoPoint IP810/IP811 depending on what the installation offers.
3. Then you identify yourself with your card (eventually together with a PIN code).
4. Choose time intervals and confirm the choices. You may now have a confirmation sent by via e-mail (if this function is selected).
5. Finally you wait for your time and can access the door during the reserved time.

Of course there are many solutions how the Reservation system might be used in different situations.

### Navigating on the screen

The colour screen in InfoPoint makes it very easy to see, navigate and reserve different time intervals.

You use the function keys depending on which menu you have selected. You will see the appropriate command to the right - or under - the screen.



Function keys for commands

Keys for navigating

Embedded proximity reader

### Login and select reservation object

A start page is displayed on the screen and you log on to the system by presenting your access card/tag. If there is only *one* reservation object the available time intervals are displayed.

If several reservation objects exists – you select the appropriate one by pressing the MENU-button and then confirm your choice.





It is also possible to change the language in the MENU-SETTINGS menu.

### Reserve or cancel intervals

The same procedure applies for both reserving and cancelling. Proceed as follow:

1. The upper keys are used to select in which **week** you want to reserve. You step with the keys on the right. Increase with right key and decrease with the left. The text on the screen displays the selected week.
2. With the next pair of keys you select the actual **day** it apply. You see the round cursor moves and the text on the screen displays the selected day.
3. With the keys at the bottom you select the actual **interval** you want to reserve. You see the cursor move.

The colours in the fields normally means the following:

	= Not available.
	= Can be reserved.
	= Your member group have reserved.
	= Another member group have reserved

4. Confirm your selections by pressing the function key RESERVE or CANCEL (beneath the screen).
5. Finished!

### Flexible reservation in same interval

Some reservations may be done using flexible times (in the same interval). In this case you first press RESERVE and then use the plus/minus keys to set the start/stop time for your reservation.

To cancel you press RESERVE and when your time is displayed press CANCEL.