

Controlled Access: *The First Step*

Determining your specific needs is always the very first step in designing a robust and highly-functional controlled access solution.

ASK YOURSELF THESE QUESTIONS:

? System Scope

- Will my system cover the parking area?
- Do I need access control on all entrances and exits or only some?
- When, if ever, will the system deny access to all users?
 - This can be programmed to prevent access of the facility after a certain time, on weekends, or on holidays.
- Will my system have internal doors with access control?
 - Locking down employee record rooms or sterile areas can add additional security internally.
- Do you want to implement a lock-down system where the entire building can be secured with the push of a button?
- Do you want to control visitor access to the building, if so, what procedures should visitors go through to enter the building?

? Access Type

- Do you prefer manual entry of user codes into a **telephone entry system**?
- Would **proximity cards** be a better solution for you and your workforce?
- Do you have a facility that would benefit from a **biometric system** that reads fingerprints?

? Hardware Devices

- Hardware is defined by system type and scope, but there are still questions to ask:
 - Have you researched the pros and cons associated with different manufactures?
 - What brand of system are you interested in?
 - Do you want to install “push-to-exit” devices?
 - Will any areas need multiple readers? (i.e. two readers, one to enter and one to leave)

? Types of Doors

- What type of doors are in your facility?
 - Are they metal, wood, or another material?
 - Are the door frames secured?
 - What type of locks are currently in place?

? Restrictions

- Will some individuals need specialized privileges?
- Will user restrictions change based on time of day or day of the week?

? Number of Employees

- How many employees will have access cards or biometric permissions?