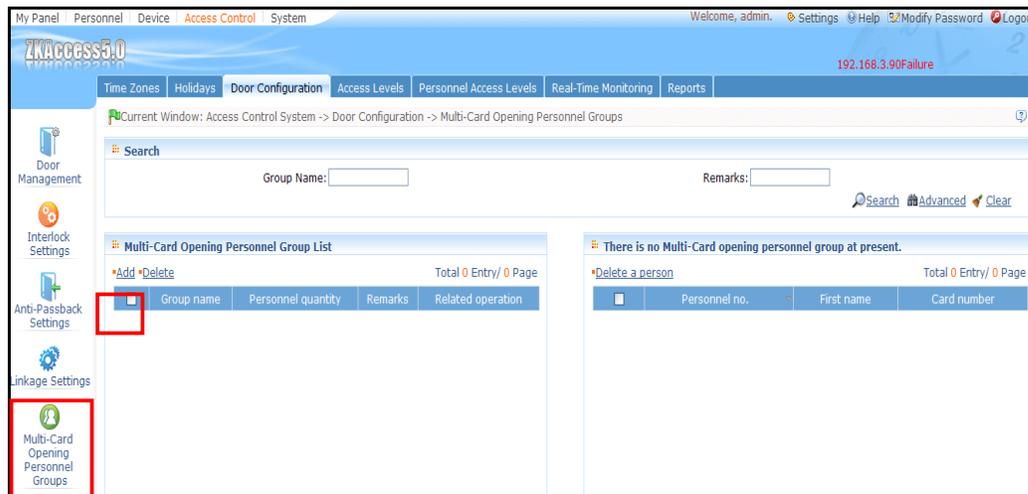# Using Multi-Card Opening in ZKAccess

Multi-Card opening is needed in some special access occasions where the door will open only after consecutive verification by a combination of several personnel. Multi-Card Opening is a combination of the personnel in one or more Multi-Card Opening Personnel Groups. Any verification out of this combination will not open the door and you will need to wait 10 seconds before re-verifying.
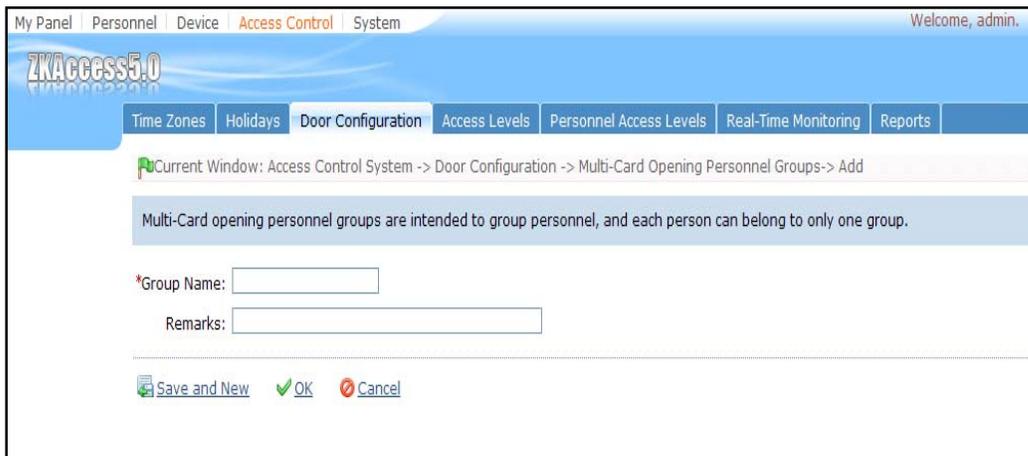
## Creating Multi-Card Opening Personnel Groups

First, we have to create multi-card groups and divide the users into specific groups.

1. Click [Multi-Card Opening Personnel Groups] in the [Access Control--Door Configuration] interface.
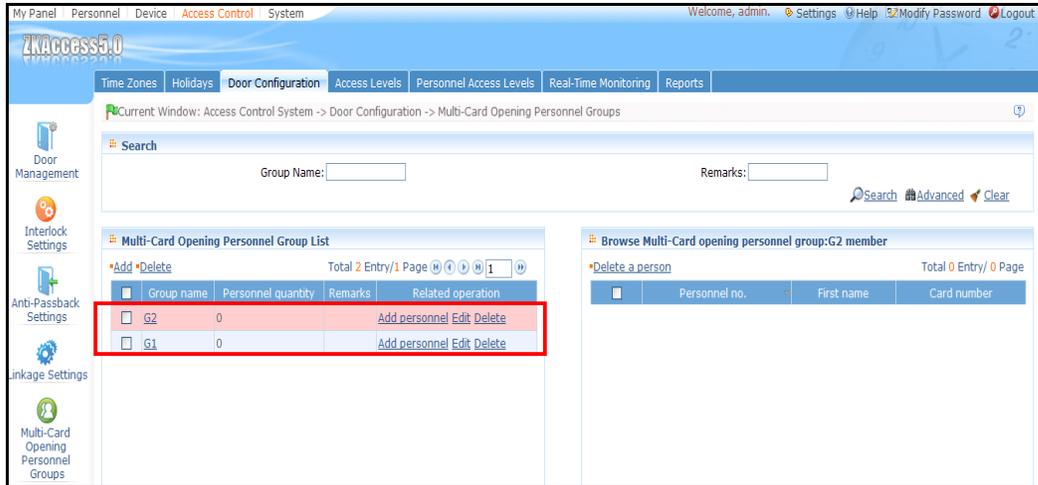


Click [Add] to show the following edit interface.
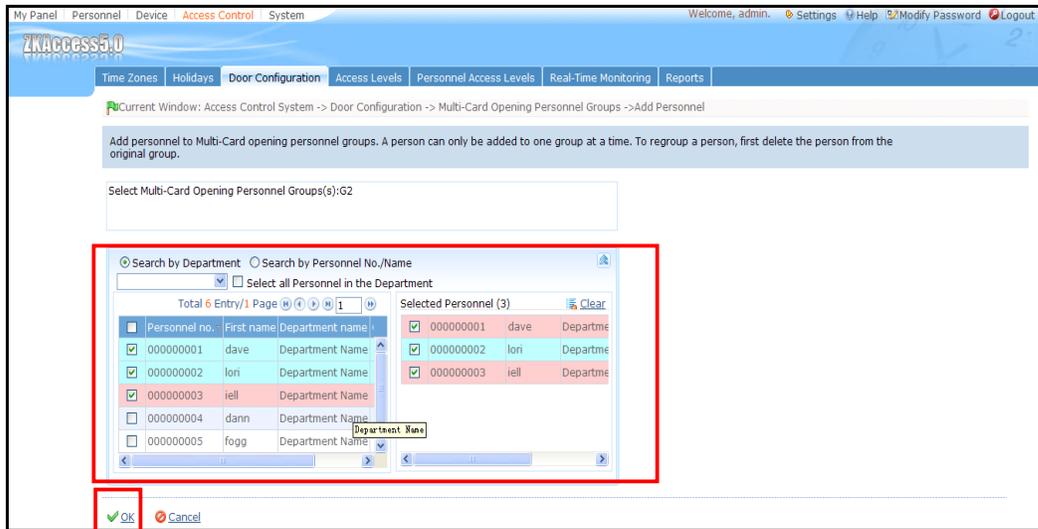
Enter [Group Name] and remarks if needed. Click [OK].



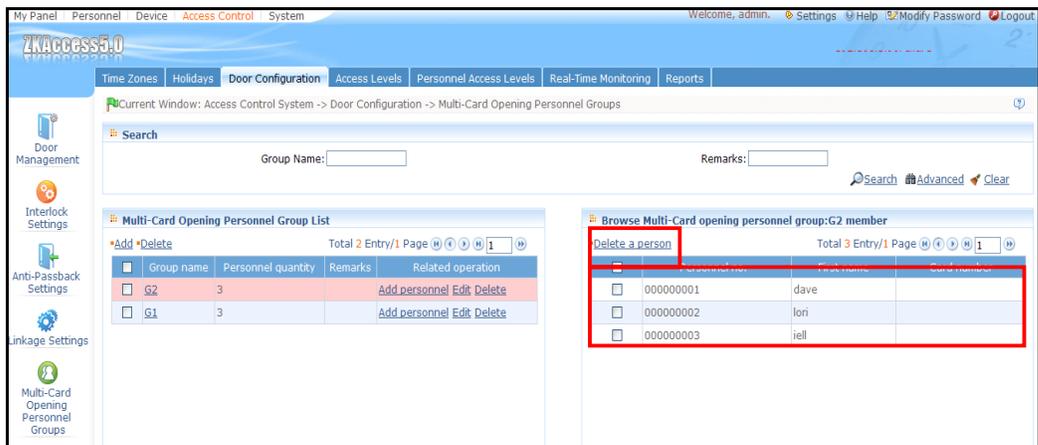In the following example,G1 and G2 are added to the system as 2 groups.

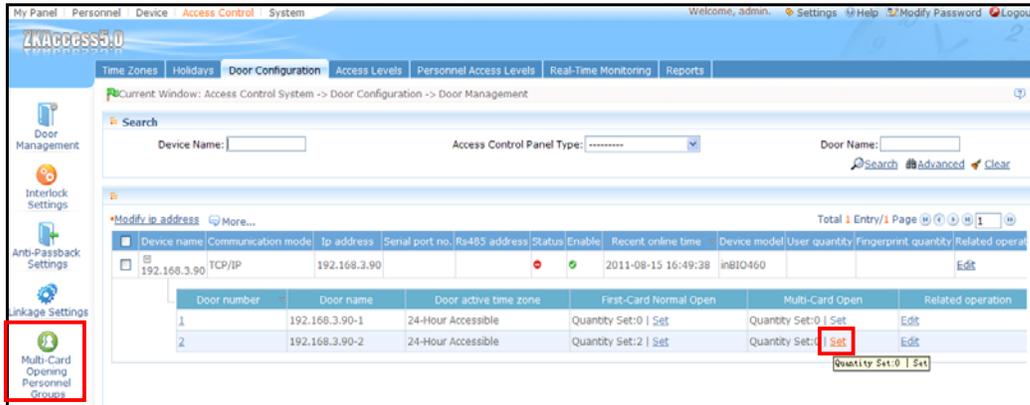2. Click [Add personnel] to add personnel to group G1.



The added personnel of each group will show in the group member list on the right. You can delete them if you need to modify the membership of the group.

## Multi-Card Opening Settings

When setting the number of people in each group, you can configure one group (such as combined door opening by two people in one group) or multiple groups (such as combined door opening by four people, including 2 people in group 1 and 2 people in group 2).
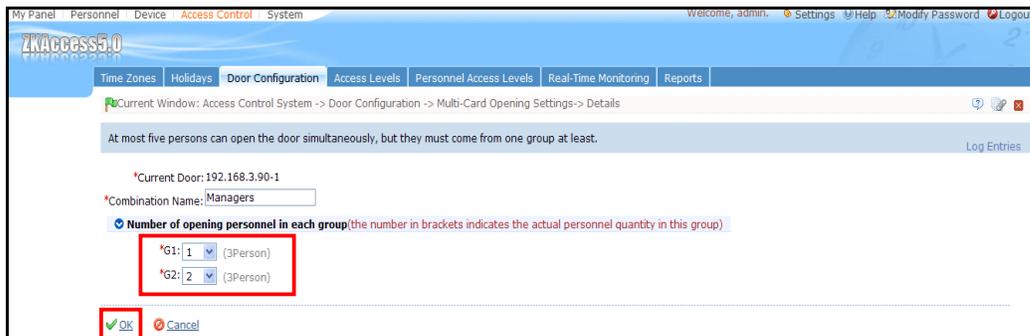
① Click [Door Management] in the [Access Control—Door Configuration] interface. Click [Set] under "Multi-Card Opening" of the door you want to apply the setting to.



② Click [Add].

③ The current actual number of people in the group is indicated in parenthesis. Select the number of people for combined door opening in a group and click [OK] to complete the edit.

**Note**: For Multi-Card Opening, the maximum number of people for combined door opening is 5. In addition, if the number of people entered by the user is bigger than the number of people in the current group, the Multi-Card Opening will not function.



Note:

1) Before setting the multi-card function, please make sure all personnel in the multi-card group have permission to access the door.

2) After setting the multi-card function for a door, the door can then only be opened by multi-card punch. Users who are not in the multi-card group but have permission to access the door, cannot open the door alone.