

# 3 reasons to migrate to a new access control system

Including a 10-step plan for a smooth migration



---

A well-functioning access control system is crucial for your organisation's security and for efficient management of business processes and procedures. But organisations evolve, as do the risks and threats faced. Which may result in your access control system no longer meeting your needs and wants. In this whitepaper, we go through three common reasons why a new access control system can be necessary.

Switching to a new system can appear to be a major challenge. But, managed well, it's a challenge that's relatively easy to overcome. We've included a clear 10-step plan in this whitepaper, and outlined how you can minimise the impact of access control migration on your organisation.



# 3 reasons to migrate



1

## Your organisation is changing

Things are going well in your organisation – every month, new employees join the company, new branches are opened, competitors are taken over and international expansion is imminent. One consequence of this is that your access control system no longer works as efficiently as you'd like it to, because it's not designed for growth. Using different access control systems at different locations is inefficient and so not ideal. Your current access control system has reached the end of its useful life and buying a new access control system for the entire organisation is the logical next step.

2

## Your technology is changing

Many years ago, you bought what was then a modern access control system. It's still in use and does what it should do, which is to provide access to a building or a specific area. But issues such as malfunctioning or unsecure access passes are becoming more common. Your access control system has become outdated and is no longer as secure as you may think, with all the risks that entails.

This is a good time to switch to a new access control system – one that uses the latest technology and is able to meet your organisation's evolving requirements. Managing your new system is greatly simplified through the use of open standards. It also allows you to use newer forms of identification, such as a mobile phone and biometric data, alongside traditional access cards. And it can be linked with your organisation's other security and information systems.

3

## Your needs are changing

Employees, visitors and suppliers all need access to your organisation's buildings and networks. But to what degree? And who determines and monitors that? Various departments play a role in this, including HRM, facility management, IT and security management. And they all have their own systems that operate independently of one another. This makes the process both inefficient and error prone. You need to align business processes better to make your organisation more efficient and future-proof.

A new access control system that supports your other business processes can meet this need.

## How to proceed?

If one or more of these reasons apply to your organisation, it's time to migrate to a new access control system. But how does that work? We recommend working through the 10-step access control system migration plan below to make the process as smooth as possible.

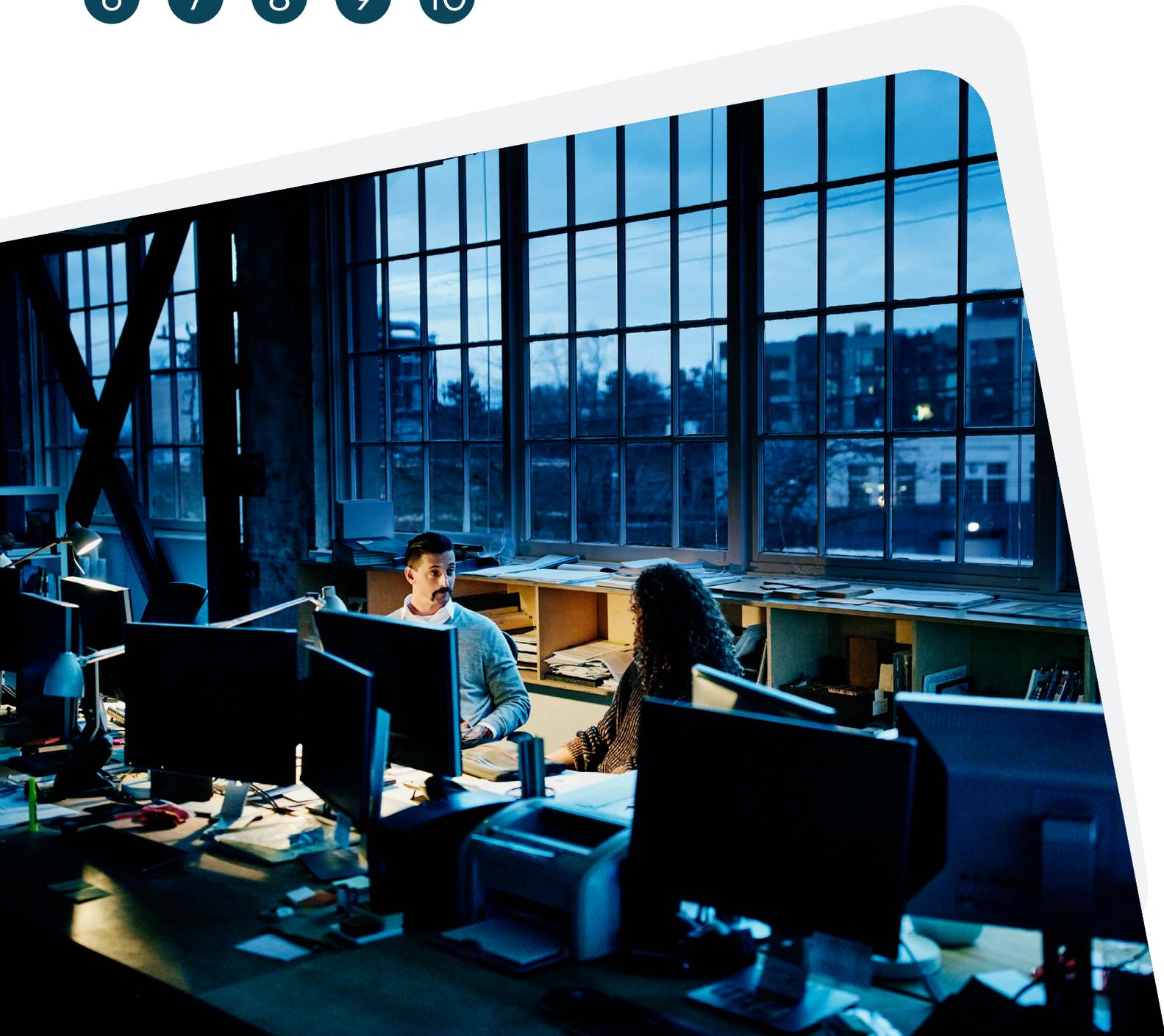
## Step 1:

# Determine your goals

---

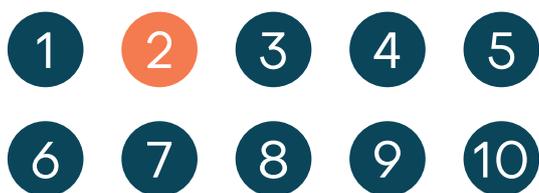
You're migrating because your current access control system is no longer adequate. So make sure you have a clear idea of the requirements your new access control system needs to meet. This avoids you being limited by the shortcomings of your current access control system.

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10



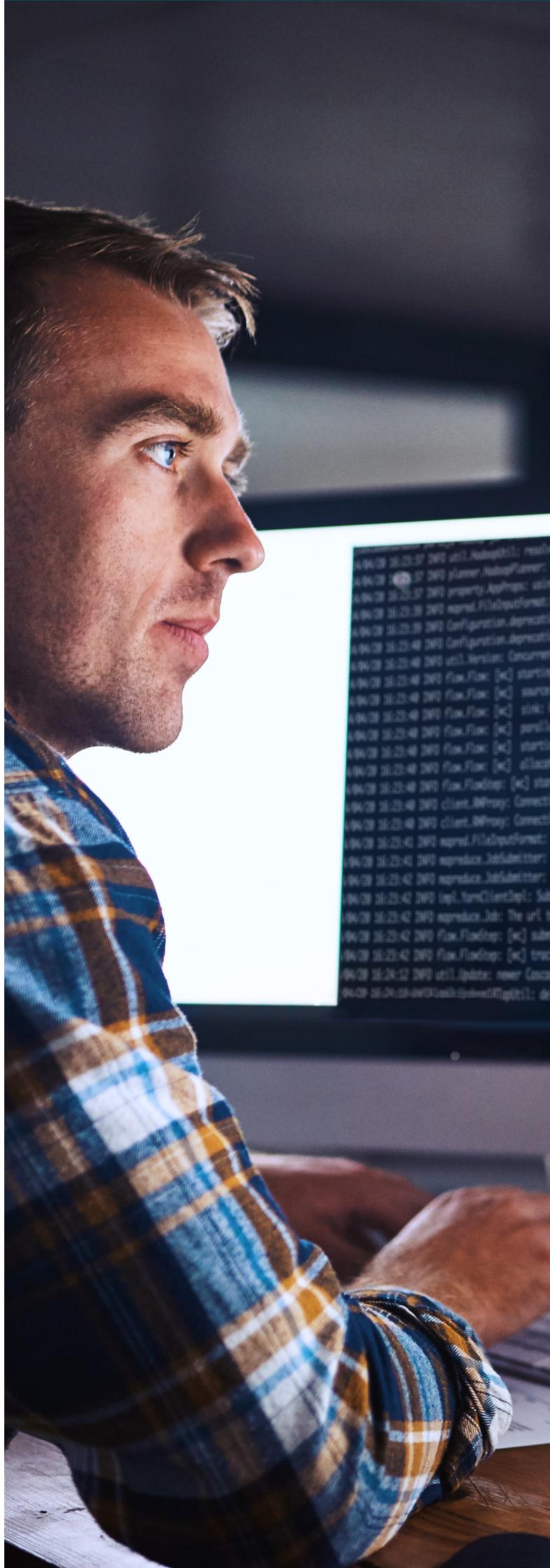
## Step 2: Select an access control system that meets your goals

---



Once you've determined your goals, you can start looking for an access control system that fulfils them. Make sure you consider the long term as well as the short term. In this whitepaper, we're just considering the migration process. You can find practical tips and recommendations on selecting an access control system in the whitepaper *5 steps to selecting an access control system*.

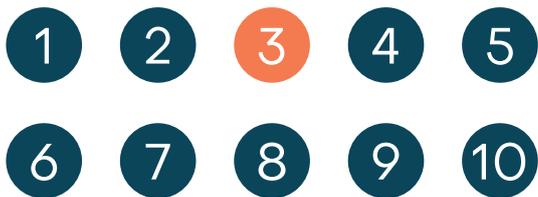
“Remember, access control isn't just about controlling access. By bringing freedom to everyday life, it can help you boost productivity, creativity and performance – and even happiness and fulfilment.”



## Step 3:

# Map out the current situation

---

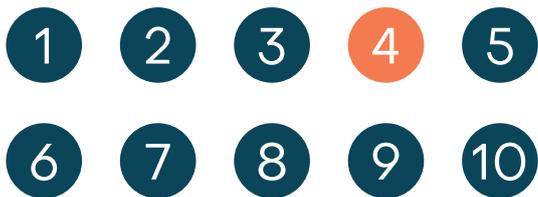


Once you've determined your preference for a new access control system, you can fully assess the current situation. Make sure you audit your existing access control system and create a complete list of hardware components, servers and network equipment currently used in it. Also, remember to list the current software features you want to retain in your new system. After a thorough inventory, determine with the supplier of your new access control system which components can be reused. This often includes your existing cabling and network infrastructure. And, in some cases, also the card readers and controllers.

“Getting a new access control system needn't mean a complete overhaul. It can be possible to integrate existing systems, software and hardware to maximise your investment in them.”



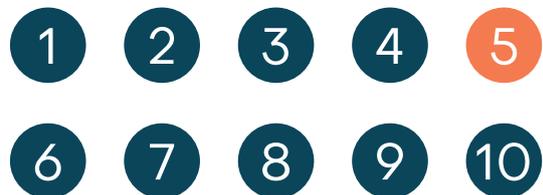
## Step 4: Make a plan



Create a plan and schedule for migrating your existing hardware, and make sure the software and hardware installation runs as parallel as possible. This limits the length of time your system is out of use. Make sure you involve all stakeholders in the plan. For example, if you use the company network, remember to include the IT department in your migration plan.



## Step 5: Install the new server



The time has come for the migration to begin. First, install the server for your new access control system. This lays the foundations for all parts of your new system. Before the actual migration starts, go through all the points again. Then follow your installation plan and schedule and ensure all parties stick to it – including your integration partners and installer.



## Step 6: Integrate at server level or create an export

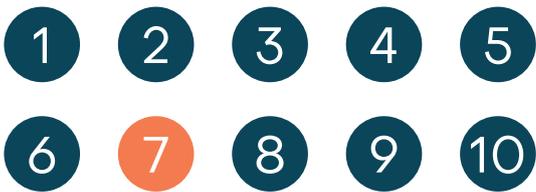
- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

Your old access control system may contain data that your new system also needs, such as cardholder details. If your old and new access control systems use a database, this information can often be transferred through integration. If that's not possible, the information can be transferred by exporting and importing data.



## Step 7: Convert the buildings one by one

---



If the area to be covered by your new access control system is across different buildings or in different locations, we recommend carrying out the migration location by location. Your old and new access control systems will then work in parallel temporarily, which will prevent areas from being unsecure during the migration.



## Step 8: Take down and remove old components and cabling

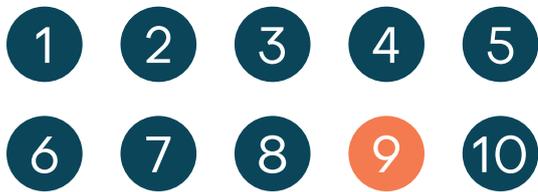
---



This is an important step which is, unfortunately, all too often overlooked. In order to keep the access control system manageable in the future, it is important to remove old and unused components. This prevents cluttering and keeps things manageable.

## Step 9:

# Handover

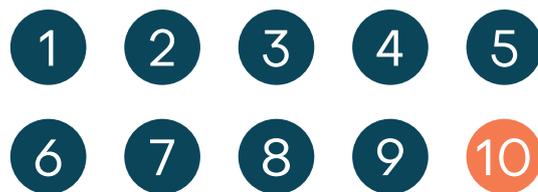


Once all the work has been completed, the new access control system can be handed over. Important components of the handover include:

- User training
- Documentation
- Drawings and block diagrams

## Step 10:

# Maintenance



We recommend that you take out a maintenance contract to ensure your new access control system continues to function properly in the future. This means your system will remain healthy and you can periodically check whether it still meets all of your needs and wants.





北陸新幹線で  
 京都-長野 3時間28分。  
 京都-軽井沢 4時間11分。

福井・石川・富山の北陸3県めぐりに便利なきっぷ!

### 北陸 乗り放題 きっぷ

発売期間:平成27年2月14日~平成28年3月31日  
 利用期間:平成27年3月14日~平成28年4月3日

14,280円

2015.3.14 北陸新幹線デビュー!

関西空港線 (関空特急はるか)			
行先	列車名/遅れ	時刻	行先
目的地	Train Name/Delay	Departure Time	Destination
亀岡・舞鶴・福知山方面	Ltd Exp Haruka	14:15	Kansai-Airport30
Kameoka, Maizuru, Fukuchiyama	Ltd Exp Haruka	14:45	Kansai-Airport30
13:57 亀岡 33	きの自由席車は6号車・5号車・4号車		
14:07 園部 32			
14:17 亀岡 33			

☆☆☆お願い  
 人や物を見かけられたときは

2-3 新大阪線 草津・米原方面 高松線 堅田  
 Shin-Osaka Line for Kusatsu, Mihara Takai Line for Katata  
 6-7 新幹線 鳥取・倉吉方面 山陰線 松江  
 Shinkansen Line for Tottori, Kurayama San'in Line for Matsuyama  
 8-9-10 新幹線 宇治・奈良方面  
 Shinkansen Line for Uji, Nara

新幹線  
 Shinkansen  
 신칸센 新干线





## Security for life

We understand that migrating to a new access control system is not an activity you often come across, and buying one involves a substantial long-term investment. But, if you choose carefully, there are several benefits – particularly if you choose an access control system designed to keep up with your organisation’s development over the next ten years.

As a developer of access control systems, we never lose sight of those who use our systems; in everything we do, we put people first. Because, for us, security isn’t just about technology. It’s about people and the way they work and live. We believe that people with the right access control system are set free from worrying about their security, and can focus on getting the most out of their work and lives. This is what we mean by Security for life.

“A methodical approach, that puts your people at the centre, will help you select technology that really meets their needs and wants. While also minimising the impact on them and your organisation.”

### Want to know more?

Just get in touch with us.

#### Nedap Headquarters

Parallelweg 2  
7141 DC Groenlo  
The Netherlands  
+31 (0)544 471 111  
[info@nedapsecurity.com](mailto:info@nedapsecurity.com)

