WIN-PAK

Complete Access Control for Windows

User Manual

WIN-PAK Version 1.17



Information in this document is subject to change without notice. Companies, names and data used in examples herein are fictitious unless otherwise noted. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose, without the express written permission of Northern Computers, Inc.

© 1999–2002 Northern Computers, Inc. All rights reserved.

Microsoft, Windows 2000, Windows NT and Windows XP are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

Burle, Javelin, Panasonic, Philips, Vicon, Dedicated Micros, Geutebruck, Pelco, Wiegand, Hughes, IDI Proximity, Casi-Rusco, Cotag Proximity, Dorado Magstripe Cards, Sielox Wiegand Cards, Sielox Proximity Cards, NCS 25-Bit Cards, NCS 29-Bit Cards, Kidde Cards, Continental 36-Bit Cards, Continental 37-Bit Cards and other product and company names mentioned herein may be the trademarks of their respective owners.

Contents

	User Non-Disclosure and License Agreement	9
	Introduction	13
	What is Access Control?	16
	What is WIN-PAK?	
	Database Management	
	Access Control Management	
	Badge Design	
	Hardware/Software Requirements	
	Computer Requirements	
	Operating Systems	
	Peripherals	
	•	
	Setup	25
	Pre-Installation System Setup	
	Installation	
	First Launch	
	Options Setup	
	Registration	
	First Login	
	Logging In from Within WIN-PAK	
	Buffer/Unbuffer Prompts	
	Programming	
	Communication Setup	
	Note Field Setup	
	Printer Setup	
Ш	Programming Databases	51
	Overview	
	Core Databases	
	Supplementary Databases	55

The Timezone Database	65
Adding or Editing a Timezone	66
Deleting a Timezone	68
The Areas Database	69
Adding or Editing an Area	70
The Panel Database	
Adding or Editing a Panel	78
Panel Tab	
Timezones Tab	91
Readers Tab	93
Input Points Tab	98
Outputs Points Tab	104
Groups Tab	108
Deleting a Panel	110
The Schedules Database	111
The Guard Tours Database	115
Adding or Editing a Guard Tour	116
Guard Tour Alarms	119
Deleting a Guard Tour	120
The Tracking Areas Database	121
Muster System Precautions	122
Adding or Editing a Tracking Area	125
Defining Readers	127
The Access Level Database	130
Adding or Editing an Access Level	131
Deleting an Access Level	133
The Card Database	134
Adding or Editing a Card	135
Cards Tab	136
Limited Use Options	137
Valid and Invalid Reads	139
Notes Tab	142
Badge Tab	143

Capturing a Photo with Video Camera	
and Video Capture Board	144
Video Capture Board Types	145
TWAIN Compatible Interface	149
Capture Signature	153
Import Signature	154
Assigning a Badge Layout	155
Ultra Electronics Tango/Fargo Printer Options	156
Printing a Badge	157
Printer Layouts	158
Current Printer Layouts	158
Magnetic Stripe Options	160
Printing with a Ultra Electronics Tango/Fargo Duplex Printer	161
The Camera Database	163
Adding or Editing a Camera Record	164
Deleting a Camera Record	165
The Holidays Database	166
Adding or Editing a Holiday	167
Deleting a Holiday	167
The Monitors Database	168
Adding or Editing a Monitor	169
Deleting a Monitor	169
The Operator Database	170
Adding or Editing a System Operator	171
Operator Privileges	173
Operational Privileges	173
Database Privileges	175
Report Privileges	178
Setup Privileges	179
Main Screen Privileges	180
Deleting an Operator	182
The Floor Plan Database	
Adding or Editing a Floor Plan Record	
Selecting a Floor Plan Graphic	

	Creating a Hot Spot	186
	Defining Alarm Point Hot Spots	
	Deleting a Hot Spot	
	Floor Plan Linked Hot Spots	
	Creating Floor Plans	
	The Command File Database	
	Adding or Editing a Command File	193
	Deleting a Command File	
IV	Badge Programmming	195
	Overview	
	Creating a New Badge	
	Editing the Badge Background	202
	Capturing a Background	
	Video Capture Boards	
	Integral Technologies FlashPoint	207
	TWAIN Setup	
	Loading a Graphic Background	212
	Badge Tools	215
	Object Menu	215
	Grids	218
	Window Menu	219
	Text Control	221
	Adding Text	
	Editing Text Contents	
	Creating Text with a Transparent Background	
	Photo Placeholder Control	
	Graphic Control	231
	Adding a Graphic Image	
	Editing a Graphic Image	
	Barcode Control	
	Shapes Control	
	Signature Placeholder Control	
	Magnetic Stripe Encoding	243

Contents 7

	How Magnetic Stripe Information Is Defined	
	Editing The Tracks	246
	Printing a Badge Layout	249
V	System Screens	251
	Alarm Monitor	253
	History View	253
	Current View	
	Monitor View	258
	Floor Plan View	263
	Using Floor Plan Hot Spots	
	Alarm Information	
	Panel Control	267
	Controlling Panels	
	Controlling Input Points	274
	Controlling Output Points	274
	Muster Report	
	Muster System Precautions	
	Camera Control	
	Card Lookup	288
	Card Search	
	Locate Tool	291
	Mail	294
	Sending a Message from the Server	295
VI	Reports	297
	Viewing Reports	
	Viewer Tools	
	Exporting Reports	
	Status Information	
	History Reports	
	Generating History Reports	
	Date Range	
	Enabling the Daily Option	

	Card Point	
	Operator	
	Generating Database Reports	
VII	Maintenance	327
	Archiving	329
	Purging	331
	Backing Up WIN-PAK Files	
	Restoration from a Backup	333
	Rebuilding Databases	334
App	endices	337
, ,66	A: Pelco CM9750 Camera Support	
	B: Flashpoint Video Settings	
	C: Interlocking	
	D: Elevator Control	
	E: Database and *.INI Files	
	F: Custom Badge Colors	
	G: Setting Up a Network Server	
	H: Setting Up a Network Client	
	I: Ultra Electronics Tango Printer	
	Setup for Magnetic Encoding	393
	J: System Worksheets	
	K: WIN-PAK Upgrade Procedure	
Indo		425

License Agreement 9

User Non-Disclosure and License Agreement

Important: This Agreement must be read before proceeding with any Northern Computers, Inc. software. By installing this software you agree to the terms of this agreement.

Important: This software is a proprietary product of Northern Computers, Inc. It is protected by copyright and trade secret laws. It is licensed (NOT SOLD) for use on a single computer system, and is licensed only on the condition that you agree to this USER NON-DISCLOSURE AND LICENSE AGREEMENT.

Please Read This Agreement Carefully.

If you do not agree to the terms contained in this agreement, please return the sealed software UNOPENED to your supplier, along with any associated manuals and/or other documentation. If you agree to the terms contained in this Agreement, proceed with the installation and registration of the software by calling 1-800-323-4576 between 7:00 am and 6:00 pm (CST).

In consideration of and upon receipt of payment of a license fee by you, Northern Computers, Inc., grants to you a non-exclusive license to use this software and any associated manuals and/or other documentation furnished herewith (together referred to herein as "SOFTWARE") under the following terms and conditions.

Should you elect not to assume the obligations of this agreement, DO NOT BREAK THE SEAL ON THE SOFTWARE CASE. Return the software and any associated manuals and/or other documentation to the supplier for refund or credit. If you are unsuccessful in obtaining a refund or credit, please contact Northern Computers, Inc. at 135 West Forest Hill Ave., Oak Creek, WI 53154. NO REFUND OR CREDIT WILL BE GIVEN ON ANY SOFTWARE PACKAGE ON WHICH THE SOFTWARE CASE SEAL HAS BEEN BROKEN.

You shall not provide or disclose or otherwise make available the SOFTWARE or any portion thereof in any form to any third party. You shall be obligated to retain in confidence the SOFTWARE, except for any published user manual(s) you may have received from Northern Computers, Inc. and except for SOFTWARE information which is publicly known, or lawfully received from a third party, or known by you prior to the date you received the SOFTWARE.

You shall not have the right to print, copy or reproduce, in whole or in part, in any form whatever, the SOFTWARE, except that two copies of the media may be made, in machine-readable form, for use by you for backup and/or archiving purposes on a single computer system. You may not transfer the SOFTWARE electronically from one computer to another or over a network.

You agree not to decompile, disassemble or otherwise reverse engineer the SOFTWARE. You may not modify the programs in any way without the prior written consent of Northern Computers, Inc.

The manuals and other documentation may not be copied for any purpose. The SOFTWARE may be removed from one computer system and transferred to a backup system, but shall not under any circumstances be used concurrently on more than one computer system.

You agree to maintain full and complete records of the number and location of any such copies of the software which have been generated and to reproduce on any such copies any and all copyright notices and other markings and notices present on the originals.

From time to time as they become available, Northern Computers, Inc. may notify you of any enhancements or updates released by Northern Computers, Inc. for SOFTWARE licensed hereunder. Any such updates offered would be subject to standard Northern Computers, Inc. terms and charges if any.

License Agreement 11

ONLY REGISTERED LICENSEES WILL BE OFFERED ANY SUCH UPDATES. The license of the SOFTWARE provided by this Agreement shall not be assignable or otherwise transferable by you, except that, if you are a legally constituted organization, you may transfer the license as part of a transfer of your entire business or assets or that portion of your business or assets to which the license of the SOFTWARE pertains.

NOTICE: THIS SOFTWARE IS LICENSED (NOT SOLD). IT IS LICENSED TO LICENSEES, INCLUDING END-USERS, WITHOUT EITHER EXPRESS OR IMPLIED WARRANTIES OF ANY KIND ON AN "AS IS" BASIS. NORTHERN, INC. MAKES NO EXPRESS OR IMPLIED WARRANTIES TO LICENSEES, INCLUDING END-USERS, WITH REGARD TO THIS SOFTWARE, INCLUDING MERCHANTABILITY, FITNESS FOR ANY PURPOSE OR NON-INFRINGEMENT OF PATENTS, COPYRIGHTS, OR OTHER PROPRIETARY RIGHTS OF OTHERS. NORTHERN, INC. SHALL NOT HAVE ANY LIABILITY OR RESPONSIBILITY TO LICENSEES, INCLUDING END-USERS, FOR DAMAGES OF ANY KIND, INCLUDING SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES, ARISING OUT OF OR RESULTING FROM ANY PROGRAM, SERVICES OR MATERIALS MADE AVAILABLE HEREUNDER OR THE USE OR MODIFICATION THEREOF.

NOTICE: NORTHERN INC. MAKES NO CLAIM OR WARRANTY WITH RESPECT TO THE FITNESS OF ANY PRODUCT OR SOFTWARE FOR A SPECIFIC APPLICATION AND ASSUMES NO RESPONSIBILITY FOR INSTALLATION. THIS WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED. NO REPRESENTATIVE OR AGENT OF NORTHERN, INC. MAY MAKE ANY OTHER CLAIMS TO THE FITNESS OF ANY PRODUCT FOR ANY APPLICATION.

SO LONG AS THE SOFTWARE LICENSED HEREUNDER REMAINS A PART OF NORTHERN COMPUTERS' SYSTEMS, NORTHERN COMPUTERS RESERVES THE RIGHT TO ISSUE PERIODIC ENHANCEMENTS AND UPDATES WHICH WILL INCLUDE CORRECTIONS OF PROGRAMMING ERRORS DISCOVERED OR BROUGHT TO NORTHERN'S ATTENTION. HOWEVER, NORTHERN SHALL NOT BE OBLIGATED TO ISSUE SUCH ENHANCEMENTS OR UPDATES ON ANY PARTICULAR SCHEDULE.

NOTICE: THE SOFTWARE CONTAINED HEREIN IS LICENSED AS A "SERVICE ONLY" FOR NO PARTICULAR APPLICATION. IT IS NOT TO BE CONSIDERED OR CONSTRUED AS A "GOOD" FOR PRODUCT DEFINITION WITHIN THE MEANING OF THE UNIFORM COMMERCIAL CODE AND APPLICABLE STATE LAW. NORTHERN, INC. MAKES NO COMMITMENT TO CONTINUE PRODUCING THIS OR ANY OTHER COMPATIBLE SOFTWARE, NOR MAKES ANY COMMITMENT AS TO MARKETING THE SOFTWARE IN ANY GIVEN TERRITORY.

NOTICE: THIS LICENSE AGREEMENT IS FOR THE NORTHERN, INC. SOFTWARE AND/OR DOCUMENTATION ONLY. THE SOFTWARE REQUIRES THAT THE USER OBTAIN (EITHER FROM NORTHERN, INC. OR ANOTHER SUPPLIER) ADDITIONAL SOFTWARE SUCH AS BUT NOT LIMITED TO OPERATING SYSTEMS AND/OR SYSTEM UTILITIES, COMPILERS OR COMPUTER LANGUAGES. IT WILL BE THE USER'S OBLIGATION TO COMPLETE AND REGISTER ANY OTHER SOFTWARE AGREEMENTS AS REQUIRED BY THE MANUFACTURER. NORTHERN, INC. ASSUMES NO RESPONSIBILITY FOR ANY OTHER MANUFACTURER'S SOFTWARE.

Chapter 1

Introduction

What is Access Control?

What is WIN-PAK?

Hardware/Software Requirements

Introduction 15

WIN-PAK 1.17 provides the same solid, reliable access control as version 1.16, but with a number of new features. These features include:

- 32-bit support
- Compatability with Windows NT/2000/XP
- Multiport communication device support for 32-bit operating systems
- Ultra Electronics Rio/Tango printer support
- Implementation of Crystal Reports, Version 8.5
- Supports Flashpoint 3D and Flash Bus capture cards
- Supports remote connection using multiport communication devices

Version 8.02 panel firmware is required for the Send Year to Panel feature. Using this feature, remote panels can remain buffered over Leap Day to provide accurate history.

The basic installation, programming and functions remain the same as version 1.16.

If you are upgrading from an earlier version of WIN-PAK, make sure to create a backup of your database files before installing WIN-PAK 1.17. Refer to Appendix K.

What is Access Control?

Access control is computerized control over entry to any area that can be secured with a lock and key. Entry is only allowed to authorized people at authorized times. Control of who is allowed to come and go is easily maintained.

The weakness of a lock and key security system is the key. The key is a readily duplicated piece of metal that gives anyone who holds it access to an area. The risk of lost or stolen keys, with the expense of changing locks, is a costly problem. Access control is an effective and affordable solution to this problem. With access control, each person receives a card or keycode which restricts access to authorized areas at authorized times.

A small, programmable control panel allows or denies access. If a card is lost or stolen, or if a keycode is no longer secure, the control panel can be reprogrammed quickly and easily.

An additional benefit of access control is report capability. The system provides reports of all card/keycode activity, including whether access was granted or denied, and why. A permanent record of all entries to an area can be maintained.

Introduction 17

What is WIN-PAK?

WIN-PAK is state-of-the-art access control software that takes advantage of the WindowsTM operating environment. Security professionals can program card information, create badges, and monitor alarms and cameras with ease. The interface is intuitive and makes it easy to manage Northern Computers' high-tech security hardware.

Database Management

WIN-PAK databases allow you to define timezones, areas, panels, cards, and other information pertinent to the site. It is easy to add and modify hardware or cards so that your access control system can grow with your company's needs.

Access Control Management

WIN-PAK's tabbed screens give security personnel immediate access to the principle facets of day-to-day access control management.

The Alarm Monitor screen provides alarm monitoring capabilities available in four views.

- The History view displays all alarm information and system communication in a list form as it is received from the panels.
- The Current view displays incoming alarms according to a set priority so that high priority items are easily visible.
- The Monitor view displays a grid of alarm input points that can be monitored for status changes.
- The Floor Plan view provides a graphical representation of locations in alarm with "hot spot" capabilities for navigating.

The Alarm Info screen provides information on particular alarm activity and allows the user to enter response notes.

The Panel Control screen provides control over panels, input points, and output points.

The Muster Report screen aids in emergency situations when it is important for the operator to know who has reached muster (safe) areas.

The Camera Control screen gives camera control of an optional CCTV system.

The Card Lookup screen provides the user quick access to the card database, and the ability to search on most fields, including twenty-five user-defined note fields.

The Mail screen provides the operator at the server with a chat function to communicate with networked WIN-PAK workstations.

In addition to real-time printouts of alarms WIN-PAK can be used to generate a wide range of reports. History reports provide alarm logs from any given date, and database reports can list the records in any WIN-PAK database.

Badge Design

WIN-PAK comes with a full-featured badge layout utility. Producing high quality photo ID badges is easy. Using WIN-PAK, you can design the badge, capture the photo ID and print. Print onto an access control card to incorporate two security measures onto one card!

Introduction 19

Hardware/Software Requirements

WIN-PAK is designed to run on IBM and IBM-based personal computers that meet IBM serial communication specifications. The minimum hardware/software requirements for WIN-PAK are outlined in the following sections.

Computer Requirements

Northern Computers, Inc. requires an IBM or IBM-compatible computer with Intel processor. The processor and Random Access Memory (RAM) requirements depend upon the size of the system as outlined in the following table:

	System Parameters		1				m WIN-PAK PC Requirements
System Size	Readers	Card Holders	COM Ports	Speed in Mhz	RAM in Mb	Description	
Small	1-10	1-250	1-2	133	128	Basic operation of access control and badging, including short reports. System is normally always on and rarely shut down. Not to be used as WIN-PAK server in networks.	
Medium	1-100	1-5,000	1-8	300	128	Recommended size for above described operations. Can be used as WIN-PAK server. More RAM enhances performance.	
Large	one system reader capacity	1-25,000	1-32	500	256	Recommended for systems using more than 16 COM ports. Provides good platform for including future WIN-PAK upgrades.	

NOTE: To increase system performance, run badging and report generation from workstations instead of the server.

Disk Drives

WIN-PAK requires a computer with a hard disk drive (210 MB recommended minimum) and a CD-ROM drive for installing the software.

A hard disk drive system provides the necessary disk storage for the WIN-PAK program, database entries, and history transactions. If you plan on using the badging component of WIN-PAK or other programs on your PC, you may want to invest in a larger hard disk drive.

Because the space on a floppy disk is limited, a tape drive or other removable medium is recommended for WIN-PAK backups.

Monitor

A VGA monitor capable of displaying 256 colors on a 800x600 (or higher) pixel screen is recommended.

Mouse

A two-button mouse is required to fully operate WIN-PAK.

Serial Communication Boards

The computer may have up to two serial communication ports configured as COM 1 and COM 2. Additional communication ports [totalling up to 32] can be added using multiport devices supported by the operating system.

21 Introduction

Operating Systems

WIN-PAK requires Microsoft Windows XP, Windows 2000, or Windows NT 4.0. It is not designed for use with Windows 95 or Windows 98 platforms. Use WIN-PAK 1.16 for Windows 95 and Windows 98 platforms.

NOTE: Mixing WIN-PAK versions in a network is not supported. All WIN-PAK computers must have the same version of WIN-PAK.

Peripherals

Parallel Printer

A parallel printer is optional, but is required for most systems to print system activity, database reports and history reports. The printer must be an IBM compatible parallel printer and supported by Micrsoft Windows.

Converters

A converter serves as an interface between the computer's serial communication port and the control panels. Northern Computers offers two communication converter options, the C-100-A and the N-485-PCI-2.

C-100-A

The C-100-A allows the computer, using RS-232 protocol, to communicate with the control panels in a 20 mA current loop. A C-100-A Converter is required for each port or loop of control panels.

N-485-PCI-2

The N-485-PCI-2 allows the computer, using RS-485 protocol, to communicate with control panels in a RS-485 dropline. The N-485-PCI-2 has an advantage over the C-100-A in that it can provide a higher degree of data supervision in the communications line as well as an increase in system performance.

Modems

Modems enable the connection of the computer running WIN-PAK to control panels at remote locations, using standard telephone lines. WIN-PAK supports two modem configurations, as described below:

Leased-line Modems

The M-300 leased-line modems provide a continuous, direct connection from the computer to the communication loop, using a standard leased telephone line, terminated with an RJ11C modular telephone jack.

Auto-answer/Auto-dial Modems

The M-200 auto-answer/auto-dial modems (Hayes compatible) are typically used in dial-up configurations with the C-100-A1, in which the panels are normally off-line with the computer and are dialed only when communication is necessary. The M-200 modem uses a standard telephone line terminated with an RJ11C modular telephone jack.

Introduction 23

> The M-9600-2 is typically used in dial-up configurations with the N-485-HUB-2 for locations that automatically call to the WIN-PAK computer with activities.

NOTE: Do not use telephone lines with special features like "call-waiting" because they may interfere with modem communications. If you must use such a line, disable these features.

NOTE: Don't use screen savers on the computers where you view incoming activity. They mask the activity and draw power from your PC's processor. If you need to use a screen saver, choose one that blanks out the screen. The Alarm Monitor does not update while a screen saver is running, but is made current when the screen saver is disabled by keyboard or mouse activity.

NOTE: Disable all power saving features when using WIN-PAK 1.17. They will adversely affect the overall performance and operation.

Chapter 2

Setup

Pre-Installation System Setup

Installation

First Launch

Programming

Pre-Installation System Setup

Because of the complex computer configuration required to run WIN-PAK, Northern Computers sells WIN-PAK as a "turnkey" system. The software and peripherals are installed and tested on a computer that meets the required specifications as outlined in the Introduction. The tested PC and software are then sold as the front end of an electronic access control system.

If the software has been purchased alone, (without a Northern Computers, Inc. computer) for installation on the customer's own PC, then the purchaser must configure the PC, install a video capture card (if badging), and install WIN-PAK. Because there are many PC brands and types available, the user may run into IRQ conflicts and other hardware issues. To avoid these hassles, we encourage users to purchase a pre-tested, turnkey system from Northern Computers.

BEFORE installing WIN-PAK, install the video capture card or digital camera (if badging). See the dedicated documentation for your video peripheral for more information.

After installing the video capture card or digital camera, install WIN-PAK as directed in the next section of this manual.

Installation

1. Insert WIN-PAK CD into the CD-ROM drive. The CD will automatically engage and the first installation screen will appear. Navigate through the initial installation screens and select Install WIN-PAK 1.17 to begin installation.

If the CD does not automatically engage:

- a) Click the Windows Start button and then click Run.
- b) Click browse and select D:\Demo32.exe (where D is your CD drive.) Click OK.
- 2. A copyright information screen appears. Click OK to acknowledge that you understand the message and agree to the terms. Clicking Cancel at any point aborts the installation.
- 3. Select one of the following types of installation:

Stand-Alone

The current machine is NOT networked with any other computer.

Server

The current machine is networked with other computers, stores all database information, and communicates with the control panels.

Client

The current machine is networked with other computers but does not store database information or communicate with the control panels.

4. Click OK to continue. WIN-PAK Install then prompts for a video capture card type (for video badging applications): Select the board that is installed on the target PC (or None). Click OK.



5. WIN-PAK Install prompts for the badge printer. If you have one of the special feature printers listed, then select it. If you have any other printer or will not be printing badges, then select Other. Click OK to continue.

NOTE: If installing the Ultra Electronics Tango printer, refer to Appendix I for details on magnetic encoding configuration.



- 6. WIN-PAK Install prompts for the type of signature capture pad. If you have a Penware signature capture pad, then select the corresponding Penware option. If you will not be capturing signatures, select None. Click OK to continue.
- 7. WIN-PAK Install prompts for an installation directory. The default directory is on the C: drive. To select another directory, click the Drive drop-down arrow and select one. An alternate subdirectory can be selected by double-clicking the directory folders. When the directory you want appears in the top text box, click OK.
- 8. A registration dialog box appears. Type in your name and organization. Click OK to continue.
- 9. WIN-PAK Install confirms that the registration information is correct. If not, click No to return to the registration window and modify the information. If it is, Click Yes.
- 10. The Alarm Printing window appears. Select Yes if you will be printing alarms from this station or No if you will not.
- 11. WIN-PAK Install copies files to your hard drive. Do not change the Source Pathname unless it is different from the default path. WIN-PAK install continues copying files to your hard drive.

12. A message appears notifying you that WIN-PAK has been successfully installed. Click OK. A Northern Computers Access Control group window, containing icons, is installed.

The WIN-PAK program icons are:



Double-click the WIN-PAK Program icon to access WIN-PAK

Badge Layout Utility

Double-click the Badge Layout Utility icon to create badge backdrops for cards. The Badge Layout Utility is also accessible from within WIN-PAK

WIN-PAK Help

Double-click the WIN-PAK Help icon to get help on any WIN-PAK function. Help is also accessible from within WIN-PAK.

M Un-Install WIN-PAK

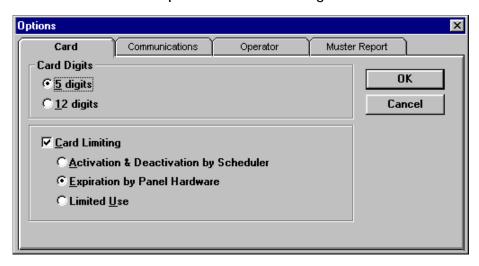
Double-click the Un-Install WIN-PAK icon to delete WIN-PAK and any related files off of your hard drive.

First Launch

Double-click the WIN-PAK icon to launch the program. If this is a new installation, click Yes. WIN-PAK creates the databases. If this is an upgrade, click No, so that your existing databases are preserved. Refer to the WIN-PAK 1.17 release notes for upgrading from previous WIN-PAK programs.

Options Setup

The first time you run WIN-PAK, you are prompted to set up various options. The Options dialog box (following illustration) has four tabs, each dealing with different areas of the program. These options can be modified later by selecting Options from the WIN-PAK Setup menu and making the desired.



Card Options

 The Options box (previous illustration) opens to the Card tab. Select either 5 digit or 12 digit cards. (12-digit cards are supported by N-1000 Control Panels with version 8.xx firmware only. WIN-PAK does not support 6.03 firmware.)

2. Enable Card Limiting if you want to automatically limit card usage. This can be done in one of three ways:

Activation & Deactivation by Scheduler WIN-PAK can permit a card access between two dates. The activation and deactivation dates are set for each card in the Card Database. WIN-PAK checks the card dates by the schedule defined in the Schedules database.

Expiration by Panel Hardware

A card's access can also be set to expire on a selected date. This is done at the panel level so the computer doesn't have to be online to expire the card. The expiration date for each card is set in the Card Database and becomes effective when the card information is transferred to the panels. The expiration date can be up to 254 days from the date that it is entered in the Card Database.

NOTE:

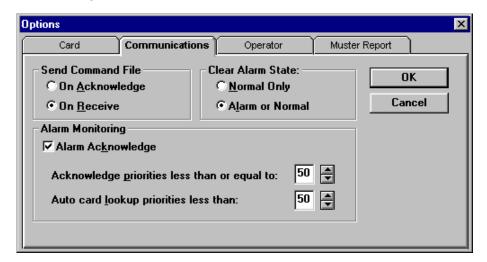
The database capacity of the N-1000 Controller may be reduced by up to 50% when either the *Expiration by Panel Hardware* or *Limited Use* card limiting option is selected. See N-1000 programming manual for details.

Limited Use

A card's access can also be restricted to a limited number of uses. Once a card has been used a set number of times, it becomes invalid. This number (maximum 254) is set for each card in the Card Database. Like Expiration by Panel Hardware, Limited Use is also controlled at the panel.

Communication Options

Communication options cannot be set from a network client. If you are installing a network client, the Communications tab (following illustration) is not available.



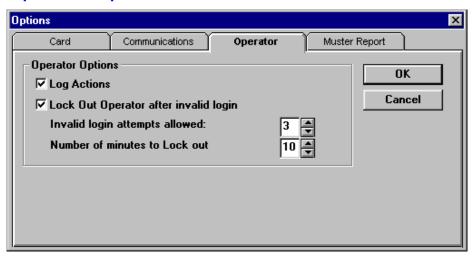
- Click the Communications tab to configure Communication options. From the Send Command File section, select whether you want to send command files and switch cameras upon receiving alarm information or when you acknowledge alarm information. The On Acknowledge option requires the operator to acknowledge before sending/switching, while On Receive acts automatically when alarm and reader conditions are received.
- 2. From the Clear Alarm State section, select whether you want operators to be able to clear only normal states, or both alarm and normal states.

3. From the Alarm Monitoring section, enable Alarm Acknowledge if you want to eliminate the need to Acknowledge lower priority items. If enabled, type in or use the arrow keys to indicate the lowest priority requiring acknowledgment. 1 is the highest priority and 99 is the lowest priority. Alarms, readers, and cards with this priority or higher (lower number) AND undefined alarms and cards need to be acknowledged. If not enabled, only undefined alarms and cards need to be acknowledged.

NOTE: Undefined alarms and cards always have the highest priority.

4. WIN-PAK's Auto Card Lookup automatically displays card information including name, card number, and badge photo (if one exists) for cards that send a status to the Alarm Monitor. To prevent Auto Card Lookup from displaying every card presented, set a priority threshold. Enter a number from 0 to 99. All card statuses with higher priorities (lower numbers) than the selected threshold will trigger the Auto Card Lookup. The rest of the cards are ignored.

Operator Options



- 1. Click the Operator tab to configure operator options. From the Operator screen, enable the Log Actions option if you want history reports to contain operator actions including alarm acknowledgment and database modifications.
- 2. Enable Lock Out Operator after invalid login if you want WIN-PAK to refuse access after a certain number of invalid login attempts. Type in the number of invalid attempts allowed in the first box and the number of minutes to lock out in the second box. The arrows adjust the box that has the cursor in it.

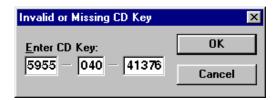
Muster Report Options



- 1. Click the Muster Report tab to configure muster reporting options. Check the box labeled Initialize with History Data to prime the Muster Report when loggin in. Type in or use the number arrows to select the number of hours of history to be considered in the priming operation. The maximum is 99 hours.
- 2. When your options are set the way that you want them, click OK from any screen.

Registration

When opening WIN-PAK prior to registering, the CD Key number screen (below) appears prompting for the CD Key number.

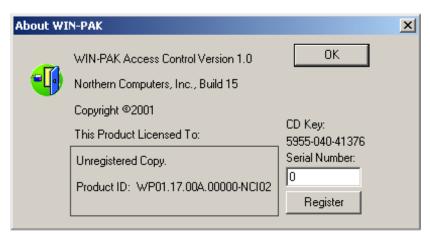


1. Enter the CD Key (located on the WIN-PAK CD cover) in the text spaces provided. Press TAB to move from one text entry space to the next. When finished, click OK.

If the CD key entered is valid, the registration prompt screen (below) will appear.



2. Click Yes to register WIN-PAK. The registration screen (below) appears.



3. Call Northern Computers' Customer Service at 1-800-323-4576 to obtain the product serial number. Enter the serial number in the space provided, and click Register. The CD Key number screen will no longer appear. As a registered user, you receive notification of future WIN-PAK upgrades.

Product ID Number

The WIN-PAK product ID number includes the version and issue number. The following example shows how to interpret the product ID number: WP01.17A.00.00001-NCI02.

WP 01 17A 00	WIN-PAK product major release (first part of version) release code change (second part of version) compile number (used in development, will always be 00 in general release versions)				
00001	the issue number of this version (evaluation/demo always use 00000 and are limited in card quantity and port communication time)				
NC102	version type NCI01 Domestic upgrade version NCI02 Domestic full version (standard) NCI03 Domestic demo version ADV01 Advanced Systems version INT01 International version				

First Login

- 1. Under Operator Name: type system and under Password: type startup (lowercase) and click Login.
- 2. A message will appear recommending that you change the SYSTEM password immediately. Click OK.

NOTE: Operator names are not case sensitive but passwords are. After your first login, it is suggested that you change the password. The password and the operator name can both be changed when you edit the privileges (next section) in the operator database. Passwords can be comprised of up to eight alphanumeric characters. For the greatest security, it is recommended to use a combination of letters and numbers and not to use any familiar terms such as your company name, initials, birth dates, etc.

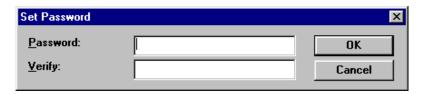
Changing System Privileges and Password

WIN-PAK doesn't give the SYSTEM operator access to all functions. Access will have to be manually programmed as follows:

- 1. Select Operators from the Database Menu.
- 2. Click Edit.

- 3. Change the privileges for SYSTEM in order to access all sections of the program: Scroll down the list of options and click on the corresponding key symbols to enable rights to each option. Click on each key the number of times indicated below:
 - • two times on File
 - • three times on *Database*
 - one time on Reports
 - one time on *Setup*
 - one time on Alarm Monitor
 - one time on Alarm Info
 - one time on Panel Control
 - one time on Muster Report
 - one time on Camera Control
 - one time on Card Lookup
 - one time on Mail
 - one time on Muster Card Deletion
 - one time on Non-Muster Card Deletion
 - one time on one time on Display Card Numbers
 - one time on *Display PIN Numbers*
 - two times on Guard Tour View
- 4. Double check to make sure that all of the key symbols have been cleared of the prohibit symbol.

5. Click Password... The Set Password dialog box appears.



6. Enter a new password in both the Password and Verify boxes. Passwords can contain both alpha characters and numbers. Make sure that you don't forget what it is. But do not use your company name, your birthday or similar information which could easily be decoded.

NOTE: A simple strategy for choosing a password that is both easy to remember, but hard to decode, is to pick a simple phrase preceded or followed by one or more numbers. Enter it without spaces and capitalize each word. Such a password cannot be easily decoded either by a random number generator or by dictionary decoder.

Click OK. Click OK again to close Operator Detail. Click Close to close the Operator Database.

You now have complete access to the WIN-PAK program. Login again, using SYSTEM and your new password. You will have the ability to change WIN-PAK setup, program databases, and will have access to all other functions.

NOTE: When exiting WIN-PAK for the first time, a screen will appear prompting you to save the control file. Click **OK**.

Setup 43

Logging In from Within WIN-PAK

Operators can log in from within WIN-PAK by selecting Login from the File menu or by clicking the Login button () on the toolbar. Either of these actions brings up the Login dialog box prompting you for operator ID and password.

Buffer/Unbuffer Prompts

When starting WIN-PAK, a dialog box prompts the operator to unbuffer panels. If Yes is selected, all direct connected panels are unbuffered and events will be displayed in the History View of the Alarm Monitor tab. If No is selected, the panels continue to buffer transactions.

Similarly, when exiting WIN-PAK, a dialog box prompts the operator to buffer panels. If Yes is selected, all direct connected panels are instructed to buffer transactions before WIN-PAK is closed. If No is selected, panels do not buffer transactions and all incoming alarm and card read data will be lost.

Programming

Communication Setup

It is important to designate Serial Ports for communication before programming the databases. Serial ports must be defined so that they can be used in the Areas Database.

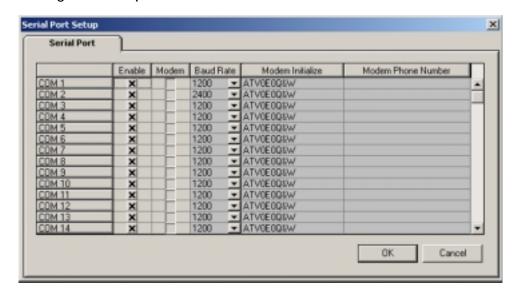
Each serial port can be used to communicate to a loop of panels or a supported CCTV system. Personal computers generally have one or two internal serial ports that can be used, but additional hardware can be purchased allowing up to 32 communication ports.

The Serial Port Setup dialog box is used to configure WIN-PAK for communication hardware. Up to 32 ports can be enabled for configuring multi-port hardware (if needed).

Setup 45

To Define Serial Ports

1. From the Setup menu, Select Serial Ports. The Serial Port Setup dialogue box opens.



NOTE: Do not enable a serial port if you have a serial mouse attached to it. Errors will be generated.

NOTE: Verify that the communication ports are supported by the operating system. Ports not supported by the operating system will not function for WIN-PAK.

- 2. For each needed port (row):
 - a. Enable the ports that you will be using by clicking the box in the row under Enable. An "X" indicates that the port has been enabled. These ports are available to define areas in the Areas Database.

- b. Click the box in the row under Modem if the port will be used for a remote dial-up location. An "X" indicates that the modem is enabled.
- c. If the port is connected to a modem, select the baud rate of incoming communication from the drop-down list (1200, 2400, 4800, 9600 or 19.2 K).
- d. For each port connected to a modem, a default initialization command string appears. It can be changed by selecting and deleting the default string and retyping in a new one. Shift-F2 allows you to edit instead of retyping the whole string. Press Shift-F2 which will highlight the whole line. Then press the left or right arrow key so the line appears in yellow. Use the arrow keys to move to where you need to add or remove information.

The following string may work better with modems sold by Northern (as well as some other brands):

ATEØV1QØ&C1&WSØ=1&DØ

 \emptyset = zero

e. If the port is connected to a modem, type in the modem phone number of the port's modem. This is the number a remote modem would dial to connect to WIN-PAK. It is used for 485 ACK/NAK dial-in loops or areas.

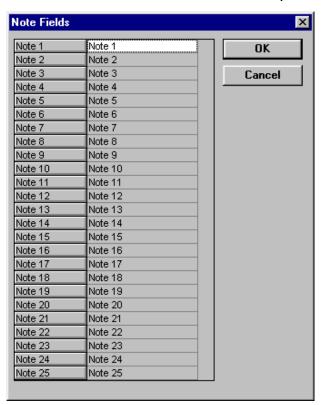
Setup 47

Note Field Setup

Note field labels can be defined at any time. However, setting them up before programming your Card Database can make the task easier. Decide what data you want to manage on each card holder (or card) and the entry order, and then rename your note fields.

NOTE: On badging clients, new Note Field names do not appear in the Backdrops database until you exit and restart WIN-PAK on the client.

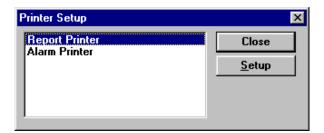
1. Select Note Fields... from the Setup menu.



- 2. Type a new label in the space next to a note field. For example, type Department next to Note 1 to change the label from Note 1 to Department in every area of WIN-PAK that uses note fields.
- 3. Hit Enter or move to a new field to save the label. Click OK when finished.

Printer Setup

The report printer and the alarm printer are set up independently. Select Print Setup... from the File menu. The Printer Setup dialog box opens.



NOTE: Printer Drivers are added and configured in the Windows Control Panel, located in the Main Group. See your Window's manual for more information.

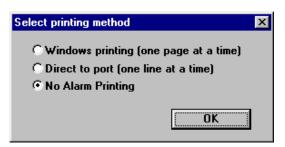
Report Printer

Select Report Printer and click Setup. To configure the options for printing reports. You should have at least generic text installed as a print driver so that the reports are shown and come up in a letter $(8^1/_2^* \times 11^*)$ format.

Setup 49

Alarm Printer

Select Alarm Printer and click Setup to configure the options for printing system alarms. The Select printing method dialog box opens.



Select the desired printing method.

Windows Printing

Windows printing should be selected with laser printers. It holds transaction information until enough transactions are made to fill a page. It then prints the page. If you want the information printed before the page is full, you must click the page eject button from the menu bar.

Direct to Port

Direct to port can be selected with dot matrix printers to print transactions in "real time." Use this option for local printing only. Do not use this option with, or as, a shared network printer.

No Alarm Printing

Select No Alarm Printing if no alarm printing is required.

Chapter 3

Programming Databases

Overview

Timezone Database

Areas Database

Panel Database

Schedules Database

Tracking Areas Database

Access Level Database

Card Database

Camera Database

Holidays Database

Monitors Database

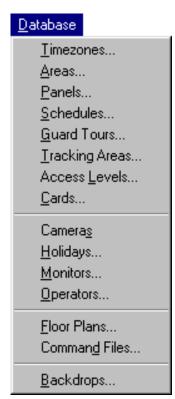
Operators Database

Floor Plan Database

Command File Database

Overview

The WIN-PAK access control system is made up of interconnecting databases that can be accessed from the Database menu. Although only a few databases are required for operating a basic system, up to fifteen databases are possible in advanced systems that make use of WIN-PAK's CCTV, floor plan, muster, and other features. The programming order of these databases is very important, because almost every database depends upon information entered in other databases.



Core Databases

Timezone Database

This database defines timezones. Timezones are time elements that can be used to determine when particular actions happen or when certain cards are allowed access. Timezones can be attached to cards, inputs, and outputs in other WIN-PAK databases.

The Areas Database

The areas database database defines the settings for each communication port in the system.

The Panel Database

The panel database maintains information on access control panels, including selected options and information, or readers, input points and output points.

The Access Level Database

Access levels determine where and when access is allowed to a card holder. An access level consists of a number of readers that can be accessed, the time access is permitted, and if configured, the group of relays to be pulsed. Cards assigned to an access level have access to the specified readers (doors) at the specified times.

The Card Database

The card database maintains information on cards and card holders including an access level and badge information.

Supplementary Databases

The following databases are supplementary. Information may be required in the supplementary databases first, however, to provide information when defining the main databases. Badge backdrops are created using the Badge Layout Utility which is discussed in Chapter 4.

NOTE: An operator must be permitted to add, edit, or delete database records by being given **Edit** () privileges for a particular database in the Operator Database.

NOTE: An operator with a **Look** () privilege can view records, but not modify them. Access the database is allowed, but all editing buttons are replaced with a "View..." button. The operator can see all information in the database, but cannot save any changes. **Cancel** must be used to exit the database.

NOTE: An operator with a **None** () privilege to a database cannot view records. The database does not appear in the Database menu. If the **None** privilege is assigned to all databases, the Database menu does not appear on the menu bar. (See Operator Database for more information.)

Schedules Database

The Schedules database is used to send commands from WIN-PAK to the access control system at particular days and times. The uses for this feature include updating the panel date and time, dialing up to remote panels, and activating/deactivating cards. A schedule can also be set to send a reminder message to the operator to back up files.

The Guard Tours Database

The WIN-PAK Guard Tours database defines tours that a guard can patrol to help secure a facility. Defined tours allow the guard a certain amount of time to present a card to each reader or trip an input on his route. Early or late arrivals to a reader or point produce an alarm message in WIN-PAK.

Tracking Areas Database

Tracking areas are different from the Areas Database previously discussed. Tracking areas are used to determine where personnel are in a facility at a given time (when a muster report is run).

Camera Database

The camera database is used to define video cameras in a CCTV configuration.

Holidays Database

The holiday database is used to define holidays during the year. The operator will have the option of including or excluding these holidays when defining a timezone.

Monitors Database

The monitors database is used to define video monitors in a CCTV configuration.

Operators Database

The operators database is used to set operator passwords and the privileges that each operator has for the different sections of WIN-PAK.

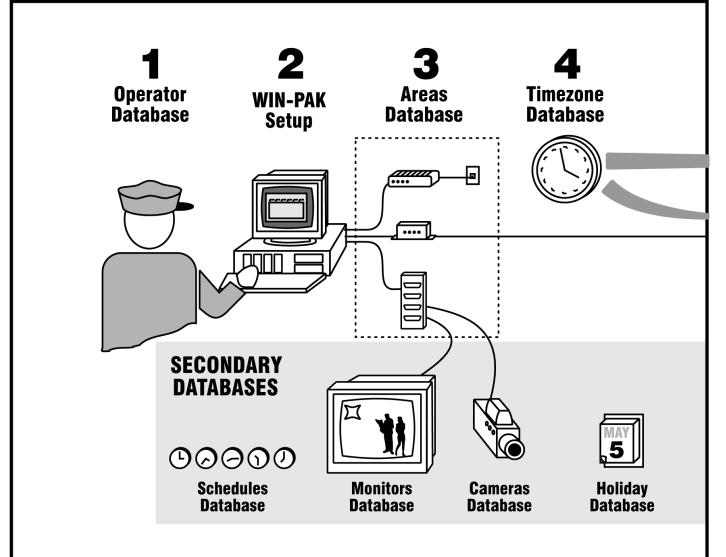
Floor Plan Database

The floor plan database is used to provide a graphic representation of the facility. This database is used to match the graphics with descriptions and define hot spots that can be used to monitor alarms.

Command File Database

The command file database is used to define text files containing panel commands. These files can be uploaded to the panels upon receiving a card/input status.

On the following pages is an illustration of how databases are interconnected and a recommended programming order.



Step 1

It is important that a "master" operator be defined in the **Operator** Database that has access to all areas in the WIN-PAK program.

Step 2

Setup should be done before the following databases are defined, as they will affect certain options in the Area, Panel, and Card Databases.

The **Schedules** Database is also an important part of the Setup process. It allows you to determine:

- when time & date updates will be sent to the panels,
- what information will be sent to remote panels and when,
- when to check the activation/ deactivation status of cards.

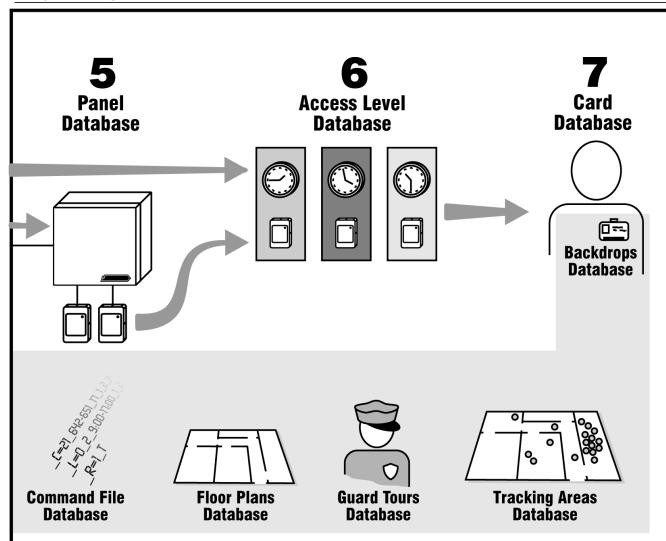
Step 3

Areas can be defined from serial ports made active in the Serial Ports section of the Setup menu. These areas can be local or remote control panel loops or CCTV networks.

Step 4

Timezones simply define blocks of time. These need to be added to be included in the Panel and Access Level definitions.

 If Holidays will be treated differently, they should be defined in the Holiday Database.



Step 5

The Panel Database defines panel options, readers, input points, output points, and relay groups.

Depending upon the system, the following databases may need to be programmed first:

- If a CCTV system is utilized, records should be added in the Camera and Monitor databases first.
- If Command Files that contain panel programming commands will be used, program them first.

Step 6

Access Levels match readers to timezones and relay groups. Access levels will be assigned to cards to decide which cards have access at particular readers at particular times.

Step 7

Cards are defined in the card database. This database is where personnel are assigned to a card number and cards are assigned to an access level.

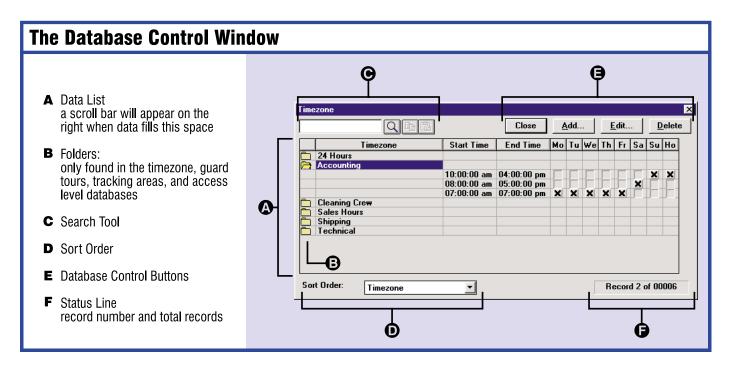
 If badging is going to be done from WIN-PAK, badge backdrops should be designed in the Badge Layout Utility so they can be assigned to cards in this database.

Other Databases

- Alarms can be monitored by floor plans with hot spots defined in the Floor Plan database. Floor plans can be added to this database after input points are defined in the Panel Database.
- The Guard Tours database can be used to schedule routes for a guard to present a particular card at specified readers
- The Tracking Areas Database is used to define areas that can be monitored with the Muster Report screen.

The Database Control Window

All WIN-PAK databases have the same control window. This makes the program easier to learn and use. The elements of the database control window are described in this section.



Data List

The data list is an on-screen chart of the database records. It varies depending on the database you are looking at, but basically contains the names of the records and important information contained in them. In all databases, double-clicking the record is a shortcut for editing and viewing more detailed information.

Folders

	Access Level	Reader	Timezone
	1st Shift Line		
$rac{1}{2}$	2nd Shift Line		
		Northwest (WH) R 2	2nd Shift
		Northwest (WH) R 1	2nd Shift

The Timezone, Guard Tour, Tracking Areas, and Access Level Data List Records have folders in front of them. If you click the folder for a particular record, its information is displayed as a sublist for viewing.

Search Tool



The search tool is used to find a particular record in larger databases. Type in the record (or first few characters of the record) you are looking for and click the Search button. The record information entered in the search box must be the type of information specified in the Sort Order box. For example, if you want to search for a particular access level, set your sort order to access level (see below) and then type the name in the Search space. Press the search button () to find the first occurrence of a record meeting the criteria.

NOTE: The Search Tool is NOT case sensitive.

Sort Order



WIN-PAK offers you more than one sorting option for each database to make it easier for you to find the record you are looking for. Simply click the drop-down list button to view a list of fields, and select the one you want to sort by. For most databases you have the choice of sorting by which order records were entered, by selecting "None", or alphabetically by name. This is also the index that the Search feature uses to find a record.

NOTE: You cannot use Search if the Sort Order is set to "None."

Database Control Tools

Use the control buttons in the database control window to modify the database.

Adding and modifying database records are included in the same section. Because both processes require opening the correct tab or dialog box, adding or deleting information, or overwriting previously entered information. When you close the database, all of your changes are saved.

Add Button Management

Use the add button to add a new record to your database. It opens a window with empty fields so that you can enter new data.

Edit Button

Use the edit button to edit the currently selected record. It opens a window showing the data for that record. Add or delete information, or overwrite existing information. Closing the record saves your changes.

Delete Button

Use the delete button to delete the currently selected record. As a safeguard against accidental deletion, a dialog box appears asking you to confirm the deletion. Click OK to confirm.

NOTE: Records that have been deleted appears in the database "grayed out" until the database is packed. See Chapter 7 for more information on packing.

> Sometimes a record cannot be deleted until records from other databases are reprogrammed to remove references to it. For example, a timezone record cannot be deleted until all references to it in the Panel and Access Level databases are removed. When references to a record are removed, it can be deleted.

View Button **Yiew...**

The view button will appear instead of the Add... and Edit... buttons when the current operator does not have editing privileges. The operator can use this button to browse detailed information on the database. Although an operator can access these screens with View..., and even appear to change information, none of the changes can be saved because the OK button is removed. The operator must Cancel out of the record.

Close Button Close

The close button closes the current database and saves any changes.

Status Line

Record 1 of 00003

The status line located on the tool bar displays what record number is currently selected and the number of records currently defined.

The following sections will illustrate how to add and modify information in each individual database. It is wise to plan your system carefully on paper before you begin programming, paying close attention to programming order. Appendix J contains worksheets that you can use to plan your system.

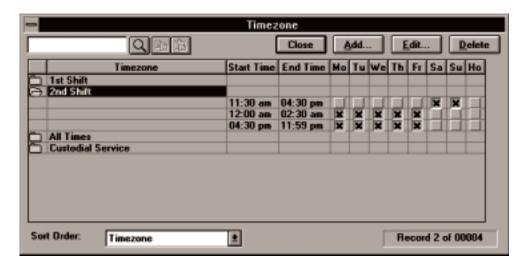
The Timezone Database

A timezone is one or more blocks of time used to determine when an activity happens or when a card is allowed access. A timezone is defined by blocks of time, each consisting of a starting time, an ending time, and days of the week. WIN-PAK also allows the user to determine whether holidays are to be included in each block of time.

NOTE: Timezones should be programmed with access levels, shunted inputs, and time controlled outputs (doors) in mind. There must be at least one timezone defined before you can enter panels in the Panel Database.

> For example, we could define a timezone for 8:00 am to 5:00 pm, Monday through Friday excluding holidays, and give it the name "1st Shift." Then we use the name of the timezone, 1st Shift, to refer to that period of time in defining access times, shunt times, etc.

Access the Timezone Database by clicking Database on the menu bar, and selecting Timezones.... This opens the Timezones Database Control Window (next illustration).



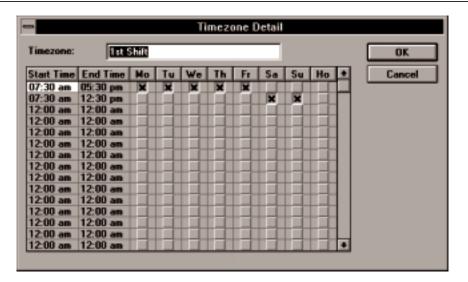
The Data List contains the names of all defined timezones. Clicking on a timezone folder shows the blocks of time that define it. Each block of time has a Start Time, an End Time, and x's to indicate which days of the week it includes. There is an x under "Ho" if holidays are included in the block.

Under the Data List is the sort order. Click the drop-down arrow to select the sort order. Choose from the order in which the records were entered (None) or alphabetically by name (Timezone).

When sorted by Timezone, you can search by entering the name of the desired timezone in the search box and clicking the Search button ().

Adding or Editing a Timezone

Click Add... to enter a new timezone or Edit... to modify the currently selected timezone. This opens the Timezone Detail window (next illustration).



When you begin entering the details for the timezone, a message appears providing the correct syntax for entering the start and end time:



Click OK after noting the correct syntax for entering times.

NOTE: Use zeros for seconds as seconds are not programmable

- Type the name of the timezone in the text entry box. The timezone name can be a descriptive name containing up to twenty characters with any combination of letters, numbers, or spaces.
- 2. Click the first box under "Start Time" (defaulted 12:00 am). Type the starting time of the block and hit Enter.

- 3. Select the End Time box. Type the end time of the block and hit Enter.
- 4. Select the days that are included in the block. Selecting holidays (HO) in the time block includes all holidays that fall within that block as defined in the Holiday Database. If not selected, the block excludes holidays.

X's mark your selection as shown in the sample screen. Clicking the day again deselects it.

This process can be repeated for as many blocks of time as needed to define the timezone.

Deleting a Block of Time

Click OK to save the timezone or Cancel to ignore any changes or additions and return to the Timezone Database Window.

Deselecting all days of the week effectively deletes a block of time.

Deleting a Timezone

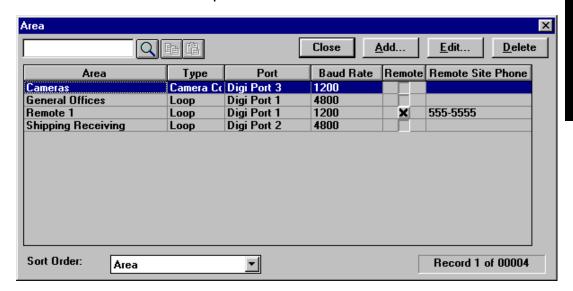
Select the timezone you want to delete and click Delete. If you are sure you want to delete the timezone, click OK when the confirmation dialog box prompts you.

The record continues to appear in the data list although it is unavailable. New records cannot use its key fields (i.e., name or number) until the database is packed (see Chapter 7).

The Areas Database

An Area is a network segment that originates from the same communication port, such as a loop of panels or closed-circuit TV equipment. There can be one direct connection Area defined per communication port.

To open Areas Database click Database on the menu bar, then select Areas.... This opens the Areas Database control window.



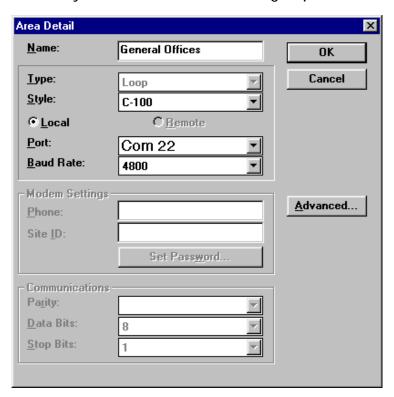
The Areas database control window includes the Area Name, Type, Port, Baud Rate, and a Remote Site Phone Number (if it is a remote site).

A Sort Order option is available on the bottom of the window. Click the drop-down list button, to change the sort order. Sort by the order in which the records were entered (None) or alphabetically by name (Area).

When sorted by Area, search by entering the name in the search box and click the Search button (). The Search function does not work when None is selected for sorting.

Adding or Editing an Area

Click Add... to enter a new area or Edit... to modify the currently selected area. This brings up the Area Detail window.



Name

Enter the name of the area in the text entry box. The area name can be a descriptive name containing up to twenty characters with any combination of letters, numbers, or spaces.

Type

Select a type of configuration for the area from the drop-down list. The choices are Loop (of panels), Camera Control, or Unknown. Unknown is for other RS-232 communication or devices. Select the one that describes the use of the communication port.

Style

Select the style that further describes the configuration of the area. The drop-down list options depend on the type you have selected.

Loop

Choose C-100, 485, or 485 ACK-NAK (485 should be used for the N-485-PCI and N-485-API [not -2] panel).

The 485 ACK-NAK option works with the part numbers N-485-xxx-2 only, when the N-485-xxx-2 is configured for ACK-NAK.

Camera Control

Choose the brand of CCTV equipment you are using. The NCI CCTV option allows WIN-PAK to communicate with Northern Computers' PC-CCTV interface, which is required for some brands such as American Dynamics.

Unknown

This unknown field is limited to Other.

Local/Remote

Select either Local or Remote to describe the area. Local is hardwired or leased line communication, and remote is dial-up modem communication.

NOTE: Multiple remote areas can be assigned to the same port, but only one local area can be assigned to a port.

Port

Select the communications port for the area from the drop-down list. This list consists of the serial ports enabled in your Serial Port Setup (in the Setup menu) that match your Local/Remote specification above.

Baud Rate

Select a baud rate from the drop-down list to match the communication device connected to the defined port. See your access control panel, 485 interface, or CCTV manuals for required baud rates.

Modem Settings

The remaining fields define the settings necessary for communicating with a remote site. Some of the options in this section may be unavailable depending on the equipment selected in the Style field. They are only available if the area is a remote site and the Type to Loops.



Phone

Type the phone number of the REMOTE SITE. Enter the number as if you were dialing the number directly using up to 32 characters. A comma can be used to specify a pause in a dialing sequence.

For example, if a 9 is required, enter the 9 and a comma, followed by the seven digit phone number. Likewise, if the remote site is in a different area code and a 1 is also required, enter 1, the area code and the seven digit number.

Site ID

Enter a unique code for each remote site. (Only with 485 ACK-NAK.) Use the following format:

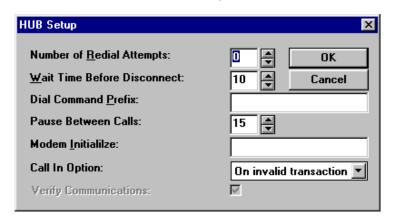
@A [uni que 4-di git number], S [uni que 4-di git number]
For example @A0001, S0001 would be area 1, site 1 and
@A0002, S0003 would be area 2 site 3.

Set Password

Specify a unique password up to 8 characters long, using numeric, alpha, or a combination of both. (Only with 485 ACK-NAK.)

Advanced

When Remote Loops are selected, Advanced allows you to define remote area communication options. (Most of these options, however, are only available with 485 ACK-NAK.)



IMPORTANT:

If you are using Starcom or US Robotics modems and the HUB chip version 1.04.00, you may need to add a delay value for the *Pause* Between Calls parameter in order for the dial-back to function properly. The following values are recommended:

Number of Redial Attempts: 3 Dial Command Prefix: **ATDT** Wait Time Before Disconnect 45 Pause Between Calls: 24

Modem Initialize: User defined

Call In Option: On invalid transaction

NOTE: Dial-back can be defined as alarm(s) generated at a panel that prompt the HUB to call the PC and drop the alarm, and then hangup.

Number of Redial Attempts

Enter a specific number (0-50) in the Number of Redial Attempts box. The default setting is zero, which results in one redial attempt. (Only with 485 ACK-NAK.)

Wait Time Before Disconnect

Enter a specific number of SECONDS (1-999) in the Wait Time Before Disconnect box. WIN-PAK defaults this number at 10. (Only with ACK-NAK.)

Dial Command Prefix

Specify a Dial Command Prefix. This command should be "ATDT" in almost all circumstances. (Only with 485 ACK-NAK.)

Pause Between Calls

Enter a specific number of SECONDS (1-999) for Pause Between Calls. WIN-PAK defaults this number at 15 seconds. (Only with 485 ACK-NAK.)

Modem Initialize

Enter the remote modem initialize string as ATEØQØV1&KØ&C1&DØSØ=1&W

NOTE: Northern Computers' modems include documentation regarding the current modem initialization strings.

> This string is made of the following options (Only with 485 ACK-NAK.):

ΕØ	modem	command	echo	disabled
\sim	111000111	COLLIGIATION	00110	aidabida

QØ enables modem responses

V1 verbose (text) result codes

&KØ disable local flow control

&C1 cause DCD (carrier detect) to track actual state of remote modems carrier

&DØ ignore data terminal ready signal from computer

 $S\emptyset = 1$ one ring until answer

write the active profile as defaults &W

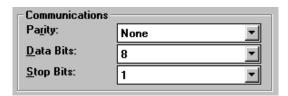
Call In Option

Specify one of two possible Call in Options: On invalid transactions (includes buffer full) or Never. (Only with 485 ACK-NAK.)

Verify Communication

Enable this option to ensure that all panel communication is supervised. This option is automatically enabled when 485 ACK-NAK is selected and cannot be turned off.

Communications



The options in this section can be edited only when Camera Control or Unknown is selected from the Type drop-down list. Refer to your CCTV or other serial device manual for proper settings. For information on Pelco CM9750 camera support, refer to Appendix I.

Deleting an Area

Select the area you want to delete and click the Delete button. If you are sure you want to delete the area, click OK when prompted to confirm the delete.

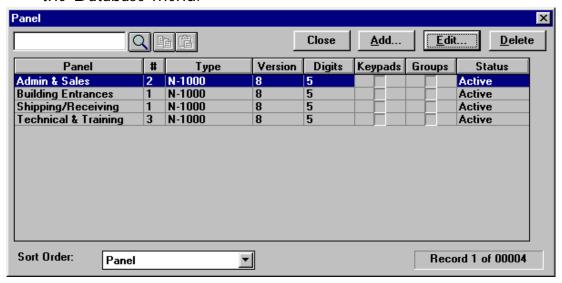
NOTE: You cannot delete an area that is assigned in another database.

The record continues to appear in the data list although it is unavailable. New records cannot use its name until the database is packed (see Chapter 7).

The Panel Database

Panels are an integral part of the access control system. They control card readers, locks, alarms, and other inputs and outputs. Although they are programmed from your WIN-PAK software, they run independently. They can even save transaction information when your computer is off and transmit it to your PC when you turn it back on. This database lets you assign parameters for each panel.

Open the Panel database by selecting the Panels... option from the Database menu.



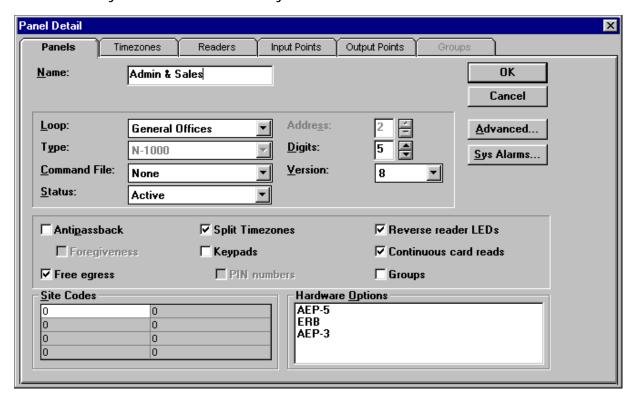
The Panels database window lists all defined panels. For each panel it lists a Panel Name, Panel Number, Type, PROM Version, Digits and whether Keypads and Groups are enabled. The status of the panel is also indicated.

A Sort Order option is available on the bottom of the window. Click the drop-down list button to change the sort order. This database allows you to sort by the order in which the records were entered (None) or alphabetically by panel name (Panel).

When sorted by Panel, search by entering the name in the search box and clicking the Search button (). The Search function does not work when None is selected for sorting.

Adding or Editing a Panel

To add a new panel simply click the Add... button and fill out the different tabs of the Panel Detail screen. To edit a previously defined panel, select it and click Edit. This allows you to view or modify its information.



WIN-PAK organizes panel information in five or six tabs on the Detail Screen, which are accessible when you add or edit a panel. These tabs include information on the panel, timezones, readers, input and output points, and groups of output points (if enabled). Click a tab to access information associated with the tab.

NOTE: The **OK** button appears on every screen but should only be clicked when data on all of the screens is configured. Clicking **OK** saves all changes and closes the current panel detail window.

Panel Tab

The first tab screen (previous illustration) of information is labeled Panels and contains the most general panel information. The information fields are described as follows.

Name

Enter a name for the panel in the space provided. It can consist of twenty characters including letters, numbers, and spaces.

NOTE: Although "Name" is the first field in the Panels screen, panel "Type" must be defined first.

Loop (Area)

Click the drop-down list and pick the panel area from the list of defined areas.

Once an area (loop) is selected and **OK** is clicked to save the panel, you cannot re-assign another area (loop) to the panel. The area itself, however, can still be edited from the Area Database.

Address

Assign a unique address to the panel. This address must match the panel's address setting. You can number panels from 1 to 63 for C-100 loops or from 1 to 31 for RS-485 loops. An error message warns if the number is the same as another panel in the same loop (area) or if the number is higher than allowed. This field cannot be altered after clicking OK to save the panel data.

Type

Select the type of control panel, from the list available. This selection determine which panel options are available. This field cannot be altered after moving from this screen.

Digits

The five and twelve digit option in the Serial Ports section of the Setup menu restricts or allows firmware choices, and limits card programming between 5 and 12 digits at the panel level. If 5 digits was chosen in the Setup menu, this option cannot be changed in the Panel Database and is unavailable.

NOTE: Site codes cannot be used with 12-digit cards.

Command File

Select a command file from the panel. List of all command files in the Command File database. The command file selected is sent to the panel when it is initialized. To remove a command file, select NONE. For more information on command files, see the section on the Command File database.

Version

Select the PROM version of the panel from the list. This selection changes the number of card digits that can be

recognized by the panel and the availability of certain hardware options. The version number is printed on the firmware chip on the panel's circuit board.

NOTE: When WIN-PAK 1.17 is used with version 8.02 firmware or higher, year data is sent to the panels which enables panels to recognize leap years, even in the buffer mode.

Status (Panel)

Active

Select Active if the panel is on-line and you are expecting transactions from it or will be sending commands to it. WIN-PAK looks for that panel every two minutes if no events have been sent by the panel.

Inactive

Select Inactive if the panel is installed but communications are stopped. A temporary file is created that tracks additions, modifications, and deletions to the card database. These changes are uploaded to the panel when it comes back on-line.

Not Present

Select Not Present if the panel has not been installed, but you anticipate that it will be in the future. No temporary files are created.

Enable Options Section

Anti-passback

Anti-passback is used to discourage users from entering with others without using their own cards. Cards must be used at a designated IN reader, then at a designated OUT reader before the card can be READ IN again. If the in/out/in pattern is broken, an anti-passback violation occurs and access is denied. A reader on each side of the door is required for this option.

If anti-passback is enabled for any panel in a given area, then the result is global anti-passback where the card must be presented at any out reader before it can be read in again without a violation.

NOTE: Readers 1 and 3 are considered the IN readers and Readers 2 and 4 are considered the OUT readers. Readers 3 and 4 are on the N-1000-IV (X) only.

Forgiveness

This option is used with the anti-passback option. Enabling Forgiveness resets all cards at midnight so that if a card user leaves the building in the evening without using the Antipassback exit reader, the person is allowed a normal entry the next morning. Without forgiveness, an anti-passback violation occurs in this instance. This option is automatically disabled when Anti-passback is disabled.

Free Egress

Free egress allows an exit without the use of a card, usually by means of a button, motion detector, or other device. For example, with an N-1000-II panel, card reader 1 activates one door, and card reader 2 activates a different door. Inputs 3 and 4 are reserved for exit devices for these two doors which release locks just like a valid card read. The table below shows how inputs are set for different panel versions.

Input to Output interlocks must also be defined for each door. Input 3's Alarm Action should be set to *Pulse* Output 1, and its Normal Action should be set to *No Action*. Likewise Input 4's Alarm Action should be set to *Pulse* Output 2, and its Normal Action should be set to *No Action*. See Interlocking in the Input Points section for more information.

Panel Inputs

Input	N-800 N-1000-II	N-1000-III	N-1000-IV		
1	Door 1 State				
2	Door 2 State				
3	Door 1 Egress→ 01	General Alarm	Door 3 State		
4	Door 2 Egress→ 02	General Alarm	Door 4 State		
5	General Alarm	Door 1 Egress→ 01			
6	General Alarm	Door 2 Egress→ 02			
7	General Alarm	General Alarm	Door 3 Egress→ 03		
8	Primary Power	General Alarm	Door 4 Egress→ 04		

Split Timezones

Enabling the Splict Timezones option allows you to associate a different timezone for each reader in the Access Level database. This requires that version 8.xx or higher firmware be in the control panel and selected in the Version field. Without this option enabled, only one timezone is associated with every reader on the panel in the Access Level Database.

NOTE: The Split Timezones option is available only when version 8.00 or higher firmware is selected for the N-1000-II. N-1000-III/IV panels require 8.2 version firmware (or higher).

Keypads

Check the Keypads option if matrix style (11-wire) keypads are used with the panel. Wiegand style (5-wire) keypads are treated as readers and this option should not be selected.

PIN Numbers

The PIN Numbers options is available with a Keypad. A keycode must be entered before presenting a card to gain access. Do not select this option if the panel is using keypads without readers.

Reverse Reader LEDs

Check the Reverse Reader LEDs option to reverse the standard LED operation of the reader. With this option checked, a reader that normally changes from green to red at a valid card read will change from red to green.

NOTE:

Disable the **Reverse Reader LED** option when using 12 digit cards with the NR-1 reader.

Continuous Card Reads

When the Continuous Card Reads option is enabled, card readers read cards continuously, independent of output pulse time. If the option is not enabled, card readers do not recognize valid cards while the corresponding output is energized. For example, without the Continuous Card Reads option enabled and output 1 assigned a 10 second pulse time, a valid card read at reader 1 causes output 1 to energize for 10 seconds, during which time the card reader does not recognize any other valid cards.

Groups

Enable the Groups option if you want to create output relay groups. Groups allow cards to activate more than one output relay for applications such as elevator control (See Appendix D). When the Groups option is used with Free Egress ("E" option), a valid card read pulses the defined group at all readers. When the Groups option is used without Free Egress, a valid card read on Reader 1(3) pulses the group, and a valid card read on Reader 2(4) pulses Relay 2(4).

NOTE: Group is automatically selected if an AEP-3 is selected from the hardware options. See the Hardware Options Section.

Site Codes Section

Enter up to 8 site codes in this section. Site codes are encoded with a card number on cards to ensure that cards belong to the facility where access is attempted. Click any space in the table to enter a site code. The panel will not check for site codes if nothing is entered in this table.

NOTE: When the system is set up for 12 digits, Site Codes cannot be entered.

Hardware Options Section

Select the hardware options that are used with your panel. These include add-on boards which supervise by reporting a trouble condition if the inputs or their wiring are tampered with. (Northern Computers' AEP-5 is an example of this add-on board. Select all that apply.)

AEP-5 supervised input board (not utilized with the N-1000-III or N-1000-IV)

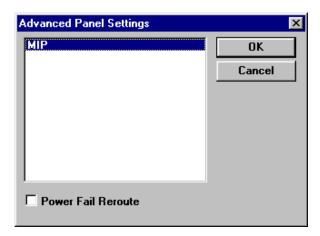
solid state relay board for outputs 9-12 (not utilized **ERB** with the N-1000-III or N-1000-IV)

8 output relays on a single board (2 possible) AEP-3

NOTE: If Northern Computers' AEP-3 is selected, an AEP-3 (second) option will appear for panels with two AEP-3 boards.

Advanced...

The Advanced option allows the operator to select more advanced panel options.



Multiple Interlock Protection (MIP)

The Multiple Interlock Protection option requires that all input points tied to a single output be returned to a normal state to de-energize the point. Without MIP, only one input needs to return to the normal state to de-energize the output.

Click the option to turn it on or off. A bar over the option with the option name reversed out, as shown in the screen above, means the option is ON. A default is ON when using firmware 7.46 and newer.

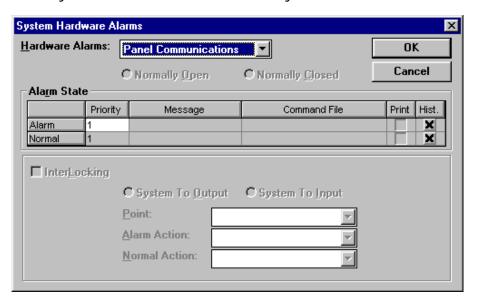
Power Fail Reroute

Enable the Power Fail Reroute option to reroute the Power Fail alarm from Input 8 to Input 19, which is System Alarm 3 in WIN-PAK.

Power Fail Reroute only applies to N-1000 or N-800 panels using version 8.2 firmware and an AEP-5 board. Input 8 on an AEP-5 board can then be used as a wired input.

Sys Alarms...

The Sys Alarms... button defines system hardware alarms.



NOTE: The N-1000-II uses alarm 17 for Communication Failure, alarm 18 for AUX Port Failure, and alarm 8 or 19 for Power Failure. See Advanced Panel settings.

Hardware Alarms

Select an alarm from the drop-down list. The information defines the currently selected alarm. Choose from the following:

Panel Communications in alarm when the panel doesn't sense any current (or current below a specific value) on the receive path of the loop (specific to panel). This has a default priority of 1.

AUX Port in alarm when the panel senses communication failure from the auxiliary port. This has a default priority of 99.

Panel Primary Power in alarm when the control panel loses primary power. This has a default priority of 1.

Panel Reset in alarm when the panel is reset. This alarm cannot be stored in the history buffer. An N-1000-II panel must have 8.2 firmware selected for the panel to report this alarm. This has a default priority of 1.

NOTE: System Alarm interlocking is unavailable in this version.

Poll Response in alarm when WIN-PAK does not receive a response to its poll (M=pn K) to the panel. Three polling attempts are made. If WIN-PAK doesn't receive a response (OK message) within those three attempts, it will receive a Poll Response alarm. This has a default priority of 1.

It is possible to define all of these one at a time. Select an alarm and define it, then the next, and so on. The following hardware alarms can also be configured if you are defining an N-1000-III or N-1000-IV:

Tamper Switch in alarm when the enclosure of the panel is opened. This has a default priority of 1.

Ground Fault in alarm when an input is shorted to the Earth Ground. This has a default priority of 1.

Low Voltage in alarm when the panel's 12 volt battery is low. This has a default priority of 1.

External 5 Volt in alarm when an External 5 Volt battery has shorted. This has a default priority of 1.

Normally Open / Normally Closed

The Normally Open / Normally Closed option is available when defining the Panel Primary Power and Tamper Switch hardware alarms. Use this option to define the alarm's normal status.

Alarm State

Both Alarm and Normal conditions for the selected alarm can be assigned a priority from 1 to 99. The Current View in Alarm Monitor allows you to view alarms by an assigned priority. High priority items appear at the top of the list while lower priority items appear lower in the list.

Click in the priority box next to the status that you want to prioritize and type in a number. 1 would be the highest priority and 99 is the lowest priority.

Message

A descriptive message can be associated with each alarm status. It appears in the Alarm Info screen to provide additional instructions pertaining to the alarm status. Type in a message of up to 80 characters. You must press Enter or click on another box before clicking OK to activate changes.

NOTE: The System Alarm message appears in the Alarm Info screen only. It is not available in History View.

Command File

If you want a command file associated with an alarm status, select the file from the list. This file is sent either when the condition is received or upon acknowledgment as defined in the Setup Options.

Print

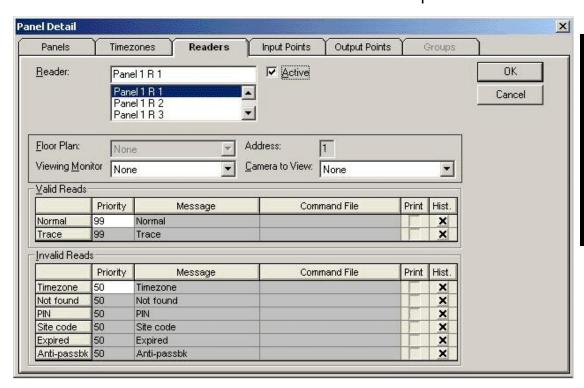
Enable the Print option for every status that you want printed to your alarm log printer.

Hist.

Enable the Hist. option for every status that you want kept in the WIN-PAK history files. This keeps a log of the status and can be used to generate reports. By default, all options are included in history reports.

Timezones Tab

Click the Timezones tab to open the Timezones tab screen. Select the timezones that are available at the panel.



The screen contains a list of all available timezones. Click an available timezone to add it to the Selected Timezones list. Click a timezone in the Selected Timezones list, to take it off the list and return it to the Available Timezones list. You cannot remove a selected timezone if it has been assigned to a reader or alarm input point.

NOTE: Up to 63 blocks of time (not 63 timezones) can be used with each panel. In the above example, Accounting uses 3 blocks of time and Shipping uses 1.

> A maximum of 63 blocks of time can be assigned to a single panel. A block is a line containing a start time, end time, and days valid. Each timezone may contain several blocks, so WIN-PAK warns you if you exceed the maximum number.

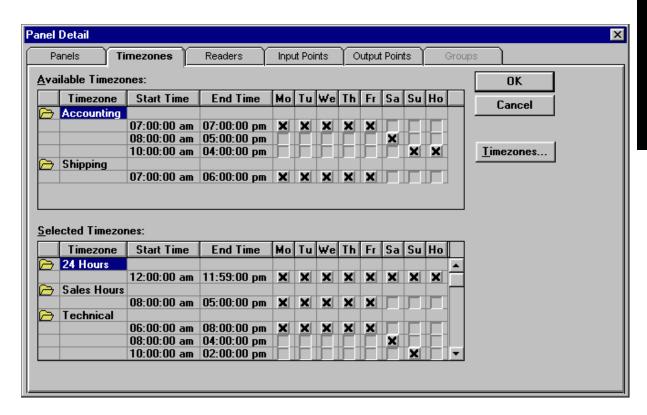
Timezones Button Timezones...

The Timezones button opens the Timezone Database, so if the operator starts defining a panel and realizes he needs to define a timezone for it, he can do so without leaving the Panel Detail. The Available Timezones list automatically updates to include the new timezone. See the Timezones section for more information.

Readers Tab

Click the Readers tab to open the Readers tab screen. Configure readers for the panel being defined. The number of readers available depends on the panel Type.

NOTE: Information defined in the Reader Screen applies only to the selected reader.



Reader

The reader list contains all available readers. The name of the currently selected reader is displayed in the Reader field. All options made in the sections below apply to the selected reader.

Readers are given the default names of the panel and number of the reader. For example, Panel 1 R 2 is the default name for the second reader of Panel 1. Each reader in the system must have a unique name. Therefore, it is desirable to leave the default names because they are descriptive and unique, but they can be changed if desired. Simply select the reader from the list and type in a new name of up to 25 characters.

NOTE: If you rename the reader, continue to include a reference to the panel in the name. Readers on different panels cannot share the same name.

Active

Select Active so that a check mark \checkmark appears in the box. This makes options available and also makes the reader available to the Access Level database.

Address

This field displays the address of the selected reader. It cannot be edited.

Floor Plan

Not used at this time.

Viewing Monitor

From the list, select a viewing monitor to be associated with this reader. Monitors must be defined in the Monitors Database to use this feature. Use this option together with the Camera to View option (below) for CCTV supervision of a reader. The selected monitor displays the select camera view when the priority of either the card or the reader status exceeds the Acknowledge threshold.

NOTE: A camera and monitor can switch to the view defined in this screen when a status is received or on acknowledgment. Select your preference from the Options dialog in the Setup Menu.

Camera to View

From the list, select a camera to be associated with this reader. Cameras must be defined in the Camera Database. The selected camera view is displayed on the selected monitor when the priority of either the card or the reader status exceeds the Acknowledge threshold.

Card Read Actions

The Valid and Invalid Read sections define how particular card read conditions are interpreted and acted upon. For each type of read status there is the option of assigning a priority, a message, and a command file. Each type of read status can be set to print to the alarm log printer and also be included with history information for reporting purposes.

Valid Reads

A valid read occurs when a card is presented and allowed access because it is assigned the proper access level. This returns a normal condition to WIN-PAK, unless the card has a TRACE status in the Card Database – then return a TRACE condition is reported.

Invalid Reads

An invalid read occurs when a card is presented, but not allowed access. This may be for a variety of reasons, each of which can be assigned a different set of options:

- A TIMEZONE condition is sent when the card was used outside of its valid timezone.
- A NOT FOUND condition is sent when the panel does not recognize the card number. Usually this means the card is not in the panel or was never validated or given access to that reader.

- A PIN condition is sent when an incorrect PIN number is entered where card presentation and PIN entry is required.
- A SITE CODE condition is sent when a card with an incorrect site code is presented.
- An EXPIRED condition is sent when a card is presented after its expiration date or after the allotted number of uses (as defined in the Card Database and System Setup).
- An ANTI-PASSBACK condition is sent when an antipassback violation has occurred in panels with this option enabled.

Both Valid and Invalid reads can be assigned the following options:

Priority

The condition can be assigned a priority from 1 to 99. The Current View in Alarm Monitor allows you to view alarms that meet the alarm acknowledgment threshold (in the Setup Options), by an assigned priority. High priority items appear at the top of the list while lower priority items will appear lower in the list.

NOTE: A similar arrangement can be found in the Card Database where the action is based on the individual card status. The reader or card with the highest priority dictates the message WIN-PAK sends.

> Click in the priority box next to the status that you want to prioritize and type in a number. 1 is the highest priority and 99 would be the lowest priority.

Message

A descriptive message can be associated with each status which appears in the Alarm Info View of the Control Monitor, or in the AutoCard lookup, so that the operator gets additional information regarding that type of card read at that reader. Click in the message box next to the status that you want to add a message to and type in a message of up to 80 characters.

Command File

A command file can be associated with each status. This file is sent either when this condition is received or upon acknowledgment as defined in the Setup Options. Select the command file from the drop-down list next to the status that you want to link a command file to.

If a command file has also been selected for a card in the Card Database, then both the reader and card command files are sent. The reader command file has priority and its command file will be sent first. Then the cards command file is sent.

Print

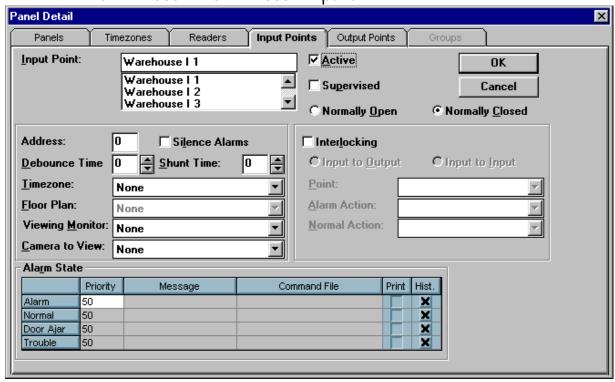
Enable the Print option for every status that you want printed to the alarm log printer.

Hist.

Enable the Hist. option for every status that you want kept in the WIN-PAK history files. This keeps a log of the status and can be used to generate reports.

Input Points Tab

Click the Input Points tab to open the Input Points tab screen. Define all input points for the panel. The tab shown below is for an N-1000-III or N-1000-IV panel.



Input Point

The input point list contains all input points available for the panel you are defining. The name of the currently selected input point is displayed at the top. All options selected apply to the selected input point.

Input Points are given the default names of the panel and number of the input point. For example, Panel 2 I 4 is the default name for the fourth input point of the panel named Panel 2. It is good to leave these names because they are descriptive, but they can be changed if desired. Simply select the input point from the list and type in a new name of up to 20 characters.

NOTE: If you rename the input point, continue to include a reference to the panel in the name. Input points on different panels cannot share the same name.

Active

Select Active so that a check mark \checkmark appears in the box. If Free Egress is selected as an option in the Panel Screen, some input points are automatically activated and reserved for these devices. See Appendix B for more information on interlocking for a free egress.

NOTE:

Points that are not active respond as if the *Silence Alarms* option is enabled. If you wish to monitor Primary Power on an N-1000-II/N-800 panel with versions 7.0, 7.3, 7.46, 7.48, 7.49, or 8.0 firmware, then Input 8 must be active. If using version 8.2 firmware, check the panel's Advance setting to see if input 8 is used for Primary Power.

Address

This field displays the address of the selected input point.

Supervised

Enable the supervised function if the input point is electrically wired to prevent tampering. This option is only available when defining an N-1000-III or N-1000-IV panel.

Normally Open / Normally Closed

Determined the normal status of the alarm circuits. This option is only available when defining an N-1000-III or N-1000-IV panel.

Silence Alarms

Enable this option to turn off alarm point reporting associated with the input, such as with an egress device.

Debounce Time

Debounce Time is the length of time (in seconds) that an input must be in alarm condition (or returned to normal) before it is recognized as an alarm (normal). For example, an input point with the debounce time of 5 must be in alarm condition for five seconds before it is reported as an alarm. The same is true when returning to the normal condition. The point does not report as normal until it is in the normal state for five seconds. This can be set from 0 to 255 seconds.

Shunt Time

Shunt time is the amount of time (in seconds) that the input point is shunted (deactivated) when triggered, such as upon a valid card read. This can be set from 0 to 63 seconds.

Timezone

Select a timezone from this list if you want the input point to be automatically shunted during a particular timezone. This list contains only the timezones selected for this panel.

Floor Plan

Not available at this time.

Viewing Monitor

From the list, select a viewing monitor to be associated with this input. Monitors must be defined in the Monitor Database to use this feature. Use this option together with the Camera to View option (below) for CCTV supervision of an input. The selected monitor displays the selected camera view when a change of state occurs at the alarm point.

NOTE: A camera and monitor can switch to the view defined in this screen when a status is received or upon acknowledgment. Select your preference under Send Command File from the Options dialog in the Setup menu.

Camera to View

From the list select a camera to be associated with this input. Cameras must be defined in the Camera Database to use this feature. The selected camera view is displayed on the selected monitor when a change of state occurs at the alarm point.

Interlocking

Interlocking, in the case of inputs, is linking the changing state of the input to either another input, an output, or a group of outputs. Enable Interlocking for this input by clicking in the Interlocking box. A check mark \(\nsigma\) will appear and the entire section can then be edited.

NOTE: Inputs, Outputs, and Groups must be made "active" to appear in the drop-down list for interlocking.

 Select whether you want to interlock to an output (output) group) or an input. This determines which points and groups are available in the Point List.

NOTE: Defaults are created for interlocks if the "Free Egress" option is enabled. These fields can be modified if needed.

- 2. From the list, select the name of the point list that you want to interlock.
- 3. From the alarm Action list, select the action taken by the second point when the initial input goes into alarm.
- 4. From the Normal Action list, select the action taken by the second point when the initial input goes into normal status. See Appendix C for the actions that can be chosen and more information on interlocking.

Alarm State Section

An input point must be in one of four states: Alarm, Normal, Door Ajar, or Trouble.

Alarm

When a device attached to an input point is in alarm condition.

Normal

When a device attached to an input point is in normal operating condition.

Door Ajar

When a door contact is open longer than its shunt time.

Trouble

When an alarm circuit is out of specified tolerance which may indicate tampering or other "troubles" with the alarm point.

NOTE: The Trouble state only appears in N-1000-II panels when the AEP-5 is used. It is always available with an N-1000-III or N-1000-IV panel.

Each of these states can be assigned a priority, a message, and a command file as well as be included in real-time printing and History Reports.

Priority

The state can be assigned a priority from 1 to 99. The Current View in Alarm Monitor allows you to view alarms by an assigned priority. The higher the priority the closer the alarm will appear to the top of the list.

NOTE: A priority of 0 is displayed in the Alarm Monitor when a new panel is brought on-line. Once WIN-PAK fully initializes the panel, the defined priorities are applied.

> Click in the Priority box next to the status that you want to prioritize and type in a number. Priority 1 is a very high priority item and 99 is a very low priority item.

Message

A message of up to 80 characters can be defined for each state. This message appears in the Alarm Info screen for the input. Click in the Message box and type it in the message.

Command File

If you want a command file associated with a particular state, select the file from the List. This file is sent either when the state is received or upon acknowledgment as defined in the System Setup options.

Print

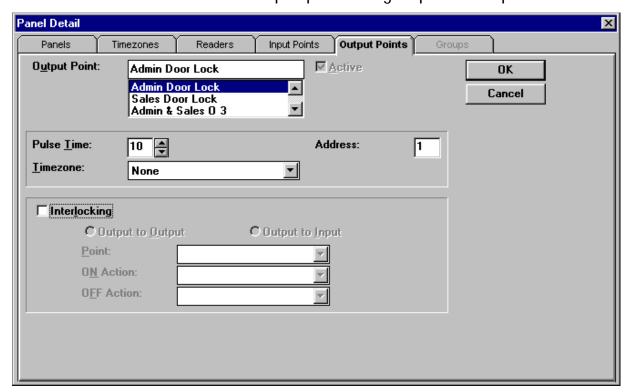
Enable the Print option for every alarm state that you want printed to the alarm log printer. An "x" shows that it is enabled.

Hist.

Enable the Hist, option for every state that you want kept in the WIN-PAK history files. This keeps a log of the state's occurrences and can be used to generate reports. An "x" shows that it is enabled.

Outputs Points Tab

Click the Output Points tab to open the Output Points tab screen. Define all output points or groups for the panel.



Output Point

The output point list contains all defined output points and groups available for the panel. The name of the currently selected output point or group is displayed at the top. All options selected apply specifically to this output point or group.

NOTE: If you rename the output point, continue to include a reference to the panel in the name. Output points on different panels cannot share the same name.

Output points are given the default names of the panel and number of the output point. For example, Panel 4 O 3 would be the default name for the third output point of the panel named Panel 4. Groups are given the default names of the panel and number of the group. For example, Panel 4 G 1 would be

the default name for the first group of the panel named Panel 4. It is good to leave these names because they are descriptive, but they can be changed if desired. Simply select the output point from the list and type in a new name of up to 20 characters.

Active outputs above 14 are defined by attaching them to a group. The group can then be programmed as an output.

Active

Select the Active box so that a check mark ✓ appears in the box. This ensures that the output appears in other components of WIN-PAK (i.e. Groups, Interlocks, and Panel Control). If Free Egress is selected, some input points are automatically activated reserved for these devices. See Appendix C for more information on interlocking for a free egress.

Pulse Time

The Pulse Time is the amount of time an output pulses when triggered, such as upon a valid card read. Set this from 0 to 63 seconds.

Timezone

Select a timezone from this drop-down list if you want the output point or group to be energized during a particular timezone. This list contains only timezones selected for this panel in the Timezones Database.

Address

The Address field displays the address of the selected output point. This field cannot be changed. Groups are denoted by their 100 series number. For example, Group 1's address is 101.

Panel Outputs

	Output	N-1000-IV	N-1000-III	N-1000-II
Door Relays	01	Door 1	Door 1	Door 1
	02	Door 2	Door 2	Door 2
	03	Door 3	Auxiliary	Auxiliary
	04	Door 4	Auxiliary	Auxiliary
X-Relays	05	Auxiliary	Auxiliary	Auxiliary
	06	Auxiliary	Auxiliary	Auxiliary
	07	Auxiliary	Auxiliary	Auxiliary
	08	Auxiliary	Auxiliary	Auxiliary
09-14 are TTL Outputs	09	N/A	N/A	ERB*
	10	N/A	N/A	ERB*
	11	Reader 1 LED	Reader 1 LED	ERB
	12	Reader 2 LED	Reader 2 LED	ERB
	13	Reader 3 LED	N/A	Reader 1 LED
	14	Reader 4 LED	N/A	Reader 2 LED
Available via Groups	17-24	1st AEP-3	1st AEP-3	1st AEP-3
	25-32	2nd AEP-3	2nd AEP-3	2nd AEP-3

^{*}Not available when an AEP-3 is used.

Interlocking

Interlocking, in the case of outputs, is linking the changing state of the output to either another output, an input, or a group of outputs. Click the Interlocking box to enable this option. A \checkmark appears in the box and the entire section can be edited.

1. Select whether you want to interlock to an output (output group) or an input. This determines which points and groups are available in the Point List. Outputs 17-32 cannot be directly interlocked because they are not physically located on the panel. However, once that output is in a group, the group can be interlocked.

NOTE: Inputs, Outputs, and Groups must be active to be available for interlocking.

- 2. From the Point list, select the point that you want to interlock.
- 3. From the ON Action list, select the action the second point takes when the initial output goes into on status.

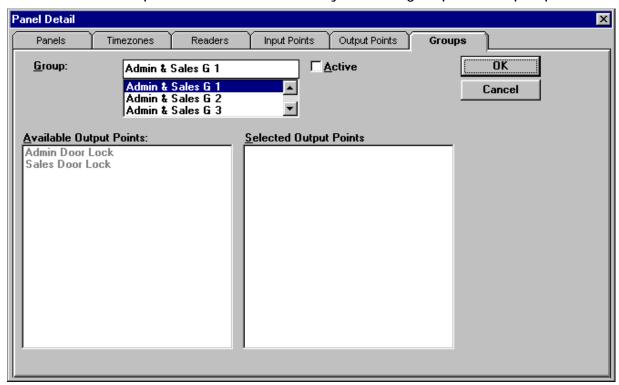
NOTE: Defaults are created for interlocks if the Free Egress option is enabled. These fields can be modified if needed.

4. From the OFF Action list, select the action the second point takes when the initial output goes to an off status.

See Appendix C for the actions that can be chosen and more information on interlocking.

Groups Tab

If the Groups option is enabled, click the Groups tab to open the Groups tab screen. Define any desired groups of output points.



Group

A group is one or more active output points grouped together so that they all respond to the same triggering action. There are 32 possible groups available for a panel. The name of the currently selected group is displayed at the top of the list. The Selected Output Points list applies specifically to this group.

NOTE: If you rename the group, continue to include a reference to the panel in the name. Groups on different panels cannot share the same name.

Groups are given the default names of the panel and number of the group. For example, Panel 2 G 7 is the default name for the seventh group of the panel named Panel 2. It is good to leave these names because they are descriptive, but they can be changed if desired. Simply select the group from the list and type in a new name.

Active

Select Active, so that a check mark ✓ appears in the box. The group then appears in other components of WIN-PAK.

Available Output Points and Selected Output Points

All output points defined for this panel are listed as Available Output Points. Click an output point in this list to add it to the Selected Output Points list for the Group. Click it in the Selected list to remove it from the group.

NOTE: Output points must be active before they are listed as Available Output Points.

> To define the group's timezone control, pulse times, and interlocking, return to the Output Points Screen and select the group from the list of points. The group has an address of 101 or greater.

Select Timezone, Pulse Time, and Interlocking as outlined in the Output Points Screen section of the manual.

Deleting a Panel

From the panel tab, select the panel you want to delete and click the Delete button. Verify that you have taken all the proper steps outlined in the confirmation box. If you are sure you want to delete the panel, click OK.



The record will continue to appear in the data list although it is unavailable. New records cannot use its key fields (i.e., name or number) until the database is packed (see Chapter 7).

The Schedules Database

The WIN-PAK Schedules Database can execute certain WIN-PAK functions at scheduled times. The following four functions can be scheduled to happen at regular intervals:

Panel Time & Date Update

Panel Time & Date Update uploads the time and date to every direct connected (hardwired) panel.

Backup Reminder

Backup Reminder sends a pop-up message to remind you to back up your WIN-PAK database and history files.

Auto Dial-Up

Auto Dial-up contacts each dial-up panel and sends command files, unbuffers panels or uploads time and date.

Card Activation & Deactivation

Card Activation & Deactivation checks activation and deactivation dates for cards and updates the card status accordingly. The Card Activation & Deactivation by Scheduler option must be enabled in WIN-PAK Setup and cards must be assigned activation and deactivation dates.

NOTE: For remote panels, the cards are sent and stored in a temporary file. When a panel is on-line, either through auto-dialup from the scheduler or manual dial-up, the commands in the temporary file are sent, updating the cards if Send Commands is checked.

Open the Schedules Database by selecting Schedules... from the Database menu. Add a scheduled function by filling out the fields as described below.



Name

Type a Name for the Schedule in the text entry box.

Type

From the Type list, select the type of scheduled event that you want to define. You can select from Panel Time & Date Update, Backup Reminder, Auto Dial-up, or Card Activation & Deactivation.

Frequency

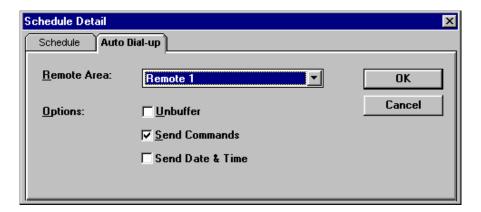
From the Frequency list, select how often the scheduled event should take place. You can select Once, Every Hour, Every Day, Every Week, Every Two Weeks, Every Month, or Never.

Next Date/Time

Enter the next date and time that the event should take place. The ellipses button opens up a month dialog. Navigate to the month that you want to start the event and select the appropriate date.

Use the time text entry boxes to enter the time that you want the event to happen. The first box is hours (in 24 hour format) and the second box is minutes. Use the arrow keys to increment/decrement the numbers by 1.

If Auto Dial-Up is selected, the Auto Dial-Up tab is available. Click this tab to bring up the Auto Dial-Up screen.



Remote Area

From the Remote Area list, select the area that you want to dial. This list contains all defined Remote sites.

Unbuffer Option

The Unbuffer Option unbuffers all panel transactions from the remote site with the defined schedule.

Send Commands Option

The Send Command option sends the stored card commands to the remote panels. These commands include card additions and deletions, and cards that have been activated or de-activated from the Scheduler Database.

Send Date & Time Option

The Send Date & Timeoption sends the computer's date and time to the remote panels.

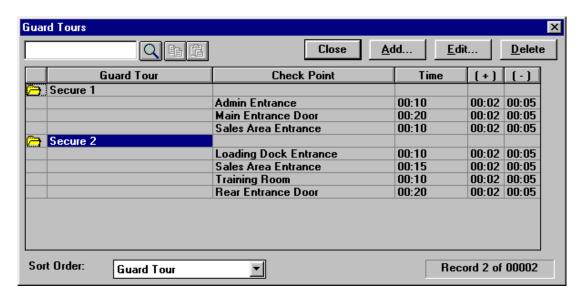
Click OK to save the changes or Cancel to quit without saving the schedule.

The Guard Tours Database

The WIN-PAK Guard Tours database defines tours that a guard can patrol to help secure a facility. Defined tours allow the guard a certain amount of time to present a card to each reader on his route. Early or late arrivals produce an alarm message in WIN-PAK.

Both card readers and input points can be checkpoints in a tour. However, the first checkpoint in the tour must be a card reader. Invalid cards (card not found) can be used to satisfy checkpoints, except for the first stop in a tour.

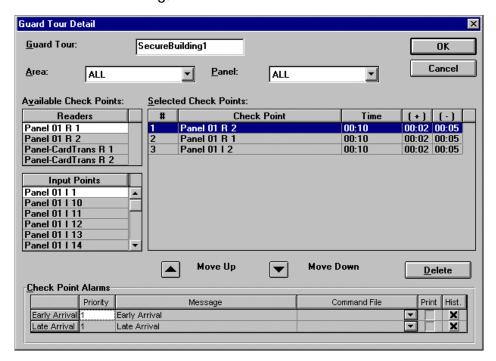
To open the Guard Tour database, select Guard Tours... from the Database menu.



The Guard Tours data list shows each guard tour represented by a folder. Click a folder to open it and display detailed information on the tour. The detailed information shows the check point readers in sequence, with the time allowed to get from one check point to the next. Tolerances for early and late arrival are also given.

A Sort function is available at the bottom of the window. Click the drop-down list button to change the sort order. This database allows you to sort by the order in which the records were entered (None) or alphabetically by name (Guard Tour).

When sorted by Guard Tour, search by entering the name in the search box and clicking the Search button (). When None is selected for sorting, the Search function is disabled.



Adding or Editing a Guard Tour

Click Add... to enter a new guard tour or Edit... to modify the currently selected guard tour. This opens the Guard Tour Detail window.

Guard Tour

Enter the name of the guard tour in the text entry box. The name can be a descriptive name containing up to twenty characters with any combination of letters, numbers, or spaces.

Area

Click the Area drop-down arrow and select the loop you want to include in the Guard Tour. Or select ALL to make all readers and input points available.

Panel

Click the Panel drop-down arrow and select the panel that has the readers and input points that you want to include in the Guard Tour. Or select ALL to make all readers and input points available.

Available Check Points

Notice that both readers and input points are available for selection as checkpoints.

Readers

Double click on each reader you want to include in the tour. It is added to the list of Selected Check Points. The order can be changed after the points are selected. Invalid card swipes (card not found) can be used to satisfy check points, except for the first stop in the tour. The first check point in the tour must be a card reader.

Input Points

Double click on each input point you want to include in the tour. It is added to the list of Selected Check Points. The order can be changed after the points are selected.

Selected Check Points

Selected Check Points is the list of readers and input points in the guard tour. Readers and inputs may be selected from the list of Available Check Points more than once.

The order of the check points can be changed by selecting a reader or input point and using the Move Up and Move Down buttons at the bottom of the window. The Move Up button moves the check point further ahead in the tour, and the Move Down button moves it later in the tour.

To remove a check point, select it and click the Delete button.

Time

The Time column allows you to enter an amount of time required to reach each check point. This time is from the start of the tour for the first check point, and from check point to check point for the rest of the tour. Click the Time column for each check point and enter the duration as hours: minutes.

NOTE: Typing a number less than 60 and hitting **Enter** will be registered as minutes. For a longer period of time, type the number of hours, a colon (:) and the number of minutes, and hit Enter.

Plus (+) and Minus (-)

For the time needed to reach each check point, a tolerance for late and early arrival can be given. Click on the check point in the (+) column and enter the amount of time tolerated for late arrival as hours: minutes. Click on the check point in the (–) column and enter the amount of time tolerated for early arrival as hours: minutes.

#	Check Point	Time	[+]	(-)
1	Loading Dock Entrance	00:10	00:02	00:05
2	Sales Area Entrance	00:15	00:02	00:05
3	Training Room	00:10	00:02	00:05
4	Rear Entrance Door	00:20	00:02	00:05

In this screen, the guard has 5 (10-5) to 12 (10+2) minutes from the start of the guard tour to reach the reader at the Loading Dock Entrance. The guard then has 10 (15-5) to 17 (15+2) minutes to reach the reader at the Sales Area Entrance.

Guard Tour Alarms

There are only two possible alarms, early arrival or late arrival. If a card is not presented at the appropriate reader or the specified input point doesn't change to alarm state within the allotted time, an alarm is generated indicating a missed check-in.

If a card is presented to the appropriate reader too soon or the specific point changes state too soon, a different alarm is generated indicating an early arrival.

Both of these alarms can be assigned a priority, a message, and a command file as well as be included in log printing and history reports.

Priority

The alarm can be assigned a priority from 1 to 99. The Current View in Alarm Monitor allows you to view alarms by an assigned priority. The higher the priority (lower number) the closer the alarm is to the top of the list.

Click in the Priority box next to the alarm that you want to prioritize and type in a number. A priority 1 is a very high priority item and 99 is a very low priority item.

Message

A message of up to 80 characters can be defined for each alarm. This message appears in the Alarm Info screen for the alarm. Click in the Message box and type in the message.

Command File

To associate a command file with an alarm, select the desired file from the drop-down list next to the alarm. This file is sent to the panel, either when the alarm is received or on acknowledgment, depending on which System Setup options you selected.

Print

Enable the Print option for each alarm that you want printed to the alarm log printer. An "x" shows that it is enabled.

Hist.

Enable the Hist. option for each alarm that you want kept in the WIN-PAK history files. This keeps a log of the alarm's occurrences and can be used to generate reports. An "x" shows that it is enabled.

Deleting a Guard Tour

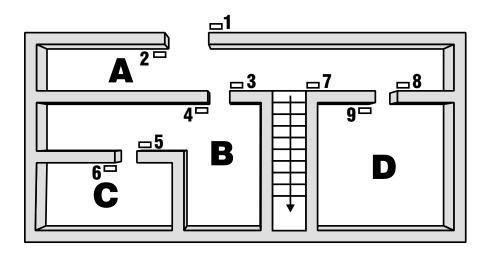
Select the guard tour that you want to delete with the mouse and click the Delete button. If you are sure you want to delete the guard tour, click OK when the confirmation box asks you.

NOTE: You cannot delete a tour that is currently running.

The Tracking Areas Database

Tracking Areas are sections of a facility that are defined by the readers that allow access to the area. Unlike Areas that we defined in the Areas Database, Tracking Areas are not related to the loops that carry communication through an access control system. They are, rather, defined by a system administrator to logically determine the sections of a facility, and are an integral part of a WIN-PAK function called mustering. Mustering allows the operator to view the cards that have entered into these defined areas. This is particularly useful for tracking individuals in emergency situations.

NOTE: Tracking Areas can also be used as a list or grouping of readers to restrict reporting information (as in "History, Cards" and Attendance Reports).



In this diagram, A, B, C, and D are Tracking Areas. If each area is distinct and not nested, (a concept described later in this chapter), then the area is defined by the readers that a card must be presented at to gain access to the area. Readers 1, 4, and 9 allow access to Tracking Area A. Readers 3 and 6 allow access to Tracking Area B. Reader 5 allows access to Tracking Area C and Reader 8 allows access to Tracking Area D.

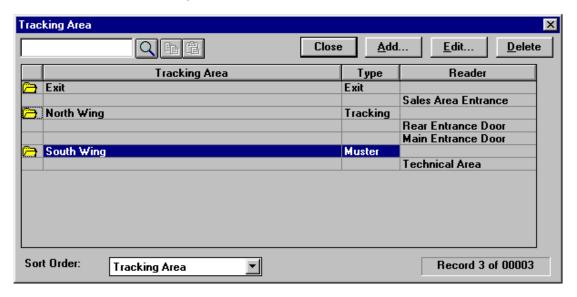
Muster System Precautions

When designing a muster system for use with WIN-PAK, it is important to keep the following precautions in mind:

- 1. Use a separate dropline (COM port) to isolate the muster readers from the tracking units. A special line should be run to provide a unique data path that will still be intact should the wiring from the main facility get damaged.
- 2. A cold restart of the access control panel could occur from a serious surge on the power or communication lines. This can cause corruption of the panel's database and time functions. Version 8.01.10 and higher firmware address the time problem by generating a system alarm 99 (Panel Database, System Alarms, Panel Reset Alarm) when the panel experiences a cold restart. WIN-PAK will then send the current Time and Date to the panel within 60 seconds of receiving this alarm. The default time and date after a cold restart is January 1st, Monday at 12:00 am. You will be able to see this time stamp on activities in the History view. Panel Time is critical to the proper operation of the Muster function as the most recent event is used to determine the Tracking/Muster status of a Card holder. If a card is presented to the Muster reader and the time and date stamp is earlier than from another reader location, there will not be a change of status to the Muster (safe) location.
- 3. In the event that the card database is lost or corrupted at the muster reader, WIN-PAK will recognize all reader types (Not Found, Timezone, Normal, Trace, Pin Violation, and Expired) as "valid" muster reads (provided that the time is later than the previous card read as described above). This function will prevent the need to reload the cards to a muster panel during a muster event. Only Valid and Trace card reads will count at a Tracking reader.

- 4. The communication loops should be RS-485. WIN-PAK should have corresponding Areas defined as RS-485 with ACK-NAK enabled. If using N-485-API-2s, they must be powered by a battery backed up power supply (not required for N-1000-III or N-1000-IV where the 485 is built into the control panel and is already using the battery backup of the control panel).
- 5. An UPS or other backup power source should power the WIN-PAK computer, N-485-PCI-2 and other associated communication devices. Installation of the equipment should be in a location that is considered "safe" from known hazards.
- 6. The muster system should be on-line (not buffered) to ensure timely and complete information. Regular checks to ensure that the muster system is functioning properly should be performed as part of the security routine and should be rigorously enforced.
- 7. As mentioned above, it is critical that the time and date be correct on card reads at the Muster readers. If the time and/or date are earlier than that of other reads in the system they will be ignored. For this reason, regular checks should be made to see that all panels are maintaining the correct time and date. The checklist for actions to be performed at the computer during the time of the muster should include several checks to be sure that the muster reads are coming in from the panel with the correct time and date. If it is observed that they are not, officials should order the swiping of cards stopped, and the time and date should be sent to the panel. A quick test should then be run and all people who might have swiped their card during a time when the time and/or date were incorrect should be directed to repeat their swipe. Multiple swiping of the same card at the Muster reader will not adversely affect the result of the Muster as the most recent time/date stamp is the one that is "displayed" in the Muster section. This procedure should be practiced regularly, so personnel have a clear familiarity with it. The Scheduler should also be programmed to update time and date at least once a day.

The Tracking Areas Database can be accessed by selecting the Tracking Areas... option from the Database menu. This will open the Tracking Areas Data List.



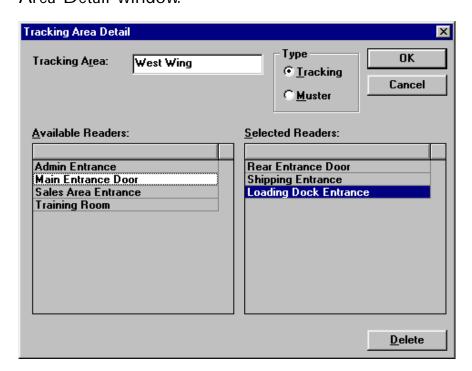
The Data List contains the names of all defined tracking areas and their type. Clicking on a tracking area folder will show the readers that define it.

Under the Data List you will see the sorting order of the list. By clicking the drop-down list button, you can select how you want to sort the tracking areas for viewing. This database allows you to sort by the order in which the records were entered (None) or alphabetically by name.

When sorted by Tracking Area, an area can be searched for by entering the name in the search box and clicking the Search button ().

Adding or Editing a Tracking Area

Click Add... to enter a new tracking area or Edit... to modify the currently selected tracking area. This will bring up the Tracking Area Detail window.



Tracking Area

Enter a name for the tracking area in the space provided. It can consist of twenty characters including letters, numbers, and spaces.

Type

Areas that can be set up fall under one of three categories: Exit Areas, Tracking Areas, and Muster Areas. Below are a description of each.

Exit Area

When you first view the Tracking Areas Data List you will notice a predefined area called EXIT. It is defined by a reader or group of readers that are used to remove card read records from the tracking and muster areas. The perception of this "area" is that when a person presents a card at one of these readers, they have left the areas of concern (e.g., they have gone home, or to another facility). They will no longer be tracked in reference to a possible muster call. This option can be edited to add or remove readers, but the area itself cannot be deleted.

NOTE:

The Exit area is also used in the Attendance Report to indicate an end to a calculation.

Tracking Area

A tracking area is an area containing readers at which presented cards are tracked in case of a muster call. The first time a person presents a card at one of these readers, the read event for that particular card is recorded and may be viewed in the "Non-Muster Card Transactions" screen. Each time that same card is presented at one of the readers in that area, the previous record for that card is replaced by the new record. The screen will display the most recent records of card reads from an individual area or from all areas at one time. Reports can be generated in the same manner. All reads from each card will continue to be tracked in a similar manner until the card is presented at a muster reader or an exit reader. When a card is presented at a muster reader, the record of the card is moved to the Muster Area Screen. When a card is presented at an exit area reader, it is removed from the muster system.

NOTE: Tracking area definitions can also be used in Card/History Reports and Attendance Reports.

Muster Area

Like tracking areas, muster areas are also logical areas, not defined by the hardwiring of the system. They contain readers that will only be used by card users if there is a call for muster (in the event of a disaster, for example). Several different muster areas can be created. The Muster Area Card Transaction screen will display card read events. A report can be run on cards presented in an individual muster area or at all muster areas. In normal conditions there will be no transactions being recorded in the Muster Area Card Transaction screen. It will only be used if there is a muster call (usually in an emergency).

Defining Readers

Available Readers

Along the left of the Tracking Areas Detail Window are all readers that are available to define the area. Click on a reader to move it to the Selected Readers List.

Readers selected for a muster area will not be available for any other muster area or a tracking area. Readers selected for a tracking area will be available for other tracking areas, but will NOT be available for a muster area.

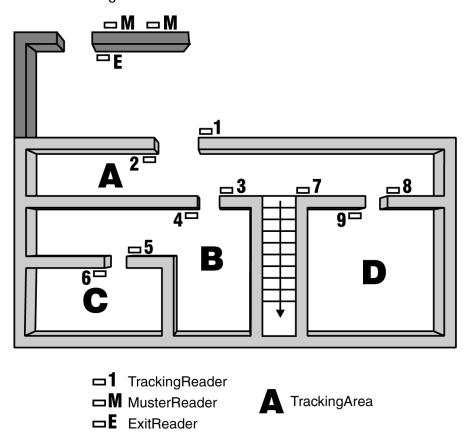
Selected Readers

As readers are clicked on from the Available Readers list, they are moved to this list. These are the readers that define the area. To remove readers from this list, select them and click the Delete button.

Click OK to save your changes to the Tracking Area or Cancel to exit the Tracking Areas Detail screen without saving your changes.

Nesting Areas

The concept of nesting is not unique to the muster system, but does take on considerable significance when planning areas for disaster management, and can change the way muster reports will be run. When an area is considered "nested" in another area, its readers are also part of that other area. For example, note the diagram below.



The first general principle of nesting is that readers used to enter an area or move about within the area should be listed under the tracking area in the Tracking Areas Database. If we focus on the B and C areas shown above, we can consider those areas in two ways.

Not Nested

If they are not nested, then Readers 3 and 6 would be listed for Area B in the database because those are the readers that a card would be presented at to allow access to Area B. Reader 5 would be listed for Area C.

Nested

If we consider these same areas to be nested, we would consider anyone who is in Area C as ALSO in Area B. In that case, we list Readers 3, 5, and 6 under Area B and Reader 5 again under Area C. There can be many levels of "nesting". There could be another room inside of Area C, which would be Nested under both B and C.

The diagram would have the following Tracking Area definitions when nesting:

Tracking Area A Readers 1, 3, 4, 5, 6, 8, 9 (Presenting at any of these readers shows the person in Tracking Area A. Readers 2 and 7 both leave Tracking Area A.)

Tracking Area B Readers 3, 5, 6 (reader 4 leaves Tracking Area B)

Tracking Area C Reader 5 (reader 6 leaves Tracking Area C)

Tracking Area D Reader 8 (reader 9 leaves Tracking Area D)

Reader E (Exit Reader)

Reader E causes the cardholder information to be deleted from the non-muster or muster view screens. The card holder has exited the tracking area.

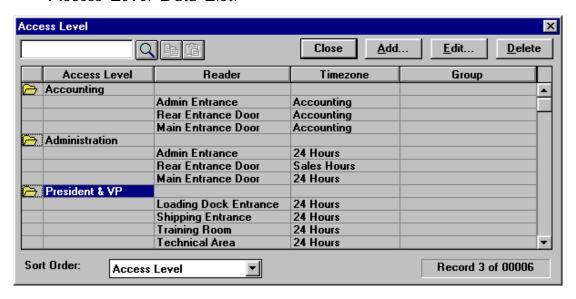
Reader M (Muster Reader)

Reader M causes card holders to appear in the muster view screen as per selected filter. It also removes card holders from the non-muster view.

The Access Level Database

Access Levels determine where and when a user's card is valid in the system. An access level represents the readers that a card user can present cards to and the time period during which he can present to them to gain access. When a card is defined in the card database, it is assigned an access level. The ability to assign cards to a group of doors eliminates the need to program the card for every reader.

Select Access Levels... from the Database menu to open the Access Level Data List.



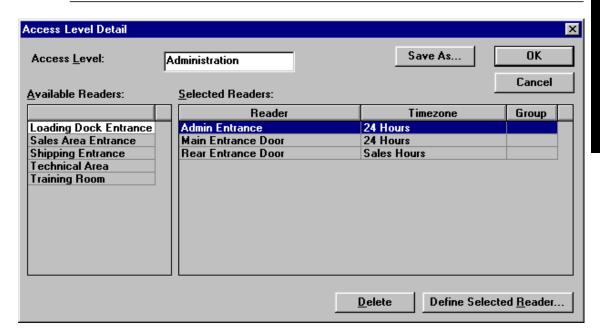
The Access Level Data List shows the Access Level records that have been defined. Click a record's folder to show details of the access level including which readers and timezones are utilized, and a group name (if defined). This list is sortable by the order in which the records were entered (None) or alphabetically by Access Level Name (Access Level).

When sorted by Access Level, an access level can be searched for by entering the name in the search box and clicking the Search button ().

Adding or Editing an Access Level

Click Add... to enter a new access level or Edit... to modify the currently selected access level. This brings up the Access Level Detail window

NOTE: When an access level has been changed, the affected panel should be re-initialized or the cards manually updated.

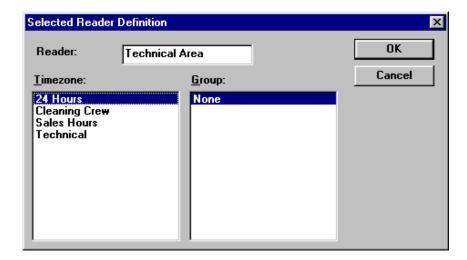


Access Level

Type in a name for the access level. Use up to 20 characters including letters, numbers, and spaces.

Available Readers

All of the readers made active in the Panel Database appear in this list. To include the reader in your access level definition, select it from this list. A Selected Reader Definition box appears (next illustration).



The reader name appears at the top of this box. All timezones defined for this reader's panel are listed under Timezone on the left. All groups defined for this panel are listed under Group on the right.

Timezone

Select the timezone during which a person with this access level is to have access though this reader.

NOTE: When the Split Timezones option is enabled for panels with version 8.xx or higher firmware, you are prompted for a timezone for each selected reader. On older version firmware, the timezone defaults to the same as the previously selected reader for that panel.

Group

Select the output group that a person with this access level is to be able to activate. The LAST SELECTED group for a reader on the same panel overwrites the other groups – there cannot be split groups on the same panel.

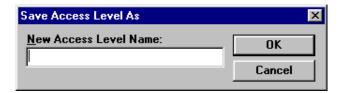
Click OK to save or Cancel to return to the Access Level Detail without saving.

The Reader, Timezone, and Group are now a part of the Selected Readers list. To remove a reader from the list, select it and click Delete. To change its timezone or group, click on Define Selected Reader.

NOTE: Free Egress ("E" option) determines how the panel responds to the group. See your panel documentation for more information.

Save As...

Clicking the Save As... button allows you to save the current Access Level under a different name. This allows you to create new Access Levels based on existing ones with similar attributes.



New Access Level Name

Type in a name for the new access level (up to 20 characters).

Click OK to save the new access level or Cancel to return to the Access Level Detail without saving.

Deleting an Access Level

Select the access level to be deleted and click the Delete button. If you are sure you want to delete the access level, click OK in the confirmation dialog box.

NOTE: An Access Level may not be deleted if it is already assigned to cards.

The record continues to appear in the data list although it is unavailable. New records cannot use its name until the database is packed (see Chapter 7).

The Card Database

The card database contains information on all cards/card users in the system. Selecting Cards... from the Database menu opens the Card Database.



The Card Database shows the user name and card number of the cards which have been defined. The list also has a column of information dedicated to the index that the cards are sorted by. For example, if cards are sorted by activation date, the last column on the list is activation date.

The Card Database has the largest number of sorting options. Cards can be sorted by the order in which they were entered (None), by card number (Number), by name (Card), by access level (the order in which the access levels were entered), by activation/deactivation dates, or by any of the 25 user-defined note fields. See System Setup for information on defining note fields.

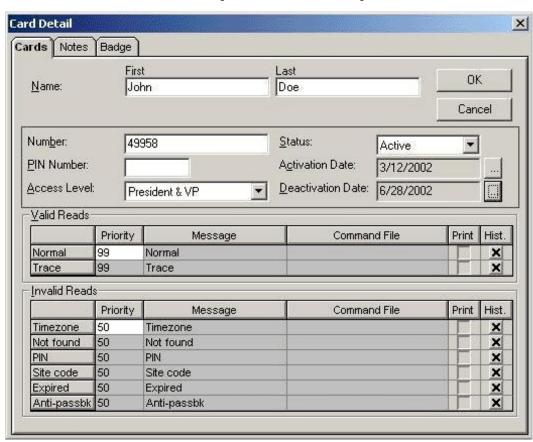
To Find a Card

1 Select the desired field in the Sort Order list.

- 2 Type the criteria in the Search box
- 3 Click the Search button ().

Adding or Editing a Card

Click Add... to enter a new card or Edit... to modify the currently selected card. This opens the Card Detail screen (next illustration). This screen contains three tab screens. The first tab screen [Cards]contains general card information, the second [Notes] contains notes, and the third [Badge] contains badge information. Clicking OK from any screen closes the current card and saves your changes. Use the tabs to move from one screen to another and only click OK when you are finished.



Cards Tab

The Cards tab screen (previous illustration) contains basic information on the card and cardholder including name, card number, access level, status, and read information.

Name

Type in the first name of the card holder in the First text entry space and the last name of the card holder in the Last text entry space. Both first and last names can be up to 20 characters long.

Number

Type in the card number from the access control card. If your system uses keypads only (no cards), enter the keypad number.

NOTE: If you selected 5 digit cards in the Setup Options/Card Screen, then the numbers allowed are 1 – 65534. If it is set to 12 digits, then the numbers allowed are 1 – 999,999,999,999.

Status

Select a status for the card from the Status drop-down list. The card must have one of four statuses: Active, Trace, Inactive, or Lost or Stolen. When Active or Trace is selected, access is allowed as per the access level. A card with Trace status returns a Trace condition when presented. When Inactive or Lost/Stolen is selected, the card is no longer valid at any reader in the system.

PIN Number

The PIN Number field is used if card users are required to enter a PIN number with their card. For a 5 digit system, this can be any 5 digit number between 1 and 65534. If the system is keypad only, the number MUST be entered into the Number field, and can then be treated as a five digit number or a 12 digit number, if an ABA keypad is used.

Access Level

Select an access level from the Access Level drop-down list. This list consists of access levels previously defined in the Access Level Database. See Access Level Database for more information.

Limited Use Options

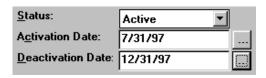
Card access can be limited in one of three ways: activation/ deactivation by use of the Scheduler, an expiration date, or by a limited number of uses. The field(s) visible for this option in the Card database depend on the method selected in setting up WIN-PAK. See Chapter 2 for an explanation of each option and instructions on selecting one.

NOTE: The Expiration Date and Limited Use options are only available if enabled in the Setup Options. See Setup for more details.

Activation & Deactivation Date

Select Active in the Status field.

Use the ellipses buttons to set an Activation date and a Deactivation date. The ellipses button will bring up a month calendar. Use the arrow keys to navigate to the month you want and then select the date. After selecting both an Activation and Deactivation Date, the result should appear as below.



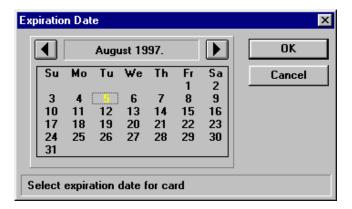
NOTE: Leaving the activation date blank will upload the card to the panels in the card's access level.

Use the Schedules database to check for these dates at specified times. When a Card Activation & Deactivation scheduled event is performed, cards with an Activation date prior to the event will be sent to the panels. Cards with a Deactivation date prior to the event will be deleted from the panels and their status will be made "Inactive" in the card database.

Expiration Date

This field is used to define an expiration date that limits the period of time that a card can gain access. This date can be up to 254 days from the date that this information is sent to the panels.

Enter the expiration date of the card by clicking the ellipses (...). A month calendar appears showing the current month or the month of the expiration date, if previously defined.



NOTE: The computer does not have to be on-line to expire an existing valid card. The expiration of the card is done at the panel level.

Use the backward and forward arrows to change the calendar one month at a time. After navigating to the month of expiration, select the exact date of expiration. The card cannot gain access after this date. Click OK to save the date or Cancel to return to Card Detail without saving the date.

Leave this blank if no expiration date is required. Click Cancel to remove a date.

Limited Use

This field is used to define the number of times that a card can gain access.

Enter the number of uses for which the card is valid by clicking the arrows. The maximum is 254. After the number of uses has passed, the card will be invalid.

NOTE: The Limited Use value decreases as the card is used.

Valid and Invalid Reads

The Valid and Invalid Read sections are used to define how particular card read conditions are interpreted and acted upon. For each type of read status there is the option of assigning a priority, message, and command file. Each type of read status can also be set to print to an event-logging printer and to be included in history for reporting purposes.

	Priority	Message	Command File	Print	Hist
Normal	99	Normal			X
Trace	99	Trace			×
nvalid Re	ads				
	Priority	Message	Command File	Print	Hist
Timezone	50	Timezone			X
Not found	50	Not found			×
PIN	50	PIN			×
	50	Site code			×
Site code					×
Site code Expired	50	Expired			-

Valid Reads

When a card is presented and allowed access because it is assigned the proper access level, a valid read is generated. This usually returns a normal condition to WIN-PAK. The exception is if the card is given a Trace status in the Card Database – it then returns a trace condition when presented.

Invalid Reads

When a card is presented, but not allowed access, an invalid read is generated. This may be for a variety of reasons, each of which can be assigned a different set of options:

- A Timezone condition is sent when the card was presented at a reader outside the time permitted by its access level.
- A Not found condition is sent when the panel does not recognize the card number (possibly a card that is not in the panel).
- A PIN condition is sent when an incorrect PIN number is entered at readers where PIN entry is required.
- A Site code condition is sent when a card with an incorrect site code is presented.
- An Expired condition is sent when a card is presented after its expiration date or after the allotted number of uses (as defined in the Card Database and System Setup).
- An Anti-passback condition is sent when an anti-passback violation has occurred in panels with this option enabled.

Both Valid and Invalid reads can be assigned the following options:

Priority

The condition can be assigned a priority from 1 to 99. The Current View in Alarm Monitor allows you to view alarms that require acknowledgment by an assigned priority. High priority items appear at the top of the list while lower priority items appear lower in the list.

Click in the priority box next to the status that you want to prioritize and type in a number; 1 is the highest priority and 99 is the lowest priority.

NOTE: A similar arrangement can be found in the Readers Screen of the Panel Database where the action is based on the card read status itself. The read status or card with the highest priority dictates what is displayed in the current view. If command files or action messages are attached to both the reader and the card, both are displayed in the Alarm Info screen or both command files are sent.

Message

To associate a descriptive message with a status, type a message (up to 80 characters) in the message box next to the status. This message is sent to the Alarm Info Screen so that the operator knows what the invalid reads mean.

Command File

A command file can be associated with each status. To associate a command file with a status, select the desired file from the drop-down list next to the status. This file is sent to the panel, either when this status is received or on acknowledgment, depending on which System Setup options you selected.

Print

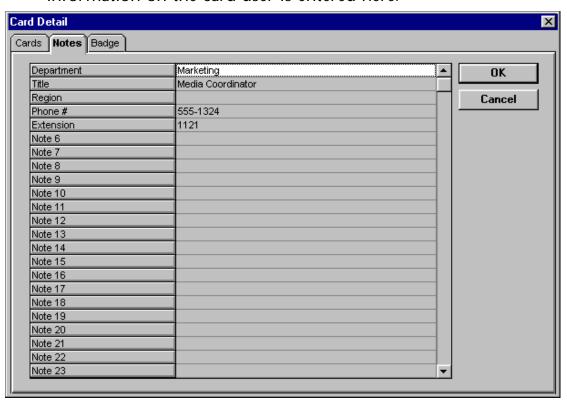
Enable the Print option for every status that is to be printed to the log activity printer.

Hist.

Enable the Hist. option for every status to be kept in the WIN-PAK history files. This keeps a log of the status's use and can be used to generate reports.

Notes Tab

Click the Notes tab to open the Notes tab screen. User-defined information on the card user is entered here.



This screen contains a list of 25 note fields. The names of the fields are on the left. They contain descriptive names if they have been defined in the Note Fields... section under the Setup menu. Otherwise they are labeled Note 1, Note 2, etc.

To enter a note, enter information in the box next to the field to be defined. Use up to 25 characters including letters, numbers, and spaces. To save the note you must either hit Enter or click on another note before clicking OK or moving to another screen.

NOTE: Shift-F2 allows you to edit an existing field.

Badge Tab

Click the Badge tab to open the Badge tab screen for managing the badging component of WIN-PAK.



If a photo has been taken for the card user, it appears in the Image box. Photos can be incorporated into badges in several ways. One way is to capture a photo from a source connected to your PC. This may involve using a video camera with a video capture card or a TWAIN device such as a digital camera or scanner. The steps below outline the different methods available for capturing a badge photo in WIN-PAK.

Capturing a Photo with Video Camera and Video Capture Board

The following steps demonstrate how to capture an image with a video camera and video capture board. They assume that all equipment has been connected and configured to work with your computer.

NOTE: A program called WinImage starts when you click Photo. This program is dynamically linked to WIN-PAK for capturing photos. It closes automatically when the Card Database is closed.

- Click Photo.
- 2. If you have a video capture board installed, a window appears with live action from your camera. Use this image to properly frame your photograph.

The dialog box used for capturing the photograph changes, depending upon the video capture board selected during WIN-PAK setup. Three elements, Freeze/Unfreeze, Primary/ Secondary, and Compression are consistent with all capture boards. Options that may differ for each board are covered in the Video Capture Boards section that follows. First, the Freeze/Unfreeze, Primary/Secondary, and Compression elements are defined as follows:

Freeze/Unfreeze

The Freeze/Unfreeze button toggles between "freezing" and "unfreezing" the viewed image. When the desired image is on screen, click Freeze to keep it on-screen. Click Unfreeze to switch back to the live camera view.

NOTE: You can also use the space bar to toggle between Freeze and Unfreeze.

Primary/Secondary

WIN-PAK allows the capture of two photos per subject. For example, one photo can be taken from the front of the subject and as well as one of the profile. Selection of either the Primary or Secondary radio button determines which of the two photos you are capturing.

Compression

The image that is "snapped" for a record is saved to a JPEG file which uses compression technology to decrease the size of the file. If desired, use the arrow keys to adjust the compression of the saved image. The lower the number in this box, the greater the compression. However, images lose some quality in this process, so avoid over-compressing. A setting of 100 applies the least amount of compression and provides the best quality image. A setting of 30 applies the most compression, but provides a lower quality image.

Video Capture Board Types

The options available for capturing a photo depend on the system's video capture card. Following is an explanation of the options available for different hardware.



Integral Technologies FlashPoint

Clicking Capture Image from the Badge Screen of the Card Database opens a window with an Advanced button. Clicking Advanced expands the window.

You can adjust the slides at the right of the image to enhance its quality. These controls allow different settings for previewing the video image and capturing it. The image seen in the Preview mode can be brightened electronically. When the flash is tripped, the amount of light entering the camera's iris is reduced compared to the preview, allowing the flash to provide the light saturating the subject, without over exposing the picture. (It may be necessary to adjust the FlashPoint settings. See Appendix B.)

Preview Brightness

The Preview Brightness slider lightens or darkens the entire tonal range of the preview image.

Preview Contrast

The Preview Contrast slider expands or constricts the entire tonal range of the preview image. The difference in highlights and shadows can be greatly increased or decreased.

Capture Brightness

The Capture Brightness slider lightens or darkens the entire tonal range of the image when the image is captured.

Capture Contrast

The Capture Contrast slider expands or constricts the entire tonal range of the image when the image is captured. The difference in highlights and shadows can be greatly increased or decreased.

Saturation

The Saturation slider controls the vibrancy, or amount of color, in the background image.

Hue

The Hue slider controls the value of color in the background image. Adjusting this can correct photos that seem to have incorrect color.

Sharpen

The Sharpen slider sharpens blurry images by increasing the contrast of adjacent pixels. The highest value is 7.

Compression

The captured image is saved as a JPEG file which uses a compression technology to decrease the size of the file. If desired, use the arrow keys to adjust the compression of the saved image. The lower the number in this box, the greater the compression. However, images loose some quality in this process, so avoid over-compressing. A setting of 100 applies the least amount of compression and provides the best quality image. A setting of 30 applies the most compression, but provides a lower quality image.

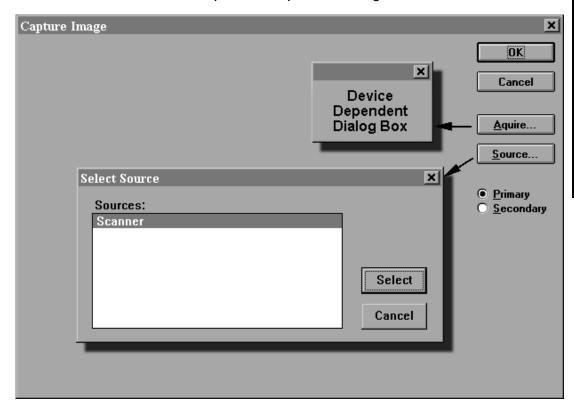
NOTE: Lower compression produces a better quality image, but the image file is larger. An image compressed at 100 is approximately 80k. An image compressed at 30 is approximately 8k.

Save Settings

The Save button saves the position of the sliders so that you can use the same settings for all of your badges.

TWAIN Compatible Interface

If your system is equipped with a TWAIN Compatible Interface, you can capture photos and backdrops from other devices such as scanners. Clicking Capture Image from the Badge Screen of the Card Database opens a capture dialog.



The FIRST time you capture an image, click the Source... button. This shows the TWAIN drivers present on your computer. Choose one and click Select. The TWAIN interface uses this driver until you select a different one.

To capture an image, click the Acquire button. This opens a device dialog box based upon the previously selected source. See your device manual for information on how to use its TWAIN interface.

The compression for a TWAIN device is set at the maximum (30). If less compression (more detail) is required, then compression can be set manually.

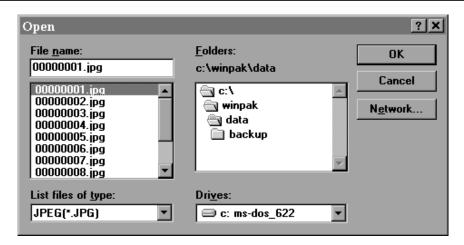
- Close WIN-PAK
- Open the BADGER.INI text file (see Appendix E: Database and *.ini Files).
- 3. Enter the following line under the [Preferences] section: JPEG_Compression=nnn

(where _ is a space and nnn is the compression level; 100 is the least compression, while 30 is the most).

Import Photo

WIN-PAK allows you to import an image in addition to capturing an image with a video capture card. This is useful if you already have images of your personnel or if you want to retouch images that have been previously captured. To do this, take the following steps:

- 1. From the Badge Screen, click Import Photo to open the Import Photo window.
- 2. Click Open... to open a dialog box for you to browse your folders and find your image.



3. Select the file type you are looking for from the List files of Type drop down list. You can select from DIB (*.BMP), JPEG (*.JPG or *.JP2), PCX (*.PCX), Targa (*.TGA), and TIFF (*.TIF) files.

NOTE: Infrequently, you may find a JPEG file that cannot be imported into WIN-PAK. Try opening the file in a graphics program and saving it as a *.BMP file.

- 4. Find the directory that your image is in by selecting the correct drive from the Drives drop down list and then double clicking on folders to navigate to the correct directory.
- 5. Your image should then be in a list under File Name. Select it and click the OK button to import it. The picture appears with a frame in the center (next illustration).



- 6. Click and drag from within the frame to move it and use the handles on the sides of the frame to resize it.
- 7. Click the Primary option to use this photo in badge layouts that have a primary photo placeholder or click the Secondary option to use this photo in badge layouts that have a photo placeholder for a secondary picture.
- 8. When the frame contains what you want in the picture, click OK.
- 9. Click the appropriate View button to update the view of the badge with the new photo.

Capture Signature

Having a card backdrop designed with a signature block is the first step to putting a signature on a card. The second step is to actually capture the signature. This is done in WIN-PAK from the Badge Screen of the Card Database.

NOTE: Only one signature can be imported per card record.

As part of the WIN-PAK installation procedure, a prompt asks you if you have a signature pad. Clicking Yes adds a line to the BADGER.INI file, enabling the device. If you are adding the pad after WIN-PAK has been installed, follow this procedure to enable signature capturing for your PC:

- Close WIN-PAK.
- 2. Using a text editor, add the following line to the [Preferences] section of BADGER.INI (Located in the WINDOWS directory:

SigPad=Penware

3. Open WIN-PAK

Then for each signature take the following steps:

- 1. In the Card Database, open the record of each person you want a signature captured. Click the Badge tab to open the Badge screen.
- 2. Click the Signature button.

<u>Signature</u>

The dialog box (next illustration) opens, reflecting all activity on the signature pad.

3. Have the badge user sign their name on the pad. To clear off the name and start over, press the left button on the signature pad, or cancel button.

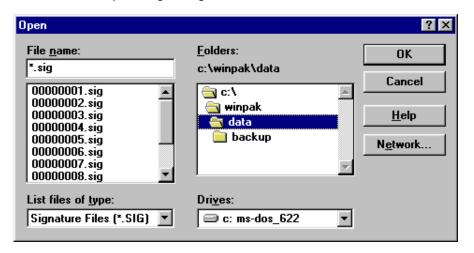


When the signature looks the way you want it, press the right button on the signature pad or OK. This saves the signature and exit to the Badge screen. The signature appears in the badge preview when you click on the View Badge button.

Import Signature

Signatures do not need to be captured from within WIN-PAK. They can also be captured using the WinImage capturing software, saved to a file, and imported into WIN-PAK at a later time. To import a previously captured signature, follow the steps below:

1. Click Import Signature. This opens a dialog box (illustration below) for opening a signature file.



- 2. Find the directory that your signature is in by selecting the correct drive from the Drives drop-down list and then double clicking on folders to navigate to the correct directory.
- 3. The signature should be in the list under File Name. The file must have an .SIG extension. Select it and click the OK button to import it.

Assigning a Badge Layout

To assign a badge layout to a card, click the Badge Layout drop-down list and select one. This list contains all the layouts defined in the Backdrops Database (see Chapter 4). To see the layout selected, click View Badge. This option shows the backdrop with photo, signature, and field information.

Ultra Electronics Tango/Fargo Printer Options

If an Ultra Electronics Tango or Fargo duplexing printer was selected as your badge printer when installing WIN-PAK, you have the option of selecting a front and back badge layout as shown:



Click the appropriate drop-down list button to select a front and back badge layout. Click the View Front button to view the front design or the View Back button to view the back design. Enabling Default Back Layout makes the current back layout design the default with all defined badges.

Printing a Badge

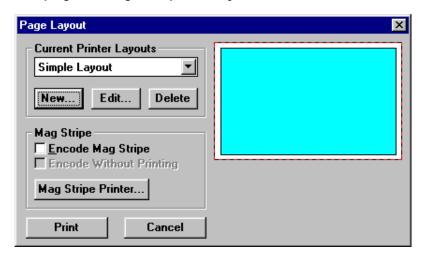
Clicking Print allows you to print a badge using the current visible record. A printer dialog box appears (illustration below), allowing the selection of printer options.



NOTE: If a printer other than an Ultra Electronics Tango or Fargo printer was chosen during installation configuration, a different printer dialog box appears.

Printer Layouts

Clicking OK brings up a dialog box (illustration below) to print the badge. A preview displays how the badge will fit on the card (or page) using the printer you selected.

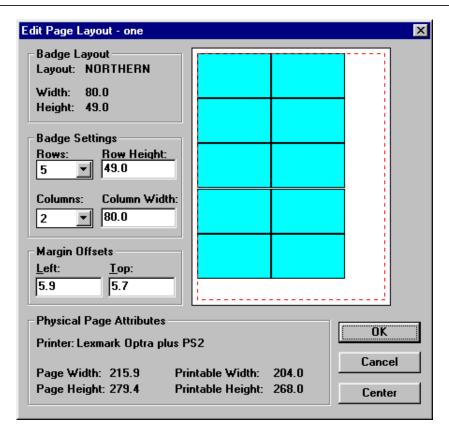


Current Printer Layouts

Although most badge printers print well with WIN-PAK's default settings, the Page Layout Dialog box allows you to define different layouts for printing badges.

Creating a New Layout

- Click New....
- Type in a New Page Layout Name in the dialog box provided and click OK.
- 3. Click Edit.... An Edit Page Layout dialog box appears (next illustration).



NOTE: Only one layout prints per page when printing on a 8 1/2" x 11" (or larger) sheet. If you want to print more than one per sheet, you must create multiple layouts – one layout for each badge position. Then reinsert the paper to print again. Repeat until the desired amount of printing is accomplished per page.

4. Use the badge settings to determine the number of rows on a page, their height and the number of columns and their width.

- 5. Use the Left and Top Margin offsets to determine how far from the left and top of the page that the first badge prints. Click the Center button if you want the badge (or badge group) centered on the page.
- 6. Click OK to accept the changes or Cancel to return to the Page Layout dialog box.

Magnetic Stripe Options

If a printer with magnetic stripe printing capabilities is used, WIN-PAK can use the printer to encode the card. The following outlines the options used in this procedure.

Encode Mag Stripe

Enable this option to print a magnetic stripe on a card. You must use a printer with this capability, define a magnetic stripe in the badge layout, and use a magnetic stripe card.

Encode Without Printing

Enable this option to encode the magnetic stripe without the other elements of the badge. This option is only available if the Encode Mag Stripe option is enabled.

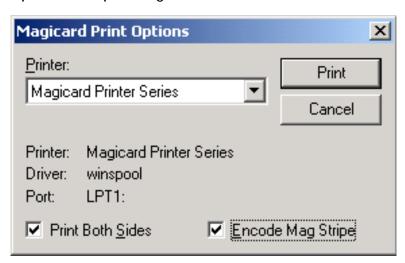
Mag Stripe Printer...

The Mag Stripe Printer... button opens a dialog containing the names of printers that encode magnetic stripes. Select the printer you are using and click OK.

Click Print to print the card or Cancel to go back to the database without printing.

Printing with a Ultra Electronics Tango/Fargo Duplex Printer

If an Ultra Electronics Tango or Fargo printer is selected during installation, a dialog box appears allowing the operator to select options for printing.



Printer

From the Printer drop down list, select the printer that you are using.

Print Both Sides

Enable the Print Both Sides option if you will be printing both a front and a back on the badge. Make sure that the badge being printed has a backdrop defined for both sides.

NOTE: Verify the printer driver is setup correctly before printing.

Rotate Back Side 180°

Enable the Rotate Back Side 180° option if you are printing on both sides of the card and want the back side of the card to be printed upside down (180°). This option is only available if the Print Both Sides option has been enabled.

Encode Mag Stripe

Enable the Encode Mag Stripe option if you want to encode a number onto a badge with a magnetic stripe. A badge layout with a magnetic stripe code defined must be selected.

Deleting a Card

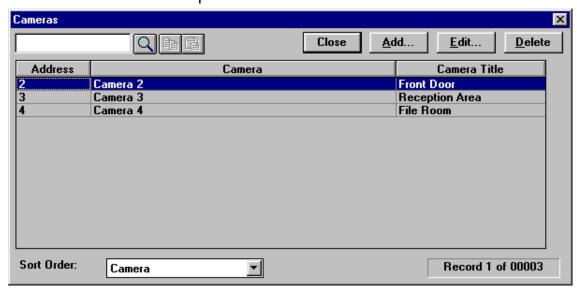
Select the card you want to delete and click the Delete button. If you are sure you want to delete the card, click OK in the confirmation dialog box.

The record continues to appear in the data list although it is unavailable. New records cannot use its key fields (i.e., name or card number) until the database is packed (see Chapter 7).

NOTE: An alternative to deleting a card is to make the card status "Inactive." By making the card inactive, any future history will have a database of the person's name and other relevant information for history reporting. If the card is deleted, there will be no reportable history on that holder name.

The Camera Database

The camera database contains information on CCTV cameras in the access control system. Selecting Cameras... from the Database menu opens the Camera Database.

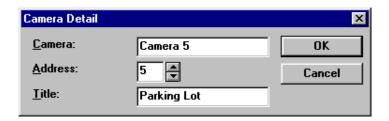


The Camera Database shows the cameras that have been defined and some basic information on each one, including the camera's descriptive name, address, and the title that appears on a monitor when using this camera. This list is sortable by the order in which they were entered (None) or alphabetically by Camera Name (Camera).

When sorted by Camera, a camera can be searched for by entering the name in the search box and clicking the Search button ().

Adding or Editing a Camera Record

Click Add... to enter a new camera or Edit... to modify the currently selected camera. This opens the Camera Detail window.



Camera

Enter a descriptive name for the camera of up to 20 characters including letters, numbers, and spaces.

Address

Enter a unique numerical address for the camera from 1 to 999. If you enter a duplicate address, an error message appears.

Title

Enter the text that you want to appear on the screen when looking at this camera view. The title may contain up to 20 characters.

NOTE: Selected CCTV equipment must be capable of supporting titles to use the Camera Title database field. Some camera titling may not support 20 characters.

> Click OK to save your changes or Cancel to return to the database without saving your changes.

Deleting a Camera Record

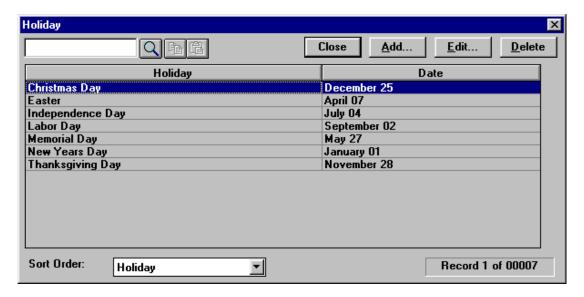
Select the camera you want to delete and click the Delete button. If you are sure you want to delete the camera, click OK when the confirmation dialog box asks you.

The record continues to appear in the data list although it is unavailable. New records cannot use its key fields (i.e. name or number) until the database is packed (see Chapter 7).

The Holidays Database

The holiday database is a set of defined holidays that are considered when defining timezones. The ability to define holidays is important if they are treated differently (i.e., only certain employees have access on these days, a particular input isn't shunted, or a door is either open or closed, etc.) If "Holiday" is enabled in a timezone assigned to a card, then the person is allowed access during that holiday. If "Holiday" is not included in the timezone, then the card does not have access on that day. If a door is Timezone controlled and does not have a defined "Holiday" time element, then it will remained locked during the "Holiday".

Selecting Holidays... from the Database menu opens the Holiday Data List.



The Holidays data list shows the holidays that have been defined and the date they are on. This list is sortable by the order in which they were entered (None) or alphabetically by holiday name (Holiday).

When sorted by Holiday, a holiday can be searched for by entering the name in the search box and clicking the Search button ().

Adding or Editing a Holiday

Click Add... to enter a new holiday or Edit... to modify the currently selected holiday. This opens the Holiday Detail window.



Type in the name of the holiday (up to 20 characters) that you want to add in the text entry space provided. Then use the arrow keys to browse by month until you see the month that the holiday is in. Click the day of the holiday within the month.

Click OK to save the holiday or Cancel to return to the database control window without saving the holiday.

NOTE: Enter only holidays for the current year. If you enter multiple instances of a holiday, which falls on different days each year, WIN-PAK cannot tell which is the correct date.

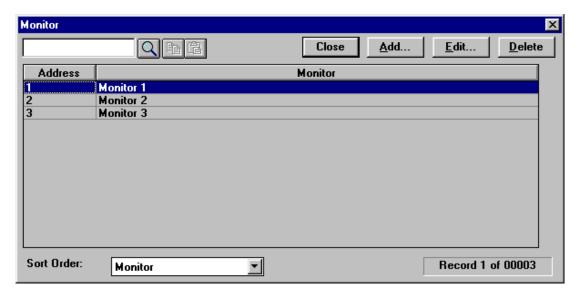
Deleting a Holiday

Select the holiday you want to delete and click the Delete button. If you are sure you want to delete the holiday, click OK when the confirmation dialog box asks you.

The record continues to appear in the data list although it is unavailable. New records cannot use its name until the database is packed (see Chapter 7).

The Monitors Database

The monitor database is a set of defined monitors that are used in the CCTV supervision of a facility. These monitors can be selected from within the Reader, and Input screens of the Panel Database to view particular areas when reader and alarm information is received. They can also be selected manually from the Camera Control Screen. Selecting Monitors... from the Database menu opens the Monitor Data List.



The Monitors Data List shows the monitors that have been defined and their address. This list is sortable by the order in which they were entered (None) or alphabetically by monitor name (Monitor).

When sorted by Monitor, a monitor can be searched for by entering the name in the search box and clicking the Search button (\square).

Adding or Editing a Monitor

Click Add... to enter a new monitor or Edit... to modify the currently selected monitor. This opens the Monitor Detail window.



Type in the name of the monitor (up to 20 characters) that you want to add in the text entry space provided. Then use the arrow keys to enter a monitor address.

Click OK to save the monitor or Cancel to return to the database control window without saving the monitor.

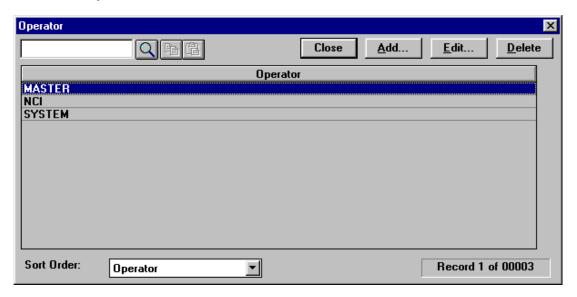
Deleting a Monitor

Select the monitor you want to delete and click the Delete button. If you are sure you want to delete the monitor, click OK when the confirmation dialog box asks you.

The record continues to appear in the data list although it is unavailable. New records cannot use its key fields (i.e. name or number) until the database is packed (see Chapter 7).

The Operator Database

The Operator Database contains information on all WIN-PAK operators. Selecting Operator... from the Database menu opens the Operator Database.

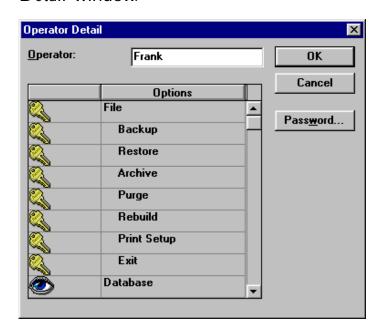


The Operator Database shows the system operators that have been defined. This list is sortable by the order in which the records were entered (none) or alphabetically by operator name.

When sorted by Operator, an operator can be searched for by entering the name in the search box and clicking the Search button ().

Adding or Editing a System Operator

Click Add... to enter a new system operator or Edit... to modify the currently selected system operator. This opens the Operator Detail window.

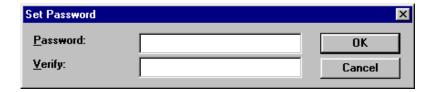


Operator

Enter a descriptive operator name consisting of up to 20 characters (letters, numbers, and spaces).

Password

The Password button opens up a dialog box to enter a password for the operator you are defining. The password must be entered by the operator when logging into WIN-PAK.



Enter the Password in the first space provided. The password can be up to 8 characters of numbers or letters. When typing asterisks are shown. The password is case sensitive. Make sure the operator knows the exact case of his/her password.

Enter the password in the Verify space provided using the correct case. This ensures that you entered the password correctly in the first space.

Click OK when finished to save the password or Cancel to exit this dialog without saving the password.

NOTE:

Be sure to change the password. This is critical to the security of your system. For the greatest security, use a combination of both letters and numbers; do not use any familiar terms such as your company name, initials, birth dates, etc. A simple strategy for choosing a password that is both easy to remember, but hard to decode, is to pick a simple phrase preceded or followed by one or more numbers. Enter it without spaces and capitalize each word. Such a password cannot be easily decoded either by a random number generator or by dictionary decoder.

Operator Privileges

Operator privileges define what kind of control an operator has over different options of the program. The Operator Detail window contains a list of the different options to which an operator can be assigned access. Use the scroll bar to view the list. Symbols before each option show the operator's privilege for that option. The privileges and their symbols are shown below:

NOTE: Backup & Restore, Archive, Purge, and Rebuild privileges can not be edited from a network client.

Edit Privilege 🔍

An operator with the Edit Privilege for an option has the ability to add, modify, and delete information.

None Privilege 4

An operator with the None Privilege for an option cannot edit or view the information.

View Privilege

An operator with the View Privilege for an option can view the information, but cannot edit it.

Privileges are grouped into categories for ease of editing. The categories are operational privileges, database privileges, report privileges, setup privileges, and main screen privileges.

Operational Privileges

Operational privileges give the operator control over system maintenance. These options do not have a View privilege.

File

Clicking the File bar from the list toggles the entire set of File options between the Edit privilege and the None privilege.

Backup

Clicking the Backup bar from the list toggles this option between the Edit privilege and the None privilege. The operator must have the Edit privilege in order to backup system files. (See Chapter 7)

Restore

Clicking the Restore bar from the list toggles this option between the Edit privilege and the None privilege. The operator must have the Edit privilege in order to restore system files. (See Chapter 7)

Archive

Clicking the Archive bar from the list toggles this option between the Edit privilege and the None privilege. The operator must have the Edit privilege in order to archive history files. (See Chapter 7)

Purge

Clicking the Purge bar from the list toggles this option between the Edit privilege and the None privilege. The operator must have the Edit privilege in order to purge archived history files. (See Chapter 7)

Rebuild

Clicking the Rebuild bar from the list toggles this option between the Edit privilege and the None privilege. The operator must have the Edit privilege in order to rebuild, recreate, and pack indexes of the databases. (See Chapter 7)

Print Setup

Clicking the Print Setup bar from the list toggles this option between the Edit privilege and the None privilege. The operator must have the Edit privilege in order to change printer settings.

Exit

Clicking the Exit bar from the list toggles this option between Edit privilege and the None privilege. The operator must have the Edit privilege in order to correctly exit WIN-PAK.

WARNING: An operator could potentially exit WIN-PAK by exiting Windows or by turning off the computer. BOTH ACTIONS CAN CORRUPT COMPUTER DATA – WIN-PAK DATABASES COULD BE AFFECTED! THESE ACTIONS ARE STRONGLY DISCOURAGED!

Database Privileges

Database privileges determine the operator's access to database information. Each operator can be assigned Edit, None, or View privileges to each of fourteen databases.

An operator with Edit privileges to a database can add, edit, and delete records in that database. If the operator has been assigned None, the database is inaccessible. An operator with View privileges can browse but not edit a database.

An operator can be assigned the same privilege for all databases at one time by clicking the Database bar or they can be assigned one at a time by clicking on individual bars.

appears.

Databases

Clicking the Databases bar from the list toggles the entire set of database options between the Edit, None, and View privilege.

Timezones

Clicking the Timezones bar from the list toggles the Timezone database privilege between Edit, None, and View.

Areas

Clicking the Areas bar from the list toggles the Area database privilege between Edit, None, and View.

Panels

Clicking the Panels bar from the list toggles the Panel database privilege between Edit, None, and View.

Schedules

Clicking the Schedules bar from the list toggles the Schedules database privilege between Edit, None, and View.

Guard Tours

Clicking the Guard Tours bar from the list toggles the Guard Tours database privilege between Edit, None, and View.

Tracking Areas

Clicking the Tracking Areas bar from the list toggles the Tracking Areas database privilege between Edit, None, and View.

Access Levels

Clicking the Access Levels bar from the list toggles the Access Level database privilege between Edit, None, and View.

Cards

Clicking the Cards bar from the list toggles the Card database privilege between Edit, None, and View.

Cameras

Clicking the Cameras bar from the list toggles the Camera database privilege between Edit, None, and View.

Holidays

Clicking the Holidays bar from the list toggles the Holiday database privilege between Edit, None, and View.

Monitors

Clicking the Monitors bar from the list toggles the Monitor database privilege between Edit, None, and View.

Operators

Clicking the Operators bar from the list toggles the Operator database privilege between Edit, None, and View. Selecting the Edit privilege gives the operator access to operator passwords and privileges, and with it the whole system. The View privilege allows the operator to see all operator information except passwords.

Floor Plans

Clicking the Floor Plans bar from the list toggles the Floor Plan database privilege between Edit, None, and View.

Command Files

Clicking the Command Files bar from the list toggles the Command File database privilege between Edit, None, and View.

Report Privileges

Report privileges define which reports the operator can define and print. Because viewing and printing disclose the same information, the operator can either have access to the information (Edit) or not (None). View is not an option.

Reports

Clicking the Reports bar from the list toggles the entire set of report options between the Edit and the None privilege.

History Reports

Clicking the History Reports bar from the list toggles between the Edit privilege and the None privilege for printing reports on system history.

Database Reports

Clicking the Database Reports bar from the list toggles between the Edit privilege and the None privilege for printing reports on WIN-PAK's databases.

Attendance Report

Clicking the Attendance Report bar from the list toggles between the Edit privilege and the None privilege for printing attendance reports.

Setup Privileges

Setup privileges define which setup parameters the operator can modify. These are the commands located in the Setup menu. They can either be edited (Edit) or not (None) – there is no View privilege. In a network setup, these options can only be edited on the network server.

Setup

Clicking the Setup bar toggles between the Edit and None privileges for all items located in the Setup Menu. If all options are set to None, the Setup Menu is inaccessible to the operator. These options cannot be edited from a network client.

Options

Clicking the Options bar toggles between the Edit and None privileges for items located in the Options section of the Setup Menu. This allows/disallows the operator to choose certain card, communications, and operator options. See System Setup for more information.

Note Fields

Clicking the Note Fields bar toggles between the Edit and None privileges for items located in the Note Fields section of the Setup Menu. This allows/disallows the operator to redefine the note field labels.

Serial Ports

Clicking the Serial Ports bar toggles between the Edit and None privileges for items located in the Serial Ports section of the Setup Menu. This allows/disallows the operator to define serial port usage and hardware.

Main Screen Privileges

The last twelve bars in the privileges list control access to the eight main screens that make up the control center of WIN-PAK. These twelve bars must be set individually. If the operator is not allowed access to any of the twelve, then the screens do not appear when the operator logs in. In other cases the tab may be inaccessible. Of these options, the Guard Tour View is the only one that allows the View privilege.

Alarm Monitor

Clicking the Alarm Monitor bar toggles between the Edit and None privilege. This allows/disallows the operator access to the Alarm Monitor Screen.

Alarm Info

Clicking the Alarm Info bar toggles between the Edit and None privilege. This allows/disallows the operator access to the Alarm Info Screen.

Panel Cntl

Clicking the Panel Cntl bar toggles between the Edit and None privilege. This allows/disallows the operator access to the Panel Control Screen.

Muster Report

Clicking the Muster Report bar toggles between the Edit and None privilege. This allows/disallows the operator access to the Muster Report Screen.

Camera Cntl

Clicking the Camera Cntl bar toggles between the Edit and None privilege. This allows/disallows the operator access to the Camera Control Screen after Area is setup and Monitor and Camera Databases are programmed.

Card Lookup

Clicking the Card Lookup bar toggles between the Edit and None privilege. This allows/disallows the operator access to the Card Lookup Screen.

Mail

Clicking the Mail bar toggles between the Edit and None privilege. This allows/disallows the operator access to the Mail Screen in a network system.

Muster Card Deletion

Clicking the Muster Card Deletion bar toggles between the Edit and None privilege. This allows/disallows the operator the ability to delete muster cards from the Muster Report Screen.

Non-Muster Card Deletion

Clicking the Non-Muster Card Deletion bar toggles between the Edit and None privilege. This allows/disallows the operator the ability to delete non-muster cards from the Muster Report Screen.

Display Card Numbers

Clicking the Display Card Numbers bar toggles between the Edit and None privilege. The Edit privilege allows the operator to see card numbers when displayed on the screens that show them. The None privilege shows "****" instead of card numbers on screens that would otherwise show them.

NOTE: Although card numbers may be hidden in screens that normally show them, they are still visible in Card Database reports (if access to reports is enabled), the Locate Function (if access to Card Database is enabled), and Attendance Reports.

Display PIN Numbers

Clicking the Display PIN Numbers bar toggles between the Edit and None privilege. The Edit privilege allows the operator to see PIN numbers when displayed on the screens that show them. The None privilege shows "****" instead of PIN numbers on screens that would otherwise show them.

NOTE: Although PIN numbers may be hidden in screens that show them, they are still visible in Card Database reports ONLY if access to reports is enabled.

Guard Tour View

Clicking the Guard Tour View bar toggles between the Edit, View and None privilege. The Edit privilege allows the operator to initiate and cancel guard tours. The View privilege only allows the operator to view a tours progression. The None privilege prohibits the operator from viewing or controlling guard tours.

Deleting an Operator

Select the operator you want to delete, and then click the Delete button. If you are sure you want to delete the operator, click OK in the confirmation dialog box.

NOTE: If you delete an operator, references to that operator's activities in the system are removed and do not appear in history reports. Instead, change the operator's password and limit access to File and Exit only. This prohibits the operator from logging on while maintaining the record of past activities.

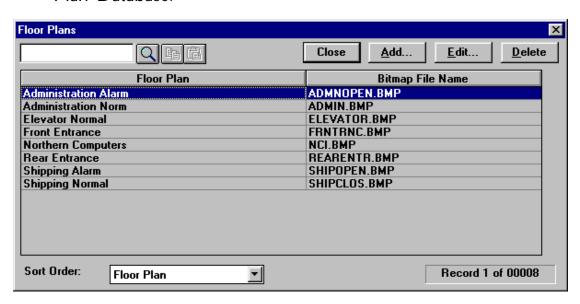
> The record continues to appear in the data list although it is unavailable. New records cannot use its name until the database is packed (see Chapter 7).

The Floor Plan Database

The floor plan database maintains graphics that can be associated with particular input points. These graphics are created in other applications and may be a diagram of a floor plan, a photo, or any other graphic that can be saved as a Windows Bitmap file (.BMP). This is an alternative way of monitoring alarm points in the Alarm Monitor Screen. Operators can view points by the facility area they are located in.

NOTE: Photos of areas of the building can be used instead of floor plans.

> Select Floor Plans... from the Database menu to open the Floor Plan Database.

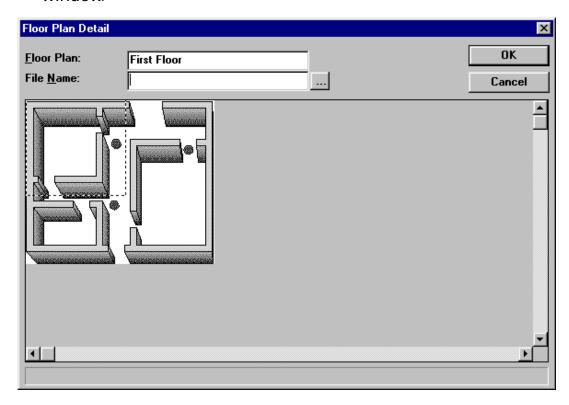


The Floor Plan Database displays a list of the floor plans that have been defined and the name and location of the Floor plan graphic. This list is sortable by the order in which they were entered (None) or alphabetically by Floor Plan name.

When sorted by Floor Plan, search for a floor plan by entering its name in the search box and clicking the Search button ().

Adding or Editing a Floor Plan Record

Click Add... to enter a new floor plan or Edit... to modify the currently selected floor plan. This opens the Floor Plan Detail window.



The Floor Plan Detail window is used to select a floor plan graphic, name it, and assign a "hot spot" if needed.

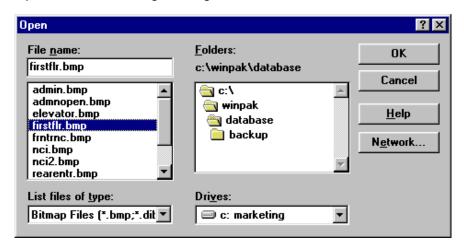
Floor Plan

Type in a descriptive name for the floor plan. The name can be up to 20 characters including spaces.

Selecting a Floor Plan Graphic

File Name

Type in the name of the graphic that you want to use, including the path, in the space provided or use the ellipse button ... to open a file-finding dialog box.



The Open dialog box allows you to select the floor plan file that you want to associate with the name you defined.

List Files of Type

The floor plan graphic must be in a Windows bitmap format. This drop-down list allows you to select between displaying only Windows bitmaps (BMP) or listing all files. Listing Bitmap files only is preferred because it does not list files that cannot be used.

Drives

Select the correct drive of the graphic you want to open.

Directories

Use the directory tree under Directories to navigate to the directory of the graphic that you want to open. Double-clicking on a folder opens it to reveal its contents.

File Name

Once you have selected the correct drive and directory, the list under File Name should contain the name of the file that you want to open. Scroll the list, if necessary, until you find the correct file, then select it.

Click OK after you have selected the file that you want to open or click Cancel to return to the Floor Plan Detail without opening a graphic.

Creating a Hot Spot

The Floor Plan Detail window contains a dialog box called Hot Spot Detail. A Hot Spot is a defined area on a floor plan that can provide access to more detailed information in the form of an alarm input status, a link to another floor plan, or both. The following sections explain how to define hot spots for alarm points and floor plans.

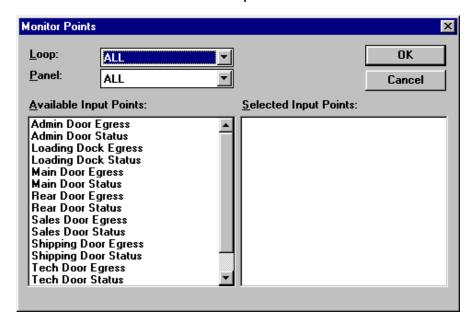


Defining Alarm Point Hot Spots

An alarm point hot spot is a defined place on a floor plan that displays the status of one or more alarm input points. When a floor plan with this type of hot spot is viewed in the Floor Plan View of the Alarm Monitor, it contains an alarm icon where the spot was defined. This icon tells the status of the alarm by its color and blinks until the alarm is acknowledged. The following steps show how to define an alarm point hot spot.

NOTE: The size of the hot spot adjusts automatically to the appropriate size, depending on how many alarm input points are defined.

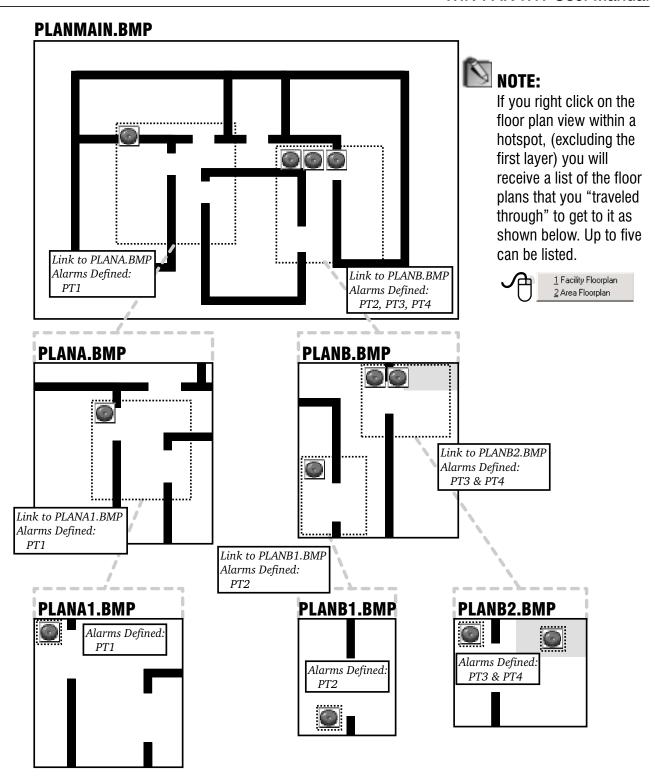
- 1. With the floor plan open, click on the floor plan where you want the upper-left corner of the hot spot to be and drag with the mouse to where you want the lower-right corner of the hot spot to be. This creates a white box around the spot.
- 2. The Hot Spot Detail Window becomes active. Type in a message for the hot spot in the space provided (up to 50 characters). This message appears in the status bar when the cursor is over the spot in the Floorplan View of the Alarm Monitor.
- 3. Click Alarm Point.... This opens the Monitor Points dialog box.



- 4. Select the desired loop from the Loop drop-down list or leave All to select from more than one loop.
- 5. Select the desired panel from the Panel drop-down list or you can select any panel defined in the Panel database that is located on the selected loop.

NOTE: To see the status of an alarm point through multiple layers of linked floor plans, define the alarm point in each layer.

6. Select the desired points from the Available Input Points list.



They are added to the Selected Input Points list and to your hot spot. When these alarms are triggered the alarm input icons appear in the Floor Plan View of the Alarm Monitor, based on the Acknowledge Alarm Threshold set in the Communications section of the Setup options.

Clicking the points in the Selected Input Points list removes them, and puts them back in the Available Input Points list.

7. Click OK to exit and save your input point hot spot information. Then click OK from the Floor Plan Detail to save the change to your floor plan.

Deleting a Hot Spot

To delete a hot spot within a floor plan, select the hot spot with the mouse, and click Delete in the Hot Spot Detail dialog box. After deleting or removing a hot spot, packing the Floor Plan Database is required.

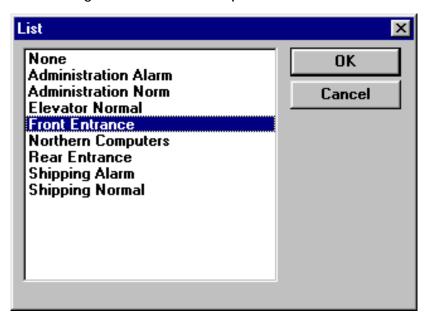
Floor Plan Linked Hot Spots

A floor plan linked hot spot is an area on a floor plan containing a link to another floor plan. A floor plan link appears as a dashed box in the Floor Plan View, unless it is both an alarm point AND a floor plan hot spot; then it appears as an alarm icon.

To Define a Floor Plan Hot Spot

1. Open the floor plan and place the cursor where you want the upper-left corner of the hot spot to be, and then click and drag to the lower right corner. This creates a white box around the spot.

- 2. The Hot Spot Detail Window becomes active. Type in a message for the hot spot in the space provided (up to 50 characters). This message appears in the status bar when the cursor is over the spot in the Floor Plan View of the Alarm Monitor.
- 3. Click Floor Plan Link.... This opens the List dialog box containing all defined floor plans.



4. Select the floor plan that you want to link to the hot spot.

NOTE: In addition to floor plan diagrams, photographic images can be used. These can be scanned and saved as bitmap files or taken with a digital camera.

5. Click OK to save the floor plan link, and OK from the Floor Plan Detail to save the floor plan.

Creating Floor Plans

Floor plans give the operator a visual map or cue associated with an alarm or reader area. There is a wide variety of software packages available to help you create floor plan images ranging from simple, inexpensive paint programs, such as Windows Paint, to more elaborate painting and drawing programs. Any program that can save to an uncompressed Windows bitmap file (.BMP) will work, but you may find that some programs are easier to use or provide more flexibility. Following are some tips to help you create useful floor plans.

Floor Plan Size

Floor plans can be created larger than the Floor Plan View of the Alarm Monitor. Scroll bars allow the operator to see areas of the floor plan that aren't immediately visible. While this may be suitable for an entire facility floor plan, it may be cumbersome when the operator wants a quick view of an alarm input area. In this is case, it is important to design the floor plan to fit on the floor plan viewing area.

Monitors vary in size and resolution. Special drivers installed in your computer can also give you special flexibility by allowing you to change resolution and color capabilities. Design your floor plan with the hardware and monitor settings that are used for running WIN-PAK. What you see on the screen when designing the graphic will then be what you get in WIN-PAK.

Deleting a Floor Plan

Select the floor plan to be deleted and click the Delete button. If you are sure you want to delete the floor plan, click OK in the confirmation dialog box.

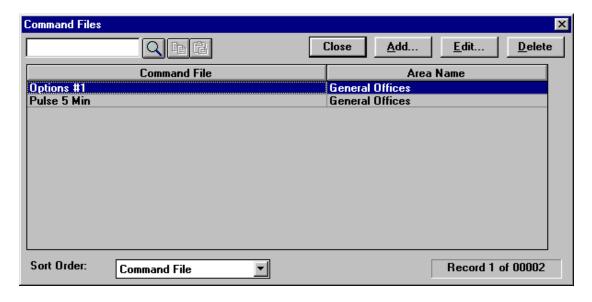
The record continues to appear in the data list although it is unavailable. New records cannot use its name until the database is packed (see Chapter 7).

The Command File Database

Command Files are text files used to control system hardware. They may be used to instruct one or more panels to take a particular action, or they can be used to send data to a camera control or other (Unknown) loop. Command files can either be automatically sent to a panel (or other loop) upon receiving information or upon acknowledgment, as defined in the System Setup option. Command files can also be sent manually from the Panel Control Screen (or Live Camera View).

WIN-PAK checks command file entries for correct syntax when an area is defined as a Loop. Refer to your panel's programming manual for commands and their syntax. Areas defined as Camera or Unknown won't be checked for syntax.

Selecting Command File... from the Database menu opens the Command File Database.

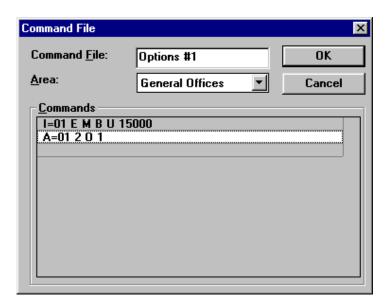


The Command File Data List shows the Command Files that have been defined and the area (loop) that they are defined for.

When sorted by Command File, you can search for a file by entering its name in the search box and clicking the Search button ().

Adding or Editing a Command File

Click Add... to enter a new command file or Edit... to modify the currently selected command file. This brings up the Command File Detail window.



Command File

Enter a name for the command file. It can consist of up to 20 characters including letters, numbers, and spaces.

Area

From the Area drop down list, select the area in which the command file will be used. This list contains all of the areas defined in the Area database.

Commands

Type in the commands you want to add to the command file. When your Area defines a panel loop, be sure to use the syntax required by your panel. If your area defines a camera loop, use the appropriate syntax for that manufacturer. Commands defining an Unknown area type are sent as a text file regardless of syntax. Commands for an Unknown area that would normally have an <Enter> or <CR> must instead contain <137> or <ØxØxd>. Include the less than (<) and greater than (>) symbols when you type in either of these statements. After entering one command line, press the down arrow to add more. Make sure to press the down arrow after the last command, so that none of the commands appear in yellow. This ensures that all of the commands are saved when you click OK.

When you have finished entering commands, click OK to save your command file or Cancel to return to the Command File Database screen without saving.

Deleting a Command File

With the mouse, select the command file to be deleted and click the Delete button. If you are sure you want to delete the command file, click OK in the confirmation dialog box.

The record continues to appear in the data list although it is unavailable. New records cannot use its name until the database is packed (see Chapter 7).

Chapter 4

Badge Programming

Overview

Creating a New Badge

Editing the Badge Background

Capturing a Background

Video Capture Boards

TWAIN Setup

Loading a Graphic Background

Badge Tools

Text Control

Photo Placeholder Control

Graphic Control

Barcode Control

Shapes Control

Signature Placeholder Control

Magnetic Stripe Encoding

Printing a Badge Layout

Overview

Badging designs are created as templates that can be merged with card user data to produce badges. The Badge Layout Utility is used for building these templates. The operator can then save the badge design and assign it to persons in the Card Database. This chapter shows how to create badge designs. Assigning these badge designs to card holders is covered in the Card Database section of Chapter 3.

Accessing & Exiting the Badge Layout Utility

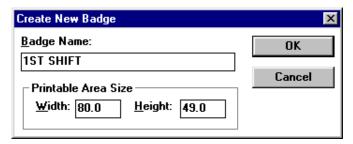
To access the Badge Layout Utility select Backdrop... from the Database menu. This launches the utility for customizing badge backdrop designs.

NOTE: The Badge Layout Utility can be accessed independently from WIN-PAK by double-clicking its icon in the Northern Computers' Access Control Group in Windows.

> To exit the Badge Layout Utility of WIN-PAK, select Exit from the File Menu.

Creating a New Badge

To create a new badge select New Badge... from the File menu or click on the New Badge button (). When the Create New Badge dialog box opens specify the name and printable area of the new badge. Fill in the fields outlined below.



Badge Name

Enter a name for the badge design. You can use spaces and special characters. The program automatically replaces lower case letters with capital letters. You can use up to 25 characters or until the field is full.

Printable Area Size

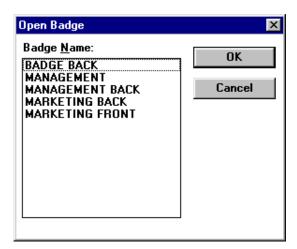
Enter in the width and height of the printable area of the badge in millimeters. The default size for a new badge is 80mm W x 49mm H, which works for most badge printers. To create a vertical badge change the values to 49mm W x 80mm H.

NOTE: The size of a badge's printable area can be changed after the new badge is created by selecting Badge Layout... from the File Menu.

Click OK to accept the new badge parameters or Cancel to close the dialog box without creating a badge.

Opening an Existing Badge

Select Open... from the File menu or click the Open button (so on the tool bar to display a list of previously created badges. Select a badge from the list and click OK to open it, or click Cancel to leave this option without opening a badge.



NOTE: To see measurements in inches, edit the BADGER.INI file in the WINDOWS subdirectory. Add the following line under [Preferences]: Inches=1

To Close a Badge

Select Close from the File menu. The currently selected badge design closes. To close all open badge designs, select Close All from the Window menu. Both methods prompt you to save backdrops that have not been saved.

To Save a Badge

Select Save from the File menu or click the Save button () on the tool bar. All changes made to the currently selected badge design are saved. It is a good idea to save your work often. It is necessary to save your changes before printing the badge. A badge that has not been saved after changes have been made is indicated by an asterisk in the title as shown below:

Badge - ACCOUNTING DEPT.*

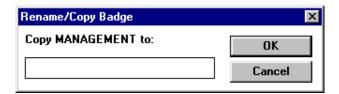
To Rename a Badge

Select Rename from the File menu. The Rename/Copy Badge dialog box opens. Type in a new name. Click OK to keep the change or Cancel to keep the original name.



To Copy a Badge

Select Copy from the File menu. The Rename/Copy Badge dialog box opens. Type in the new badge name. Click OK to create the new badge or Cancel without creating it. Copying a badge design allows you to create several badges with the same basic layout and perhaps one distinguishing feature, such as the background color.



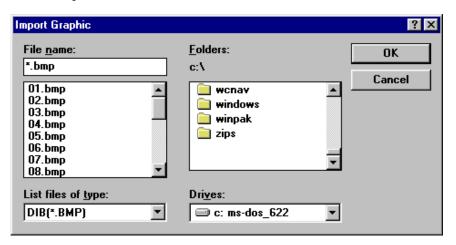
NOTE: A badge will not copy until it is saved.

To Delete a Badge

Select Delete from the File menu. This permanently deletes the currently selected badge design.

To Import a Graphic

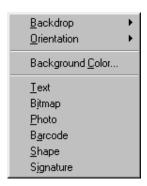
All graphics used in designing a badge must be located in the DATA directory specified during WIN-PAK setup. Select Import Graphic... from the File menu to copy a graphic file from any directory on your hard drive or a floppy disk to the graphic directory.



- 1. From the Files of Type drop-down list, select the correct type of file (.bmp, .jpg, .tga, or .tif).
- 2. From the Drives drop-down list, select the drive where your files is located. A and B are usually floppy disk drives.
- In the Folders window, click folder containing the file.
- 4. From the File Name list, select your file and click OK to import the graphic or Cancel to exit this box without importing.

Editing the Badge Background

One basic feature of the Badge Layout Utility is the ability to change the background of the badge. The background is the entire printable area on the card in which other elements are placed. This area is defined by the gray box that appears on a new badge.



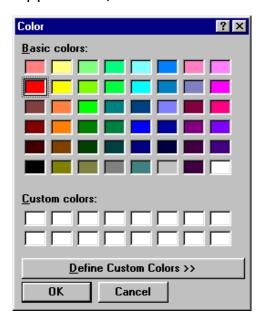
There are three ways to provide a background for a badge: select a single color, capture a live image using your computer equipped with a video camera and capture board, or import an existing bitmap image. These three methods are explained below.

Creating a Single Color Background

The simplest background is one that consists of a single color. Badge colors can be used to represent different clearance levels as they are easy to distinguish from a distance.

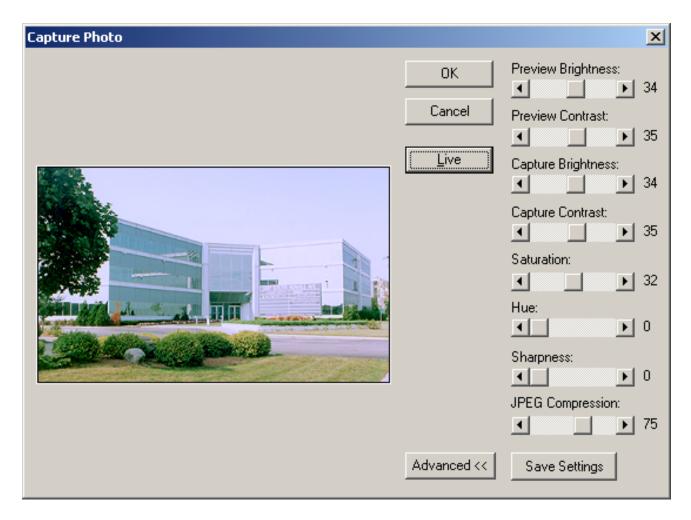
NOTE: Colors on the screen and colors that are printed don't always match exactly because of different monitor & printer settings. Lighter color backgrounds print better. White is typically the best background color.

To change the color of the background, click anywhere on it with the RIGHT mouse button. A menu opens displaying editing options. Select Background Color.... Selecting this menu item opens the Basic Colors palette. Select the color you like and click OK. Or create a custom color for your badge (See Appendix F).



NOTE: You must erase the captured background from the badge if you want to change it to a solid color.

Capturing a Background



Another way to create a background is with your computer equipped with a video camera and video capture board. This involves setting up something that you want to appear as your background and capturing it on video. The instructions below assume that your video equipment has been installed and tested.

To capture a new background, right-click anywhere on the existing background. A menu opens, displaying editing options. Select Backdrop and then select Capture from the submenu. If you have a board installed, a window appears (as shown in illustration above) with live action from your camera. Use this image to properly frame your background.

The dialog box used for capturing the background changes, depending on the video capture board selected during WIN-PAK setup. Options that may differ for each board are covered in the Video Capture Boards section that follows.

Freeze/Unfreeze

The Freeze/Unfreeze button toggles between "freezing" and "unfreezing" the viewed image. When the desired image is on screen, click Freeze to keep it on-screen. Click Unfreeze to switch back to the live camera view.

Video Capture Boards

The options available for capturing a background depends on the system's video capture card. Following is an explanation of the options available for different hardware.

Brightness

The Brightness slider lightens or darkens the entire tonal range of the background image.

Contrast

The Contrast slider expands or constricts the entire tonal range of the background image. The difference in highlights and shadows can be greatly increased or decreased.

Saturation

The Saturation slider controls the vibrancy, or amount of color, in the background image.

Hue

The Hue slider controls the value of color in the background image. Adjusting this can correct images that seem to have incorrect color.

Compression

The captured image is saved to a JPEG file which uses compression technology to decrease the size of the file. If desired, use the arrow keys to adjust the compression of the saved image. The lower the number in this box, the greater the compression. However, images loose some quality in this process, so avoid over-compressing. A setting of 100 applies the least amount of compression and provides the best quality image. A setting of 30 applies the most compression, but provides a lower quality image.

NOTE: The lower the compression the better. An image compressed at 100 is approximately 80k. An image compressed at 30 is approximately 8k.

Save Settings

The Save button saves the position of the sliders so that the same settings can be used for all of your badges.

Integral Technologies FlashPoint

Selecting Capture from the Backdrop submenu opens a dialog box with an Advanced button. Clicking Advanced expands the window.



You can adjust the slides at the right of the backdrop to enhance its quality. These controls allow different settings for previewing the video image and capturing it. The image seen in the Preview mode can be brightened electronically. When the flash is tripped, the amount of light entering the camera's iris is reduced compared to the preview, allowing the flash to provide the light saturating the subject, without over exposing the picture. (It may be necessary to adjust the Flash point settings. See Appendix B.)

Preview Brightness

The Preview Brightness slider lightens or darkens the entire tonal range of the preview image.

Preview Contrast

The Preview Contrast slider expands or constricts the entire tonal range of the preview image. The difference in highlights and shadows can be greatly increased or decreased.

Capture Brightness

The Capture Brightness slider lightens or darkens the entire tonal range of the image when the image is captured.

Capture Contrast

The Capture Contrast slider expands or constricts the entire tonal range of the image when the image is captured. The difference in highlights and shadows can be greatly increased or decreased.

Saturation

The Saturation slider controls the vibrancy, or amount of color, in the background image.

Hue

The Hue slider controls the value of color in the background image. Adjusting this can correct photos that seem to have incorrect color.

Sharpen

The Sharpen slider sharpens blurry images by increasing the contrast of adjacent pixels. The highest value is 7.

Compression

The captured image is saved as a JPEG file which uses a compression technology to decrease the size of the file. If desired, use the arrow keys to adjust the compression of the saved image. The lower the number in this box, the greater the compression. However, images lose some quality in this process, so avoid overcompressing. A setting of 100 applies the least amount of compression and provides the best quality image. A setting of 30 applies the most compression, but provides a lower quality image.

NOTE:

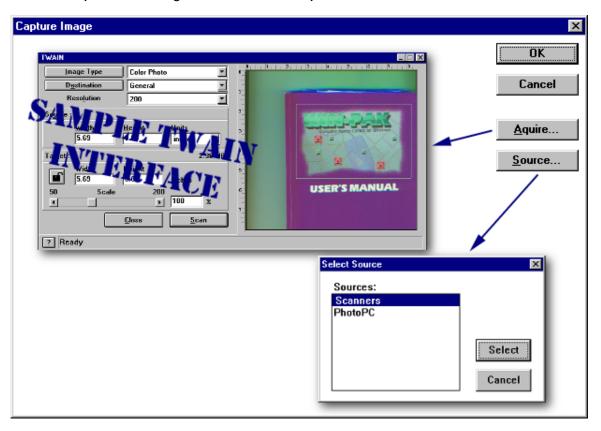
The lower the compression the better. An image compressed at 100 is approximately 80k. An image compressed at 30 is approximately 8k.

Save Settings

The Save button saves the position of the sliders so that you can use the same settings for all of your badges.

TWAIN Setup

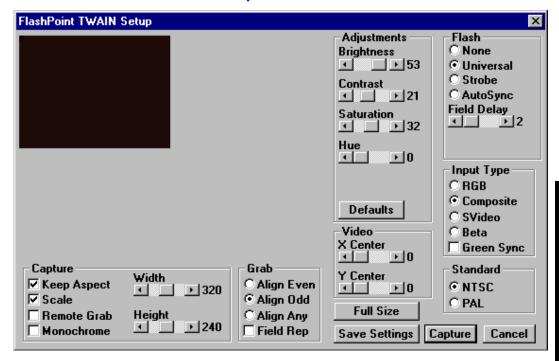
If your system is equipped with a TWAIN Compatible Board, you have the ability to capture background images from other devices such as scanners. Selecting Capture from the Backdrop submenu opens a dialog box with an Acquire... and Source... button.



The FIRST time you capture an image, click the Source... button. This shows the TWAIN drivers present on your computer. Choose one and click Select. The TWAIN interface will use this driver until you select a different one.

To capture an image, click the Acquire button. This opens a device dialog box based upon the previously selected source. See your device manual for information on how to use its TWAIN interface.

FlashPoint TWAIN Setup



- 1. Select the TWAIN interface during installation of WIN-PAK. The settings for a TWAIN interface are similar to those described in the previous section, except there are no separate capture or preview brightness/contrast settings.
- 2. Use the sample settings shown above as a starting point for your TWAIN setup. Test the settings and then adjust them as necessary for your system.
- 3. If a frame capture camera is used or if flash is not being utilized, the width and height settings should be set to maximum settings.

Loading a Graphic Background

A third method of creating a background is to load an existing graphic file. Creating this file takes more work than the other two methods but allows an infinite number of possibilities. Here are just a few ways to obtain a file:

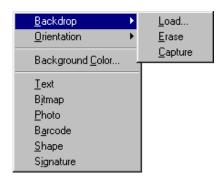
- Use a paint-type software program to create a background file from scratch
- Use a desktop scanner to scan a logo or photograph and save it to a file

When Creating Your Background File, Remember...

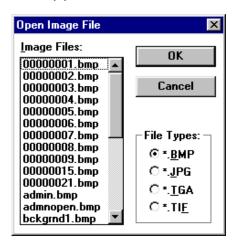
- 1. The file must be saved as a Windows Bitmap (BMP), JPEG (JPG), Targa (TGA) or TIFF (TIF) file and imported to the directory you specified as your graphic subdirectory during WIN-PAK setup. The file should be close to 300ppi (pixels per inch).
- 2. Keep in mind the orientation and size of the badge. Try to make the image the same size and shape as the printable area of your badge because WIN-PAK will stretch the background image to fill the printable area check Badge Layout in the File menu to see the printable area size.
- Keep in mind where photos, barcodes, and text will be placed on the badge so important parts of your background are not obscured.

Loading the File

To load the graphic file after it has been imported into your WIN-PAK data directory, right-click anywhere on the current background.



A menu opens, displaying editing options. Select Backdrop and then select Load... from the submenu. The Open Image File dialog box appears.



Choose the type of graphic file you wish to import from the File Types list. Your choices are:

*.BMP, *.JPG, *.TGA, *.TIF

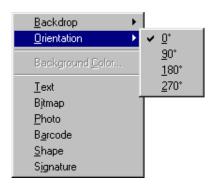
Once you select the type of file you are importing, select the file you want to import and click OK. The graphic is loaded and stretched to fit your badge size.

NOTE:

Infrequently, you may find a JPEG file that cannot be imported into WIN-PAK. Try opening the file in a graphics program and saving it as a *.BMP file.

Changing the Background Orientation

After you have either captured or loaded an existing backdrop, you can rotate it within your badge. Click anywhere on the current background with the RIGHT mouse button. A menu will pop up displaying editing options. Select Orientation. This will open up a submenu with rotation options expressed in degrees.



Your options are:

- 0° Placing your image upright.
- 90° Rotating your image 90° clockwise.
- 180° Placing your image upside-down.
- 270° Rotating your image 90° counterclockwise.

Erasing the Background

To remove the loaded graphic as a background, click anywhere on it with the RIGHT mouse button. A menu will pop up displaying editing options. Select Backdrop. A submenu will appear. Select Erase to remove the background.

Badge Tools

Object Menu

Objects or elements (from the Object menu) can be added to badges to conform to specific needs. The badge holder's photo can be placed on the badge. The badge can also contain his name, card number, and other pertinent information. A barcode can be added to input information into computer systems ranging from access control and payroll to resource checkout. Bitmaps such as logos can be added.

Once added, elements can be manipulated in a number of ways. They can be moved, rotated and resized. Background, foreground and outline colors can be specified. In addition, unwanted elements can be removed.

Adding Elements

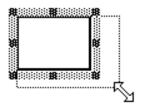
The six elements that can be placed on a badge (text, bitmap, photo, barcode, shape, and signature) are accessible in three ways. Either select the element from the Object menu, click the button on the toolbar that corresponds to the element that you want to add, or click the RIGHT mouse button on any open area of the badge and select the element you want to add from the menu. All methods will change the cursor (when over the badge) to the styles shown here:



Click the badge where you want the upper left-hand corner of the element to appear. All elements can be moved and resized, so don't be concerned if it doesn't appear in the right place. The instructions for moving and resizing appear below.

Resizing Elements

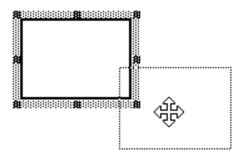
One of the ways to modify a badge element is to resize it. All elements are resized by "stretching" its edges. First click with the pointing cursor on the element to select it for modification. If it is difficult to select the element because it is obscured by other elements, use the TAB key to cycle through the elements until the one that you want to resize is selected. When over an edge or corner of a selected object, the cursor changes to a double-pointed arrow.



Click and drag an edge or corner until the sizing box is the size and shape that you want the element to be.

Moving Elements

All elements on the badge can be moved. First click on the element to select it. If it is difficult to select the element because it is obscured by other elements, use the TAB key to cycle through the elements until the one that you want to move is selected. When the cursor is within the edges of a selected element and the left mouse button is clicked, it changes to the move tool (four-directional arrow).

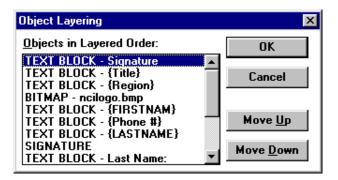


Then just click and drag the element to where you want it. The dotted outline shows the new placement.

Badge elements can be modified in many other ways by accessing the element's menu. This is done by selecting the element and clicking the RIGHT mouse button.

Layering Elements

Elements on the badge are layered as they are placed. This is only be noticeable when elements overlap each other. To change the layering order select Layering... from the Object menu or by click the layering button () from the tool bar.



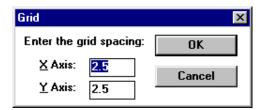
Objects on the badge are listed in the order that they are layered, from top to bottom. Select the object to be moved from the list shown. Click Move Up to move the object one item closer to the front. Click Move Down to move the object one item closer to the back. Click OK when finished.

Grids

Grids are evenly spaced points to assist in sizing and aligning elements. The grid can be used simply as a visual help in placing elements, or you can have items "snap" to the grid when moved.

Setting up a Grid

Select Grid Settings... from the Grid menu and modify the grid as shown.



Spacing

Use the edit fields in this section to define how far apart the grid points are. The X Axis field is the distance between points horizontally across the badge. The Y Axis field is the distance between points vertically down the badge. Both distances are measured in millimeters.

NOTE:

To see measurements in inches, edit the BADGER.INI file in the WINDOWS subdirectory. Add the following line under [Preferences]: Inches=1

Snapping to the Grid

Selecting Snap to Grid from the Grid menu toggles on and off the option of having items snap to the grid when moved on the badge. For example, when an element is moved close to a grid mark, it will be pulled to it like a magnet. A check mark identifies this option as enabled when you open the Grid menu.

Showing the Grid

Selecting Show Grid from the Grid menu or clicking the Show Grid button () on the toolbar toggles on and off the option of viewing the grid on the badge. (See Grid Setup... above). A check mark identifies this option as enabled when you open the Grid menu.

Window Menu

The Window menu is a standard menu for most Windows applications. It allows you to organize open and minimized badge windows in a variety of ways. This menu is useful when working on more than one badge a time.

Below is an explanation of the Window menu items:

Tile

The Tile menu item arranges all open badges so that they can all be seen. It is also handy for enlarging one open badge to its maximum size.

Cascade

The Cascade menu item arranges the badges in a stacked position with the title bars showing.

Arrange Icons

The Arrange Icons menu item arranges all minimized badge windows along the bottom left corner of the main window.

Close All

The Close All menu item closes all open badges. A prompt to save the badge will appear for each badge that has been modified but not saved. Click Yes to save the changes or No to ignore the changes.

List of Open Badges

The List of Open Badges menu also lists all open badges. The currently selected badge has a check mark next to it. Clicking on a badge name will make it the selected badge and bring it to the front.

NOTE: To display more than one layout at a time, your computer color pallet must be set to a value greater than 256 colors.

Text Control

Adding Text

Adding text to a badge is as easy as clicking on the badge with the text tool. The text tool can be accessed in a number ways:

- Select Insert Text from the Object menu,
- Click anywhere on an empty part of the badge with the RIGHT mouse button and select Text.

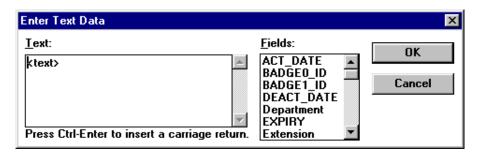
After the cursor has changed to the text tool, click on the badge where you want the upper left-hand corner of the text box to be. The text box can be resized and moved as described earlier and edited as described below.

Editing Text Contents

Click on the text box to make sure that it is selected. Then click the RIGHT mouse button anywhere on the text box to open up its option menu and select Text....



This menu item opens a dialog box for defining what text is displayed. You can enter in the Text edit field exactly what you want. Press Control and Enter together to start a new line.

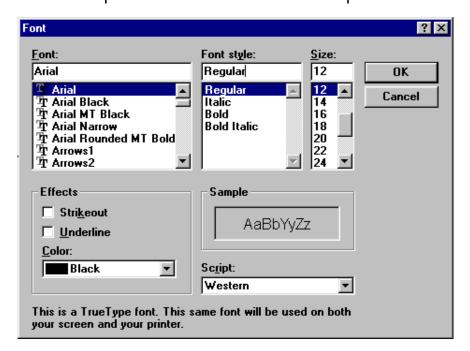


NOTE: The message <text> identifies an item as a text box. It should be deleted or "written over" when defining your text or it will be displayed in your text box and printed on your badge.

You can also include information specific to the badge holder. To do this, place the cursor in the Text edit field where you want this information to appear. Then find which field you want to use from the list on the right. Double-click the information field and it will appear in the text edit field. Now when you assign a badge to an individual, it will automatically fill in the appropriate data for that person. Click OK when finished.

Changing the Font

This menu item allows you to change the font, style, and size of the text. Options are reflected in the Sample box.



NOTE: If a barcode font or a True Type font was installed in Windows, it will appear in the Font list and be available for use.

Font

Select a Font type from the list. The fonts included in this list depend upon the fonts installed in Windows. See your Windows manual for information on installing fonts.

Font Style

Select a style for the appearance of the font you are using: Regular, Italic, Bold, or *Bold Italic*.

Size

Select a size (in points) for the font. The size of the capital letters is approximately:

```
72 point = 1.0 inch
36 point = 0.5 inch
18 point = 0.25 inch
9 point = 0.125 inch
```

You can also resize text by sizing the text box and the "Size Font to Box" option below.

Effects

It is also possible to apply simple effects to your text. Click the Strikeout box to strike through your text. Click the Underline box to add an underline to your text.

Color

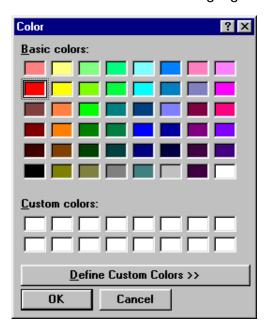
It is possible to change the color of your text from this menu from the Color drop-down list. However, you have more flexibility in choosing text color from the "Foreground Color" menu item discussed below

Resizing Text

Click on the text to select it, then click anywhere on the text with the right mouse button to open the options menu. Select Size Font to Box. Enabling this option changes the text size to fit the text box when resized. The text will grow or shrink proportionally when the box is resized. This may not be desirable in fields where the data is a variable such as a name.

Editing The Text Foreground Color

Click on the text to select it, then click anywhere on the text with the right mouse button to open the options menu. Select Foreground Color. Selecting this menu item brings up a palette of Basic Colors for changing the text color.



Choose a color, select it with the mouse, and click OK. If a custom color is needed for the text, it can be created (See Appendix F).

Editing the Text Background Color

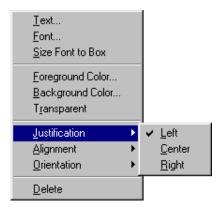
Click on the text to select it, then click anywhere on the text with the right mouse button to open the options menu. Select Background Color. Selecting this menu item brings up a palette of Basic Colors for changing the text background color (above). Choose a color, select it with the mouse, and click OK. If a custom color is needed for the text, it can be created. See Appendix F.

Creating Text with a Transparent Background

The background color of text can be set to transparent. Click on the text to select it, then click anywhere on the text with the right mouse button to open the options menu. Select Transparent so that the elements behind it show through.

Editing Text Horizontal Justification

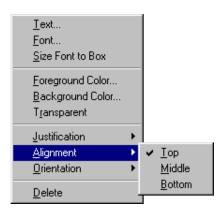
To adjust text horizontal justification, click on the text to select it, then click anywhere on the text with the right mouse button to open the options menu. Select Justification.



Selecting this menu item opens a submenu allowing the operator to select the horizontal positioning of the text in the text background. The text can be justified to the Left, Center, or Right.

Editing Text Vertical Alignment

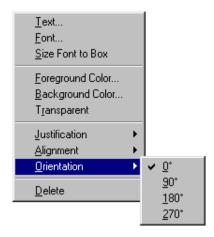
To adjust text vertical alignment, click on the text to select it, then click anywhere on the text with the right mouse button to open the options menu. Select Alignment.



Selecting this menu item opens a submenu allowing the operator to select the vertical positioning of the text in the text background. You can have it align to the Top, Middle, or Bottom of the text box.

Changing Text Orientation

To change the orientation of text, click on the text to select it, then click anywhere on the text with the right mouse button to open the options menu. Select Orientation and choose the angle for the text to appear on the badge.



Your options are:

- 0° Places your text upright.
- 90° Rotates your text 90° clockwise.
- 180° Places your text upside-down.
- 270° Rotates your text 90° counterclockwise.

Deleting a Text Block

To delete a text block, click on the text to select it, then click anywhere on the text with the right mouse button to open the options menu. Click Delete. This menu item removes the text from the badge.

Photo Placeholder Control

The Badge Layout Utility of WIN-PAK places a photo placeholder on the badge, not an actual photo. Photos are imported into the badge when a photo is captured and the badge design is assigned to the card holder in the card database.

Adding a Photo Placeholder

Adding a photo placeholder to a badge is as easy as clicking on the badge with the photo tool. The cursor can be changed to the photo tool in any of the following ways:

- 1. Select Insert Photo from the Object menu.
- Click the photo button () on the toolbar, or click anywhere on an empty part of the badge with the right mouse button and select Photo.

After the cursor has changed to the photo tool, click on the badge where you want the upper left-hand corner of the photo to be. The place holder can be moved, resized, or edited as described below.

Editing a Photo Placeholder

Clicking the right mouse button anywhere on a photo placeholder opens up its option menu. The menu items are explained below.



Primary Photo

Enabling the Primary Photo option assigns the placeholder to the photo designated as the "primary" photo for the badge holder in WIN-PAK. This is the only photo that is displayed in the card lookup, pop-up, and card databases.

Secondary Photo

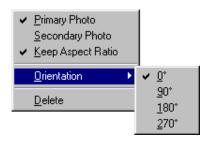
Enabling the Secondary Photo option assigns the placeholder to the photo designated as the "secondary" photo for the badge holder in WIN-PAK. The only way to view the secondary photo is in a badge layout view.

Keep Aspect Ratio

Enabling the Keep Aspect Ratio option keeps the photo in proportion as you are resizing so that it isn't irregularly shaped.

Orientation

The Orientation function allows you to rotate your photo.



Your options are:

- 0° Places your photo upright.
- 90° Rotates your photo 90° clockwise.
- 180° Places your photo upside-down.
- 270° Rotates your photo 90° counterclockwise.

Deleting a Photo Placeholder

To delete a photo placeholder, click on it to select it, then click anywhere on the photo placeholder with the right mouse button to open the options menu. Click Delete. This menu item removes the photo placeholder from the badge.

Graphic Control

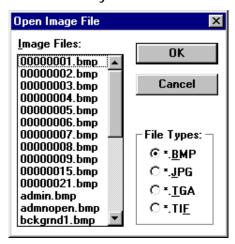
WIN-PAK allows you to place graphic images on the badge such as a logo or symbol. Simply create or scan in your image and save it as a Windows bitmap (*.BMP), JPEG (*.JPG), Targa (*.TGA), or TIFF (*.TIF). Then use the "Import a Graphic..." option to place the graphic in the correct WIN-PAK subdirectory.

Adding a Graphic Image

Adding a graphic image to a badge is as easy as clicking on the badge with the graphic image tool. The cursor can be changed to the graphic image tool in any of the following ways:

- 1. Select Insert Bitmap from the Object menu.
- 2. Click the graphic image button () on the toolbar, or click anywhere on an empty part of the badge with the right mouse button and select Bitmap.

After the cursor has changed to the graphic image tool, click on the badge where you want the upper left-hand corner of the graphic image to be. This opens a dialog box that allows you to select a graphic image for your backdrop from your graphic subdirectory.



Choose what type of graphic file you wish to import as your backdrop from the File Types list. Your choices are:

```
*.BMPJ, *.JPG, *.TGA, *.TIF
```

Once you select what type of file you are opening, you can then view those files in the file list. When you see the file that you want to use, select it and click OK.

Editing a Graphic Image

Clicking the right mouse button anywhere on a placed bitmap element opens up its option menu. The menu items are explained below.

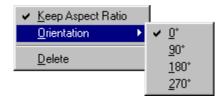


Keep Aspect Ratio

Enabling the Keep Aspect Ration option keeps the graphic in proportion as you are resizing so that it isn't irregularly shaped.

Orientation

Orientation allows you to rotate your graphic.



Your options are:

- 0° Placing your graphic upright.
- 90° Rotating your graphic 90° clockwise.
- 180° Placing your graphic upside-down.
- 270° Rotating your graphic 90° counterclockwise.

Deleting a Graphic

To delete a graphic, click on it to select it, then click anywhere on the graphic with the right mouse button to open the options menu. Click Delete. This menu item removes the graphic from the badge.

Barcode Control

WIN-PAK creates barcodes for badges in a number of formats that can be used for a wide variety of reasons. Barcodes can contain information specific to the badge design or to the cardholder. For example, the barcode can reflect the card number or the user's social security number.

NOTE: Some "High Density" applications may require a bar code font. In this case, use the text field to define your barcode instead of a barcode field. Another advantage to using a barcode font is the ability to rotate the barcode (text block).

Adding a Barcode

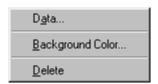
Adding a barcode to a badge is as easy as clicking on the badge with the barcode tool. The cursor can be changed to the barcode tool in any of the following ways:

- 1. Select Insert Barcode from the Object menu.
- Click the barcode button () on the toolbar, or click anywhere on an empty part of the badge with the RIGHT mouse button and select Barcode.

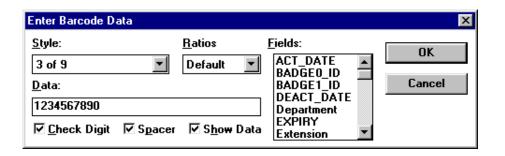
After the cursor has changed to the barcode tool, click on the badge where you want the upper left-hand corner of the barcode to be. The barcode can be resized and moved or edited as described below.

Editing a Barcode

Select the barcode by clicking on it. Then click the RIGHT mouse button anywhere on the barcode to open up its option menu.



Click Data... to define your barcode with the following fields in the dialog box:



Style

Select a barcode style from this drop down list. Your choice include:

• 2 of 5	 Code 93 	• MSI	• UPC A
• 2 of 5 interleaved	• Code 128	• ITF	• UPC E
• 3 of 9	• EAN 128	• Code 11	• Code 128 A
 Codabar 	• EAN 13	• Code B	• Code 128 B
• Code 39	• EAN 8	 Telepen 	• Code 128 C

Ratios

Select a ratio from Ratio drop down list to determine the width ratio of thick bars to thin bars. For example, a ratio of 2.00 indicates that thick bars are twice the width of thin bars.

Data

Data can be entered directly into this edit box. Either type in what you want encoded or enter a field that you want coded from the card holder's database. To do this, simply double-click a field from the listing of fields and it will appear in the data edit box.

Data can be combined in much the same way as it was in the text fields mentioned above. You should highlight and delete the sample data (1234567890) when defining this field.

NOTE: Error detection is not a feature with all barcode readers.

Check Digit

Check Digit provides error detection.

Spacer

Spacer adds space before and after the barcode when show data is enabled.

Show Data

The Show Data option displays the data encoded underneath the barcode in what is called "human readables."

Editing The Barcode Background Color

Click on the barcode to select it, then click anywhere on the barcode with the right mouse button to open the options menu. Select Background Color. Selecting this menu item brings up a palette of Basic Colors for changing the barcode background color.

Choose a color, select it with the mouse, and click OK. If a custom color is needed for the barcode background, it can be created. See Appendix F.

Deleting a Barcode

Select the barcode by clicking on it, then click on it with the RIGHT mouse button to open its options menu. Select Delete. This menu item removes the barcode from the badge.

Shapes Control

The Badge Layout Utility allows you to place shapes on your badge. Shapes consist of rectangles, rounded rectangles, ellipses, and lines. You can change the border or line width, the border and background color, or make them transparent to frame photos or text blocks.

Adding a Shape

Adding a shape to a badge is as easy as clicking on the badge with the shape tool. The cursor can be changed to the shape tool in any of the following ways:

- 1. Select Insert Shape from the Object menu.
- 2. Click the shape button () on the toolbar, or click anywhere on an empty part of the badge with the RIGHT mouse button and select Shape.

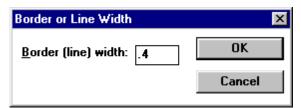
After the cursor has changed to the shape tool, click on the badge where you want the upper left-hand corner of the shape to be. A square will be placed which can be changed to a different shape, moved, and resized.

Right-clicking anywhere on the shape opens up the editing menu. The menu options are explained below.



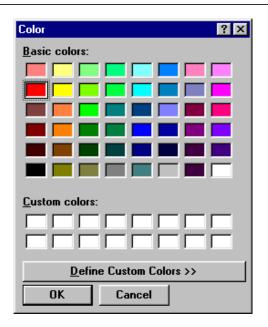
Border or Line Width...

The Border or Line Width... option allows you to change the width of the border or line.



Foreground Color...

The Foreground Color... option allows you to change the color of the border or line.



Background Color...

The Background Color... allows you to change the color of the center of the shape. Not applicable if you have selected transparent.

Transparent

The Transparent option turns the shape transparent. It is not applicable if the shape is a line. For all other shapes, the center region becomes transparent and only the border is visible. You can use this option to create frames for other elements on the badge.

Line

The Line option turns the shape into a line. If you stretch this shape so that it is longer horizontally, it will be drawn as a horizontal line. If you stretch this shape so that it is longer vertically, it becomes a vertical line.

Rectangle

The Rectangle option turns the shape into a rectangle.

Rounded Rectangle

The Rounded Rectangle option turns the shape into a rectangle with rounded corners.

Ellipse

The Ellipse option turns the shape into an ellipse.

Delete

Select Delete to delete the object from the badge.

Signature Placeholder Control

The Badge Layout Utility allows you to place a signature placeholder to reserve an area of the badge to where the signature can be imported.

A signature pad (Northern Computers' PBSIGCAPLCD) can be connected to the computer to scan in signatures. The signatures are saved in vector format. They can be placed on the badges and are proportionally stretched to fill the area allotted for them. The color and weight of the signature is user configurable. They can also be made transparent to be placed on top of any other object on the badge.

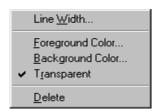
Adding a Signature Placeholder

Adding a signature placeholder to a badge is as easy as clicking on the badge with the signature placeholder tool. The cursor can be changed to the signature placeholder tool in any of the following ways:

- 1. Select Insert Signature from the Object menu.
- 2. Click the signature placeholder button () on the toolbar, or click anywhere on an empty part of the badge with the right mouse button and select Signature.

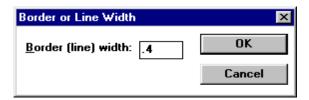
After the cursor has changed to the signature placeholder tool, click on the badge where you want the upper left-hand corner of the signature placeholder to be. The signature placeholder can be moved and resized or edited.

Right-clicking anywhere on the signature placeholder opens up this menu. The menu options are explained below.



Line Width

Selecting the Line Width option the following dialog box will appear prompting you to enter width of the line used in the signature. The width is measured in millimeters.



Foreground Color

The Foreground Color option allows you to change the "pen" color of the signature.

NOTE: Signatures cannot be oriented.

Background Color...

The Background Color... option allows you to change the background color of the signature block.

Transparent

The Transparent option makes the background color of the signature block transparent. When the signature is put on the badge, it will appear to be written over what is behind it.

Delete

Select Delete to delete the signature block from the badge.

Magnetic Stripe Encoding

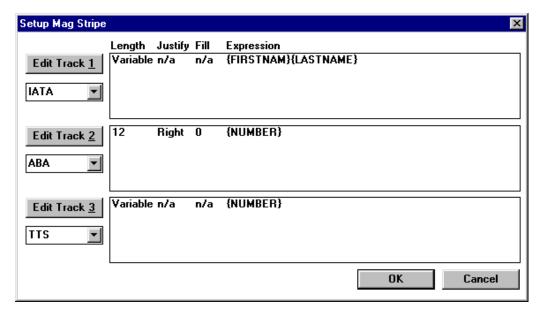
The Badge Layout Utility allows you to setup magnetic stripe encoding information for each badge that you create. If you are using a supported printer that does magnetic stripe encoding, you will be able to encode cards when they are printed.

NOTE:

The magnetic stripe setup MUST be assigned to the layout used for the back side of the card when duplex (2-sided) printing. If single side printing, the magnetic stripe setup is applied to the badge layout.

Each badge layout can have magnetic stripe encoding data defined for it. Any combination of text and fields can be encoded on the magnetic stripe provided it is within the bounds of the format. Individual fields can be placed within any ordinal character range, justified left, center, or right, and padded with any character.

To edit the magnetic stripe information for a badge, select the window containing the badge design that you want to print. Then select Mag Stripe Setup... from the File menu. Selecting this option opens a dialog box called Setup Mag Stripe that will allow you define the magnetic stripe information for that badge.



How Magnetic Stripe Information Is Defined

As you can see in the above dialog, magnetic stripe data can be defined for all three tracks. For each track, specify the magnetic stripe format that will be used: IATA, ABA, or TTS.

NOTE: The following track/format assignments are the industry encoding standards: IATA=Track 1 ABA=Track 2 TTS=Track 3

> Each track can have any number (limited by the amount of data that will fit on a given track) of data items that can be consecutively written to it. The data that can be used is limited to certain ASCII characters, depending upon the format selected for that track.

> IATA will allow you to enter the numerical characters 0-9, the alphanumeric characters A-Z, and various punctuation characters (ASCII 32-95). If Iowercase letters are used, WIN-PAK converts them to uppercase first, as IATA doesn't understand lowercase. If a field separator is required, it is designated by the "^". See your printer documentation for the number of characters that can be encoded using the IATA format.

NOTE: Some encoders may not utilize Track 3. Check your printer before using this feature.

> ABA will only allow numeric characters 0-9 and various punctuation characters (ASCII 48-63). See your printer documentation for the number of characters that can be encoded using the ABA format.

NOTE: Some magnetic stripe cards may not support track 3 encoding. Check with your card supplier for further information.

> TTS will only allow numeric characters 0-9 and various punctuation characters (ASCII 48-63). See your printer documentation for the number of characters that can be encoded using the TTS format.

NOTE: Currently, Northern Computers' readers only read ABA or Wiegand type encoding. The NR-1 and NR-5 reader reads ABA on Track 2, and the NR-2 reader reads ABA on Track 1.

> Each data item is defined by four fields. The first field is the length. This is the number of characters that is written to the track for this data item. If the data item is longer than the length, it will be truncated. If it is shorter it will be padded with the Fill character. The data item can be defined as "Variable" length. This means the number of characters written to the track is equal to the length of the data item. The second field is the Justification. Justification is only valid for fixed length data items. If a data item is shorter than the number of characters allotted for it, it can be justified left, center, or right, within those characters. All other characters will be set to the Fill character. The third field is the Fill character, which is used to pad the data to fit a fixed length field. The last field is the Expression. This can be any combination of text or database fields.

Editing The Tracks

To edit a given track, push the Edit button next to that track, or double-click on a data item line within the track list box. This will bring up the Edit Track dialog.

The Edit Track dialog allows you to modify the data format of each of the tracks on the magnetic stripe. This dialog is shown below, along with information about the controls on it.



Add

The Add button allows you to add a new data item to this track. It is initially set to default values. Once created, you can then edit it to configure the item with the proper data.

Edit...

The Edit button allows you to edit the currently selected data item. You can also double-click on the desired line in the list box. See below for information on editing track data items.

Delete

The Delete button deletes the currently selected data item from the list.

Move Up

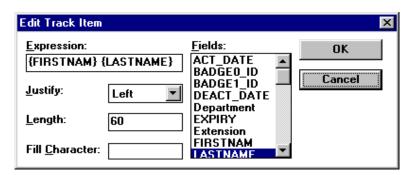
Move Up moves the selected item up one position in the list. Use Move Up and Move Down to change the order of the items in the list.

Move Down

Move Down moves the currently selected item down one position in the list.

Press OK to exit and keep any changes that have been made, or Cancel to exit without keeping any changes.

If you edit any of the items from the Edit Track Data dialog, the Edit Track Item dialog opens. This is the lowest level dialog that allows you to configure each data item.



Expression

Expression data can be any combination of text and database fields. Double-click an item in the Fields list to insert it in the Data edit box. You can also type any text you desire.

Justify

Select the justification method you would like to use for this item. If Length is Variable, justification is not applicable.

Length

Enter the maximum length of this data item, or Variable to create a variable length item.

Fill Character

Enter the character you wish to use to fill the blank space in fixed length data items. You can specify any ASCII value by typing /n, where n is a number. You can also just type a character in.

NOTE: To enter empty spaces for your Fill character, either type a space or / 32 in the Fill Character field.

Fields

The Fields list includes the fields available to be used in the Expression. Double click on a field to insert it in the Expression edit box.

Press OK to exit and keep any changes that have been made, or Cancel to exit without keeping any changes.

Printing a Badge Layout

This section demonstrates how to print a copy of your badge DEFINITION. It is not used to print badges with personnel fields, photos, and barcodes filled in – that is done from the Card Database in the main WIN-PAK component.

NOTE: Printer Drivers are added in the Control Panel of Windows. See your Window's manual for more information.

Select the window containing the badge design that you want to print. Then select Print... from the File menu or click the Print button () on the toolbar. Selecting this option opens a printer dialog box.



NOTE: If a printer other than an Ultra Electronics Tango or Fargo printer was chosen during installation configuration, a different printer dialog box

appears.

Select your printer from the drop-down list and click Print to print the card design, or Cancel to go back to the database without printing.

NOTE: A badge layout will not print until it is saved.

Chapter 5

System Screens

Alarm Monitor

Alarm Information

Panel Control

Muster Report

Camera Control

Card Lookup

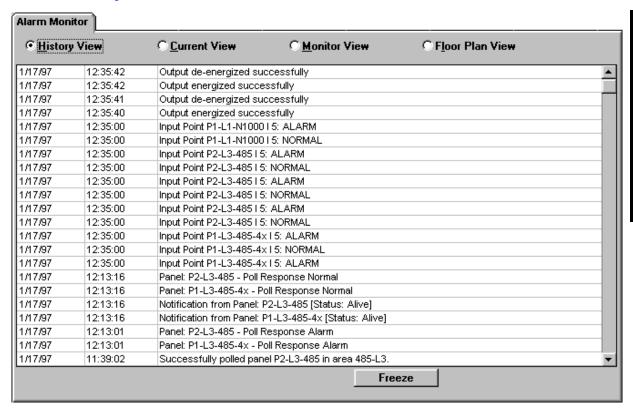
Mail

System Screens 253

Alarm Monitor

WIN-PAK's Alarm Monitor Screen reports all alarm and reader activity as it happens. The user has four viewing options. The user can view alarms and card reads as they come in (History View) or in order of priority (Current View). The operator can also view defined alarm points and their current status in a grid (Monitor View) or by graphic floor plans (Floor Plan View). Each of these views is explained in detail in the following sections.

History View



The History View displays all alarm information and system communication as they are received from the panels in a list form with the most recent information appearing at the top of the list. This list displays information on alarms and readers including the date, time, and status.

The operator can use the History View to monitor alarms at a glance. This view provides an overview of system activity only. It does not allow the user to acknowledge or respond to activity.

Browsing On-line History

When alarm and reader information fills the screen, a scroll bar appears so the operator can browse through past actions.

Freeze Button Fineze

The Freeze button halts the display of actions for a maximum of 120 seconds to keep the display from showing more alarms while browsing.

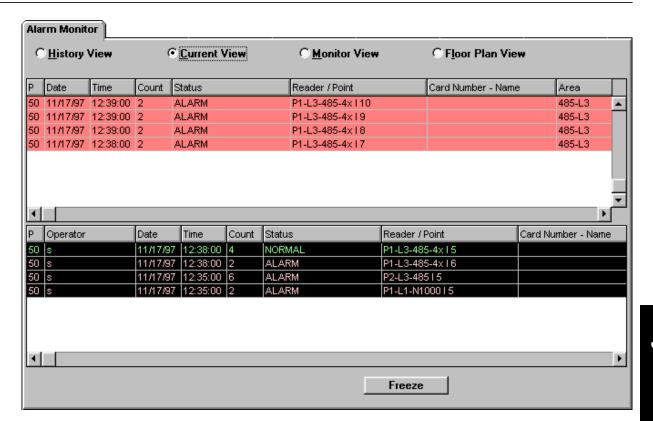
Live Button Live (120)

When frozen, the Freeze button changes to Live and begins a countdown to return to live alarm monitoring. The operator can use this button to toggle back to Live before the end of the countdown.

Current View

The Current View (next illustration) displays information on incoming alarms. The screen is divided into two sections, one for incoming alarms and one for acknowledged alarms.

System Screens 255



Incoming Alarm Section

The upper section of the screen receives alarms based on the priority threshold for acknowledgment (as defined in the Setup). All alarms with a priority higher than the threshold (the number being equal to or lower) are displayed. All alarms with a priority lower (the number being higher) than the threshold are not displayed.

In the Incoming Alarm section of the screen, the colors of the bars indicate the type of alarms. A red bar indicates an alarm condition, a green bar indicates a normal condition, and a yellow bar indicates a trouble condition. When you click an alarm or group of alarms to select them, the bar turns gray.

NOTE: A yellow alarm (input in trouble) only appears with an N-1000-III or IV board or when and AEP-5 board is used with an N-1000-II.

Once a point goes into alarm or trouble, the bar color will not go back to a normal color (green). For example, if the first message from that point or card is normal, subsequent alarm or trouble conditions change the alarm to red or yellow. After that, it will stay red (or change between yellow and red) but will not go to green on a normal state. The Count column shows the number of times a point changes state while it is in the upper screen.

Double-clicking on a transaction brings up the Alarm Info screen showing the details of what has been indicated by the counter, and allowing a Note to be written for that alarm. See the Alarm Info Screen section of this chapter.

Acknowledging a transaction moves it to the lower portion of the screen.

Acknowledged Alarm Section

When an alarm is acknowledged, it moves to the Acknowledged Alarm section of the screen. The background color of the transaction is black, and the color of the type changes according to the convention used in the Incoming Alarm section: green for normal, yellow for trouble, and red for alarm. The color changes with each new condition. Transactions remain in the Acknowledged Alarm section until they are cleared.

The position of transactions in both areas of the screen is determined by priority level and time. The highest priority transactions are first, while transactions with the same priority are shown with the most recent being first.

Acknowledging an Alarm or Card Read

Acknowledging an alarm or card read shows that the operator has seen the alarm/card read status. All alarms received in the Incoming Alarm Section have a priority high enough to require acknowledgment.

System Screens 257

To acknowledge an alarm or card read in Current View

- 1. Select the alarms to be acknowledged Click on a single alarm or to select more than one alarm, hold down the Control key and click each alarm. To select a range of alarms, press Shift and then select the first and last alarms in the range.
- 2. Click the Acknowledge button () on the toolbar or right click on the alarm(s) and then select Acknowledge from the menu that appears.

The alarm(s) move to the Acknowledged Alarm section of the screen.

Clearing an Alarm or Card Read

Clearing an alarm or card read deletes it from the view.

To clear an alarm from the Current View

- 1. Select the alarm(s) to be cleared.
- 2. Click the Clear button () on the toolbar or right-click the alarm(s) and select Clear from the menu that appears.

The alarm(s) are deleted from the view.

NOTE: Clearing an alarm may require that the alarm point be in the Normal mode. The *Clear Alarm State* setting is found in the Setup menu under Communications.

Viewing and Responding to Alarm and Card Read Information

To view alarm and card read information, double-click the alarm. This will open the Alarm Info screen with information on that alarm.

Viewing Card Information

Selecting a card read in the current view and clicking on the Card Lookup tab will display the information and a photograph (if existing) of the card user.

Locating a Card Holder from a Read

Selecting a card read in the current view and selecting Locate... from the View menu will open up the Locate tool with the card information pre-entered in the fields.

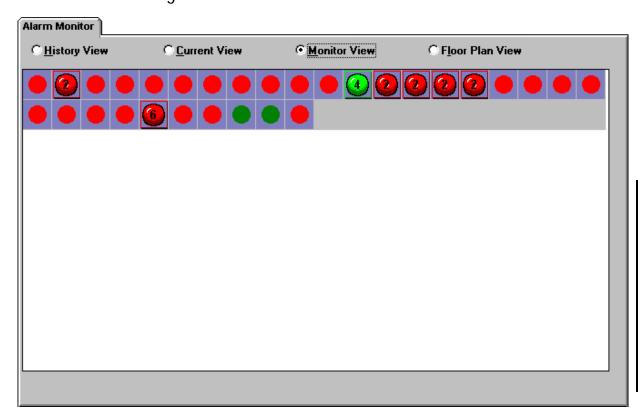
Monitor View

The Monitor View (next illustration) displays a screen of alarm input points defined by the operator. Icons representing these points show the status of the alarm point. Green alarms represent a normal condition, red alarms represent an alarm condition, and yellow alarms represent a trouble condition.

NOTE: A yellow alarm representing an input in a *trouble* status will only appear with an N-1000-II panel when an AEP-5 board is being used, or with an N-1000-III or IV board.

System Screens 259

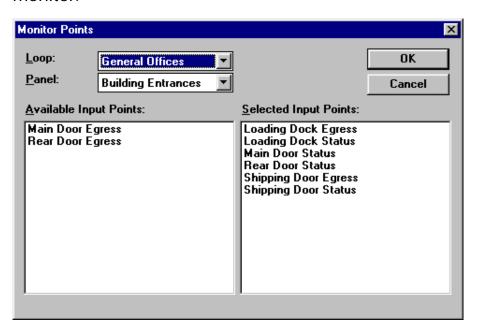
A number may appear in the center of the alarm denoting the number of times the input point has changed status since the last time it was cleared. Input points requiring acknowledgment as defined in the Setup Options and Panel Database will be flashing when received.



Defining Alarm Input Points

To define alarm points for your grid, select Monitor Points... from the View menu or click the Monitor Points button () on the toolbar.

A dialog box will open to allow you to select input points to monitor.



NOTE: System Alarms are not used as Available Input Points.

Loop

Use the Loop drop-down list to select the loop (area) that contains the point(s) you want to monitor.

Panel

Use the Panel drop-down list to select the panel that contains the point(s) you want to monitor.

Once the loop and panel are specified, the enabled input points for that panel will be displayed under Available Input Points. Simply click once on the point you want to monitor and it will be added to the Selected Input Points list. Clicking points in the Selected Input Points list will remove them.

Click OK to add the input points in the Selected Input Points list.

To identify an alarm, select it, and its name will appear in the status bar. The number displayed in an alarm icon is the number of times the alarm has changed state since it was last cleared. Double-clicking the alarm will open the Alarm Info screen to display alarm information and allow the operator to enter a note.

Acknowledging an Alarm

As in the Current View, acknowledging an alarm shows that the operator has seen the alarm. An alarm in Monitor View blinks and beeps until it is acknowledged.

- 1. Select the alarms to be acknowledged. Click on a single alarm or, to select more than one alarm, hold down the Control key and click each alarm. To select a range of alarms, press Shift and then select the first and last alarms in the range.
- 2. Click the Acknowledge button () on the toolbar or right click on the alarm(s) and then select Acknowledge from the menu that appears.

The alarm will stay on the screen but will not flash.

Clearing an Alarm

Clearing an alarm will not delete it from Monitor View, but it will clear the Alarm Count in the alarm.

- 1. Select the alarm(s) to be cleared.
- 2. Click the Clear button () on the toolbar or right-click the alarm(s) and select Clear from the menu that appears.

The alarm count will then be cleared on the monitor.

Polling an Alarm

A panel doesn't report when a point is shunted. Polling is valuable when points are shunted and you want to know whether a point is "open" or "closed."

To poll an alarm

- Select the alarm.
- 2. Right click on it to bring up a menu.
- 3. Select Poll.

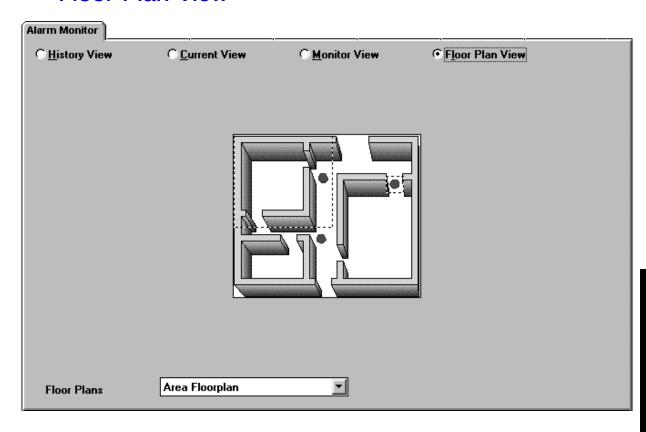
Only points associated with that panel will report.

NOTE: Use of the polling feature requires that the control panel has version 7.46 or higher firmware.

Viewing Alarm Information and Responding to Alarms

To view alarm information, double-click the icon. This opens the Alarm Info screen with the message defined for the alarm status in the Panel Database.

Floor Plan View



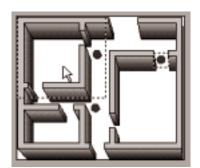
The Floor Plan View gives the operator the option of monitoring alarms by floor plans and/or digital photos. Floor plans can be representations of a building created in a paint-type program and saved as a bitmap file. Photos can be taken with a digital camera or scanned and saved as bitmap files. The bitmap is referenced and given a descriptive name in the Floor Plan Database.

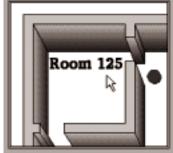
Floor Plans are accessed by clicking on the drop-down list at the bottom of this screen, and selecting the floor plan that you want. This list consists of floor plans defined in the Floor Plan Database.

Using Floor Plan Hot Spots

The Floor Plan Database allows the operator to create hot spots on the floor plan, which can be linked to another floor plan, an input point, or both. Hot spots appear as dashed rectangles when linked to another floor plan or as an alarm when linked to an input point. When the cursor is over the hot spot, a message pertaining to it appears in the status bar.

Click the floor plan hot spots to bring up a floor plan or other graphic. This makes it possible to build detailed graphic maps where clicking a floor plan hot spot gives a more detailed look at a specific area.



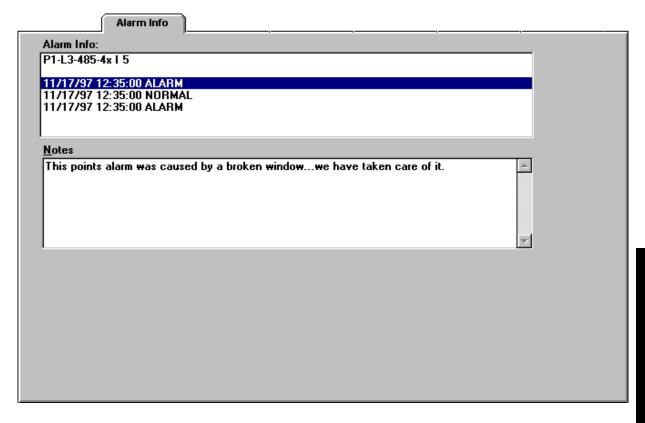


While clicking a floor plan hot spot brings you to another floor plan, right-clicking the new plan opens a menu listing the floor plans that you have "traveled through" to get to the current graphic. To get back to any of these floor plans, just click its name on the list.

Monitoring Alarm Points

Hot spots can also be defined in the Floor Plan Database as alarm input points. These will appear on the floor plan as alarm icons. This gives the operator the option to monitor alarm points like in the Monitor View but with points placed on a floor plan. This makes it easy to recognize where a particular alarm is in a facility.

Alarm Information



The Alarm Information screen is used to view alarm and card read information and allow the operator to enter a response. When an alarm is triggered or a card is read (with the appropriate threshold settings), it appears in the Alarm Monitor Screen in the Current View and, if defined, in the Monitor and Floor Plan views. Double-click the alarm in one of these views. or select it and click the Alarm Info tab to view alarm information and the message associated with it. These messages are defined in the panel and card databases.

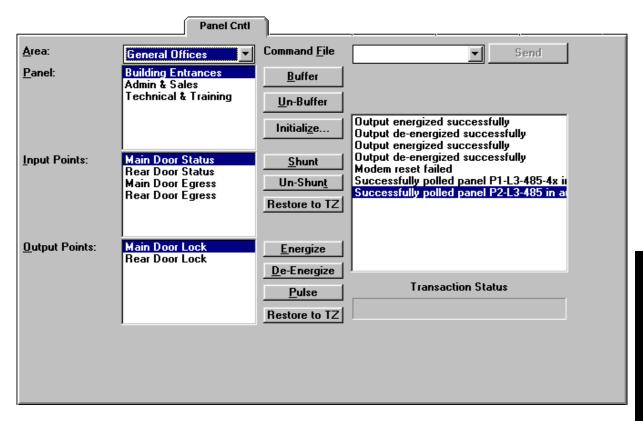
NOTE: If a note is to be entered, it must be entered into the Notes field BEFORE the alarm is acknowledged. After the alarm is acknowledged, the Notes field cannot be edited.

Each change of state of the alarm is displayed until the point is cleared.

The Alarm Info screen also provides a field for entering response notes. To enter a response note to an alarm state, simply select the state in the Alarm Info field, click within the Notes field and type your note. If Log Actions is enabled in the Operator Options screen (Located in the Setup Menu), then these notes will be saved and can be printed in a history report.

NOTE: It is necessary to press Enter at the end of each line when creating a comment. Words will not automatically wrap to the next line when typing.

Panel Control



The Panel Control screen gives the user direct control over the panels and the active input and output points connected to them. This is where panels are buffered, unbuffered, and initialized and where individual input points can be shunted and output points can be energized. Command files can be sent to individual panels and remote areas can be dialed up from this screen.

All commands sent to area panels are shown in the Progress Window. This displays a list of every command and its current status. When the window fills up, a scroll bar appears allowing you to browse through all your actions.

Under the Progress Window is the Transaction Status bar. This bar shows the progress of the currently sent commands.

Area

From the list, select the area that you want to communicate through. All remote and local areas defined as Loops in the Area Database appear in this list. If a remote area is selected, a Connect button appears to the screen for additional options.

Controlling Panels

Panel

All Panels defined for the Area that you selected appear in the Panel list. Select the panel you want to control.

Buffer Panels

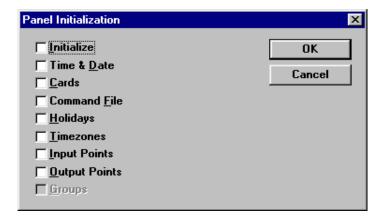
The Buffer Panels button buffers the selected panel. Clicking this button stops all panel information from being sent to WIN-PAK, and instead stores it in its own memory. This is useful when WIN-PAK is exited or when troubleshooting panels.

Unbuffer Panels

The Unbuffer Panels button unbuffers the panel selected in the Panel field. Clicking this button prompts the panel to send all buffered transactions to WIN-PAK. Alarms that were buffered will be presented in the alarm monitor with the time that the alarm occurred at the panel. WIN-PAK will act on the alarms per WIN-PAK's program options (buffer, floorplan, command files, messages, etc...).

Panel Initialization

The Initialize button opens a dialog box allowing you to send programmed information to the panel(s) selected in the Panel field. Specify which information you want sent by enabling the options below.



All panel inputs will report in twice when the Initialize option is selected.

Initialize

Enabling the Initialize option includes information contained in the panel definition (anti-passback, free egress, etc.) and site codes and also deletes all cards in the panel when the OK button is pushed.

NOTE: When selected, Initialize will reset the panel's programming. Therefore, all options should be selected when Initialize is enabled.

Time & Date

Enabling the Time & Date option will include the current time and date (as defined by the system clock on your PC) when the OK button is pushed.

Cards

Enabling the Cards option will include card information when the OK button is pushed. Cards are automatically updated when using the Card Database. Therefore, it is not always necessary to send cards to the panel from this screen.

NOTE: If sending only cards, it is recommended to completely re-initialize the panel with all options. This is to delete old cards still located at the panel.

Command File

Enabling the Command File option will send the command file that is assigned to the panel when the OK button is pushed. A command file is assigned to a panel in the Panel Screen in the Panel Database.

Holidays

Enabling the Holidays option will include the Holidays database when the OK button is pushed.

Timezones

Enabling the Timezones option will include panel timezone information when the OK button is pushed.

Input Points

Enabling the Input Points option will include input point information (shunt times, timezone assignments, interlocks, etc.) when the OK button is pushed.

Output Points

Enabling the Output Points option will include output point information (pulse times, timezone assignments, interlocks, etc.) when the OK button is pushed.

Groups

Enabling the Groups option will include group information (pulse times, timezone assignments, interlocks, etc.) when the OK button is pushed.

Clicking OK uploads all the information enabled in the Panel Initialization section to the panel specified in the Panel field.

Sending a Command File

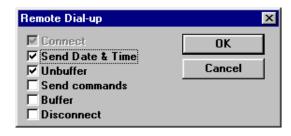
Any command file defined in the Command File Database can be manually sent to a panel. To send a command file, (1) select it from the drop-down list and (2) Click the Send button.

NOTE:

The command file will be sent to the "Area" defined in the command file.

Controlling Remote Panels

If the area that you select in the Area drop-down box is defined as a remote area, and has panels assigned to it, a button labeled Connect will be visible. Clicking this button opens a dialog box allowing the operator to send commands via modem to a remote area. The commands appear in the order that they will be performed.



Connect

Enable the Connect option to dial the remote site. This option is unavailable if the current area is already on-line. The option will be selected and unavailable if it is not connected and you click on Connect.

NOTE: Panel control of the remote loop will be grayed out until a connection is made with the remote site and if unbuffer is selected. The control options will remain grayed out until the panel is unbuffered.

Send Date & Time

The Send Date & Time option is recommended to maintain time sync with the system.

Unbuffer

Enable the Unbuffer option to unbuffer the panels at the remote location. It is recommended that this option be selected if the Send Commands option is selected. When sending commands, information at the panel may be lost if not unbuffered.

Send Commands

Enable the Send Commands option to send the card database updates to the remote site. It is recommended that if buffered information is needed, to unbuffer the panel as well. If Send Commands is enabled, and Unbuffer is not, then buffered events may be lost.

Buffer

Enable the Buffer option to buffer information at the remote panels after unbuffering and sending commands.

Disconnect

Enabling the Disconnect option will disconnect the remote area from WIN-PAK when completed. If you do not disconnect automatically, you will remain on-line until you select the "Area" and click the Disconnect button.

Clicking OK performs all enabled commands in the order they appear for the remote area selected. If all commands are enabled, the following happens:

- WIN-PAK connects to the remote site.
- 2. WIN-PAK updates the remote site's date and time.
- 3. WIN-PAK unbuffers information from the remote panels and downloads them to the Alarm Monitoring views.
- 4. WIN-PAK sends the card updates.
- 5. WIN-PAK re-buffers the panels at the remote site.
- 6. WIN-PAK disconnects from the remote site.

If the Disconnect option is not selected in the Remote Dial-up, a Disconnect box replaces the Connect box. Clicking on the

Disconnect box will provide similar options. The Remote Dialup box will show the Buffer option marked (suggesting to buffer remote panels) and the Disconnect option marked and grayed, to allow disconnect.

Controlling Input Points

Shunt

Click the Shunt button to shunt the currently selected input point.

Unshunt

Click the Unshunt button to unshunt the currently selected input point.

Restore to TZ (Timezone)

When a point has been shunted or unshunted during a timezone, it should be returned to the timezone when the override is done. Click the Restore to TZ button to restore the selected input to the programmed timezone.

Controlling Output Points

Energize

Click the Energize button to energize the currently selected output point.

De-Energize

Click the De-Energize button to de-energize the currently selected output point.

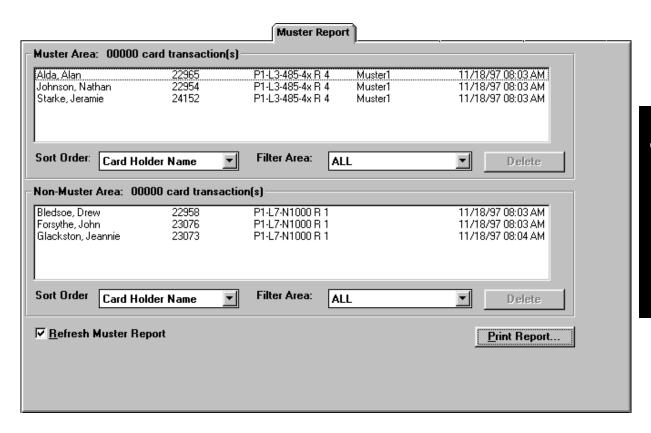
Pulse

Click the Pulse button to pulse the currently selected output point.

Restore to TZ (Timezone)

When a point has been energized or de-energized during a timezone, it should be returned to the timezone when the over-ride is completed. Click Restore to TZ button to restore the selected output to the programmed timezone.

Muster Report



Muster reporting allows an operator to track where card holders are in the event of an emergency. Tracking depends upon the setup of tracking areas in the Tracking Areas database. These areas are based on the readers used to enter areas of a facility.

Once tracking areas have been defined, a new screen will be added to the operations screens. Clicking the Muster Report Tab opens up this screen.

The upper section is the Muster Area Card Transactions section. Normally this section will be empty. If a muster is declared, people will go to the muster readers to present their cards, and this section will show those card reads. If people go back into the tracking areas, or use an exit reader (to go home, for example) their card read record is removed from this area.

The updating of this view is done automatically, but can be frozen to view the muster area list. To do this, disable the Refresh Muster Report option by clicking on the box in the lower left hand corner. When you click on this box the check mark disappears, and the card read records coming in from then on are stored in a buffer rather than written to the screen. This allows you to work with an unchanging screen. When you click on the box again to enable the option, the card reads stored in the buffer are written to the screen and all card reads from then on are recorded until you disable the option again.

You can delete card read records from the Muster Area Card Transactions screen by selecting a card and clicking the Delete button under the right corner of the list. The Refresh Muster Report option must be disabled (unchecked) to delete a card.

The lower section of the screen is the Non-Muster Area Card Transactions section. This section functions generally in the same manner as the Muster Area Card Transaction section except that it is dealing with card reads from the tracking readers. This section will experience significant activity most of the time. During a muster call, some or all of the activity would switch to the Muster Area Card Transaction screen. The Refresh Muster Report box affects this section of the screen in the same manner that it affects the upper section.

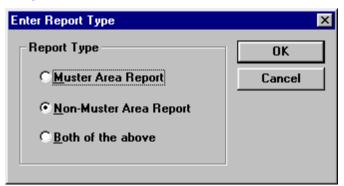
Sort Order

The Sort Order selections for both the upper and lower sections work in the same manner as the sort order selectors in other areas of the Database structure. Options include sorting by card number (if the operator has the View privilege), card holder name, tracking area, and date/time.

Filter

The Filter selections allow you to view reads from all areas at one time, or only the reads from a particular area.

Reports



Print Reports will print a report based upon the sort order and filters you have selected. It gives you the option of reporting on the muster area only, the non-muster area only, or both areas.

Muster System Precautions

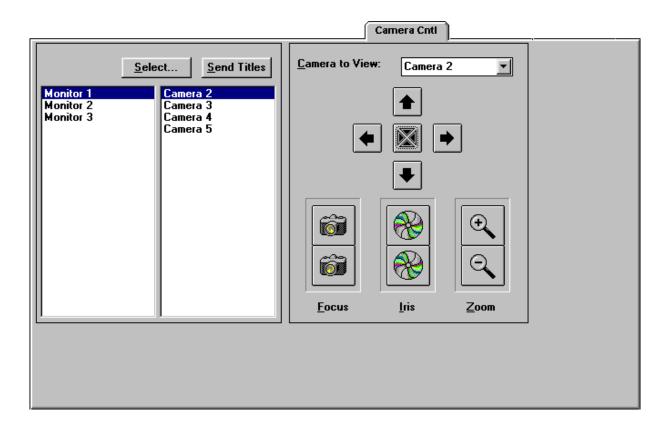
When designing a muster system for use with WIN-PAK, it is important to keep the following precautions in mind:

- 1. Use a separate dropline (COM port) to isolate the muster readers from the tracking units. A special line should be run to provide a unique data path that will still be intact should the wiring from the main facility get damaged.
- 2. A "cold restart" of the access control panel could occur from a serious surge on the power or communication lines. This can cause corruption of the panel's database and time functions. Version 8.01.10 and higher firmware address the time problem by generating a system alarm 99 (Panel Database, System Alarms, Panel Reset Alarm) when the panel experiences a cold restart. WIN-PAK will then send the current Time and Date to the panel within 60 seconds of receiving this alarm. The default time and date after a cold restart is January 1st, Monday at 12:00 am. You will be able to see this time stamp on activities in the History view. Panel Time is critical to the proper operation of the Muster function as the most recent event is used to determine the Tracking/Muster status of a Card holder. If a card is presented to the Muster reader and the time and date stamp is earlier than from another reader location, there will not be a change of status to the Muster (safe) location.
- 3. In the event that the card database is lost or corrupted at the muster reader, WIN-PAK will recognize all reader types (Not Found, Timezone, Normal, Trace, Pin Violation, and Expired) as "valid" muster reads (provided that the time is later than the previous card read as described above). This function will prevent the need to reload the cards to a muster panel during a muster event. Only Valid and Trace card reads will count at a Tracking reader.

4. The communication loops should be RS-485. WIN-PAK should have corresponding Areas defined as RS-485 with ACK-NAK enabled. If using N-485-API-2s, they must be powered by a battery backed up power supply (not required for N-1000-III or N-1000-IV where the 485 is built into the control panel and is already using the battery backup of the control panel).

- 5. An UPS or other backup power source should power the WIN-PAK computer, N-485-PCI-2 and other associated communication devices. Installation of the equipment should be in a location that is considered "safe" from known hazards.
- 6. The muster system should be on-line (not buffered) to ensure timely and complete information. Regular checks to insure that the muster system is functioning properly should be performed as part of the security routine and should be rigorously enforced.
- 7. As mentioned above, it is critical that the time and date be correct on card reads at the Muster readers. If the time and/or date are earlier than that of other reads in the system they will be ignored. For this reason, regular checks should be made to see that all panels are maintaining the correct time and date. The checklist for actions to be performed at the computer during the time of the muster should include several checks to be sure that the muster reads are coming in from the panel with the correct time and date. If it is observed that they are not, officials should order the presentation of cards stopped, and the time and date should be sent to the panel. A quick test should then be run and all people who might have swiped their card during a time when the time and/or date were incorrect should be directed to repeat their swipe. Multiple swiping of the same card at the Muster reader will not adversely affect the result of the Muster as the most recent time/date stamp is the one that is "displayed" in the Muster section. This procedure should be practiced regularly, so personnel have a clear familiarity with it. The Scheduler should also be programmed to update time and date at least once a day.

Camera Control



The Camera Control Screen is used to assign cameras to monitors and to make adjustments to cameras in a CCTV monitoring system.

NOTE: This function of WIN-PAK is for facilities with CCTV systems. Setting up WIN-PAK for these systems requires that the Camera and Monitor Databases contain records and that an area is defined as a CCTV network.

Assigning Cameras and Monitors

To assign a monitor to a camera view, select the monitor name from the left column, the camera name from the right column, and click Select. The camera view selected will then appear on the selected monitor.

To view the titles of the camera views on the appropriate monitors, click Send Titles. This will display titles on all camera views being monitored. See your CCTV equipment manual to see if the title feature is supported.

Controlling a Camera

Adjustments can be made to cameras remotely from within WIN-PAK. Select the camera that you want to control from the Camera to View drop-down list. Once you have a camera selected, you can adjust it in any number of the following ways:



Focus on Closer Objects

Clicking and holding down the Focus on Closer Objects (top) button slowly brings objects into focus.



Focus on Farther Objects

Clicking and holding down the Focus on Farther Objects (bottom) button slowly brings objects farther away into focus.

NOTE:

Your camera must support focus, aperture adjustment, zoom, pan and tilt, homing presets, and tilling to take advantage of these features.



Increase Aperture

Clicking and holding down the Increase Aperture (top) button slowly increases the aperture of the camera iris, letting in more light. The icon will change showing the center more open when "pushed".



Decrease Aperture

Clicking and holding down the Decrease Aperture (bottom) button slowly decreases the aperture of the camera iris, letting in less light. The icon will change showing the center closed when "pushed".



Zoom In

Clicking and holding down the Zoom In button slowly zooms the camera in closer.



Zoom Out

Clicking and holding down the Zoom Out button slowly zooms the camera out farther.

Camera Pan and Tilt Control



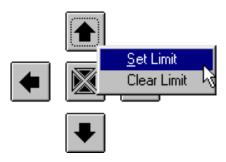
▲ Control Arrows

Clicking and holding down the camera control arrows move the camera. Clicking and holding down the Left Arrow pans to the left, while clicking and holding down the Right Arrow pans to the right. Clicking and holding down the Up Arrow tilts the camera up, while clicking and holding down the Down Arrow tilts the camera down.

Setting Pan and Tilt Limits

Limits should be set on each camera's panning and tilting actions. Limits are used to keep a camera from tilting and panning to a point that is stressful on the hardware and to limit a camera's view to that which is useful. The following steps demonstrate how to set the upward tilt limit for a camera. Repeat these steps for downward tilt, left pan, and right pan on each camera.

NOTE: Your CCTV equipment must support preset limits to use this feature.



- 1. Use the up and down arrows to tilt the camera to the highest point needed.
- 2. Right-click on the up arrow with the mouse.
- 3. Click Set Limit from the pop-up menu.

To clear a limit that has been set:

- 1. Right-click on the arrow with the limit you want to clear.
- 2. Click Clear Limit from the pop-up menu.

Setting Home Position

A Home Position is the most utilized view of a camera. It can be set for each camera so that it will return to its home position with the correct focus, aperture, and zoom settings when the Home button is pushed. The following steps outline setting a home position:

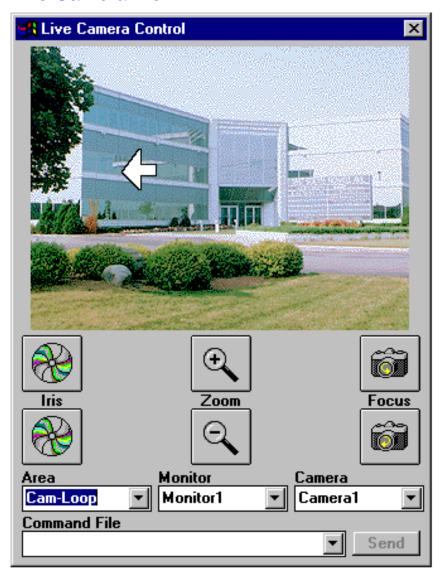
NOTE: Your CCTV equipment must support the home position to use this feature.

- 1. Adjust the pan, tilt, and adjustment settings for the view that you want to make your home position.
- 2. Right-click the Home button and click Set Home from the pop-up menu.



Now your camera will return to this view when you click the Home button.





Monitoring of cameras can be done without using the Camera Control Screen if a video capture board is installed. Simply select Live Camera from the View menu to bring up the live camera dialog box. This screen is adjustable in size and can be located anywhere on the WIN-PAK screen.

NOTE: Live Camera View is not an option if TWAIN interface was chosen instead of a video capture card during WIN-PAK installation. It will only display video when the Flashpoint or Flash Bus board is installed.

> Select the CCTV Area that contains the camera that you want to view from the Area drop-down list. If you would like to see the camera view on a monitor as well as live on your screen, select the monitor you want to view it on from the Monitor drop-down list. Select the Camera that you want to view from the Camera drop-down list.

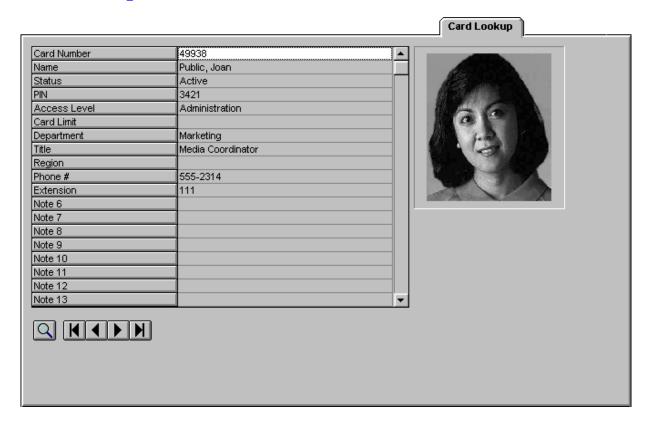
Adjustments made to Iris, Zoom and Focus are done the same way as outlined in the Camera Control screen section.

Panning is done differently in the Live Camera dialog box. As you move the cursor over the live camera view portion of the screen you will notice that the cursor turns into an arrow. The arrow will point in the direction of the closest edge of the view. Depressing the left mouse button will pan in the direction the arrow is pointing.

A command file can also be sent from this dialog box. Select the command file that you want to send from the drop-down list, and click Send.

NOTE: Displayed areas and command files are only those associated with an area defined as camera.

Card Lookup



The Card Lookup screen is designed to be a quick way for the operator to access card information without having to enter the card database. Its screen offers the operator the card number, name, card status, PIN number, access level, expiration date, and user-defined note fields for the card holder. It also displays the card holder's badge photo.

The records in the database can be browsed using the navigation buttons at the bottom of the screen. Each button will take you to a record based upon the record you are currently viewing and the index used in the last search. The buttons are described below:

First Record

Click the First Record button to bring up the first record in the card database.

Previous Record

Click the Previous Record button to bring up the record preceding the currently viewed record in the card database.

Next Record

Click the Next Record button to bring up the record following the currently viewed record in the card database.

■ Last Record

Click the Last Record button to bring up the last record in the card database.

Card Search

Besides browsing records one at a time, it is also possible to search for a card record using the search tool. To find a particular card holder, simply click in the information space next to a key field name, type in the [case sensitive] criteria, and click the Search button (). The key fields that can be searched by are described below:

NOTE: You cannot search on any of the following fields from this screen: Status, PIN, Access Level, or Card Limit. You also cannot search on the Card Number if the operator doesn't have access to view the number.

Card Number

Click next to this label and type in the card user's card number. If the full card number is not known, type in the beginning digit(s) of the number. Clicking the search button () will bring up the first occurrence of that number and the records will be indexed by the Card Number field. Click the next button () for successive occurrences of that number (if available).

Name

Click next to this label and type in the card user's name using the Lastname, Firstname format. You can also type in the beginning characters of the last name. Clicking the search button () will bring up the first occurrence of a record with a last name beginning with those letters. The records will be indexed by last name so that clicking the next button () will bring up successive alphabetical records.

NOTE: You cannot locate by using the first name only.

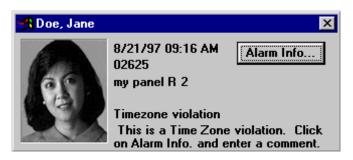
Any User-Defined Field

Click next to any of the user-defined fields and enter the information for that field. Enter as much of the beginning characters that you want. Clicking the search button () will bring up the first occurrence of those characters indexed by the user-defined field. Clicking the next button () will bring up successive alphabetical records.

Automatic Card Lookup

WIN-PAK can be set to automatically look up cards that come from readers or cards with status priorities higher than a particular threshold. The operator can determine this priority threshold by selecting Options from the Setup menu and clicking the Communications tab to open the Communications Screen.

In the Alarm Monitoring section, note the number box labeled Auto card lookup priorities less than and adjust the number by typing it in the box or by using the arrow keys to increase or decrease the number. All read statuses that are a higher priority (lower number) than this threshold will pop up a card lookup screen (next illustration).



The card lookup screen will show the card holder's photo and card number (if operator has View privilege), the reader name, transaction status, and the message associated with the card or reader status (card status will appear first). Clicking the Alarm Info... button will bring up the Alarm Info Screen so that a comment may be entered.

This dialog box is re-sizable and can be placed anywhere on the WIN-PAK screen. A gray box will appear where the photo would be when a card that is not in the database is read or if there is no photo attached to the card holder.

Locate Tool

WIN-PAK includes a function to help identify the whereabouts of a particular card holder. This is called the Locate tool. Use the following steps to find the last place and time that a card holder presented their card.

1. Select Locate... from the View menu. The locate dialog box will appear.

Locate	×
Card	Locate
<u>N</u> umber:	Locate
<u>L</u> ast Name:	Cancel
<u>F</u> irst Name:	<u>C</u> ards
<u>A</u> rea:	

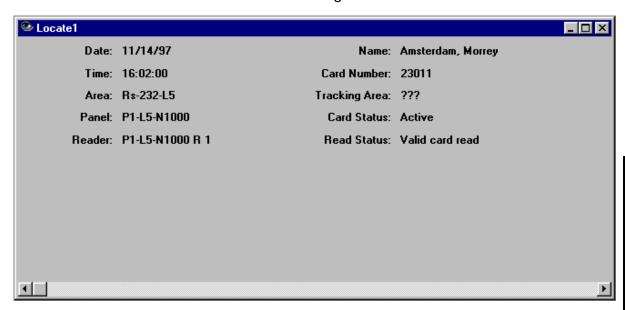
2. Fill in the card number or last and first name of the person you are trying to locate. Card numbers MUST be entered in entirely, but you only need to type in the first part of the last name to do a search. All card holders whose last names begin with those letters will be reported on.

If the last name and card number aren't known, it will be easier to use the Cards... button to fill in those fields for you. Clicking the Cards... button opens the Card Database.



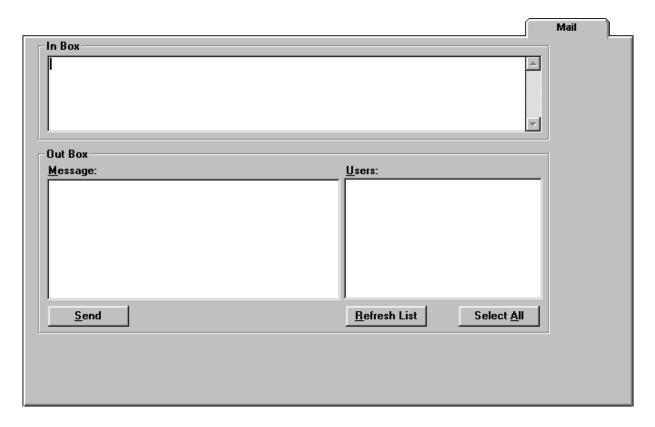
Select a sort order and use the scroll bar (if needed) to find the person you want to locate and select that record. Click Close to return to the Locate tool and the information of the selected record will automatically be filled in the fields.

3. Click Locate. A report (next illustration) will be generated providing you with information on the last time the card holder presented the card at a reader. The information includes the date and time of the event, the reader name, the card number and name of the card holder, the area and panel name, the card and read statuses, and the tracking area.



When the Locate tool is accessed while browsing cards in the Card Lookup screen, the information of the currently viewed card record will automatically be filled in the Locate fields.

Mail



The Mail screen is only visible if WIN-PAK is installed as a client or server. It is not displayed if stand alone. The Mail screen is used to communicate from the server to the network stations. Although labeled mail, it is actually a chat function with the ability to broadcast a message to all WIN-PAK stations currently networked and on-line in WIN-PAK.

In Box

The In Box is used by network clients to display messages sent from the server.

Out Box

The Out Box is used by the network server to send messages to one or more on-line operators at client stations in the network.

Sending a Message from the Server

- 1. Type a message in the Message box that you want to send to another operator at a client station.
- 2. In the Users box, click on the operator(s) to whom you want to send the message. The Refresh List button will update the display of all operators currently on the network and logged into WIN-PAK. When sending a message to more than one operator, it is a good idea to refresh the list before you send a message, so that you can select recently logged on operators. Clicking the Select All button is a quick way to select every operator listed in the Users box.
- 3. Click Send to send your message to the operators you selected. The Mail Screen will automatically be opened on the monitors of those operators and your message will appear in their In Box.

NOTE: The Mail function only allows one way information from the server to the clients.

Chapter 6

Reports

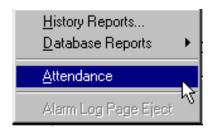
Viewing Reports

Generating History Reports

Generating Database Reports

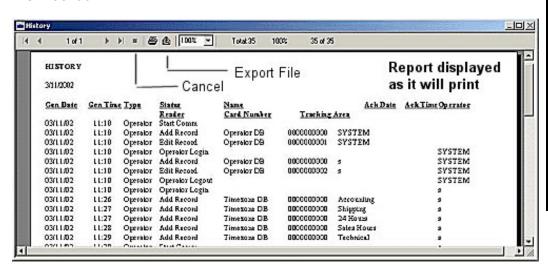
Viewing Reports

Using WIN-PAK you can generate a wide range of reports to view on-screen and print out. To generate a report, select the Reports menu.



Available reports include History Reports, Database Reports and Attendance Reports.

The report viewer, as shown below, is used to browse reports on-screen.



The report is displayed in the viewer as it will appear when it is printed. The name of the report and date it is generated are at the top left of the page. Reports are in a column format with the headings for each column at the top of each page.

NOTE: In order to preview a page, the report printer must be defined. If Windows does not have a printer driver loaded, no preview is available.

Viewer Tools



Scroll Bar

Use the scroll bar to view the entire length of a page. Click on the arrows to browse slowly or on the bar itself to move up or down a screen at a time.

■ First Page

Click the First Page button to view the first page of the report

Previous Page

Click the Previous Page button to view the previous page.

Next Page

Click the Next Page button to view the page next page.

Last Page

Click the Last Page button to view the last page of the report.

Cancel Cancel

Click the Cancel button to cancel a requested report.

☐ 3-View Zoom

Use the 3-View Zoom button to display the page at 100%, sized to fit the entire page in the window, or sized to fit the page width in the window.

Print

Click the Print button to print the report.

Exporting Reports

Reports can be exported to various file types. Click either of the following buttons to bring up the Export dialog box:



Format

From the list, select the file type you want. A number of data, word processing, and spreadsheet formats are available. Some file types require additional information before the data is exported.

Destination

To export the data to a file on your own computer, select Disk File from the Destination drop-down list. You will be prompted to navigate to the directory where the file is to be saved. To send the exported data directly to someone via e-mail system, select the mail system you have installed. You will be prompted for a person to receive the report.

Status Information

Page 1 of 3

Page displays the current page and the total number of pages.

Records 10 of 10 Total: 10 100%

Records displays the number of transactions in the report. This number increases as the report is generated.

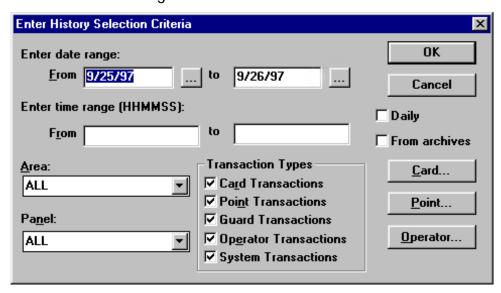
History Reports

HISTORY									
11/17/97									
Gen Date	Gen Tin	<u>те Туре</u>	<u>Status</u> Reader	<u>Name</u> Card Number	Tracking	z Area	Ack Date	Ack Tin	ne Operator
11/17/97	10:58	Operator	Start Comm						
11/17/97	10:58	Operator	Edit Record	Operator DB	0000000002	s			
11/17/97	10:58	Operator	Operator Login						s
11/17/97	10:58	Guard	Start Tour	Short					s
11/17/97	11:01	Guard	Missed Check-in						
			P1-L7-N1000 R 1						
11/17/97	11:04	Guard	Missed Check-in						
11/17/97	11:07	Guard	Missed Check-in						
			P1-L5-N1000 R 1						
11/17/97	11:09	Operator	Operator Logout						s
11/17/97	11:09	Operator	Shutdown						s
11/17/97	11:38	Operator	Start Comm						
11/17/97	11:38	Operator	Edit Record	Operator DB	0000000002	s			
11/17/97	11:38	Operator	Operator Login						s
11/17/97	12:13	System	Alam	Panel P1-L3-485-4x	-				
11/17/97	12:13	System	Alam	Panel P2-L3-485 Po	ll Resp.				
11/17/97	12:13	System	Normal	Panel P1-L3-485-4x	Poll Resp.				
11/17/97	12:13	System	Normal	Panel P2-L3-485 Po	ll Resp.				
11/17/97	12:35	Point.	Alam	P1-L3-485-4x I 5			11/17/97	12:42	s
This poin	its alarm was	s coused by a	broken windowwe h	ave taken care of it.					

A history report is a log of transactions that occur between two points in time. The report can include card, input point, operator, guard, and system transactions. An operator with report generating privileges (see Operator Database) can generate reports for any time period, for any or all areas and panels. The report, shown below, includes transaction date and time, type of transaction, status (activity), card name, reader, tracking area, acknowledge time and date (if enabled), and operator (if enabled).

Generating History Reports

Select History Reports... from the Reports menu. Enter selection criteria in the dialog box.

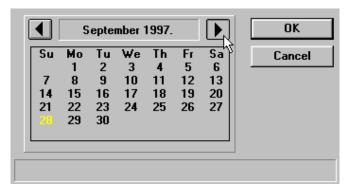


To narrow your search and determine the information reported, type criteria in the spaces provided.

Date Range

The Date Range is defaulted as today and yesterday. To change the start date, click the button next to the From. Scroll to the desired year and month, then highlight the start date.

NOTE: Purged information cannot be displayed. Archived information (beyond date/time range) may be retrieved by selecting the "From Archives Option" shown below.



To enter the end date of your desired range click the button next to the To box and choose the desired date from the calendar. The dates are formatted MM/DD/YY, where MM is the month, DD is the date and YY is the year.

Time Range

Enter the time range to be reported, type the start time in the first text entry space and the end time in the second text entry space. Follow the format HHMMSS, where HH is hours, MM is minutes and SS is seconds. For example: 133000 would be 1:30 p.m. Leaving these spaces blank will generate a report on all times for the dates specified above.

NOTE: Seconds are currently not monitored at the panel.

If both the date and time ranges are left blank, a report is generated on all dates and times currently in un-purged history files. This process could take some time, depending on how much history has been generated.

If the date range is specified, but the time range is left blank, then history for the specified dates (that are not purged) are reported.

If both the date range and time range are specified, then history that is between the defined hours and not purged is reported for the dates specified. The hours cannot cross midnight.

The Daily option allows two ways of using the date and time ranges:

Daily Enabled

If Daily is enabled (box checked), then history is reported on the specified time range for each day in the date range. See the chart below.

Daily Disabled

If Daily is disabled (box NOT checked), then history is reported from the starting time of the starting date continuously to the ending time of the ending date. See the chart on the opposite page.

Area

Choose an Area from the drop-down list if you want only the history for a specific area generated or choose ALL for a full system history report.

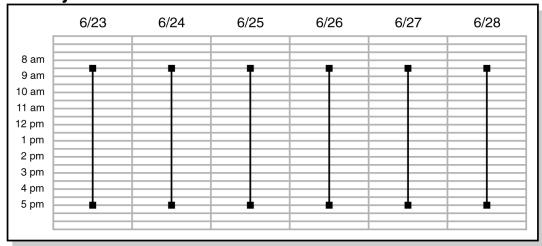
Panel

Choose a name from the Panel drop-down list if you want only the history for a specific panel generated, or choose ALL for a full system history report.

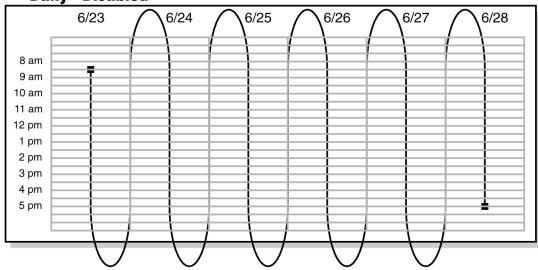
Enabling the Daily Option

Enter date	range (YYYYMMDD)	:		
<u>F</u> rom	19960623	to	19960628	
Enter time	range (HHMMSS):			▼ Daily
F <u>r</u> om	083000	to	170000	From archives

"Daily" Enabled



"Daily" Disabled



Transaction Types

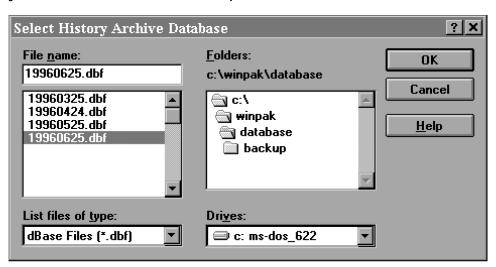
All transaction types are included by default. You can enable or disable Card, Point, Guard, Operator, and System Transactions for inclusion in the history report.

If you select transaction types, use the three buttons at the lower right hand corner of the dialog box (Card..., Point..., & Operator...) to select transaction criteria.

The operator's alarm acknowledgment information is automatically included when either the Card Transaction or the Point Transaction options are enabled.

From Archives

History reports can be generated from archived history. By enabling the From Archives option in the History Selection Criteria box, another dialog box (next illustration) will appear when you click OK, prompting you to select which archive file you would like to run the report on.



NOTE: Remember that the date of the archived file does NOT include transactions for that particular day. For example, the file 19981101.DBF does not include or contain transactions for November 1, 1998. See Chapter 7 for more information.

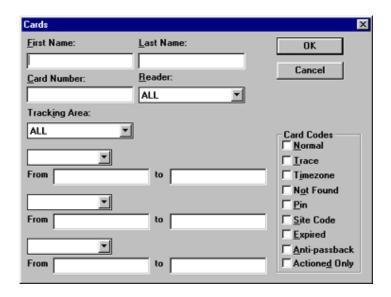
Archive files are named by the date from which they were archived. For example, if the date selected in the archive procedure was November 1, 1998, then the file would be called 19981101.DBF. Select the archive file you want to report on and click OK.

Remember that the date range must reflect dates included in the archived file, otherwise you will not get the desired results. Leave the date range empty to report on all dates in the archived file. Further, the Daily option can be used to report on a time range for each of those days.

Card...

Click Card... to select the card information you want included in the report. The first four fields allow you to narrow your search by first name, last name, card number, or reader.

NOTE: ALL criteria must be met for data to appear on the report.



First Name

Enter a first name to narrow your search. For example, entering

Jim reports on all card holders with the first name Jim. This field is case sensitive and must be typed in as it appears in the card database.

Last Name

Enter a last name to narrow your search. For example, entering Smith reports on all card holders with the last name Smith. This field is case sensitive and must be typed in as it appears in the card database.

Card Number

Enter a specific card number that you want to report on.

Reader

Enter a specific reader that you want to report on. This field is case sensitive and must be typed in as it appears in the Reader Screen of the Panel Database.

Note Ranges

WIN-PAK lets you specify reports using criteria for up to three of the 25 note fields. Select a note field from the drop-down list. Then select the beginning and ending (alphabetically) criteria for the range. Beginning partial criteria is acceptable for these fields. For example, to you wanted to generate a report for departments that begin with letters A through F:

- 1. From the drop-down list, select the note number that you defined as Department. (See Note Fields under the Setup menu)
- 2. Type the letter A in the first text entry space and F in the second text entry space.

The report is generated for all departments from A through F including Accounting, Distribution, Financing, etc. This can be done for up to three note fields.

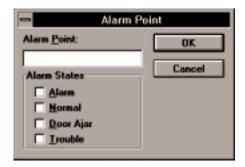
Card Codes

Enable the card read statuses that you want included in the reported or leave them all disabled to report on them all.

NOTE: When enabling the Actioned Only option in the Card Codes section, only card transactions that have operator notes assigned to them are printed.

Point...

Clicking the Point... button will bring up a dialog box (illustration below) to enter selection criteria pertaining to alarm point information.



Alarm Point

Enter a specific alarm point that you want to report history on. This field is case sensitive and must be typed in as it appears in the Input Point Screen of the Panel Database. Leaving this blank reports on all alarm points.

Alarm States

Enable the alarm states that you want reported on for alarms or leave them all disabled to report on them all.

Operator...

Clicking the Operator... button will bring up a dialog box (illustration below) to enter selection criteria pertaining to a particular operator.



Operator

Enter an operator that you want to view transactions for. This field is case sensitive and must be typed in as it appears in the operator database. Leaving this blank will include transactions from all operators.

Operator Transactions

Enable the operator transactions that you want included in the report or leave them all disabled to report them all.

Acknowledged Transactions shows transactions that have been acknowledged and the time.

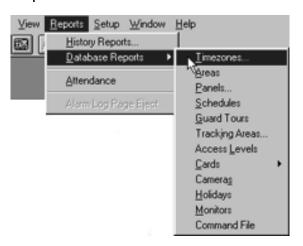
Database Record Modifications shows any editing of databases.

Other Operator Activities includes login, logout, alarm acknowledgment and clearing.

Generating Database Reports

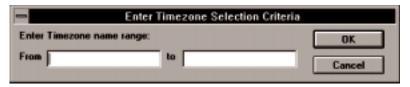
WIN-PAK can generate a report for any of its databases. Select Database Reports from the Reports menu to see a list of databases. Selecting a database from this list will either generate a report automatically or prompt you for selection criteria, depending upon the database.

Databases that prompt you for more than one set of criteria will report only those records that meet all of your selection requirements.



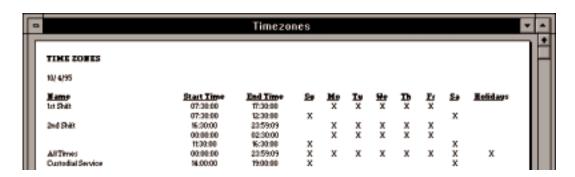
Timezone Report

1. Select Timezones from the Database Reports list. The Timezone Selection Criteria dialog box opens.



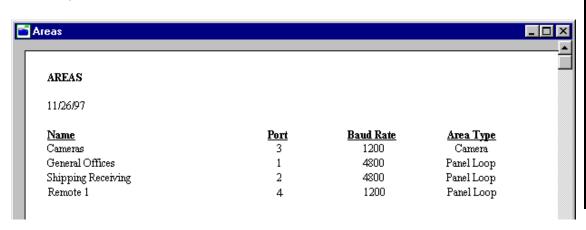
2. Define the report range by entering starting and ending criteria for an alphabetical list of timezones. Enter the timezone name (or a partial name) in these two boxes. To report on all timezones, leave these fields empty.

A sample Timezone Report shows the timezone name, start time, end time, days of the week included, and whether holidays are included.



Areas Report

Select Areas from the Database Reports list. A sample report is shown below. It includes the area name, port, baud rate, and area type.

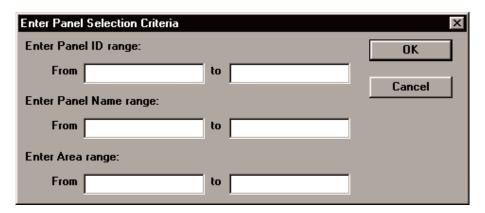


Ports in the Area Report are numbered as follows:

- 1 = Com Port 1 (Multiport or COM1)
- 2 = Com Port 2 (Multiport or COM2)
- 3 = Com Port 3 (Multiport only) and so on...

Panel Report

1. Select Panels from the Database Reports list. The Panel Selection Criteria dialog box opens.



- 2. Define the panel report range by entering a 10-digit panel ID number in the From field and in the to field. This generates a numerical list of panels. For example, enter From: 000000001 to 000000001 to get a report on Panel 1. Panels with the same Panel ID from other areas are also included in the report.
- 3. Define the panel report range by entering a panel name (or first letters of a name) in the From and to fields. This generates an alphabetical list of panels.
- 4. Define the report range by entering an area name (or the first letters of a name) in the From and to fields. This generates an alphabetical list of panels for the selected areas.

A sample report is shown on the facing page. It includes the panel ID, panel name, area name, panel type, version, number of card digits, hardware and programming options enabled, readers enabled, timezones included, and inputs, outputs, and groups defined. It also shows information on interlocks, pulse time, and shunt time.

<u>D</u> 2	Panel Name Admin & Sales Hardware Option	1 <u>s</u>		Name ral Offices				<u>Panel 7</u> N-1000			ersion Other		Digits S	
	<u>Antipassback</u>	Forgiveness	<u>Keypads</u>	<u>Pins</u>	Cont X	Egres:	<u>. c</u>	roups	LED X	<u> </u>	R Inter	rlocks	<u>Split Timezones</u> X	<u>s</u>
	Reader Name	Ē												
	Admin Entrance Sales Area Entrance	1 e 2												
	Timezone Name	Star	t Time	End T	ime	<u>Su</u>	Mo	<u>Tu</u>	<u>We</u>	<u>Th</u>	<u>Fr</u>	Sa	Holidays	
	24 Hours	00:0	0:00	23:59:	09	X	X	X	X	X	\overline{x}	<u>Sa</u> X	X	
	Sales Hours	08:0	0:00	17:00:	00		X	X	X	X	X			
	Technical	06:0	0:00	20:00:	00		X	X	X	X	X			
		08:0	0:00	16:00:	00							X		
		10:0	0:00	14:00:	00	X								
	Accounting	07:0	0:00	19:00:	00		X	X	X	X	X			
	ŭ	08:0	0:00	17:00:	00							Х		
		10:0	0:00	16:00:	00	X							X	
	Cleaning Crew	04:0	0:00	06:00:	00		X	X	Х	Х	Х			
		19:0		23:00:			X	X	X	X	X			
		10:0		14:00:		X						X		
	Output Point Na			<u>ck</u>		<u>Off</u>		<u>On</u>		Time	ezone		<u>PT</u>	
	Admin Door Lock	1	None										10	
	Sales Door Lock	2	None										10	
	Input Point Name			<u>ck</u>		Norma	<u>1</u>	Alarn	<u>n</u>	<u>Time</u>	ezone		ST DT	<u>sп</u>
	Admin Door Status		None										10 0	
	Sales Door Status	2	None										10 0	
	Admin Door Egress	; 3	_	Admin Do									0 2	
	Sales Door Egress	4	_	Sales Door									0 2	

Schedules Report

Select Schedules from the Database Report list. A sample report is shown below. It includes the schedule name, type, frequency and the next scheduled date and time.

SCHEDULES				
9/29/97				
Schedule Name	Schedule Type	Frequency	Next Date	Next Time
Backup Reminder	Backup Reminder	Every Week	10/03/97	08:39
	Panel Time & Date Update	Every Day	09/30/97	00:01

Guard Tour Report

1. Select Guard Tours from the Database Report list. The Guard Tour Selection Criteria dialog box opens.



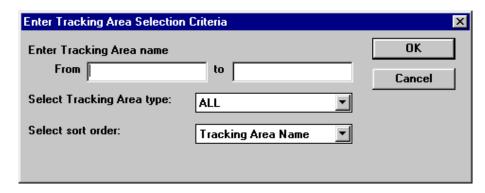
2. Define a report range by entering a guard tour name (or the first letters of a name) in the From and to fields. This generates an alphabetical list of Guard Tours. Or leave the fields empty to generate a list of all Guard Tours defined in the database.

A sample report is shown below. It includes the Guard Tour name(s), stop number(s), check point name(s), and time(s). It also gives a tolerance value for the check in times.



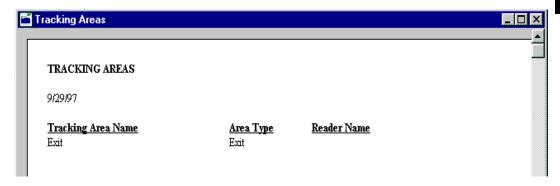
Tracking Area Report

1. Select Tracking Areas... from Database Reports. The Tracking Area Selection Criteria dialog box opens.



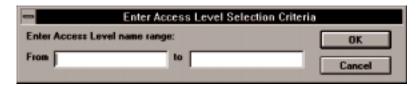
- 2. Define a report range by entering a tracking area name (or the first letters of a name) in the From and to fields. This generates an alphabetical list of Tracking Areas. Or leave the fields empty to generate a list of all Tracking Areas.
- 3. Use the drop down list to choose the type of area you want listed or select ALL.
- 4. Use the drop down box to choose the sort order. The report information can be sorted either by the name of the tracking area or by type of area.

A sample report is shown below. It includes the tracking area name(s), area type(s), and reader name(s).



Access Level Report

1. Select Access Levels from the Database Reports list. The Access Level Selection Criteria dialog box opens.



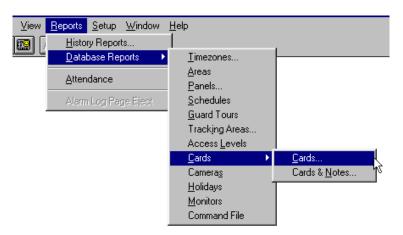
2. Define a report range by entering an access level name (or the first letters of a name) in the From and to fields. This generates an alphabetical list of Access Levels. Or leave the fields empty to generate a list of all Access Levels.

A sample report is shown below. It includes the access level name(s), reader name(s), timezone name(s), and group name(s).

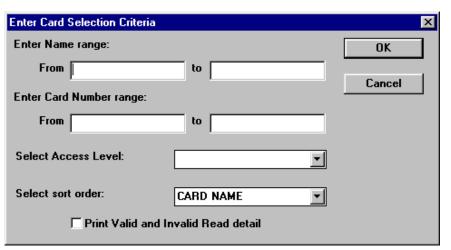
ACCESS LEVELS			
11/26/97			
Access Level Name	Reader Name	<u>Time Zone Name</u>	Group Name
Accounting	Main Entrance Door	Accounting	
	Rear Entrance Door	Accounting	
	Admin Entrance	Accounting	
Administration	Main Entrance Door	24 Hours	Building Entrances G 1
	Rear Entrance Door	Sales Hours	Building Entrances G 1
	Admin Entrance	24 Hours	
President & VP	Main Entrance Door	24 Hours	
	Rear Entrance Door	24 Hours	
	Admin Entrance	24 Hours	
	Sales Area Entrance	24 Hours	
	Technical Area	24 Hours	
	Training Room	24 Hours	
	Shipping Entrance	24 Hours	
	Loading Dock Entrance	24 Hours	
Sales	Main Entrance Door	24 Hours	
	Rear Entrance Door	Sales Hours	
	Sales Area Entrance	Sales Hours	
Shipping Receiving	Main Entrance Door	Shipping	
	Rear Entrance Door	Shipping	
	Shipping Entrance	Shipping	
	Loading Dock Entrance	Shipping	
Technical	Main Entrance Door	24 Hours	
	Rear Entrance Door	Technical	
	Technical Area	Technical	
	Training Room	Technical	

Card Report

1. Select Cards from the Database Reports list. A submenu opens with the choice of Cards or Cards & Notes.



2. To generate a Card Report without notes, select Cards... The Card Selection Criteria dialog box opens.

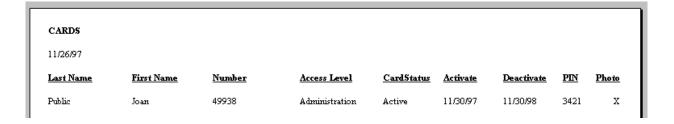


3. Define a report range by entering a card holder name (or the first letters of a name) in the From and to fields. This generates an alphabetical list of Card Holders. Or leave the fields empty to generate a list of all Card Holders.

NOTE: Using Name Range from A to C includes all the card holders with last names beginning with A and B. Names that begin with C are not included.

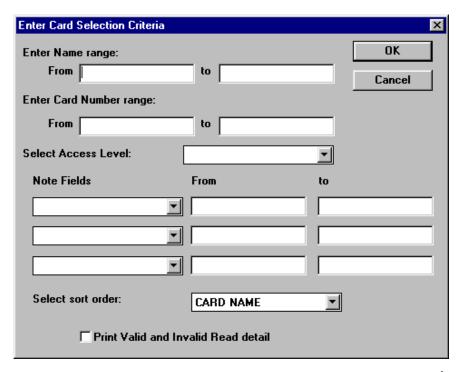
- 4. Define a report range by entering a card number in the From and to fields. This generates a list of cards by number.
- 5. From the Access Level drop-down list, select an Access Level to narrow the report or choose All.
- 6. Select the preferred sort order. Card reports can be sorted by either the card number or card holder name.

A sample report is shown below. It includes last name, first name, card number, expiration date, access level, if the card uses a PIN and indicates if there is a photo on the card.



Card Report with Notes

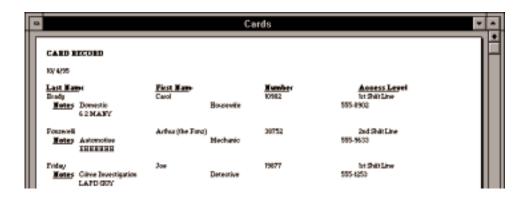
- 1. Select Cards from the Database Reports list. A submenu opens with the choice of Cards or Cards & Notes.
- To generate a Card Report with notes, select Cards & Notes. The Card Selection Criteria dialog box opens (next illustration).



- 3. Define a report range by entering a card holder name (or the first letters of a name) in the From and to fields. This generates an alphabetical list of Card Holders. Or leave the fields empty to generate a list of all Card Holders.
- 4. Define a report range by entering a card number in the From and to fields. This generates a list of cards by number.
- 5. From the Access Level drop-down list, select an Access Level to narrow the report or choose All.
- 6. Select the preferred sort order. Card reports can be sorted by either the card number or card holder name.
- 7. Define a report range by entering the names (or first letters of the names) of up to three note fields in the From and to fields.

8. Enable the Print Valid and Invalid Detail option to include the valid and invalid card detail information in the report. This includes the type of read (normal, timezone error, not found, etc...), priority, and message.

A sample report is shown below. It includes last name, first name, card number, access level, all note fields, and valid/invalid read details (if selected).



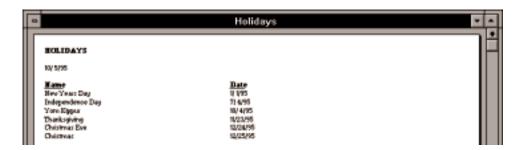
To Generate a Camera Report:

Select Cameras from the Database Reports list. A sample report is shown below. It includes the camera ID, name, and title.



Holiday Report

Select Holidays from the Database Report list. A sample report is shown below. It includes the holiday name and date.



To Generate a Monitor Report:

Select Monitors from the Database Reports list. A sample report is shown below. It includes the monitor ID and name.



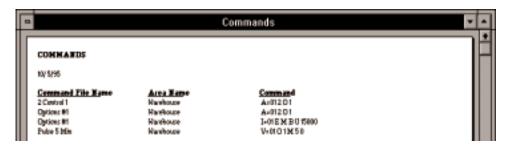
Command File Report

1. Select Command File from the Database Reports list. The Command File Selection Criteria dialog box opens.



2. Define a report range by entering a command file name (or first letters of a name) in the From and to fields. This generates an alphabetical list of command files.

A sample file is shown below. It includes the command file name, area name, and the commands in the file.

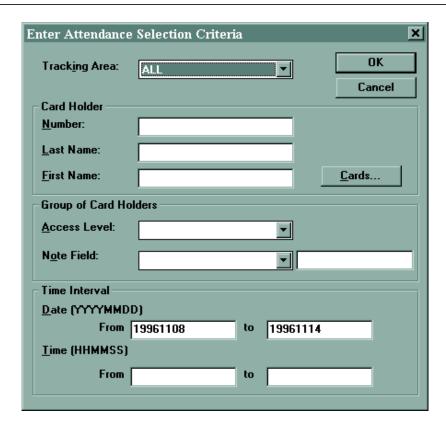


To Generate An Attendance Report:

An attendance report answers the questions:

- How long was a card holder in an area of the building?
- How long was a group of card holders in an area of the building?

To generate these reports, select Attendance... from the Reports menu, the Attendance Selection Criteria dialog box opens (next illustration).



NOTE: A card presented at a reader outside of a Tracking Area, removes it from that Tracking Area and prohibits it from being reported in the Attendance Report.

To determine how long a particular card holder was in an area:

- 1. Select a specific Tracking Area or use the default value of ALL Tracking Areas in the building.
- 2. Enter the card holder information. Either enter the card number or last and first name in the text entry spaces provided. Or simply click the Cards... button to browse the card database to find the desired card.
- 3. Optionally, enter the time interval. If not specified, the entire time span of the history database is used.
- 4. Click OK for a report on the time range.

To determine how long a group of card holders was in an area:

Method 1

Select the Tracking Area. Then Select an Access Level that includes all of the card holders.

Optionally, enter the time interval as above.

Method 2

Select the Tracking Area. Then select a "Note Field" and enter the exact value to which all of the card holders belong.

Optionally, enter the time interval as above.

The report uses the current history database records to extrapolate the attendance information requested.

The report displays how long a card holder was in an area via the Elapsed Time field. This value represents the number of hours and minutes. If no Exit Time found, the elapsed time is based on the current date and time.

Chapter 7

Maintenance

Archiving

Purging

Backing up WIN-PAK Files

Restoring from a Backup

Rebuilding Databases

329 Maintenance

> In the process of maintaining your access control system, your data should be carefully and systematically managed to prevent loss of information. WIN-PAK provides tools for keeping your data clean and safe. The following sections cover how to maintain your files using Archive, Purge, Backup, Restore, and the Rebuild functions.

NOTE: Maintenance functions in a WIN-PAK network can only be performed from the WIN-PAK server. WIN-PAK clients will also have to be logged out when maintenance functions are performed.

Archiving

Archiving refers to moving a range of history records to a separate file. Normally, this would be done with history that doesn't need to be viewed regularly. Although these records will still be accessible, they will not be searched when running a History Report unless specified. This speeds up the history report process by eliminating old transactions.

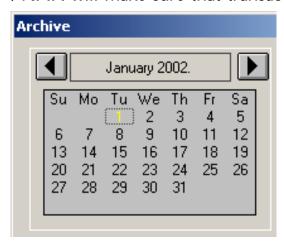
NOTE: It is up to the user to determine how often to perform the archive operation. It depends on how much data the user needs immediate access to.

> Archiving is done by selecting Archive... from the File menu. This will open a calendar dialog prompting you to enter a date.



Click the arrow buttons to move forward or back one month at a time, then click the exact date that you want WIN-PAK to archive PRIOR TO (not including the date). Then click Archive to continue or Cancel to abort the operation.

Serial communications must be halted, so you will be prompted to buffer your panels. If you choose not to buffer your panels, then any incoming transactions will be lost. If you choose to buffer the panels and if some panels are already buffered, WIN-PAK will unbuffer all connected panels. You will have to rebuffer these panels manually. If you are using N-485 with ACK/NAK, you will not need to buffer the panels, as the ACK/NAK will make sure that transactions are not lost.



If history was archived through January 1, 2002 as shown above, then an archive file containing history PRIOR TO January 1st would be created named 20020101.DBF. All history information PREVIOUS to January 1st would then be purged (deleted) from the main history file. The archived information would then only be retrievable by enabling From archive in the History Selection Criteria dialog when generating a history report, and selecting the 20020101.DBF file.

NOTE: In this example, the transactions from 01/01/02 WILL NOT be in the archived file.

Maintenance 331

Purging

Purging refers to removing records from the active WIN-PAK history (not archived). This is for deleting history that will never need to be accessed again.

To delete records, select Purge... from the File menu. This will open a calendar dialog prompting you to enter a date.



Click the arrow buttons to move forward and back one month at a time, then click the exact date that will define the first date after the time range you want WIN-PAK to purge. Click Purge to continue or Cancel to abort the operation.

Serial communications must be halted, so you will be prompted to buffer your panels.

NOTE: When completed, your history records prior to the date you selected will be removed.

Backing Up WIN-PAK Files

An important part of keeping data safe is backing up files on a regular basis. WIN-PAK allows you to do a backup of your databases (and indexes) to a separate sub-directory.

CAUTION:

NEVER DO A BACKUP WHEN YOU THINK A DATABASE IS CORRUPTED! First copy the databases to another backup subdirectory. Then rebuild the databases using the Repair function.

A backup will save your WIN-PAK database (and index) files to a separate subdirectory. This is useful if one or more of your databases becomes corrupt. It will not protect your data or system, however, from hardware failures, so it is important to conduct regularly scheduled complete backups to some form of removable media (floppy disks, tapes, etc..) in addition to WIN-PAK backups. To perform a backup operation:

1. Select Backup from the File Menu. The backup operation will verify that all clients are logged out and disable new client logins.

NOTE: The Backup operation requires exclusive use of the databases.

2. You will be prompted to buffer panels. Click Yes if you want to buffer panels or No if you do not. If you choose not to buffer your panels, then any incoming transactions will be lost. If you choose to buffer the panels and if some panels are already buffered, WIN-PAK will unbuffer all connected panels. You will have to rebuffer these panels manually. If you are using N-485 with ACK/NAK, you will not need to buffer the panels, as the ACK/NAK will make sure that transactions are not lost.

The Backup operation shuts down communications (closes databases) and copies all database files (PK*.DBF and PK*.MDX) and archived history files from the WIN-PAK database directory (usually C:\WINPAK\DATABASE) to the

333 Maintenance

> backup subdirectory (usually C:\WINPAK\DATABASE \BACKUP). If the BACKUP sub directory doesn't exist, WIN-PAK creates it. The Backup operation finishes by restarting communications, unbuffering panels, and enabling client logins. Databases can now be copied from BACKUP subdirectory to tape or other backup media.

NOTE: Images, badges, and signatures are not backed up through the backup procedure. These files are found in the C:\WINPAK\DATA subdirectory and should be backed up to a tape or other storage media.

Restoration from a Backup

If you are experiencing database difficulties or data loss in WIN-PAK that rebuilding will not correct, you can restore your databases from the last backup. Any data entered since the last backup will need to be re-entered. To restore from a backup:

1. Restore your most recently backed up files from your backup media to the C:\WINPAK\DATABASE\BACKUP directory. Images, badges, and signatures should be copied to the C:\WINPAK\DATA directory.

History transactions are also stored in a database file. Therefore, a restore will overwrite the "current" history.

2. Select Restore from the File menu. The restore operation will verify that all clients are logged out and disable new client logins

NOTE: Restore requires exclusive use of the databases.

IMPORTANT:

To keep images and the Card Database in sync, the backup and restore functions should be done for both sets of information at the same time.

4. You will be prompted to buffer panels. Click Yes if you want to buffer panels or No if you do not. If you choose not to buffer your panels, then any incoming transactions will be lost. If you choose to buffer the panels and if some panels are already buffered, WIN-PAK will unbuffer all connected panels. You will have to rebuffer these panels manually. If you are using N-485 with ACK/NAK, you will not need to buffer the panels, as the ACK/NAK will make sure that transactions are not lost.

The restore operation then shuts down communications (closes databases) and copies all database files (PK*.DBF and PK*.MDX) and archived history files from the backup subdirectory (usually C:\WINPAK\DATABASE\BACKUP) to the WIN-PAK database directory (usually C:\WINPAK\DATABASE). The operation finishes by restarting communications, unbuffering panels, and enabling client logins.

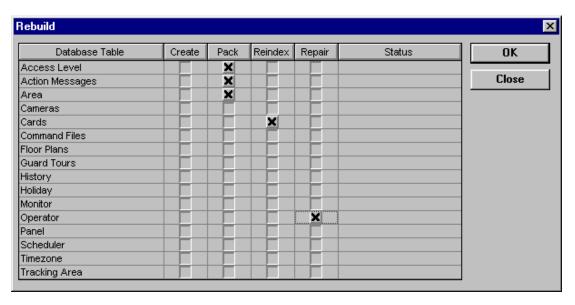
Rebuilding Databases

Databases can become corrupt when there is a power outage or if WIN-PAK is exited improperly. This corruption can cause databases to lose data or act irregularly. It is important that operators know the correct procedure for exiting both WIN-PAK and Windows.

NOTE: Clients MUST be logged off to use any rebuilding functions.

WIN-PAK provides the ability to maintain and repair databases using the Create, Pack, Reindex, and Repair functions. All of these can be accessed by selecting Rebuild... from the File menu. A large dialog (next illustration) box will open with a matrix that contains Databases on the side and functions along the top.

Maintenance 335



Select the operations that you want to perform in the row of the database(s) on which you want them performed.

Create

WARNING: The Create function erase database records.

Select the Create function if you want to recreate the database from scratch. When this operation is performed, the existing records in the database are overwritten. Databases that relate to others can cause programming problems if deleted. For example, if the Timezone Database was recreated, all timezones used in the Panel and Access Level databases would be out of sync because the link would no longer be available.

CAUTION:

Exercise caution when assigning an operator the Create right. It is possible to be locked out of the software, if an operator inadvertently recreates the operator database and assigns new passwords.

Pack

Databases keep track of records even when they have been deleted. This is why records continue to appear "grayed" in the Data List. Packing the database purges these deleted records and make your system run more efficiently.

Reindex

The Reindex function deletes the indexes of the database and rebuilds them.

Repair

The Repair function looks for records that are corrupt and strips them out of the database. It then reindexes and rebuilds the integrity table. This can take a while depending upon the size of the databases.

A: Pelco CM9750 Camera Support

B: FlashPoint Video Settings

C: Interlocking

D: Elevator Control

E: Database and *.INI Flles

F: Custom Badge Colors

G: Setting Up a Network Server

H: Setting Up a Network Client

I: Ultra Electronics Tango Printer Setup for Magnetic Encoding

J: System Worksheets

K: WIN-PAK Upgrade Procedure

Appendix: A

Pelco CM9750 Camera Support

Pelco CM9750 Camera Support

WIN-PAK 1.17 supports the Pelco CM9750 camera switcher.

Operation Disk

Use the Pelco Installer to create an operation disk, which is necessary to boot-up the 9750 controller. Refer to the Pelco System CM9750 Programming Manual for instructions on creating an operation disk. When creating the operation disk, note the following points:

- Program all cameras and monitors that are to be used on the Matrix Bay.
- Program all communication ports.
- The WIN-PAK default baud rate for the ASCII communication port is 4800.
- The ASCII port may need to be special ordered from Pelco.

Required Hardware

CM9750 Controller

The CM9750 controller sends commands to the appropriate devices. The controller is initialized by an operation disk, which sets all equipment parameters.

CM9750 VMM Video Output Module

The CM9750 VMM video output module is a Matrix Bay monitor and camera output device.

9750 RCV/DRV Receiver Driver

The 9750 RCV/DRV receiver driver controls a pan/tilt camera.

Null Modem Adapter

The null modem adapter provides the ASCII communication port and the WIN-PAK computer cable (serial cable 25-9 or 9-9). If a multiport board is used, use the null modem adapter with the provided connector(s).

WIN-PAK Capabilities

- Pan/Tilt (up/down, left/right)
- Camera to monitor switching
- Focus (near and far)
- Iris (open and close)
- Zoom (telephoto and wide)

Functions Not Supported

- Send titles: This series of Pelco equipment does not allow titles to be sent.
- Macros: Macros cannot be sent by WIN-PAK when Pelco is selected for a CCTV loop.
- Set limits: Preset position limits are not supported by this series of Pelco equipment.

WIN-PAK Setup

- 1. Set the baud rate to 4800 in the Area and Serial Port setup.
- 2. Select CCTV for the Area loop.
- 3. Select Pelco for the Area name.
- 4. Set the following parameters:
 - Parity: Even
 - Data bits: 8
 - Stop bits: 1
- 5. Program the camera and monitor to match the programming of the operation disk. Only cameras and monitors programmed on the operation disk can be controlled by WIN-PAK.

NOTE: Refer to the Pelco System CM9750 Programming Manual for additional information.

Commands Supported by WIN-PAK 1.17

Lens Control	Command	Pan/Tilt	Command	Matrix Control	Command
Focus Near	NA	Pan Left	[1-64] La	Select Monitor	[1-99] Ma
Focus Far	FA	Pan Right	[1-64] Ra	Select Camera	[1-99] #a
Iris Open	Oa	Tilt Up	[1-63] Ua		
Iris Close	Ca	Tilt Down	[1-63] Da		
Zoom Telephoto	Ta	Stop Pan/Tilt/Lens	Sa		

Note: Information in [brackets] represents the speed at which the command is performed. WIN-PAK uses 32 by default to provide a medium speed of execution. Example: 32Ra represents a pan right command at 32 speed.

Command Examples

Command Description	String to Send	
Switch camera 3 to monitor 1.	1Ma3#a	

Appendix: B

Flashpoint Video Settings

FlashPoint Video Capture Card Settings

Settings for the FlashPoint 3D Capture Card (PBVC10) include:

- Preview Brightness, Preview Contrast
- Capture Brightness, Capture Contrast

These setup controls allow different settings for previewing the video image and capturing it. The image seen in the Preview mode can be brightened electronically. When the flash is tripped, the amount of light entering the camera's iris is reduced compared to the preview, allowing the flash to provide enough light to saturate the subject without over exposing the picture.



NOTE: Note that the Preview brightness setting is higher than the Capture brightness setting. You must adjust these settings for your specific lighting conditions.

To function properly, changes need to be made in the FlashPoint FPG program setup. Below are sample settings that can be used.

To Change the Grab Settings

- Click the Windows Start button, Program menu, FlashPoint, FPG.
- 2. Click Setup, and then click Grab. Start with these values:
 - Brightness 25
 - Contrast 23
 - Field 2
 - Align Odd
 - Type Universal
- 3. Test the flash sync by clicking Grab on the menu bar (the camera and flash devices must be connected and working properly). If a flash occurs but does not illuminate the subject (out of sync), try changing the value of the Field setting by a unit of 1.
- 4. Repeat the flash test after each change in the field value. Generally, an acceptable field value will be between 0 and 5.
- 5. If the sync still doesn't work, change the Align feature to a different setting (try Even first and then, lastly, Any).
- 6. After changing the Align setting, repeat the field test, changing the field value 1 unit at a time.

Field Rep Setting

The Field Rep needs to be enabled with standard (field capture) cameras. The PBCAM10 camera supplied by Northern Computers is a field capture type of camera. If you are using a frame capture type camera, you do not need to use the Field Rep in your setup.





To Enable the Field Rep Setting

- Click Tools, Configuration.
- 2. Check the Field Rep box to enable this option. When Field Rep is enabled, both video fields from the camera are illuminated by the flash. If it is not enabled, a striping effect results because the second field is not illuminated by the flash. With Field Rep enabled, you may notice a reduction in the resolution of the picture.
- 3. For further information, refer to the video capture card manual.

TWAIN Interface Flash Method

An alternate method of using the Flash option with WIN-PAK 1.17 is to utilize the TWAIN interface of the capture card. The TWAIN Interface provides a number of advantages:

- Captures the full camera view.
- Crops the image after the picture is captured.
- With a field camera, the resolution can be reduced by half, without reducing the apparent resolution of the captured picture. When properly setup, it is not necessarry to use the Field Rep setting, which gives the appearance of more resolution.

To Setup a TWAIN Interface for Flash

I. Select the TWAIN interface during WIN-PAK installation. The settings for a TWAIN interface are similar to those just described, except there are no separate capture or preview brightness/contrast settings.



- 2. Use the sample settings shown here as a starting point for your TWAIN setup. Test the settings and then adjust them as necessary for your system.
- 3. If a frame capture camera is used or if flash is not being utilized, the width and height settings should be set to the maximum settings.

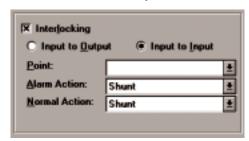
Appendix: C

Interlocking

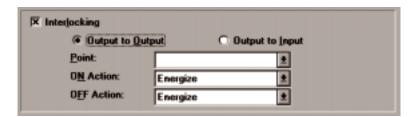
Interlocking

The interlocking feature allows an input point or output point to take a specified action based upon another input point or output point changing state. In an interlock sequence, an action on one point causes a reaction from a second point.

Interlocks initiated with an input point change of state are defined in the Input screen of the Panel Database.



Interlocks initiated with an output point change of state are defined in the Output screen of the Panel Database.



NOTE: A group is considered an output. *Input to Output* could be an input interlocked to an output group. Output to Output could be an output interlocked to a group or one group interlocked to another.

> In either screen, click the box labeled Interlocking to enable the interlocking section.

Select Input to Output or Input to Input from the Input Point screen to define the interlock type when initiating from an input point change of state.

Input to Output

When an input is interlocked to an output, a change of state on the input causes the output to react.

Input to Input

When input A is interlocked to input B, a change of state on input A causes input B to react.

OR

Select Output to Output or Output to Input from the Output Point screen to define the interlock type when initiating from an output point change of state.

Output to Input

When an output is interlocked to an input, a change of state on the output causes the input to react.

Output to Output

When output A is interlocked to output B, a change of state on output A causes output B to react.

The parameters that must be specified in an interlock sequence are shown below:

Component A:

Specify an input or output to initiate the interlock sequence. A change of state on Component A causes a reaction from Component B.

Component B:

Specify an input or output to react upon a change of state on Component A.

Action 1:

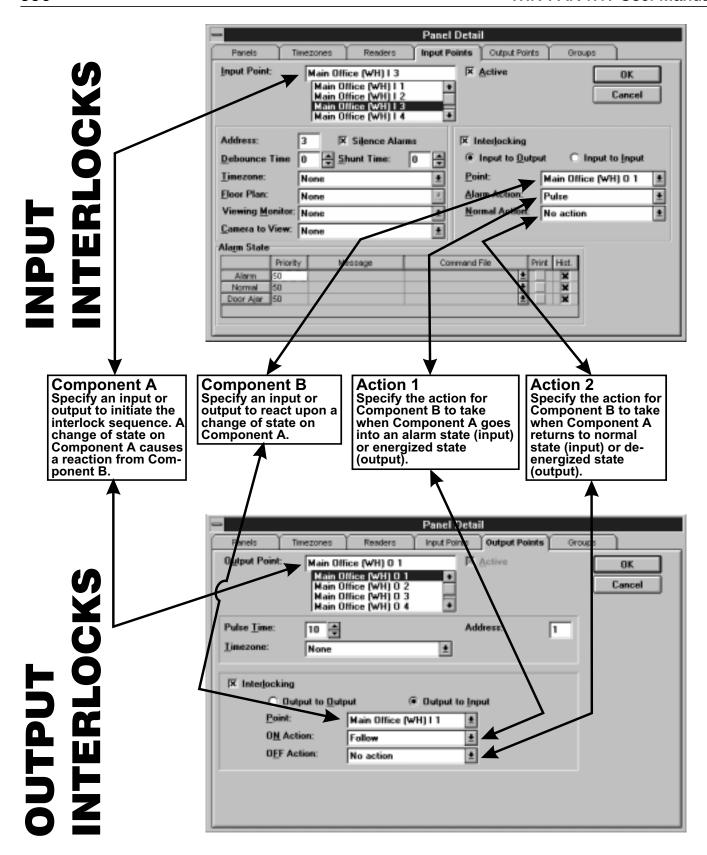
Specify the action for Component B to take when Component A goes into an alarm state (input) or energized state (output).

Action 2:

Specify the action for Component B to take when Component A returns to a normal state (input) or de-energized state (output).

A diagram of where these parameters are found in the Panel database is shown on the following page. The top screen illustrates an interlocking scheme for a free egress situation for door address 1.

The following actions are available for the Action 1 and Action 2:



Energize: Applicable only when Component B is an output point, this action turns the point on.

De-Energize: Applicable only when Component B is an output point, this action turns the point off.

Shunt: Applicable only when Component B is an input point, this action shuts off the point.

Un-Shunt: Applicable only when Component B is an input point, this action reactivates the point.

Pulse: Energizes the output point (or momentarily shunts an input point) for a set amount of time.

Pulse Off: Turns off a point currently being pulsed. When relay is energized, it will Pulse Off and then return to Energized state. (This is rarely used and must be used in addition to a command file.)

No Action: No change of state.

Follow: Take the state of Component A.

Invert Follow: Take the opposite state of Component A.

When a Follow action is specified for Action 1, No Action must be specified for Action 2. A Follow/No Action specification causes Component B to follow any change of state on Component A.

Example 1

Component A: Input #5 (motion detector)

Component B: Output #3 (siren)

Action 1: Energize Action 2: De-energize

When input #5 goes into alarm state (motion detector triggered), output #3 energizes (sounding the alarm). When input #5 returns to normal state, output #3 de-energizes (turning off the siren).

Example 2

Component A: Input #6 (door status switch)

Component B: Output #4 (bell)

Action 1: Pulse Action 2: No Action

When input #6 goes into alarm state (door status switch open illegally), output #4 pulses for its predetermined pulse time. The pulse time is set in the Output Point screen in the Panel Data section of WIN-PAK.

Example 3

Component A: Input #1 (door strike relay)
Component B: Input #1 (door status switch)

Action 1: Follow Action 2: No action

When output #1 energizes (upon a valid card read or egress), input #1 is shunted for the defined shunt time specified in the panel database. Input #1 follows the state of output #1.

Example 4

Component A: Input #7 (push button)
Component B: Input #8 (motion detector)

Action 1: Pulse Action 2: No Action

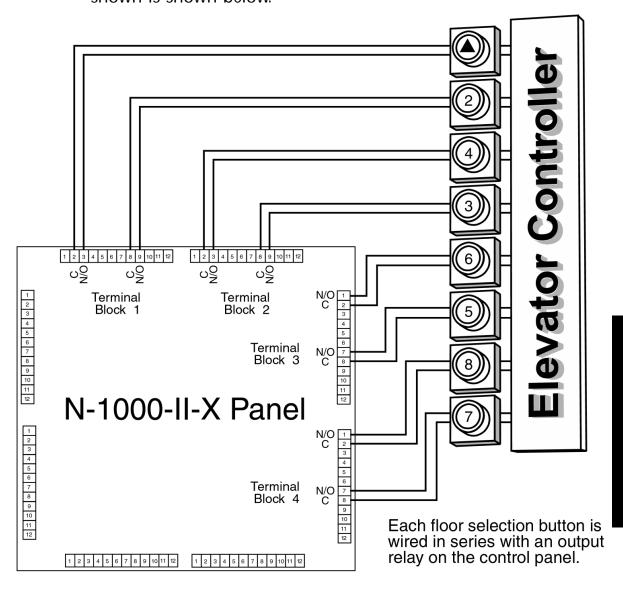
When input #7 goes into alarm state (push button activated), input #8 pulses (shunts) for its set shunt time, deactivating the motion detector.

Appendix: D

Elevator Control

Elevator Control

Elevator control is accomplished through the use of the Group Option, which allows activation of a combination of output points upon a valid card read. The N-1000-II/N-800 output points are used to enable the operation of the floor select buttons of the elevator controller. Normally-open floor select buttons should be wired in series through the normally-open side of the N-1000-II/ N-800 relays. This configuration is shown is shown below.



In normal operation, when a valid card is read, the group of output points assigned to the card change state, enabling the appropriate floor select buttons. The user then makes a floor selection.

Group definitions and pulse times are programmed in the Panel Database. The groups are then assigned to access levels in the Access Level Database. The access levels are then assigned to cards in the Card Database.

Example

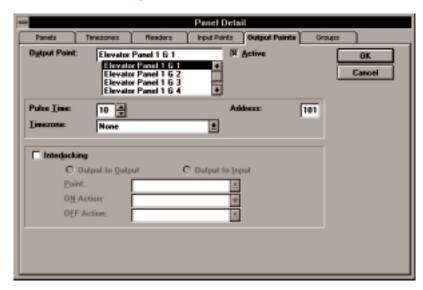
Given: Jim Johnson (card #22435) needs access to all eight floors. Jane Doe (card #17732) needs access to floors 1-4 only.

NOTE: Addresses indicated by 1xx are groups.

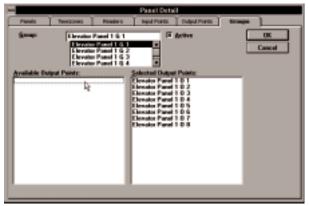
1: Create a panel in the Panel Database where the Group Option is enabled.

The Groups tab will now be accessible.

2: In the Output Points Screen, make all output points that you want to include in your group "Active". In this example, activate outputs 1 through 8 to represent the 8 floors.

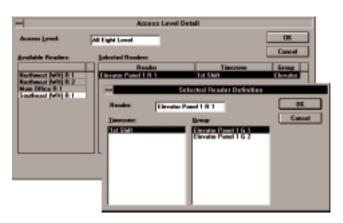


3: From the Groups Screen (next illustration), make Group #1 "Active" and select output points 1-8 to include all 8 floors. Make Group #2 "Active" and select as output points 1-4 to include only the first 4 floors.



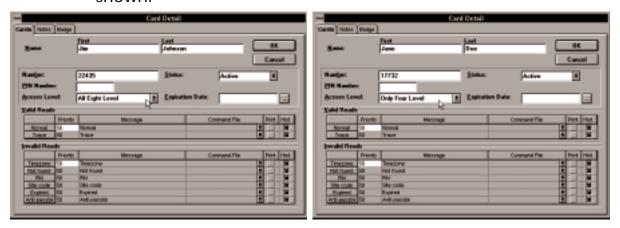


- 4: Return to the Output Points Screen and scroll down to the bottom of the Output Points list to view groups. Groups have a "G" in the name and have an address greater than 100. Select Group #1 and assign it a pulse time of 10 seconds. The pulse time is the amount of time that the card holder will have to select a floor after presenting the card. Do the same for Group #2.
- 5: Define Access Levels for Jim Johnson (All Eight Level) and Jane Doe (Only Four Level), in the Access Level Database, as shown:





6: Assign the access levels to the cards, in the Card Database, as shown:



When Jim Johnson presents card #22435, output points #1-8 pulse for 10 seconds, allowing selection of floors 1-8. When Jane Doe presents card #17732, output points #1-4 pulse for 10 seconds, allowing selection of floors 1-4.

Appendix: E

Database and *.INI Flies

Database and *.INI Files

The 35 WIN-PAK System database files are located in the WINPAK\DATABASE subdirectory:

ACTIONS.DBF	Interlock Actions	Contains the Interlock Actions matrix.
PKALMAIN.DBF	Access Level Main File	Contains the Access Level Names and ID numbers
PKALRDLK.DBF	Access Level Reader Lookup	Contains the 1:M relationship between Access Level ID and Panel Readers (There will be 1 AL ID to M Readers)
PKAMLKUP.DBF	Action Message Reader Lookup	Contains the relationship between Panel Readers/Inputs, Action Messages, and Cards
PKARMAIN.DBF	Area Main File	Contains the information that defines an area such as Port, AREA NAME and AREA ID
PKCAMAIN.DBF	Camera Main File	Contains Camera names and Ids
PKCDMAIN.DBF	Card Main Database	Contains the card data as well as AL ID
PKCDNTLK.DBF	Card Notes File	Contains card notefields
PKCFCMLK.DBF	Command file lookup	Contains the commands associated with a command file
PKCFMAIN.DBF	Command Main File	Contains the command name, Area & Command File ID
PKFKREFC.DBF	Referential Integrity	Contains counts that signify dependencies between files that are used when files are to be deleted
PKFPHSPT.DBF	Floor Plan Hot Spot	Contains information pertinent to floorplan hotspots
PKFPHSLK.DBF	Floor Plan Hot Spot Lookup	Contains associated information for hotspots
PKFPMAIN.DBF	Floor Plain Main File	Contains the floorplan ID, Name and Bitmap file name
PKGTMAIN.DBF	Guard Tour Main File	Contains Guard Tour ID information
PKGTSTLK.DBF	Guard Tour lookup	Contains directive for reader lookup

PKHLMAIN.DBF	Holiday Main File	Contains a list of holidays referenced by ID
PKIOMAIN.DBF	Tracking Area Main Database	Contains the main tracking area information
PKIORDLK.DBF	Tracking Area Reader Lookup	Contains the reader information for the tracking area database
PKHSMAIN.DBF	History Main File	Contains the current histroy file data
PKMNMAIN.DBF	Monitor Main File	Contains the Monitor information of ID and NAME
PKOPMAIN.DBF	Operator Main File	Contains the Operator information, ID, Name, Password
PKPNGPL1.DBF	Panel Groups 1	Main Groups are recorded in this file - 1 entry per group
PKPNGPL2.DBF	Panel Group Points	Points lookup file for groups - 1 entry per group point
PKPNHALK.DBF	Panel Hardware Alarms	Accounts for panel hardware alarm inputs - 1 entry per alarm point
PKPNINLK.DBF	Panel Input Points	Input point lookup database - 1 entry per input
PKPNMAIN.DBF	Panel Main File	Contains the main panel configuration info - 1 entry per panel
PKPNOTLK.DBF	Panel Output Points	Output Point lookup database - 1 entry per output
PKPNRDLK.DBF	Panel Reader Lookup	Reader information - 1 entry per reader
PKPNSCLK.DBF	Panel Site Code	Contains panel site codes - 1 entry per panel site code
PKPNTSLK.DBF	Panel Timezone Slots	Contains references to Timezones for panel slots
PKT00001.DBF	THIS IS A TEMPORARY FILE USED INTERNALLY BY WIN-PAK.	
PKSCMAIN.DBF	Scheduler Main File	Scheduler File
PKTZMAIN.DBF	Timezone Main File	Contains timezone name and ID
PKTZRGLK.DBF	Timezone Ranges	Contains ranges for timezones - 1 entry per timezone range
		

WINPAK1.INI File

(found in the WINDOWS directory)

Registration Section

The Registration Section contains registration information as well as the operator that last logged in successfully.

[Registration]

Administrator=John Doe

Organization=ABC, Inc.

Operator=Vinnie

Network Section

The Network Section details important network information.

[Network]

NodeType=0

NodeType: 0 describes a standalone system,

1 describes a network server,

2 or any other integer describes a network client

Node ID=

Server Name=

The server name can equal the actual machine name of the server or the TCP/IP address of the server. Only used on client machines.

Control Panel Section

The Control Panel Section contains information on the Main Control Panel.

[Control Panel]

Options Section

[Options]

Shutdown Buffer=0

Shutdown Buffer: 0 means default is NOT to put panels int a buffer mode. 1 means default IS to put panels into a buffer mode

Database Directory=C:\WINPAK\DATABASE

The directory where WIN-PAK looks for databases. In a network configuration, this may change depending on what directory or drive the server is sharing. For example, if the server is sharing the root drive (C:\), then the database directory on the client would be C:\WINPAK\DATABASE. If the server is only sharing the WINPAK directory, it would be C:\DATABASE.

Transaction Buffer Size=1000

The number of uncleared transactions allowed before old data is deleted.

Note Fields Section

The Note Fields section contains the labels that note fields are identified by in WIN-PAK. These are set in the Note Fields section of the Setup menu.

[Note Fields]

Note 1 Desc=Department

Note 2 Desc=Title

Note 3 Desc=Phone #

Note 4 Desc=License Plate #

Note 5 Desc=Note 5

Note 6 Desc=Note 6

Note 7 Desc=Note 7

Note 8 Desc=Note 8

Note 9 Desc=Note 9

Note 10 Desc=Note 10

```
Note 11 Desc=Note 11
Note 12 Desc=Note 12
Note 13 Desc=Note 13
Note 14 Desc=Note 14
Note 15 Desc=Note 15
Note 16 Desc=Note 16
Note 17 Desc=Note 17
Note 18 Desc=Note 18
Note 19 Desc=Note 19
Note 20 Desc=Note 20
Note 21 Desc=Note 21
Note 22 Desc=Note 22
Note 23 Desc=Note 23
Note 24 Desc=Note 25
```

Serial Ports Section

The Serial Ports Section contains information that defines the number of COM ports and their settings.

```
[Serial Ports]
Type=0
```

Type: 0 = COM1 & COM2

NOTE: The statement: Debug Dump=1 can be added to the Serial Ports section for troubleshooting what WIN-PAK is sending and how the panel responds. When entering WIN-PAK it will create a dump file in C:\WINPAK called RSDUMP01.TXT that can be viewed with a text editor after exiting WIN-PAK. A new text file is generated every time you enter WIN-PAK (RSDUMP02.TXT, etc.). Delete the statement, or change the variable to " \emptyset " to turn it off when you are done troubleshooting.

First Port=4

P1Modem=0

P2Modem=0

IRO=0

P1Use=1

P1BaudRate=1200

P1Init=

P1Phone=

P1Address=0 In general: 0=NO 1=YES

P2Use=1

P2BaudRate=1200

P2Init=

P2Phone=

P2Address=0

Status Port Address=0

retries=10

timeout=120 The maximum number of seconds between retries. (See "retries" above.)

Printers Section

The Printers section determines the operation of printers in WIN-PAK.

[Printers]

Print Alarms=1

Print Alarms: 0 DISABLES the printing of system

responses

1 ENABLES the printing of system

responses

NOTE: If the line: Beep Alarm=0 is added to the Printers section, you will not hear the alarms when they come in.

Report Printer=

Server Options Section

The Server Options Section contains information specific to the server.

[Server Options]

Card Digits=5

Card Digits: 5 means 5-digit programming has been chosen. This allows card numbers between 1 and 65534 in the card database. 12 means 12-digit programming has been chosen. This allows card numbers between 1 and 99999999999 in the card database.

Card Limiting=1

Clear Alarm OK=1

Clear Alarm OK: 0 = Normal only. 1 = Alarm or Normal.

Command File Send=1

Alarm Priorities=50 Priority Threshold

Auto Card Lookup=50 Card Lookup Threshold

Security=13,70,30,90,27,133,117,26,85,25

Log Operator Actions=1

Muster History Init=0 Hours to "Prime"

[Recent File List]

File1=C:\Program File\WINPAK\CONTROL.MTR

The BADGER.INI File (found in the WINPAK\DATA directory)

Preferences Section

[Preferences]

DataPath=C:\Program Files\Winpak\DATA Where images are stored.

JPEG Compression=100

Compression setting for images: 100 = least compression, best quality. 30 = most compression, least quality.

VideoDLL=FLASHPT3D.dll

Video capture device

PrintDLL=FARGO.DLL Printer used (may not be present if "Other" was chosen during installation or a different printer is used).

Inches=1 Default (blank) is in mm

ShowGrid=0

SnapGrid=1

SigPad=PenWare Present if Signature Pad was checked during installation.

[Misc]

Parent=WINPAK

[Fargo]

Encode=0

EncodeOnly=0

Duplex=0

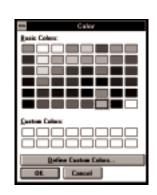
RotateBack=1

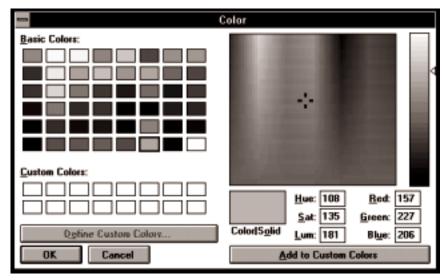
Appendix: F

Custom Badge Colors

Custom Badge Colors

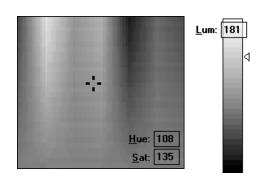
If the colors on the palette don't meet your specifications for a background color or for a text color, it is possible to define a custom color. Clicking Define Custom Colors... from the Color dialog box extends the box to include a spectrum map.





A color can be entered in one of two ways. The first is by clicking on an area in the large square spectrum map. This map measures hue horizontally and saturation vertically. Hue is color. Saturation is the amount of gray in the color.

After a color is chosen here, we can then adjust the luminosity of the color by moving the slider along the bar at the right of the map. Luminosity is the amount of black or white that we add to a color to darken or lighten it.



<u>H</u> ue:	121	
<u>S</u> at:	133	
<u>L</u> um:	181	

Red:	157
<u>à</u> reen:	225
Bl <u>u</u> e:	227

Hue/Saturation/Luminosity

This process can also be done by entering specific numbers for hue, saturation, and luminosity in the text entry spaces provided. Hue can contain the values 0 through 239, starting with red and running through the spectrum of colors and ending with red. Saturation can contain the values 0 (gray with no trace of color) through 240 (the full value of the color). Luminosity can contain the values 0 (black) through 240 (white) with the untinted color at about 120.



Red/Green/Blue

Color can also be measured by the three hues used to create color on the monitor - red, green, and blue. Simply enter in the values for each of these colors to produce a combined color.

NOTE: Monitors use red, green, and blue light to create the colors that you see. Most color printing devices use cyan, magenta, yellow, and black to create colors. You may need to experiment with printing if you are trying to match a color exactly. Keep track of either the red/ green/blue values or the hue/saturation/luminosity values when testing because you cannot save your custom color to the palette.

Color | Solid

The Color swatch will show you how your color will appear on the monitor and is a representation of how your color will appear when printed. Because monitors can only show a certain number of colors at a time, the colors may be dithered. This dithering will be on your monitor only - when printed, it will appear as a solid color.

The Solid swatch shows the closest solid color your monitor would pick with its current settings. If your monitor is set to display 256 colors, the closest match to the Color swatch from those colors would be picked. If your monitor can display more colors, the Solid swatch may match the Color swatch exactly.

If you double-click the Solid swatch, your color will automatically be changed to that color.

Click OK to change the color of your backdrop or text or click Cancel to return to the badge without changing the color.

Appendix: G

Setting Up a Network Server

Setting Up a Network Server

Following the steps in the sections below will assist you in setting up a WIN-PAK network server.

This guide assumes that the network card and network card configurations are complete and functional to the manufacturer's specifications. It is also based on a first time installation of WIN-PAK (no existing databases).

NOTE: WIN-PAK requires the TCP/IP protocol to function properly.

Server WIN-PAK INSTALLATION

- 1. Insert WIN-PAK installation CD. It will automatically launch the installation program. If the program does not launch automatically, launch it manually: From the Windows Start menu, click Run. Then type D:\Demo32.exe (where D is the CD drive) then click OK.
- 2. Click Install Software.
- Click Install WIN-PAK 1.17
- 4. Click OK to the Northern Computers' WIN-PAK Setup window.
- 5. Click OK to the Northern Computers' WIN-PAK Setup window.
- 6. Select Server and click OK.
- 7. Select appropriate answer to video capture card option.
- 8. Select appropriate answer to badge printer if used.
- 9. Select appropriate answer to Signature Capture option.
- 10. Click OK to Select WIN-PAK Directory.

- 11. Enter registration information for the user and company.
- 12. Select No to Alarm Printing and click OK. Installation begins and several files are copied.
- 13. Click OK to the final Northern Computers' WIN-PAK Setup.
- 14. Click OK to restart the computer. WIN-PAK will restart Windows for you.

NOTE: WIN-PAK may require the computer to be rebooted (exit Windows, turn the computer off for a few seconds, turn it back on, and re-enter Windows).

Setting WIN-PAK Server for Sharing

If you are going to have a WIN-PAK client on the network that requires access to reports, you will need to share a folder on the WIN-PAK Server PC. You will only need Read permissions to the WIN-PAK/DATABASE folder, where the reports (rpt files) are stored.

If you are going to do video-badging image capture from a client, you will need to share the WIN-PAK/DATA folder with Change permission enabled.

Connecting WIN-PAK Clients to the WIN-PAK Server

1. While WIN-PAK is running at the server, start WIN-PAK at the client.

2. When the client comes online, the client's name appears in the Alarm Monitor History View as a logon and in the Mail Screen as a User.

Shutting off WIN-PAK Server

- 1. Verify that all WIN-PAK clients are logged off.
- 2. At the Server, select Exit from the File menu.
- 3. Select the Shutdown option with or without buffering as needed.
- 4. Click Shut Down.

Appendix: H

Setting Up a Network Client

Setting Up a Network Client

This guide assumes that the network card and network card configurations are complete and functional to the manufacturer's specifications and that the WIN-PAK Server database is accessible on the network.

NOTE: WIN-PAK requires the TCP/IP protocol to function properly.

NOTE: Before proceeding with installation, verify whether reporting will be necessary from the client.

If you will need to access reports from the client station, then the WIN-PAK/DATABASE directory should have already been shared with at least Read permissions. The Client PC requires one of following: 1) You either map a drive to the shared directory on the WIN-PAK Server, or 2) you add the network path during the installation on the client, for example: \\WINPAKSERVER\WIN-PAK\DATABASE, as indicated below.



Client WIN-PAK Installation

- 1. Insert WIN-PAK installation CD. It will automatically launch the installation program. If the program does not automatically launch, launch it manually: From the Windows Start menu, click Run. Type D:\Demo32.exe (where D is the CD drive) then click OK.
- 2. Click Install Software.
- Click Install WIN-PAK 1.17
- 4. Click OK to the Northern Computers' WIN-PAK Setup window.
- 5. Select Client and click OK.
- 6. Select appropriate answer to video capture card option.
- 7. Select appropriate answer to badge printer if used.
- 8. Select appropriate answer to Signature Capture option.
- 9. Click OK to Select WIN-PAK Directory.
- 10. Select the drive (mapped WIN-PAK server drive) from the drop-down list, or type in the appropriate network path.
- 11. Enter registration information for the user and company.
- For Server Name: type in WINPAKSERVER (name of server machine) and click OK or IP address (used mostly for dial-up networks).

13. Enter 2 (3,4,5... if more than 1 client is used) for the Client ID: and click OK. This must be numeric (no alphabetical characters).

- 14. Select the drive (mapped WIN-PAK server drive) from the dropdown list where the images will be located, or type in the appropriate network path.
- 15. Select No to Alarm printing and click OK. Installation will begin and several files will be copied.
- 16. Click OK to the final Northern Computers' WIN-PAK Setup.
- 17. Click OK to restart the computer in the Install window. WIN-PAK may restart Windows for you. If so, remember to log in using the SYSTEM operator and startup for the password.

Appendix: I

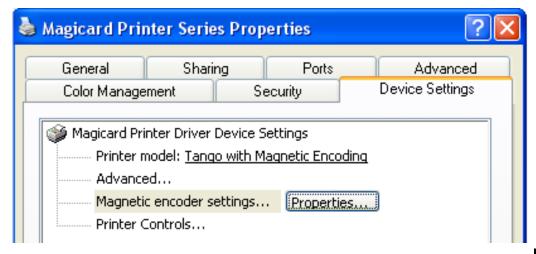
Ultra Electronics Tango Printer Setup for Magnetic Encoding

Ultra Electronics Tango Printer Setup for Magnetic Stripe Encoding

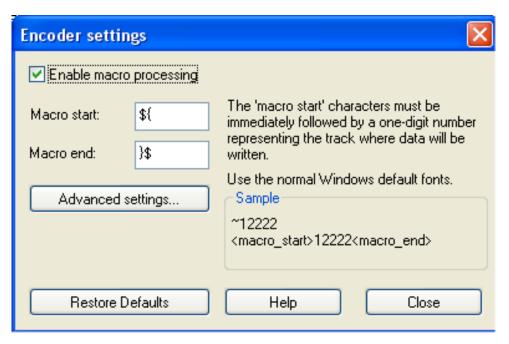
NOTE: The following illustrations are Windows XP illustrations.

There are printer driver setup requirements for magnetic stripe encoding when using an Ultra Electronics Tango printer for magnetic encoding.

1. From within the printer section on your operating system, open the properties area to adjust the printer driver configuration and make changes in the Device Settings tab.



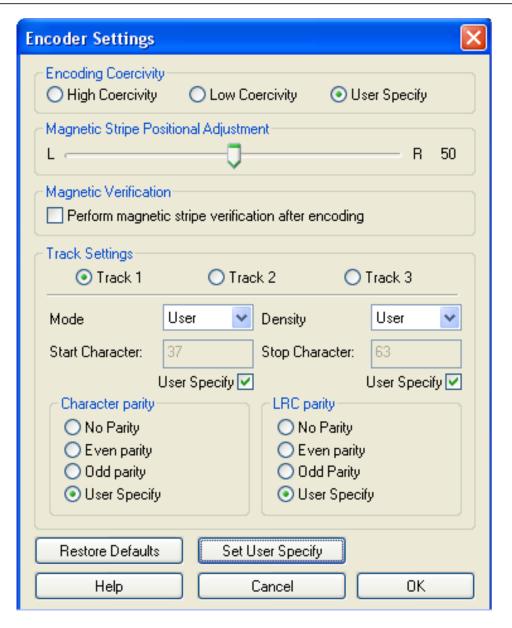
2. Press the Properties button to bring up the Encoder settings dialog box (next illustration).



- 3. Click the Advanced Settings button to bring up the advanced encoder settings dialog (next illustration).
- 4. Click the Set User Specify button to enable WIN-PAK software to control of the encoded information which is sent to each of the three tracks. All three tracks will be affected.
- 5. Select either High Coercivity or Low Coercivity to match the type of card used.

NOTE: The remaining encoder settings do not necessarily have to be changed.

6. Click OK to save all settings.



Appendix: J

System Worksheets

System Worksheets

SE	TUP WORKSHEET (Options)	1 PER SYSTEM (Setup Worksheet 1 of 3)
CARD SCREEN	Card Digits: Card Limiting 5 digits	ctivation by Scheduler inel Hardware
COMM. SCREEN	Send Command File & Switch Cameras on Acknowledge on Receive Alarm Monitoring Alarm Acknowledge Ack. Priorities Less Than or Equal to: Auto Card Lookup Priorities Less Than	
OPER. SCREEN	Operator Actions Log Actions Lockout Operator after invalid login	Invalid Attempts Allowed: # of Min. to Lock Out:
MUSTER, SCREEN	Muster Report Options Initialize with History Data Number of Hours to Retrieve:	

SETUP WORKSHEET (SerialPorts)

1 PER SYSTEM (Setup Worksheet 2 of 3)

Part No.	Enable	Modem	BaudRate	ModemInit.	ModemPhone#
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23		П			
24					
25					
26					
27					
28					
29					
30					
31					
32					

403

Appendices

SETUP WORKSHEET (Note Fields)

1 PER SYSTEM (Setup Worksheet 3 of 3)

	1
Field #	Field Name Label
Note 1	
Note 2	
Note 3	
Note 4	
Note 5	
Note 6	
Note 7	
Note 8	
Note 9	
Note 10	
Note 11	
Note 12	
Note 13	

Field #	Field Name Label
Note 14	
Note 15	
Note 16	
Note 17	
Note 18	
Note 19	
Note 20	
Note 21	
Note 22	
Note 23	
Note 24	
Note 25	

TIMEZONE WORKSHEET

1 TIMEZONE GROUP PER PAGE

Note:

Timezone Name:					One line ending ti	should be u	used to defire next line sh	ne the P.M.	
Start Time	End Time	Мо	Tu	We	Th	Fr	Sa	Su	Но

Denoting Time in WIN-PAK

Time in WIN-PAK is always displayed in what we consider a normal time format (i.e. 1:30 p.m., 7:00 p.m., etc.). However, time can be ENTERED in two ways, normal time format or 24-hour time format. To enter a time in normal format, simply type in the time: 1:35 am (it is important that you use a space to separate the time and am/pm).

WIN-PAK also accepts 24-hour time input, if you fail to include an am/pm distinction, the program will assume am. To enter a time in 24 hour format, simply type in the time: 13:35 (it is important that you use a colon to separate hours and minutes. Your entry will be displayed in normal time when you hit enter.

405

Appendices

AREAS WORKSHEET

1 AREA PER PAGE

Area Name:	
Password::	
TYPE: Loop	Camera Control Unknown
STYLE : → □ C-100 → □ 485 → □ 485 ACK-NAK	CCTV Brand → Other
Local Remote –	COMMUNICATIONS:
COM Port:	Parity:
Baud Rate:	Data Bits:
	Stop Bits:
Phone:	
Site ID:	

HUB SETUP	
Number of Redial Attempts:	
Wait Time Before Disconnect: sec	
Dial Command Prefix:	
Pause Between Calls: sec	
Modem Initialize:	
Call In Option: On invalid transaction	Never
Verify Communications	

PANEL WORKSHEET

1 PANEL PER PAGE (1 of 7 Panel Worksheets)

Panel Name: _			Panel Address:	
Loop (Area): _		Type:	Version:	
Command File	:			
	passback Forgiveness	☐ Keypads ←☐ PIN Numbers	Continuous Card	Reads
Fred	e Egress t Timezones sion 8.xx firmware only)	Reverse Reader LEDs	Groups	
Site Codes		Hardware Options		
		☐ AEP-5		
		□ ERB		
		AEP-3		
		AEP-3		
	communicati	arms (all versions) ons		
Alarm State	Priority	Message	Command File	Print Hist.
Alarm				
Normal				
AUX Po	ort			
Alarm State	Priority	Message	Command File	Print Hist.
Alarm				
Normal				
Panel P	rimary Powe	er		
Alarm State	Priority	Message	Command File	Print Hist.
Alarm				
Normal				

PANEL WORKSHEET

1 PANEL PER PAGE (2 of 7 Panel Worksheets)

System Ha	rdware A	Alarms (cont.)		
Tamper	Switch (N	I-1000-III & N-1000-IV only)		
Alarm State	Priority	Message	Command File	Print Hist.
Alarm				
Normal				
Ground	Fault (N-1	1000-III & N-1000-IV only)		
Alarm State	Priority	Message	Command File	Print Hist.
Alarm				
Normal				
Low Vo	Itage (N-10	000-III & N-1000-IV only)		
Alarm State	Priority	Message	Command File	Print Hist.
Alarm				
Normal				
Externa	ıl 5 Volt (N	-1000-III & N-1000-IV only)		
Alarm State	Priority	Message	Command File	Print Hist.
Alarm				

Alarm State	Priority	Message	Command File	Print	Hist.
Alarm					
Normal					

Panel Reset (Available with version 8.2 (and later) firmware)

Alarm State	Priority	Message	Command File	Print	Hist.
Alarm					
Normal					

Poll Response

Alarm State	Priority	Message	Command File	Print	Hist.
Alarm					
Normal					

PANEL WORKSHEET

1 PANEL PER PAGE (3 of 7 Panel Worksheets)

Timezones (names from Timezone worksheets)

409

Appendices

READER WORKSHEET

1 READER PER PAGE (4 of 7 Panel Worksheets) 2 READERS PER N-1000 PANEL (4 READERS PER N-1000-IV PANEL)

Panel Name: _		·	_ (not a database requirement)
Reader Name: .			_ Address:
Monitor: _		Camera:	
Valid Danda	Duionitud	Managa	lo
Valid Reads	Priority	Message	Command File Print Hist.
Normal			
Trace			
Invalid Reads	Priority	Message	Command File Print Hist.
Timezone			
Not Found			
PIN			
Site Code			
Expired			
Anti-Passbk			

☐ Invert Follow

INPUT POIN	T WO	RKSHEET		UTPOINTPERF PUTSPERP A	P AGE5of7PanelW NEL	orksheets
PanelName: _				(not	adatabaserequiren	nent)
InputPointName	e:				Address:	
Supervised	d	Normally:OpenClos	sed 🔲	}	(OnlyontheN-100 andN-1000-IVpa	00-III inels)
☐ SilenceAla	rms	DebounceT ime:	sec	c. ShuntT	ime: sec	
				Timezo	ne:	
Monitor: _		Ca	mera:			
Alarm State	Priority	Mess	age		CommandFile	Print Hist.
Alarm	-					
Normal						
DoorAjar						
Trouble 🗼						
	— Display	sonlyifAEP-5isselectedorwh	nenusingt	heN-1000-IIIor	N-1000-IVpanel.	
☐ Interloc	king					
☐ InputtoC	UTPUT	☐ InputtoIN	PUT	Point: _ (Compone	entB)	
AlarmAction			Norma	alAction		
Energize	onlywhenC	omponentBisanoutput		Energize or	nlywhenComponentBisand	output
De-Energ	gize onlyv	vhenComponentBisanoutput		De-Energiz	C onlywhenComponentl	Bisanoutput
Shunt onl	lywhenComp	onentBisaninput		Shunt onlywh	nenComponentBisaninput	
Un-Shunt onlywhenComponentBisaninput				Un-Shunt	onlywhenComponentBisa	ninput
_ ☐ Pulse				Pulse		
☐ Pulse Of	f			Pulse Off		
☐ NoAction				NoAction		
Follow				Follow		

☐ Invert Follow

411

☐ Follow

Invert Follow

Appendices

OUTPUT POINT WORKSHEET 1OUTPUTPOINTPERP AGE(6of7PanelW orksheets) PanelName: _____ (notadatabaserequirement) OutputPointName: _____ Address: PulseT ime: ____ sec. Timezone: _____ Interlocking OutputtoOUTPUT OutputtoINPUT Point: _____ (ComponentB) **AlarmAction NormalAction Energize** onlywhenComponentBisanoutput ■ Energize onlywhenComponentBisanoutput De-Energize onlywhenComponentBisanoutput ☐ De-Energize onlywhenComponentBisanoutput Shunt onlywhenComponentBisaninput Shunt onlywhenComponentBisaninput Un-Shunt onlywhenComponentBisaninput Un-Shunt onlywhenComponentBisaninput ☐ Pulse ☐ Pulse ☐ Pulse Off ☐ Pulse Off NoAction NoAction

☐ Follow

Invert Follow

GROUP WORKSHEET

1GROUPPERP AGE(7of7PanelW orksheets)

PanelName:	(notadataba	aserequirement)	
GroupName:	Addre	ess:1	
PulseT ime: sec.			
Timezone:			
OutputPoints			
		+	
☐ Interlocking			
OutputtoOUTPUT	OutputtolN	PUT Point: (ComponentB)	
AlarmAction	N	ormalAction	
☐ Energize onlywhenComponentE	Bisanoutput	☐ Energize onlywhenCo	omponentBisanoutput
☐ De-Energize onlywhenCompo	onentBisanoutput	☐ De-Energize onlyw	henComponentBisanoutput
Shunt onlywhenComponentBisan	input	Shunt onlywhenCompo	onentBisaninput
Un-Shunt onlywhenComponen	tBisaninput	Un-Shunt onlywhen	ComponentBisaninput
Pulse		Pulse	
Pulse Off		Pulse Off	
NoAction		NoAction	
Follow		☐ Follow	
Invert Follow		☐ Invert Follow	

413

Appendices

SCHEDULES WORKSHEET

1 SCHEDULE PER PAGE (1 of 1 Schedule Worksheet)

Schedule Name:				
Type: Panel Time & D Auto Dial-Up Remote Area Nat Unbuffer Send Comr	me:	_	ninder tion & Deactivation	
Frequency: Once Every Hour Every Day Every Week	□ Every Tw □ Every Mo □ Never		Next Date/Time: Time of Day:	

GUARD TOURS WORKSHEET

1GUARDT OURPERP AGE(1of1GuardT ourW orksheet)

#	ReaderName/Point Name	Time	+	_

Check Point Alarms

	Priority	Message	CommandFile	Print	Hist.
EarlyArrival					
LateArrival					

ACCESS LEVEL WORKSHEET

1 ACCESS LEVEL PER PAGE

Access Level Name:	

Timezone	Group
	Timezone

CARD WORKSHEET

1CARDPERP AGE

LastName:				FirstName:		
Number:		PIN: _		Status		
AccessLevel: _				☐ Acti	ve 🔲 Lostor ce 🔲 Inactiv	
Limited Use ActivationDate:_ DeactivationDate:_	//	OR	Expirationby HardwareDate:		OR	ofUses:
Valid Reads	Priority		Message		CommandFile	Print Hist.
Normal						
Trace						
Invalid Reads	Priority		Message		CommandFile	Print Hist.
Timezone						
NotFound						
PIN						
SiteCode						
Expired						
Anti-Passbk						
NoteFields						
1		9		17		
2		10		18		
3		11		19		
4		12		20		
		13		21		
5 6		14		22		
7		15		23		
8		16		24		
	١١.	•		25		
Backdrop(front						
Backdrop(back	():					

CAMERA WORKSHEET

19CAMERASPERP AGE

Camera Address	CameraName	CameraT itle

HOLIDAY WORKSHEET

19 HOLIDAYS PER PAGE

Holiday Name	Holiday Date

MONITOR WORKSHEET

19MONIT ORSPERP AGE

N4 : t	
Monitor Address	MonitorName

OPERATOR WORKSHEET

10PERA TORPERP AGE

OperatorName: Password:					
File Backup Restore Archive Purge	Edit	None	Report HistoryReports DatabaseReports Attendance	Edit	None None
Rebuild PrintSetup Exit			Setup Options NoteFields		
Database Timezones Areas Panels Schedules GuardTours TrackingAreas AccessLevels Cards Cameras Holidays Monitors Operators		View	AlarmMonitor AlarmInfo PanelCntl CameraCntl CardLookup Mail MusterCard Deletion Non-musterCard Deletion DisplayCard Numbers DisplayPIN		None
FloorPlans CommandFiles			Numbers Guard Tour View Muster Report		

FLOOR PLAN WORKSHEET		1 FLOOR PLAN PER PAGE
Floor Plan Name:		
Attach Drawing or Print Out of Floor Plan	Floor Plans	Input Points
This floorplan is attached as a hot spot to: HOT SPOTS	3	

COMMAND FILE WORKSHEET

1 COMMAND FILE PER PAGE

Command File Name:	
Area:	

	Commands
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	

BACKDROP WORKSHEET

1 BACKDROP PER PAGE

Backdro	p Name:								
				H	eight=				
W	idth=	H	Horizontal [—					
Elements 1. Pho 2. Bits 3. Tex 4. Ba 5. Sh	s that ca oto(1) ar map kt rcode	ge backdro n be adde nd Photo(2	d are: 2) Backdrops ☐ Sing ☐ Imp	_	ertical ap ap		Width=		/ -
Print Are		Width	Height	Ma	rgins	Left	Right	Тор	Bottom
Magnetic	Stripe	Length	Justify	 Fill			Expressi	on	
Track 1	O IATA O ABA O TTS								
Track 2	O IATA O ABA O TTS								
Track 3	O IATA O ABA O TTS								

Appendix: K

WIN-PAK Upgrade Procedure

WIN-PAK Upgrade Procedure

Upgrading From Version 1.16 to Version 1.17

- 1. If required, install the supported video capture card, multi-port device or printer and driver on your PC that will use WIN-PAK 1.17. If you have ordered a configuration from Northern Computers Inc. these items may already be present and configured. Refer to appropriate documentation for descriptions of what is supported as well as new features. You can skip steps 2 and 3 if you already have a pre-configured PC from Northern Computers Inc.
- 2. Install fresh, WIN-PAK 1.17 on Windows NT, Windows 2000 or Windows XP. During the installation be sure to select the appropriate hardware as well as necessary configuration items. This may include signature capture pads, printers (dot matrix, laser, pvc).
- 3. Launch the software for the first time and register the product through customer service: 1-800-323-4576. Use "System" as the Name and "startup" as the password. The password is case sensitive. Once you are logged in you can exit the application by going to File / Exit.
- 4. It is now necessary to copy specific files from you WIN-PAK 1.16 PC to your new WIN-PAK 1.17 PC. The information provided below explains where the files would be located by default. When they are copied over from one PC to another you will need to put them in the directories unless you have specified something different for a path.

Files to include:

Database files and indexes: Located in the C:\WINPAK\
DATABASE directory. To be copied to C:\Program Files\
WINPAK\DATABASE directory. The database files will
have a DBF extension and the indexes a MDX extension.

 Archived database files: Located in the C:\WINPAK \DATABASE directory. To be copied to C:\Program Files\WINPAK\DATABASE directory. These files will also have a DBF extension with two accompanying files with DBT and MDX extensions. These files contain history information that was archived encompassing specific dates set by the user.

Example: 20020109.dbf

20020109.dbt

- NCIBADGE.INI: Located in the C:\ WINPAK\DATA
 directory. To be copied to C:\Program Files\WINPAK\
 DATA directory. This file contains specific information
 regarding each Badge that is programmed.
- Badge files (Backdrops): Located in the C:\ WINPAK\
 DATA directory. To be copied to the C:\Program Files\
 WINPAK\DATA directory. These files will have a BDG
 extension.
- Image files (Photos): Located in the C:\WINPAK\DATA directory. To be copied to the C:\Program Files\WINPAK\ DATA directory. These files will have a JPG extension.
- Signature files (Card Holder signatures): Located in the C:\WINPAK\DATA directory. To be copied to C:\Program Files\WINPAK\DATA directory. These files have a SIG extension.
- 5. Launch the WINPAK 1.17 application and login with a Name and Password that will allow you full access. Go to the Setup / Serial Ports Menu and enable the ports you were using and may be programming new. If remote ports were configured make sure you have the correct modem strings used in WP1.16. When you click OK to that menu click NO to buffering the panels.

6. Go directory to the File / Rebuild Menu, click NO to buffering the panels. You MUST Re-index all the databases available. Click on the box for each database so that an "X" is present. Click OK to view the progress of the re-indexing for each database. The History database may take some time depending on the original size. When all the databases are finished click on the Repair box for the Monitor database so that there is an "X" present. Click OK and wait for that to complete. Next, click on CLOSE so that the Referential Integrity Table is rebuilt. This may also take some time depending on the size of the databases.

- 7. On every PC where you will be monitoring alarms from, the Monitor View will need to be updated. To do this, click on the Alarm Monitor Tab and then select the radio button for the Monitor View. Locate the tool-bar button for Monitor Points, usually located under the Reports menu and click on it. At this time you can select any loop and panel input(s) to Monitor by using the drop-down lists. When you are finished click OK. Once you exit the application the Control.mtr file is then updated where it saves the input point information you have selected.
- 8. To further test your new systems programming it is suggested that you go to each database and setup menu and verify that the information appears correct.

Some examples:

- Go to the Panel database and look to see that the Panels are present and configured correctly.
- Go to the Access Level database and verify all the access levels are present and that the correct timezones appear to be selected.
- Go to the Card database and verify that all the cards are listed and that you can edit an existing one.
- 9. If all the data appears correct you should now backup your system by going to File / Backup.
- 10. To further test your communications you may reinitialize your panels but his is not necessary unless you have made changes to the Panel, Timezones or Card programming. Sending Time and Date may be needed to sync up the PC with the Panels.

Index

Symbols

12-digit cards 32 20 mA current loop 21

Α

Access Control definition 16 Access Level 177 adding & editing 131-133 defined 130 deleting 133 Access Level Database 130-133 defined 54 Acknowledge button 257 Acknowledged Alarms 256 Acknowledging an Alarm 261 Acknowledging an Alarm or Card Read 256 Active Status 136 AEP-3 86 AEP-5 85 Alarm acknowledging 261 clearing 261 hot spot 264 polling 262 Alarm Info 180 Alarm Info Screen 265-266 Alarm Information viewing 262 Alarm Input Point defining 259 monitoring from floor plan 264 Alarm Monitor Screen 180, 253-264 current view 254 floor plan view 263-264 history view 253 monitor view 258-262 Alarm State 89

Anti-passback 81 Archive reporting history 307 Archiving 329-330 Area adding & editing 70 defined 69 Area Database defined 54 Areas Database 69-76 Attendance Report 324-326 Automatic Card Lookup 290

В

Backdrop 178 Backing Up WIN-PAK Files 332-333 Badge creating new 198-201 printing 157 Badge Backdrop. See Badge Layout Utility Badge Background bitmap graphic erasing 214-249 capturing 204-205 creating single color 202-249 creating tips creating tips 212 editing 202-203 loading graphic 212-214 **Badge Elements** adding 215 layering 217 moving 216 resizing 216 Badge Layout assigning to card 155 copying 200 deleting 201 opening 199-249 printing 249 Badge Layout Utility accessing 31, 197 text control 221-228 Badge Photo capturing 144 compression 145

importing 150

Primary/Secondary 145 Badge Programmming badge tools 215 barcode control 234 capturing background 204 creating a new badge 198 editing badge background 202 graphic control 231 loading a graphic background 212 overview 197 photo placeholder control 229 printing a badge layout 249 shapes control 237 signature placeholder control 241 text control 221 TWAIN setup 210 video capture boards 205, 243 Badge Tab 143 Badge Text adding 221 changing background color 225 changing font 223 changing foreground color 225 changing orientation 228 creating with transparent background 226 deleting 228 editing 222 editing horizontal justification Badge Tools 215-220 grids 218 object menu 215 window menu 219 Barcode Control 234-237 Buffer 43 panels 268

C

C-100-A 21 Camera 177 adding & editing 164 deleting 165 report 322-326 Camera Control 181, 182, 280-287

Camera Database 163–165 defined 56 Card adding & editing 135 Badge Tab 143 Cards Tab 136 invalid reads 140	Panel Database 54 Timezone Database 54 Create (Databases) 335 Creating a New Badge 198–201 Current View 254–258	deleting 191 hot spot 264 Floor Plan Database 183, 183–191 defined 57 Floor Plan Graphic selecting 185 Floor Plan View 263–264
locate 291	D	Follow
Notes Tab 142	Daily Option 305	interlock option 357
priority 140	Database	Forgiveness 82
status 136	create 335	Free Egress 82
valid reads 139	pack 336	Freeze
Card Database 134-162	rebuild 334–336	badge photos 144, 205
defined 54	reindex 336	history view 254
Card Limiting 33	repair 336	
Card Lookup 182, 288–295	Database Control Tools 62	G
automatic 290	Database Control Window 60	G
card search 289	Database Reports 178, 312-326	Generating Database Reports
locate tool 291 Card Report 319	De-Energize	312–326
Card Report with Notes 320	interlock option 357	Generating History Reports 303-
Card Search 289	Defining Alarm Input Points 259	311
Cards 177	Defining Readers 127	card 308
Changing System Privileges and	Deleting a Barcode 237	date range 304
Password 40	Deleting a Guard Tour 120	operator 311
Clearing an Alarm 261	Deleting a Guard Tour 120 Deleting a Panel 110	point 310 Graphic Control 231–234
Clearing an Alarm or Card Read	Deleting an Operator 182	Grids (Badging) 218–219
257	Disconnect (Remote Panel) 273	Ground Fault (Alarm) 88
Command File 178	Disk Drives 20	Guard Tour
adding & editing 193	Door Ajar status 102	deleting 120
assigning to a panel 80	· , · · · · · · · · · · · · · · · · · · ·	Guard Tour Alarms 119–120
deleting 194	_	Guard Tours Database 115–120
sending 271	E	defined 56
system alarms 90	Edit Privilege 173–182	
Command File Database	Enabling the Daily Option 306	11
192, 192–194 defined 57	Energize	Н
Communication Options 34	interlock option 357	Hardware Alarms 88
Communication Setup 44	ERB 86	aux port 88
Computer requirements 19	Exporting Reports 301	external 5 volt 89
Connect (Remote Panel) 272	External 5 Volt (Alarm) 89	ground fault 88
Controlling Input Points 274		low voltage 89
Controlling Output Points 274	F	message 90
Controlling Panels 268	Г	normally open / normally closed
Controlling Remote Panels 271	First Login 40	89
Converters 21	FlashPoint	panel communications 88
Core Databases 54	TWAIN Setup 211	panel report 88
Access Level Database 54	Flashpoint 146-148, 207-209	panel reset 88
Areas Database 54	Floor Plan 185, 189, 191	poll response 88 tamper switch 88
Card Database 54	adding & editing 184	tarriper switch oo

Invalid Reads

Invert Follow

assigned to a card 140

interlock option 357

Pan (Camera) 283

adding & editing 78

command file 80 controlling 268

deleting 110 Groups Tab

buffer & unbuffer 268

Panel

III GOX		
Help 31	L	Muster Report 275–279
History Files		Muster Report Options 37
system alarms 90	Layering (Badge) 217	
History Report 178	Limited Use 33	A.I
archived history 307	Limited Use Options 137–139	N
by card criteria 308	Live Camera View 286	N-485-PCI-2 22
by operator criteria 311	Locate Tool 291	Nesting Areas 128
by point criteria 310	Locating a Card Holder from a	Network 180
History Reports 302	Read 258	Network Client. See Client
History View 253	Login 40, 43	Network Server. See Server
Holiday 177	Lost or Stolen Status 136	
adding & editing 167	Low Voltage (Alarm) 89	No Action
deleting 167	- ,	interlock option 357
Holidays Database 166–167		None Privilege 173–182
defined 56	M	Note Field 179
Home Position (Camera) 285	M-200 22	setup 47
Hot Spot 186, 189		Notes Tab 142
creating 186	M-300 22	
defined 186	M-9600-2 23	0
defining for alarm points 186	Magnetic Stripe Encoding 243–	O
deleting 189	248	Operator 177
floorplan 189, 264	Magnetic Stripe Options 160	adding & editing 171
Hot Spot Detail Window 187	Mail 294–295	deleting 182
Tiot Spot Detail Willdow 107	sending a message 295	password 172
	Main Screen Privileges 180	Operator Database 170–182
	Maintenance 327–336	database privileges 175
•	archiving 329–330	defined 57
Image Capture 144	backing up WIN-PAK files 332-	main screen privileges 180
Import Photo 150	333	operational privileges 173
Importing a Graphic 201	purging 331	operator privileges 173
Inactive Status 136	rebuilding databases 334-336	report privileges 178
Incoming Alarms 255	restoring from a backup 333-	setup privileges 179
Initialize Option 269	334	Operator Privileges 173, 175
Input Point 183	Message	Orientation
controlling 274	system alarms 90	badge background 214
interlocking 101	MIP. See Multiple Interlock	Output Point
Input Points Tab 98-103	Protection	controlling 274
Installation 28	Modems 22	•
Interlocking	Monitor 20, 177	interlocking 107
examples 357–367	adding & editing 169	
input point 101	deleting 169	Р
output point 107	report 323-326	•
Intialization (Panel) 269	Monitor Database	Pack (Database) 336
11.1.2.1.2.1.017 (1 0.1.017) 2.00	defined FC	Pan (Camera) 283

defined 56

Mouse 20

Monitor View 258-262

Monitoring Alarm Points 264

Monitors Database 168-169

Multiple Interlock Protection 86

system precautions 122

Groups Screen 108–109 initializing 269 Input Points Tab 98–103 options 81 anti-passback 81 forgiveness 82 free egress 82 Output Points Tab 104–107 Panel Screen 79 Readers Tab 93–97 status 81–110 Timezones Tab 91–92 version 80 Panel Communications (Alarm) 88 Panel Control Screen 267–275 Panel Database 77–110 defined 54 Panel Primary Power (Alarm) 88 Parallel Printer 21 Password 40 assigning to an operator 172 Photo. See Badge Photo Photo Placeholder (Badge) deleting 231 Photo Placeholder Control 229– 231 Poll Response (Alarm) 88 Polling an Alarm 262 Power Fail Reroute 87 Print badge 157 badge layout 249 system alarms 90 Printer setup 48 Printer Options 156 Printers	floor plan database 183–191 guard tours database 115–120 holidays database 166–167 monitors database 168–169 operator database 170–182 overview 53–64 panel database 77–110 schedules database 111–114 timezone database 65–68 tracking areas database 121– 129 Pulse interlock option 357 Purging 331 Re-Index 336 Reader assigning to panel 93–97 Rebuilding Databases 334–336 Registration 38 Remote Panels controlling 271 Repair (Database) 336 Report exporting 301 viewing 299–302 Report Privileges 178 Reports 178, 297–326 generating database reports 312–326 generating database reports 312–326 generating history reports 303– 311 viewing reports 299–302 Restoration from a Backup 333– 334 RS-232 21	defining 45 Setup Communication 44 Note Field 47 printer 48 Setup Privileges 179 Shapes Control 237–240 Shunt interlock option 357 Signature Capture 153 Signature Import 154 Signature Placeholder Control 241–242 Split Timezones 83 Supplementary Databases 55 Camera Database 56 Command File Database 57 Floor Plan Database 57 Guard Tours Database 56 Holidays Database 56 Monitors Database 56 Operators Database 57 Schedules Database 55 Tracking Areas Database 56 System Alarms 87 System Privileges and Password changing 40 System Screens 251–295 alarm information 265–266 alarm monitor 253–264 camera control 280–287 card lookup 288–293 mail 294–295 muster report 275–279 panel control 267–275 System Setup Pre-Installation 27
Printers Ultra Electronics Tango/Fargo Duplex Printer 161	RS-232 21	т
Priority assigned to a card status 140 Privileges 63 Programming Databases access level database 130–133 areas database 69–76 camera database 163–165 card database 134–162 command file database 192– 194	Schedules Database 111–114 defined 55 Sending a Command File 271 Serial Communication Boards 20 Serial Port defining area for 71 setup 44 Serial Ports	Tamper Switch (Alarm) 88 Text Control 221–228 Tilt (Camera) 283 Time Block deleting 68 Timezone 176 adding & editing 66 assigning to panel 91–92 defined 54, 65 deleting 68

Index 435

Timezone Database 65–68
defined 54
Trace Status 136
Tracking Area
adding & editing 125–127
Tracking Areas Database 121–129
defined 56
Trouble Status 102
TWAIN Compatible Interface 149–
152
TWAIN Setup 210

U

Un-Install 31
Un-Shunt
interlock option 357
Unbuffer 43
Unknown
defining area as 70
Using Floor Plan Hot Spots 264

٧

Valid and Invalid Reads 139–141
Valid Reads
 assigned to a card 139
Video Capture Boards 205–209
View Privilege 173–182
Viewing Alarm Information 262
Viewing Card Information 258
Viewing Reports 299–302

W

WIN-PAK 17 Window Options (Badging) 219 WINPAK1.INI example of 374



Northern Computers, Inc.

135 West Forest Hill Avenue, Oak Creek, WI 53154 PH: 414-769-5980 FAX: 414-766-1798 www.nciaccessworld.com