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Welcome

WIN-PAK 2.0 is state-of-the-art access control software that was specifically designed to run in the WindowsXP, Windows 2000, Windows NT 4.0 operating systems. User workstations may use Windows 98SE.

WIN-PAK 2.0 allows the programming of card and card holder information, the design and creation of badges, and easy monitoring of alarms and cameras.

WIN-PAK 2.0 software functions are separated into three applications: Database Server, Communications Server and User Interface. These applications can run on the same computer or on multiple computers, allowing great flexibility in configuring a networked system.

WIN-PAK 2.0 is a three-tier client/server application based on Microsoft tools and standards. It is ODBC (Open Database Connectivity) compliant, thus providing a reliable, flexible, and robust system.

WIN-PAK 2.0 is designed to meet the needs and viewpoint of the installer as well as the end user. The Device Map displays the access control system from the viewpoint of equipment and connections. The Access Map and Control Map, along with the Floor Plan view, allow the user to define and use the system from the viewpoint of the facility.

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About This Guide

The WIN-PAK 2.0 User Guide has been organized into the following chapters:

Chapter 1: Introduction

The introduction explains key software concepts and many of the features of WIN-PAK 2.0.

Chapter 2: Installation

The Installation chapter contains system requirements, installation instructions, and registration information.

Chapter 3: User Overview

The User Overview chapter includes the following:

The User Interface section of this chapter covers the basic conventions used throughout the graphical user interface; including an overview of the GUI menus and toolbar options, how to work with database windows, and how to log-in to the system.

The System Settings section of this chapter explains how to set up operators and operator levels, how to configure workstations, and how to set certain system defaults.

The Daily Operations section provides details on the features and functions used on a daily basis to monitor and maintain your access control system.

Chapter 4: Programming

The Programming chapter is a guide to programming your access control system. This chapter provides an outline to use as a guide while planning your system setup.

Included in the Programming chapter are sections on configuring servers, panels, and readers; as well as creating floor plans, setting time zones, and defining control, access, and tracking areas.

Chapter 5: Badging

The Badging chapter contains the information necessary to create custom badge designs, and include areas for card holder photos and signatures on those badges, as well as magnetic stripe encoding, barcodes, and a variety of artwork.

Chapter 6: Card Holders

Within the WIN-PAK 2.0 System, a card is typically a combination of a card holder record and a badge template. Chapter 6 shows you how to set up card holder templates, and include customized note fields on the templates, as well as associating a card holder with a card and a badge.

Chapter 7: Translation

WIN-PAK 2.0 allows the translation of the User Interface. This chapter explains how to use a language text file to translate the User Interface, and how to create your own language file. Additionally, procedures are outlined showing how to change dialog and menu text into another language or into terminology that better suits your needs.

Chapter 8: Reports

To assist in your operations and system maintenance, WIN-PAK 2.0 allows you to generate a variety of reports that can be exported, viewed on screen or printed.

Chapter 9: Database Maintenance

Database Maintenance provides tools for removing unused information from databases.

Conventions

Within the WIN-PAK 2.0 System there is often more than one way to perform a task. For example, you can open the Card Holder database by clicking the Card Holder toolbar button or by selecting Card Holder from the Card menu.

Wherever available, this guide describes the menu method of performing tasks.

Throughout the manual, parenthetic material is enclosed in parentheses () or blocks []. Material in parentheses is clarifying information. Material in blocks is more emphatic, or contrasting, clarifying information.

Other conventions are listed in the following table.

Convention	Method
Bold	In procedures, indicates the name of a screen object (such as a button or menu command).
Click	Refers to quickly clicking the primary mouse button (usually the left) once. Typically used to make a selection.
Double-click	Refers to quickly clicking the primary mouse button (usually the left) twice.
Right-click	Refers to clicking the secondary mouse button (usually the right) once.

Online Help

In addition to this manual, WIN-PAK 2.0 has online Help, organized into functional sections, which should make it easy to find the information you need. Help is designed to be viewed in the Microsoft HTML Help Window. If you do not have the HTML Help components installed on your computer, Help will be viewed in your default browser.

Use the Table of Contents, Index, or Search function to locate the information you need.

- In the left pane, click the tab for Table of Contents, Index, or Search to find the information you need.
- Press F1 to get context-sensitive help at a dialog box or window. You can also click a dialog box **Help** button to access context-sensitive help.
- When viewing help, you can maximize or resize the help window to suit your requirements.
- Click the **Hide** or **Show** navigation icons to view or hide the Table of Contents, Index, and Search tabs.
- Click **Back** to return to the previously viewed topic. Click **Forward** to go to the next topic.
- Click **Print** to print the current topic.
- The Options menu provides additional browse and navigation controls.
- Many topics include a Related Topics control at the end of the text that displays a pop-up menu of related topics.

Chapter 1

Introduction

Access Control with WIN-PAK 2.0 WIN-PAK 2.0 Features Software Concepts

Access Control with WIN-PAK 2.0

Access control is computerized control over entry into 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 physical key. The key is readily duplicated and gives access to anyone who holds it. There is no control of when a key is used and no record of its use. 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, the control panel can be reprogrammed quickly and easily.

Many additional functions are available when access control is combined with today's powerful computer networks. The system also can control and monitor CCTV equipment. It can track and provide reports of all card and keycode activity, a history of system events and database reports.

In addition, the access control system can store and manage basic information on thousands of employees at multiple sites. Employee photo ID imaging and badging are now an important feature of access control systems.

WIN-PAK 2.0 Features

WIN-PAK 2.0 is state-of-the-art access control software that was specifically designed to run in Microsoft Windows XP/2000/NT operating systems, taking full advantage of the speed, flexibility, and reliability of networked systems. User workstations may use Windows 98SE.

WIN-PAK 2.0 has features designed to handle large and complex installations. The WIN-PAK 2.0 environment can be set up so that it is easy to use by the people who are monitoring alarms, issuing cards, and carrying out other day to day functions.

WIN-PAK 2.0 supports Tracking and Muster Reporting to indicate the location of people for security or safety reasons.

WIN-PAK 2.0 allows Guard Tours defined by reader and alarm points, that can be timed or random.

WIN-PAK 2.0 provides CCTV control with live monitor view, supporting interfaces with Burle, Dedicated Micros, Geutebruck, Javelin, NCI CCTV, Panasonic, Pelco, RapidEye and Vicon.

Database Management

WIN-PAK 2.0 allows you to define time zones, communication loops, panels, cards and card holders, and other pertinent information for your system.

WIN-PAK 2.0 uses MSDE as its database engine.

WIN-PAK 2.0 supports alarm partitioning by operator, making it possible to control which alarms a particular operator monitors. Highly detailed operator definitions (down to the level of individual points, readers, and note fields), allow the protection of confidential information, while making needed information available.

WIN-PAK 2.0 database information is easily edited, searched, and sorted. A wide variety of reports can be exported, viewed on-screen or printed.

Access Control Management

WIN-PAK 2.0 uses Floor Plan views to monitor and control many of the daily functions of access control. The floor plan provides a graphic representation of devices including doors, panels, inputs, outputs and CCTV equipment. Representations of system devices (abstract devices or ADVs) signal the state of system hardware and give the user control over these devices. For example, a door can be locked or unlocked from an ADV on the floor plan, a CCTV camera view can be switched from one monitor to another, and information can be sent to a control panel.

Control Areas are defined by adding devices to a Control Map, which provides another way to control the devices.

Separate Event and Alarm views display alarms and other system information in list form. Alarms can be acknowledged and cleared from either the Control Map, Floor Plan or Alarm view.

Badging

WIN-PAK 2.0 gives you the tools to create high-quality photo IDs. Badge designs can be created incorporating photos, signatures, barcodes, magnetic-stripe encoding and logos or other art work. These can be printed on access control cards, incorporating two security measures into one.

WIN-PAK 2.0 includes a full-featured badge layout utility for the design, creation and printing of badges. This includes two-sided printing and bulk printing of badges. Magnetic stripe encoding [up to three tracks], barcoding, multiple images, and signatures can be placed on a badge. Video images can be captured in real time or imported from another source. High resolution digital images, photo cropping and ghosting of images are all supported.

Cards and Card Holders

WIN-PAK 2.0 allows the programming of card and card holder information. Forty user-defined note fields are available for entering information into the Card holder database. The note fields are arranged on user-defined tabs, so that the information can be organized to suit the user's particular needs. Multiple photos, signatures, and cards can be used for Human Resources, asset tracking, or other purposes.

Multiple cards can be assigned to a single card holder. For example, a long range radio frequency tag may be issued for drive-in entry through a security gate, and a proximity card might be used for entry into and within the building. A spouse or child may need his or her own card for access to a building as well.

Flexible Views and Control Features

Floor plan views are user configured. They provide both monitoring and control capability for panels, doors, alarms, inputs and outputs, and other system devices. Multiple floor plans can be viewed simultaneously, while links can open other floor plans at the click of a mouse. The pan, tilt, zoom and switching of CCTV cameras can also be controlled from the floor plan view.

The Control Map provides another user-configured means of controlling devices. The user defines the Control Map by adding devices to a branching tree structure. Devices can be controlled from the Control Map view.

Other on-screen views include live CCTV monitoring and Auto Card Lookup, which automatically displays a picture and information about a card holder when their card is presented at a designated reader.

Communications

WIN-PAK 2.0 supports a wide variety of communication options to allow the greatest flexibility in setting up an access control system. It supports up to 64 serial communications ports or TCP/IP connections in a Microsoft Windows XP/2000/NT operating systems environment. Remote locations can be supported by dial-in and dial-out configurations.

Software Concepts

User Interface

Operators log in to the User Interface and then connect with the database server which is already running. All of the interaction between the end users and the access control system takes place through the User Interface.

The User Interface can be installed on the same PC as the Database Server and the Communication Server or it can reside on another machine on the network. With the purchase of appropriate licenses, numerous copies of the User Interface can be running and logged into the Database Server at the same time.

Abstract Devices

An abstract device (ADV) is a logical representation of a physical device (e.g., a communication server, control panel, door or CCTV switcher). Similar in appearance to an icon, an ADV is associated with an actual device in your access control system.

ADVs provide an interface for monitoring the status and controlling the actions of a physical device from the Control Map, Floor Plan or Alarm View. Enhanced ADVs are placed on a Floor Plan Background. WIN-PAK 2.0 is designed to combine many hardware devices, with different functions and features, into a seamless access control system. The abstract device plays an important role in this design. The ADV provides a user interface for controlling different hardware, without concerning the end user with the details of the hardware configuration.

For example, when placed on a floor plan, the ADV door object allows the user to lock, unlock, shunt, un-shunt, return to time zone, pulse or send a programmable pulse to the door relay. From the user's point of view, it does not matter if the door device is from an N-1000-II panel or another controller.

In operation on the floor plan, the ADV signals the state or status of its device by blinking and changing color; a sound file can also be associated with the ADV to signal a change in state. Each ADV has a control menu that allows the user to execute functions available for that device. Right-clicking the ADV opens the control menu. Drag and drop functionality is available in some cases. For example, a camera object can be dragged and dropped onto a monitor object to initiate a switch.

The ADVs color, blinking and other properties can be edited. They can also be re-sized and rotated in the Floor Plan Definition utility.

Floor Plan View

Floor Plans provide a user interface for controlling and monitoring the system. The Floor Plan views can be tailored to the specific needs of your access control system. Multiple Floor Plans can be opened and viewed simultaneously. Floor plans can contain links to other floor plans for a different or more detailed view. In addition, the Floor Plan view can contain links to Alarm and Event views, as well as a special field for text information. Floor plans are made up of a reusable, static background and ADVs associated with hardware devices. The background can be the floor plan of the building or area where the hardware is located. It can also be a loop wiring diagram, a simple grid, or a picture of the area where the hardware is located. Background files must be supplied as Windows metafiles (.wmf).

The ADVs can be associated with any hardware device, including communication interfaces, panels, alarm points, entrances, and CCTV equipment. The ADVs signal events by changing color and blinking. Rightclicking an ADV opens a control menu for the device.

Data Trees

WIN-PAK 2.0 uses a graphical tree to organize and display some of its database information. The tree allows information to be organized into logical or geographical groups. Each tree is created as you program your access control system, therefore it is tailored to meet the needs of your access control system.

Except for the device tree, the tree defines the hierarchy of resources, not the resources themselves. For example, an Access Level is defined as a list of readers. But rather than being displayed in a standard list, the readers are mapped on a data tree. The highest level branch can be defined as an entire office complex. Branching off from the office complex is the President's suite, the Accounting Department, the Production Area, and the Distribution Center. The appropriate entrances are then added to each branch. The entrances that are included in a given access level are shown in green. A quick look at the tree gives a clear picture as to which entrances are included in this access level.

The Device Map is displayed on a tree, but unlike the other tree structures, devices are defined as they are added to the Device Map.

Multiple Server Design

WIN-PAK 2.0 is a true 32-bit application which is designed to operate in Microsoft Windows XP/2000/ NT operating systems. The WIN-PAK 2.0 server modules load as services. WIN-PAK's multi-threading design takes full advantage of multiple processor computers as supported by the Windows operating systems.

WIN-PAK 2.0 is a three-tier client/server application based on Microsoft tools and standards. This design provides a robust, reliable, and flexible program. Because it is ODBC (Open Database Connectivity) compliant, existing databases can be converted for use with WIN-PAK 2.0.

WIN-PAK 2.0 is comprised of three primary modules, the Database Server, Communications Server and User Interface. These modules can be installed on one computer or on different machines on a network. Communications are handled by the Communication Server, which can be on its own computer. The databases are handled by the Database Server, which can be on another computer. The User Interface can be installed on one or more other computers which serve as client workstations. This provides a distribution of system activities and processes across the defined computers, thereby significantly improving system performance.

Database Server

The Database Server stores, organizes and retrieves the information in the WIN-PAK 2.0 database tables. It makes this information available to other system components and allows the retrieval of information for editing and report generation. The Database Server can be used at the same time by a communication server and multiple client workstations. The Database Server can be installed on the same PC as the User Interface or it can reside on another machine on the network.

Communication Server

The Communication Server controls communication to and from the control panels and the Database Server. It assigns priorities and resolves conflicts as information is routed from the various panel loops and devices to the Database Server, and the WIN-PAK 2.0 Client Workstation.

The Communication Server can be installed on the same PC as the client workstation or it can reside on another machine on the network.

Command File, Guard Tour, Muster and Schedule Servers

In addition to the three main program modules, WIN-PAK 2.0 has four other servers: the Command File Server, Guard Tour Server, Muster Server and the Schedule Server.

These servers are normally installed on the same machine as the Database Server. In Windows XP/2000/ NT they run as services and are transparent to the end user. They are launched on start-up and their task bar buttons are not visible. The operation of these servers is more or less transparent to the operator.

The Command File, Guard Tour, Muster and Schedule functions are accessed through the WIN-PAK 2.0 user interface in the same manner as other databases.

Chapter 2

Installation

System Requirements WIN-PAK 2.0 Installation Licensing and Registration

System Requirements

Operating System

WIN-PAK 2.0 is a 32-bit application which is designed to run in Windows 2000, NT 4.0 or XP Professional.

It is recommended that WIN-PAK 2.0 run on a Windows 2000/NT platform because of the security and stability provided by these operating systems. WIN-PAK 2.0 can run on Windows 98 operating systems in a User Interface Only mode or in a mixed environment, where some networked computers are running on Windows 2000, NT or XP and some are running on Windows 98 (as User Interface Only).

During installation on a Windows 98 platform, additional Microsoft program modules may be installed that are not included in the Windows 2000/NT/XP Installation.

Hardware Basics

Minimum Requirement Configuration

This setup is sufficient for small systems with 1 to 10 readers, up to 250 cards, and 2 communication ports. While this is a good configuration for a workstation, it is not sufficient for use as a server.

Pentium II-233Mhz CPU 256 megabytes of RAM 2.1 gigabyte hard disk 2 serial communication ports Tape backup drive 1 parallel port (badging to be done on workstation) 15" SVGA color monitor (1024 x 768, 256 color) Supported Operating Systems: Microsoft Windows XP; Windows 2000 Professional, Server, Advanced Server with Service Pack 2; Windows NT 4.0 with Service Pack 6a; Windows 98SE (Workstation only)

Recommended Configuration

This is the recommended hardware configuration for basic access control, including badging, for systems with 1 to 100 readers, up to 5,000 cards, and up to 8 communication ports. It can be used for a stand-alone system, a workstation or a server. Additional RAM will improve performance.

Pentium III-700Mhz CPU 256 megabytes of RAM 6 gigabyte SCSI hard disk 2 serial communication ports 8 gigabyte SCSI tape backup 1 parallel port (2 for badging) 17" 1024 x 768 true color monitor Operating Systems: Microsoft Windows XP; Windows 2000 Professional, Server, Advanced Server with Service Pack 2; Windows NT 4.0 Service Pack 6a

Performance Configuration

This configuration is recommended for systems using more than 16 communication ports. It is suitable for systems using up to the system capacity for readers, up to 25,000 cards, and 64 communication ports. It is suitable for a stand-alone system or a server.

Pentium 4-2Ghz CPU 512 megabytes of RAM 18 gigabyte, 15,000rpm SCSI hard disk 2 serial communication ports 20 gigabyte SCSI tape backup 1 parallel port (badging to be done on workstation) 19" 1280 x 1024 true color monitor Supported Operating Systems: Microsoft Windows XP; Windows 2000 Professional, Server, Advanced Server with Service Pack 2; Windows NT 4.0 Service Pack 6a

NOTE: It is recommended to use multiple processors for large volume systems.

Video Capture Card

Video badging requires one of the following video capture cards: PBVC8/9/10/12/13/15. Only PBVC10 and higher is supported in Windows 2000.

Modems and Communication Ports

Modems and communication ports are those that are supported by the Windows operating systems, including both internal and external modems.

Badging Printers

Most any badge printer that is supported by the Windows operating system can be used for badge printing. However, for two-sided PVC encoding or magnetic stripe encoding, the Datacard IC III, Datacard IC IV, Datacard Select, Datacard Express, one of Ultra Electronic's or Northern/Fargo PVC series printers is required.

NOTE: Older peripherals such as printers and video capture cards may not be compatible with newer operating systems.

Report Printers

For page printing, any printer that is installed in the Windows operating system can be used. For single line printing, a dot-matrix printer, such as the PB-PRINTER is required.

Panel Firmware

WIN-PAK 2.0 requires that the N-1000 control panels have at least version 8.02 level of firmware.

Installation Overview

Given the complex nature of networked computer environments, a turnkey system from Northern Computer, Inc. provides the simplest installation process. These systems are delivered with software and hardware components installed on computer systems that meet the necessary requirements for running WIN-PAK 2.0.

However, when WIN-PAK 2.0 software is purchased for installation by the customer, the hardware and software components must be properly installed and configured.
Architecture

WIN-PAK 2.0 is a multi-part, client-server application, comprised of three primary modules: the Database Server, Communications Server, and User Interface. These modules can be installed on different PCs, be networked, and connected via RPC and LPC. This architecture allows extremely flexible implementation.

WIN-PAK 2.0 program components run as full services in Windows XP/2000/NT. No window is present in their normal operation. Debugging versions of the services, which provide a console output window, are also shipped with WIN-PAK 2.0. However, their use is reserved for error isolation, and should not be used in everyday applications.

WIN-PAK 2.0 provides a utility [the System Manager] to access the connection information. The System Manager directs the User Interface and other remote servers to the Database Server.

System Setup

Standalone Systems

BEFORE installing WIN-PAK 2.0 for the first time ensure to perform the following actions or ensure the are previously performed:

- Install Windows XP, Windows 2000 SP2, Windows NT 4.0 SP6a or Windows 98SE (for User Interface only).
- Disable all energy management from both the BIOS and Operating System, as this can adversely affect the installation and operation of WIN-PAK 2.O.
- Install a video capture card or digital camera on the PC that will serve as the badging workstation.
- Install printer drivers.
- Internet Explorer (IE) 5.5 is required for WIN-PAK 2.0 to work properly. If an older version than IE 5.50.4522.1800IC already installed, WIN-PAK 2.0 will install IE 5.5.

- **NOTE:** Some software applications may not function properly on different versions of IE.
 - Before beginning installation, make a note of the CD Key inside the cover of the WIN-PAK 2.0 Quick Reference Guide. You will need this number during installation and when contacting Northern Computers regarding the software.
 - Read the release notes on the WIN-PAK 2.0 CD\. Additional installation information plus last minute updates may be contained therein.
 - TCP/IP protocol must be installed for the MSDE to work properly. A network card doesn't have to be installed. Use Microsoft Loopback adaptor or Dialup adapter, depending on the OS used.
 - For NT based systems after any hardware/software changes (TCP/IP), run/install SP6a to ensure the operating system is properly configured.

Networked Systems

BEFORE installing WIN-PAK 2.0 for the first time ensure that conditions listed under Standalone Systems and the following listed conditions are met.

- Install network cards on PCs that are used in a networked system. (Any standard Windows-compatible network card can be used.)
- Ensure that machine names use only alphanumeric characters without spaces, and that the first character is always alpha (i.e. standard UNC connections).
- Ensure that networked computers are communicating with one another. The workstations need to be electronically visible to each other. If the computers can communicate, you can ping both ways: client-toserver and vice-versa. Any firewalls, proxies, routers, etc. between workstations could cause problems, unless a clear, unrestricted, permanent path can be established.

Upgrades

If you are upgrading from a beta or earlier release version of WIN-PAK 2.0, or migrating from WIN-PAK 1.x, make a backup copy of your database files. Also make backup copies of floor plan backgrounds, card holder photos, and signatures. When upgrading from release 2 and older versions of WIN-PAK 2.0 [access database], compact and repair the database. This will reduce the existing database size, which increases the amount of free space and shortens the upgrade time.

Upgrading from Windows 98 stand-alone or server configurations is not supported directly. Windows 98 must be upgraded to Windows XP, Windows 2000 or Windows NT before proceeding with this upgrade.

If migrating from WIN-PAK 1, refer to the release notes included on the CD.

Verify that the amount of free space on the drive where the database exists is either 5 gigbytes or 2.5 times the current size of the WIN-PAK database. When prompted by the installation program, choose "update automatic".

All workstations must also be upgraded. All UIs/Servers must be running the same release build number.

Automatically Installed Microsoft Components

The WIN-PAK 2.0 installation program installs several utility and operating system upgrades during the normal installation session. These are supplied as redistributable Microsoft packages and are deployed automatically based on the installed options. The installation program provides specific information about these upgrades during actual installation.

Each of these components is installed by a separate installation program that runs directly from the WIN-PAK 2.0 CD. The computer reboots AFTER EACH OF THESE COMPONENTS IS INSTALLED.

The total number of reboots required for any installation depends on which components are required.

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If prompted by the program, always keep the latest drivers; never overwrite a new driver with an old driver.

When operating under Windows NT, WIN-PAK 2.0 requires the following external components to be installed:

MDAC: Microsoft Data Access Components

Used for the DB server interface to the MDB file, and by the System Manager. Your installation may require MDAC, or Microsoft Data Access Components be installed. While this program upgrades all of your data access components, our main concern is the Access ODBC drivers.

The MDAC components are considered part of the operating system, and therefore are never removed, even when a full uninstall is performed.

DAO: Data Access Components

Used by the System Manager to compact and copy the database file. Installed when the Database Server is installed. The installation will install version 3.5 of DAO.

Your WIN-PAK 2.0 installation may require Microsoft Data Access Objects to be installed. The installation will be transparent, and the installation will determine if a reboot is necessary.

INSTALLATION NOTE: These components are not considered part of the operating system, and therefore could be accidentally uninstalled at a later date. If uninstalled, the WIN-PAK 2.0 System Manager utility will not function properly and DAO 3.5 must be reinstalled.

HHCTRL.OCX: HTML Help control

Used to access the help system on PCs with older versions of Internet Explorer. This control is installed when the User Interface is installed. WIN-PAK 2.0 uses state-of-the-art online CHTML help. This online help system requires that several new components be installed on your PC in order for it to function properly.

Sentinel: The Sentinel Hardware Lock Drivers

These are installed on all operating systems when the Database Server is installed.

CrypKey: The CrypKey Licensing Drivers

These are installed on all operating systems when the Database Server is installed.

Foreign Language Installation

As a convenience, the installation program installs several utility and operating system upgrades during the normal installation session. Currently, the WIN-PAK 2.0 installation provides these Microsoft modules in English only. The English versions are not compatible with other language versions of the Windows operating system and can cause problems. Several operating system languages are supported by an international version of WIN-PAK. Consult your Northern Computer representative for information.

WIN-PAK 2.0 Installation

There are several types of installations available when setting up WIN-PAK 2.0:

Complete Installation

Select **Complete** installation when setting up a standalone system [an access control system installed on one computer], or if you are installing the Database Server for a networked system.

Database Server Only

Select **Database Server Only** installation when installing on a networked system.

User Interface Only

Select **User Interface Only** installation when you are installing a workstation on a networked system.

User Interface and Comm Server

Select **User Interface and Comm Server** installation when you are installing the communication server on a networked system and the PC may also be used as a workstation.

Communication Server Only

Select the **Comm Server Only** installation when you are installing the communication server on a networked system.

NOTE: To optimize resources in high use systems, use the System Manager to disable unused system modules (e.g. the Guard Tour Server or the Muster Server).

Installation Procedure

WIN-PAK 2.0 software is distributed on an autorun CD, along with the CD release notes, and other technical documents. This procedure describes the Complete Installation option. The User Interface Only option is described later. The procedure is the same for both up to Step 6, where the user is given the option of choosing which type of installation is desired.

NOTE: During installation, you may be asked if you want to overwrite existing files. Keep your existing .dll files. Whenever asked "Do you want to keep this file?", click **Yes**.

Depending on the computer and OS, one or more screens displayed in this procedure may or may not appear.

Allow approximately 45 minutes for a first-time [not upgrade] installation.

1 Exit any Windows programs that may be running. Insert the WIN-PAK 2.0 CD into the CD drive. An installation browser opens. If the browser does not open, run the **Lauch.exe** file from the CD.

The first installation screen will appear. Navigate through the initial installation screens and select **Install WIN-PAK 2.0**.

If an older version than Internet Explorer 5.50.4522.1800IC is installed, the WIN-PAK program will prompt the operator to upgrade (first illustration below). Click **Yes**, to upgrade. If the correct version of IE is detected, the first Welcome screen to WIN-PAK 2.0 (first illustration next page) will appear.



NOTE: If Internet Explorer 5.5 is installed, the computer will be rebooted after its installation and the WIN-PAK 2.0 installation procedure will resume.



2 Click **Next** to advance to the next screen in the setup process. The Information screen is displayed while the program verifies that all the services are stopped.



3 Click **Next** to continue installation. The second Welcome screen will be displayed (next illustration).

Installation



4 Click **Next** and the User License Agreement window is displayed:

Northern (Computers End User License	Agreement		×
2	Please read the following Licens the rest of the agreement.	e Agreement. F	Yress the PAGE DO	DwN key to see
USER N	ION-DISCLOSURE AND LICENS	E AGREEMENT	r	-
Importar Inc. soft Importar protecte single cr NON-DI	t: This Agreement must be read b man. By installing this software po it. This software is a proprietary pr ad by copyright and trade secret la omputer system, and is licenced or SCLOSURE AND LICENSE AGR SCLOSURE AND LICENSE AGR	elore proceedin su agee to the t oduct of Northe wo. It is licenser nly on the condi EEMENT.	g with any Nother error of this agreer m Computers, Inc. 1 (NOT SOLD) for tion that you agree	In Computers, R is use on a to this USER
Please Read This Agreement Carefully. If you do not agree to the terms contained in this agreement, please return the sealed software envelope UNOPENED to your suppler, 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 1-888-323-4576				
Do you a If you ch To instal	Incept the terms of the preceding onse REJECT, installation will abo I WIN-PAK 2.0, you must ACCEP1	License Agreen et. The agreement < <u>B</u> ack	ACCEPT	REJECT

5 Click **Accept** to acknowledge that you understand and agree to the terms. The Setup Type screen will appear, from which the operator can select the type of setup (or installation) desired.

WIN-PAK 2 Setup Type		×
Setup Type	Select the type of setup you want to perform.	
	Communication Server Only Complete Installation Database Server Only User Interface and Comm Server User Interface Only	i
Northern	Description Installs all WIN-PAK 2.0 clients, servers, and support program and data files onto this PC. This is the recommended installation scenerio.	
	< Back Next> Cancel	

- 6 Select the type of installation desired, then click **Next** to continue. For the purpose of illustrating a complete installation, this procedure assumes the Complete Installation option is selected. The Destination Location screen will appear.
- **NOTE:** The User Interface Only option is described in the "Installing User Interface Only" section. If it is desired to install the User Interface Only option, choose **User Interface Only** and refer to that section.



7 Click **Next** to accept the default location or click **Browse** and specify a different location.

Installation

Enter your Database Data	File Path 🙎	9
Destination Folder	Enter the path you wish the install to place your database data files.	
Northem	Destination Folder C: VMSSQL7/Data Bjowse	
	< Back Next > Cancel	

- 8 Click **Next** to accept the default location for the database files, or click **Browse** and specify a different location.
- **NOTE:** In certain applications it may be preferrable to place the database files on a different drive partition to protect them from operating system failure, or to place them on a separate hard drive to isolate them from the database server. Refer to the "Limits and Capacities" section of Chapter 9.
- **NOTE:** It is recommended to install the database file on the same computer as the database server in order to benefit from the WIN-PAK 2.0 backup and restore utility.
- **NOTE:** The next three installation screens will allow the installer to define destination of specific database files.



9 Click **Next** to accept the default location for the cardholder image files, or click **Browse** and specify a different location.



10 Click **Next** to accept the default location for the badge image files, or click **Browse** and specify a different location.

Installation

Choose Destination Loca	ition 🔀
Destination Folder	Please indicate where you want to install your WIN-PAK 2.0 floor plan files. You may want to specify the drive that has the most free space.
Northern	Destination Folder C.\\Database\FlootPlanImage Bjowse (Back Next) Cancel

11 Click **Next** to accept the default location for the floor plan files, or click **Browse** and specify a different location. The User Information screen will appear.

User Information				×
User Information	Please entr You can op well.	er the CD key num dionally enter the n	ber for this WIN-PA vame and company	K 2.0 installation. registered as
Northern	Ngme: Company: CD_Key:	20 NCI	- [
		< Back	Set 2	Cancel

12 Fill in the User Information, then click **Next** to continue. The Name and CD Key windows must be filled in. The Company window is optional. The CD Key number is located on inside front cover of the WIN-PAK 2.0 Quick Reference Guide.

After finishing the User Information screen, the Icons Anyone? screen appears asking the operator whether to create desktop icons.

Icons Any	yone?
٩	Do you want desktop icons to be created for WIN-PAK 2.0 and its support applications?
	<u>Y</u> es No

- 13 Click Yes or No to create desktop icons or not.
- **NOTE:** After selecting whether to install icons, the computer will be rebooted and the MSDE database will be installed. The installation will take several minutes.

After the computer is rebooted and the MSDE database is installed, the Select Components screen will appear (next illustration), from which the operator will choose whether to connect the database engine to the database file automatically or manually.

NOTE: Unless you are a software expert, it is highly recommended to choose the automatic installation option.



14 Select the database installation mode. [See previous NOTE.] Then click **Next** to continue.

The Question screen (next illustration) will appear, querrying the operator whether to stop the database engine in order to continue the installation.

Question	×
٢	Your Database must be stopped now. Click Yes to stop your Database Engine. Click No to abort this installation. Stopping the Database may stop other services.
	<u>Yes</u> No

- 15 Click Yes to continue the installation.
- 16 After the installation is complete, the Setup Complete window will be displayed. Click **Finish** to complete the installation process.

First Log In

All services should be running, but if not, double-click the WIN-PAK 2.0 Services icon and start all services.

Double-click the WIN-PAK 2.0 User Interface icon. The User Interface opens and the Connect to Server window is displayed:

Co	nnect To S	erver				×
		Never Has Tr	iís Much P	Power Been	So Easy	
		WI	N-PA	K <u>2.(</u>) \$	
			North	nern		
[User —	Name:				
	1	Password :				
[C	Connect			Cancel	

Enter Admin as the default operator Name.

- **NOTE:** When logging in on a server for the first time under "administrator" authority, the Quick-Start Wizard will be initiated. Refer to the "Quick-Start Wizard" section, Chapter 4, for information.
- **NOTE:** No password is required for the initial log in, but you should add a password in order to insure the security of your system.

Installing User Interface Only

Select the **User Interface Only** installation for workstations on networked systems. The User Interface can be installed from the CD at each workstation or it can be installed across the LAN.

INSTALLATION NOTE: When installing over a LAN, make sure the install directory resides on a drive that is shared and mapped in the target system. If this is not the case, the install will fail when the system reboots and attempts to reestablish the connection to the host directory.

To install the WIN-PAK 2.0 User Interface Only option, proceed as directed in the Installation Procedure section. Then when prompted, select the **User Interface Only** installation to install only the User Interface.

NOTE: During installation, you may be asked if you want to overwrite existing .dll files. Keep your existing dlls. When asked "Do you want to keep this file?" click **Yes**.

A number of Windows components may be installed. The software may reboot your computer after each of these components is installed. This is normal.

When installation is complete, you will be prompted to reboot your computer again.

When the install has been completed successfully, the message WIN-PAK 2.0 **Setup Complete** appears. Select **Yes, I want to restart my computer now** and then click **Finish**.

The install program will automatically restart your computer.

Connecting Networked WIN-PAK 2.0 Modules

The WIN-PAK 2.0 System Manager allows the WIN-PAK 2.0 modules to locate one another by tracking their machine names and RPC Endpoints. After a **Full** install has been performed on the WIN-PAK file server, confirm that the servers and user interface are properly operating on this system.

Complete a User Interface installation on a second workstation. Enter the necessary information in the System Manager, so that the new User Interface can communicate with the Database Server.

From the WIN-PAK Server

- 1 After installation of WIN-PAK 2.0 on the server machine, run the System Manager.
- 2 Select the **Database Server** tab.
- 3 Write down the RPC endpoint. This is the same as a TCP/IP port address. It should be 5555. Do not change this number unless you have another service using TCP/IP port address 5555.
- 4 Select the **Database Archive Server** tab.
- 5 Write down the RPC endpoint. This is the same thing as a TCP/IP port address. It should be 5556. Do not change this number unless you have another service using TCP/IP port address 5556.
- 6 Close the System Manager.

- 7 Get the computer name: Click the Windows Start button, point to Settings, and then click Control Panel. Double-click the Network icon, and then click the Identification tab.
- 8 Close the Service Manager.

User Interface Workstation

- 1 If the User Interface is running, exit it.
- 2 Run the System Manager on the client PC.
- **NOTE:** On Windows XP systems, Click on Start, right click on My Computer, select Properties, then select the Computer Name tab. Use the full computer name. When fininished, close System Properties.
 - 3 Select the User Interface tab.
 - 4 Click the **Add** button
 - 5 In the **Display Name** text box, type a descriptive name to identify the database server in the list.
 - 6 In the **Database Server Node Name** text box, type the machine name of the server machine. If you wish, you can put the IP address in place of the machine name.
 - 7 Verify that the RPC Endpoint is the same as the one you wrote down in step 3 of the Server setup.
 - 8 In the **Database Archive Server Node Name** text box, type the machine name of the server machine. If you wish, you can put the IP address in place of the name.
 - 9 Verify the RPC Endpoint is the same as the one you wrote down in step 5 of the Server setup.
 - 10 Click OK.
 - 11 Click OK.

At this point you're ready to start up the User Interface with the new database server.

- 1 Run the WIN-PAK 2.0 User Interface.
- 2 Type in your login name and password.
- 3 If displayed, select the server from the drop down list in the **Server Name** area.
- 4 Click **Connect**.
- 5 Click **OK**.

Concurrent Connections

Now your system has the capability to have two concurrent User Interfaces. More can be added until you reach the maximum specified by your licensing limit. You can verify your client licenses in the User Interface by clicking Help | License. Contact your Northern Computers Sales Representative for additional licenses. When you reach your licensing limit on clients, you will not be able to open more on that database server.

EXAMPLE: If you have five client licenses, you can have five clients running simultaneously. If you open a sixth client, WIN-PAK will notify you that you have exceeded your licensing and will not allow access to the database server. You can install any number of clients, but you can only log five clients on to the database server at any given time.

Communication Server

WIN-PAK 2.0 supports the use of a single Communication Server installed across a network.

After the Database Server and a User Interface have been installed, the Comm Server can be installed.

1 Exit any Windows programs that may be running. Insert the WIN-PAK 2.0 CD into the CD drive. The installation program is self-activating. Select Install WIN-PAK.

- 2 Select the **Install Software** option from the browser.
- 3 When prompted, enter your name, company name and CD-Key. Click **Next**.
- 4 A User License Agreement appears. Click **Yes**, to acknowledge that you understand and agree to the terms.
- 5 When prompted, select **Comm Server Only** installation to install the Communication Server. Click **Next**.
- 6 When prompted, select the path and file name for your executable program files, or accept the default settings.
- **NOTE:** During installation, you may be asked if you want to overwrite existing .dll files. Keep your existing dlls. When asked "Do you want to keep this file?" click **Yes**.
 - 7 When the install has been completed successfully, the message WIN-PAK 2.0 Setup Complete appears. Select Yes, I want to restart my Computer Now and click Finish. The install program will automatically restart your computer.
- **NOTE:** A number of Windows components may be installed. The software may reboot your computer after each of these components is installed. This is normal. When installation is complete, you will be prompted to reboot your computer again. Reboot the computer at this time.

Uninstalling WIN-PAK 2.0

To uninstall WIN-PAK 2.0, verify that all WIN-PAK 2.0 servers have been stopped, then use the Windows Add/ Remove Programs tool. This tool is found by going to Start/Settings/Control Panel/Add/Remove Programs. Select the Install/Uninstall tab and scroll to the WIN-PAK 2.0 entry and click on that item. Click the Add/ Remove button to uninstall the software.

NOTE: On Windows XP systems, Click on Start > Control Panel > Add/Remove Programs, then select WIN-PAK 2.0 and click Change/Remove.

When the Remove Shared Files [or Resources] window appears, select **Yes to all** to remove all shared files if the purpose of removal is to reinstall the WIN-PAK 2.0 program because some files have become corrupted. Select **No to all** if the WIN-PAK 2.0 program will not be reinstalled on the computer.

Reboot your PC after completing the removal process and before reinstalling WIN-PAK 2.0 or any other software.

The Uninstall program does not remove database information. It only uninstalls the program. You will need to manually delete the WIN-PAK 2.0 directory to recover hard drive space. The default location will be on the C:\Program Files directory unless changed during the installation.

Service Manager

The WIN-PAK 2.0 Service Manager is a utility which allows the administrator or operator to easily start and stop the software services.

Open the WIN-PAK Services window by doubleclicking the shortcut icon on your desktop, or by selecting it from the Windows Program menu, Northern Computers, Inc. group.

Service	Status	Close
WIN-PAK Database Server	Bunning	Defeat
WIN-PAK Archive Database Server	Bunning	Heneso
👯 WIN-PAK Communications Server	Bunning	
🦉 WIN-PAK Command File Server	Bunning	Start
WIN-PAK Schedule Server	Bunning	Shap
😽 WIN-PAK Muster Server	Burning	-14
WIN-PAK Guard Tour Server	Bunning	

The installed program components are listed, and the Status column indicates whether or not each is running.

Select the service or services click on **Start** or **Stop** as necessary.

System Manager

The System Manager is a utility used by WIN-PAK 2.0 to locate its various software components. The machine name and protocol endpoint for each program component is displayed in the System Manager. Generally, none of the settings on the System Manager should be changed.

System Manager	<u>×</u>
Muster Server Command File Server User Interface Database Server Datab	Scheduler Server Guard Tour Server sate Atchive Server Communication Server
LPC Name: Database_Server DSN Name: WIN-PAK Database	BPC Endpoint: Bemove Biot Stgp
Uper Name:	Pasoword
0K.	Cancel (330) Help

Open the System Manager by double-clicking the shortcut icon on your desktop, or by selecting it from the Start menu, Programs, Northern Computers, Inc.

Licensing and Registration

WIN-PAK 2.0 has a 30-day initial license period. For evaluation purposes, the software can be installed and used for up to 30 days without registration. At the end of the 30-day period, the initial license expires and is invalidated.

Once the license expires, only the Help menu is accessible until the software is registered and a valid license restored.

WIN-PAK 2.0 software has a CD Key found inside the cover of the user guide. Make a note of this number.

Registering Software

Before beginning software registration, select the **License** option from the WIN-PAK 2.0 Help menu.

When the License window is displayed, note the **Site Code**. This is a unique number that identifies your computer.

License	×
Status	
4940	
Last Update : 4/11/01 9:12:25 AM	
Client Licenses : 5	
Comm. Server Licenses : 1	
CD Key	
2063 - 0 - 34096	Save CD Key
Site Code :	
DA12 7898 CB39 F79C BA	Seve Liceme Key
License Key :	
	Close

Registering Software Online

You can register your WIN-PAK 2.0 software online by visiting the Northern Computers, Inc. web site at:

www.nciaccessworld.com

Or, select **Registration** from the Northern Computers Inc. option on the WIN-PAK 2.0 Help menu. Internet Explorer will open at the registration site.

<u>H</u> elp	
🛃 Help Topics	
Morthern Computers Inc. ►	🚰 On the <u>W</u> eb
🗾 License	🚮 <u>C</u> ontacts
About WIN-PAK 2.0	🗾 <u>R</u> egistration

Fax Registration

You can print out the registration form on your software CD and FAX it to Northern Computers at the number indicated on the form.

Call-in Registration

Call Northern Computers Customer Service at 800-360-6067.

Be prepared to give the Customer Service Representative both the **CD Key** and the **Site Code**.

You will be given a Site Key. Enter this number in the **Site Key** field, activating the license for your software.

The number of clients and number of servers licensed for your system is now displayed in the License dialog. A new Site Code appears in the Site Code field.

License Files

The encryption software writes files to your hard drive as part of the licensing. You must take care not to move or damage these files, or your license will be invalidated and you will not be able to access your system.

- **NOTE:** The license files cannot be moved. There is no License Transfer utility.
- **NOTE:** It is recommended to obtain a WIN-PAK 2.0 hardware key (WP2KEY) for multi-drive RAID configuration computers to avoid licensing problems if one of the drives needs to be replaced.

Norton Speed Disk Utility

CAUTION: Using Norton Speed Disk can invalidate your license. Do Not use Norton Speed Disk before making changes to the utility indicated below.

Speed Disk is the defragmentation utility included in Symantec's Norton Utilities. To prevent loosing license files:

- 1 Open Speed Disk and select **Options/Customize**, and then **Unmovable Files** from the File menu.
- 2 Specify that the *.ent, *.key, and *.rst files cannot be moved.
- 3 Save the new profile by selecting **Files/Options/ Optimization/Save.** Speed Disk can now be run without affecting your license files.

Chapter 3

User Overview

Operator Guide Overview User Interface System Settings Daily Operations

Operator Guide Overview

The User Interface section of this chapter covers the basic conventions used throughout the graphical user interface; including an overview of the GUI menus and toolbar options, how to work with database windows, and how to log in to the system.

The System Settings section of this chapter explains how to set up operators and operator levels, how to configure workstations, and how to set certain system defaults.

The Operations section provides details on the features and functions used on a daily basis to monitor and maintain your access control system.

User Interface

The WIN-PAK 2.0 graphical user interface allows you to easily and logically set up, monitor, and maintain all aspects of your access control system.

The WIN-PAK 2.0 Window

WIN-PAK 2.0 employs a typical GUI to provide access to the system.



Toolbar Buttons

Toolbar buttons along the top of the WIN-PAK 2.0 window provide shortcuts to some of the more frequently-used options.



Log In: Logs the user out of WIN-PAK 2.0 (after a prompt), and reopens the log-in window, allowing the user to log in again, and reconnect to the database server.



Alarm View: Opens the Alarm View window, from which incoming alarms can be viewed, acknowledged, and cleared.



Event View: Opens the Event View window, which displays current system activity in real-time.

	2		1
e.	4	4	
			-
-		-	

Control Map: Opens the Control Map window for operator control of devices. Also provides an alternate means of acknowledging and clearing alarms.



Run Command File: Calls the Run Command File dialog, allowing the user to run text files containing device instructions stored in the Command Files database.

	L X	Т
	-	ł
-		P

Open Floor Plan: Opens the Open Floor Plan database window, allowing the operator to open selected floor plans.



Locate Card Holder: Opens the Locate Card Holder dialog, allowing the operator to search [by card holder name or card number] for the last time and place a card was used.



Card: Opens the main Card database window, allowing the operator to search and sort the card list and to add, edit, or delete cards.



Card Holder Database: Opens the Card Holder Database window, allowing the operator to search and sort the cardholder list and to add, edit, or delete card holders.



Reports: Opens the Reports database window, allowing the user to generate, view, and print reports.



Help Topics: Opens the Help menu, providing access to on-line help files.



Log Out: Logs the operator out of the user interface and logs the client out of all servers.

Menus

The following menus and menu options are available from the main WIN-PAK 2.0 window:

File Menu

Log In Log Out Configure Badge Printer Reports Workstation Defaults System Defaults Database Maintenance Database Limits/Capacities Exit

View Menu

Select Language Toolbar Status Bar

Operations Menu

Locate System Events Events Alarms AutoCard Lookup Live Monitor Floor Plan Control Map Command File Guard Tour Tracking and Mustering Digital Video

Card Menu

Card Card Holder Access Level Bulk Card Add Bulk Card Delete

System Menu

Operator Operator Level Workstation Defaults System Defaults

Reports Menu

Reports

3	
Define	Access Areas Tracking Areas Control Areas
Device	Device Map Abstract Device (ADV) Action Group
Time Management	Time Zone Schedule Holiday Group
Quick-Start Wizard	
Card Holder	Configure AutoCard Lookup Note Field Template Card Holder Tab Layout
Badge	Configure Badge Printer Badge Layout Utility Badge DLL's
Select Language	budgo bees
Translate	Available Languages Dialogs Menus Other Text
Command File Guard Tour Floor Plan Definition	

Configuration Menu

Window Menu

Arrange Icons

Help Menu

Help Topics Northern Computers, Inc. On the Web Contacts Registration License About WIN-PAK 2.0

Right-Click Menus

You can right-click many items in the WIN-PAK 2.0 User Interface to display a set of options specific to those items.

For example, right-clicking on a panel icon in the Device Map window opens a menu which allows the operator to change the panel configuration or to isolate or delete it from the Device Map.

Database Windows

Most of the WIN-PAK 2.0 databases are accessed through a main database window (as shown below).

Card Holder		
 Last Name 	First Name	<u>-</u>
🔋 Doe	John	
Foster	Anna	C
🔋 Guard	Teny	C
🔋 Martin	Maxwell	0
🔋 Presley	Dale	ť
🔋 Smith	Bill	0
🕽 Smith	Lauren	0
4		<u> 1</u>
Search Field : Al Criteria :		Add Edit
Courte Envi		Leny
Seatch Port.		Delete
Sort By : Last Name	-	[polate
Update	List	Print Report

The WIN-PAK 2.0 databases include:

• Floor Plan

• Schedule

- Card
- Operator Levels
- Badge Layouts
- Card Holder Time Zone
 - Abstract Device
 - Abstract DeviceCommand File
- Operator
 Guard To
- Guard Tour
 - Action Groups

Database Record Lists

Below the title bar in database windows is a list of database records. Use the scroll bars to move through the list and data fields. Typically all records in the database are displayed in the list, while the default sort order varies depending on the database. For example, Card Holders are displayed alphabetically by last name.

Search and Sort fields allow you to sort the list in a particular order, or to search for records with a particular characteristic. The search results are displayed in the list.

Select records in the database list by highlighting them. A range of records can be selected in some databases by holding down the SHIFT key on your keyboard while clicking the first and last record in the range. Multiple, non-contiguous records can be selected by holding down the CTRL key on your keyboard and clicking on each record desired.

Viewing Detail Database Records

Select the **Detail View** check box at the bottom of a database list (in the middle of the window) to open the detailed view of a selected database record.

The Detail View can also be activated by highlighting a record in the list and clicking the Edit button on the database window. When accessed via the Edit button, a database record can actually be edited (as opposed to merely viewed).

Searching and Sorting Database Lists

Use the **Search and Sort** area of the database window to indicate search characteristics to be applied to the records list.

NOTE: The number of records returned from the result of your search is restricted by the value set in your Workstation Defaults, Defaults tab: Maximum Records returned from the Database Find List. Refer to "Workstation Defaults" in this chapter for additional information.

Search and Sort Search Field :
Al
Criteria :
Y
Search For :
Sort By :
Last Name 🗾
Update List

Search Field: Select the name of the field for which you want to search.

Criteria: Choose one of the operators from this list. The available options vary depending on the database in which you are working, but typically include Greater Than, Less Than, and Equal To.

Search For: Type in a letter, word, phrase, or numeric expression that you want to search for.

Sort By: This selection designates the order in which the search results are displayed, (e.g. cards can be displayed by card number or last name).

Update List: This button initiates a search based on the information entered in the **Search and Sort** fields.

Database Operations

The action buttons on the right side of the database window allow you to perform a number of operations on the database records.

0°	perations	
	≜dd	
	Edit	
	E999	
	Delete	
	[solste	

Add: Opens a blank record window for entry of a new record.

Edit: Opens an editable view of the selected record, allowing the record to be changed.

Delete: Removes the selected record from the database.

Isolating Database Records

Some databases (e.g. Time Zones) have an Isolate function, which expedites item deletion. WIN-PAK 2.0 does not permit an item (e.g. a time zone) to be deleted, unless it is first removed from all areas (panels, access levels, cards, etc) where it is implemented.

The Isolate function allows the operator to view and edit all areas where an item is implemented without having to manually access each area where the item may be implemented.

Selecting an item and clicking Isolate brings up the Isolate window, which provides access, via tabs, to all areas where the selected item is implemented. After the item is removed from each area, clicking OK at the bottom of the window returns the operator to the main database window, from which the item can now be removed. Isolate Cards Action Groups ADV₅ Panels Operator: Access Levels Panels referencing Timezone "12am-8am M-F" Name Description West Lobby Tech Area East Gate Parking Entrance North Gate Parking Entrance Muster Panel Executive Floor Sales Floor Ground floor access control. East and Main Lobby Elevator Cab 2 Elevator Cab 1 East Coast Warehouse East Coast Office Local Storage on 1st Street 10 ы 13 Items 'Delete' will cause the Timezone to be removed from the selected panels. Delete Delete All **DK** Help

Clicking the Isolate button on a database window calls the Isolate window.

Tabs across the top of the window show you where the item is used. In each instance of the item's usage, you can remove it or reassign it, depending on where it is being used.

When this process is complete, click **OK** to return to the main database window. Now the item (in this case the time zone) can be deleted by selecting it from the database list and clicking Delete.

Copying Database Records

Some databases (e.g. Badge Layouts and Action Groups) have a Copy function. Select a record and click the Copy button to make a duplicate which can be renamed and edited.
Printing Database Reports

Click the **Print Report** button at the bottom of a database window to view and print a report on the current database. Generally, a filter dialog opens, allowing you to select settings for the report.

Detail Database Record Windows

Many WIN-PAK 2.0 databases have both a main database window and a secondary (or detail) window. The secondary window is sometimes called the Record view, as it shows information on a particular database record.

Highlight a database record from the list in the main window, and select the **Detail View** check box. The detail view of the database record opens. This new window shows information on the currently selected record.

The following illustration shows the detail view of a Card database record. Notice the two tabs displayed along the top of the window used to display different types of information.

Card Record	2
Card Properties Badge	
Card Number :	Status : Issue :
Card Holder : Foster, Anna	Access Level : PIN:
Custor	Action Group : None View.
Activation Date	Expitation Date
Charge: Clear 1/16/01	Change Clear
	OK Cancel (cpc) Help

You can activate the detail view by selecting a record from the main database window and clicking the Edit button. At this point, the detail view becomes active and the selected record can be edited.

Clicking Add on the main window opens a blank record dialog, allowing a new database record to be entered.

NOTE: Workstation Defaults can be set so that the Detail View opens whenever a database is opened. To enable this option, select Workstation Defaults on the System menu. Click the Always show record view check box on the Defaults tab.

Tree Structures

Several WIN-PAK 2.0 features use trees to display information. Trees allow information to be organized into logical or geographical groups. The tree structure is created as you program your access control system, therefore it is tailored to meet your specific needs.

There are four tree structures used within the WIN-PAK 2.0 System: Device Map, Control Map, Access Area Map, and Tracking Area Map. The Device Map is unique in that devices are actually defined as they are added to the tree structure. The other trees define the hierarchy or relationship of the resources, not the resources themselves.

For example, Access Areas are defined by a lists of entrances. The Access Area tree shown here provides a way to view the data.



The tree can be collapsed so that only the top level of information is displayed. By clicking the plus sign (+) to the left of a folder, the tree structure can be expanded, one level at a time, to show all branches and subbranches. On some trees, whole branches can be copied or moved.

Logging In to WIN-PAK 2.0

Open the WIN-PAK 2.0 Connect To Server window by double-clicking the WIN-PAK 2.0 icon on your desktop.

If the WIN-PAK 2.0 window is already open on your desktop, you can log in by clicking the Log In toolbar button or by selecting Log In from the WIN-PAK 2.0 File menu:

(Particular)	Eile <u>H</u> elp
\mathbf{A}	🛃 Logijn
	🧕 Eyê

Enter your user **Name** and **Password** on the Connect To Server window (below).

Connect To S	erver 🔀
	Never Hos Tris Much Power Been 3o Easy
	WIN-PAK 2.0
10	Northern
User	Name : Password :
0	Connect Cancel

Press the Enter key on your keyboard, or click the **Connect** button to log on to WIN-PAK 2.0.

System Settings

This section explains how to set up operators and operator levels, how to configure a workstation, and how to set certain system defaults such as alarm handling.

NOTE: Operator levels should be defined after the access control hardware has been defined in the Control Map.

Operator Levels and Operators

Operators are individuals with defined rights and privileges to view and/or change parts of the system. Operator privileges can be very broad or they can be greatly restricted [e.g. a workstation can be set up to view alarms from just one door]. An administrator can view and edit all devices, databases, and all parts of the user interface.

Operators are defined by Operator Level and Time Zone. Operator Level defines the system components to which the Operator has access and the Time Zone defines when the operator can log in to the system.

Operator access is password protected, and proper password security must be maintained. Once WIN-PAK 2.0 is installed, a password should be defined and used for each operator. This is critical to the security of the entire system.

Operator Level Database

The Operator Level database contains information on existing Operator Levels. These levels define what a given operator or group of operators can see and do within the system.

The Operator Level database opens as a two-pane window. On the left is a list of existing Operator Levels; on the right is the Operator Level tree. The Operator Level tree consists of control area devices, along with databases, and user interface elements. Individual operator levels are defined by assigning rights to branches or individual items on the tree.

Adding an Operator Level

1 Select **Operator Level** from the WIN-PAK 2.0 System menu.



The main Operator Level database window is displayed:



2 Click Add to open the Operator Level dialog.

Name : Dued Marter Description :
Gued Marter Description :
Description :
Control Doors Only
OK. Cancel

- 3 Enter a **Name** for the Operator Level (with up to 30 characters). This is a required field.
- 4 Enter a **Description** for the Operator Level (with up to 60 characters). This field is optional.
- 5 Click **OK** to save the entry and return to the main Operator Level database window.

Configuring Operator Levels

After Operator Levels are added to the system, it is necessary to configure each level for access to specific control areas.

Operator Level access for control area devices, databases, and the WIN-PAK 2.0 System itself [User Interface] are configured on the right pane of the Operator Level window.



- 1 Select an **Operator Level** from the list on the left side of the window.
- 2 In the right pane of the Operator Level window right-click on the control area device, database, or user interface element you want to configure.
- 3 Configure rights for an entire branch, an individual device, or an individual database.

Configuring Rights for an Entire Branch

All the devices contained in one branch can be configured at once by right-clicking on the main branch [without opening the sub-branches], and selecting Configure. The Configure Rights dialog is displayed:

Configure Rights		×
C Same	Leave all rights as they are.	
C Nore	Remove all rights from all items.	
C View	Grant View rights to all items.	
C. Operate	Grant Operate rights to all items.	
	OK Cancel	

Indicate the rights configuration you want for the Operator Level by selecting the appropriate radio button.

Configuring Rights for an Individual Device

When sub-branches of the Operator Level tree are open, an individual device can be selected for configuration. Simply right-click on the device and select **Configure**.

An abbreviated version of the Configure Rights dialog is displayed:



Configuring Rights for Databases

If you right-click an individual database in the Operator level tree that has sub-branches and select **Configure**, yet another Configure Rights dialog is presented:

Configure Right	ts Database
Same	Leave all rights as they are.
C None	Remove all rights from all fields
C View	Grant View rights to all fields
C Change	Grant Change rights to all fields.
C Delete	Grant Delete rights for the Database as a whole, grant Change rights for all fields.
	OK Cancel

An individual branch provides an abbreviated version of the Configure Rights to database:

Configure Rights to Database				
C None	OK			
C Change	Cancel			
C Delete				

NOTE: Each device, database, and user interface element in the control tree is color-coded, based on the right assigned to it: Red = no rights; Yellow = view rights; Green = operate rights (view and edit); White = delete rights.

Branch, Database, Device	Change Operate	Delete	Max	None	Operate Specific	Sam- e	View
Operator Level Tree	x		х	х		x	x
Command File Individual Command File				x x	x x	х	
Control Area Device-Control Area				x x	x x	х	x x
Database Individual Database	x x	x x		x x		х	x x
Floor Plans Individual Floor Plans				x x	x x	х	
Reports Individual Reports				x x	x x	х	
User Interface Individual-User Interface				x x	x x	х	x x
Options	Description						
Change & Operate	Grant change rights to all database. Grant operate rights to all controls and user interfaces.						
Delete	Grant delete rights for all database as a whole. Grant change rights for all fields.						
Maximum	Grant delete rights to all databases. Grant operate rights to all controls and user interfaces.						
None	Remove all rights from all items.						
Operate Specific	Grant operate rights to all items from branch or specific devices.						
Same	Leave all rights as they are.						
View	Grant view rights to all items.						

Configuring Rights Summary Chart

Copying an Operator Level

You may, on occasion, find it necessary to create operator levels that are similar to each other, but with a few minor differences. To save time, you can copy an existing operator level, and make changes to the copy.

- 1 Select (highlight) the operator level you want to copy in the main Operator Level database window.
- 2 Click **Copy**. The Operator Level dialog is displayed, as shown here:



- 3 Enter a new **Name** for the Operator Level (with up to 30 characters).
- **NOTE:** The default name of the copy is the same as the original with the prefix "Copy of..." The default description is the same as the original.
 - 4 If desired, enter a new **Description** for the Operator Level (up to 60 characters in length).
 - 5 Click **OK** to save the new Operator Level and return to the main Operator Level database window.

Editing Operator Levels

Editing Operator Levels is as simple as configuring them.

To edit the name or description of an Operator Level, select it from the Operator Level database list, and click the **Edit** button.

The Operator Level dialog used for the name and description is displayed. Enter the new name and/or description, and click **OK** when finished.

To edit the access level of an Operator Level, select it from the Operator Level database window and make changes to either a main or sub-branch of the Operator Level Tree (in the right pane). Refer to "Adding an Operator Level" for details.

Isolating and Deleting an Operator Level

Deleting an Operator Level not in use is just a matter of selecting it from the Operator Level database list and clicking the Delete button. A deletion prompt is displayed:



Click **Yes** to remove the Operator Level from the system.

Isolating an Operator Level

An Operator Level cannot be deleted if it is used by one or more Operator definitions. Use the **Isolate** function to determine which operators are assigned to the selected Operator Level, and to reassign those users to other levels.

When attempting to delete an Operator Level that needs to be isolated, the following prompt is displayed:



Click **OK** to return to the Operator Level list and isolate the level.

Viewing and Reassigning Operators Assigned to an Operator Level

- 1 Select the Operator Level you wish to isolate from the Operator Level database window.
- 2 Click **Isolate**. The Isolate window is displayed (next illustration), containing a list of all operators assigned to the selected operator level.

Isolate		×
Operators referen	cing Operator Level 'Human	
Name	Description	
Loren Smith	Personnel Department Manager	
1 Item		
Operator Level to Operators will be r	which selected eassigned :	
Jr. Administrator		Ŧ
Reassign	Reassign <u>A</u> I OK	

- 3 Highlight the operator(s) you wish to reassign.
- **NOTE:** Select multiple, contiguous users by holding down the **Shift** key while clicking on the first and last operator to be selected. Select **multiple**, **noncontiguous users** by holding down the **Ctrl** key and clicking on each operator.
 - 4 Use the drop-down list at the bottom of the window to select the Operator Level to which you wish to reassign the selected operator(s). Click **Reassign**. A confirmation screen appears:

WIN-PAK	2
⚠	Are you sure you want to assign the selected Operators to a different Operator Level?
	Yes <u>N</u> o

5 Click **Yes** to reassign operator(s) or **No** to abort the operation.

- NOTE: To reassign all the operators in an Operator Level, click Reassign All instead of Reassign.
 - 6 When finished, click **OK** to close the Isolate window.
 - 7 Highlight the operator level in the database list and click **Delete**.

Operator Database

The Operator Database contains information on all WIN-PAK 2.0 operators. Operators can view and/or change various parts of the WIN-PAK 2.0 System, based on their operator level and the rights assigned to that level.

Existing Operators are displayed in the Operator database list, accessed via the Operator option on the System menu.

🔐 Operator				
Vane Name	Descriptio	n	Operator Type	LastLogin *
💐 Bill Smith	Security, 2	Ind shift	Operator	Not Yet Logged In
Cale Precley	Junior Adr	ninists et air	Operator	Not Yet Logged In
💐 John Doe	System Ad	ministr	Admin	6/21/01 2:04:38 F
💐 Loren Smith	Personnel	Depart.	Operator	Not Yet Logged Ir
A Strength Market	Consider 1	a and	Description	Mar Val I aparel I
Search and Sof Search Field : [A] Criteria : [Search For : [Sort By : [None Lipdate List	× ×	Dpenals	Add Edit Dooy Delete Jack Vice	

If the Detail View check box is selected, the Detail View Operator window is also displayed.

Clicking either the Add or Edit button activates the Detail View Operator window, allowing information to be added or edited.

Searching and Sorting the Operator Database List

The Operator list can be sorted by Operator Description, Last Log In, Name, or Operator Type using the Search and Sort features.

- Search and Sort Search Field :	
Description	•
Criteria :	
Begins With	•
Search For :	_
Sort By :	
Name	•
Update List	

Search Field

Define your search using the following options found in the Search Field drop-down list:

All: Shows every operator in the system.

Description: As written in the description field within each operator record.

Last Log In: The last recorded time the operator logged into the system.

Name: The operator name, which does not necessarily correspond to a card holder name.

Operator Type: Select either operator or admin.

Criteria

If any Search Field other than All is being used, you must select one of the following by which to define the search Criteria:

Begins With: Select this criteria if you know the first letter(s) or number(s) of the field on which you are searching.

Equals: Select Equals when searching for an exact match.

Greater Than: Use this criteria when you are searching for a range or group, and need to narrow the search in ascending order. Refer to the following "Search For" section.

Less Than: Select this criteria if you are searching for a range or group, and need to narrow the search in descending order. Refer to the following "Search For" section.

Search For

When using the Begins With criteria, enter the first element of the item for which you are searching in the **Search For** field.

When using the Greater Than criteria, enter the first element of the range for which you are searching in the **Search For** field.

For example, to search for every operator whose name begins with any letter in the range M - Z, enter "M" in the Search For field. The search will return every operator whose name begins with any letter from M through Z. Greater Than searches are sorted in ascending order.

Less Than searches work in the same manner as Greater Than searches, except in the reverse order

For example, to search for every operator whose name begins with any letter in the range A - L, enter "L" in the Search For field. The search returns every operator whose name begins with any letter between L and A. Less Than searches are sorted in descending order.

Sort By

Select one of the Sort By options to determine how the list of operators should be organized when the search is complete.

Searching by Last Log in

To search for operators by a Last Log in date or range:

1 Select **Last Log in** as the Search Field.

Search and Sort
Search held:
Last Log In 🗾
Criteria :
On 💌
Search For :
6/1/01
Sort By :
Last Log In 💌
Update List

- 2 Select **Before**, **After**, or **On** as the Criteria.
- 3 Click the **Search for** button. The Select Date calendar window is displayed:



- 4 Select the date you want to use for this search, and click **OK**.
- 5 On returning to the Operator window, click **Update List**. The Operators matching the criteria are displayed in the list.
- NOTE: To identify operators who have "Not Yet Logged In", select Search Field All and Sort by Last Log In.

Adding Operators

Click the **Add** button on the main Operator database window to make additions to the Operator database. The Operator Record window is displayed, with tabs allowing you to configure the information specifically for this operator.

NOTE: Clicking the OK button saves the data entered, and deactivates the Operator Record window. The Apply button saves the data but keeps the window active.

Operator Type Information

Use the Operator tab of the Operator Record window to set the operator type, name, and description.

Operator Record	×
Operator Pacsword Operator Information	
Operator Type :	I
Operator	I
Operator Name :	I
Guard1	I
Marrine Guard Shift	I
house it could be at	I
	I
	I
	I
	I
	I
	I
	I
	I
	I
OK Cancel (Assis) Help	1

1 Use the **Operator Type** list to select a type:

Operator: Assigned an operator level.

Admin: Has global rights; may view, edit and delete any and every part of the system. Does not need to be assigned an operator level.

- 2 Enter an **Operator Name**. This is a required field and can be up to 30 characters in length.
- 3 If desired, enter a **Description** for the operator (up to 60 characters).

Setting Operator Passwords

Operator passwords are set on the Password tab of the Operator Record.

Operator Record	d		×
Operator Pac	oword Operator In	formation	
Type in a new	paroword and con	firm it	
New Passwoo	d:	_	
Conlim New P	Password :		
OK.	Cancel	Assty	Help

1 Enter the operator's **New Password**.

Passwords can be up to 20 alphanumeric characters in length and are case sensitive.

2 Reenter the password in the **Confirm New Password** field.

Working with Passwords

A good 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 a dictionary decoder.

For the greatest security, use a combination of both letters and numbers. Avoid familiar terms such as your company name, initials, birth dates, etc.

!WARNING! Passwords are case sensitive. When choosing a password, remember whether the letters are capitalized or not.

Operator Information

Use the Operator Information tab of the Operator Record window to set more specific details for this particular operator.

Operator Record		×
Operator Paccovord Operator In	formation	
Operator Level:		
Human Resources / Nanagets	*	
Card Holder :		
Lauren Smith	×	
Time Zone :		
8am-5pm M-F	*	
Language :		
English, United States		
		_
UK Cancel	(8455) H	elp

1 Use the **Operator Level** list to associate an Operator Level with this operator.

- 2 If the operator is also a Card Holder, use the list (or browse button) to locate them and add them to the Operator Information window.
- **NOTE:** Operators do not necessarily have to be card holders. For example, an operator can simply be Guard.
 - 3 Indicate the **Time Zone** during which the operator will be able to log on to the system.
- **NOTE:** If no time zone is assigned to an operator, there is no time restriction on his/her log-in rights.
 - 4 If necessary make an adjustment to the operator's **Language**.

Workstation Defaults

Selecting Workstation Defaults from the WIN-PAK 2.0 System menu allows you to change workstation settings, including settings for the alarm printer, search results lists, system sounds, even the wallpaper used for the user interface.

	Workstation Defaults X Defaults Alars Phinter Sounds Directories Walpaper Restore Maximum Records returned from the Distabase for Selecting List 200 Naximum Records returned from the Database for Find List: 20
System Reports Cogliguest Desistor Operator Level Workstation Defaults System Defaults	Live Monitor : Continu Card Deletes Continu Card Deletes
	OK. Cancel Apply Help

Use the **Defaults** tab to set the following:

Maximum Records returned from the Database for Selecting List: This is the number of records retrieved from a database for display in selection lists. The default for this field is 200. A range from 20 to 2000 can be specified.

Maximum Records returned from the Database for Find List: The number of records retrieved from a database when a "Find" is conducted. The default for this field is 20. A range from 1 to 1000 can be specified.

Record Retrieval and Performance

Maximum Record settings can be used to adjust performance. For example, if a small number of records is retrieved at one time, the wait time is quite short. However, if a large number of records is selected, as you scroll through the list of records, you may have to wait again as the next group of records is retrieved.

A small number of records means the result is returned quicker but the records must be retrieved more often for longer displays. The default of twenty (20) for Find lists has been selected as a general optimum value but that can change depending on the types of database searches and the speed of the computer being used.

Live Monitor: Use the list of defined CCTV monitors to select the monitor output to be connected to the video capture card, allowing the video signal to be displayed when a live monitor view is selected.

Confirm Card Deletes: If this option is selected, you are prompted to confirm a card deletion before it is removed from the database.

Always Show Record View: This check box, when selected, opens the record [or detail] view whenever a database window is displayed.

Freeze Client/Wait <u>Minutes</u>: Freezes access to the Client Workstation after a set period [from 1 to 60 minutes] of operator inactivity. The operator is required to log back into the system when frozen out. When selected, the Default setting is 10 minutes.

Alarm Printer

Use the **Alarm Printer** tab of the Workstation Defaults window to set parameters for printing alarms.

Workstation Defa	alta -	×
Defaults Alam Pr	inter Sounds Directories Wal	paper Restore
Printer :	Print Alams	
Generic / Text D	nly	7
Print To Port	to part	
Port Name :	Lines per page :	
DK	Cancel Apply	Help

Print Alarms: Select this option to enable the sending of alarms to a printer.

Printer: Any printer installed on your operating system can be selected from the Printer drop-down list. Alarms print one page at a time.

Print directly to port: Select this check box to print events in real time, one event at a time. You must use a dot matrix printer to view the printed event immediately. If you choose to use a laser printer, the alarms will print one page at a time (a page being defined by the number of lines in the **Lines Per Page** field). **NOTE:** When printing to a port, do not use the same printer for alarms and reports. Since alarm messages bypass the spooling queues, alarm messages may appear in the middle of a report.

Port Name: Select the port to which your printer is connected.

Lines per page: Indicate the number of lines per page. 66 is the default.

Sounds

Use the **Sounds** tab to indicate instances when you may want sound files to run when an alarm is triggered.

Workstation Defaults	×
Defaults Alarm Printer Sounds Directories Wallpaper Rest	0181
Enable System Sounds	
Enable Clear	
DK. Cancel Apply Help	

Click the **Enable System Sounds** check box to enable sound files triggered by system events. Select each of the options where you want sound files to be activated.

NOTE: The sound card must be present in the operating system to enable the sounds option.

Directories

The Directories tab of the Workstation Defaults window is used to indicate the path to the Sound and Language files.

Workstation Defaults	×
Defaults Alam Printer Sounds Directories Walpaper Resto	el,
Path to Sound Files :	
C:\Program Files\WINPAK2\Sound Files	
Browse	
Path to Language Files :	
C:\Program Files\WINPAK2\Language Files	
Втожее	
DK Cancel (300) Help	

Path to Sound Files: The current path for sound files is displayed. Additional sound files can be copied into this folder. To select a new location for the sound files, type in the new path or click the **Browse** button and locate the desired directory. When the correct path is entered in this field, click **Apply** to save the new directory setting.

Path to Language Files: The current path for language files is displayed. Additional language files can be copied into this folder. To select a new location for the language files, type in the new path or click the **Browse** button and locate the desired directory. When the correct path is displayed in this field, click **Apply** to save the new directory setting.

Wallpaper

Customize the wallpaper of the main WIN-PAK 2.0 window, using options on the Wallpaper tab of the Workstation Defaults window.

Workstation Defaults 🛛 🛛 🗙
Detaults Alam Printer Sounds Directories Wallpaper Restore
C Default Bitmap C None C Colored Background Color.
C:\Program Files\WINPAK2\Wallpaper\WallPaper2
Browse
DK Cancel (400) Help

Default Bitmap: Use the default bitmap loaded in the system as the wallpaper.

None: Applies a gray background to the WIN-PAK 2.0 desktop.

Colored Background: Click the **Color** button and choose from a selection of standard colors, or create a custom color of your choice. Click **OK** to return to the Wallpaper tab. Your color selection is displayed on the tab.

Bitmap: Use a bitmap of your choice. Type in the path and file name of the bitmap or click the **Browse** button and select the desired bitmap. Click **Open** to return to the Wallpaper tab and click **Apply** to save the new settings.

Restore

Restore options relate to the positioning and opening of windows on the WIN-PAK 2.0 desktop.

Workstation Defaults	×
Defaults Alarm Printer Sounds Directories Walpaper	Restore
Restore Main Window Position and Size	
Operator	
P Restore Main Window Position and Size	
P Restore Window Position and Size	
F Reopen Windows	
	- 1
DK Cancel AR24	Help

Restore Main Window Position and Size: Saves the size and position of the main User Interface window as it appears prior to a user login.

Operator

Restore Main Window Position and Size: Saves the size and position settings of the main WIN-PAK 2.0 window for the operator.

Restore Window Position and Size: Saves each operator's settings for the secondary windows (e.g. main database windows, floor plan views, and control maps). At login, secondary windows return to the size and position set when a given operator logged out.

Reopen Windows: At logon, Reopen Windows reopens any windows that were open when the operator last logged out. NA NA NA NA NA

System Defaults

Selecting System Defaults from the WIN-PAK 2.0 System menu allows you to change certain system settings relating to ADV access, card number length and alarm handling.

	System Config	×
	Defaults Alam Handling	
	Maximum Length of Card Numbers :	
ustern Reports Configurat	Allow only numeric Card Numbers	
Operator Operator Level		
Workstation Defaults System Defaults		
	OK Cancel Apply Help	

Use the **Defaults** tab to set the following defaults:

Grant all operators access to ADVs not in Control Tree: All ADVs that are not added to the Control Areas are available to all operators.

Normally, only ADVs that are added to Control Areas and configured for an operator's level are available. This could cause a problem if an operator creates an ADV. An administrator would be required to add the ADV to the Control Areas, and provide access to the new ADV in the operator level.

Selecting the **Grant all operators...** option means an operator can create an ADV and then use it in the system. Once an ADV is added to the Control Areas, those settings override the global access.

User Overview

Maximum Length of Card Numbers: Use the dropdown list to indicate if the maximum length of card numbers is 5, 12, or 16. This setting determines the largest card number handled by the software. The setting does not affect the control panel.

Allow only numeric Card Numbers: Prevents alpha characters from being entered into the card number field of the card database.

Alarm Handling

The Alarm Handling tab of the System Defaults window is used to indicate how alarms should be handled within the system.

System Config	<
Defaults Alam Handling	
	I
Auto Bopup Alam View Window	I
Eeep Until Alam Acknowledged	I
Allow Allow Allow to be Stended for 60 seconds	I
Do Not Glose Window Until all Alams are Acknowledged	
P Reissue Uncleared Alarma	l
Bequire a Response when Acknowledging Alarms Automatically Clear Acknowledged Alarms	
Clear Alam on Normal Only	I
Maximum # of events in event view: 2000 ** Auto-clear alarmo limit per point : 100 ** Auto-clear card reads limit per door : 100 **	
OK Cancel Apply Help	J

Auto Popup Alarm View Window: Allows the Alarm View to open or restore view [if minimized] when a new alarm is received and displayed in the Alarm View. The Digital Video Popup window will open if an event has a digital video camera associated to it.

Beep Until Alarm Acknowledged: This setting ensures that an alarm will beep until it is acknowledged.

The beep is emitted from the PC's speaker and is not a sound file. Therefore, it works independently from the computer's multimedia, audio settings and independently from WIN-PAK 2.0 workstation sound settings.

Allow Alarm to be Silenced for 60 seconds: Used in conjunction with the "Beep until..." option, this setting allows the operator to silence a beeping alarm for sixty seconds, without actually acknowledging the alarm.

Do Not Close Window Until all Alarms are Acknowledged: Requires the operator to acknowledge all alarms before closing the Alarm View window.

Reissue Uncleared Alarms: Selected alarms that are acknowledged but not cleared will be reissued. Example: An alarm that is first received appears in the top pane of the Alarm Monitor view. When the alarm is acknowledged it will be sent to the lower pane of the Alarm Monitor view and is left uncleared. If that uncleared alarm goes to the Normal condition, it remains in the lower pane. If the alarm returns to the Alarm state, it will be reissued, that is, it will jump to the top pane, requiring the operator to acknowledge this new alarm.

Require a Response when Acknowledging Alarms:

Requires the operator to add a note before acknowledging an alarm.

Automatically Clear Acknowledged Alarms:

Automatically clears alarms when they are acknowledged.

Clear Alarm on Normal Only: Alarms can only be cleared when the source of the alarm returns to a normal state.

Maximum # of events in view: The default setting allows for 1,000 of the most recent events to be displayed in the event viewer. Once the limit is achieved, the oldest event is discarded as the new event is received. A range of 10 to 32,000 events can be set.

NOTE: To optimize system performance, minimize the number of events being viewed and limits being set.

Auto-clear alarm limit (per point): The default setting allows for 100 of the most recent alarm events per point to be displayed in the Alarm View. Once the limit is achieved, the oldest alarm event is automatically cleared as the new alarm event is received. An alarm acknowledgement can only be performed by the operator and is logged into the history file accordingly. The Auto-clear is logged into the history using the operator that is logged in at the time. A range of 10 to 500 alarm events can be set in situations where no user is logged in.

NOTE: The alarm view "Cnt" (alarm count) will display the entire count independently of the limit setting. The count will be zeroed out when the operator clears the alarm.

Auto-clear card reads limit (per door): The default setting allows for 100 of the most recent card events per door to be displayed in the alarm view. Once the limit is achieved, the oldest card event is automatically acknowledged and cleared as the new card event is received. The automatic acknowledgement and clearing of the card event is logged into the history using no operator name. Only when the operator manually acknowledges or clears the card event is the operator name logged into the history with the action. A range of 10 to 500 card events can be set.

NOTE: The Reader/Point Cnt will only show a value of one for each card read. The Auto-clear limit will clear from the Alarm View card reads from the Reader that have exceeded the card read limit.

Operations

This Operations section provides details on the features and functions an operator may use on a daily basis to monitor and maintain the access control system.

The options described are available via toolbar buttons or the Operations menu (shown below).



Locate Card Holder



The Locate Card Holder function reports when and where a card was last used in the system.

Locating a Card's Last Use

 Click the Locate Card Holder toolbar button or select Locate from the Operations menu. The Locate dialog is displayed:



2 Indicate if you wish to search by **Card Number** or **Name** by selecting the appropriate radio button.

3 Click the **Browse** button to open the Select dialog.

Select				×
Find Key :				
Card Number		-		
Find What:		_		
		-	Find	
Card Number				
				- 1
				- 1
				- 1
				- 1
				- 1
				- 1
-				-
	US.		ncel	

Searching by Card Number

When searching by Card Number, it is not necessary to make a selection from the Find Key field [Card Number defaults into the field].

If the card number is known, enter it in the Find What field. If the card number is unknown, enter one or more of the beginning digits of the number in the Find What field, and click the **Find** button. A list of all cards matching the criteria is displayed.

Searching by Name

When searching by name, select either Last Name or First Name from the Find Key drop-down list.

Enter the name [if known] or one or more of the first few letters of the name in the Find What field, and click the **Find** button. A list of all card holders with names matching the criteria is returned. Highlight the desired entry and click the **OK** button. You are returned to the Locate dialog, where the entry you selected is now displayed in the text field.

Locate Car	d Holder	×
<u>*</u>	Coste by Cost Number Name	
	Smith, Lauren	
	View Close	

Click the **View** button to locate the card holder and view the results.



System Events

The System Event window displays the name, time, and date of WIN-PAK 2.0 System (software) activity. This includes a record of successful and unsuccessful server connections, logins, and server disconnections. If there is a problem communicating with a server, the information in the System Event view can help locate the source of the problem.

Viewing System Events

Select **System Events** from the WIN-PAK 2.0 Operations menu. The System Event window is displayed:

ste	Time	Name	Desc
5/29/01	7:19.52 PM	Muster Server: Tracking and muster (Y1U2B4)	Connection Successful
5/29/01	7:19:52 PM	Command File Server: Command File Server (Y1U2B4)	Connection Successful
5/29/01	7:19:52 PM	Guard Tour: Guard Tour Server (Y1U284)	Connection Successful
\$/29/01	7:19:52 PM	Scheduler Server: Schedule Server (Y1U284)	Connection Successful
\$/29/01	7:19:52 PM	Communication Server. Communication Server (*1U2	Connection Successful
5/29/01	7:19.51 PM	Archive Database ()	Login Successful
5/29/01	7:19:51 PM	Archive Database ()	Connection Successful
5/29/01	7:19:46 PM	Database Server ()	Login Successful
\$/29/01	7:19:45 PM	Database Server ()	Connection Successful
5/29/01	7:17:31 PM	Client Services	Start Successful

If desired, the System Event window can remain open and minimized during normal operations.

NOTE: System Events should not be confused with the Events view (also accessed from the Operations menu) which displays access control activity, including card reads, alarms, and operator activity such as the acknowledging and clearing of alarms.

Event View



Event View displays a real-time record of access system events, including card reads, alarms, logins, and logouts.

The Event View window has an event capacity as defined in the alarm handling section of the System Default menu. Once Event View reaches capacity, the oldest entries are replaced by newer ones.

The Event View window displays events that occur while it is open. The window can be opened and minimized during normal operations.

Events can be filtered to show only events from selected areas or devices.

Opening Event View

Click the **Event View** toolbar button or select **Events** from the Operations menu. The Event View window is displayed:

6/12/01 4:22:24 PM West Lobby 6/12/01 4:22:24 PM West Lobby 6/12/01 4:22:24 PM West Lobby 6/12/01 4:21:50 PM West Lobby 6/12/01 4:21:50 PM West Lobby	Send Inputs Step Started Send Timezones Step Complete Send Timezones Step Started
6/12/01 422.24 PM West Lobby 6/12/01 421:50 PM West Lobby	Send Timezones Step Complete Send Timezones Step Started
6/12/01 4:21:50 PM West Lobby	Send Timezones Step Started
0.450.001 A 04.40 DM 347-ct Lables	
6/12/01 4/21:43 PM West Lobby	Send Holidayo Step Complete
6/12/01 4:21:38 PM West Lobby	Send Holidays Step Started
6/12/01 4:21:38 PM West Lobby	Basic Initialization Step Complete
6/12/01 4:21:00 PM Whole Company: West	Lobby Ground Fault Normal
6/12/01 #21:00 PM Whole Company West	Linhhe External 5 Volt Normal

Filtering Event Views

To view only selected events, the messages appearing in the Event View window can be filtered. Once these views are closed, the filter selections are cleared. To save the control filter selection, refer to the next section, "Linking Event View with a Floor Plan".

When a new Event View window is opened, the original default settings are restored [both alarms and card reads from all devices].

1 In the Filter area of the Event View window, select **Alarm, Card Read**, or **Both**, depending on which messages you want to view.

Control.	On C Alam	C Card Read	☞ <u>B</u> oth	
Selection :	None			
2 To further narrow the information coming in, click the **Control** button. The Filter Devices window is displayed:



- 3 Expand the tree by clicking the plus signs.
- 4 Select the branch or individual devices you want to monitor. To view events from a particular branch, right-click on it and choose **Select** to include all devices in this area.
- **NOTE:** To view events from a particular device, right click on it and choose **Invert Selection Status**.

Now only messages from the selected devices are sent to the Event View. You can choose as many or as few devices as you wish.

Linking Event View with a Floor Plan

While Event View filter selections cannot be saved on the main Event View window, you can create an Event View link (with the filter selections you need) on a floor plan definition.

With a floor plan definition open, create an Event View link with the filter selections you want. Refer to the "Floor Plans" section of the chapter 4 for details on adding an Event View link to a floor plan. When you open an Event View window from the floor plan link, the filter properties you selected are applied. These filter settings cannot be changed from the Event View window, only from the floor plan definition.

Alarm View

		1
		H
14		c
1.5	_	

Alarm View provides a monitoring tool to be used in addition to the Floor Plan View and Control View. Alarm View displays alarm and reader activity as it happens.

The Alarm View window is divided into two horizontal panes. Incoming alarms are displayed in the upper pane according to priority and time. The highest priority transactions are at the top of the list; and transactions with the same priority are shown with the most recent first.

NOTE: A camera icon in the Priority column indicates that a digital camera view is available.

The color of incoming messages indicates the type of event.

- Red indicates an Alarm
- Green indicates Normal
- Yellow indicates Trouble

📕 Alam Va	-						
Pilotity	Date	Titee	GW	Status	Reade.Point	Costrol Aeea	Eard No Eard Holder Name
10 20	7/4/2802	10:58:00 AM	1	Dogr Forced Dpen	West Labby - Exit Reader	Whole Company	
4							
Priority	0.sto	Time	04	Statur	Reader/Point	Control Area	Card No Card Holder Name
4 10	10 7/4/2802 8/39/14 AM 1 Laxp OK			Loop OK.	Main Oxop Line	Whole Company	
< 1D	10 TAU2802 9 29:14 AM 1 PoliResponse Namal West Lobby Whole Company						
- Day							
				F	Details		
- CON	* C	Hom C Qo	rdRead	(€ Both	AS. D.Y.		
Ealactic	w Now						
	10.00				freeze Door		

NOTE: An N-1000-II panel can only detect a *trouble* condition when an AEP-5 board is used.

Once a point goes into alarm or trouble, the color will not return to green. For example, if the first message from a point or card is Normal, subsequent Alarm or Trouble conditions change the alarm to red or yellow.

After that, even if the point returns to a Normal state, the message stays red (or alternates between yellow and red). It does not return to green on a Normal state.

The Count column on the Alarm View window shows the number of times a point changes state. Once this message is acknowledged, new Normal messages are displayed in green.

NOTE: The order of transactions in both lists is determined by priority and time. The highest priority transactions are first, and transactions with the same priority are shown with the most recent first.

Using the Alarm View Command Buttons

A set of buttons on the Alarm View window allow you to easily handle basic, routine alarms tasks.

Acknowledge (Ack): To acknowledge an alarm, select it from the list of incoming alarms and click the Ack button. When the alarm is acknowledged, it moves to the list in the lower pane of the Alarm View window, unless the auto-clear option is selected from System Defaults. The background color of the transaction is now grey and the color of the alarm text changes as well: green for normal, yellow for trouble, and red for alarm. This color changes with each new condition. Transactions remain in the Acknowledged Alarm section of the window until they are cleared.

Silence: Allows operator to silence the alarm for 60 seconds without actually acknowledging it. This feature is enabled in the Alarms Handling section of the System Default Configuration.

Clear. To clear one or more transactions, select them from the list and click the **Clear** button.

Freeze: To temporarily stop the display of incoming messages, click the **Freeze** button. When the Freeze button is clicked, the button text changes to **Release**. Freezing stops the screen from scrolling as new information appears. Click the **Release** button to return the Alarm View to its normal functions.

Close: To exit Alarm View, click the Close button.

NOTE: When acknowledging or clearing alarms, you can select multiple, contiguous alarms by holding down the **SHIFT** key on your keyboard and clicking the first and last alarms in the range. Select multiple, noncontiguous items in the list by holding down the **CTRL** (control) key while selecting each individual alarm.

Alarm View Right-Click Menus

Right-click on any event in the upper pane of the Alarm View window, and a control menu is made available. The list of available commands depends on the type of alarm selected.

For example, when working with inputs, doors, readers, and panels, you can acknowledge or clear an alarm, open a default floor plan, view live or recorded digital video (from the time of the event, rounded back to the nearest minute) or add a note. When working with a door alarm there are multiple ways to lock and unlock the door or restore time zone control to the door.

Filtering Alarm View

It is often impossible to monitor all card reads or alarms from one view, therefore WIN-PAK 2.0 has several ways to filter events that appear in Alarm View. You can select either card reads, alarms, or both.

Additionally, by appropriately defining the Control Area, you can select which devices are monitored in a given instance of the Alarm View.

Multiple Alarm windows can be open at one time, each with its own filter selections. Once these views are closed, the filter selections are cleared. To save the control filter selection, refer to the next section, "Linking Alarm View with a Floor Plan.

When a new Alarm View window is opened, the default Filter Control settings [both alarms and card reads from all devices] are restored with no restrictions.

1 In the Filters area of the Alarm View window select **Alarm, Card Read**, or **Both**, depending on which messages you want displayed.

Control	On C Alam	C Card Read	œ <u>B</u> oth
Selection :	None		

2 To further narrow the information coming to this Alarm View, click the **Control** button. The Filter Devices window is displayed:

🙀 Filter Devices	_ 🗆 🗵
🖃 🗆 🔲 Entrances and Readers	
🔲 🔲 East Gate Parking Entrance Reader	
🔲 🔲 East Lobby - Left Entrance Reader	
🔲 🔲 East Lobby - Left Exit Reader	
🔲 🔲 East Lobby - Right Entrance Reader	
🔲 🔲 East Lobby - Right Exit Reader	
🔲 Executive Floor - Entrance Reader	
🔲 🛛 Executive Floor - Exit Reader	
Executive Floor - HR Entrance Reader	•
ОК	Cancel

3 Expand the tree by clicking on the plus signs.

4 Select the branch or individual devices you want to monitor. To view events from a particular branch, right-click on it and choose **Select** to include all devices in this area.

At this point, only events from the selected devices are sent to the Alarm View. You can choose as many or as few devices as you wish. Filtering could be very useful for example, if a particular guard station needs to monitor the loading dock. An Alarm View can be defined that only receives messages from the loading dock doors.

More than one Alarm View can be defined and open at the same time. Thus, the same guard station could have an Alarm View monitoring the loading dock doors and another showing card reads and alarms from the computer room.

Linking Alarm View with a Floor Plan

While Alarm View filter selections cannot be saved on the main Alarm View window, you can create an Alarm View link (with the filter selections you need) on a floor plan definition.

With a floor plan definition open, create an Alarm View link with the filter selections desired. Refer to the "Floor Plans" section of the "Configuration" chapter for details on adding an Alarm View link to a floor plan.

When you open an Alarm View window from the floor plan link, the filter properties you selected are applied. These filter settings cannot be changed from the Alarm View window, only from the floor plan definition.

Alarm View Details

Select the **Details** check box in the Alarm View window to open a detailed view of any alarm selected from the list.

Included in the Alarm Details are the name of the reader, input or output point, the date and time of the alarm, whether a digital camera is linked and the state of the reader or point. The Alarm Details window also indicates if the alarm has been acknowledged or cleared, and the name of the operator.

 7/4/2002 7/4/2002 7/4/2002 7/4/2002 	11:26:00 AM 11:26:22 AM	Door Forced Open Alam Ack
7/4/2002 1 7/4/2002	11:26:22 AM	Alarm Ack
7/4/2002		
	discontration.	Door Normal
	Jear	
erator Name :	Inan Dafas// Elem Elan	-
hn Doe A	vdd Note	
ssage: [Digital Video Live	
	igital Video Retrieval	

The operator can acknowledge the selected alarm from the Alarm Details window by clicking the Ack button, and can clear the alarm by selecting it and clicking Clear. A note can be added to an alarm before it is cleared. By right clicking on the alarm, the operator can open a floor plan or view digital video.

The message box displays any notes added by the operator plus messages associated with the alarm state.

Adding a Note to an Alarm

1 Select the alarm from the Alarm Details list, and click the **Add Note** button. The Add Operator Note dialog is displayed:

Add Operator Note	×
Operator Note :	
Downloaded card to West Lobby panel	
	OK Cancel
	Current Current

- 2 Type a message in the Operator Note, free-form text area.
- 3 Click **OK**. These notes are included in history and can be printed with the History report.
- **NOTE:** You can also add a note by right-clicking on the alarm in the main Alarm View window, and selecting Add Note from the subsequent control menu.

AutoCard Lookup

The AutoCard Lookup feature of WIN-PAK 2.0 automatically looks up cards from designated readers or card reads with a status priority higher than a designated threshold. When activated, AutoCard Lookup opens a lookup window that can be left open while other views are monitored. Additioally, a digital video popup will be displayed based on the associated reader's configuration. Both windows can be resized by positioning the mouse pointer over the window borders. When the pointer changes to double arrows, click and drag the mouse to resize the window.

If the lookup screen is minimized and a card read is received, the AutoCard Lookup window automatically pops up. If a picture is on file, the lookup window displays the card holder picture, including the card holder name, card number, time, date, reader name, and the status of the card read. If the Note Fields check box is selected, certain note field information is also displayed. Note fields are selected in the Configure AutoCard Lookup utility in the Configuration menu.

The lookup feature is filtered both by priority of card read event and by selecting readers on the control map. Using the Control Area filter, you can choose to monitor as many or as few devices as you wish. The filter can be very useful for example, if a particular guard station is monitoring the computer room. An AutoCard Lookup view can be defined which receives events only from the computer room readers.

The Buffer check box on the AutoCard Lookup window freezes the current card on the lookup screen, while saving any subsequent card reads in memory. Deselecting the Buffer check box removes all stored information and continues with the next card presented.

Activating AutoCard Lookup

1 Select **AutoCard Lookup** from the Operations menu. The AutoCard Lookup Waiting for card read... window is displayed.



2 Set the **Priority** threshold. All reads that have a higher priority [lower number] than this threshold, will display card information on the lookup window. The status of a given card read event is set in the reader's Action Group.

3 To further narrow the number of card reads which produce a card lookup, click the **Control** button to open the Filter Devices window.



- 4 Expand the tree by clicking on the plus signs.
- 5 Right-click the readers you want to monitor and click **Select**.
- 6 Click **OK** to return to the Waiting for Card Read... window.



As a card meeting the specifications you have set is presented at a reader, the AutoCard Lookup window displays the appropriate information.

7 Select the **Buffer** check box to freeze the current card on the lookup screen, while saving any subsequent card reads in memory.

- 8 Click the **Next** button to display the next card read results, while remaining in the buffer mode. Deselecting the Buffer check box removes all stored information and continues with the next card presented.
- **NOTE:** Multiple lookup windows can be open at the same time, and each can have its own filter selections.

Live Monitor View

The Live Monitor view displays information from a selected CCTV camera in real-time. Controls to adjust the Iris, Zoom, and Focus are located to the right of the viewing screen, along with controls to pan and tilt the camera. Individual frames from the video can be captured and saved for later viewing.

NOTE: For live monitor viewing, your PC must be equipped with a video capture card. Connect the CCTV Switcher to the video capture card. Cameras and monitors must be properly defined on the Device Map. Select the CCTV Switcher monitor for Live Monitor view in Workstation Defaults (System menu, **Workstation Defaults** option, **Defaults** tab). Select the desired monitor from the **Live Monitor** list. For viewing digital video viewing, refer to the Digital Video section at the end of this chapter.

Opening Live Monitor View

1 Select **Live Monitor** from the Operations menu. The Live Monitor window opens on your desktop.



2 Drag the Live Monitor window to the desired location on your desktop, and enlarge or reduce it as desired, by dragging a corner of the window. 3 Click the arrow to the right of the text field at the top of the window to open a drop-down list of cameras. Select the camera you want to view.

Capturing a Frame from the Live Monitor View

Freeze a view by right-clicking anywhere in live view area, and select **Live**.

Right-click again and select **Save**. Select a path, enter a filename and click **Save**. The image is saved as a .jpg file.

Controlling the Camera

As long as the switcher and cameras support focus, aperture adjustment, zoom, pan and tilt, and homing presets, these features can be controlled remotely from a WIN-PAK 2.0 workstation.

Refer to the CCTV equipment manual to verify that title and time and date features are supported. If so, the title of the camera viewed on the appropriate monitor by right-clicking in the live view area, and selecting Send Camera Titles. This will display titles on the camera view being monitored. The Time and Date can also be viewed on the screen by right-clicking in the live view area and selecting Send Time and Date.



Adjusting Focus

Click and hold the upper half of the Focus In/Focus Out button to slowly focus on closer objects. Click and hold the lower half of the button to slowly focus on distant objects.



Adjusting Aperture

Click and hold the top half of the Iris In/Iris Out button to slowly increase the aperture [opening] of the camera iris, allowing more light in. Click and hold the bottom half of the button to slowly decrease the aperture of the camera iris, letting in less light.



Adjusting Zoom

Click and hold the upper half of the Zoom In/Zoom Out button to slowly zoom the camera in. Click and hold the lower half of the button to slowly zoom the camera out.



Camera Pan and Tilt Control

The control arrows on the Live Monitor window pan the camera left and right, and tilt it up and down. Click and hold the camera control arrows to move the camera. The left arrow pans to the left; the right arrow pans to the right. The up arrow tilts the camera up, while the down arrow tilts the camera down. If the cursor is moved over the live viewing area, arrows appear. Clicking these cursor arrows has the same effect as the control arrow buttons.

Setting Pan and Tilt Limits

Limits should be set on the panning and tilting actions of each camera. Limits ensure a camera does not tilt or pan to a point that is stressful on the hardware. Limits also keep the 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.

- 1 Use the up and down arrows to tilt the camera to the highest point needed.
- 2 Right-click on the up arrow and select **Set Limit** from the control menu displayed.

Clearing Limits

To clear limits, right-click on the arrow with the limit you want to clear, and select **Clear Limit** from the control menu.



Setting Home Position

A Home Position is the most utilized camera view. Home Position 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 [located in the center of the pan/tilt arrows] is clicked. The Home button is a square button, located among the the pan/tilt arrows.

The following steps outline setting a home position:

- Adjust the pan, tilt, and aperture settings for the 1 view that you want to make your home position.
- 2 Right-click the **Home** button and click **Set Home**.

Now your camera will return to this view anytime you click the Home button.

Brand	Switch	Camera Title	Time Date	Pan Tilt	Zoom	Iris	Pan Tilt Limit	Zoom Limit	Focus Limit	Iris Limit	Seek Home	Set Home	Select Monitor
Burle	x	x	х	x	x	x	0	о	о	о	x	x	0
Dedicated Micros	x	x	x	x	x	o	о	ο	o	о	0	o	о
Geutebruk	x	о	x	x	x	x	о	ο	0	о	х	x	о
Javelin	x	x	х	x	x	x	x	x	x	x	x	x	0
NCI CCTV	x	x	х	x	x	x	х	x	x	x	x	x	О
Panasonic	x	о	ο	x	x	x	о	о	о	ο	x	о	о
Pelco	x	о	о	x	x	x	о	о	о	о	x	x	x
Vicon	x	о	х	x	x	x	ο	о	о	о	x	x	x
X = option	is availab	le and usa	hle thro	uah W	N-PAK 2	0							

WIN-PAK 2.0 CCTV Options

O = option either not available or not supported by WIN-PAK 2.0.

Floor Plan View



Floor plan views can be used to both monitor and control devices in the access control system. The design of your access control system dictates the size and layout of the floor plan views. Any given workstation can monitor one or more floor plans.

Floor Plan Control Functions

Devices can be controlled from the floor plan view. Right-click on an ADV to open its control menu, then select a command. The commands available depend on the type of object selected.

Opening a Floor Plan View

Click the Open Floor Plan toobar button or select **Floor Plan** from the Operations menu.

Open Floor Plan	×
Floor Plan	Description
Floor 2 Local Building	Sales floor 2 of the local building
Floor 3 Local Building	Executive floor 3 of the local building
🔛 Floor 1 Local Building - Main	Ground floor of the local building and
E Below Ground	Technical support center
All access control equipment.	
OK.	Cancel

Floor Plan: Floor 1 Local Building - Main

When the Open Floorplan window is displayed, select a floor plan and click the **OK** button. The selected floor plan opens in a separate window (next illustration), identified by its title bar.

The window can be resized or repositioned to meet your needs. Resize the window by clicking and dragging on the window edge until it is the desired size. Reposition the window by clicking and holding in the title bar and dragging the window to the desired position.

Changing the Floor Plan View

Several right-click (control) options allow you to change the floor plan view to best suit your needs.

Zoom

Right-click in the floor plan view [but not on an ADV] and click **Zoom**.

	Zoon	×
Zoon Undo Zoom Show View Wew Arco Open Floor Plan	Zoom to C 200 % C 100 % C 25 % C 50 % C 25 % C 25 %	
	C Queton : 50 %	

Select a preset **Zoom to** option, or indicate a **Custom** percentage. The floor plan is automatically enlarged or reduced within the viewing window.

Show View and View Area

When working with a large floor plan, you can right-click in the floor plan and select the **Show View** option.

A smaller window opens inside the floor plan view, showing the location of the enlarged detail on the total floor plan. To adjust the size of the location detail area [in relation to the total floor plan view] select the **View Area** option from the right-click menu. The Change View Area dialog is displayed, allowing you to indicate what percentage of the Floor Plan View window should accommodate the location detail.

Floor Plan - Change View Area	×
View Area :	ОК
25 % of window	Cancel

So, for example, if you set the View Area to 25%, then 25% of the main Floor Plan View window shows the location detail, as shown below:



Floor Plans and ADV Control Functions

A number of system devices can be controlled from the floor plan. Right-click an ADV-associated object in the floor plan to open its control menu, from which you can select the action you want the object to take under certain circumstances. The control function available depends on the type of object selected. For example, alarms can be acknowledged and cleared from the floor plan. Following is a list of typical ADVs and their control functions.

ADV	Control Functions
Alarm View	Open
CCTV Switcher	Send Time & Date, Send Camera Titles, Camera to Monitor Switch, Acknowledge All Alarms, Clear All Alarms Note: With digital video exclusively opens the digital video operation window.
Comm Server	Acknowledge All Alarms, Clear All Alarms
Command File Server	Run Command File
C-100 Local Connection	Buffer All Panels, Unbuffer All Panels, Set Retry Count, Set Command Timeout, Acknowledge All Alarms, Clear All Alarms
C-100 Remote Connection	Buffer All Panels, Unbuffer All Panels, Set Retry Count, Set Command Timeout, Acknowledge All Alarms, Clear All Alarms, Connect Remote, Disconnect Remote
Doors	Unlock, Lock, Shunt, Unshunt, Pulse, Timed Pulse, Restore to Time Zone, Acknowledge All Alarms, Clear All Alarms
Event View	Open
Input Points	Acknowledge all Alarms, Clear all Alarms, Shunt, Unshunt, Restore to Time Zone
Links	Open
Modem Pool	Hang-Up Modem, Reset Modem, Acknowledge All Alarms, Clear All Alarms
CCTV Monitor	Acknowledge All Alarms, Clear All Alarms
N-485 Remote Dialup	Buffer All Panels, Unbuffer All Panels, Set Retry Count, Set Command Timeout, Connect Remote, Disconnect Remote, Acknowledge All Alarms, Clear All Alarms
N-485 Local Connection	Buffer All Panels, Unbuffer All Panels, Set Retry Count, Set Command Timeout, Acknowledge All Alarms, Clear All Alarms
Output Points & Groups	Energize, De-energize, Pulse, Timed Pulse, Restore to Time Zone, Acknowledge All Alarms, Clear All Alarms
Panel	Initialize, Cancel Initialization, Buffer, UnBuffer, Acknowledge All Alarms, Clear All Alarms
Pan / Tilt Camera	Control box for PTZ camera control
Readers	Acknowledge All Alarms, Clear All Alarms
Stat Camera	Left-click drag and drop on CCTV monitor to view the camera on the monitor. If digital video, then live digital video will be viewed.

Panel Buffer Commands

When a panel is buffered, transactions are stored in the panel RAM memory. When a panel is unbuffered, it transmits stored information to a computer, then continues to transmit ongoing access transactions to that computer in the unbuffered mode of operation.

A buffer command can be either hard or soft. Normally, when an unbuffered panel receives a buffer command, it switches to the buffered mode.

When the buffered panel receives an unbuffer command, it switches back. However, if a panel receives multiple soft buffer or unbuffer commands, it does not switch modes until it receives the same number of buffer or unbuffer commands.

An example of this would be to buffer [soft buffer] certain panels in the system while leaving other panels unbuffered, then shutting down the computer. If the communication server is set to buffer on exiting the database server, another buffer [soft buffer] command is sent to all panels. When restarting the computer, the services are started, and based on communication server settings, the panels are sent an unbuffered command [soft unbuffer]. The previous panels that received two soft buffer commands remain buffered, according the their setting before shutting down the computer.

A hard buffer or unbuffer command overrides any number of soft commands. When a panel receives a hard buffer or unbuffer command it switches state, regardless of how many soft buffer or unbuffer commands have been received.

Control Map



The Control Map provides another means of monitoring, acknowledging and clearing alarms, and controlling devices.

Status Symbols

One of three status symbols may appear before an ADV icon on the Control Map screen.

- Red square = alarm
- Green circle = normal
- Yellow triangle = trouble
- Purple question = unknown

The status symbols will darken after their respective conditions have been acknowledged and cleared. A forbidden symbol Ø overlayed over a status symbol indicates that the corresponding point is shunted.

Placing the mouse over the status symbols will bring up a textual description of the status for each ADV.

Managing Devices from the Control Map

1 Click the **Control Map** toolbar button or select **Control Map** from the Operations menu.



- 2 Expand the tree by clicking the plus signs to display the devices that you want to control.
- 3 Right-click any device to open its control menu, then select the desired command.

Command Files



Text files containing device instructions are stored in the Command File database, and run from the Command File option on the WIN-PAK 2.0 Operations menu.

Command Files are defined by assigning a name and description to one or more commands, then saving it as a Command File.

A designated command file can be activated manually or when an event takes place. For example, a Command File can be activated automatically on receiving, acknowledging, or clearing an alarm, as defined in the Action Group.

NOTE: Specific command files may be restricted by operator level rights.

Command Files are defined in the Command File database, and a Command File Server must be defined on the Device Map. The Command File Server must be running in order for Command Files to be executed.

Running Command Files

1 Click the Run Command File toolbar button or select **Command File** from the Operations menu. The Run a Command File dialog is displayed:

Run Comma	nd File	×
2	Cab 1 Executive	T

- 2 Use the drop-down list to select the **Command File** to run.
- 3 Click **Run** to start the Command File.

Guard Tour

A Guard Tour is a defined series of check points a guard must activate within a given amount of time. Usually the check points are readers where the guard presents a card, but they can also be input points attached to other devices, such as an egress button. The check points can be sequenced (i.e. they must be activated in the specified order) or unsequenced (activated in any order).

Guard tours are defined in the Guard Tour database. The tour definition sets the amount of time the guard has to get from one check point to the next. Alarms can be defined and priorities set for early arrival, late arrival, or missed check points. These alarms are defined in the Guard Tour database and can be edited there or in the Action Group database. A Guard Tour Server must be defined on the Device Map.

Starting a Guard Tour

To start a guard tour, the Guard Tour Server must be running.

- 1 Select **Guard Tour** from the WIN-PAK 2.0 Operations menu. The Guard Tour window is displayed.
- 2 Click the **Start** button to open a list of Available Guard Tours.



3 Select the Guard Tour to be started, and click the **OK** button. The tour is now shown in the main Guard Tour window, and the Select window is automatically presented.

Select				×
Find Key :				
Card Number		۳		
Find What :				
		•	Eind	
Card Number				
31				
32				
33				
34				- 13
35				
36				
37				
	OK.	Ca	ncel	

4 Use the **Select** window to indicate the card being used to validate the reader check points. If the first check point is a reader, the tour can begin when the card is presented at the first check point.

Select the **Card Number** to be used, and click the **OK** button. You are returned to the main Guard Tour window where the tour selected is now displayed in the list.

Select **Cancel** if the card number is not known. A guard tour can be started by the check point or reader. When a card is not specified , the first qualified read at the reader, once the tour is started, is considered the card to be monitored by the tour.

suard Tour					
Four Name	Guard Name	Next Check Point	Last Check Point	Time Left for Next Che	ck Total T
Sequenced Guar.		West Lobby - E		00:02	00.04
Daniel Kanah		Elect 1	Council 1	(

5 Select the **Record View Visible** check box to see the required check points for the tour chosen. Sequenced and unsequenced check points are listed on separate tabs.

:	Check Point	Valid Only	Time [hihmm]	(+) [hhmm]	 [·] [hhome
1	West Lobby - Exit Reader	N	00.01	00.01	00.0
2	West Lobby - Entrance Reader	N	00:01	00:01	00:0
3	Guard tour check point West.	N/A	00:01	00:01	00:0
4	Guard tour check point East.	N/A	00:01	00:01	00:0

As the tour progresses, the main Guard Tour window reports the tour progress, indicating each check point as it is validated; along with the time between check points, and the total time elapsed. If a point is missed, it changes to red in the list and an alarm is displayed in the Alarm view.

NOTE: To pause the tour, click the **Pause** button. Late or missed check point alarms are not generated while a tour is paused. To restart the tour, click **Pause** again.

Tracking and Muster

Tracking and Muster reporting allows card holders to be located in the event of an emergency. People are required to present their card to tracking readers when entering or leaving tracking areas.

NOTE: If a card holder has more than one card (one for the building and another for a vehicle), the card holder is tracked, not the card number.

In an emergency situation, a muster is declared, and people go to the muster readers to present their cards.

When the Muster View opens, information is loaded from history, showing card reads for the past eight hours (or as defined in Tracking and Muster Server Configuration). Make sure the **Refresh List Periodically** check box is selected, so that the list displayed is current. The list refreshes approximately every three seconds.

The Muster View opens in a two-paned window. The left pane displays the Tracking and Muster areas with their readers. The right pane reports information on the cards and card holders in the tracking areas, including Card ID, Status, Card Holder (if any), Reader, Time and Date.

Tracking and muster areas are defined by Tracking Areas. A muster server must be defined on the Device Map.

Monitoring the Tracking and Muster View

1 Select **Tracking and Mustering** from the WIN-PAK 2.0 Operations menu. The Muster View window is displayed.

Tracking and Nuster View					
Tracking and Mustering Area :	Caads and Card Holders found in the Selected Areas :				
E- in Tracking and Mustering Areas	Card ID	Statue	Card Holder	Reader	Time and Date
🗉 省 East Coast Huster	95	Valid Card	SmithBill	West Lobby - Entrance	10:34:00 AM 5/31/01
(i) 🚞 East Coast Office/Warehouse					
E - Exit Area: card reads not shown					
E-🛄 Local Office					
B General Offices					
🗷 🧾 Local Storage on 1st Street					
😑 🔛 Main Lobby					
- East Lobby - Left Entrance R					
East Lobby - Right Entrance					
West Lobby - Entrance Read					
E Parking Lot					
E 👋 🛄 muster branch					
Muster Reader - East Gate					
×	4				<u>×</u>
P Retesh list periodically				Beliesh	Elivi Delete

- 2 Expand the tree to show the tracking and muster areas, then click the top-level branch to display all tracking and muster areas. The right pane displays all the cards and card holders that have been presented at a tracking or muster reader, along with the reader name, the time, and the date of the card read. The muster view sorts the reads in alphabetical order by card holder with last name first.
- 3 To display a specific area, click the branch representing it. Only valid card reads from the readers in the selected area are displayed. If one of these cards is presented at a tracking reader in another area, it is removed from the first area and added to the most recent area.

4 Select the **Muster Reader** to show all the cards which have been presented at the muster readers. As cards are presented at muster readers, they are removed from the tracking areas. Both valid and invalid cards are displayed at the muster reader.

F Tracking and Huster View					
Tracking and Mustering Area :	Cards and Card Holders found in the Selected Areas :				
Tracking and Mustering Areas	Cad ID	Status	Card Holder	Reader	Time and Date
E Coast Musler					
B- Cast Coast Office/Watehouse					
Exit Area: card reads not shown					
😑 🤤 Local Office					
E General Offices					
E Local Storage on 1st Street					
B in Lobby					
🗄 🦲 Parking Lot					
🖻 ဓ 🛄 muster branch					
Muster Reader - West Gate					
	4				<u> </u>
P Retrech int periodically				Behezh	Pint Delete

Refreshing the Muster View

Select the **Refresh List Periodically** check box to update the list every few seconds. If you wish to freeze the list temporarily, deselect this box.

Deleting Events from the Muster List

Events can be deleted from the Muster list. Select an event and click the **Delete** button. Delete a range of events by holding down the SHIFT key while clicking on the first and last event in the range to be deleted. When all the desired events are selected, click the **Delete** button.

Printing a Muster Report

Click the **Print** button on the bottom of the Muster View window to produce a Muster Report. A filter dialog is displayed (below), allowing you to filter and sort the results.

Report - Tracking and Muster View	×
Tracking or Muster Area Filter	<u>R</u> un from Archive Database ∏
Select Tracking or Muster Area:	Print Preview
Tracking and Mustering Areas	P <u>r</u> int
Sort Order Time and Date	<u>E</u> xport File
Ascending	<u>E</u> stim. Pages
C Descending	<u>C</u> lear All

Use the **Select Tracking or Muster Area** drop-down list to indicate the area on which to report. Select the **Sort Order** and whether **Ascending** or **Descending**. Click the **Print** button. A standard print dialog is presented; indicate the printer to which the report should be sent.

Digital Video

[Digital Video				
l	Time	Туре	Status	Reader/Point/	Control Area
	Video Camerax Site2 Cam Site3 Cam Site4 Cam	rype era 1 era 1 era 1 era 1 era 1	View View View View View View View View	/ideo ve ip From: 4/23/2002 * 1:31:45 PM *	Show.
					Dose

- 1 Select **Digital Video** from the **Operations** menu to open the **Digital Video** window (shown above).
- 2 In the Digital Video window, select a desired camera.
- 3 Select whether to view live video or recorded video [Clip From] in the View Video section of the window, then click **Show** to operate the desired camera or display recorded video from the camera.

Depending on the selection, either the Digital Video-Retrieved window [for recorded video] or the Digital Video-Display [for live video] will open (next illustration).



The recorded video displayed will be displayed for the time selected in the View Video section of Digital Video window. For live video, use the camera controls in the lower left portion of the digital display window to adjust the camera as necessary. See Digital Camera Controls.

- 4 Repeat the above steps to display additional camera views.
- **NOTE:** Multiple cameras can be selected by using the Shift or Control keys while selecting cameras.

Filter Control

- 1 Click the **Filter** button to open the Event Filter window.
- 2 Click on the Event Filter tabs to define which events to display in the Digital Video window. Defined events will subsequently be displayed in the Digital Video window.

Events associated with a digital camera will be displayed with either a fixed camera icon or a PTZ (pan tilt zoom) camera icon, represented with a zoom lense. Selecting one of these events will automatically select its associated camera and recorded video clip for display. Clicking Show will display the associated recorded video clip, unless live video is selected, in which case the associated camera will display live video.

Digital Camera Controls



To adjust Pan/Tilt, click on the control button, then in the Pan/Tilt adjustment window [shown at right above], click within the blue circle and drag the mouse in the desired direction. The camera position will change accordingly. To adjust Zoom, Iris or Focus, click the corresponding control button, then in the subsequent adjustment window click on the indented circle [between the arrows] and drag the circle to adjust.



When Pause is activated, it's button will be graphically grayed out. Slide the Rate control to adjust the video play-back speed. Slide the Adjust control to adjust the time of the recorded video up to an hour before or after the current time being viewed.

Show Title Show Controls Auto Focus Auto Focus Auto Iris Pan/Tilt speed Network speed Set Preset Goto Preset Yeta

Close

Right-clicking on the live video display will open a menu of additional control options.

Show Title: Checked by default, the title bar is shown above the live display with the ADV name and status icon. If unchecked, the title bar is removed.

Show Controls: Checked by default, the camera controls are available below the live display. If unchecked, the controls are removed.

Auto Focus: Camera automatically focuses on subject, provided camera is auto-focus camera.

Auto Iris: Camera automatically adjust for brightness, provided camera has automatic-iris control.

Pan/Tilt speed: Controls speed at which the camera pans and tilts. Three speed options are available: Slow, Medium, Fast.

Network speed: Controls speed at which pan/tilt command is sent to the camera. Three speed options are available: Dial-up connection, Slow LAN, Fast LAN. **Set Preset**: Allows operator to set up to eight preset controls for a PTZ camera.

Goto Preset: Allows operator to select from eight previously defined preset PTZ camera controls. **Close**: This option allows the operator to close an individual camera display without closing the camera display window.

The right-click menu options for retrieved video are limited to Show Title, Show Controls and Close.

Chapter 4

Programming

Programming Overview

Quick-Start Wizard

Time Management

Device Map

Defining Access, Tracking & Control Areas

Floor Plans

Guard Tours

Command File Database

Programming Overview

A great deal of planning is advised when setting up any access control system, even one that is rather simple. Use the following outline as a guide while planning your system and gathering the necessary information before you begin configuring your system.

Databases in WIN-PAK 2.0 store, organize, and retrieve information for your access control system. They are interrelated and while programming sequences can vary, there are certain dependencies. In other words, some data cannot be entered until other information is already in place.

The following Programming Order summarizes the information that needs to be entered in the system, and provides a recommended order for entering that information. Of course, the order can be adjusted to fit your particular needs.

The tasks and items summarized here are detailed in the following sections.

Programming Order

Your setup order will vary depending on the type and complexity of your access control system. All systems require planning before configuration can begin. Review this chapter carefully, then assemble all the necessary information before you begin.

To begin setup, you must have information about the basic hardware and especially the communications servers, adapters, network addresses and modems. What follows is a broad overview of the programming order for a simple access control system.

1 - Password Protect the Admin Operator

The **Admin** Operator is used to set up the system, and the security of the system should be protected by giving the Admin Operator a password.
See "Passwords" section further ahead in this chapter for instructions on password-protecting your Admin password.

!WARNING! Failure to change the manufacturer's default password greatly compromises the security of your system! It is also recommended to delete/change the Admin Operator name.

2 - Define Time Zones and Holiday Groups

Time Zones are named, defined time periods used to determine when actions will happen. Actions, like card access, can be allowed or restricted during a time zone. Set up a master time zone of 24 hours a day, 8 days per week, Sunday through Saturday plus holidays. Designate additional time zones to meet the needs of your facilities, for example day shift, second shift, third shift, etc. Holiday time blocks can be included in any time zone.

Holiday Groups are established because holidays are often treated differently than other days. For example, only certain employees may have access on these days, or doors that are normally unlocked during business hours might be locked on holidays. A Holiday Group is a selection of days designated as holidays. They must be defined in the Holiday database, then be selected in the time zone definition of the appropriate control panel.

3 - Define the Device Map

Devices must be defined and added to the system via the Device Map. It is not necessary to have all the devices operational before they are defined.

Devices include communication hardware, servers, panels, readers, CCTV and digital video equipment.



Following is an overview of device types that must be added to the Device Map.

Communication Server is a branch on the Device Map which defines your operating system, active communication ports, and any multi-port boards. Information you need to know when setting up a Communication Server include the machine name, the operating system and the available communication ports.

Communication Loops branch off the Communication Server. Once you have a Communication Server defined, CCTV video switchers, RS232 ports and communication loops can be added to it. You will enter a definition for the type of communication the loop uses (e.g., RS-232 or RS-485), and the communication settings for your com ports or TCP/IP address. Once a loop is added to a Communication Server, panels can be added to the loop.

Panels are added to communication loops. The panel definition includes basic information on the type of panel (e.g., N-1000, N-1000-III or N-1000-IV), the card format it accepts, time zones, inputs, outputs, groups, and readers. Interlocking of input points and output points, as well as shunt times and similar details, are entered in the panel definition.

Servers configured on the Device Map allow communication and control between various WIN-PAK 2.0 devices and databases, including the Command File Server, Communication Servers, Guard Tour Server, Schedule Server, and Tracking and Muster Server.

ADVs (abstract devices) should be created as each device is defined. The ADV can be assigned to an object placed on floor plans or control map that have both monitoring and control functions.

RapidEye is a branch on the device map which defines the RapidEye digital video system. For each RapidEye connected to WIN-PAK, a seperate device is added to the device map.

4 - Define Access Areas, Tracking Areas and Control Areas

Access Areas are defined by adding entrances [doors and readers from the control panels] to a tree structure. Access Areas list entrances and indicate where they are located. The Access Areas are then used to define Access Levels.

Control Areas are used to partition devices for Operator Level definitions. Communication server, loops, panels, input points, output points, groups, and readers are added to Control Areas by placing them on a tree structure (which is eventually used to create the Control Map).

Tracking Areas are sections of a facility defined by selecting designated readers. Card reads within this area are recorded and can be seen in the Tracking and Muster view. In case of an emergency, card holders are instructed to go to a muster area and present their cards to a muster reader. The operator can then tell if everyone has exited the Tracking Areas, and if not, where they last presented their card. Tracking Areas are defined by mapping them on a tree structure.

5 - Create Floor Plan Views

Floor Plans are constructed by placing ADVs on a static background after your devices have been defined. Monitoring and control functions are accessed from the floor plan view.

Floor Plan Backgrounds are static graphics, imported as Windows Metafiles (.wmf). The graphic can be a map, a loop wiring diagram or even a simple grid. Links to other floor plans can be added.

ADVs, which can be selected from a graphical toolbox, are placed on the floor plan background creating both a monitoring and control view. The ADVs signal alarms and other events by changing color, blinking, and emitting audible signals.

6 - Guard Tour

A Sequenced Guard Tour is a defined series of check points (card readers and/or alarm points) that a guard must activate within a given amount of time. The Guard Tour definition sets the amount of time the guard has to get from one check point to the next. Alarms can be defined and priorities set for early arrival, late arrival, unsequenced, or missed check points.

An Unsequenced Guard Tour is defined as a series of check points that must be activated without required time or sequencing.

7 - Command File Database

Text files containing device instructions are stored in the Command File database. Command Files are defined by assigning a name and description to one or more commands. This file is then saved as a Command File.

In setting up an ADV Action Group, Command Files can be used to set up dependencies. In other words, when a particular event takes place, a designated command file is activated. Sending out a text string to the attached device (control panel, CCTV switcher or other external devices connected by RS232 or TCP/IP connection.

Passwords

WIN-PAK 2.0 passwords are set in the Operator database (which is accessible via the System menu).

- **NOTE:** Operator access is password protected. Once WIN-PAK 2.0 is installed, a password should be defined and used. This is critical to the security of your entire system. Always replace the default password with your own secure password.
- **CAUTION:** Failure to change the manufacturer's default password greatly compromises the security of your system!

Keep the following in mind when setting up passwords:

- Passwords can be up to 20 characters length, and are case sensitive
- For the greatest security, use a combination of both letters and numbers for your password
- Do not use familiar terms such as your company name, your name, initials, or birth date

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 the password without spaces and capitalize each word.

Such a password cannot be easily decoded either by a random number generator or by dictionary decoder. Yet the person who knows the phrase can remember it without writing it down.

Admin Password

The **Admin** Operator is used to set up your access control system, and the system security should be protected by giving the Admin Operator a password.

Other operators may be defined to meet the needs of monitoring and maintaining the system at a later date, as needed.

Log out and log in again using the new **Admin** password to verify that your new password has been entered properly. Then proceed with your setup.

Quick-Start Wizard

Overview

After logging in to WIN-PAK 2.0 for the first time on the communication server, the Quick Start Wizard window will appear. The communication server is on a standalone computer where a complete installation has been performed or in a networked system, it is generally located on the WIN-PAK database server.

Since the wizard requires access to several WIN-PAK databases, it is only available to operators with administrator permissions. The wizard can be set to not appear at each log in. The administrator can also launch the wizard from the configuration menu.

The function of the Quick Start Wizard is to provide a simple method using general system defaults along with user-defined fields to create a basic functional system.

Information is provided at each step to guide the administrator through the process. Cards, panels and readers can be added using the wizard. The cards are given a default permission to be valid at all times and for all readers in the system. Changes to the cards can be made at the operator's convenience. When you are done using the wizard, click on Finish and initialize the panels that were just added. To initialize the panel(s) click on Operations, Control Map and click on the + by Quick Start Control Area to open up the branch. Right click on the panel that was added and select Initialize, Select All and click OK. A panel initialization status window will display the initialization progress. Repeat the procedure for as many panels as were added to the system. Multiple panels can be initialized at the same time on an RS-485 line. If C-100 is being used, initialize one panel at a time.

If this is the first time the wizard was run and there were no previously defined WIN-PAK communication ports, then the communication server needs to be restarted. Restart the communication server by stopping it from the WIN-PAK Service Manager and then start it. An error indicating that the communication server is not responding will appear [if the WIN-PAK User Interface is open]. Click OK. When the communication server is started, another message will appear several seconds later indicating that it is now working. This procedure only needs to be done once, the first time. All other additions made by the wizard will become available immediately after the wizard is finished.

It is normal to receive alarm activities from the panel during the beginning of the initialization process. These alarms will be displayed on the Alarm View window. To acknowledge the alarms, click on the first event and then hold the shift key down and select the last event. [You may use the scroll bars to reach the end of the list.] Then click on Ack, which will acknowledge the alarms. Use the same process to select the acknowledged alarms, then click on Clear to clear the alarms.

Your system is now operational. Refer to the rest of this manual to learn how to further customize your WIN-PAK system.

Procedure

Quick Start Wizard steps the user through setting up a basic configuration of WIN-PAK 2.0. To use the Wizard, simply follow the prompts indicated on the screens.

The initial screen is brought up automatically after logging in with "administrator" authority.



1 Click **Next** to proceed with configuration. The Time Zones screen will appear:

Quick-	Start Wizard - Access Time Zones The selected access time zones will be included					
1 2 3		n the con	figuration.			
8 8 9 10 15 16 17	🖾 Always On:	24 Hours	7 days per week (incl. holidays)			
2 23 24	🗷 8am-5pm M-F:	8am-5pm	Monday-Friday (excl. holidays)			
	🗷 4pm-12am M-F:	4pm-12am	Monday-Friday (excl. holidays)			
	☑ 12am-8am M-F:	12am-8am	Monday-Friday (excl. holidays)			
	🔽 6am-7pm x 7 days:	6am-7pm	7 days per week (incl. holidays)			
Click "Next" to continue.						
	Notes: An access time zone is a range of times and days of the week. An access level is formed when time zones are assigned to entrances. A time zone may also be applied directly to an entrance to keep the entrance unlocked during the time zone (i.e. entrance does not require a valid card read). Any changes you make to these time zones from VVIN-PAK will not be reflected in this wizard.					

2 All time zones are selected by default. Deselect any that are not required, then click **Next** to continue.



The What's Next? configuration option screen appears:

3 Select the desired configuration, then click Next to continue. For first-time configuration, select Add new loop. The Confirmation of Operating System screen will appear:



The Confirmation of Operating System screen reports the user's operating system.

4a If the correct operating system is not reported, click **Cancel** to discontinue. Consult the manual for communication server configuration.

4b If the correct operating system is reported, click Next to continue. The Communication Port Selection screen will appear:



5 Select the communication port that will be connected to the panel loop, then click Next to continue. This selection is for direct connection. TCP/ IP and dial-up configurations require manual setups.

The Communication Type screen appears:



6 Select the loop type that will connect to the panels, then click **Next** to continue. The Loop Name screen will appear (next illustration).

7 If desired, type a different name than the default name, then click **Next** to continue. The Panel Address screen will appear:

Quick-Start Wizard	- Panel Address Start Wiz	ard - Panel .	× Address
Add	Operating System: Communication Port Communication Loop: Loop Name: Panel Address:	Windows 2000 COM1 Current Loop Loop 1 1	From the Panel Address list, select the address of the panel to be configured. Click Next to continue. Notes: Each panel on a communication loop must have a unique address. The address must correspond with the address which is set using DIP switches on the panel. The address may be any value between 1 and 31.
			< Back Next > Cancel

8 From the Panel Address list, select the address for the panel to be configured. Then click **Next** to continue. The Panel Type screen will appear (next illustration).

Quick-Start Wiz	ard - Panel	Туре
Comrating System: Communication Port: Communication Loop: Noternos Communication Loop: Communication Loop: Communication Loop: Loop Name: Panel Address: Panel Type:	Windows 2000 COM1 Current Loop Loop 1 1 N-1000	From the Panel Type list, select the panel model for the given address. Click Next to continue. The following defaults will be used: • Wiegand card formats. • This panel will be able to use all of the previously selected timezones. • Reader LEDs will turn from read. • Split Time Zones. • No Antipassback. • Free Egress. • Continuous card reads are enabled. These defaults can be changed using WIN-PAK after the wizard

9 From the Panel Type list, select the panel model for the given address. Then click Next to continue. The Panel Name screen will appear:



10 If desired, type a different name than the default name. Then click **Next** to continue. The Reader Names screen will appear (next illustration).

 Devices Can Server Can Server Can Server Canera S Can	Communication Port Communication Loop: Loop Name: Panel Address: Panel Type: Panel Name:	COM1 Current Loop Loop 1 1 N-1000 Loop 1 Panel 1	The Readers have been given the default names indicated. Click on the text to edit, or click Next to accept. Note: Reader names can easily be edited from WIN-PAK when the wizard is finished.
Reader 1: Loo Reader 2: Loo	p 1 Panel 1 R1 p 1 Panel 1 R2		

11 If desired, type unique names rather than accepting the default names. Then click **Next** to continue. The Reader Time Zones screen will appear:

Quick-Start Wizard	- Reader Time Zones				X
Quick-	Start Wiz	ard	- Rea	der	Time Zones
Devices Con Server Con Server Con C-100 on A C-Amera S Modem to Son N-495 AC Add	Operating System: Communication Port: Communication Loop: Loop Name: Panel Address: Panel Type: Panel Name:	Windo COM1 Currer Loop ' 1 N-1000 Loop '	ws 2000 I D I Panel 1		If any of the entrances specified require free entry during a specific time zone, select that time zone from the Time zone list. Click Next to continue. Note: The door will be unlocked during the time zone selected. If <i>Nane</i> , the door will never be unlocked and willrequire a valid card read for entry.
Reader 1: Loop Reader 2: Loop	o 1 Panel 1 R1 o 1 Panel 1 R2		Time zone: Time zone:	None None	V V
					<back next=""> Cancel</back>

12 From the Time Zone list, select the appropriate time zones when the doors should be automatically unlocked. Then click **Next** to continue. The Pulse Times screen will appear (next illustration).

Devices Devices Devices Con Sever Devices Cl00 on A Caneas N465AC Devices Add	Operating System: Communication Port: Communication Loop: Loop Name: Panel Address: Panel Type: Panel Name:	Windows 2 COM1 Current Lo Loop 1 1 N-1000 Loop 1 Pa	PUS 2000 op nel 1	se I	A default pul seconds has each reader number to er accept. Note: The pulse tir period of tim unlocked foll read.	se time of been app . Click on dit or click dit or click ne design ne a door v owing a va	10 vlied to the Next to ates the vill be alid card
Reader 1: Loop	o 1 Panel 1 R1	Tin	ne zone:	None		Pulse:	10 sec.
Reader 2: Loop	o 1 Panel 1 R2	Tin	ne zone:	None		Pulse:	10 sec.

13 If desired, type different pulse times than the default times. Then click **Next** to continue. The Continue? screen will appear:



The user is given the option to go back and edit the configuration before saving it, or save the configuration and continue.

14 Click **Back** to go back and edit the configuration, or click **Next** to save what is configured thus far and continue with configuration.

If **Next** is clicked, the What Next screen will appear (next illustration).

👹 Quick-Start Wizard	- What Next?	×
Quick-	-Start Wizard - What Nex	xt?
	Select one of the following configuration options:	
1	Add another Panel to an existing Loop Loop 1 Add another Loop Finished with hardware configuration	×
	Click "Next" to continue.	
		Next > Cancel

The user is given the options of adding another panel to an existing loop, adding another loop, or finishing the configuration.

NOTE: For the purpose of introducing the Quick Start Wizard in a concise manner, this procedure assumes the operator chooses to finish the configuration.

After selecting to finish the configuration and clicking **Next**, the first Add Cards screen will appear:

🔀 Quick-Start Wizard - Add Cards	×
Quick-Start Wizard - Add Ca	ards
Would you like to add a range of cards at this time?	Choose yes if the number range of the cards that will be added to the system is known. If the range is not known the cards can be added later.
	Next > Cancel

The user is given the option of adding cards for the newly defined loop, or add them later.

NOTE: For the purpose of introducing the Quick Start Wizard in a concise manner, this procedure assumes the operator chooses to add cards.

After choosing to add cards and clicking **Next**, the second Add Cards screen will appear:



15 Enter the appropriate numbers in the corresponding Start and End number windows that define the card number range to be added. Then click **Next** to continue.

The Creating Panels and Cards screen will appear (next illustration).



16 System configuration is completed. Click **Next** to save the configuration and create the panel(s) and cards.

After creating panel(s) and cards, the Summary screen will appear:



17 Click **Print** to print the summary, or click **Finish** to exit the Wizard. If necessary, scroll down to access the Print and Finish buttons.

When you are done using the wizard, initialize the panel(s) that were just added. To initialize the panel(s) click on **Operations** then **Control Map** and click on the plus sign (+) by Quick Start Control Area to open up the branch. Right click on the panel that was added and select Initialize, Select All and click OK. A panel initialization status window will display the initialization progress. Repeat the procedure for as many panels as were added to the system. Multiple panels can be initialized at the same time on an RS-485 line, if C-100 is being used, initialize one panel at a time.

If this is a first time the wizard was run and there were no previously defined WIN-PAK communication ports, then the communication server needs to be restarted. Restart the communication server by stopping it from the WIN-PAK Service manager and then start it. An error indicating that communication server is not responding will appear [if the WIN-PAK User Interface is open]. Click OK.

When the communication server is started, another message will appear several seconds later indicating that it is now working. This procedure only needs to be done once, the first time. All other additions made by the wizard will become available immediately after the wizard is finished.

Time Management

WIN-PAK 2.0 Time Zones

Within the WIN-PAK 2.0 System, a Time Zone is a range of hours and days that is given a name. These named time periods are used to define when actions [such as doors unlocking or cards are valid] are allowed in the access control system. For example, when a panel is configured, you choose which time zones are available at the panel.

Time Zones are made up of blocks of time or slots: a start time, and end time, and days on which the Time Zone is valid. Since a given Time Zone may contain more than one block of time, the number of blocks is indicated when the Time Zone is created. There is no limit on the number of Time Zones that can be created, however, a maximum of 63 time slots can be downloaded to an N-1000 series panel.

WIN-PAK 2.0 keeps track of the number of slots applied to a given panel and signals if you exceed the limit.

Time Zones are combined with definitions of physical devices to create access levels. An access level then determines when and where access is allowed.

A list of defined Time Zones can be viewed in the Time Zone Database. You can search the list of Time Zones and view details, or you can add, edit, or delete the Time Zones in the database.

Time Zones are maintained via the **Time Management** option on the Configuration menu.



Time Zone Database

Open the Time Zone Database by selecting **Time Zone** from the **Time Management** option on the Configuration menu.

The main Time Zone Database window is displayed, and existing Time Zones are listed.

This list can be searched and sorted by name and/or description.

Time Zone					
Vame	Description	<u> </u>			
😍 12am-8am M-F S 4pm-12am M-F	12am - 8am N 4pm - 12am N	tonday - Friday (excl. holi tonday - Friday (excl. holi			
6am-7pm x 7 days	6am - 7pm 7	days per week (incl. holid			
Sam-Spm M-F	8am - 5pm Mi This Timezon	e is alwavs on			
Detail View Search and Sort Search Field : All Criteria : Search For : Sort By : Name	▼ ▼	Operations Add Edit Copy Delete Isolate			
Update Lis	st	Print Report			

Select the **Detail View** check box to open a detailed, view-only record of the selected Time Zone.

Search and Sort fields on the Time Zone Database window allow you to search the database based on the Time Zone name and/or description.

Use the action buttons on the right side of the database window to perform maintenance functions on the database, including adding, editing, copying, deleting, and isolating Time Zones. These functions are described on the following pages. The Print Report button opens the report filter dialog, from which a Time Zone Report can be generated, exported, viewed or printed.

NOTE: Refer to the "User Interface" section of chapter 3 of this manual for details on working with database window elements.

Adding Time Zones

1 Click the **Add** button on the Time Zone database window. The detail window becomes active, allowing you to define a new Time Zone.

Time Zone Reco	nd						×
Time Zone							
Time Zone :		Description :					
2nd Shill		Night 5.00 PM	1-12:00 PM		Copy M	landay To Week.days	
12.AM	4 AM	8 AM	12 PM	4 PM	8 PM	12 AM	
M T W Th F S S U He		· · · · · · · · · · · · · · · · · · · ·				G 60 G 10 G 15 G 0 Milkay Tine	
			Mouse Time:	_		antrol Panel : 1/1000 💌 🚺	I
			[DK.	Cancel	Accts Help	

- 2 Enter a **Time Zone** name and brief **Description**.
- 3 Using your mouse, drag the time line to encompass the hours making up the Time Zone.

The Snap Time option allows you to set the time to snap to increments of 60, 30, 15, or 0 minutes. Selecting 0 minutes allows the time to be set to the minute.

- **NOTE:** A Mouse Time box is located below the Military Time check box. The time displayed is either the range that the mouse is on or the time that the mouse is pointing to when not on a time line. An alternate method of defining Start Time and End Time or deleting a time line can be displayed by selecting a time line and right clicking the mouse. Time set in this manner must be in Military time format.
 - 4 Once a range of time is entered for Monday, it can copied to the other weekdays by clicking the Copy Monday to Weekdays button. Otherwise, a time line can be created for each day separately.
 - 5 Create a time range for Saturday, Sunday, and Holidays (if desired).
 - 6 Click **OK** to save the Time Zone. Clicking Cancel returns to the main database window without saving the Time Zone definition.

Editing Time Zones

Editing a Time Zone is simply a matter of selecting it from the Time Zone database window, and clicking the Edit button.

The detail window becomes active, allowing changes to be made. When you have made all the necessary edits, click **OK** to return to the Time Zone database window.

Isolating and Deleting Time Zones

Time Zones are used in many places throughout the access control system.

Deleting a Time Zone not in use anywhere in the system is just a matter of selecting it from the Time Zone database list and clicking the Delete button.

If the Time Zone is used elsewhere, it can not be deleted until it is isolated from its other connections.

Isolating Time Zones

Use the **Isolate** function to determine where the Time Zone is being used, and to reassign those devices to other Time Zones.

When attempting to delete a Time Zone that needs to be isolated, the following prompt indicates the type of device and number currently using the Time Zone.



Click OK to return to the Time Zone database list and isolate the Time Zone.

Viewing, Removing and Reassigning Time Zones

- 1 Select the Time Zone you wish to isolate from the database list.
- 2 Click **Isolate**. The Isolate window is displayed, containing a list of all instances where the selected Time Zone is being used.

olate		×
Cards Action Operators Panel Panels referencing Timezone 1	Gioups Is	ADVs Access Levels
Name	Description	
West Lobby Tech Area East Gate Parking Entrance North Gate Parking Entrance Muster Panel Executive Floor Salte Floor East and Main Lobby Elevator Cab 2 Elevator Cab 1 East Coast Warehouse East Coast Diffice Local Storage on 1st Street	Ground Roor	access control.
*		
13 Items		
Delete' will cause the Timezon from the selected panels.	e to be remov e All	ed
0K		Help

- 3 Check each tab for Time Zone usage and assign a new Time Zone or delete the Time Zone from a device where necessary.
- 4 Click **OK** to return to the main Time Zone database window.
- 5 Click **Delete** to remove the selected Time Zone.

Scheduler

The Schedule Server performs events on a predetermined time table; these events are managed via the Schedule database.

Schedule events can be one-time events, hourly, daily, weekly, once every two weeks, or monthly. There is also a Never option, to define an event without knowing when it will need to be sent.

Event types include: Activate and Deactivate Cards, Dial Remote Area, Run Command File, Send Date and Time, and Update Custom Access Level.

If Dial Remote Area is selected, a number of other options become available.

The Run Command File option allows you to run any of the command files that you defined. See "Command File Database".

NOTE: Refer to the "User Interface" section of chapter 3 of this manual for details on working with database window elements.

Scheduling an Event

Open the Schedule window by selecting **Schedule** from the **Time Management** option on the Configuration menu.

The main Schedule window is displayed, listing events that have already been scheduled and defined.

Schedule			_0
 Schedule Name 	Туре	Frequency	Next Date And Time
🙀 Custom Card Access Levels	Update Access Level	Hourly	Monday, July 02, 2001 8:43:00 AM
🙀 East Coast, New York Office	Dial Remote Area	Daily	Monday, July 02, 2001 11:00:00 PM
Houly Card Update	Activate and Deactivate Cards	Houly	Monday, July 02, 2001 8:44:00 AM
Local Storage on 1st street	Dial Remote Area	Weekly	Saturday, July 07, 2001 12:10:00 AM
Detail View Search and Sot Search Field : All Criteria : Search For :	Operations Add Edit Cocy		
Schedule Name	Jerte (solate Dint Report		

1 Click **Add**. The Schedule Record window is displayed:

Schedule Record	x
Schedule Name : Parking Lot East Gate Update Type : Dial Remote Area Frequency : Daly Command File :	Next Scheduled Date & Time 7/2/2002 Hour: Minute: 4 0 Now
Dial Remote Area Remote Area : Parking Gate, East	
Butter For Send Date and Time Unbutter Send Card DB Changes	
OK.	Cancel Apply Help

2 Enter a **Schedule Name** for the event.

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- 4 Select an event **Type**. Other options on the window may be activated, depending on the type selected. Schedule types include:
 - Activate and Deactivate Cards
 - Dial Remote Area
 - Run Command File
 - Send Date and Time
 - Update Custom Access Level

Dial Remote Area

If Dial Remote Area is selected as the event type [as indicated in previous illustration], fields in the Dial Remote Area of the window should be defined. Select a **Remote Area** from the drop-down list. Indicate the action to take place upon dial up [Buffer, Unbuffer, Send Card DB Changes or Send Date and Time].

Run Command Files

If Run Command File is selected as the event type (above), the Command File field is active, and a selection should be made.

- 5 Indicate the **Frequency** with which the event is to occur.
- 6 In the **Next Scheduled Date & Time** area of the window, indicate the date and time at which the event should occur. Click the **Now** button to reset the date and time fields to the current date and time. Selecting Now does not implement the schedule.
- 7 Click **OK** to save the schedule definition and return to the **Schedule** database window.

Holiday Groups

A Holiday Group is a collection of holiday definitions. Some holidays [like New Year's Day] occur on the same date every year, while others occur on a different date each year. In the course of defining Holiday Groups, you can indicate if a holiday occurs on the same date every year.

Holiday Groups and Panels

Once a holiday group has been defined, it is associated with a panel to allow for a change in access on holidays. If you have Time Zones in a panel that have holidays defined, you must have a Holiday Group assigned to that panel.

For example, doors that are normally open between 8 a.m. and 5 p.m. Monday through Friday [excluding holidays], could be locked during those same hours on holidays defined as January 1, July 4 and December 25.

More than one Holiday Group can be defined, with different groups being associated with different panels. For example, in a retail business, some departments may close on holidays while others remain open. In such a case, define different Holiday Groups for each department and associate them with the appropriate panels.

Holiday Groups and Time Zones

If a holiday time block is included in a Time Zone assigned to a card, a person using that card is allowed access on a holiday. If there is no holiday time block in the assigned Time Zone, the person cannot gain access.

Defining Holiday Groups

1 Open the Holiday Group window by selecting **Holiday Group** from the **Time Management** option on the Configuration menu.

The main Holiday Group window is displayed, listing groups that have already been defined.

📔 Holiday Group	_ 0 ×
V Name	
🔲 Holidays - Olfices	
Holidays - Perimeter	
□ Detail <u>V</u> iew	
Search and Sort Search Field :	Operations
A	Add
Criteria :	Edit
<u> </u>	Coov
Search For:	2.47
	Delete
Sort By:	1solate
Name •	
Update List	Print Report

- **NOTE:** Refer to the "User Interface" section of chapter 3 of this manual for details on working with database window elements.
 - 2 Click **Add** to open the Holiday Group Record dialog (next illustration).

Holiday Group R Holidays Holiday Group / Federal Holiday	Name :	×
Name	Date	
Add	Ed Data	

- 3 Enter the **Holiday Group Name**.
- 4 Click **Add** to enter the first Holiday for the group.

Holiday Group - Holidays	X
Name :	OK.
Fourth of July	Cancel
Date : Wednesday, July 04, 2001	

- 5 Enter the Holiday **Name**.
- 6 Click the browse button is to the right of the **Date** field to open the Calendar.
- 7 Select the date for the holiday you are adding, and click **OK** to return to the **Holidays** dialog.
- 8 Click on **Apply to All Years** if this is a recurring holiday that falls on the same date each year. This option is a visual reference indicator only. It does not effect software operation.
- 9 Click **OK**. The holiday is added to the new Holiday Group being created.

Add up to 32 holidays per Holiday Group record. When you finish, click **OK** to return to the Holiday Group database window.

Editing a Holiday Group

To make changes to a Holiday Group record, select it from the Holiday Group database window and click the **Edit** button. The Holiday Group Record window (below) is displayed, with all holidays for the selected group listed:

Holiday Group Record	d	×
Holidays		
Holiday Group Name	:	
Holidays - Offices		
Name	Date 🔺	
Memorial Day Independence Day Labor Day Thanksgiving Thanksgiving, da Christmas Eve Christmas Day	Sunday, May 27, 2001 Tuesday, July 03, 2001 every yea Sunday, September 02, 2001 Wednesday, November 21, 2001 Thursday, November 22, 2001 Sunday, December 23, 2001 eve Monday, December 24, 2001 ev. ↓	
Add	<u>E</u> dit <u>D</u> elete	
ОК С	ancel Apply Help	

Click **Add** to include additional holidays in the group.

Highlight any holiday needing to be changed, and click the **Edit** button. The Holiday window opens, allowing you to edit the holiday.

To delete a holiday, selected it from the list and click the **Delete** button. The holiday is instantly deleted, no prompt or warning is displayed.

Isolating and Deleting a Holiday Group

Holiday Groups are attached to panels within the access control system. Deleting a Holiday Group not in use is simply a matter of selecting it and clicking the Delete button on the main Holiday Group database window.

If the Holiday Group is assigned to a control panel, it can not be deleted until it is isolated from the panel.

Isolating Holiday Groups

Use the **Isolate** function to determine where the Holiday Group is being used, and to assign other Holiday Groups to those panels.

When attempting to delete a Holiday Group that needs to be isolated, the following prompt indicates the group is in use.



Click **OK** to return to the Holiday Group database window and isolate the Holiday Group.

1 Select the Holiday Group to be deleted, and click the **Isolate** button. The Isolate window is displayed, indicating the panels using the Holiday Group.

Isolate	×
Panels referencing Holiday Group 'Holidays - Offices' Panel Name Tech Asea Local Storage on 1st Street East Coast Office East Coast Warehouse Elevator Cab 1 Elevator Cab 2 East and Main Lobby Sales Floor Executive Floor]
9 Items	
Holiday Group to which selected Panels will be reassigned :	
None	-
Reassign Reassign Al OK	

- 2 Use the drop-down list at the bottom of the window to assign a different Holiday Group to each affected panel.
- 3 Click **OK** to return to the Holiday Group database window.
- 4 Click **Delete** to remove the selected Holiday Group from the database.

Device Map

The Device Map [accessed from the WIN-PAK 2.0 Configuration menu] allows you to view the physical devices that make up your access control system and shows how they are connected to one another.

Physical Devices and Abstract Devices

Access control system devices are identified by adding them to the device tree. As each physical device [e.g. a panel or a modem pool] is added to the Device Map, a logical representation known as an ADV (abstract device) should be created for it. ADVs are hardware independent devices, allowing a management layer between the hardware, WIN-PAK 2.0 software, and the database. These ADVs are then used on floor plans and control maps to monitor and control the devices.

Each ADV is associated with an Action Group, which determines system actions such as activating a command file or playing a sound file in reaction to transactions from the device. An Action Group can be edited from the Action Group database to make global changes in all ADVs associated with a particular action group.

Using the Device Map

The Device Map is set up in a graphical tree structure representing the physical connections of the devices.



The highest level in the Device Map is the Devices folder. Services, including the Communication Server and digital video devices, are added at this level.

• CCTV switchers and various types of panel loops are added to the Communication Server.

- Panels are then added to the panel loops, and CCTV cameras and monitors are added to the CCTV switchers.
- Card readers and keypads, input points and output points are defined in the panel configuration.

Once these devices have been added to the Device Map, and corresponding ADVs defined, they can be used in the definition of Access Areas, Control Areas, and Tracking and Muster Areas.

Device Maintenance

Device configurations and ADV definitions can be edited from the Device Map: Right-click any device, and select **Configure** from the menu.

Devices can also be deleted from the system by deleting them from the Device Map: Right-click a device, and click **Delete**. However, you cannot delete devices which have ADVs that are in use. The Isolate option lets you identify where a device is used [e.g. operator level, floor plan, control map] and change its usage so that it can be deleted.

Abstract Devices

An ADV is a logical representation of a physical device. ADVs represent all the system hardware and services available for viewing and/or control.

Similar to an icon, an ADV is associated with an actual device in your access control system, such as a panel or alarm. ADVs provide a graphic interface for monitoring the status and controlling the actions of a physical device. ADVs can be placed on Floor Plans for monitoring and controlling the WIN-PAK 2.0 system.

In operation, the ADV signals the state or status of the object by blinking and/or changing color. A sound file can also be associated with the ADV to signal a change in state.

Each ADV has a control user interface that allows the user to execute functions available for that object. Rightclicking the ADV opens the control menu. Drag and drop functionality is available in some cases. For example a camera object can be selected, then clicked and dropped onto a monitor object to initiate a switch.

Colors, blinking, and other ADV properties can be edited, and the ADV can be resized and rotated in the Floor Plan Definition utility.

Each ADV is associated with an Action Group, which defines the priority of a given event related to the device, as well as any actions that should take place in response to an event. When an Action Group is edited, all ADVs associated with it are changed, globally.
Abstract Device Definitions

Abstract Devices (ADVs) are created through the Device Map. Each device configuration window has an ADV section in the upper right corner.

Panel Configuration	×
Basic Card Format Time Zones Options Inputs Outputs Evenue Reader : Image: Next Lobby - Entrance Reader Image: 2 - West Lobby - Ent Reader	ADV 6dd Edit Isolate
	Delete
Status Input : In 1 Shurit Time 5 sec	
OK. Cancel Arch Help	

Clicking **Add** to create or **Edit** to modify will open the **Abstract Device** record configuration window (next illustration). The Show box allows the ADV to be viewed. The general format for all ADVs is the same. However, the available Actions vary, depending on the type of device with which the ADV is associated.

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-----	--

Setting Up ADVs

stract Device Record - I	Entrance	2
ADV		
Name :	West Lobby - Entrance Reader	
Description :		
Default Floor Plan :	None	•
Action Group		
Name :	Door	*
	Add Rename De	96e
Action :	Anti-Passhack Violation	-
Distant	20	_
Phoney :	30 H	
Time Zone :	Always	•
Write to History :	Print on alarm printer :	
Command File on		
Receive :	None	•
Acknowledge :	None	-
Class	Nana	-
Linda .	Inone	-
Sound File :		_
Digital Video Camera :	West Lobby Camera	•
Alam Detail View Messa	ide !	
Card was denied entry be	ecause it has already been used going	in/out
with out property going or	unn.	
		_
	DK	Cancel

1 Define the ADV Name. The default name is based on the type of device being configured. For example, if a Communication Server is being added, the server name is placed in this field. The Name field holds up to 40 characters. Alphanumeric and special characters, as well as spaces can be used, and can be changed. While not required, it is recommended that a Description be entered as well. The Description field can hold up to 60 characters. This description will be helpful in attempting to select this ADV when setting up other aspects of your access control system.

- 2 Select a **Default Floorplan** to be associated with the device (optional). The floor plan specified here can be opened from an Alarm View by rightclicking a message from this device and selecting Floor Plan.
- 3 If other ADVs of this type have been defined, select an existing **Action Group** from the dropdown list. All the properties of the selected Action Group are applied to this ADV.

If this is the first ADV of its type, click **Add** (just beneath the Action Group field). Enter a name for the Action Group, and press the EN-TER key on your keyboard.

Define the priorities, command files, and other properties for the selected action under the Action Group. These become part of the Action Group and are available for other ADVs of this type. Any changes made to this Action Group are applied to all associated ADVs using this Action Group name.

If you want to to define a unique action group for this ADV, then select ".Custom" for the Action Group and define the priorities, command files, and other properties.

- 4 Select an **Action** from the list (e.g. Server OK, or Server Trouble). This list varies depending on the type of device being configured. Refer to the "ADV Action Groups" section of this chapter for examples. Each action [Alarm, Normal, Trouble etc] requires a priority setting to be viewed in the Alarm monitor.
- 5 Set the **Priority** you want assigned to the selected Action. If the priority is 0, the action state will not be displayed in the Alarm monitor, Control Map or Floor Plan view. [1 is the highest priority, 99 is the lowest.]
- 6 Select the **Time Zone** during which you want the Action Group activated. The default setting is Always, meaning the defined actions take effect regardless of the time.
- 7 Select the **Write to History** option if you want the event written to the history file.
- 8 Select the **Print** option is you want this event printed on the alarm printer.
- 9 Select any **Command Files** you want activated in response to the selected Action. A command file must be created to perform the CCTV camera/monitor switching.
- 10 Select the **Sound File** to be activated in response to the Action. Sounds will only play if the event is displayed in the Alarm View.
- 11 Select a **Digital Video Camera** from the list you want activated in response to the selected action.
- 12 Insert the **Message** you want sent to the Alarm Details window in response to the Action.

Abstract Device Database

The Abstract Device database contains information on all Abstract Devices (ADVs) that have been defined for your access control system.

Open the Abstract Device Database by selecting **Abstract Device (ADV)** from the **Device** option on the Configuration menu.



The main database window (next illustration) opens, listing all existing ADVs.

Add Edit Dopy Delete Isolate
F

This list can be searched and sorted by Name and Type.

ADVs can be edited by selecting them from the database list and clicking **Edit**. However, they can only be created and deleted from within the Device Map.

Action Groups

An Action Group is a set of actions assigned to a device when its ADV is defined. The Action Group defines what will happen in response to a given event.

For example, a Loop Action Group definition defines what happens when the state of a communication loop changes from OK to Trouble, or from Trouble back to OK.

Responses can include sending a command file [when an event is received, acknowledged, or cleared] and/or the activation of a digital camera and/or sound file. Additionally, a message can be attached which appears in the Alarm Details view when the initiating action occurs.

The list of trigger events available depends on the type of device being configured. For example, a supervised input point Action Group will include three sets of Actions triggered when the state of the point is Active, Normal, and Trouble. Each state is assigned a priority and a Time Zone during which the actions apply. [If a state is assigned a priority of zero, no actions apply. The Time Zone defaults to Always, meaning the action is always applicable.]

Command files and sound files can be associated with an event. The event can be written to a file and can be printed. If a message is associated with the event, the message appears in the Details window, opened from the Alarm View window.

An Action Group can be edited from the Action Group database to make global changes to all ADVs associated with a particular Action Group. If you wish to change an Action Group feature for a single ADV, you must open the device from the Device Map, rename the Action Group Template or choose ".Custom" and then edit the new template.

Once an Action Group [except ".Custom"] has been created, it can be used as a template for other devices of the same type.

The Action Group database is available by selecting **Action Group** from the **Device** option on the Configuration menu.



1 Select an **Action Group** from the database window and click the **Edit** button to open the Action Group detail view (next illustration).

🛃 Action Group	=D×			
Vane Name	Type			
🗱 Cards	Entrance (Reader)			
# Command File Server	Server			
E Communication Server	ction Group - Entrance			×
Boor Dutput	Action Group : Door			
	- Antion	Pinty +	Connand Files	
P Detail View	# Anti-Parsback Violation	30	Beceive	None
Search and Soft	Card Not Found	30	Acknowledge	None
Search Field:	a Door Ain	20		Harr
03110	2 Door Normal	20	Clear	: [None
Criena:	Door Troubled	20		
	Expired Card	30	Sound File	Doobellway
Search For:	# Forced Open	20	Digital Video Camera	; West Lobby Camera
	# Host Grant, Card downloaded	79		
Sat By:	# Host Grant, Door unlocked	79	India Tabliciana	. E
Name	and a real	7.4	write i o mistory	: Per Print: L
Update List			Message :	the second se
	Priority: 20		The door has been left based on a valid enity.	t open longer than it should be
	Time Zone : Alwayz	-		

- 2 Set the **Priority** you want assigned to the selected Action. If the priority is 0, the action state will not be displayed in the Alarm Monitor, Control Map or Floor Plan View. [1 is the highest priority, 99 is the lowest.]
- 3 Select the **Time Zone** during which you want the action group activated. The default setting is Always, meaning the defined actions take effect regardless of the time.
- 4 Select any **Command Files** you want activated in response to the selected Action. A command file must be created to perform CCTV camera/monitor switching.
- 5 Select the **Sound File** to be activated in response to the Action.
- 6 Select a **Digital Video Camera** from the list you want activated in response to the selected action.

7 Select the **Write to History** option if you want the action written to the history file.

Select the **Print** option is you want this action printed on the alarm printer.

- 8 Insert the **Message** you want sent to the Alarm Detail view in response to the action.
- 9 Click **OK** to save the Action Group settings and return to the Action Group database window.

ADV Action Groups

To view a list of all actions available for a particular type of device, open the **Action Group** database from the **Device** option on the WIN-PAK 2.0 Configuration menu.

Within each Action Group, you can view the specific actions assigned to the group by selecting the **Detail View** check box.

When the detail view of the Action Group is displayed, each Action assigned to the group is shown. Highlight an Action to see its related specifics, including a Priority (if one is assigned), Command Files, Sound File, Digital Video Camera, Message, and Time Zone.

Though not all-inclusive, the following lists give you an idea of the types of actions defined for different ADVs used in the WIN-PAK 2.0 System.

485-ACK/NAK and 485-Non-ACK/NAK (Loop) Action Groups

Action	Message/Description
Loop OK	The N-485 is working properly.
Loop Remote Dial-up Failed	The host computer was not able to connect via dialup to the control panel.
Loop Remote Dial-up OK	The host computer was able to connect via dialup to the control panel.
Loop Trouble	The N-485 is NOT working properly.

C-100 (Loop) Action Group

Action	Message/Description
Loop OK	The C-100 is working properly.
Loop Remote Dial-up Failed	The host computer was unable to connect via dial-up to the control panel.
Loop Remote Dial-up OK	The host computer was able to connect via dial-up to the control panel.
Loop Trouble	The C-100 is NOT working properly.

Camera (CCTV Camera) Action Group

Action	Message/Description
CCTV Camera OK	The camera is working properly.
CCTV Camera Trouble	The camera is NOT working properly.

Camera P/T (CCTV Camera) Action Group

Action	Message/Description
CCTV Camera OK	The pan tilt camera is working properly.
CCTV Camera Trouble	The pan tilt camera is NOT working properly.

Cards (Entrance Reader) Action Group

Action	Message/Description
Anti-Passback Violation	A card was denied entry because it has already been used going in/out without properly going in/out.
Card Not Found	A card was denied entry because it was unknown to the reader.
Expired Card	A card was denied entry because it has been expired by date.
Host Grant Card downloaded	Access was granted to the user if event is within two minutes of computer time. The control panel was updated with valid card information.
Host Grant Door unlocked	Access was granted to the user if event is within two minutes of computer time. The control panel was not updated with valid card information.
Invalid PIN	A card was denied entry because it was used with an invalid PIN.
Invalid Site Code	A card was denied entry because it did not have a proper site code.
Invalid Time Zone	A card was denied entry because it was used outside its time period.
Trace Card	A card that is being traced was used and entry was granted.
Valid Card	A valid card had been used and entry was granted.

Command File Server Action Group

Action	Message/Description
Server OK	The command file server is working properly.
Server Trouble	The command file server is NOT working properly. Verify that the "WIN-PAK Command File Server" is running
	in the WIN-PAK Service Manager.

Communication Server Action Group

Action	Message/Description
Server OK	The communication server is working properly.
Server Trouble	The communication server is NOT working properly. Verify that "WIN-PAK Communication Server" is running in the WIN-PAK Service Manager.

Door (Entrance) Action Group

Action	Message/Description
Anti-Passback Violation	A card was denied entry because it has already been used going in/out without properly going out/in.
Card Not Found	A card was denied entry because it was unknown to the reader.
Door Ajar	The door has been left open longer than it should be based on a valid entry.
Door Normal	The door position is now closed.
Door Troubled	The door status cannot be accurately displayed due to tampering.
Expired Card	A card was denied entry because it has been expired by date.
Forced Open	The door is in the alarm mode due to invalid entry.
Host Grant Card downloaded	Access was granted to the user if event is within two minutes of computer time. The control panel was updated with valid card information.
Host Grant Door unlocked	Access was granted to the user if event is within two minutes of computer time. The control panel was not updated with valid card information.
Invalid PIN	A card was denied entry because it was used with an invalid PIN.
Invalid Site Code	A card was denied entry because it did not have a proper facility code.
Invalid Time Zone	A card was denied entry because it was used outside its time period.
Trace Card	A card that is being traced was used and entry was granted.
Valid Card	A valid card has been used and entry was granted.

Door Output Action Group

Action	Message/Description
De-energized	The output of the door is not energized.
Energized	The output of the door is energized.
Trouble	The output of the door is not responding.

Group Action Group

Action	Message/Description
De-energized	The group of relays is not energized.
Energized	The group of relays is energized.

Guard Tour Sequenced Action Group

Action	Message/Description
Early Arrival	The guard arrived early at the designated check point reader.
Late Arrival	The guard arrived late at the designated check point reader.
Missed	The guard missed the designated check point reader.
Out of Sequence	The guard is out of sequence.

Guard Tour Server Action Group

Action	Message/Description
Server OK	The Guard Tour server is working properly.
Server Trouble	The Guard Tour server is NOT working properly. Verify that "WIN-PAK Guard Tour Server" is running in the WIN-PAK Service Manager.

Guard Tour Unsequenced Action Group

Action	Message/Description
Checked	The guard has checked the required input/reader.

Input Alarm Point (Input Supervised) Action Group

Action	Message/Description
Input Active	The input is in the alarm state
Input Normal	The input is in the normal state.
Input Trouble	The status can not be accurately displayed due to tampering.

Modem Pool Ack/NAK Action Group

Action	Message/Description
Modem Pool OK	Modem pool is working properly.
Modem Pool Trouble	Modem pool is NOT working properly.

Monitor (CCTV Monitor) Action Group

Action	Message/Description
CCTV Monitor OK	Monitor is working properly.
CCTV Monitor Trouble	Monitor is NOT working properly.

N-1000-II Panel (Panel N1000-II) Action Group

Action	Message/Description
Auxiliary Port Failure	The auxiliary communication port is not working.
Auxiliary Port Normal Panel Communication Alarm	The auxiliary communication port is working. Communication with the control panel has been lost.
Panel Communication Normal	Communication with the control panel has been restored.
Panel Reset	The control panel has been reset.
Poll Response Alarm	The control panel is NOT responding to computer polling.
Poll Response Normal	The control panel is responding normally to computer polling.
Primary Power Failure	Control panel primary power has been lost.
Primary Power Normal	Control panel primary power has been restored.

N-1000-III and N-1000- IV (Panel N1000-III/IV) Action Groups

Action	Message/Description
Auxiliary Port Failure	The auxiliary communication port is not working.
Auxiliary Port Normal	The auxiliary communication port is working.
External 5 Volt Alarm	The 5 volt reader power is shorted.
External 5 Volt Normal	The 5 volt reader power is normal.
Ground Fault Alarm	An input point is shorted to earth ground causing a ground fault.
Ground Fault Normal	An input point that caused the ground fault has returned to normal.
Low Voltage Alarm	Battery voltage is low.
Low Voltage Normal	Battery voltage is normal.
Panel Communication Alarm	Communication with the control panel has been lost.
Panel Communication Normal	Communication with the control panel has been restored.
Panel Reset	The control panel has been reset.
Poll Response Alarm	The control panel is not responding to computer polling.
Poll Response Normal	The control panel is responding normally to computer polling.
Primary Power Failure	Control panel primary power has been lost.
Primary Power Normal	Control panel primary power has been restored.
Tamper Switch Alarm	The control panel service door is open.
Tamper Switch Normal	The control panel service door is closed.

RS-232 Action Group

Action	Message/Description
RS-232 Link OK	The RS-232 port is communicating properly.
RS-232 Link Trouble	The RS-232 port is NOT communicating properly.

Schedule Server Action Group

Action	Message/Description
Server OK	The Schedule Server is operating normally.
Server Trouble	The Schedule Server is not operating properly. Verify that the "WIN-PAK Schedule Server" is running in the WIN-PAK Service Manager.

Tracking Server Action Group

Action	Message/Description
Server OK	The Tracking Server is working.
Server Trouble	The Tracking and Muster server is not working properly. Verify that the "WIN-PAK Muster Server" is running in the WIN-PAK Service Manager.

Video Switcher (CCTV Switcher) Action Group

Action	Message/Description
CCTV Switcher OK	The video switcher is working properly.
CCTV Switcher Trouble	The video switcher is NOT working properly.

Servers/Services

This section describes the programming and configuration of servers or services that are configured via the Device Map to allow communication and control between various WIN-PAK 2.0 devices and databases.

Communication Server

In order to communicate with system devices, including panel loops, panels, and CCTV switchers, you must configure a Communication Server. WIN-PAK 2.0 supports one Communication Server.

During installation of the WIN-PAK 2.0 software, a communication server module is installed on a designated PC. This can be the same machine as the Database Server or another computer in the system.

A Communication Server is defined by adding it to the Device Map and creating an ADV.

NOTE: When a server is added to the Device Map, you must log out and log in again before the change takes effect.

Configuring a Communication Server

From the Configuration menu, select Device > Device Map. The Device window will open.



2 In the Device window (above), right-click on the Devices folder and select Add > Communication Server.

The Com Server Configuration - Basic Information window will be displayed (next illustration):

lame :	Communication Server	ADV
Seconda Firm -		Bag
Aescaption :		Edt
(achine name :	P41GIG	(solate
hotocal end paint :	5566	Qeiete
dam Priority for notificatio	n: 80	E Show
Jam Priority for required a	acknowledgement: 50	
Write Transactions to	lle?	
Dperating System :	Windows NT 4.0, Windows 2000, or KP	

Com Server Configuration - Basic Information

- 1 Enter a unique **Name** for the Communication Server using up to 30 alphanumeric characters.
- 2 Enter a **Description** of the Communication Server that helps you further identify it (using up to 60 characters).
- 3 The Machine Name can be found in the Windows Control Panel by activating the Network application and looking at the Identification tab.

4	It is generally not necessary to change the Proto- col End Point. However, there are multiple servers [Command File, Guard Tour, Scheduler, Tracking and Muster], and each must have a unique protocol end point [which can be any number from 1024 through 9999]. Select a num- ber that is not used by another device on the network and enter it into this field. The default should work fine. Change this only if duplicate protocol points exist.
5	Alarms with a higher priority (lower number) than the setting entered in the Alarm Priority for Notification field appear in the Event view.
6	Alarms with a higher priority (lower number) than the Alarm Priority for required acknowledgment setting appear in the Alarm view and must be acknowledged before being cleared.

7 Select the **Write Transactions to file** check box if you want a record of the server transactions written to a file:

(C:\Program Files\ WINPAK2\RSDUMP)

- !WARNING! This option should only be selected and used for diagnostic purposes. Deselect the Write Transactions to file check box after use.
 - 8 Create an **ADV** for the Communication Server, by clicking the **Add** button in the ADV area of the window.
 - 9 Click the **Next** button to continue. The Com Server Configuration - Ports window will be displayed (next illustration).

Ports :	Multi-Port Boards :	AUV
CON 1		
COM 2		Edit
COM 4		joolate
	Add	Delete
COM 7	Berfirmen	E Charu
	South Sec.	1 2now
COM 10	Leste	

Com Server Configuration - Ports

- 1 Select the check boxes indicating the **Ports** on this server that are used for the access control system.
- 2 Click **Next**. Then click **Finish**.

Command File Server

In order to use the Command File functions, a Command File Server must be configured on the Device Map. Normally the Command File Server is located on the same machine as the Database Server.

Configuring the Command File Server

1 From the Configuration menu, select Device > Device Map. The Device window will open.



2 In the Device window (above), right-click on the Devices folder and select Add > Command File Server.

The Command File Server Configuration window will be displayed:

Command File Server Configuration	×
Name :	ADV
Description :	Est vie
Machine name : P41616	Dydew
5599 5599	<u>2</u> hm
< Basic Next> Cancel Help	

3 Enter a unique **Name** for the Command File Server, using up to 30 characters.

- 4 If desired, enter a **Description** of the Command File Server, using up to 60 characters.
- 5 Enter the **Machine Name** where the server is located. This is usually the same machine as the Database Server.
- 6 It is generally not necessary to change the Protocol End Point. However, there are multiple servers [Communication, Guard Tour, Scheduler, Tracking and Muster], and each must have a unique protocol end point [which can be any number from 1024 through 9999]. Select a number that is not used by another device on the network and enter it into this field. The default should work fine. Change this only if duplicate protocol points exist.
- 7 Create an ADV for the Command File Server, by clicking the **Add** button in the ADV area of the window (upper right corner).
- 8 When you have completed the ADV, click **OK** to return to the Command File Server Configuration window.
- 9 Click **Next**. Then click **Finish** to add the server to your Device Map.

Schedule Server

In order to use the Schedule functions, a Schedule Server must be configured on the Device Map. Normally the Schedule Server is located on the same machine as the Database Server.

Configuring a Schedule Server

1 From the Configuration menu, select Device > Device Map. The Device window will open.



2 In the Device window (above), right-click on the Devices folder and select Add > Schedue Server.

The Schedule **Server Configuration** window will be displayed:

Schedule Server Configuration	×
Name : Schedule Server	ADV
Description :	Edit
Machine name :	(selvic
Protocol end point : 5588	E Show
Cancel Help	

3 Enter a unique **Name** for the Schedule Server using up to 30 characters. This is a required field.

- 4 If desired, enter a **Description** of the Schedule Server, using up to 60 characters.
- 5 Enter the **Machine Name** where the server is located. This is usually the same machine as the Database Server.
- 6 It is generally not necessary to change the Protocol End Point. However, there are multiple servers [Communication, Command File, Guard Tour, Tracking and Muster], and each must have a unique protocol end point, [which can be any number from 1024 through 9999]. Select a number that is not used by another device on the network and enter it into this field. The default should work fine. Change this only if duplicate protocol points exist.
- 7 Create an ADV for the Schedule Server, by clicking the **Add** button in the ADV area of the window (upper right corner).
- 8 When you have completed the ADV, click **OK** to return to the Schedule Server Configuration window.
- 9 Click **Next**. Then click **Finish** to add the Schedule Server to the Device Map.

Guard Tour Server

In order to use the Guard Tour functions, a Guard Tour Server must be configured on the Device Map. Normally the Guard Tour Server is located on the same machine as the Database Server.

Configuring the Guard Tour Server

1 From the Configuration menu, select Device > Device Map. The Device window will open.



2 In the Device window (above), right-click on the Devices folder and select Add > Guard Tour Server.

The Guard Tour **Server Configuration** window will be displayed:

Guard Tour Server Conliguration	×
Name : Guard Tour Server Description : Machine name : P416IG	ADV Add Sch Isolate Didox
Cancel Help	

- 3 Enter a unique **Name** for the Guard Tour server using up to 30 characters.
- 4 If desired, enter a **Description** of the Guard Tour Server using up to 60 characters.
- 5 Enter the **Machine Name** where the server is located. This is usually the same machine as the Database Server.
- 6 It is generally not necessary to change the **Protocol End Point**. However, there are multiple servers [Communication, Command File, Scheduler, Tracking and Muster], and each must have a unique protocol end point [which can be any number from 1024 through 9999]. Select a number that is not used by another device on the network and enter it into this field. The default should work fine. Change this only if duplicate protocol points exist.
- 7 Create an ADV for the Guard Tour Server, by clicking the **Add** button in the ADV area of the window (upper right corner).
- 8 When you have completed the ADV, click **OK** to return to the Guard Tour Server Configuration window.
- 9 Click **Next**. Then click **Finish** to add the server to your Device Map.
- **NOTE:** When a server is added to the Device Map, you must logout and then login again before the changes take effect.

Tracking and Muster Server

In order to use the Tracking and Muster functions, a Tracking and Muster Server must be configured on the Device Map. Normally it is located on the same machine as the Database Server.

Configuring a Tracking and Muster Server

1 From the Configuration menu, select Device > Device Map. The Device window will open.



2 In the Device window (above), right-click on the Devices folder and select Add > Tracking & Muster Server.

The Tracking & Mustering Server Configuration window will be displayed:

Tracking and Mustering Server Configuration	×
Name : Tracking and Muster	ADV
Machine name :	profile Delete
Protocol end point : 5500	E Staw
Hours of History to Phime on startup :	
Cancel Help	

- 3 Enter a unique **Name** for the Tracking and Mustering Server, u sing up to 30 characters.
- 4 If desired, enter a **Description** of the Tracking and Muster Server, using up to 60 characters.
- 5 Enter the **Machine Name** where the server is located. This is usually the same machine as the Database Server.
- 6 It is generally not necessary to change the Protocol End Point. However, there are multiple servers [Communication, Command File, Scheduler], and each must have a unique protocol end point [which can be any number from 1024 through 9999]. Select a number that is not used by another device on the network and enter it into this field. The default should work fine. Change this only if duplicate protocol points exist.
- 7 Use the **Hours of History to Prime on startup** field to select how many hours of tracking history are processed and displayed when the Muster View is opened; select from 0 to 99 hours. The default setting is 8 hours.
- 8 Create an ADV for the server by clicking the **Add** button in the ADV area (upper right corner).
- 9 When you have completed the ADV, click **OK** to return to the Tracking and Muster Server Configuration window.
- 10 Click **Next**. Then click **Finish** to add the server to your Device Map.

RapidEye Digital Video

In order to use RapidEye digital video, a RapidEye device must be configured on the Device Map. Multiple devices can be configured.

Configuring RapidEye Digital Video

1. From the Configuration menu, select Device > Device Map. The Device window will open.



2. In the Device window (above), right-click on the Devices folder and select Add > RapidEye.

The RapidEye DVSS Configuration window will open (below).

pidEye DVSS Configuration		
		ADV
Name		Add
		Edt
User	Password	[stieke
		Reiete
Description		E Show
		<u>□</u> <u>S</u> how
< <u>1</u>	Lancel	нер

- 3. Type in the Name, User and Password parameters. The Description parameter is optional.
- **NOTE:** The DVSS Name must be the same as the name of the RapidEye Site being connected to.
- **NOTE:** The User and Password must be the same as defined in the RapideEye Multi software in order to control a RapidEye device.
 - 4. Click **Next** to bring up the RapidEye Camera Configuration window (below).

pidEye - Camera Configuration		
		ADV
		Add
1 - No ADV	<u>-</u>	
3-No ADV		Tot
4 - No ADV		Isofelie
5 - No ADV		
□6 - No ADV		Relete
T - No ADV		-
S - No ADV	_	1 Dupw
10 - No ADV		
11 - No ADV		
12 - No ADV	×	
Ran and Till		
Cenera Title		
1		
	0	
< Back Finish	Lancei Help	

5. For each camera defined in the RapidEye system, enable a camera ADV, then click **Add**.

The sequential order of the ADVs correspond directly to the sequential order of the RapidEye cameras. Selecting the Pan and Tilt option will define a camera as a PTZ (pan tilt zoom) camera. Not selecting the Pan and Tilt option defines the camera as a stationary camera.

6. After defining cameras, click **Finish**. The Device window will display the newly defined RapidEye devices.

Communication Loops

Communication interfaces are programmed by adding them to an existing communication server on the Device Map. You must have an available communication port or TCP/IP address for each communication interface being added.

To add an interface, open the **Device Map**, from the Device option on the WIN-PAK 2.0 Configuration menu.



Right-click the Communication Server that you are connecting to, select **Add**, then select the interface of your choice from the pick list.

With the help of a configuration wizard, WIN-PAK 2.0 leads you through a series of dialogs and windows so that the information necessary to configure the communication interface can be entered.

Although the dialogs presented may vary depending on the exact loop [or other communication connection] being added, typically, you select or enter information on each dialog, and click the Next button to advance to the next window.

The Back buttons on the dialogs allow you to review or edit information. Click the **Cancel** button to exit the setup process without saving any information entered. System documentation is available via the Help button.

When you have finished all of the dialogs, the Next button text changes to Finish, allowing you to save your entries and complete the setup process. **NOTE:** Create an ADV for your communication interface when you program it, so the ADV is available when you set up your Floor Plan or Control Area Definition and to report events to the viewers.

Adding C100 Panel Loop

A C-100 Panel Loop represents a configuration of one or more N-1000 panels. A loop requires only one communication port on a communication server, and there can be up to 63 panels per loop.

With the Device Map open, right-click the Communication Server that you are connecting to, select **Add**, then select **Panel Loop (C-100)** from the pick list.

The Loop Configuration - Basic Information window is displayed:

C-100 Loop Configuration - Basic Informatio	n -	×
Name : C-100 loop Description : Loop Verification Interval (Sec) : 60	Panel Default: 1/D Poll Interval : 50 Sec Panel CMD Retry Count : 3 Sec Panel CMD Time Out : 5 Sec	ADV Add Edit Jolitike Delete Prove
Time Zone : (GMT-06:00) Central Time (US & Canada) (GMT-06:00) Central Time (US & Canada)	Cancel Help]

Loop Configuration - Basic Information

- 1 Enter a unique **Name** for the panel loop using up to 30 characters. This is a required field.
- 2 If desired, enter a **Description** to further identify the panel loop. This field is optional, and holds up to 60 characters.

3 Set the **Loop Verification Interval**. This determines how often a test signal is sent through the communication loop verifying the loop's integrity.

The loop's data bandwidth will be reduced if the test interval is shortened or the loop's data bandwidth can be increased if the test interval is lengthened.

The test signal is a relatively short signal, and using the default value of 60 seconds is an optimum setting. If the test signal is not received within the defined time interval a Loop Trouble alarm is generated.

4 Select either (or both) buffer check boxes [**Buffer all panels on exit** and **Unbuffer all panels on startup**] to apply buffering instructions.

Select **Buffer on Exit** to automatically buffer all panels when the communication server is stopped. Select **Unbuffer** on **Startup** to automatically unbuffer all panels when the communication server is started.

- **NOTE:** Logging in or out of the database server doesn't affect the communication server. The communication server runs until it is shut down (either manually or by shutting down the operating system).
 - 5 Indicate the **Time Zone** in which the loop is located.
 - 6 Set the **Panel Defaults**:

I/O Poll Interval: [defaults to 60 seconds] Sets the frequency for the signal sent to the panel to verify communication and to check the panel's input and output states.

The loop's data bandwidth will be reduced if the test interval is shortened or the loop's data bandwidth can be increased if the test interval is lengthened.

The test signal is a relatively short signal and using the default value of 60 seconds is an optimum setting. If the test signal is not received within the defined time interval a Loop Trouble alarm is generated. **Panel CMD Retry Count**: [defaults to 3 seconds] Sets the number of times a command will be resent if the panel does not respond to the command.

Panel CMD Time Out: [defaults to 5 seconds] Sets the amount of time allowed for sending a command before timing out.

7 Click **Next** to advance to the Loop Configuration -Port Settings window:

-100 Loop Configuration - Port Settings	×
Port:	ADV Add
Bits per Second : 1200 Data Bits : 8 Parky : None Stop Bits : 1	jatare Detre
IP-Address or Node name : Encryption Pessward :	
< Back Next> Cancel Help	

Loop Configuration - Port Settings

- 8 Select the **Port** to which the loop is connected.
- **NOTE:** Select the TCP/IP port only for N-485-PCI with ACK/NAK enabled. It is not recommended to use TCP/IP for other devices that do not use an ACK/NAK protocol.
 - 9 Enter the **Bits per Second** communication rate for the loop. The default for a C-100 is 1200, which allows maximum cable runs in the C-100 loop. Baud rates up to 4800 can be used on shorter communication loops.

The Data Bits, Parity, and Stop Bits fields default based on the loop and port.

Adding 485/PCI (Multiple Dropline) Panel Loops

485 Panel Loops represents a configuration of one or more N-1000 panels. A loop requires only one communication port on a communication server, and there can be up to 31 panels per loop.

With the Device Map open, right-click the Communication Server and select **Add**, then select **Panel Loop (485/PCI)** from the pick list.

The Loop Configuration - Basic Information window is displayed:

485/PCI Loop Configuration - Basic Information × ADV Name: Panel Defaults Add Main Drop Line I/D Poll Interval: 60 🚊 Sec Description : Panel CMD Retry Count ACK/NAK : 3 ÷ ∇ Panel CMD Time Dut : ÷ Sec E Show Buffer all panels on exit Unbuffer all panels on startup Time Zone ٠ (GMT-06:00) Central Time (US & Canada) Nest> Cancel Help

Loop Configuration - Basic Information

- 1 Enter a unique **Name** for the panel loop using up to 30 characters. This is a required field.
- 2 If desired, enter a **Description** to further identify the panel loop. This field is optional, and holds up to 60 characters.

- 3 ACK/NAK provides a means of ensuring that data is not being lost over electrical noisy communication lines. ACK/NAK should be enabled for normal operations.
- 4 Select either (or both) buffer check boxes [**Buffer all panels on exit** and **Unbuffer all panels on startup**] to apply buffering instructions. Select Buffer on Exit to automatically buffer all panels when the communication server is exited. Select Unbuffer on Startup to automatically unbuffer all panels when the communication server is started.
- **NOTE:** Logging in or out of the database server doesn't affect the communication server. The communication server runs until it is shut down (either manually or by shutting down the operating system).
 - 5 Indicate the **Time Zone** in which the loop is located.
 - 6 Set the **Panel Defaults**:

I/O Poll Interval: [defaults to 60 seconds] Sets the frequency for the signal sent to the panel to verify communication and to check the panel's input and output states.

Panel CMD Retry Count: [defaults to 3 seconds] Sets the number of times a command will be resent if the panel does not respond to the command.

Panel CMD Time Out: [defaults to 5 seconds] Sets the amount of time allowed for sending a command before timing out.

7 Click **Next** to advance to the Loop Configuration -Port Settings window (next illustration).

485/PCI Loop Configuration -	Port Settings	×
Port : COM 2	×	ADV
Bits per Second	19200	Edit Izolate
Parity	None	Delete
IP-Address or Node name		<u> ∑</u> how
Encryption Password		
	<back next=""> Cancel Help</back>	

Loop Configuration - Port Settings

- 8 Select the **Port** to which the loop is connected.
- **NOTE:** Select the TCP/IP port only for N-485-PCI with ACK/NAK enabled. It is not recommended to use TCP/IP for other devices that do not use an ACK/NAK protocol.
 - 9 Enter the **Bits per Second** communication rate for the loop. For optimum performance the 485/PCI should be set for 19200 (19.2 K). This baud rate must match the 485/PCI's baud setting.

The Data Bits, Parity, and Stop Bits fields default based on the loop and port.
IP Address

If TCP/IP Connection is selected as the Port, the IP-Address or Node name field must be filled in.

Encryption Password

If TCP/IP Encrypted Connection is selected as the Port, the Encryption Password field must be filled in with the exact [case sensitive] password used when the LAN hardware was installed.

- 10 Create an ADV for the communication loop. Click Add in the ADV section of the window (upper right corner) to open the ADV window for the loop. Follow the procedures outlined in "Setting up ADVs" (earlier in this chapter) to set up the loop ADV.
- 11 Click **OK** to return to the Port Settings window. The Loop becomes available on the Device Map.

罾 Device	_ 🗆 🗵
Devices Devices Command File Server Ommunication Server	

Adding a CCTV Switcher

WIN-PAK 2.0 supports a variety of CCTV switchers. They are added to the communication server on the Device Map in the same way other communication interfaces are added. You must have an available communication port for each switcher.

With the Device Map open, right-click the Communication Server and select **Add**. Select **CCTV Switcher** from the list.

The CCTV Switcher Configuration - Basic Information window is displayed:

CCTV Switcher Configuration - Basic Information

Name :	ADV
Video Switcher	ådd
Description :	Edit
	[solite
Type : Javelin 💌	Delete
Port Settings Port : COM 2	E given
Bits per Second : 9600	
Data Bits : 8 💌	
Parity : None	
Stop Bits : 1	
IP-Address or Node name:	
Encryption Password	

- 1 Enter a unique **Name** for the CCTV Switcher using up to 30 characters. This is a required field.
- 2 Enter a **Description** of the CCTV Switcher if desired. This field holds up to 60 characters.

- 3 Select a CCTV Switcher **Type** from the list. Typical options include:
 - Burle
- Dedicated Micros
- Geutebruck Javelin
- NCI CCTV
 Panasonic
- Pelco
 Vicon
- 4 Select the **Port** to which the CCTV Switcher is connected.
- 5 Enter the **Bits per Second** communication rate for the CCTV Switcher. The default is 9600.
- 6 The Data Bits, Parity, and Stop Bits fields for the CCTV Switcher. The default Data Bits is 8, Parity in None and Stop Bits is 1.

IP Address

If TCP/IP Connection is selected as the Port, the IP-Address or Node name field must be filled in.

Encryption Password

If TCP/IP Encrypted Connection is selected as the Port, the Encryption Password field must be filled in with the exact (case senistive) password used when the LAN hardware was installed.

- 7 Set up an ADV for the CCTV Switcher. Click the Add button in the ADV area of the window (upper right corner). Once an ADV is established for the switcher, the type cannot be changed.
- 8 On returning to the Basic Information window [after setting up the ADV], click **Next** to advance to the CCTV Switcher Configuration Cameras window (next illustration).

TV Switcher Configuration - Cameras	
	ADV
1 - CCTV Switcher - Camera 1	Add
Z-NoADV	
3 - No ADV	543
4 - No ADV	
S-NOADY	18766
R-NoADV	Dette
9-NoADV	
10-No ADV	1202W
11 - No ADV	
12 - No ADV	
13 - No ADV	
14 - No ADV	-
Pan and Tilt	
Cameta Title :	
Camera 2 West Lobby	
< <u>Back</u> <u>N</u> exit > Cancel	Help

CCTV Switcher Configuration - Cameras

- 9 Select the check boxes next to the cameras to be controlled by the CCTV Switcher.
- 10 Select the **Pan and Tilt** check box if the camera supports pan and tilt functions.
- 11 Enter a unique **Camera Title** for the camera.
- 12 An ADV must be configured for each camera selected. Click the **Add** button in the ADV area of the window (upper right corner). Once an ADV is established for the camera, the Pan and Tilt option cannot be changed unless the ADV is deleted.
- 13 After selecting all the cameras needed, and setting up ADVs for each, click the Next button to advance to the CCTV Switcher Configuration - Monitors window.

CCTV Switcher Configuration - Monitors	×
I - CCTV Switcher - Monitor 1 2 - No ADV 3 - No ADV 4 - No ADV 5 - No ADV 6 - No ADV 9 - No ADV 10 - No ADV 11 - No ADV 12 - No ADV 13 - No ADV 14 - No ADV	ADV Add Edit Isolate Delete
< <u>B</u> ack <u>N</u> ext> Cancel Help	

CCTV Switcher Configuration - Monitors

- 14 Select the check boxes next to the monitors to be controlled by the CCTV Switcher.
- 15 Create an ADV for each monitor selected. Click the **Add** button in the ADV area of the window (upper right corner).
- 16 On returning to the CCTV Switcher Configuration window, click the **Next** button, then click **Finish** on the final configuration window to save the new switcher and the ADVs for the switcher, cameras, and monitors.

Adding an RS-232 Connection

An RS-232 connection is defined by adding it to the Device Map. The communication server must have a port or TCP/IP address available for each communication interface in your system.

With the Device Map open, right-click the Communication Server to which you are connecting, and select **Add**. Select **RS-232 Connection** from the pick list.

The RS-232 Connection Configuration - Basic Information window is displayed:

RS-232 Connection Configuration - Basic Information

	D0 000 0 0 10000 0	ADV
Name :	HS 232 com port 8, 19200 baud	Add
Description :		ER
Port Settings		
Port :	COM 8	TRUME.
Bits per Second :	19200	Relete
Data Bits :	8	E Show
Parity :	None	
Stop Bits :	1 💌	
IP-Address or No	de name	
Encryption Pass	word	
	<back next=""> Cancel He</back>	slp

1 Enter a unique **Name** for the RS-232 Connection, using up to 30 characters. This is a required field.

- 2 Enter a **Description** of the RS-232 Connection if desired. This field holds up to 60characters.
- 3 Select the **Port** to which the RS-232 Connection is to be made.
- 4 Enter the **Bits per Second** communication rate for the Port. The default is 9600.
- 5 The Data Bits, Parity, and Stop Bits fields for Port. The default Data Bits is 8, Parity is None and Stop Bits is 1.

IP Address

If TCP/IP Connection is selected as the Port, the IP-Address or Node name field must be filled in.

Encryption Password

If TCP/IP Encrypted Connection is selected as the Port, the Encryption Password field must be filled in with the exact (case sensitive) password used when the LAN hardware was installed.

- 8 Set up an ADV for the RS-232 Port. Click the **Add** button in the ADV area of the window (upper right corner).
- 9 On returning to the Basic Information window [after setting up the ADV], click Next. Click **Finish** on the subsequent window to complete the connection setup.

Editing Panel Loops

To edit a panel loop, right-click on the loop from the Device Map, and select **Configure** from the task menu. The Loop Configuration window is displayed (below).

NOTE: This illustration shows the Loop Configuration window for a 485/PCI loop.

Name : Panel Defa Main Drop Line I/O Pall In Department : En and	suits
Main Drop Line I/D Pall In	nterval : Edit
Developing in the second	
perception:	Sec Isolate
Panel CM	D Retry Count : Delete
F Paral Di	0 Time Out:
□ Butler all panels on exit	Sec
Unbuffer all panels on startup	
Time Zone :	
(GMT-06:00) Central Time (US & Canada)	×

Use the tabs at the top of the window to access any configuration information you wish to change.

Modem Pools

Modem connections can be used to communicate with panel loops at remote sites by first defining the modem pool [which can have one or more modems], and then defining communication loops to place in the modem pool.

Modems can be used to communicate with:

- C-100 loops
- 485 with a HUB (non-ACK-NAK) loops
- 485 with a HUB (ACK-NAK) loops

For each type of panel configuration, the options available are the same as for local panel loops. For an explanation of the options refer to the proceeding sections.

Modem pools, like other communication connections, are first installed on the operating system [Windows 2000/NT) and then defined by adding them to the Device Map. You must have a communication server with an available communication port for each modem you are adding.

Once the pool is defined, the panel loops are added to the modem pool, rather than directly to the communication server, as is the case with local loops.

Modem pools are added from the Device Map. With the Device Map open, right-click the Communication Server to which the modem pool is to be added. Select a modem pool option from the pick list.



C-100 & 485 with HUB (non ACK/NAK) Modem Pools

Select **Modem Pool (C-100 and 485 with HUB non-ACK/NAK)** from the **Add** menu pick list (available by right-clicking the Communication Server to which the modem pool is being added).

The Modem Pool Configuration window is displayed:

- 1 Enter a unique **Name** for the Modem Pool using up to 30 characters. This is a required field.
- 2 If desired, enter a **Description** of the Modem Pool, using up to 60 alphanumeric characters.
- 3 Click **Add** in the **Modems in Pool** area of the window to open the Modem Configuration dialog:

Modem Configuration	×
Name :	
Modem 1	
Local Phone Number :	
512-7777	
Part on Server :	
No Port - Device Inactive	*
OK Cancel	

- 4 Enter the **Name** of the modem being added to the Modem Pool. The name Modem # defaults into the field.
- 5 Enter the modem's **Local Phone Number** (the modem connected to communication server's port). Include the area code and dialing prefix if they are required to dial in from the remote site.
- 6 Use the **Port on Server** list to select the port to which the modem is connected.
- 7 Click **OK**.

Repeat this procedure for each modem in the pool.

- 8 Create an ADV for the Modem Pool. Click **Add** in the ADV area of the configuration window.
- 9 On returning to the Modem Pool Configuration window [after setting up the ADV], click Next, then click Finish on the final configuration window.

Setting Up a C-100 or 485 Loop on a Modem Pool



 Once the Modem Pool has been defined, right-click it, and select either Add New C-100 Loop or Add New 485 Loop to open the Loop Configuration -Basic Information window (next illustration).

00 Loop Configuration - Basic In	formation	
Name : Parking Gate, East Description :	Panel Defaults I/D Poll Interval : 60 🚊 Sec	ADV Add Edt
Employee entrance - East Loop Verification Interval (Sec) : 60	Panel CMD Rety Count : 3 (2) Panel CMD Time Out : 5 (2) 5 (2)	Lecter Detec
Bemole Phone Number :	Modern : Modern 2	_

Loop Configuration - Basic Information

- 2 Enter a unique **Name** for the panel loop (required), using up to 30 characters.
- 3 Use the **Description** field to further identify the panel loop (optional), using up to 60 characters.
- 4 Set the **Loop Verification Interval**. This sets how often a test signal is sent through the communication loop verifying the loop's integrity. The loop's data bandwidth will be reduced if the test interval is shortened or the loop's data bandwidth can be increased if the test interval is lenghtened.

The test signal is a relatively short signal and using the default value of 60 seconds is an optimum setting. If the test signal is not received within the defined time interval a Loop Trouble alarm is generated, requiring the ADV to be created.

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For 485/PCI Multiple Dropline Setup - The ACK/NAK check box is grayed out, since this modem pool only accepts non-ACK/NAK 485 panels.

5 Select either (or both) buffer check boxes [**Buffer all panels on exit** and **Unbuffer all panels on startup**] to apply buffering instructions.

Select Buffer on Exit to automatically buffer all panels when the communication server is exited. Select Unbuffer on Startup to automatically unbuffer all panels when the communication server is started.

- **NOTE:** Scheduled dialup buffering options are set in the Schedule database.
- **NOTE:** Logging in or out of the database server doesn't affect the communication server. The communication server runs until it is shut down (either manually or by shutting down the operating system).
 - 6 Indicate the **Time Zone** in which the loop is located.
 - 7 Set the **Panel Defaults**:

I/O Poll Interval: [defaults to 60 seconds] Sets the frequency for the signal sent to the panel to verify communication and check the panel's input and output states.

Panel CMD Retry Count: [defaults to 3 seconds] Sets the number of times a command is resent if the panel does not respond to the command.

Panel CMD Time Out: [defaults to 5 seconds] Sets the amount of time allowed for sending a command before timing out.

- 8 Enter the **Remote Phone Number** for the loop.
- 9 Select the **Modem** (in the pool) that WIN-PAK will use to call the remote location.
- 10 Create an ADV for the remote loop configuration: click **Add** in the ADV area of the configuration window.
- 11 On returning to the Loop Configuration window [after setting up the ADV], click **Next** to advance to the Finish window. Click **Finish** and the new panel loop is added to the modem pool in the Device Map.



485 with HUB ACK/NAK Modem Pool Configuration

Select **Modem Pool (485 with HUB ACK/NAK)** from the Communication Server **Add** menu pick list [available by right-clicking the Communication Server].



The Modem Pool Configuration window is displayed:

Modem Pool Configuration

dem Pool Configuration (ACK/NAK) - Basic Information	
Name :	ADV
Modern Pool ACK/NAK	Add
Description :	
	Tard Mr.
Moderns in Pool :	
Add Hoden 1	<u>D</u> dda
	E Sizw
Touldha	
Delete	
<breik next=""> Cancel He</breik>	• 1

1 Enter a unique **Name** for the Modem Pool, using up to 30 characters. This is a required field.

- 2 Enter a **Description** of the Modem Pool (optional), using up to 60 characters.
- 3 Click **Add** in the **Modems in Pool** area of the window to open the Modem Configuration dialog:

Modem Configuration		×
Name :		
Modem 1		
Local Phone Number :		
1234567		
Port on Server :		
COM 1		*
OK	Cancel	

- 4 Enter the **Name** of the modem being added to the Modem Pool. The name Modem # defaults into the field.
- 5 Enter the modem's **Local Phone Number** (the modem connected to the communication server's port). Include the area code and dialing prefix if they are required to dial in from the remote site.
- 6 Use the **Port on Server** list to select the port to which the modem is connected.
- 7 Click **OK**. Repeat this procedure for each modem in the pool.
- 8 Create an ADV for the Modem Pool. Click **Add** in the ADV section of the configuration window.
- 9 On returning to the Modem Pool Configuration window [after setting up the ADV], click **Next**, then click **Finish** on the final configuration window.

Communication Server Add New 485 ACK/NAK Loop Communication Server Add New 485 ACK/NAK Loop	🚆 Device	
Configure Isolate	Communication	Line er Drop Line Add New 485 ACK/NAK Loop Configure

Setting Up a 485/HUB Loop on the Modem Pool

1 Once the Modem Pool has been defined, right-click it, and select **Add New 485 ACK/NAK Loop** to open the Loop Configuration - Basic Information window (shown below).

485/PCI Loop Configuration - Basic Information		×
Name : Local Storage 1st Street Description : Local storgare on 1st street ACK/NAK : D Butter all panels on exit Local contents to the total of total of the total of total of the total of the total of the total of tota	Panel Defaults 1/D Poll Interval : 60 a. Sec Panel CMD Retry Count : 3 a. Panel CMD Time Out : 5 a. Sec	ADV Add Edt Defee Defee
Time Zone :		
(GMT-06:00) Central Time (US & Canada)	¥	
Remote Phone Number : 1111	Modem : Modem 1 ACK/NAK	
< Bpok	Next> Cancel Help	

2 Enter a unique **Name** for the communication loop, using up to 30 characters. This is a required field.

Loop Configuration - Basic Information

- 3 Use the **Description** field to further identify the panel loop (optional), using up to 60 characters.
- 4 The ACK/NAK check box is selected and grayed out, since this modem pool only accepts ACK/NAK panels
- 5 Select either (or both) buffer check boxes [**Buffer all panels on exit** and **Unbuffer all panels on startup**] to apply buffering instructions.

Select **Buffer on Exit** to automatically buffer all panels when the communication server is exited. Select Unbuffer on Startup to automatically unbuffer all panels when the communication server is started.

- **NOTE:** Scheduled dialup buffering options are set in the Schedule database.
- **NOTE:** Logging in or out of the database server doesn't affect the communication server. The communication server runs until it is shut down (either manually or by shutting down the operating system).
 - 6 Indicate the **Time Zone** in which the loop is located.
 - 7 Set the **Panel Defaults**:

I/O Poll Interval: [defaults to 60 seconds] Sets the frequency for the signal sent to the panel to verify communication and check the panel's input and output states.

Panel CMD Retry Count: [defaults to 3 seconds] Sets the number of times a command will be resent if the panel does not respond to the command.

Panel CMD Time Out: [defaults to 5 seconds] Sets the amount of time allowed for sending a command before timing out.

- 8 Enter the **Remote Phone Number** for the loop.
- 9 Select the **Modem** (in the pool) that WIN-PAK 2.0 will use to call the remote location.

- 10 Set up the default ADV for the panel by clicking the **Add** button in the ADV area of the window.
- 11 After setting up the ADV, click **Next** on the Configuration window to advance to the 485/PCI Loop Configuration - HUB Settings window (below).

485/PCI Loop Configuration - Hub Settings	×
Delay For Connection : Sec Number of Redial Attempts : 3 + Sec Wait Time for Disconnect : 5 + Sec Delay before Next Attempt : 60 + Sec Modern Initialization Command : ATE 00.0V13K06C18D0S0=18W Dial Phefix : ATDT Call In Option : Never	ADV Add Edt Defete
Set New Site ID and Password	

485/PCI Loop Configuration - HUB Settings

Leave the default settings, or make any desired changes. The options are explained below.

- 12 Enter a value in the **Delay for Connection** field if a pause is required between dialing the prefix and dialing the phone number.
- 13 Indicate the Number of Redial Attempts to be made if there is no connection to PC's modem, based on the selected Call In Option. The default is 3, but any number between 0 and 50 can be entered in this field.

- 14 Enter the **Wait Time for Disconnect** after the last transmission [usually a buffer command that is setup in the Dial Remote area scheduler] is sent from WINPAK. The wait time allows the remote loop to be properly buffered before disconnecting. This number can be between 1 and 999 seconds. The default is 5 seconds.
- 15 Enter the amount of time allowed between dialing attempts in the **Delay before Next Attempt** field. Any number between 1 and 999 can be entered in this field. The default is 60 seconds.
- 16 Enter the remote **Modem Initialization String**. The default is:

ATEØQØV1&KØ&C1&DØSØ=1&W

The remote hub requires the following modem settings. Refer to your modem documentation for further information.

- Auto-answer enabled.
- All flow control disabled.
- Modem speed greater than or equal to the hub baud rate.
- Verbose commands enabled.
- String saved as default powerup setting.
- 17 Enter the **Dial Prefix**. In most cases the Dial Prefix is ATDT, which is set as the default.
- 18 Select a **Call In Option**, either On Invalid Transaction [which includes when remote panel's transaction buffer is nearly full and alarm events] or Never.
- 19 Click the Set New Site ID and Password button.

Site - Password	×
New Deserved	
New Password :	- 1
	-
Contim Password :	-
	-
Site ID :	_
[8A0000.50000	-
OK Cance	- 1
	_

- 20 Enter a **New Password**. The password can be comprised of up to 16 characters.
- 21 Reenter the password in the **Confirm Password** field.
- 22 Enter the **Site ID** using the following format:

@A [unique 4-digit number], S [unique 4-digit number]

For example @A0002, S0003 is area 2 site 3.

- 23 Click **OK** to return to the HUB Settings window.
- 24 Click **Next** to advance to the Finish window, then click **Finish**.

The new Remote Panel Loop is now displayed on the modem pool in the Device Map.



Panels

Planning is essential when configuring panels. The accumulation and understanding of a great deal of information about the setup of your access control system is required. This includes card formats, the type of readers and keypads used, and numerous options for input and output points.

Panel Configuration Wizard

With the help of a panel configuration wizard, WIN-PAK 2.0 leads you through a series of dialogs and windows that guide you through the panel definition process. This is a much more detailed process than the basic system configuration wizard. At each step in the setup process simply select or enter the information that applies to your system and is necessary to configure the specific communication interface being set up.

Although the dialogs presented may vary slightly depending upon certain selections made, typically, you select or enter information on each dialog, and click the Next button to move to the next window.

The Back buttons on the dialogs allow you to review or edit information you have already added. Click the **Cancel** button to exit the setup process without saving any information entered. System documentation is available via the Help button.

When you have finished all of the dialogs the Next button changes to Finish, allowing you to save your entries and complete the setup process.

Because of the amount of information and the number of options, adding panels to a large system can be very time consuming. There are a few shortcuts that can speed up the process. First of all, note that once a panel has been defined, it can be copied and then edited, if necessary. Second, action groups act as templates: once an action group is defined, it can be used in defining all ADVs of the same type. In addition, action groups can be copied and then edited, allowing you to quickly create a variety of action groups to choose from.

Panel definitions are added to the Device Map. They can be copied by right-clicking, and then dragging and dropping them onto a communication interface on the Device Map.

Adding Panels

Adding a N-1000 Panel to a C-100 or 485 Loop Panel definitions are added to the Device Map.

With the Device Map open, right-click on a C-100 or 485 panel loop, and select the **Add New N-1000 Panel** option.



The Panel Configuration - Basic window is displayed:

Panel Configuration - Basic

Panel Configuration - Basic					×
Name :					ADV 1
Local Storage on 1st Street					800
Description :					Ed?
					[solite
Type:					Delete
N-1000					10000
Firmware Version :					E ginn
Later Version 💌					
Status:					
Addect:					
	c Bash	Next >	Cancel	Help	

- 1 Enter a unique **Name** for the panel, using up to 30 alphanumeric characters. This is a required field.
- 2 Enter a **Description** of the panel, if desired. This field holds up to 60 characters.
- 3 Select the **Type** of panel being added.

Type :
N-1000
N-1000
N-1000-X
N-1000-3
N-1000-3X
N-1000-4
N-1000-4X

4 Select the **Firmware Version** being used in the panel.



This refers to the version of firmware of the PROM chip in your N-1000 panel. The default is 8.02. Select the version that your panel is using. Different panel options are available, depending on which firmware version is being used.

5 Indicate the **Status** of the panel.

Active is used when a panel is configured and present.

Inactive should be used for a panel that is present but temporarily disconnected for maintenance.

Card additions or deletions sent to an Inactive panel are saved until the panel is made active. When active, these files are automatically sent.

Not Present allows a system to be defined before the physical installation is complete. If the panel is marked Not Present, no card additions or deletions are sent or saved.

- 6 Enter the panel's hardware **Address**. This address corresponds to the DIP Switch setting on the control panel and falls within the range of 1 to 63 for a C-100 or 1 to 31 for a 485 loop. Consult the "N-1000 Installation Manual" for details.
- 7 Create an ADV for the panel, by clicking the **Add** button in the ADV section (upper right corner) of the configuration window.
- 8 On returning to the Panel Configuration Basic window [after creating the ADV], click the **Next** button to advance to the Panel Configuration - Card Format window (next illustration).

Panel Configuration - Card Forma	A Contraction of the second	×
C ABA C MEGAND	F=1 M123456789101112 C F=1 M12345678910111213141516 C F=1	ADV Add Foll
Inverse Card Formats :		Delete
⊡Format1	F=1 1 26 5 1 0 1 B1 B2 B3 B4 Det	E gann
Formal 2	F=1 2 32 5 0 0 81 82 83 84 Det	
Formal 3	F=1 3 34 5 1 0 1 81 82 83 84 Det.	
□Formal 4	Fat A FFFFFFFFFFFFFFFFFFFFFFFFFFFFF	
Formal 5		
Formal 6		
□Fornal 7		
□Formal 8		
	< <u>Back</u> Next> Cancel Help	

Panel Configuration - Card Format

Select either ABA or Wiegand as the card type.

The Inverse Card Formats section allows the selected Card Format to be read inverted.

These default values will rarely need to be changed. If in doubt, accept the Wiegand Non-inverse default, as this is the most common application.

ABA Card Format

If **ABA** is selected as the card type, 12-digit, 16-digit, or a user defined card format can be selected.

	F=1 M123456789101112	
© WIEGAND	C F=1 M12345678910111213141	516
THE GENERAL	C F=1	

Wiegand Card Formats

If Wiegand is selected as the card type, the fields in the lower area of the window are active, and show Wiegand formats.

The panel address is followed by a format slot number (fsn).

Typically, Format 1 is used for Wiegand swipe, Motorola and other "generic" cards, and can be inversed for Wiegand insert card reader applications. Format 2 is used for Northern Computer magnetic stripe swipe and Cotag proximity cards. Format 3 is used for HID cards.

These defaults can be edited and other Wiegand card formats can be entered in the remaining slots.

Following is a list of Wiegand card formats valid with the N-1000.

CR-1 Wiegand Card Swipe _F=*pn_fsn_*26_S_1_D_1_B1_B2_B3_B4

NR-1 Magstripe Swipe _F=*pn_fsn_*32_S_Ø_D_Ø_B1_B2_B3_B4

PR-2 Hughes/IDI Proximity _F=*pn_fsn*_34_S_1_D_1_B1_B2_B3_B4

CI-1 Wiegand Card Insert _F=*pn_fsn*_26_I_1_D_1_B1_B2_B3_B4

PR-1-280 Cotag Proximity _F=*pn_fsn*_32_S_Ø_D_Ø_B1_B2_B3_B4

HG-1 Hand Geometry $F=pn_fsn_32_S_\emptyset_D_\emptyset_B1_B2_B3_B4$ **5 Conductor Keypad** _F=*pn_fsn_*32_S_Ø_D_Ø_B1_B2_B3_B4

Dorado Magstripe Cards _F=*pn_fsn_*34_S_1_D_Ø_B1_B2_B3_B4

Sielox Wiegand Cards _F=pn_fsn_34_S_1_D_1_B1_B2_B3_B4

Sielox Proximity Cards _F=*pn_fsn_*32_S_Ø_D_Ø_B1_B2_B3_B4

NCS 25-Bit Cards _F=*pn_fsn*_25_S_1_D_1_B1_B4_B2_B3

NCS 29-Bit Cards _F=*pn_fsn*_29_S_1_D_1_B1_B4_B2_B3

Kidde Cards $_F=pn_fsn_31_S_1_BØ_B2_B3_B4$

Continental 36-Bit Cards _F=*pn_fsn_*36_S_3_D_2_B1_B2_B3_B4

Continental 37-Bit Cards _F=*pn_fsn_*37_S_3_D_2_B1_B2_B3_B4

Casi Russco Format _F=*pn_fsn_*40_D_1_S_1_B1_B2_B3_B4 (Requires 8.05 firmware version and OL option enabled.)

After setting the card format, click the **Next** button to advance to the Panel Configuration - Time Zones window (next illustration).

Panel Configuration - Time Zones

Use the Panel Configuration Time Zones window to indicate the time zones and holiday groups valid with the panel.

Time Zones which apply to a given panel must be added to the panel's definition.

ovalable Time Zone	Description	ADV ADV	
4pm-12am M.F	4pm - 12am Monday - Fiiday Jesci. holi	1	1
12am-Bam M-F	12am - Ban Monday - Friday Jexcl. holi	1 Ed3	
6am-7pm x 7 days	6an - 7pm 7 days per week (incl. hold	1	~
		100	141
		Deter	2
		E Sizzy	
4	★		
Int Selected Time Zone	Description	No Skie	
1 Alment On	This Timezone is always on	1	
2 Never Dn	This Timezone is never on	1	
3 Ban-5pn M-F	Bam - Spm Monday - Friday (excl ho	1	
Aday Group :			
olidays - Diffices			

NOTE: Time Zones are set up via the Time Management option on the WIN-PAK 2.0 Configuration menu. Until a Time Zone is established, it cannot be added to the panel.

With the Time Zones window displayed, you can select the Time Zones and Holiday groups you want to use with the N-1000 panel being installed. The Available Time Zone list shows the time zone name and Description as set up in Time Management. The Number of Slots column shows how many slots on the panel this time zone requires.

NOTE: Time Zones that use more than 1 in the no. slots column create and link to other slots starting at 63 and decrement. The "Head Slot" of the time zone is shown in the Slot column.

Likewise, the Selected Time Zone list shows the time zone name and Description, the Number of Slots the time zone requires, and the **Slot** the time zone occupies on the panel.

1 Select a Time Zone from the **Available Time Zone** list and click the down-arrow to move it to the Selected Time Zone list.

Double-clicking items in either list box will move them to the other list [with the exception of the Always and Never On options].

- 2 If you are using holiday overrides, select the **Holiday Group** that applies to this panel.
- 3 Click **Next** to advance to the Panel Configuration Options window (next illustration).
- **NOTE:** The N-1000 panel has 63 time zone slots, so it is possible that, in a very large system, the number of time zones could exceed the number of available slots. In that case, it would be necessary to select only the time zones that apply to a given panel. To help the user determine the number of slots available, the number of slots used is displayed for each time zone. WIN-PAK 2.0 will display a warning if more than 63 slots are selected for this panel.

		Sin Fo	day :		ADV
Anti-Passback	E Employees	Skello	Site Code	г	êdd
		1	0		828
	E manda and the	2	0	•	(refer t
Choups	Retrie group	3	0		[10]87H
		4	0		Delete
- Kennels		5	0		E Const
Line Zone for PIN :	1* FIN	6	٥		- Banu
Alware Dry	*	1.1			
Continuous Card R	leads	Hardwa	we Options :	-	
Reverse Read LEI	Ds	AEP	-5 (Supervised Inputs)		
SplittineZone		Dene	Producinal Carport)		
Command File :					
Mona					
THO I M			Advanced		
Initialization Command	l:				
BMKPOD0Z0					
Host Grant :					
Open Door and Upda	te Panel 🗾				

Panel Configuration - Options

Enable or disable options as desired. Refer to the descriptions of the options below.

Anti-Passback

Select the **Anti-Passback** check box to enable Anti-Passback, which discourages 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 is required on each side of the door for this option. There are two forms of anti-passback. The first is local anti-passback, where only the readers attached to the control panel will be monitored. The second is global anti-passback, where on the selected panels, card reads from the odd numbered reader provide an in-read and card-reads from the even numbered readers provides an out read. Both the in and out read is transmitted via the RS485 to other anti-passback enabled panels. Global anti-passback configuratioin must use RS485 communication and 485 firmware, version 1.04 or higher.

When a card is first added to a panel, it is set to an unused mode. This allows the first use of the card to be valid [will not generate an anti-passback alarm], and appropriately sets the next read status to in or out.

The N-1000-II and N-1000-III support two readers. Reader 1 is the In reader and reader 2 is the Out reader.

The N-1000-IV supports four readers. Readers 1 and 3 are considered the In readers, while readers 2 and 4 are considered the Out readers.

Forgiveness

Anti-passback can be used with or without Forgiveness. With Forgiveness turned on, all cards are reset at midnight so that if card users leave the building in the evening without using anti-passback out readers, they are allowed normal entry the next morning. Without forgiveness, an anti-passback violation occurs in this instance also. Forgiveness is not available unless antipassback is selected. Forgiveness works slightly different depending on the panel firmware version. Versions older than 8.03.17 will move the card status to the out mode, requiring the next read to be an in-read. Versions 8.03.17 and greater will set the card to an unused status, allowing the next valid read to be in or out.

NOTE: If the Anti-passback option is not selected, WIN-PAK 2.0 defaults to a *free egress* configuration. A card is not required to exit. Instead, the door can be activated by 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 the exit devices for these two doors which releases locks just like a valid card read.

Groups

Select the **Groups** check box if you want to create output relay groups. Output relay groups allow a card read to activate more than one output relay for applications such as elevator control.

When the Groups option is used, a valid card read on Reader 1 pulses the group, while a valid card read on Reader 2 pulses Relay 2.

For a valid card read on any reader to pulse the group, select the **All readers use the same group** option.

Groups must be selected to access the AEP-3 in the Hardware Options section of this window.

Keypads

Select the **Keypads** option if matrix style 11-wire keypads are used with the panel. If using Wiegand style [5-wire] keypads, the keypad is treated as a reader and this option should not be selected.

PIN and Time Zone for PIN

These options are available only if the Keypad option is selected. Select **PIN** (personal identification number) if 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.

From the Time Zone for PIN list, select the time zone during which a PIN is required.

NOTE: For N-1000-IV panels, only 2 PIN keypads can be configured. Refer to Panel Configuration Readers for selection information.

Continuous Card Reads

Select this option to allow card readers to read cards continuously, independent of output pulse time. If the option is not selected, card readers do not recognize valid cards while the corresponding output is energized.

For example, without the Continuous Card Reads option selected 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.

Reverse Read LEDs

Select this option to reverse the standard LED operation of the reader. If this option is selected, a reader that normally changes from green to red on a valid card read, will change from red to green.

NOTE: For NR-1-WR readers using ABA formatted cards, this option should be disabled.

Split Time Zone

The Split Time Zone option is enabled and grayed out when adding a N-1000 panel.

Command File

Provides the name of the defined command files that contain special programming for the control panel. This file can be sent manually or as part of the panel initialization process. A command file must be defined before it can be selected.

Initialization Command

The Initialization Command field displays the command string sent to the panel at initialization, based on the Advanced Options selected. Note that as an option is selected or deselected, a corresponding string in the Initialization Command field is added or removed.

Host Grant

Host Grant options provide fault tolerance should a card not be found in the panel. Host Grant options are used when, for example, the total number of cards that are to be valid at a panel exceeds the panel capacity or if the card update scheduler is used and the card is presented before the scheduled update has occurred.

There are three modes of operation of Host Grant.

- **Disabled**: The card number must exist at the panel for access to be granted. The Host (WIN-PAK 2.0) computer will not grant any access.
- **Open Door**: If a card is received as an alarm event from the N-1000, with Host Grant set to the Open Door mode, the event will be checked against the WIN-PAK 2.0 database. If the card is valid for access at that door and time, then a pulse (door open) command is sent and the event is treated as a normal card event in history. The Event View will show it as "Host Grant – Door unlocked" along with card-holder name and other related event information. If the event oocurs outside the two minute time limit, it is processed as an alarm event and access is not granted.

• **Open Door and Update Panel**: Same as Open or mode except the validated card is updated to the panel. The event viewer will display "Host Grant – Card downloaded" along with card-holder name and other related event information. If outside the two minute time limit, the door is not unlocked but the card is updated at the panel so the next time the card is used at the panel it will be treated as a valid card at the panel.

The Host must receive "Alarm" card events within two minutes to be processed. This two minute time limit is enforced in the event that a panel may be buffered or offline (remote location) for a period that exceeds two minutes, therefore preventing any unauthorized door openings.

Site Codes

Enter up to 8 site codes in this section. Site codes are encoded on cards, along with a card number, to ensure that cards belong to the facility where access is attempted. Click any space in the table to enter a site code. If no site code is defined, then site code checking is not performed.

NOTE: When the system is set up for ABA card formats, Site Codes cannot be entered.

Hardware Options

The available hardware options vary depending on the type of panel selected. The AEP-5 (supervised input board) and ERB (Expanded Relay Board) are only used with N-1000-II panels.

If the Groups option is selected, you can select one or two AEP-3 Output Expansion Boards. Each board adds eight output relays to a panel.
Advanced Options

Click the **Advanced** button to further define the panel configuration. The Panel Configuration - Advanced Options window is displayed.

Panel Configuration - Advanced Options

Panel Configuration - Advanced Options	×
Advanced Options : Multiple Interlock Protection PFR (Power Fail Reroute) D Option (Duress) OL (16 bit card number plus sitecode)	OK Cancel
OJ (20 bit card number plus sitecode)	
Initialization Command : B M K P OD 0 Z 0	
Number of Cards (U Option) :	
Outputs for duress (OD Option) : 0 0 0	

- 1 Enable or disable the Advanced Options as necessary for your panel configuration. Items listed in the Advanced Options area of the window are dependent upon selections made earlier in the configuration process.
- 2 When you have selected all desired Advanced Options (explained in the following section), click **OK** to return to the Options window.
- 3 Click **Next** to advance to the Panel Configuration Inputs window.

Advanced Options: Description

Multiple Interlock Protection (MIP): [Available with all N-1000 series panels.] Requires that all input points tied to a single output return to a normal state before the output is de-energized [when interlocked with energize/de-energize action]. Without MIP, just one input returning to the normal state de-energizes the output.

PFR (Power Fail Reroute): [Only available with the N-1000-II using AEP-5.] Allows Input 8 (Primary Power) to be rerouted to Input 19 (Primary Power - System Alarm); freeing up Input 8 on the AEP-5 to be used as a standard/supervised input point.

OD Option (Duress): [Only available with the N-1000-II with 8.03 and N-1000-III/IV with 8.07 firmware and higher.] When configured for PIN operation, if a PIN is used with a value that is one number different from the valid PIN, then the output defined in Outputs for Duress will pulse. When configured with firmware later than 8.03, then 2 outputs can be selected. Four outputs can be selected when an N-1000-IV is used.

OL (16 bit card number plus site code): [Available with all N-1000 series panels.] Creates Wiegand card numbers by concantenating the site code with the card numbers. The result is transmitted as a 12-digit number. Do Not add site codes to the panel with this option.

The OJ and OL options are mutually exclusive. They cannot be used at the same time.

OJ (20 bit card number plus site code): [Only available with 8.03 firmware or higher.] Sets the format for 20 bit card numbers. The first 12 bits are interpreted as the site code and the last 8 as the card number. The card number is sent to the head end software as a 12-digit number.

OH (25 bit card number plus site code): [Available for use with firmware later than 8.03.] Allows special card format applications.

U option: [Available with all N-1000 series panels.] Allows the user to change the number of cards the panel supports. Selecting more cards reduces the number of buffers available to store events when the panel is not online with the computer (or heavy traffic prevents immediate transmission of all events).

Initialization Command

The Initialization Command field displays the command string sent to the panel at initialization, based on the Advanced Options selected. Note that as an option is selected or deselected, a corresponding string in the Initialization Command field is added or removed.

Number of Cards (U Option)

The Number of Cards option allows you to enter the number of cards for the panel, if the U advanced option is selected.

Outputs for Duress

Outputs for Duress (Duress Option): [Only available with the N-1000-II with 8.03 and N-1000-III/IV with 8.07 firmware and higher.] When configured for PIN operation, if a PIN is used with a value that is one number different from the valid PIN, then the output defined in Outputs for Duress will pulse. When configured with firmware later than 8.03, then 2 outputs can be selected. Four outputs can be selected when an N-1000-IV is used.

Panel Configuration - Inputs

The panel input points are configured on this Inputs window. All input points available on the current panel are shown in the Name list.

and Configuration - Inputs		×
Name : 2 - No ADV 2 - No ADV 3 - No ADV 5 - Durets Alam at Local Storage on 1st St Time Zone : None Seo C Min C Hr Shunt Time : 0 :: Debounce Time : 0 :: Sec	 Expensived Normally Open Normally Obserd 	ADV Edit Isolate Delete
Interlocking C : C : C : Point : Y Alam Action : Y Normal Action : Y	Report Alerns : C Never C Trachte C Alexage	
< Back Ne	st> Cancel	Неф

1 In the **Name** list, select the check box for each input point you want to activate. Once an input point is selected, other options on the window become available.

WIN-PAK 2.0 sets some input points as active and may assign them an interlock value. These default settings vary depending on the type of panel and whether or not you have chosen the anti-passback option. All these settings can be edited.

2 Use the **Time Zone** drop-down list to attach a time zone to an input point. For example, to shunt [deactivate] an input point during a particular time zone [no alarms will be reported], select that time zone from the list. [Input point activity will be reported outside the selected time zone.] The Time Zone defaults to None [inputs are not shunted based on time zones and events are reported].

3 Shunt Time only comes into play when an event (e.g. an interlock, or manual shunt) is applied to the input point. Enter a value in the **Shunt Time** field to set the amount of time that the input point is deactivated (shunted) when triggered. This can be set in seconds, minutes, or hours using the radio buttons directly above the option.

The field defaults to 15 seconds, but can be set from 0–63 seconds, 0–63 minutes, and 0–63 hours.

4 Debounce Time sets the amount of time (in seconds) that an input must be in a changed state before that change is reported. In other words, a debounce cycle instructs the system to ignore an alarm for a specific period of time. For example, an input point with a debounce time of four seconds must be in an alarm state for four cycles before it is reported as an alarm. The same is true when it returns to normal condition. The input point will not report as normal until it is in the normal state for the debounce period.

Debounce time can be set from 0 to 255 seconds.

- 5 In the case of input points, Interlocking refers to linking the changing state of the input to either another input point, an output point, or a group of outputs. Refer to the "Enabling Interlocking for Inputs" section (ahead) for details on interlocking.
- 6 All N-1000 alarm input points default to normally closed, non-supervised circuits used to monitor changes of state.

The inputs on an N-1000 with an AEP-5 default to normally closed, supervised circuit to monitor changes of state.

N-1000-III/IV inputs can also be configured for normally open circuits and 3-state supervised circuits.

Select the **Supervised** check box to configure the selected input point as supervised; then select either the **Normally Open**, or **Normally Closed** radio button.

- 7 If the selected input point is unsupervised, you can choose to Report Alarms Never or Always. If the input point is supervised, the **Trouble** option is also available, which reports only Trouble/Normal conditions. Alarms are not reported.
- 8 Create an **ADV** for each input point. Click the **Add** button in the upper right corner of the Inputs window, and set priorities for each state you want to monitor.
- 9 On returning to the Inputs window [after creating ADVs for the input points to be monitored], click Next to advance to the Panel Configuration Outputs window.

Enabling Interlocking for Inputs

Interlocking allows you to interlock a selected input point with another input point, an output point, or a group of output points.

When an input point is interlocked to an output point, and there is a change of status in the input point, the system performs the operation specified.

- 1 Highlight an input and then select the **Interlocking** check box.
- 2 Choose either the Input (**I**), Output (**O**), or Group (**G**) radio button to indicate the point type with which to interlock.

3 Select the interlocking **Point** from the drop-down list.

- **NOTE:** Only input points, output points or groups that have already been activated appear on this list. If the point you need is not listed, go to the correct dialog and activate the point, then return to this window.
 - 4 Select the **Alarm Action** for the interlocked point. This is the action that the second point will take when the initial input becomes active.

Alarm [and Normal] Actions include:

- No Action
 Energize
- De-Energize Pulse
- Pulse Off Follow
- Invert Follow
- 5 Indicate the **Normal Action** for the interlocked point. This is the action the second point will take when the initial point returns to normal status.

Default Panel Input Definitions

The following list shows typical input point defaults.

Input	N-1000-II	N-1000-III	N-1000-IV
1	Door 1 Status	Door 1 Status	Door 1 Status
2	Door 2 Status	Door 2 Status	Door 2 Status
3	Egress 1	General Alarm	Door 3 Status
4	Egress 2	General Alarm	Door 4 Status
5	General Alarm	Egress 1	Egress 1
6	General Alarm	Egress 2	Egress 2
7	General Alarm	General Alarm	Egress 3
8	Primary Power	General Alarm	Egress 4
9-11	General Alarm*	General Alarm	General Alarm
12	Tamper	General Alarm	General Alarm
13-16	General Alarm*	General Alarm	General Alarm

* May be used as matrix keypad inputs when the keypad option is enabled.

el Configuration - Outputs	
	1011
Name :	ADV
ET 1 - No APW	<u>실</u> 6년
✓ 3 - Duress at Local Storage on 1st St	For
4 - No ADV	Incluin
5 - No ADV	Taorano
G - No ADV	Delete
Time Zone :	□ <u>S</u> how
None	
• Sec ONn Offr	
Pube Time : 2	
Intelocking G C C G	
Point:	
Un Action :	
Off Action :	
<eack next=""> Cancel</eack>	Help

Panel Configuration - Outputs

1 From the **Name** list on the Outputs window, select the check box to the left of each output point you want to activate. Once an output point is selected, other options on the window become available.

WIN-PAK 2.0 sets some output points as active and may assign them an interlock value. These default settings vary depending on the type of panel and whether or not you have chosen the anti-passback option. All of these settings can be edited.

2 Use the **Time Zone** drop-down list to attach a time zone to each output point. The output point will be energized (active) during the selected time zone. For example, you want output 1 (Door 1) unlocked during the time zone defined as First Shift. Select First Shift as the time zone. Output 1 (Door 1) is de-energized outside the selected time zone, locking the door.

- 3 Enter a value in the **Pulse Time** field to set the amount of time that the output point is energized when triggered. The field can be set from 0–63 seconds, 0–63 minutes, or 0–63 hours.
- 4 In the case of output points, Interlocking refers to linking the changing state of the output point to either another output point, an input point, or a group of outputs. Refer to "Enabling Interlocking for Outputs" section (ahead) for details on setting up interlocking.
- 5 Create ADVs as needed for system control. For example, the output ADV is used on the floor plan definition to monitor the state [Energized, Deenergized, Trouble] of the output point.
- 6 On returning to the Outputs window [after creating an ADV for each output point], click the **Next** button to advance to the Panel Configuration -Groups window.

Enabling Interlocking for Outputs

- 1 Highlight an output point; select the **Interlocking** check box.
- 2 Select either the Input (**I**), Output (**O**), or Group (**G**) radio button to indicate the point type with which to interlock.
- 3 Choose the interlocking **Point** from drop-down list.
- **NOTE:** Only input points, output points or groups that have already been activated appear on this list. If the required point is not listed, go to the correct dialog and activate the point, then return to this window.

4 Select the **On Action** for the interlocked point. This is the action that the second point will take when the initial output goes on (is energized).

On [and Off] Actions include:

- No Action Energize
- De-Energize Pulse
- Pulse Off Follow
- Invert Follow
- 5 Indicate the **Off Action** for the interlocked point. This is the action the second point will take when the initial output goes off (is de-energized).

Default Panel Output Definitions

The following list shows typical output point defaults.

Output	N-1000-II N-100	0-III N-100	0-IV
1	Door 1	Door 1	Door 1
2	Door 2	Door 2	Door 2
3	Aux	Aux	Door 3
4	Aux	Aux	Door 4
5-8 (X ver)	Aux	Aux	Aux
9	ERB option relay 9-not available with AEP-3	N/A	N/A
10	ERB option relay 10	N/A	N/A
11	ERB option relay 11	Rdr 1 LED	Rdr 1 LED
12	ERB option relay 12	Rdr 2 LED	Rdr 2 LED
13	Rdr 1 LED	N/A	Rdr 3 LED
14	Rdr 2 LED	N/A	Rdr 4 LED
15	TTL-output used	N/A	N/A
16	for AEP		
17-24	AEP-3 Brd 1	AEP-3 Brd 1	AEP-3 Brd 1
25-32	AEP-3 Brd 2	AEP-3 Brd 2	AEP-3 Brd 2

Panel Configuration Groups

A Group can be defined as one or more active output points. As many as 32 groups can be defined per panel.

Groups are created on the Panel Configuration - Groups window.

The Groups option must be selected in the Options tab in order for the Groups window to display.

Varie :	Available Outputs	ADV
▼ 1 - No ADV	 Out1 	êdd
2 - No ADV	0.42	
3 - No ADV	Du 3	E.6.1
¥ 4 - No ADV	045	
✓ 5 - No ADV	Dut 6	Terase
🗸 6 - No ADV	- 0411	
7 - No ADV	• J00/12	10000
Panel Groups	 Move To 'Selected' 	E Sam
Time Zone :	Select All De-Select All	
None	Selected Outputs	
@ Sec C Min C	H	
Pulse Time : 0	4	
i menologi e e e e e	-	
Point :		
On Action :	a	
011200011		
Off Action :	Move To 'Available'	
	Select All De-Select All	
4	Back Next> Cancel	Help

1 In the **Name** list select the check box to the left of each group being defined. As selections are made, the Available Outputs from each group are displayed.

- 2 Highlight an output point or points [by holding the CTRL key and left clicking, selecting available outputs] in the Available Outputs list and click the Move to 'Selected' button to move it to the Selected Outputs list. Or, click Select All, and then click Move to 'Selected' to add all of the available outputs to the group.
- **NOTE:** When using N-485-PCI, only 22-25 outputs can be selected to a group, depending on the output number selected.
 - 3 Use the **Time Zone** drop-down list to attach a time zone to the output group.
 - 4 Enter a value in the **Pulse Time** field to set the amount of time that the output group is energized when triggered. The field defaults to 0, but can be set from 0–63 seconds, 0–63 minutes, or 0–63 hours.
 - 5 In the case of output groups, Interlocking refers to linking the changing state of the output group to either another output group, an input point, or an output point. Refer to "Enabling Interlocking for Output Groups" section (ahead) for details on setting up interlocking.
 - 6 Create ADVs as needed for the output groups. The ADVs are used to control and monitor the output groups on the control map or floor plan definition.
 - 7 On returning to the Groups window [after creating an ADV for each output group], click the **Next** button to advance to the Panel Configuration -Readers window.

Enabling Interlocking for Output Groups

- 1 Highlight an output group, and click the check box to activate the **Interlocking** options.
- 2 Select either the Input (**I**), Output (**O**), or Group (**G**) radio button to indicate the point type with which to interlock.
- 3 Choose the interlocking **Point**.
- **NOTE:** Only input points, output points, or groups that have already been activated appear on this list. If the required point is not listed, go to the correct dialog and activate the point, then return to this window.
 - 4 Select the **On Action** for the interlocked point. This is the action that the second point will take when the initial output group goes on.

On (and Off) Actions include:

- No Action
 Energize
 De-Energize
- Pulse
 Pulse Off
 Follow
- Invert Follow
- 5 Indicate the **Off Action** for the interlocked point. This is the action the second point will take when the initial output group goes off.

Panel Configuration - Readers

Individual readers for the current panel are defined in the Readers configuration window. The number of readers available depends on the type of panel being defined.

By default all available readers are active. Also by default, the Door option is selected, which provides the basic free egress interlocking, if anti-passback is not selected. If anti-passback is selected [on the Options window], the readers default to anti-passback settings.

anel Configuration - Readers	×
Reader : ⊇ 1 - Local Storage on 1st Street → Entrance ⊇ 2 - Local Storage on 1st Street → Ent	ADV Edit Isolate
D 207 Free Egress Input shunts Status Input / Shunt Device	
Reader 1 Direct Point : Dut 1 Putce Time 10 sec None Status land / Ehust During	
Status Input / Shunt Device : In 1 Shunt Time 15 sec Follow - No Action	
<back next=""> Cancel</back>	Help

1 Deselect the door setting if the reader is not controlling an entrance. Examples of using a reader only are a Muster Station, Tracking Area exit or Guard Tour reader. By deselecting Door setting, the interlocking diagram changes and a different type of ADV is used. Select Door to enable door functions. Deselect it for reader only operation. Select the check box to the left of the reader number(s) to verify the Door setting.

2 Create an ADV for each reader. Select the reader and click the Add button in the ADV area of the window.

If the Door option is selected, additional actions are available (e.g. door normal, door ajar, etc.).

- 3 If the PIN option was selected on the Configuration Options window, you can select **Enable PIN**, thus setting the reader so that it requires a PIN. N-1000-IV allows only two PIN readers to be used, where keypad #1 [as wired on the panel] will be connected to the lowest reader number selected for PIN use and keypad #2 will be connected with the highest reader number selected for PIN use.
- 4 The lower portion of the Reader window illustrates certain door and input point relationships. Refer to the "Interpreting Door Interlocks" section (ahead) for explanation.

Click the **Next** button to advance to the Panel Configuration - Finish window.

Interpreting Door Interlocks

With the **Door** check box selected, the following door interlock input and output relationships for this reader are shown.

In the example shown ahead, a valid card read or request for free Egress will pulse the Direct Point unlocking the door. When the Direct Point is pulsed, the Status Input/ Shunt Device (door alarm/status switch) is shunted and will not report any alarm condition for the programmed shunt time.

Door Free Egress Input shunts St	atus Input / Shunt Device
Reader 1	Direct Point :
Free Egress Input :	Pulse Time 10 sec
In 3	Pulse - No Action
Status Input / Shunt Device :	
In 1 Shunt Time 15 sec	
	Fallow - No Action

With the **Free Egress Input shunts Status Input**/ **Shunt Device** check box selected, the following reader relationships are displayed:

Typical application is a door strike and a motion or PIR (touchless) egress device. This prevents the door from unlocking when a person may be just walking by the door egress sensor.

Door Free Egress Input shurds	Status Input / Shunt Device
Reader 1	Direct Point :
Free Egress Input :	Pulse Time 10 sec
In 3	Pulse - Na Action
Status Input / Shunt Device	e la
In 1 Shunt Time 15 sec	
r	Follow - No Action

Direct Point

The **Direct Point** indicates the output that will be directly controlled by the reader or Free Egress Input. Click the **Direct Point** button to open the Configure Direct Point dialog.

Configure Direct Point	×
CI COC G Direct Point : Dut 1 C Sec C Min C Hr Pube Time : 10	
Set Defaults DK. Dancel	

- 1 Indicate if the point being configured is an input (I) point, output (O) point, or output (G) group.
- 2 Select the input, output, or group to be used as the **Direct Point**.
- 3 Set the **Pulse Time** for the point.
- 4 Click **OK** to return to the Readers window.

Free Egress Input

Free Egress Input is used to indicate which input will be used for the Free Egress device, and to configure a door's free egress point.

Click the **Free Egress Input** button on the Readers window. The Configure Free Egress dialog is displayed:

Configure Free Egress	×
Egress Input : 1	
Shunt Time : 5	ec (Min (Hr
Debounce Time : 0	÷ Sec
Set Defaults OK	Gancel

Only input points can be associated with a Free Egress Input point, therefore the input (I) point radio button is automatically selected [and the other two options are grayed out] on this dialog.

- 1 Select an **Egress Input** point that you want to utilize as the Free Egress Input. Only active input points that are not used for other interlocks appear in this list.
- 2 Enter the **Shunt Time** for the Egress Point. This is the amount of time the input point is shunted (deactivated) when triggered.
- 3 Enter the **Debounce Time** for the Egress Point. This is the amount of time that an input must be in alarm condition [or return to normal] before it is recognized as an alarm [or normal]. For example, an input with a debounce time of five must be in alarm condition for five seconds before it is reported as an alarm. The same is true when returning to normal condition.
- 4 Click **OK** to return to the Readers window.

Status Input/Shunt Device

Status Input/Shunt Device indicates the status of the door. Click the **Status Input/Shunt Device** button on the Readers window to open the Configure Status Input/Shunt Device dialog.

Configure Status Input / Shunt Device		
OOOG Status Input / Shunt Device : In 1 ▼		
⊙ Sec O Min O Hr Shunt Time : 15		
Debounce Time : 0	Sec	
Set <u>D</u> efaults OK <u>C</u> ance	<u>;</u>	

- 1 Select the **Status Input/Shunt Device** point that will be used as the status point for the door.
- 2 Enter the **Shunt Time** for the Status Input/Shunt Device Point. This is the amount of time the input point is shunted (deactivated) when triggered (by a valid card read).
- 3 Enter the **Debounce Time** for the Status Input/ Shunt Device Point. This is the amount of time that an input must be in alarm condition or return to normal before it is recognized as an alarm or normal.

For example, an input with a debounce time of five must be in alarm condition for five seconds before it is reported as an alarm. The same is true when returning to normal condition.

4 Click **OK** to return to the Readers window.

Panel Configuration - Finish

Click the **Finish** button to complete the configuration process.

The N-1000 panel is now added to the communication loop (as shown below).



Interlocking Input and Output Points

The interlocking feature allows an input point or output point to take a specified action based on the change of state of another input point or output point. In an interlock sequence, an action on one point causes a reaction from a second point.

Interlocks initiated by an input point change of state are defined on the Panel Configuration Inputs window. To edit input interlocking, expand the **Device Map**, and right-click the panel you want to edit. Select **Configure** and click the **Inputs** tab.

Interlocks initiated by an output point change of state are defined on the Panel Configuration Outputs window. To edit output interlocking, expand the **Device Map**, and right-click the panel you want to edit. Select **Configure** and click the **Outputs** tab.

Component A

From the **Name** list on the Inputs [or Outputs] window, select the check box to indicate the input [or output] point that will initiate the interlock sequence. For the purposes of this explanation, this point will be called Component A. A change of state on Component A causes a reaction to Component B.

Select the **Interlocking** check box to activate the Interlocking area of the window.

Component B

Select **I**, **O** or **G** for an input point, output point or group, respectively, then select the **Point** to react to a change of state of Component A. This point will be Component B.

Action 1: Specify the action Component B takes when Component A goes into an active state (input) or on (output).

Action 2: Specify the action for Component B to take when Component A returns to a normal state (input) or off (output).

The actions available are as follows:

•							
No Action No change to previous state.	Energize Shunts input point.	De-energize Un-shunts input point.	Pulse Momentarily shunts input point for duration of defined shunt time.	Pulse Off Pulses off input currently being shunted. Then restores input to shunted state.	Follow Follows state of component A, where energize = shunt, de-energized = unshunt.	Invert Follow Follows opposite state of component A.	
Output/Group							
No Action	Energize	De-energize	Pulse	Pulse Off	Follow	Invert Follow	
No change to previous state.	Activates output.	De-activates output.	Momentarily energizes output point for duration of defined pulse time.	Pulses off output currently being energized. Then restores output to energized state.	Follows the state of component A, where energize = shunt, de-energize = unshunt.	Follows opposite state of component A.	

Initializing Panels

When panels are first added to the system, they must be initialized so that the information entered during panel configuration can be sent to the panels.

Likewise, whenever there is a change in the panel configuration [Panel Configuration Option, Holiday, Time Zone or Interlocking changes] the new information must be sent to the panels.

The only exceptions to this are ADV changes, panel and reader names, or individual cards and card holders, which are automatically sent to the panels.

Panels are initialized from the Control Map view or from the Floor Plan.

NOTE: Panel Configuration Options reset all of your panel's programming. It is recommended that you select all options [check the **Select All** check box] when sending the Panel Configuration Options.

Input

Initializing a Panel from the Control Map

- 1 Select **Control Map** from the WIN-PAK 2.0 Operations menu.
- 2 Right-click the desired panel within the Control Map tree, and select **Initialize**.



3 To send all options displayed on the **Panel Initial**ization Options dialog, click **Select All**. This will replace all panel programming with the new information being sent.

If you just want to update selected information do not select **Panel Configuration Options**. Select the check box for each type of information you want to send and click **OK**.

Initializing a Panel from the Floor Plan

- 1 Select **Floor Plan** from the Operations menu, and open the Floor Plan view containing the panel you wish to initialize.
- 2 Right-click the panel, and select **Initialize** from the subsequent menu. The Panel Initialization Options window opens. [Maintaining the Ctrl key down while selecting multiple panels allows you to initialize a group of panels with a minimal number of key strokes.]



- 2 If you want to send all information to the panel, click **Select All**. This will replace all panel programming with the new information being sent.
- 3 Otherwise, if you want to update selected information do not select **Panel Configuration Options**. Select the check boxes for each type of information you want to send, then click **OK**.

Panel Initialization Options

NOTE: Once the Panel Initialization process is started, progress can also be viewed in the Event Viewer. The Initialization process can be canceled by right clicking the Panel and selecting Cancel Initialization.

> **Panel Configuration Options**: Sends all panel configuration information. This resets your panel programming. It is recommended that you use the Select All feature (button) when the Panel Configuration Options are to be sent.

> **Time & Date**: Updates panel time and date with the time and date of the computer. You may notice a pause for up to 50 seconds when the time and date are sent because the time is sent at the top of the computer minute up to +10seconds.

Cards: Sends card information to the panel. When sending cards it is recommended that you re-initialize the panel by choosing Select All. This ensures that old card information is removed when the new card information is added.

NOTE: When cards with an Active or Trace status are added, edited, or deleted from the card or card holder database, this information is automatically sent to the panels. All other card information changes must be sent using this command.

> Additionally, new/updated information on the following features, functions, and panel elements can be sent to the panel:

- Command File • Holidays
 - Time Zones •Groups

- Inputs
- Outputs

Initializing Status

As the panel initializes, a status window indicates what information is being sent. If an error occurs, the status window indicates which command caused the error.

Initializing 'West Lobby'	×
Steps :	
Sending Panel Configuration Options	
Message Count :	
Status :	
Panel Initialization Ok	
Crnd Status :	
	-1
Enor Message :	
	-
1	-1

Steps: Indicates what information is being sent.

Message Count: The progress of messages being sent. **Status**: Whether the initialization is proceeding, is successful, or has failed.

Cmd Status: Indicates if a command has timed out.

Error Message: Indicates if any errors occurred while transmitting information to the panel.

Multiple panels can be initialized at the same time. Closing the Initializing window once the process has begun is allowed. The Monitor view allows another way to monitor the initialization process. To cancel panel initialization, right click on the Panel and select Cancel Initialization.

Defining Access, Tracking & Control Areas

Access Areas

Access Areas are defined by adding entrances (doors and readers from the control panels) to a tree structure. An ADV must be defined for an entrance before it is available for selection. Access Areas list entrances and indicate where they are located. The Access Areas are then used to define Access Levels.

Access Levels are added to cards as they are entered into the Card database. A card must have an Access Level, which allows the card holder entry to selected areas during assigned times and restricts access to all other areas and to unassigned times.

An Access Level is defined by choosing selected entrances in an Access Area and a selected time zone during which access is allowed.

For example, to define an Executive Access Level having access to all doors, 24 hours a day, you would select all entrances in the Access Areas, assign access rights and a 24-hour, 7-day time zone. For a Visitor Access Level, you might select the main door between 8:00 a.m. and 5 p.m. Monday through Friday.

Defining Access Areas

Access Areas provide a logical map of your access control system, showing entrances (doors), and their relative location within the system.

Once panels and readers have been defined and added to the Device Map, you can define Access Areas by creating branches on a tree structure and adding entrances to those branches. Branches can also have subbranches. Access Areas are ultimately used to define Access Levels.

1 Select **Access Areas** from the Define option on the Configuration menu.



2 Right-click the Access Area folder, and select Add Branch.



NOTE: On networked systems, other operators may be adding information. Refresh (F5) updates the Access Area displaying changes made without exiting and re-entering the Access Area to update. Find (F3) is case sensitive and will search from the selected branch downward. Any character or string of characters can be searched on.

The Configure Branch window is displayed:

Configure Branch	×
Branch Name :	
Parking	
OK	Cancel

- 3 Enter a unique **Branch Name** (with up to 30 characters) for the Access Area.
- 4 Click **OK**. The new branch appears in the Access Area window.

Adding Entrances to an Access Area

1 Right-click the new branch, and click **Add Entrances**.



The Add Devices window is displayed:



- 2 Select an entrance or entrances.
- 3 Click Add.
- **NOTE:** Entrances can be moved from one branch to another. Rightclick an entrance and drag it to the desired branch.

Removing an Entrance or a Branch

Right-click on an entrance or branch to be removed and click **Remove** from the subsequent menu. An entrance cannot be removed if it is assigned to an access level.

Renaming a Branch

- 1 Right-click the branch you want to rename, and select **Rename**.
- 2 Type the new name in the **Branch Name** field on the Configure Branch dialog.
- 3 Click **OK**.

Tracking and Mustering Areas

Tracking and Muster reporting allows card holders to be located in the event of an emergency. Tracking and muster areas are defined by mapping Tracking Areas and Muster Readers on a tree structure.

People are required to use readers when entering or leaving tracking areas. In an emergency, a muster is declared, and people go to the muster readers and present their cards.

Tracking Areas

Tracking Areas are sections of a facility defined by selecting designated readers. Card reads within this area are recorded and can be seen in the Muster view.

In case of an emergency, card holders are instructed to go to a muster area and present their cards to a muster reader. The operator can then tell if everyone has exited the tracking areas, and if not, where they last presented their card. In the following diagram, A, B, C, and D are Tracking Areas.



If each area is distinct and not nested (explained later), the area is defined by the readers that allow 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
- Reader 8 allows access to Tracking Area D

The first time a person presents a card at one of these readers, the read event is recorded and may be observed in the Muster view.

Each time that card is presented at one of the readers in that same area, the previous record for the card is replaced by the new record.

When a person moves to a different area, his card reads are removed from the former area and now appear in the new area. The screen displays the most recent records of card reads from individual areas, or from all areas at one time.

The operator can select which areas to view by selecting the appropriate branch on the Tracking Area tree. If the top level is selected, card reads from all areas are displayed. Reports can also be generated from the Tracking Areas. When a card is presented at a muster reader, it is removed from the tracking area and is listed in the muster area. A report of these card reads can be printed.

Muster Areas

Like tracking areas, muster areas are also logical areas, not defined by the hardwiring of the system.

Muster areas contain readers that are only used by card holders if there is a call for muster (e.g. in the event of a disaster).

Several different muster areas can be created.

The Muster View displays card read events. A report can be run on cards presented in an individual muster area or at all muster areas.

In normal conditions no transactions are recorded at muster readers. They are only used if there is a muster call, usually in an emergency.

Nesting Areas

The concept of nesting is not unique to the tracking system, but does take on considerable significance when planning for disaster management, and can change the way tracking reports are generated.

When an area is nested in another area, its readers are also part of that area. The 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.

For example, if a hospital building is designated as tracking area H, the laboratory within the hospital can be a tracking area labeled L which is nested within H.

The two readers in the lab would define tracking area L, but would also be part of the H tracking area. Therefore, an employee who has entered the lab is shown as being present in the hospital as well as being present in the lab. Were the laboratory area not nested, an employee entering the lab would be shown as present in the lab, but not present in the hospital.

To take another example, note the following diagram.



- 1-9 are Tracking Readers
- A, B, C, D are Tracking Areas,
- M is the Muster Reader
- E is the Exit Reader

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 define Area B because they allow access to Area B. Reader 5 defines Area C.

Nested

If we consider these same areas to be nested, anyone in Area C is ALSO in Area B. In which case, Readers 3, 5, and 6 define Area B and Reader 5 is also in Area C. There can be many nesting levels. There could be another room inside Area C, which would be nested under both B and C.

The diagram has the following Tracking Area definitions when nested:

Tracking Area A: [Readers 1, 3, 4, 5, 6, 8, 9]. Presenting a card 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]. An Exit tracking area can be defined, if desired. If left blank, all readers not assigned a tracking area are considered exit readers.

Designate an exit reader, which card holders are required to use on leaving the facility. When mapping the tracking areas, this reader (or readers) defines the exit area. Reader E causes the card-holder information to be entered into the Exit tracking. This information is not displayed.

Reader M: [Muster Reader]. If M readers are defined as muster readers, a card read removes the card holder from the tracking area and moves them to the muster area.

Muster System Precautions

When designing a muster system for use with WIN-PAK 2.0 it is important to keep the following precautions in mind:

• Use a separate dropline [communication port] to isolate muster readers from tracking units.

An alternate/additional communication path from the N-1000 to the computer can be achieved by using the N485DRLA (Digital Redundant Loop Adapter).

• Run a special line for the muster units to provide a unique data path, even if the wiring from the main facility is damaged. Ideally, the tracking units should also have a unique data path.

- Use 485 communications with ACK-NAK enabled. A battery backup power supply is required for the 485-API-2 on any N-1000-II Control Panel.
- Provide a UPS or other backup power source for the WIN-PAK 2.0 computer, N-485-PCI-2 and other associated communication devices.
- Provide a safe location for the computer and communication.
- Keep the muster system on-line [not buffered] to ensure timely and complete information.
- Perform regular checks to insure that the muster system is functioning properly.
- Check that all panels are maintaining the correct time and date. 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.
- Program the Scheduler to update panel time and date at least once a day.
- Create a check list for muster procedures.
- Hold regular drills to practice muster procedures.
- Test the Muster Report printer.

At the Time of Muster

- Verify that muster reads from the panel have the correct time and date.
- If the date and time are wrong, stop the presentation of cards, and send the time and date to the panel.

- Test the correction.
- Repeat all card presentations. Multiple presentations of the same card at the Muster reader does not adversely affect the result of the Muster as the most recent time/date stamp is the one that is displayed.

CAUTION: A cold restart of the access control panel sometimes occurs if there is a serious power surge on the power or communication lines. This can cause corruption of the panel's database and time functions. The N-1000 panels 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 2.0 then sends 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 a.m. This time stamp appears on activities in the Event view and History report. 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 the stamp from another reader location, there will be no change of status to the Muster (safe) location.

In the event that the card database is lost or corrupted at the muster reader, WIN-PAK 2.0 recognizes all read-types [Not Found, Time Zone, 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 eliminates the need to reload cards or to have host grant enabled to a muster panel during a muster event. Only Valid and Trace card reads count at a Tracking reader.

NOTE: It is recommended that the muster panel have the host grant feature set to disabled to optimize system communication in the event the panel would go through a cold restart.
Defining Tracking and Muster Areas

Tracking and muster areas are defined using a mapping tool. Branches are added to the tree representing either tracking or muster areas. Then the appropriate doors and readers are added to the branches.

1 Select **Tracking Areas** from the Define option on the Configuration menu. The Tracking Area window is displayed:

Karana Area	_ 🗆 🗵
Tracking and Mustering Areas Tracking and Mustering Areas East Coast Muster East Coast Office/Warehouse Exit Area:card reads not shown muster branch	
📕 Show Available Devices	

2 Right-click **Tracking and Mustering Areas**, and select **Add Branch**. The Tracking and Mustering Area Configuration dialog opens:

Tracking and Mustering Area Configuration			
Name:	OK		
Local Office	Cancel		
Mustering			

- 3 Enter the Name of the first area you want to define.
- 4 By default, the area is a tracking area. To designate it as a muster area, select the **Muster** check box.
- 5 Click **OK**. The new branch appears in the Tracking Area window.

6 Right-click the new branch and select **Add En-***trances*.



7 When the Add Devices window is displayed, select from the list of available entrances.

Add Devices	D D
Device Type : Entrance	
Name	Description
East Lobby - Left Entrance Reader	The reader located out
East Lobby - Right Entrance Reader	The reader located out:
West Lobby - Entrance Reader	
•	,
*	

Continue until you have added all of the branches and entrances required.

NOTE: Entrances selected for a tracking area can be moved to other tracking areas, but are NOT available for a muster area. Entrances selected for a muster area can not be moved to any other muster area or a tracking area.

Control Areas

Control Areas are used to define the Operator Levels, and to filter alarms and other information being sent to various views.

Control Areas are also used to defined the Control Map. The tree structure of the Control Map shows system devices, as well as the relationships of the communication server, loops, panels, input and output points, and groups to one another. In addition, the Control Map provides another method of controlling system devices.

Control areas should be created to provide a logical means of controling the system. An example may be grouping entrances under several branches and separating access control hardware from video equipment, etc.

Begin Control Area definition by selecting **Control Areas** from the Define option on the WIN-PAK 2.0 Configuration menu.



Control Area

Adding Branches, and Devices to the Control Area Tree

When configuring the Control Areas, you'll notice that devices can only be added to branches on the Control Area Tree. If the branch to which you need to add a device doesn't exist, it must be added.

Adding Branches

1 Add a Branch by right-clicking on the control area or the sub branch where the Branch is being added, and select **Add Branch** from the menu.



The Configure Branch dialog is displayed (next illustration).

The Control Area window is displayed:



2 Enter the **Branch Name** and click the **OK** button.

The Branch is now available on the Control Area Tree.

Adding Devices to Braches

Once you have branches defined, individual devices can be added to the Control Area Tree.

1 Right click on the branch to which the device is being added and select **Add Device**.



Add Devices

- 2 Use the **Device Type** list to select the type of device to be added to the Control Area. When you select a Device Type, the Name/Description list shows all devices not currently assigned to the Control Map.
- 3 Highlight each device to be added to the Control Area, and click **Add**. The device is immediately placed on the Control Area window.

The device is no longer available on the Add Devices window.

Continue this procedure until all the required devices are included in the Control Area.

4 Click the close button (X) in the upper right corner of the window to close the Add Devices window.

Control Area - 🗆 × E-E Control Area - Whole Company 🔁 Duress Alarm at Local Storage on 1st St Duress at East Coast Office Duress at East Coast Office. Duress at Local Storage on 1st Street. East Coast Office East coast - Entrances/Readers East Coast - Panels & Com East Coast Warehouse - Muster 😟 🦳 Local Office | E - Local Storage on 1st Street Muster Reader - East Gate Muster Reader - West Gate Show Available Devices

The Control Area Tree will be displayed:

Showing Available Devices

Devices can also be added to the Control Area Tree by clicking the Show Available Devices check box on the Control Area window.

Selecting this option calls the Add Devices window, and allows you to highlight any branch on the Control Area Tree and add devices to it.

Removing a Branch or Device from the Control Area Tree

To remove a branch or device from the Control Area Tree just right-click on it, and select Remove from the menu.

The branch or device is removed from the Control Tree and the device is now available [via the Add Devices window] for placement on another branch in the Control Area Tree.

Devices can be moved from one branch to another by selecting and dragging the device to a different branch. One branch and its devices can be moved in this manner also.

If the Quick Start Wizard was used, a branch named Quick Start Site was created. Use the above procedure to logically layout the control map.

Floor Plans



The Floor Plan database contains information on all the floor plans that have been entered into the system. Floor plans can be added, changed, or deleted from the Floor Plan database.

The Floor Plan database is accessed via the Floor Plan Definition option on the WIN-PAK 2.0 Configuration menu or by clicking the Floor Plan toolbar button.



The Floor Plan database lists existing floor plans by name and description.

Information in the Floor Plan database can be searched and sorted by name and description.

The Add, Edit and Delete buttons allow you to create new floor plans, edit existing ones, or remove floor plan definitions from the system.

Floor Plan Definition

Designing a floor plan begins with a background. This background is a static graphic image that can be an actual floor plan drawing, a photo, or a simple graph. Floor plan backgrounds are imported as Windows metafile graphics (.wmf) that are scalable so the floor plan view can be easily enlarged or reduced without distortion. Floor plans can also be created without a background graphic.

The next step in floor plan definition is to add an ADV for each device you want to monitor or control from the floor plan. You can choose from any of the ADVs that have been defined. Different objects (e.g. doors, panels, C-100 loops) are available in the Floorplan Toolbox, representing the different types of ADVs.

Links to other floor plans, or to an Alarm or Event view, can also be added. In addition, a text block can be added to the floor plan. For example, if you want to create a legend explaining the color codes of the ADVs or give special instructions for the operator viewing a particular floor plan; just select the text object from the toolbox, drag it onto the background, and type in the text.

Once an object has been dragged from the toolbox onto the floor plan, it has a right-click menu that allows you to set its properties, copy it, or delete it.

NOTE: A Floor Plan object must be selected (left-click) before its properties can be changed. Be sure you have selected the correct object (there is a visible box around the selected object) before attempting to set its properties.

Adding a Floor Plan

1 Open the Floor Plan database by selecting **Floor Plan Definition** from the WIN-PAK 2.0 Configuration menu.



2 Click **Add** to open the Floor Plan design window, along with the Floorplan Toolbox.

Floor Plan Teolbo					×
Name :				_	
All Access Control	Equipment				≦ave
Description :				5	ave L Eak
Equipment					Cancel
Background					
<u>Open.</u>					
Qear					
_ 🚨 🕪 🛛			۰		٩
e 8 8	H (H			•	
		4		8	

- 3 Enter the **Name** for the floor plan. A name is required. The name can be up to 30 alphanumeric characters in length.
- 4 Enter a **Description** of the floor plan if desired. The description can be up to 60 alphanumeric characters in length.
- 5 Complete the procedures in the following three sections.

Opening a Floor Plan Background

1 In the **Background** area of the Floorplan Toolbox, click the **Open** button. The Open window is displayed:

Open		?	×
Look jn: 🔁 Database 👱	🗈 💆	📑 🖽 🔤	
Badgelmage			1
Userimage			1
			1
			1
			1
Reene [0	d
File Dame:	_	Upen	
Files of type: Metafiles (".wmf)	۲	Cancel	

2 Navigate to WINPAK2\Database\ FloorPlanImage directory and select a Floor Plan background. A sample image called "Cosmic Studio 1.wmf" can be found in this directory. 3 Click **Open**. The selected graphic file opens in the window behind the Floorplan Toolbox.



- 4 Add ADVs, links, and text objects to the background.
- **NOTE:** Any graphic can be used for a Floor Plan background, as long as it is saved as a Windows metafile. (.wmf). Copy graphic files to the **FloorPlanImage** folder in the WIN-PAK 2.0 Database directory.

Adding ADVs, Links and Text Objects to a Floor Plan

Adding objects to the floor plan is quite simple. Select an object from the Floorplan Toolbox and drag it onto the Floor Plan background. Once an item is placed on the floor plan, set its properties.

1 Right-click the object you have selected and click **Control Properties**.



2 The Control Properties window is displayed for the device selected. For example, if a door is the device selected, then a Door Control Properties window opens.

ADV Icons



Input: Commonly used to signal an alarm condition.



Both "Input" and "Input II" use the same ADV type and allow Acknowledge All Alarms, Clear All Alarms, Shunt, Unshunt and Restore ToTime Zone control.



Door: Used with Entrance ADV.

Door II: Used with Entrance ADV for configuration of four different types of doors: left-handed, right-handed, double, or garage. Each door type displays an open or closed animation.

Both "Door" and "Door II" use the same ADV type and provide Acknowledge All Alarms, Clear All Alarms, Unlock, Lock, Shunt, Unshunt, Pulse, Timed Pulse and Restore To Time Zone control..

Panel N-1000: Used with all N-1000 control panels. The ADV Provides Panel Initialize, Cancel Initialization, Buffer, Unbuffer, Acknowledge All Alarms and Clear All Alarms control.

- **Loop C100**: Used with C-100 ADV. Provides Acknowledge All Alarms, Clear All Alarms, Buffer All Panels, Unbuffer All Panels, Set Retry Count and Set Command Timeout control. For remote C-100 loops, additional ADV control includes Connect Remote and Disconnect Remote.
- **Loop PCI**: Used with N-485-PCI ADV. Provides Acknowledge All Alarms, Clear All Alarms, Buffer All Panels, Unbuffer All Panels, Sety Retry Count and Set Command Timeout control. For remote N-485-HUB loops, additional ADV control includes Connect Remote and Disconnect Remote.
 - **Modem Pool**: Used with Modem Pool ADV. Provides Acknowledge All Alarms, Clear All Alarms, Hang-up Modem and Reset Modem control.



Han - Han -

.

Communication Server: Used with the communication server ADV. Provides Acknowledge All Alarms and Clear All Alarms control.



Output: Used with relay output ADV. Provides Acknowledge All Alarms, Clear All Alarms, and Clear All Alarms control.



When the ADV is a digital camera, a digital popup is

Reader: Used with the reader ADV. Provides Acknowledge All Alarms and Clear All Alarms control.



臣

Pan/Tilt Camera: Used with pan/tilt camera ADV. Provides the ability to click and drag to a monitor ADV for camera switching. When the ADV is a digital camera, a digital popup is displayed.



Event View: Used to display an Event View that can be limited to a defined control area, allowing the operator to see only what the viewer is programmed to view.



Alarm View: Used to display an Alarm View that can be limited to a defined control area, allowing the operator to see and control only what the viewer is programmed to view.



Floor Plan Link: Used to link to other floor plans. The link can provide a more detailed map or contain several ADVs [communication room where panels, modems and other devices are located that could not fit in the primary floor plan. The Floor Plan Link will indicate alarms contained in the link to the main floor plan by color changes and blinking. The Floor Plan Link can also open as a separate window or in the same window as the main floor plan.



Text: Used to provide and area on the floor plan for special instruction to be entered.



Command File Server: Used with the command server ADV. Provides the ability to select and run a command file.



ADV Rotation Tool: Used to rotate the ADV to the desired angle. Click on the desired ADV, then click on the rotation tool and move the mouse to a corner of the ADV. The pointer will change to the rotation symbol.

Adding an ADV to a Floor Plan Object

Any ADV that is defined within the WIN-PAK 2.0 System can be associated with an appropriate floor plan object.

3 Click the **Find ADV** button (on the General tab of the Control Properties window) to locate the ADV to be associated with this object. The FindADV dialog is displayed:

Find ADV	×
Name :	
	•
	_
Find Now OK C	Cancel

4 Click **Find Now** to activate the ADV list. Large ADV lists can be reduced by typing in the first letter or letters of the name of the ADV in the Name box before clicking on Find Now. 5 Select the ADV you want associated with the object and click **OK** to return to the Control Properties window.

• The Rotation Angle field defaults to zero. Change this setting only if you want the ADV rotated in the Floor Plan design window.

• Use the **Show Name** and **Show Tooltip** check boxes to toggle these options on and off. Show Name displays the ADV name inside the ADV. This can be diffult to read if the ADV name is long or the ADV is small. To make it easier to read, select Show Tool Tip. The ADV name will appear on the screen when the mouse rests on the ADV.

Status Configuration

6 Click the **Status Configuration** tab, and make any desired changes in the color or blink settings.

Panel N-1000 -	Properties			×	
General Statu	Configuration				
	No Alarmo	Alams	Ack Alarm		
DK.		⊽			
Trouble					
Unknown		v			
	(Checks indical	te blinking colors)			
IT Save a: Default					
OK. Cancel					

Change a color by clicking the color swatch to open the Color window. Select a basic color or create a custom color and click **OK**. For more information on working with Colors, refer to the "Colors" section of chapter 5.

By default, devices blink when in a alarm state [indicated by the checked box]. To change this setting, select or deselect the appropriate boxes. The new status configuration can be saved and applied as the default for other ADVs of this type by selecting the Save as Default check box.

- 7 Click **OK** to save the property settings.
- 8 On returning to the Floorplan Toolbox, click **Save** or **Save & Exit**.

Link Properties

If the object being placed on the floor plan is a link to another floor plan, the Control Properties are slightly different.

Tech Level - Properties	×
General	
Name : Tech Level Rotation Angle : 0 ∰ ✓ Show Name ✓ Show Tooltip ✓ Open in same window	Floor Plan : Below Ground Floor 1 Local Building Floor 2 Local Building Floor 3 Local Building
	OK Cancel

Select the name of the target **Floor Plan** from the dropdown list on the right side of the dialog.

Use the **Open in same window** option to indicate if, when the originating floor plan is closed, the linked floor plan replaces it in the same floor plan window.

Text Properties

If a Text object is being placed on the floor plan, move the mouse pointer to the text box edge until the pointer changes to double arrows. Then right-click the mouse to bring a Font window, instead of the Control Properties. Using the Font dialog, you can set the Font, Font Style, and Size for the text object.

Arranging Objects on the Floor Plan

- 1 Click and drag the ADVs and other objects to the desired position on the Floor Plan background.
- 2 To enlarge or reduce an object, click it, and drag a corner sizing handle until the object is the desired size.
- 3 To rotate an object, select it (left-click), then rightclick and open the object's **Control Properties**. Select the angle of rotation, and click **OK**.
- 4 Click Save.
- 5 When you have added and arranged all objects, click **Save and Exit** on the Floorplan Toolbox to close the Floor Plan window.

Editing a Floor Plan

1 Select the floor plan you want to edit from the Floor Plan Definition window and click **Edit**.

You can change the name or description of the floor plan, add or delete objects, or change the properties of existing objects.

- 2 To add ADVs or other objects, select the type of object you want from the **Floorplan Toolbox** and drag it onto the Floor Plan.
- 3 Select and right-click the object, and open its **Control Properties**. Set the object properties as desired.
- 4 When you have finished editing the floor plan, click **Save and Exit.**

Deleting an Object from a Floor Plan

Delete an object from a floor plan by selecting it and right-clicking. Select **Remove Selected Control** from the subsequent menu.

Guard Tours

A Guard Tour is a defined series of check points that a guard must activate within a given amount of time. Usually the check point is a reader where a card is presented, but it can also be input points attached to other devices, such as an egress button. The check points can be sequenced [they must be activated in a specified order] or they can be unsequenced [they can be activated in any order].

The tour definition sets the amount of time the guard has to get from one check point to the next. Alarms can be defined and priorities set for early arrival, late arrival, unsequenced, or missed check points. A grace period can be defined for each check point, allowing a certain number of minutes early or late to be accepted as a timely check-in.

Guard Tour Database

Guard tour definitions are stored in the Guard Tour database. The list of tours can be searched and sorted and reports can be generated. Details of a selected tour can be viewed by selecting the Detail View check box. Tours are added and edited in the Guard Tour database.

Defining A Guard Tour

1 Select the **Guard Tour** option from the WIN-PAK 2.0 Configuration menu.



The Guard Tour database window is displayed:

😫 Guard Tour	
Tour Name	×
Consequenced Check Point Guard	Tour 1
DetailView	2
Search and Sort	Operations
AI	bb≙
Criteria :	Edit
Sawh Eur	<u>Dav</u>
	Delete
Sort By: Tour Name	[solete
Update List	Print Report

2 Click **Add** to open the Guard Tour Record (next illustration).

Guard Tour Record	×
Name Sequenced Check Paint Unsequenced Check Paint	
Name Sequenced Check Point Unsequenced Check Point	
OK. Cancel Apply	Help

- 3 Enter a descriptive **Name** for the Guard Tour. This field holds up to 40 characters.
- 4 Click either the **Sequenced Check Point** or **Unsequenced Check Point** tab. One guard tour can have both types of check points.

Unsequenced Check Points

5 In the **Select** area of the window, click **Inputs** to select inputs points or click **Readers** to select readers. The Select dialog opens.

Leeck Points:	
Check Paint Valid Only East Gale Parking Entrance - Tange N/A East Coart Building - Exit Reader N East Coart Dilice - Exit Reader N East Coart Office - Exit Reader N East Coart Warehouse - Englospee G N East Coart Warehouse - Nother N East Gale Parking Entrance Reader N East Gale Parking Entrance Reader N	
1 East Gate Parking Entrance - Tanpe N.A. 2 East Coast Daking - Exit Reader N 3 East Coast Diffice - Entrance Reader N 4 East Coast Diffice - Entrance Reader N 5 East Coast Warehouse - Englopee G N 6 East Coast Warehouse - Muster N 7 East Coast Warehouse - Noth Side I N 8 East Gate Parking Entrance Reader N	
2 East Coart Building - Evit Reader N 3 East Coart Diffice - Entrance Reader N 4 East Coart Diffice - Exit Reader N 5 East Coart Warehouse - Englopee B N 6 East Coart Warehouse - Muster N 7 East Coart Warehouse - Noth Side I N 8 East Gate Parking Entrance Reader N	
3 East Coast Office - Entrance Reader N 4 East Coast Office - Exit Reader N 5 East Coast Warehouse - Employee B 8 East Coast Warehouse - Noth Side I 7 East Coast Warehouse - Noth Side I 8 East Gate Parking Entrance Reader N	
4 East Coast Office - Exit Reader N 5 East Coast Wawhouse - Englosee G N 6 East Coast Wawhouse - Muster N 7 East Coast Wawhouse - Noth Side I N 8 East Gate Parking Entrance Reader N	
5 East Coast Warehouse - Englopee B N 6 East Coast Warehouse - Muster N 7 East Coast Warehouse - Noth Side I N 8 East Gate Parking Entrance Reader N	
East Coast Warehouse - Muster N East Coast Warehouse - Noth Side I N East Gate Parking Entrance Reader N	
7 East Coast Warehouse - Noth Side I N 8 East Gate Parking Entrance Reader N	
B East Gate Parking Entrance Reader N	
Alams	

6 In the **Find What** field enter the first few letters of the device you want to select, and click the **Find** button. A list of readers or input point that match the criteria is displayed.

If the Find What field is left blank, clicking the Find button returns a list of all inputs or readers on the device map.

- 7 Select the input point or reader to be added to the guard tour, and click **OK**.
- **NOTE:** To remove a check point from the list, select it and click the **X** button to delete the check point.

- 8 Repeat this procedure until all of the required check points have been added to the tour.
- 9 If the check point is a reader rather than an input point, you have the choice of using a valid card read only, or allowing either valid or invalid cards to activate a check point.

In this case an invalid card can activate a check point without unlocking the door. In the **Valid Only** column enter the type of card read required for the check point:

Y - for valid cards only

N - for any card (valid or invalid) will work

NOTE: Multiple Guard Tours can be run at the same time. If you plan to run tours concurrently, do not use the same unsequenced check points in both tours, as doing so will make it difficult to tell which guard is validating the point.

Use the **Visible** check box and **Update** button on the Unsequenced Check Point window to work with ADVs assigned to the check point devices. Refer to the "Check Point Alarms" section of this chapter for details.

On a specific tour, the checkpoints or readers can not be shared on both the sequenced and unsequenced tab. They may be defined multiple times on one tour type but not both on the same tour.

When you have finished adding all the Unsequenced Check Points, click the **Apply** button to save the information, and continue working in the Guard Tour Record. Click **OK** to save the information and exit the Guard Tour Record.

Sequenced Check Points

Sequenced check points should be assigned a time allowing the guard to get from one point to the next. Tolerances for early and late arrival can also be assigned.

1 Click the **Sequenced Check Point** tab.

Follow the procedures outlined for adding Unsequenced Check Points, to add Sequenced Check Points to the list.

and To	our Record				
Jame	Sequenced Check Point Unseque	noed Dheck	Point		
Sele	et	1			
	Beaders				
Selec	ted Check Points :			†	4 X
=	Check Point	Valid Only	Time [hhtmm]	[+] [hh:mn)	(-) (hhuma)
1	Duress Alarm at Local Storage on 1s	N./A	00:01	00:00	00:00
2	Duress Alarm at Local Storage on 1s	N./A	00:01	00:00	00:00
3	Duress at East Coast Office.	N./A	00:01	00:00	00:00
4	East Coast Office - Tamper	N./A	00:01	00:00	00:00
5	Guard tour check point East.	N./A	00:01	00:00	00:00
6	Guard tour check point West.	N./A	00:01	00:00	00:00
7	Local Storage on 1st Street - Tampe	N./A	00:01	00:00	00:00
8	North Sale Parking Entrance - Tang	N./A	00:01	00:00	00:00
Alar L	ns Linkle Update				
	0	K	Cancel	Apply	Help

- 2 Click the **Time** column and enter the time in the format "hh:mm". This is the amount of time allowed between check points.
- 3 Click the (+) column and enter the tolerance for early arrival (hh:mm).

- 4 Click the (–) column and enter the tolerance for late arrival in *hours : minutes.*
- 5 To change the order of the check points, use the up arrow or down arrows to move the selected point in the list.

Use the **Visible** check box and **Update** button on the Unsequenced Check Point window to work with ADVs assigned to the check point devices. Refer to the "Check Point Alarms" section (below) for details.

When you have finished adding all the Unsequenced Check Points, click the **Apply** button to save the information, and continue working in the Guard Tour Record. Click **OK** to save the information and exit the Guard Tour Record.

Check Point Alarms

Sequenced check points on a guard tour generate alarms for four states: Early Arrival, Late Arrival, Missed, and Out of Sequence. Unsequenced check points generate alarms for one state only: Checked.

The priorities and dependent actions for these alarms are set in an action group which can be supplied to multiple check points. If the action group is changed, the settings for all Guard Tour Check Points associated with it are changed as well.

Action groups can be edited from the Guard Tour database by selecting a guard tour and clicking the Edit button, then clicking the Update button on the Sequenced or Unsequenced Check Point window.

Action groups can also be accessed through the Action Group database. See the "Action Groups" section of the "Device Map" section, of this chapter, for further information.

Setting Check Point Alarms

- 1 Open the **Guard Tour** database [Configuration menu], and select a guard tour from the list.
- 2 Click **Edit** to open the associated Guard Tour Record.
- 3 Click either the **Sequenced Check Point** or **Unsequenced Check Point** tab.

jelec	ted Check Points :			•	4 🗙
=	Check Point	Valid Only	Time [hhtmm]	[+] [hh:mn]	() (hhmm)
1	Duress Alarm at Local Storage on 1s	N./A	00:01	00:00	00:00
2	Duress Alarm at Local Storage on 1s	N./A	00:01	00:00	00:00
3	Duress at East Coast Office.	N./A	00:01	00:00	00:00
- 4	East Coast Office - Tamper	N./A	00:01	00:00	00:00
5	Guard tour check point East.	N./A	00:01	00:00	00:00
6	Guard tour check point West.	N./A	00:01	00:00	00:00
- 7	Local Storage on 1st Street - Tampe	N./A	00:01	00:00	00:00
B	North Gate Parking Entrance - Tang	N./A	00:01	00:00	00:00

Programming

- 4 In the **Alarms** area of the window, select the **Visible** check box to view the current action group settings [on the ADV window].
- 5 Click the **Update** button on the Guard Tour Record window to edit these settings. The Abstract Device Record for the check point is displayed:

Abstract Device Record	×
- ADV	
Name :	
Description :	
Default Floor Plan :	
- Action Group	
Name : Sequenced Eheck	
Add Bename Orldr	
Action Design	
Action: Interaction	
Phony: pa	
Time Zone : None	
Write to History: 🔽 Print on alarm printer:	
Command File on	
Receive : None	
Acknowledge: None	
Class Name	
Sound File : Impout www	
Distribution Communication	
Digital video Camera : [14016	
Nam Detail View Message :	
The guard arrived late at the checkpoint.	
OK Carcel	1
Carbon	

6 Select an Action Group.

If an action group for reader check points has been defined, select it from the Action Group list. All of the properties of the selected action group are then applied to this check point. Click **OK** to return to the Guard Tour Record window.

If no action group has been defined, click the Add button (just beneath the Action Group field) and enter a name for the new Action Group. Press the ENTER key on your keyboard to set the new Action Group name.

- 7 Select an **Action** for the alarm state.
- 8 Assign a **Priority** to the alarm.
- **NOTE:** 1 is the highest priority; 99 is the lowest. If no priority is assigned, no further information can be entered.
 - 9 Select a **Time Zone** during which the action group is activated.
- **NOTE:** If None is selected as the Time Zone, the defined actions take effect regardless of the time.
 - 10 Select any **Command Files** you want activated in response to the alarm state. You can choose to activate command files on any combination of Receive, Acknowledge, and Clear.
 - 11 If desired, select a **Sound File** to be activated in response to receiving the alarm.
 - 12 Select a digital video camera to be associated with the action.
 - 13 Select the appropriate check box to **Print** the event and/or **Write it to history**.
 - 14 Enter a **Message** to be sent to the Alarm View detail in response to the action.
 - 15 Repeat this procedure for each alarm state for which you want a response.
 - 16 Click **OK** to save the changes and return to the **Guard Tour Record** window.

Command File Database

Text files containing device instructions are stored in the Command File database.

Command Files are defined by assigning a name and description to one or more commands. This file is then saved as a Command File.

In setting up an ADV Action Group, Command Files can be used to set up dependencies. In other words, when a particular event takes place, a designated command file is activated. For example, a Command File can be activated automatically on receiving, acknowledging, or clearing an alarm, as defined in the Action Group.

Defining Command Files

1 Select **Command File** from the WIN-PAK 2.0 Configuration menu.



The Command File database window is displayed (next illustration).

Command File			
Varie Narie	Description -		
Cab 1 Executive	Elevator access to the		
🚰 Cab 1 Ground	Elevator access to the		
🔚 Cab 1 Sales	Elevator access to the		
Cab 1 Technical	Elevator access to the		
•	<u> </u>		
□ Detail ¥iew Search and Sot	Operations		
Search Field:			
Al	bb		
Criteria :	Edit		
<u> </u>	E-197		
Search For:	Delete		
Soft By:	[solate		
Name	Pint Report		

2 Click **Add** to open the Command File Record window (next illustration).

nmand File Record						
ommand File List						
Name :		Description	on :	_		
Abstract Device (ADV)	Comm	and		Parameters		
	-					
Move Comman	d: 🗄		A	dd _	Edit	Delete
			_			1

- 3 Enter a descriptive **Name** for the command file (with up to 30 characters).
- 4 Enter a **Description** (with of up to 60 characters) for the command file if desired.
- 5 Click the **Add** button to open the Command window in order to further define the Command File.

Command File - Command	×
ADV Category :	
CCTV	•
ADV :	
Video Switcher	•
Command :	
Switch Camera to Monitor	•
Parameters	
Camera :	
East Lobby	•
Monitor :	
Computer Monitor	•
0	
OK Cancel	

6 Select an **ADV Category** for the command file.

- 7 Select the **ADV** for the command file.
- NOTE: The ADV selected determines which commands are available.
 - 8 From the **Command** list, select the desired command. Commands that are not listed can be sent to a panel as Custom Commands. See the following procedure.
- **NOTE:** If parameters are required for the command you have selected, choose them or enter the required variables in the **Parameters** area of the window.
 - 9 Click **OK** to close the Command window. The new command is added to the list in the Command File Record window.
 - 10 Click **OK** to close the Command File Record window and save the changes to the Command file.
- **NOTE:** Add as many commands as you wish to this file. If necessary, use the **Move Command** arrows to adjust the order of the commands you have entered.

Available Commands

The following list shows standard commands available when defining Command Files.

ADV	Commands	Parameters
CCTV Camera	Go Home	
	Go to Preset	Preset #
	Iris Open	
	Iris close	
	Pan Left	
	Pan Right	
	Refresh	
	Stop	
	Tilt Down	
	Tilt Up	
	Zoom In	
	Zoom Out	
CCTV Switcher	Custom Command	Custom Command
	Switch Camera to Monitor	
	Camera ID	camera ADV
	Monitor ID	monitor ADV
CCTV Monitor	Refresh	
	Switch Camera (Camera ID)	camera ADV
Door	Lock	
	Pulse	
	Timed Pulse	0 - 65, 335 sec.
	Unlock	
Input:	Shunt	
	Switch To Time Zone Control	
	Unshunt	
Loop:	Buffer All Panels	
.	Unbuffer All Panels	0 = Hard, $1 = Soft$
Output &	De-energize	
Group	Energize	
	Pulse	
	Switch to Time Zone Control	0 (5 005
Damal	limed Pulse	0 - 65, 335 SeC.
Panei:	Buller	
	Unbuller Sustam Commond	
Somer (All)	Cusiom Command Defrech	
Server (All):	Kellesn	
RJZJZ CONNECI.	Cusiom Command	

NOTE: When a panel is buffered, transactions are stored in the panel RAM memory. When a panel is unbuffered, it transmits stored information to a computer, then continues to transmit ongoing access transactions to that computer. Transactions are not stored in the panel RAM.

A buffer command can be either hard or soft. Normally, when an unbuffered panel receives a buffer command, it switches to the buffered mode. When the buffered panel receives an unbuffer command, it switches back.

However, if a panel receives multiple soft buffer or unbuffer commands, it does not switch modes until it receives the same number of buffer or unbuffer commands.

However, a hard buffer or unbuffer command overrides any number of soft commands. When a panel receives a hard buffer or unbuffer command it switches state, regardless of how many soft buffer or unbuffer commands it has received.

Adding Custom Commands

If the standard commands contained in the system don't quite suit your needs, you can easily add a custom command for CCTVs, Panels, and RS232 Connections. With the Command dialog displayed:

- 1 Select a device from the **ADV Category** list.
- 2 Select the specific device name from the **ADV** list.
- 3 Select Custom Command from the Command list.
- 4 Type the command in the **Custom Command** field [in the Parameters area of the window].
- 5 Click **OK**.
- **NOTE:** Refer to the "Abstract Devices and Floor Plans" sections of this chapter to learn more about working with command files.
Editing Command Files

Command Files are quite easy to edit.

- 1 Select the Command File you want to edit from the main Command File database window.
- 2 Click **Edit** to open the Command File Record.

Change the Command File **Name** or **Description** by typing over the existing entries with new entries.

Delete a command by selecting it in the list and clicking the **Delete** button.

Use the **Move Command** arrows to rearrange the order in which the commands are sent. The commands at the top of the list are sent first.

3 When you have completed editing this Command File, click **OK**.

Deleting Command Files

- 1 Select the Command File to be deleted from the Command File window.
- 2 Click the **Delete** button.
- **NOTE:** If the Command File is not in use it is removed from the database. If the Command File is referenced by an ADV Action Group or a panel, you receive a message indicating that it is in use. Use the **Isolate** function to remove the Command File from all Action Groups and panels where it is in use.

Digital Video Configuration

1. From the Configuration menu, select Device > Device Map. The Device window will open.



2. In the Device window (above), right-click on the Devices folder and select Add > Rapid Eye.

The Rapid Eye DVSS Configuration window will open (below).

arne ADV eer Password Isofw	d d
er Password In/w	d t
per Password [st/#	t I
eer Password [st/#	
	he.
Dele	te l
escription	
1 Duow	

3. Type in the Name, User and Password parameters. The Description parameter is optional.

- **NOTE:** The Name must be the same as the name of the RapidEye Site being connected to.
- **NOTE:** The User and Password must be the same as defined in the RapideEye Multi software.
 - 4. Click **Next** to bring up the RapidEye Camera Configuration window (below).

RapidEye - Camera Configuration	×
	ADV
■1 - No AOM	Add
2 - No ADV	Edt
3 - No ADV	
14 - No ADV	Isolate
G - No ADV	Relete
T - No ADV	
S - No ADV	D Public
10 - No ADV	
11 - No ADV	
Parad IB	
C	
Lettere i file	
J	
< Back Finish Cancel Help	

5. For each camera defined in the RapidEye system, enable a camera ADV, then click **Add**.

The sequential order of the ADVs correspond directly to the sequential order of the RapidEye cameras. Selecting the Pan and Tilt option will define a camera as a PTZ (pan tilt zoom) camera. Not selecting the Pan and Tilt option defines the camera as a stationary camera.

If desired, type in a Camera Title. Otherwise, the default camera title will be a combination of the name of the previously defined DVSS ADV and the number of the current ADV.

6. After defining cameras, click **Finish**. The Device window will display the newly defined RapidEye devices.

Alarm View and Auto Popup

If a digital video camera is selected as an ADV Action in an Abstract Device Record window [see Setting Up ADVs], the associated alarm will be displayed with a camera icon in the left-most column of the Alarm View (see below).

	ew					
Priority	Date	Time	Cnt	Status	Reader/Point	
4 > 10	5/8/2002	6:01:56 PM	1	Loop Alarm	Loop 1	
4 10	5/8/2002	6:01:51 PM	1	Poll Response Alarm	Panel 1	
•						•
Priority	Date	Time	Cnt	Status	Reader/Point	
4						<u>,</u>
Filter Control	st., 1 [00	Non C.C.		C ant	🗆 Qetais	<u>,</u>
 Filter Cgntre 	ol	∦arn C⊆	ard Read	(° Both	E Qetais	• sar

Right-clicking on a reported alarm with a camera icon will provide the option of selecting either a live or recorded view from the associated camera. If a recorded (or retrieved) view is selected, the retrieved view time will start at the time the associated alarm was activated.

As with other alarms, if an alarm is activated multiple times [as indicated in the Cnt column], click the Details box to view the previous alarm reports.

If the Auto Popup Alarm View Window option is selected in the System Config window [System menu > System Defaults > Alarm Handling tab], a live view from the associated camera will automatically open when the Alarm View is opened. Likewise, if AutoCard Lookup is opened.

Chapter 5

Badging

Badge Layouts Database Badge Definition Window

Badge Layouts Database

The WIN-PAK 2.0 integrated badging utility allows you to design and print badges from within the system itself. Video images and signatures can be imported or [with the appropriate hardware] captured and saved for printing badges or for viewing video images in AutoCard Lookup when used at selected readers.

Badge layouts [or designs] are templates that define the size and properties of a badge, as well as the placement of elements on the badge. Badge templates are then associated with cards.

When a card is issued to a card holder, his or her information is automatically merged with the badge template, creating an individual card.

Badges can be printed on Technology or non-Technology cards. Most any Windows-compatible printer, ink jet, laser, or PVC card printer can be used to print badges. Special PVC card printers allow two-sided printing and magnetic stripe encoding.

The Badge Layout utility can also be applied in Human Resources applications providing photos and other Card Holder information.

The Badge Layouts database contains information on various badge layouts and designs in your WIN-PAK 2.0 System. The Badge database also provides access to the Badge Layout Utility which is used to create and edit badges.

NOTE: The Badge Layouts database contains badge templates [or designs] not access cards.

Adding Badge Layouts to the Database

Open the Badge Layouts database by selecting **Badge** Layout Utility from the Badge option from the Configuration menu.



The Badge Layouts database window is displayed:



The main database window contains a list of badges which can be searched and sorted either by name or description. View a badge by highlighting it in the database list and selecting the **Detail View** check box.

Click **Edit** to make changes in the selected badge. Deleting a badge from the list removes it from the system. Use the **Copy Badge** button to make a copy of a selected badge definition.

Click the **Add** button to open the **Badge Definition** window.

Copying a Badge Layout

Copying a badge design allows you to more easily create several badges with the same basic layout, but with distinguishing features (e.g. the background color). Create your basic design, copy it, and edit the copy to suit your needs.

With the Badge Layouts database window open, select the badge to be copied, and click the **Copy Badge** button at the bottom of the window.

The Copy Badge dialog prompts you to enter the **New badge name**.

Badge Layout - Copy Badge	×
New badge name:	
<u>in</u> ew badge name.	
Card Back Copy	
OK Cancel	

Click **OK** to save the new badge name and return to the main Badge Layouts database window. The new badge can now be edited to suit your needs.

Editing a Badge Layout

With the Badge Layouts database window open, select the badge to be edited, and click the **Edit** button.

The Badge Definition window opens, allowing you to make changes to the badge layout.

When you have made all necessary edits to the badge layout, **Save** the layout and close the Badge Definition window.

A prompt will remind you to save changes to the layout if you forget to do so before attempting to close the window.

Isolating and Deleting a Badge Layout

Selecting a Badge Layout and clicking Delete permanently deletes the selected badge layout from the database. However, if the badge layout you are attempting to delete is assigned to one or more cards, you are prompted to confirm your deletion:

Delete B	adge Layout 🛛 🔀
?	Are you sure you want to
~	delete Badge Layout 'Standard Card'?
	Yes No

Clicking the Delete button on the Delete Badge Layout prompt removes the layout from the system and clears the link to all cards. Once the link is broken, the cards can not be reattached. Caution should be used when deleting a badge layout as it could be attached to thousands of cards.

Creating Badges

The full-featured WIN-PAK 2.0 badge layout utility, allows you to create badge designs with shaded or graphic backgrounds, logos, text, and barcodes, and the ability to leave placeholders for card holder photos and signatures.

The graphical design tools employed in the Badge Definition window make setting up and laying out badge designs quite simple.

Badge layout begins with you naming and describing the layout, and defining the size and orientation of your badge.

Once the basic badge design has been defined, items are added to the layout and can be placed, moved, resized, and modified in a number of ways.

Whether you are creating a new badge from scratch [by clicking the **Add** button on the main Badge Layouts database window], or are working from a badge layout copy, you will use the Badge Definition window as your desktop while designing the badge.

Badge Definition Window

The elements on the Badge Definition window make badge layout and design simple. The outline inside the Badge Definition window shows the current badge size and shape.



Setting the Printable Size of the Badge

1 Right-click anywhere in the Badge Definition window, and select **Properties**. The Badge Object Properties window is displayed. 2 Click the **Positioning** tab of the Badge Object Properties window.



3 Set the **Height** and the **Width** of the badge in millimeters. The badge outline resizes to these dimensions.

The default badge size is 50 mm high by 80 mm wide. These dimensions work with most PVC printers.

- **NOTE:** To change the badge orientation from landscape (horizontal) to portrait (vertical) enter the larger dimension in the **Height** field.
 - 4 Click **OK** to apply the settings and return to the Badge Definition window.

Badge Definition Window: Right-Click Menus

The right-click menu is used for a number of control functions with the Badge Definition window.

Ruler Definitions

The Inches and Millimeters options on the Badge Definition right-click menu allow you to determine if you want the rule displayed on window to measure in inches or millimeters.

A check mark indicates which option is currently in use. To switch from one unit of measure to another, simply select the desired unit from the menu.

Zoom Factor

Selecting Zoom Factor from the Badge Definition rightclick menu allows you to enlarge or reduce the badge layout view, via the Zoom dialog:

	Zoon 🗙
 ✓ Inches Milmeters Zoon Factor ✓ Snap Grid Settings Blockouts Delete Object 	Zoom to C 200 X F 100.33 C 25 X C 25 X C 25 X C 25 X C Et window C Queton : 100 X
Properties	OK. Cancel

Snap and Grid Settings

The Snap menu item indicates [via a check mark] whether the Snap To setting is on or off.

The Grid Settings option calls a dialog, with which you can indicate if grids should be turned on for the badge layout area.

Badge Layout - Grid Settings 🛛 🔀	I
Spacing (© 1/32 in (1 mm) C 1/16 in (2 mm) C 1/8 in (3 mm) C 1/4 in (5 mm) C 1/2 in (10 mm)	
Snap to Grid Show Grid DK Cancel	

Grids are evenly spaced points on the badge layout area that assist in sizing and aligning items. The grid can be used as a visual aid in placing items, or you can have items snap to the grid for more precise object alignment.

Use the **Grid Settings** dialog to select the spacing of your grid.

Select **Snap to Grid** if you want items to snap to the grid when they are moved. With Snap to Grid selected, when an item is moved close to a grid mark, it is pulled to it as if to a magnet.

Select **Show Grid** if you want the grid marks visible in the layout area.

Blockouts

Blockouts provide a non-printing area for badges. The blockout keeps a defined area of the badge free of printing which is useful in preventing printing over a magnetic stripe or hole punch area in the card.

Unlike other badge objects, the blockout has no properties. Within the item layering order, the blockout always remains on top. **NOTE:** While blockout is generally effective in preventing overprinting of the magstripe area, some card printers will print resin black over the blockout area. Therefore, avoid placing any black type over the magstripe area.

Setting a Blockout

1 Use the Badge Definition right-click menu to select **Blockout**. The Blockout Items Definitions dialog is displayed:

Name	×	y	dx	dy	Place
Horz Mag Stripe Bot	0.0	36.5	85.0	10.5	
Horz Mag Stripe Top	0.0	2.5	85.0	10.5	Close
Horz Punch Left	1.5	18.0	4.0	14.0	
Hotz Punch Right	74.5	18.0	4.0	14.0	
Vert Mag Stripe Left	2.5	0.0	10.5	85.0	Add
Vert Mag Stripe Right	36.5	0.0	10.5	85.0	
Vert Punch Boltom	18.0	74.5	14.0	4.0	E-9
Vert Punch Top	18.0	1.5	14.0	4.0	Post
					Delete

2 Click **Add**, to call the Add/Edit Blockout Item dialog:



- 3 Enter a **Name** for the blockout area.
- 4 Enter position settings for left edge, top edge, width, and height of the blockout area.

You may have to measure an actual card and print a test to determine the exact position for the blockout.

5 Click **OK**.

Placing a Blockout on a Badge Layout

To place a blockout on a badge layout, right-click and select Blockout from the menu. When the Blockout Items Definition dialog is displayed, select the desired blockout and click the **Place** button.

Deleting Objects

Objects and elements placed on the badge layout can only be deleted by selecting them, and using the rightclick menu Delete Object option.

Properties

The **Properties** dialog available from the Badge Definition right-click menu differs depending upon the item selected. For example, each of the following objects has its own set of properties:

- Badge Object Properties
- Badge Bitmap Object Properties
- Badge Text Object Properties
- Badge Photo Object Properties
- Badge Barcode Object Properties
- Badge Shape Object Properties
- Badge Signature Object Properties

Details on properties are covered as each item is documented in this chapter.

Badge Objects: Introduction

Six types of objects can be placed on a badge: text, bitmap, photo, barcode, shape, and signature. A toolbar button represents each object.



text bitmap photo barcode shape signature

Badge items are layered as they are placed. This is only noticeable when one item overlaps another.

The layering order is changed by using the Select Next Item **m** button from the toolbar. As each item is selected, it is brought to the front.

Adding Objects to the Badge Layout

- 1 Click the toolbar button representing the object you want to place.
- 2 Click within the badge (drawing) area of the Badge Definition window and drag the box to the desired size.
- 3 Release the mouse, and a dotted box is visible, representing the area where the object will be placed.

Each type of object has a different set of properties used for its configuration [available by right-clicking on the item]. For example, a Bitmap item requires a source file, a Text item requires a font definition, etc. Refer to the "Badge Object Properties" section of this chapter for details on working with specific badge objects.

Moving and Resizing Badge Layout Objects

Standard Windows-type conventions are used to move and resize badge layout items.

NOTE: If it is difficult to select an object, use the Change Layering button in or the Select Next Item item you want to select.

Moving Objects

Move the cursor over the object to be repositioned until the cursor becomes a four-headed arrow. +. Click the object and drag it to the desired location, then release the mouse button.

Resizing Objects

Click on an item in the badge area of the window to select it for modification. Move the cursor over a sizing handle on the edge of the selected object until the cursor changes to a double-headed arrow \ddagger . Click and drag the sizing handle until the object is the desired size and shape. Release the mouse button.

Badge Object Properties

The basic Properties dialog available from the Badge Definition right-click menu includes six tabs allowing for settings that apply to the badge layout, including Badge, Colors, Positioning, and Track 1, Track 2, Track 3.

The Badge tab allows you to import or capture background images. The Badge tab is also used to indicate how the image will fit into the available space.

Use the Colors tab to select the background color for the badge.

The Positioning tab allows you to change the size and orientation of the badge

Track 1, Track 2, and Track 3 tabs are used for magnetic stripe encoding.

Badge Tab

The Badge Layout Utility can set a colored or graphic background for the entire printable area of the badge. Other items are then placed on this background. The outline in the Badge Definition window (next illustration) shows the printable area.

Badge Element Layout	×
Badge Colors Positioning Track 1 Track 2 Track 3	_,
Background Image	
Blue Rivets.bmp	
Stretch Width	
Stretch Height	
F Keep Aspect Ratio	
Tile Image	
Import	
OK. Cancel Apply Help	

There are three ways to provide a background for a badge: select a single color for the background, capture an image for the background, or import a graphic that can be added to the Background Image list.

Use the **Badge** tab to import background images, as well as to determine how the program will fit the image to the available space.

NOTE: If no badge object is selected when the dialog is opened, the settings apply to the entire badge. If a shape, bitmap, or other object is selected, a different Object Properties dialog appears, and the settings apply to the selected object.

Background Images can be imported into the WIN-PAK 2.0 database from any directory. Once added to the WIN-PAK 2.0 database, background-image files are available to any workstation.

Scanned images, photos taken with a digital camera, and artwork created in a drawing or paint program can all be incorporated into your badge design. However, they do need to be saved in one of the following supported file types: .bmp, .jpg, .pcx, and .tga. The Stretch Width, Stretch Height, and Keep Aspect Ratio options allow graphics to fill placeholders that are not exactly the same size as the graphic. The stretch options make the graphic fill the space as you have defined it. If the image is a different shape than the space, it will be distorted. If you also select Keep Aspect Ratio, the graphic will be as large as possible, without distortion.

For example, if you place a square photo placeholder in the badge design, then place a tall rectangular photo in the placeholder, with the Keep Aspect Ratio option selected, the photo will be as tall as the placeholder, but will leave a margin on the sides through which the placeholder background color will show. To keep the margin from showing through, select the placeholder, then open the **Colors** tab and select **Transparent Background**.

Options on the Badge Tab Include:

Background Image: Select a graphic file from this list to use as a background.

Stretch Width: Stretches the graphic to fill the defined horizontal space.

Stretch Height: Stretches the graphic to fill the defined vertical space.

Keep Aspect Ratio: Maintains the image proportions.

Tile Image: Repeats the image to fill the defined space.

Import: Click this button to select graphic images to be imported into the WIN-PAK 2.0 database and added to the list for background images.

Capture: Use this button to open the **Capture Graphic** window for capturing video images.

Applying a Bitmap Image to a Badge Background

Applying an image to a badge is essentially the same as applying wallpaper to your PC desktop.

- 1 Right-click on the badge in the Badge Definition window, and select **Properties**. The Badge Object Properties window is displayed.
- 2 Click the **Badge** tab of the Badge Object Properties window.

Badge Element Layout	×
Badge Colors Positioning Track 1 Track 2 Track 3	
Background Image:	
Blue Rivets brip	
₽ Stretch Width	
🔽 Stretch Height	
Expect Ratio	
Tile Image	
Import	
	-
OK Cancel Apply Help	

- 3 Click the **Background Image** field down-arrow, and select an image from the list.
- **NOTE:** Images can be added to the Background Image list by importing existing graphic files or by capturing live images using a computer equipped with a video camera and capture board.
 - 4 Select the **Stretch Width** and **Stretch Height** check boxes to make the image cover the entire badge. To fill as much of the badge as possible, without distorting the image, select **Keep Aspect Ratio**.
 - 5 Click **Apply** to view the changes, or click **OK** to apply the image to your badge and exit the Badge Object Properties dialog.

Importing Graphics for Backgrounds

Importing existing bitmap graphics allows an infinite number of possibilities for background images. For example, you can scan a logo or photograph, take photos with a digital camera, or use a graphic design software program to create artwork.

NOTE: When creating your background file, remember, the file must be saved as a Windows Bitmap (.bmp), JPG (.jpg), Targa (.tga) or PCX (.pcx) file. For best results, the file should be at least to 300ppi (pixels per inch).

Keep in mind the orientation and size of the badge, as well as the placement of photos, barcodes, and text so important parts of your background are not obscured.

Create your background image to be as close in size as possible to the printable area of your badge. Keeping the sizes the same will avoid distortion or loss of image quality caused by resizing or stretching the image to fill the badge.

To Import a Background Graphic:

- Right-click in the badge background area of the Badge Definition window and select **Properties**. Open the **Badge** tab of the Badge Object Properties window.
- 2 Click the **Import** button. The familiar Open dialog is displayed, allowing you to navigate to the folder containing the graphic file to be imported and select the file.
- 3 Double-click the file name [or highlight it and click **Open**]. The graphic file is added to the Background Image list and to the Badge Image folder in the WIN-PAK 2.0 database.

Positioning Badge Elements

The Positioning tab of the Badge Object Properties window allows you to change the size of the badge or its orientation, determine the alignment of objects within a photo or graphic placeholder, rotate an object on the badge layout, and adjust a background image's position on the badge. For example:

To Work with a Background Image:

 Right-click in the badge background area of the Badge Definition window and select **Properties**. Open the **Positioning** tab of the Badge Object Properties window.

Badge Object Prope	rties	×
Badge Colors Pos	itioning Track 1 Track 2 Track 3	
Horizontal Position: Center	Vertical Position: Orientation:	
Tobx 0	Height 50	
Leit 0	₩idth: 80	
		4
L OK	Cancel <u>App(y</u> Help	

- 2 Use the down-arrow to the right of the Horizontal Position field to select either Left, Center, or Right.
- 3 Indicate the **Vertical Position** of the image by selecting Top, Middle, or Bottom.
- 4 Set the degree of rotation in the **Orientation** field.

Options on the Positioning Tab

Horizontal: Places the graphic object in the top, center, or bottom of the defined area.

Vertical: Places the graphic object to the right or left side [or in the middle] of the defined area.

Orientation: Rotates the selected object by 90-egree increments.

0° Places the object upright

90° Rotates the object 90° clockwise

180° Places the object upside-down

270° Rotates the object 90° counterclockwise

Top: Position from the top of the badge in millimeters (normally 0 for PVC printers).

Left: Position from the left edge of the badge (in millimeters (normally 0 for PVC printers).

Height: Height of the badge in millimeters.

Width: Width of the badge in millimeters.

Video Backgrounds

Another way to create a background graphic is to capture a video image. Your video equipment, including a supported video capture card, or compatible TWAIN device must be installed.

Installing Badge DLLs

A specific dynamic-link library (.dll) file is required for the video capture card, TWAIN device [image acquisition device], and signature pad used with the WIN-PAK 2.0 System. The DLLs for currently supported hardware are included in the WIN-PAK 2.0 directory and can be installed from within WIN-PAK 2.0.

1 Select **Badge DLL's** from the **Badge** option on the Configuration menu.



2 When the **Badge DLL's** dialog opens click the browse button next to the hardware device you have installed.

Badge DLL's		×
⊻ideo Capture Card DLL :		
C:\Program Files\WINPAK2\	Twain.dll	
Signature Pad DLL :		
C:\Program Files\WINPAK2\	PenWare.dll	
	OK	Cancel

The Open window is displayed allowing you to navigate through the WIN-PAK 2.0 directory.

- 3 Select the appropriate DLL file and click **Open** [or double-click on the file]. The DLL name is entered in the hardware device field in the Badge DLL's window.
- **NOTE:** If no DLL appears, verify that the Windows Explorer folder Options, View is set to show all files.
 - 4 Click **OK** to save your selections and close the **Badge DLL's** window.

Capturing a Video Background

- 1 Right-click the badge and select **Properties**. Select the **Badge** tab of the Badge Object Properties window.
- 2 Click the **Capture** button. The Capture Image window is displayed showing the live view from your video camera. If TWAIN is selected as your video DLL you will have a different view and will need to select the source and get the image.



- 3 Click **Settings** to expand the window and access the video settings.
- 4 Adjust the **Video** settings (explained below) until the picture is satisfactory.
- 5 If you are not using a flash, set the **Grab** settings to the same values as the **Video** settings. If you are using a flash, reduce the **Grab Brightness** and **Contrast**.
- **NOTE:** Exact settings will vary depending on the type of flash and other lighting elements being used. The exact settings can only be determined by experimentation.
 - 6 Click **Freeze**, to capture the image. Once the picture is frozen or captured, you can make a number of adjustments.

The Freeze/Live button toggles between static and live-view image. When the desired image is on screen, click Freeze to keep it. Click Live to switch back to the live camera view. Adjust the slides at the right of the background image to enhance the quality.

- 7 Use the cropping frame to crop the image and adjust its proportions. If you want a particular proportion, enter it in the **Aspect Ratio** field and make sure to select the **Lock Aspect Ratio** check box.
- **NOTE:** When using the default badge size, set the aspect ratio to .625 to fill the entire area.
 - 8 If the image is too dark or too light, adjust the **Photo Brightness.**
 - 9 Set the degree to which you want to **Compress** the captured image.
 - 10 Click **OK** to save the image.

Video Settings

These settings apply to the live on-screen video image.

Brightness: Lightens or darkens the entire tonal range of the image.

Contrast: Expands or contracts the entire tonal range of the image. The difference in highlights and shadows can be greatly increased or decreased.

Saturation: Adjusts the vibrancy [the level of color] in the image.

Hue: Adjusts the value of color in the image. Adjusting this can correct images that seem to have incorrect color.

Sharpen: Sharpens blurry images by increasing the contrast of adjacent pixels.

Grab Settings

These settings are applied to the camera when an image is captured. If you are not using a flash, set the Grab Brightness and Contrast the same as the Video settings. If a flash is used, reduce both the Brightness and Contrast settings lower than the Video settings. This prevents the camera from overexposing the picture. The exact settings must be determined by experimentation, as they vary depending on the type of flash, distance from the subject, and other lighting being used.

Brightness: Lightens or darkens the entire tonal range of the image to be captured.

Contrast: Expands or contracts the entire tonal range of the image to be captured.

Photo Settings

Photo settings are applied to the video image after it is captured.

Brightness: Lightens or darkens the entire tonal range of the captured image.

Compress: The captured image is saved as a .jpg file which uses compression technology to decrease the file size. If desired, use the slider to adjust the compression of the saved image. The lower the number, the greater the compression.However, images lose quality as they are compressed, so avoid over-compressing. A setting of 100 applies the least amount of compression and provides the best image quality. A setting of 30 applies the most compression, but provides lower image quality.

Working with Colors

The Colors tab of the Badge Object Properties window allows you to select colors for badge elements. If no item is selected when the Properties dialog opens, the color is applied to the entire badge background. The foreground color is not available unless a badge object is selected.

The simplest background to apply to a badge is a single, solid color.

Applying a Basic Background Color to a Badge

1 Right-click the badge, and select **Properties**. Open the **Colors** tab from the Badge Object Properties window.



2 Click the browse button to the right of the **Back**-**ground Color** field. The Color window is displayed:



3 From the Basic Colors palette (at the top of the window), click the color swatch you want to use for a background.

- 4 Click **OK**. The Color dialog is dismissed, and the selected color is placed in the Background Color field [on the Color tab].
- 5 Click **Apply** or **OK** to apply the color to your badge. Solid dark colors may not print evenly on all printers, so it is recommended that you use a light colored or white background.

Creating Custom Colors

If the preset colors on the color palette don't meet your specifications for a background, object, or text color, you can create a custom color.

Define Custom Colors >>

Click the **Define Custom Colors** button at the bottom of the Color window to display the custom color selector.

The color selector describes colors in two common color models: HSL (hue, saturation, luminosity) and RGB (red, green, blue). RGB corresponds to PMS #/% assignment.

A third common color model is CYMK (cyan, magenta, yellow, and black), based on the use of four colors of ink to approximate a full spectrum of colors. Many badge printers use the CMYK color model and, therefore, will give only an approximate match for the colors displayed on the screen.

Hue, Saturation and Luminosity

The HSL color model is based on how colors are viewed by the human eye. Colors are described by three basic characteristics.

• **Hue** is the wave length of light reflected by [or transmitted through] an object. It is the characteristic commonly called color, and identified by color names such as yellow, green, or orange. Hue values range from 0 [red] through 239 [running through the spectrum and returning to red].

- **Saturation** is the strength of the color. It indicates the amount of gray in the color. Saturation values range from 0 [gray with no trace of color] through 240 [fully saturated color with no gray].
- **Luminosity** is the relative brightness or darkness of the color. Luminosity values range from 0 [black] through 240 [white] with the untinted color at about 120.

Red Green Blue

The RGB model is based on the representation of the visible spectrum by mixing red, green, and blue light. Computer monitors are based on this model, creating colors by emitting light through red, green, and blue phosphors.

The RGB model assigns a value for each pixel ranging from 0 [black] to 255 [white] for each color component. For example, the red on the Basic color palette has a Red value of 255, a Green value of 0 and a Blue value of 6.

Color Solid

The color swatch shows the color as it appears on the monitor and gives an approximation of how the color appears when printed. Because monitors can only show a certain number of colors at a time, the colors may be dithered. This dithering appears on the monitor only. The color prints as a solid.

The Solid swatch shows the closest solid color your monitor can display with its current settings. If your monitor is set to display 256 colors, the closest match is displayed. If your monitor can display more colors, the Solid swatch will probably match the Color swatch exactly.

Selecting Custom Colors

1 With the Color window displayed, click the **Define Custom Colors** button to expand the color palette window.



2 If you know the **Red**, **Green**, **Blue** equivalents for a specific color, enter those values in the appropriate fields.

-OR-

If you know the **Hue**, **Saturation**, **Luminosity** equivalents for a specific color, enter those values in the appropriate fields.

-OR-

Use the color selector to choose the color you want.

3 When the desired color appears in the Color | Solid field, click the **Add to Custom Colors** button. The new color is added to the Custom color palette on the left side of the window.



- 4 Click **OK** to select the new custom color and return to the Colors tab on the Badge Object Properties window. The selected color now appears in the Background Color field.
- 5 Click **Apply** or **OK** to apply the background color to your badge.
- **NOTE:** Due to differences in monitors, printers and print media, the printed badge color may be a different shade than the color displayed on your monitor.

Magnetic Stripe Encoding

Track 1, 2, and 3 tabs on the Badge Object Properties window are used when magnetic stripe data is defined for the badge.

NOTE: Some encoders and some cards do not support Track 3. Check your printer and card supplier before using this feature.

For each track, specify the magnetic stripe format: IATA, ABA, or TTS. The industry standards for track/ format assignment are:

- **Track 1 IATA**: The NR-2-WR and NR-6-WR read ABA on Track 1.
- **Track 2 ABA**: The NR-1-WR, NR-3-WR, NR-5 and the NR-5-KP read ABA on Track 2.
- **Track 3 TTS**: The NR7 reads ABA on Track 3.

Each track can have a number of data items. The number of items is limited by the amount of data that will fit on a given track. See your printer documentation for the number of characters that can be encoded using each format. Only certain ASCII characters can be used, depending on the format selected for that track.

IATA accepts the alphanumeric characters 0 - 9, and A – Z, plus various punctuation characters (ASCII 32 - 95). Lower case letters are forced to uppercase as IATA doesn't understand lowercase. If a field separator is required, it is designated by the ^ character.

ABA accepts only numeric characters 0–9 and various punctuation characters (ASCII 48–63).

TTS accepts numeric characters 0–9, and various punctuation characters (ASCII 32–95).

As an example, the maximum number of characters that can be printed using the Datacard IC III printer are listed in the following table:

Track	Type of Character	Max. Char.	bits per inch
Track 1:	alphanumeric	76 characters	210 bits/in.
Track 2:	numeric only	37 characters	75 bits/in.
Track 3:	numeric only	104 characters	210 bits/in.

These specifications differ from the ISO 7811/2 Standard because of printer limitations.

Adding or Editing Magnetic Stripe Data

1 From the Badge Object Properties window, select the tab for Track 1, Track 2, or Track 3, then choose the format from the drop-down list in the upper right corner.

Badge Element Layout 🔀			
Badge Colors Positioning Track 1 Track 2 Track 3 Length Justify Fil Char Expression TTS Dirabled IATA ABA TTS			
Add Edk Delete Move Up Move Down			
OK Cancel Appy Help			
2 Select **Add** or **Edit** to define items to be added to the track, via the Enter Data Item window.

Badge Element Layout - Enter Data Item	2	6
Expression		
(Card Number)		
Fields:		
Card Number		
Activation Date		
Expiration Date		
First Name	*	
I Variable Length		
Length: Filt		
0		
Justify:		
N/A 💌		
OK. Cancel		

- 3 Select **Fields** or type in data for the **Expression**. See the following explanation for magnetic stripe encoding options.
- 4 Click **OK** to save your entries and return to the **Track** tab.
- 5 When several data items have been entered on the Track tab, they can be reordered using the Move Up and Move Down buttons.

To remove a data item from the list, select it and click the **Delete** button.

6 When you have completed the data item list, click **OK** to save your changes.

Magnetic Stripe Encoding Options

NOTE: The options available for a given track depend on which format is selected.

Expression: Any combination of text or database fields can be entered. Either type the desired text, or double-click an item in the **Fields** list, to enter it in the **Expression** field.

Fields: Select a field and double-click it to add it to the expression. All the Card and Card Holder note fields are displayed in this list.

Variable Length: If the **Variable Length** check box is selected, the field length is adjusted to match the number of characters in the data item.

Length: If a value is entered for **Length**, the data item is truncated or padded so that it is precisely that number of characters.

Fill: Enter the character to be used to pad the data to fit a fixed-length field.

Justify: This only applies to 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 are set to the **Fill** character.

Badge Objects: Text and Text Boxes

Text is added to badge layouts by first drawing a text box, then typing in the text. The appearance of the text can be changed by changing its font, color, size, or orientation. Text can be justified horizontally and vertically within the text box, and it can be rotated within the box at set intervals.

Creating a Text Box on a Badge

- 1 Click the text button A on the Badge Definition window toolbar.
- 2 Click in the badge layout area and drag the text box to the desired size and shape.
 - Move the text box by selecting it and using the four-headed arrow to drag it to the desired position.
 - Resize the text box by selecting it and using the two headed-arrow to drag one of the sizing handles to the desired position. If you use one of the corner sizing handles, you can change the height and width of the box at the same time.

Adding and Editing Text

Once a text box has been created you can add [or edit] text within the box.

1 Right-click inside the text box and select **Properties**. The Badge Text Object Properties dialog is displayed (next illustration):

Badge Element Layout	×
Text Block Colors Positioning	
I ext: Name	Eields: Card Number Issue Activation Date Expiration Date First Name Last Name Home Phone: Significant Other Pf Significant Other N
OK Cancel	Apply Help

- 2 On the **Text Block** tab, enter the desired text [in the **Text** field].
- 3 To place specific card holder data in the text box, make a selection from the **Fields** list: Double-click on a field to add it to the Text area of the dialog.
- 4 Use the **Size font to box** check box to have the font automatically sized to fit the text box.
- **NOTE:** 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, as the size of the font will change.
 - 5 Click **Apply** to preview the text on the badge.
 - 6 Click **OK** when finished.

Changing Fonts and Sizes

Format text by right-clicking inside the text box and selecting Properties. Select the Text Block tab of the Badge Text Object Properties window.

Click the **Font** button. A familiar Windows-style Font window is displayed. The fonts listed are those installed via your Windows operating system.

Using standard selection conventions select a **Font**, **Font Style**, **Size**, and specify any **Effects** you want assigned to the font.

NOTE: If the Size Font to Box option is selected, the font size will adjust automatically to fill the text box.

Changing Text Color

1 Right-click inside the text box and select **Properties**. Select the Colors tab of the Badge Text Object Properties window.

Badge Element Layout	<
Text Block Colors Positioning	
Eoreground Color:	
Background Color:	
Iransparent Background	
OK Cancel Apply Help	

- 2 Click the browse button to the right of the **Foreground Color** field. The Color window opens, allowing you to select a text color.
- **NOTE:** For additional color choices click the Define Custom Colors button. See "Creating Custom Colors" for more information.
 - 3 Click **OK**. The new type color is displayed in the **Foreground Color** field.
 - 4 Click **Apply** to preview the new color on the badge.
 - 5 Click **OK** when finished.

Changing Text Background Color

- 1 Right-click inside the text box and select **Properties**. Select the Colors tab of the Badge Text Object Properties window.
- 2 Click the **Background Color** browse button to open the **Color** window.
- 3 Select a color swatch.
- **NOTE:** For additional color choices click the Define Custom Colors button. See "Creating Custom Colors" for more information.
 - 4 Click **OK**. The new background color is displayed in the Background Color field.
 - 5 If you want a transparent background for the text block [the items behind it show through], select the **Transparent Background** option.
 - 6 Click **Apply** to preview the background color on the badge.
 - 7 Click **OK** when finished.

Positioning Text in a Text Box

1 Right-click inside the text box and select **Properties**. Select the **Positioning** tab of the Badge Text Object Properties window.

Badge Element Layout 🛛 🔀
Text Block Colors Positioning
Horizontal Position: Vertical Position: Orientation: Center ▼ Middle ▼ 0° ▼
<u>I</u> op: 11.9 <u>H</u> eight: 8.6
<u>L</u> eft: 34.8 <u>W</u> idth: 45.2
OK Cancel <u>A</u> pply Help

- 2 Indicate the **Horizontal** and **Vertical Position** of the text within the text box.
- 3 Select the **Orientation** or angle for the text to appear on the badge. Options include:
 - **0°** Text is upright
 - 90° Text is rotated 90° clockwise
 - 180° Text is upside-down
 - 270° Text is rotated 90° counterclockwise
- 4 To change the location or size of the text box enter the information in the **Top**, **Left**, **Height**, and **Width** fields.
- 5 Click **Apply** to view the changes, or **OK** to apply the changes and exit.

Deleting a Text Block

To delete a text box, right-click the text box and select **Delete Object** from the subsequent menu. The text box is removed from the badge.

Badge Objects: Photo Placeholders

A photo placeholder is used in a badge design where you want a card holder photo to appear. When the badge is assigned to a card and card holder, the appropriate photo from the card holder database is applied to the badge.

WIN-PAK 2.0 allows up to 99 photos for each card holder. These can be different pictures of the employee, or pictures of the employee's automobile, or equipment assigned to the card holder, such as a laptop computer. A photo index number is used to indicate which card holder photo should appear on the badge.

Photo placeholders can be formatted in a number of ways. The photo can be aligned horizontally and vertically within the box and stretched or shrunk to fill the space; it can also be rotated at set intervals. Photos can be ghosted, that is faded or lightened, so they look like a watermark. A ghosted photo is harder to photocopy and may provide added security against unauthorized reproduction of ID cards.

Adding a Photo Placeholder to a Badge Layout

- 1 Click the **Place Photo** 🔯 Badge Definition window toolbar button.
- 2 Click in the badge layout area and drag the box to the desired size and shape.
- **NOTE:** Move the photo placeholder by selecting it and dragging it to the desired position. Resize the photo placeholder by selecting it and dragging one of the sizing handles until it is the desired size.

Formatting a Photo Placeholder

1 Right-click inside the photo placeholder and select **Properties**. Select the **Photo** tab of the Badge Photo Object Properties window.

Badge Element Layout	×
Photo Colors Positioning	
Photo Index:	
✓ Stretch Width	
✓ Stretch <u>H</u> eight	
Keep Aspect Ratio	
- Ghosting	
Low High	
OK Cancel Apply Help	

- 2 Set the **Photo Index** if necessary. The Photo Index indicates which card holder picture will appear on the badge. The default is 1.
- 3 Select the **Stretch Width**, **Stretch Height**, and **Keep Aspect Ratio** options to automatically size the photo to fill the placeholder, without distorting the photo's proportions.

Use the Colors and Positioning tabs as documented in the "Working with Colors" and "Positioning Badge Elements" sections of this chapter.

4 Click **OK** when finished.

Creating a Ghosted Photo

Use the slider bar in the **Ghosting** area of the Badge Photo Object Properties window to set the degree of transparency for the photo. You will probably need to experiment with this in order to get the desired effect.

Deleting a Photo Placeholder

To delete a photo placeholder, right-click on it, and select **Delete Object** from the subsequent menu. The photo placeholder is removed from the badge layout area.

Badge Objects: Barcodes

Barcodes can be added to a badge in a number of formats, and can be used for a variety of functions. Barcodes can contain information specific to the badge design or to the card holder. For example, the barcode can contain the card number or the user's social security number.

Adding a Barcode to a Badge Layout

- 1 Click the **Place Barcode b** button on the Badge Definition window toolbar.
- 2 Click in the badge layout and drag the barcode box until it is the desired size.
- **NOTE:** Move the barcode box by selecting it and dragging it to the desired position. Resize the barcode box by selecting it and dragging one of the sizing handles until it is the desired size.

Adding or Editing Barcode Data

1 Right-click the barcode box, and select **Properties**. Select the **Barcode Data** tab of the Badge Barcode Object Properties window.

Badge Element Layout	×
Barcode Data Barcode Colors Positioning	
	1
Length Justity Fill Char	L
IU Right U 12345	
	L
	L
Add Edit Delete Move Up Move Down	L
	L
UK Lancel Apply Help	

2 Click **Add** or **Edit** to open the Enter Data Item window.

Badge Element Layout - Enter Data Item	×
Expression:	
12345	_
Fields:	
Card Number Issue Activation Date Expiration Date First Name	1
☐ Variable Length	
Length: Filt	
Justity:	
Right 💌	
OK Cancel	

- 3 In the **Expression** field, enter the specific data to be contained in the barcode, or make a selection from the **Fields** list. Double-click on a field to add it to the Expression field.
- 4 Select the desired **Length** and **Fill Character**. See next section for desription.
- 5 Click **OK** to save any changes and return to the **Barcode Data** tab.

Barcode Properties Definitions

Expression: Any combination of text or database fields can be entered. Type in the desired expression text or select one of the Fields. You can double-click a Field to enter it in the Expression field.

Fields: Select a field and double click it to add it to the expression. All the Card and Card Holder note fields are displayed in this list.

Variable Length: If the Variable Length check box is selected, the field length is adjusted to match the number of characters in the data item.

Length: If a value is entered for Length, the data item will be truncated or padded so that it is precisely that number of characters.

Fill: The character used to pad the data in order to fit a fixed length field.

Justify: Only applies to 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 are set to the Fill character.

When several data items have been entered, they can be reordered using the Move Up and Move Down buttons. To remove a data item from the list, select it and click the **Delete** button. When you have completed the data item list, click **OK** to save your changes.

Formatting a Barcode

1 Right-click inside the barcode box on the badge layout and select **Properties**. Select the **Barcode** tab of the Badge Barcode Object Properties window.

Badge Element Layou	t	×
Barcode Data Barcod	Colors Positioning	
Text: Text	Style: 3 of 9	Ratio:
Spacer.	Bearer Thickness:	Font Adj:
Show Test F W Beater Bar f H Beater Bar f Check Digk	Show Space Switch Test Check Digit 2	Arial Courier New Bold Italic
	K. Cancel	Acchy Help

- 2 Select the desired options. See "Barcode Options" section.
- 3 Click **Apply** to view changes, or click **OK** to save any changes and return to the Badge Definition window.

Barcode Options

Text: Text to be displayed above the barcode.

Style: Style setting for the barcode characters. Choices include:

- 2 of 5 2 of 5 interleaved 3 of 9
- Codabar
 Code 11
- Code 93 Code 128
- Code 128 B Code 128 C
- EAN 8 EAN 13
- ITF MSI
- UPC A UPC E
- **Ratios**: Determines the width ratio of thick bars to thin bars. For example, a ratio of 2.00 means that thick bars are twice the width of thin bars.

Spacer: Adds space before and after the barcode when show data is enabled.

Bearer Thickness: Thickness, in points, of the bearer bars.

Font Adj: Adjusts the font size in relation to the bar code.

Show Text: Displays the barcode data as text beneath the encoded information.

W Bearer: Displays the width bearer bars [top and bottom borders].

Badging

• Code 39

• Code B

• Telepen

• EAN 128

• Code 128 A

H Bearer. Displays the height bearer bars [left and right borders].

Check Digit: Error detection.

Show Spacer. Displays the space before and after the barcode data.

Switch Text: Switches top and bottom text. The barcode data displayed as text is placed above the barcode. The text entered into the Text field is displayed below the barcode.

Check Digit 2: Error detection.

Arial: The selected text font.

Courier New: The selected text font.

Bold: Applies bold format to the text.

Italic: Applies italic format to the text.

Editing Barcode Colors

Before changing the barcode color, note that most barcode readers are infrared and require that the barcode be black (resin black).

- 1 Right-click the barcode box, and select **Properties**. Select the **Colors** tab of the Badge Barcode Object Properties window.
- 2 Click the **Foreground Color** browse button to open the Color window. Select a color swatch for the barcode, or create and select a custom color.
- 3 Click **OK** to return to the Colors tab. The new barcode color is displayed in the **Foreground Color** field.

Changing the Barcode Background Color

Before selecting a background color, note that visible light barcode readers require some contrast between the barcode and the background. If the background color is too dark, the reader will not be able to read the code.

- 1 Right-click the barcode box, and select **Properties**. Select the **Colors** tab of the Badge Barcode Object Properties window.
- 2 Click the **Background Color** browse button to open the Color window. Select a color swatch for the barcode background, or create and select a custom color.
- **NOTE:** Do not select black for the background color as the barcode will be printed in black, making it unreadable.
 - 3 Click **OK** to return to the Colors tab. The new barcode color is displayed in the **Background Color** field.
 - 4 Click **Apply** to view the color on the badge.
 - 5 Click **OK** to save the changes and return to the Badge Definition window.

Positioning a Barcode

Barcodes are automatically positioned within the barcode box. Select the **Positioning** tab on the Badge Barcode Object Properties window to adjust the position of the box relative to the top and left side of the badge by entering a value in millimeters in the **Top** and **Left** fields, respectively. Refer to the "Positioning Badge Elements" section of this chapter for details.

NOTE: Test the bar code in the bar-code reader for proper positioning and operation before creating a large run. Certain barcode readers using high density code 39 may require the barcode to be created using a text box and one of the several true type barcode fonts that were added when WIN-PAK 2.0 was installed. This application also allows the barcode to be rotated as any other text box. Refer to "Creating a Text Box on a Badge" and "Adding and Editing Text". Once created, edit the font as indicated below.

Font			? ×
Eont: C39H/P24DhTt O Arial O Arial O Arial C39H/P24DhTt TC C39H/P24DhTt TC C39H/P24DhTt TC C39H/P36DhTt TC C39H/P36DhTt TC C39H/P36DhTt	Font style: Regular Radic Bold Bold Ratic	14 16 18 20 22 26	OK Cancel
Effects Stigeout Undefine Golor: Black	Sample Sojpt Western		

In the example above C39HrP24DhTt represents Code 39 with Human Readable text at a Point size of 24 with Density set to High and font type which is True Type. To create the best quality barcode, the font style must be set to normal or regular, and the size must match the font point size, for the example above: 24 with color black.

Deleting a Barcode

To delete a barcode, right-click the barcode placeholder, and select **Delete Object** from the subsequent menu. The barcode is removed from the badge.

Badge Objects: Shapes

The Badge Layout Utility allows you to place shapes [rectangles, rounded rectangles, ellipses, and lines] on your badge. You can change the border or line width, the border and background colors, or make them transparent to frame photos or text blocks.

Adding Shapes to a Badge Layout

- 1 Click the **Place Shape button** on the Badge Definition window toolbar.
- 2 Click in the badge layout area and drag the shape box until it is the desired size.
- **NOTE:** The default shape is a rectangle. Once the shape box has been placed and sized, the type of shape can be changed.

Move the shape box by selecting it and dragging it to the desired position. Resize the shape box by selecting it and dragging one of the sizing handles until it is the desired size.

3 Right-click the shape box and select **Properties**. Open the **Shape** tab on the Badge Shape Object Properties window.



4 Select the desired **Shape Type**: **Line**, **Ellipse**, **Rectangle**, or **Rounded Rectangle**.

- 5 Enter the **Line Width** [in points].
- 6 Click **Apply** to apply the change to the shape and continue with badge design, or click **OK** to apply the change and return to the Badge Definition window.

Formatting a Rounded Rectangle

1 When adding a rounded rectangle to the badge layout, set the following **Rounded Rectangle** parameters.



2 To set the percentage of curvature for both the height and width, select **Rounded Independent**.

Or, select **Rounded on Width** or **Rounded on Height** to set the percentage of the height or width to be curved.

3 Click **Apply** to apply the change to your badge, and continue with badge design; or click **OK** to apply the change and return to the Badge Definition window.

Changing the Border Color of a Shape

- 1 Right-click the shape and select **Properties**. Open the **Colors** tab on the Badge Shape Object Properties window.
- 2 Click the **Foreground Color** browse button to open the Color window. Select a color swatch for the shape border, or create and select a custom color.

- 3 Click **OK** to return to the Colors tab. The new border color is displayed in the **Foreground Color** box.
- 4 Click **Apply** to apply the change to your badge or click **OK** to apply the change and return to the Badge Definition window.

Changing the Background Color of a Shape

- 1 Right-click the shape and select **Properties**. Open the **Colors** tab on the Badge Shape Object Properties window.
- 2 Add a colored background to the shape by making sure the **Transparent Background** check box is deselected, then clicking the **Background Color** browse button to open the Color window.

Use the **Transparent Background** check box to make the shape transparent.

- 3 Select a color swatch for the shape background, or create and select a custom color.
- 4 Click **OK** to return to the **Colors** tab. The new color selection appears in the **Background Color** field.
- 5 Click **Apply** to apply the change to your badge or click **OK** to apply the change and return to the Badge Definition window.

Positioning Shapes

Using the Top, Left, Height, and Width fields on the Positioning tab of the Badge Shape Object Properties window allows you to manually set certain positions for the selected shape. Refer to the "Positioning Badge Elements" section of this chapter for details.

Deleting a Shape

Delete a shape by right-clicking on the shape and selecting **Delete Object** from the subsequent menu. This removes the shape from your badge layout.

Badge Objects: Signature Placeholders

Signature placeholders are used in badge design where you want the card holder's signature to appear. When the badge is assigned to a card and card holder the appropriate signature from the card holder database is applied to the badge.

A signature pad [Northern Computers PB-SIG-CAP or PBSIGCAPLCD] can be connected to the computer to capture signatures. The signatures are saved in vector format. They can be placed on the cards and proportionally stretched to fill the area allotted for them. The signature background can also be made transparent to be placed on top of any other object on the badge.

WIN-PAK 2.0 allows up to 99 signatures for each card holder. A **Signature Index** number is used to indicate which card holder signature should appear on the card.

Signature placeholders can be formatted in a number of ways...the signature can be aligned horizontally and vertically within the box, and stretched or reduced to fill the space. It can also be rotated at set intervals.

Adding a Signature Placeholder to a Badge Layout

- 1 Click the **Place Signature** *I* button on the Badge Definition window toolbar.
- 2 Click in the badge layout area and drag the signature box to the desired size and shape.
- NOTE: Move the signature box by selecting it and dragging it to the desired position. Resize the signature box by selecting it and dragging one of the sizing handles until it is the desired size.

Formatting a Signature Placeholder

1 Right-click inside the signature box and select **Properties**. Select the **Signature** tab of the Badge Signature Object Properties window.

Badge Element Layout	<
Signature Colors Positioning	
Signature Index:	
OK Cancel Apply Help	

- 2 Set the **Signature Index** if necessary. The Signature Index indicates which card holder signature appears on the badge. The default is Signature 1.
- 3 Click **OK** to save the settings and return to the Badge Definition window.

Changing the Background Color of a Signature Placeholder

The background color for Signature placeholders defaults to gray.

- 1 To change the background color, right-click inside the signature placeholder and select **Properties**. Select the **Colors** tab of the Badge Signature Object Properties window.
- 2 Click the **Background Color** browse button to open the **Color** window.

- 3 Select a color swatch for the signature placeholder background color, or create and select a custom color.
- 4 Click **OK** to return to the Badge Signature Object Properties window.
- 5 Click **OK** to save the color settings and return to the Badge Definition window.
- **NOTE:** The thickness of the signature line is set when the signature is captured in the card holder's biometrics tab.

Positioning a Signature Placeholder

Signatures are automatically positioned within the signature placeholder box. Select the **Positioning** tab on the Badge Signature Object Properties window to adjust the position of the placeholder relative to the top and left side of the badge by entering a value in millimeters in the **Top** and **Left** fields, respectively. Refer to the "Positioning Badge Elements" section of this chapter for details.

Deleting a Signature Placeholder

To delete a signature placeholder, right-click on the placeholder and select **Delete Object** from the subsequent menu. The signature placeholder is removed from the badge.

Badge Objects: Bitmap Graphics

Graphic images such as logos or symbols can be placed on the badge layout. Simply create (or scan) an image and save it as a bitmap graphic file. WIN-PAK 2.0 accepts Windows Bitmap (*.bmp), JPG (*.jpg), PCX (*.pcx) or Targa (*.tga) files.

All graphics used in designing a badge are saved to the BadgeImage folder in the WIN-PAK 2.0 directory. Once an image is added to the WIN-PAK 2.0 database, it appears in the Bitmap Image list on the Badge Layouts window and is available to all workstations.

Adding a Graphic Image to a Badge Layout

- 1 Click the **Place Bitmap** solution on the Badge Definition window toolbar.
- 2 Click in the badge layout area and drag the graphic box to the desired size and shape.

Move the graphic box by selecting it and dragging it to the desired position. Resize the graphic box by selecting it and dragging one of the sizing handles until it is the desired size. You can use one of the corner sizing handles to change the height and width of the box at the same time.

3 Right-click in the graphic box and select **Properties** from the subsequent menu. The Badge Bitmap Object Properties window is displayed:

Badge Element Layout
Bitmap Colors Positioning
Bitmap Image:
Blue Rivets.bmp
Stretch Width
Stretch Height
☐ Keep Aspect Ratio
Import
OK Cancel Apply Help

- 4 Click the **Bitmap Image** field down-arrow, and select an image from the list.
- 5 Select the **Stretch Width** and **Stretch Height** check boxes to make the image cover the entire badge. To fill as much of the graphic box as possible, without distorting the image, select **Keep Aspect Ratio**.

- 6 Click **Apply** to view the changes, or click **OK** to apply the image to your badge and exit the Badge Object Properties dialog.
- **NOTE:** Images can be added to the Bitmap Image list by importing existing graphic files or by capturing live images using your computer, equipped with a video camera and capture board.

Importing Graphics for the Badge Layout

- 1 Right-click inside the graphics box and select **Properties**. Open the **Badge** tab of the Badge Bitmap Object Properties window.
- 2 Click the **Import** button. The familiar **Open** dialog is displayed, allowing you to navigate to the folder containing the graphic file to be imported. Select the file, making sure its extension is one of the following: .bmp, .jpg, .tga, .pcx.
- 3 Double-click the file name [or highlight it and click **Open**]. The graphic file is added to the Bitmap Image list and is now available for use with any badge design, either to be placed in a bitmap box or as a badge background image.

Adding Background Color to a Graphic

A background color assigned to a graphic will only show if the bitmap is smaller than the graphic placeholder. If you have selected both Stretch Width and Stretch Height, but not Keep Aspect Ratio, the graphic automatically fills the entire box and no background color is visible.

- 1 Right-click inside the graphics box and select **Properties**. Select the **Colors** tab of the Badge Bitmap Object Properties window.
- 2 Click the **Background Color** browse button to open the Color window.

4 Click **OK**. The new background color is displayed in the **Background Color** field.

custom color for the background.

Select the **Transparent Background** check box to make the graphic background transparent.

5 Click **Apply** to preview the background color with the graphic. Click **OK** when finished.

Positioning a Graphic Image

- Right-click inside the graphic box and select **Proper**ties. Select the **Positioning** tab of the Badge Bitmap Object Properties window.
- 2 Indicate the **Horizontal** and **Vertical Position** of the graphic.
- 3 Select the **Orientation** [or angle] for the graphic to appear on the badge. Options include:
 - 0° Upright

3

- 90° Rotated 90° clockwise
- 180° Upside-down
- 270° Rotated 90° counterclockwise
- 4 To change the location or size of the box, enter the information in the **Top**, **Left**, **Height**, and **Width** fields.
- 5 Click **Apply** to view the changes, or click **OK** to apply the changes and exit.

Deleting a Graphic Image

To delete a graphic image, right-click on the graphic and click **Delete Object** from the subsequent menu. The graphic and the graphic box are removed from the badge.

Badge Objects: Badge Item Layering

Badge items are layered as they are placed. This is only noticeable if one item overlaps another item. When an item is selected, it is brought to the top of the layering order.

Layering can also be controlled using the Change Layering button on the Badge Layout toolbar. In addition, items on the badge can be selected from the Badge Item Layering dialog, allowing the item properties to be edited, without changing their layering order.

Changing the Layering Order of Badge Items

1 Click the **Badge Item Layering** button on the Badge Definition window toolbar. The Badge Item Layering window is displayed:

Badge Element Layout - Badge Item Layering	×
Badge Items:	
Bimao - Signature - Index = 1 Shape - Rectangle Photo - Index = 1 Brightness = 0 Text - {Last Name} Barcode - 12345 Text - {First Name} Shape - Line	
Up Down Iop Properties OK Ca	ncel

- 2 Select the object to be moved from the **Badge Items** list.
- 3 Click the **Up** button to move the object up. Click the **Down** button to move the object down.

Click the **Top** button to bring the selected object to the top layer of the badge.

4 Click the **Properties** button to edit an object's properties without changing its order [except for blockout].

Select Next Item

Badge items are layered as they are placed, which may occasionally make it difficult to select a badge item, either because it is overlapped by another item or because its color makes it difficult to see.

In such cases, use the Select Next Item **E** button on the Badge Definition window toolbar to select the next item in the layering order.

Each time you click the button, it moves to the next item in the layering order. Continue selecting items until you have the one you want.

Configuring the Badge Printer

WIN-PAK 2.0 can print cards to a variety of printers. Most any badge printer supported by the Windows operating system can be used for badge printing.

Two-sided PVC printing or magnetic stripe encoding requires printers that are configured for these features. Supported printers include: DataCard ICII+/III/IV/ Express/Select and Magna Ultra Electronics Turbo and Northern-Fargo 4250/C25/L20 printers.

In addition, Windows-compatible laser printers can be used to print cards to plain paper.

Install your printer or printers using the Windows Control Panel. Consult your Microsoft documentation for more information.

Configuring the Badge Printer Procedure

1 Select **Configure Badge Printer** from the **Badge** option on the Configuration menu.



2 When the Badge Printer Setup window is displayed, select the printer you want to use for badge printing. All the printers installed in your Windows system appear in the list.

Badge Printer Setup	×
<u>Printer Name:</u>	
HP DeskJet 870C	
Printer <u>Type</u> :	
Generic Badge Printer	•
Magnetic Stripe	Orientation
🗖 Encode Mag Stripe	Portrait
Encode Only	Eandscape
Page Size	Print Both Sides
C 215.9 x 279.4 C in.	
• 53.5 x 85 • mm.	OK Cancel
<u></u>	

- 3 If you are encoding magnetic stripe information, select the **Encode Mag Stripe** check box. If you are only encoding the magnetic stripe information, and not printing it, select **Encode Only**.
- 4 Select the correct **Orientation** for your badges. The default badge has a landscape orientation.
- 5 Some printer drivers automatically set the correct page size, others do not. If the correct page size is not displayed, use the **Page Size** options to enter the correct page size in either inches or millimeters. The default badge size is 53.5 mm x 85 mm.
- 6 When finished, click **OK** to save the settings and close the **Badge Printer Setup** window.

Chapter 6

Card Holders

Overview Configuring Card Holder Elements Setting Up Card Holders Access Levels Working with Cards

Overview

Simply stated, within the WIN-PAK 2.0 System, a card is typically a combination of a card holder record and a badge template.

The Card and Card Holder Databases work together in WIN-PAK 2.0, the separation of cards and card holders into two databases adds flexibility to the system. A card holder can be issued multiple cards to use as replacements for a card that is lost or stolen or to use if cards of different technologies are needed for different applications. A large number of cards can be added to the system and then issued to card holders as the need arises.

Card Record		×
Card Properties Badge		
Card Number :	Status :	Issue :
31	Active	• 0
Card Holder :	Access Level :	PIN:
Smith, Bill	Master	
Custon Activation Date Change Dear 1/15/01	n Access Level : Edit Action Group : None Expiration Date Change 0	View.
	OK Cancel App) Help

Cards

Cards are defined by the following properties:

- Card Number
- Access Level
- Status (Active, Inactive, Lost, Stolen, or Trace)

Cards can be assigned activation and expiration dates. Card records can be searched and sorted by their properties. For example, cards can be searched numerically [by card number], or an operator can search for cards most recently expired [by expiration date].

PINs (Personal Identification Numbers) can be defined for cards.

A card must have a valid access level in order to have an active status. Cards can be added individually or as a batch, sequentially numbered. Once added, card properties can be edited, both individually or in batches.

Cards do not have to be associated with card holders. For example, you might want to have a number of cards available for visitors, vendors, or temporary employees. You do not have to assign them to an individual card holder.

New cards can be added while adding card holders, but new card holders cannot be added from the Card database.

Card Holders

Card holders are the people to whom cards are issued. All card holder information is contained in the Card Holder database. The minimum card holder information is first and last name. However, card holder records can also include a variety of optional information entered into user-defined note fields [up to 40].

If a card holder has been assigned to a card, that information is included in the card holder record as well.

Card holder information can be searched and sorted by first or last name, card number, or any of the 40 userconfigured notes fields.

When card holders are entered into the database, they can be issued an existing card or entered without a card [and issued one later], or the Card Database can be accessed in order to issue a new card. Card holder photos and signatures are also stored in the Card Holder database and can be viewed from the card holder record. Card holder photos and signatures can be viewed, captured, or imported from the Card Biometrics tab of the card holder record.

Configuring Card Holder Elements

WIN-PAK 2.0 uses the term card holder to indicate an individual to whom a card (or multiple cards) is issued.

Information in the Card Holder database is entered in a series of up to 40 note fields which can be organized on any number of tabs. These note fields make up the card holder record, and can include anything from organizational information to personal information, even biometrics, as shown here:

d Holder					
	All Information	. [Cards	Card Biome	trics
Name	Hone information	Medical	Significant Other	Office Information	Vehicle(s)
	First Name :				
	<u>Ushn</u>				
	Last Name :				
	Doe				
			OK	Cancel And	Help

The **Note Field Template** allows you to label and define the note fields, while the **Card Holder Tab Layout** provides the tools for creating and configuring tabs.

The note fields and tabs should be set up before information is entered into the Card Holder database. However, note fields and tabs can be edited after card holders are added to the system.

Working with Card Holder Note Fields

A note field definition is comprised of two parts:

- The **Name**, which is the label that appears next to the note field on the card holder tab.
- A **Template**, which defines the type and number of characters that can be entered into the note field.

If the Template field is blank, the note field acts as a regular text box. Entering special characters into the template creates a mask which prompts the user to enter a certain type of data and/or a certain number of characters in the note field.

For example, a template for a Zip Code field might have five numeric placeholders (#). A Business Phone field can be configured with a combination of numeric placeholders, spaces, and alpha characters to accept the area code, phone number, and a four digit extension.

See the "Note Field Mask Properties" section of this chapter for a complete list of mask characters and their values.

NOTE: The software monitoring data entry can tell the difference between alphabetic and numeric characters, but it cannot verify the accuracy of the information.

The Note Field Template database is opened by selecting **Note Field Template** from the **Card Holder** option on the Configuration menu.

Cogliguration Window	He
🗂 Define	•
T Device	•
Time Management	•
🥁 Quick-Start Wizard	
Card Holder	Configure Autocard Lookup
🗂 Badge	Note Field Template
🕌 Select Language	Card Holder Tab Lapout
🗂 Iranslate	•
📶 Command File	
🔒 Guard Tour	
Floor Plan Definition.	

The Note Field Template database window lists notes by name, template, and tab [if one has been defined for the note].

🛅 Note Field Templa	te		
▼ Name	Template		Tabs 🔺
👅 Car Lic. Plate - 1			All Informati
🛅 Car Lic. Plate - 2			All Informati
🛅 Car Make - 1			All Informati
🛅 Car Make - 2			All Informati
Car Model 1			All Informati
Detail View Search and Sort Search Field : .All Criteria : Search For : Sort By : Name	•		ns Add Edit Copy Delete Isolate
Update Lis	t	Prin	it Report
Adding Card Holder Note Fields

1 Click the **Add** button on the Note Field Template database window. The Note Field dialog is displayed:

Note Field	×
Name :	
Template :	
OK Cancel	

- 2 Enter a unique **Name** (with up to 30 characters) for the note field.
- 3 Use the **Template** field to create a mask for the note field, defining the type, number, and syntax of the characters to be entered. When a template is used with a dropdown list, a maximum of 255 characters can be entered into the field. A maximum of 64 characters is allowed for each defined choice in the dropdown list.

Refer to the "Note Field Mask Properties" section (ahead in this chapter) for more information.

If the Template field is left blank, the note field acts as a regular text box, accepting up to 64 characters.

4 Click **OK** when finished. You are returned to the Note Field Template database window where the new note field is now displayed in the list.

Editing Card Holder Note Fields

To edit a Note Field, simply open the Note Field Template database window, highlight the note to be edited, and click the **Edit** button.

The **Note Field** window is displayed, allowing you to make changes to the **Name** or **Template** fields.

Isolating and Deleting a Card Holder Note Field

Deleting a note field not assigned to a tab is simply a matter of selecting it and clicking the **Delete** button on the main Note Field Template database window.

However, since Note fields are used with cards and card holders within the access control system, deleting a note field, without first taking into consideration where it is used, could leave the system with undefined states of operation.

If you attempt to delete a note field that is currently assigned to a card holder [and is in use] the following warning prompt alerts you that you must remove the field from the instances where it is in use before it can be deleted.



The WIN-PAK 2.0 Isolate function displays a list of card holders who have data entered in the selected note field. It also displays the tabs where the note field appears. You can modify the usage of a note field using the Isolate window functions.

After receiving the warning prompt (shown above), return to the main Note Field Template database window, highlight the note field in question, and click the **Isolate** button. A list is produced (next illustration) showing the Card Holders and Tabs using the selected note.

Isolate	×
Card Holders Taka	
	1
Card Holders with data in Note Field 'Car Lic. Plate - 1'	L
Name	L
Smith, Bill	L
Presley, Dale	L
Matin, Maswell	L
Guard, Teny	L
Smith, Lauren	L
Fotter, Anna Williams, Thomas	L
Zabel, Bonnie	L
	L
	L
	L
	L
	L
	L
	L
9 Items	L
'Delete' will cause the data in this Note Field to be	L
deleted from these Card Holders.	L
	L
	L
Delete All	L
OK. Help	1

The Isolate list allows you to make adjustments in the card holder definitions, possibly removing the need for this note.

Remove the data from the card holder listed in the Static list. Then remove the note field from the tabs where it is displayed.

When you return to the main Note Field Template database window you can select the note and delete it.

Note Field Mask Properties

Use mask properties to determine and direct the input of information in note fields.

The **Template** field on the Note Field dialog is used to enter mask characters. For example, in the following illustration a mask is entered for a phone number.

Note Field	×
Name :	
Phone:	
Template :	
(###) ###-#### extension ####	
OK Cancel	

Entering mask characters in the Template field requires the user to enter a like number of the same character when filling in the note field while setting up card holders.

Following are examples of standard input masks that can be used.

Mask Descriptions

Null String (Default) - No mask. Functions as a standard text box.

##-???-## - U.S. medium date (20-May-00)

##-##-## - U.S. short date (05-20-00)

##:## ?? - Medium time (05:36 AM)

##:## - Military time (17:23)

Mask Character Descriptions

- **# Digit placeholder**: A digit must be entered [0–9].
- . **Decimal placeholder**. The actual character used is the one specified as the decimal placeholder in international settings. This character is treated as a literal for masking purposes.
- , **Thousands separator**. The actual character used is the one specified as the thousands separator in international settings. This character is treated as a literal for masking purposes.

- : **Time separator**. The actual character used is the one specified as the time separator in international settings. This character is treated as a literal for masking purposes.
- / Date separator. The actual character used is the one specified as the date separator in international settings. This character is treated as a literal for masking purposes.
- Literal character qualifier. Treat the next character in the mask string as a literal. This allows you to include the #, &, A, L, U and ? characters in the mask. This character is treated as a literal for masking purposes.
- & Character placeholder. Valid values for this placeholder are ANSI characters in the following ranges: 32-126 and 128-255.
- Drop-down list: Gives multiple choices from a drop-down list. For example: ~brown ~blue ~ green ~hazel.
- **? Letter placeholder**. For example: a z or A Z.
- A Alphanumeric: Only alphanumeric data plus spaces [0-9 and A-Z or a-z].
- **L** Lower case: Accepts a–z or A–Z [plus spaces] and forces to a–z.
- **U Upper case**: Accepts a–z or A–Z [plus spaces] and forces to A–Z.

Literal: All other symbols are displayed as literals; that is, as themselves.

If no mask characters are entered in the Template field (i.e., the mask is an empty string) the note field functions as a standard text box.

When an input mask is defined, underscores appear beneath every placeholder in the note field. You can only replace a placeholder with a character of the type specified in the input mask. If an invalid character is entered, the masked edit control rejects the character and generates an error message. The user cannot proceed to the next field until the error is corrected.

NOTE: While the software can distinguish between numeric and alphabetic characters for validation, it cannot check for valid content, such as the correct month or time of day.

Setting Up Card Holder Tabs

The Card Holder Tab Layout option allows you to use different tabs to organize note fields for the Card Holder database display. These tabs appear when a card holder record is opened. There are three permanent tabs: Name, Cards, and Card Biometrics.

The Card Holder Tab Layout database is opened by selecting Card Holder Tab Layout from the Card Holder option on the Configuration menu.



Within the Card Holder Tab Layout database window tabs are listed by number, indicating where they appear, followed by the tab name, and the note fields that appear on the tab.

📆 Card Hol	der Tab Layout			
Tab	Name		Fields	
11 2 11 3	Home information Medical Significant Other		Doctor's Name Significant Oth	
1 4 1 1 1	Office Information Supervisor:, De			
☐ Deta Search an	il ⊻iew d Sort	Oper	ations	
Reorder	Tab 📕		Add	
	_		<u>E</u> dit	
			<u>С</u> ору	
			<u>D</u> elete	
			_solate	
			Print Report	

Adding a Card Holder Tab

1 Click the **Add** button on the Card Holder Tab Layout window. The Card Holder Tab Layout Record window is activated.

Lana Dhana	-	Name	
Note Field Under	Add Remove	Name Significant Other Phone: Significant Other Name: Doctor's Name: Doctor's Phone: Street Address: District Phone: State: State: State: District Phone: Phone: Phone: Name	1

- 2 Enter a unique **Tab Name**.
- 3 From the **Available Note Fields** list, select the note fields for this tab. Multiple note fields can be selected by holding down the CTRL and SHIFT keys simultaneously while clicking on the first and last item to be selected.
- 4 Click **Add** to move the selected items to the **Note Fields Included in this Tab** list.

To remove a field from the tab, select it in the **Note Fields Included in this Tab** list and click **Remove**.

- 5 Use the **Note Field Order** arrows to move note fields up or down, until you have the desired configuration.
- 6 Click **OK** to save your changes and return to the main database window.

For each tab listed in the Card Holder Tab Layout database, a corresponding tab appears on the Card Holder Record.

Editing or Deleting a Card Holder Tab

To edit a tab layout, simply open the Card Holder Tab Layout database window, highlight the tab to be edited, and click the **Edit** button.

The Card Holder Tab Layout Record is activated, allowing you to make changes.

To delete a card holder tab, highlight it in the Card Holder Tab Layout database window and click **Delete**. A prompt is displayed. Click the **OK** button on the prompt to delete the tab. There is no undo function.

Deleting a tab does not delete the card holder data. Data note fields can be reassigned to a different or new tab if desired.

Configuring AutoCard Lookup

AutoCard Lookup responds to a card read by providing an on-screen view identifying the Card Holder. If there is a photo in the database, it is also displayed. By selecting the Notes Field option, you can include additional information in this view.

Use the Configure AutoCard Lookup utility to select which note fields are displayed.

Select **Configure AutoCard Lookup** from the **Card Holder** option on the Configuration menu. The AutoCard Lookup Configuration window is displayed (next illustration).

Autocard Lookup Configuration 🛛 🛛 🗙
Show Note Fields :
🔽 Car Lic. Plate - 1
🔽 Car Lic. Plate - 2
🗹 Car Make - 1
🗹 Car Make - 2
✓ Car Model - 1
✓ Car Model - 2
✓ City:
🗖 Dentist's Name:
🗖 Dentist's Phone:
✓ Department:
Doctor's Name:
🗆 Doctor's Phone:
✓ Eye color:
✓ Hair Color:
Height:
,
OK Cancel

Use the **Show Note Fields** check boxes to indicate the note fields you want included in the AutoCard Lookup.

Click **OK** to save your AutoCard Lookup selections.

Setting Up Card Holders

Card Holder records, containing information on all card holders in the system, are stored in the Card Holder database.

Open the **Card Holder Database** by selecting the **Card Holder** option on the WIN-PAK 2.0 Card menu [or by clicking the Card Holder toolbar button]. The Card Holder database list displays existing card holders by first and last name.

The information in the Card Holder database can be searched and sorted by first or last name or by any note field. The Search and Sort fields allow you to search the database and choose the order in which the card holders are listed. Refer to the "Working with Database Windows" section of chapter 3 for details on working with the Search and Sort fields.

Adding Card Holders

You can add or edit card holder information, or delete card holders from the main Card Holder database window.

1 With the **Card Holder** database window open, click the **Add** button.

2 The Card Holder Record window is displayed, with the Name tab open.

Card Holder							×
ALF	formation	Horse	Phone	Ce	rds (Ceed Bi	metrics
Name	Hone informat	ion Nec	ical Si	gnilicant Other	Office I	nomation	Vehicle(s)
	First Name :						
	John		_				
	Last Name :		_				
	Doe						
				OK _	Cancel	êşa)	Help

- 3 Enter the Card Holder's **First** and **Last Name**.
- **NOTE:** This is the minimum information required to add a record to the database. If you click OK at this point, the new card holder is added to the database without any cards being attached.

Attaching a Card to a Card Holder

- 1 Open the **Cards** tab of the Card Holder Record window.
- 2 Click Attach. The Select window is displayed.
- 3 Click **Find** to display a list of available card numbers.

nd Holder		
Name Home information Medical All Information	Significant Other Cards	Diffice Information Vehicle(s) Ceed Biometrics
Card Number Access Level		
A61 0.0 0.00		
America Constant		
	OK	Carcel 8x8 Help

4 Select a card number with an appropriate access level, and click **OK** to return to the **Cards** tab.

The card number and access level are now listed in the card holder record. You can add multiple cards by repeating this procedure.

NOTE: If no cards are available, open the **Card** database by clicking the **Add** button on the **Cards** tab. See "Adding a Card from the Card Holder Database" (following section), for more information.

Adding a Card from the Card Holder Database

You can add a card to the system while adding or editing a card holder by opening the Cards tab, then clicking Add to open the Card Record window. Enter the **Card Number** and select the **Access Level** for the card. Select any other options you want in order to configure the card.

Click **OK** to save the card and return to the Card Holder Record window.

Deleting a Card Holder Record

- 1 Open the **Card Holder** database window [from the Card menu].
- 2 Select the desired card holder, and click **Delete**.
- 3 You are prompted to confirm the card holder deletion. You are also notified if there are any dependency conflicts that need to be taken care of [cards, photos, signatures assigned to the card holder] before continuing.

Card Holder - Dependency Conflict 🛛 🔀
You have requested to delete a Card Holder. This Card Holder has Cards and an Image or Signature
Cards © Delete Attached Cards © Detach Attached Cards
Images and Signatures © Delete Attached Images © Detach Attached Images
OK Cancel

- 4 Use the **Card Holder Dependency Conflict** dialog to indicate whether you want to delete the cards and images, or detach them from the card holder.
- 5 When asked to confirm the deletion, click **OK** to delete the card holder. Click **Cancel** to retain the card holder.

Removing a Card from a Card Holder

Card holders can have multiple cards assigned to them. Therefore, cards can be added to, or removed from, card holders, as needed. To remove a card from a card holder, select the desired card holder from the Card Holder database window, and click **Edit**.

Open the **Cards** tab, and select the **Card Number** to be removed.

Click **Detach** to remove the card from the Card Holder Record.

Click OK to exit the Card Holder Record window.

NOTE: A card's history events created while attached to multiple card holders will be associated with the appropriate card holders.

Adding User-Defined Card Holder Information

Select one of the defined tabs. For this example, select the **All Information** tab of the Card Holder Record window to enter details on the card holder.

ard Holder	
Name Home info	mation Medical Significant Other Office Information Vehicle(s)
All Information	Hone Phone Cards Card Biometrics
Hote Field	Const Highlers Data
nove menu	
Priorie.	(123) 466-1890 extension 1111
Fund Phone.	(123) 494-1188
Significant Other Name.	Shanon Dee
Significant Other Pricite.	(123) 496-1188
Street Address.	303 Mountain Rd.
URY.	Anytown
State:	Anyytate
Zip Code:	12348
Doctor's Name:	Dr. Peter Long
Doctor's Phone:	(123) 444-1234
Known Medical Conditions:	None
Medical comments 1:	NA
Medical connents 2	NA
Dentist's Name:	Dr. Tom Look
Dentist's Phone:	(123) 678-5923
Eye color:	Harel
Hair Color:	Brown
Height	E.08
Wildwide .	1774 F.
	Of Creat Auch
	UN Lancel SIGO Help

Any note fields and tabs configured via the Note Field Template and Card Holder Tab Layout options are shown on the Card Holder Record window.

Use these tabs and note fields to enter specific information about the card holder being added.

NOTE: Operator rights must be assigned to edit or even view each defined note field.

Card Holder Photos

Photos can be included in the Card Holder database information. Up to 99 photos can be recorded for each card holder. These photos can include different views of the same person, for example front and side views; a photo of the person's car; or equipment issued to them, such as a laptop computer.

If a photo is included in a card holder's record, it appears on the Card Biometrics tab of the card holder record. Each photo has a Photo Index number. By default, photo 1 is displayed. To view other photos, change the **Photo Index** number on the **Card Biometrics** tab.

Photos can be added to card holder information either by capturing video images or by importing digital files created in other programs, scanned images, or photos taken with a digital camera. The Photo Index setting determines whether a captured or imported image overwrites an existing image or is added to the Card Holder Record as an additional image.

When a photo is included in a card holder's information, it is inserted in the badge layout associated with any cards assigned to the card holder. Again, the Photo Index number on the badge layout determines which photo is displayed on the card.

Importing a Card Holder Photo

- 1 Open the Card Holder database from the WIN-PAK 2.0 Card menu.
- 2 Select the desired card holder, and click **Edit** to open the Card Holder Record window.
- 3 Click the **Card Biometrics** tab of the Card Holder Record window.
- **NOTE:** If you are adding a new card holder, you must first enter the card holder's name.

Name	Home information	Medical	Significant Other	Office Information	Vehicle(s)
1	All Information		Cards	Caid Bion	etrics
Photo					
				Inde	N:
				1	2
					Capture
				_	
					Import
					Delete
Signature					
				Index:	Capture
				1 3	Import
					Dalata
					Distere.

4 Click the **Import** button on the Card Biometrics window. The Import Image window is displayed (next illustration):

Import Image	×
	ОК
	Cancel
	Open
	Lock Aspect
	Aspect Ratio : 1.2
	Compression :
	✓ Whole Image

- 5 Click **Open** and navigate to the folder containing your photo files.
- 6 Select the correct file and click **Open**. The image is displayed in the Import Image dialog.
- 7 Select **Whole Image** to import the photo without changes.

To crop the image, deselect **Whole Image** and a cropping guide appears on the photo.



8 Move and stretch the cropping guide to the proper position. To maintain a consistent ratio of height to width, enter the **Aspect Ratio**.

When Lock Aspect Ratio is selected, the cropping tool will maintain the same relation of height to width, no matter how much of the image is selected.

Adjust the **Compression** setting at this point, if desired. (100 is the least compression and the best quality, 30 is the most compression and the lowest quality.)

9 Click **OK**. The Import Image dialog closes and the photo appears on the Card Biometrics tab.

Name Home information Medical Significant Offner Office Information Vehicle(s) All Information Home Phone Cards Card Biometrics Photo Finite Finite Significant Offner Cards Card Biometrics Index: Import Delete Significant Index: I	Holder				
Photo Index: Ind	Name Home ini All Information	omation Medical Home Phone	Significant Other Cards	Office Information Card	Vehicle(s) Biometrics
Signature Index: Capture Capture Capture Delete	Photo				Capture
	Signature			Index: ()	Capture Import Delete

10 Click **OK** to save the photo.

Importing Additional Card Holder Photos

Add additional photos to a card holder record by following the procedures described in the previous section, but change the **Photo Index** on the **Card Biometrics** tab to a new number.

If you do not change the Photo Index, the photo you import replaces the existing photo.

Deleting a Card Holder Photo

On occasion, you may need to remove a photo from a card holder record.

- 1 Open the **Card Holder** database (from the WIN-PAK 2.0 Card menu) and select the card holder from whose record the photo is to be deleted.
- 2 Click **Edit**. When the Card Holder Record window is displayed, open the **Card Biometrics** tab.
- 3 In the Photo area of the Card Biometrics tab, set the **Index** number to that of the photo to be deleted.
- 4 Click **Delete** to remove the photo.
- 5 You are prompted to confirm the deletion. Click **OK** to remove the photo or **Cancel** to keep it.

Capturing Card Holer Photos

Photos can be added to a card holder's information when the card holder is first added to the database; or, photos can be added for existing card holders.

- 1 Open the **Card Holder** database (from the WIN-PAK 2.0 Card menu), and select the desired card holder.
- 2 Click **Edit**, then open the **Card Biometrics** tab of the Card Holder Record.
- **NOTE**: If you are adding a new card holder, you must first enter the card holder's name.

- 3 Click **Capture** in the Photo area of the window. The Capture Image window opens showing the live view from your video camera.
- 4 Click **Settings** to expand the window and access the video settings.

Capture Image FlashPoint 3D					×
60	OK Cancel Freeze	Video Bightness * Contract * Saturation: * Hua: * Sharpness *	LLL	* 34 * 35 * 32 * 0 * 0	
120	Aspect Balix	Bightness • Contract •	4	▶ 34 ▶ 35	
	<< Settings	Photo Bightness x Compress x	-	▶ 0 ▶ 30	

- 5 Adjust the **Video** settings (explained below) until the picture is satisfactory.
- 6 If you are not using a flash, set the **Grab** settings to the same values as the **Video** settings.

Reduce the **Grab Brightness** and **Contrast** if you are using a flash. The exact settings will vary depending on the type of flash and other lighting used, and can only be determined through trial and error.

7 Click **Freeze** to capture the image. Once the picture is frozen [or captured] you can make a number of adjustments.

Freeze/Live - This button switches between static and live-view image. When the desired image is on screen, click **Freeze** to keep it on screen. Click **Live** to switch back to the live camera view. Adjust the slides at the right of the background image to enhance the quality.

- 8 Use the cropping frame to crop the image and adjust its proportions. If you want a particular proportion, enter it in the Aspect Ratio field and select **Lock Aspect Ratio**.
- 9 If the image is too dark or too light, adjust the **Photo Brightness.**
- 10 Set the degree to which you want to Compress the captured image.
- 11 Click **OK** to save the image.

Capturing Additional Card Holder Photos

To add additional photos to a card holder file, follow the procedure outlined above, but change the **Index** on the **Card Biometrics** tab to a new number. If you do not change the photo index, the new photo you capture replaces the existing photo with that photo index number.

Video Settings

The settings in this section apply to the live on-screen video image.

Brightness: Lightens or darkens the entire tonal range of the image.

Contrast: Expands or contracts the entire tonal range of the image. The difference in highlights and shadows can be greatly increased or decreased by adjusting the contrast.

Saturation: Adjusts the vibrancy (the level of color) in the image.

Hue: Adjusts the value of color in the image. Adjusting this can correct images that seem to have an incorrect color.

Sharpen: Sharpens blurry images by increasing the contrast of adjacent pixels.

Grab Settings

These settings are applied to the camera when an image is captured. If you are not using a flash, set the Grab Brightness and Contrast to the same as the Video settings. If a flash is used, reduce both the Brightness and Contrast settings to be lower than the Video settings. This prevents the camera from overexposing the picture. The exact settings must be determined by experimentation, as they vary depending on the type of flash used, distance from the subject, and other lighting employed.

Brightness: Lightens or darkens the entire tonal range of the image being captured.

Contrast: Expands or contracts the entire tonal range of the image being captured.

Photo Settings

These settings are applied to the video image after it is captured.

Brightness: Lightens or darkens the entire tone range of the captured image.

Compression: The captured image is saved as a .jpg file which uses compression technology to decrease the size of the file. If desired, use the slider to adjust the compression of the saved image. The lower the number, the greater the compression. Keep in mind that images lose quality as they are compressed, so avoid overcompressing. A setting of 100 applies the least amount of compression and provides the best image quality. A setting of 30 applies the most compression, but produces a lower-quality image.

Card Holder Signatures

Card holder signatures can be included in the card holder database information. Up to 99 signatures can be recorded for each card holder.

If a signature is included in a card holder's record, it appears on the Card Biometrics tab. The card holder's signature can also be inserted on the card (if the badge layout provides a signature placeholder).

Signatures can be added to the card holder information either by capturing them with an electronic writing pad, or by importing digital files created in other programs—for example by scanning the card holder's signature and storing it as an Enhanced Metafile (.emf) or signature (.sig).

Each signature has a Signature Index number. By default, signature 1 is displayed. To view other signatures, change the **Signature Index** number on the **Card Biometrics** tab.

Capturing Card Holder Signatures

Signatures can be added to a card holder's information when the card holder is initially added to the database, or can be added later.

- 1 Open the **Card Holder** database window (from the WIN-PAK 2.0 Card menu) and select the desired card holder.
- 2 Click **Edit**. Open the **Card Biometrics** tab of the Card Holder Record.
- **NOTE:** If a new card holder is being added, you must first enter the card holder's name.

3 In the **Signature** area of the window, click **Capture**. The Enter Signature window opens, showing the input from your digital writing pad.

Enter Signature	×
Signature Width	OK
O Bold	Cancel
◯ <u>I</u> hick	Clear
Signature:	

- 4 Have the card holder sign their name on the writing pad.
- 5 Select thin, bold or thick for the width of the signature line.
- 6 Click **OK** to close the capture window and display the signature on the Card Biometrics tab.
- 7 Click **OK** to save the signature.

Importing a Card Holder Signature

- 1 With the Card Holder database window open, select the card holder whose signature is to be imported.
- 2 Click **Edit**. Open the **Card Biometrics** tab of the Card Holder Record window.

Open					? ×
Look <u>i</u> n: 🦳	UserImage	▼ €		<u>r</u>	
 #13-1.sig 11-1.sig 12-1.sig 13-1.sig 13-1.sig 14-1.sig 15-1.sig) 16-1.sig) 17-1.sig) 18-1.sig) 19-1.sig				
File <u>n</u> ame:				<u>(</u>	<u>)</u> pen
Files of <u>type</u> :	Signature (*.sig)		•	C	ancel

- 3 In the Signature area of the window, click **Import**. If the signatures have already been collected, and are stored in a file, the Open dialog is displayed.
- 4 Navigate to the folder containing your signature files (.sig or .emf), select the correct file and click **Open**. The signature appears in the Signature window.
- 5 Click **OK** to save the signature.

Importing Additional Card Holder Signatures

To add additional signatures to a card holder file, follow the procedures described above, but change the signature index number. If you do not change the signature index, the signature you import replaces the existing signature.

Deleting a Card Holder Signature

From time to time you may need to delete a card holder signature altogether.

- 1 With the Card Holder database window open, select the card holder whose signature is to be deleted.
- 2 Click **Edit**. Open the **Card Biometrics** tab of the Card Holder Record window.
- 3 In the Signature area of the window, click **Delete** to remove the signature.
- 4 You are prompted to confirm the deletion. Click **OK** to remove the signature or **Cancel** to retain the signature.

Access Levels

Access levels determine where and when a user's card is valid in the system. An access level is made up of a list of readers with time zones. Together these elements define time periods during which the listed readers will grant access at various entrances.

The ability to assign cards to a group of entrances eliminates the need to program the card for every reader. When a card is activated, it is assigned an access level. Changing the access level assigned to a card automatically changes when and where the card holder has access.

Access Level Database

The Access Level database contains information on existing access levels, which define the entrances a card holder can use and when they have access to those entrances.

Open the Access Level database from the Card menu.



The two-pane Access Level database window is displayed (next illustration):



On the left side of the window is a list of existing Access Levels. The right side of the window contains the **Access Area** tree. Below the left pane of the **Access Level** database are five action buttons:

Add: Used to define new access levels.

Edit: Used to make changes in existing access levels.

Copy: Duplicates an access level, allowing you to make changes and save it as a new access level.

Delete: Removes the selected access level.

Isolate: Displays the card holders assigned to the selected access level, and allows you to reassign those card holders to a different access level.

It is easy to tell at a glance what areas are included in a given access level. Select a level from the Access Level database list (left pane). The branches of the Access Areas are color-coded for the selected level:

 $\mathbf{Red} = \mathbf{No}$ access to any door in the area.

Yellow = Access permitted to some entrances in this area.

Green = Access permitted to all entrances in this area during the assigned time zone.

Click on a branch to view the entrances, which are also color coded and have a time zone notation.

Access levels are defined by selecting entrances and assigning time zones to them. When a new access level is added, it has no associated access rights. All the folders and entrances in the Access Areas are red and no time zones are shown.

To configure a new access level, right-click on an Access Area branch, then select **Configure**. Use the subsequent **Configure Area Access** dialog to set access for all entrances in this area and to select a time zone.

Configuring an access area at the topmost branch of the Access Area tree applies the settings to all sub-branches. To further refine your settings, you can repeat this procedure for individual readers.

Adding an Access Level

- 1 Open the **Access Level** database from the WIN-PAK 2.0 Card menu.
- 2 Click the **Add** button to open the Access Level dialog (next illustration):

Access Level		×
Name :		
1st Street Storage		
Description :		
Valid All Times and Doors		
	OK.	Cancel

- 3 Enter a **Name** for the access level. A name is required. The Name field accepts up to 30 characters.
- 4 If desired, enter a **Description** of the access level (using up to 60 characters).
- 5 Click **OK** to save the new access level and add it to the Access Level database list. Keep in mind how-ever, that at this point the access level has no rights assigned to it.

You must now configure the access level.

Configuring an Access Level

You can usually save time by configuring a whole Access Area branch, then adjusting individual readers.

For example, the Cleaning access level shown in the following illustration has access to all entrances, with the exception of HR entrance.

To configure this access level, first grant access to the entire Local Office branch, then go back and restrict the one exception.

1 With the Cleaning access level selected in the Access Level database window, right-click on the **Local Office** branch and select **Configure**. The Configure Area Access window opens.



2 To allow access to all doors in the area, select **Set** Access for all entrances in this area.

- 3 Use the **Time Zone** list to indicate the time zone for the access level.
- **NOTE:** Time zones that are common to all readers in the branch are shown. A time zone that is unique to a specific reader can only be defined by the individual reader not as the whole group.
 - 4 Click **OK**.
 - 5 In the Access Area pane [right side], expand the branch and right-click the individual entrance on the branch to customize its settings.

4 Access Level		_ D ×
Access Level	Description	E East Coast New York
1 st Street Storage Master	Valid al times and door	East Coast, New York
4 Cleaning	Except HR Entrance	East John Lat Estance Bander (T2: Sam
Local Office 6an-7pm all days.	General office hours.	East Lobby - Left Entender (12: Gen Fast Lobby - Left Esit Reader (12: Gen-
4 Master	No restrictions.	East Lobby - Right Entrance Reader (TZ: 6a
1 New York Master	Valid all times and door	East Lobby - Right Exit Reader (TZ: Sam-7pr
Whole Company 6am-7pm all days	General office hours.	Elevators (TZ: 6am-7pm x 7 days (6am - 7pm
		Executive Floor - Entrance Reader (T2: 6am
		Executive Floor - Exit Reader (TZ: 6am-7pm
		Executive Floor - HR Entrance Reader (TZ:)
		Configure Entrance Access
		Remove Access from this entrance
		C Set Access for this entrance
		Time Zone :
		Gan-7pn x 7 days Gan - 7pn 7 days per week (incl. holidays) 💌
		Group :
*	•	
Add Edit	Copy	
Delete İsolate		DK Cancel

6 Continue with branches and entrances until the access level has the required configuration.

Custom Access Levels

In certain cases, a general access level may not meet the needs of a specific card holder. In these cases, a customized access level can be created for a card holder.

Creating a Custom Access Level

- 1 Open the **Card** database by selecting the Card menu option of the same name. When the database window opens, select the card to which you are adding a custom access level.
- 2 Click Edit to open the Card Record window.
- 3 Click the **Add** button in the **Custom Access Level** area of the window. The **Custom Access Level** window opens with the Access Level tree displayed. The tree is a combination of entrances and assigned time zones.



A custom access level is named after the card number to which it is attached. For example, Custom Access Level 3 is attached to Card 3.

Customizing One Entrance

4a Customize one entrance by right-clicking it and selecting **Configure Access**. The Configure Entrance Access window is displayed.

Configure Entrance Access	×
Customize access for this entrance	
C Remove Access from this entrance	
Set Access for this entrance	
Time Zone :	
6am-7pm x 7 days (6am - 7pm 7 days per week (incl. holidays)) 💌]
Customize group for this panel	
Group :	
	3
OK Cancel	

Select the **Customize access for this entrance** check box.

Indicate whether the custom access level should **Remove access from this entrance** or **Set access for this entrance**.

Select a **Time Zone** for the custom access level.

Click **OK** to return to the Custom Access Level window.

Customizing a Group of Entrances

4b To customize a group of entrances, right-click the branch containing the group and select **Configure Access**. The Configure Area Access window is displayed.

Indicate whether to **Remove access from all** entrances in this area or to **Set access for all** entrances in this area.

Select a **Time Zone** for the custom access level.

NOTE: Time zones that are common to all readers in the branch are shown. A time zone that is unique to a specific reader can only be defined by the individual reader [not as the whole group].

Click **OK** to return to the Custom Access Level window.

Activation and Expiration Dates for the Custom Access Level

- **NOTE:** This feature must have the "Update Custom Access Level" scheduler set to work properly. Refer to the Schedule section in Time Management.
 - 5a Assign an activation date for the custom access level by clicking the button [typically labeled None until a date is selected] to the right of the **First Valid Date** field.



Use the **First Valid Date** calendar to select the activation date for the custom access level.

- **NOTE:** Click the **Today** button to set the activation or expiration date to today's date.
 - 5b Repeat the process to assign the **Last Valid Date** for the access level.
Show Original Access Level

The new customized access level can be compared with the previous, original access level by checking the box labeled **Show Original Access Only**. Changes cannot be made when the window is in this view state. To make changes [or to return to the custom access level], deselect the check box.

6 Click **OK** to save the Custom Access Level.

A blue dot on the Access Level tree denotes an entrance that has been customized for this access level.

Custom Access Level - 3		
• 🗀 Access Area		
🕂 💼 East Coast Muster		
🕂 💼 Local Muster		
📩 🗣 🧰 Whole Company		
🛓 👘 East Coast, New Yo	rk	
Local Office		
Local Storage on 1s	t Street (TZ: Always On)	
🖻 🗢 💼 Parking		
🗧 🗧 East Gate Park	king Entrance Reader (TZ: 6am-7	'pm x 7 days)
North Gate Pa	rking Entrance Reader (TZ: Alwa	ys On)
J		
	Show Original Acce	ess Only I
First Valid Date :	None	Clear
Last Valid Date :	None	Clear
	OK	Cancel

Working with Cards

The **Card** database contains information on all the cards that have been entered in your WIN-PAK 2.0 System.

Cards can be entered into the database one at a time or via the Bulk Card Add feature. Required information when adding a card includes the card number, its status, and access level. Additional optional information includes activation and expiration dates, action group assignment, PIN, and custom access level.

Open the **Card** database from the main WIN-PAK 2.0 Card menu [or click the Card toolbar button].



The Card database list displays existing cards with their associated number, access level, card and badge print status [as well as the activation date and expiration date if they've been assigned]. The Card database list also shows the first and last name of the card holder, for those cards that have been assigned to a card holder.

🚰 Card			_ 🗆 ×
Card Number	First Name	Last Name	Acc:
1 5	Lauren	Smith	Mas
= 31	Bill	Smith	Masl
32	Dale	Presley	Masl
33	John	Doe	Masl
34	Maxwell	Martin	Mas
Search and Sort Search Field : [.All Criteria : Search For : Sort By : Card Number	▼ ▼ ist	Operations Add Edit Print Badg Delete Isolate Print	e

The detail view of the Card database has two tabs: Card Properties and Badge. When activated, card information can be edited in the detail view.

The Badge tab allows a badge layout to be selected for the front and back of the card. When card holders are associated with the cards, their information appears in the badge layout on the Badge tab. The badge layout can be printed from the Card database.

NOTE: Refer to the "Working with Database Windows" section in the User Overview chapter of this manual for details on working with the Search and Sort fields.

Card Activation and Expiration with Scheduler

When cards are added to the Card database, they can be configured for an unlimited number of uses over an indefinite period of time. However, you do have the option of limiting card usage in two ways.

When a card is selected to be active in the Card database, the information is automatically sent to the panels. However, if you choose an activation date, on that date the card information is sent to the panels. The Scheduler should be set to periodically send card information to the panels at least once a day.

When a card Activation/Deactivation scheduled event is preformed, cards with an activation date prior to the event are sent to the panel. Cards with a deactivation date prior to the event are deleted from the panel and changed to an inactive status.

The activation and expiration dates can also be changed by editing a card.

NOTE: Refer to the "Time Management" section of the chapter 4 for more information on setting scheduled events.

Adding, Editing, and Deleting Cards

Cards can be added and deleted individually, or in batches. For information on adding or deleting cards in batches see the "Bulk Card Add and Delete" section of this chapter.

Adding an Individual Card

1 Select **Card** from the Card menu. The Card database window is displayed:

🚰 Card			_ 🗆 ×
Card Number	First Name	Last Name	Acce
1 5	Lauren	Smith	Mas
31	Bill	Smith	Masl
32	Dale	Presley	Masl
33	John	Doe	Masl
34	Maxwell	Martin	Mas
☐ Detail <u>V</u> iew Search and Sort Search Field : [.All Criteria : Search For : Sort By : Card Number <u>U</u> pdate I	Ist	Operations <u>A</u> dd <u>E</u> dit Print Badg <u>D</u> elete [solate	e

2 Click **Add** to open the **Card Record** with the **Card Properties** tab displayed (next illustration).

Card Properties

Use the Card Properties tab of the Card Record to set certain parameters for the card.

Card Record		<u>×</u>
Card Properties Badge		
Card Number :	Status: Active	Issue :
Card Holder : Smith, Bill	Access Level:	PIN:
- Activation Date	Duston Access Level : Edit. Action Group : None Explaint Date Change	View.
	OK. Cancel	Accia Help

- 3 Enter the **Card Number**.
- 4 A card's Status defaults to Active as soon as it is entered into the system. If you want to select an activation date, change the status to Inactive. This will enable the Activation Date area of the window. Click **Change** and select the day, month, and year you want the card activated.
- 5 Issue indicates the number of times the card has been reissued [e.g. if a card is lost and a replacement is issued]. This is not a required field and is manually updated.

- 6 Use the **Card Holder** browse button to select the card holder to associate with the card. [This is not a required field. Card assignment can also be done in the card holder database.]
- 7 Select an **Access Level** for the card.
- 8 If your system requires a PIN (personal identification number) enter it in the **PIN** field.
- **NOTE:** A PIN can be added to the card later. System PIN requirements can be removed from selected card numbers by not entering in the PIN.
 - 9 Use the Custom Access Level option to set a custom [usually limited] access level for the card. Refer to the "Defining Access Levels" section of this chapter for details.
 - 10 Action groups can be used to set specific actions to occur when a card is read in different states, for example when its status is Lost/Stolen or Trace, rather than Active.

Refer to "Action Groups" section of the "Device Map" section of chapter 4 for more information.

- 11 Use the Activation Date and Expiration Date options to set an activation or expiration date for the card. For example, if you want the card to be valid for a limited time, click Change in the Expiration Date area of the window, and select the desired expiration date from the calendar.
- **NOTE:** The "Activate and Deactivate Cards" schedule must be set to implement the changes. Refer to the "Scheduler" section of the "Time Management" section of chapter 4.

Badge

12 Associate a badge layout with the card by opening the **Badge** tab of the Card Record. If you are not using photo ID badges skip the following steps.



- **NOTE:** Card holder biometrics are not displayed until the card is issued to a card holder who has photos and/or signatures in the card holder database.
 - 13 Click the down-arrow to the right of the **Front Side** field to select the layout for the front of the card.
 - 14 Click the down-arrow to the right of the **Back Side** field and select a layout for the back of the card.
 - 15 Click **OK** to save the card definition. Click **Cancel** to return to the **Card** database window without saving the new card definition.

The Print Status box indicates if this badge has been printed.

Editing a Card

- 1 With the Card database window open, highlight the card to be edited.
- 2 Click the **Edit** button. The Card Record window opens, displaying the Card Properties tab.
- 3 Make the desired changes, and click **OK** to save the changes. Click **Cancel** to return to the Card database window without saving the changes.
- **NOTE:** To select a different badge layout for the card, open the Badge tab of the Card Record window and make a selection. To change the badge layout design, open the Badge Layout Utility on the Configuration menu.

Deleting a Card

- 1 With the Card database window open, highlight the card to be deleted.
- 2 Click **Delete**.
- **NOTE:** By default, you are asked to confirm card deletions. However, this setting can be changed [in Workstation Defaults] so that cards can be deleted without confirmation. Change the setting by deselecting the Confirm Card Deletes check box on the Defaults tab of the Workstation Defaults window.
 - 3 When asked to confirm the deletion, click **Yes** to delete the card or **No** to cancel the deletion.

Bulk Card Add and Delete

Bulk Card Add can be used to get your system up and running quickly. A range of cards can be added at one time provided all the cards have the same access level and activation/expiration dates.

With Bulk Card Add, you can add and activate hundreds of cards at one time. All the cards added in a batch will have the same properties, but can be edited later to suit the needs of individual card holders.

In setting up your system, having several different batches of cards can provide flexibility. For example: a group of cards can be active immediately while another group of cards can be activated by date. Each group can be assigned its own access level or they can be made available when you want to issue them to individual card holders.

An error message is displayed if you attempt to add duplicate cards to the system. No existing cards will be modified.

Adding Cards in Bulk

1 Select **Bulk Card Add** from the WIN-PAK 2.0 Card menu.



The **Bulk Card Add** window is displayed (next illustration):

Bulk Card Add			×
Start Number : 8	End Number : 67891	Stelus : Active	
Access Level :			
1st Steet Storage	×		
 Activation Date Charge Charge 	Expisio	n Date rgs Clear	
6/29/01			
Progress			
	Start	Byrn <u>C</u>lose	

- 2 Enter the first card number of the range to be added in the **Start Number** field.
- 3 Use the **End Number** field to enter the last card number in the range to be added.
- 4 Set the **Status** to Active. Inactive and Trace are also available.
- 5 Select a valid Access Level for the cards.
- 6 Select an **Activation Date** [card status must be inactive] and/or an **Expiration Date** for the cards. Both these fields are optional.

- **NOTE:** The "Activate and Deactivate Cards" schedule must be set to implement the changes. Refer to the Schedule section in Time Management.
 - 7 When you have entered the required information, click **OK** to add the cards to the system [or click **Cancel** to exit without adding the cards].
- **CAUTION:** After clicking OK, use the bar at the bottom of the window to gauge the progress of the Bulk Card Add. DO NOT close any WINPAK services or turn-off the computer while the Bulk Card Add is in progress.

Bulk Card Delete

Remove a large number of cards from your system quickly by using the **Bulk Card Delete** feature. You can remove any group of consecutive card numbers at one time.

1 Select **Bulk Card Delete** from the Card menu. The Bulk Card Delete window opens.

Bulk Card Delete		×
Stat: Number : 12345	End Number : 67891	
Progress		
	Stat 5)m	Qooe

2 Enter the first and last card number to be deleted in the **Start Number** and **End Number** fields.

3 Click **OK** to delete the cards [or click **Cancel** to exit without deleting any cards].

- **NOTE:** By default, you are asked to confirm card deletions. However, this setting can be changed [in Workstation Defaults] so that cards can be deleted without confirmation. Change the setting by deselecting the Confirm Card Deletes check box on the Defaults tab of the Workstation Defaults window.
 - 4 If asked to confirm the deletion, click **Yes** to delete the card [or click **No** to cancel the deletion].

Associating Badges and Cards

Badge designs or layouts are created using the Badge Layout Utility [on the Configuration menu]. Once a badge design is created, it can be associated with a card.

When the card is issued to a card holder, the card holder's information is merged with the badge design, resulting in an individual card.

Using a badge printer, these badges can be printed to plain cards or used to create a photo ID. They can also be printed on access-control cards and/or have magnetic stripes encoded, resulting in an ID card that is also an access card.

Assigning a Badge to a Card

1 Open the **Card** database [by selecting Card from the menu of the same name].

🚰 Card			_ 🗆 ×
 Card Number 	First Name	Last Name	Acce
= 15	Lauren	Smith	Mas
31	Bill	Smith	Masl
32	Dale	Presley	Masl
33	John	Doe	Masl
34	Maxwell	Martin	Mas
☐ Detail <u>V</u> iew Search and Sort Search Field : .All Criteria : Search For : Sort By : Card Number	¥ 	Operations <u>A</u> dd <u>E</u> dit Print Badg <u>D</u> elete	je
Update List Print			

2 Select the desired card from the database list and click **Edit**. The Card Record window opens, displaying the Card Properties tab.

- 3 Click the **Badge** tab of the Card Record window.
- 4 Use the **Front Side** list to select the name of the badge design to be assigned to the front of the card.
- 5 Use the **Back Side** list to select the name of the badge design to be assigned to the back of the card, if desired. A printer that can printed two-sided is required. Refer to the "Configuring the Badge Printer" section for chapter 5.

Card Record	
Card Record Card Properties Badge Foort Side : Standard Card	Back Side : Card Back
Printed	Please return to: My Company Inc. 5007 South Street Anytown, Anystate 12345 Atn: Anna Foster Ital Station:
	OK Cancel App) Help

- **NOTE:** Card holder biometrics are not displayed until the card is issued to a card holder who has photos and/or signatures in the Card Holder database.
 - 6 When you finish making badge layout selections for the card, click **OK** to save your selections. Click **Cancel** to return to the Card database window without saving the selections.

The Print Status box indicates if this badge has been printed.

Previewing and Printing Cards

Once a badge has been associated with a card, it can be printed either to a PVC card or to paper.

NOTE: In order to print a card, your printer must be installed in a Windows environment. For further information on printer installation see your Windows documentation.

Previewing a Badge

You can preview a card by selecting it in the Card database window, and clicking the Print Badge button, as shown below:



The Print Badge Preview allows you to view the cards before printing them. If you are printing a batch of cards, use the **Next** and **Previous** buttons to scroll through the preview.

Printing a Card

- 1 Select the card(s) to be printed from the Card database window.
- **NOTE:** To select a continuous range of cards, hold down the **SHIFT** key while clicking the first card in the range and the last card in the range. To select a noncontiguous group of cards, hold down the **CTRL** (control) key, and click on each individual card to be printed.
 - 2 Click the **Print** button at the bottom of the database window. The Select Printed Output dialog is displayed:

ndges
Printing badge 1 of 2
2

- 3 Click **Print Cards**. The Print Badge Preview window opens, allowing you to view each card in a batch.
- 4 Click **Print** to send the cards to the designated printer.

Chapter 7

Translation

Translating Text & Selecting Languages Creating a Text File for Translation Selecting a Language for Translation Translating Dialogs, Menus, and Other Text Testing Translations Importing a Language File

Translating Text & Selecting Languages

WIN-PAK 2.0 allows the translation of the User Interface into languages other than English. The Translation uitility can also be used to customize selected dialogs in WIN-PAK 2.0. To translate the User Interface, you must create or import a file containing the new language.

WIN-PAK 2.0 is designed to work with U.S. English operating systems. International operating systems require a special version of WIN-PAK. Consult Northern Computers regarding international operating systems.

The following three steps should be followed when using the WIN-PAK 2.0 translation utility for North America/ English systems:

- 1 Create a language text file and add the new language to the list of available languages.
- 2 Select the language to which you are going to translate using the Select Language command.
- 3 Translate the menus, dialogs, and other text.

Once this process is completed, you can switch languages by using the Select Language command. You can also add a language selection to an Operator definition, so that when a particular operator logs in, the User Interface switches to the correct language for that operator.

Creating a Text File for Translation

1 Select **Available Languages** from the **Translate** option on the Configuration menu.



The Edit List of Available Languages window is displayed (below). This list contains all the language files that have been placed in the WIN-PAK 2.0 language directory (C:\Program Files\ WinPak2\Language Files).



Configure Language	×
Language Name :	
Canadian French	
File :	
FrenchCA	
Help File :	
OK Cancel	

2 Click Add to open the Configure Language dialog.

- 3 Enter the new **Language Name** you want to use to describe the language translation, such as European French or Canadian French.
- 4 Enter the name of the new translation text **File**, for example FrenchCA.
- **NOTE:** Special characters can be copied from the Windows Character Map and inserted into the text where required. If the Character Map is installed on your PC, it should be available on the System Tools menu, which becomes accessible by opening the Program group from the Start menu and selecting Accessories.
 - 5 The default American English help file is used if the Help File box is empty. Enter the name of the new Help File for the desired language. The Help File feauture is used for the international versions of WINPAK.
 - 6 Click **OK** to return to the Edit List of Available Languages dialog box. The new language text file name is now listed.
 - 7 Click OK.

The next step is selecting a language for translation (next section).

Selecting a Language for Translation

Click the **Select Language** option from the Configuration menu.



The Select Language dialog is displayed:

Select Langu	age			×
	English OK	Cance	:	V

Select a Language, and click OK.

Now you can begin translation of the software dialogs, menus, and other text.

Translating Dialogs, Menus, and Other Text

1 Select **Dialogs** from the **Translate** option on the Configuration menu.

The Edit Dialog Text window is displayed:

Total # Dialogs: 277 Translated: 0		Out of	Dale: 0		
 Dislog Caption 	Total	Done	Out of Date	ID.	Ŀ
🔂 485/PCI Loop Configuration - Hub Settings	12	0	0	2319	L.
Abstract Device Record	26	0	0	2303	
ED Access Level	9	0	0	2232	
🗗 Action Group	16	0	0	2276	
E7 Add Devices	4	0	0	2377	
D Add Multi-Port Board	4	0	0	2299	
🗗 Add Operator Note	4	0	0	4659	
ED Alam	4	0	0	4200	
🗇 Alam Detais	8	0	0	2387	
D Autocard Lookup - Walting for card read	6	0	0	2240	
Autocard Lookup Configuration	4	0	0	2241	
🗗 Badge DUL's	7	0	0	2242	
Badge Element Layout - Add/Edit Blockout Rem	8	0	D	3835	1

The Total # Dialogs box indicates the total number of Dialog boxes that can be translated. The Translated box indicates the total number of fields in the Dialog that have been translated. The Out of Date box indicates the number of dialogs that do not match exactly to an upgrade of WIN-PAK 2.0. This number will decrease after each dialog has been edited. Each Out of Date dialog will be displayed by a light red highlight. By clicking on the column heading, the columns can display information in ascending alphabetical order. The Dialog Caption column indicates the caption name to be edited and the Total indicates the number of fields that can be translated. Done indicates that the Caption has been edited even if only one field was changed. The Out of Date and ID column indicates the number of fields that do not match exactly to an upgrade of WIN-PAK 2.0.

2 Select a dialog from the **Dialog Caption** list and click the **Edit** button. An editable version of the dialog opens:

	485/PCI Loop Configuration - Hub Settings	×
	Delay For Connection : 🕅 🚔 Sec	
	Number of Redial Attempts : 0	
	Wait Time for Disconnect: 0 🚊 Sec	
	Delay before Next Attempt : 0 🚔 Sec	
14 anticia	Modem Initialization Command :	
13566	Dial Prefix :	
	Call In Option :	
	Cat New City ID and Descended	
-#-	a et recw alle tur ond Password	

3 Click on the text you want to change. The text is automatically highlighted and the size of the field is displayed. Type in the new text. The following illustration shows the word Seconds being used to replace the Sec.

	485/PCI Loop Configuration - Hub Settings
	Delay For Connection : 🛛 🚊 Seconds
	Number of Redial Attempts : 0
	Wait Time for Disconnect: 🔽 🚊 Sec
	Dielay before Nest Attempt : 0 🚊 Sec
1	Modern Initialization Command :
	Dial Prefix :
	Call In Option:
.2.	Set New Site ID and Pazzword

4 On completing the text change for a field, press the ENTER keyboard key to close the text field and save the edited text. After changing the three Sec fields, the Dialog now appears as indicated below.

40	S/PCI Loop Configuration - Hub Settings	×
	Delay For Connection : 🚺 🚊 Seconds	
	Number of Redial Attempts : 0	
	Wait Time for Disconnect : 0 🚔 Seconds	
	Delay before Next Attempt : 0 😤 Seconds	
A	Modem Initialization Command :	-
No.	Dial Prefix :	
	Call In Option :	
*	Set New Site ID and Pacoword	

5 When you have finished making all the necessary changes to the dialog, click the Close button (X) in the upper right corner of the editable dialog or click on the Dialog and select **Close**.

Edit Dialog Text					×
Total # Dialogs: 277 Translated: 0		Dut of	Date: 0		
 Dialog Caption 	Total	Dane	Out of Date	ID	-
485/PCI Loop Configuration - Hub Settings	12	3	0	2319	
P Abstract Device Record	26	0	0	2303	
Access Level	9	0	0	2232	
Action Group	16	0	0	2276	
Add Devices	4	0	0	2377	
Add Multi-Port Board	4	0	0	2288	
Add Operator Note	4	0	0	4659	
Alam	4	0	0	4200	
Alam Details	8	0	0	2387	
Autocard Lookup - Waiting for card read	6	0	0	2240	
C Autocard Lookup Configuration	4	0	0	2241	
Badge DLL's	7	0	0	2242	
Badge Element Layout - Add/Edit Blockout Item	8	0	0	3835	-
			Edit	Close	
		_			_

6 Select the next dialog to translate. Continue this procedure until all the desired dialogs have been translated.

Editing Dialog Text

In addition to translating text from English to another language, you may want to customize selected dialogs in your WIN-PAK 2.0 system. You can use the Edit Dialog Text utility for this purpose as well.

Restoring Dialog Text Defaults

Edited dialog text can be restored to its original default by opening the Edit Dialog Text window [selecting Dialogs form the Translate option on the Configuration menu], and opening the editable version of the dialog to be restored. Right-click anywhere in the dialog and select **Restore Defaults**. The original labels are restored for the selected dialog.

	485/PCI Loop Configuration - Hub Settings	×
	Delay For Connection : 🚺 🚔 Second.	н
	Number of Redial Attempts : 0 Edit	
	Wait Time for Disconnect : 0 🚊 Seconds	
- 6	Delay before Next Attempt : 0 🚔 Seconds	
14 and	Modem Initialization Command :	
No.	Dial Phelix :	
	Call In Option :	
	Set New Site ID and Parsword	
-m.		

If you have edited text on more than one dialog, you must restore each one separately.

Changing Menu Text

1 Select **Menus** from the **Translat**e option on the Configuration menu. The Translate Menu Text window opens on your desktop:

Tra	nslate Henu Text						
Tota	Line of Text: 444	Translated:	0		Out of Date:	0	
Engl	ish, United States		F	rench			-
TI D	oor Control						
	Actili. All Alarms						
8	&Clear All Alarms						
	BUnlock						
	MLock.						
	&Door Mode						
	&Shunt						
	&Unshunt						
	LPulse						
	&Timed Pulse						
	Restore To Time& Zone						
							I
	Search for :		_	End	Edit		
IT SH	www.only.untranslated.items	г	Match	CATE	OK.		

The Total Line of Text box indicates the total number of lines that can be translated. The Translated box indicates the number of lines that have been translated The Out of Date box indicates the number of dialogs that do not match exactly to an upgrade of WIN-PAK 2.0. This number will decrease after each dialog has been edited. Each Out of Date dialog will be displayed by a light red highlight. The Out of Date and ID column indicates the number of fields that do not match exactly to an upgrade WIN-PAK 2.0.

2 Double-click a menu item to open its **Translate Text** dialog.

ranslate Text	×
Driginal text :	
&Unlock	2
	2
Translation :	
60pen	*
	=
Notes :	
	×
P Apply to all identical originals	DK Cancel

- 3 Type the replacement text in the **Translation** area of the dialog. The "&" indicates that the character immediately following is underscored for use as an Alt + Key entry (hot key). Care should be used not to duplicate the same character in the grouping.
- 4 The Apply to all identical originals check box in the lower left corner of the window globally applies the tranlated phrase throughout the system and in doing so the Translated box reflects how many lines were translated.

5 Click **OK** to save the entry and return to the Translate Menu Text window.

Tra	nslate Menu Test					_ [0]	×
Tota	Line of Text: 444 Tran	slated: 3		Out of Date:	0		
Engl	ish, United States		French				ſ
							1
TI D	oor Control						
	Actik All Alams						
E	&Clear All Alarms						
	8Unlock		60pen				
	MLock.						
	&Door Mode						
	&Shunt						
	&Unshunt						
	LPulse						
	&Timed Pulse						
	Restore To Time& Zone						
						 	1
			-	-			
	Search for :		End	Edit			
E SH	now only untranslated items	E M	rich case	0K	1		
					_		

6 Select the next menu to translate. Continue this procedure until all the desired menus have been translated.

Searching Menu Text

Use the **Search for** field at the bottom of the **Translate Menu Text** window to search through the list. Enter text in the field and click the **Find** button. The first instance of the searchable item is highlighted in the menu list. When the Match case box is selected, the Search for field becomes case sensitive.

Sorting Untranslated Items

Select the **Show only untranslated items** check box in the lower left corner of the **Translate Menu Text** window to restrict the items displayed to those still needing translation. This can be helpful as you work through a large list of menu items. The Total Line of Text will reflect the remaining lines that have not yet been translated.

Changing Other System Text

Throughout the system, the same procedures outlined for changing menu text are used to change text (warnings, prompts, messages, etc) that does not fall into the dialog or menu category.

1 Select **Other Text** from the **Translate** option on the **Configuration** menu. The Translate Other Text window is displayed.

Translate Other Text		
Total Line of Text: 4573 Translated:	Dut of Date: D	
 English, United States 	French	Notes
EH		
ΞH		
Ξ H		
ΞĦ		
2.0		
王 (+) (hhom)		
E (+) (Horan)		
E H (hitme)		
E H (hhum)		
≣ (Ack)-		
Ξ (Ack) -		
E (Ack) -		-1
•		2
Search for:	End Edit	
Show only unitansiated items	latch case OK	

The Total line of Text box indicates the total number of lines that can be translated. The Translated box indicates the number of lines that have been translated. The Out of Date box indicates the number of dialogs that do not match exactly to an upgrade of WIN-PAK 2.0. This number will decrease after each dialog has been edited.

Each Out of Date dialog will be displayed by a light red highlight. By clicking on the column heading, the columns can display information in ascending alphabetical order.

The English, United States column is the original language of WIN-PAK 2.0. The center language column is the name of the language that was added to Available Languages and is the current language being edited (View, Select Language...). The edited changes will be viewed in this column.

The Notes column is not an editable column but displays notes that pertain to certain values that are needed in the text. The In File column provides a unique identity to where the text is used in WIN-PAK 2.0.

2 Double-click a menu item to open its **Translate Text** dialog.

ranslate Text	×
Driginal text :	
Admin	~
	<u>.</u>
Translation :	
Administrator	
	-
Notes :	_
	×
Apply to all identical originals	DK Cancel

- 3 Type the replacement text in the **Translation** area of the dialog.
- 4 The Apply to all identical originals check box in the lower left corner of the window globally applies the translated phrase throughout the system and in doing so the Translated box reflects how many lines were translated.
- 5 Click **OK** to save the entry and return to the Translate Other Text window.
- 6 Select the next menu to translate. Continue this procedure until all the desired menus have been translated.

Searching Menu Text

Use the **Search for** field at the bottom of the **Translate Menu Text** window to search through the list. Enter text in the field and click the **Find** button. The first instance of the searchable item is highlighted in the menu list. When the Match case box is selected, the Search for field becomes case sensitive.

Sorting Untranslated Items

Select the **Show only untranslated items** check box in the lower left corner of the **Translate Menu Text** window to restrict the items displayed to those still needing translation. This can be helpful as you work through a large list of menu items. The Total Line of Text will reflect the remaining lines that have not yet been translated.

Testing Translations

To test a translation, click **Select Language** from the **Configuration** menu and choose the desired language from the list. Click **OK**. The terms you have entered should appear in hte User Interface dialogs, menus, and other messages.

Importing a Language File

If you have a translation file for a given language, copy the file to the WIN-PAK 2.0 Language Files folder. The default path is:

C:\Program Files\WINPAK2\Language Files.

You can verify or change this path by selecting Workstation Defaults from the WIN-PAK 2.0 System menu, opening the Directories tab and checking the Path to Language Files.

Once a language file is placed in this directory, it is available for selection and use in the WIN-PAK 2.0 System.

Chapter 8



Overview

Generating and Printing Reports

Overview

WIN-PAK 2.0 allows you to generate a variety of reports that can be viewed on screen or printed.

Reports available within the WIN-PAK 2.0 System include:

- Access Areas
- Access LevelsCard History
- out Command File
- C. H. Tab Layout
- Device Map
- History

• Card

- Operator
- Schedule
- Floor Plan Holiday Group
- Operator Actions
- Time Zone

- Attendance
- Card Holder
- Control Area
- Guard Tour
- Note Field Template

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- Operator Level
- Tracking and Mustering Area Report

Reports are generated by selecting Reports from the Reports menu or by clicking the Reports toolbar button.



The Reports database window is displayed (next illustration), listing all reports available.

😸 Reports	
Report	
Access Level	Access Level Report
Attendance	Attendance Report
Card History	Card History Report
☐ Detail View Search and Sort Search Field :	Operations
.Al	Add
Criteria :	Edit
Search For :	Сору
	Delete
Report	Isolate
Update List	Report <u>O</u> ptions

Double-click on a report to open its detail window, which allows you to set a variety of filtering and sorting parameters for the report. You can also open a report detail window by highlighting it in the database list and clicking the Report Options button at the bottom of the window.

After setting the parameters for the report, click the **Print Preview** button to view the report on your desktop. Click **Print** to send the report to your printer.

Report Window Conventions

While the sorting and filtering options found on Report detail windows vary depending upon the individual report selected, certain conventions are applied to all reports.

For example, many report windows have a set of radio buttons used to filter the report.

Card Number	From :
 ○ <u>0</u>ne 	
C <u>R</u> ange	

When these filter options are presented, they are used in the same manner across all reports.

- Select the **All** radio button to report on all records that can be included in the report.
- Select the **One** radio button to report on an individual record. When the One button is selected, the From field is activated, allowing a selection to be made.
- Select the **Range** radio button to report on a designated range of records. When the Range button is selected, both the From and To fields are activated, allowing a reporting range to be set.
Estimating Report Size

The size of a report depends on the type of report and the amount of filtering done to it. The number of pages required for printing also depends on your printer.

Before printing a report it may be helpful to know how many pages it will require. When you click the Estimate Pages button on the report's detail window WIN-PAK 2.0 scans the report and returns a page count to you.



Exporting Reports

An export function (next illustration) allows the report to be exported in a simple delimited format. The delimiter provides a signal that the information for a particular field is complete and signals that the next string of information is regarded as a new field. The delimiter can be specified as Tab, Semicolon, Comma, Space or Other user definable. Tab is the default delimiter. Care should be used when specifying a delimiter other than Tab as characters such as a Comma or Space could be used in the data field, giving a misleading field separator.

NOTE: The Operator Actions Report has an export function independent from the other reports. Refer to the Operator Actions Report section for exporting an Operator Actions report.

Export File	×
Delimiter	
● <u>I</u> ab O Se <u>m</u> icolon O <u>C</u> omma	
O Space O Other	
- File	
Directory to save File to:	
C:	
Default File Name:	
.txt	
Include Report Name in File Name	
Include Date and Time in File Name	
File Name:	
Access Area 4-24-01 3-59-53 PM.txt	
Set as Default OK Cancel	

The File section allows you to specify or navigate to the "Directory to save File to" and allows additions to the Default File Name. Selecting "Include Report Name in File Name" and/or "Included Date and Time in File Name" will automatically create the default file name, using the selected option. The File Name box displays the name as it will be written to your file destination.

Previewing Reports

To view a report before printing it, click the **Print Preview** button on the report's detail window. Use the **Zoom** tool to enlarge the page view. The Next Page and Previous Page buttons allow you to scroll through a multiple page report.

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Printing Reports

Clicking the Print button on a report detail window sets off two actions. First, the report generates in the background. For longer reports, you will see the Print Progress status window running the report.

Next, a standard Print dialog is displayed, where you can indicate the printer to which the report should be sent.

Pr	int		<u> </u>
	Printer		
	Nome:	HP LasesJet 6P	Properties
	Status:	Default printer; Ready	
	Type:	HP LaterNet 6P	
	Where:	LPT1:	
	Comment		Print to fije
	Print range		Copies
	@ 6I		Number of gopies: 1
	C Pages	(rem. ta:	
	O Select	isn.	
			OK Cancel

After setting your print parameters, click the **OK** button to send the report to the designated printer. The report prints, and you are returned to the report detail window.

Reporting from Archived Databases

WIN-PAK 2.0 reports can be generated from archived databases as well as from its active database.

Select the **Run from Archived Database** check box on the report's detail window to pull report data from an archived database.

NOTE: The "Run from Archived Database" check box will be grayed out if the archive service is not running. After starting the archive server, the operator must re-login for the User Interface to connect to the archive server.

Generating and Printing Reports

Reports are generated by first selecting the desired report from the Reports database. A report-specific detail window displays the filters and sort options available for the report. After selecting the options you want you can preview the report or print it.

Access Area Report

Select the **Access Area** report from the Reports database window.

No filter or sort options are available on the Report-Access Area detail window.



Click the **Print Preview** button to view the Access Area Report prior to printing it. Click **Print** to send the report to your printer.

Click **Close** to return to the main Reports database window.

Access Level Report

1 Select the **Access Level** report from the Reports database window.

Report - Access Le	vel		×
Access Level Filter	Sort	<u>B</u> un fr	rom Archive Database 🦵
Access Level		_	<u>P</u> rint Preview
~ ~~~	From :	-	Print
• <u>Al</u>	<u>.</u>		1 700
<u>С</u> <u>О</u> пе	To:		<u>E</u> xport File
C <u>R</u> ange			
	· · ·	-	<u>E</u> stim. Pages
			Charrid
			<u>C</u> lose

2 On the Report tab of the Report-Access Level detail window, select one of the following from the Access Level area of the window to define the report:

All: reports on every access level.

One: reports on an individual access level using the From field [activated when the One radio button is selected].

Range: reports on a designated range of access levels, using the From and To fields [activated when the Range radio button is selected].

3 On the Sort tab (next illustration), use the **Sort Order** list to select a category that determines how to sort the access levels [Names, for example].

Report - Access Level	×
Access Level Filter Sort	<u>B</u> un from Archive Database 🗖
Sort Order	<u>P</u> rint Preview
Name	Print
Ascending Descending	<u>E</u> xport File
	<u>E</u> stim. Pages
	<u>C</u> lear All
	Close

- 4 Indicate if the category should be sorted in **Ascend**ing or **Descending** order.
- 5 Click the **Print Preview** button to view the report prior to printing it. Click **Print** to send a copy of the report to your printer or select **Export File** to define and create a .txt copy of the report.
- 6 Click **Close** to return to the main Reports database window.
- **NOTE:** There may be access levels listed in the report that do not show up in the access level database and are identified by number only. These numbered access levels are the custom levels for cards that are modified from their base access level.

Attendance Report

1 Select the **Attendance** report from the Reports database window.

Report - Attendance	×
Attendance Filter	Bun from Archive Database
Tracking Area	Print Preview
Tracking and Mustering Areas	Print
Card Holders	Export File.
œ ≙I	Estim Pages
C Dre	Qlear Al
C Eroup	Qose
Date Range	
From: June 29, 2001 0 0	
To: June 29, 2001 23 * : 59 *	

- 2 Select a Tracking Area if desired.
- 3 Select one of the following from the Card Holders area of the window to define the report:

All: reports on all card holders during the dates specified in the date range

One: reports on an individual cardholder during the defined date range, using the Card Number and Name fields [displayed when the One radio button is selected].

Group: reports on a designated group of card holders during the date range, using the Access Level field and Note Field [displayed when the Group radio button is selected]. Additionally, a text field is available to further define the note field contents.

- 4 Click the **Print Preview** button to view the report prior to printing it. Click **Print** to send a copy of the report to your printer or select **Export File** to define and create a .txt copy of the report.
- 5 Click **Close** to return to the main Reports database window.

Card Report

1 Select the **Card** report from the Reports database window. The Report Card window opens with the Card Filter tab is displayed.

Report - Card	×
Card Filter Soft Advanced Card Holder Filter Bun t	rom Archive Database 🥅
Card Number	Pjint Pjint Export File. Extim. Pagez Dear All Otce

2 Select one of the following to filter the report by Card Number:

All: reports on all cards.

One: reports on an individual card using the From field [activated when the One radio button is selected].

Range: reports on a numerical range of cards using the From and To fields [activated when the Range radio button is selected].

- 3 Use any or all of the following options to further filter the report.
 - Access Level
 Card Holder
 - Activation Date Range Card Status
 - Expiration Date Range
 Door
- 4 Use the **Number of columns to print** option to set a basic print parameter for the report.
- 5 Click the **Sort** tab. The Card Report can be sorted, in order, by the up to three categories.

Report - Card	×
Card Filter Soft Advanced Card Holder Filter	Bun Iron Archive Database
Card Filter Soft Order 1 Card Number • C Accending • C Descending • Soft Order 2 • Not Sorted • • Accending • • Descending • • Accending • • Order 3 • Not Sorted • • Accending • • Descending •	Bun Iton Aschive Database T Pint Preview Pint Export File. Estin. Pages Dear All Qose

6 Use the **Sort Order** drop-down lists to select the categories determining how you want the cards sorted.

The categories chosen can be sorted in Ascending and Descending order. Ascending order will sort the cards alphabetically or numerically, and Descending order will sort the cards in reverse alphabetical or numeric order. 7 Click the **Advanced Card Holder Filter** tab. The Card report can be also be filtered by a number of Card Holder categories.

Report - Card		×
Card Filter Sort Advanced Card	Holder Filter	Bun Iron Archive Database
Card Holder © Both C Attached C Unattached Pin #1 © Both C Assigned Badge Front © Both C Assigned C Unassigned I Unassigned C Unassigned	Badge Print Status © Both © Printed © Not Printed Badge Back © Both © Assigned © Unassigned	Eint Preview Print Export File. Estin. Pages Dear All Dose

The Card Report can be filtered according to:

- Whether a Card Holder is Attached (to the card), Unattached, or Both.
- Whether a PIN number is Assigned (to the card), Unassigned, or Both.
- Whether a Badge Front and/or Badge Back is Assigned (to the card), Unassigned, or Both.
- Whether the Badge Print Status (of the card) is Printed, Not Printed, or Both.
- 8 Select the **Custom Access Level** check box to include all cards which have custom access levels assigned to them.

- 9 Click the **Print Preview** button to view the report prior to printing it. Click **Print** to send a copy of the report to your printer or select **Export File** to define and create a .txt copy of the report.
- 10 Click **Close** to exit the Card report window and return to the main Reports database window.

Card History Report

1 Select the **Card History** report from the Reports database window. The Report-Card History report window opens with the Date and Time Filter tab displayed.

Report - Card History	×
Date and Time Filter Transaction Filter Card Holder Filter	Bun Iron Archive Database
Date and Time File(Transaction File(Card Holder Filer) Date Range From: Fidday, June 29, 2001 0 0 0 To: Fidday, June 29, 2001 23 59 Daily Time Range Daily Time Range Daily Time Range Daily Time Range To: 0 10 10 Time Zone: [GMT-05:00] Central Time [US & Canada]	Pint Preview Pjint Export File. Extin. Pages Elear All Elose

2 Indicate a **Date Range** for the report, using the From and To fields and browse buttons. Set precise time for the report, using the spinner boxes to the right of the Date Range fields.

- 3 Use the **Daily Time Range** area of the window to set a specific time frame for the report. The time will begin at the From date and time through the end of the To date and time. If the check box "Only list events between these hours each day" is marked, only the time range each day will be reported omitting information outside the time range.
- 4 Select a **Time Zone** that the report should use as a reference. For example, if you are generating a report for a facility that is located in a different Time Zone, select that facility's Time Zone.+/- the time relative to where the report is being generated. In other words, if you are located in Seattle [(GMT -08:00) Pacific Time (US & Canada); Tijuana] and your current time is 7:00 a.m., and you want to generate a report for today from 8:00 a.m. to 10:00 a.m. for the facility in New York, you would select "(GMT)5:00) Eastern Time (US & Canada)" to indicate that the time elements are relative to New York (three hours ahead "in the future", relative to your time)
- 5 Use the **Transaction Filter** tab to select the type of Card events the report should include. Select all that apply (listed below):

Transactions: Reports all card events (normal, alarm, host grant).

Clears: Reports the card alarm events that were cleared by the operator.

Acknowledgements: Reports the card alarm events that were acknowledged by the operator.

Operator Messages: Reports the operator message that was entered for the alarm card event.

6 Transactions can be filtered to selected ADVs by clicking on the Filter ADV... button. Navigate through the Control Map structure, right clicking on the branch(es) or device(s) to select or invert select ADVs. Click OK to return to the Transaction Filter window.

Report - Card Histo	uje	×
Date and Time Filter	Transaction Filter Card Holder Filter	Bun from Archive Database
		Evint Preview
		Pjint
		Export File.
Card	-	Estin. Pages
P Transactions P Dears	Ackinoeledgements Operator Messages	Qiear All
Filter ADV12	Sort on Sequence ID	Qlose

7 The Sort on Sequence ID will diplay the report that the event was written to the WIN-PAK 2.0 database, instead of chronological order. This can be helpful in reviewing when an event was actually received to the WIN-PAK 2.0 computer.

When a new event is seen on the Alarm View, it is given a sequence ID, and any changes that occur relative to that first event, like Alarm, Normal, Operator Note, Operator ACK, Operator Clear are tagged with the same sequence ID until the event is cleared.

When a report is generated with Sort on Sequence ID, the ID number groups the events together in chronological order. This makes it easier to view relative to other system-wide events.

8 The Card Holder Filter (next illustration) provides the ability to customize the report to card holder specific information. Each selection is "anded" so care should be used when selecting the options in order not to create so many restrictions that no records can be found to meet the selected criteria. Select all appropriate options (listed below illustration):

Internet Tone Charl Transaction Charl Contribution Filter	Run from Aschive Distabase (
Each lane riser I tandaction riser Card House riser	Pitt Pleview
Last Norre :	Pint
Card Number : Reader :	Export File.
Tracking Avea :	Estin. Pages
Not Used Tables :	Direct All
erVald Card ▲ erTrace Card ■ erHost Grant. Door unlocked ■	Close
Note Fields Field : From : To :	

First Name: Enter the card holder's first name or select it from the browse button.

Last Name: Enter the card holder's last name or select it from the browse button.

Card Number. Enter the card number or select it from the browse button.

Reader. Enter the reader or entrance ADV to match or select it from the browse button. For a group of readers, use Tracking Area.

Tracking Area: Select a predefined tracking area (group of readers) that should be used to filter the information. Do not use Reader when using Tracking Area because the Reader selection supercedes the Tracking Area selection.

Card Codes: Select or deselect the card transaction types to be included.

Note Fields: Select up to three note fields to match and the range of the descrption to match the note field.

- 9 Click the **Print Preview** button to view the report prior to printing it. Click **Print** to send a copy of the report to your printer or select **Export File** to define and create a .txt copy of the report.
- 10 Click **Close** to exit the History report window and return to the main Reports database window.

Card Holder Report

1 Select the **Card Holder** report from the Reports database window.

The Card Holder report window opens with the Card Holder tab displayed:

Report - Card Holder	×
Card Holder Filter Sort Advanced Card Filter	Bun from Auchive Database
Card Holder All From (Last Name): To (Last Name): Ine Doe Smith Figure Access Level: Matter Note Field: From: To: All Supervice: Marketing Sales None Marketing Sales None Marketing Sales	Pint Preview Pjint Export File. Estim, Pages <u>C</u> lear Al <u>C</u> lose

2 Select one of the following filters for the Card Holder Last Name:

All: reports on all card holders.

One: reports on an individual card holder using the From field [activated when the One radio button is selected] to indicate the card holder's last name.

Range: reports on a designated range of cards holders using the From and To fields [activated when the Range radio button is selected] to specify the last names range.

- 3 The report can be further defined by selecting an Access Level. Only card holders with the access level specified are included in the report.
- **NOTE:** The Access Level field narrows the report to card holders with a particular access level. Note Fields can further define the report by any of the user defined note fields.
 - 4 The Notes Fields area of the window allows you to specify very specific types of information to include in the report. Using the radio buttons, you can select either None, for no note fields to be displayed, All or Select to specify any user-defined card holder note field(s) to include in the report.

If Select is chosen, click the browse button just beneath the Select radio button. The Select Note Fields dialog is displayed, allowing you to select any card holder note fields(s) that are required to be printed in the report.



- 5 Click **OK** when finished selecting the Note Fields.
- 6 Filtering of the report can be restricted to match selected note field data and range of data. Select a note field and fill in any **From** and **To** information as required. Where dropdown list data is not defined, [general text fields], the From and To data is case sensitive.
- NOTE: The To field should not be left with an open ended range (e.g. Mary vs. Mary Smith). If Mary was used, then Mary Smith will not show up, since Mary Smith is after Mary.
 - 7 Click the **Sort** tab. The Card Holder report can be sorted (in order) by up to three categories.

Report - Card Holder	×
Card Holder Filter Sort Advanced Card Filter	Bun Iron Archive Database
Sort Order1 Cott Name C Ascending C Descending Sort Order2 First Name C Ascending C Descending Sort Order3 Not Sorted C Descending C Descending C Descending	Print Preview Print Export File. Estim. Pages Diear All Quose

Use the **Sort Order** drop-down lists to select the categories determining how you want the card holders sorted.

The categories chosen can be sorted in Ascending and Descending order. Ascending order will sort the card holders alphabetically or numerically, and Descending order will sort the card holders in reverse alphabetical or numeric order. 8 Click the **Advanced Filter Card** tab (next illustration). The Card Holder report can be also be filtered by a number of Card criteria.

Report - Card Holder	×
Card Holder Filter Sort Advanced Card Filter Br	n Irom Auchive Database 🥅
Card	Print Preview
C Attached	Print
C Both	Export File.
Photos Signatures	Estim Pages
C Assigned No.	Qear Al
ve Bom	
Print al cards	
Print no. of photos assigned	
Print no. of signatures assigned	

The Card Report can be filtered according to:

- Whether a Card is Attached (to the card holder), Unattached, or Both.
- The number of Photos or Signatures Assigned (to the card), Unassigned, or Both.
- 9 Use the Print all cards [assigned to the card holder], Print no. of photos assigned, and/or Print no. of signatures assigned check boxes to set global parameters for information to be included in the report.
- 10 Click the **Print Preview** button to view the report prior to printing it. Click **Print** to send a copy of the report to your printer or select **Export File** to define and create a .txt copy of the report.
- 11 Click **Close** to exit the Card Holder report and return to the main Reports database window.

Card Holder Tab Layout Report

1 Select the **Card Holder Tab Layout** report from the Reports database window.



2 When the Report-Card Holder Tab Layout report window is displayed. The Filter tab is blank.

The Card Holder Tab Layout report shows the Note Fields associated with each Tab on the Card Holder Layout.

- 3 Click the **Print Preview** button to view the report prior to printing it. Click **Print** to send a copy of the report to your printer or select **Export File** to define and create a .txt copy of the report.
- 4 Click **Close** to exit the Card Holder Tab Layout report window and return to the main Reports database.

Command File Report

1 Select the **Command File** report from the Reports database window.

The Report-Command File report window opens with the Filter Command File tab displayed.

Report - I	Command Fil	e		×
Command	d File Filter 📔 🤤	ort	<u>R</u> un fr	rom Archive Database 🥅
Comm	and file			Print Preview
⊂ <u>A</u>	II	From : Cab 1 Executive	•	P <u>r</u> int
00	ne	To:		<u>E</u> xport File
● <u>B</u>	ange	Normal Elevator Control	<u> </u>	<u>E</u> stim. Pages
				<u>C</u> lear All
				Close

2 Select one of the following to define the Command File report to the degree necessary:

All: reports on every Command File.

One: reports on an individual Command File using the From field [activated when the One radio button is selected].

Range: reports on a range of Command Files using the From and To fields [activated when the Range radio button is selected].

 Click the Sort tab and select a category to determine the Sort Order for the commands (e.g. Name).
 Indicate whether the category should be sorted in Ascending or Descending order.



- 4 Click the **Print Preview** button to view the report prior to printing it. Click **Print** to send a copy of the report to your printer or select **Export File** to define and create a .txt copy of the report.
- 5 Click **Close** to exit the Command File report window and return to the main Reports database.

Control Area Report

Select the **Control Area** report from the Reports database window.

No filter or sort options are available on the Control Area report window.



Click the **Print Preview** button to view the report prior to printing it. Click **Print** to send a copy of the report to your printer or select **Export File** to define and create a .txt copy of the report.

Click **Close** to exit the Control Area report window and return to the main Reports database.

Device Map Report

Select the **Device Map** report from the Reports database window. The report window opens with the Filter Device tab displayed.



Click the down-arrow to the right of the **Device** field, and select a device on which to filter the report.



A corresponding tab with additional filter options is added to the window. See the following sections.

Use the **Print ADV Name** check box if you want abstract device names included on the report when it is generated.

Click the **Print Preview** button to view the report prior to printing it. Click **Print** to send a copy of the report to your printer or select **Export File** to define and create a .txt copy of the report.

Generating a Server Device Report

Server device reports can display all [or a range of] servers.

1 Select **Servers** on the Filter Device tab to open the **Server** tab of the report window.

Report	×
Device Filter Server Filter	Bun Irom Archive Database
Print C Communication Server C All Other Servers	Ptint Preview
Servers to Plint From :	Export File.
C Dre To: C Bange	Qear Al

- 2 Indicate whether to print **Comm Server** information or **All Other Servers** in the report.
- 3 In the Servers to Print area of the window, select one of the following to define the report:

All: reports on all servers.

One: reports on an individual server using the **From** field [activated when the One radio button is selected].

Range: reports on a designated range of servers, using the From and To fields. These fields are activated when the Range radio button is selected.

Reporting on Communication Loops

Loop device reports allow you to indicate whether to report on a C-100 or 485/PCI loop.

1 Select **Loops** on the Filter Device tab to open the Loop tab of the report window.

Report	×
Device Filter Loop	Bun Irom Archive Database 🥅
Type C 100 C 485/PC	Print Preview
Communication Server : Communication Server	Export File.
Loops to Print	Estim Pages
Prom:	<u></u> []ear All
C Qne To: C Bange	Qose

- 2 Select the appropriate radio button to indicate the Type of loop on which to report.
- 3 Use the **Loops to Print** area of the window to select one of the following to define the report:

All: reports on all loops.

One: reports on an individual loop using the **From** field [activated when the One radio button is selected].

Range: reports on a designated range of loops, using the From and To fields [activated when the Range radio button is selected].

Reporting on Panel Loops

Panel device reports can display all, or a range of panels, as well as reporting on a specific panel loop.

1 Select **Panels** on the Filter Device tab to open the Panel tab of the report window.

Report		×
Device Filter Pare	d Filter	Bun Iron Archive Database
- Panels to Print (F. All C. One C. Bange	Loop: Fiom: To: dOptions	Print Preview Print Export File. Estin. Pages Desr All Dose

2 An individual Loop can be selected for the report. Click the browse button to the right of the Loop field. When the Select window is displayed, click the **Find** button to display a list of loops on the panel type selected. Highlight the desired loop and click the **OK** button.

On returning to the Panel window, note that the loop selected is now displayed in the field.

3 Use the **Panels to Print** area of the window to select one of the following to define the report:

All: reports on all panels.

One: reports on an individual panel using the From field [activated when the One radio button is selected].

Range: reports on a designated range of panels, using the From and To fields [activated when the Range radio button is selected].

4 Select the **Print Advanced Options** check box to include a N-1000 Panel's advanced options in the report.

Reporting on CCTV Switcher Devices

The CCTV Switcher device reports can display all or a range of CCTV Switchers.

1 Select **CCTV Switcher** on the Device Filter tab to open the Switcher Filter tab of the report window.

Report			×
Device Filter Switch	ver Filter	B	un from Archive Database 🗖
Switchers to Print	Communication Server : Communication Server From : To :		Print Preview Print Print Export File. Estim Pages Glear All Glose

2 Use the **Switchers to Print** area of the window to select one of the following to define the report:

All: reports on all CCTV Switchers.

One: reports on an individual Switcher using the From field [activated when the One radio button is selected].

Range: reports on a designated range of Switchers, using the From and To fields [activated when the Range radio button is selected].

Reporting on Modem Pools

Reports generated on Modem Pools can display all modem pools, or a range of modem pools.

1 Select **Modem Pools** on the Device Filter tab to open the Modem Pool tab of the report window.

Report		×
Device Filter Loop	p Filter	Bun from Archive Database
Type © [[10] Loops to Print © All	C 485/PCI Communication Server : Communication Server	Print Preview Print Print Export File. Estim Pages Elear All
C <u>O</u> ne C Bange	To:	Qooe

- 2 Select the appropriate radio button to indicate the Type of modem pool device on which to report. The C100 refers to non-ACK/NAK modem pools and 485/PCI refers to ACK/NAK modem pools.
- 3 Use the **Loops to Print** area of the window to select one of the following to define the report:

All: reports on all modem pools.

One: reports on an individual modem pool using the From field [activated when the One radio button is selected].

Range: reports on a designated range of modem pools, using the From and To fields [activated when the Range radio button is selected].

Reporting on RapidEye Devices

The RapidEye device reports can display all or a range of RapidEye devices.

1 Select **RapidEye** on the Device Filter tab to open the RapidEye tab of the report window.

Report		2	l
Device Filter Repid	Eye From :	 Bun from Archive Database Bint Preview Print Export File.]
ି <u>ଲ</u> ା ଜୁଲା		Estim Pages	
C Bange		 <u>Clear</u> Al	
		Dose	

2 Use the **Devices to Print** area of the window to select one of the following to define the report:

All: reports on all RapidEye servers.

One: reports on an individual RapidEye server using the From field [activated when the One radio button is selected].

Range: reports on a designated range of RapidEye server, using the From and To fields [activated when the Range radio button is selected].

Floor Plan Report

1 Select the **Report-Floor Plan** report from the Reports database window.

The Floor Plan report window opens with the Filter Floor Plan tab displayed.

Report - Floor Plan		×
Floor Plan Filter Sor	el <u>B</u> u	n from Archive Database 🥅
Floor Plans to Print		Brint Preview
C &I	From : All access control equipment.	Pjint
C Qne	To:	Export File.
	Floor 3 Local Building 💌	Estim Pages
Metafile Name : Any Metafile	*	<u></u> ⊡ear Al
ADV Type : Door	-	Dose
ADV : Sales Floor - East Exi	t	

2 Use the **Floor Plans to Print** area of the window to select one of the following to define the report:

All: reports on all floor plans.

One: reports on an individual floor plan using the From field [activated when the One radio button is selected].

Range: reports on a designated range of floor plans, using the From and To fields [activated when the Range radio button is selected].

- 3 Use the **Metafile Name** field to include floor plans using a specific background file.
- 4 Use the **ADV Type** and **ADV** fields to further define the report if desired.
- 5 On the **Sort** tab, indicate the Sort Order for the report (e.g. by name in ascending or descending order).

- 6 Click the **Print Preview** button to view the report prior to printing it. Click **Print** to send a copy of the report to your printer or select **Export File** to define and create a .txt copy of the report.
- 7 Click **Close** to exit the Floor Plan report window and return to the main Reports database window.

Guard Tour Report

1 Select the **Guard Tour** report from the Reports database window.

The Guard Tour report window opens with the Filter Guard Tour tab displayed.

Report - Guard Tour		×
Guard Tour Filter Sort	1	Bun from Archive Database
Guard Tours to Print		Print Preview
C AI	From : Sequenced Guard Tour 1	Pjint
C Qne	To:	Export File.
	Unsequenced Check Point Guard	Estim Pages
Check Point Types to C Input	Include	<u>C</u> lear All
C Reader		Dose

2 Use the **Guard Tours to Print** area of the window to select one of the following to define the report:

All: reports on all guard tours.

One: reports on an individual guard tour using the From field [activated when the One radio button is selected].

Range: reports on a designated range of guard tours, using the From and To fields [activated when the Range radio button is selecte].

3 Further refine the report by selecting one of the following Check Point Types:

Input: reports on inputs exclusively.

Reader: reports on readers exclusively.

Both: reports on both inputs and readers.

- 4 On the Sort tab of the report window, use the **Sort Order** list to select a category determining how to sort the guard tours. Choose whether the category should appear in ascending or descending order.
- 5 Click the **Print Preview** button to view the report prior to printing it. Click **Print** to send a copy of the report to your printer or select **Export File** to define and create a .txt copy of the report.
- 6 Click **Close** to exit the Guard Tour report window and return to the main Reports database window.

History Report

1 Select the **History** report from the Reports database window (next illustration). The Report-History report window opens with the Date and Time Filter tab displayed.

Date and Time Filler Transaction Filter Card Holder Filter Alam Filter Bun from Archive Database Date Range Prion: Filler Prion Prion To: Monday, June D4, 2001 Image Prion Prion Daty Time Range Only list events between these hours each day Prion Extin Pages From: To: To: Image Images Images Time Zone: Time Zone Images Images Images TGMT-06:001 Central Time (US & Canada) Images Images Images	Report - History	X
	Date and Time Filter Transaction Filter Card Holder Filter Alarm Filter Date Range Pron: Fidag, Jume 01, 2001 Image Image To: Monday, Jume 04, 2001 Image Image Image Daty Time Range Only list events between these hours each day From: To: Image Image Image Image Image Image Image To: Image Image Image Image Image Image Image Image	Bun from Archive Database Pint Preview Pjint Export File. Estin. Pages Clear All Slose

- 2 Indicate a Date Range for the report, using the **From** and **To** fields and browse buttons. Set precise time for the report, using the spinner boxes to the right of the Date Range fields.
- 3 Use the **Daily Time Range** area of the window to set a specific time frame for the report. The time will begin at the "From date and time" continuous through the end of the "To date and time". If the check box "Only list events between these hours each day" is marked, only the time range each day will be reported, omitting information outside the time range.
- 4 Select a **Time Zone** that the report should use as a reference. For example, if you are generating a report for a facility that is located in a different Time Zone, select that facility's Time Zone. The report will be generated based on the time requested in that Time Zone, +/- the time relative to where the report is being generated. In other words, if you are located in Seattle [(GMT 08:00) Eastern Time (US & Canada): Tijuana)] and your current time is 7:00 am, and you want to generate a report for today from

8:00 to 10:00 am for the facility in New York, you would select "(GMT - 05:00) Eastern Time (US & Canada)" to indicate that the time elements are relative to New York (3 hours ahead - "in the future" relative to your time).

5 Use the **Transaction Filter** tab to select the Transaction Type and Alarm & Card events the report should include. Select all that apply. Transaction type possibilities are listed below.

Transaction Types

Alarm: reports alarm point alarm and normals.

System Alarm: reports system type alarms [not wired points] such as Poll Response alarms.

Operator: reports operator activities, such as login and logout.

Database: reports basic database activities, such as time, date, operator, update, delete or add action to a particular database.

Card: reports on all card events.

Guard: reports Guard Tour events.

Alarm and Card

Transactions: reports all card and alarm events per the transaction type.

Clears: reports the card alarm events that were cleared by the operator.

Acknowledgements: reports the alarm events that were acknowledged by the operator.

Operator Messages: reports the operator message that was entered for the alarm event.

6 Transactions can be filtered to selected ADVs by clicking on the Filter ADVs...button (next illustration). Navigate through the Control Map structure, right clicking on the branch(es) or device(s) to select or invert select ADVs. Click **OK** to return to the Transaction Filter window.

Report - History			×
Date and Time Filter	Transaction Filter Card Holder Filter	Alarm Filter	Bun from Archive Database 🥅
			Brint Preview
Transaction Types	-	-	Pgint
System Alarm	I✓ Operator I✓ Database	I⊽ Card I⊽ Guard	Export File.
Alarm & Card			Estim Pages
P Transactions P Clears	Cheven Acknowledgements		Qlear All
Filter ADVs	I [™] Sort on Sequence ID		<u>D</u> ose

NOTE: The Sort on Sequence ID will display the report grouping it by the event identifier [Sequence ID]. This can be helpful in grouping an event's history within multiple events.

7 The Card Holder Filter provides the ability to customize the report to card holder specific information. Each selection is "anded", so care should be used when selecting the options, so as not to create so many restrictions that no records can be found that meet the selected criteria. Select all appropriate options (described below).

Report - History		×
Date and Time Filter Transaction Filter Ca	and Holder Filter Alarm Filter	Bun Iron Archive Database
First Name : L Card Number : R Tracking Area : Not Used	esder :	Print Preview Print Export File. Estim. Pages Disar Al
Card Codes : Valid Card Trace Card Host Grant. Door unlocked Note Fields Field : Fion : T	To:	Qose

First Name: enter the card holder's first name or select it using the browse button.

Last Name: enter the card holder's last name or select it using the browse button.

Card Number: enter the card number or select it using the browse button.

Reader: enter the reader or entrance ADV to match or select it using the browse button. For a group of readers, use Tracking Area.

Tracking Area: select a predefined tracking area [group of readers] that should be used to filter the information. The tracking areas named in the drop box are the branch names configured in the Tracking Area database.
Do not use Reader when using Tracking Area because the Reader selection supercedes the Tracking Area selection.

Card Codes: select or de-select the card transaction types to be included.

Note Fields: select up to three Note Fields to match and the range of the description to match the note field.

8 The Alarm Filter tab (next illustration) provides additional filtering of alarm events. Use the browse button to select a specific alarm point or leave blank for no restrictions. Select the **Alarm States** that are required for the report.

Report - History		×
Date and Time Filter Transaction Filter Card	Holder Filter Alarm Filter	Bun Irom Archive Database
Alson Point :		Etint Preview
Alam States Imput Normal Imput Alam Imput Trouble mput Trouble Imput Trouble Imput Trouble		Export File.
M Doar Aga		Glose

- 9 Click the **Print Preview** button to view the report prior to printing it. Click **Print** to send a copy of the report to your printer or select **Export File** to define and create a .txt copy of your report.
- 10 Click **Close** to exit the History report window and return to the main Reports database window.

Holiday Group Report

1 Select the **Holiday Group** report from the Reports database window.

The Report-Holiday Group report window opens with the Filter Holiday Group tab displayed.



2 The Holiday Group report can be defined using one of the following options:

All: reports on all holiday groups.

One: reports on an individual holiday group using the From field [activated when the One radio button is selected].

Range: reports on a designated range of holiday groups, using the From and To fields [activated when the Range radio button is selected].

- 3 On the Sort tab of the report window, use the **Sort Order** list to select a category determining how to sort the holiday groups. Choose whether the category should appear in ascending or descending order.
- 4 Click the **Print Preview** button to view the report prior to printing it. Click **Print** to send a copy of the report to your printer or select **Export File** to define and create a .txt copy of the report.
- 5 Click **Close** to exit the Holiday Group report window and return to the main Reports database.

Note Field Template Report

1 Select the **Note Field Template** report from the Reports database window. When the Note Field Template window is displayed, the Filter tab is blank. The Note Field Template report shows the field name and the template or note field definition.

Report	Note Field Template		×
Filter	1	Buntr	m Archive Database 🦵
			Print Preview
			Pjint
			Export File.
			Estin. Pages
			Qear Al
			<u>D</u> iose

- 2 Click the **Print Preview** button to view the report prior to printing it. Click **Print** to send a copy of the report to your printer or select **Export File** to define and create a .txt copy of the report.
- 3 Click **Close** to exit the Note Field Template report window and return to the main Reports database

Operator Report

1 Select the **Operator** report from the Reports database window. The Reports-Operator report window opens with the Filter Operator tab displayed:

Report - Operator			×
Operator Filter Si	ort	Bunk	om Archive Database
Operator			Pint Preview
C AI	Bill Smith	*	Pgint
C <u>D</u> ne	Fiam:	-	Export File.
. Taila	Treiviousid		Estim. Pages
			Qiear All
			Diose

2 Further define the **Operator** report by selecting one of the following options:

All: reports on all operators.

One: reports on an individual operator using the To field [activated when the One radio button is selected].

Range: reports on a designated range of operators, using the To and From fields [activated when the Range radio button is selected].

3 Click the **Sort** tab, and select a Sort Order for the report.



- 4 Indicate if the report should be sorted in **Ascending** or **Descending** order.
- 5 Click the **Print Preview** button to view the report prior to printing it. Click **Print** to send a copy of the report to your printer or select **Export File** to define and create a .txt copy of the report.
- 6 Click **Close** to exit the Operator report window and return to the main Reports database window.

Operator Actions Report

1. Select the Operator Actions report from the Reports database window. The Operator Actions report opens with the Date and Time filter tab displayed.

Derator Actions Report	×
Date and Time Operator Actions Operators Devices Sot Order	Run from Archive Database
Date and Tiree Range	Run Report
From: Friday , July 05, 2002 💌 12:00:00 AM 🗮 To: Saturday , July 05, 2002 💌 11:59:59 PM 🗮	
Time Range	Default Filmer
Frem: 12:00:00 AM 🚔 To : 11:50:59 PM 🛬	Close

- 2. Indicate a Date Range for the report, using the **From** and **To** fields and browse arrows. Set the precise time for the report, using the appropriate time adjustment arrows.
- 3. Use the Time Range area of the window to set a specific time frame for the report. The default time will begin with the "From" Date and Time Range parameters and be continuous to the "To" Date and Time Range" parameters. If "Only list Operator Actions between these hours each day" is checked, on the time range each day will be reported, omitting information outside the time range.
- 4. Use the **Operator Actions** tab (next illustration) to select the operator action events to be included in the report.

Door Locked	-	
Door Pulsed		
Door Restored To Time Zone		
Door Shunled		
Door I med Putse		
Door Unlocked		
Door Unihurited		
Energized Output		Default Filten
Group DeEnergize		
V Group Energize		
/ Group Pulse		Close
Group Restore to Timezone		
Group Timed Pulse		
Input Restored To Time Zone		
Input Shunted		
A long it the floor in a dealer of the second s	*	

5. Use the **Operators** tab (below) to select the operator(s) to be included in the report.

🖬 Operator Actions Report	×
Date and Time Operator Actions Operators Devices Solt Order R	un from Archive Database
Operators WIN-PAK -> Command File Server WIN-PAK -> Schedule Server WIN-PAK -> Schedule Server Win Pak -> John Administrator John Doe - System Administrator U John Doe - System Administrator U John Doe - System Administrator Loren Smith -> Personnel Department Manager Mawnell Matin -> Security, 3rd shift Teny Guaad -> Security, 1st shift	- Run Report
	Close
Select All Deselect All	

6. Use the Devices tab (below) to select the device(s) to be included in the report.

Date and Time Operator Actions Operators Oewces Solt Urder	 on Archive Database
Devices Command File Server Communication Server Communication Server Duress Alarm at Local Storage on 1st St Duress at East Coart Office Duress at East Coart Office. Duress at Local Storage on 1st Street East and Main Lobby East and Main Lobby East and Main Lobby East Coast Office Entrance Reader East Coast Office - Entrance Reader East Coast Office - Tamper East Coast Office - Tamper East Coast Office/Warehouse	Pun Report Default Filters Elose

7. Use the Sort Order tab (below) to select the sort order of the report.

Operator Actions Report	×
Date and Time Operator Actions Operators Devices Sort Order	Run from Archive Database
Sort Field	Run Report
First Solt : Date and Time 💌 According 💌	
Second Solt : None Atcending	
Thad Solt : Actions According	
Fourth Soft: Device Operator According	Default Filters
	Close

- **NOTE:** When an operator runs a Command file or generates a Schedule, it is recorded in the Operator column as Command File Server or Schedule Server instead of the as of the individual operator.
 - 8. Click the **Run Report** button to generate the report.

	Op	erator Actions Ro	port
Date Time	Op cruisr	Action	Denice
Jul 15, 2002 06:56:47	Jako Doe	Operator largest in	
Jul 05, 2002 06:58:12	John Doe	Operator loggest in	
Jul 05, 2002 07:18:51	Jahn Doe	Operator larged in	
Jul 05, 2002 07:10:52	John Doe	On restor logged Out	
Jul 15, 2002 07:42:57	John Doe	Send Date and Time	Computer Monitor
Jul 05, 2002 07:43:00	John Doe	Send Date and Time	Computer Monitor
Jul 15, 2002 07:46:51	John Doe	Send Date and Time	Computer Monitor
Jul 05, 2002 07:50:29	Jahn Doe	Operator logged in	-
Jul 05, 2002 07:50:40	John Doe	Operator logged Out	
744 05, 2002 07:53:18	Jakn Doe	Input Shunted	West Lobby - In 3
Jul 05, 2002 07:53:20	John Doe	Ingust UsShonted	West Lobby - In 3
Jul 05, 2002 07:53:23	John Doe	Input Shunted	West Lobby - In 4
Jul 05, 2002 07:53:25	John Doe	Ingest UnShonted	West Lobby - In 4
74105, 2002 09:05:35	John Doe	Operator logged Out	
Jul 05, 2002 09:27:34	John Doe	Operator logged in	
Jul 05, 2002 09:38:06	John Doe	Operator logged Out	
Jul 06, 2002 08:22:31	Jahn Doe	Operator logged in	
Jul 06, 2002 08:23:05	John Doe	Operator logged in	
Jul 06, 2002 09:01:13	Jahn Doe	Operator logged Out	
Jul 06, 2002 09:01:19	John Doe	Operator logged Out	
Jul 06, 2002 09:55:04	John Doe	Operator logged in	

After the Operator Actions report is generated (above), it can be exported to Excel, HTML, ASCII, PDF or TIFF formats or printed by clicking the appropriate control button in the tool bar located at the top of the report window.

Operator Level Report

1 Select the **Operator Level** report from the Reports database window.

The Operator Level report window opens with the report tab displayed.

Report - Operator	Level		×
Operator Level Filte	Sort	<u>B</u> un fr	om Archive Database 🗖
Operator Level			Print Preview
CAL	From :		Pjint
C <u>D</u> ne	To:	_	Export File.
Bange	Security Department	-	Estim Pages
			Qisar Al
			Glose

2 Further define the **Operator Level** report by selecting one of the following options:

All: reports on all operator levels.

One: reports on an individual operator level using the From field [activated when the One radio button is selected].

Range: reports on a designated range of operator levels, using the From and To fields [activated when the Range radio button is selected].

- 3 Click the **Sort** tab and select a Sort Order for the report, indicating if the report should be sorted in ascending or descending order.
- 4 Click the **Print Preview** button to view the report prior to printing it. Click **Print** to send a copy of the report to your printer or select **Export File** to define and create a .txt copy of the report.
- 5 Click **Close** to exit the Operator Level report window and return to the main Reports database window.

Schedule Report

1 Select the **Schedule** report from the Reports database window.

The Report-Schedule report window opens with the Filter Schedule tab displayed.

Report - Schedule			×
Schedule Filter S	art	Bunh	rom Archive Database 🗖
Schedule			Brint Preview
• ভা	From :	×	Pgint
C Qne	To:		Export File.
C Bange		<u>-</u>	Estim Pages
			Qear Al
			Dose

2 Further define the **Schedule** report by selecting one of the following options:

All: reports on all schedules.

One: reports on an individual schedule using the From field [activated when the One radio button is selected].

Range: reports on a designated range of schedules, using the From and To fields [activated when the Range radio button is selected].

- 3 Click the **Sort** tab, and select a Sort Order for the report, indicating if the report should be sorted in ascending or descending order.
- 4 Click the **Print Preview** button to view the report prior to printing it. Click **Print** to send a copy of the report to your printer or select **Export File** to define and create a .txt copy of the report.
- 5 Click **Close** to exit the Schedule report window and return to the main Reports database window.

Time Zone Report

1 Select the **Time Zone** report from the Reports database window.

The Time Zone report window opens with the Filter Time Zone tab displayed.

Report - Time Zone		×
Time Zone Time Zone Time Zone C Al C Qne C Bange	of Advanced Time Zone Filter From : 12an-8an M-F To : Never On	Bun from Archive Database Bint Preview Print Export File. Estim Pages Glose

2 The Time Zone report can be filtered using one of the following options.

All: reports on all time zones.

One: reports on an individual time zone using the From field [activated when the One radio button is selected].

Range: reports on a designated range of time zones, using the From and To fields [activated when the Range radio button is selected].

3 Click the **Sort** tab, select a Sort Order for the report, and indicate if the report should be sorted in Ascending or Descending order.



4 Click the **Advanced Filter Time Zone** tab.

5 Indicate if the report should include time zones which are...

Used: reports time zones currently in use within the system.

Unused: reports time zones not in use within the system.

Both: reports all time zones, regardless of use.

- 6 Click the **Print Preview** button to view the report prior to printing it. Click **Print** to send a copy of the report to your printer or select **Export File** to define and create a .txt copy of the report.
- 7 Click **Close** to exit the Time Zone report window and return to the main Reports database window.

Tracking and Mustering Area Report

Select the **Tracking and Mustering Area** report from the Reports database window.

No filter or sort options are available on the Tracking and Mustering report detail window.



Click the **Print Preview** button to view the report prior to printing it. Click **Print** to send a copy of the report to your printer or select **Export File** to define and create a .txt copy of the report.

Click **Close** to return to the main Reports database window.

Chapter 9

Database Maintenance

Overview

Removing Deleted Database Records Deleting History from Database Database Backup and Restore Utility Database Limits and Capacities

Overview

Database maintenance provides tools for monitoring the database and for removing unused information from the database. While deleted records are no longer available within the system, they have not actually been removed from the hard disk. The Remove Deleted Records utility is used to permanently remove them, thus reducing the size of your database.

Removing Deleted Database Records

1 Select the **Database Maintenance** option from the WIN-PAK 2.0 File menu.



The Database Maintenance dialog opens on your desktop:

Database Maintenance	×
Settings	
Remove Deleted Records	
Delete History	
Until Date :	
Status Database Table :	
Stat Doos	J

- Database Maintenance
- 2 Select the **Remove Deleted Records** check box.

3 Click the **Change** button and select a date for the **Until Date** field.



- 4 Click **Today** to select the current date, or select a date from the calendar. Deleted records up to today but not including today will be deleted.
- 5 Click **Start**. A prompt reminds you to make a backup copy of the databases before deleting records.

Deleting	Records 🗙		
STOP	Make sure that you made a Database Backup before deleting records !		
•	Are you sure that you want to delete the records before the selected Date ?		
	Yes <u>N</u> o		

Click **Yes** to proceed with the deletion process. Click **No** to stop the deletion.

6 A status bar displays the progress of the deletion process, including the name of each database as it is processed.

Unwanted history files can also be removed from the databases. This is generally done after you make a backup copy of your database files. Use the Delete History utility to delete history records prior to a selected date.

Deleting History from Database

1 Select **Database Maintenance** from the WIN-PAK 2.0 File menu. The Database Maintenance dialog opens on your desktop.

Database Maintenance	×
Settings	_
Bemove Deleted Records	
P Delete History	
Until Date :	
11/1/99 Change	
Status Database Table :	
Start Dooe	

- 2 Select the **Delete History** check box.
- 3 Click the **Change** button and select a date for the **Until Date** field.



- 4 Click **Today** to select the current date, or select a date from the calendar. History up to today but not including today will be deleted.
- 5 Click **OK** to return to the Database Maintenance window.

6 Click **Start**. A prompt reminds you to make a backup copy of the databases before deleting records.

Click **Yes** to proceed with the deletion process; click **No** to stop the deletion.

7 A status bar displays the progress of the deletion process, including the name of the history database as it is processed.

Removal of the deleted database records and removal of unwanted history can be done separately or at the same time. The date selection only applies to history records.

Database Backup and Restore Utility

In the event of software or hardware problems, it is always a good idea to have a recent copy of your database files.

The WIN-PAK 2.0 Backup and Restore utility is a standalone application that allows the user [typically a database administrator] to create and modify a backup and restore plan.

Database copies made with the Backup and Restore utility can be used to restore your database after a failure has occurred.

The WIN-PAK 2.0 Backup and Restore utility allows for the creation of multiple scheduled backups, and for the restoration of the WIN-PAK 2.0 database, the archive database, and a temporary database which allows you to examine the restoration without affecting the current WIN-PAK 2.0 databases.

The WIN-PAK 2.0 Backup and Restore Utility is automatically installed when your WIN-PAK 2.0 System is installed. The utility is accessed from the WIN-PAK 2.0 Program group on your Start menu or an icon on your desktop. The WIN-PAK 2.0 Backup and Restore Utility is made up of three components: Backup, Schedule and Restore. The Backup and Restore utility will only backup the WIN-PAK 2.0 hardware and history database information. Other data, such as badge images, signatures, badge and floor plan graphics are not backed up by this utility. This data is normally found in the WINPAK2\DATABASE folder with BadgeImage, FloorPlanImage and UserImage subfolders. During the WIN-PAK 2.0 installation, prompts are provided to allow the installer to place these subfolders at other locations in your system. Therefore you may not find these subfolders in the WINPAK2 folder. Backup of these data folders can be accom-plished using standard Windows backup or copying utilities. Both should be done at the same time to keep all information current.

Backup

1 Select **Backup & Schedule** from the main Backup and Restore window to create a new backup.



2 When the Backup Information window is displayed, enter a unique Backup Name, as well as an (optional) Description. 3 Select a database **Backup Type**. Complete will make a complete backup and Differential will backup only the differences from the last complete, appended or differential backup.

WIN-FAIL Backup And Floring		
Backup - R		
WIN Backup Information	-PAK 2.0	
Backup Diame Backup Description Backup Type & Database-Complete C Database-Differential		
Destination Barlog to Finance	r Tape P Disk Doses Continue Continue Provid	

4 Select a **Destination** and file name for the backup. If a tape drive is not installed on the computer you can not select Tape. If a tape drive is on the computer, then the option to format the tape is also given.

Backup - Restore - Schedule Application Backup Backup
WIN-PAK 2.0 Externation
Backup Passe Backup Description Backup Type # Database-Complete C Database-Differential
Detination Backgo in P Tape C Date drive name Poince Staget STT200001 SCSI Segmented Desce Continue Continue



5 Click **Continue** to bring up the Scheduling window.

6 Select the **Schedule Type**. Run Once will prompt for the time and date.



Schedule to occur later will bring up Daily, Weekly and Montly options.



Daily allows the back up to be run every so many days as defined from 1-999 day(s) at the specified time.

Weekly allows the back up to be run on a specified day of the week at a specified time.

Monthly allows the backup to be run on the selected the day of the month (1-31) or at regular monthly intervals.

Schedule

Schedules can be modified by selecting Modify Schedule from the main Backup and Restore Window. To open a list of currently-scheduled backups, highlight a backup in the main schedule list and click on modify. This will bring up the Schedule screens shown above. Modify the schedule and click Finish.

To remove a schedule, select the backup schedule and click **Delete**.

Click **Cancel** to return to the main Backup and Restore window.

Restore

1 Select **Restore from** the main Backup and Restore window to restore a backup. WIN-PAK 2.0's database knows the locations that the backups were made on this machine. If the backup is to be recovered from a different location, then select the View list of backups on a specific device option and navigate to the desired location.



- 2 Once the appropriate backup file is selected, a viewer (next illustration) shows the contents of that backup. Select the backup file desired. If selecting a differential backup, the last complete backup is automatically selected, as that is required to complete the restore process.
- **NOTE:** The WIN-PAK 2.0 database contains the listing displayed and file location as defined when the backup was made. When the "View the list of backups made from this manual" is selected, it is expecting to find the files where it last placed them. If the backup file is not found by the restore utility, it will prompt you to browse the computer fo find it. The backup file must be located on the same (physical) computer that is performing the restore. Restoring across a network is not supported. If the backup has been moved to a different computer, it must be moved to the computer performing the restore.



3 Use the **Restore** list to set the parameters for the backup. Restoring the WIN-PAK Database requires that the WIN-PAK 2.0 database services be turned off. The restoration process will not proceed if the services are running. Restoring to WIN-PAK Archive Database replaces the existing archive database and allows reports to be generated for the archive.

Restoring to New Database allows advanced users to view the database without adversely affecting the current or backup database.

4 Click **Restore** to continue. When finished, click **Cancel** or **Exit**.

- **NOTE:** Scheduled backups run automatically as long as the MSSQLServerAgent components are running. By default these components are set to run when the operating system starts.
 - 5 To check if MSSQLServerAgent components are running, double click on the icon (shown below) in the tray on the bottom of the Window.

🚡 SQL S	erver Service Manager 🛛 🗖 🗙		
Ser <u>v</u> er:	P41GIG		
Se <u>r</u> vices:	MSSQLServer 💌		
Distributed Transaction Coordinator MSSQLServer SQLServerAgent			
	Pause		
	Stop		
🗹 Auto-s	tart service when OS starts		
VVP41GIG -	MSSQLServer - Running		
	3:26 PM		

SQL Server Service Manager

6 From the Services box, select MSSQLServer.

The message on the bottom of the SQL Server Service Manager windows will give you the computer name followed by "MSSQLServer-Running". Select the **SQLServerAgent**. The message on the bottom of the SQL Server Service Manager windows will give you the computer name followed by "SQLServerAgent-Running".

7 If MSSQLServerAgent components are not running, click on the **Start/Continue** button.

Database Limits and Capacities

Database Limits and Capacities monitors the available space for the database [system programming and history, excluding floor plans, photo and badging images] and available hard drive space. Each monitoring feature has two programmable alarm thresholds. One is a warning that action should be scheduled, the second is an alarm that immediate action should be taken.

Only the WIN-PAK administrator has permissions to change the threshold values of these alarms.

Database	Limits and Capaciti	ies			×
Databa	se				
	Current Size	8.34	мв	0.42%	
	Warning Threshold	1600 🕂	мв	80.00%	
8	Alarm Threshold	1800 ÷	ΜВ	90.00%	
Databa	se Disk Drive Free Spa	ce			
	Current Free Space	3283	МΒ	82.24%	
	Warning Threshold	3600 -	ΜВ	90.18%	
8	Alarm Threshold	3000 ÷	МΒ	75.15%	
		Cancel		OK	

NOTE: The general recommendation is that the OS (operating system) should have 1/3 free space of the hard drive it is installed on. WIN-PAK database upgrades and general database operations should have 2.5 times the database size of hard drive freespace.

To program the Database Limits and Capacities, click on **File** and select **Database Limits/Capacities**. The Operator must have administrator permissions.

The Database section provides current database size information listed as Current Size and displays the percentage of the database that is used. The MSDE database engine allows for a maximum size of 2GB (excluding floor plans, photo and badging images). The Warning and Alarm thresholds, defined in MB (megabytes), in additon to percentages are displayed.

The Database Disk Drive Free Space section reports Current Free Space of the hard drive where the database is located. In installations where the database is located on a separate drive, it is recommend that at least 2.5 times the maximum size of the database be left as free space. If the database is installed on the same drive as the OS, then 1/3 free space of the hard drive should be used. This allows enough room for backups and archive actions to occur.

Single Hard Drive Setup Considerations

You want to utilize the MSDE to its maximum capacity on a single 10GB (10,000MB) hard drive.

The warning thresholds for a 10GB hard drive may be nominally set as indicated below:

Database

=				
Database Disk Drive Free Space				
Alarm Threshold 1800MB 90% utilization				
Warning Threshold 1600MB 80% utilization				

Warning Threshold	4000MB	120% of recommended free space
Alarm Threshold	3333MB	100% of recommended free space
		(1/3 of total hard drive space)

If it is desired to increase the amount of space for other files and programs, it will be necessary to reduce the amount of space used by MSDE database. To achieve this, the warning thresholds of MSDE database size can be set lower. The warnings would then prompt the administrator to take action on the database sooner. To increase the amount of space for other files and programs by 1GB [on the same 10GB hard drive], set the warning thresholds as indicated below:

Database

Warning Threshold	750MB	37.58% utilization
Alarm Threshold	1000MB	50% utilization

Database Disk Drive Free Space

Warning Threshold	4000MB	120% of recommended free space
Alarm Threshold	3333MB	100% of recommended free space (1/3 of total hard drive space)

NOTE: While the warning thresholds can be set to any values, the size of the MSDE database will continue to grow to its 2GB limit, unless proper backup and data deletion is performed to maintain or reduce the MSDE database size.

Multiple Hard Drive Setup Considerations

Multiple hard drive setup follows the same basic guide lines for single hard drive consdierations, except that the WIN-PAK database is installed on a separate hard drive [logical or physical]. Since WIN-PAK only monitors the database's hard drive and free space, the partition or physical location of the OS is not monitored.

In a multiple hard drive configuration, where the database is located on a separate drive, it is customary to also locate the photo ID images, layouts and floor plan data on the database drive. This provides additional protection against OS crashes, where the OS's hard drive may need to be reformatted before the OS is reinstalled.

A typical example: A single 9 GB hard drive is partitioned to a 2 GB C: and a 7 GB D: The C: partition contains the OS and WIN-PAK program only. This leaves about 1GB or 50% free space on the OS partition. The 7 GB D: partition contains the WIN-PAK MSDE database, photo ID badge information, including photos, signatures and layouts, and floor plan information. This example assumes a starting capacity of 7 GB, minus 2 GB (full database), minus 3GB (MSDE recommended free space) leaving 2 GB left for photo ID and floor plans.

The warning thresholds for 7GB of partitioned hard drive space may be nominally set as indicated below:

Database

Warning Threshold	1600MB	80% utilization
Alarm Threshold	1800MB	90% utilization

Database Disk Drive Free Space

Warning Threshold	3600MB	120% of recommended free space
Alarm Threshold	3000MB	100% of recommended free space for MSDE

Assuming that a typical photo ID (depending on compression settings) is approximately 100KB, this configuration allows for 20,000 photo ID images before the alarm threshold is presented.

Display of Warnings and Alarms

Warnings and Alarms are only displayed when an operator logs into WIN-PAK. The alarm windows that the operator would see when logging in are indicated below.



Glossary

Symbols

12 Digit Cards: Cards that use a combination of a 9 digit card number with a 3 digit issue number. This term is also refers to applications that require a card number greater than 65,535. It is usually implemented for barcode and magnetic stripe applications. WIN-PAK supports up to 16 digits but these are still referred to as 12 digit applications.

485 ACK-NAK: A communications verification system of the 485 converter which double-checks that information packets have been sent and **received** from one device to another.

A

Access Control: Controlling access to a port of entry in a physical area or into a computer. See *Electronic Access Control.*

Access Level: A level of authorization defined by a reader (or readers) and the times those readers can be accessed.

Access Point: A physical point of entry or exit, such as a door or gate, which is controlled by the system.

ACK: Abbreviation for Acknowledge.

ACK-NAK: See 485 ACK-NAK.

ADV: An abstract device; a logical representation of a physical device (e.g., a communication server, control panel, door or CCTV switcher). Similar in appearance to an icon, an ADV is associated with an actual device in your access control system

Abstract Device: see ADV.

Activate: Enable. Make functional. See Energize

Activation State: Indicates the behavior of an activated output point.

Address: An identification number of a specific control panel.

Alarm: A signal that indicates a problem.

Alarm Input: A physical input terminal on a control panel. A point at which an input device is connected to a control panel.

Alarms View: A display window that shows alarm activation and allows an operator to respond to situations reported on the system.

Alarm Priority: Priority rankings of 1 to 99 are assigned to alarms. Priority 1 is the highest and 99 is the lowest.

Alarm State: On an input, refers to the state that is opposite of a normal state. Software can recognize an input when that input goes into alarm, unless some other condition (such as a shunt) applies.

Alarm Type: An alarm determined by its unique priority, global shunt status, forced note, auto clear and RTN separate alarm characteristics, and the message displayed when an alarm is reported.

Alphanumeric: A combination of numeric, alphabetical and, in some cases, symbols found on a keyboard or display.

Annunciation: A device that indicates a condition. This condition can be announced by a message on a computer monitor, a flashing sign, a bell, or similar device, and by a combination of these things.

Antipassback: An access control feature that reduces the likelihood that two or more people can use the same access credential to gain admission to a controlled area. This is done by requiring that the credential be presented upon entrance to an area and again when leaving the area. If the same credential is used for two entrances without an exit in between, an alarm is triggered and access is denied.

Arm Points: Enable specific input points to report alarms when they occur.

Arm: To enable.

Audit: The act of checking something to make sure it is correct. *Example:* Checking wiring connections.

AUX Port Alarm: An alarm triggered when the panel senses a communication failure from the auxiliary port.

B

Badge: A card that provides information about the person who is using it; usually a photo ID.

Badging: The act of creating an ID card. Photo badging includes a picture on the card.

Bar Codes: A series of black lines of various thickness that represents a code which is read through an optical reader and is interpreted by a computer or EAC system.

Battery Backup: A battery that supplies power to a device when standard primary AC power has been abruptly cut off.

Battery Low Alarm: A soft alarm that announces that the battery on a control panel is low.

Biometrics: The ability to use a person's physical characteristics such as an eye, to uniquely identify a person.

Buffer: Store transactions in the panel's RAM memory. Once stored, the information can be retrieved at a later time (called *unbuffering the panel*).

Buffer All: The act of buffering all panels.

С

Capture: Acquire a graphic image by scanning or video.

Card: Any type of credential used to carry electronic information in an electronic access control system.

Card Event: A card read. WIN-PAK can be programmed to initiate a variety of actions in response to a card event, depending on the status of the card.

Card Holder: A person who has been enrolled into the access control system.

CCTV: Closed circuit television.

Central Station: A remotely located control and monitoring center that supplies a client with monitoring services.

Chain of Events: A process that starts at one device and triggers numerous other devices and/or actions before it is done.

Cold Restart: Restarting a panel after the power has been completely removed, then restored. This might happen after a storm knocks out power to the area. After a cold restart a panel's programming is missing and the panel needs to be initialized.

Communications Loop: See Loop.

Configuration: The way in which computers, software and related equipment are interconnected to operate as a system.

Contact: An electrical switch that can be open or closed state. That state may be electrically, magnetically or physically controlled.

Continuous Reads: A software setting that enables a panel to continuously monitor a card reader and/or keypad. If this is not enabled, all cards and keypunches are ignored until the panel completes the actions dictated by the previous card read or keypunch.

Control Panel: A specialized computer that manages access for specific doors and related devices (e.g., N-2000).

CPU: *Central processing unit.* It is the main chip (microprocessor) in a computer and control panel.

D

Data: Information. At the lowest level, data is represented as an electrical signal and is interpreted as a code. At the highest level, data represents information that people can read and understand.

DC: Direct Current.

De-energize: To remove energy from an output point. On a system, the normal state of an output point is "de-energized."

Default: A standard condition or setting. Default settings are those provided by software prior to customization by the user.

Default Time Zone: A standard time zone that is always in effect unless overridden by another process or feature.

Dial-Up: (Also dial-in, dial-out) A system of control panels connected to a communications line (loop or multi-drop) that is not directly connected to a computer. To communicate with the panels, the computer must use a modem at its end to connect with a modem on the communications line. The act of establishing a connection is called *dialing* as in "dialing a telephone number."

Disable: To render a function or feature unavailable.

Distributed Processing: The ability of control panels connected to a single communications loop or multidrop line to function independently from one another, yet communicate to and receive information from a central computer.

Distributed System: A computer network wherein each device (a PC or control panel) can work independently of one another, yet at the same time, communicate with one another.

Documentation: Any written record of activities and processes.

Door Contact: This is a position locator that senses when a door is fully closed or open.

Duplex Printing: Printing on two sides of a single material, such as two sides of an access card.

Duress Alarm: A special alarm from a keypad reader which indicates that the card holder is being forced to provide entry to a secured area.

Duress: An event in which a card holder is being forced to provide entry into a secured area by an unauthorized person or people. A keypad can be configured in a way to produce a duress alarm when the user types in the PIN number.

Ε

EAC: Electronic Access Control.

Egress Button: A button by a controlled door that, when pushed, sends a signal to the controller indicating that someone wants to leave the area. this device may also mechanically allow the door to unlock, overriding the control.

Egress: To exit. See also free egress.

Electronic Access Control: Controlling entry into a physical area by means of a controller and electronic components including locks, readers, sensors, buttons and more.

Enable: To make a feature or function on the system usable.

Enclosure: An electrical utility box. It can hold control panels, splices, power outlets, etc.

Energize: Activate. Often refers to the state of an output point. Output points are in a normal state when they are "de-energized." An energized state means that the output is active.

EPROM: Erasable Programmable Read-only Memory.

Exit Button or Switch: When pressed or tripped, this device allows a person to exit from a controlled area. See also free egress.

Exit Reader: A reader that controls egress from a controlled area; used in anti-passback applications.

F

Facility Codes: The first part of the ID number on some cards, providing a higher degree of security against a duplicate card number being used in a system.
Fail Safe Lock: A lock that is in the unlatched or unlocked state when the unit is not energized.

Fail Secure Lock: (Also known as *Non-Fail Safe.*) A lock that is in the latched or locked state when the unit is not energized.

Firmware: The computer chip (PROM or EPROM) that runs a control panel. Firmware chips are identified by a version number.

Floor Plan: A view made up of ADVs placed on a floor plan background, showing the layout of an access control system; used to monitor and control devices in the system.

Floor Plan Background: A floor plan, graph or other digital graphic saved as a Windows Metafile (.wmf) that can be used to create a floor plan view.

Follow: In an interlock, a second point (component B) takes on the same state as the triggering point (component A). See *Invert Follow*.

Forgiveness: This feature adjusts the use of antipassback to accommodate people who did not properly exit the anti-passback area. When forgiveness is enabled, a person who did not use the proper exit reader will be allowed to use the enter reader the following day without an anti-passback violation occurring. This may not provide the desired effect in a third shift situation. *Example:* A card holder who enters a controlled area, but does not leave until the next day, would cause the system to go into alarm the next day because the card was not used to check-in before checking-out.

Format J: Enables the J card format on a panel. This accommodates the 35 bit card number where the first 20 bits are read as the card number and the balance as the site code.

Format L: Enables the L card format option on a panel. This allows the card number to be linked with the site code, creating a linked card number. **Free Egress:** Allows exit without requiring the presentation of a credential. This is usually accomplished by using an egress button, motion sensor that trips a momentary shunt of the door alarm input, thus allowing exit without an alarm.

G

Global Shunt: A period of time when all the points assigned to an event type are shunted, regardless of time zones entered on individual points records.

Ground Connection: A point where a cable is bonded to the grounding system.

Ground Fault: A grounding problem that needs to be corrected for proper system operation.

Grounding System: A unified (bonded) system designed to drain excess electrical energy from a circuit in order to protect life and property, and reduce the potential of signal interference.

Group: A group of output points that are activated by an input point or reader. This usually refers to a configuration used to program elevator cab door access control.

Η

Hard Buffer/Soft Buffer: A hard buffer command overrides any number of soft buffer/unbuffer commands. If a panel receives multiple unbuffer commands, it will remain buffered until it receives the same number of unbuffer commands. If the panel receives a hard unbuffer command it changes to unbuffered mode, regardless of the number of soft buffer commands it has received.

Hard Unbuffer/Soft Unbuffer: A hard unbuffer command overrides any number of soft buffer/unbuffer commands. The software keeps track of the number of buffer commands received by panels. The panel remains in buffered mode until it receives the same number of unbuffer commands. If the panel receives a hard unbuffer command it changes to unbuffered mode, regardless of the number of soft buffer commands it has received. **Hardware Components:** The individual physical components in an access control system. These include the communications loop, panels, locks, readers, sensors, CCTV cameras and monitors, printers and workstations.

Hardware: The physical equipment that makes up an access control system.

Hardwired: A system of control panels connected to a communication line (loop or multi-drop) that is connected directly to a computer.

Holidays: Exceptions to the normal way of operating an EAC system. A holiday on a weekday, for example, can cause normally opened doors to remain locked.

Host Computer: The main computer in an EAC network that is directly connected to a controller or controller network. Holds EAC software and databases, and manages the system.

I

Icons: A picture or graphic that represents a concept.

Infrared Barcode Cards: A bar code card where the bar code information is opaque to visible light, but transparent to Infrared light. The bar-coded information on the card may be read by the reader, but not copied by a photocopy machine.

Input: A point which receives information. An input device, such as an egress button, sends information to a control panel. Software monitors the state of an input. When that input state changes, such as when a related input device sends information to the panel, software regards that input as being in a state of alarm.

Insertion Card or Token: A card or token that is inserted into a reader, rather than swiped through or passed near a reader.

Integration: The art of controlling electronic devices through activities known as "chains of events." Especially, in EAC, controlling CCTV and other systems in a unified way.

Interlock: Refers to creating a chain-of-events between input and output points.

Invert Follow: In an interlock, a second point (component B) takes on the opposite state as the triggering point (component A). See *Follow*.

J

Job Specifications: All the written documentation that must be followed in order for a job to be correctly completed.

K

Key Control: In an EAC system, key assignment and control is managed by the controller.

Keypads: A keyboard device, often, but not always, limited to numbered keys between 0 to 9.

L

Latching: The manual use of electronic access control credential in which one credential read causes a lock to unlock and a second read locks the lock. The lock changes state only after a credential is read.

LED: Light Emitting Diode (a small lamp).

Local Relay: The communication occurring between an input device and an output on a control panel.

Log In: Signing in to the system. When system operators change shift, the new operator logs in.

Log Out: Signing out of the system. When system operators change shift, the operator leaving the shift logs out.

Loop: A communications network wherein the communications cable begins and ends at the same point, with control panels linked at increments along the *loop*.

Low Voltage: When a battery is too low the N-1000-III and IV panels can be configured to report a low voltage alarm.

Μ

Memory: In a control panel, this refers to the amount of information that can be handled or stored provided by RAM (Random Access Memory) chips.

Message: Information displayed on the Alarm Detail screen in response to the activity (state changes) of an input.

MIP: See Multiple Interlock Protection.

Modem: A device that translates digital signals to analog signals and the reverse, allowing a computer to send information over a standard phone line.

Multi-drop Line: A cabling configuration used for 485 communication networks wherein control panels are connected to a length of cable by t-taps.

Multiple Interlock Protection (MIP): An option requiring that all input points tied to a single output be returned to a normal state to de-energize the point. Without this option, only one input needs to return to the normal state to de-energize the output.

Multi-technology Cards: A single card that uses several information technologies, such as magnetic stripe and bar codes.

Muster Area: A designated area where people go to be acknowledged as being safe during an emergency.

Ν

NEC: The National Electrical Code.

No Action: In an interlock, a second point (component B) does nothing in response to the state change of the triggering point (component A).

Node: A connection point on network cable. It indicates that a computer is linked to the network.

Non-Distributed System: A computer or EAC network that requires a single "host computer" that supplies the programming and decision making resources to other computers and EAC controllers in the system.

Normally Closed (NC): Refers to contact points that always touch when a device is in its normal position.

Normally Open (NO): Refers to contact points that do not touch when a device is in its normal position.

Numb Mode: Disables readers for a set period of time following a card read.

0

Off Line: Disconnecting one computer device from another that stops the flow of information between them.

On Line: Connecting one computerized device with another in a way that can send information between them.

Operating Humidity: The relative humidity range in which a device can operate.

Operating Temperature: The temperature range in which a device can operate.

Operator: A person who operates the system directly through the software; a user. Operator privileges are determined by operator level or individually.

Operator Level: The granting or denying of a privilege to control, view, or edit an aspect of the access system to a system user or operator.

Output Control Group: A configuration of output points that are grouped in such a way that all can be activated when the status of a single input point changes. This is commonly used in elevator applications.

Output: This can refer to a location on a controller at which an output device (such as a lock) is connected, or a point on the controller which software controls to produce a transaction.

Override: Reverses a condition. When a locked door is overridden, it is unlocked and the reader shows a valid access.

P

Panel: An access control panel. Typically an N-1000-III or N-1000-III/IV.

Panel Primary Power Alarm: An alarm reported when a control panel loses primary power.

Panel Reset Alarm: An alarm triggered when a control panel is reset.

Parallel Port: A plug on a computer that is normally hooked up to a printer.

Parameter: Specific information (often a number) that controls the behavior of the system.

Passive Infrared Sensor (PIR): A small motion sensor commonly used above doors in an EAC installation. A dual technology PIR combines passive infrared and microwave or passive infrared and ultrasound.

PC: personal computer.

Piggybacking: See Tailgating

PIR: A passive infrared sensor, which is usually installed above a door and senses motion in an EAC installation. A dual technology PIR combines passive infrared and microwave or passive infrared and ultrasound.

Poll Response Alarm: Refers to an alarm that occurs when panels do not respond when polled by the software. Three polling attempts are made. If there is no panel response during these attempts, the alarm is reported. This has a default priority of 1 (very high).

Poll: Asking for information. In a computerized system, one computer asks another for information.

Port Expander: A special device that allows you to have more than two serial ports on a personal computer.

Port: A place where you can connect a communications cable or device into a computer.

Power Drop: The change in the available electrical voltage or current supplied to a device. This is a function of the size and length of the supply wires.

Power Fail Reroute: An option that reroutes the Power Fail alarm from Input 8 to Input 19 on N-1000-II panels only when using the AEP-5 (optional supervised input).

Power Supply: The source of power that changes AC to filtered DC.

Priority: See *Alarm Priority*.

PROM: Programmable Read-only Memory.

Pulse: A command to energize an output point or shunt an input point for a specific amount of time.

Push Bar: A door-unlatching device. When pushed, it releases a lock. If the push bar is connected electronically to the controller, it signals the controller that an egress event has taken place.

R

RAM: Refers to random access memory used in a computer or control panel.

Reader: Any device that reads encoded information from a card or token and transmits the information to a control panel.

Real Time: Processing events as they happen.

Redundant: Having two or more ways of doing things. Redundant hardware indicates that two or more items exist for every single function. The duplicate hardware can replace failing hardware at a moment's notice.

Re-enable: Return the system to normal operation.

Relay: An electronically operated switch that, when activated by a change in conditions on an electronic circuit, activates other devices on the same or another electronic circuit.

REX: Request-to-exit device. Refers to a button, pushbar or similar device that allows free egress without setting off an alarm.

RFI: Radio frequency interference.

S

Secure: To arm or enable.

Serial Port: A plug on a computer that is normally used for communications functions. These functions include attaching a computer to a modem, or a computer to communications loops that are connected to control panels.

Server: The host computer. This is the computer which maintains the system or system functions.

Shunt: The automated or manual means through software, to ignore an input or an input alarm.

Shunt Points: The act of suppressing the ability of input points from reporting an alarm.

Shunt Time: The length of time a door open alarm is suppressed (shunted) after a valid card access or free exit request. This time should be just enough to allow a card user to open a door or gate, pass through and then close it.

Signal Strength: Indicates the size or quality of an electrical signal. The signal strength decreases as the length of its path in the medium increases. The media type (generally cable) and length are selected so that a signal can travel from the transmitter to the receiver and still be interpreted. If the signal is transmitted via a radio signal the choice of antenna type and location will affect the signal strength.

Specifications: Rules and measures governing what a device does and how it can be used.

Split Time Zones: An option that allows you to apply different time zones to readers on a single panel.

Stand-alone System: A single, independently working computer or EAC controller that is not networked with other computers.

State: A device's current mode. A change of state means that the mode of a device has changed.

Status: The current state or condition of a system parameter, such as the state of an alarm point.

Supervision: Special electronic protection of a communications line that is accomplished by sending a continuous or coded signal through the circuit. When this feature is enabled, any change of the circuit will be detected and a tamper alarm will result.

Surge Protection: A device that prevents power surges in system or power wiring from affecting or damaging the EAC system or its components.

System Administrator: A system operator who maintains full privileges to all applications that are part of the access control system. This person is familiar with hardware components and the software that controls them. He or she is also responsible for assigning passwords and privileges to other system operators.

System Operators (Users): The people who operate the system directly through WIN-PAK 2.0. Operator privilege is determined by Operator Level.

System Thresholds: The maximum number of components the system is designed to handle.

Т

Tailgating: In access control, this is the act of two or more people entering a controlled area by using a single card. (Also known as *piggybacking*)

Tamper Alarm: An alarm related to the tampering of the systems, such as opening the N-1000 control panels cabinet or removing a reader from a wall, etc.

Tamper Switch: A special switch or contact sensor used to create an alarm when an enclosure or device is opened in an unauthorized manner.

Tampering: The unauthorized act of destroying, modifying, or removing a device.

Terminals: Points on a circuit board where cables from various devices are attached.

Throughput Rate: This can be the rate at which people or vehicles pass through a controlled area, or the rate that information (data) moves through the computer and controller network.

Time and Attendance: The means of recording employee time and attendance through a computer-controlled reader.

Time Zone: A range of times and days of the week that are assigned to clearance codes (access levels). These allow usage of the system within their specifications.

Timing: A procedure that times events so the controller can determine whether the event is normal and within limits or not.

Tracking Areas: An area defined by readers. When a person is inside the tracking area, the computer reports that that person is being tracked until such time as that person uses a muster reader or a different tracking-area reader. This feature does not require anti-passback.

Transaction: An event that occurs as a result of a card read, alarm, or other physical or software action or circumstances occurring at a panel or workstation in the system. All transactions are recorded in the real-time Transaction History log.

Transmit when Buffer Full: Enables a panel to transmit all activity reports when the buffer nears capacity.

Trigger: An input or condition that initiates a set response to an output or action.

Trouble State: A condition when an alarm circuit is out of specified tolerance, which may indicate tampering or other troubles with the alarm point.

Troubleshooting: The act of figuring out a problem through deductive reasoning.

TTL: Abbreviation for Transistor-Transistor Logic.

Turnstile: A type of rotating gate that allows only one person through per valid card read..

U

Unbuffer: A panel mode in which transactions are not stored in the panel's RAM memory. When a panel is unbuffered, it transmits stored information to a computer, then continues to transmit ongoing access transactions to that computer. *See Buffer.*

Uninterruptable Power Supply (UPS): A device that continues to provide power even after the main power has been accidentally shut down. It also protects equipment against voltage spikes that can cause damage.

Unshunt: See Shunt.

UPS: See Uninterruptable Power Supply.

Users: The people who operate the system directly through the software; operators.

User Defined Fields: User-customizable fields for the Card Holder Database.

W

Wiegand Card: A card that has specially treated wires embedded in it that, when it passes through a Wiegand reader, emit a discrete electrical signal.

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