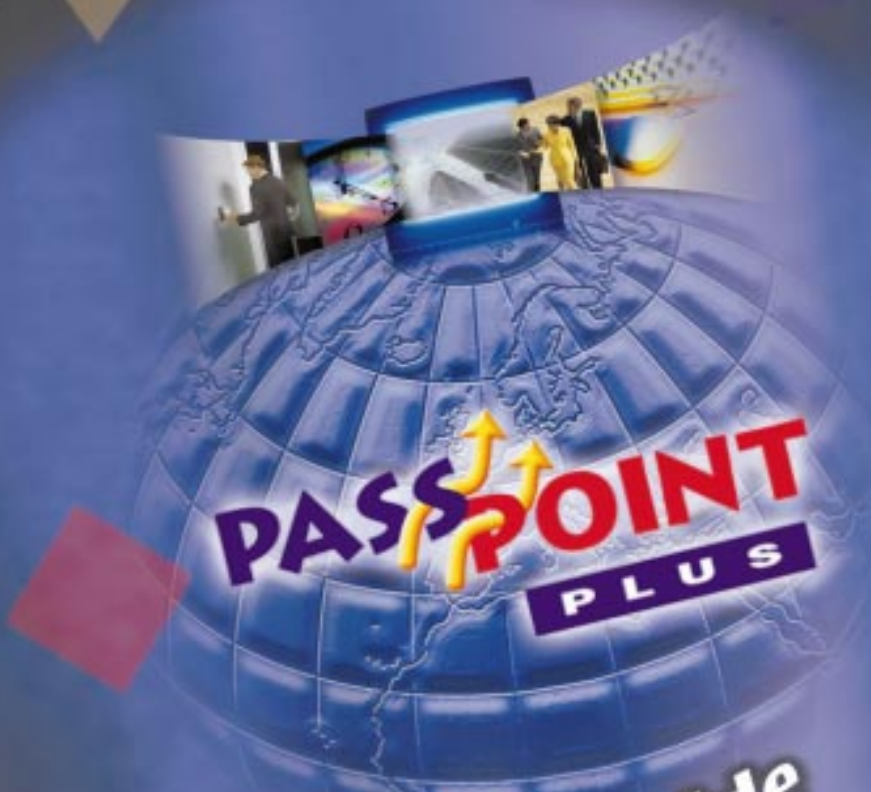

PASSPOINT PLUS

User Guide

ADEMCO GROUP
INTEGRATED SYSTEMS

NORTHERN COMPUTERS, INC.

PassPoint *Plus*

Release 2.00

USER GUIDE

For Access Control Kits

ADEMCO GROUP
INTEGRATED SYSTEMS

NORTHERN COMPUTERS, INC.

K4878 03/00

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165 Eileen Way, Syosset, NY 11791

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Table of Contents

Chapter

1

Introduction

This chapter describes the content of this guide and explains the basic use of the PassPoint *Plus* program. In this chapter you will learn:

- **What this guide is about and what its contents are**
- **What the PassPoint *Plus* Windows software is and how to use it.**

About This Guide

This guide is for users of the PassPoint access control system. It contains everything needed to operate the system on a day-to-day basis once the system has been installed and properly configured.

Who is a user?

A *user* of the system is a person who interacts with the system through its interface. Users can control readers, set time schedules, enroll ID cards, etc.

Users interact with the system on a completely different level from cardholders. Cardholders are the people who occupy the premises. They have nothing to do with the configuring or operation of the system. A user will most likely be a cardholder, but a cardholder does not have to be a system user.

For example, the PassPoint premises security manager is both a cardholder and a PassPoint user. He is a cardholder because he has an access badge to allow him access to the premises. He is also a system user because he is responsible for configuring and operating the PassPoint system. He sets up time schedules, enrolls new ID cards, etc.

There are four different levels of PassPoint users. They are: Installer, Masters, Managers, and Operators. Each of these user levels are explained in detail in the following chapter of this guide.

What's in this guide?

All of the tasks that a system user performs are described in this guide.

When using the system, you will be working with the PassPoint *Plus* system interface. This system interface allows you to perform all of the tasks needed to configure, monitor, and operate your PassPoint system.

PassPoint *Plus* can operate in different languages. Please note that all displays and examples in this manual are presented with English as the defined default language.

What Is PassPoint Plus?

PassPoint *Plus* is a Windows software program that installs and runs on your system computer. Essentially, PassPoint *Plus* allows your computer to communicate with the main logic board of the system.

With PassPoint *Plus*, you can configure all of the options necessary to get your system up and running, perform system maintenance, and monitor system functions. While monitoring the system, PassPoint *Plus* displays a scrolling list of system events. A user can then log on and enter the program's visually oriented system, which allows full screen editing of configurable options.

The PassPoint system does not need to be connected to the PassPoint *Plus* computer in order to function. The computer is used only to configure and monitor the system. Once the system is up and running, the computer can be disconnected (either intentionally or unintentionally) without disrupting the operation of the system.

System requirements

In order to install and run PassPoint *Plus*, your computer will need to have the following minimum configuration:

Minimum

- **Pentium-II® 200 MHz**
- **32 megabytes RAM**
- **80MB free hard disk space**
- **Windows 95, Windows 98, or Windows NT 4.0 (service Pack 3)**
- **SVGA video display, 800 x 600 resolution, 256 color**
- **Mouse**
- **Configured printer for reporting**

Recommended

- **Pentium-III® 400 MHz or better**
- **64 megabytes RAM or better**
- **80MB free hard disk space or better**
- **Windows 95, Windows 98, or Windows NT 4.0 (service Pack 3)**
- **SVGA video display, 800 x 600 resolution, 256 color**
- **Mouse**
- **Configured printer for reporting**

Optional

- **Sound Card, Modem, and Internet connection (for custom event handling)**
- **Integral Flashpoint Lite (or better) Video card for on-screen video support**

- **Twain-compliant image-input device, such as a digital camera and/or scanner, for cardholder imaging if desired**
- **Badge Printer for printing custom badges using the PassPoint Badger**
- **2 Hayes-compatible 28.8 modems (or better) used for PassPoint administration**

Display Setting Recommendations

It is preferred that PassPoint Plus be used with an 800 X 600-display resolution with at least 16-bit color depth and a normal or small font setting.

Other System Issues

The PassPoint *Plus* software will function properly with respect to basic features using the minimum required system. However, if you intend to use many of the optional features, such as custom event processing, or you intend to have a sizable configuration of hardware and/or cardholders, you will want to use at least the recommended system.

Starting PassPoint Plus

To start PassPoint *Plus* on your computer:

1. **Select *PassPoint Plus* from the Windows Program menu.**

   In a few moments, the system will prompt you for a user name and password:

2. Enter your user name and password and click *OK*.

Both the default User name and Password are *installer*. Default logins exist for Installer, Master, Manager, and Operator; however, you need to log in as Installer in order to be able to do the complete installation. Once the system is operational, you should change the default logins for the system.

Once you click ***OK***, the Connect MLB Server window appears on your screen.

3. Click on *Connect* to perform operations on-line with the MLB, or click on *Close* to perform operations off-line.

Once you make a selection, the main *Plus* window appears on your screen.

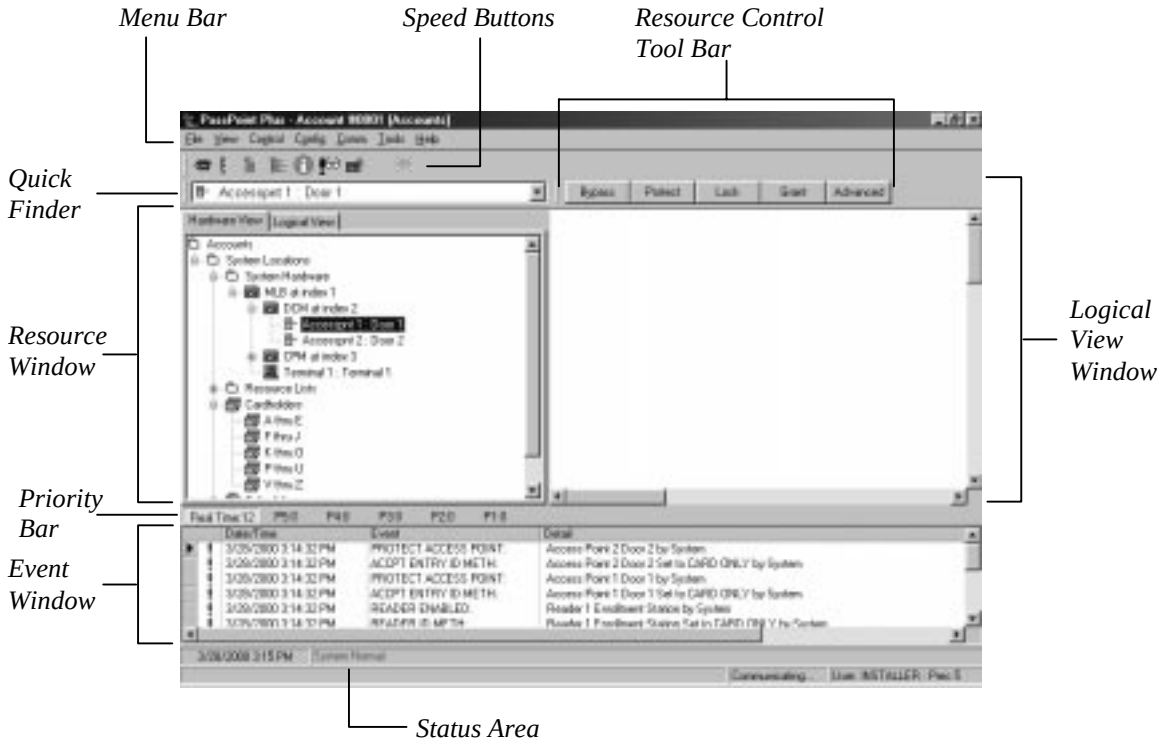
Always close PassPoint *Plus* before shutting down your Windows computer. Improper shutdown of your computer can cause the computer to experience shutdown problems, as well as possibly corrupting the PassPoint *Plus* database.

The PassPoint Plus Environment

PassPoint *Plus* has been designed to be simple to use. If you are already familiar with operating in a Windows environment, you should have no trouble finding your way around the PassPoint *Plus* screen.

Major screen components

The following illustration shows the main PassPoint *Plus* screen as it might look if the system were fully up and running. It includes cardholders, time schedules, etc.



The display shown above contains the default layout that is programmed into the PassPoint software. The content of the display and its arrangement may be changed by the installer or user.

Menu Bar - The menu bar allows you to select commands for the operation of the program.

Quick Finder - The Quick Finder lists all of your system's components and resources. Use the list to quickly locate the system objects you are looking for.

Resource Window - All of your system resources are listed in the Resource Window. Resources can be modules (like MLBs or DCMs), relays, zones, triggers, etc. Certain objects in the Resource Window can be controlled by right-clicking on them or on a Resource List that contains them.

Priority Bar - The priority bar allows you to select what is displayed in the Event Window. You may display a chronological listing of all events as they occur or a chronological listing of events for any one of the 5 priority levels.

Event Window - Each time a new system event occurs, it appears in the Event Window. Examples of system events are bypassing a zone, enabling a relay, disabling a card reader, etc. The most recent event appears at the top of the list in the Event Window.

Status Area - The Status Area provides information about the current operating conditions of your PassPoint system. Whenever an important system event or trouble occurs, a message indicating the event appears here in red.

Logical View Window – In the Logical View Window, floor plan(s) or 3-dimensional view(s) can be created showing the

location of all of your system resources. Resources can be modules (like MLBs or DCMs), relays, zones, triggers, etc. Certain objects in the Logical View Window can be controlled by right-clicking on them.

Resource Control Tool Bar - The resource control tool bar contains buttons when you select certain items or certain resource lists. These buttons allow easy control of the selected item. For example, during operation, if you select an access point in the resource window, 5 buttons (Bypass, Protect, Lock, Grant, and Advanced) are displayed.

Speed Buttons - Like the menu bar, the speed button bar allows you to select commands for program operation. Each speed-button function has a corresponding menu command on the menu bar. If you are unsure of the function of a button, place the cursor over the button; a help bubble is displayed.

NOTE: If you have live video on your system, a Live Video button will be shown with the other Speed Buttons on the main screen. When live video is enabled, the Live Video screen shown below will be displayed in the lower-right corner of the screen. It is important to note that if you close the live video screen by clicking on the "X" button in the live video screen, the screen will close but, your live video button will still be indicating that live video is enabled. This will not cause any harm but, the next time you chose to enable the live video, you will need to click on the button twice (off and on).

Chapter

2

User Levels

This chapter explains how to use PassPoint user access codes. In this chapter you will learn:

- **What the four PassPoint user levels are and how they are used**
- **About the different level of system access provided by each user level**
- **How to assign user codes**

Understanding User Levels

A *User* of the system is a person who interacts with the system through one of its interfaces. Users interact with the system on a completely different level from occupants. Remember that occupants are cardholders. These are the people who occupy the premises. They have nothing to do with configuring the system's day-to-day operation. This is the job of users.

There are four categories, or levels, of users. Each level has a different degree of access to the system. The four user levels are:

- **Installer**
- **Masters**
- **Managers**
- **Operators**

Installer

The system supports **one** Installer-level user.

The installer is the only user who is allowed to alter the hardware configuration of the system. That is, he/she is the only person who can determine which doors, zones, readers, relays and such are used by the system.

The installer can also arm and disarm the burglary features of PassPoint, as well as control all access points (i.e., bypassing and locking) and general resources (i.e., output relays and triggers). If the installer arms the system, any other user can disarm it. The installer cannot disarm the system once it has been armed by another user.

Lastly, the installer can modify the occupant card database and view the event log.

Masters

The system supports **four** Master-level users.

While the installer is the highest-authority user of the system, a master is intended to be the highest-authority user of the system who remains on premises.

A system master can perform all access control and burglary protection features as well as control uncommitted resources (i.e., system resources not associated with access points). The system master can also perform occupant card database management functions.

Because the system master is the highest-capability user on the premises, the master is most likely be the "chief of security."

Managers

The system supports **eight** Manager-level users.

A system manager can not perform access control or burglary-related control functions. A system manager can perform occupant card database management functions and perform event log and data extraction functions.

Managers will most likely be comprised of Human Resources or Accounting personnel. A manager's interaction with the system primarily consists of card database maintenance or accounting data extraction.

Operators

The system supports **eight** Operator-level users.

The operator user level is intended to be assigned to guards. When a user computer terminal is installed at an entry point manned by a guard, the guard can interact with PassPoint in order to visually verify an occupant's identity before allowing entry. If the entry point is programmed for visual verification, upon the occupant's swipe, the guard is prompted with the occupant's name. The guard must then indicate if the occupant's identity is correct before PassPoint will allow the door to open.

An operator can perform access control and burglary-related functions. An operator cannot alter the occupant card database.

Every user has an access code

Each user of the system, whether an installer, master, manager or operator, is given an access code. This is the code the user uses to log-in to the system. You have already seen how to log-in using your default installer code.

In this chapter you will see how to change your default installer code, as well as how to assign codes to the other users of your system.

User Level Permissions

In order to help you understand the four user levels, the following table lists each of the tasks available to each user level from the menus of the *Plus* system interface.

Function	Installer	Master	Manager	Operator
File				
Save As (current configuration as a template)	❍	❍	❍	❍
Select Account	❍	❍	❍	❍
Close Account	❍	❍	❍	❍
Delete Account	❍			
New Account	❍			
Account Information	❍	❍	❍	❍
Monitor Accounts	❍	❍	❍	❍
Preferences	❍	❍	❍	❍
Exit	❍	❍	❍	❍
View				
Collapse Tree	❍	❍	❍	❍
Compress Tree	❍	❍	❍	❍
Real Time Events	❍	❍	❍	❍
Clear Events	❍	❍	❍	❍
Tool Bars	❍	❍	❍	❍
Resource Status	❍	❍	❍	❍
Event Browser	❍	❍	❍	❍
Control				
Shutdown MLB	❍	❍		
Set Defaults	❍	❍		
Set MLB Time	❍	❍		
Re-Sync Schedules	❍	❍		
Locate Cardholder	❍	❍	❍	❍
Forgive Entry/Exit	❍	❍		❍
Forgive APB	❍	❍		❍

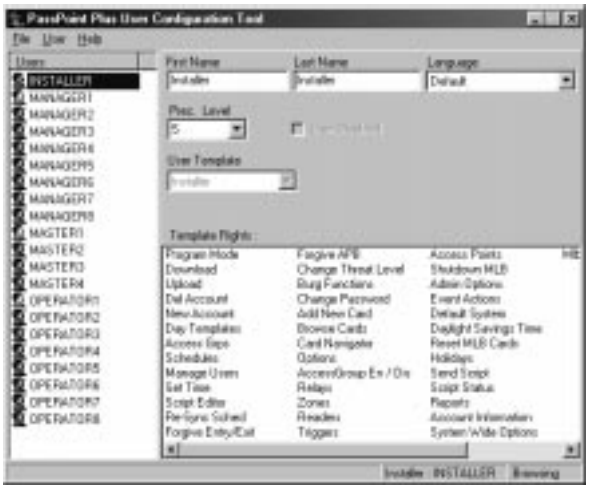
Function	Installer	Master	Manager	Operator
Threat Level	❍	❍		❍
Burg	❍	❍		❍
Config				
Hardware				
Module				
Add	❍			
Delete	❍			
Properties	❍			
Enroll	❍			
Configure				
Partitions	❍			
Resource Lists	❍			
System Wide Options	❍			
Download	❍	❍	❍	
Upload	❍			
Admin	❍	❍		
System Wide Options	❍	Priorities and Event Handling Properties Only		
Day Templates	❍	❍		
Holiday	❍	❍		
Schedules	❍	❍		
Access Groups	❍	❍		
Event/Actions	❍	❍		
Daylight Savings	❍	❍		
Cards	❍	❍	❍	❍

Function	Installer	Master	Manager	Operator
Com				
Connect	❍	❍	❍	❍
Setup	❍	❍	❍	❍
Tools				
Manage Users	❍	Yourself, Manager, and Operator Only	Yourself and Operator Only	Yourself Only
Change Password	❍	Only your own	Only your own	Only your own
Reporting	❍	❍	❍	
Event Monitor	❍	❍	❍	❍
Configure Tool	❍	❍	❍	❍
Help	❍	❍	❍	❍

Assigning User Codes

All PassPoint user codes are assigned the same way, using a dedicated dialog box that lists all the current user codes for the system.

To reach the User Configuration Tool dialog box, select *Manage Users* from the *Tools* menu. A Login screen is presented requesting your password. Enter your password and then the following screen will be displayed:



This dialog box allows the names of the users to be configured and displays each user's privileges. Note that because there are varying levels of log-in authority, any user using this dialog box can change only their own properties or properties of users at a lower privilege level.

This dialog box has two panes. The left pane lists the log-in users and the right pane displays the details about a selected user.

The dialog box also displays a status bar along the bottom. The two right-most panes of the status bar display the current user and whether any edits have taken place. If no edits have been performed on the selected user, the right-most status pane displays "Browsing." Once an edit has been performed that has not been saved, this pane displays "Editing." **In order to save any edits, use the *User...Save Changes* menu command or click on a different user in the User list.**

Users List

Click a user in this list in order to update the detail display on the right side of this screen.

Fields

First Name - You can edit the first name of each user in this text box.

Last Name - You can edit the last name of each user in this text box.

User Disabled - Click this box if you want to temporarily disable a user's access.

Prec. Level - Select this drop-down list so that you can choose the precedence level of each user. Remember that precedence levels define which users have authority over other users, schedules, cardholders, and actions.

User Template - This field indicates the type of user that is being edited.

Template Rights

This list displays the capabilities of the selected user. These capabilities are defined by the User Template and cannot be changed.

Menu commands

File Menu

Select *Exit* from the File Menu when you have finished editing user data.

User Menu

Reset Password – Use the Reset Password menu command when you want to set a user's password back to its default. Doing this will set the password back to INSTALLER, MASTERx, MANAGERx, or OPERATORx (with x being the number of the log-in).

Save Changes – Use the *Save Changes* menu command when you want to save your edits without exiting the User Configuration Tool.

Help Menu Opens up the Help system.

Chapter

3

Managing Cards and the Cardholder Database

In this chapter you will learn how to:

- **Use the cardholder database**
- **Use the Card Wizard to add a single card or a batch of cards**
- **Add a card to the database manually**
- **Bulk edit cards**
- **Use the Card Monitor**

About the Cardholder Database

In order to keep track of all of its cardholders, PassPoint uses a database. The PassPoint cardholder database contains the names of all of the cardholders of the premises. It associates each cardholder with his/her ID card's code, as well as the cardholder's Personal Identification Number (PIN). It is here, in the cardholder database, that you assign cards and PINs to cardholders.

Adding cardholders to the system

Each time you want to issue a card, you are adding a cardholder to the database. In addition to the cardholder's name, ID card, and PIN, you can enter such information as the cardholder's access group assignments, the type of card he/she is using, etc. Some of this information is mandatory to enter. Other information is optional and is intended to make locating and managing cardholders easier.

For example, cardholders can be assigned to up to five different access groups, but they must be assigned to at least one. Otherwise, they will never be able to access any of your premises' access points.

Also, each cardholder card can be assigned to invoke a specific system action. The action can be set to initiate under a variety of circumstances, such as an access grant, an access denial, or an egress grant.

Cards can be assigned to cardholders on a temporary basis, allowing an expiration date or usage count to determine the period throughout which the card will be valid.

For example, if you want to give a card to a visitor for only one day, you can set the card to expire on the following day. Or, if you want the card to work for only three entries into your building, you can set the card to deny every entry request after the third.

Where do you start?

There are two main ways to enroll a card. One is to use the Card Wizard. The other is to use the *Add New Card* function. Both methods are explained below:

- **The *Add New Card* function**

  This function is chosen from the *Config* menu or *Add New Card* speed button, and brings up a dialog box that allows you to fill in the data for the card manually.

  Adding a card with the *Add New Card* function allows you the greatest flexibility. The Card dialog box contains a number of fields that can be edited and tailored for the particular cardholder.

  The *Add New Card* function allows you to add only one card at a time. If you want to add more than one card at a time, use the Card Wizard.

- **The Card Wizard**

  The Card Wizard is a PassPoint tool that lets you enroll cards quickly and easily. Using the Card Wizard, you can enroll a single card, or you can enroll a batch of cards.

  Adding a card using the Card Wizard allows you to add only basic, default information to the card. It does not allow you the flexibility that adding a card manually does. However, once you have added a card using the Card Wizard, you can go back and add more specific information to that card.

Using the Card Wizard

The quickest and easiest way to add cards is to use the Card Wizard. With the Card Wizard, you can add one card or a batch of cards.

The Card Wizard appears automatically as the last step of the configuration process:

To use the Card Wizard, simply follow the instructions and answer the prompts.

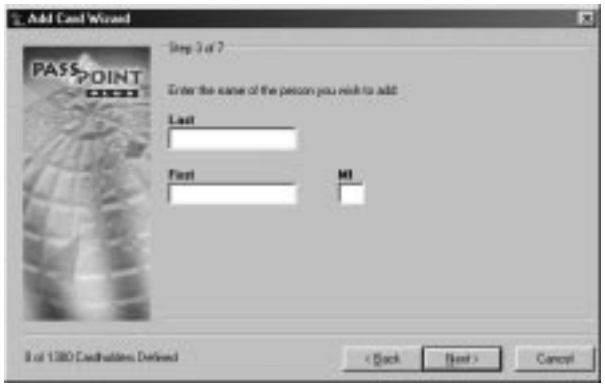
The first step is to determine whether you want to add one card or a batch of cards. Make your selection by choosing the appropriate option:

Adding a single card

To enter a single card using the Card Wizard:

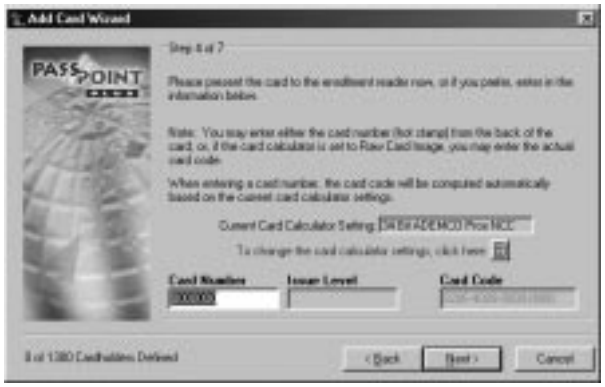
1. **Select *Add a single card* in the Wizard and click *Next*.**

   The Wizard asks you to enter a last and first name for the cardholder (i.e., the person to whom the card will be assigned):



2. **Enter the appropriate name information into the fields and click *Next*.**

   The system prompts you to enter card information:



If you have a Card Enrollment Kit, you can swipe the card at your enrollment reader to enter the card information. Otherwise, key the applicable card information into the screen manually.

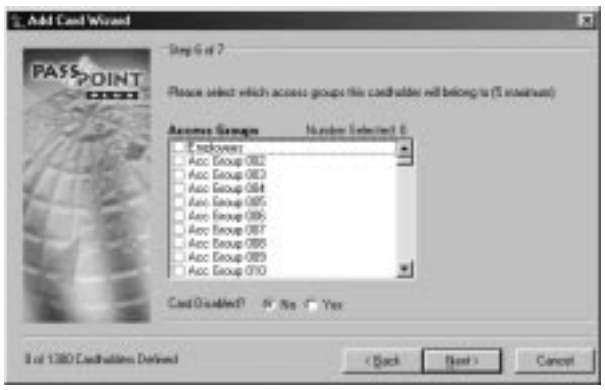
The default card setting is 34-bit ADEMCO proximity.

3. **Enter the card information and click *Next.***

   The Wizard asks you to enter a PIN number for the card. This is an optional step and needs to be done only if your system uses keypad readers that enable a PIN to be used:

4. **Enter a PIN number (if applicable) and click *Next.***

   Next, the Wizard will ask you to choose access groups for the card:



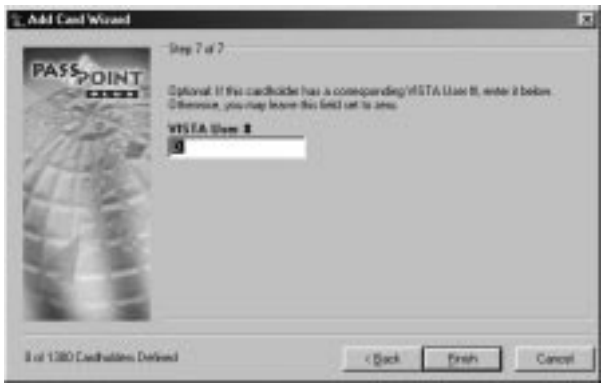
Each cardholder can be assigned to up to five access groups. To assign a cardholder to an access group(s), simply check the box next to the desired access group(s).

The ASK template includes one pre-set access group, called EMPLOYEES. This enables you to choose an access group without first having to create one. Later, you can modify or delete the EMPLOYEES access group if you want.

In order for a cardholder to have any access privileges at all, he/she must be assigned to at least one Access Group (unless the cardholder has been granted executive privileges).

5. Select the access groups for the card, then click *Next*.

The last step is to enter a VISTA user number (if applicable):



If the cardholder has a corresponding VISTA user number, enter it in the field provided. If not, leave this field blank.

6. **Click *Finish*.**

   The card will be added to the cardholder database. From here you can view, edit, or delete the card.

Adding a batch of cards

There are two ways to add a batch of cards: batch add and batch swipe.

Batch Add

Batch adding allows you to quickly add a batch of cards at one time. The Card Wizard will ask you to swipe (or manually enter) the FIRST and LAST cards in a batch. The cards must be in numerical order for this method to work. Once this is done, PassPoint automatically enrolls both the first and last card, and every card in between.

Using this method does not allow you to enter cardholder names for the cards. This must be done separately for each card, along with any other specific card information you want to add.

Batch Swipe

The batch swipe method also allows you to add a batch of cards, but this method requires you to swipe each card one by one at a card enrollment reader.

PassPoint prompts you to choose which access group the cardholder will belong to, and whether you want to assign a name to each card. Then, you are prompted to swipe your cards.

Adding Cards Manually

If you don't want to use the Card Wizard to add a cardholder to the database, you can simply add the card manually. Adding a card manually allows you greater flexibility, because there are many more information fields available to you that allow you to customize the card.

To manually add a card, follow the procedure below:

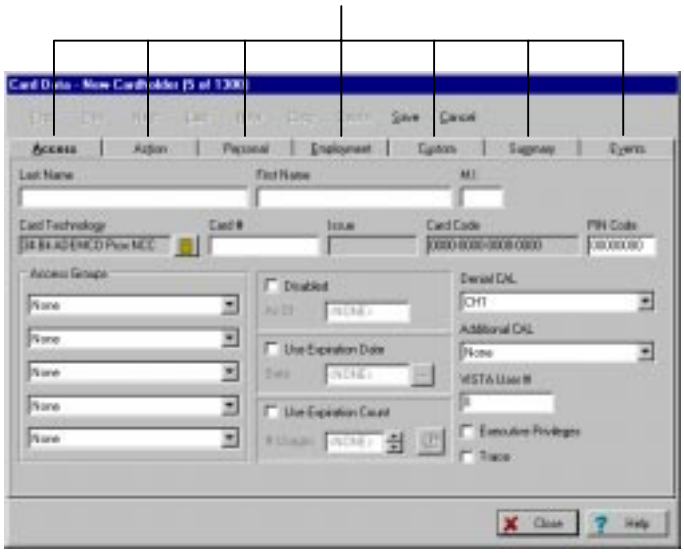
1. **From the *Config* menu, select *Cards>Add New Card* or click on the *Add New Card* speed button.**

   The Confirm dialog box appears:

2. **To add cards manually, click on *NO*.**

The Card Data dialog box appears:

Each tab allows you to add, edit, or view different data for the card.



Use the Card Data dialog box to add new cards, edit card data, delete cards, and view events by card.

The Card Data dialog box allows you to enter various types of information about each card. Each tab of the box displays a different set of data. When creating a new card record, you fill out these fields as applicable. Some of these fields, like a unique *Card Code* and/or *PIN Code* are mandatory while some others, like *Last Name* and *Access Groups*, are recommended. Others need not be filled, or already contain default data that can be used. The fields that you choose to fill out for each card will depend upon the cardholder, the needs of the installation, and other factors specific to the premises.

3. Fill out the fields of the first tab, *Access*.

The first tab of the Card Data dialog box is the only tab that contains fields that must be filled in for the card to function. Each of these tab fields is explained below:

Name (Last, First, MI) - Enter the name of the cardholder in these three fields. The name does not have to be unique, and the manner in which the name is capitalized is not important.

Card # - Enter the card number in this field. The card number entered will automatically compute the correct *Card Code*, provided that the proper *Card Technology* has been chosen.

Card Technology - In this field, select the proper card technology type that your system is using.

This field must be filled in correctly in order for the card to function. By default, this field reads "34 Bit ADEMCO Prox NCC," which is the type of card shipped with the Access Starter Kit.

Card Code - The card code is the actual code embedded in the card. This is the code that the system reads when the card is presented to a reader. This field cannot be edited unless the card technology being used is raw card image data, which is not normally used. It updates automatically according to the *Card #* entered and the *Card Technology* chosen in the two previous fields.

PIN Code - In this field, enter the 8-digit personal identification number (PIN) that you want to assign to the cardholder.

Personal Identification Numbers can be 3 to 8 digits long. A system option sets the PIN code length that is used throughout the system. All PIN codes in the system must be unique to a length of 1 digit less than the system PIN length. In other words, if the system PIN code length is set at 4 digits, the first 3 digits of ALL of the PIN codes in the system MUST be unique. The last PIN digit is a "don't care" — any PIN digit can be assigned in this position. However, never define a PIN

code that ends in "0." This is because any PIN code typed in at an access point that ends in "0" may be interpreted as an access request under duress. It might be wise to assign PIN codes that all end in the same digit — for instance, "9." This is because other special "last" digits may be used by future versions of the system. Note that if a card ID is not entered for this cardholder (as might be the case of PIN-only systems), data MUST be entered in this field.

Access Groups - In the list boxes provided, select up to five access groups for the card.

In order for a cardholder to have any access privileges at all, he/she must be assigned to at least one access group (unless the cardholder has been granted executive privileges).

Disabled - If you want to disable the privileges of the cardholder, check this box. While disabled, all of the cardholder's access privileges will be revoked. You can reinstate the cardholder's privileges at any time by unchecking this box. While disabled, the card remains in the system database. When disabling a card, enter a date that tells the system when to disable the card.

Use Expiration Date - If you want the card to become invalid after a specific date, check this box and enter the date in the field provided. Any attempted use of the card after this date will be denied.

Use Expiration Count - If you want the card to become invalid after a specific number of uses, check this box and enter the number of valid uses in the field provided. For example, enter "10" in this field if you want the card to allow only ten access grants.

Denial CAL and Additional CAL - These fields are for future use and are not active in this version of PassPoint *Plus*.

Vista User # - If there is a VISTA control panel user number associated with the cardholder, enter the applicable number in this field.

Executive Privileges - Check this box if you want to grant the cardholder executive privileges: full access to all of the system access points. The access groups assigned to the cardholder are not checked, so it is not strictly necessary to assign any access groups to the reader (although it is highly advisable, because executive privileges are revoked whenever the system is in Threat Level 5).

Note that enabling this field may have security ramifications that must be managed by the system's administrator. Also, if threat levels are used by the facility, any Executive Privilege card should also be assigned at least one access group. The access group assigned MUST be valid during Threat Level 5 so the person will have an escape path from the premises. Not providing such an escape path can have life and safety implications. Executive Privilege cards also retain all the access privileges of all cardholder authority levels.

Trace - Check this box if you want to log a trace event each time the card/PIN code is used. A trace event appears in the event log of the system and "traces" the movements and actions of the cardholder. Generally, this field is not used unless a card needs to be "watched" for some reason.

4. Fill in the fields of the remaining tabs, or click *Save*.

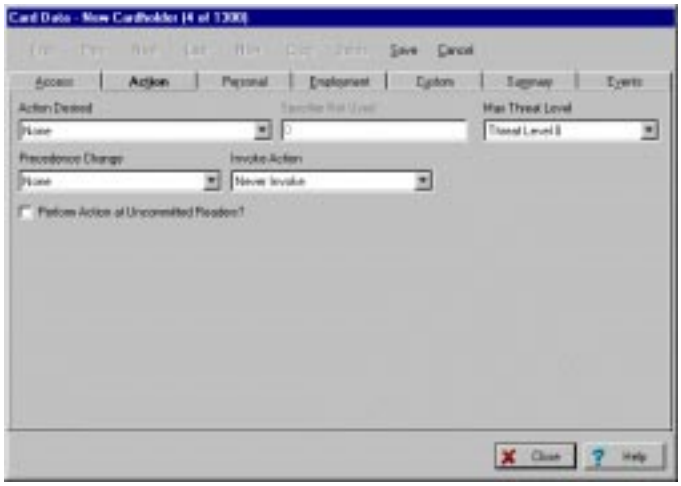
At any point after filling in the first tab fields, you can save the card record and add the card to the database.

The remaining tabs of the dialog box allow you to enter additional information for the cardholder. For example, the *Personal* tab allows you to add personal data about the cardholder, such as his/her address. The *Summary* tab allows

you to view summary information about the cardholder at a glance.

Using the Action tab

You can configure the system to perform a specific action whenever a specified event occurred with the card (such as an access grant). To do so, use the fields of the Action tab:



Use the Action tab to associate an action with the use of the card.

Action Desired - This is the function you want to occur when the card is used. Make your selection from the predefined list of actions.

Specifier - This is the system item acted upon. For instance, if you've chosen "Relay On" as your action, the specifier is the name assigned to that relay when it was configured.

Maximum Threat Level - This is the threat level at which the action will be allowed to take place. If the system threat level goes

beyond the setting for the action, the action will not be allowed to occur. The default value for this field is 0, meaning normal.

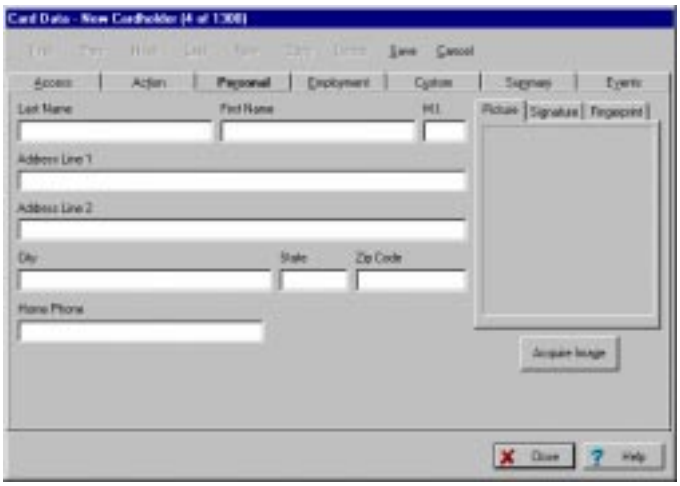
Precedence Change - This field indicates how the precedence level of the Specifier (above) will be affected when the action takes place. You can choose None, Clear the precedence level to 0, or Update to have the resource take on the precedence level of the cardholder.

Invoke Action - In this field, select the specific system occurrence upon which you want the action to occur. The action will take place only when the card encounters the situation specified in this field. For instance, you can select the action to occur when an access request is granted; or you can select the action to occur when an access request is denied.

Perform Action at Uncommitted Readers - Check this box if you want the action specified to occur when the card is used at an uncommitted command reader.

Using the Personal tab

You can enter personal information about a cardholder into the cardholder database. To do so, use the fields of the Personal tab:



Last Name, First Name, M.I. - These fields are duplicates of the fields found on the Access tab and are placed here for user convenience.

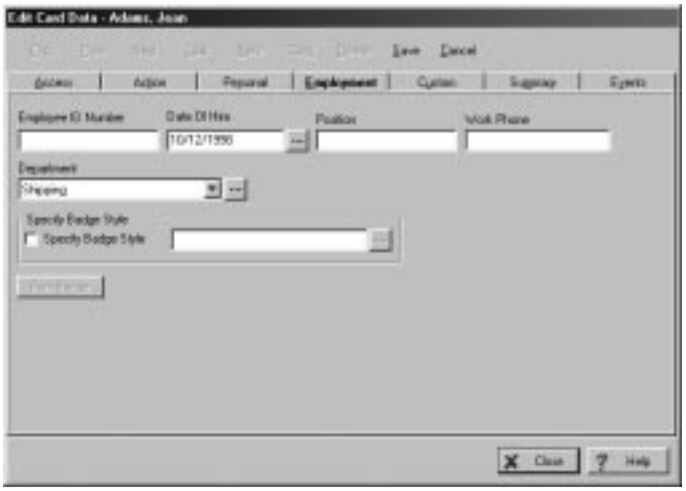
Address Line 1, Address Line 2, City, State, Zip Code, and Home Phone - The cardholder address and phone number can be stored in these fields.

Acquire Image (Picture, Signature, and Fingerprint) -The tabs in Acquire Image are used to store various bit-mapped images for the cardholder. These images can be acquired by using the Acquire Image button. The Acquire Image button allows the user to import an image from any TWAIN-compliant image source, or import an image from a disk file. A disk file image can be in any one of several graphic file formats including Bitmap, JPEG, and GIF. The Signature tab may be used in conjunction with most Windows-compatible writing tablets to capture a cardholder signature.

Note that, when the cardholder's picture is included in the database, the Card Monitor feature (described later in this chapter) can be used to view a cardholder's picture on cardholder initiated events.

Using the Employment tab

The cardholder database can also retain cardholder employee identification data. To enter cardholder employee identification data into the cardholder database, use the fields of the Employment tab:



Employee ID Number - This field is used to record the cardholder employee ID number.

Date Of Hire - This field is used to record the date the cardholder was hired. Valid dates range between January 1, 1950 through December 31, 3999. Clicking the button to the right of the Date Of Hire field will make a calendar be displayed.

Position - This field is used to record the cardholder's position/job title.

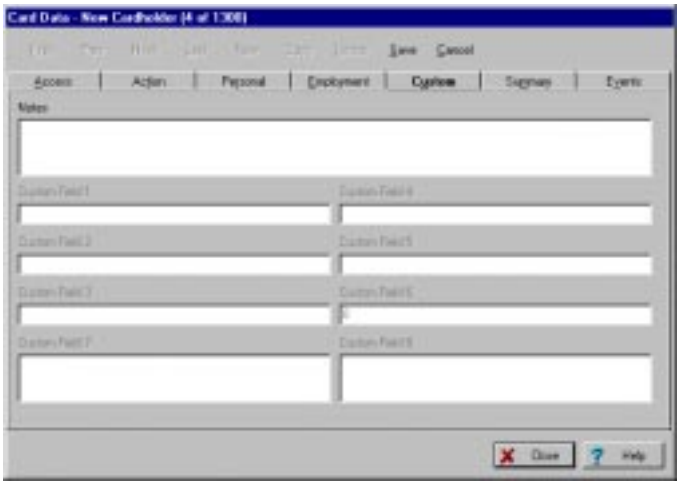
Work Phone - This field is used to record the cardholder's work phone number.

Department - This field is used to record the department that the cardholder works in. You can select from a list of departments already defined by clicking the down arrow at the right of the field. You can also create a new department by clicking on the button to the right of the field. When you click on the button, a Department / Badge Styles screen will be displayed where departments can be added or deleted and badge styles selected.

Specify Badge Style and Print Badge - This field and button are used to specify a badge style and print a badge if you are using the PassPoint Badger and have already created at least one master badge file.

Using the Custom tab

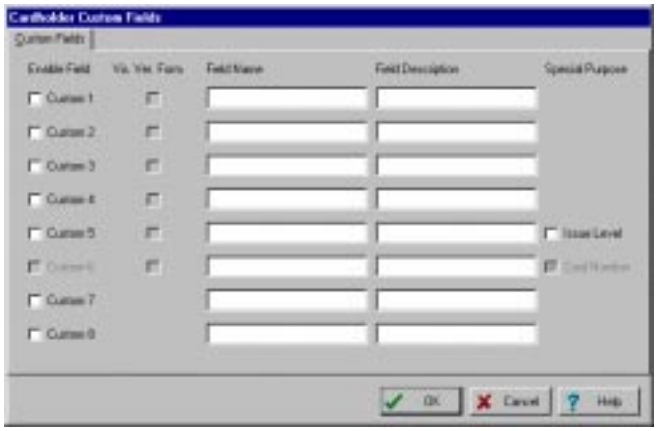
The *Custom* tab contains user-configurable fields that can include any pertinent information you wish. When you first open the *Custom* tab, it's essentially blank. This is because the fields have not been configured yet except, field 6. By default, field 6 holds the card number data.



To configure fields for the *Custom* tab:

1. **From the *Config* menu, select *Cards>Custom Fields*.**

   The Cardholder Custom Fields dialog box appears:



   This dialog box contains various fields that let you customize the *Custom* tab.

2. **Check off the boxes of the fields you want enabled.**

Custom Field 6 is reserved for use by the PassPoint *Plus* Program. It can not be edited or changed.

Enable Field - This allows users to type into these fields in the *Custom* tab of the Card Data dialog box.

Vis. Ver. Form - Check this box if you want the field displayed on the Visual Verification dialog box.

Field Name - In this field, enter the text to be used as the title of the field in the *Custom* tab.

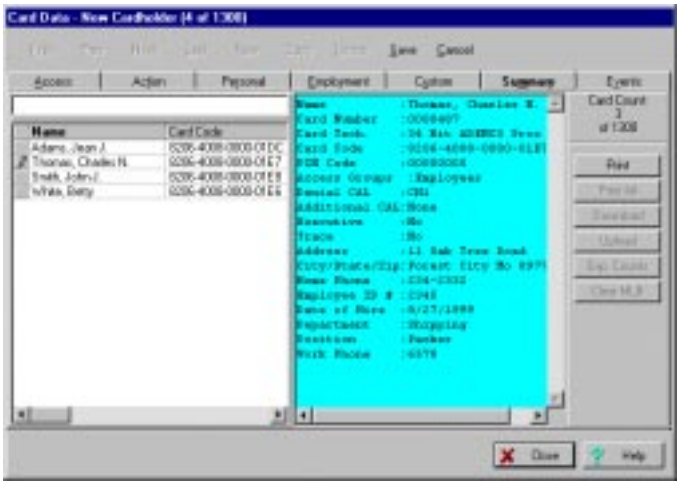
Field Description - In this field, enter the text to be used as the help text for the field in the *Custom* tab.

3. **Click *OK*.**

   The system automatically updates the information for the *Custom* tab. Next time you open the Card Data dialog box, the *Custom* tab will reflect the data you just entered.

Using the Summary tab

The Summary tab displays a summary of all identification information that has been recorded about a cardholder. When you are storing data for a new cardholder, the pencil symbol to the left of the Name denotes the cardholder whose summary information is being displayed. When defining a new cardholder, if you right-click on the pencil symbol, a sub-menu appears, asking if you wish to save or cancel the modified cardholder information.



When the cardholder summary is accessed during a Cards/Browse database selection, the Cardholder screen takes on a slightly different appearance and functions differently, as shown below:

The following functions are available when you are using the Cards/Browse database selection:

1. Right-clicking on a column head sorts the cards into order for that column head. For example, right-clicking on the column head for Name puts the cards into name order. (Note: Changing the sort of this list also changes the order of the card database as it pertains to the navigation buttons at the top of the form).
2. If you right-click in the area containing the listing of cardholders, a list of options appears for resorting the list into name, card code, PIN code, ID number, or card number order.
3. Once cards are sorted according to the desired field, you may search by beginning to type the desired information in the Search Edit box above the list of cardholders. As you type, the information is automatically completed for you as the system finds the nearest matching record. If you select a sort according to the Card Code, and are on-line with the MLB, you may swipe the card at any enrollment reader, once the input focus (cursor) is in the Search Edit box. The system searches the card database for the card swiped. If it is found, that card is highlighted in the list. Otherwise, an on-screen message appears stating that the card was not found.
4. The arrow to the left of the name indicates which cardholder the summary is displaying information about.
5. All command buttons on the right side of the screen become active. The buttons provide the following functions:

   Print - This button prints the summary information about the selected cardholder.

   Print All - This button prints the summary information about all cardholders.

   Download - This button downloads any changes in the card database to MLB. This button needs to be used only if the card database was modified while off-line.

Upload - This button clears the cardholder database from the computer and uploads the cardholder database from the MLB into the computer.

CAUTION: The Uplaod button should be used only in extreme conditions and with extreme caution, as it erases all non-access related cardholder information (address, custom fields, etc.).

Clear MLB - This button requests that the MLB default its copy of the card database and then asks you to re-create all of the card records on the MLB.

CAUTION: The Clear MLB button should be used only in extreme conditions, as you are attempting to restore the functionality of a defaulted MLB.

Using the Events tab

The PassPoint system can display events by cardholder over a selected period of time. To obtain this function, select the Events tab. The following screen appears:

To select a time period to display events for, position the cursor on the "from" date field and click the mouse. A dialog box appears asking you to select a starting date. Select the starting date. Then position the cursor on the "to" date field and click the mouse. A dialog box appears asking you to select an end date. Select the end date.

Events that have occurred for the selected cardholder during the selected period are displayed.

Note that on a new cardholder, the events log is empty unless you are re-assigning a card that was previously deleted. If you are re-assigning a card, if any prior activity occurred during the selected time period, these activities are displayed.

Bulk Editing Cards

The PassPoint program allows you to edit cards in bulk. This feature is normally used to change the content of a field in the

cardholder database for several cardholders at the same time. When you use this feature, you do not have to repeatedly call individual cardholder records and make redundant changes.

To bulk edit cards, follow the procedure below:

1. **From the Config menu, select Cards>Bulk Edit Cards.**

   The Bulk Edit Cardholders dialog box appears:

   The dialog box contains several items that are common to each tab in the Bulk Edit Cards dialog. These items are:

   Cardholder Selection Area – This area of the screen contains cardholder names, ID numbers, card numbers, personal data, access groups, and privileges. You can select multiple cardholders by using SHIFT-click and CONTROL-click mechanisms standard to Windows™ or you can left-click and drag up or down anywhere in the data area to select contiguous cardholder records. You can also use the Select All Cards or Clear All Cards buttons to set your selection of cardholders appropriately (see below).

   The presentation of this data in this area can be modified as follows:

- The order that cardholders are listed can be modified by clicking on the arrow at the top of each column. The sort order choices are ascending (first click), descending (second click), or none (default or third click). Note that the system ranks columns for precedence when it comes to sorting: Sorting is prevented on any column to the right of the first column a user selects from the left side of the screen.
- The order that columns are presented can be reorganized by clicking in the column heading to select the column, and then depressing and holding the mouse button while dragging the column to the location desired.

Delete Selected Cards – When you click this button, the systems asks you to confirm the deletion of the selected cards. If you answer "Yes," the card is either deleted or marked for deletion, depending on the status of that cardholder record, and is removed from the viewable list of cardholders.

Select All Cards – Click this button to select every cardholder in the selection grid.

Clear All Cards – Click this button to deselect every cardholder in the selection grid.

Perform – Click this button to insert into the cardholder data, any changes you have made on the current screen. At the end of the modification process, you are told exactly how many card records were modified. This number may not be the same as the number of cardholders that were selected. This is because if the data for a selected cardholder already matches the settings you wish to change to, then the cardholder record is not modified. If you have made changes to the current screen and select a different Bulk Edit Cards tab without clicking the Perform button, the system presents a message asking if you want to perform the changes before leaving. At that screen you can elect to perform the changes by answering *Yes*; to delete

the changes by answering *No*; or to remain on the current tab by answering *Cancel*.

Reset – Click this button to discard any changes you have made on the current screen.

Close – Click this button when all changes have been made. The screen is cleared and the changes downloaded to the MLB.

Help – Click this button to display the Bulk Edit Cards help screen.

Bulk editing cardholder access group assignments

When Cards>Bulk Editing is selected from the Config menu, the Bulk Edit Cardholders dialog box appears:

To change access group assignments for cardholders, observe the following procedure:

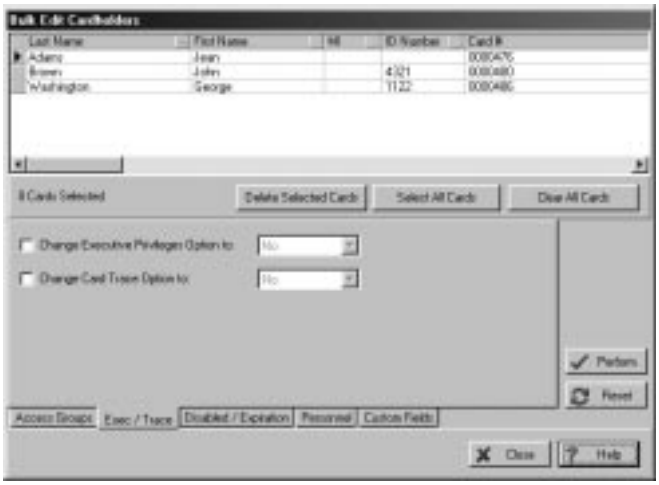
1. **Select the cardholders desired for an access group assignment change using one of three methods: press the Select All Cards button; Shift-Click on the cardholders; or Ctrl-Click on the cardholders.**

   Note that if it makes your selection easier, the order in which the cardholders appear can be changed using the sort features previously described.

2. **Select the access group to be changed (1 through 5) by clicking on the corresponding box.**
3. **Click the down-arrow to the right of the access group being changed and select a new group from the list presented.**
4. **Click on the Perform button. The changes are inserted into the cardholder data.**
5. **Repeat steps 2 and 4 for each access group being changed.**

Bulk editing cardholder executive privileges/trace

To bulk edit cardholder executive privileges and trace assignments, click on the Exec/Trace tab. The Bulk Edit Cardholders executive privileges/trace dialog box appears:



To change executive privileges/trace assignments for cardholders, observe the following procedure:

1. **Select the cardholders desired for an executive privileges and/or trace assignment using one of three methods: press the Select All Cards button; Shift-Click on the cardholders; or Ctrl-Click on the cardholders.**

   Note that if it makes your selection easier, the order in which the cardholders appear can be changed using the sort features previously described.

2. **Select "Change Executive Privileges Option to:" or "Change Card Trace Option to:" by clicking on the corresponding box.**

3. **Click the down-arrow to the right of the selected option and select No or Yes from the list presented.**

4. **Click on the Perform button. The changes are inserted into the cardholder data.**

Bulk editing cardholder disabled/expiration data

To bulk edit cardholder disabled and expiration data, click on the Disabled/Expiration tab. The Bulk Edit Cardholders disabled/expiration dialog box appears:

To change the disabled/expiration data for cardholders, observe the following procedure:

1. **To change the Disabled flag for some cardholders, proceed as follows:**
   a. **Select the cardholders desired using one of three methods: press the Select All Cards button; Shift-Click on the cardholders; or Ctrl-Click on the cardholders.**

      Note that if it makes your selection easier, the order in which the cardholders appear can be changed using the sort features previously described.

   b. **Select "Change Disabled Flag to:" by clicking on the corresponding box.**

c. Click the down-arrow to the right of the selected option and select No or Yes from the list presented.

d. Click on the Perform button. The changes are inserted into the cardholder data.

2. To change the Expiration Date Setting for some cardholders, proceed as follows:

a. Select the cardholders desired using one of three methods: press the Select All Cards button; Shift-Click on the cardholders; or Ctrl-Click on the cardholders.

Note that if it makes your selection easier, the order in which the cardholders appear can be changed using the sort features previously described.

b. Select "Change Expiration Date Setting to:" by clicking on the corresponding box. The Use Expiration Date field becomes active.

c. Click the Use Expiration Date box. The calendar field to the right of the box becomes active.

d. Enter a date in the calendar field. The date can be entered from the keyboard or you may click on the button to the right of the calendar field and select a date from the calendar displayed.

e. Click on the Perform button. The changes are inserted into the cardholder data.

3. To change the Expiration Count Setting for some cardholders, proceed as follows:

a. Select the cardholders desired using one of three methods: press the Select All Cards button; Shift-Click on the cardholders; or Ctrl-Click on the cardholders.

Note that if it makes your selection easier, the order in which the cardholders appear can be changed using the sort features previously described.

b. Select "Change Expiration Count Setting to:" by clicking on the corresponding box. The Use Expiration Count field becomes active.

c. Click the Use Expiration Count box. The count field to the right of the box becomes active.

d. Enter a count in the count field. The count can be entered from the keyboard or you may click on the button to the right of the count field until the desired number is displayed. Valid entries are from 1 to 65,534.

e. Click on the Perform button. The changes are inserted into the cardholder data.

Bulk editing cardholder custom fields

To bulk edit cardholder custom field data, click on the Custom Fields tab. The Bulk Edit Cardholders custom fields dialog box appears:

To change the custom fields data for cardholders, observe the following procedure:

NOTE: If a custom field or fields have not been defined in your system, the fields on this screen are not active.

1. **Select the cardholders desired for a custom field change using one of three methods: press the Select All Cards button; Shift-Click on the cardholders; or Ctrl-Click on the cardholders.**

   Note that if it makes your selection easier, the order in which the cardholders appear can be changed using the sort features previously described.

2. **Select the Custom Field to be changed (1 through 5) by clicking on the corresponding box.**

3. **Type the new custom field information in the custom field box to the right of the selected "Change Custom Field to:."**

4. **Click on the Perform button. The changes are inserted into the cardholder data.**
5. **Repeat steps 2 and 4 for each custom field to be changed.**

The Card Monitor

The PassPoint *Plus* program allows you to view a cardholder's picture on your computer screen when the cardholder causes an event to appear in the event log (i.e., access grant). To use this feature, the cardholder's picture must be part of the "*Personal*" record in the cardholder database and the PassPoint Plus computer must be connected to the MLB. Procedures are provided below for creating a Tool to call the Card Monitor and for Using the Card monitor.

Creating the Card Monitor Tool

The Card Monitor can be started by adding it as a tool in PassPoint *Plus*. To add the Card Monitor to the Tools menu, proceed as follows:

1. **Click on the *Tools* tab at the top of the PassPoint *Plus* screen.**
2. **Click on *Configure Tools* in the drop-down menu.** A Configure Tools screen is displayed.
3. **Click on the *Add* button.** A Tools Properties screen is displayed.

4. **In the *Title* area of the Tools Properties screen, type "Card Monitor."**
5. **Position the cursor in the Program area of the Tools Property screen and click on the *Browse* button**. The PassPoint *Plus* file directory is displayed.
6. **Scroll through the PassPoint *Plus* file directory until you reach "CardActMon.exe" and double-click on it.** The file is added to the Program area of the screen and the Working dir area of the screen is automatically filled in.
7. **Click on the *OK* button in the Tools Properties screen. The screen closes and the Card Monitor is added to the Configure Tools screen.**
8. **Click the *Close* button on the Configure Tools screen.** The Card Monitor is now an available tool for PassPoint *Plus*.

Using the Card Monitor

The Card Monitor is started by selecting it from the Tools menu in PassPoint *Plus*. To use the Card Monitor, proceed as follows:

NOTE: Your computer must be on-line (connected) with the MLB and the cardholders' pictures must be in their Personal record in the cardholders database for this feature to operate properly.

1. **Click on the *Tools* tab at the top of the PassPoint *Plus* screen.**
2. **Click on *Card Monitor* in the drop-down menu.** The Card Monitor is now running and a card monitor window is added to your screen. The card monitor window appears as follows:

When an event occurs (i.e., access grant), the cardholder's picture is displayed in the Card Monitor window as shown below:

Event information can be obtained using the Card Monitor window, or the Card Monitor can be moved, minimized, or exited as detailed below:

Obtaining Cardholder Event Information – Position the cursor in the picture area of the Card Monitor window and left-click the mouse. Information about the event that trigged the cardholder's picture display is presented. The information will appear as shown in the example below:

Moving the Card Monitor window – The Card Monitor window can be moved in either of two ways as detailed in **a.** and **b.** below:

a. Position the cursor on the bar at the top of the Card Monitor window, hold down the left mouse button, and drag the window to the position desired.

b. Position the cursor on the bar at the top of the Card Monitor window and right-click. A popup menu appears. Select *Move* from the popup menu and the Card Monitor window can be moved using your arrow keys on the computer keyboard to move the window or holding down the left mouse button and dragging the window.

Minimizing the Card Monitor window – The Card Monitor window can be minimized in three ways as detailed in **a., b.**, and **c.** below:

a. Position the cursor on the X at the top-right corner of the Card Monitor window and left-click the mouse.

b. Position the cursor in the picture area of the Card Monitor window and right-click. A popup menu appears. Select *Minimize* from the popup menu and the Card Monitor window is minimized.

c. Position the cursor on the bar at the top of the Card Monitor window and right-click. A popup menu appears. Select *Close* from the popup menu and the Card Monitor window is minimized.

Exiting the Card Monitor – The Card Monitor can be exited by right-clicking in the picture area of the Card Monitor window. A popup menu appears. Select *Exit* from the popup menu and the Card Monitor is exited and removed from the screen.

Chapter

4

Setting Administration Options

This chapter explains how to set several system-wide PassPoint parameters. In this chapter you will learn:

- **How to set access options**
- **How to select preset card format information**
- **How to set access point parameters**
- **How to use precedence settings**

PassPoint Administration Options

Administration options are system-wide parameters that affect how PassPoint operates on a day-to-day basis. Administration options differ from configuration options in that they may be changed more frequently and may be changed by "lower"-level system users (i.e., operators and managers).

Administration options include:

- **Access options**
- **Preset card format selection**
- **Access point parameters**
- **Precedence settings**

Each of these administration options is explained in detail in this chapter.

All administration options are set in a dedicated dialog box, called System Administration Options. To reach this dialog box, select *Admin* from the *Config* menu:

Use this screen to set your system administration options

Setting your administration options

Use this dialog just as you would any other PassPoint dialog box. Enter the data as necessary in the applicable fields. Some fields require you to choose from system presets. Other fields allow you to enter data directly from your keyboard. A detailed description of each field is provided in the following section.

When you are finished setting your administration options, click *OK*.

Administration dialog box fields

Below is a description of each field of the System Administration Options dialog box:

Access options

The fields in this section control how the system deals with certain access situations.

Pin Retry Lockout - How many times do you want an occupant to be able to enter an invalid PIN code before the system locks out the keypad? You can select from 1 to 6 attempts, or you can leave the default choice, "not used," if you don't want to use this feature.

Pin Retry Lockout Time - How long do you want your keypads to stay locked out after an occupant has continually entered an invalid PIN code (as explained above)? You can enter any number from 0 to 65535 seconds in this field. In low-security applications, the number of seconds that the entry side is locked out should be just enough to discourage people from tampering with the PassPoint system by "trying all possible codes." In higher security applications, it may be desirable to lock out the entry side of the

access point for longer periods of time - possibly long enough to dispatch a guard.

Anti-Passback Time - How long do you want the system to wait between access or egress attempts on the same card at the same card reader? This feature, known as anti-passback, prevents a person from gaining access by using a card that was "passed back" to him/her by a cardholder who has already used the card to enter the same area. Once a card has been used at an access point, it cannot be used again to pass in the same direction at that access point for the specified amount of time.

You can program any amount of time from 0 to 60 minutes in this field, although you should be careful not to make this time too long, as cardholders often need to pass through the same access point a number of times a day.

Preset Denial CAL - The Cardholder Authority Level (CAL) defines what system functions the card can perform.

Denial Override - Denial Override is a feature that allows systems requiring more configuration programming to be commissioned gradually. Turning Denial Override on, by checking this box, will automatically grant access to any Cardholder who otherwise would have been denied. The event history log will indicate that the access was granted under Denial Override, and indicate the reason why the card would otherwise have been denied.

The Denial Override feature can be useful in the early stages of commissioning the system. However, it is important that the occupants of the premises know that the system is not protecting them in the normal way. As the system's schedules and access groups gradually become programmed correctly, the number of cardholder access and egress grants that are given under Denial Override will diminish. The system administrator can review the event history log for the period this feature was in effect and look for problems with the schedule and access group programming of the system.

Grant Events on Locked Access Points - When this feature is disabled (unchecked), an access request at a locked access point will not be granted because the access point is locked. If this box is checked, an access request at a locked access point will generate an access grant. However, the relay will not be energized in either case.

Access point parameters

User Max Timed Bypass - PassPoint operators can initiate a bypass of an access point for a predetermined amount of time. This field defines the maximum length of time that the bypass can last. For instance, if the operator tries to bypass an access point for 20 minutes but the number set in this field is 10 minutes, the PassPoint program will convert any number entered that is greater than 10 to 10. The maximum number of minutes for this field can be set at any number between 2 and 65535.

Precedence settings

All hardware resources (i.e., access points, relays, readers, triggers, and zones) have a *precedence level* assigned to them. This precedence level, which can be between 0 (none) and 5 (the

highest), defines who or what can control the resource. The who or what can be a cardholder, an access group, an event-action, or an alarm panel. In order for one of these items to be able to control a resource, it must have a precedence level greater than or equal to the precedence level of the resource.

If you want to use the PassPoint precedence feature, select a precedence value for each item in this list provided.

Chapter

5

Access Groups

This chapter explains PassPoint access groups, a way of grouping cardholders who share common system privileges. In this chapter you will learn how to:

- **Create access groups**
- **Assign time schedules to access groups**
- **Assign access points to access groups**
- **Enable and disable access groups**
- **Setting entry/exit control for access groups**

What Are Access Groups?

An access group is a collection of cardholders who share common access privileges. In its simplest sense, an access group defines which access points may be used by a cardholder and when they may be used. When you create an access group, you define all the parameters that control how it functions. Then, when you assign a cardholder to the access group you've created, the privileges of that cardholder to use access points are governed by the access group.

Access group parameters

When you create an access group, there are three different areas of the access group that you must configure in order for it to function properly. All three configuration areas are covered in this chapter. They are:

- **Attributes**

  Here you define such things as the access group's name and what threat level it is valid under. You can also associate an action with the access group, to be performed whenever a cardholder belonging to the group identifies himself/herself to a valid access point.

- **Schedules**

  Here you define what time schedules apply to the access group. Time schedules control when the access group is valid and when it is not.

- **Access Points**

  Here you define what access points the access group has control over. Only those access points specified here can be accessed by the group.

To begin creating access groups, start with the first parameter area, attributes. See the next section of this chapter for instructions.

Creating access groups does not automatically apply them to cardholders. After creating an access group, you must apply it to your cardholders individually. Each cardholder can belong to up to five different access groups.

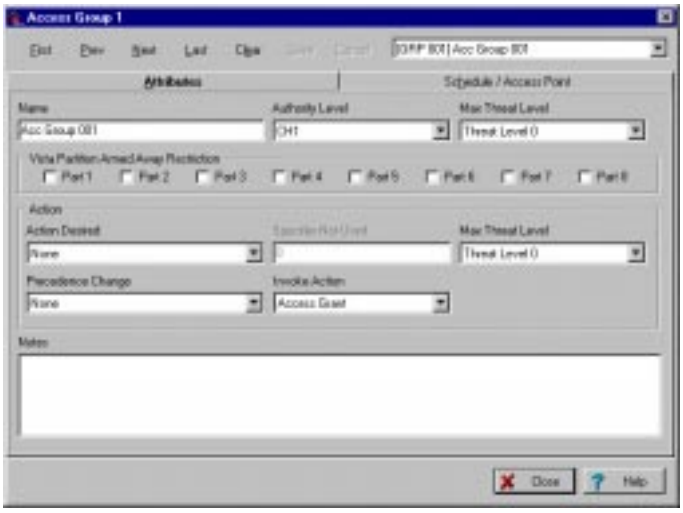
Creating access groups and setting attributes

The creation of an access group starts in the Access Groups dialog box. To create an access group and set its attributes, follow the procedure below:

1. **From the *Config* menu, select *Access Groups*.**

   The Access Groups dialog box appears:

Use this dialog box to create and edit access groups. The tabs contain various information about the access group.



When you first call up this screen, the *Attributes* tab is displayed. The elements in this screen define basic parameters about how the access group will function.

To create an access group, all you have to do is fill in the fields of the tabs, assign a name to the access group, then click *Save*. With PassPoint, you can create up to 128 different access groups. The list box at the top right of the dialog box lists all of your access groups. Because you haven't named or created any groups yet, all of these 128 access groups now simply have a number name, e.g., *Acc Group 001*.

2. **In the *Name* field, enter a name for the access group.**

   You should choose a name that describes the type of people who will belong to the group. For instance, if this access group will be applied to regular employees, you can name the group Regular Employees.

3. **Choose a *Maximum Threat Level* for the access group.**

   The maximum threat level indicates the threat level at which the access group will be valid (i.e., be allowed to function). If the system's threat level goes beyond the setting for the access group, the access group becomes invalid. The default value for this field is 0, meaning normal.

4. **In the area labeled *Vista Partition Armed Away Restriction*, select the VISTA partitions that must NOT be armed-away before access is granted.**

   This is an optional step, and can only be set for PassPoint systems connected to an ADEMCO VISTA series control panel.

   Select the checkbox for each control panel partition that must NOT be armed away in order for a member of the access group to be granted access to it. For instance, if you select the checkbox for partition number 1, a member of this access group will not be able to access these access points partition if the VISTA partition is armed-away.

5. In the area labeled *Action*, select an action and the details of what should occur. (Optional)

Each access group can be assigned an action that will take place whenever a Cardholder assigned to the group enters or exits a valid access point. There are five fields that need to be completed in order for this optional feature to function:

The *Action Desired* is the function you want to occur when a cardholder enters or exits an access point. Select the action from the predefined list.

The *Specifier* is the system item acted upon. For instance, if you've chosen "Relay On" as your action, the specifier is the relay name. In this case, you select the name from the predefined list.

The *Max Threat Level* indicates the threat level at which the action will be allowed to take place. If the system threat level goes beyond the setting for the action, the action will not be allowed to occur. The default value for this field is 0, meaning normal.

The *Precedence Change* indicates how the precedence level of the specifier will be affected when the action takes place. You can choose "None," "Clear the precedence level to 0," or "Update" to have the specifier take on the precedence level of the access group.

Lastly, in the area labeled *Invoke Action*, select when the action should occur. For instance, you can have the action occur whenever a member of the access group is granted access, when they are granted egress, etc.

6. To save the access group, click *Save*.

Clicking *Save* saves the information you've just entered. From here you can go on to create other access groups, but you still

need to assign schedules and access points to the access group you have just created. This is covered in the following section.

Assigning schedules to an access group

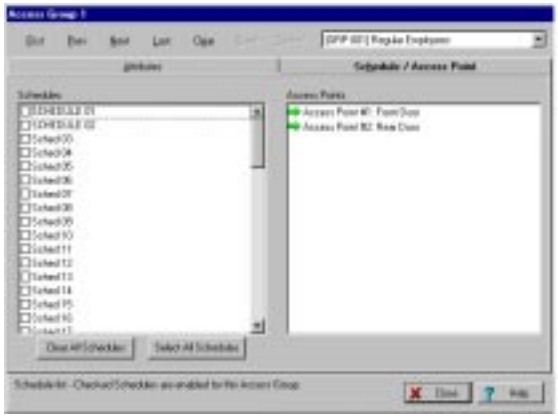
Assigning time schedules to an access group allows you to control the times that an access group is valid. When a time schedule is valid, so are any access groups that have that time schedule assigned as a parameter. If a time schedule is not valid, neither is the access group.

You must have already created time schedules for your system before you can assign them to access groups. Access groups cannot function without valid time schedules to tell them when to operate. Refer to Chapter 6 of this guide for instructions on creating system time schedules.

To assign time schedules to access groups, follow the procedure below:

1. **In the Access Groups dialog box, click the *Schedule/Access Point* tab.**

   This tab displays all of your time schedules and access points:



2. **Select the schedules you want applied to the access group.**

   To select a schedule, simply click on its checkbox. You can apply all the time schedules to the access group by clicking the *Select All Schedules* button.

3. **Click *Save* to save your changes.**

Removing a schedule from a group

You can remove a time schedule from an access group at any time simply by clicking on its checkbox again. Any checkbox that is not checked is not applied to the access group. If you want to remove all the time schedules from the access group, click the *Clear All Schedules* button.

Assigning access points to an access group

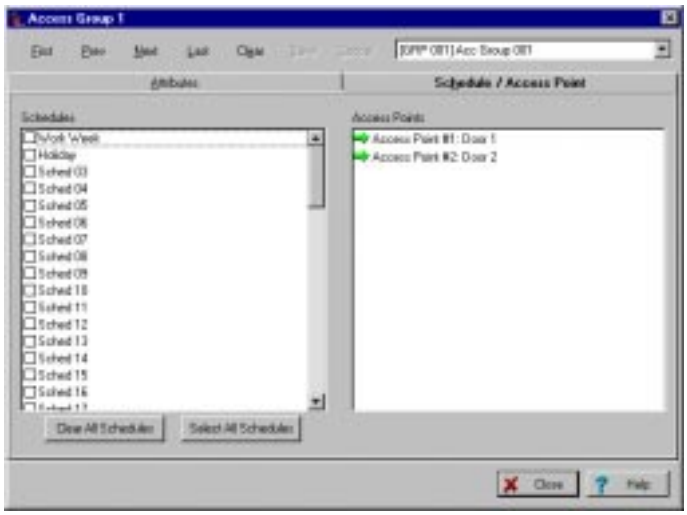
Each access group defines one or more access points that may be used by the members of the group. Access groups also determine the direction through which the group members may pass through an access point (entry, exit, or both).

It is up to you to apply access points to each access group you create.

To apply access points to a group, follow the procedure below:

1. **If necessary, click on the *Schedule/Access Point* tab in the Access Groups dialog box.**

   All of your system's access points are listed on the right-hand side of the dialog box:



2. **Click on the access point you want to add to the group, and select how you want it to function.**

   By positioning the cursor on an access point and right-clicking for a menu or double-left-clicking multiple times, you can choose how you want it to function for the applicable access group. In the example above, both access points are entry points; that is, this access group will be allowed to enter these access points. This is denoted by the green entry arrow. Depending on how the access point is configured, you can choose from the following four options:

- Entry
- Exit
- Both entry and exit
- Neither entry nor exit. In this case, the access point will be completely inaccessible to the access group.

All four entry/exit options are available only on access points that are both entry and exit. For instance, if your access points are all entry points without exit readers, you cannot choose the "Exit" or "Both" options. You can only select "Entry" or "Neither."

3. **Click *Save*.**

   Clicking *Save* saves your changes. If you close the Access Groups dialog box now, the system prompts you to save your changes to the database. If you are happy with the access groups you've created, download them now so that the database will be aware of them.

Disabling and Enabling Access Groups

There may be times when you want to temporarily revoke the access privileges of certain access groups. These may be emergency situations, times when the building is closed for maintenance, etc.

To disable/enable access groups, follow the procedure below:

NOTE: Your computer must be on-line (connected) with the MLB before enabling or disabling access groups.

1. **In the main PassPoint window, right-click on the access group you want to enable/disable.**
2. **Select *Enable* or *Disable* from the menu.**

   The access group you selected becomes enabled or disabled. A message appears in the event list explaining which access point has been disabled and by whom.

Disabling access groups can disable an occupant's ability to exit the building (if exit readers are used). Always make sure that occupants have a valid and usable path of egress from the premises.

Entry/Exit Control

Entry/exit control is a means of controlling and monitoring the flow of cardholders through a building. It's used in conjunction with access groups to either allow or deny group members to specific areas.

How does entry/exit control work?

The readers on either side of a two-reader access point can control access to two different areas in a facility. As cardholders move through the facility, the area they are moving into is recorded in the cardholder record. If the card is presented in an unexpected area, the condition is treated as an "entry/exit" violation and access can be granted or denied depending on the way the entry/exit control setting is programmed. Cardholder events that violate entry/exit rules always indicate that the exception has occurred and whether or not access was granted.

An *access partition* is a group of related readers at access points controlling access to the same area. To create access partitions, access point readers are assigned to areas when the access point is

configured. Each access point controls access to two areas if it is assigned to two access partitions. One of the associated access partitions is the area into which the cardholder enters when she/he traverses through the access point via the side_A reader. The other access partition is the one into which the cardholder enters when she/he traverses through the access point via its side_B reader.

For entry/exit control to function correctly, the installer must assure that any access point that controls traffic between two different areas can identify each user via a card reader or keypad. If a simple Request-to-Exit device is used, the system will not be able to recognize the cardholders and the entry/exit function will fail.

Similarly, if entry/exit rules are in effect, it is not a proper procedure to schedule entry/exit access points to bypass or unlock since this would lead to entry/exit violations for any cardholder who uses that access point.

There are three entry/exit control settings

When configuring entry/exit control for your access groups, there are three settings you can choose from:

- **None**

  Entry/exit control is an optional ACS feature and does not have to be used. If you select None (the default setting), no entry/exit validation will be performed.

- **Soft**

  When this setting is applied to an access group, validation of the entry/exit rules is performed. If an entry/exit violation is detected, a Soft Entry/Exit Violation Alert is logged and, if the cardholder would otherwise not be granted, she/he is granted access.

- **Hard**

  When this setting is applied to an access group, validation of the entry/exit rules is performed. If an entry/exit violation is detected, a Hard Entry/Exit Violation Alert is logged and the cardholder is denied access.

When a member of an access group subject to entry/exit rules attempts to pass through an access point, his current area is compared to that of the he last used. If the cardholder is found to be in the wrong area, an entry/exit violation occurs. If the entry/exit rule is "hard," the Cardholder is denied access. If the Entry/Exit rule is "soft," the cardholder is granted access (subject to the other normal rules) and, in either case, the event logged indicates that the violation occurred.

Configuring entry/exit Control

1. **In the main PassPoint window, right-click on the applicable access group.**
2. **Select *Advanced* from the menu.**

   The Advanced options dialog box appears.
3. **In the *Control* section of the dialog box, select the level of entry/exit control you want.**
4. **Click *Send*.**

Chapter

6

Time Scheduling

Your PassPoint system has a number of schedule- and event-related functions for controlling the flow of people through the premises. In this chapter you will learn:

- **How to create day templates for each day of the week**
- **How to create time schedules**
- **How to create event-action relationships to link system functions with particular system events**
- **How to re-synchronize schedules**

What Is PassPoint Scheduling?

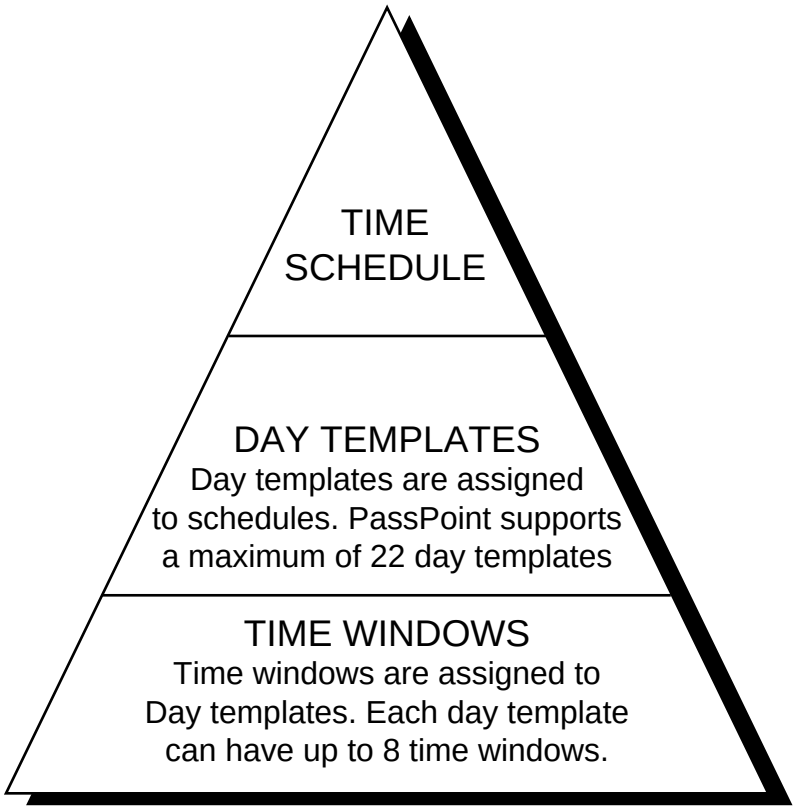
There are a number of functions that your PassPoint system can perform according to certain time parameters. These time parameters are known as schedules. PassPoint has several different types of schedules, but all of them either govern the ability of people to access the premises or cause an event to happen at a particular time.

For example, the Holidays feature of PassPoint scheduling allows you to regulate the access to your premises according to special days when the building might be closed (e.g. Christmas, Independence Day, etc.).

Essentially, there are two main steps involved in setting up PassPoint schedules. First, you must create day templates. Day templates are used to specify the time of day that an action can occur. You can create up to 22 different day templates.

Once you've created your day templates, you can create your time schedules. You have to create your day templates first because day templates are applied to schedules. Without day templates, a schedule wouldn't know when to function. Day templates dictate when the schedule is "active." You will be reading more about this later in this chapter. For now, you only need to know that you create day templates first, and then apply them to time schedules.

To better understand the hierarchy of schedules, refer to the diagram below:



Set the MLB Time

The main logic board of the PassPoint system must be set to the correct time in order for the system to operate properly. If your system time is not set or is set incorrectly, the system will not unlock doors at the correct times, keep proper track of database events, etc.

To set the MLB time:

1. **From the *Control* menu, select *Set MLB Time*.**

   The system will automatically set the MLB's time according to the time set on the system's computer. In order for the MLB time to be set correctly, the correct time must be set on the system computer.

Day Templates

The PassPoint system allows you to define *Day Templates*. Day templates are used to specify the time of day that an action can occur. They contain time windows that define start and stop times for actions. Then, when these day templates are applied to *time schedules*, the actions specified in the schedule will occur according to the times defined in the day template.

For example, you can create a day template that allows actions to occur only between 10:00 a.m. and 11:00 a.m. You can then apply this day template to the "Monday" spot in a time schedule. When that schedule is run, the action specified in that schedule (e.g., unlatching a relay) will occur only between 10:00 a.m. and 11:00 a.m. on Mondays.

Your system supports up to 22 day templates. Two of the day templates are predefined. Day template number 1 (01) is preset as "Never." When applied to a schedule, it means that the action specified in the schedule will never occur on that day. Day template number 2 (02) is preset as "Always." When applied to a schedule, the action specified will always occur on that day. It is important to note that these two day templates cannot be modified. Although they can be viewed on-screen, they are predefined and cannot be changed.

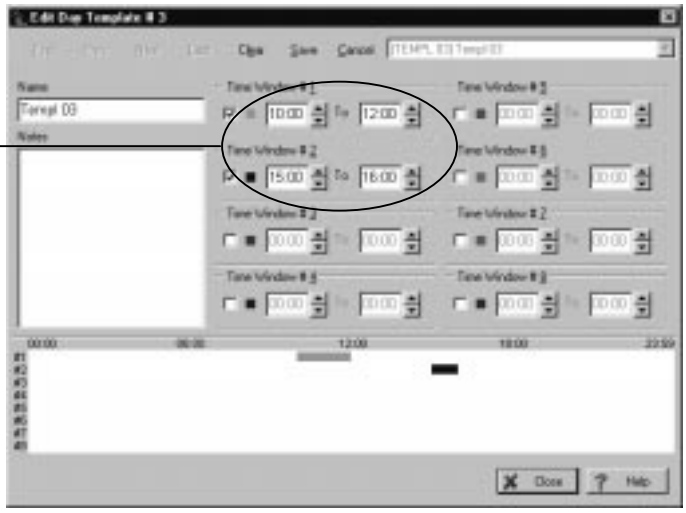
Each day template can have eight time windows

Aside from the two predefined day templates, all other day templates can have up to eight *time windows*. Time windows are a way of dividing up the day.

Each time window indicates a period of time during which a schedule that uses the template will be valid. Unlike the "Never" and "Always" templates, the templates you create can vary the times that the action takes place.

For instance, look at the sample day template shown below:

This day template uses two of the eight available time windows.



As you can see, this day template (Day Template 03) uses two of the available time windows (1 and 2). If this day template is applied to the Monday spot of a schedule, the action specified in the schedule will occur at 10:00 and end at 12:00 on Monday. The action will occur again at 3:00 p.m. and end at 4:00 p.m. All other times during Monday nothing will occur for the schedule, because there are no other time windows specified in the day template.

The time that each time window is active is shown graphically at the bottom of the dialog box. Each "bar" appearing in this area represents a different time window. The bars are color-specific for each time window to allow you to quickly view what time windows are active and when they are active.

Creating day templates

When creating day templates, there are several things to keep in mind:

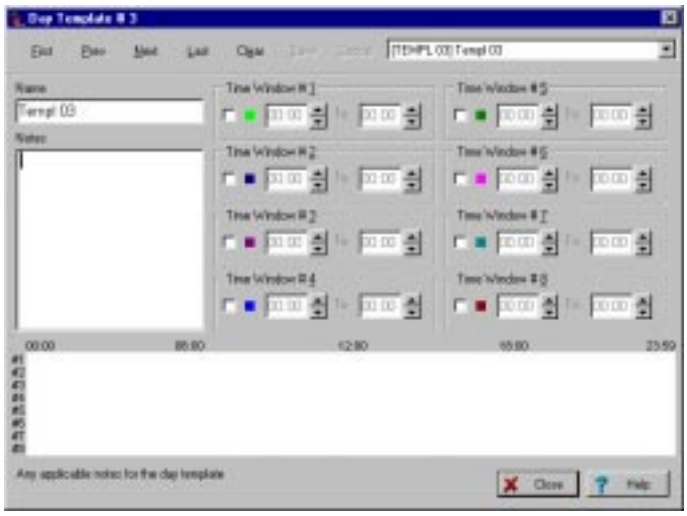
- **All time windows must start during the same day.**
- **Time windows cannot overlap.**
- **No time window can begin or end at exactly midnight (00:00).**
- **If a time window ends after midnight, no additional time windows can be added to the day template.** This is true even if there are fewer than the maximum number (eight) of time windows entered for the day template.

Although no time windows can start or end at midnight, you can create a time window that spans midnight. For instance, a time window that begins at 23:59 and ends at 23:58 is valid. It will start at 11:59 p.m. on the assigned day and end at 11:58 p.m. the following day.

To create a day template, follow the procedure below:

1. **From the *Config* menu, select *Day Templates*.**

   The Day Template dialog box appears:



Here you will name the day template you are creating and assign time windows to it. By default, the system always displays Day Template #3 first. Remember, Day Templates 1 and 2 are predefined by the system and cannot be edited.

2. **In the field labeled *Name,* enter a name for the day template.**

   Type the name for the day template directly into the field. You do not choose day template names from the name pool.

   Choose a name that is representative of the function the day template will be performing. For instance, if you are going to be using the day template to control a relay for turning on lights, you might name the day template "Office Lights."

   If you want to make sure you remember what the day template's function is, enter a description of the Day Template in the *Notes* field.

3. **Enter the start and stop times for the time windows.**

   Again, this information is entered directly into the applicable fields. First click in the applicable time window checkbox.

Remember to use the 24-hour time format. As you enter times in the time windows, graph bars appear at the bottom of the screen representing the times you've chosen for each time window.

4. **Click *Save*.**

   Once you have created the template, click *Save* to save the record. The name you have entered for the template will be associated with that template number in the list box at the top of the dialog box.

5. **Click *Next* to create another day template, or *Close* to close the dialog box.**

   Use the buttons at the top of the screen to navigate through the dialog box. If you want to create/modify the next day template, click *Next*. Or, if you want to go to a specific day template, choose the applicable day template from the list box. Always click *Save* to save your changes for each day template. Clicking *Close* closes the dialog box.

Holidays

In addition to setting up your day templates, you need to set up your system holidays before you start creating time schedules. Holidays are days of the work week when the "normal" work schedule does not apply to your premises.

For example, Thanksgiving might be a holiday for your premises. Even though Thanksgiving is always on a Thursday, you would not want the normal work schedule to apply to that day of the year if your business is closed. In other words, you don't want to allow people access to the premises on Thanksgiving.

Each holiday is assigned a calendar date and day template

PassPoint allows you to assign 32 holidays. Each holiday is assigned a calendar date and a day template. The calendar date is the actual day that the holiday occurs (December 25 for Christmas, for instance). The day template defines the time windows under which the system will function.

When a holiday is reached, say December 25, the day template you have assigned to the holiday is substituted for the day template indicated in the system's schedules.

For example, let's assume you have assigned December 25 as a holiday. Let's also assume you have assigned this holiday as Day Template number 5. If December 25 falls on a Wednesday, Day Template number 5 will be used on that day, instead of the day template normally assigned to Wednesday.

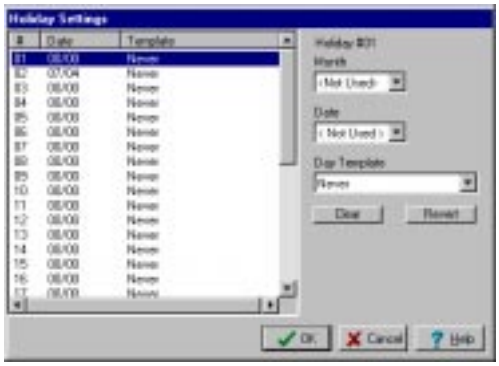
There is an exception to the rule above, in that you can also choose day templates for holidays within schedules. If you do this, the day template you choose for the schedule will override the day template chosen for the holiday for that schedule.

Assigning holidays

To assign system holidays, follow the procedure below:

1. **From the *Config* Menu, select *Holidays*.**

   The Holidays dialog box appears:



Here you assign the dates and day templates for your holidays. You can assign up to 32 holidays.

By default, the system assigns Day Template 1 to each holiday. Remember, Day Template 1 is the "Never" template. When this day template is applied to a schedule, the action specified in the schedule will never occur on that day. In the case of a holiday, this might mean that the access points never unlock, which might be what you want in the case of a holiday.

2. **Enter the *Month* and *Date* for the applicable holiday.**

   Enter the month followed by the day of the month. For instance, for Independence Day, you would choose "July" in the *Month* field, and "04" in the *Date* field.

3. **Enter the *Day Template* for the holiday.**

   If you want to use a day template other than the default selection, select the applicable day template number in the field provided.

4. **Repeat steps 2 and 3 for each holiday.**

   Again, you can enter as many as 32 holidays.

5. **Click *OK* when done.**

The Clear and Revert buttons

In addition to the data fields, the dialog box also contains two buttons, Clear and Revert. Clicking Clear clears the schedule you are editing, returning it to its default state (the Never template). Clicking Revert clears the most recent changes in the data fields, reverting them back to the previous data for the holiday.

Time Schedules

Once you have created day templates, you can start creating time schedules.

PassPoint performs actions according to weekly schedules. The system supports up to 64 weekly schedules, all of which you can configure to perform certain actions at certain times. By applying the day templates you've created to schedules, you can manage the days and times that access points are locked, triggers are energized, burglary zones are bypassed, etc.

For example, if you wanted PassPoint to automatically energize an uncommitted relay to turn on parking lot lights at 6:00 PM every day of the week, then turn the lights off again at 5:00 AM the next morning, you could create a schedule to do this. The schedule would tell the system what action to perform (energizing and de-energizing the relay). The day template applied to each day of the schedule would dictate the times the relay was energized and de-energized. (Keep in mind that the relay's ratings are 5A @ 28V max.)

When are schedules active?

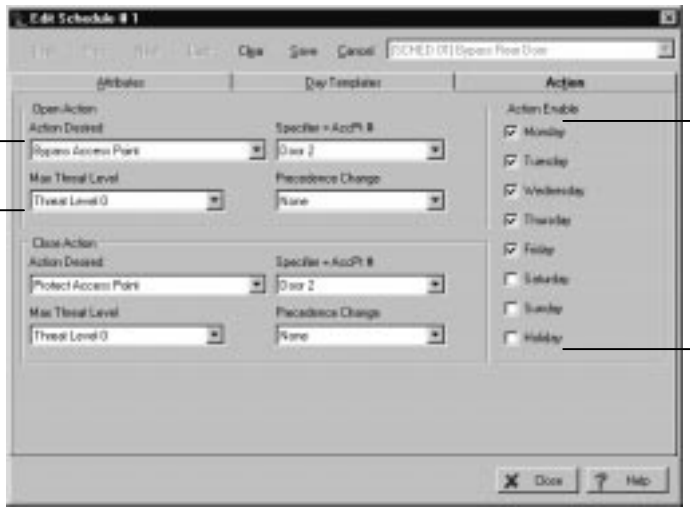
Any schedule can be valid at any given time, provided that the times dictated by the schedule's day templates have activated the schedule. In other words, whenever the times in a schedule's day templates are reached, the schedule becomes active. Conceivably (although highly unlikely), all 64 schedules can be active at the same time. When a day template contains a time window that passes through midnight, that window must finish before any time window can begin on the next day.

> *For example, a day template for Monday may contain a time window that spans from 11:30PM to 2:00AM. If the day template assigned to Tuesday contains a time window that begins before Monday's template ends (for instance, a window may begin at 1:30AM on Tuesday's day template), it is ignored until Monday's time window finishes. So, if Tuesday's day template contained a time window that spans from 1:30AM to 6:00AM, Tuesday's day template will not come into effect until 2:01AM on Tuesday morning.*

Schedules control actions

Each schedule can be used to control two specific actions. Those actions function according to the day templates assigned to the schedule. You choose the actions that are performed by the schedule from a list of available system functions.

For instance, look at the sample schedule shown below:



The action for the schedule is selected in this area

Here are the days that the action will occur.

This schedule, named "Bypass Rear Door," could be used to unlock the rear door of a building at the specific times denoted by the day template assigned to it. The day template, which appears in a separate tab, tells the schedule when to unlock the door.

The action for the schedule is selected on the left side of the dialog box. In this case the action reads "Bypass Access Point." The access point number to be bypassed is also specified. There are also fields that tell the system what to do when the end of the time window has been reached. In this case, the system will protect the access point at the end of the time windows.

Creating schedules

All PassPoint scheduling features are set in the Schedule dialog box, shown in the example above.

To reach this menu, select *Schedules* from the *Config* menu.

At the top of the dialog box is a list box listing all of your system schedules. PassPoint can use up to 64 different schedules. As you change schedules in the list box, the *Name* field changes to display the name of the schedule you are creating/modifying.

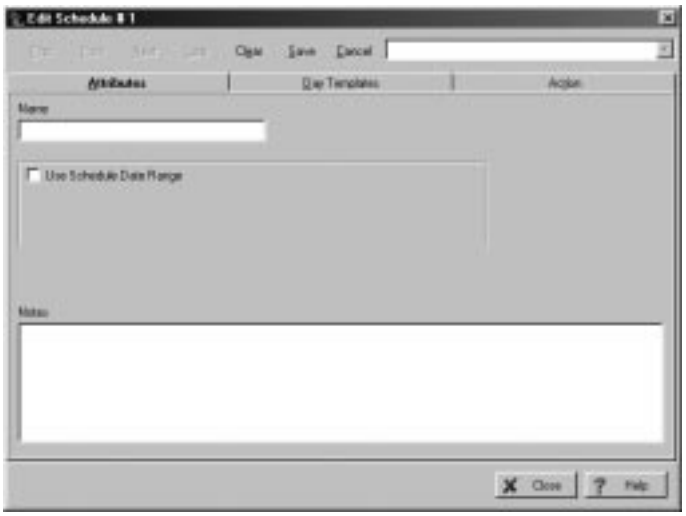
The dialog box contains three tabs, each of which allows you to set different parameters for the schedule. These tabs are:

- **Attributes**
- **Day Templates**
- **Action**

You have to set information in each of these tabs when creating a time schedule. Start with the first tab, *Attributes*.

Setting schedule attributes

The *Attributes* tab lists the name of the schedule, which you can change; the start and end date for the schedule; plus any pertinent notes you want to enter that describe the schedule.



To set the Schedule's attributes:

1. **In the field labeled *Name*, enter a name for the schedule you are creating.**

   Choose a name that describes the action you want the schedule to perform.

2. **If desired, enter a *Start* and *End* date in the fields provided.**

   The schedule may be always in effect or in effect for a certain date range. If the *Use Schedule Date Range* box is not checked, the schedule will always be in effect. To define a date range for the schedule, click on the *Use Schedule Date Range* box. The screen displays *Start Date* and *End Date* fields. Entering a starting month and day and an ending month and day causes the schedule to be effective only in the date span indicated (the dates are inclusive). If the end date is earlier in the year than the start date, the date span crosses over into the following year.

3. **Enter any applicable notes in the *Notes* field.**

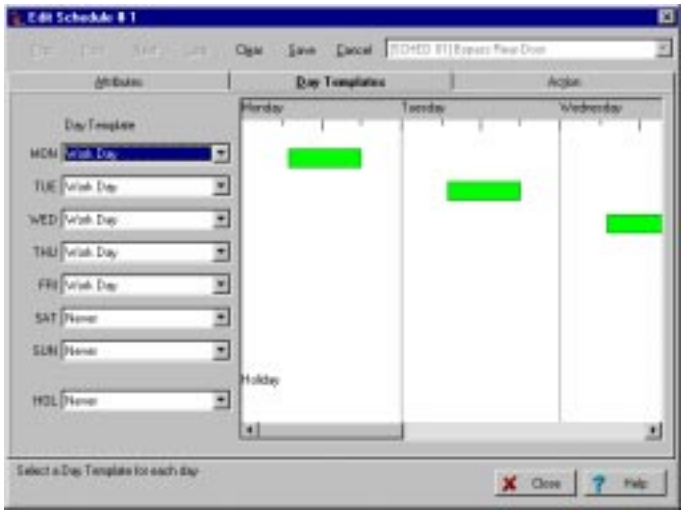
Use this field to enter a description of the time schedule or any other information you think will be helpful.

4. Click the *Day Templates* tab.

Once you have set all the attributes for the schedule, you can now assign it day templates.

Assigning day templates

The *Day Templates* tab allows you to choose the day templates for the schedule:



Select the applicable day template for each day of the week.

To assign day templates to the schedule, simply select the applicable day template for each day of the week using the list boxes provided. In the example displayed above, the same day template has been used for Monday through Friday. The bars on the right side of the screen indicate when the day templates are active for the schedule.

You can enter only one day template for each day. However, you can enter multiple day templates for each schedule; that is,

Monday can be assigned Day Template 3; Tuesday, Day Template 6; etc.

By default, each day of the schedule is assigned Day Template 1, the "Never" template.

Right-click menu Right-clicking in the Day Template field brings up a sub-menu:

This sub-menu has two parts. The top part allows you to quickly go to and edit the day template assigned to the day you are currently in. For instance, in the example displayed above, the right mouse button was clicked when the mouse pointer was in the Monday field. Here you can see that the day template for Monday is "Workday." If you want to now edit the Workday Day Template, you can select it from the menu.

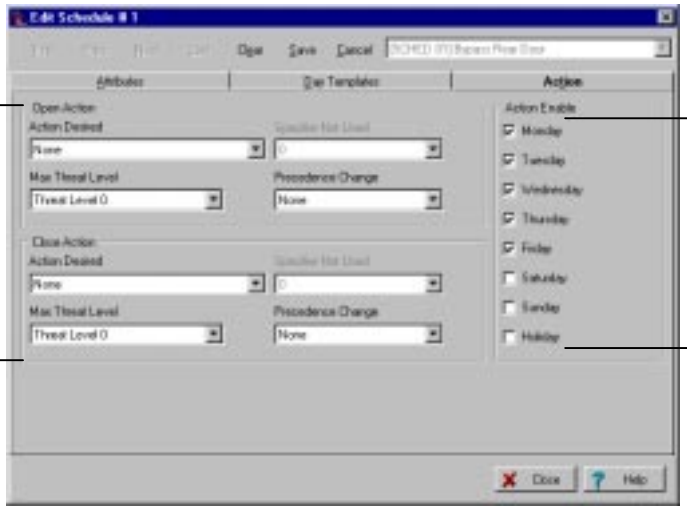
The bottom half of the menu simply shows the hours of the day that the day template is assigned to Monday.

Assigning actions to schedules

Actions are the events that occur when the time schedule is active. Remember that a schedule is active whenever one or more of its day templates is active. Therefore, when the schedule is active, the action specified occurs. When the schedule becomes inactive, the action ceases (or more specifically, the "closing action" occurs).

Actions are set in the *Actions* tab:

Choose the opening and closing actions for the schedule in these areas.



Select the days when the action should occur.

To assign actions to a schedule, follow the procedure below:

1. **In the section labeled *Open Action*, choose an action, a specifier, the maximum threat level, and a precedence level change.**

   The *Action* is the function you want to occur when the start time for the window is reached. Make your selection from the predefined list. The action may be to turn on a relay, bypass an access point, etc.

   The *Specifier* is the system item acted upon. For instance, if you've chosen "Relay On" as your action, the specifier would be the relay name. If you've chosen "Bypass Access Point," the access point name would be the specifier.

   The *Maximum Threat Level* indicates the threat level at which the action will be allowed to take place. If the threat level goes beyond the setting for the schedule, the action will not be allowed to occur. The default value for this field is 0, meaning normal.

The *Precedence Level Change* indicates how the precedence level of the specifier will be affected when the action takes place. You can choose "None," "Clear the precedence level to 0," or "Update" to have the specifier take on the precedence level of the schedule.

2. **In the section labeled *Close Action*, enter an action, a specifier, the maximum threat level, and a precedence level change.**

   This is the function you want the schedule to perform when the end time of the time window is reached. Typically, this is the reverse of the first action; for instance, turning off the relay you previously turned on. You can, however, choose a completely different action, such as turning on or off a trigger. The action you select here depends on your system layout and needs.

3. **Choose the days of the week for the action(s) to occur.**

   Click in the checkboxes to select the days. The actions will only occur on these specified days.

4. **Click *Save*.**

   The schedule you have created is saved, and will begin functioning as soon as appointed action times are reached.

Resynchronizing Schedules

At times, when system schedules have been accessed a great deal and modifications have been made, you may lose track of what schedules are currently valid and invalid, and which have executed their opening actions. When this is the case, you might want to "resynchronize" your system schedules.

Resynchronizing does three things:

- **It brings all precedence levels for your system schedules down to 0.**
- **It recalculates your time schedules so that only those that should be valid are valid at the time the resynchronization is performed.**
- **For any valid time schedules, the opening action is performed.**

  The opening action is the action you specified for the schedule to perform whenever the schedule first becomes valid.

NOTE: Close actions for any schedules, that are not currently valid, are **not** automatically performed.

To resynchronize your system's time schedules:

From the *Control* menu, select *Re-Sync Schedules*.

The system automatically resynchronizes all of the time schedules and executes the opening actions for each one. The event list at the bottom of the screen indicates that the system precedences have been cleared and that the schedules have been synchronized.

Chapter

7

Event-Action Relationships

Event-action relationships allow system functions to be linked with a system event. Upon the occurrence of the system event, the action is performed.

In this chapter you will learn how to:

- **Use event-action relationships to control your system**
- **Create event-action relationships**

What Are Event-Action Relationships?

Event-action relationships allow system functions to be linked with a system event. Upon the occurrence of the system event, the action is performed.

You can create 32 separate event-action relationships for your system. For each one, you must specify a system event (with a specifier) and a system function (with a specifier). The event defines the trigger for the action. The action defines what actually occurs when the event takes place. Specifiers are used to further define the actions and events.

For example, you can create an event-action relationship to lock an access point (action) upon the arming of a partition (event). In this case the specifiers would be the number of the access point to lock and the number of the partition being armed.

For each event-action relationship, the user can specify time schedule-qualifying information. This means that you can have the event-action relationship occur only if a certain time schedule is valid (i.e., currently being used), or only if the time schedule is not valid.

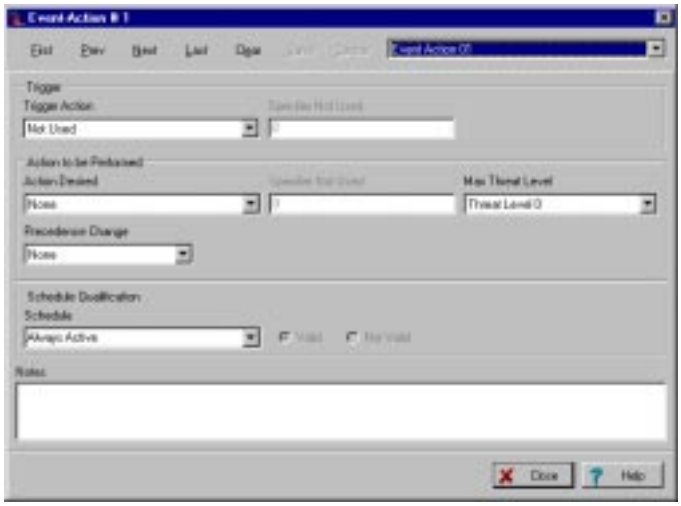
Before attempting to create event-action relationships for your system, you should have already created system time schedules. Otherwise you will not be able to specify which time schedules are valid for your event-action relationships.

Creating event-action relationships

To create event-action relationships for your system, follow the procedure below:

1. **From the *Config* menu, select *Event/Actions*.**

   The Event-Action dialog box appears:



   It is here that you create and view your system's event-action relationships. You can create 32 in all, but when you first bring up this screen it will be blank, as shown above, and will start with event-action relationship #1.

2. **In the section labeled *Trigger*, select an event and specifier in the fields provided.**

   The *Trigger Action* is the system event that must occur for the action (which you will be entering next) to take place. Make your selection from the predefined list. The event may be the arming of a partition, the faulting of a zone, etc.

The *Specifier* is the system item upon which the event (above) occurred. For instance, if you've chosen "Upon a Fault on Zone" as your event, the specifier is the zone name (chosen from the drop-down list) that must be faulted for the event to become active.

3. **In the section labeled *Action to be Performed*, enter an action, specifier, maximum threat level, and precedence level change.**

   The *Action Desired* is the action you want to take place upon the specified event. Make your selection from the predefined list. The action may be to bypass an access point, turn on a relay, etc.

   The *Specifier* is the system item to be acted upon. If the action is to turn on a relay, the specifier is the relay name.

   The *Maximum Threat Level* indicates the threat level at which the action will be allowed to take place. If the threat level goes beyond the setting for the schedule, the action will not be allowed to occur. The default value for this field is 0, meaning normal.

4. **In the section labeled *Schedule Qualification*, enter schedule information for the event-action relationship. (Optional)**

   For each relationship you create, you can associate a time schedule with it. In the fields provided, select the applicable time schedule and whether it is valid or not. The event-action relationship will occur according to the information you enter.

   For instance, if you select time schedule 002 and "Valid," the event-action will only occur when schedule 002 is being used. If you select "Not Valid," the event-action will only occur when schedule 002 is not being used.

5. **Click *Save* to save the event-action relationship.**

6. **To create another event-action relationship, click *Next*.**

Next brings you to the next event-action relationship. Repeat the steps above to create up to 32 event-action relationships. To return to a previous event-action relationship, click *Previous*.

7. **Click *Save* when finished.**

Chapter

8

Precedence Levels

Precedence levels define when a system resource can be controlled, either by a user or another system component such as a time schedule.

In this chapter you will learn:

- **How PassPoint precedence levels function**
- **How system resources are affected by precedence levels**
- **How precedence levels work with event-action relationships and time schedules**

What is Precedence?

Simply put, precedence levels determine whether or not an operation should take "precedence" over any other previously initiated action.

For example, if an operator permanently bypasses a door in the evening so that the cleaning staff can enter, should the PassPoint schedules resume control over that door at the next schedule change or not? Should an event-action involving this door be blocked or not?

These are very different questions than those addressed by user levels. User levels determine whether or not members of those levels (such as Operators) ever have the right to exercise specific types of control.

Precedence depends on previous events

Precedence works differently. Precedence depends on the control events preceding the current one. The question posed in the example above can be answered only if you know the precedence level of the operator who bypassed the door. If the next schedule has a precedence level greater than or equal to the operator's, the schedule takes precedence and controls the door. The same is true of the event-action relationship. Otherwise, if the schedule and event-action relationship have precedence levels lower than the operator's, neither can control the door.

What resources are affected by precedence levels?

There are five different system resources that are affected by precedence levels. They are:

- **Access points**
- **Uncommitted readers**

- **Relays**
- **Triggers**
- **Zone inputs**

Each individual system resource starts out with a precedence level of 0. This means that any user can "touch" the resource. Touching a resource simply means being able to control it. If a user cannot touch a resource, it means that he/she does not have the authority to control the resource. Once a resource is touched, it takes on the precedence level of the user that controlled it.

For example, if an access point is touched by an operator with a precedence level of 3, the access point will then have a precedence level of 3. At this point, only users with a precedence level of 3 or greater will be able to control the access point.

Resources are controlled by "Initiators"

The user who affects the precedence level of a resource is known as an *Initiator*. An Initiator can be more than just a user, however. An Initiator can also be a schedule, a cardholder, an access group, or an event-action. Each of these initiators is given its own precedence level. Whenever the Initiator touches a resource, that resource takes on the precedence level of the Initiator.

For example, let's assume you have set your time schedules to have a precedence level of 4. If any time schedule bypasses the back door of your premises, that access point will be given a precedence level of 4. Therefore, only an operator with a precedence level of 4 or greater will be able to return the back door to Protect mode.

In order to keep track of the preceding control events, the MLB contains a table of control precedences. It allows you to set the precedence level for all of the Precedence Initiators.

By default, the precedence levels for PassPoint users and components look like this:

Initiator Class	Precedence
Cardholders	5
Access Groups	5
Event-Actions	5
Schedules	5
Alarm Panel	5

Unless you changed these default settings, all of your Initiators will have a precedence level of 5. 5 is the highest precedence setting, and it means that any Initiator can touch any resource. Even if a resource has been touched and has taken on a precedence level of 5, any Initiator can control it, as all will have a precedence level equal to or greater than that of the resource (5, in this case).

If you do not plan on using the PassPoint precedence feature, you can simply retain the default value of 5 for all of your Initiators. This way, all Initiators will be able to control all resources, regardless of the resources' precedence level. Eventually, after all resources have been touched, all resources will have a precedence level of 5.

Using precedence

Some resources (most notably access points) are involved in a wide variety of control actions. The precedence strategies apply to all of the control actions which can be performed at a single resource, but only one precedence value applies to each resource.

For example: A reader is scheduled to revert to Protect mode after-hours, but an operator takes control at a higher level of precedence by bypassing the Access Point before the schedule comes into effect. The schedule is prevented from changing the mode.

Resetting resource precedence levels

The initial precedence value for each controllable resource is 0. If an Initiator has a precedence level high enough to perform a function on a resource, the resource then takes on the precedence value of the Initiator.

However, you can reset the normal precedence level of a resource after it has been touched by an Initiator.

The two precedence level reset commands are:

- **Clear Precedence**

  This command simply returns the precedence level of the resource to 0. It does not analyze the system's schedules to determine what the current state of the resource should be.

- **Resume as scheduled**

  This command returns the precedence level of the resource to the precedence level of the last schedule to affect it. When the command is issued, the system analyzes all schedules that directly affect the resource. After the schedules are analyzed, the system will determine what state the resource should be in. For instance, the schedules may indicate that an access point should currently be bypassed.

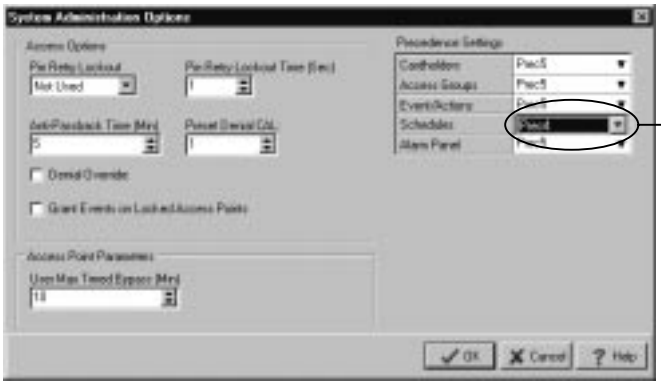
At power-up and after system resets, the system performs the equivalent of a "Resume scheduled control" command on all system resources.

Precedence level scenarios

Listed below are several use-case scenarios describing how the precedence feature functions under different circumstances. Before reading these scenarios, you should be familiar with most of the other features of PassPoint, including time schedules and event-action relationships.

Use-Case Scenario 1 - Normal Scheduling

Let's assume you have set a precedence level of 4 for all of your system's time schedules. This would be done in the Edit System Administration Options screen, described in Chapter 4 and shown below:



Schedules for this PassPoint system have been given a precedence level of 4.

If an access point is under scheduled control from 7:30 until 17:30, the precedence for scheduled control (4, in this case) is assigned to the access point when the schedule is first activated. The resource remains at precedence level 4 until it is touched by an Initiator of higher precedence or until it has been manually returned to 0 using the *Clear Precedence* command.

Use-Case Scenario 2 - Illegal manual control

An operator with precedence level 3 (or lower) tries to take control of a scheduled resource in error. Assuming your system time schedules still have a precedence level of 4 (as in the example above), his attempt to control the resource will fail, because he does not have a high enough precedence level. In order to control the resource, he would need a precedence level of 4 or higher (to match that of the schedule).

Use-Case Scenario 3 - Manual control overrides a schedule

1) An operator with precedence 5 overrides the schedule (at precedence 4). The resource remains at precedence 5 and the schedule ceases to be able to control the resource.

2) If the operator has a precedence of 4, he will be able to override the schedule but will not be able to take control of it. The schedule will resume control of the resource at the next schedule window.

Use-Case Scenario 4 - Event-action overrides a schedule

1) An event-action with precedence 5 overrides a schedule at precedence 4. The precedence level of the resource is raised to 5, and the schedule loses control over the resource.

2) An event-action with precedence 5 overrides a schedule at precedence 4. The precedence of the resource is then cleared using the *Clear Precedence* command, returning the precedence of the resource to 0. The first Initiator to touch the resource can take control again. An operator with precedence 1 who was previously unable to control the resource can now take control. Once the

operator touches the resource, the resource takes on the operator's precedence (1, in this case).

Use-Case Scenario 5 - Operator overrides a schedule

An operator with precedence 5 chooses, for security reasons, to lock an access point against all accesses, all scheduling, and all attempts by lower-level operators to return the access point to normal operation. Now only another operator with precedence 5 can return the access point to normal operation, assuming that all other Initiators have a precedence level lower than 5.

Chapter

9

The Event Log

This chapter explains the basic use of the PassPoint Event Log.

In this chapter you will learn how to:

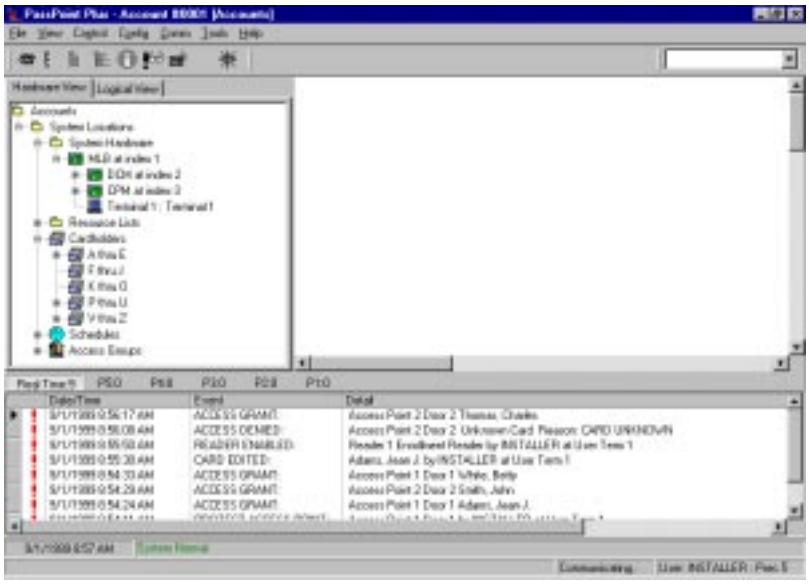
- **View events with the Event Browser**
- **Archive events for future reference**

What Is the Event Log?

Every time the system detects an action, whether it is a card swiping, an access point opening, or other action, it considers the action an event.

In order to help you keep track of all these different actions, the system stores them in a list called the Event Log. The Event Log allows you to keep a record of all system events for reference, trouble-shooting, tracking of cardholders, or any other purpose where a list of system events is needed.

Events scroll up from the bottom of the screen as they occur, in the part of PassPoint *Plus* known as the Event Window. The events displayed are based on the selection made in the Priority Bar. The Event Window can be set to display Real Time (default) where a chronological listing of all events are displayed or to a specific event priority where a chronological listing of the selected priority events are displayed.



The events shown in the Event Window are only for viewing purposes, however. In order to print or store these events, PassPoint uses a tool called the Event Browser. Using the Event Browser, you can view all the current events in the Event Log or print current events.

Note that if you select Clear Events under the View Tab, the system clears the event window. Events are still viewable using the Event Browser.

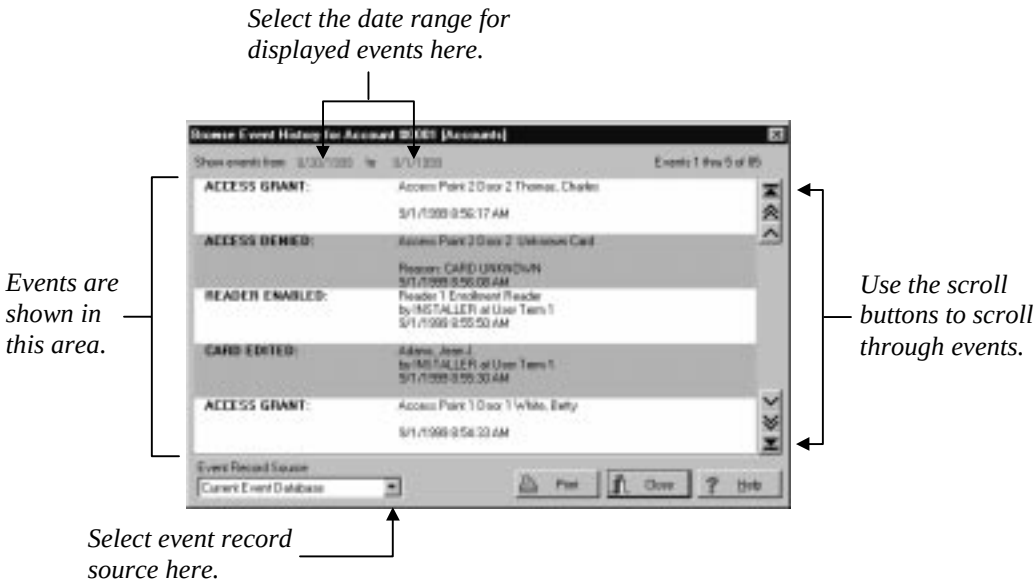
The Event Browser

The Event Browser organizes all of the events by date and displays them on an easy-to-navigate screen. You can call up the Event Browser at any time and view the events stored on your computer.

The event browser may have problems in using non-standard date formats. If you encounter date-formatting related problems when using the Event Browser, please check your Windows date settings and make sure you are using the 'MM/dd/yyyy' short date format.

Using the Event Browser

To start the Event Browser, click the Event Browser button, or select Event Browser from the View menu. The Event Browser appears, listing any events that are currently on-screen:



The Event Browser displays five events at a time. You can scroll through the events using the different scroll buttons on the right of the screen. These buttons let you scroll one event at a time, scroll five events at once, or scroll immediately to the top or bottom of the event list.

Changing the date range

At the top of the Event Browser screen are two dates. This is the range for which events are shown in the screen. You can change this range to either expand or narrow the number of events shown in the Browser simply by clicking on one of the dates. Clicking on the dates calls up a calendar in which you can change the start or end date range (depending on which date you click).

Archiving Events

When you first bring up the Event Browser, it displays the current event database. This is the Event Log you have just uploaded. However, once you start uploading events on a regular basis, you will need to archive events using the Archive Utility. Archives are files that hold past events. You can create archives as you need them or you can schedule the archive utility to run using the Windows NT or Windows 98 scheduler. (A weekly or monthly schedule is recommended.) The archives are stored in a directory called *ARCHIVE*, where each archive creates a folder named with an "ACSyyyymmdd" format, where yyyy equals the year, mm equals the month, and dd equals the date the archive was created

For example, if you have archived events up to April 1, 1999, you would have an archive named ACS19990401.

It is a good practice to archive your events on a regular basis. Failure to do so may slow down Event Browser operation.

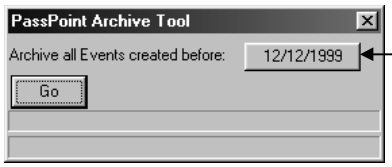
To create an archive on a specific schedule, select the Windows NT or Windows 98 Scheduled Tasks program and follow the screen instructions for adding a scheduled task. The program that you select to run is named "Archive Utility."

NOTE: When the Archive Utility runs, it will close PassPoint *Plus*. Because of this, it is suggested that you schedule your task to run at a time that PassPoint Plus is not being used.

To create an archive on command:

1. **From the PassPoint Plus programs menu, select the Archive Utility.**

   The Archive Events dialog box appears:



Select the date up to which events are archived here

2. **Using the *date* field, select the date up to which you want to archive events.**

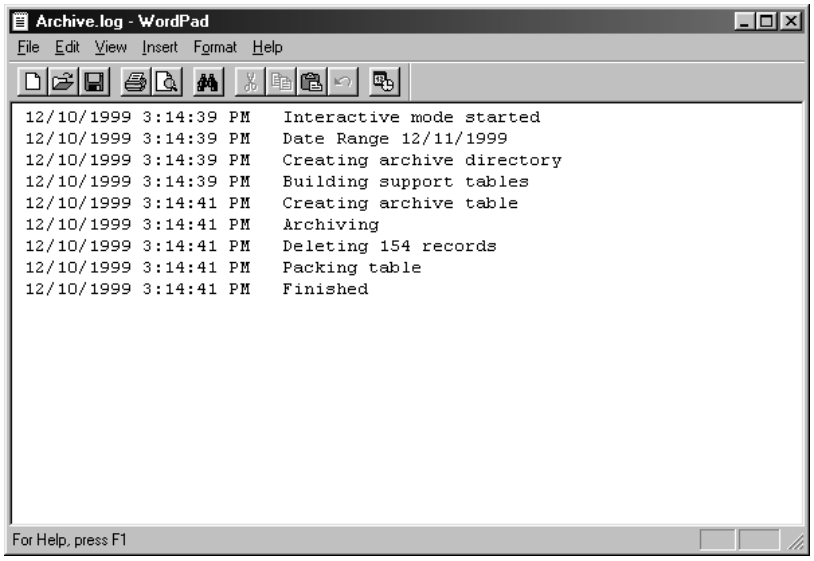
   Clicking the *date* field brings up a calendar from which you can select a date. All events will be archived up to the date you specify here.

3. **Click *GO*.**

   Your archive is created and the event log is cleared of all events occurring up to the ending date that was selected.

4. **Check the "archive.log" file to verify that the archive was successfully created.**

   When the archive is created in the folder named by the date of the archive, one of the files created in the folder is called *Archive.log*. This file can be read with any text editor (such as *WordPad*). The content of the archive log file for a successful archive appears similar to the file shown below:



Viewing an archive

Once you have created an archive, you can view the archived events using the PassPoint *Plus* Reporter. For instructions on using the PassPoint *Plus* Reporter, see the Chapter titled "*Using PassPoint Reports.*"

Chapter

10

Performing Access Point Functions

Access functions allow you to control, regulate, and use the access points of your premises. In this chapter you will learn how to:

- **Display and alter the status of access points and readers**
- **Change the system's threat level**
- **Control the system's anti-passback features.**
- **Locate a cardholder.**

What Are Access Point Functions?

Access functions are those system functions that allow you to control and regulate your premises' access points and access groups. They include such things as bypassing or locking an access point. They also include things like controlling your system's ID readers and changing your system's threat level.

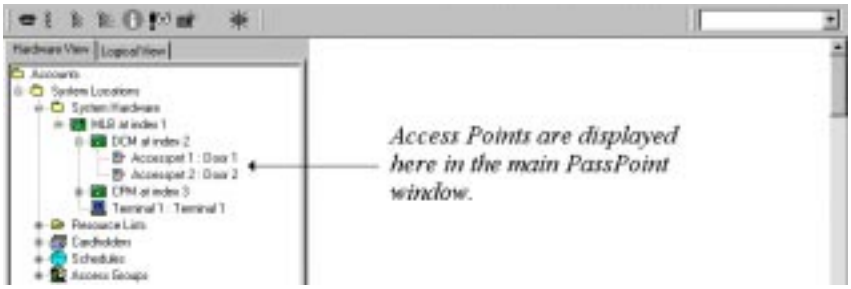
As you are using PassPoint, there will be many times when you will need to manipulate your access points. You will need to bypass, lock, and protect access points. You will also need to configure Anti-Passback for your access points, tell the system when to grant access, and when to clear precedence levels. All of these functions are described in this chapter.

Who performs these functions?

Generally speaking, access functions are tasks performed after the system is installed and configured. These are the day-to-day operations that allow you to keep the system functioning properly. These tasks are not performed by the installer of the system (although they could be), but are performed by system Masters, Managers, and Operators, as these are the people who are going to be using the system once it is installed and configured.

Displaying and controlling access points

The first step in working with your access points is to display them on-screen. access points, like all system resources, are displayed in the main PassPoint window, along with their applicable DCM:



Right-click on an access point for options

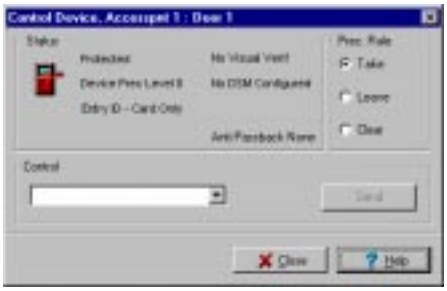
To control or view information about an access point, right-click on it. Right-clicking on an access point displays the access point name in the Quick Finder window, displays buttons pertaining to access point control on the Resource Control Tool Bar, and brings up a menu of options:

The options on the Resource Control Tool Bar and menu allow you to perform various access functions. From here you can *Bypass*, *Protect*, *Lock*, or *Grant* access to an access point. You can also call up a dialog box of "advanced" options.

Access functions may also be controlled by selecting the access point in the Quick Finder or left-clicking on the access point. When either of these access point selection methods are used, the Quick Finder and Resource Control Tool Bar buttons are displayed but the menu is not.

The Advanced menu option

The *Advanced* option calls up a dialog box displaying information about the access point. It also lets you perform more tailored access functions than do the other menu options:



The dialog box is divided into three areas:

Status This area shows the status of the selected resource. It is updated only upon initial display and when commands are sent from the *Control* area of the dialog box.

Prec. Rule This area determines whether or not a manual operation should take precedence over any other previously initiated action. When a command is sent, a precedence rule is also sent. The default rule is "Take". The three choices for the Prec. Rule are as follows:

Take - The precedence value of the controlled resource takes on the user's precedence.

Leave - The precedence value of the controlled resource is not altered by the user's precedence.

Clear - The precedence value of the controlled resource is cleared (set to zero) after the action is performed.

Control

This drop-down list contains the commands that pertain to the selected access point. Based on your selection, a *Send* button becomes visible or a *More* button becomes visible. *More* denotes that more data is needed, so clicking the *More* button causes a second dialog box to be displayed, allowing you to enter the extra parameters. From either dialog box, clicking the *Send* button then "sends" the selected command to the MLB, updating the Status area.

For example, if you want to bypass an access point, you can simply select Bypass from the menu. In this case the access point will be bypassed until you Protect it again. However, if you want to set a special time limit for the bypass, you can use the Bypass option in the Control section of the Advanced dialog box. This lets you choose a length of time for the access point to be bypassed.

The bypassing and granting access functions provide periods when the access point is unprotected.

Locking access points

Locking access points means keeping them from being opened, even by valid access cards/cardholders. Also, a locked access point can be returned to normal operating status only by *Protecting* it after it has been locked.

To lock access points:

1. **In the main PassPoint window, right-click on the access point you want to lock.**
2. **Select *Lock* from the menu.**

   The access point you selected is locked. The message “ACCPT LOCK” appears in red in the status bar at the bottom of the screen, indicating the current condition of the access point.

Access/egress request are not granted on valid card swipes or PIN entries at a locked access point.

Protecting access points

Protecting access points simply means returning them to a normal operating status. When an access point is protected, only valid cardholders can access it. You choose the *Protect* option when you want to change an access point from locked, bypassed, or exit-only.

To protect an access point:

1. **In the main PassPoint window, right-click on the access point you want to protect.**
2. **Select *Protect* from the menu.**

   The access point you selected is protected.

   There is no special status message to indicate that an access point is protected, as that is the normal operating mode. The message “SYSTEM NORMAL” will continue to be displayed.

Bypassing access points

When an access point is bypassed, the locking mechanism of the door is disabled, leaving it free to be opened without card identification. The system does not see these entries and exits as a problem, because it knows the access point has been bypassed. To the system, a bypassed access point is to be ignored.

To bypass access points:

1. **In the main PassPoint window, right-click on the access point you want to bypass.**
2. **Select *Bypass* from the menu.**

Timed bypass

If you want to bypass the access point for a specific amount of time:

1. **In the main PassPoint window, right-click on the access point you want to bypass.**
2. **Select *Advanced* from the menu.**

   The Advanced options dialog box appears.
3. **In the *Control* section of the dialog box, select *Bypass Timed*.**

This allows you to set a specific amount of time for the Access Point to remain bypassed.

3. **Click *More*.**

   A dialog box appears, allowing you to enter a length of time (in minutes) for the bypass. The bypass time may be from 2 minutes up to the amount defined in the Administration Options as the maximum amount of time for a timed bypass. The maximum amount of time is shown in the lower left portion of the display.

4. **Enter a bypass time, then click *Send*.**

   The access point you selected will be bypassed for the length of time you entered. Once that time has elapsed, the access point will return to a *Protected* state.

Granting access to access points

Typically, when an authorized cardholder presents his/her ID card to a reader, he/she is granted access to the access point. However, there will be times when you will want to grant access to certain cardholders who have lost their cards, do not have rights to an access point, etc. In these cases, you can use the system's Grant Access function.

Granting access can be done in two ways

You can grant access in two different ways:

- **Grant**

  This method unlocks the access point according to the access point's normal configuration timing. That is, if the access point has been configured to unlock for five seconds when a valid card is presented to it, the grant command unlocks the access point for five seconds. At the end of five seconds, the access point locks and continues operating normally.

- **Grant with special timing**

  This method allows you to choose how long you want the door to remain open. It also lets you select how long the door can remain open before an alarm occurs. This method is useful if you need to let a group of people through an access point.

  1. **In the main PassPoint window, right-click on the access point to which you want to grant access.**
  2. **Select *Grant* from the menu.**

  The system will grant access at the access point. The access point unlocks and then relatches according to its normal configuration.

Grant with special timing

If you want to grant access at the access point with special timing:

1. **In the main PassPoint window, right-click on the access point.**
2. **Select *Advanced* from the menu.**

   The Advanced options dialog box appears.
3. **In the *Control* section of the dialog box, select *Grant with special timing*.**
4. **Click *More*.**

   A dialog box appears, allowing you to enter time parameters for the grant:

Unlock Time - Enter the time (1-65535 seconds) during which the door control relay is energized, unlatching the door.

Door Open Time - In this field, enter the time (1-65535 seconds) that the access point's door can remain open before a violation occurs. When a violation does occur, the DCM informs the system of the situation, allowing you to take appropriate steps. This field is valid only if Door Status Monitoring is configured for the access point.

The value in this field must be greater than or equal to the *Unlock Time*.

Pre Alarm Time - In this field, specify the time of the pre-alarm signal. When the access point is returned to Protect mode, the pre-alarm signal is activated and the door is left unlatched until the time has expired, whereupon the door re-latches and the pre-alarm signal ceases. The value of pre-alarm time can range from 1 to 65,535 seconds (18.2 hours). This field is only valid if Door Status Monitoring and pre-alarm triggering is configured for the access point.

The value in this field must be less than or equal to the *Door Open TIme*.

5. **Click *Send*.**

Shunting and unshunting access points

When an access point is shunted, the condition of the Door Status Monitoring zone (if there is one) is basically ignored. Door open alarms and door open timeout alarms can no longer be generated, and the DCM operates the access point as though there is no DSM zone assigned to it. This allows a door with a faulty DSM switch to continue to provide service in a semi-protected way, until the DSM switch can be repaired.

Because shunting an access point defeats the DSM for that door, the system cannot recognize when a door has been forced open while it is shunted.

To shunt (or unshunt) an Access Point:

1. **In the main PassPoint window, right-click on the applicable access point.**

2. **Select *Advanced* from the menu.**

   The Advanced options dialog box appears.

3. **In the *Control* section of the dialog box, select *Shunt DSM Zone* or *Unshunt DSM Zone*.**

4. **Click *Send*.**

   The access point you selected will be shunted/unshunted.

Choosing an identification method

Each access point has an identification reader. It might be a card reader, a PIN reader, or a combination reader, meaning that it has both card and PIN capability. If an access point uses a card-only or PIN-only reader, the choice of identification mode is obvious. But if you are using combination units at any of your access points, you might want to customize the identification method.

For example, if you are using a combination card/PIN reader at a relatively unimportant access point, you might want to set the reader to accept either cards or PINs. Or, if the access point leads to a very secure area, you might want to set the reader to require both card and PIN entry. You might even want to set the order in which these identification methods are presented.

You can choose from five identification methods

When selecting the identification method for your access points, the system allows you to select one of five options:

- **Card only**
- **PIN only**
- **Card followed by PIN**
- **PIN followed by card**

- **Card or PIN**

Additionally, you can configure these identification methods for entry or exit use, depending how your access point is set up. For instance, you would need an exit reader to configure an exit identification method.

To configure the identification method for an access point:

1. **In the main PassPoint window, right-click on the applicable access point.**
2. **Select *Advanced* from the menu.**

   The Advanced options dialog box appears.
3. **In the *Control* section of the dialog box, select *I.D. Modes (Entry)* or *I.D. Modes (Exit)*.**
4. **Click *More*.**

   A dialog box appears, allowing you to choose entry or exit ID mode for the access point.
5. **Click *Send*.**

   The identification method you've selected is applied to the access point. The status area changes to indicate the new identification method.

Setting access points as exit-only

When you set an access point to exit-only, the system denies all entry requests to the access point, but honors exit requests. The entry reader associated with the access point is disabled. Also, no "Access Request" or "Access Denied" events are logged for the access point.

To set access points to exit-only:

1. **In the main PassPoint window, right-click on the applicable access point.**
2. **Select *Advanced* from the menu.**

   The Advanced options dialog box appears.
3. **In the *Control* section of the dialog box, select *Exit Only*.**
4. **Click *Send*.**

   The access point you selected is set in the exit-only mode. The message "EXIT ONLY" appears in red in the status area at the bottom of the screen, indicating the current condition of the access point.

Configuring visual verification

The Visual Identification features of the PassPoint system have not been tested for UL compliance.

In order to add extra security to access points, the system provides a visual verification mode. When selected, this option requires the system to defer to an operator to visually identify all cardholders after a their card/PIN has already been verified by the system.

Visual verification occurs at the user computer and is performed by a system operator. Once the cardholder's card/PIN is accepted by the system, the user computer displays the cardholder's name, requiring the operator to positively identify the cardholder before access is granted.

If there is no system operator logged in and Visual Verification is turned on, the system automatically denies any access requests. A message will be logged in the event log describing this denial ("Visual Verification, No Login").

To configure visual verification for an access point:

1. **In the main PassPoint window, right-click on the applicable access point.**
2. **Select *Advanced* from the menu.**

   The Advanced options dialog box appears.
3. **In the *Control* section of the dialog box, select *Visual Verification mode*.**
4. **Click *More*.**

   A dialog box appears, allowing you to choose the user computer you want to use for visual verification with the applicable access point.
5. **Make your choice and click *Send*.**

Clearing the precedence level of an access point

Precedence levels determine when certain actions may take place on system resources. For example, an access point may have a precedence level of 3. Unless an operator also has a precedence level of 3 or higher, he/she will not be able to bypass, lock, or do anything else to the access point.

There are two access point commands you should be aware of, both of which let you reset the precedence level of an access point. They are:

- **Clear Precedence**

  This command simply returns the precedence level of the access point to 0. It does not analyze the system's schedules to

determine what the current state of the access point should be (i.e., locked, bypassed, etc.).

- **Resume as scheduled**

  This command returns the precedence level of the access point to the precedence level of the last schedule to affect it. When this command is issued, the system analyzes all the schedules that directly affect the access point. After the schedules are analyzed, the system determines what state the access point should be in.

  For instance, the schedules may indicate that the access point should currently be bypassed. If the schedule has a precedence level high enough to affect the access point, the access point will take on the schedule's precedence level.

Both of these commands are accessed from the Advanced options dialog box and can be issued at any time.

Anti-Passback

Each access point can be configured to operate with the system's Anti-Passback feature. Anti-Passback is used to prevent occupants from using their card at an access point and handing it back through the doorway to an unauthorized individual, who then uses the same card to obtain entry or egress through the same access point.

Anti-Passback is a real-time programmable feature for each access point. When enabled, the number of minutes that must transpire between "successful" access attempts is programmable as a global value. This means that there is one programmable number of minutes that is used by all Anti-Passback access points. This time

defines how long the system will wait before it allows the same card to be used at the same access point card reader.

- The global Anti-Passback time is set in the Edit System Administration Options screen. This value can be set only by Installer level users.
- Anti-Passback functions are automatically disabled each time the panel exits programming (i.e., Reduced Capability Mode).

There are three Anti-Passback options

When setting Anti-Passback for your access points, the system allows you to select one of three options:

- **None**

  There is no restriction on the length of time between entry attempts or exit attempts at a single access point.

- **Soft**

  Anti-Passback restrictions are in effect. Upon the occurrence of an Anti-Passback violation, the system will grant access (if all access requirements are satisfied). However, a Soft Anti-Passback Violation event will be logged in the system's event log.

- **Hard**

  Anti-Passback restrictions are in effect. Upon the occurrence of an Anti-Passback violation, the system will deny access (regardless of the usual access requirements) and will log an Access Denial event with a reason code of Hard Anti-Passback Violation in the system's event log.

Configuring Anti-Passback

To configure Anti-Passback for an access point:

1. **In the main PassPoint window, right-click on the applicable access point.**
2. **Select *Advanced* from the menu.**

   The Advanced options dialog box appears.
3. **In the *Control* section of the dialog box, select *Anti-Passback mode*.**
4. **Click *More*.**

   A dialog box appears, allowing you to choose an Anti-Passback mode for the access point (None, Hard, or Soft).
5. **Make your choice and click *Send*.**

   The Anti-Passback setting you selected is applied to the access point.

Forgiving Anti-Passback

So far you have seen how to apply Anti-Passback to access points. You can, however, elect to temporarily "forgive" Anti-Passback for a specific access point or for all access points without having to go back into the access point configuration screens and change their settings. You can also forgive Anti-Passback for a specific cardholder.

Forgiving Anti-Passback for an Access Point

When you forgive Anti-Passback for an access point, the system erases all of its recent Anti-Passback data for the access point. This

means that anyone who passed through the door within the Anti-Passback time will now be able to come in again, even though the Anti-Passback time has not expired for them.

For example, if you have set the front door of your building with an Anti-Passback time of ten minutes, people passing through the front door will have to wait ten minutes before they can enter through the front door again. However, if you forgive Anti-Passback for the door, anyone who came through the door within the last ten minutes will be able to pass through it again.

Forgiving Anti-Passback for an access point does not change the access point's Anti-Passback setting. The setting for the access point remains the same. It simply allows those who passed through within the Anti-Passback time to enter again.

To forgive Anti-Passback for one access point, follow the procedure below:

1. **From the *Control* menu, select *Forgive APB>Access Point.***

   A dialog box appears, in which you can select the applicable access point for which to forgive Anti-Passback.

2. **Make your selection and click *Send*.**

   The system will forgive the Anti-Passbacks for the specified access point only.

Forgiving Anti-Passback for a Cardholder

To forgive Anti-Passback for a cardholder, follow the procedure below:

1. **From the *Control* menu, select *Forgive APB>Cardholder*.**

A dialog box appears, in which you can select the applicable cardholder for which to forgive Anti-Passback.

2. **Make your selection and click *Send*.**

   The system will forgive the Anti-Passbacks for the specified cardholder only.

Threat Levels

With PassPoint, a global condition can be set by system operators that can be used to qualify a "state of emergency." This global condition is called a *Threat Level*.

PassPoint supports six Threat Levels, TL0 through TL5. TL0 is considered normal operation. It is also the default setting. TL5 is the highest Threat Level.

When you configured your access groups, you were asked to apply a "Maximum Threat Level" to each group. This is the maximum threat level under which (and including) the group is valid. If the Threat Level is above the one indicated by the access group, the access group does not qualify as valid. This feature is useful in locations where, under emergency conditions, occupants must be routed through a pre-determined set of access points.

For example, each occupant can be made a member of a "normal" access group and an "emergency" access group. When the Threat Level is elevated, the "normal" access group would then be invalid, forcing the occupant to utilize a different set of access points and schedules as specified by the "emergency" access group.

"Threats" are defined by the installer and the facility in which the system is installed. For instance, if the facility is a chemical plant,

a threat might be a chemical spill. In an oil refinery, a threat might be a fire or an explosion. It is up to the installer to determine what the possible threats are for the facility, and what Threat Level to assign to each threat.

Also, it is not necessary to use all six Threat Levels in a facility. You can use one, two, or no Threat Levels. If the facility has no use for Threat Levels, you can simply leave the default values.

Changing the Threat Level

You can change the system's default Threat Level at any time (provided that you have been granted this system privilege). To do so, follow the procedure below:

1. **From the *Control* menu, select *Threat Level*.**

   The system presents a sub-menu of threat level choices, ranging from "None" to Threat Level "5."

2. **Select the appropriate Threat Level from the sub-menu.**

Changing the threat level can alter the validity of access groups. Always make sure that occupants have a valid and usable path of egress from the premises.

Locating or Moving a Cardholder

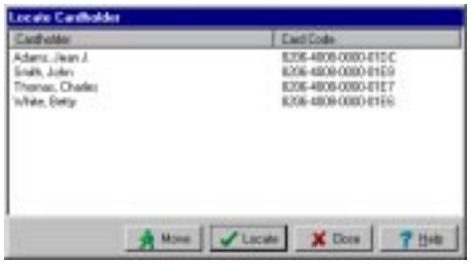
PassPoint has the capability of tracking the location of cardholders and providing this information to the user of the system computer. For this function to operate properly, the following conditions must be meant.

- **The computer must be on-line with the MLB. When the computer is off-line, this function can not be selected.**
- **The PassPoint access points must be set up as entry/exit.** (This setup must be performed by the system installer.)
- **The PassPoint system must be partitioned.** (This setup must be performed by the system installer.)

To locate a cardholder:

1. **If your computer is off-line, go on-line using the Comm/Connect menu option.**
2. **From the Control menu, click on Locate Cardholder.**

The following screen is displayed.



3. **Position the cursor on the cardholder you want to move or locate, and click the mouse.**

   a. *To move the cardholder* - Left-click on Move. The following screen is displayed. (In this display, cardholder Thomas, Charles was selected.)

Click on the arrow to the right of the Move To: window. A list of available locations is be displayed. Position the cursor on the desired location and click the mouse. Exit the Move Cardholder screen by selecting OK.

b. *To locate the Cardholder* - Left-click on Locate. The following screen appears displaying the location of the selected cardholder. (In this display, cardholder Thomas, Charles was selected.)

Exit the Information screen by selecting OK.

4. **Exit the Locate Cardholder function by selecting Close on the Locate Cardholders screen; or repeat step 3 to move or locate another cardholder.**

Controlling Burglary Zones

The PassPoint ACS system supports rudimentary burglary alarm features. Three burglary zone response types are available: Interior, Perimeter, and 24 Hour. When an alarm occurs, it is automatically logged to the event history log. It may also be dialed into a central station set up to monitor the facility. In addition, if there is a burglary alarm sounder (the alarm bell) configured, the sounder is turned on for a programmed time duration. Also, trigger outputs can be programmed to operate as long-range radio controls so that the ADEMCO Long Range Radio system can be used. Zones configured as No-Alarm – Monitored can never invoke an alarm response.

Burglary zones may be installed and configured by the installer of your system. If you are not sure if you have burglary zones in your PassPoint ACS, check with your installer.

To control burglary zones:

1. **If your computer is off-line, go on-line using the Comm/Connect menu option.**
2. **From the Control menu, click on Burg.**

The following screen is displayed:

3. Select the burglary control desired by positioning the cursor on the item and clicking the mouse. The items have the following functions.

a. *Disarm* - Allows all burglary-related zones (except 24 Hour response type zones) to be faulted without causing an alarm. It also silences any pending Burglary Bell operations.

NOTE: Due to a feature called Alarm Memory, when an alarm is silenced on the first Disarm operation, burglary zones that experienced an alarm continue to display their alarm states. It takes a second Disarm operation to clear all pending alarm conditions before the burglary system can be re-armed.

When Disarm is selected, the following screen is displayed:

Because a Disarm operation causes faults to go unnoticed (and thus could reduce security), a dialog box that requests the password of the currently logged operator is displayed. The Disarm operation only occurs after successfully entering the expected password.

b. *Arm Stay* - Arm the burglary zones that have been configured as perimeter types to provide security. In the Arm Stay mode, burglary zones that are programmed as interior types will not be armed, so occupants can move freely throughout the premises.

When Arm Stay is chosen, it takes effect immediately and no further action is required.

c. *Arm Away* - Arm both interior and perimeter type zones. When Arm Away is chosen, it takes effect immediately and no further action is required.

d. *Reset Glass Breaks* - May be used when latching glassbreak detectors need to be reset. Choosing this command removes power from the zones that have been programmed as perimeter types and have been wired into specially selected glassbreak-compatible zones.

When Reset Glass Breaks is chosen, it takes effect immediately and no further action is required.

Chapter

11

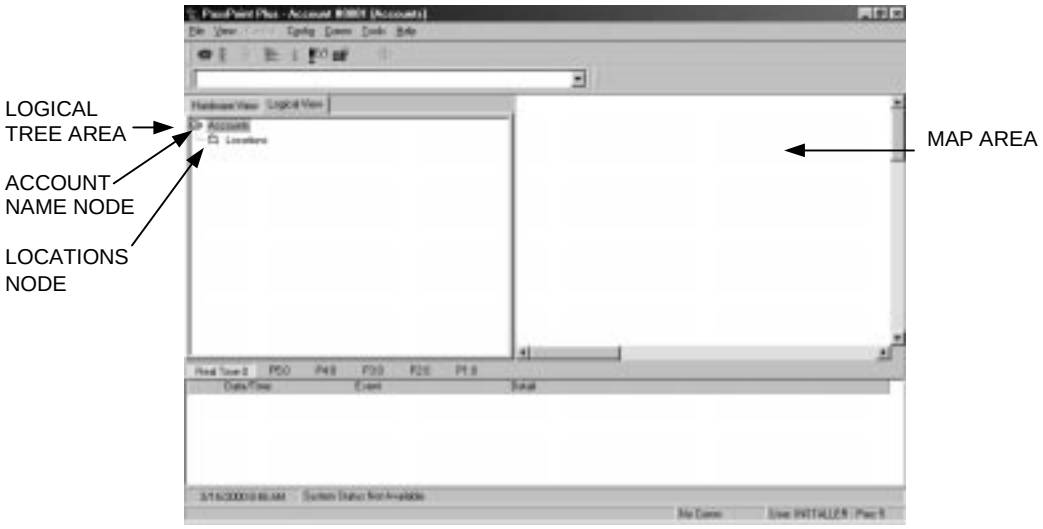
The Logical View

This chapter explains the Logical View, the preparation of Logical View floor plans using the Floor Plan Editor, and the use of Logical Views. In this chapter you will learn about:

- **The Logical View**
- **The Floor Plan Editor**
- **Using the Floor Plan Editor**
- **Creating a Logical View**
- **Using the Logical View to control system functions**

The Logical View

The Logical View is one of two possible system views of the PassPoint *Plus* screen. The Logical View is a completely user-defined view of the system where you are able to group resources by logical areas. The Logical View screen contains a Logical Tree area and a Map area. You can create areas called Maps inside of a larger area (i.e., floor plan overview) so that you can properly represent the layout of your actual buildings. Only areas and hard resources (access points, readers, relays, triggers, and zones) are viewable in the Logical View.



The Logical Tree area

The Logical View, by default, contains the two nodes in a Logical Tree called Accounts and Locations. The name for your account is defined under the Accounts node. Under the Locations node, you

may add areas (or Maps) as needed to display a facility at a sufficient level of detail that allows you to control your system.

When you right-click an area (or even the Locations node itself), a menu appears with the following items:

New Area – This menu item adds a new area to the Logical Tree. You may name the new area by typing a new name and hitting ENTER on the keyboard. This new area can then contain other areas (maps) and/or resources.

Associate Resource – This menu item allows you to add existing resources to the Logical Area that was selected. A dialog box appears that allows you to select from all available access points, readers, relays, triggers, and zones by checking those that are to be part of the selected area. The resources that are now associated with this area can then be controlled from this area and can also be part of a map for this area.

Remove Area – This menu item removes the selected area, along with any areas (maps) inside of the area and the association of any resources within the area. The resources themselves remain in the system, but the Logical Area(s) and the resource associations are removed from the system.

Edit Map – This menu item is available only when the system is not in communication with the MLB. It allows you to define an area map.

The map area

The map area is a section of the Logical View main screen reserved for displaying user-defined maps of logical areas. The logical areas are created using the Floor Plan Editor.

These maps may contain iconic representations for the hard system resources (access points, readers, relays, triggers, and zones) associated with the area, as well as some logical system status information, such as burglary partition status, access partition people counts, script integer values and access group status icons. Some of these icons allow you to control the resource to which they are associated. For example, if you right-click on an access point icon, the access point control menu appears, just as if you right-clicked on that resource in one of the trees.

The maps can be viewed in 2D or in 3D, based on the view menu option selected for the view property. The map provides you with a more easily identifiable and decipherable representation of the protected area and the resources contained in it.

The Floor Plan Editor

The Floor Planner is the graphical editor used to generate 2-D and 3-D displays (Logical Views) of the protected areas in the customer's premises. Each area can be assigned a map. As you navigate through the tree representing the hierarchy of enclosed areas, the corresponding map is displayed in the large right pane of the main PassPoint system screen.

The map provides you with a more easily identifiable and decipherable representation of the protected area and the resources

contained in it. The editor may be used to develop a simple architectural drawing of the area, by enabling the incorporation of walls, doors, and windows.

Icons representing hardware resources assigned to an area may be dropped onto the map, enabling you to control the resource via pop-up menus and to examine the state of the resource by icon changes, textual annotations, and other visual cues. The editor also supports the addition of graphical objects such as lines, rectangles, arcs, images, and stand-alone text.

To enhance the your navigational options, hot-spots are specified in the editor and targets (other maps) are assigned, permitting you to move through the architectural hierarchy. The maps may appear in both 2-D and 3-D. The 3-D maps are generated as extrusions of the 2-D map. The 3-D maps may be moved and rotated.

Using the Floor Plan Editor

The Floor Plan Editor is called from the main PassPoint application via a pop-up menu assigned to each area in the Logical View tree. If the editor is called on an area that does not have a map assigned, a new map is initiated with preloaded icons for each of the resources assigned in the main application. When the editor is called and a map has already been created, the area's current map is displayed.

You should not edit an existing map to create a new map for a different area. Be aware that, when you edit an existing map, all links that apply to the map are copied. Additionally, when you are editing an existing map, if you do a *Save* instead of a *Save As*, your existing map will be over-written.

The editor consists of some tool bars surrounding a large display grid. The tool bar above the display grid presents a collection of buttons corresponding to various graphical modes in which types of 2-D objects are drawn or inserted; e.g. lines, rectangles, ellipses, images, text. Once a mode is selected, any left mouse-drag in the grid area initiates rubber-band drawing for geometric objects or placement for text and images. Thus, for example, to construct an empty rectangle: click on the Empty Rectangle button; then position the cursor on the drawing grid where you want a corner of the rectangle to appear; then, depress and hold the left mouse button and move to the point you want the opposite corner of the rectangle. Text and images may have intermediary dialogs for selection and insertion. According to the drawing mode selected, a number of combo boxes are exposed in the tool bar above, permitting change to the current drawing characteristics, such as line thickness or fill color.

A particular drawing mode of interest is the resource entry mode, which exposes a new tool bar containing a fixed set of icons for the allowable hardware resources in the PassPoint system. Another drawing mode of interest is the hot-spot mode, in which dashed rectangular areas are rendered that determine the areas on the drawing used to navigate or drill-down to other maps.

A tool bar along the left of the grid provides access to architectural portal objects (windows and doors), in various orientations, which may be dragged and dropped onto the main display grid. Along with the free-drawn walls, these objects may be combined to provide a diagram of the layout of rooms or offices. Abutting different objects is achieved by sharing grid points when the snap-to-grid is enabled (default).

To modify the properties of one of these objects, select it by first hitting the selection mode button on the tool bar, then clicking within the bounds of the object. A selection outline appears

around the object. While in this "selected" state, objects can be resized by dragging grabber handles on the outline, if they exist, or moved by dragging within the outline. All dragging is done with the left mouse button. Also, various properties specific to the object's type may be altered by right-clicking within the outline to expose a context pop-up menu with choices appropriate to the object. For example, the color of a filled rectangle can be changed, or the font of a text object, or the type of enclosure for an arc, etc. Any object may be deleted from the drawing by first selecting it, then hitting the Delete key. There is no Undo function. The display order or z-order of selected objects may be modified by using the up/down arrow buttons on the upper tool bar.

The properties of the resource icons include the association of an actual available hardware resource to the icon. This is achieved by a dialog box that displays the available resources and their in-use state. Double-clicking the empty boxes makes the association and generates a caption for the icon. The caption is a separate text object. Another property for the resource icons is the enabling of various visual states, such as blinking or descriptive textual annotations, to signal to the user the current physical state of the resource.

The only property of the hot-spot areas, the assignment of the drill-down, or jump-to target, is programmed via a dialog that provides the names of all the defined maps in the system. Hot spots are also deleted here, via a pop-up menu.

Pressing the Cube button in the top tool bar enters the 3-D mode. 3-D is achieved by doing extrusions on the current array of 2-D objects. Note that editing is not allowed in 3-D. Doors, windows, and walls extrude to fixed objects. Empty rectangle arcs and ellipses extrude to boxes or cylinders whose height is proportional to line width, and whose color matches the line color. Filled 2-D objects are mapped to corresponding flat horizontal images in 3-D

(e.g., floors, driveways, lawns). To produce "building" like enclosures, boxes and cylinders can be stacked on other boxes or cylinders by embedding the former in the latter in 2-D. Hot-spots will render as red horizontal hollow rectangles in 3-D; or as vertical hollow rectangles if drawn within an empty 2-D rectangle (for instance, putting a hot-spot on the side of a building). The font in 3-D text is fixed to Arial.

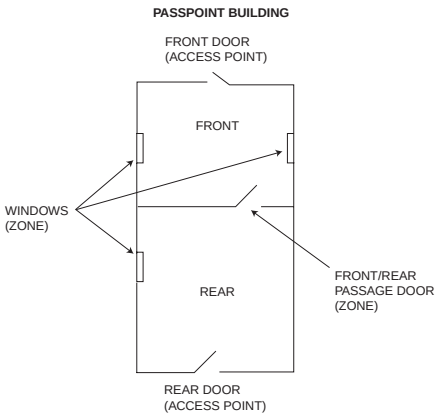
After editing, the map may be saved using the required .flr extension, whereupon the map becomes viewable in PassPoint. To break the association between a map and an area, use the Delete Map menu item.

Creating a Logical View

The Logical View is created using a series of steps consisting of naming your map or maps, associating resources with your maps, and drawing the maps to be used. The procedures below provide the steps needed to create a Logical View using a simple layout as an example. Any Logical View, whether for a simple or a complex floor plan, is created in this same manner.

In the following steps, a Logical View will be created for the PassPoint building. Assume the building consists of the following:

- Front room with an access point (named Front Door Access Point)
- Rear room with an access point (named Rear Door Access Point)
- Interior door without an access point but wired as a zone (named Front/Rear Passage Door)
- Windows that are wired as a zone (named Windows)



The Logical View for the PassPoint building contains 3 maps. These maps consist of an overall view showing the whole building, a view of the front room, and a view of the rear room. All maps are marked with hot spots or links so that you may switch between the overview and the individual maps. To create the logical view, proceed as follows.

Step 1: Name the area

The areas used in a Logical View should all be named prior to creating the maps. This allows you to link maps while you are drawing them. It is also recommended that you create your Logical Views without being logged on (connected) to the PassPoint system. The Floor Plan Editor cannot be used with the computer connected to the PassPoint System.

To name your areas:

1. **If your computer is controlling multiple accounts, select the account that you wish to make a Logical View for.**
2. **If you are connected to the PassPoint system, go to the *Comm* menu and select *Disconnect.***
3. **Left-click the *Logical View* tab on the screen.**
4. **Right-click on the *Locations* node shown in the Logical Tree area of the screen. A submenu appears.**
5. **Click on the *New Area* item in the submenu. The new area is added to the screen, with the cursor positioned to receive a new name.**
6. **Enter a name for the map. In this example, the name is PassPoint Building.**
7. **Depress the *ENTER* key. The name is added to the Logical View tree as a subset of *Locations*.**
8. **Right-click on the name (PassPoint Building, in this example) entered in item 6 above and that is shown in the Logical Tree area of the screen. A sub-menu appears.**
9. **Click on the *New Area* item in the submenu. The new area is added to the screen with the cursor positioned to receive a new name.**
10. **Enter a name for the map. In this example, the name is Front.**
11. **Depress the *ENTER* key. The name is added to the Logical View tree as a subset of the name entered in item 6. In this example, the name Front is added to the Logical View tree as a subset of PassPoint Building.**

12. **Right-click on the name entered in item 6 and shown in the Logical Tree area of the screen. In this example, right-click on PassPoint Building. A submenu is displayed.**

13. **Click on the *New Area* item in the submenu. The new area is added to the screen with the cursor positioned to receive a new name.**

14. **Enter a name for the map. In this example, the name is Rear.**

15. **Depress the *ENTER* key. The name is added to the Logical View tree as a subset of the name entered in item 6. In this example, the name Rear is added to the Logical View tree as a subset of PassPoint Building.**

The above process of selecting and naming new areas should be repeated for all areas that are a subset of your main area. When you have completed the naming of the maps, the Logical View tree area of the screen will look similar to the screen display shown below.

Step 2: Associate your resources with the area

After all of your areas have been named, the resources associated with each area need to be identified. Note that the same resource may be associated with more than one area. In the case where a resource is associated with more than one area, the resource is controllable from area map.

To associate resources with your area:

1. **Position the cursor on the name of the first area where resources are to be assigned and right-click on the name. In this example, resources are not assigned to the top level-area map (PassPoint Building) so right-click on *Front*. A submenu is displayed.**
2. **Click on *Associate Resource* in the menu. A sub-menu of the account's available resources is displayed.**
3. **Click "ON" a check mark by each resource to be assigned to this area. In this example, click on a check mark for the Front Door Access Point, the Windows Zone, and the Front/Rear Passage Door Zone.**
4. **When you have made all selections, click on *OK*. The items selected become associated with the area. When the area map is drawn, these associated items will be available.**
5. **Position the cursor on the name of the second area where resources are to be assigned and right-click on the name. In this example, right-click on *Rear*. A sub-menu will be displayed.**
6. **Click on *Associate Resource* in the menu. A submenu of the account's available resources is displayed.**

7. **Click on a check mark by each resource to be assigned to this area. In this example, click on a check mark for the Rear Door Access Point, the Windows Zone, and the Front/Rear Passage Door Zone.**
8. **When you have made all selections, click on *OK*. The items selected become associated with the area. When the area map is drawn, these associated items will be available.**
9. **Repeat steps 5 through 8 for each additional area desired. In this example, no additional areas are being used.**

When you have finished associating resources to your maps, the Logical View tree portion of your screen will look similar to the screen display shown below.

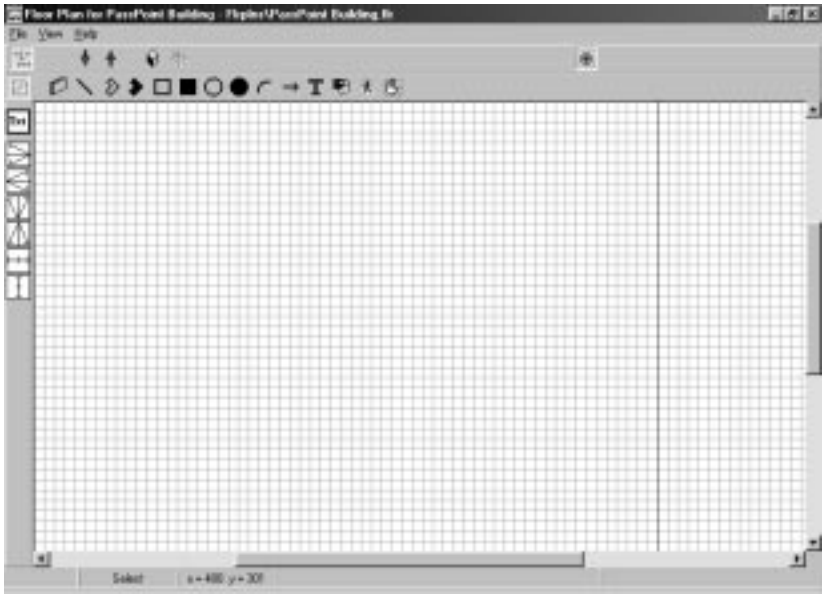
Step 3: Draw and save your area maps

After you have associated the account's resources with the individual areas, the maps for each area may be drawn. To perform this step, you must NOT be connected to your PassPoint system.

To draw the maps, proceed as follows:

You should not edit an existing map to create a new map for a different area. Be aware that, when you edit an existing map, all links that apply to the map are copied. Additionally, when you are editing an existing map, if you do a *Save* instead of a *Save As*, your existing map will be over-written.

1. **Position the cursor on the name of the map(area) to be drawn and right-click on the name. In this example, we right-click on *PassPoint Building*. A sub-menu will be displayed.**
2. **Click on *Edit Map* in the menu. The Floor Plan Editor screen shown below is displayed.**



NOTES:

- If you make an error on any item, except hot spots, while drawing the floor plan, you may delete the error item as follows:

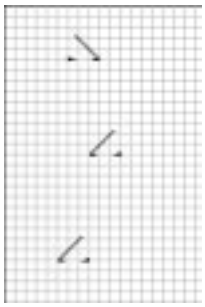
  Select button 

  a. Click on the *Select* button.
  b. Click on the item.
  c. Depress the *Delete* key on your computer.

- If you make an error inserting a hot spot, you may delete the hot spot as follows:
  a. Position the cursor in the hot spot.
  b. Depress the right mouse button.
  c. Select *Delete* from the popup menu.
- All items, except hot spots, may be moved by selecting the item and then dragging it to a new location.
- All items, except hot spots and icons, may be resized by selecting the item and then moving to a corner or end and dragging the corner or end to make the item bigger or smaller.

Door Buttons
EW 
WE 
SN 
NS 

3. Insert the doors into your floor plan by positioning the cursor on the desired door button and dragging the door symbol onto your drawing. Repeat this process for each door symbol desired. In this example, drag the *Door EW* to the position desired for the Front Door and the *Door WE* to the position desired for the Front/Rear Passage Door and then the Rear Door. Your drawing area will look similar to that shown below.

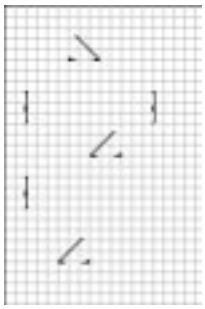


Window Buttons

EW 

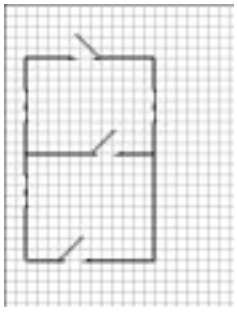
NS 

4. Insert the windows into your floor plan by positioning the cursor on the desired window button and dragging the window symbol onto your drawing. Repeat this process for each window symbol desired. In this example, drag the *Window NS* to the positions desired for the 3 windows in the building. Your drawing area will look similar to that shown below.



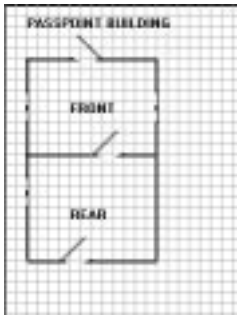
Wall Button

5. Click on the *Wall* button. Draw the walls in your floor plan by depressing the left mouse button at the beginning point for a wall and then moving the mouse to the end point for the wall before releasing the mouse button. Repeat this process for each wall desired. Your drawing area will look similar to that shown below.



Text Button

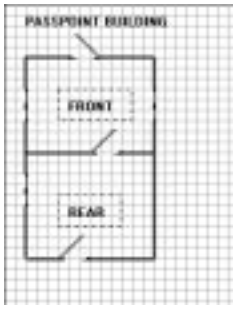
6. Click on the *Text* button. Position the cursor where you would like to insert the name for your map and left-click the mouse. A text dialog box is displayed. Enter the name for your map and click on the OK button. The name is displayed on your drawing. Repeat this operation for each text item to be placed on your map. In this example, insert PASSPOINT BUILDING, FRONT, and REAR. Your drawing area will look similar to that shown below.



Mark Hot Spot Button

7. Click on the *Mark Hot Spot* button. Position the cursor where you would like a link to another map. Depress and hold the left mouse button and move the mouse until the desired size for the hot spot is reached. Then release the mouse button. Repeat this operation for each Hot Spot or link. In this example, we insert a hot spot around the words FRONT and REAR. This provides a link to the maps titled

Front and Rear. Your drawing area will look similar to that shown below.



8. **Position the cursor in one of the hot spots and right-click the mouse. In this example, click in the area around the word "FRONT." A menu is displayed allowing you to either Assign or Delete the Hot Spot.**

9. **Select *Assign.* A Hot Spot Assignment appears. Click on the arrow in the *Drill Down to* area of the menu and select a Map name that you want this hot spot to call. Click on *OK*. The hot spot is now assigned, and will call the map defined when the hot spot is clicked during normal operation. In this example, select Front from the map list and click *OK*.**

10. **Repeat steps 8 and 9 for each hot spot. In this example, position the cursor of Rear and select Rear from the *Drill Down to* list.**

Add Resource Button

11. **Click on the *Add Resource* button. An additional line is added to the display showing icons for each resource in the system. Left-click on the icon for the resource desired and then left-click in the drawing area at the point you want the icon for the resource displayed. In this example, resources are not assigned to the PASSPOINT BUILDING map, so an icon is not inserted in this step and assigned in the following 2 steps.**

12. **Right-click on the icon just inserted. A pop-up menu appears.**

13. **Select *Assign Resource* on the pop-up menu. A menu of available resources is displayed. Click a check into the box beside the desired resource and then click *Close*. The chosen resource has been assigned to the icon.**

14. **Repeat steps 12 and 13 for each resource to be assigned in this map.**

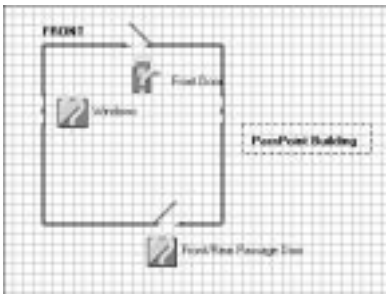
15. **From the *File* drop-down menu, select *Save*. The map is saved.**

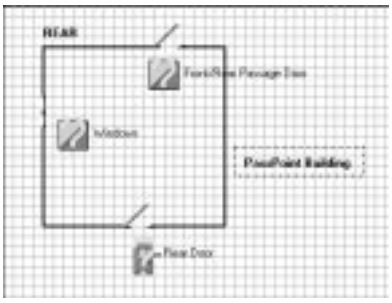
16. **From the *File* drop-down menu, select *Exit*. The Floor Plan Editor is exited and the Main PassPoint screen displays the map you have just created.**

17. **Repeat steps 1 through 16 for each map to be created. In this example, maps are created for FRONT and REAR.**

    a. In the map titled FRONT, we assign the Windows zone resource to a Zone icon, the Front Door access point resource to an Access Point icon, and the Front/Rear Passage Door zone to a Zone icon.

    b. In the map titled REAR, we assign the Windows zone resource to a Zone icon, the Rear Door access point resource to an Access Point icon, and the Front/Rear Passage Door zone to a Zone icon. When the drawings are complete, they appear as shown below.





In the above example, clicking on the PassPoint Building hot spot during normal operations causes the PASSPOINT BUILDING map to appear.

Using the Logical View

The Logical View may be used to control resources in the same manner that clicking on an item in the Hardware tree allows you to control an item. To use the Logical View, select the *Logical View* tab on the screen. Next, position the cursor on the map desired and left-click the mouse. The map selected is displayed. At this point, resources can be controlled by left-clicking the mouse on a resource name in the logical tree or left-clicking the mouse on a resource icon in the map.

Chapter

12

Uploading and Downloading the Database

This chapter explains the basic use of the PassPoint database. In this chapter you will learn about:

- **System accounts; what they are and how they are used**
- **Uploading the system database**
- **Downloading the system database**

What Is the Database?

Each MLB in your system contains a database. The database contains all of the information your system needs to operate properly. Every time you make a change to your system's configuration, the data you have entered is stored in the database. Throughout this manual you have been seeing different types of configuration data, including schedules, access groups, etc. All of this information is stored directly within your system's MLB. Collectively, this information is referred to as the "database."

Obviously, the information in your database is critical. Without it, your system simply would not function. Therefore, it is essential that you be able to manage your database, not only so that you can back it up and keep it safe in case of hardware failure, but also so that you can view and print event reports that tell you how your system is performing.

System accounts

In order to make using your system's database efficient, PassPoint uses system *accounts*. Essentially, an account is a way of accessing a database on an MLB. Each MLB is assigned a specific account number. Then, when you want to access a database (for backing up, event viewing, etc.), you select the applicable account number.

Accounts help you manage the PassPoint system by treating each MLB as an independent unit. Each MLB is assigned a specific account number. Using this number, you can back up and restore the database for a specific MLB, view the event log for the MLB, generate reports, etc. For installers who use PassPoint *Plus* to administer multiple sites belonging to the same customer, a

separate account should be set up for each site. This way, when you bring up PassPoint *Plus*, you can select the account (i.e., site) you want to work with.

If the installation site has only one MLB, system accounts are still needed, because you cannot upload or download the database without an account. In this case, you will need to set up only one account.

What information is in the account database?

Each account database entry stores the configuration information for the equipment installed at that site. This includes hardware configuration, schedules, access groups, and all of the card database information. Essentially, this is all the information necessary to replicate the site's programming on a new MLB, should the first system become damaged.

In addition, all the uploaded event history is categorized by account, so that the event history is context-sensitive to the appropriate installation. When the user starts up PassPoint *Plus*, it is important that the "context" of the particular account get loaded. In this way, PassPoint *Plus* can load the appropriate account information before communicating with the equipment.

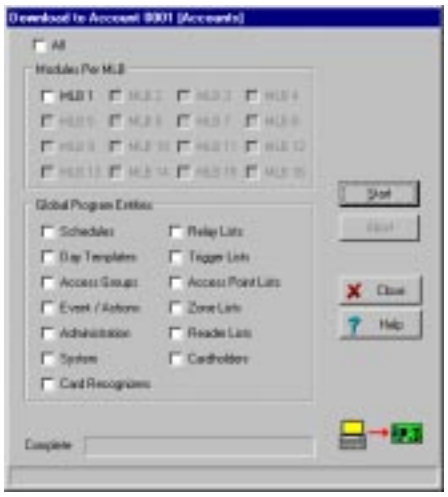
Downloading the database

The Download feature is provided to allow the computer user to send to the MLB any database changes that have been made since the last download.

To download, follow the procedure below:

1. **From the *Config* menu, select *Download*.**

   The Download dialog box appears:



   The data to be downloaded is broken into several segments, any of which you may check to specify that you want to download that segment. Checking the "All" selection overrides the other, individual selections and sends all of the data segments to the MLB. By default, the segments that have been modified since the last download come up selected when the dialog box is opened.

When the cardholder information is selected for downloading, only those individual cardholder files that have been modified since the last download are sent to the MLB.

   For an account recovery/re-creation (in the instance where the hardware was replaced and/or defaulted), select *All*. This sends down all of the system information to the MLB.

2. **Click *Start*.**

   The download process begins. This process may take as long as several minutes, depending on the size of the database and the number of segments being downloaded.

   Note that the (unchanged) cardholder information is not downloaded. To download the cardholder information, right-click on an existing cardholder, and select Edit Card. The Card Data dialog will be presented. To download the cardholder information, proceed as follows:

   a. Select the Summary Tab.

   b. Select the Clear MLB Button.

   c. At the "Are you sure?" prompt, select Yes.

   d. At the "MLB Card data has been defaulted. Recreate cards now?" prompt, select Yes.

   e. The cardholder database is downloaded. Select the Close Button to exit.

Uploading the database

The Upload feature allows the computer user to create an account using an existing MLB installation as the basis for the account. All of the programming of the features on the MLB are brought up to the currently loaded PassPoint *Plus* account. Any settings in the currently loaded account are completely overridden in favor of the new settings retrieved from the MLB. This means that any data not stored on the MLB is lost for this account, including some resource names and much of the cardholder auxiliary information (Address, Picture, Notes, Custom Fields, etc.).

As a normal course of events, the Upload feature is not used often. It should be used only in extreme cases where a new account must be created by using the existing MLB programming.

To upload the database, follow the procedure below:

1. **From the *Config* menu, select *Upload*.**

   The Upload dialog box appears:

   The data to be uploaded is broken into several segments. For an upload, the only possible setting is *All*, as a partial upload would not be meaningful. Once the *Start* button is clicked, the *Abort* button is then activated and the upload begins.

2. **Click *Start*.**

   The upload process begins.

   You may click the *Abort* button to cancel the upload at any time prior to the completion of the upload. After the upload is complete, the dialog box automatically closes and you can see the new system settings reflected in the account.

Chapter

13

Obtaining Resource Status

Resource Status allows you to view and fully or partially control the status of system resources. In this chapter you will learn how to:

- **Display the status of system resources**
- **Alter the Resource Status screens**
- **Control the status of system resources**
- **Locate and move cardholders**

What Is Resource Status?

The Resource Status screen displays detailed status for the system's access points, readers, relays, triggers, zones, access groups, schedules, modules and partitions.

To obtain Resource Status, your computer must be on-line with the PassPoint system.

Selecting Resource Status

To select Resource Status, left-click the Resource Status speed button or select View on the menu bar and then select Resource Status from the list.

The Resource Status screen will be displayed with the status of access points in the front. The Resource Status screen displays detailed status for the system's access points, readers, relays, triggers, zones, access groups, schedules, modules, and partitions in a grid-like fashion.

Altering and refreshing the display

You can alter each of the display grids by using mouse commands. With the mouse you can rearrange the order of the columns displayed, change column widths, and delete or re-insert previously deleted columns.

Rearranging the order of columns

To rearrange the order of a column, left-click on the column heading to select the column. When a column has been selected, it is displayed in black with a white foreground, as shown in the below display of access points. You can select multiple columns by dragging the mouse while depressing the mouse button or by holding down the shift key while clicking on additional columns. When you have selected the column(s) to be moved, release the mouse button (or shift key), left-click the mouse, and drag the column(s) to the desired position.

Changing column width

You can change column width by positioning the cursor on the vertical column boundary marker in the column heading area. When the cursor is positioned over the vertical column boundary, double vertical lines with left and right arrows are displayed. To modify the width of the column, left-click the mouse and drag the column boundary to its desired position.

Deleting and re-inserting columns

Right-clicking on the column headings displays a menu of the available columns, as shown in the below example for access points. Columns shown with a check mark on this menu are displayed. You can use this right-click menu to toggle the check marks by selecting a menu entry.

Refreshing the display

At the time the Resource Status screen is displayed, the system obtains the current status of all resources from the MLB. You may want to refresh the Resource Status screen if it has been displayed for a long period or any other changes have taken place that may have affected the status of resources. Selecting the Refresh button on the Resource Status screen cause the PassPoint software to obtain the current status of resources from the MLB.

Access points

The Access Point tab displays detailed access point status about all access points in the system.

The columns that may be displayed are:

- **Num** - This column indicates the access point number.
- **Name** - This column indicates the access point name.
- **Door State** - This column indicates the state of the door if the access point has been configured with a DSM Zone (and the DSM Zone is not shunted).

- **Icon** - A graphical representation of the state of the access point is displayed in this column. A question mark in this column indicates an assigned access point that has not been configured.
- **Op Mode** - This column indicates if the access point is currently protected, bypassed, locked, or in exit-only mode.
- **Relay Sup.** - If the access point was installed with the Relay Supervision option enabled, the state of the Relay Supervision is displayed.
- **Prec** - The current precedence level for this access point is displayed in this column.
- **Entry I.D.** - The current entry identification mode is displayed in this column if the access point has been fitted with an entry reader, keypad, or combination unit.
- **Exit I.D.** - The current exit identification mode is displayed in this column if the access point has been fitted with an exit reader, keypad, or combination unit.
- **Visual V.** - If this access point has been set for visual verification, it is noted in this column.
- **DSM State** - If the access point has been installed with a DSM zone, the DSM zone's current state is displayed in this column.
- **Anti-PB Mode** - The current Anti-Ppassback mode (None, Soft, Hard) is displayed in this column.

Controlling access points

You may right-click on an access point to obtain options for controlling it. When you right-click on the access point, the following menu is displayed. The functions of bypass, protect, lock, and grant are the same as if the access point were selected from the system tree in the Resource Window.

If you select Advanced from the menu, the following Control Device screen is displayed.

The Control Device screen is divided into three areas:

Status - This area shows the status of the selected resource. It is updated only upon initial display and when commands are sent from the Control area of the screen.

Prec. Rule - Precedence levels determine whether or not a manual operation should take "precedence" over any other previously initiated action. Whenever a command is sent, a precedence rule is also sent. The default rule is "Take." The Advanced screen gives you a chance to change that rule. There are three choices in the Prec. Rule:

- **Take** - The precedence value of the resource being controlled takes on the user's precedence.
- **Leave** - The precedence value of the resource being controlled is not altered by the user's precedence.

- **Clear** - The precedence value of the resource being controlled is cleared (set to zero) after the action is performed.

Control - The drop-down list contains the commands that pertain to the selected resource. Based on your selection, a Send button becomes visible or a More button becomes visible. More denotes that more data is needed, so clicking the More button results in a second screen showing the additional data needed. From either screen, pressing the Send button then sends the selected command to the MLB, which updates the status area.

Readers

The Readers tab displays detailed reader status about all readers attached to the system.

The columns that may be displayed are:

- **Num** - This column indicates the reader number.
- **Name** - This column indicates the reader name.
- **State** - This column indicates if the reader is enabled or disabled.

- **Icon** - A graphical representation of the state of the reader is displayed in this column.
- **Entry** - The current identification mode for this reader is displayed in this column.
- **Prec** - The current precedence level for this reader is displayed in this column.

Controlling readers

You may right-click on a reader to obtain options for controlling it. When you right-click on the reader, the following menu is displayed, which allows the reader to be enabled, disabled, or controlled (advanced) via additional entries.

If you select Advanced from the menu, the following Control Device screen is displayed.

The Control Device screen is divided into three areas:

Status - This area shows the status of the selected resource. It is updated only upon initial display and when commands are sent from the Control area of the screen.

Prec. Rule - Precedence levels determine whether or not a manual operation should take "precedence" over any other previously initiated action. Whenever a command is sent, a Precedence Rule is also sent. The default rule is "Take." The Advanced screen gives you a chance to change that rule. There are three choices in the Prec. Rule:

- **Take** - The precedence value of the resource being controlled takes on the user's precedence.
- **Leave** - The precedence value of the resource being controlled is not altered by the user's precedence.
- **Clear** - The precedence value of the resource being controlled is cleared (set to zero) after the action is performed.

Control - The drop-down list contains the commands that pertain to the selected resource. Based on your selection, a Send button becomes visible or a More button becomes visible. More denotes that more data is needed, so clicking the More button results in a second screen showing the additional data needed. From either screen, pressing the Send button sends the selected command to the MLB, which updates the status area.

Relays

The Relays tab displays detailed relay output status for all relays configured in the system.

The columns that may be displayed are:

- **Num** - This column indicates the relay number.
- **Name** - This column indicates the relay name.
- **Relay State** - This column indicates if the relay is currently on or off.
- **Icon** - A graphical representation of the state of the relay is displayed in this column.
- **Enabled** - This column indicates if the relay is enabled or disabled.
- **Supervision** - If this relay has been configured to monitor Relay Supervision, the state of the Relay's Supervision input is displayed in this column.
- **Prec** - The current precedence level for this relay is displayed in this column.

Controlling relays

You may right-click on a relay to obtain options for controlling it. When you right-click on the relay, the following menu is displayed, which allows the relay to be turned on, off, or controlled (advanced) via additional entries.

If you select Advanced from the menu, the following Control Device screen is displayed.

The Control Device screen is divided into three areas:

Status - This area shows the status of the selected resource. It is updated only upon initial display and when commands are sent from the Control area of the screen.

Prec. Rule - Precedence levels determine whether or not a manual operation should take "precedence" over any other previously initiated action. Whenever a command is sent, a Precedence Rule is also sent. The default rule is "Take." The Advanced screen gives you a chance to change that rule. There are three choices in the Prec. Rule:

- **Take** - The precedence value of the resource being controlled takes on the user's precedence.
- **Leave** - The precedence value of the resource being controlled is not altered by the user's precedence.
- **Clear** - The precedence value of the resource being controlled is cleared (set to zero) after the action is performed.

Control - The drop-down list contains the commands that pertain to the selected resource. Based on your selection, a Send button becomes visible or a More button becomes visible. More denotes that more data is needed, so clicking the More button results in a second screen showing the additional data needed. From either screen, pressing the Send button sends the selected command to the MLB, which updates the status area.

Triggers

The Triggers tab displays detailed trigger output status for all triggers configured in the system.

The columns that may be displayed are:

- **Num** - This column indicates the trigger number.
- **Name** - This column indicates the trigger name.
- **Trig State** - This column indicates if the trigger is currently on or off.
- **Icon** - A graphical representation of the state of the trigger is displayed in this column.

- **Enabled** - This column indicates if the trigger is enabled or disabled.
- **Prec** - The current precedence level for this trigger is displayed in this column.

Controlling triggers

You may right-click on a trigger to obtain options for controlling it. When you right-click on the trigger, the following menu is displayed, which allows the trigger to be turned on, off, or controlled (advanced) via additional entries.

If you select Advanced from the menu, the following Control Device screen is displayed.

The Control Device screen is divided into three areas:

Status - This area shows the status of the selected resource. It is updated only upon initial display and when commands are sent from the Control area of the screen.

Prec. Rule - Precedence levels determine whether or not a manual operation should take "precedence" over any other previously initiated action. Whenever a command is sent, a Precedence Rule

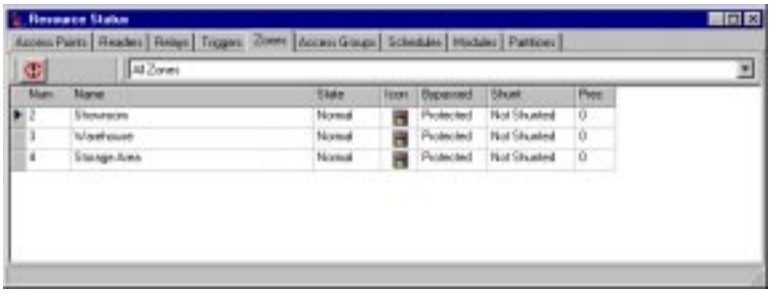
is also sent. The default rule is “Take.” The Advanced screen gives you a chance to change that rule. There are three choices in the Prec. Rule:

- **Take** - The precedence value of the resource being controlled takes on the user's precedence.
- **Leave** - The precedence value of the resource being controlled is not altered by the user's precedence.
- **Clear** - The precedence value of the resource being controlled is cleared (set to zero) after the action is performed.

Control - The drop-down list contains the commands that pertain to the selected resource. Based on your selection, a Send button becomes visible or a More button becomes visible. More denotes that more data is needed, so clicking the More button results in a second screen showing the additional data needed. From either screen, pressing the Send button sends the selected command to the MLB, which updates the status area.

Zones

The Zones tab displays detailed zone input status for all zones configured in the system.



The columns that may be displayed are:

- **Num** - This column indicates the zone number.
- **Name** - This column indicates the zone name.
- **State** - This column indicates the current state of the zone (normal, alarm, trouble, or faulted).
- **Icon** - A graphical representation of the state of the zone is displayed in this column.
- **Bypassed** - This column indicates if the zone is bypassed or protected.
- **Shunt** - This column indicates if the zone is shunted.
- **Prec** - The current precedence level for this zone is displayed in this column.

Controlling zones

You may right-click on a zone to obtain options for controlling it. When you right-click on the zone, the following menu is displayed, which allows the zone to be bypassed, protected, or controlled (advanced) via additional entries.

If you select Advanced from the menu, the following Control Device screen is displayed.

The Control Device screen is divided into three areas:

Status - This area shows the status of the selected resource. It is updated only upon initial display and when commands are sent from the Control area of the screen.

Prec. Rule - Precedence levels determine whether or not a manual operation should take "precedence" over any other previously initiated action. Whenever a command is sent, a precedence rule is also sent. The default rule is "Take." The Advanced screen gives you a chance to change that rule. There are three choices in the Prec. Rule:

- **Take** - The precedence value of the resource being controlled takes on the user's precedence.
- **Leave** - The precedence value of the resource being controlled is not altered by the user's precedence.
- **Clear** - The precedence value of the resource being controlled is cleared (set to zero) after the action is performed.

Control - The drop-down list contains the commands that pertain to the selected resource. Based on your selection, a Send button becomes visible or a More button becomes visible. More denotes that more data is needed, so clicking the More button results in a second screen showing the additional data needed. From either

screen, pressing the Send button sends the selected command to the MLB, which updates the status area.

Access groups

The Access Groups tab displays detailed status for all access groups configured in the system.

The columns that may be displayed are:

- **Num** - This column indicates the access group number.
- **Name** - This column indicates the access group name.
- **Routing** - This column indicates if entry/exit rules are to be enforced for this access group (No Entry/Exit, Soft, or Hard).
- **Icon** - A graphical representation of the state of the access group is displayed in this column.
- **Disabled** - This column indicates if the access group is enabled or disabled.

Controlling access groups

You may right-click on an access group to obtain options for controlling it. When you right-click on an access group, the

following menu is displayed, which allows the access group to be enabled, disabled, or controlled (advanced) via additional entries.

If you select Advanced from the menu, the following Control Device screen is displayed.

The Control Device screen is divided into three areas:

Status - This area shows the status of the selected resource. It is updated only upon initial display and when commands are sent from the Control area of the screen.

Prec. Rule - This area of the Control Device screen is not active for access groups.

Control - The drop-down list contains the commands that pertain to the access group. Selections available consist of enable, disable, entry/exit none, entry/exit soft, or entry/exit hard. Clicking the Send button sends the selected command to the MLB, which updates the access group status.

Schedules

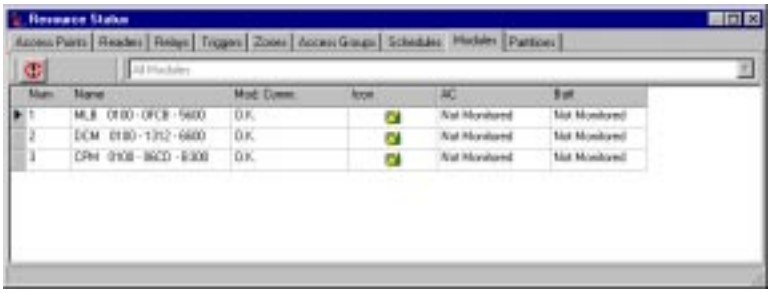
The Schedules tab displays detailed status for all schedules configured in the system.

The columns that may be displayed are:

- **Num** - This column indicates the schedule number.
- **Name** - This column indicates the schedule name.
- **Day Template** - This column indicates the day template that the schedule is currently executing.
- **Icon** - A graphical representation of the state of the schedule is displayed in this column.
- **Open Window** - When a schedule is open on a time window within the indicated day template, the current time window is displayed in this column.
- **Day** - The day of the week that the schedule is on is displayed in this column. Recall that due to day templates that span midnight, a schedule may still be on the previous day until that day's day template closes.

Modules

The Modules tab displays detailed status for all modules in the system.



The columns that may be displayed are:

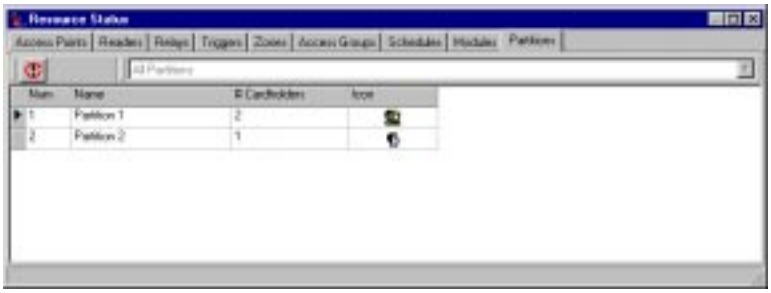
- **Num** - This column indicates the module number.
- **Name** - This column indicates the module type and network identification serial number.
- **Mod. Comm.** - This column indicates if the module is communicating properly with the MLB or is experiencing a communications failure.
- **Icon** - A graphical representation of the state of the module is displayed in this column.
- **AC** - If the module has been configured to monitor the state of its AC power, it is displayed in this column.
- **Batt** - If the module has been configured to monitor the state of its backup battery, it is displayed in this column.

Partitions

The Partitions tab displays the location of cardholders on the premises. For this function to operate properly, the following conditions must be met:

- **The passpoint access points must be set up as entry/exit.** (This setup must be performed by the system installer.)
- **The PassPoint system must be partitioned. (This setup must be performed by the system installer.)**

The Partitions tab provides the following display:



The columns that may be displayed are:

- **Num** - This column indicates the partition number.
- **Name** - This column indicates the partition name.
- **# Cardholders** - This column indicates the number of cardholders that are currently in this Partition. Click the Refresh button to update this column at any time.
- **Icon** - This column displays a graphical representation of the number of cardholders in this partition. An "X" indicates no cardholders, a single head indicates one cardholder, and a double head indicates multiple cardholders.

Controlling cardholders in a partition

You may right-click on a partition to obtain information on cardholders in the partition. When you right-click on a partition, the following drop-down menu is displayed:

This drop-down menu allows the user to Clear All Cardholders from a Partition, Show Cardholders, or Clear All Cardholders from all Partitions. If you select Show Cardholders, a Cardholders in Partition menu is displayed identifying the cardholders in the selected partition.

The number shown (default = 5) in the lower left area of the screen is the number of cardholders to be displayed at one time. This number can be changed to any number between 1 and 25. If more cardholders are in the partition than the number selected to be displayed at one time, then the Next button becomes active. Selecting the Next button displays additional cardholders in the partition. When this screen is displayed, you have options of Moving a Cardholder or displaying a Cardholders in Partition Report. Both options are discussed in the following paragraphs.

Moving a cardholder

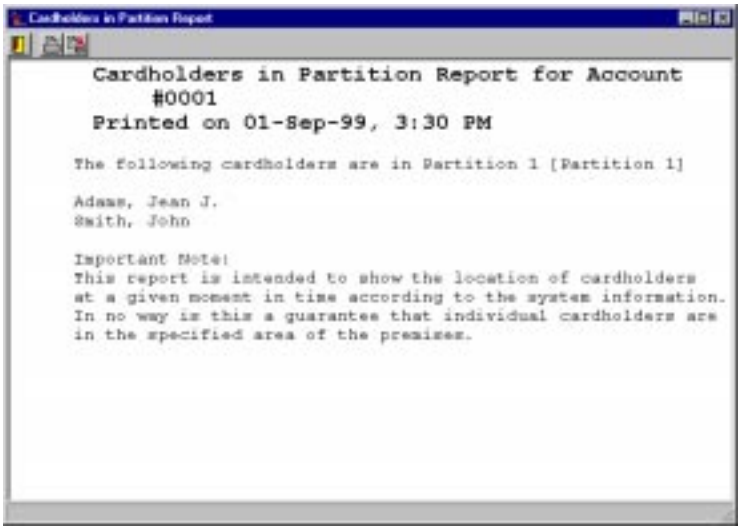
When the Cardholders in Partition menu is displayed, you may right-click on a cardholder to move the cardholder to another partition or off-premises. When you right-click on a cardholder, the following item is displayed:

Select the Move Cardholder button. An additional Move Cardholder screen is displayed.

Clicking on the Down arrow button for Move To displays all the options of where the cardholder can be moved. Select the area desired, and select OK.

Displaying a Cardholders in Partition Report

When the Cardholders in Partition menu is displayed, you may select the Print button. When you select the Print button, a Cardholders in Partition Report similar to the following is displayed.



When the Cardholders in Partition report is displayed, you have the option of Closing the Report, Printing the Report or Exporting the Report to a File using the buttons at the upper left of the screen. When you print the report or export the report, you receive normal windows Printing messages or File Save messages.

Chapter

14

Using PassPoint Reports

Reports allow you to quickly view information about the configuration and operation of your PassPoint system. In this chapter you will learn:

- **About the different types of PassPoint reports**
- **How to use the PassPoint Reporter to run system reports**
- **How to use the PassPoint Report Scheduler to run system reports at a scheduled time**

PassPoint Reporting

The PassPoint reporting tool allows you to quickly view configuration and operational information for your system. The reporting tool pulls up the data in the PassPoint database, allowing it to be displayed, printed, sorted, and exported.

There are two kinds of reports: fixed and full query. Fixed reports are standard PassPoint reports that cannot be changed. Full query reports allow you to choose more specifically the type of data that will be displayed. When you select a full query report, the system calls up a "query builder," a separate tool in which you choose the types of data you want displayed and the order in which you want it.

The table below lists each of the PassPoint reports, along with its type and a brief description:

Report Title	Type	Description
Access Groups	Fixed	Access group configuration
Access Point Activity	Full Query	All access point-related events
Alarm Events	Full Query	Alarm events only (access point and zones)
Area Reports	Full Query	All resources associated with an area
Burglary System Activity	Full Query	Burglary system-related events
Card Activity By Card	Full Query	All events for a specified cardholder
Card-Related Events	Full Query	Events that pertain to cardholders
Card Trace Events	Full Query	Card trace events

Report Title	Type	Description
Cardholder Priviledges	Fixed	Times when each cardholder has priviledges for selected access points
Cardholders (All)	Full Query	All cardHolders
Cards by Department	Full Query	All cards, sorted by department
Cards in Access Group	Full Query	All cards where assigned access group = supplied access group
Cards in Department	Full Query	All cards in a supplied department
Day Templates	Fixed	Day template configuration
Denial Events	Full Query	Access and egress denials
Event Actions	Fixed	Event action configuration
Events (All)	Full Query	All events in chronological order
Events (In date range)	Full Query	All Events Within a Supplied Date Range
Events with Annotation	Full Query	All events within a supplied date range including annotation information
Executive Priviledges	Full Query	All executive privilege cards
Hardware Module Configuration	Fixed	Hardware module configuration
Manual Access Grants	Full Query	All manual access grants
Operator Events	Full Query	All events caused by operator actions
Reports	Full Query	Available reports
Resource Lists	Fixed	All configured resource lists
Schedules	Fixed	Schedule configuration

Report Title	Type	Description
System Wide Options	Fixed	System-wide options configuration
Time & Attendance	Full Query	Chronological card activity within date range
Zone Activity	Full Query	Zone-related events

When run, each report will give you detailed information about the PassPoint parameter you selected. For instance, running the Day Template report will provide you with detailed information about all of your system's day templates.

Using the PassPoint Reporter

The PassPoint Reporter is the PassPoint tool used to run/view reports. To launch the PassPoint Reporter, select *Reporting* from the *Tools* menu. The PassPoint Reporter appears:

The PassPoint Reporter displays all of the available reports in a drop-down list box. To run a report, choose the applicable report, then click *Run*. You may then need to choose additional parameters for the report before it actually runs.

Each of the fields and buttons of the Event Report is described below:

Report Title - The *Report Title* drop-down list allows you to select the report type that you would like to run. When you make a selection from this list, the *Notes* field displays information about the report that you have selected.

Report Notes - The *Report Notes* field may display a brief description about the report selected in the *Report Title* field.

Report from Account - The *Report from Account* drop-down list allows an account selection from which the report is to be based. The default for this area is the current active account. To report for a different account, click the down arrow and choose the account desired.

Current Reporting DB / Archive - The *Current Reporting DB / Archive* drop-down list allows you to select the database from which the report is to be created. The default for this area is the current active database (event log). To report from an archive, click the Browser button to display the Archive directory folders. With the Archive Directroy folders displayed, select the folder for the date period desired, and then select the database within that folder.

Report > Run – This menu or button selection runs the currently selected report. Some of these reports run automatically and open up into a large screen that allows you to preview the data before you actually print it. Other reports may require you to enter information before running the report. Some reports open up a large screen on which you may graphically describe the exact details of the report that you wish to run.

Report > Add – Make this menu or button selection when you want to add a report to the *Report Title* list. Only reports that have been generated using the graphical report creator can be added to the *Report Title* list.

Report > Schedule – Make this menu or button selection when you want to schedule the report in the *Report Title* list.

Report > Scheduled – Make this menu selection when you want to view and delete scheduled reports.

Report > Saved – Make this menu selection when you want to view a report that was scheduled and saved.

Report > Remove – Click this button to remove a report in the *Report Title* list. You can remove only reports that you have created.

File > Close - Make this menu selection when you want to close the Reporter screen.

Viewing reports

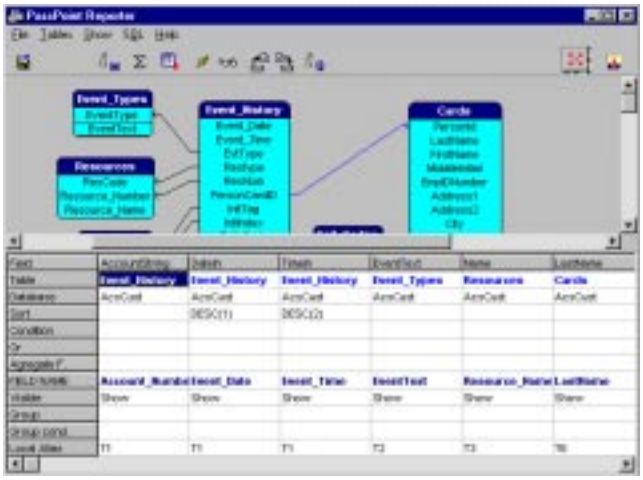
Once you've launched a report, the system searches the database for all the applicable data, then displays the report on-screen in a separate window.

If you've launched a fixed report, the window looks similar to the one below:

As you can see, the report displays information about all of the modules currently enrolled in the system.

At the top of the screen is a tool bar. Using these tool bar buttons, you can exit the report, print the report, or save the report for future viewing.

If you've chosen a full query report, the query builder screen appears:



From here you can choose which data fields to display, then run the query.

Creating a new report

In addition to viewing any of the standard reports, you can use the PassPoint Reporter to create new reports. Because of the many different options available, the best way to describe how to create a new report is to use an example. There are four basic types of reports you can create: card-based, event-based, area-based, and annotation-based reports. For this example, we will create a new event-based report. Keep in mind that you may use any of the available options to customize your reports.

There are four steps necessary to create a new event-based report. These steps are:

Step 1: Selecting a Reference Report

Step 2: Creating a Query

Step 3: Creating a Report Format

Step 4: Saving and Printing the New Report

Step 1: Selecting a Reference Report

To select an existing report to use as a basis for the creation of a new report, proceed as follows:

1. **From the *Tools* menu, select *Reporting*.**

   The PassPoint Reporter appears:

2. **Scroll down the *Report Title* drop-down box and select an existing report (as a starting point for your new report).**

   In this example, select *Events (All)*.

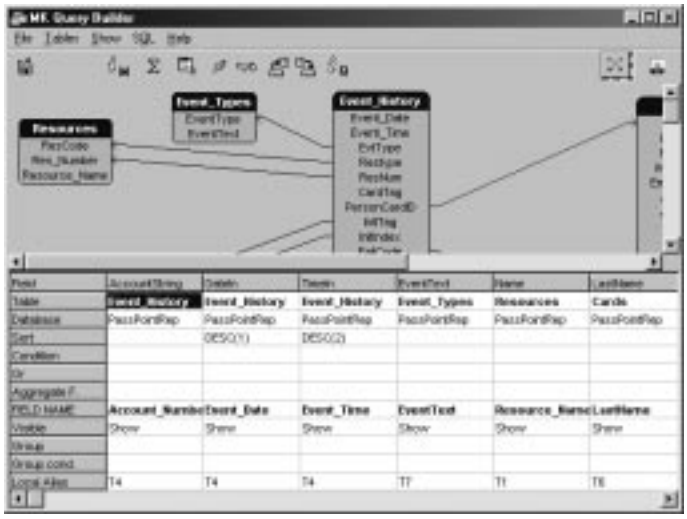
3. **Click on *Debug Interactive* in the *Run Mode* area of the screen.**

Step 2: Creating a Query

A query determines the database records that are to be included in your report. To create a query for your report, proceed as follows:

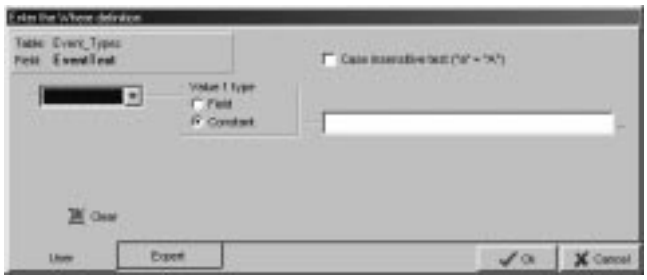
1. **From the *Report* menu, select *Run* or click the Report Run button.**

   The Query Builder appears:



2. **For this example, double-click in the *Condition* field of the *Event Text* column.**

The *Enter the Where definition* screen appears:



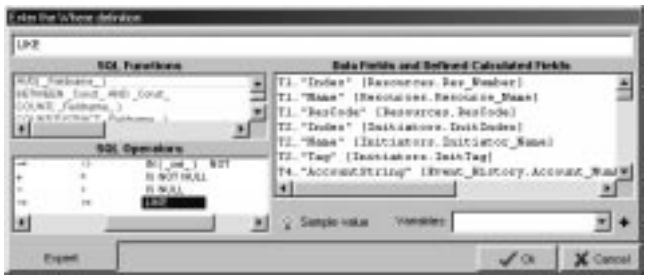
3. Click on the *Expert* Tab.

The confirm dialog box appears:

4. Click the *Yes* button on the confirm dialog box.

5. Double-click *LIKE* from the *SQL Operators* field.

We are using LIKE because we will be searching for matches that are "like" our criteria. The word LIKE should appear in the top edit box.

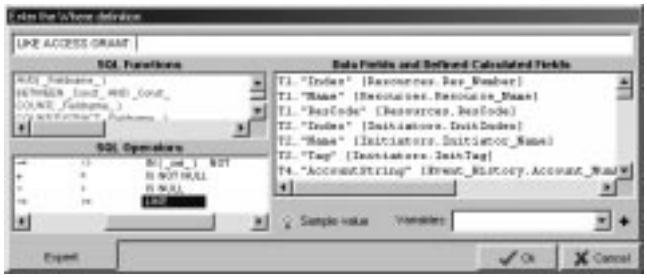


6. Click the *Sample Value* button.

The Event_Types // Event Text dialog box appears:

7. **Double-click *Access Grant.***

   The Event_Types // Event Text dialog box is closed and *LIKE ACCESS GRANT:* appears in the edit box.



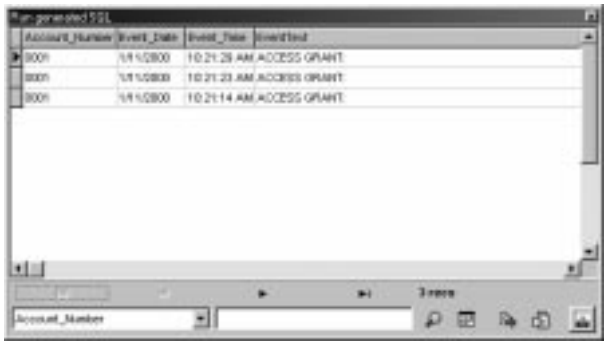
8. **Put quotes around the words *ACCESS GRANT:* and make sure there is a space between the word *LIKE* and the first quote.**

9. **Click the *OK* button.**

   The *Enter the Where definition* dialog box closes.

10. **Click the Lighting Bolt button to run the query.**

    This brings up the results in the *Run Generated SQL* window. The display format is similar to that shown below.



11. After viewing the results, close this window by clicking on the *Close* Button.

12. When you are satisfied with the query, you must then save it. From the *SQL* menu, select *Save Query*. Note that the query must be saved in the Reports subdirectory. Give the query a meaningful name (i.e., MyAccessGrant), and click the *Save* button.

13. Click the Lighting Bolt button to run the query again.

Now you will need to modify the report as described in step 3.

Step 3: Creating a Report Format

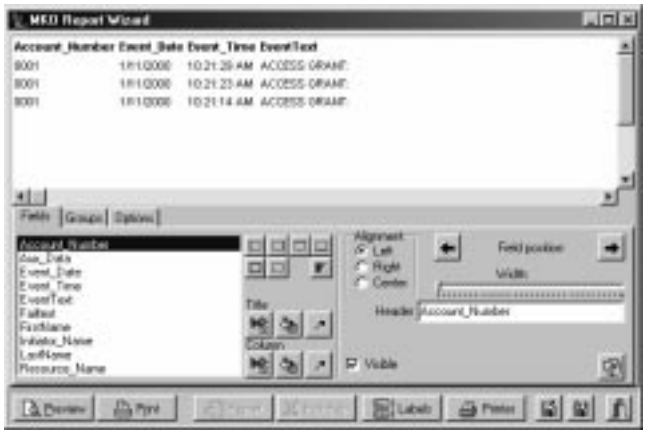
The report format defines how your report will appear. It includes items such as column widths, titles, fonts, and borders. To create a format for your report, proceed as follows:

1. Click the Print Data button.

The *PassPoint Report Wizard* window appears:

2. **Click the *Edit Report* button to modify the report.**

   A modified Report Wizard screen appears:



3. **By selecting the *Fields* tab, you can specify report column names and sizes. To title your report, switch to the *Options* tab, check *Title band*, and then click the *Edit band* button to the right of the *Title band*.**

4. **When you are finished formatting your report, click the *Save* button.**

   The *PassPoint Report Wizard* window appears:

5. **Give it a meaningful name (this can be the same name as the Query [i.e., MyAccessGrant], since the extension will be different), and click the *Save* button.**

6. **Close the *PassPoint Report Wizard* screen, then close the *Run generated SQL* screen and the *Query Builder* screen.**

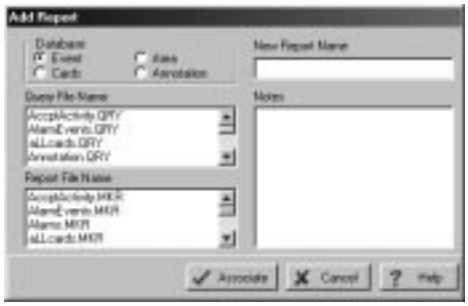
   The system should display the original PassPoint Reporter screen.

Step 4: Saving and Printing the New Report

When saving the new report, you are linking the query and format that you have defined. This information can then be used to generate\ later reports. To save and print your report, proceed as follows:

1. **From the *Report* menu, select *Add* or click the Report Add button.**

   The Add Report screen appears:



2. **In the *Query File Name* list, select the query you saved (i.e., MyAccessGrant).**
3. **In the *Report File Name* list, select the report you saved (i.e., MyAccessGrant).**
4. **In the *New Report Name* box, enter a name for the new report that is meaningful to both the query and the report (i.e., MyAccessGrant). You may also add some notes in the *Notes* field if you wish.**
5. **You MUST select *Event* from the *Database* selection to specify this is an event-based report.**
6. **Click the *Associate* button. The original *PassPoint Reporter* screen should appear.**
7. **Set the *Run Mode* to *Silent.***
8. **To run your new report, from the *Report* menu, select *Run* or click the Report Run button.**

Running Scheduled Reports

You can obtain scheduled reports by using the PassPoint *Plus* Report Scheduler. The Report Scheduler is a separate program that runs in the background. It checks every 5 minutes to see if there are any scheduled PassPoint reports that need to be started.

The Report Scheduler works in conjunction with the "*Schedule Report*" screen of the PassPoint Reporter. The Report Scheduler can send a scheduled report to a printer or to a file. Additionally, if you have Adobe Acrobat (PDF Writer and Acrobat reader) on your computer, the Report Scheduler can save a scheduled report in its own database or deploy scheduled reports to a web server.

The Report Scheduler has been tested with Adobe Acrobat version 4.0. Operational capabilities of the Report Scheduler with other versions of Adobe Acrobat have not been determined.

Starting the Report Scheduler

The Report Scheduler applet can be included in your windows startup group folder, in the Windows 98 and Windows NT task scheduler, or in the PassPoint *Plus* Tools menu. In the below procedure, we are going to launch the PassPoint Report Scheduler by adding it as a tool in PassPoint *Plus*. To add the Report Scheduler to the Tools menu, proceed as follows:

1. **Click on the *Tools* tab at the top of the PassPoint *Plus* screen.**
2. **Click on *Configure Tools* in the drop-down menu.** A Configure Tools screen is displayed.
3. **Click on the *Add* button.** A Tools Properties screen is displayed.
4. **In the *Title* area of the Tools Properties screen, type "Report Scheduler."**
5. **Position the cursor in the Program area of the Tools Property screen and click on the *Browse* button**. The PassPoint *Plus* file directory is displayed.
6. **Scroll through the PassPoint *Plus* file directory until you reach "REPSCHED.EXE" and double-click on it.** The file is added to the Program area of the screen and the Working dir area of the screen is automatically filled in.

7. **Click on the *OK* button in the Tools Properties screen. The screen closes and the Report Scheduler is added to the Configure Tools screen.**
8. **Click the *Close* button on the Configure Tools screen.** The Report Scheduler is now an available tool for PassPoint *Plus*.
9. **Click on the *Tools* tab at the top of the PassPoint *Plus* screen.**
10. **Click on *Report Scheduler* in the drop-down menu.** The Report Scheduler is now running on your windows task bar.

Configuring the PDF

If you have Adobe Acrobat (PDF Writer and Acrobat reader) on your computer, the Report Scheduler can save a scheduled report in its own database or deploy scheduled reports to a web server. To configure the PDF, proceed as follows:

1. **Click on the *Tools* tab at the top of the PassPoint *Plus* screen.**
2. **Click on *Reporting* in the drop-down menu.** The PassPoint Reporter screen is displayed.
3. **Click on the *Configure* tab at the top of the PassPoint Reporter screen.**
4. **Click on *PDF* in the drop-down menu.** The Configure PDF screen shown below is displayed.

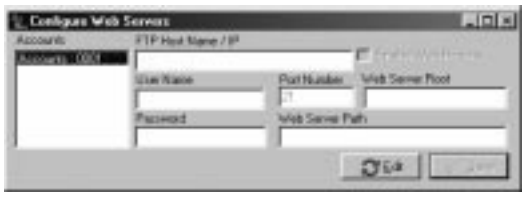
5. **Click the *Edit* button.**
6. **In the PDF Printer Driver area, enter "PDFWriter." In the PDF Reader box, enter the path to your Adobe Acrobat reader.**

   NOTE: You can search for the Adobe Acrobat reader using Windows Explorer.
7. **Click the *Save* button to save the data you just entered.**

Configuring web server support

The Report Scheduler must be running on your task bar to configure your Web Server. To configure your Web Server support, proceed as follows:

1. **Click on the *Tools* tab at the top of the PassPoint *Plus* screen.**
2. **Click on *Reporting* in the drop-down menu.** The PassPoint Reporter screen is displayed.
3. **Click on the *Configure* tab at the top of the PassPoint Reporter screen.**
4. **Click on *Web Servers* in the drop-down menu.** The Configure Web Servers screen shown below is displayed.



The Accounts area on the left side of the screen lists all accounts in PassPoint *Plus*. For each account, you may specify a Web Server.

5. **Click the *Edit* button.**

   NOTE: The values here are the same values you would need if you were using FTP to gain access to the web site.

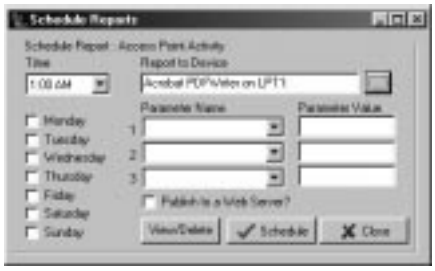
6. **In the FTP Host Name / IP area, enter the domain name of your web server or its IP address.**
7. **In the User Name and Password areas, enter a user name and password that is used to have access to the site.**
8. **In the Port Number area, enter a port number.** Generally, all FTP servers use port 21.
9. **Enter the Web Server Path and Web Server Root. The Web Server Path and Web Server Root should be set to the same path at this time.** This is the path where the generated reports are going to be stored.
10. **Click the *Save* button to save the data you just entered.**

NOTE: To publish reports to a web server, the software requires that the WinInet.dll be present on your path. WinInet.dll was installed if you installed Internet Explorer on your computer.

Scheduling a report

The Report Scheduler must be running on your task bar to schedule a report. To configure your report scheduling, proceed as follows:

1. **Click on the *Tools* tab at the top of the PassPoint *Plus* screen.**
2. **Click on *Reporting* in the drop-down menu.** The PassPoint Reporter screen is displayed.
3. **Click on the *Report* tab at the top of the PassPoint Reporter screen.**
4. **Click on *Schedule* in the drop-down menu.** The Schedule Reports screen shown below is displayed.



5. **Select a report time in the Time Area of the screen and place check marks in each day of the week box that you want the report to run.**
6. **If the Report to Device area is not showing the PDF writer, click on the button to the right of the box and select the PDF writer.**
7. **Enter the parameter names.** Normally, you would use Start_Date as parameter 1 and End_Date as parameter 2.

8. **Enter the parameter values.** Normally, if your reports are to run on several different days of the week, you would not want to put in dates. You would use the TODAY variable (i.e., set the parameter 1 value to TODAY-2 and the parameter 2 value to TODAY).
9. **If the report is to go to a Web Server also, place a check mark in the Publish to Web Server? area.**
10. **Click on the *Schedule* button to save the schedule.**
11. **Click on the *Close* button.**

Viewing a saved scheduled report

Once a scheduled report has been saved, it can be viewed at any time. To view a saved scheduled report, proceed as follows:

1. **Click on the *Tools* tab at the top of the PassPoint *Plus* screen.**
2. **Click on *Reporting* in the drop-down menu.** The PassPoint Reporter screen is displayed.
3. **Click on the *Report* tab at the top of the PassPoint Reporter screen.**
4. **Click on *Saved* in the drop-down menu.** The View Saved Reports screen shown below is displayed.

5. Reports are named by the date and time that they ran. Click the "…" in the *Report Name/View* field to launch the report for viewing or printing from Adobe Acrobat reader.

NOTES:
- The *Detail* column shows the parameters that the report ran with.
- Reports can be deleted by clicking on the triangle in the left-most column of the grid then clicking the *Delete* button.

Chapter

15

Using the Badger

The Badger allows you to create master badge formats and print badges (cards) based on the cardholder data in your PassPoint Database. Note that to use this feature to print cards, you must have a compatible card printer. In this chapter you will learn:

- **How to load the Badger**
- **How to create a master badge format**
- **How to create and print badges**

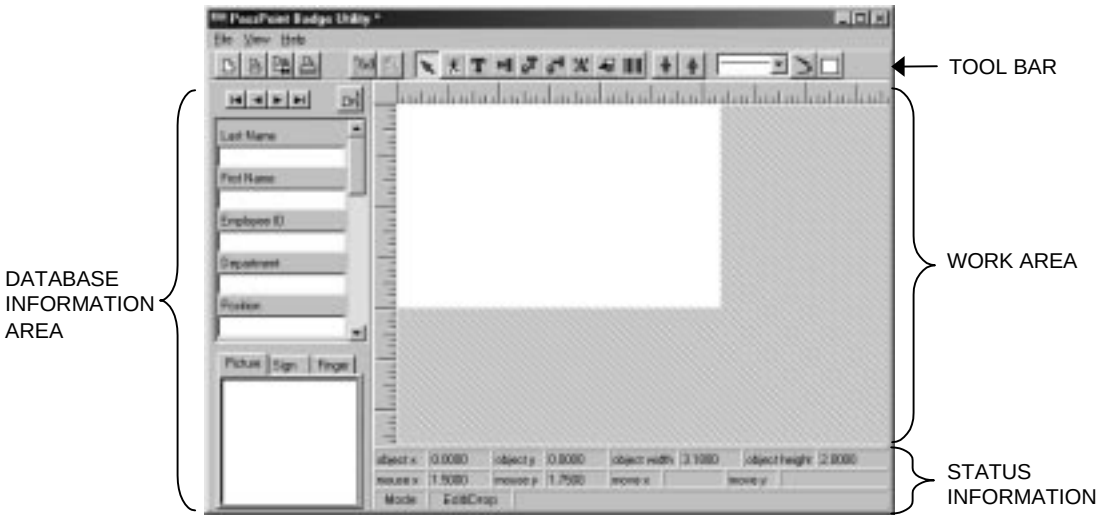
Loading the Badger

The Badger is loaded from the main PassPoint *Plus* program directory, or you may assign it as an item in your PassPoint Tools menu. When you are loading the Badger from the main PassPoint *Plus* program menu, it is not necessary to have the PassPoint *Plus* program loaded and online with your PassPoint system.

To load the PassPoint Badger from your main PassPoint *Plus* program menu, proceed as follows:

1. **Click on the Windows *Start* button.**
2. **In the popup window, move the cursor to *Programs*.** A listing of programs on your computer is displayed.
3. **In the Programs listing, position the cursor on *PassPoint Plus*.** A listing of all PassPoint Plus programs in your computer is displayed.
4. **In the PassPoint *Plus* program listing, click on *Badger*. The Badger is loaded into your computer and the Badger screen is displayed.**

The main Badger screen consists of four functional areas as shown below:



The areas of the Badger screen are as follows:

Database Information Area – This area contains fields from the PassPoint cardholder database, which may be assigned to text and picture components that you place on the card.

Tool Bar – This area contains the components that may be used to define the content and appearance of the card.

Work Area – This area is used to assemble the content and define the appearance of the card.

Status Information – This area contains status information describing the size and position of the currently active component and the current status of the Badger.

Creating a Master Badge Format

The Badger is designed so that you may create and save one or more master badge formats that can be used to quickly print cards for cardholders in the PassPoint database. The master badge formats are saved so that they can be recalled as needed. To use the Badger to create a master badge involves the following four steps.

Step 1: Selecting a card size

The Badger contains several defaults for card sizes. You can define one or more additional sizes to meet your facility requirements. To select and or define a new card size, proceed as follows:

1. **Click the Badger *View* Tab.** A popup menu will be displayed.
2. **Click the *Card Size* item on the popup menu.** The following screen is displayed.

3. **Click the arrow to the right of the Preset Card Types window and select a preset card size; or define your own card by entering Width, Height, and Border information. If you define your own size, click the *Save As* button and define a name for your new card size. The name is stored in**

the card size listing and will be available for you to select again at any time you are defining a card size.

3. **Click the *OK* button.** The card size has been defined.

Step 2: Selecting a card background

The Badger allows you to define a card color or wallpaper to be used in the background. To use a card color or wallpaper background, proceed as follows:

1. **Position the cursor in the Badger work area outside of any drawing component and right-click the mouse.** A popup menu is displayed.
2. **From the popup menu, select one of the following.**
   a. ***Color*** – When you select this item, the system displays a color chart from which you may select a background color for your card.
   b. ***Wallpaper*** – When you select this item, you are asked to choose *Image* or *Transparent*. When you select Image, the system displays a directory of your computer files that you may scroll through and insert a picture (BMP, JPEG, or GIF) as wallpaper. The selected image will automatically be tiled at its original size, so small images are recommended. If a single background image is desired, use a full card-sized image component.
   c. ***Clear*** – When you select this item, any color or wallpaper background assigned to your card is cleared.

Step 3: Inserting card components

The Badger contains several tools (located on a Tool bar) that you can use to insert components into your card. Using these tools, insert the card components into the Badger working area. The functions of the tools on the Tool bar are as follows:

New Badge – Select this button when you want to create a new master badge format. When the Badger program is loaded, the default condition is for a new badge.

Open Badge – Select this button when you want to call an existing master badge file (.bdg extension). When you click this button, a popup menu of existing master badge files is shown.

Save Badge – Select this button when you want to save a new master badge file (.bdg extension). When you click this button, a popup menu of existing master badge file names is shown.

Print Badge – Select this button when you want to print the badge that is shown in your work area.

View/Draw – Select this button when you want to draw in your work area. When you click this button, drawing icons appear on the Tool bar.

Design Mode – Select this button to use the various icons for badge components (i.e., Database Text, Text, etc.). When the badger is loaded, the default startup condition is in the Design Mode.

Pointer – Select this button to choose badge components in your work area for modification or deletion. This button is normally self-selecting when you do not have a drawing component selected for insertion.

Picture – Select this button to incorporate pictures or graphics into the card. To use the picture button, click on the button, position the cursor in your work area where you want the picture component, and left-click the mouse. A picture component is displayed in your work area.

You may insert a picture (BMP, JPEG, or GIF) from one of your files or, if you have cardholder photos, fingerprints, or signatures on file in your cardholder database, you may insert the information from the cardholder database. When you insert information from the cardholder database, the information displayed will automatically changes to match the cardholder selected when making up new card.

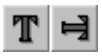
To insert a picture from one of your files:

1. **Right-click in the picture component.** A popup menu is displayed.
2. **From the popup menu, select *Picture*.** The Select a Picture dialog box is displayed.
3. **In the Select a Picture dialog box, browse through the system for the desired BMP, JPEG, or GIF file. When you find the desired file, click on the file name and then click on the *OK* button.**

To insert a picture, signature, or finger print from your cardholder database file:

1. **Depress and hold the left mouse button on the picture, signature, or fingerprint displayed in the lower-left corner of the Badger screen.**
2. **Drag the picture, signature, or finger print to the picture component in your work area.**

Once a picture has been inserted into the picture component, right-clicking on the picture component triggers a popup menu that lists methods to rotate a picture, dissolve it, and add a frame to it. Additionally, a checkable menu item is presented that latches the picture's original aspect ratio during re-sizing. Another menu command will re-size the picture to the exact width and height of the badge.



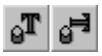
Fixed Text – This button is used for headings or stand-alone text. Normally horizontal text is chosen, but for special effects vertical text is also provided.

To use either fixed text button, click on the button, position the cursor in your work area where you want the text component, and left-click the mouse. A text component is displayed in your work area.

Next, right-click on your text component in the work area. A popup menu appears. From the popup menu, you may select:

- ***Font*** – Select this item to choose the font for your text component. When you select this item, a list of available fonts in your computer appears.
- ***Text*** – When you select this item, a popup window appears where you enter the text that is to be inserted into the text component in your work area. After you have completed the text entry, select *OK*. The text will be inserted into your text component.

- ***Rotate*** – Select this menu item to rotate your text component. When you select this item, a popup menu appears with options for rotating the text 0, 90, 180, or 270 degrees. Note that only True-Type fonts can be rotated.
- ***Duplicate*** – Select this menu item to duplicate the text component and its content.



Database Text – The database text buttons are used to hold cardholder-specific information stored in the database.

To use either database text button, click on the button, position the cursor in your work area where you want the database text component, and left-click the mouse. A database text component is displayed in your work area.

Next, right-click on your database text component in the work area. A popup menu is displayed. From the popup menu, you may select:

- ***Font*** – Select this item to choose the font for your database text component. When you select this item, a listing of available fonts in your computer appears.
- ***Text*** – When you select this item, a popup menu appears permitting the assignment of up to three database fields and four interleaved text fields for fixed spacing or annotation in the final text component. For fixed non-database text, type in the four leftmost edit boxes. Drag DB fields from the database pane to any of the three rightmost boxes. To cancel a database assignment, click the *X* button to the right of the field you wish to clear. After you have completed the text entry, select *OK*. The text will be inserted into your database text component.

- ***Rotate*** – Select this menu item to rotate your database text component. When you select this item, a popup menu appears with options for rotating the text 0, 90, 180, or 270 degrees. Note that only True-Type fonts can be rotated.
- ***Duplicate*** – Select this menu item to duplicate the database text component and its content.

Letter – This button is used to place individual letters on the card. To use the letter component button, click on the button, position the cursor in your work area where you want the letter component, and left-click the mouse. A letter component is displayed in your work area.

The contents of the Letter component can be changed by selecting the Letter object on the badge and simply typing alphanumeric keys that will automatically be assigned to the focused component. Right-clicking within the component displays a popup menu with the following choices:

- ***Font*** – Select this item to choose the font for your letter component. When you select this item, a list of available fonts in your computer appears.
- ***Rotate*** – Select this menu item to rotate your letter component. When you select this item, a popup menu appears with options for rotating the letter 0, 90, 180, or 270 degrees. Note that only True-Type fonts can be rotated.
- ***Lock Props*** – Select this menu item to enable the letter component's current font and rotation to be automatically in effect for the next letter component installed.
- ***Duplicate*** – Select this menu item to duplicate the letter component and its content.

Shape – Select this button to incorporate pictures or graphics into the card. To use the shape button, click on the button, position the

cursor in your work area where you want the shape component, and left-click the mouse. A shape component is displayed in your work area.

Once a shape component has been inserted into the work area, right-clicking on the shape component triggers a popup menu. From the popup menu, you may select:

- ***Border*** – Select this popup menu item to choose whether to apply the border color currently being displayed in the Line Weight button and selected by the Line Color Button, or to apply the border thickness currently being displayed in and selected by the Line Weight button.
- ***Fill Color*** – Select this popup menu item to apply the fill color currently being displayed in and selected by the Fill Color button.
- ***Type*** – Select this popup menu item to choose either an Outline or Solid shape.
- ***Shape*** – Select this popup menu to choose a Rectangle, Round Rectangle, or Circle shape.
- ***Duplicate*** – Select this popup menu item to insert a duplicate of the currently selected shape into your work area.

Barcode – Barcodes can be added to the card using this component. The supported barcodes are Code 39, Code 128, Interleaved 2/5 and Codabar. You will find the available fonts in the font directory off the application's directory. From these you can install the desired fonts using the Windows Font program in the control panel.

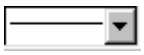
To use the barcode button click, on the button, position the cursor in your work area where you want the barcode component, and

left-click the mouse. A database barcode component will be displayed in your work area.

Next, right-click on your barcode component in the work area. A popup menu appears. From the popup menu, you may select:

- ***Font*** – Select this menu item to choose the font to be used for your barcode component. When you select this item, a list of available fonts in your computer appears.
- ***Text*** – When you select this item, a popup menu appears permitting the assignment of up to three database fields and four interleaved text fields for fixed spacing or annotation in the final text component. For fixed non-database text, type in the four leftmost edit boxes. Drag DB fields from the database pane to any of the three rightmost boxes. To cancel a database assignment, click the *X* button to the right of the field you wish to clear. After you have completed the text entry, select *OK*. The text will be inserted into your barcode component.
- ***Rotate*** – Select this menu item to rotate your barcode component. When you select this, a popup menu appears with options for rotating the barcode 0, 90, 180, or 270 degrees. Note that only True-Type fonts can be rotated.
- ***Duplicate*** – Select this menu item to duplicate the barcode component and its content.

Front/Back – These buttons are used to move an object forward or back in the working area. To use either of these buttons, select the object to be moved and then click on the forward or back button. When you click on the forward or back button, a popup appears with options for moving the object forward (or backward) or to the front (or back).



Line Weight – This button is used to select the line weight to be used when drawing objects. Clicking on the arrow at the right-side of the line triggers a drop-down menu for selecting one of the available line weights.

Line Color – This button is used to select the line color to be used when drawing objects. When you click on the button, a chart appears with line color options.

Fill Color – This button is used to select the fill color to be used when drawing objects. When you click on the button, a chart appears with fill color options.

Step 4: Save your master badge

When you have completed the design of your master badge, it should be saved to a file (.bdg extension) so that it can be recalled anytime that you need to print badges (or cards). To save your master badge, select the *Save Badge* button or the *File* tab followed by *Save*. You will be presented with a Save As directory listing where you enter the file name and save the file.

Creating and Printing Badges

Badges may be created and printed for a cardholder in your database at any time after you have created a Master Badge Format. To create and print a badge (or card) for a person in your cardholder database, proceed as follows:

Badges may also be printed from the *Config\Cards\Browse Database\Employment* Tab (see *Chapter 3, Managing Cards and the Cardholder Database*).

1. **Load the Badger as previously described.**

2. **From the Badger *File* tab, select *Open* or select the Open Badge button.** A list of master badge files is displayed.

3. **Click on the desired master badge file and then click on *Open*.**

4. **Select a cardholder from the cardholder database. The cardholder may be selected by any of the following methods:**

   a. Click the *File* tab and then click *Database*. Note that if you use this option to select a cardholder, you can set sort options to quickly locate the desired cardholder in large databases.

   b. Click the *Select Cardholder from Database* button located at the top-right of the Database area of the screen. Note that if you use this option to select a cardholder, you can set sort options to quickly locate the desired cardholder in large databases.

   c. Use the VCR-type buttons at the top of the database area of the screen to scroll through the cardholder database.

5. **With the desired cardholder displayed in the database area of the screen, print the card by clicking the *File* tab and *Print* or clicking on the *Print* button.**

6. **Repeat steps 4 and 5 for each badge (or card) desired.**

Appendix

A

System Defaults

Should your PassPoint system ever lose AC power without a battery backup or be intentionally powered down, there are a number of default settings that take effect once power is restored to the system. These default settings apply to the operating parameters of the system that are not part of the configuration database (e.g., the state of relays). Database configuration (e.g., module configuration, modem configuration, etc.) is not affected by a power loss and restart.

This appendix lists all of the default values that are instituted upon power-up. These settings also take place each time system configuration information is downloaded and the system enters programming (RCM) mode.

Note that downloading schedules, cards, and other ancillary data do not cause the system to enter programming mode. Only "installer-related" configuration options cause the system to enter programming mode.

Default System Values

The following default system values are instituted whenever the PassPoint system loses power and is powered backup. Remember that a battery backup keeps you from losing the following program data should an AC loss situation occur.

Uncommitted Relays:	Off, Enabled, Precedence Level 0
Uncommitted Triggers:	Off, Enabled, Precedence Level 0
Uncommitted Readers:	Enabled, Precedence Level 0
ID Mode:	Card only for card reader PIN only for keypad Card+PIN for combination units
Uncommitted Zones:	Unshunted, Protected, Precedence Level 0
Access Points:	Protected, Precedence Level 0
DSM Zone:	Unshunted
RTE Zone:	Unshunted
Door Control:	Relay Off
Pre-Alarm Trigger:	Off
Entry ID Mode:	Card only for card reader PIN only for keypad Card+PIN for combination units

Exit ID Mode:	Card only for card reader PIN only for keypad Card+PIN for combination units
Visual Verification:	Off
Anti-Passback Setting:	None
Access Groups:	Enabled
Cardholders:	All Forgiven, 1 Anti-Passback and Entry/Exit violation
Threat Level:	0
Burglary System:	Disarmed

The above settings may be overridden by schedules that are evaluated to be OPEN when the system "wakes up" from power-down. This is because schedules are evaluated upon system start-up, and the opening actions for OPEN schedules are performed.

Appendix

B

Keypad Messages

The PassPoint system can use a standard ADEMCO 6139 alpha-numeric keypad to display system status and to annunciate trouble conditions such as door-open timeout alarms. If your system does contain a keypad, the following appendix lists all of the messages that the keypad might display while the system is in use.

Messages appearing on the keypad are not resource-specific. That is, they do not state which zone is in alarm, which access point is open, etc. If the keypad warns you about such a condition, refer to the applicable PassPoint *Plus* screen to find out which resource is being reported on.

The messages listed in this Appendix also appear in the Status Area of your computer screen if your computer is connected to the MLB, and if PassPoint *Plus* is active at the time the message is generated.

Keypad Messages

The following is an alphabetical-order listing of all the keypad messages that may appear while the PassPoint system is in use:

ACCPT BYP	Access point(s) bypassed
ACCPT DO ALARM	Access point(s) in door-open alarm
ACCPT DOT ALARM	Access point(s) in door-open timeout alarm
ACCPT DSM TRB	Access point's DSM(s) in trouble
ACCPT EXIT	Access point(s) in exit-only mode
ACCPT LOCK	Access point(s) locked
ACCPT RLY SUPV	Access point's relay(s) failing supervision
ACCPT RTE TRB	Access point's RTE(s) in trouble
ACCPT SHNT	Access point's DSM(s) shunted
AG DIS	Access group disabled
ARMED AWAY	Burglary system armed-away
ARMED STAY	Burglary system armed-stay
DENY OVR	Deny Override set
HOLIDAY SCHEDULE	One or more Holiday Schedules in use

LOCAL OFFLINE	Local system out of contact with computer
LOCAL ONLINE	System operating locally
MLB MDM FAIL	MLB unable to communicate with modem
MOD AC LOSS	AC loss at module(s)
MOD COM FAIL	Communication failure to module(s)
MOD LOW BATT	Low battery at module(s)
PROGRAM (RCM) MODE	System in Programming Mode, DCMs in Reduced Capability Mode
PROGRAMMING MODE (SYSTEM IN RCM)	System in Programming Mode, DCMs in Reduced Capability Mode
RDR DIS	Reader(s) disabled
REMOTE OFFLINE	Remote system out of contact with computer
REMOTE ONLINE	System operating via modem
RLY DIS	Relay(s) disabled
RLY SUPV	Relay(s) failing supervision
SCRIPT DIS	One or more scripts currently disabled
SCRIPT ENG DIS	Script Engine disabled
SYSTEM NORMAL	All is well

TRIG DIS	Trigger(s) disabled
VGM DLR FAIL	VGM dialer failure (VGM stand-alone Mode)
VISTA DLD	The VISTA alarm panel in download mode
VISTA DLR FAIL	Dialer failure in VISTA alarm panel
VISTA FAIL	Connection failure with VISTA alarm panel
VISTA PNL AC	VISTA alarm panel reporting loss of AC power
VISTA PNL LB	VISTA alarm panel reporting low-battery condition
VISTA PROG	VISTA alarm panel in program mode
VISTA TEST	VISTA alarm panel in test mode
ZONE ALARM	Zone(s) in alarm
ZONE BYP	Zone(s) bypassed
ZONE SHNT	Zone(s) shunted
ZONE TRBL	Zone(s) in trouble

Appendix

C

Event Log Messages

This appendix contains a complete listing of all PassPoint event log messages. The messages in this appendix have been arranged in groups by type for easier reference. Within each group, listings are in alphabetical order by event.

Event Log Messages

Configuration Setting Changes						
Event	**Cause**	**Default Priority**	**Logged**	**Can be Dialed to CS**	**Defaulted to Dial CS**	**Contact ID Code**
ABA21 CONFIG EDITED:	ABA Track-2 configuration data has been altered.	2	Yes			
ACCESS GROUP EDITED:	A user has altered an Access Group configuration.	2	Yes			
ACCESS PART EDITED:	The installer has altered the Access Partition configuration.	2	Yes			
ACCPT LIST EDITED:	A user has altered the membership of an Access Point list.	2	Yes			
ADMIN OPTIONS EDITED:	A user has altered the Administration options.	2	Yes			
AUTO USER LOG-OUT:	The system has automatically logged a user out due to the expiration of the allotted time, without any user activity.	2	Yes			
BURG OPTS EDITED:	The installer has altered Burglary Options settings.	2	Yes			
CARD ADDED:	A cardholder has been added.	2	Yes			
CARD DECK CLEARED:	The card deck has been intentionally set back to factory defaults of no cards entered.	2	Yes			
CARD DELETED:	A cardholder has been deleted from the system. (Note that Card Deleted name is auxiliary text, not via normal card tag method of card ID.)	2	Yes			
CARD EDITED:	A cardholder's configuration data has been altered.	2	Yes			
CARD RECOGNIZERS EDITED:	The installer has altered Card Recognizer settings.	2	Yes			
COMM PARAMETERS EDITED:	The installer has altered Modem Communications parameters.	2	Yes			
CONT-ID BASE PNTS EDITD:	The installer has modified the Contact ID format Point codes.	2	Yes			

Configuration Setting Changes (Cont'd)

Event	Cause	Default Priority	Logged	Can be Dialed to CS	Defaulted to Dial CS	Contact ID Code
DAY TEMPLATE EDITED:	A user has altered a Day Template.	2	Yes			
DFLT CARD RECOG LOADED:	The Card Recognizer settings have been defaulted by the installer.	2	Yes			
DST OPTIONS EDITED:	A user has altered the Daylight Saving Time settings.	2	Yes			
EV-ACT RLTN EDITED:	A user has altered an Event-Action relationship.	2	Yes			
EVENT LOG CLEARED:	A user has cleared all event log contents.	2	Yes	Yes	Yes	E621 Event Log Cleared
EVENT PRI EDITED:	A user has altered the Event Priority list.	2	Yes			
FCLTY/SYS/KPD EDITED:	The installer has altered the System Identification information.	2	Yes			
HOLIDAYS EDITED:	A user has altered the Holiday List.	2	Yes			
HOST CONNECTED:	The host software has established communication with an MLB.	0	No	Yes	No	R333 Module Comm Restore
HOST DISCONNECTED:	The host software has closed communication with an MLB.	0	No	Yes	No	E333 Module Comm Fail
HOST LOST:	An MLB has detected that a host was abruptly and unexpectedly disconnected.	2	Yes	Yes	Yes	E333 Module Comm Fail
MODULE CONFIG EDITED:	The installer has altered a module's hardware configuration settings.	2	Yes			
MODULE LIST EDITED:	The installer has added modules to the Module list.	2	Yes			
NAMES EDITED:	A user has edited the Name Pool entries.	2	Yes			
NETWORK CONFIG EDITED:	The installer has altered the Network Configuration information.	2	Yes			
PROG MODE ENTERED:	The installer has entered Programming mode and the remainder of the system has entered Reduced Capability mode.	2	Yes	Yes	Yes	E429 ACS Prog Mode Entry
PROG MODE EXIT:	The installer has exited Programming mode and the system has returned to normal operation.	2	Yes	Yes	Yes	E430 ACS Prog Mode Exit

Configuration Setting Changes (Cont'd)

Event	Cause	Default Priority	Logged	Can be Dialed to CS	Defaulted to Dial CS	Contact ID Code
READER LIST EDITED:	A user has altered the membership of a Reader list.	2	Yes			
RELAY LIST EDITED:	A user has altered the membership of a Relay list.	2	Yes			
SCHEDULE EDITED:	A user has altered a schedule.	2	Yes			
SKEL CARDS EDITED:	The installer has altered skeleton card configuration.	2	Yes			
SKEL PINS EDITED:	The installer has altered skeleton PIN configuration.	2	Yes			
SYS CONSOLE PARM EDITED:	The installer has altered the system console configuration settings.	2	Yes			
SYSTEM DEFAULTS LOADED:	The installer has reprogrammed the system to its factory default settings.	2	Yes	Yes	Yes	E306 Panel Prog Change
SYSTEM PRESETS EDITED:	The installer has altered the system preset information.	2	Yes			
SYSTEM TIME SET:	A user has altered the time setting of the system.	2	Yes	Yes	Yes	E625 Time Set
TIME SET TO:	A user has altered the time setting of the system. The event indicates the new weekday, date, and time.	2	Yes			
TRIGGER LIST EDITED:	A user has altered the membership of a Trigger list.	2	Yes			
USER CODE EDITED:	User Log-in codes have been altered.	2	Yes			
USER LOG-IN:	A user has logged in to Menu mode.	1	Yes			
USER LOG-OUT:	A user has logged out of Menu mode.	1	Yes			
VISTA I/F CONF EDITED:	The installer has altered VISTA panel interface parameters.	2	Yes			
ZONE LIST EDITED:	A user has altered the membership of a Zone list.	2	Yes			

Access Point-Related Events

Event	Cause	Default Priority	Logged	Can be Dialed to CS	Defaulted to Dial CS	Contact ID Code
ACCPT CLEAR PREC:	The precedence level of the access point has been cleared to zero. Any initiator may now control this access point.	1	Yes			
ACCPT DOOR REOPENED:	An access point's door has been reopened during the allotted grace period. This can only occur following a valid Grant or RTE-related event	1	Yes			
ACCPT HARD ANTIPASSBACK:	An access point has been set to have hard anti-passback restrictions. Cardholders who violate the anti-passback rules will be denied access.	1	Yes			
ACCPT LIST RESUME:	The access points in the given access point list have been set to resume any scheduled operation.	1	Yes			
ACCPT LST CLEAR PREC:	The precedence level of all the access points in the indicated Access Point list have been cleared to zero. Any initiator may now control these access points.	1	Yes			
ACCPT NO ANTIPASSBACK:	An access point has been set to have no anti-passback restrictions.	1	Yes			
ACCPT RESUME:	The access point has been set to resume any scheduled operation.	1	Yes			
ACCPT SOFT ANTIPASSBACK:	An access point has been set to have soft anti-passback restrictions. Cardholders who violate the anti-passback rules will generate a soft anti-passback violation event, but will be granted access.	1	Yes			
BYPASS ACCESS POINT:	An access point has been set to Bypassed mode. This access point no longer requires card swipes or RTE zone faults to request entry or exit. The locking mechanism is disengaged, and the door can swing freely.	1	Yes	Yes	Yes	E577 Access Point Bypass
BYPASS ACCPT LST:	An Access Point list has been set to Bypassed.	1	Yes			
EXIT ONLY ACCESS POINT:	An access point has been set to Exit-Only mode. The access point will only accept requests to exit through the access point either via an RTE zone or an exit reader.	1	Yes	Yes	Yes	R577 Access Point Protect
EXIT ONLY ACCPT LST:	An Access Point list has been set to Exit-Only.	1	Yes			

Access Point-Related Events (Cont'd)

Event	Cause	Default Priority	Logged	Can be Dialed to CS	Defaulted to Dial CS	Contact ID Code
LOCK ACCESS POINT:	An access point has been set to the Locked operational state. When locked, the access point will not accept any entry or exit requests.	1	Yes	Yes	Yes	R577 Access Point Protect
LOCK ACCPT LST:	An Access Point list has been set to Locked.	1	Yes			
PROTECT ACCESS POINT:	An access point has been set to its normal operation state. In Protect mode, the access point will service entries and exits as determined by the access point's configuration.	1	Yes	Yes	Yes	R577 Access Point Protect
PROTECT ACCPT LST:	An access point list has been set to Protect.	1	Yes			
SHUNT ACCPT DSM:	An access point's Door Status Monitor zone has been shunted. The access point will operate as though it did not have a Door Status Monitor zone assigned and wired to it. This might have been done by a user if the DSM zone is awaiting repair.	1	Yes	Yes	Yes	E433 Access Point DSM Shunt
TIMED BYP ACCPT START:	An access point has been set to Timed Bypassed mode. This access point no longer requires card swipes or RTE zone faults to request entry or exit. The locking mechanism is disengaged, and the door can swing freely. The access point will automatically return to the Protected mode at the expiration of the given time period.	1	Yes	Yes	Yes	E577 Access Point Bypass
TIMED BYP->PROT ACCPT:	An access point has been automatically set to its normal operation state. In Protect mode, the access point will service entries and exits as determined by the access point's configuration.	1	Yes	Yes	Yes	R577 Access Point Protect
UNSHUNT ACCPT DSM:	An access point's Door Status Monitor zone has been unshunted. The access point will once again operate using the Door Status Monitor zone assigned and wired to it. This might have been done by a user if the DSM zone returns to normal operation (i.e., it was repaired).	1	Yes	Yes	Yes	R433 Access Point DSM Unshunt

Relay-Related Events

Event	Cause	Default Priority	Logged	Can be Dialed to CS	Defaulted to Dial CS	Contact ID Code
RELAY CLEAR PREC:	The precedence level of the output relay has been cleared to zero. Any initiator may now control this output relay.	1	Yes			
RELAY CYCLE ABORTED:	A relay output has been turned OFF, and the relay has been configured for "One-Shot" or "Repeating" operation. The Normally Open contacts of the Form-C relay will be disconnected, and the Normally Closed contacts of the Form-C relay will be connected.	1	Yes			
RELAY CYCLE ENDED:	A relay output has been automatically turned OFF, after the execution of the specified number of repeat counts when the relay is configured for "Repeating" operation. The Normally Open contacts of the Form-C relay will be disconnected, and the Normally Closed contacts of the Form-C relay will be connected.	1	Yes			
RELAY CYCLE INITIATED	A relay output has been turned ON, and the relay has been configured for "One-Shot" or "Repeating" operation. The contacts of the output relay will behave in a cyclic manner.	1	Yes			
RELAY DISABLED:	An output relay has been disabled. The output relay will remain in its current state (on or off) until enabled. Relay On and Relay Off commands will no longer be responded to for this output relay.	1	Yes	Yes	Yes	E520 Relay Disable
RELAY ENABLED:	An output relay has been enabled. The output relay will return to a commandable state.	1	Yes	Yes	Yes	R520 Relay Enable
RELAY LIST CLEAR PREC:	The precedence level of all the output relays in the indicated Relay list have been cleared to zero. Any initiator may now control these output relays.	1	Yes			
RELAY LIST DISABLED:	A Relay list has been disabled.	1	Yes			
RELAY LIST ENABLED:	A Relay list has been enabled.	1	Yes			
RELAY LIST OFF:	A Relay list has been turned Off.	1	Yes			
RELAY LIST ON:	A Relay list has been turned On.	1	Yes			

Relay-Related Events (Cont'd)

Event	Cause	Default Priority	Logged	Can be Dialed to CS	Defaulted to Dial CS	Contact ID Code
RELAY LIST RESUME:	The output relays in the given Relay list have been set to resume any scheduled operation.	1	Yes			
RELAY OFF:	A relay output has been turned OFF, and the relay has been configured for "Controlled" operation. The Normally Open contacts of the Form-C relay will be disconnected, and the Normally Closed contacts of the Form-C relay will be connected.	1	Yes			
RELAY ON:	A relay output has been turned ON, and the relay has been configured for "Controlled" operation. The Normally Open contacts of the Form-C relay will be connected, and the Normally Closed contacts of the Form-C relay will be disconnected.	1	Yes			
RELAY RESUME:	The output relay has been set to resume any scheduled operation.	1	Yes			

Trigger-Related Events

Event	Cause	Default Priority	Logged	Can be Dialed to CS	Defaulted to Dial CS	Contact ID Code
TRIG CLEAR PREC:	The precedence level of the output trigger has been cleared to zero. Any initiator may now control this trigger.	1	Yes			
TRIG LIST CLEAR PREC:	The precedence level of all the output triggers in the indicated Trigger list have been cleared to zero. Any initiator may now control these triggers.	1	Yes			
TRIG LIST OFF:	A Trigger list has been turned Off.	1	Yes			
TRIG LIST ON:	A Trigger list has been turned On.	1	Yes			
TRIG LIST RESUME:	The output triggers in the given Trigger list have been set to resume any scheduled operation.	1	Yes			
TRIG RESUME:	The output trigger has been set to resume any scheduled operation.	1	Yes			

Trigger-Related Events (Cont'd)

Event	Cause	Default Priority	Logged	Can be Dialed to CS	Defaulted to Dial CS	Contact ID Code
TRIGGER CYCLE ABORTED:	An output trigger has been turned OFF, and the trigger has been configured for "One-Shot" or "Repeating" operation. The open-collector trigger output will go to a high-impedance state and cease to draw current.	1	Yes			
TRIGGER CYCLE ENDED:	An output trigger has been automatically turned OFF, after the execution of the specified number of repeat counts when the trigger is configured for "Repeating" operation. The open-collector trigger output will go to a high-impedance state and cease to draw current.	1	Yes			
TRIGGER CYCLE INITIATED:	An output trigger has been turned ON, and the trigger is configured for "One-Shot" or "Repeating" operation. The open collector output trigger will behave in a cyclic manner.	1	Yes			
TRIGGER DISABLED:	An output trigger has been disabled. The output trigger will remain in its current state (on or off) until enabled. Trigger On and Trigger Off commands will no longer be responded to for this output trigger.	1	Yes	Yes	Yes	E520 Relay Disabled
TRIGGER ENABLED:	An output trigger has been enabled. The output trigger will return to a commandable state.	1	Yes	Yes	Yes	R520 Relay Enabled
TRIGGER LIST DISABLED:	A Trigger list has been disabled.	1	Yes			
TRIGGER LIST ENABLED:	A Trigger list has been enabled.	1	Yes			
TRIGGER OFF:	An output trigger output has been turned OFF, and the trigger has been configured for "Controlled" operation. The open-collector trigger output will go to a high-impedance state and cease to draw current.	1	Yes			
TRIGGER ON:	An output trigger has been turned ON, and the trigger has been configured for "Controlled" operation. The open-collector trigger output will sink current.	1	Yes			

Reader-Related Events

Event	Cause	Default Priority	Logged	Can be Dialed to CS	Defaulted to Dial CS	Contact ID Code
READER CLEAR PREC:	The precedence level of the uncommitted reader has been cleared to zero. Any initiator may now control this reader.	1	Yes			
READER ACK:	A card has been used at an uncommitted reader and the swipe was processed as accepted.	1	Yes			
READER DISABLED:	An uncommitted reader has been disabled. The reader will no longer process card swipes.	1	Yes	Yes	Yes	E501 Reader Disable
READER ENABLED:	An uncommitted reader has been enabled. The reader will process card swipes.	1	Yes	Yes	Yes	R501 Reader Enable
READER EVENT:	A card has been swiped at an uncommitted reader.	0				
READER ID METH:	An uncommitted reader's identification method has been altered. For example, this occurs when the ID method of a reader is changed to card followed by PIN.	1	Yes			
READER LIST CLEAR PREC:	The precedence level of all the uncommitted readers in the indicated Reader list have been cleared to zero. Any initiator may now control these readers.	1	Yes			
READER LIST DISABLED:	A Reader list has been disabled.	1	Yes			
READER LIST ENABLED:	A Reader list has been enabled.	1	Yes			
READER LIST RESUME:	The uncommitted readers in the given Reader list have been set to resume any scheduled operation.	1	Yes			
READER NACK:	A card has been used at an uncommitted reader and the swipe has been processed as denied.	0				
READER RESUME:	The uncommitted reader has been set to resume any scheduled operation.	1	Yes			

Zone-Related Events

Event	Cause	Default Priority	Logged	Can be Dialed to CS	Defaulted to Dial CS	Contact ID Code
BYPASS ZONE LIST:	A Zone list has been bypassed.	1	Yes			
BYPASS ZONE:	An uncommitted zone has been bypassed. This zone will no longer cause an alarm.	1	Yes	Yes	Yes	E570 Zone Bypass
PROTECT ZONE LIST:	A Zone list has been protected.	1	Yes			
PROTECT ZONE:	An uncommitted zone has been protected. This zone may cause an alarm if the burglary system is armed appropriately for the zone's response type.	1	Yes	Yes	Yes	R570 Zone Bypass Restore
SHUNT ZONE:	An uncommitted zone has been shunted. This zone's status will no longer be monitored by the system. The zone can no longer cause an alarm.	1	Yes	Yes	Yes	E576 Zone Shunt
UNSHUNT ZONE:	An uncommitted zone has been unshunted. The system will once again monitor the zone input. This zone may cause an alarm if the burglary system is armed appropriately for the zone's response type.	1	Yes	Yes	Yes	R576 Zone Unshunt
ZONE CLEAR PREC:	The precedence level of the uncommitted input zone has been cleared to zero. Any initiator may now control this zone.	1	Yes			
ZONE LIST CLEAR PREC:	The precedence levels of all the uncommitted input zones in the indicated Zone list have been cleared to zero. Any initiator may now control these zones.	1	Yes			
ZONE LIST RESUME:	The uncommitted input zones in the given Zone list have been set to resume any scheduled operation.	1	Yes			
ZONE RESUME:	The uncommitted input zone has been set to resume any scheduled operation.	1	Yes			

Other Control-Related Events

Event	Cause	Default Priority	Logged	Can be Dialed to CS	Defaulted to Dial CS	Contact ID Code
ACCESS PART NOT EMPTY:	The first cardholder has validly entered an access partition. Note that access partitions must be configured for this event to occur and that the validity of this event is based upon the premise that all card transactions occur properly. The count of cardholders in an access partition is automatically cleared upon reset or exit of Programming mode.	1	Yes			
ACCESS PARTITION EMPTY:	The last cardholder has validly exited an access partition. Note that access partitions must be configured for this event to occur and that the validity of this event is based upon the premise that all card transactions occur properly. The count of cardholders in an access partition is automatically cleared upon reset or exit of Programming mode.	1	Yes			
PRECEDENCES CLEARED:	Precedence of all access points, output relays, output triggers, uncommitted zone inputs and uncommitted readers have been cleared to zero. Any initiator may now control these resources.	1	Yes			
SCRIPT DISABLED:	The indicated Script function will no longer execute when invoked.	1	Yes			
SCRIPT ENABLED:	The indicated script function will execute when invoked.	1	Yes			
SCRIPT ENGINE RESTART:	A new script file has been downloaded to the system and the script engine has been restarted.	2	Yes			
SCRIPT TIMER CLEARED:	A programmatic script timer has been forcefully cleared to 0 seconds – generally to prevent an event/action that is programmed to happen on the script timer expiration from firing.	1	Yes			
SCRIPT TIMER EXPIRED:	A programmatic script timer has decremented to 0 seconds.	1	Yes			

Scheduling-Related Events

Event	Cause	Default Priority	Logged	Can be Dialed to CS	Defaulted to Dial CS	Contact ID Code
DST END:	Daylight Saving Time has been ended.	1	Yes			
DST START:	Daylight Saving Time has been started.	1	Yes			
SCHEDULES SYNCHRONIZED:	The schedules have been synchronized and re-evaluated. The opening action of all OPEN schedules has been executed.	1	Yes			

Access Control-Related Events

Event	Cause	Default Priority	Logged	Can be Dialed to CS	Defaulted to Dial CS	Contact ID Code
ACC DENY OVR UNKN:	An unknown card has been granted access due to a Deny Override condition. This generally means that the unknown card would have been denied, but since the administration option of Deny Override was set, the card was granted.	1	Yes	Yes		
ACCESS DENIED W/DR OPEN:	Access has been denied to a cardholder, but the door was already open. This means that an invalid cardholder may have entered the premises.	3	Yes	Yes		
ACCESS DENIED:	A cardholder has swiped invalidly at an access point's entry reader. The reason for denial will be indicated: CARD UNKNOWN: The card was not found in the database. CARD/PIN MISMATCH: An invalid PIN number was keyed in. CARD AT INVALID ACCPT: The card was used at an access point that did not belong to any associated access groups. CARD DURING INVALID TIME: The card was used during a time of day that was not valid for any of its associated access groups. CARD DISABLED: The card record has been set as Disabled. CARD USAGE DATE EXPIRED: The card was used after its expiration date.	1	Yes	Yes		

Access Control-Related Events (Cont'd)

Event	Cause	Default Priority	Logged	Can be Dialed to CS	Defaulted to Dial CS	Contact ID Code
ACCESS DENIED: (Con'd)	CARD USAGE COUNT EXPIRED: The card was used for more than its assigned usages and has expired. CARD HAS NO GROUP ASSIGNMENT: The card has no access groups that are currently valid. This may be due to the card record not having any access groups assigned, or it could be because the operating threat level is above the maximum allowed by the access group. It may also be due to a VISTA panel burglary partition Armed-Away restriction. HARD ENTRY/EXIT VIOLATION: The cardholder was detected as violating the entry/exit rules. HARD ANTIPASSBACK VIOLATION: The cardholder was detected as violating the anti-passback rules. HARD DURESS: A duress PIN was used at an access point that was configured for Hard Duress mode. VISUAL VERIF FAILED: A user that was performing visual verification failed to recognize the cardholder. VISUAL VER/DEF OVERFLOW: Too many visual verifications were awaiting the logged-in user, and this cardholder was automatically granted access or egress. NO HOST FOR VISUAL VER: A PC host system used for visual verification could not be reached. VISUAL VERIF NO LOGIN: There was no user logged in to do the necessary visual verification.					
ACCESS DENY OVR:	Access has been granted due to a Deny Override condition. This generally means that the cardholder would have been denied, but since the administration option of Deny Override was set, the cardholder was granted. The reason why the card was denied will also be displayed.	1	Yes	Yes		
ACCESS GRANT:	A cardholder has been granted access.	1	Yes	Yes		
ACCESS GROUP DISABLED:	An access group has been disabled.	1	Yes			

Access Control-Related Events (Cont'd)

Event	Cause	Default Priority	Logged	Can be Dialed to CS	Defaulted to Dial CS	Contact ID Code
ACCESS GROUP ENABLED:	An access group has been enabled.	1	Yes			
ACCESS GRP HARD EN/EX:	The indicated access group has been configured to abide by the entry/exit requirements. Depending on the remaining access control constraints, the cardholder may be denied access due to the violation.	1	Yes			
ACCESS GRP NO EN/EX:	The indicated access group has been configured to disregard any entry/exit requirements.	1	Yes			
ACCESS GRP SOFT EN/EX:	The indicated access group has been configured to abide by the entry/exit requirements. However, if a member of the access group violates the entry/exit rules, the cardholder may be granted access or egress, depending on the remaining access control constraints. However, a Soft Entry/Exit Violation event will be generated.	1	Yes			
ACCESS REQUEST:	A card has been swiped at an entry reader of an access point.	0	No			
ACCPT ACC GRANT NO ENTR:	An Access Grant event has occurred, but no one has opened the door to enter the protected area. This event can only occur if a Door Status Monitor zone is configured for the access point.	1	Yes			
ACCPT DOOR CLOSED:	During Bypass mode, an access point door has been closed. This event will only occur if a Door Status Monitor zone is configured for the access point.	1	Yes			
ACCPT DOOR OPEN ALARM:	An access point door has been forced open without proper access or egress being granted. The access point will not accept card swipes until the door is closed properly. This event can only occur if a Door Status Monitor zone is configured for the access point.	3	Yes	Yes	Yes	E423 Door Force Alarm
ACCPT DOOR OPEN REST:	An access point door that was forced open without proper access or egress being granted has been closed. The access point will now revert to normal operation. This event can only occur if a Door Status Monitor zone is configured for the access point.	3	Yes	Yes	Yes	R423 Door Force Alarm Restore

Access Control-Related Events (Cont'd)

Event	Cause	Default Priority	Logged	Can be Dialed to CS	Defaulted to Dial CS	Contact ID Code
ACCPT DOOR OPEN:	During Bypass mode, an access point door has been opened. This event will only occur if Door Status Monitor zone is configured for the access point.	1	Yes			
ACCPT DOOR TIME REST:	After granting access or egress, an access point door that was held open longer than the allotted Door Open Time has been closed properly. The access point will now revert to normal operation. This event can only occur if a Door Status Monitor zone is configured for the access point.	2	Yes	Yes	Yes	R426 Door Prop Alarm Restore
ACCPT DOOR TIME:	After granting access or egress, an access point door has been held open longer than the allotted Door Open Time. The access point will not accept card swipes until the door is closed properly. This event can only occur if a Door Status Monitor zone is configured for the access point.	2	Yes	Yes	Yes	E426 Door Prop Alarm
ACCPT EGR GRANT NO EGRS:	An Egress Grant event has occurred, but no one has opened the door to exit the protected area. This event can only occur if a Door Status Monitor zone is configured for the access point.	1	Yes			
ACCPT ENTRY ID METH:	An access point's entry identification method has been altered. For example, this occurs when the entry ID method of an access point is changed to card followed by PIN.	1	Yes			
ACCPT EXIT ID METH:	An access point's exit identification method has been altered. For example, this occurs when the exit ID method of an access point is changed to card followed by PIN.	1	Yes			
ACCPT NO VISUAL VER:	An access point has been set to have no visual verification of the cardholder before granting access.	1	Yes			
ACCPT RTE GRANT NO EGRS:	A Request to Exit has been performed, but no one has opened the door to exit the protected area. This event can only occur if a Door Status Monitor zone and a Request to Exit zone are configured for the access point.	0	No			
ACCPT RTE GRANTED:	A Request to Exit has been performed. This event can only occur if a Request to Exit zone is configured for the access point.	0	No			

Access Control-Related Events (Cont'd)

Event	Cause	Default Priority	Logged	Can be Dialed to CS	Defaulted to Dial CS	Contact ID Code
ACCPT RTE RETRIGGERED:	A Request to Exit has been performed while the door was still open. This event can only occur if a Request to Exit zone and a Door Status Monitor zone are configured for the access point.	1	Yes			
ACCPT VISUAL VERIF:	An access point has been set to require visual verification of the cardholder before granting access. The user terminal at which a user will be prompted to visually verify the cardholder will be specified.	1	Yes			
ALL ANTIPB FORGIVEN:	A user has forgiven the anti-passback status of all cardholders. All cardholders will be given "one free pass."	1	Yes			
ALL ENTRY/EXIT FORGIVEN:	A user has forgiven the entry/exit status of all cardholders. All cardholders will be given "one free pass."	1	Yes			
ANTIPB FORGIVEN AT ACCPT:	A user has forgiven the anti-passback status of all cardholders who have passed through an access point. The cardholders will be given "one free pass."	1	Yes			
ANTIPB FORGIVEN FOR CH:	A user has forgiven the anti-passback status of a single cardholder. The cardholder will be given "one free pass."	1	Yes			
CARD EXP COUNTS BACK UP:	The access control system has permanently stored any access card expiration counts. This will occur once a day, as well as whenever the system is shut down or Program mode is entered.	1	Yes			
CARD TRACE EVENT:	A card that was set to generate a Trace event has been swiped at an uncommitted reader or at the entry or exit reader of an access point.	4	Yes			
CARDHLDR IN WRONG PARTN:	The cardholder has been denied, and upon checking his current location, the system has found that the cardholder is in the wrong access partition.	1	Yes			
DURESS ACCESS EVENT:	A duress PIN code has been used at an entry reader of an access point. The cardholder was granted access.	4	Yes	Yes	Yes	E124 Duress Access Grant
DURESS EGRESS EVENT:	A duress PIN code has been used at an exit reader of an access point. The cardholder was granted egress.	4	Yes	Yes		E125 Duress Egress Grant

Access Control-Related Events (Cont'd)

Event	Cause	Default Priority	Logged	Can be Dialed to CS	Defaulted to Dial CS	Contact ID Code
EGR DENY OVR UNKN:	An unknown card has been granted egress due to a Deny Override condition. This usually means that the unknown card would be denied, but because the administration option of Deny Override was set, the card was granted.	1	Yes	Yes		
EGRESS DENIED W/DR OPEN:	Egress has been denied to a cardholder, but the door was already open. This means that an invalid cardholder may have exited the premises.	3	Yes	Yes		
EGRESS DENIED:	A cardholder has swiped invalidly at an access point's exit reader. See Access Denied event for reason list.	1	Yes	Yes		
EGRESS DENY OVR:	Egress has been granted due to a Deny Override condition. This usually means that the cardholder would be denied, but because the administration option of Deny Override was set, the cardholder was granted. The reason why the card was denied is also displayed.	1	Yes			
EGRESS GRANT:	A cardholder has been granted egress.	1	Yes	Yes		
EGRESS REQUEST:	A card has been swiped at an exit reader of an access point.	0	No			
ENTRY/EXIT FRGVN FOR CH:	A user has forgiven the entry/exit status of a single cardholder. The cardholder will be given "one free pass."	1	Yes			
EXEC ACCESS GRANT:	A cardholder whose card was configured as having executive privileges has been granted access.	1	Yes	Yes		
EXEC EGRESS GRANT:	A cardholder whose card was configured as having executive privileges has been granted egress.	1	Yes	Yes		
MAN ACCESS GRANT W/TIME:	A user manually granted an access cycle at an access point. Special timing parameters were used by this grant, such as unlock time, door open time, and pre-alarm timing.	1	Yes			
MANUAL ACCESS GRANT:	A user has manually granted an access cycle at an access point.	1	Yes			

Access Control-Related Events (Cont'd)

Event	Cause	Default Priority	Logged	Can be Dialed to CS	Defaulted to Dial CS	Contact ID Code
PIN RETRY LOCKOUT:	A tamper condition has occurred indicating that too many invalid PIN entries were attempted at an access point. The number of tries is configurable by the installer, as is the number of seconds for which the access point will be ignored following the tamper condition.	1	Yes			
SOFT ANTIPB VIOLATION:	A cardholder has been granted access or egress, but was detected as violating the anti-passback rules. This event can only occur at an access point that was set to operate in soft anti-passback mode. Note that hard anti-passback violations would have resulted in a denial of access or egress.	1	Yes			
SOFT EN/EX VIOLATION:	A cardholder has been granted access or egress but was detected as violating the entry/exit rules.	1	Yes			
THREAT LEVEL CHANGED:	The operational threat level of the system has been altered.	5	Yes	Yes	Yes	E431 Threat Lvl Chg
UNRECOGNIZ-ABLE CARD:	A card that has been swiped at an uncommitted reader has an unrecognizable format. (Indicated Reader Number)	1	Yes			
UNRECOGNIZ-ABLE CARD:	A card that has been swiped at an access point has an unrecognizable format. (Indicated Access Point Number)	1	Yes			
VISUAL ACCESS GRANT:	A manual visual verification grant has come after the communications timeout.	1	Yes			
VISUAL VERIFICATION REQ:	A user has been asked to visually verify a cardholder.	5	Yes			

Remote Connection-Related Messages

These events will only occur if the access control system is administered remotely using modem communications.

Event	Cause	Default Priority	Logged	Can be Dialed to CS	Defaulted to Dial CS	Contact ID Code
BAD CONN COMPL STRNG:	The modem connection completion string has been configured improperly.	2	Yes			
BAD DIAL PREAMBLE STRING:	The modem dialing preamble string has been configured improperly.	2	Yes			

Remote Connection-Related Messages (Cont'd)

These events will only occur if the access control system is administered remotely using modem communications.

Event	Cause	Default Priority	Logged	Can be Dialed to CS	Defaulted to Dial CS	Contact ID Code
BAD MODEM INIT STRING:	The modem initialization string has been configured improperly.	2	Yes			
BAD PHONE NUMBER:	The modem phone book phone numbers have been configured improperly.	2	Yes			
CALL IN ANSWERED:	The system has answered a call using its modem.	1	Yes			
CAN NOT CONNECT:	The access control system has not been able to reach its PC host.	2	Yes	Yes	Yes	E354 Fail to Comm
DEFLT PHNEBK ENTRY USED:	After not being able to find the appropriate phone book entry, the access control system has called the first phone number by default.	1	Yes			
DIALOUT INITIATED:	The system has initiated an outgoing call to a host PC in order to upload event history. The reason for the call will be given.	1	Yes			
MODEM ERROR:	The access control system is experiencing trouble communicating with a modem.	2	Yes	Yes	Yes	E333 Module Comm Fail
MODEM RESTORE:	The access control system has successfully communicated with a modem after experiencing a modem error.	2	Yes	Yes	Yes	R333 Module Comm Fail Rest
REMOTE CNCT TERMTD-NOCA:	A modem-based remote connection has been terminated due to a loss of modem carrier signal.	1	Yes			
REMOTE CNCT TERMTD-NORM:	A modem-based remote connection has been terminated normally.	1	Yes			
REMOTE LOGIN TIMEOUT:	The allotted time for a PC user to log in for a remote modem-based connection has expired without a successful login. The system has terminated the remote connection.	1	Yes			

Diagnostic and Test Mode Events

Event	Cause	Default Priority	Logged	Can be Dialed to CS	Defaulted to Dial CS	Contact ID Code
AC PWR LOSS:	A module within the system is experiencing an AC loss condition. This event will only occur at modules that have been programmed to monitor their AC power condition.	2	Yes	Yes	Yes	E342 Module AC Loss

Diagnostic and Test Mode Events (Cont'd)

Event	Cause	Default Priority	Logged	Can be Dialed to CS	Defaulted to Dial CS	Contact ID Code
AC PWR RESTORE:	A module within the system that was experiencing an AC loss condition has detected that the AC line power has now been re-applied. This event will only occur at modules that have been programmed to monitor their AC power condition.	2	Yes	Yes	Yes	R342 Module AC Restore
ACCPT DSM TRB REST:	The Door Status Monitor zone of an access point is no longer experiencing a wiring trouble condition. This event can only occur if a Door Status Monitor zone is configured for the access point.	2	Yes	Yes	Yes	R427 Access Point DSM Trouble Restore
ACCPT DSM ZNE TRB:	The Door Status Monitor zone of an access point is experiencing a wiring trouble condition. This event can only occur if a Door Status Monitor zone is configured for the access point.	2	Yes	Yes	Yes	E427 Access Point DSM Trouble
ACCPT RELAY SUPV FAIL:	The door control relay of an access point that operates the door's locking mechanism has detected that the locking device's power has failed. This event can only occur if the access point's door control relay was configured to monitor the voltage of the locking device.	2	Yes	Yes	Yes	E432 Access Point Relay Supervision Fail
ACCPT RLY SUPV REST:	The door control relay of an access point that operates the door's locking mechanism has detected that the locking device's power has returned. This event can only occur if the access point's door control relay was configured to monitor the voltage of the locking device.	2	Yes	Yes	Yes	R432 Access Point Relay Supervision Restore
ACCPT RTE TRB REST:	The Request to Exit zone of an access point is no longer experiencing a wiring trouble condition. This event can only occur if a Request to Exit zone is configured for the access point.	2	Yes	Yes	Yes	R428 Access Point RTE Trouble Restore
ACCPT RTE ZNE TRB:	The Request to Exit zone of an access point is experiencing a wiring trouble condition. This event can only occur if a Request to Exit zone is configured for the access point.	2	Yes	Yes	Yes	E428 Access Point RTE Trouble
CARD DECK CORRUPT:	The cardholder database has been found to contain an error. A user should execute a cardholder deck database defragmentation.	2	Yes			
COMM FAIL RESTORE:	The Main Logic Board has experienced a return of communications with the indicated module.	2	Yes	Yes	Yes	R333 Comm Fail Restore

Diagnostic and Test Mode Events (Cont'd)

Event	Cause	Default Priority	Logged	Can be Dialed to CS	Defaulted to Dial CS	Contact ID Code
COMM FAIL:	The Main Logic Board has experienced a communications failure with the indicated module.	2	Yes	Yes	Yes	E333 Comm Fail
DCM RCM EXIT:	A Door Control Module has exited Reduced Capability mode.	2	Yes			
DIALER COMM FAIL:	A monitoring central station cannot be reached. (While this event is intended to be dialed, it doesn't actually reach central station due to comm fail.)	2	Yes	Yes	Yes	E350 Centrl Station Comm Fail
DIALER COMM REST:	A monitoring central station can once again be reached.	2	Yes	Yes	Yes	R350 Centrl Station Comm Rest
DIALER EVENT:	A message has been passed to the VGM dialer.	0	No			
DIALER TEST:	A periodic test report has been sent to a monitoring central station.	2	Yes	Yes	Yes	E602 Periodic Dialer Test
EVENT LOG CARD TEXT MSG:	An action script has placed free-form text into the event history log associated with a cardholder. The text and the cardholder will be displayed.	1	Yes			
EVENT LOG TEXT MESSAGE:	An action script has placed free-form text into the event history log. The text will be displayed.	1	Yes			
LOW BATT RESTORE:	A module within the system that was experiencing a low-battery condition has detected that the battery has now been properly charged. This event will only occur at modules that have been programmed to monitor their battery condition.	2	Yes	Yes	Yes	R338 Module Low Battery Restore
LOW BATTERY:	A module within the system is experiencing a low-battery condition. This event will only occur at modules that have been programmed to monitor their battery condition.	2	Yes	Yes	Yes	E338 Module Low Battery
MANUAL SYS RESET:	The access control system has been deliberately reset by a user.	1	Yes	Yes	Yes	E313 Engineer Reset
MOD COMM TRBL:	The MLB is experiencing a module communications error.	2	Yes	Yes	Yes	E333 Comm Fail
MODULE CONF UPDATED:	A peripheral module has been re-programmed to its configured state. This event will occur when the system powers up or exits the installer's Programming mode.	1	Yes			

Diagnostic and Test Mode Events (Cont'd)

Event	Cause	Default Priority	Logged	Can be Dialed to CS	Defaulted to Dial CS	Contact ID Code
MODULE EEROM CS ERROR:	A module has detected a problem with its internal configuration data.	2	Yes			
MODULE RESET OCCURRED:	A module within the system has experienced a reset condition.	1	Yes	Yes	Yes	E339 Module Reset
MODULE STATUS PRC:	This event contains the instantaneous status of the indicated module's inputs. It is used for supervision purposes by the MLB. This event should NOT be turned on in the event log.	0	No			
MODULE STATUS:	This event contains the instantaneous status of the indicated module's inputs. The information presented by this event can be decoded by diagnostic software.	1	Yes			
MODULE SUPV INITIATED:	The MLB has initiated a supervision cycle of a peripheral module. This event should NOT be turned on in the event log.	0	No			
MODULE SUPV STARTUP:	This event occurs after all peripheral modules have been configured upon power-up or after exiting Programming mode. This event should NOT be turned on in the event log.	0	No			
MODULE WDRST OCCURRED:	A module within the system has experienced a reset condition.	1	Yes	Yes	Yes	E339 Module Reset
NETWORK INPUT OVERFLOW:	Network message traffic within the access control system was too heavy and one or more network communications messages may have been missed.	1	Yes			
RELAY SUPV FAIL:	The output relay has detected that its controlled device's power has failed. This event can only occur if the output relay was configured to monitor the voltage of the controlled device.	2	Yes	Yes	Yes	E320 Relay Supervision Fail
RELAY SUPV REST:	The output relay has detected that the power has returned to its controlled device. This event can only occur if the output relay was configured to monitor the voltage of the controlled device.	2	Yes	Yes	Yes	R320 Relay Supervision Restore
REQEST MODULE STATUS PRC:	This event is an internally generated event indicating that the MLB is requesting detailed status from a module for supervisory purposes. This event should NOT be turned on in the event log.	0	No			
REQEST MODULE STATUS:	A user has manually initiated a module status request when doing a module test.	1	Yes			

Diagnostic and Test Mode Events (Cont'd)

Event	Cause	Default Priority	Logged	Can be Dialed to CS	Defaulted to Dial CS	Contact ID Code
SCRIPT ERROR:	An internal error has been encountered while executing an action script. The type of error that occurred will be displayed.	1	Yes			
SYSTEM RESET:	The system has powered up or reset in response to a user request.	2	Yes	Yes	Yes	E305 System Reset
SYSTEM SHUTDOWN:	The system has shut down due to a user request or in response to a power loss.	5	Yes	Yes	Yes	E308 System Shutdown
WALK TEST END:	A burglary system walk test has been ended by a user.	1	Yes	Yes	Yes	R607 Burg Walk Test End
WALK TEST START:	A burglary system walk test has been started by a user.	1	Yes	Yes	Yes	E607 Burg Walk Test Start
WALK TEST ZONE MISSED:	A burglary walk test has been performed, but the indicated uncommitted zone was not successfully tested.	2	Yes			
ZONE GLASS RESET:	A user has initiated a latching glassbreak reset function. This process will reset a fired latching glassbreak detector.	1	Yes			

Uncommitted Zone-Related Events

Event	Cause	Default Priority	Logged	Can be Dialed to CS	Defaulted to Dial CS	Contact ID Code
ALARM SNDR SILENCED:	A user has performed a Disarm and Alarm Silence operation. This signifies that a manual action has caused the alarm sounder to be silenced.	1	Yes	Yes	Yes	E406 Cancel
ALARM SOUNDER ON:	The relay output that was assigned for use as the burglary sounder has been turned On. The Normally Open contacts of the Form-C relay will be connected, and the Normally Closed contacts of the Form-C relay will be disconnected. This occurs in response to an alarm condition.	1	Yes			

Uncommitted Zone-Related Events (Cont'd)

Event	Cause	Default Priority	Logged	Can be Dialed to CS	Defaulted to Dial CS	Contact ID Code
ALARM SOUNDER TIMEOUT:	The alarm sounder relay output that was assigned for use as the burglary sounder has been turned Off due to the expiration of its timeout. The Normally Open contacts of the Form-C relay will be disconnected, and the Normally Closed contacts of the Form-C relay will be connected. This occurs after an alarm condition if the alarm is not manually acknowledged by a user performing a Disarm and Alarm Silencing operation.	1	Yes	Yes	Yes	E406 Cancel
BURG SYS ARM AWAY FAIL:	The burglary system of the access control panel has been instructed to Arm-Away but cannot due to faults or latched alarms.	1				
BURG SYS ARM STAY FAIL:	The burglary system of the access control panel has been instructed to Arm-Stay but cannot due to faults or latched alarms.	1				
BURG SYS ARMED AWAY:	The burglary system of the access control panel has been Armed-Away.	3	Yes	Yes	Yes	C401 Close Away
BURG SYS ARMED STAY:	The burglary system of the access control panel has been Armed-Stay.	3	Yes	Yes	Yes	C441 Close Stay
BURG SYS DISARMED:	The burglary system of the access control panel has been disarmed.	3	Yes	Yes	Yes	O401 Open
BURG SYS FRC ARMED AWAY:	The burglary system of the access control system has been Armed-Away, automatically bypassing any zones that were faulted.	3	Yes	Yes	Yes	C401 Close Away
BURG SYS FRC ARMED STAY:	The burglary system of the access control system has been Armed-Stay, automatically bypassing any zones that were faulted.	3	Yes	Yes	Yes	C441 Close Stay
BURG TRIG ACTIVATED:	The output trigger that was assigned to function as the burglary trigger has been turned on. The open-collector trigger output will sink current. This signifies that the burglary portion of the access control system has responded to an alarm condition.	1	Yes			
BURG TRIG DEACTIVATED:	The output trigger that was assigned to function as the burglary trigger has been turned off. The open-collector trigger output will return to a high-impedance state and cease to draw current. This signifies that the burglary portion of the access control system has been disarmed.	1	Yes			

Uncommitted Zone-Related Events (Cont'd)

Event	Cause	Default Priority	Logged	Can be Dialed to CS	Defaulted to Dial CS	Contact ID Code
OP/CL TRIG OFF:	The output trigger that was assigned to function as the open/close trigger has been turned off. The open-collector trigger output will return to a high-impedance state and cease to draw current. This signifies that the burglary portion of the access control system has been disarmed.	1	Yes			
OP/CL TRIG ON:	The output trigger that was assigned to function as the open/close trigger has been turned on. The open-collector trigger output will sink current. This signifies that the burglary portion of the access control system has been Armed-Away or Armed-Stay.	1	Yes			
ZONE ALARM:	A zone alarm condition has occurred at the indicated uncommitted zone.	3	Yes	Yes	Yes	E140 Zone Alarm
ZONE ALM REST:	A zone alarm condition has restored at the indicated uncommitted zone.	3	Yes	Yes	Yes	R140 Zone Alarm Restore
ZONE FAULT:	An uncommitted zone has been set to an off-normal condition.	1	Yes			
ZONE RESTORE:	An uncommitted zone has returned to its normal condition.	1	Yes			
ZONE TRB REST:	A wiring trouble condition has cleared at the indicated uncommitted zone.	2	Yes	Yes	Yes	R380 Zone Trouble Restore
ZONE TROUBLE:	A wiring trouble condition has occurred at the indicated uncommitted zone.	2	Yes	Yes	Yes	E380 Zone Trouble

VISTA-Related Events

The following events only occur if a VISTA alarm panel has been connected to the access control system through a VGM Module.

Event	Cause	Default Priority	Logged	Can be Dialed to CS	Defaulted to Dial CS	Contact ID Code
ACCESS REQ FR UNKN VUSR:	The VISTA alarm panel has requested access using a VISTA user number that was unknown to the access control system. This can occur if the cardholder database in the access control system does not contain an entry indicating this VISTA user number.	2	Yes			
ACCPT FAULT TO VISTA:	An access point Door Status Monitor zone fault has been reported to a connected VISTA alarm panel.	0	No			

VISTA-Related Events (Cont'd)

The following events only occur if a VISTA alarm panel has been connected to the access control system through a VGM Module.

Event	Cause	Default Priority	Logged	Can be Dialed to CS	Defaulted to Dial CS	Contact ID Code
ACCPT REST TO VISTA:	An access point Door Status Monitor zone restore has been reported to a connected VISTA alarm panel.	0	No			
ACCPT TRBL TO VISTA:	An access point Door Status Monitor zone trouble has been reported to a connected VISTA alarm panel.	0	No			
BYP VISTA ZONE LIST:	The access control system has instructed the VISTA alarm panel to bypass a VISTA panel zone list.	1	Yes			
EGRESS REQ FR UNKN VUSR:	The VISTA alarm panel has requested egress using a VISTA user number that was unknown to the access control system. This can occur if the cardholder database in the access control system does not contain an entry indicating this VISTA user number.	2	Yes			
PROTECT VISTA ZONE LIST:	The access control system has instructed the VISTA alarm panel to protect a VISTA panel zone list.	1	Yes			
REQUEST VISTA STATUS:	The access control system has requested status information from a connected VISTA alarm panel.	0	No			
VISTA AC PWR LOSS:	The VISTA alarm panel connected to the access control system has lost its AC line voltage.	3	Yes			
VISTA AC PWR RESTORE:	The VISTA alarm panel's AC line voltage has been turned back on.	3	Yes			
VISTA ACCESS GRP DISABLE:	The access control system has instructed the VISTA alarm panel to disable a VISTA access group.	1	Yes			
VISTA ACCESS GRP ENABLE:	The access control system has instructed the VISTA alarm panel to enable a VISTA access group.	1	Yes			
VISTA ARMED AWAY:	The indicated VISTA alarm partition has been Armed-Away.	3	Yes			
VISTA ARMED INSTANT:	The indicated VISTA alarm partition has been Armed-Instant.	3	Yes			
VISTA ARMED MAXIMUM:	The indicated VISTA alarm partition has been Armed-Maximum.	3	Yes			
VISTA ARMED STAY:	The indicated VISTA alarm partition has been Armed-Stay.	3	Yes			

VISTA-Related Events (Cont'd)

The following events only occur if a VISTA alarm panel has been connected to the access control system through a VGM Module.

Event	Cause	Default Priority	Logged	Can be Dialed to CS	Defaulted to Dial CS	Contact ID Code
VISTA BURG ALARM REST:	A burglary alarm condition has restored (cleared) in the indicated VISTA burglary partition.	3	Yes			
VISTA BURG ALARM:	A burglary alarm condition has occurred in the indicated VISTA burglary partition.	3	Yes			
VISTA CMD TO UNKN ACCPT:	The VISTA alarm panel has attempted to control an access point that is invalid. This event may occur if the VISTA panel's user code or keypad programming that maps to the access point is invalid.	2	Yes			
VISTA CONNECTION FAIL:	The access control system cannot communicate with its VISTA alarm panel.	2	Yes			
VISTA CONNECTION REST:	The access control system can once again communicate with its VISTA alarm panel after a period of communication failure.	2	Yes			
VISTA DISARMED:	The indicated VISTA alarm partition has been disarmed.	3	Yes			
VISTA DLR COMM FAIL:	The VISTA alarm panel's central station communicator (dialer) has not been able to reach the central station.	2	Yes			
VISTA DLR COMM REST:	The VISTA alarm panel's central station communicator (dialer) has been able to reach the central station after a period of failure.	2	Yes			
VISTA FIRE ALARM REST:	A fire alarm condition has restored (cleared) in the indicated VISTA partition.	3	Yes			
VISTA FIRE ALARM:	A fire alarm condition has occurred in the indicated VISTA partition.	3	Yes			
VISTA LOW BATT REST:	The VISTA alarm panel's low-battery condition has restored and its battery is charged.	3	Yes			
VISTA LOW BATTERY:	The VISTA alarm panel connected to the access control system is experiencing a low-battery condition.	3	Yes			
VISTA MDM DLD END:	The VISTA alarm panel has exited the modem downloading mode.	3	Yes			
VISTA MDM DLD START:	The VISTA alarm panel has entered the modem downloading mode. Normal operation of the VISTA alarm functions may be interrupted.	3	Yes			
VISTA PANIC/DURESS ALRM:	A panic or duress alarm condition has occurred in the indicated VISTA burglary partition.	4	Yes			

VISTA-Related Events (Cont'd)

The following events only occur if a VISTA alarm panel has been connected to the access control system through a VGM Module.

Event	Cause	Default Priority	Logged	Can be Dialed to CS	Defaulted to Dial CS	Contact ID Code
VISTA PART CLOSE DISABLE:	The access control system has instructed the VISTA alarm panel to disable closings (arming operations) within the indicated VISTA burglary partition.	1	Yes			
VISTA PART CLOSE ENABLE:	The access control system has instructed the VISTA alarm panel to enable closings (arming operations) within the indicated VISTA burglary partition.	1	Yes			
VISTA PART OPEN DISABLE:	The access control system has instructed the VISTA alarm panel to disable openings (disarm operations) within the indicated VISTA burglary partition.	1	Yes			
VISTA PART OPEN ENABLE:	The access control system has instructed the VISTA alarm panel to enable openings (disarm operations) within the indicated VISTA burglary partition.	1	Yes			
VISTA PNC/DUR AL REST:	A panic or duress alarm condition has restored (cleared) in the indicated VISTA burglary partition.	4	Yes			
VISTA PROG END:	The VISTA alarm panel has exited Programming mode.	3	Yes			
VISTA PROG START:	The VISTA alarm panel has entered Programming mode. Normal operation of the VISTA alarm functions may be interrupted.	3	Yes			
VISTA RELAY GRP OFF:	The access control system has instructed the VISTA alarm panel to turn off one of the VISTA's output relay groups.	1	Yes			
VISTA RELAY GRP ON:	The access control system has instructed the VISTA alarm panel to turn on one of the VISTA's output relay groups.	1	Yes			
VISTA RELAY GRP PULSE:	The access control system has instructed the VISTA alarm panel to pulse one of the VISTA's output relay groups.	1	Yes			
VISTA RELAY OFF:	The access control system has instructed the VISTA alarm panel to turn off one of the VISTA's output relays.	1	Yes			
VISTA RELAY ON:	The access control system has instructed the VISTA alarm panel to turn on one of the VISTA's output relays.	1	Yes			
VISTA RELAY PULSE XXMIN:	The access control system has instructed the VISTA alarm panel to pulse one of the VISTA's output relays for the duration specified by the XX minute timer as specified by the VISTA panel's programming options.	1	Yes			

VISTA-Related Events (Cont'd)

The following events only occur if a VISTA alarm panel has been connected to the access control system through a VGM Module.

Event	Cause	Default Priority	Logged	Can be Dialed to CS	Defaulted to Dial CS	Contact ID Code
VISTA RELAY PULSE YYSEC:	The access control system has instructed the VISTA alarm panel to pulse one of the VISTA's output relays for the duration specified by the YY seconds timer as specified by the VISTA panel's programming options.	1	Yes			
VISTA RELAY PULSE:	The access control system has instructed the VISTA alarm panel to pulse one of the VISTA's output relays.	1	Yes			
VISTA RESET:	The VISTA alarm panel has reset. Normal operation of the VISTA alarm functions may have been interrupted and may still occur for a short period of time while the panel restarts.	3	Yes			
VISTA RLY GRP PULSE XXM:	The access control system has instructed the VISTA alarm panel to pulse one of the VISTA's output relay groups for the duration specified by the XX minute timer as specified by the VISTA panel's programming options.	1	Yes			
VISTA RLY GRP PULSE YYS:	The access control system has instructed the VISTA alarm panel to pulse one of the VISTA's output relay groups for the duration specified by the YY seconds timer as specified by the VISTA panel's programming options.	1	Yes			
VISTA TEST END:	The VISTA alarm panel has exited all test modes.	3	Yes			
VISTA TEST START:	The VISTA alarm panel has entered a test mode. Normal operation of the VISTA alarm functions may be interrupted.	3	Yes			
ZONE FAULT TO VISTA:	A zone fault has been reported to a connected VISTA alarm panel.	0	No			
ZONE REST TO VISTA:	A zone restore has been reported to a connected VISTA alarm panel.	0	No			
ZONE TRBL TO VISTA:	A zone trouble has been reported to a connected VISTA alarm panel.	0	No			

Glossary

G

Access Control Glossary

A

Access Card - A card, generally the size and shape of a credit card, containing encoded data. The data can be encoded in a variety of ways, sometimes including more than one encodation technology. (See Magnetic Stripe, Wiegand, Proximity.)

Access Control - Allowing the right person through the right doors at the right time based on: 1) What they have, 2) What they are, and/or 3) What they know.

Access Group - A group of individuals that share common access privileges regarding associated access points (doors) and times. The access group defines the access privileges of the individuals. All members of an access group have identical access privileges.

Access Level - The type of access permissions assigned to a cardholder.

Access Partition/Access Area - A completely enclosed space that is controlled for entry and egress. Generally, PassPoint notes when a person passes into the area. In this way, the system can keep track of where people are within a facility. Note, however, that both entry to and egress from the area must be logged by the

PassPoint system in order for this feature to work. That is, if the entry to an area is controlled by PassPoint but egress is not controlled by PassPoint, the system is not notified when a person leaves the area. This leads to incorrect occupancy reading of the protected areas.

Access Point - A collection of card readers, zones, triggers, and relays committed to the control and monitoring of the door control hardware at a single point of passage.

Access Privileges - The rights allocated to an individual that define his/her access capabilities. Access privileges consist of the specifications of when and where a person may gain access or be allowed egress from a controlled area.

Anti-Passback (APB) - An access control function whereby a cardholder is prevented from "passing back" his card to another person to gain entry into the same area. A good example of such a situation is a boss who tries to pass his card back to his secretary in a parking garage, so that they may both park in the executive lot. Facilities are typically fitted with both entry and exit readers when anti-passback is implemented. A cardholder must alternate usage between entry and exit readers. If the card is presented to an entry reader immediately after access has been granted on that card at the same reader, an anti-passback violation occurs. Based on the configuration of the access control system, the cardholder may be denied access as a result of that violation. In ADEMCO's implementation, an anti-passback violation occurs when there is an attempt to use the same access point in the same direction a second time within a specified period of time without first using that access point in the opposite direction).

Archive - A file stored on your system's computer that holds previously uploaded events. Archives allow you to keep and organize all of the events recorded by your system.

Arm Away - This is a function of the burglary sub-system of the PassPoint system. Arming the system enables zones to cause a burglary alarm. Arming the burglary sub-system in the Away mode implies that you will be away from the premises and enables Interior and Perimeter zone types to cause an alarm when faulted.

Arm Stay - This is a function of the burglary sub-system of the PassPoint system. Arming the system enables zones to cause a burglary alarm. Arming the burglary sub-system in the Stay mode implies that you are staying on the premises and enables only the Perimeter and 24-Hour zone types.

B

Biometrics – A technology that identifies human attributes such as fingerprint, hand geometry, voice recognition, or retinal scans.

Bypass (Access Point) - When an access point is placed in Bypass mode, the locking mechanism is unlocked, no forced door or door open too long alerts are generated, and any requests to exit are ignored (the door is already unlocked). The access control industry also refers to this condition as "Free Access."

Bypass (Zone) - When an alarm zone is placed in Bypass mode, it no longer generates alerts to the user when the zone changes state. You may want to bypass an internal zone (such as a corridor) during the day, when you would expect activity but no security violations are actually occurring.

C

Card Reader - A device used by cardholders to identify themselves to the PassPoint system. The card reader reads the cardholder's access card so that the system may examine his access privileges and determine if he should be allowed to pass into the protected area.

In some cases, the device used for identification may be a keypad rather than a card reader. Instead of presenting a card to the

keypad, the cardholder enters an assigned Personal Identification Number (PIN code). In situations where higher security is required, the entry reader may be a combination keypad/card reader unit.

Cardholder - An occupant of a premises who has been issued an access card or access code (or PIN, Personal Identification Number) that is used to request passage through protected access points within the premises.

Committed Resource - A resource, such as a reader or relay, that is directly assigned to an access point. The committed resource can no longer be controlled or monitored as an individual item. A committed relay, for example, is used to control the door to which it is assigned.

CPM (Computer Port Module) - The CPM serves as an enrollment station. The enrollment station cannot be committed to an access point.

D

Day Template - The part of a time schedule that is used to specify time intervals during the day that an action can occur. Day templates contain time "windows" that define start and stop times for actions. For example, a day template could contain the following time intervals or "windows": 07:00-08:30, 12:00-13:00, 17:00-17:30. This day template could then be assigned to Monday through Friday of a schedule, and the schedule could then be assigned to a scheduled action upon window opening or closing. That action could be to bypass an access point during normal workdays. (See also: Schedules)

DCM (Door Control Module) - The DCM provides all the inputs and outputs required to manage one or two access points (i.e., doors). This may also be a single access point where anti-passback is implemented.

Deny Override - This function allows all cards to be granted access. When a system is initially installed, this feature can be enabled to allow all people to access all doors. The event history can then be reviewed and the configuration fine-tuned. After a week or so of careful monitoring, the feature can be disabled, and standard control can be enforced.

Disarm - This is a function of the burglary sub-system of the PassPoint system. Disarming the system disables zones from causing a burglary alarm.

Disarming the burglary sub-system in the Away mode disables Interior, Perimeter, and 24-Hour zone types so that they will not cause an alarm when faulted.

Disarming the burglary sub-system in the Stay mode disables only the Perimeter and 24-Hour zone types.

Door Control Hardware - The equipment installed at an access point to control the entry and exit of cardholders. The type of door control hardware you should choose depends in part on the level of security you want for each access point. You can have doors with a single card reader, or with a card reader/keypad combination unit requiring an occupant to enter a PIN code after swiping his/her card. There are many types of door control hardware available, as well as different ways to configure them.

Door Control Relay - An electromechanical switch that is used to control the flow of electricity to the door locking mechanism. The door control relay provides a “form C” dry contact set for an output. In this way it can be used to introduce or eliminate current flow to an external device.

Door Open Time - The amount of time a door is permitted to remain open after the door is unlocked, before an alarm is generated by the access control system.

Door Strike - An electromechanical locking device typically installed in a door frame to enable locking and unlocking of the door by electrical or electronic means. Internally, the device consists of a solenoid to which power is applied, causing a plunger to move linkage that releases a locking mechanism.

DSM (Door Status Monitor) - A zone in an access control system committed to the monitoring of a door sense switch. The door sense switch reflects the state of the door (open or closed) and also allows the PassPoint to determine if the door has been forced open, or held open too long.

Duress - A condition in which a cardholder is confronted by an intruder in an effort to gain access to a secure area. The cardholder can secretly signal security that he is entering the secure area under duress through the implementation of a Duress feature.

E

Enrollment Reader - A card reader (connected to a CPM) that can be used to enroll cards into the access control system.

Entry/Exit Control - A means of controlling and monitoring the flow of cardholders through a building. It is used in conjunction with access groups to either allow or deny group members access to specific areas, based on their directional usage of access points.

Entry Reader - An input device installed on the entry side of an Access Point door. At this device, individuals are required to identify themselves to the PassPoint system so that the system may examine their access privileges to determine if they should be allowed to pass into the protected area. The term is “entry reader” because in most cases, the device is a card reader at which a

cardholder must present an ID card. However, the device may be a keypad at which the individual must enter an assigned Personal Identification Number (PIN code) in order to identify him/herself. In some cases, where higher security is required, the entry reader may be a combination keypad/card reader unit.

EOLR Supervision (End-of-Line Resistor Supervision) - A mode that is used to detect when someone has cut or shorted a cable monitoring a zone, such as a door sense switch. A resistor can be placed in the zone's circuit at the protected point, such that the controller can detect line trouble, in addition to fault and normal conditions.

Event/Action Relationship - An option programmed by the user that allows system functions to be linked to a system event. Upon the occurrence of the system event, the action is performed.

Event Browser - The PassPoint tool for viewing uploaded events. The event browser organizes all of the uploaded events by date and displays them on screen.

Event Log (or History Log) - A list of events that indicate the actions performed by and within the PassPoint system. Each event log entry contains the time, date, and any other attributes that specifically define the event.

Executive Privileges - An option that can be granted to cardholders to allow them full access to all of the system access points.

Exit Only - One of the modes in which an access point may be configured to operate. In this mode, the access point accepts only exit requests. Entry requests are ignored.

Exit Reader - An input device that is installed on the exit side of an access point door. At this device, individuals are required to identify themselves to the system so that the system may examine their access privileges to determine if they should be allowed to pass out of the protected area. (See also: Entry Reader)

F

Facility Code - An encoded value (within the access card) that can be used to identify the facility or site that issued a specific group of cards. This information can be used in a reduced-security environment whereby the specific card number is ignored, but anyone from that "facility" can gain access.

Fail Safe - A locking device that automatically unlocks in the event of power loss.

Fail Secure - A locking device that will automatically locks in the event of power loss.

Force Arm Away – A feature that arms the burglary system in the Away mode. Any faulted zones are automatically bypassed.

Force Arm Stay – A feature that arms the burglary system in the Stay mode. Any faulted zones are automatically bypassed.

Forgive (Entry/Exit, Anti-Passback) – A function that permits the user to "forgive" anti-passback and entry/exit violations so that cardholders will not be "stuck" in the place where the violation is detected if their card swipes are denied. When this function is used, the system's anti-passback and/or entry/exit mechanisms and records are re-synchronized so that cardholders can continue through the premises.

Form C Relay Output - A relay configuration comprised of a Common terminal point, a Normally Open terminal point, and a Normally Closed terminal point. With the relay in a de-energized

state, the Common and Normally Closed points are connected to each other, and the Common and Normally Open points are disconnected from each other. When the relay energizes, the Common and Normally Closed points disconnect from each other, and the Common and Normally Open points connect to each other.

Free Access - See Bypass (access point)

H

Hard Anti-Passback – A feature that denies access to a cardholder in violation of anti-passback rules.

Hard Entry/Exit - A feature that denies access to a cardholder in violation of entry/exit rules.

Holiday - A component of time schedules that define days of the work week when the "normal" work schedule does not apply to the premises. For example, Thanksgiving day would be considered a holiday.

K

Keypad - Typically a 12-button arrangement of momentary push-buttons used to transmit a code to the system based on a specific sequence of key strokes. The keypad generally resembles a telephone keypad with respect to the relative positions and key name assignments.

L

Locked (Access Point) - A mode that latches the door of the access point,disabling its readers for access control functions. The access point does not allow any accesses or egresses in the Locked mode.

M

Magnetic Stripe - The black or brown stripe typically found on the back of a credit card or access card. The stripe is encoded similarly to a cassette tape. That is, magnetic domains are impressed upon the material so that it can be read by a reader at a later time.

Mag Lock (Magnetic Lock) - A large coil of wire mounted to a door frame which, when current is passed through the coil, creates a strong magnetic field. A large metal plate is also secured to the door, and will be held tightly against the coil of wire,by a strong magnetic field. The door can be released (or "unlocked") by interrupting the flow of current through the coil, thereby removing the strong magnetic field.

MLB (Main Logic Board) - The main controller of the access control system. It contains the card database, the event log, and system configuration information. It also keeps track of the system status. The MLB receives its power from the access control power supply, and communicates with the Door Control Module (described above) to determine if access should be granted at a particular access point. It can also coordinate the activities of other system modules, such as the QRM or ZIM.

Modem - A device that converts digital information into analog information so it can be transmitted over telephone lines, and converts the received analog data back to digital data at the other end by another modem.

N

Name Pool - A collection of names, assigned by a user, that can be applied to system objects (i.e., relays, readers, etc.) The name pool can contain a maximum of sixty names, each up to fifteen characters in length. This is also known as "custom alpha descriptors."

O

Outputs - Auxiliary devices in an access control system that control external devices such as electronic locks, piezo sounders, or light indicators. These can consist of relay outputs (dry contacts) or transistorized outputs (current-sinking devices).

P

PIN (Personal Identification Number) - A number assigned to an individual that, when entered on a keypad, allows the access

control system to grant access into a secure area. PINs can also be combined with encoded cards and biometric devices to ensure higher levels of security.

PIN Retry Lockout - A feature that disables the keypad of an entry reader for a specified amount of time after a specified number of improper PIN entries. PIN retry lockout protects the premises from intruders who tamper with a keypad-controlled access point. It slows down the process of trying all possible code combinations. The system records an event when PIN retry lockout is initiated at an access point.

PIR (Passive Infra Red) - A detection technology that senses movement within a specific area and changes the state of a set of internal contacts as a result. These contacts can then be wired to a Request to Exit zone on an access control system for automated egress when a person approaches an access point from inside a protected area.

Power Supply (Access Control) - The provider of all the power needed by the MLB and DCM. It is connected to the AC line voltage via an 18VAC, 50VA Basler-type plug-in power transformer. The power supply provides a battery backup/charger connection and supports a 7-AmpHour battery. In addition, it has the capability to monitor and test the AC power input and battery condition. The test results are provided to the modules, and ultimately to the MLB.

Pre-Alarm Trigger Time (P-A Time) - The amount of time, in seconds, before the start of an access point Door Open alarm, at which time the pre-alarm device is energized.

For example, if the door is set to remain open for 30 seconds, an appropriate pre-alarm time would be 10 seconds. After the door has been unlatched for 20 seconds, the system then gives 10

seconds of warning to whoever is holding the door open. If the door is still open at the end of the 30 seconds, a Door Open Timeout Alarm Event will occur. The pre-alarm device remains energized (depending upon its mode) until the door is closed, clearing the Door Open Timeout Alarm.

Precedence Level - A type of authority level that tells the system when certain system resources can be controlled. Simply put, precedence levels determine whether or not an operation should take place over the authority of any other previously initiated action.

Protected - The normal operating status of an access point. When an access point is protected, only valid cardholders can access it.

Proximity - A reader technology relying on a radio frequency link between the reader and the card (prox reader and prox card). Encoded information is passed between the card and reader, usually supplying a unique pattern that identifies the cardholder.

Q

QRM (Quad Relay Module) - A module that can be placed on the access control network to provide four additional Form C supervised outputs, in addition to four Trigger outputs.

R

RCM (Reduced Capability Mode) – A mode the DCM (Door Control Module) is placed in, in the unlikely event it becomes "disconnected" from the rest of the PassPoint system. In this mode, the DCM can be told how to operate while it is out of contact with the MLB (Main Logic Board).

Reader - A device that a cardholder presents his access card to, that reads the card's encoded data and transmits it to an access control panel. The panel then makes a decision as to what action to take as a result of that card read (energize a relay, etc.).

Relay Supervision - The monitoring of the common pole of the Form C relay for the presence of voltage. An alert is generated if the voltage is not sensed. This might be used to determine wheather an external power supply (used for lock power) has failed.

RTE (Request to Exit) - A condition generated by a device (push-button, crash bar, PIR, switch floor mat, etc.) that indicates to PassPoint that someone is leaving the protected area. No card is required, and no forced door event is generated. It can also result in the door unlocking. Other names used in the industry for this condition are: REX, Egress, and Bypass. Note: Do not confuse this usage of bypass with the ADEMCO meaning. (Please see Bypass.)

S

Schedule (or Time Schedule) - A list of time intervals that can dictate when events or conditions can start, stop, or occur. For example, schedules control when certain access groups are allowed access to the premises. Schedules are made up of Day Templates.

Shunt (Access Point) - A function that disables the DSM zone on the access point. The access point then operates as though it does not have a DSM zone installed. This function is useful in instances of hardware failure, when a bad door contact might hinder the operation of the access point. The access point can be operated in the shunted state until it is repaired.

Shunt (Zone) – A function that serves almost the same purpose as the Bypass Zone function, with one exception. While the Bypass Zone function causes detected changes in zone status to occur without generating any alarms, shunting a zone causes the zone to go unmonitored. This can be beneficial when there is a malfunctioning zone on a peripheral module. The peripheral module may be flooding the communications network with zone status change messages. Shunting the zone tells the appropriate

peripheral module to ignore the applicable zone and stop sending status change messages. The zone can then remain shunted until it is repaired.

Skeleton Codes (or Skeleton Cards) - Codes that are used to unlock access points during Reduced Capability Mode (RCM) operation. They are only used when the communication link between the MLB and its DCM has been interrupted. Under these conditions, the DCM uses these skeleton codes as a very small card database. When the communication link is restored and the system quits RCM mode, the skeleton code database is no longer utilized.

Soft Anti-Passback – A feature that grants access to a cardholder in violation of Anti-Passback rules, but records the violation in the event history.

Soft Entry/Exit - – A feature that grants access to a cardholder in violation of Entry/Exit rules, but records the violation in the event history.

Supervision - The process by which a device is monitored for faulty operation. This is typically accomplished through voltage or resistance monitoring. (Also see: EOLR Supervision and Relay Supervision.)

T

Threat Level - A global condition that can be set by system users to qualify a state of emergency. There are six threat levels, TL0 through TL5. TL5 is the highest threat level.

Threat levels can also be set for individual actions, indicating the global threat level at which the action will be allowed to take place. If the global threat level goes beyond the setting for the action, the action is not allowed to occur.

Transaction - An event that occurred within the access control system that generates a record in the stored database.

Transient Suppression - A process by which short-term, high-energy bursts can be limited to safe levels by the use of specialized electronic components. The purpose of this might be to protect sensitive electronic equipment connected over communications lines of considerable length.

Trigger Outputs – Solid-state digital switches (transistors) that can be configured as committed or uncommitted resources. These can be used to illuminate LEDs, activate piezoelectric sounders, energize an external relay, or signal a long-range radio transmitter.

Trouble - A condition that generally indicates a problematic line (cable or connection) for a supervised zone.

U

User (system) - A person who interacts with the system through the system interface. Users can control readers, set time schedules, enroll ID cards, etc. There are four levels of users: Installer, Masters, Managers, Operators.

User Code - The identification code used by a user to gain access to the system. User codes are entered through the system interface.

V

VGM (VISTA Gateway Module) - The PassPoint component that provides an interface between the ADEMCO VISTA panel and the ADEMCO access control system. When VISTA control is not used, the VGM acts as the dialer for the PassPoint system.

Visual Verification - An optional mode that requires the system to defer to an operator to visually verify the identity of all cardholders after a cardholder's card/PIN has already been verified by the system.

W

Watchdog Timer - An internal circuit within the system that resets the control electronics in the unlikely event that it becomes locked in an endless loop of some kind. This allows the system to continue to operate even though there is usually a problem that would normally have caused the system to "lock up" or freeze.

Wiegand - A card reader technology relying on a series of wires imbedded in a vinyl card. The Wiegand card is passed through a Wiegand reader to communicate a distinguishing pattern of ones and zeroes to the access control system to identify a particular cardholder.

Windows (Time) - A time interval during a day when actions are allowed to occur. Up to eight of these time windows can be contained within one Day Template.

X

XX Minutes Timer - A timer that is programmed on the VISTA alarm panel that expires after a preset number of minutes. Generally, a VISTA output relay may be configured to operate for the duration of the timer. This timer can be programmed at location 1*74 on the VISTA panel.

Y

YY Seconds Timer - A timer that is programmed on the VISTA alarm panel that expires after a preset number of seconds. Generally, a VISTA output relay may be configured to operate for the duration of the timer. This timer can be programmed at location 1*75 on the VISTA panel.

Z

ZIM (Zone Input Module) - A module that can be placed on the access control network to provide eight additional zone inputs, which can be configured as supervised or unsupervised.

Zone - An area or object being protected by an electronic circuit.

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Access Control Index

5007 South Howell Avenue
Milwaukee, WI 53207
www.nciaccess.com

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www.nciaccess.com

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