WIN-PAK SE

CLASSROOM

TRAINING GUIDE

Introduction

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WIN-PAK SE is state-of-the-art access control software that was specifically designed to run on Windows Vista Enterprise, Windows Vista Business, Windows XP SP2 and Windows 2003* operating systems.

It allows the programming of card and card holder information, the design and creation of badges, and easy monitoring of alarms and cameras.

WIN-PAK SE is comprised of three primary modules: the Database Server, the Communications Server, and the Client Workstation. These applications can run on the same computer or on multiple computers, allowing great flexibility in configuring a networked system. Communications are handled by one or more communication servers; the databases can be handled by the database server on a separate computer; and the user interface can be installed on one or more computers that serve as workstations. This provides a distribution of system activities and processes among the defined computers, thereby improving system performance significantly.

Since WIN-PAK SE is a three-tier client/server application based on Microsoft tools and standards, it is ODBC (Open Database Connectivity) compliant and uses MSDE 2000* as its database engine. This provides a reliable, flexible, and robust system.

*SQL 2005 Express Edition must be loaded on the computer before WIN-PAK SE is installed. Before WIN-PAK SE is installed with the Windows Vista Operating system, consult the user manual or call tech support.

Software PC Specifications

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Minimum PC Requirements:

This setup is sufficient for small systems with 1 to 10 readers, up to 250 cards, and 2 communication ports.

While this is a good configuration for a workstation, it is not sufficient for use as a server.

- Intel Pentium III 1GHz CPU
- 256 megabytes of RAM
- 2.1 gigabyte hard disk drive with minimum free space
- One serial communication port
- Storage Tape or CD burner
- One parallel port (2 if badging to be done on workstation)
- 15” SVGA color monitor (1024 x 768, 256 color)
- Microsoft® Windows XP Professional SP2
- Database Engine:
  MSDE 2000

Recommended PC Configuration:

This is the recommended hardware configuration for a basic access control, including badging and alarm monitoring.

It can be used for a stand-alone system, a workstation or a server.

Additional RAM will improve performance.

- Intel Pentium IV 2.8GHz CPU
- 512 megabytes of RAM
- 40-GB SATA os SCSI or 36 GB 10K RPM SCSI HD
- Two serial communication ports
- Storage Tape or CD burner
- One parallel port (2 if badging to be done on workstation)
- 17” SVGA color monitor (1024 x 768, true color)
- Microsoft® Windows XP Professional SP2
- Database Engine:
  MSDE 2000

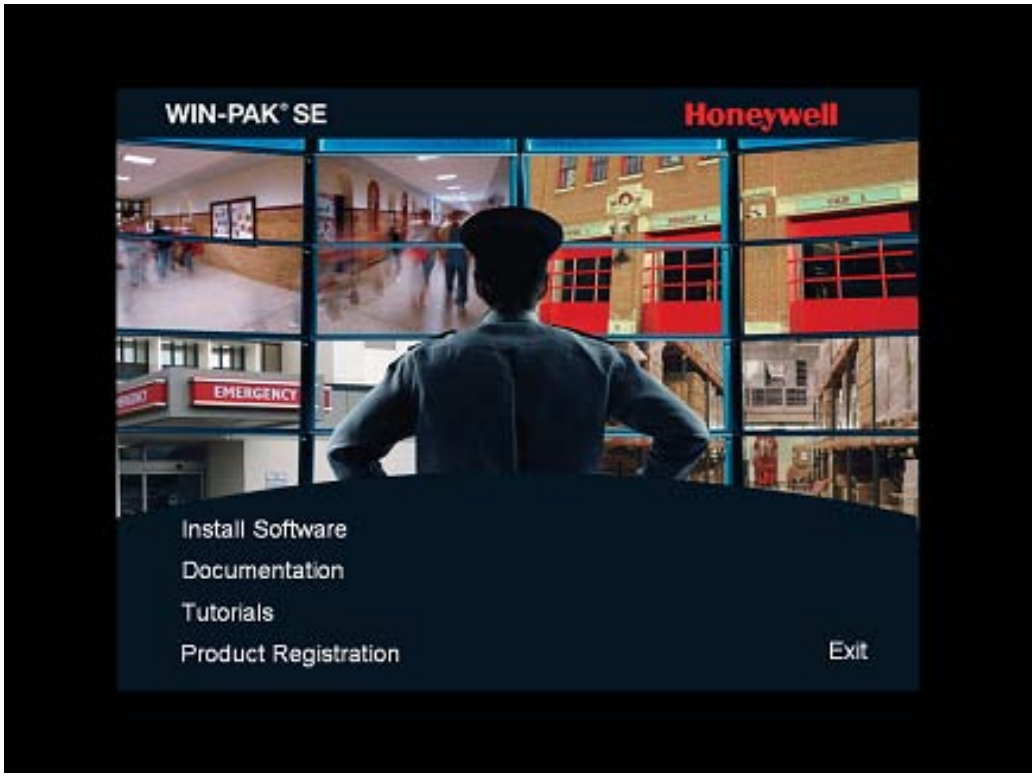
Performance PC Configuration:

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

- Intel Xeon 4 – 3.00GHz CPU
- 8 GB of RAM
- 36 GB 15K RPM SCSI hard disk in a RAID 5 configuration
- DLT or DAT Tape backup system
- One parallel port (2 if badging to be done on workstation)
- 19” SVGA color monitor (1280 x 1024, true color)
- Microsoft® Windows 2003 Server SP1
- Database Engine:
  MS SQL Server 2000 or MS SQL Server 2005*

* MS SQL 2005 must be installed on a Windows 2003 Server prior to installing WIN-PAK PE

Software Installation – CD Start Menu

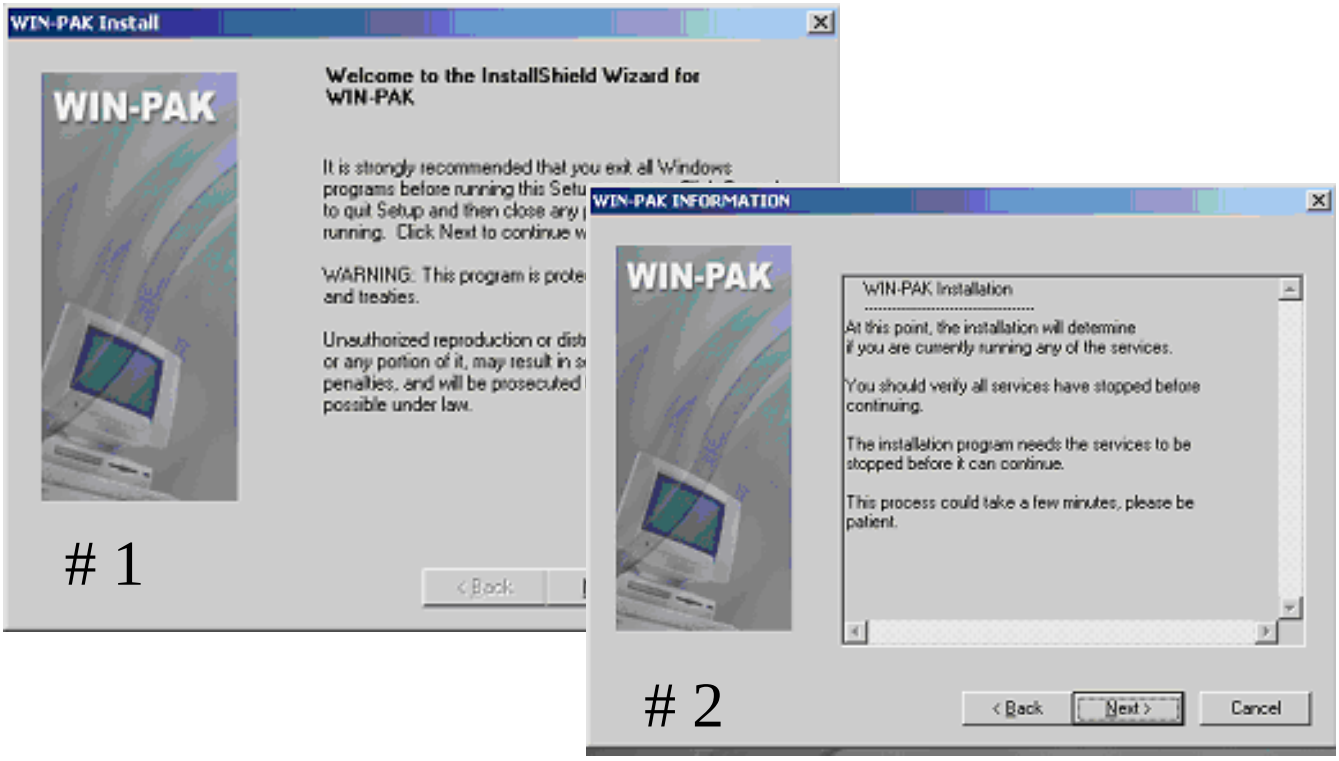


- Insert the WIN-PAK CD into the CD drive. An installation browser opens. If the browser does not open, browse to the CD folder and run the Launch.exe file. Launch.exe will open the WIN-PAK install splash screen.

- From the splash screen, you have the following selections:
  - Install Software
  - Documentation
  - Tutorials
  - Product Registration

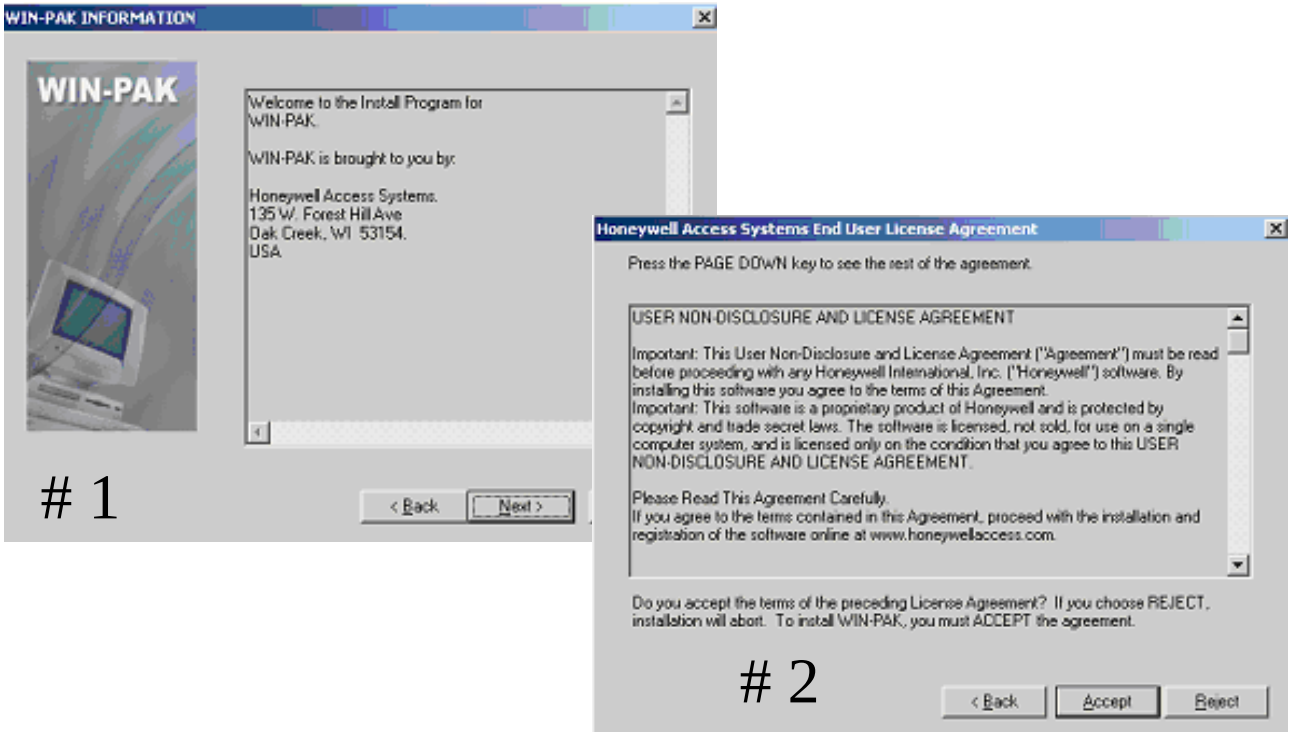
- Navigate to the initial installation screens and click Install Software. Click Install/Upgrade WIN-PAK. The Welcome screen appears.

Software Installation - Welcome

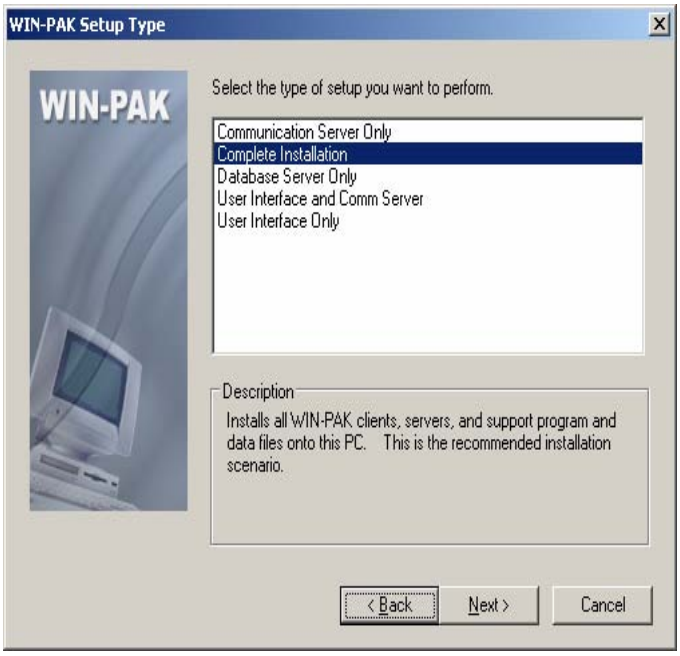


- Click Next to continue installation. The WIN-PAK Information screen appears (#1). Review the information and then click Next to continue installation
- Click Next to verify that all the services are stopped. The WIN-PAK Welcome screen appears (#2)

Software Installation – User Agreement



- WIN-PAK Information screen appears (#1). Review the information and then click Next to continue installation.
- The WIN-PAK Software User Agreement screen appears (#2) . Take a moment to read and review before you click Accept.



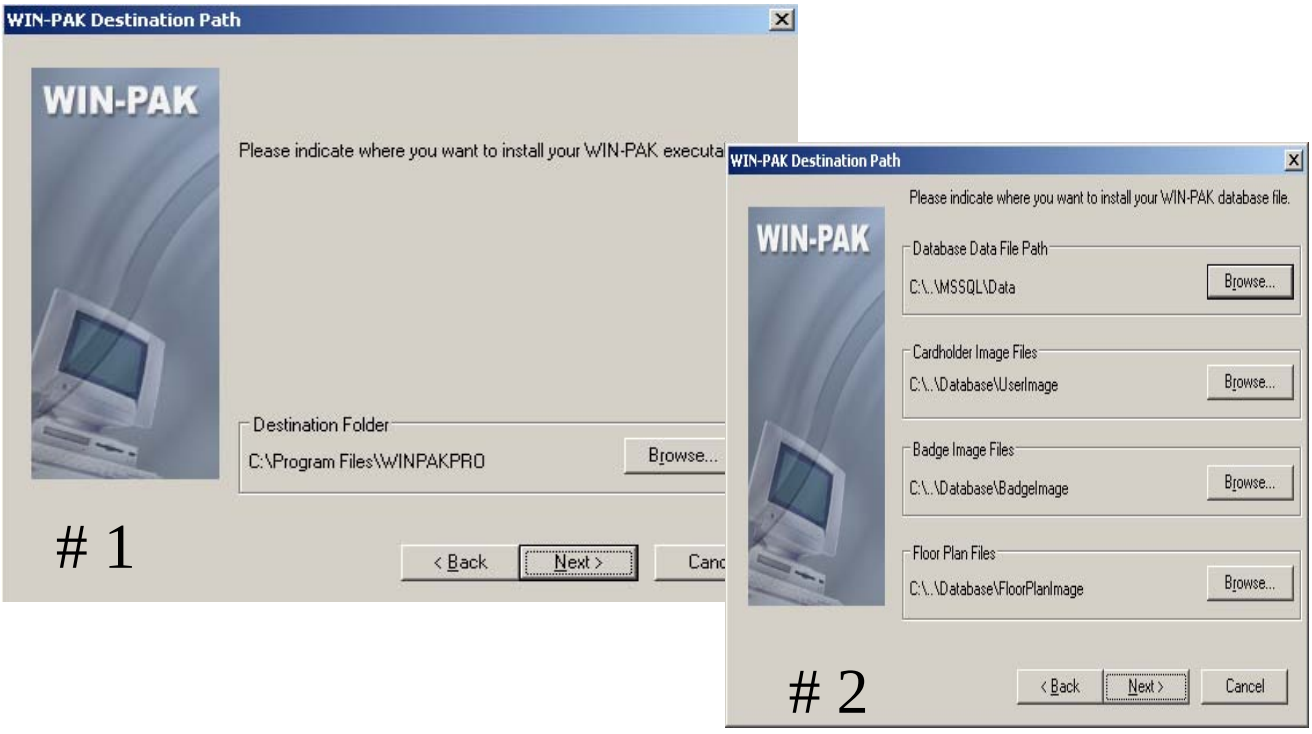
WIN-PAK Install Types

Most installations will either be the Complete(on a server) or the Client Interface at a user's desktop computer.

Install Types

1.	Complete	Will install all WIN-PAK Components
2.	DB Server	Only DB server components
3.	User Interface	Client components for WIN-PAK
4.	User Interface & Comm	Client and Comm Server Components
5.	Comm Server	Communication Server Components

Software Installation: Destination Folders



The WIN-PAK Destination Path screen(#1) appears. Review the information for the default location of where WIN-PAK will be installed. If you need to change or move the location, click the Browse button to view and select a new install destination.

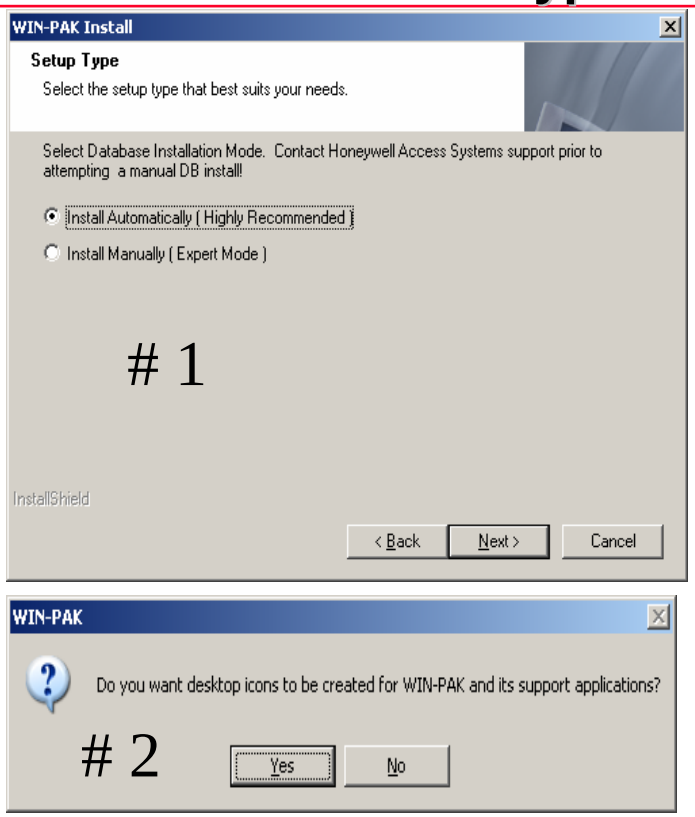
- The next screen is the WIN-PAK Databases destination screen(#2). The four database files will be installed in the default destinations unless you decide to modify using the Browse button. Once you have made your selection or accept the defaults, click Next to continue.
-
- Click Next to verify that all the services are stopped. The WIN-PAK Welcome screen appears.

Software Installation CD Key

- The WIN-PAK User Information and CD Key screen(#1) appears. Review the information for the default Name and Company for this install. The CD Key can be found on the inside cover of the Quick Start guide that is shipped with the WIN-PAK CD. Click Next to continue.

- The WIN-PAK InstallShield Wizard screen(#2) appears confirming the CD key entered is valid. Click OK to continue.

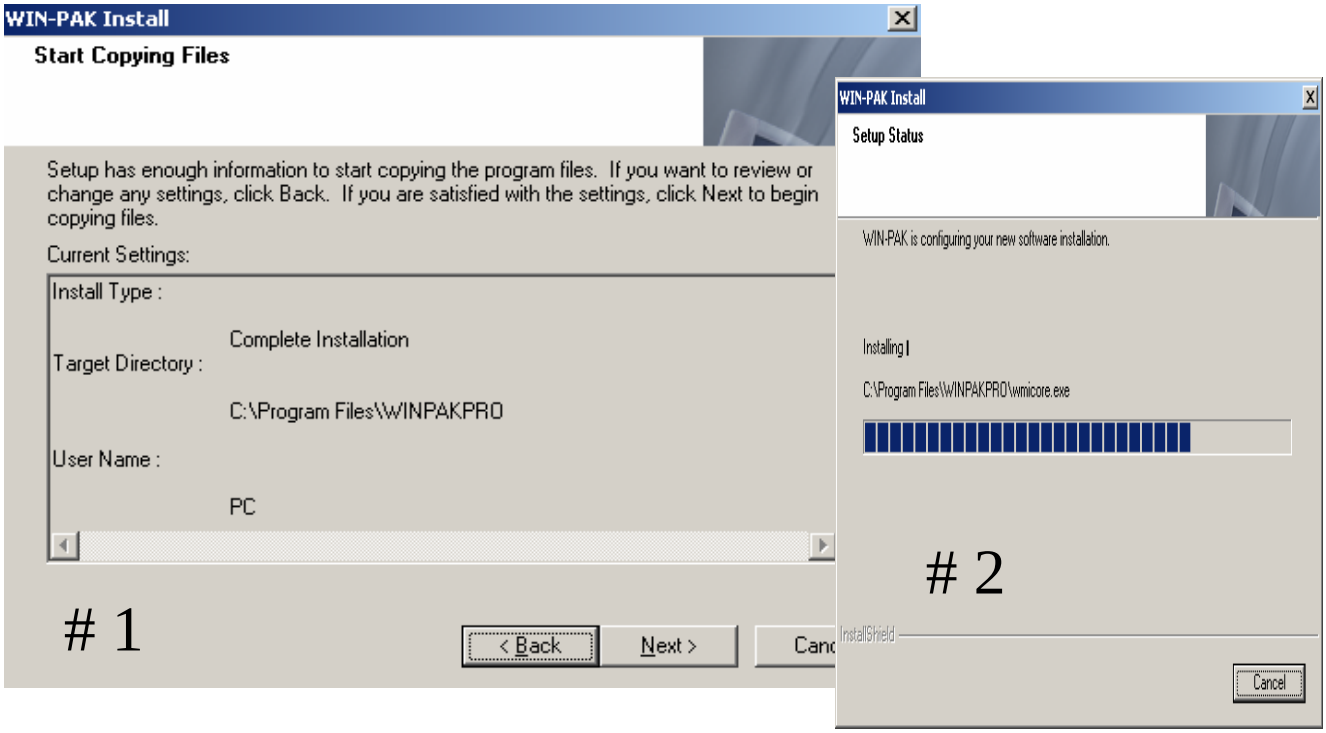
Software Installation – Install Type



After accepting the User Non-Disclosure and License Agreement, the Setup Type window(# 1) will appear. It is recommended you keep or select the Install Automatically option for most installations. Click next to continue.

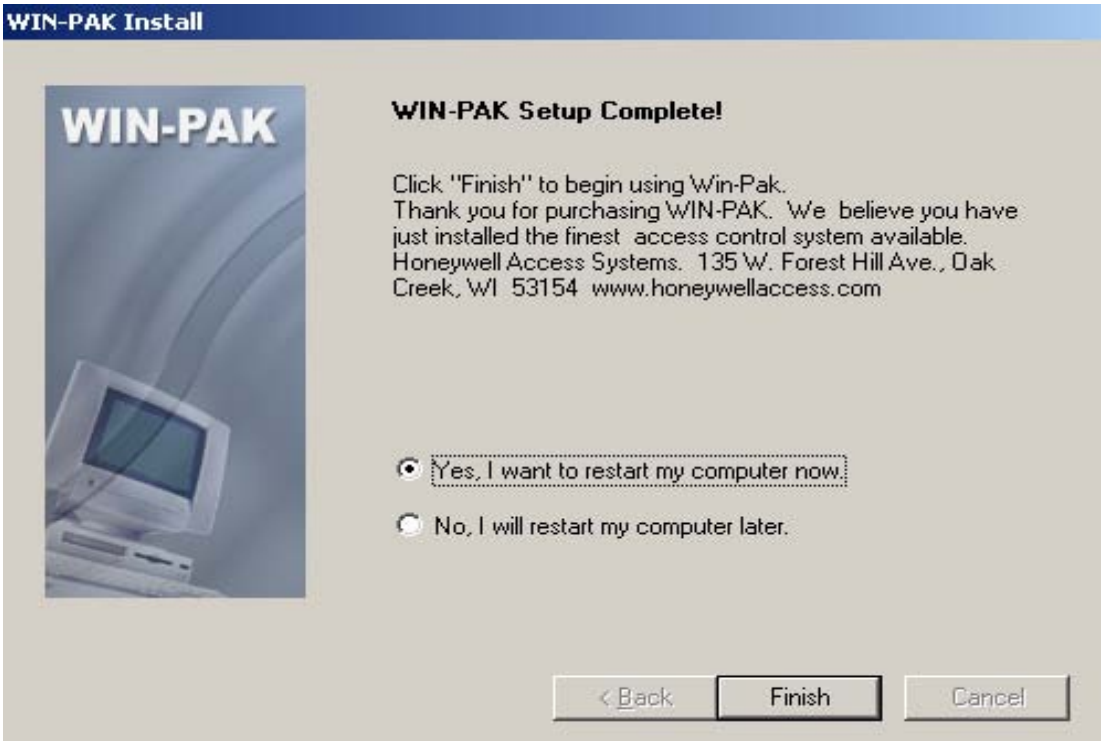
The WIN-PAK Desktop Icon creation screen appears(#2), Click Yes to add the icons to your desktop.

Software Installation – Copying Files



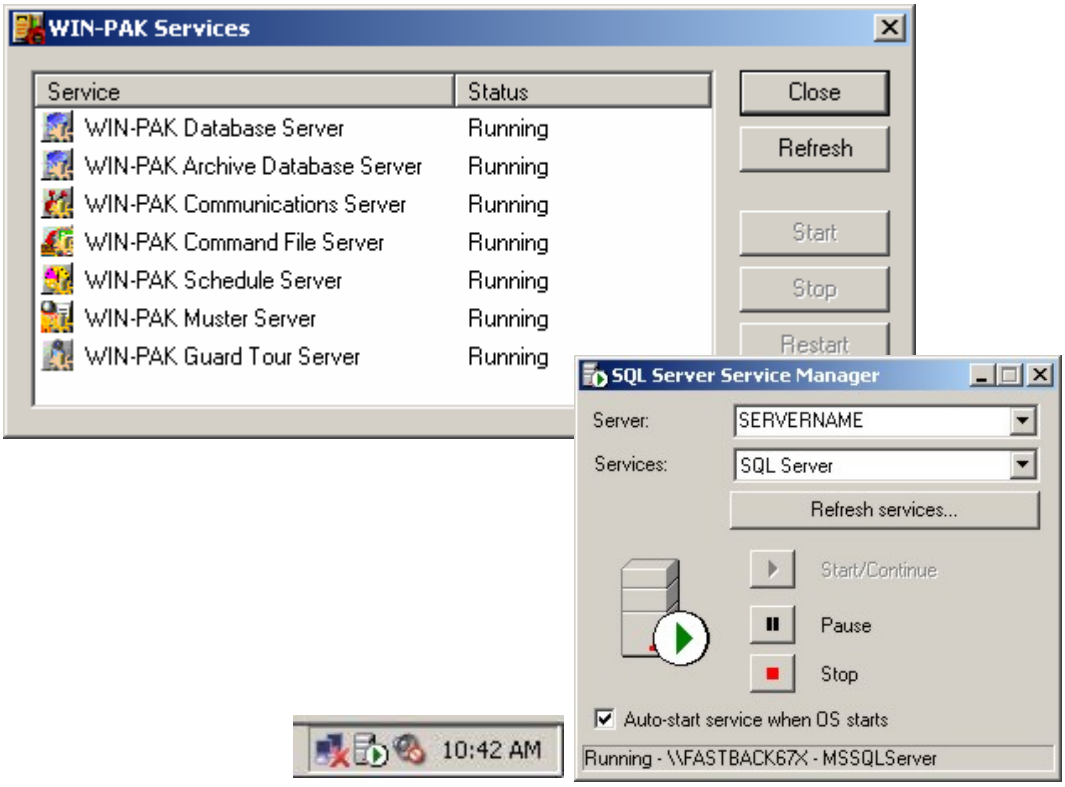
- The WIN-PAK Start Copying Files screen appears(#1). Take a moment to review the information and then click next to continue.
- The WIN-PAK Setup Status screen appears(#2), This screen is a window to view the install process and install locations.

Software Installation – Complete



- The WIN-PAK Setup Complete screen appears.
- Click Yes, I want to restart my computer now. The computer will reboot, once you log on, you can now start to program WIN-PAK.
- This concludes the installation steps for WIN-PAK SE

Service Manager



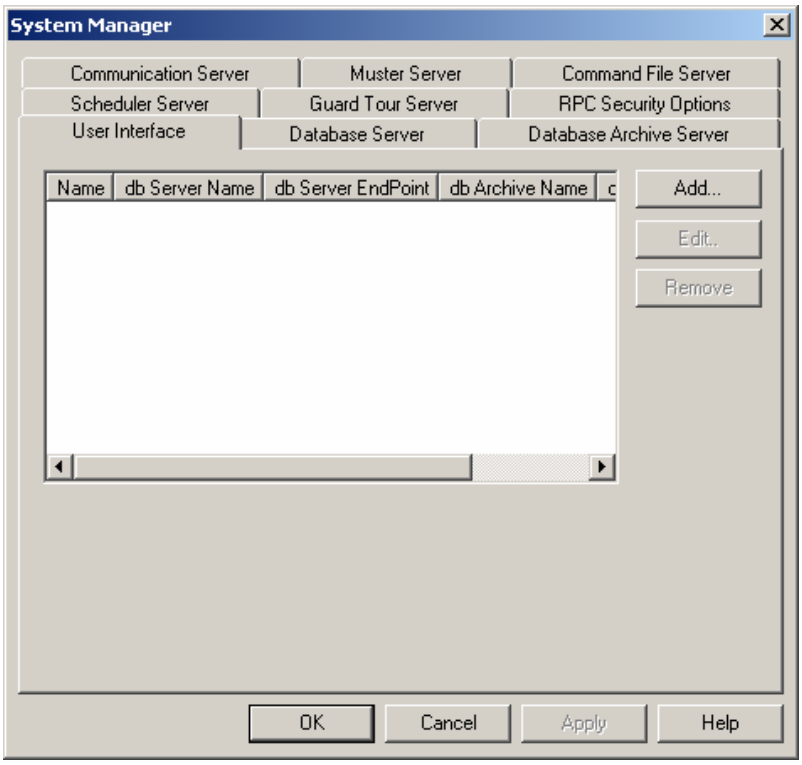
Service Manager

- The Service Manager is a utility which allows the administrator or operator to easily start and stop the software services.
- The installed program components are listed, and the Status column indicates whether or not each is running.
- Select the service or services click then click Start or Stop as necessary.
- The Database service must be the first service started and the last one stopped

SQL Server Service Manager

- The SQL Service Manager is a utility which allows the administrator or operator to easily start and stop the SQL / MSDE services.
- To check if the MSQL components are running, double click on the icon (shown to the left) in the tray on the bottom of the Window.
- The message on the bottom of the SQL Server Service Manager windows will give you the computer name followed by the status of the service.

System Manager



The System Manager is a utility used by Win-Pak to locate its various software components.

Generally, none of the settings on the System Manager should be changed.

User Interface Tab: Used only when a client installation is performed on a remote machine.

RPC Security options Tab: Select either Domain or Workgroup Environment (If unknown, Workgroup is recommended).

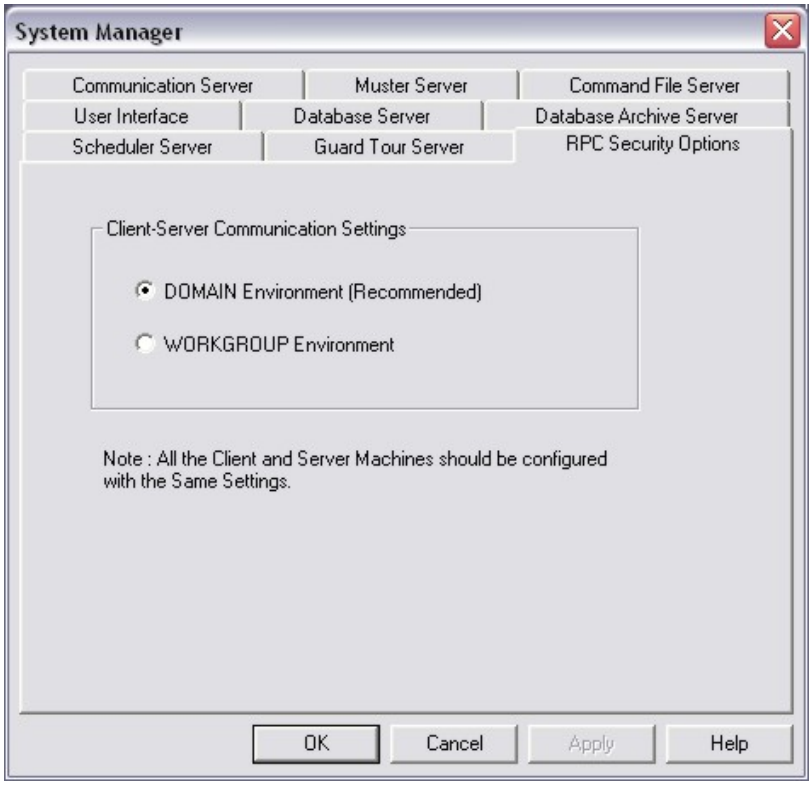
Database Server Tab settings: Node Name or IP address of the Database Server if located on a different machine.

Schedule Server Tab settings: Node Name or IP address of the Schedule Server if located on a different machine.

Communications Server Tab settings: Node Name or IP address of the Communications Server if located on a different machine.

Database Archive Server Tab settings: Node Name or IP address of the Archive Database Server if located on a different machine.

System Manager – RPC options



WIN-PAK works both in Domain and Workgroup environment.

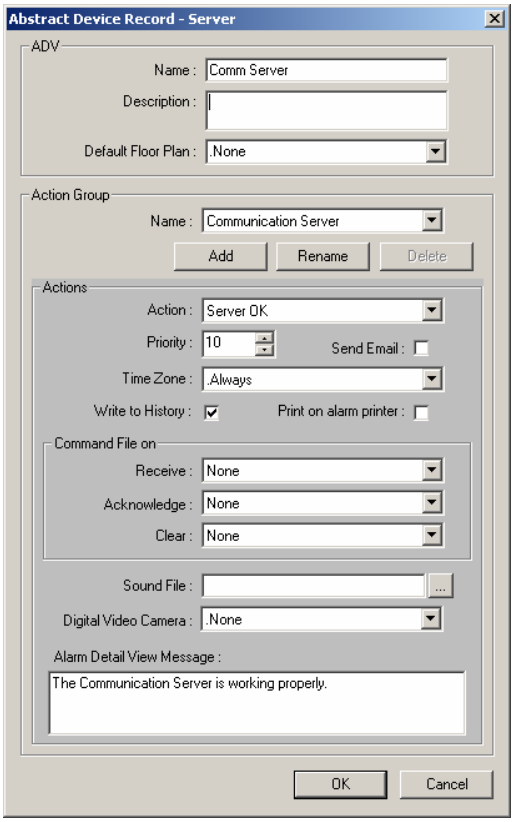
Domain Environment: Select the Domain Environment radio button to set the option to Domain Environment.

Workgroup Environment: Select the Workgroup Environment radio button to set the option to Workgroup Environment.

Additional Information:

- The user can set the option as per the requirement, however, by default, the option is set to DOMAIN Environment.
- This setting needs to match between all Servers and all clients.
- You need to restart the Servers and UI client, in case of any change in the setting. The setting changes cannot take effect dynamically.
- If unsure of which option to select, it is recommended that “Workgroup” be selected.

ADV – Abstract Device



The abstract device (ADV) plays an important role in the design of your system. It provides a user interface for controlling different hardware, without concerning the end user with the details of the hardware configuration, just as a desktop icon does within the Windows operating system. It is a logical representation of a physical device. Similar in appearance to an icon on your computers desktop, an ADV is associated with an actual device in your access control system.

Name: Enter the name of the ADV. (This will be the name you see in all list trees)

Action Group: Defines the priority of a given event related to the device. When an Action Group is edited, all ADVs associated with it are changed, globally.

Action Group Name: Enter the name of the Action Group

Action: Select an Action from the list

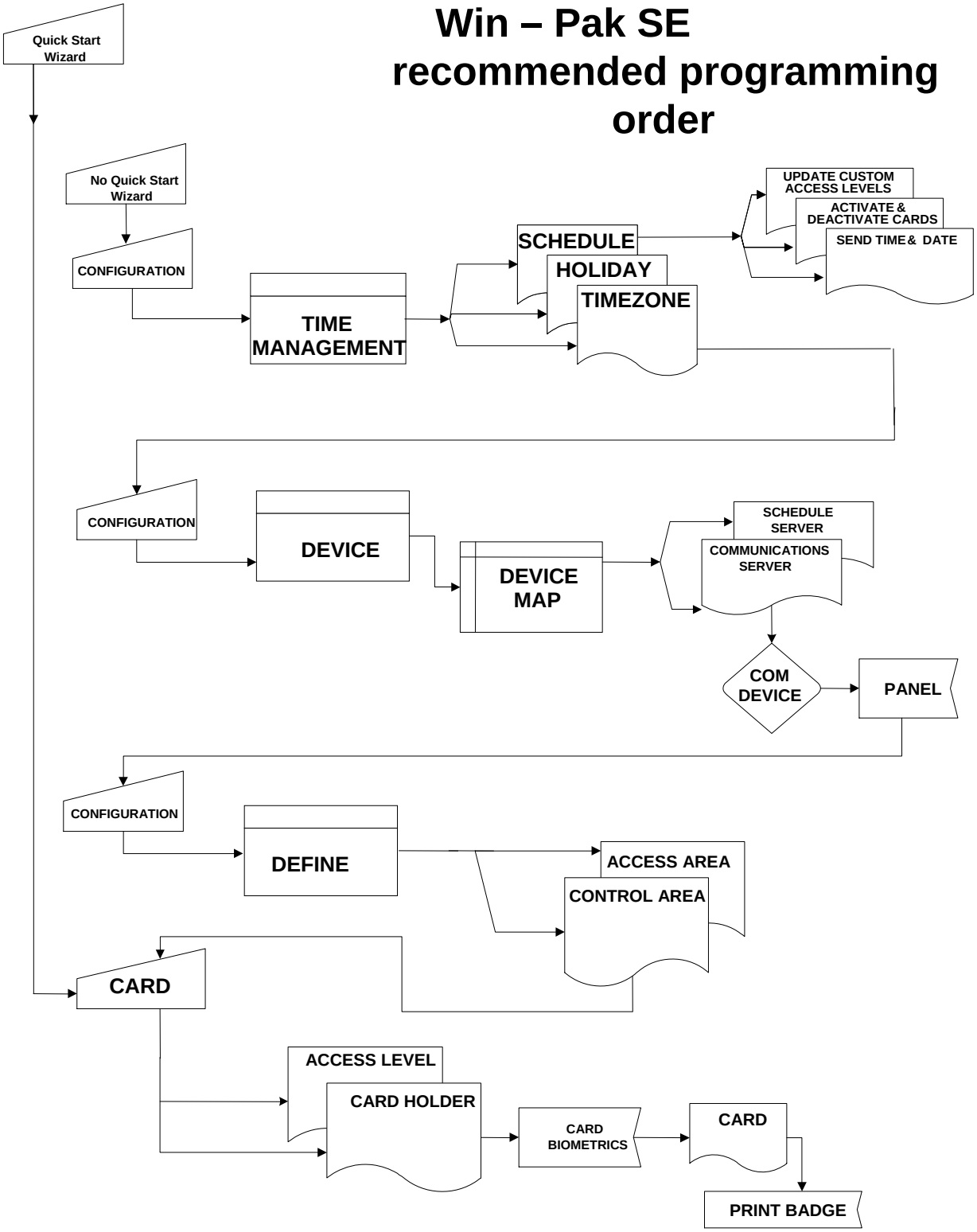
Priority: Set the Priority you want assigned to the selected Action.

Write to History: Select “Write to History” if you want the event written to the history file.

Send Email: Check this box to enable email functionality for this event to email recipients designated under the Email Configuration in the Win-Pak System Defaults.

Additional Information: Most ADV programming is done by entering the ADV Name and pressing the Enter key.

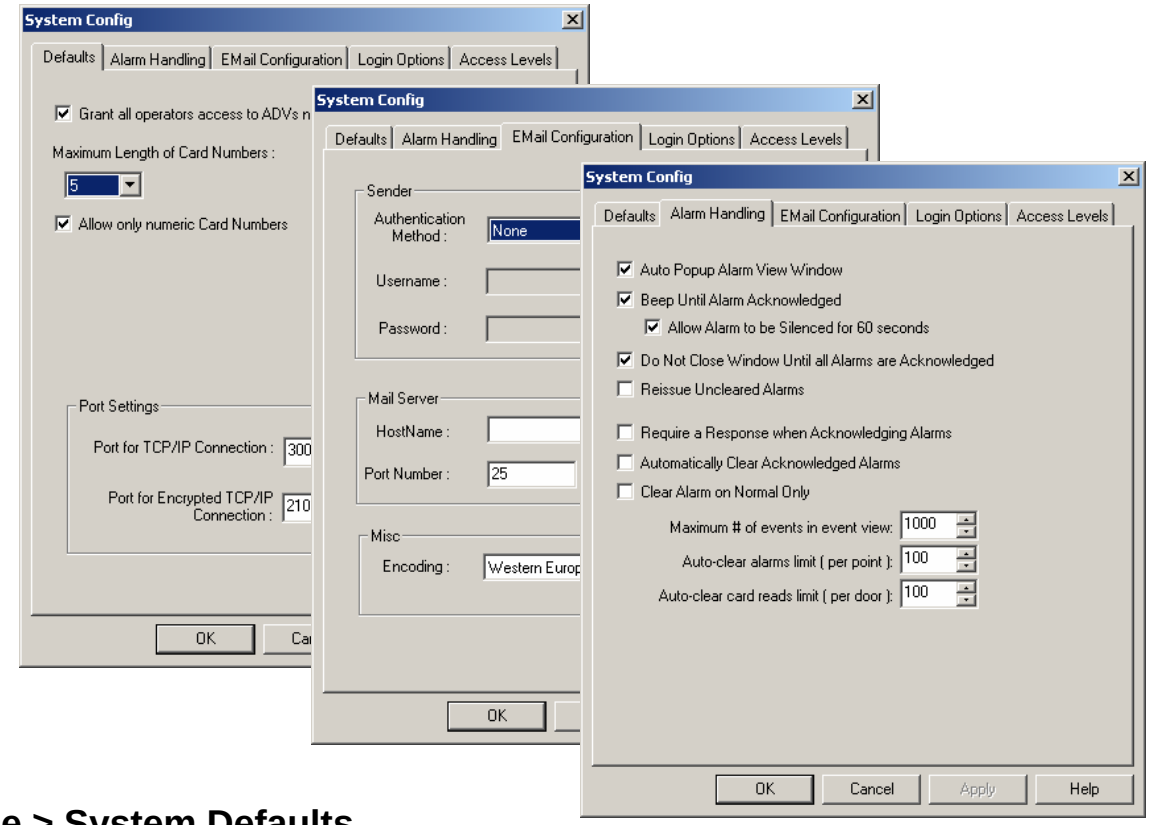
Win – Pak SE recommended programming order



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

- Double-click the WIN-PAK User Interface icon, the User Interface opens and the Connect to Server window is displayed.
- Enter Admin as the default operator **Name**.
- **NOTE:** No password is required for the initial log in, but you should add a password in order to insure the security of your system.

System Defaults



File > System Defaults

System Defaults settings are global. Rarely will you need to change the defaults values however if in doubt, leave the default.

Defaults Tab

Grant all operators access: Make available to all operators those ADVs not in Control Areas.
Maximum Length of Card Numbers: Select the largest card number handled by the software.
Allow only numeric Card Numbers: The default for this option is **Selected**.
Port Settings:
Port for TCP/IP Connection: TCP/IP port settings
Port for Encrypted TCP/IP Connection: Encrypted TCP/IP port settings.

Alarm Tab

Options that affect how alarms will be handled within the system.

E-Mail Configuration Tab

Authentication Method: Select the required authentication method.
Username: User name for email authentication.
Password: User password for email authentication.
HostName: Mail server name or IP address.
Port Number: Enter the port number for the main server.
Encoding: Select the encoding format from the drop-down list.
Configure Email ID's: Click this button to configure the desired mail ID details.

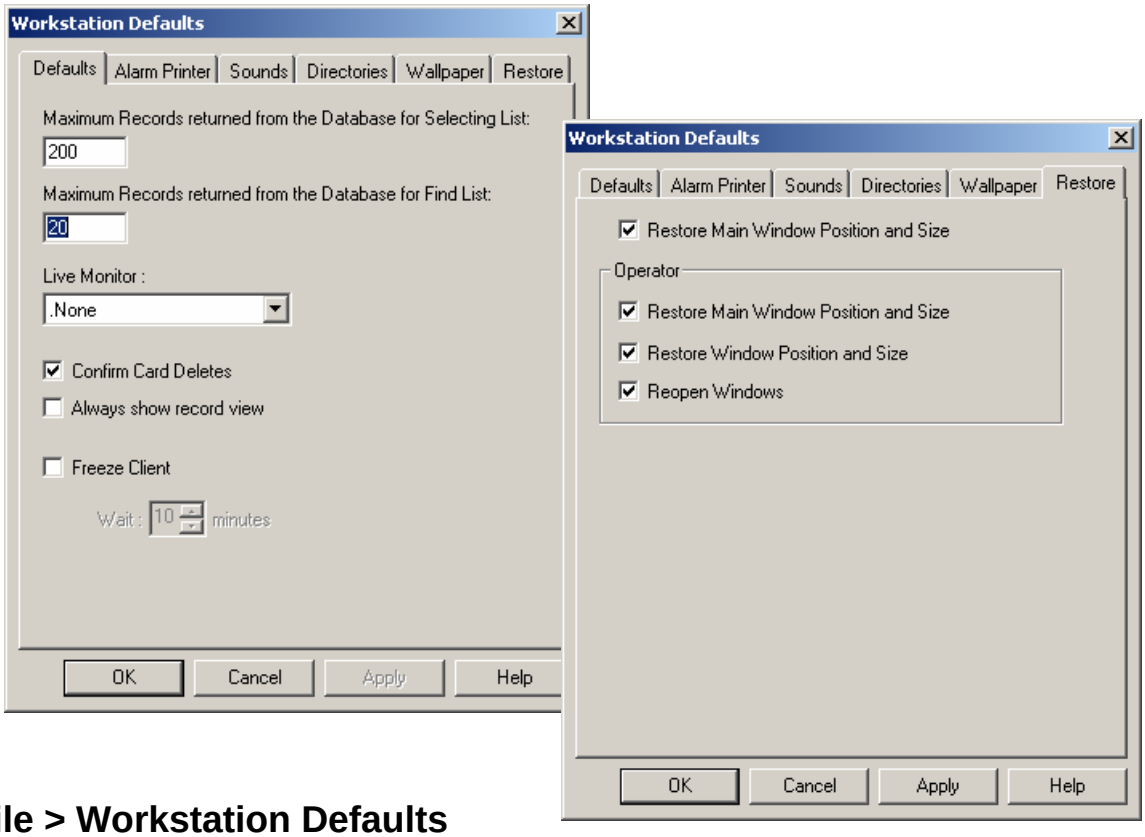
Login Options Tab

Used to indicate whether the user should be able to log in to WIN-PAK SE automatically at startup.

Access Levels Tab

Precision Access Levels: Only one Access Level can be assigned per card.
Multiple Access Levels: Up to six Access Levels can be assigned per card.

Workstation Defaults



File > Workstation Defaults

Workstation Defaults settings are unique to the workstation the User Interface is loaded on. Rarely will you need to change the defaults values however if in doubt, leave the default.

Maximum Records returned from the Database for Selecting List: This is the maximum number of records that will be retrieved and displayed in selection lists. The default for this field is 200.

Maximum Records returned from the Database for Find List: The maximum number of records retrieved from a database when a "Find" is conducted. The default is 20.

Live Monitor: On the list of defined CCTV monitors, select the monitor output to be connected to the video capture card, allowing the video signal to be displayed when Live Monitor view is selected. The default for this field is None.

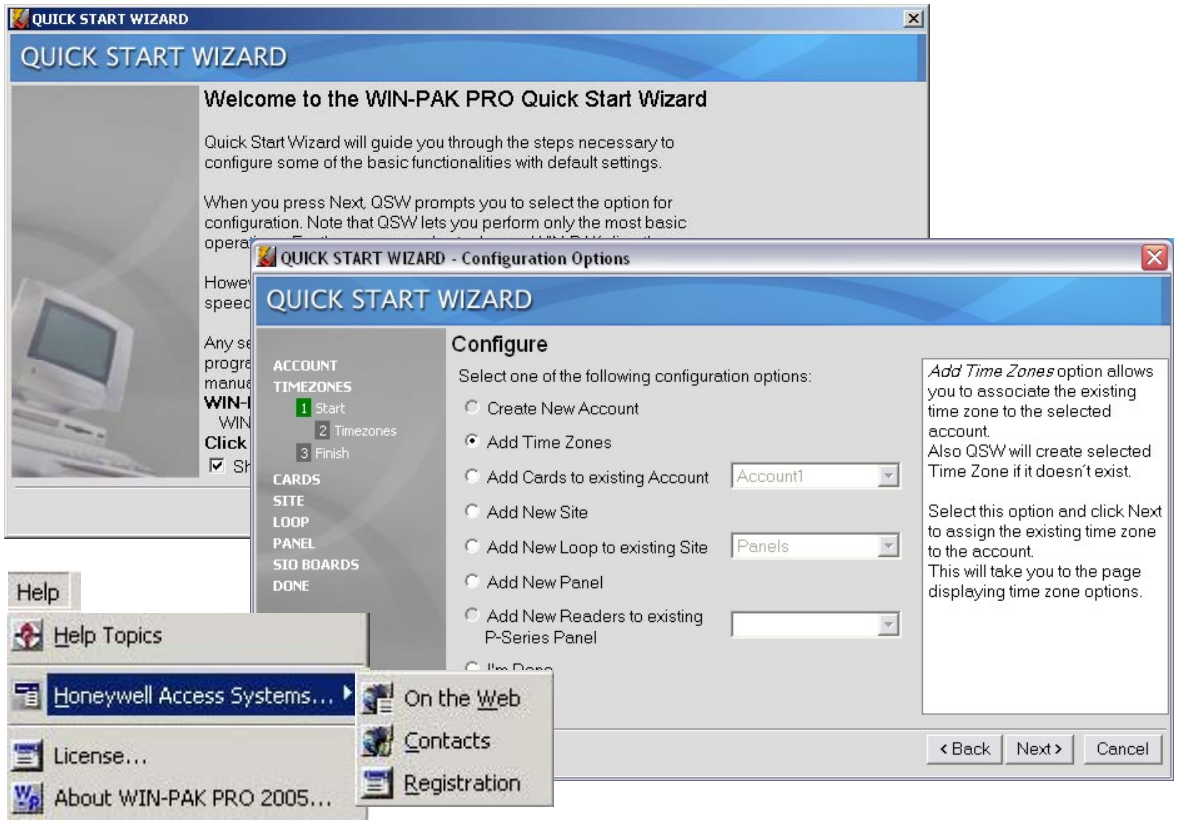
Confirm Card Deletes: If this option is selected, you will be prompted to confirm a card delete before it is removed from the database. The default for this field is Selected.

Always Show Record View: If this option is selected, when a database window opens, the record view or detail view will open at the same time. The default for this field is Unselected.

Freeze Client: If the Freeze Client option is selected, access to the User Interface is frozen after a set period of operator inactivity (from 1 to 60 minutes). The default for this field is Unselected. If you do select Freeze Client, click the up or down arrows to the right of the Wait field to set the number of minutes; the default is 10 minutes. Once the client is frozen, an operator will have to log back in to use the program.

For additional details, see the WIN-PAK SE manual.

Quick Start Wizard & Help



The Quick Start Wizard is an optional interface and a good starting point for users unfamiliar with the Win-Pak software, however it can also help an experienced user to program the system in a shorter period of time.

The Quick Start Wizard is initially configured so that it automatically starts whenever you run Win-Pak.

In addition, any settings configured by QSW can be changed using the core program after the wizard is finished.

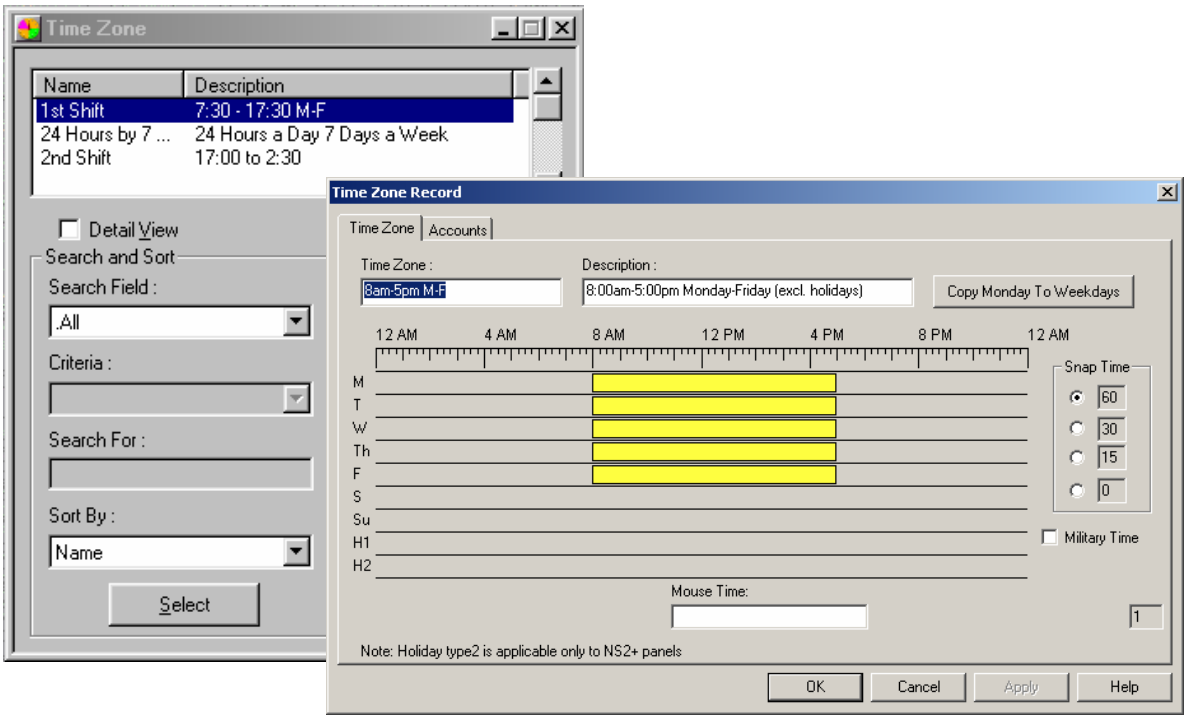
Follow through the steps in QSW to configure options in a sequential order, however, you can select any option at any time and configure accordingly.

Note: In addition to the Quick Start Wizard and the WIN-PAK SE manual, there is also an online Help feature that is organized into functional sections, which should make it easy to find the information you need.

Press F1 on your keyboard anywhere in Win-Pak, or click on the Help Menu in the main menu tree for context sensitive help.

Help is designed to be viewed in the Microsoft HTML Help Window. If you do not have the HTML Help components installed on your computer, Help will be viewed in your default browser.

Configuring Time Zones



Configuration > Time Management > Time Zone

Time Zones are a range of hours and days that include a start and end time and days on which they are valid. They can be used to unlock doors, allow access, or even run scheduled events.

Time Zone: Enter the name of the Time Zone (be as detailed as possible)

Description: Enter a secondary name or description for the Time Zone as needed

H1 / H2: Periods of time entered on to these lines affect how devices will function during days designated as holidays. Only the NS2+ panel supports the H2 holiday time schedules

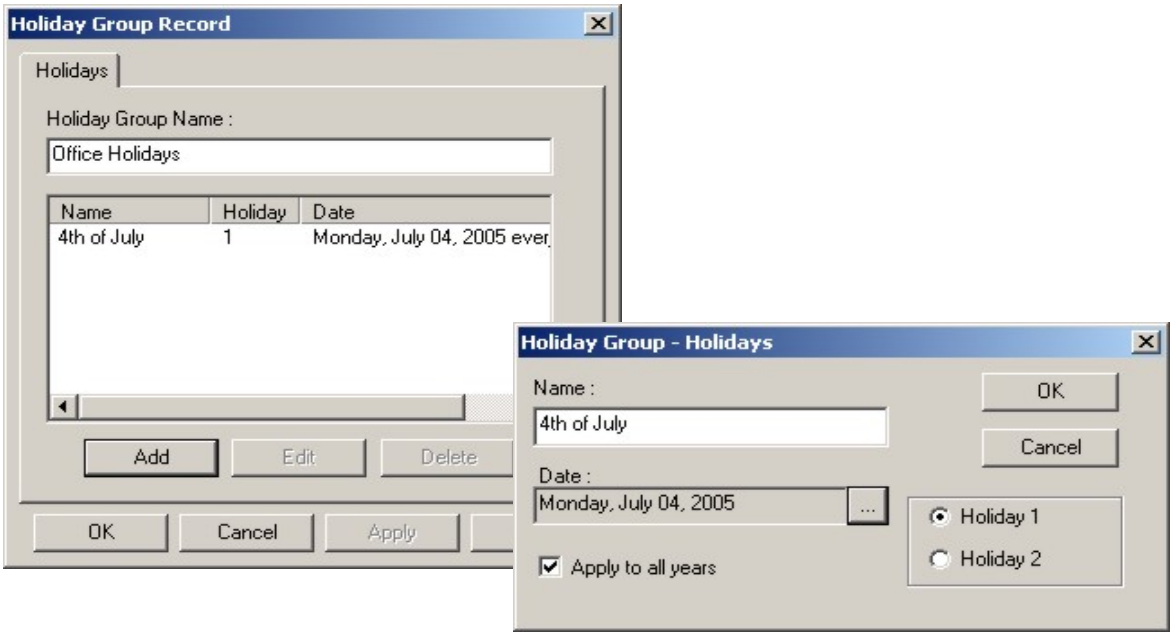
Copy Monday to Weekday: Once you have a time entered for Monday that you wish to use during a normal business week, click this button to copy the same times for Tuesday through Friday.

Other items to consider:

- There is no limit to how many time zones the Win-Pak software can support, however each panel does have limitations on how many it can store. An example of this is the NS2+ panel, which supports only 63 time zones per panel.

- To utilize time zones for card access levels and door unlock times, a new time zone must be added to the panel time zone database. Once added, you will need to perform a panel download/initialize.

Configuring Holidays



Configuration > Time Management > Holiday Group

A Holiday Group is a collection of holiday definitions. These definitions tell the panel that there are exceptions to the standard schedules.

Some holidays [like 4th of July] occur on the same date every year, while others occur on a different date each year. In the course of defining Holiday Groups, you can indicate if a holiday occurs on the same date every year.

Name: Enter the name of the holiday

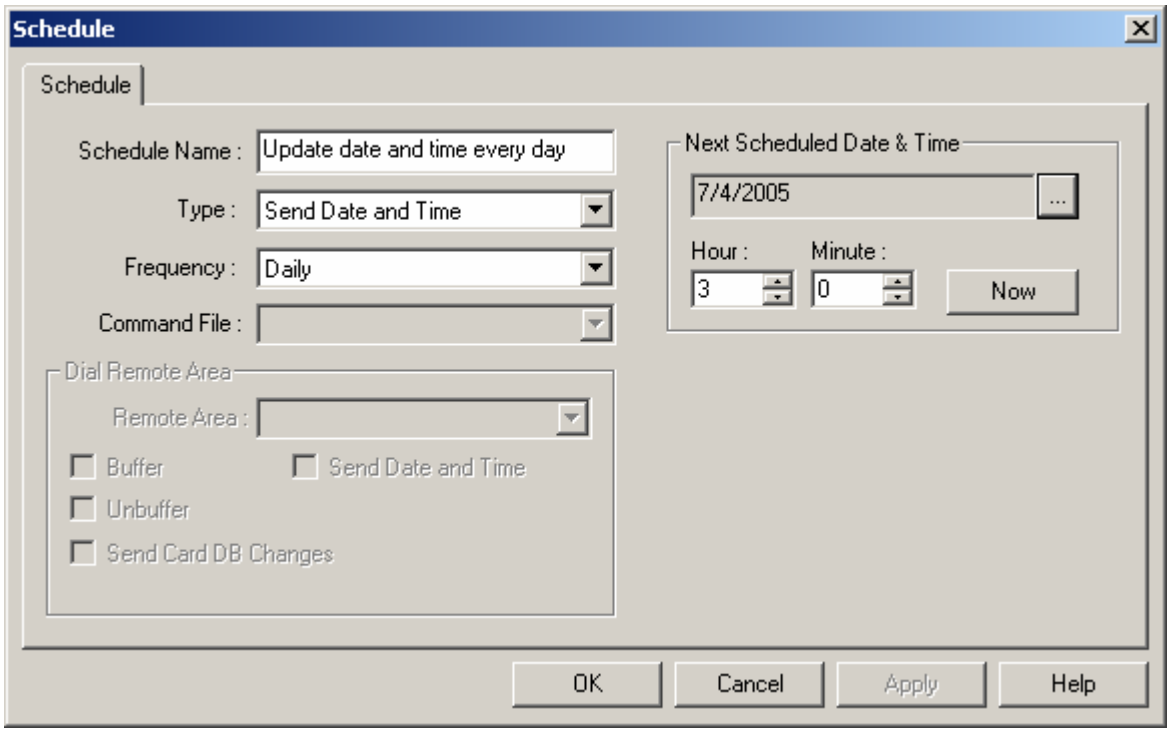
Date: Select the date to be used to represent the holiday

Apply to all years: Will this holiday occur each year on the same date? If so, check the check box

Time Zone: Enter the name of the holiday

Other items to consider:

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



Configuration > Time Management > Schedules

Schedules are used to perform predefined events at a predetermined times.

Schedule Name: Enter the name of the Schedule (be as detailed as possible)

Type: Select the type of schedule to be run

Frequency: How often is this schedule to run?

Dial Remote Area: What events will occur when dialing a remote site via dial-up modem

Next scheduled date and time: The date the schedule will next run

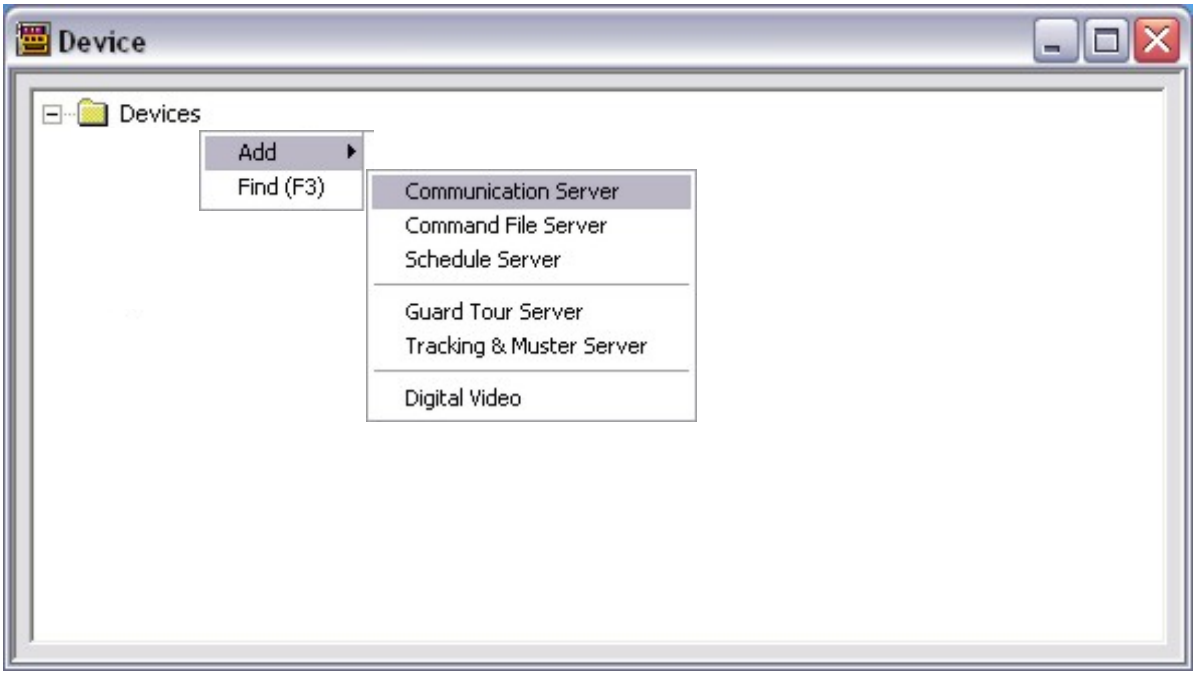
Hour & Minute: The time that the schedule will next run

Other items to consider: Schedules are dependent on the Win-Pak Schedule Server. This service which must be running for schedules to take affect will need to be added to the Device Map.

Note: If the Quick Start Wizard has been used to initially configure the system, the Schedule Server has already been added.

If the Quick Start Wizard has not been used been used to initially configure the system, add the Schedule Server Service in the Control Map, then stop and restart the Schedule Server Service in the Win-Pak Service Manager.

Configuring Device Map



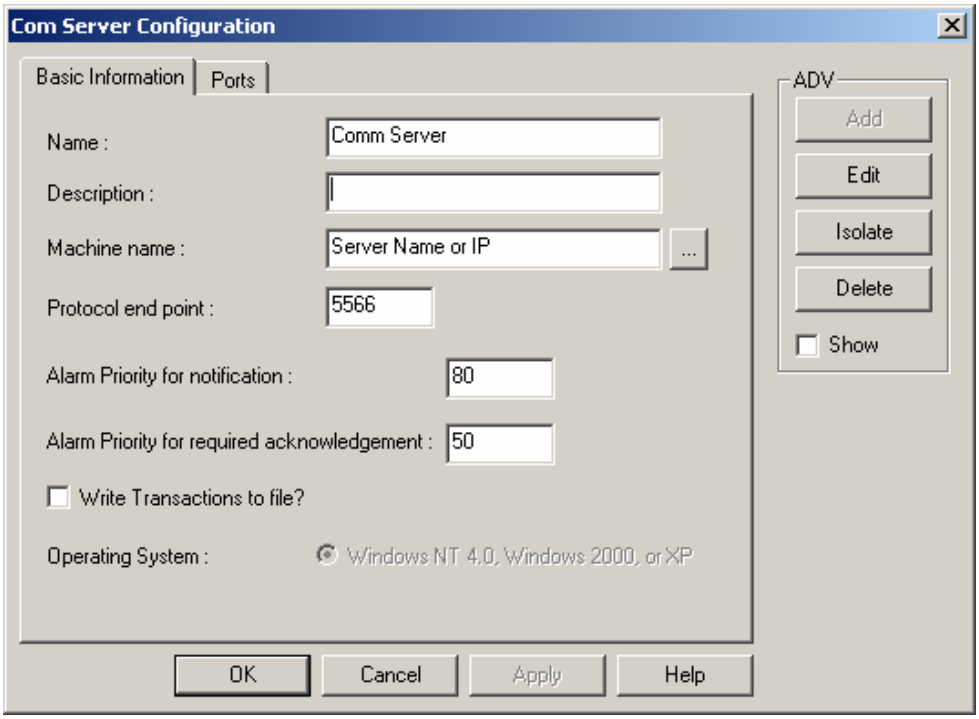
Configuration > Device > Device Map

Within the Device Map, each physical device to be used within the Win-Pak access control system is created and defined.

- **Device Map:** Devices must be defined and added to the system via the Device Map. Devices include communication hardware, servers, panels, readers, CCTV and digital video equipment.

- Right Click on Device to add additional components

Configuring Com Server – Basic Info



Configuration > Device > Device Map > Add Com Server

The Communication Server is a branch on the Device Map that defines your active communication ports

Name: The name of computer managing communications. This could be the same server that is hosting the installation of Win-Pak or any computer designated by the site.

Description: Alternate name for the Communication server.

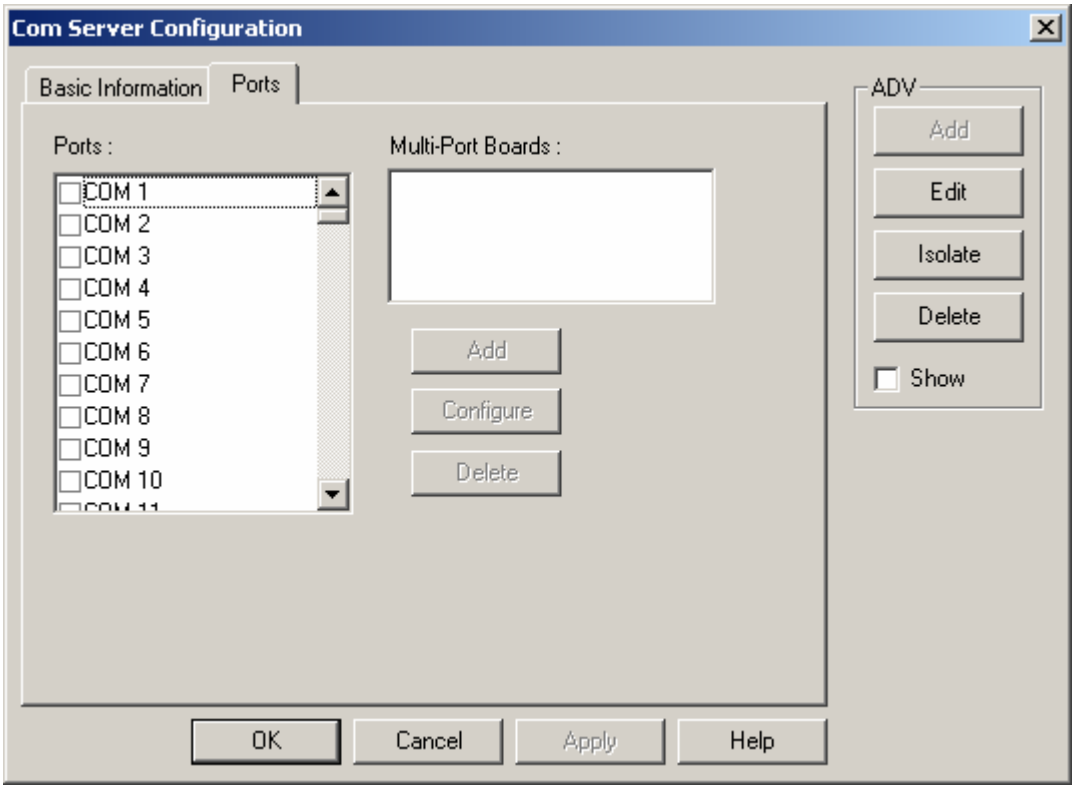
Machine Name: By default, this is the name of the server the Communications Server Service is running on. To change, either retype the PC name or IP Address, or click on the little box to open the Windows computer selection window, find the computer from the list of available computers and click OK to return to this window.

Alarm priority for notification: All alarms need to have an equal or lower value for the alarm to be seen on the event monitor window. If an alarm is given a number higher than the one entered, the alarm will not be seen and will not be stored in history.

Alarm Priority for required for Acknowledgement: Once a value is entered, all alarms with a value between 1 and the number entered will be required to be acknowledged in the Alarm Monitor window. Any alarm with a value higher that the number given and the number for notification will be seen in the Alarm monitor window and history reports.

Write Transaction to File: Used by Tech Support for troubleshooting.

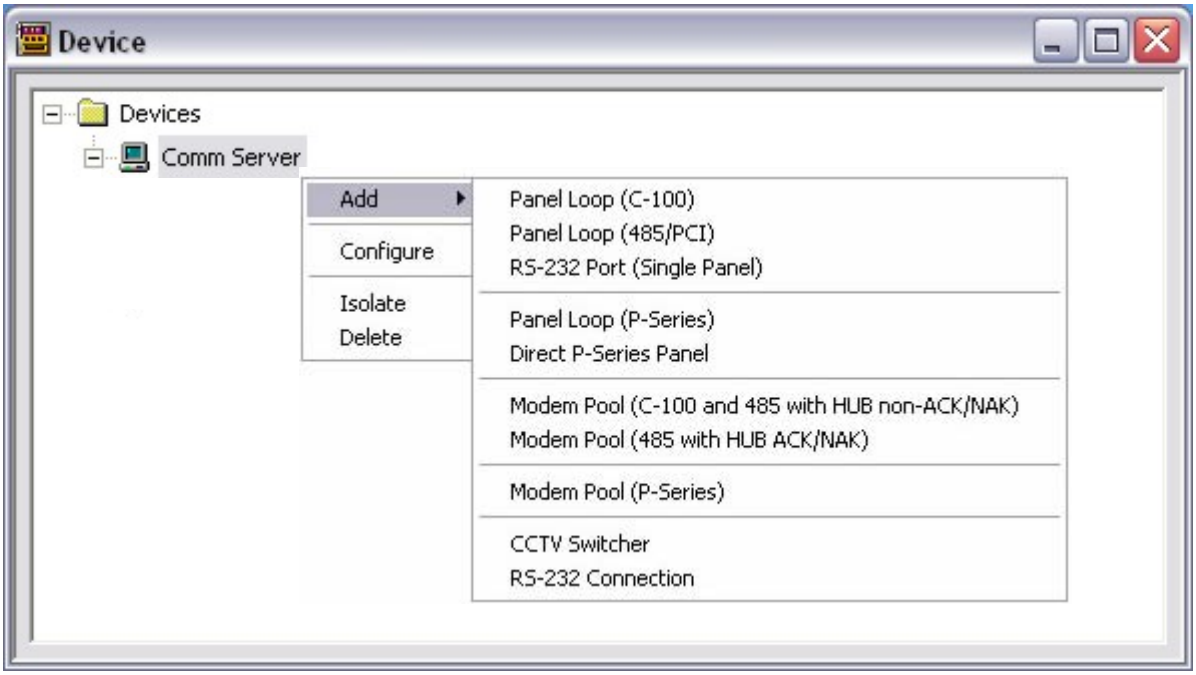
Configuring Com Server- Ports Tab



Ports: Select the port the system will be hardwired to. Win-Pak supports up to 255 COM Ports.

Other items to consider:

- Win-Pak supports multiple Communication Servers
- Win-Pak creates and uses a specific Windows Service for (Communications Server) Communications. If you need to use Hyper Terminal, you will need to stop the Win-Pak Com Server prior to using Hyper Terminal.
- If using an IP address, contact site IT department for a static IP address to use for the Server and any panels.



Configuration > Device > Device Map > Add Com Server > Add Device

Communication interfaces to panels are programmed by adding them to an existing communication server on the Device Map.

Panel Loop (C-100): Selected when using a C-100 to connect to N-1000 / PW-2000 panels.

Panel Loop (485/PCI): Selected when using a 485-PCI-2 to connect to NS2+ / N-1000 / PW-2000 panels.

RS-232 Port (Single Panel): Selected when using a CBL50 to connect directly to a single NS2+ panel.

Panel Loop (P-Series): Selected when using a CVT1 to connect to PRO2200 panels.

Direct P-Series Panel: Selected when using RS-232 or TCP/IP to connect to a single PRO2200 panel .

Modem Pool (C-100 and 485 with HUB non-ACK/NAK): Selected when using a C-100 or 485-HUB2 (with ACK/NAK Disabled) to connect to a remote N-1000 / PW-2000 panel.

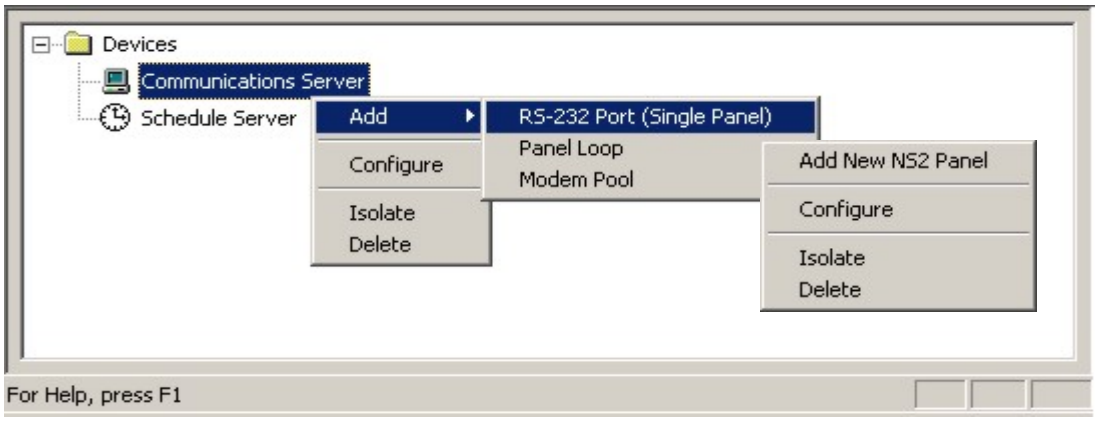
Modem Pool (485 with HUB ACK/NAK): Selected when using a 485-HUB2 (with ACK/NAK Enabled) to connect to a remote N-1000 / PW-2000.

Modem Pool (P-Series): Used to create a modem pool when connecting to remote PRO2200 panels via dial-up modem.

CCTV Switcher: Used to when connecting to a supported CCTV switcher.

RS-232 Connection: Used to connect to an external device via an RS-232 connection

Adding a Com Loop



Configuration > Device > Device Map >Add Com Server > Add Device

Communication interfaces to panels are programmed by adding them to an existing communication server on the Device Map.

There must be a communication port, IP address or modem available for each communication interface.

RS-232 Port: Direct connection to an NS2 panel using 50ft CBL50.

- 1 NS2 per COM port or IP address
- Only TCP/IP and COM port 1 & 2 are supported for connections

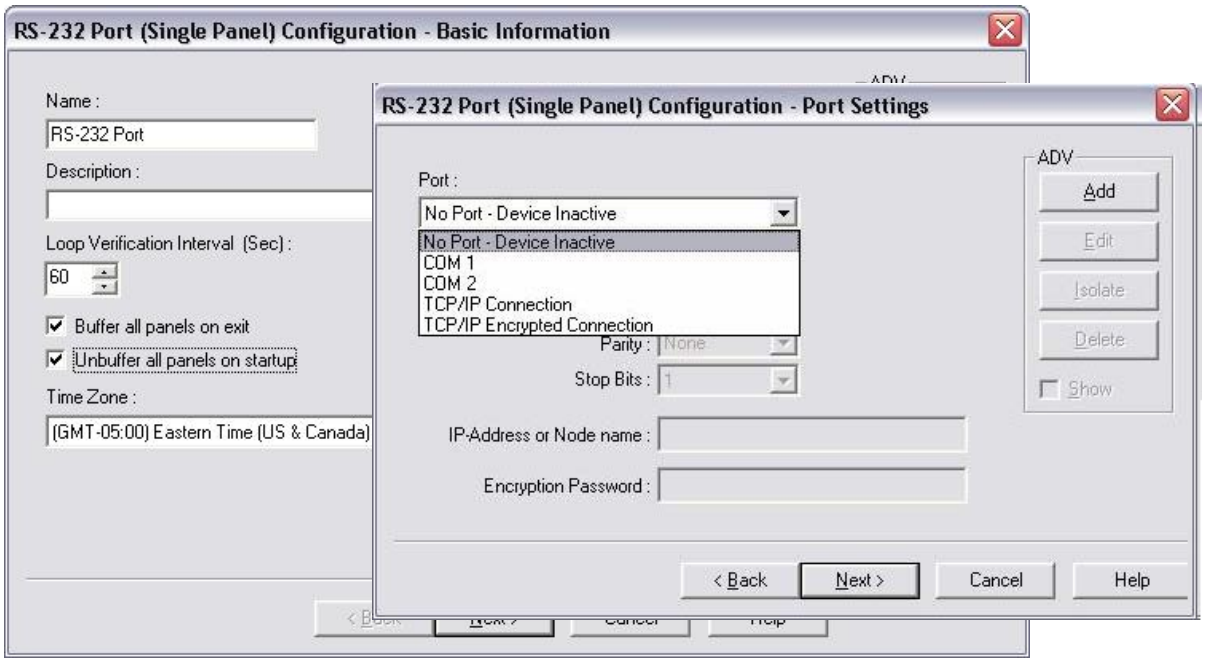
Note: If using TCP/IP (NSLAN1) only 64 connections permissible.

Panel Loop: Direct wire of RS-485 PCI connection a loop of 31 NS2 panels.

- 31 panel maximum per RS-485 connection
- Only TCP/IP and COM port 1 & 2 supported for connections

Modem Pool: Connection using a pool of modems with the 485/PCI to connect to a remote loop of panels.

Configuring an RS-232 Loop



Configuration > Device > Device Map >Add Com Server > Add RS-232 Port (Single Panel)

RS-232 Communications allows for direct connection to a single NS2 panel using either a 50ft CBL50 or through TCP/IP.

Name: The name of the Loop

Description: Enter a brief description for the loop, being as detailed as possible

Loop Verification: Select the panel type

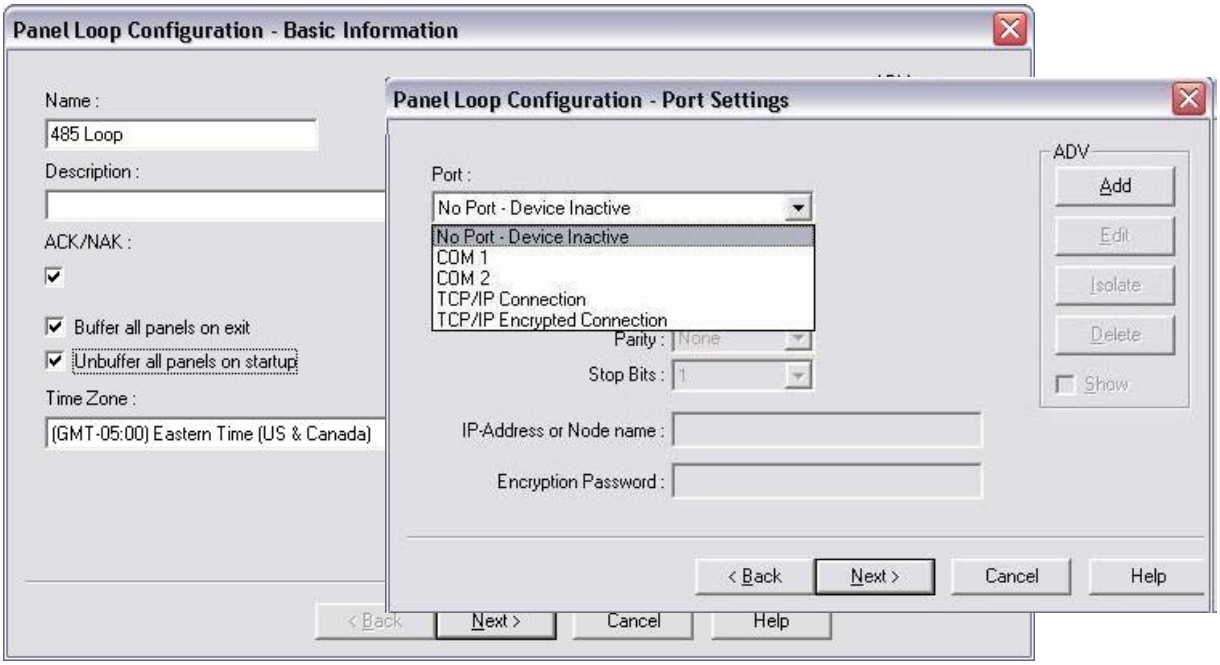
Buffer all panels on exit: Select to automatically buffer all panels when the communication server is exited.

Unbuffer all panels on startup: Select to automatically unbuffer all panels when the communication server is started.

Time Zone: Select the Time Zone that this panel is located in.

Port: Select the COM port the panel will be using to connect to. (Only TCP/IP and COM 1 & COM 2 are supported)

Configuring an RS-485 Loop

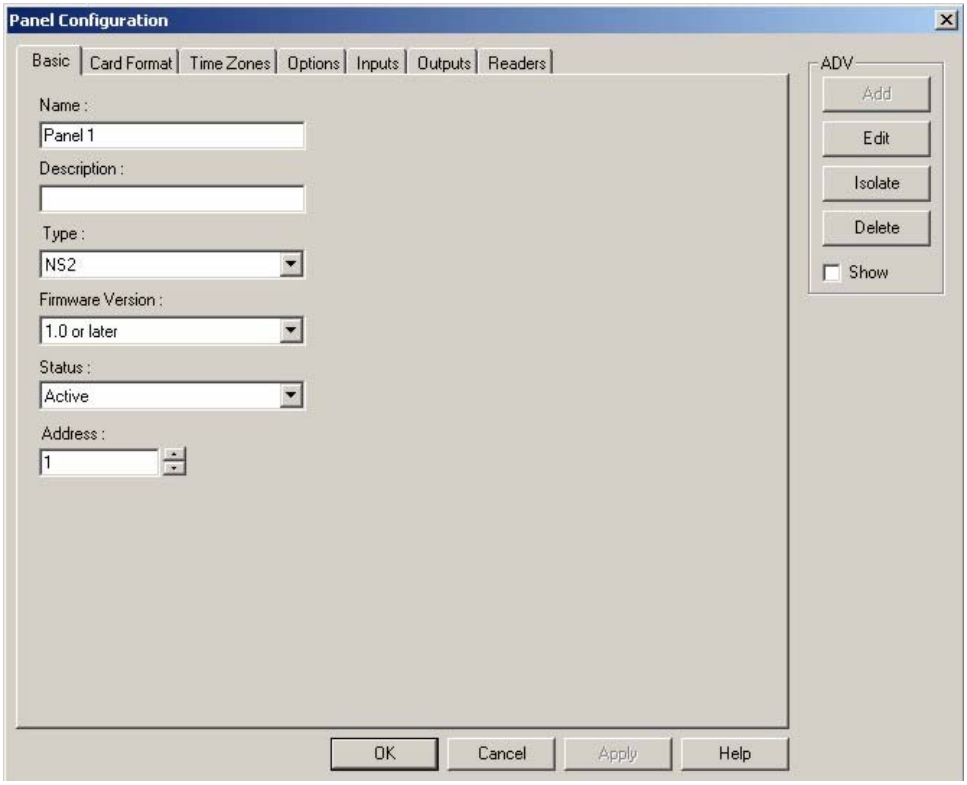


Configuration > Device > Device Map >Add Com Server > Add Panel Loop

- **RS-485 Communications allows for connection of up to 31 NS2 panels on a single a single loop, per COM Port or TCP/IP Address..**

- **Name:** The name of the Loop
- **Description:** Enter a brief description for the loop, being as detailed as possible
- **Loop Verification:** Select the panel type
- **Buffer all panels on exit:** Select to automatically buffer all panels when the communication server is exited.
- **Unbuffer all panels on startup:** Select to automatically unbuffer all panels when the communication server is started.
- **Time Zone:** Select the Time Zone that this panel is located in.
- **Port:** Select the COM port the panel will be using to connect to. (Only TCP/IP and COM 1 & COM 2 are supported)

Panel Configuration - Basic



Name: The name of the panel

Description: Enter a brief description of panel, being as detailed as possible

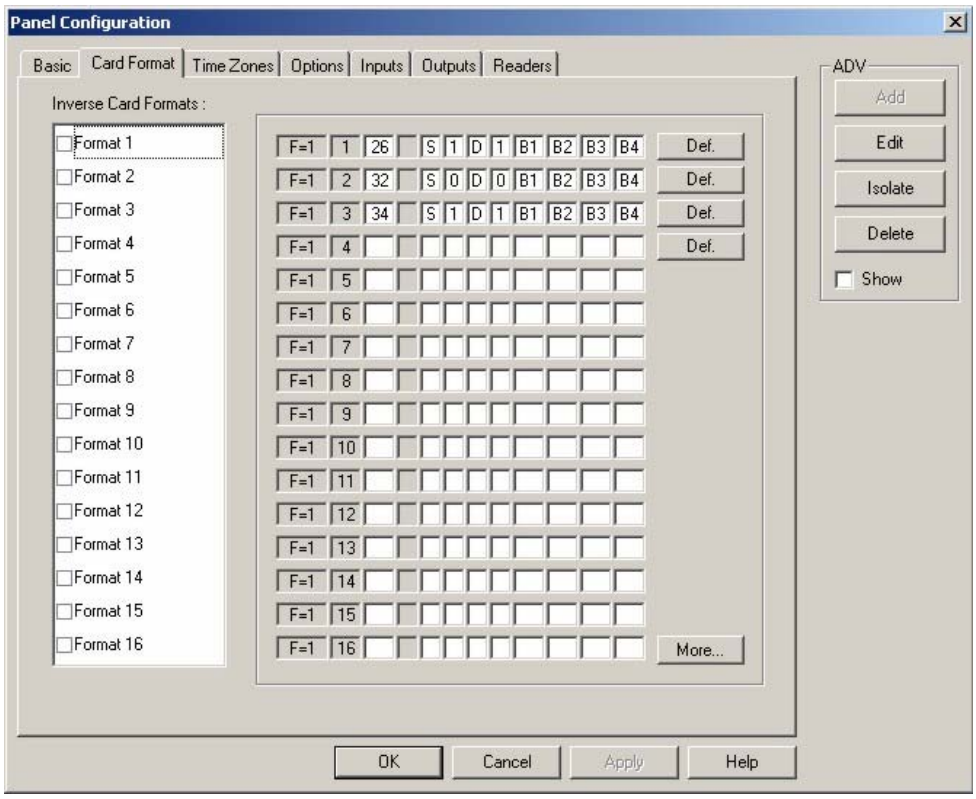
Type: Select the panel type

Firmware Version: Select the version of firmware that the panel has been flashed with

Status: Select the status of the panel

Address: Select the address of the panel

Panel Configuration – Card Format

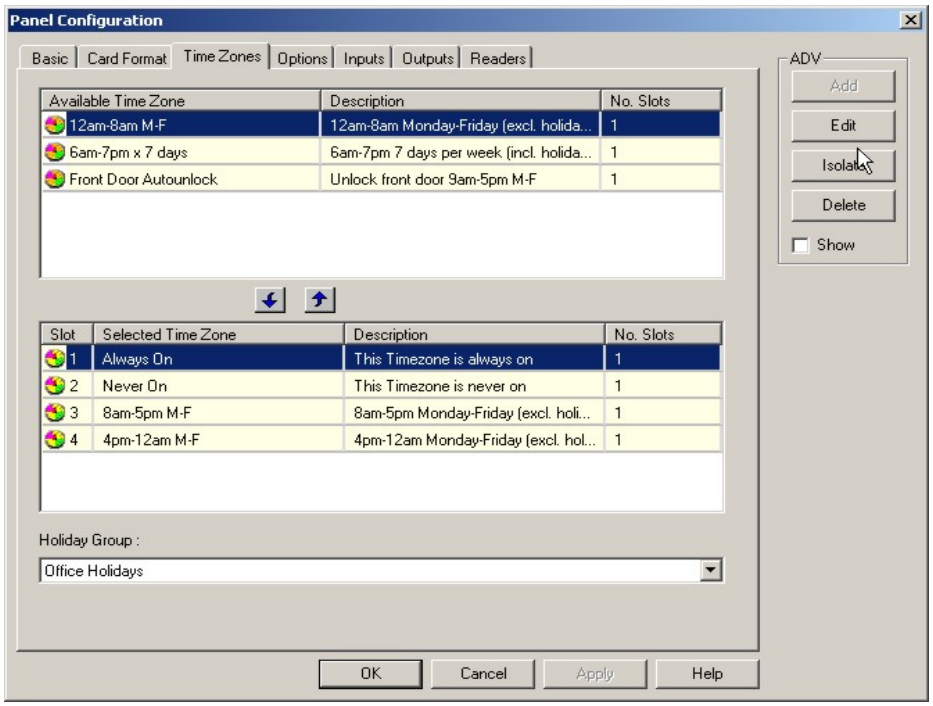


Card Formats can be used to provide additional security.

- Rarely will you need to add or change these defaults values. If in doubt, leave the default as this is the most common application. Inverse Card Formats is commonly used for Wiegand insert card readers only. Do not select this option unless you are using such a reader.

- The panel address is followed by a format slot number (1-32) Default formats for slots 1, 2, and 3 respectively are Generic 26 bit for CR-1 Wiegand Card Swipe Reader, 32 bit for Magstripe Swipe Reader and Cotag proximity readers, 34 bit for Northern/HID proximity cards. These defaults can be edited and other Wiegand card formats can be entered in the remaining slots.

Panel Configuration - Time Zones



Time zones which apply to a given panel must be added to the panel's definition. Generally it is best to add all of the time zones to your panel.

To Add a Time Zone to a Panel:

Select a time zone from the list of Available Time Zones.

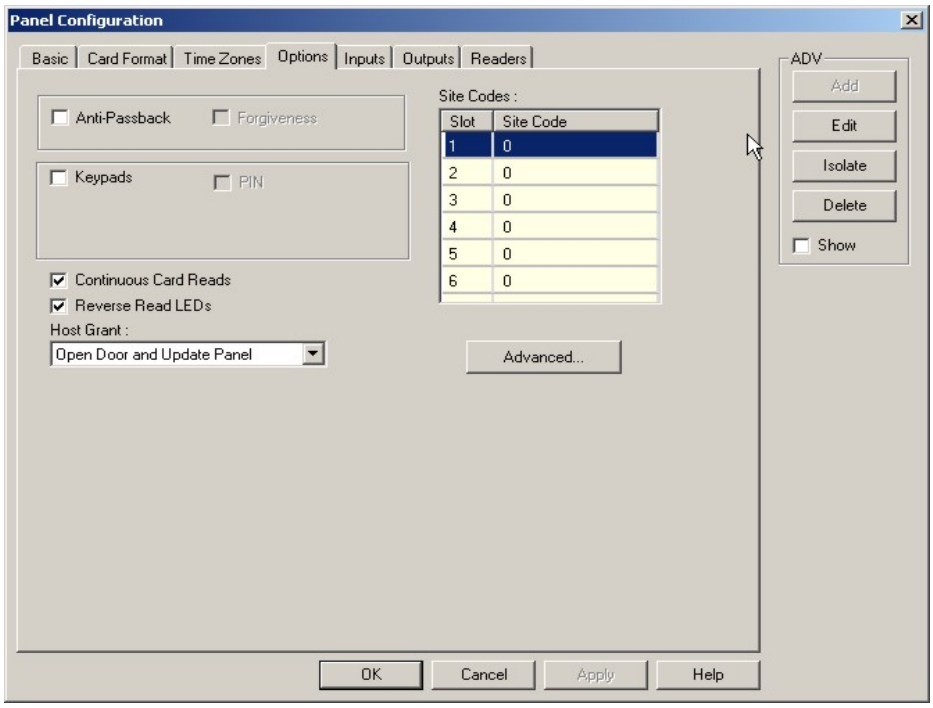
Double click the selected time zone. The name will appear in the list below of Available Time Zones.

If you are using holiday overrides, select the holiday group that applies to this panel.

Note: The panel has 63 time zone slots, so it is possible that, in a very large system, the number of time zones could exceed the number of available slots. In that case, it would be necessary to select only the time zones that apply to a given panel. To help the user determine the number of slots available, the number of slots used is displayed for each time zone. NStar will notify you if the total number of slots is exceeded.

Holiday Group: Select a group of holidays the panel should follow.

Panel Configuration - Options



Anti-Passback: Anti-Passback discourages users from entering with others without using their own cards. Cards must be used at a designated In reader, then at a designated Out reader before the card can be read in again.

Forgiveness: Forgiveness resets all cards at midnight so that if card users leave the building in the evening without using anti-passback out readers, they are allowed normal entry the next morning.

Continuous Card Reads: Allow card readers to read cards continuously, independent of output pulse time.

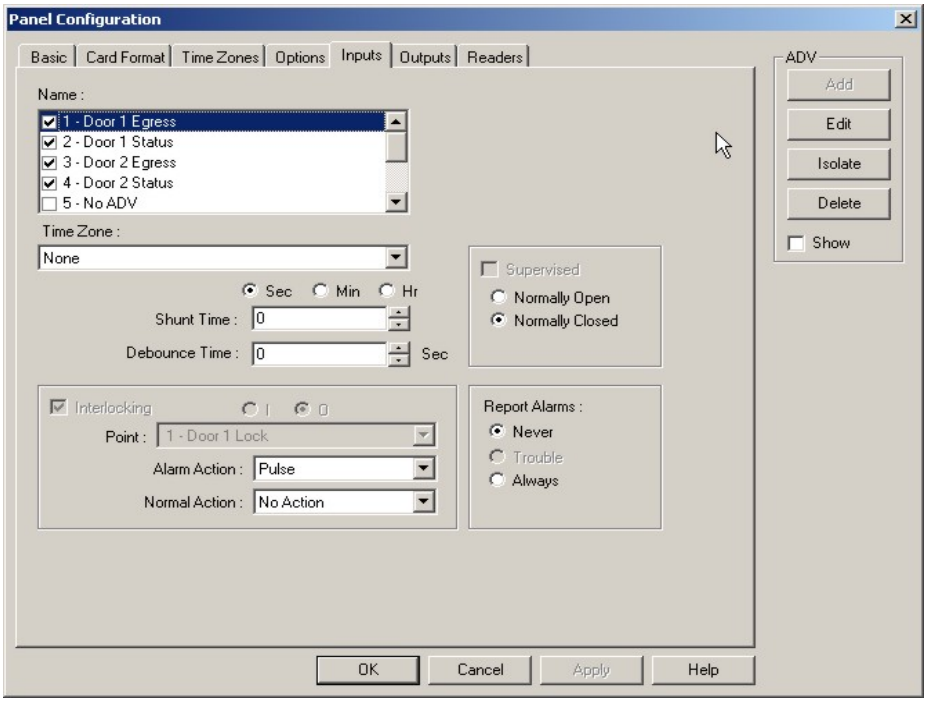
Reverse Read LEDs: Reverse the standard LED operation of the reader.

Site Codes: Site codes are encoded with a card number on cards to ensure that cards belong to the facility where access is attempted. Leave as default (0) if site codes are not used.

Host Grant: Host Grant options provide fault tolerance should a card not be found in the panel database. The three Host Grant options are: Disabled, Open Door, Open Door and Update Panel.

Advanced Options: To configure the Advanced options, click the Advanced button.

Panel Configuration - Inputs



Input devices bring data into the access control system. They can be in the form of a door status switch, an egress motion, hold up alarm, freezer low temp alert, etc.

Default Input Point

Input 1 – Door 1 Egress	**Input 3 – Door 2 Egress**
Input 2 – Door 1 Status	**Input 4 – Door 2 Status**

Time Zone: To shunt (deactivate) an input point during a particular time zone, select that time zone from the list.

Shunt Time: Enter a value to set the amount of time that the input point is deactivated (shunted) when triggered.

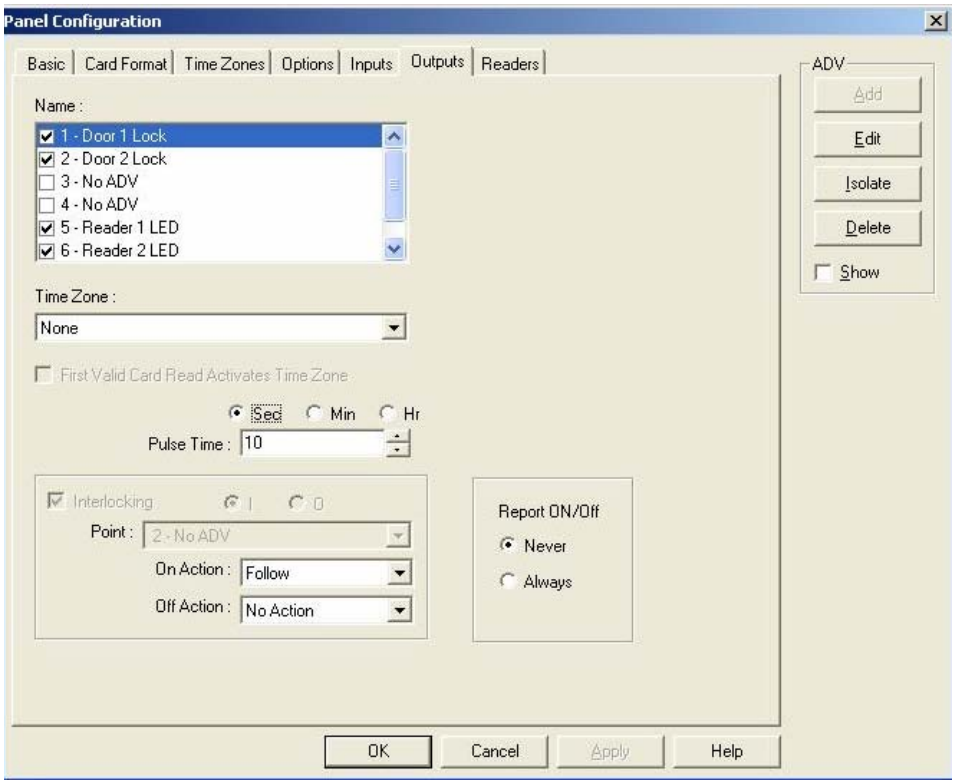
Debounce Time: Enter a value to set the amount of time that an input must be in a changed state before that change is reported.

Supervised: Select this check box to configure the selected input point as supervised

Report Alarms: Should the alarm report? A configuration in which no alarm report may be needed is when an egress device is connected to the input point.

Interlocking: Interlocking is linking the changing state of the input to another device.

Panel Configuration - Outputs



Output relays can control devices such as door locks, sounders, etc.

Output Point Defaults

Output Relay 1 – Door 1
Output Relay 2 – Door 2
Output Relay 3 – Aux Relay 3
Output Relay 4 – Aux Relay 4
Output Relay 5 – Reader 1 LED
Output Relay 6 – Reader 2 LED

Time Zone: To turn an output point on during a particular time zone, select that time zone from this list.

First Valid Card: First Valid card read at this reader activates a timezone

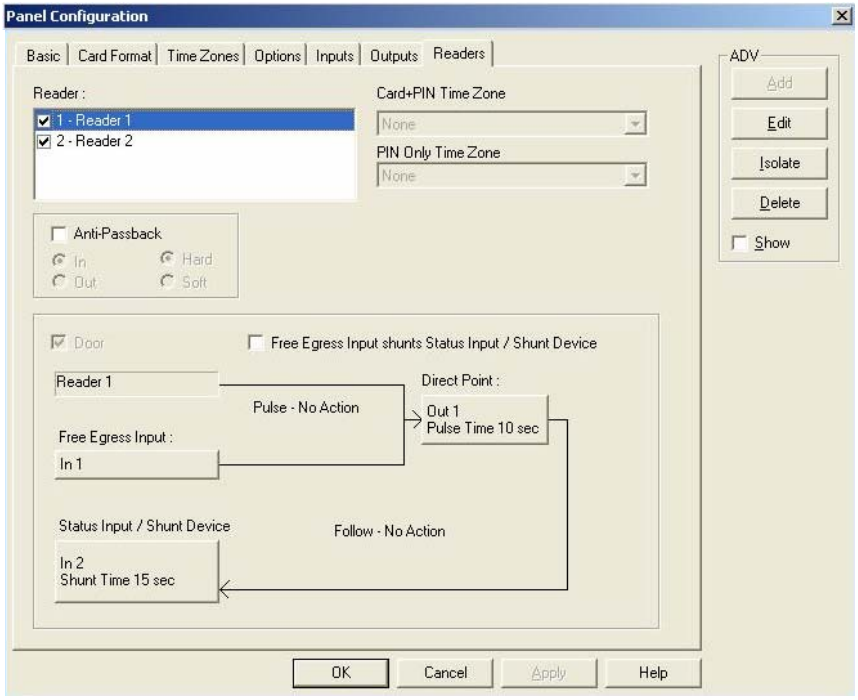
Pulse Time: Enter a value here (in seconds, minutes or hours) to set the amount of time that the output point is energized when triggered. This can be any value from 0 to 63.

Interlocking: In the case of output points, interlocking is linking the changing state of the output to either an input, another output.

Report On/Off: When On, the change of state of the out put relay is reported as if it were an Alarm. When Off, no changes of state are reported.

Note: If the Output is time zone controlled, the 'First Valid Read Activates Time Zone' check box is available to select. When checked the door remains locked, even when it is in time zone control unlock, until the first valid card is used after the beginning of the time zone.

Panel Configuration - Readers



Readers are used to interrogate and pass card data to the access control panel.

Door: When selected, treats reader as a door; when not selected treats reader as a reader (i.e., no door contacts).

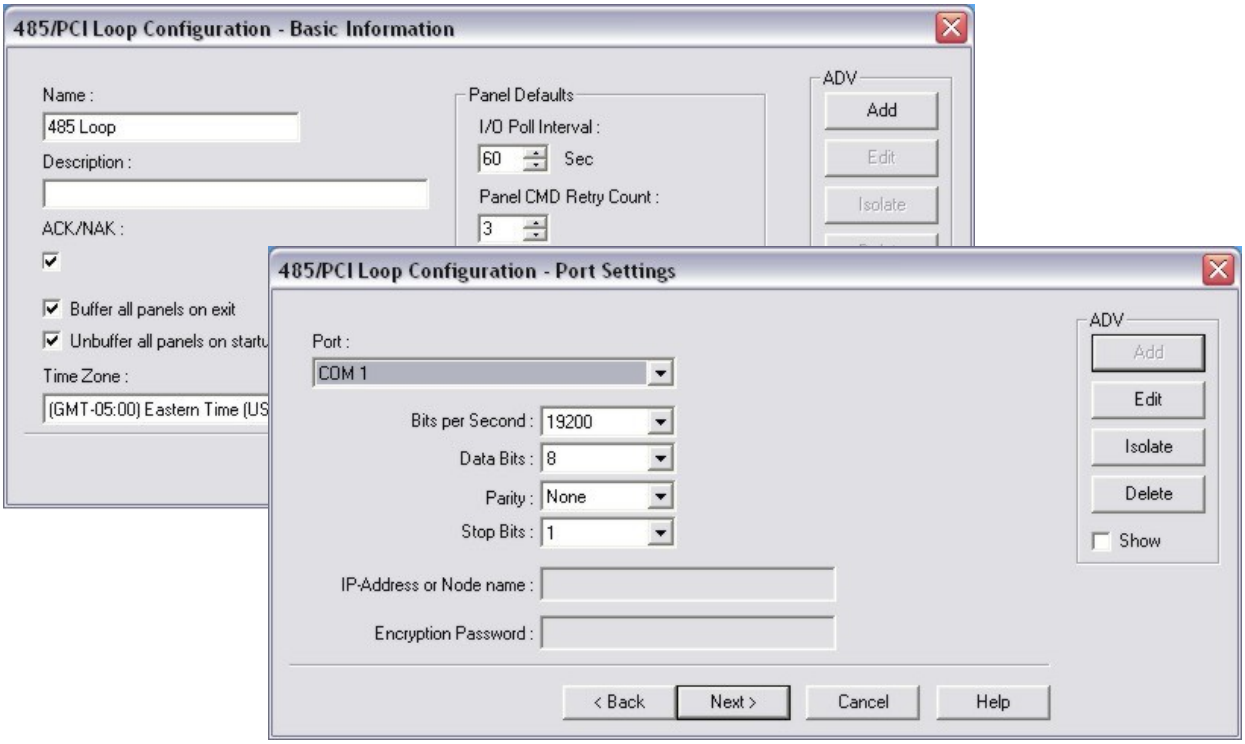
Card and PIN Time Zone: Selects the time period when both card and PIN must be used.

PIN only Time Zone: Selects the time period when PIN only is required and a card can not be used.

Anti-Passback: When selected, the reader can be configured as an In or Out reader and if hard or soft anti-Passback rules shall be applied.

Free Egress Input Shunts Status Input/Shunt Device: When checked, the egress device shunts the door status. A typical application is a door strike and motion or PIR (touchless) egress device. This prevents the door from unlocking when a person may just walk by the egress sensor.

Note: By clicking Direct Point you can change which output is pulsed on a valid card read. You can also change the pulse time. Changes to the pulse time are reflected automatically in the appropriate input or output. Make any desired adjustments in the settings for interlock, pulse/shunt time, debounce or restore factory defaults from this screen. Changes made here are reflected in the Input or Output tabs.



Control panels using the RS-485 communication protocol can be connected to the WIN-PAK SE system by the N-485-PCI-2 communication adaptor.

The 485 communications offer greater data supervision and increased system performance compared to 20-milliamp communications.

Basic

Name: Enter a descriptive name for the device.

Description: Optional description for device.

ACK/NAK: Select this check box if you are using ACK/NAK communications.

Buffer all panels on exit: Select to automatically buffer all panels when the communication server is exited.

Unbuffer all panels on startup: Select to automatically unbuffer all panels when the communication server is started.

Time Zone: Select the Time Zone in which the loop is located.

Panel Defaults

I/O Poll Interval: Set the frequency with which a signal is sent to the panel to verify communication and check the panel's input and output states; the default is 60 sec.

Panel CMD Retry Count: Set the number of times a command will be resent if the panel does not respond to the command; the default is 3.

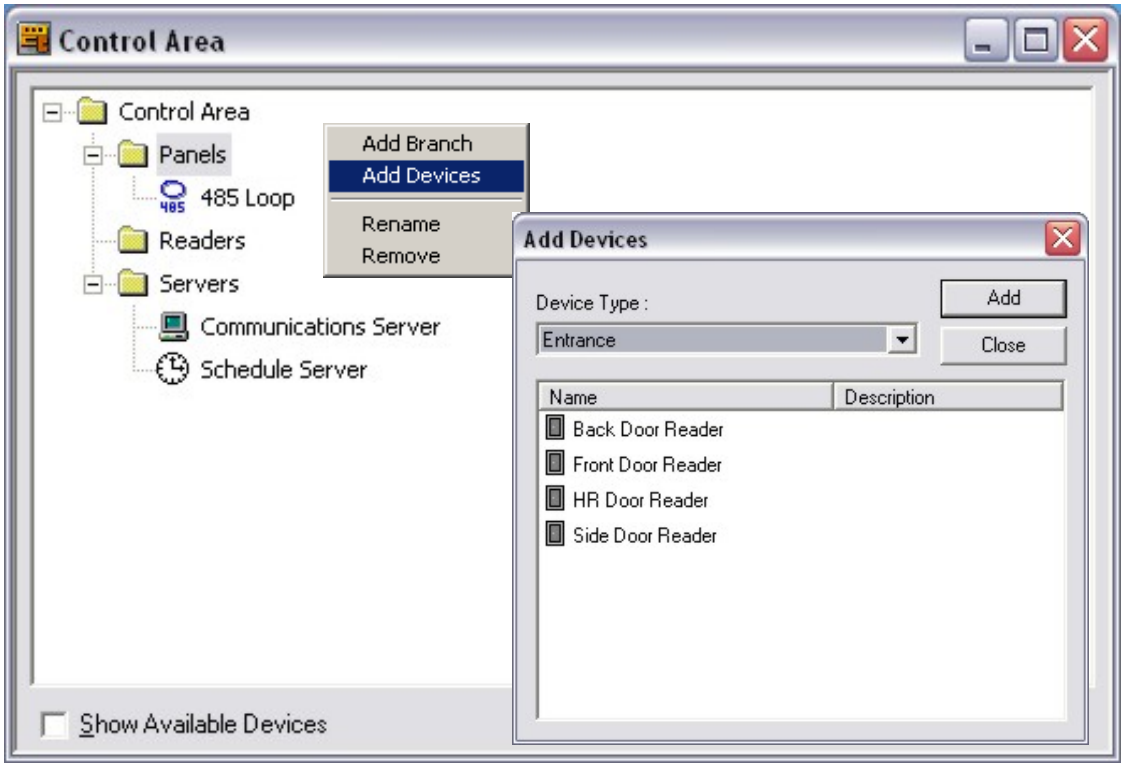
Panel CMD Time Out: Set the amount of time allowed for sending a command file before timing out; the default is 5 sec.

Loop Configuration - Port Settings

Port: COM Port / TCPIP - Select the port to which the loop is connected.

Bits per second: Select the communication rate for the loop.

Defining Control Areas



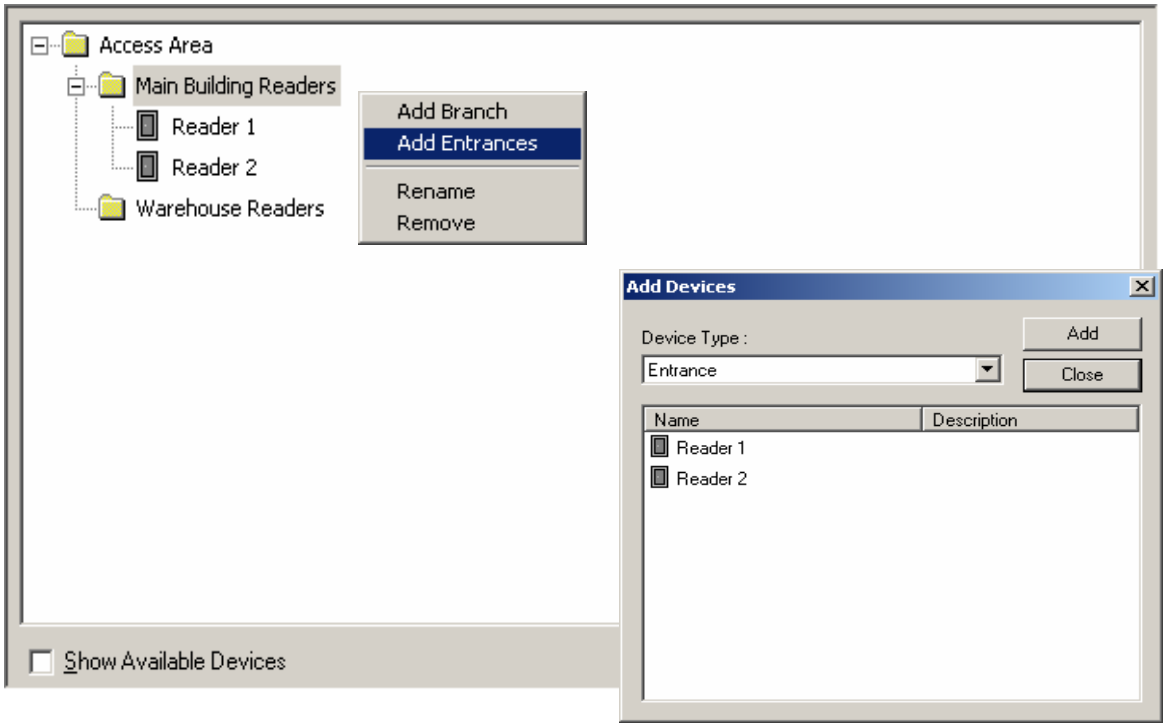
Configuration > Define > Control Area

The Control Area is a logical tree / grouping of selected devices.

Used in alarm, event and autocard lookup views, this tree will provide an alternate control to the system through the Control Map.

To Define the Control Area:

- From the Configuration menu, Click on Define, then click Control Areas.
- In the Control Area window, right-click the Control Area folder, then select Add Branch. Enter the branch name you want to add (for example *Control Panels*).
- Right-click the new branch, then click Add Devices.
- Select the type of device you want to add from the drop down list to display the available devices of that type. Select the device or devices you want and click Add.
- Continue this procedure until you have added all the devices you want displayed on your Control Map. Click the close button (X) to close the Control Areas window**.**



Configuration > Define > Access Area

Access Areas are used to define Access Levels, by providing a logical map of your readers.

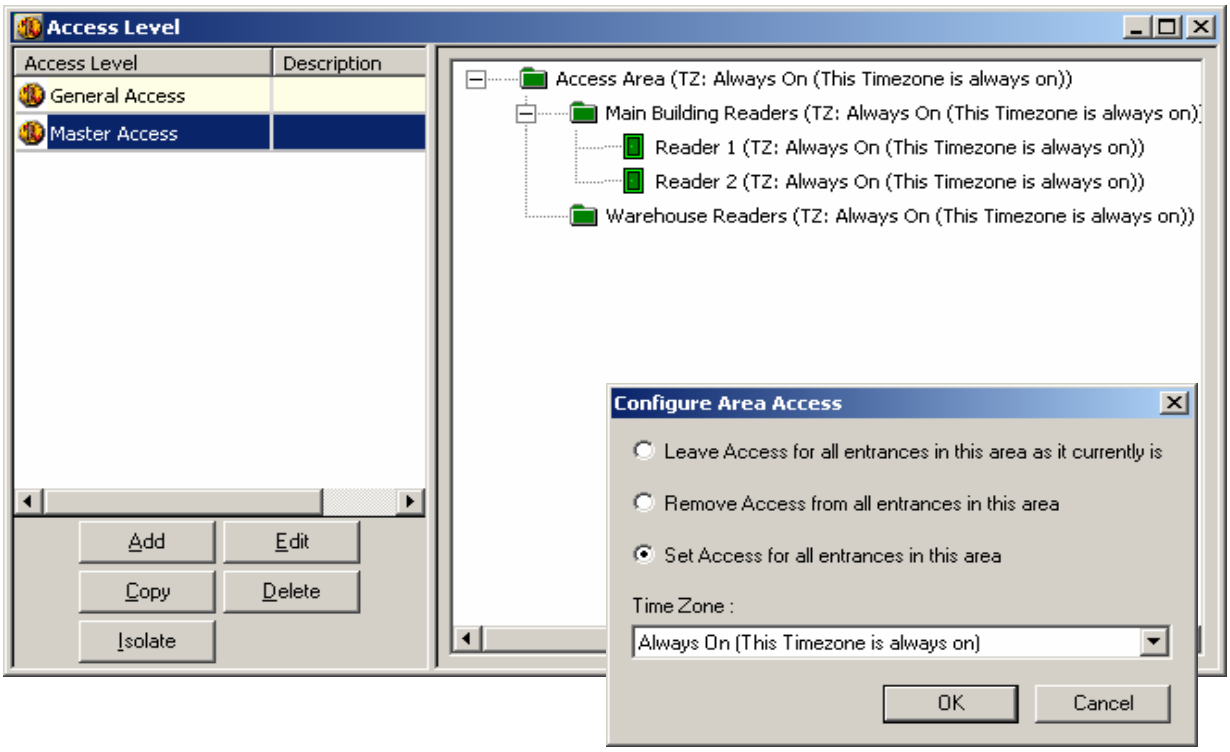
Once panels and readers have been defined and added to the Device Map, you can define the Access Areas by creating branches on a tree structure and then adding entrances to the branches.

To Define the Access Area:

- Go to the Configuration menu, click on Define, then click Access Areas.
- The Access Area window opens as a single pane, displaying a tree structure. The top level folder is Access Area.
- To add a branch, right click the Access Area folder, then select Add Branch. Enter the name of the branch in the Branch Name: field, then click OK.
- Add entrances to a branch or sub-branch. Right-click a branch, then click Add Entrances. The Add Devices window opens.
- Select the entrances you want to add from the list of available entrances, then click Add.

Other items to consider:

- Entrances can be moved from one branch to another. Right-click an entrance and drag it to the desired branch.
- To remove an entrance or a branch, right click on it and select Remove.
- To rename a branch, right click on it and select Rename. Type the new name in the Configure Branch, Branch Name field.



Card > Access Level

Access levels determine where and when a user's card is valid in the system. They are defined by selecting entrances and assigning time zones to them.

To Add an Access Level:

- On the Card menu, click Access Levels. The Access Level window appears.
- Click the Add button. The secondary Access Level window appears.
- Enter a name in the Name field and a description in the Description field. Click OK to save the entry. The new access level is added to the list, but it has no access rights to any entrances. You must now configure the access level.

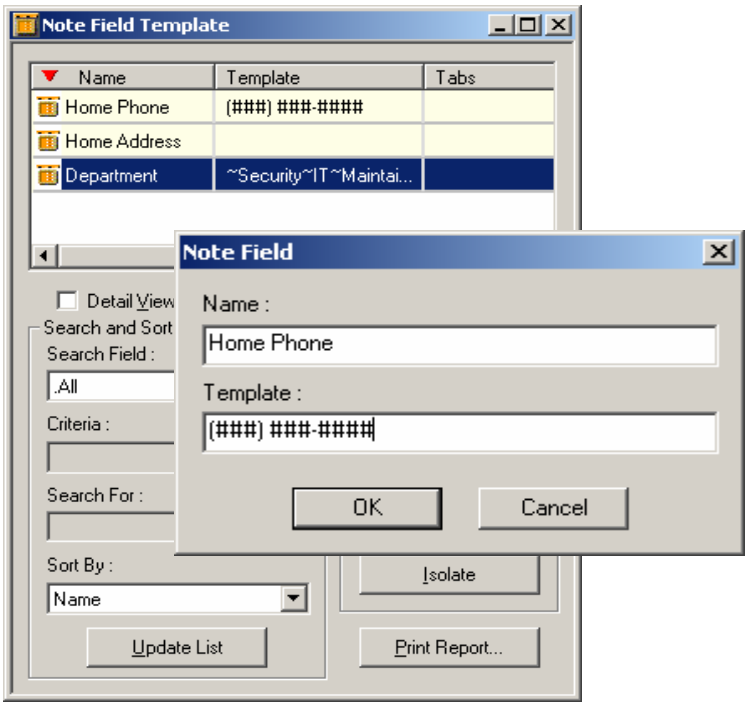
To Configure an Access Level:

- Right-click on an Access Area branch, then click Configure. The Configure Area Access dialog opens. Three options are available:
  - Leave Access for all entrances in this area as it currently is.
  - Remove Access from all entrances in this area.
  - Set Access for all entrances in this area.
- To allow access to all doors in the area, select Set Access for all entrance in this area. Then select a time zone from the Time Zone list. Click OK.
- Then, if you want, right-click individual entrances on the branch to customize the settings.
- Continue with branches and entrances until the access level has the required configuration.

Other items to consider:

- When selecting a branch to *Set Access for All Entrances,* only the common time zones will be displayed. If the time zone you are looking to use is not present, it may need to be added to the panel in the panel database.
- Customized access levels can be used to modify cards on an individual basis.

Configure Card Note Fields



Configuration > Card Holder > Note Field Template

Note Fields are specific fields custom to each site that can be used to store data, and help refine searches and reports.

To Add Card Holder Note Fields:

- Select Note Field Template from the Card Holder option on the Configuration menu. The Note Field Template window appears.
- The note fields are listed by name, template and tab (if one has been defined).
- Click Add. The Note Field window appears.
- In the Name box, enter a unique name for the note field.
- In the Template field, enter a description of the note field.

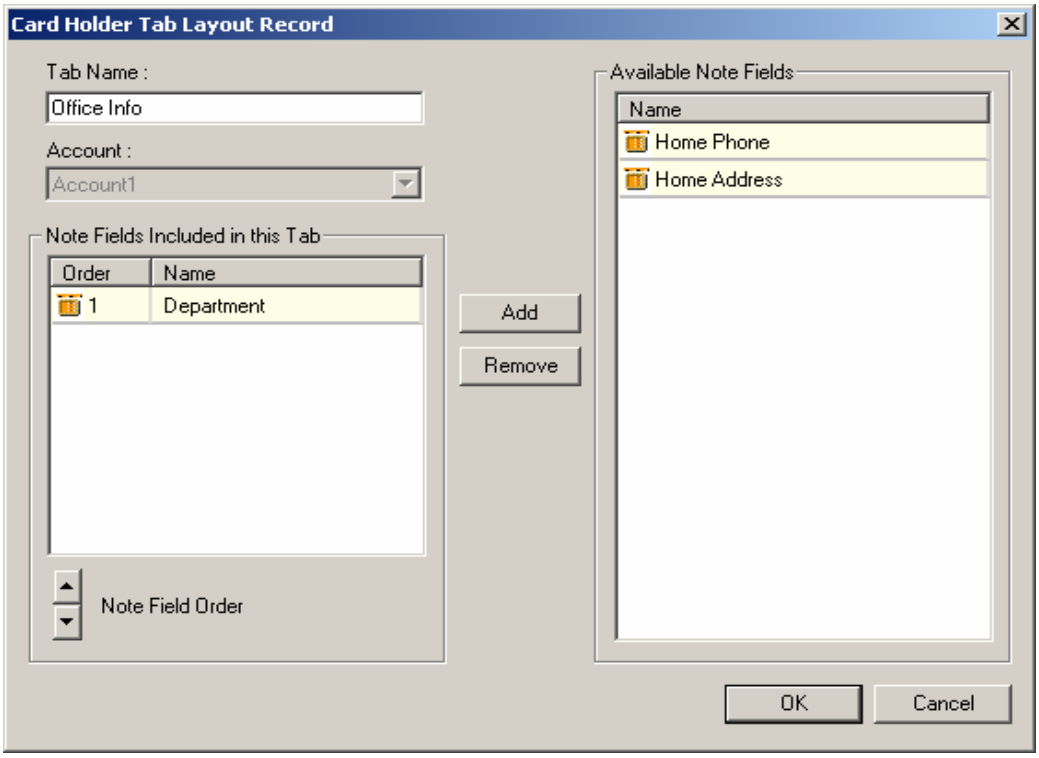
Mask properties determine the input mask for the Note Field Template

While optional, you can define input masks for the Note Fields.

The following are examples of standard input masks that you may want to use.

- Null String (Default) No mask. Acts like a standard text box.
- ##-???-## Medium date (U.S.). Example: 20-May-92
- ##-##-## Short date (U.S.). Example: 05-20-92
- ##:## ?? Medium time. Example: 05:36 AM
- ##:## Short time. Example: 17:23
- Drop down list which gives multiple choices. Example: ~brown ~blue ~green

Configure Card Note Field Tabs



Configuration > Card Holder > Card Holder Tab Layout

The Card Holder Tab Layout feature allows you to organize the card holder note fields by creating different tabs for the card holder database display and defining which note fields appear on each tab.

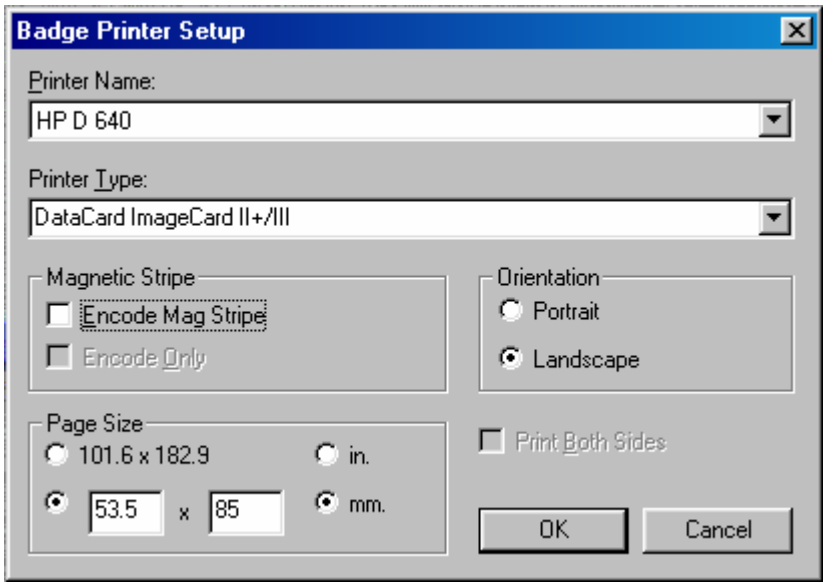
These tabs appear when a card holder record is opened.

To Define a Card Holder Tab:

- Select Card Holder Tab Layout from the Card Holder option on the Configuration menu. The Card Holder Tab Layout window is displayed with tabs listed by number indicating the order in which they appear, followed by the tab name and then the note fields that appear on the tab.
- Click Add to open the Card Holder Tab Layout Record window.
- In the Tab Name box, enter a unique name for the tab.
- From the Available Note Fields list, select the note fields for this tab. Multiple note fields can be selected by using the CTRL or SHIFT key.
- Click Add. The selected items are added to the Note Fields Included in this Tab list.
- Use the Note Field Order arrows to arrange the note fields in the desired order.
- To remove a field from the tab, select it in the Note Fields Included in this Tab list and click Remove.
- Click OK to save your changes and return to the main database window.

Other items to consider:

There are three permanent tabs: Name, Cards, and Card Biometrics.



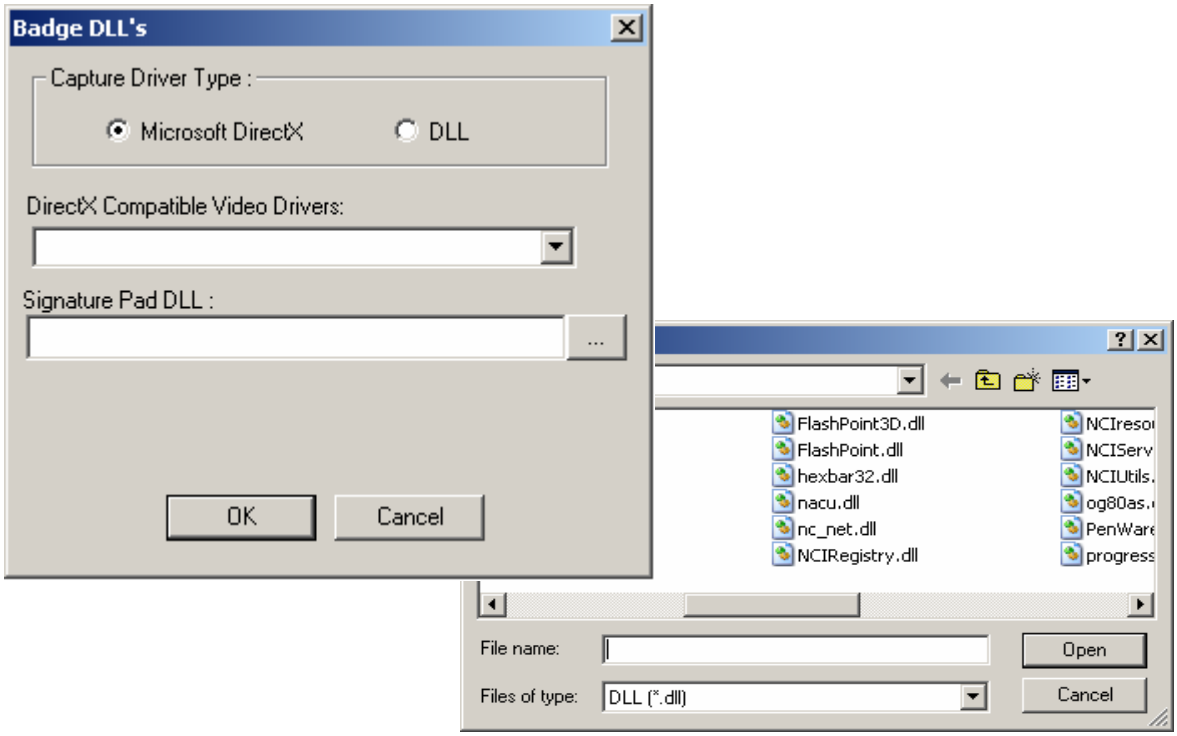
Configuration > Badge > Configure Badge Printer

To Configure a Badge Printer:

- From the Configuration menu, point to Badge, and then click Configure Badge Printer. The Badge Printer Setup dialog appears.
- From the Printer Name list, select the printer you want to use for badge printing. All of the printers that are installed in your Windows system appear on the list.
- Indicate the Printer Type.
- If you will be encoding magnetic stripe information, select Encode Mag Stripe. If you only will be encoding the magnetic stripe information, and not printing, select Encode Only.
- Select the correct orientation for your badges. (The default badge has a landscape orientation.)
- Some printer drivers will automatically set the correct page size, others do not. If the correct page size does not appear, select the manual Page Size option and enter the correct page size in either inches or millimeters. (The default badge size is 80 mm x 50 mm.)
- For printers with duplex capabilities and badge assignments for front and back printing, select the Print Both Sides check box. (only specific printers are supported for this feature)
- When you have finished, click OK to save the settings and close the Configure Badge Printer window.

NOTE: The badging printer should be configured within the Windows Operating system prior to using with the Win-Pak software.

Badging- Badge .DLL's



Configuration > Badge > Badge .DLL's

A specific dynamic-link library (.DLL) file is required for the video capture card, TWAIN device and signature pad.

The DLLs for currently supported hardware are included in the Win-Pak directory and can be installed from within Win-Pak.

Microsoft DirectX: Select this option if you want to capture the video using DirectX. No specific video capture card driver is required for this option.

DLL: Select this option if you are using a Video Capture Card.

To Install Badge DLL's:

On the Configuration menu, point to Badge, and then click Badge DLLs.

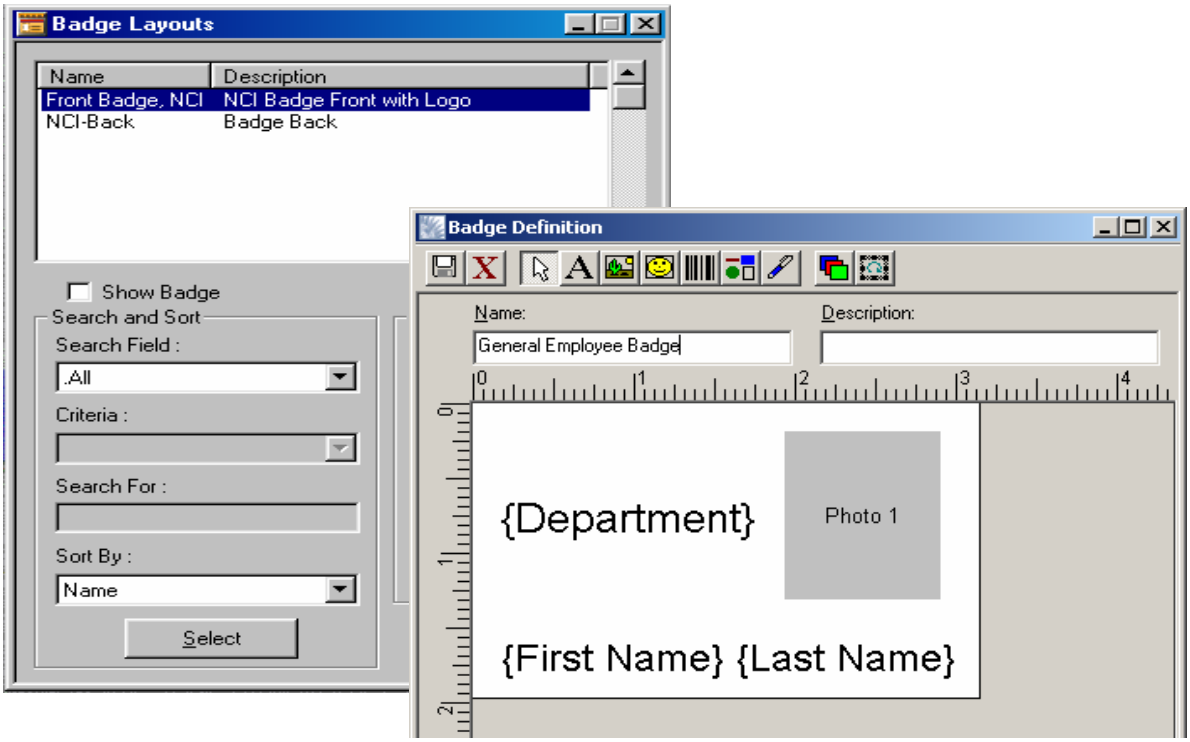
The Badge DLLs dialog has fields for Video Capture Card DLL, and Signature Pad DLL. Click the ellipsis button next to the hardware device you have installed.

A window opens to the Win-Pak directory. Select the appropriate DLL file and click Open. The DLL name is entered in the box below the hardware device in the Badge DLL window.

Click OK to save your selections and close the Badge DLL window.

Note: Windows explorer settings should be set to view all file types, otherwise the DLL files may be hidden by the OS.

Badging: Badge Layout



Configuration > Badge > Badge Layout Utility

Badge layouts or designs are templates that define the size, placement and other properties of a badge.

To Create a Badge Layout:

Click Add from the Badge Layouts window to activate the Badge Definition window.

Enter a name for the badge layout

Set the printable size of the badge.

To change this size, right-click anywhere in the Badge Layout window, select Properties, then click the Positioning tab.

Click Apply to apply the change to your badge.

Click OK to apply the change and return to the Badge Layouts window.

To Add an Item to the Badge:

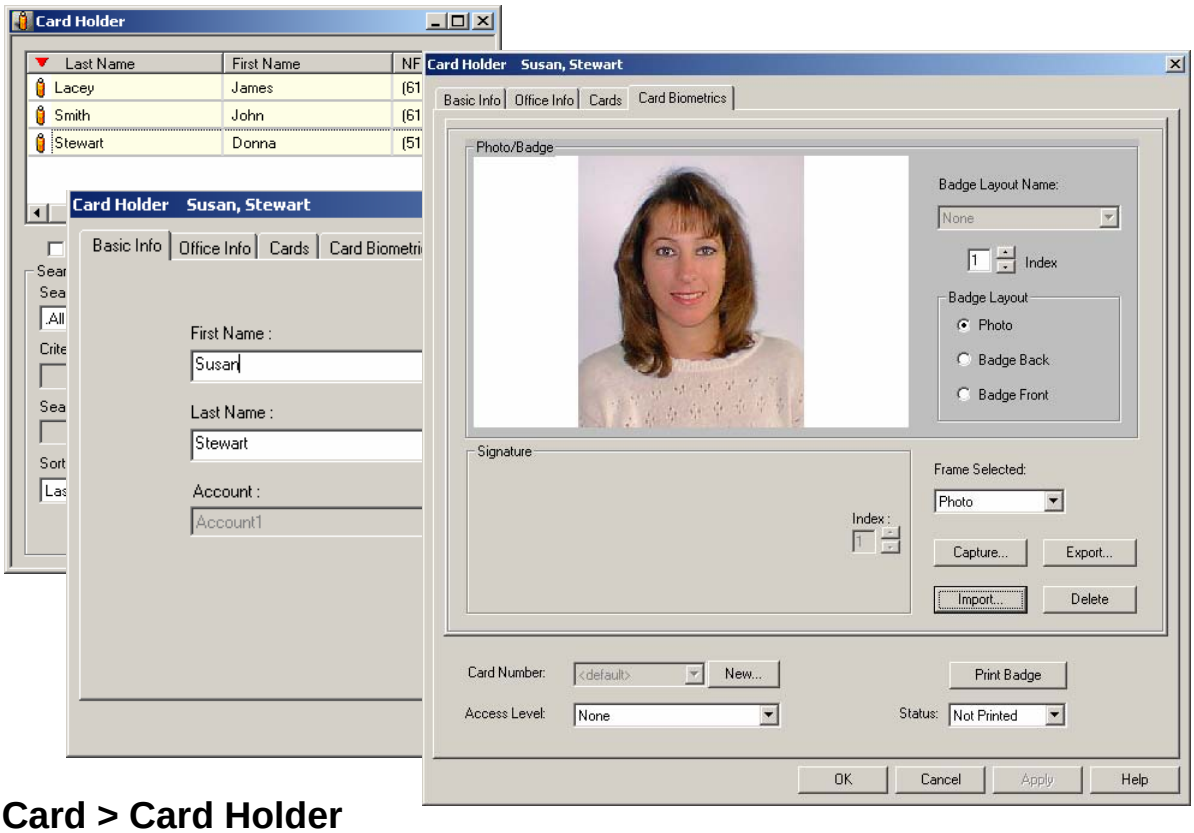
Six types of items can be placed on a badge: text, bitmap, photo, barcode, shape, and signature.

Click the button on the toolbar that corresponds to the item that you want to add.

Then, click on the badge layout and drag the box to the desired size. All items can be moved and resized at any time.

For additional details and advanced features, refer to the WIN-PAK SE manual.

Add a Cardholder



Card > Card Holder

Card holders are the people to whom cards can be issued to.

The Card Holder Database contains card holder information, card numbers and badging photos on all the card holders that have been entered into the system.

Photos can be added to the card holder information either by capturing video images or importing digital files created in other programs, for example scanned images or photos taken with a digital camera.

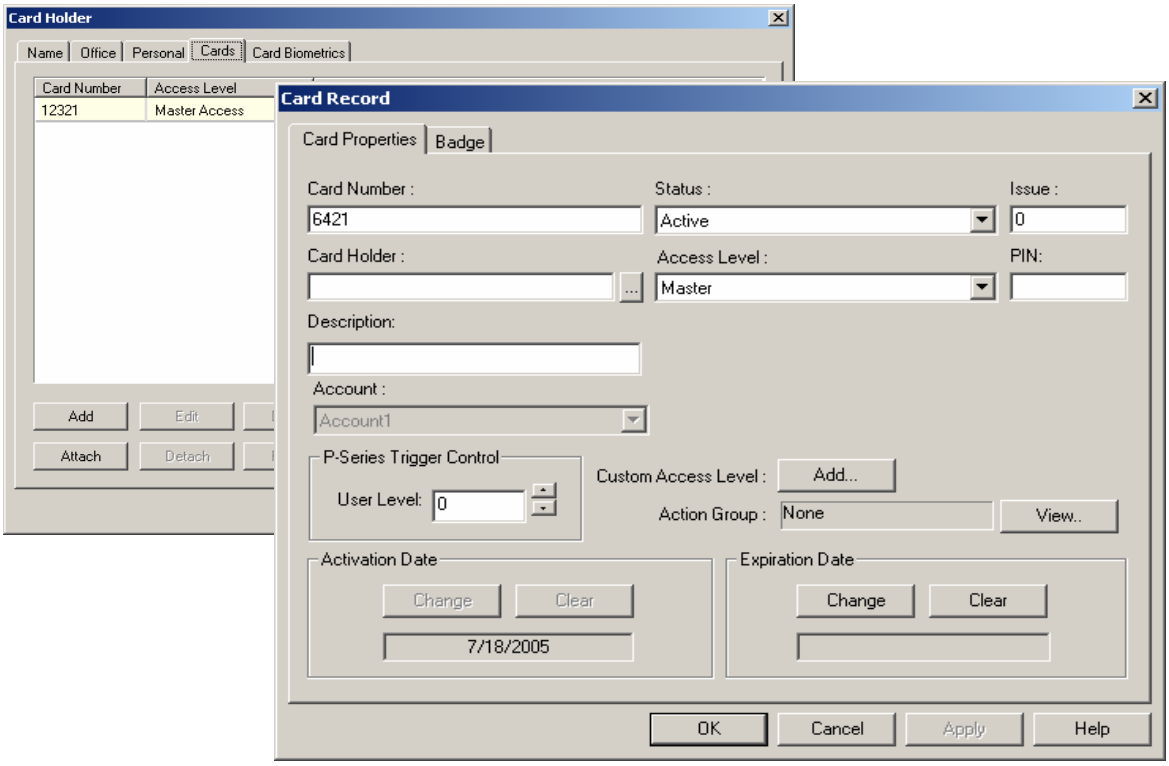
To add a Card Holder:

- Click the card holder button or click Card Holder in the Card menu.
- The Card Holder database dialog appears.
- Click Add to activate the record view.
- On the first tab, enter the card holder's First and Last Name. This is the minimum information required to add a card holder. If you click OK at this point, the new card holder is added without any cards being attached.

To associate a photo or signature with the badge:

- In the Card Holder's record, click the Card Biometrics Tab
- Click Capture or Import from the Card Biometrics tab to open the Capture Image window.
  - If Importing a photo, navigate to the folder containing your photo files, select the correct file and click Open.
  - If Capturing a live image, click Freeze, to capture the live image. Once the picture is frozen or captured, make adjustments as needed.
- Click OK to close Image dialog and the photo appears in the Card Biometrics tab.

Add a card to the Cardholder



Card > Card Holder

Cards are physical credentials that are presented to a reader when access to a door is requested.

A card must have a valid access level in order to unlock a specified door.

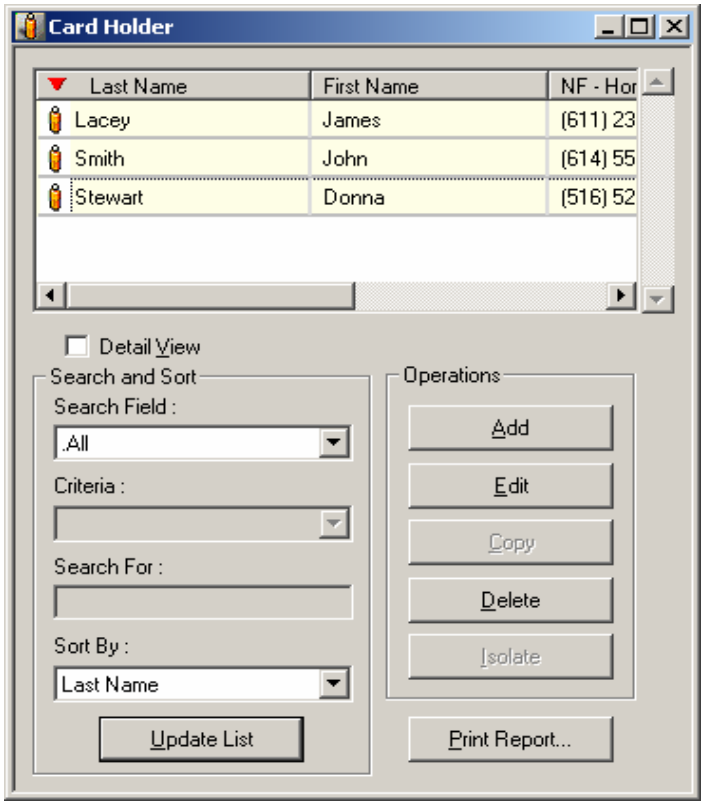
The Card Holder Database contains all card information via the Cards Tab.

To assign an existing card to a Card Holder:

- While adding or editing a card holder, click the Cards tab, then click Attach to issue a card which is already entered in the Card database. If no existing cards are displayed, you must add a new card.

To assign a new card to a Card Holder:

- To add a new card, click the Cards tab, and the Card database record view opens.
- In the Card menu, click Card and the Card window appears.
- Click Add to activate the Card Record view.
- Enter the Card Number (required).
- Select an Access Level from the Access Level list (required).
- If the system requires a PIN enter it in the PIN field. (A PIN can be added to the card later.)
- By default, a card has an Inactive status as soon as it is entered into the system. Change it to Active or if you want to select an activation date, click Change from the Activation Date area.
- If you want the card to be valid for a limited time, click Change from the Expiration Date area.
- To associate a badge layout with the card, click the Badge tab. Select a Badge Front and Badge Back
- Use the Custom Access Level option to set a custom [usually limited] access level for the card.
- Action groups can be used to set specific actions to occur when a card is read in different states, for example when its status is Lost/Stolen or Trace rather than Active.
- Once the card has been defined, click OK and you will return to the Card Holder database.
- When you have finished, click OK to save the new card. Or, click Cancel to return to the Card database window without saving the new card.



The Search and Sort fields allow you to search the database and choose the order in which the data appears listed on your screen.

The options are explained below use the Card Holder database as an example:

Search Field: Search for card holders by first name, last name, or any note field, or display all of the card holders by selecting .ALL.

Criteria: Choose to search for card holders based on the Search Field beginning with, being equal to, greater than, or less than what you enter in the Criteria field.

Search For: Search by letters.

Sort By: Sort the card holders in the list by either first name, last name or any note field.

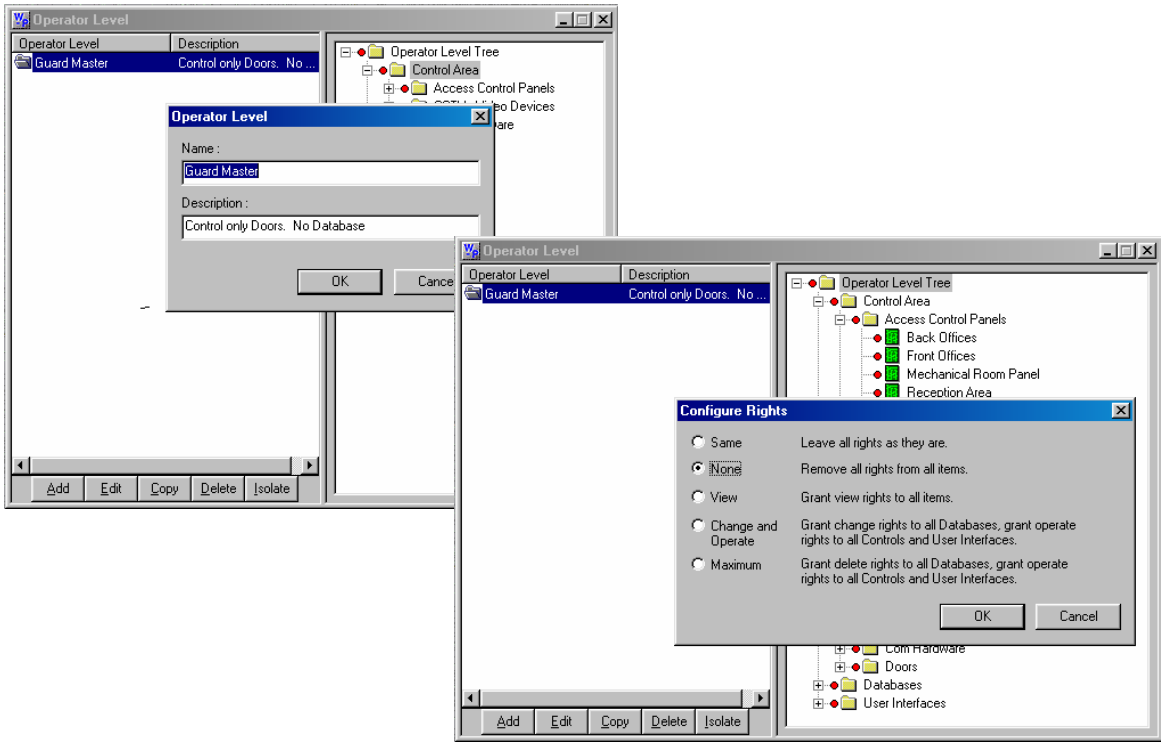
Update List: Click to begin the search or sort.

To Search for a Card Holder:

- From the Search Field list, select the first name, last name or the note field you want to find.
- Choose the criteria you want to use: Begins with, Greater than, Less than.
- In the String to Search field, enter the beginning letters for the names you are seeking.
- Click Update List. A list of cards meeting the criteria is displayed.

NOTE: The number of records returned from the result of your search is restricted by the value set in your Workstation Defaults, Defaults tab: Maximum Records returned from the Database Find List.

Configure / Add Operator Level



System > Operator Level

In the Operator Level database, add operator rights (to view, to operate, none), to devices in the control tree, databases and user interfaces.

Each device, database, and user interface is color-coded in the tree per the assigned right:

Red: No rights.
Yellow: View rights.
Green: Operate rights (view and edit).
White: Delete rights (database only).

Right-click on a sub-branch to configure it for an operator level.

Same: All rights stay as they are.

None: Operators will have no rights within this sub-branch.

View: Operators will be able to view all the data within this sub-branch.

Operate: Operators will be able to view and edit all the data within this sub-branch.

Add: Add or edit database

Delete: Maximum Database rights.

Below the left pane of the Operator Level database are five buttons:

Add: Click this button to define a new operator level.

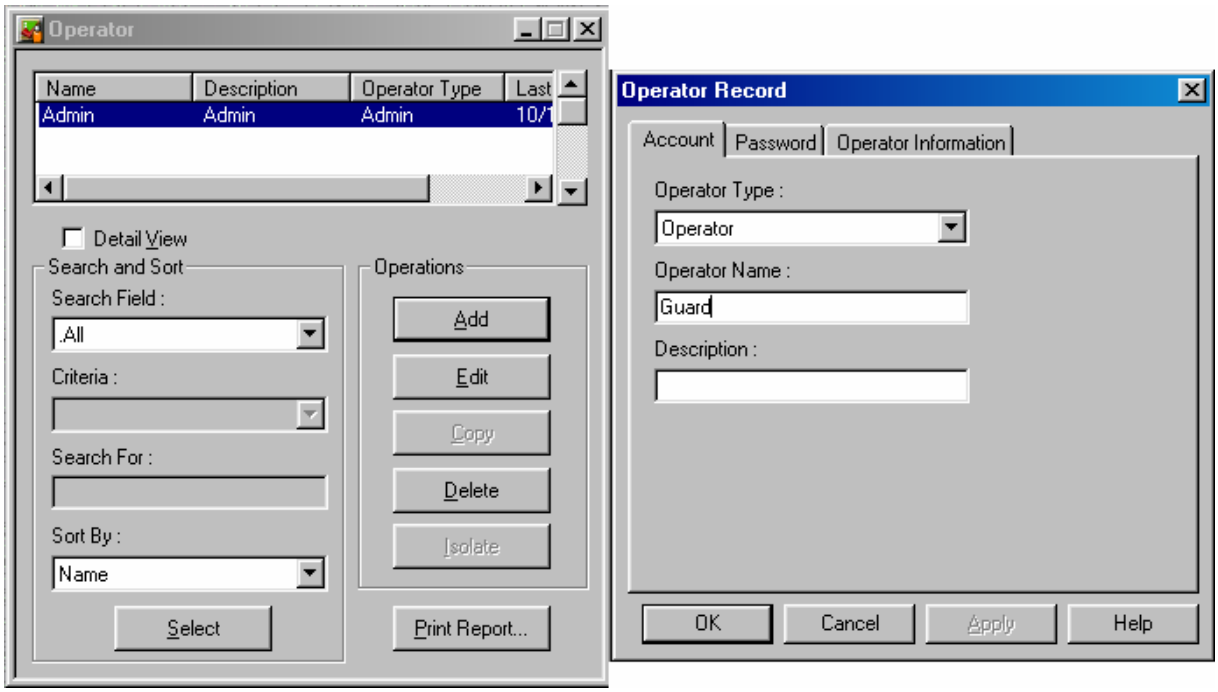
Edit: Click this button to make changes in an existing operator level.

Copy: To save time when creating similar operator levels, use the Copy button to duplicate an operator level, then make any desired changes.

Delete: Click this button to remove the selected operator level.

Isolate: Click this button to view all the operators assigned to the selected operator level and/or to reassign any (or all) such operators to a different operator level.

Configure / Add Operator



System > Operator

The Operator Database contains information on all Win-Pak operators. Operators can view and/or change various parts of the Win-Pak system, based on their operator level and the rights assigned to that level. The Operator Level is defined in the Operator Level database.

Operator Tab:

Operator Type: Click on the pull-down arrow and select one of the following:

Operator: Needs to be assigned an operator level.

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

Operator Name: Type in a name (up to 30 alphanumeric characters) for this operator.

Description: Type in a description (up to 60 alphanumeric characters) for this operator.

Operator Information Tab:

Operator Level: Select the Operator Level for this operator. This option is grayed out if Admin is selected on the Operator tab.

Card Holder: Select the operator's card holder name. (optional field)

Time Zone: Select the time zone when the operator level is valid. For example, if an operator's time zone is 8:00 AM until 5:00 PM, Monday through Friday, then the rights within his/her time zone will be activated from 8 to 5, Monday through Friday. An operator cannot log-in to the system earlier than the beginning of the assigned time zone. If an operator is not assigned a time zone, the operator has no time restrictions on his/her log-in rights. If the operator works beyond the assigned time zone, the operator may continue until he or she logs out (this allows the operator to continue to work during a crisis situation.)

Language: Select the language for the user interface to be used by this operator.

Operations> Control Map

The Control Map provides a means of controlling devices and acknowledging and clearing alarms.

To Control Devices from the Control Map: Right-click on any device to access its control menu, and then click on the desired command.

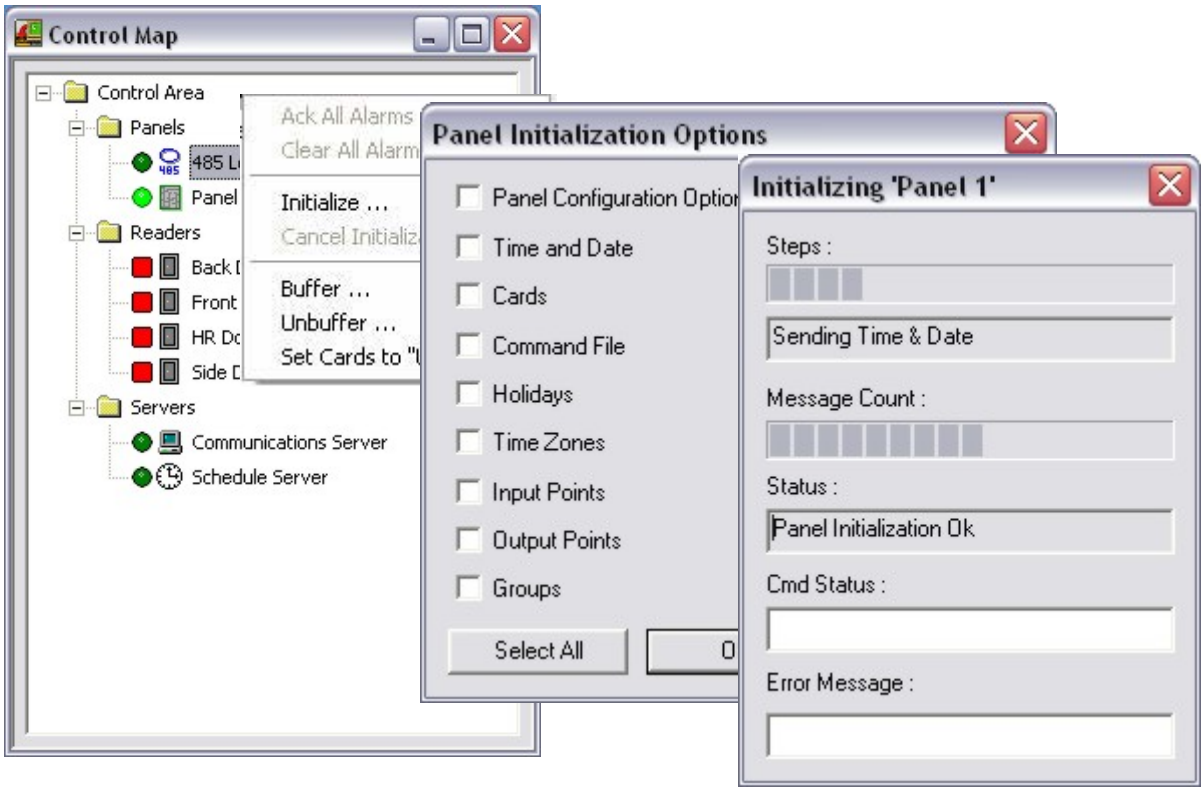
Control Map Status Symbols

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

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

Note: The status symbols will darken after their respective conditions have been acknowledged and cleared. A forbidden symbol overlaid over a status symbol indicates that the corresponding point is shunted. Placing the mouse over the status symbols will bring up a description of the status for each device.

Control Map - Initialization



Operations> Control Map> Initialization

Programming information entered into the WIN-PAK SE System must be sent to the panels before it can take effect.

When panels are first added to the system, they must be initialized so that the information entered into the computers database can be sent to the panels database.

To initialize panels (download changes): Right click on the panel icon and select options.

Panel Configuration options: Sends all panel configuration information. This resets your panel programming. If unsure of selection, it is recommended that the Select All feature is selected .

Time & Date: Updates the panel time and date with the network time and date.

Cards: Sends card information to the panel. When sending cards it is recommended that you re-initialize the panel by choosing Select All. This ensures that old card information is removed when the new card information is added.

Additional Options:

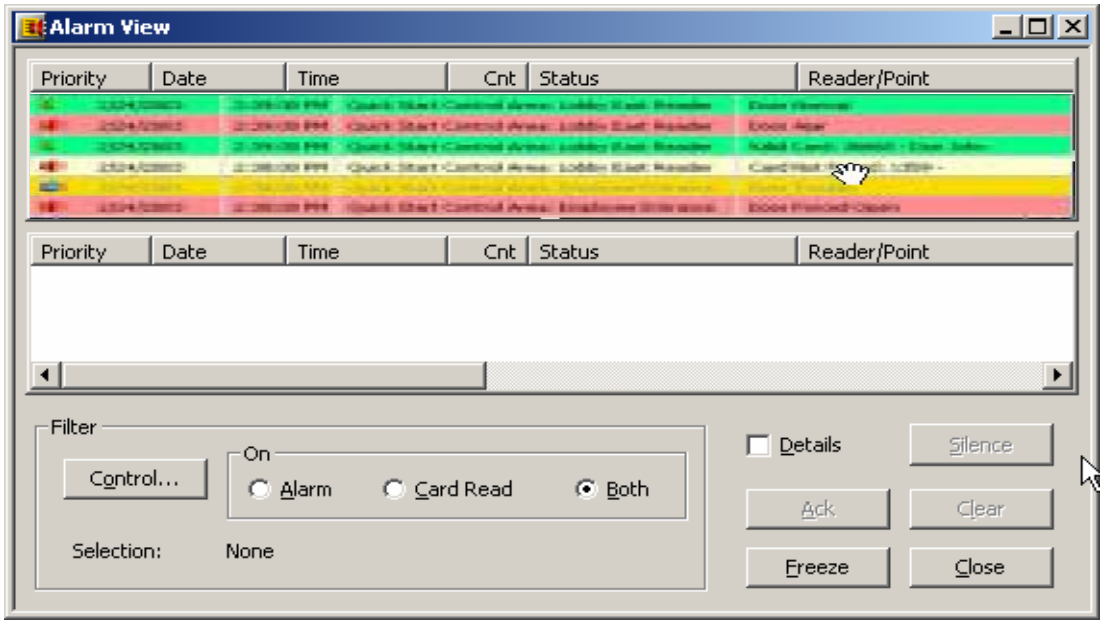
- Command Files
- Holidays
- Time Zones
- Input Points
- Output Points
- Groups

Note: Panel Configuration Options reset all of your panel's programming. It is recommended that you select all options (check the Select All check box) when sending the Panel Configuration Options.

When cards with an Active or Trace status are added, edited, or deleted from the card or card holder database, this information is automatically sent to the panels. All other card information changes must be sent using this command.

Initialization of panels needs to be done any time changes to any database other then cards or access levels is made.

See the Win-Pak manual for further details on any of these options.



Operations > Alarm View

The Alarm View provides a monitoring tool in addition to the Floor Plan View. The Alarm View displays alarm and reader activity as it happens. The Alarm View window is divided into two horizontal panes. Incoming alarms are displayed in the upper pane according to priority and time. The highest priority transactions are at the top of the list, and transactions with the same priority are shown with the most recent being first.

The color of an incoming message indicates the type of event it is. Red indicates an alarm, green indicates normal and yellow is a trouble condition. Once an alarm has been acknowledged, it moves to the lower pane, and its background color changes to black.

Once a point goes into alarm or trouble, the color will not return to green. For example, if the first message from a point or card is normal, subsequent alarm or trouble conditions change the alarm to red or yellow. After that, even if the point returns to normal state, the message stays red (or changes between yellow and red) but does not return to green on a normal state. The Count column shows the number of times a point changes state. Once this message is acknowledged, a new normal message would be green.

Ack: Click to acknowledge an alarm.

Clear: Click to clear one or more transactions.

Silence: Click to quiet incoming alarm sounds.

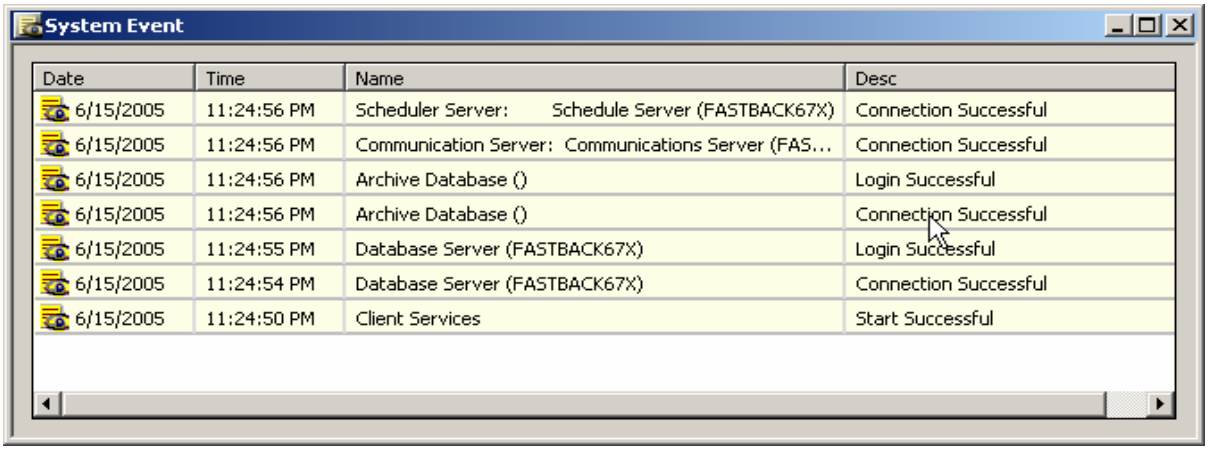
Freeze: Click to temporarily stop the display of incoming messages.

Close: Click to exit Alarm View.

Filter

Control: Select from a list of devices to allow easier monitoring of devices.

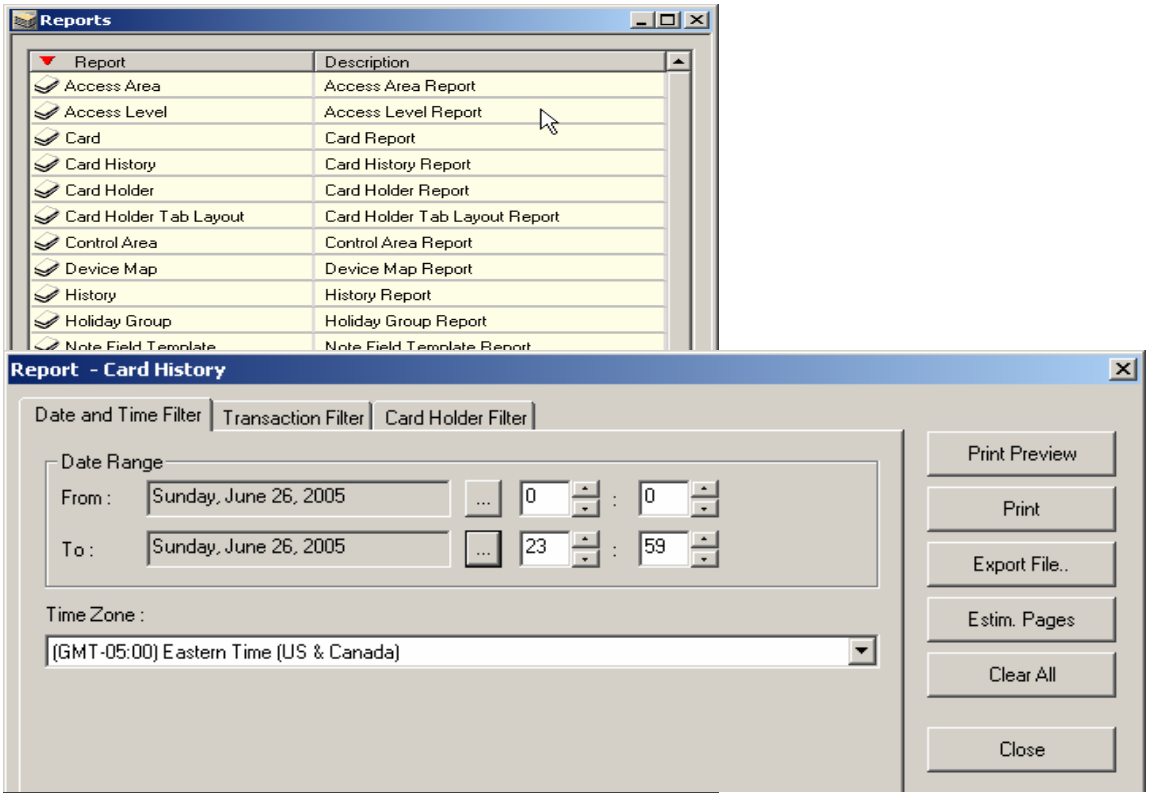
On: Select either card reads, alarms or both to view



Operations > Event View

The Event View window displays a real-time record of access system events such as card reads, alarms, log-ins, and logouts, and has a 1,000-event capacity. Once it reaches 1,000 events, the oldest entries are replaced by the newer ones.

Events only displays events that occur while it is open or minimized. The Event View window can remain open along with other views. Events can be filtered to show only events from selected areas or devices



Reports

Win-Pak allows you to generate a variety of reports that can be viewed on screen or printed.

To Generate a Report:

Click the Run Reports toolbar button or select the Reports option in the main menu.

From the database record list, double-click the report you want to generate. Some reports have a variety of filters and sort options. After selecting the options you want, click Print Preview to view the report before printing.

Print Preview: Click to preview the report.

Print: Click to print the report.

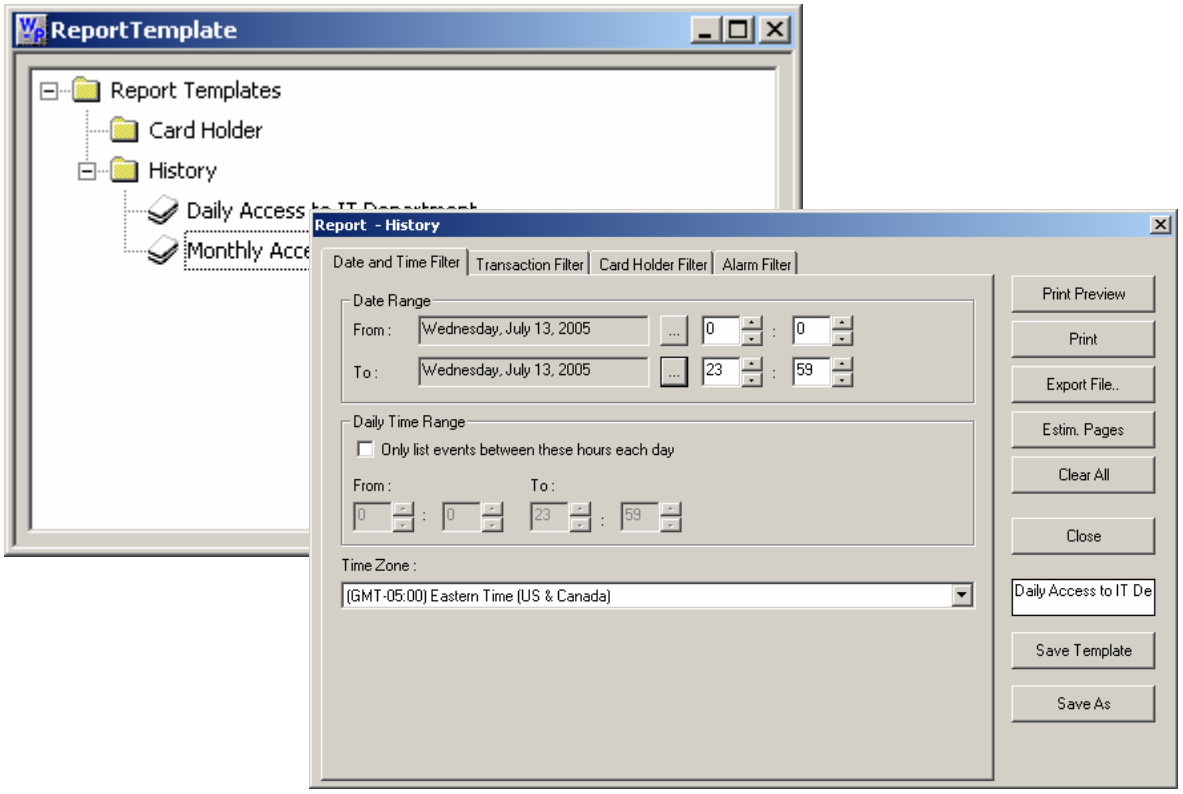
Export File: Click to produce a delimited txt file output.

Estim. Pages: Click to get an approximate page count for the report.

Available Reports:

- Access Area
- Access Level
- Card History
- Card
- Card Holders
- Card Holder Tab Layout
- Card
- Control Area
- Device Map
- History
- Holiday Groups
- Card Frequency
- Operator
- Operator Actions
- Operator Level
- Schedule
- Time Zone
- Note Field Template

Report Templates



A template is a pre-defined filter that is commonly used for a particular purpose.

Report Templates are the standard format readily available for you to configure reports.

The users can use this template to create report configurations and save it.

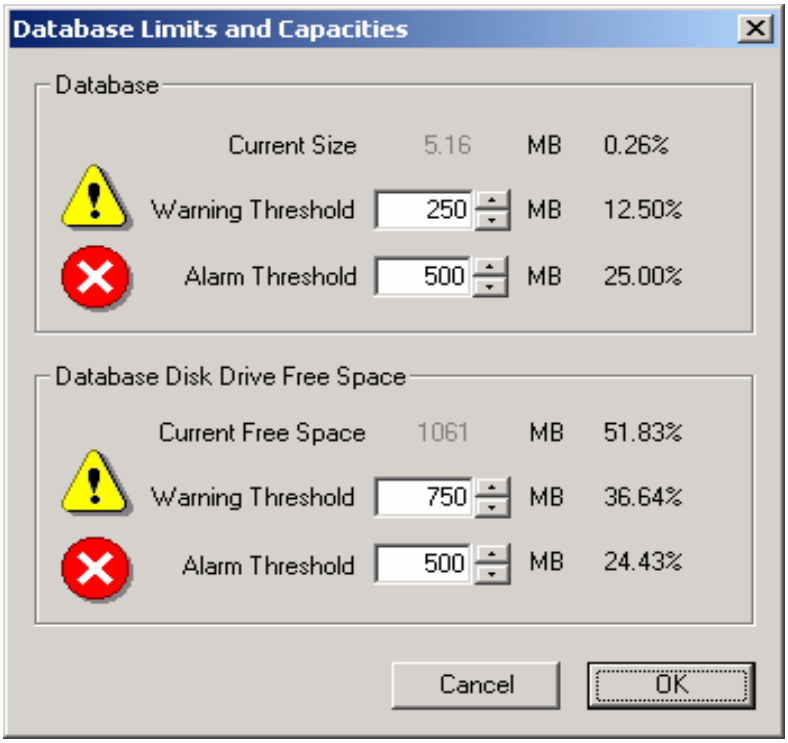
Two different types of report templates (History Report and Card Holder Report template) are available with Win-Pak currently and user can create templates for these two reports only.

The user can create multiple templates for History and Card Holder Reports.

To create report template

1. On the Reports menu, click Report Templates.
2. From the tree view, double-click Report Templates folder. This will show all the templates that exist in the database.
3. Select the required template under the report folder that are available (Card Holder or History) and double-click to configure properties related to reports.
4. After you configure a report, click Save Template to save the user configuration made to the template.

Save As: Click to save the user configuration.
Print Preview: Click to display the report before printing it.
Estim. Pages: Click for an estimate of the length of the report.
Export File: Click to export and save the report in the selected folder.
Clear All: Click to clear the configuration made for card frequency.
Print: Click to print the report.
Close: Click to exit the Report window.
Save Template: Click to save the template.
Save As: Click to rename and save the template.



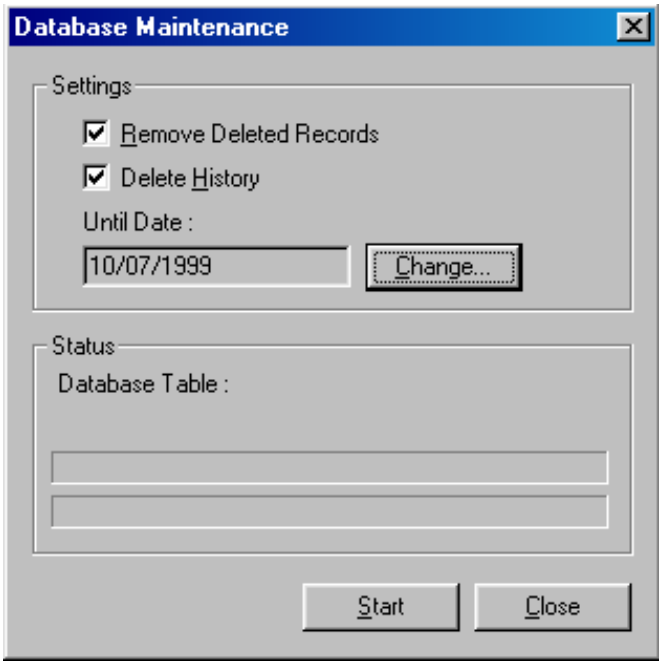
File > Database Limits and Capacities

Database Limits and Capacities monitors the available space for the database (system programming and history - excludes photo and badging images) and available hard drive space.

- The Database section provides current database size information listed as Current Size and displays the percentage of the database that is used. The MSDE database engine allows for a maximum size of 2GB (excluding photo and badging images). The Warning and Alarm thresholds are defined in MB (megabytes), in addition percentages are displayed.

- The Database Disk Drive Free Space section reports Current Free Space of the hard drive where the database is located. In installations where the database is located on a separate drive, it is recommend that at least 2.5 times the maximum size of the database be left as free space. If the database is installed on the same drive as the OS, then 1/3 free space of the hard drive should be used. This allows enough room for backups and archive actions to occur.

Note: If full SQL is being used in place of MSDE, the Database Limits and Capacities feature will not be available in the menu, as these settings are then adjusted within SQL.



File > Database Maintenance

Database maintenance provides tools for removing unused information from the databases.

When records are deleted from a database, they are no longer available, but they have not actually been removed from the hard disk. Use the Remove Deleted Records utility to remove them, thus reducing the size of your database.

To Remove Deleted Database Records:

- Select Remove Deleted Records.
- Click Start. A box appears reminding you to make a back-up copy before deleting records. Click No to stop the deletion process or click Yes to proceed.
- Unwanted history files can also be removed from the databases. This is generally done after you make a backup copy of your database files. Use the Delete History utility to delete history records before a selected date.

NOTE: Deleted records should be removed monthly, after making a backup copy of the database. These records are no longer available for reports unless the report is run from Archive Database.

To Delete History from the Databases:

- Select Delete History.
- Click the Change button, and either click Today or select a date for the Until Date field. All history entered prior to the selected date will be removed from the databases.
- Click Start

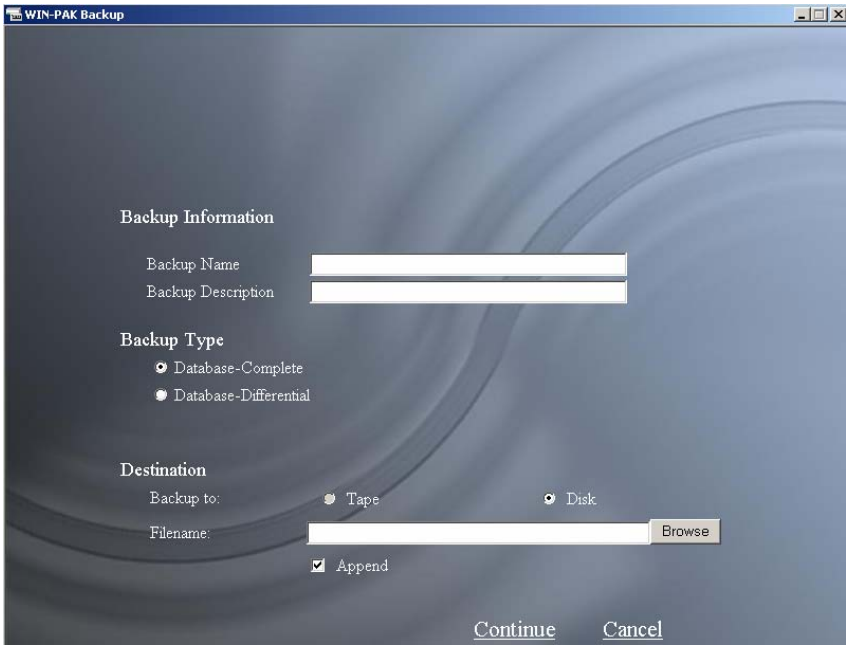
NOTE: Removal of the deleted database records and removal of unwanted history can be done separately or at the same time. The date selection only applies to history records.

Backup & Restore Utility

The WIN-PAK SE Backup and Restore utility is a stand-alone application that allows the user-typically a database administrator-to create and modify a backup and restore plan.

Database copies made with the Backup and Restore utility can be used to restore or recreate your database after a failure has occurred.

Making a database backup



Making a Backup:

1. From the Windows desktop select and double click on WIN-PAK SE Backup & Restore icon.
2. Select Back Up & Schedule to create a new backup.
3. When the Backup Information window is displayed, enter a unique Backup Name, as well as an (optional) Description.
4. Select a database Backup Type. Complete will make a complete backup and Differential will backup only the differences from the last complete, appended or differential backup.
5. Select a Destination and file name for the backup. If a tape drive is not installed on the computer you can not select Tape. If a tape drive is on the computer, then the option to format the tape is also given.
6. Click on Continue will bring you to the Scheduling window.
7. Select the Schedule Type.

   Run Immediately: Start the backup now (when clicking on Finish).

   Run Once: Prompt for the time and date.

   Schedule to occur later: Prompt for several other options.

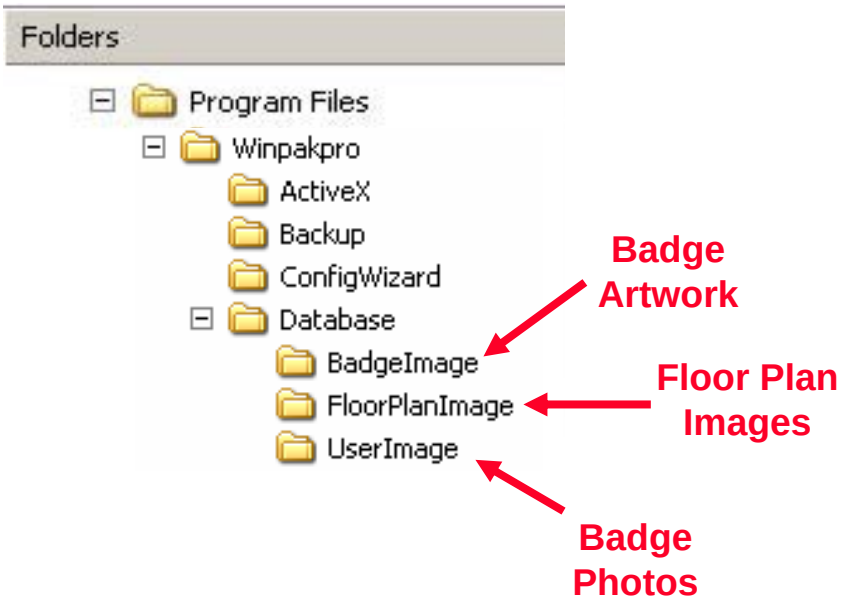
   Daily: Allow the back up to be run every so many days at the specified time.

   Weekly: Allows the back up to be run on the specified day of the week.

   Monthly: Allows the backup to be run at regular monthly intervals.
8. Click on Finish

Schedules:

- Schedules can be modified by selecting Modify Schedule from the main Backup and Restore Window. To open a list of currently-scheduled backups, highlight a backup in the main schedule list and click on modify.
- To remove a schedule, select the backup schedule and click on Delete. Click Cancel to return to the main Backup and Restore window.



IMPORTANT

The Backup and Restore utility will only backup the WIN-PAK SE hardware data, card and credential information, and the history database.

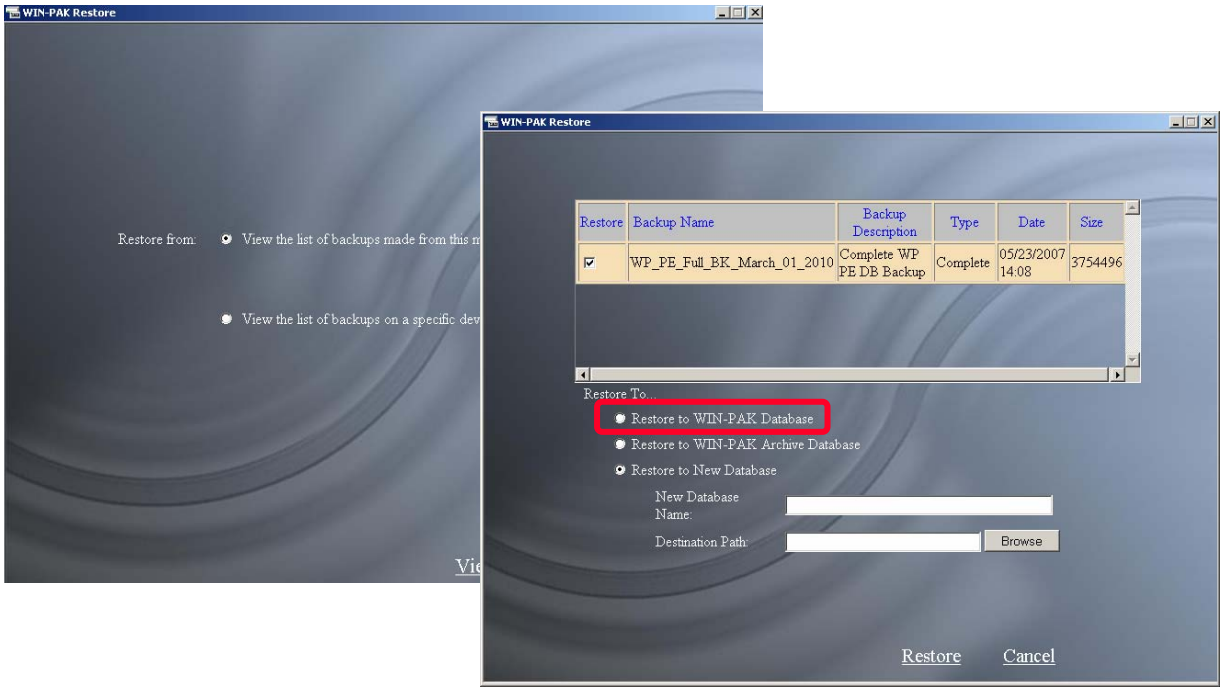
The Badge Images, Signatures, Floor Plans and Badge Graphics are not backed up by this utility. This data is normally found in the WIN-PAK SE\DATABASE folder with Badge Image, Floor Plan and User Image subfolders.

During the WIN-PAK SE installation, prompts are provided to allow the installer to place these subfolders at other locations in your system therefore; you may not find these subfolders in the WIN-PAK SE folder.

Backup of these data folders can be accomplished using standard Windows backup or copying utilities.

Both should be done at the same time to keep all information current.

Restoring from a backup



Restoring a Database:

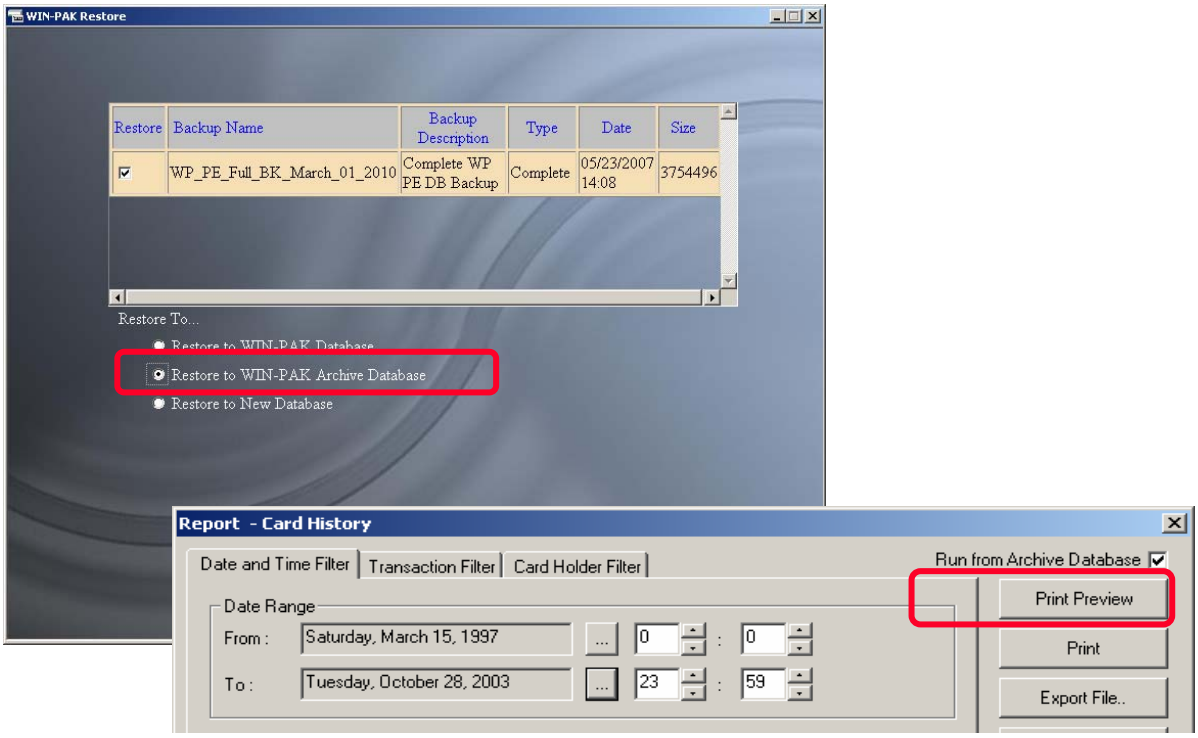
1. Select Restore from the main Backup and Restore window to restore a backup. WIN-PAK SE's database knows the locations that the backups were made on this machine. If the backup is to be recovered from a different location, then select the View list of backups on a specific device option and navigate to the desired location.

2. Once the appropriate backup file is selected, a viewer shows the contents of that backup. Select the backup file desired. If selecting a differential backup, the last complete backup is automatically selected, as that is required to complete the restore process.

3. Use the Restore list to set the parameters for the backup. Restoring the WIN-PAK SE Database requires that the WIN-PAK SE database services be turned off. The restoration process will not proceed if the services are running. Restoring to WIN-PAK SE Archive Database replaces the existing archive database and allows reports to be generated form the archive. Restoring to New Database allows advanced users to view the database without adversely affecting the current or backup database.

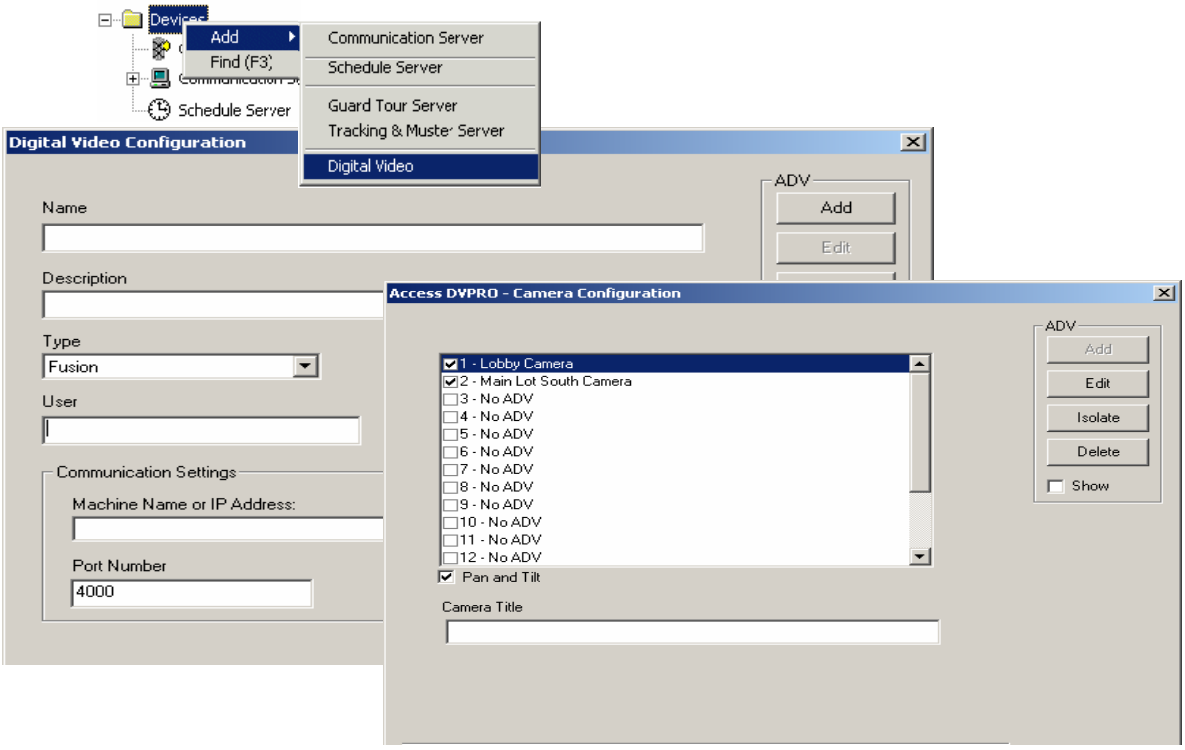
4. Click Restore to continue. When finished, click Cancel or Exit.

Restoring an Archive



The Archive database is created by restoring a database that has been backed up to the Archive database.

Once restored, a report can be generated by checking the "Run from Archive Database" box in the report window.



Configuration > Device > Device Map > Digital Video

Digital Video Configuration

Name: This must be identical to the Fusion site name in the DVR.
Description: Optional

Type: Select Fusion

User: The User Name must be identical to the User Name defined in the Fusion software.

Password: The password must be identical to the password defined in the Fusion software.

Machine Name or IP Address: Specify the Machine Name or IP Address of the Fusion DVR

Port Number: Specify the Port Number. It should be the same as configured in Fusion DVR

ADV: Click “Add” then press Enter on the keyboard

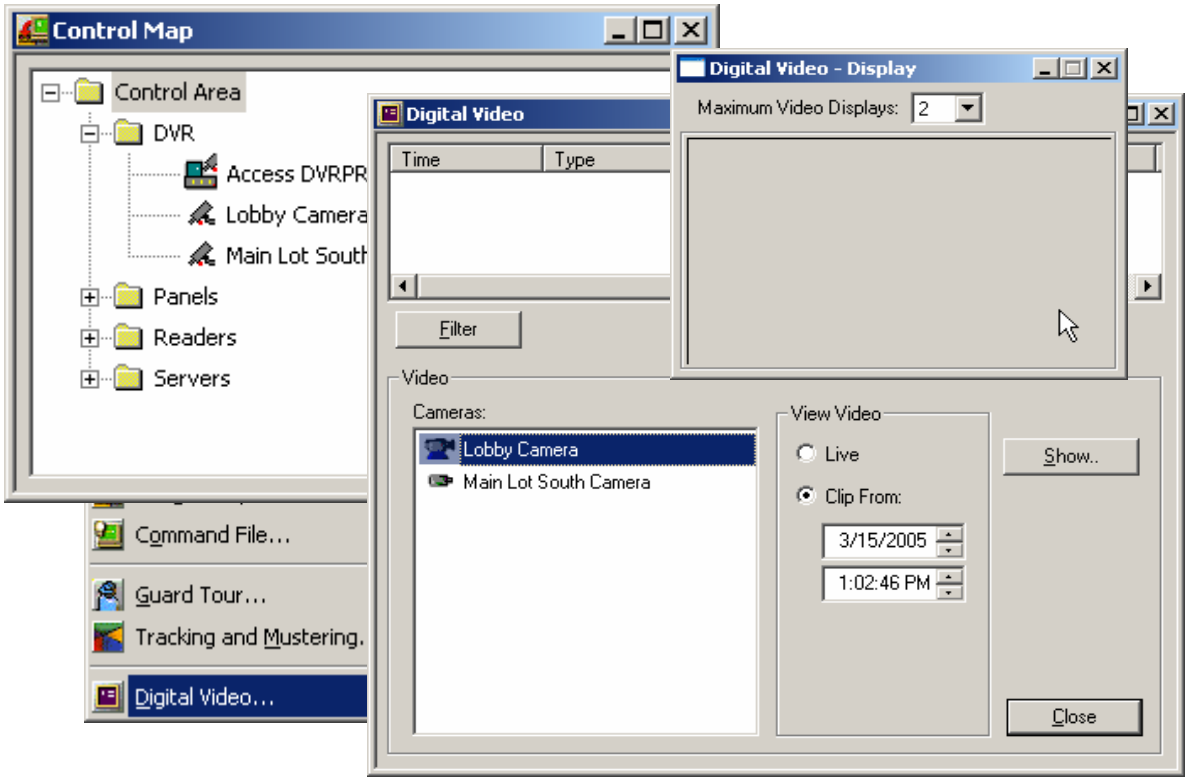
Camera Configuration

For each camera to be used in the system, click on the check box, then double click on the ADV to the right of it and type the camera name. Additionally, all new cameras must be added to the Control Map before you can view live video

Pan and Tilt: Define a camera as a **PTZ** (pan tilt zoom) **Camera**. (De-selecting the **Pan and Tilt** option defines the camera as a stationary camera.)

Camera Title: The title of the camera

NOTE: The sequential order of the ADVs corresponds to the sequential order of the Access DVPRO cameras.



Video can be retrieved using several methods:

Control Map

In the Control Map, right click on the folder containing the DVR then:

- Right Click on the DVR to open the Digital Video Window or
- Right click on the individual camera to view live video and control that camera.

To adjust PTZ controls, click Control, then in the Pan/Tilt adjustment window, click within the blue circle and drag the mouse in the desired direction. The camera position will change accordingly.

To adjust Zoom, Iris or Focus, click the corresponding control button, then in the subsequent adjustment window click on the indented circle [between the arrows] and drag the circle to adjust.

Digital Video

From the Digital Video Window, select whether to view Live or Recorded video, then click Show to operate the desired camera or display the recorded video from the camera.

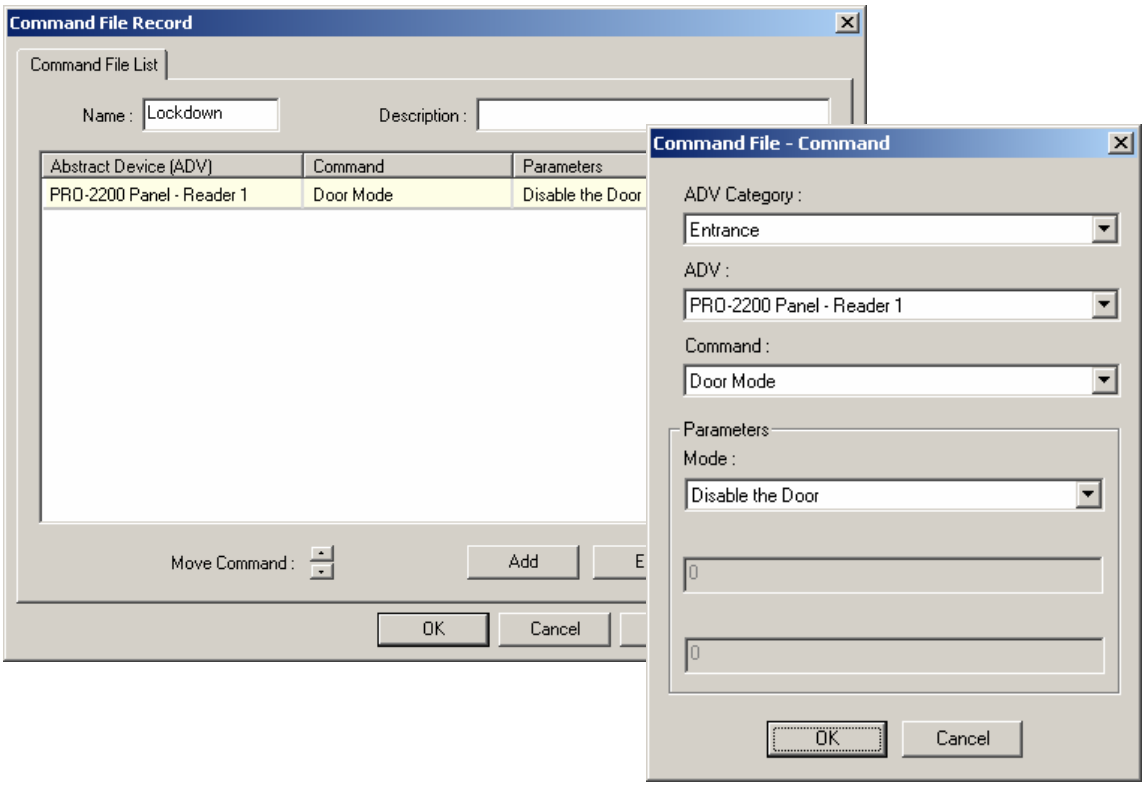
To adjust PTZ controls, click Control, then in the Pan/Tilt adjustment window, click within the blue circle and drag the mouse in the desired direction. The camera position will change accordingly.

To adjust Zoom, Iris or Focus, click the corresponding control button, then in the subsequent adjustment window click on the indented circle [between the arrows] and drag the circle to adjust.

Alarm View

If a camera is associated with a device that is displaying an alarm, right click on the alarm, and select Live Video.

Command Files



Configuration > Command File

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

These command files can be sent to devices automatically on receiving, acknowledging, or clearing an alarm, as defined in the ADV Action Group.

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

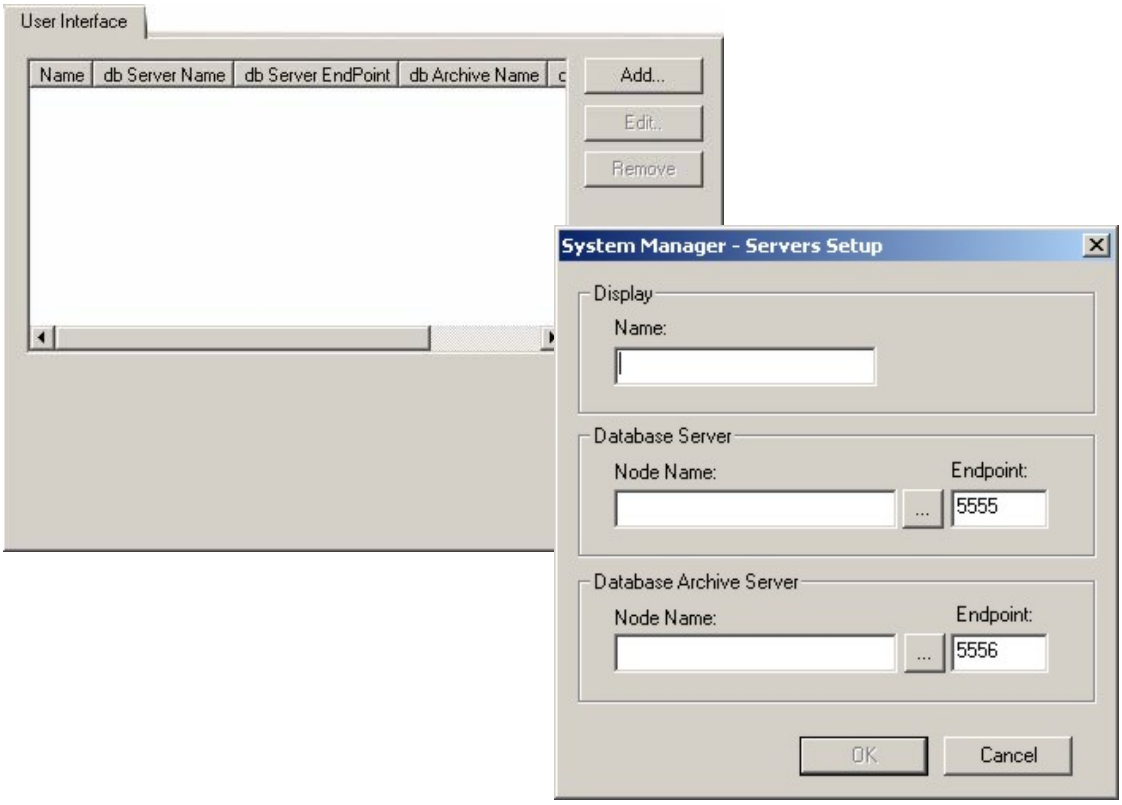
A designated command file can be activated manually or when an event takes place. For example, a Command File can be activated automatically on receiving, acknowledging, or clearing an alarm, as defined in the Action Group.

Command Files are defined in the Command File database, and a Command File Server must be defined on the Device Map.

NOTE: The Command File Server must be running in order for Command Files to be executed.

Refer to the WIN-PAK SE manual for further details regarding Command Files

Client Installation / User Interface Tab



The User Interface tab in the System Manager is used when a client installation is performed on a remote machine

When installing WIN-PAK on a workstation that is networked with the WIN-PAK Server, on the client PC, select the **User Interface Only** installation. The User Interface can be installed from the CD at each workstation or it can be installed across the LAN.

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

To install the WIN-PAK User Interface, exit any Windows programs that are running, and insert the WIN-PAK CD into your CD drive. The installation program begins, and runs as described in the "Installation Procedure" section of this chapter.

When prompted, select the **User Interface Only** installation to install only the User Interface.

After the software installation has been completed, open the WIN-PAK System Manager on the desktop to configure connectivity to the WIN-PAK Server.

Display Name: Type a descriptive name to identify the database server in the list.

Database Server Node Name: Enter the Node Name or IP address of the remote Database Server machine

Database Archive Server Node Name: Enter the Node Name or IP address of the remote Archive Database Server machine

Generating a “noise” report when using N-1000-II/III/IV panels

1. Connect to the panels using a HyperTerminal session.
2. Hit the space bar to verify you are communicating.
   You should see 1 "S?"for every panel on the loop you are connected to.
3. With the Caps Lock on, type the following:

   _F=pn#_R
   _ represents a space
   pn# represents the panel number you are looking at
   R represents a report command

NOTE: The panel reset and noise (1st two sets of numbers on the first line) are reset each time you do a noise report.

S?

F=1 R OK

RD#01
ERRORS = 00000 00000 00000 00000 00000 00000 00000 00000 00000
00000 00000 00000 00000 00000 00000 00000 00000 00000 00000 00000 00000
01 02 03 04 05 06 07 08 01-01 MO 00:03
RD#01

Sample created with N-1000-III panel and 485-PCI-2

Counters displayed on the first line of the format report

1. **Number of times panel has been reset**
2. **Amount of noise received**
3. Invalid format cards
4. Card presented with valid format
5. Card presented with valid site code
6. Card presented that is in database
7. Card presented and valid to open door
8. Card presented that opened door
9. Not currently used

Counters displayed on the second line of the format report

1. Special receive condition (bad communication)
2. Disregarded characters
3. Commands received
4. Start of message received
5. Complete of message received
6. Point changes state (for future use)
7. Transmitted changes of state (for future use)
8. Transmitter under run (not used)
9. Reciever communications failure
10. Card decoder over flow
11. Not Used

Using HyperTerminal to communicate with panels via a direct communications port

1. Exit Win-Pak and stop all services in the Win-Pak Service Manager. (You cannot have the Win-Pak services running when in HyperTerminal.)
2. Open HyperTerminal. (Programs -> Accessories -> Communications -> HyperTerminal
3. Enter a Unique name and choose an icon. (Fig A)

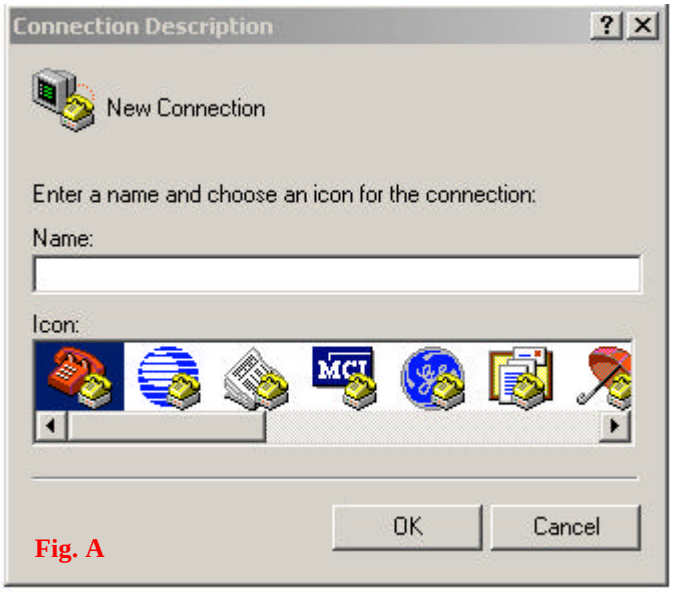


Fig. A

4. Select "Connect using:"and select the Com port your panels are connected to. (Fig B)
5. Click OK

Fig. B

5. Click on down arrow and select same baude rate as C-100 or 485 (Fig C)
6. Change Flow Control to "NONE"
7. Click OK

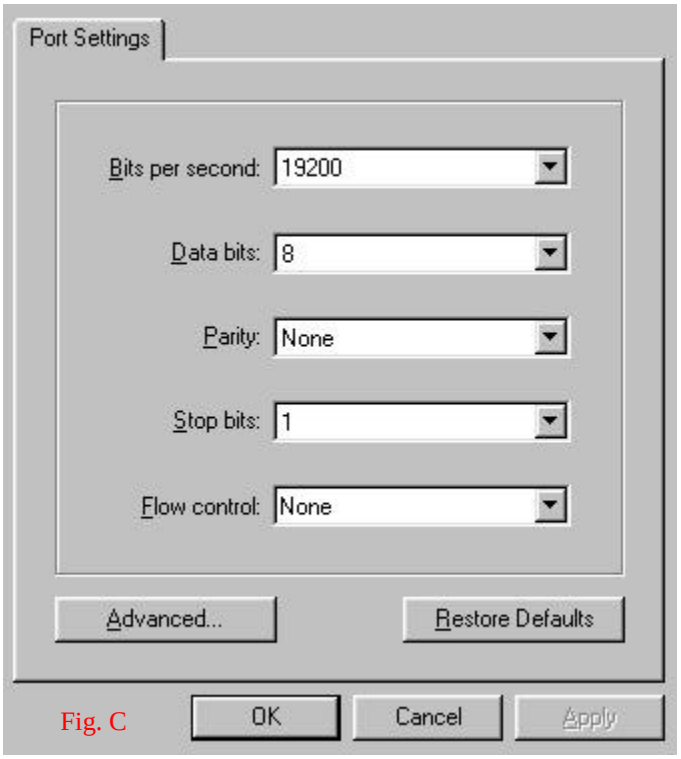


Fig. C

8. The following steps only pertain if using a 485-PCI-2:
   a) Turn Off ACK/NAK (set dip 6 to on in the 485)
   b) Cycle power off then on for the 485-PCI-2.
   c) If "**TESLA MASTER Vx.y.0 System Reset**"is displaye (where x.y represents the version of 485 firmware"ther the 485 is configured properly for communications.
   d) If this does not show, verify ACK/NAK is off, and the correct baud rate is being used then cycle power to the 485 again.
   e) When finished in hyperterminal, remember to turn ACK/NAK on and cycle power to 485.

9. With the caps lock on, hit the space bar then enter. You should get a "S?"for every panel connected to this loop.
10. You can now perform any functions or reports in the Appendices of the N-1000-II/III/IV book.