V Series

Intelligent Programmer Software
(DOS Version)
User Manual

BEST™
ACCESS SYSTEMS™

Information in this document is subject to change without notice and does not represent a commitment on the part of Best Access Systems. The software described in this document is furnished under a license agreement or nondisclosure agreement.

This publication is intended to be an accurate description and set of instructions pertaining to its subject matter. However, as with any publication of this complexity, errors or omissions are possible. Please call your BEST distributor or Best Access Systems at (317) 849-2250 if you see any errors or have any questions. No part of this manual and/or databases may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or information storage and retrieval systems, for any purpose other than the purchaser's personal use, without the express written permission of Best Access Systems.

This document is distributed as is, without warranty of any kind, either express or implied, respecting the contents of this book, including but not limited to implied warranties for the publication's quality, performance, merchantability, or fitness for any particular purpose. Neither Best Access Systems, nor its dealers or distributors shall be liable to the user or any other person or entity with respect to any liability, loss, or damage caused or alleged to be caused directly or indirectly by this publication.

Written and designed by Best Access Systems and Avalon Group, Inc., Indianapolis, Indiana.

T61930/Rev B
When ordering use part number 1761004
ER–7991–4 May 2002

CONTENTS

DEFINING YOUR V SERIES SYSTEM 3–1

CREATING A DEVICE CONFIGURATION 4–1

FIGURES

FIGURES

INTRODUCING THE INTELLIGENT PROGRAMMER SOFTWARE

NAVIGATING THE IPS

Defining your V Series System

Creating a device configuration

Programming a V Series Security Device

Managing data for your V Series Security Devices

Maintaining device configurations

Using the handheld terminal mode

1

INTRODUCING THE INTELLIGENT PROGRAMMER SOFTWARE

This manual describes how to use the V Series Intelligent Programmer Software (IPS), a DOS software program. The IPS, which runs on a desktop PC, laptop PC, or palmtop PC, lets you manage your V Series System.

The IPS lets you define the programming settings and user database for a V Series Security Device in the comfort of your office. Then, you can transfer this information to the device by connecting a laptop PC or palmtop PC to the device.

The IPS lets you use the same programming settings and user database to program a group of devices that you want to operate the same. Since each device's and each group's programming settings and user database are stored in the IPS, you can view and print this information at any time.

You also can use the IPS to retrieve a device's history records. Then, you can view and print these records at any time.

IPS FEATURES

The IPS provides many features that make it a flexible tool for managing your V Series System. For example, the IPS:

- operates on a desktop PC, laptop PC, and palmtop PC with minimal system requirements
- provides easy-to-use menus and dialog boxes
- is password protected
- lets you create device configurations, which include programming settings and a user database, in your office
- stores as many device configurations as you have disk space for
- lets you create new device configurations by copying and editing existing configurations
- lets many V Series Security Devices share the same configuration
- can transfer data between a palmtop PC and a desktop PC or laptop PC
- programs and retrieves data from devices
- can store device history records, which you can view and print at any time
- lets you view and print reports of IPS data at any time.

OVERVIEW OF IPS ACTIVITIES

You can use the IPS to perform the following activities, which are described in this manual:

- create or modify a device configuration for a V Series Security Device or group of devices
- transfer a configuration to a device
- retrieve, view, and print device history records
- retrieve a device's programming settings and user database
- view and print a device configuration's programming settings
- view and print a device configuration's user database
- print all data for a device or group of devices
- backup and restore data.

CONVENTIONS USED IN THIS MANUAL

Each activity described in this manual begins with a brief explanation of its purpose. To help you select programming settings, read this explanation before you perform the activity.

Step-by-step instructions also are provided for each activity. To help you understand the steps provided for activities, review the table below, which describes the conventions used in this manual.

Convention	Explanation
Information introduced by **Note:**	Information that clarifies a discussion or additional information that might be of interest.
Information introduced by **Tip:**	Information that indicates a helpful hint for performing a step or activity.
⚠ **Caution**	Icon indicating a warning about the possible consequences of actions that might cause equipment to be damaged or information to be lost.
Keyboard icons, such as Alt, Enter, ↑, ↓	Icons representing a key on the PC's keyboard. For example, if instructions say "Press Enter" they mean "Press the Enter key on the PC's keyboard".
BOLD	Information you type or would type if you were entering the information provided in an example.
Underlined letter in a word or phrase, such as Functions or Time Zone field	Hot key in a command, button, or field name. To select items on menus, you can press the key with this letter on the PC's keyboard. To move to fields and to select buttons in dialog boxes, you can press and hold down Alt and then press the key with this letter.
Numbered steps introduced by a phrase such as, **To add a token:**	Step-by-step procedure for performing an activity.
Instructions including the word select. For example, "Select OK."	Short-hand way of indicating that you should carry out the indicated command or 'press' the indicated button. For more information, see page 2–13.
Instructions including the word highlight. For example, "Highlight the time zone you want to set up."	Short-hand way of indicating that you should move the highlight bar to the indicated item. For more information, see page 2–11.

Convention	Explanation
The word device	Short-hand way of referring to either: ■ a V Series Magnetic Stripe Security Device (a magnetic stripe electronic lock or controller) ■ a V Series Proximity Security Device (a proximity electronic lock or controller) ■ a V Series Keypad Security Device (a keypad electronic lock or controller).
The word token	Short-hand way of referring to either: ■ a card that a user uses to access a door with a V Series Magnetic Stripe Security Device ■ a card that a user uses to access a door with a V Series Proximity Security Device ■ a personal identification number (PIN) that a user enters to access a door with a V Series Keypad Security Device.

SUPPORT FOR IPS USERS

BEST provides a variety of support for IPS users, which is described below.

V Series document family

In addition to this manual—the *V Series Intelligent Programmer Software User Manual*—the following documents are available to help you with the installation, start up, and maintenance of the V Series System:

- *Getting Started with the V Series Intelligent Programmer Software*
- *V Series Service Manual*, which describes how to install, maintain, and troubleshoot the V Series lock
- *Installation Instructions for V Series 83KV/93KV—85KV/95KV Locksets*
- *V Series Controller Installation Instructions*
- *Installation Instructions for V Series 34HV-35HV Locksets*
- *Installation Instructions for the BEST Encoder*
- *V Series Handheld Terminal User Manual*
- *V Series Keypad Security Device Programming Guide*
- *V Series Keypad Security Device Quick Programming Guide*.

To obtain these documents, contact your local BEST representative.

Support services

When you have a question or problem with the IPS or with another component in the V Series System, your first resources for help are the documents described above. If you can't find a satisfactory answer, contact your local BEST representative.

Telephone technical support

Before you call for technical support, please make sure you are at the location where the problem exists, and that you are prepared to provide the following information:

- the exact wording of any error or warning messages
- what you were doing when you encountered the problem and exactly what happened
- what you've done so far to correct the problem.

BEST representatives provide telephone technical support for all V Series products. You can locate the representative nearest you by calling (317) 849-2250, Monday through Friday, between 7:00 a.m. and 4:00 p.m. eastern standard time.

PC REQUIREMENTS FOR RUNNING THE IPS

To run the IPS on a desktop PC or a laptop PC, you need an IBM-compatible PC with:

- 8088 or higher speed processor
- 640 K of RAM (random access memory)
- at least 10 MB of free hard disk space
- DOS Version 3.2 or higher
- VGA or higher resolution video graphics card.

To install and run the IPS on a palmtop PC, you need the following components:

- a Hewlett-Packard 100 LX or 200 LX Palmtop PC with 1 MB of RAM, preferably 2 MB of RAM
- a Hewlett-Packard (HP) palmtop cable (HP F1015A)
- a PC that meets the specifications listed above to use for installing the IPS on the palmtop.

SETTING UP THE IPS TO WORK WITH YOUR COMPUTER SYSTEM

For instructions to install the IPS, see *Getting Started with the V Series Intelligent Programmer Software*, provided with the IPS. After you install the IPS and before you use it, you need to set up your computer system to work with the IPS by:

- defining the printer page size
- selecting the printer port
- selecting the transfer port.

Defining the printer page size

The printer page size is the size of the printable area on paper in your printer. You can set the page length and the page width for the paper in your printer.

The default page size for printing IPS reports is 55 lines in length and 80 characters in width. This page size is the size generally used for 8.5″ × 11″ paper (standard letter size).

Selecting the printer port

The printer port is the PC port used for printing IPS reports from the PC. Printer port options are:

- LPT1 and LPT2, possible parallel ports on a desktop PC or laptop PC. The HP Palmtop PC does not have a parallel port.
- COM1 through COM4, possible communication (serial) ports on a PC. The HP Palmtop PC has one communication port—COM1.
- IR, the infrared port on some PCs, which is used to transmit infrared signals to a printer with an infrared receiver. The HP Palmtop PC has an IR port.

Selecting the transfer port

The transfer port is the communication (serial) port used for transferring data:

- between the PC and a V Series Security Device
- between the PC and another PC
- from an enrolling station and the PC.

To set up the IPS to work with your computer system:

1. *If you are using a desktop PC or a laptop PC*, type **INTPROG** at the program directory DOS prompt (**C:\INTPROG>**) and press Enter.

   If you are using a palmtop PC, press the & . . . (More) key to access the More Applications screen. Then, press Tab *until a box appears around the IPS icon and press* Enter*.*

   The Main menu appears as shown in Figure 1.1.

Figure 1.1 Main menu before logging in

2. Select File (press F). The File menu appears as shown in Figure 1.2.

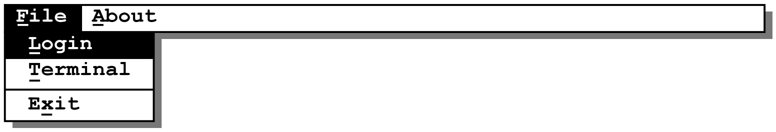


Figure 1.2 File menu before logging in

3. Select Login (press L). The Login dialog box, shown in Figure 1.3, appears.

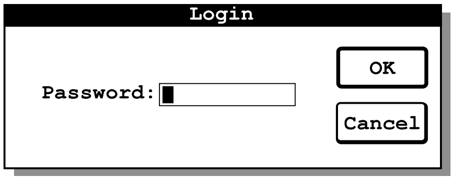


Figure 1.3 Login dialog box

4. In the Password field, type the IPS password.

Note: The default IPS password is 123456.

5. Select OK (press Enter). The Main menu appears as shown in Figure 1.4.

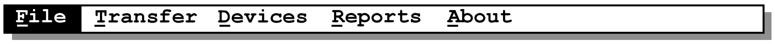


Figure 1.4 Main menu after logging in

6. Select File (press F). The File menu appears as shown in Figure 1.5.

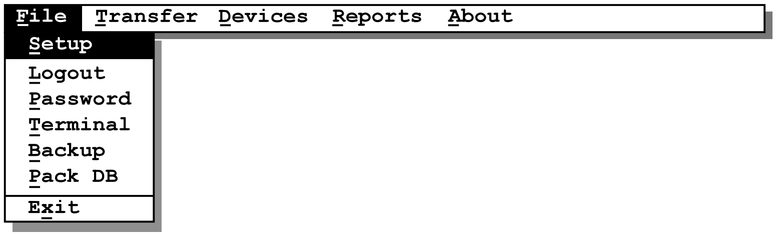
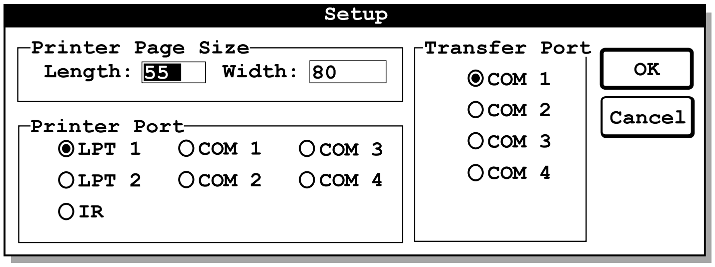


Figure 1.5 File menu after logging in

7. Select Setup (press S). The Setup dialog box, shown in Figure 1.6, appears.



Setup

Printer Page Size
Length: 55 Width: 80

Printer Port
◉ LPT 1 ○ COM 1 ○ COM 3
○ LPT 2 ○ COM 2 ○ COM 4
○ IR

Transfer Port
◉ COM 1
○ COM 2
○ COM 3
○ COM 4

Figure 1.6 Setup dialog box

8. If you want to change the printer page length, perform this step.

   In the Length field, type the maximum number of lines that you want the IPS to print on a page when printing reports. For example, if your printer has legal-size paper and you want to print 72 lines on a page, type **72***.*

9. Press Tab.

10. If you want to change the printer page width, perform this step.

    In the Width field, type the maximum number of characters that you want the IPS to print on a line when printing reports. For example, if you want to print 65 characters on a line, type **65***.*

11. If you want to change the printer port used by your PC when printing reports, perform this step.

    Press Tab *until the printer port you want is highlighted. Then, press the spacebar so the circle next to the port is filled in.*

Note: The printer port options not available for your PC appear grayed.

12. If you want to change the transfer port used by your PC when it communicates with a device or with another PC, perform this step.

    Press Tab *until the transfer port you want is highlighted. Then, press the spacebar so the circle next to the port is filled in.*

Note: The transfer port options not available for your PC appear grayed.

13. To save your changes and return to the Main menu, select OK (press Enter).

USING THE IPS IN HANDHELD TERMINAL MODE

V Series Security Devices can be programmed using either the V Series Handheld Terminal, or a palmtop PC or laptop PC running the IPS. The handheld is a passive programming device, which relies on the device's firmware to run. The handheld lets you perform activities for only one device at a time and only when the handheld is connected to the device. The handheld does not store any information.

Note: Some programming can be performed for V Series Keypad Security Devices using the device's keypad. For more information, see the *V Series Keypad Security Device Programming Guide*.

The IPS provides far greater flexibility for programming devices than the handheld does. The IPS lets you define the programming settings and user database for a device in the comfort of your office. Then, you can transfer this information to the device by connecting a laptop PC or palmtop PC to the device.

Although you'll generally want to use the standard IPS interface, the IPS can emulate the handheld. In the special handheld terminal mode with the PC connected to a device, the IPS can be used the same way you use the handheld.

Using the IPS, the following activities can be performed only with the IPS in the handheld terminal mode and with the PC connected to a device:

- programming the device to override time zone control. See page A-3.
- viewing the device's system data. See page A-7.
- resetting the device. See page A-8.
- clearing low battery messages. See page A-11.

2 NAVIGATING THE IPS

This chapter provides basic instructions for using the Intelligent Programmer Software (IPS). Topics covered include:

- starting and logging into the IPS. See page 2–1.
- using the IPS menus. See page 2–3.
- using dialog boxes. See page 2–10.
- changing the IPS password. See page 2–13.
- logging out and exiting the IPS. See page 2–14.

STARTING AND LOGGING INTO THE IPS

To use the IPS, you need to start and log into the IPS. When you've finished using the IPS, you can log out or exit. For instructions for logging out or exiting the IPS, see page 2–14.

To start and log into the IPS:

1. *If you are using a desktop PC or a laptop PC*, type **intprog** at the program directory DOS prompt (**C:\INTPROG>**) and press Enter.

   If you are using a palmtop PC, press the & . . . (More) key to access the More Applications screen. Then, press Tab until a box appears around the IPS icon and press Enter.

   The Main menu appears as shown in Figure 2.1.

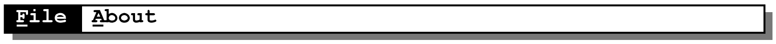


Figure 2.1 Main menu before logging in

2. Select File (press F). The File menu appears as shown in Figure 2.2.

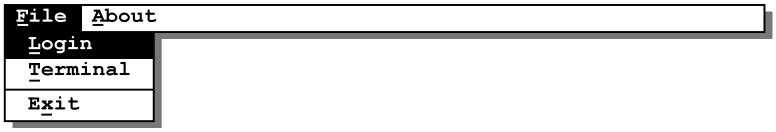


Figure 2.2 File menu before logging in

3. Select Login (press L). The Login dialog box, shown in Figure 2.3, appears.

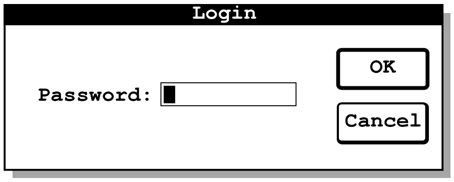


Figure 2.3 Login dialog box

4. In the Password field, type the IPS password.

Note: The default IPS password is 123456.

5. Select OK (press Enter). The Main menu appears as shown in Figure 2.4.

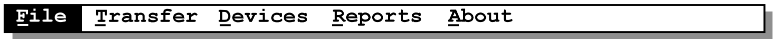


Figure 2.4 Main menu after logging in

Using the IPS menus

This section describes the IPS menus and how to use them.

Main menu

The IPS Main menu, shown in Figure 2.5, lists the drop-down menus you can select. When you select a drop-down menu from the Main menu, the menu opens. Then, you can select an option from the drop-down menu to perform an activity.

Some options in the drop-down menus carry out a command. For example, when you select Exit from the File menu, you immediately exit the IPS.

Other options in the drop-down menus require additional information to perform the activity. When you select one of these options, a dialog box appears so you can provide the necessary information.

The following drop-down menus are listed on the Main menu:

- File. See page 2-4.
- Transfer. See page 2-5.
- Devices. See page 2-5.
- Reports. See page 2-8.
- About. See page 2-9.

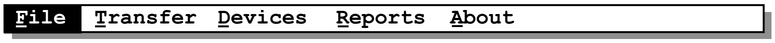


Figure 2.5 Main menu after logging in

To access a drop-down menu:

Press Tab until the menu is highlighted. Then, press Enter.

Or, press the menu's hot key—the key on the PC's keyboard with the underlined letter in the menu's name.

To select an option from a drop-down menu:

Press ↑ or ↓ until the option is highlighted. Then, press Enter.

Or, press the option's hot key—the key on the PC's keyboard with the underlined letter in the option's name.

File menu

When you first access the IPS and select File from the Main menu, the File menu contains only three commands—Login, Terminal and Exit. After you log into the IPS, the File menu appears as shown in Figure 2.6. The following commands appear on the menu:

- **Setup** lets you select the page size for the printer used by your PC, the PC's printer port, and the port used to transfer data to or from another PC or a V Series Security Device. For instructions, see page 1-6.
- **Logout** lets you leave the IPS running in a secure mode. For instructions, see page 2-14.
- **Password** lets you change the IPS password. For instructions, see page 2-13.
- **Terminal** lets you run the IPS in a mode that imitates the handheld terminal. For instructions, see page A-1.
- **Backup** lets you back up data or restore data. For instructions, see page 6-16.
- **Pack DB** lets you reduce the space being used by the IPS on your PC's hard disk. For instructions, see page 6-24.
- **Exit** lets you exit the IPS. For instructions, see page 2-16.

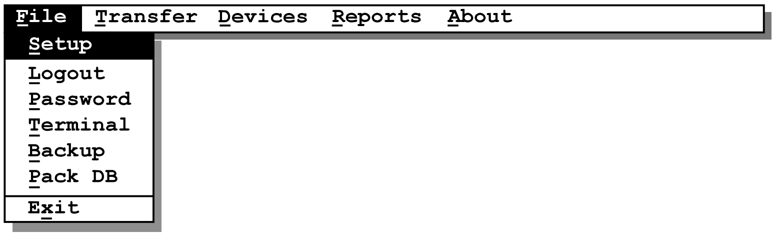


Figure 2.6 File menu after logging in

Transfer menu

When you select Transfer from the Main menu, the Transfer menu, shown in Figure 2.7, appears. The following commands appear on the Transfer menu:

- **PC to Device** lets you transfer a device configuration from a palmtop PC or laptop PC to a device. For instructions, see page 5-3.
- **Device to PC** lets you transfer a device configuration from a device to a palmtop PC or laptop PC. For instructions, see page 6-8.
- **History to PC** lets you transfer history records from a device to a palmtop PC or laptop PC. For instructions, see page 7-8.
- **PC to PC** lets you transfer device configurations from a palmtop PC, laptop PC, or desktop PC to another PC. For instructions, see page 5-8.

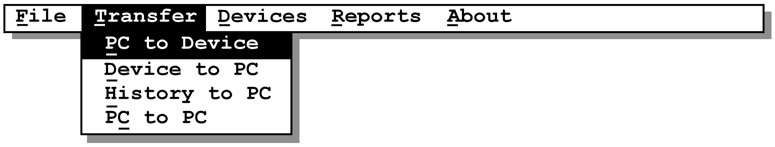


Figure 2.7 Transfer menu

Devices Administration menu

When you select Devices from the Main menu, the Devices Administration menu, shown in Figure 2.8, appears.

The Device Configurations list appears on the left side of the Devices Administration menu. Before you select View Hist, Copy, Delete, or Rename from the Devices Administration menu, you highlight a device or group in this list. Then, when you select the command, the command is performed for the highlighted device or group.

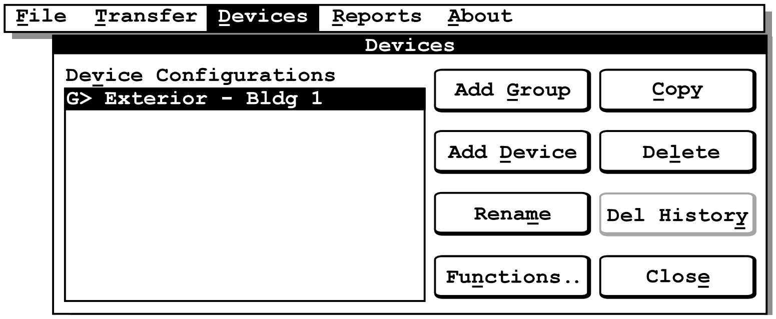


Figure 2.8 Devices Administration menu

The following commands appear on the Devices Administration menu:

- **Add Group** lets you add the name of a group of devices to your IPS records so you can define a device configuration for the group. For instructions, see page 4-3.

Note: Before you've added any groups or devices to your IPS records, the Rename button, Functions . . button, Copy button, Delete button, and Del History cannot be selected and appear grayed.

- **Add Device** lets you add the name of a device to your IPS records so you can define a device configuration for the device. Or, you can add a device to a group. All devices in a group share the same device configuration. For instructions, see page 4-4.
- **Rename** lets you rename a device or group in your IPS records. For instructions, see page 7-9.
- **Functions** . . lets you access the Devices Functions menu, described below, to define or change a device configuration.

Note: If you highlight a device belonging to a group in the Device Configurations list, the Functions . . button cannot be selected and appears grayed. A device configuration can be defined for an entire group, but not for an individual device belonging to a group.

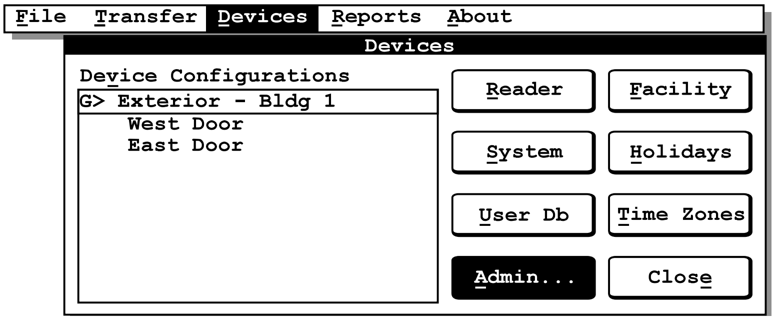
- **Copy** lets you copy a group's or device's device configuration to another group or device. For instructions, see *To copy a device configuration to an existing device or group:* on page 4-5 or see *To copy a device configuration to a new device or group:* on page 4-6.
- De**l**ete lets you delete a device or group from your IPS records. For instructions, see page 7-8.
- **Del History** lets you delete the history records stored in the IPS for a device. For instructions, see page 7-9**.**

Note: If you highlight a group in the Device Configurations list, the Del History button cannot be selected and appears grayed. Device history information cannot be stored for a group.

- **Close** lets you exit the Devices Administration menu and return to the Main menu.

Devices Functions menu

When you select Functions . . from the Devices Administration menu, the Devices Functions menu, shown in Figure 2.9, appears. The Device Configurations list appears on the left side of the Devices Functions menu. Before you select any command, other than Admin . . . or Close, from the Devices Functions menu, you highlight a device configuration in this list. Then, when you select the command, a dialog box appears so you can view or define the highlighted device configuration.



G> Exterior - Bldg 1
West Door
East Door

Figure 2.9 Devices Functions menu

The following commands appear on the Devices Functions menu:

- **Reader** lets you view or define timed access features. For instructions, see page 4-28.
- **System** lets you view or select device system settings, and view or define the token format. For instructions, see *Task 3: Select device system settings* on page 4-16 and see *Task 1: Define the token format (optional)* on page 4-8.
- **User Db** lets you view or define the user database for the device configuration. For instructions, see page 4-32.
- **Admin . . .** lets you access the Devices Administration menu, described above.
- **Facility** lets you view or enter facility code information for the device configuration. For instructions, see page 4-14.
- **Holidays** lets you view or set up holidays for the device configuration. For instructions, see page 4-23.
- **Time Zones** lets you view or set up time zones used when defining timed access features and the user database for the device configuration. For instructions, see page 4-24.
- **Close** lets you exit the Devices Administration menu and return to the Main menu.

Reports menu

When you select Reports from the Main menu, the Reports menu, shown in Figure 2.10, appears. The Device Configurations list appears on the left side of the Reports menu. Before you select any command, other than Close, from the Reports menu, you highlight a device or group of devices in this list. Then, when you select the command, the command is carried out for the highlighted device configuration.

- **History** lets you view the history records stored in the IPS for a device. History records show information about events at a device. For instructions, see page 6–5.

Note: If you highlight a group in the Device Configurations list, the History button cannot be selected and appears grayed. History information cannot be stored for a group.

- **User DB** lets you view and print the user database for a selected device configuration. For instructions, see page 6–14.
- **Functions** lets you view and print the programming settings for a selected device configuration. For instructions, see page 6–12.

Note: If you highlight a device assigned to a group in the Device Configurations list, the Functions button and User DB button cannot be selected and appear grayed. To view the programming settings or user database for the device, highlight the group the device belongs to.

- **Print All** lets you print all of the reports for a selected device or group of devices. For instructions, see page 6–15.
- **Close** lets you exit the Reports menu and return to the Main menu.

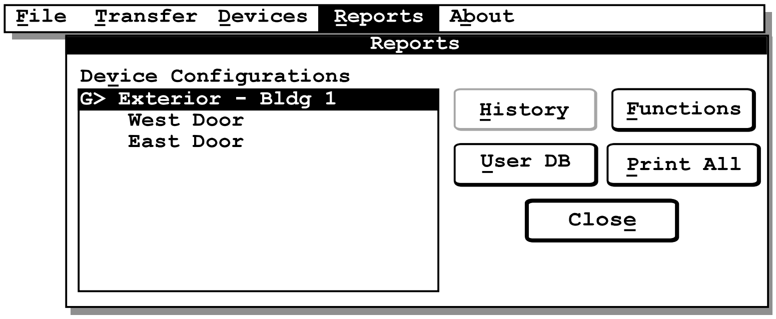
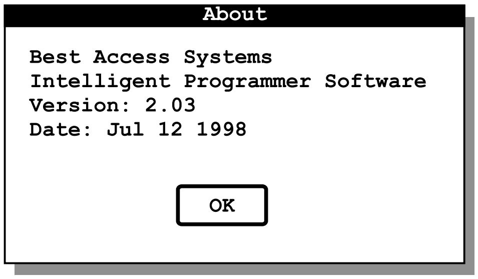


Figure 2.10 Reports menu

About menu

When you select About from the Main menu, the information box shown in Figure 2.11 appears. This information box shows the version of the IPS that you are running and the date when this version was released. When you've finished viewing this information, select OK (press Enter). The Main menu reappears.



```
Best Access Systems
Intelligent Programmer Software
Version: 2.03
Date: Jul 12 1998
```

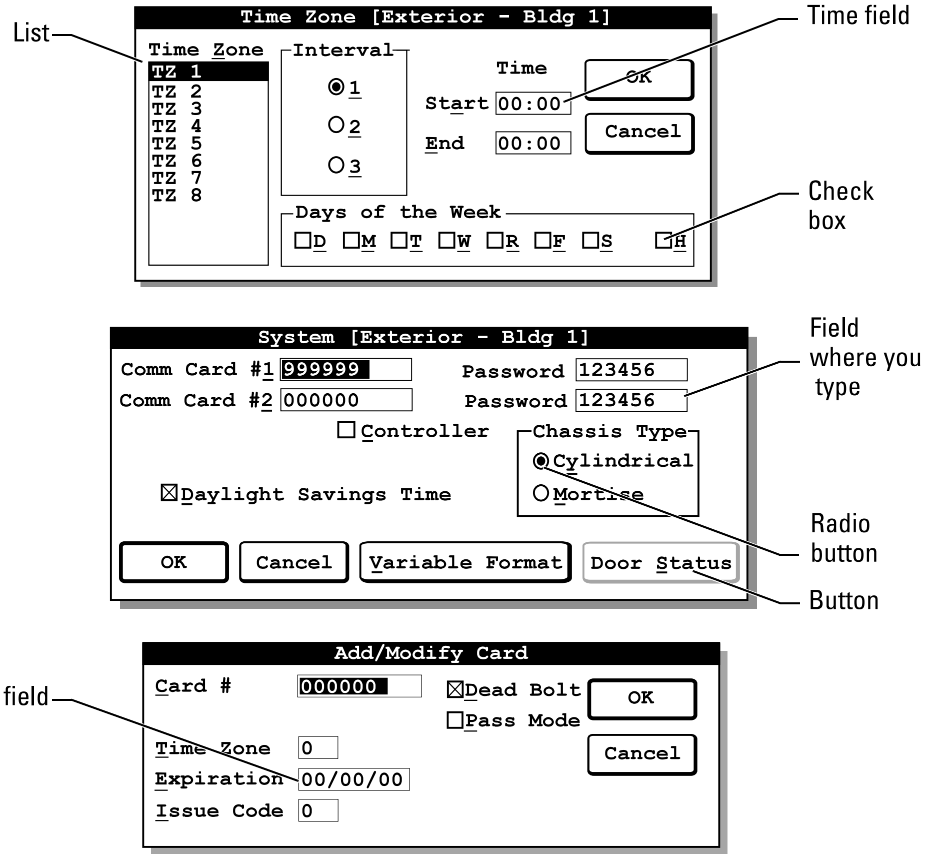
Figure 2.11 About information box

USING DIALOG BOXES

Figure 2.12 shows three examples of dialog boxes. A dialog box appears when you select a command from a menu and the IPS needs more information to carry out the command. The following items might appear in a dialog box:

- lists. See page 2–11.
- date fields. See page 2–11.
- time fields. See page 2–11.
- fields where you type information. See page 2–12.
- radio button fields. See page 2–12.
- check box fields. See page 2–12.
- buttons. See page 2–13.

Note: Not every dialog box has all of these items.



Time Zone [Exterior - Bldg 1]

Time Zone: TZ 1, TZ 2, TZ 3, TZ 4, TZ 5, TZ 6, TZ 7, TZ 8

Interval: ● 1 ○ 2 ○ 3

Time: Start 00:00, End 00:00

OK Cancel

Days of the Week: □D □M □T □W □R □F □S □H

System [Exterior - Bldg 1]

Comm Card #1 999999 Password 123456

Comm Card #2 000000 Password 123456

□ Controller

Chassis Type: ● Cylindrical ○ Mortise

☒ Daylight Savings Time

OK Cancel Variable Format Door Status

Add/Modify Card

Card # 000000

☒ Dead Bolt

□ Pass Mode

Time Zone 0

Expiration 00/00/00

Issue Code 0

OK Cancel

Figure 2.12 Examples of dialog boxes

Moving to a field or list

Before you can provide information in a field, you need to move to the field.

To move to a field or list:

Press Tab until the highlight appears on the field you want.

Or, press and hold down Alt, and then press the field's hot key—the key on the PC's keyboard with the underlined letter in the field's name. The highlight jumps to the field.

Note: You also can press ↑ or ↓ until the highlight appears on the field you want. However, you might change the setting in any radio button fields in the dialog box.

Using lists

Some dialog boxes contain lists. When you highlight an entry in the list, the information that appears in the fields applies to the highlighted entry.

To highlight an entry in a list:

1. Move to the list, following the instructions above.
2. Press ↑ or ↓ until the highlight appears on the entry you want.

Using date fields

Some IPS dialog boxes have date fields, which have a special format.

To enter a date:

Type the date you want, first typing two digits for the year, then two digits for the month, then two digits for the day. Do not type slashes. Slashes automatically appear in the field. For example, if the date you want is January 1, 2002, type **020101**.

Using time fields

Some IPS dialog boxes have time fields, which have a special format.

To enter a time:

Type the time you want in 24-hour format, preceded by a zero if necessary. Do not type a colon. A colon automatically appears in the field. For example, if the time you want is 5:00 p.m., type **1700**.

Note: 24:00 is not a valid entry in a time field. Instead, enter 23:59.

Typing information in fields

In some fields you type numbers or letters, or a mix of numbers and letters. When typing information in fields, keep in mind the following guidelines:

- If the text in the field is highlighted, the text you type replaces the highlighted text.
- To delete the character to the left of the cursor, press the backspace key.
- To delete the character the cursor is on, press Delete (Delete).
- To move the cursor one character to the left, press ←.
- To move the cursor one character to the right, press →.

Using radio buttons

Radio button fields have two or more options that appear on the screen. The selected option is the one whose radio button is turned on—the one with a filled circle next to it. Radio buttons work like the buttons on a car radio—one button in a field always is turned on and only one button can be on at a time.

To turn on a radio button:

Press and hold down Alt, and then press the radio button's hot key—the key on the PC's keyboard with the underlined letter in the radio button's name. The circle next to the radio button appears filled.

Or, move to the field, then press ↓ or ↑ until the radio button you want turns on.

Using check boxes

Check box fields are fields where an option can be enabled or disabled. To enable the option, you check the field so an **X** appears in it. To disable the option, you remove the **X**.

To put an X in a check box:

Press Tab until the check box name is highlighted, then press the spacebar so an **X** appears in the box.

To remove the X from a check box:

Press Tab until the check box name is highlighted, then press the spacebar so the **X** disappears from the box.

Selecting buttons

Buttons let you select a command from a dialog box or menu. In most cases, the command is carried out as soon as you select the button. In some cases, another dialog box appears.

To select a button other than OK or Cancel:

Press and hold down Alt, and then press the button's hot key—the key on the PC's keyboard with the underlined letter in the button's name.

Or, press Tab until the button is highlighted, then press Enter.

To select an OK button:

With no button highlighted, press Enter.

Or, press Tab until the OK button is highlighted, then press Enter.

To select a Cancel button:

Press Esc (Escape).

Or, press Tab until the Cancel button is highlighted, then press Enter.

CHANGING THE IPS PASSWORD

A password is required to access most IPS features. You type this password when you log into the IPS. If you know the current IPS password, you can change the password. The password may be between one and six digits.

To change the IPS password:

1. From the Main menu, select File. The File menu, shown in Figure 2.13, appears.

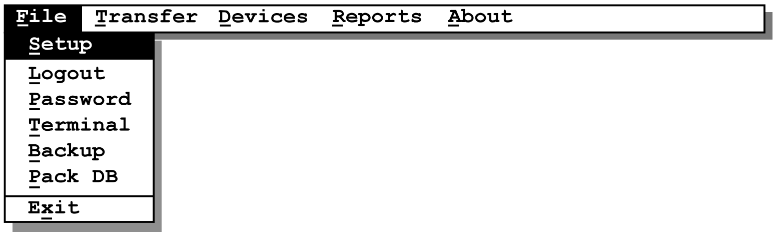


Figure 2.13 File menu

2. Select Password. The Password dialog box appears.

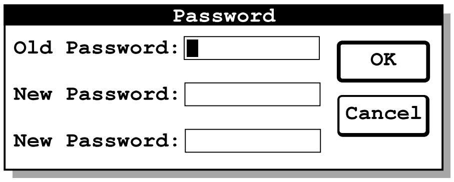


Figure 2.14 Password dialog box

3. In the Old Password field, type the current password.
4. In the first New Password field, type the password you want (from one to six digits). For example, if you want the password to be 8734, type **8734**.
5. In the second New Password field, type the password you want exactly the way you typed it in the first New Password field.
6. Select OK. The Main menu reappears.

Logging out and exiting the IPS

When you've finished using the IPS, you can log out or exit the IPS. When you log out, the IPS remains running. However, anyone who wants to use the IPS must first log back into the IPS. This feature helps maintain the security of your IPS data. When you exit the IPS, the IPS stops running. Then, you can use other software programs on your PC.

To log out of the IPS:

1. From the Main menu, select File. The File menu, shown in Figure 2.15, appears.

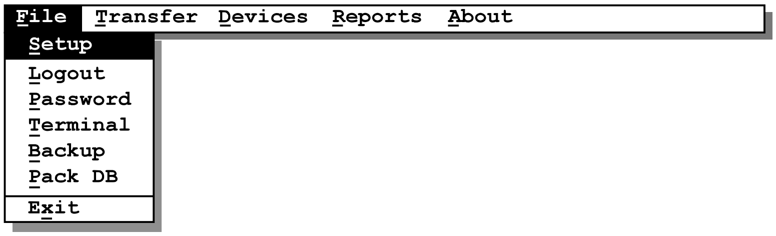


Figure 2.15 File menu

2. Select Logout. A message appears asking, "Do you really want to logout?"

3. Select Yes. The Main menu appears as shown in Figure 2.16.

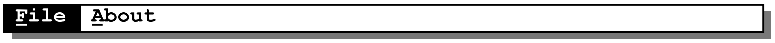


Figure 2.16 Main menu after logging out

To log back into the IPS:

1. From the Main menu, select File. The File menu appears as shown in Figure 2.17.

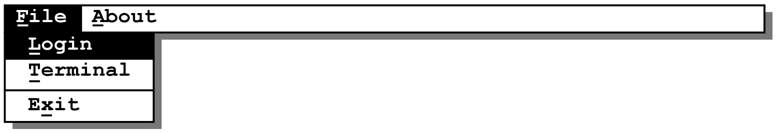


Figure 2.17 File menu before logging in

2. Select Login. The Login dialog box, shown in Figure 2.18, appears.

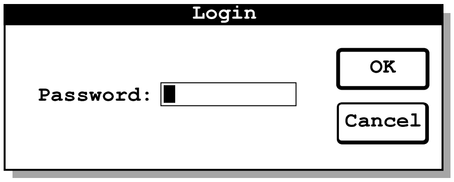


Figure 2.18 Login dialog box

3. In the Password field, type the IPS password.
4. Select OK. The Main menu appears as shown in Figure 2.19.

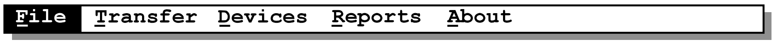


Figure 2.19 Main menu after logging in

To exit the IPS:

1. From the Main menu, select File. The File menu, shown in Figure 2.20, appears.

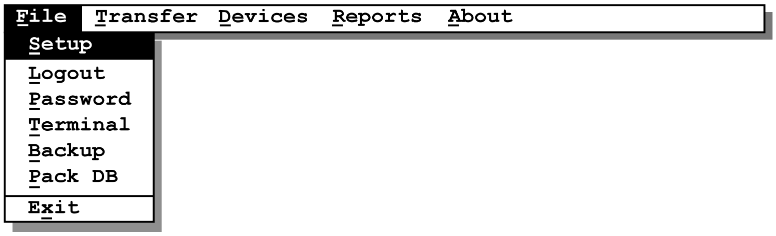


Figure 2.20 File menu

2. Select Exit. The IPS stops running.

3 DEFINING YOUR V SERIES SYSTEM

This chapter describes the entire V Series System, which includes the Intelligent Programmer Software (IPS). This chapter provides an overview of each of the components of the V Series System. It also describes the main features of the system.

This chapter also provides information about two preliminary tasks you might perform when setting up your V Series System:

- filling out the user forms. See page 3-7.
- encoding access cards or generating access codes. See page 3-14.

COMPONENTS OF THE V SERIES SYSTEM

Magnetic stripe electronic lock

One of the main components of the V Series System is the magnetic stripe electronic lock. This lock can be accessed by inserting and removing a valid magnetic stripe card in the lock. The lock can be programmed using a PC running the IPS or the IPS for Windows, or a V Series Handheld Terminal.

Proximity reader electronic lock

Another main component of the V Series System is the proximity electronic lock. This lock, which is well-suited for outdoor locations, can be accessed by holding a valid proximity card near the lock. It supports HID and Motorola/Indala proximity cards, and is compatible with Weigand, ABA, and custom-formatted proximity cards. The lock can be programmed using a PC running the IPS or the IPS for Windows, or a handheld.

Keypad electronic lock

Another main component of the V Series System is the keypad electronic lock. This lock can be accessed by entering a personal identification number (PIN) on the lock's keypad. This lock, which is well-suited for outdoor locations, serves as an alternative to the magnetic stripe electronic lock and the proximity electronic lock. The user does not have to carry a card to access the keypad electronic lock.

The keypad electronic lock can be programmed using a PC running the IPS or the IPS for Windows, or a handheld. Also, some programming can be performed directly from the lock's keypad.

Controller

The V Series Controller allows the V Series electronics to be separate from the door's locking mechanism and to be located up to 500 feet away from the locking mechanism. The controller provides V Series electronic features for use with electrically-controlled locking devices.

The controller is well-suited to provide access control for:

- exit devices
- glass doors
- non-standard doors
- turnstiles
- doors controlled by electric strikes or magnetic locks
- electrically-operated mortise or cylindrical locks.

The controller is suitable for use with interior and exterior doors. The controller has an adaptable power supply input that accepts 12 or 24 volts AC or DC. A backup battery supports the controller's programming in the event of a power failure. All controller functions are shut down under backup power.

The main role of the controller is to control the operation of the locking device connected to the controller. A reader can be connected to the controller to provide a means for users to access the door controlled by the controller.

The controller can accept a request-to-exit signal from a lock, or a separate request-to-exit device, such as a button, can be connected to the controller. When someone turns a door knob with a request-to-exit feature, or presses a request-to-exit button, the controller does not trigger an alarm when the door is opened. If the controller is programmed for the RQE unlock feature, the controller also unlocks the door.

A remote unlock device, such as a button, can be connected to a controller. This device can be located away from the door. When someone, such as a receptionist, presses the remote unlock button, the controller unlocks the door if the controller is programmed for the remote unlock feature.

The controller can monitor the door's status. If the door is opened without use of a valid access method, the controller can trigger a door forced alarm. The controller can monitor whether the door has been open too long. The controller also can supervise a tamper switch, which can be used to protect the controller enclosure or another device. The controller's alarm output can trigger an external alerting device, such as a siren or strobe light, or a security system.

Access cards, card encoder, and Card Encoding Software

The magnetic stripe electronic lock accepts magnetic stripe cards produced by a variety of manufacturers, as well as magnetic stripe cards manufactured by BEST. If your system uses magnetic stripe cards manufactured by BEST, you can obtain encoded cards from your BEST representative, or you can encode your system's access cards yourself.

To encode access cards, you need:

- an IBM-compatible PC with a 386 or higher speed processor, 4 MB of RAM (random access memory), at least 10 MB of free hard disk space, Microsoft Windows 3.1
- a V Series Card Encoder, obtained from BEST
- the V Series Card Encoding Software, obtained from BEST.

Enrolling Station

The VPD-ES Enrolling Station can be connected to a PC running the IPS and used to read proximity cards while adding token records to a device configuration used by proximity security devices. The enrolling station works with a variety of common proximity card formats. For a list of compatible card formats, refer to the *VPD-ES Enrolling Station Setup and Operating Instructions*.

Programming methods

Each V Series Security Device provides a variety of programmable features that determine how the device operates and when users gain access to the door. The device can be programmed using either a handheld terminal, or a palmtop PC or laptop PC running the IPS. Additionally, limited programming can be performed for a V Series Keypad Security Device using its keypad.

Handheld terminal

The V Series Handheld Terminal is a passive programming device, which relies on the V Series Security Device's firmware to run. The handheld lets you define or change a device's programming settings and user database only when the handheld is connected to the device. When connected to the device, the handheld also lets you view a history of up to 1000 events at the device. The handheld does not store any information.

Intelligent Programmer Software

The IPS (16-bit DOS-compatible version), which runs on a desktop PC, laptop PC, or palmtop PC, lets you define the programming settings and user database for a V Series Security Device in the comfort of your office. Then, you can transfer this information to the device by connecting a laptop PC or palmtop PC to the device.

The IPS lets you use the same programming settings and user database to program a group of devices that you want to operate the same. Since each device's and each group's programming settings and user database are stored in the IPS, you can view and print this information at any time.

Note: Only devices of the same type (for example, controllers, mortise electronic locks, cylindrical electronic locks) can belong to the same group.

You also can use the IPS to retrieve a device's history records. Then, you can view and print these records at any time.

Intelligent Programmer Software for Windows

The IPS for Windows (32-bit Windows-compatible version), which runs on a desktop PC or laptop PC, lets you define the programming settings and user database for a V Series Security Device in the comfort of your office. Then, you can transfer this information to the device by connecting a laptop PC to the device.

The IPS for Windows lets you use the same programming settings and user database to program a group of devices that you want to operate the same. Since each device's and each group's programming settings and user database are stored in the IPS for Windows, you can view and print this information at any time.

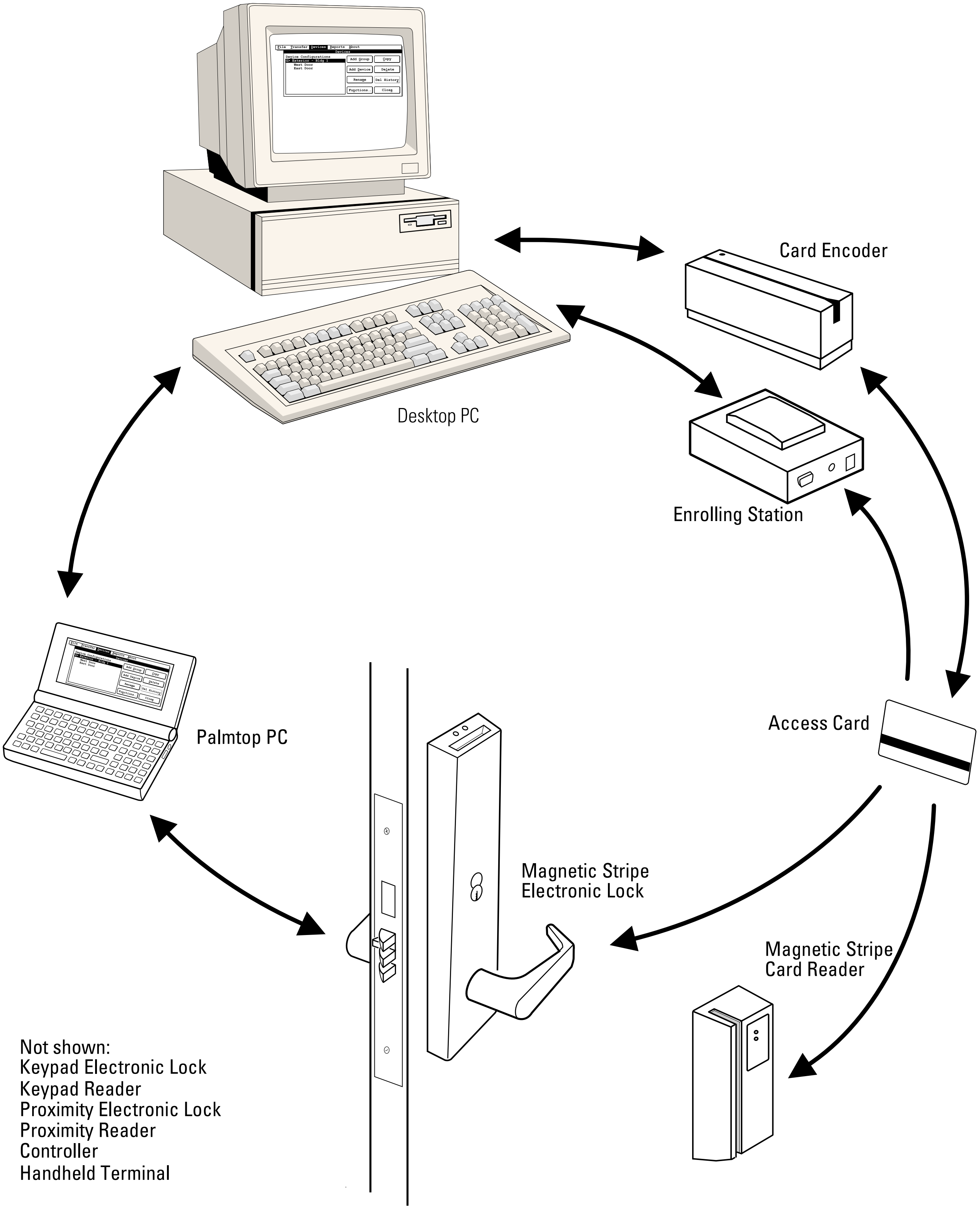
Note: Only devices of the same type (for example, controllers, mortise electronic locks, cylindrical electronic locks) can belong to the same group.

You also can use the IPS for Windows to retrieve a device's history records. Then, you can view and print these records at any time.

System overview

Figure 3.1 shows the main components of a V Series System that uses the IPS running on a palmtop PC to program and maintain devices. The table below defines each of the possible components in the V Series System. Keep in mind that your system might not include all of these components.

Component	Definition
Card encoder	Device that reads, encodes, and erases information on a magnetic stripe card.
Card Encoding Software	Software that controls the Card Encoder.
Controller	Device that allows the V Series electronics to be separate from the door's locking mechanism and to be located up to 500 feet away from the locking mechanism. The controller provides V Series electronic features for use with electrically-controlled locking devices. A reader can be connected to the controller to provide a means for users to access the door.
Electronic lock	A battery-powered, self-contained, programmable lock that controls access to a door.
Enrolling Station	Device that can be connected to a PC running IPS and used to read proximity cards while adding token records to a device configuration used by proximity security devices.
Handheld terminal	Device that lets you define programming settings and the user database for a V Series Security Device—an electronic lock or controller. It also lets you view access control information, such as the user database, configuration settings, and event history. The handheld is the only equipment necessary to program and maintain the device.
Intelligent Programmer Software (IPS) or Intellient Programmer Software (IPS) for Windows	Software that lets you define programming settings and the user database for groups of V Series Security Devices, as well as individual devices. You also can use the IPS to retrieve the history records from devices. The IPS lets you view and print information about devices at any time.
Token	An access card or personal identification number (PIN) containing identification information. A token is given to a user and is similar to a key, letting the user gain access to a controlled area.



Not shown:
Keypad Electronic Lock
Keypad Reader
Proximity Electronic Lock
Proximity Reader
Controller
Handheld Terminal

Figure 3.1 V Series System Components

FEATURES OF THE V SERIES SYSTEM

The V Series System is an electronic access control system that can be programmed to meet your facility's access control needs. The system is designed to secure your facility by granting specific access rights to authorized people, based on a defined time schedule, for each V Series Security Device in the system. By tracking events at the devices, the system provides information to help you maintain the security of your facility.

For each device in the system, you control access to the door controlled by the device by defining:

- which users can access the door, what access privileges each user has, and when each user has access
- time periods when the door automatically unlocks and then later relocks
- time periods when no one can access the door, except someone with a communication token or key
- time periods when any token with a valid facility code can access the door.

Important features of the V Series System include:

- electronic, battery-powered lock design with a modified BEST chassis
- real-time clock and calendar in the device
- convenient retrofitting of locks
- up to 1000 unique tokens per device
- controlled access for each device or group of devices using up to eight time zones
- automatic unlock and relock features
- storage of each device's 1000 most recent events
- up to 16 custom-defined holidays per device or group of devices
- availability with magnetic stripe card reader, proximity card reader, or keypad reader technologies
- user-definable token format.

FILLING OUT THE USER FORMS

Use the Facility Information form, the Token & Door Information form, and the Token by Door Information form to collect the information needed to program the V Series Security Devices in your facility. You'll use the information to determine how each device operates and how users gain access to each door.

You’ll find it easier to fill out the user forms if you first read *Chapter 4 Creating a device configuration*. The section *Task 6: Set up time zones* on page 4-24 is especially helpful.

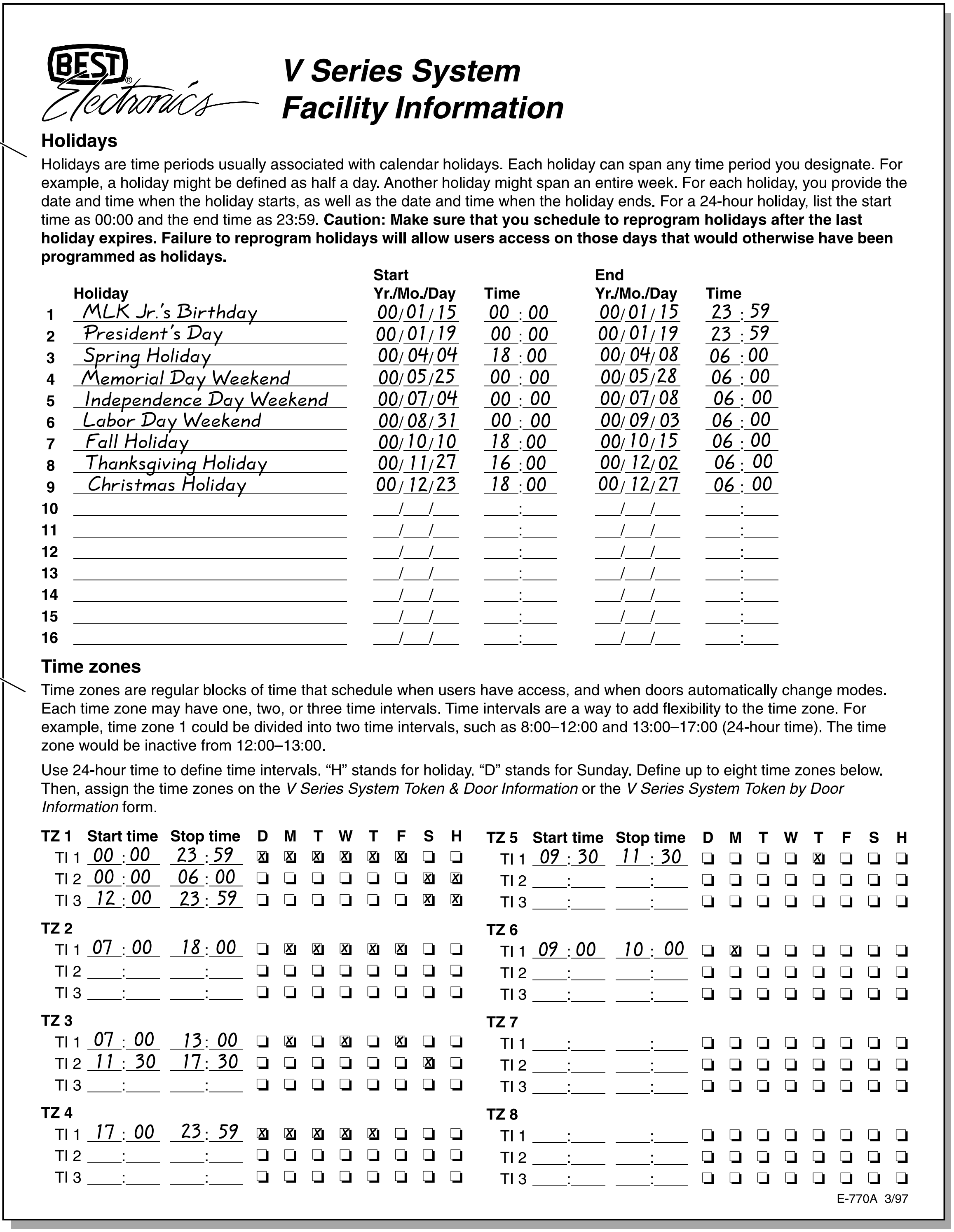
Facility Information form

Use the Facility Information form to collect information about your facility and its operation. Figure 3.2 and Figure 3.3 show a sample of a completed form.

Follow the instructions on the form to provide the information necessary for your facility. Leave blank any sections that don’t apply.

Define up to 16 holidays

Define up to 8 time zones



V Series System Facility Information

Holidays

Holidays are time periods usually associated with calendar holidays. Each holiday can span any time period you designate. For example, a holiday might be defined as half a day. Another holiday might span an entire week. For each holiday, you provide the date and time when the holiday starts, as well as the date and time when the holiday ends. For a 24-hour holiday, list the start time as 00:00 and the end time as 23:59. **Caution: Make sure that you schedule to reprogram holidays after the last holiday expires. Failure to reprogram holidays will allow users access on those days that would otherwise have been programmed as holidays.**

		Start		End	
	Holiday	Yr./Mo./Day	Time	Yr./Mo./Day	Time
1	MLK Jr.'s Birthday	00/01/15	00 : 00	00/01/15	23 : 59
2	President's Day	00/01/19	00 : 00	00/01/19	23 : 59
3	Spring Holiday	00/04/04	18 : 00	00/04/08	06 : 00
4	Memorial Day Weekend	00/05/25	00 : 00	00/05/28	06 : 00
5	Independence Day Weekend	00/07/04	00 : 00	00/07/08	06 : 00
6	Labor Day Weekend	00/08/31	00 : 00	00/09/03	06 : 00
7	Fall Holiday	00/10/10	18 : 00	00/10/15	06 : 00
8	Thanksgiving Holiday	00/11/27	16 : 00	00/12/02	06 : 00
9	Christmas Holiday	00/12/23	18 : 00	00/12/27	06 : 00
10		/ /	:	/ /	:
11		/ /	:	/ /	:
12		/ /	:	/ /	:
13		/ /	:	/ /	:
14		/ /	:	/ /	:
15		/ /	:	/ /	:
16		/ /	:	/ /	:

Time zones

Time zones are regular blocks of time that schedule when users have access, and when doors automatically change modes. Each time zone may have one, two, or three time intervals. Time intervals are a way to add flexibility to the time zone. For example, time zone 1 could be divided into two time intervals, such as 8:00–12:00 and 13:00–17:00 (24-hour time). The time zone would be inactive from 12:00–13:00.

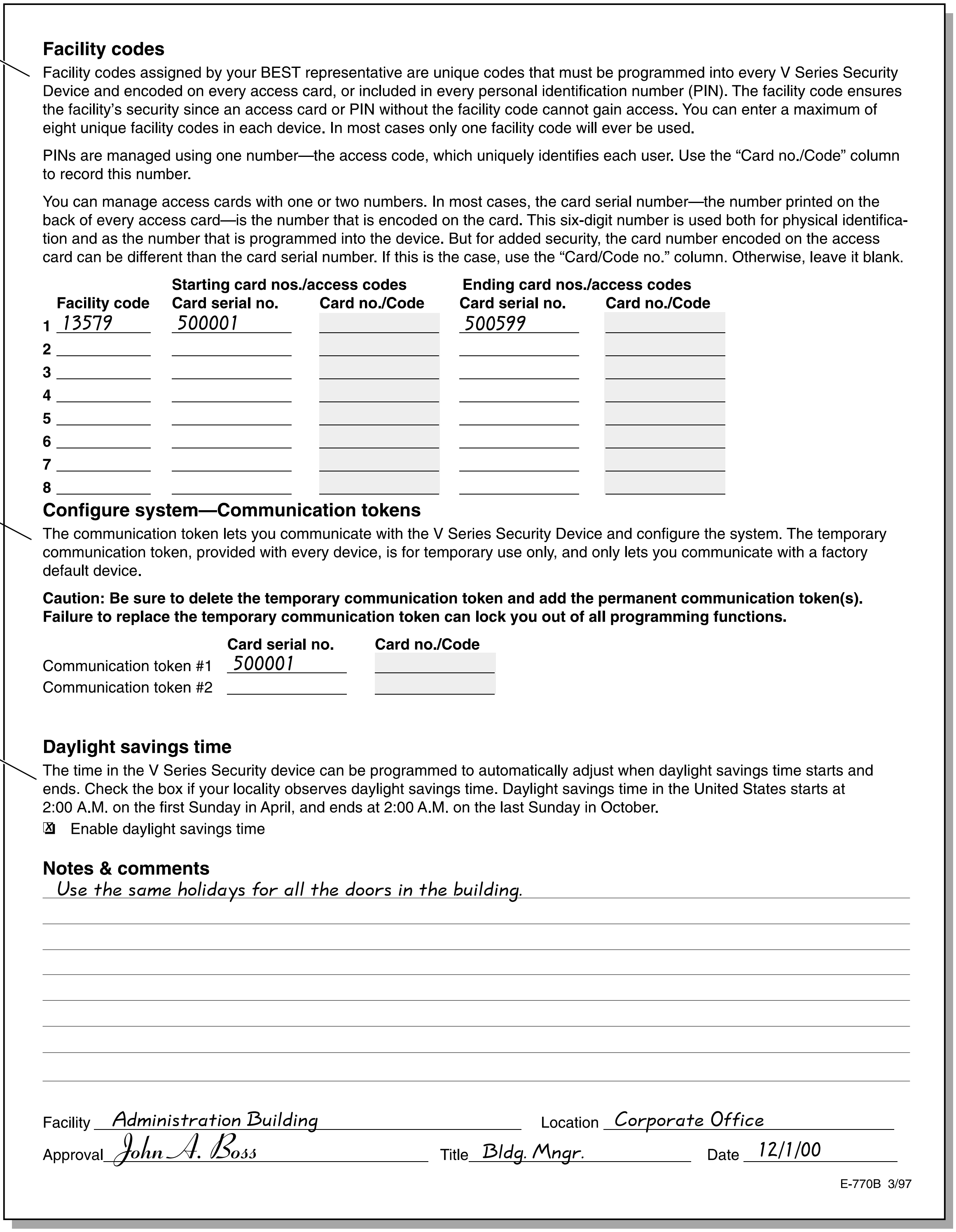
Use 24-hour time to define time intervals. "H" stands for holiday. "D" stands for Sunday. Define up to eight time zones below. Then, assign the time zones on the *V Series System Token & Door Information* or the *V Series System Token by Door Information* form.

TZ 1	Start time	Stop time	D	M	T	W	T	F	S	H
TI 1	00 : 00	23 : 59	☒	☒	☒	☒	☒	☒	□	□
TI 2	00 : 00	06 : 00	□	□	□	□	□	□	☒	☒
TI 3	12 : 00	23 : 59	□	□	□	□	□	□	☒	☒
TZ 2										
TI 1	07 : 00	18 : 00	□	☒	☒	☒	☒	☒	□	□
TI 2	:	:	□	□	□	□	□	□	□	□
TI 3	:	:	□	□	□	□	□	□	□	□
TZ 3										
TI 1	07 : 00	13 : 00	□	☒	□	☒	□	☒	□	□
TI 2	11 : 30	17 : 30	□	□	□	□	□	□	☒	□
TI 3	:	:	□	□	□	□	□	□	□	□
TZ 4										
TI 1	17 : 00	23 : 59	☒	☒	☒	☒	☒	□	□	□
TI 2	:	:	□	□	□	□	□	□	□	□
TI 3	:	:	□	□	□	□	□	□	□	□

TZ 5	Start time	Stop time	D	M	T	W	T	F	S	H
TI 1	09 : 30	11 : 30	□	□	□	□	☒	□	□	□
TI 2	:	:	□	□	□	□	□	□	□	□
TI 3	:	:	□	□	□	□	□	□	□	□
TZ 6										
TI 1	09 : 00	10 : 00	□	☒	□	□	□	□	□	□
TI 2	:	:	□	□	□	□	□	□	□	□
TI 3	:	:	□	□	□	□	□	□	□	□
TZ 7										
TI 1	:	:	□	□	□	□	□	□	□	□
TI 2	:	:	□	□	□	□	□	□	□	□
TI 3	:	:	□	□	□	□	□	□	□	□
TZ 8										
TI 1	:	:	□	□	□	□	□	□	□	□
TI 2	:	:	□	□	□	□	□	□	□	□
TI 3	:	:	□	□	□	□	□	□	□	□

E-770A 3/97

Figure 3.2 Sample of a completed Facility Information form (front)



Record facility code information

Facility codes

Facility codes assigned by your BEST representative are unique codes that must be programmed into every V Series Security Device and encoded on every access card, or included in every personal identification number (PIN). The facility code ensures the facility's security since an access card or PIN without the facility code cannot gain access. You can enter a maximum of eight unique facility codes in each device. In most cases only one facility code will ever be used.

PINs are managed using one number—the access code, which uniquely identifies each user. Use the "Card no./Code" column to record this number.

You can manage access cards with one or two numbers. In most cases, the card serial number—the number printed on the back of every access card—is the number that is encoded on the card. This six-digit number is used both for physical identification and as the number that is programmed into the device. But for added security, the card number encoded on the access card can be different than the card serial number. If this is the case, use the "Card/Code no." column. Otherwise, leave it blank.

		Starting card nos./access codes		Ending card nos./access codes	
	Facility code	Card serial no.	Card no./Code	Card serial no.	Card no./Code
1	13579	500001		500599	
2					
3					
4					
5					
6					
7					
8					

Record the communication token information

Configure system—Communication tokens

The communication token lets you communicate with the V Series Security Device and configure the system. The temporary communication token, provided with every device, is for temporary use only, and only lets you communicate with a factory default device.

Caution: Be sure to delete the temporary communication token and add the permanent communication token(s). Failure to replace the temporary communication token can lock you out of all programming functions.

	Card serial no.	Card no./Code
Communication token #1	500001	
Communication token #2		

Check to enable daylight savings time

Daylight savings time

The time in the V Series Security device can be programmed to automatically adjust when daylight savings time starts and ends. Check the box if your locality observes daylight savings time. Daylight savings time in the United States starts at 2:00 A.M. on the first Sunday in April, and ends at 2:00 A.M. on the last Sunday in October.

☒ Enable daylight savings time

Notes & comments

Use the same holidays for all the doors in the building.

Facility Administration Building Location Corporate Office

Approval John A. Boss Title Bldg. Mngr. Date 12/1/00

E-770B 3/97

Figure 3.3 Sample of a completed Facility Information form (back)

Token & Door Information form *and* Token by Door Information form

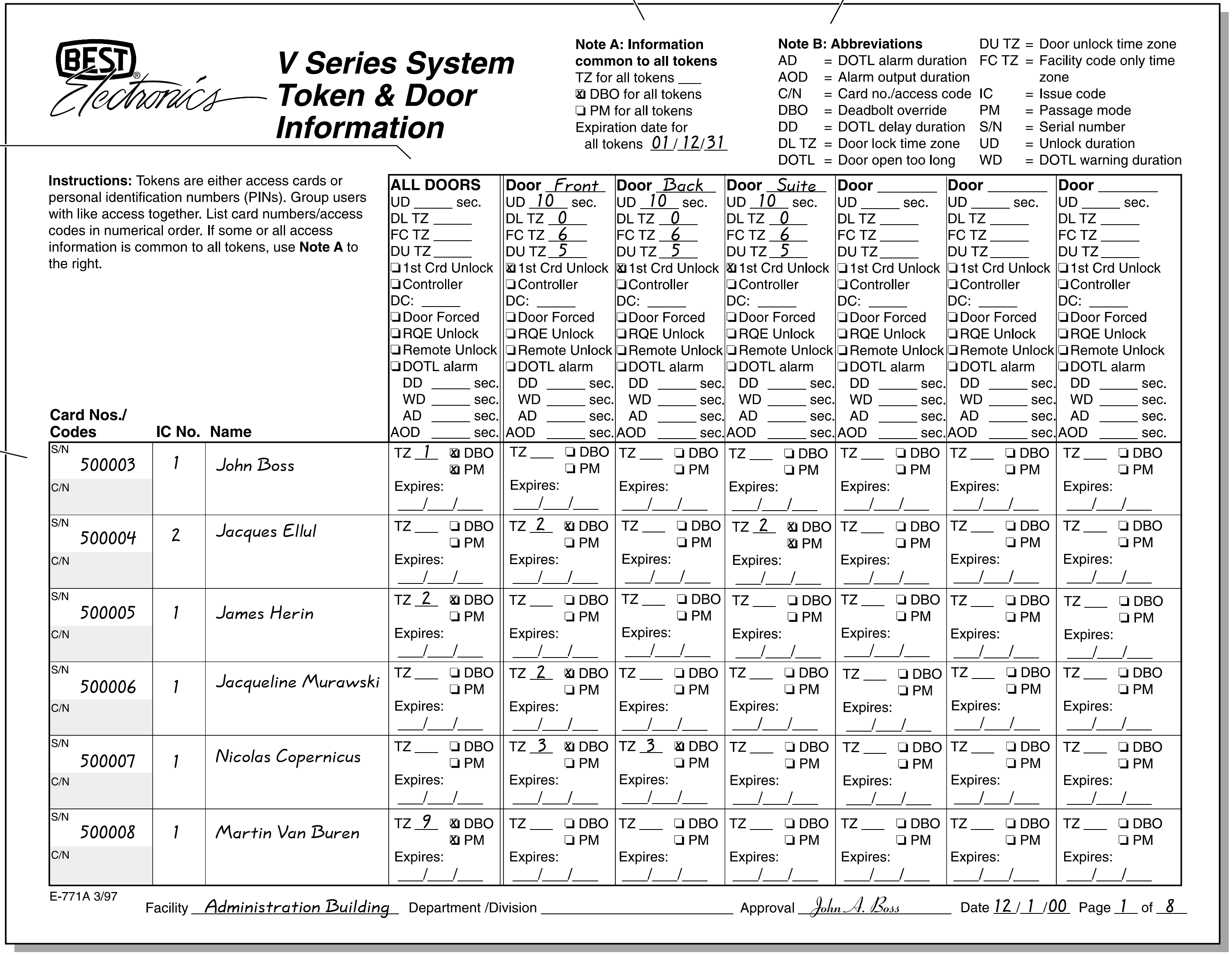
The Token & Door Information form and the Token by Door Information form help you determine

- the information necessary to configure the device for each door
- the token data necessary to provide people access to each door.

Follow the instructions on the selected form to provide the information necessary for each door in your facility. Leave blank any sections that don't apply.

Use either the Token & Door Information form or the Token by Door Information form. You don't need to complete both forms. The Token & Door Information form is best suited to smaller facilities. The Token by Door Information form is best suited to larger facilities.

Figure 3.4 shows a sample of the first page of a completed Token & Door Information form. Figure 3.5 shows a sample of the first page of a completed Token by Door Information form.



Record information common to all tokens

Reference the abbreviations

Record information common to all doors

Record information for each token

BEST Electronics®

V Series System Token & Door Information

Note A: Information common to all tokens
TZ for all tokens ___
☒ DBO for all tokens
☐ PM for all tokens
Expiration date for
all tokens 01/12/31

Note B: Abbreviations

AD	= DOTL alarm duration	DU TZ	= Door unlock time zone
AOD	= Alarm output duration	FC TZ	= Facility code only time zone
C/N	= Card no./access code	IC	= Issue code
DBO	= Deadbolt override	PM	= Passage mode
DD	= DOTL delay duration	S/N	= Serial number
DL TZ	= Door lock time zone	UD	= Unlock duration
DOTL	= Door open too long	WD	= DOTL warning duration

Instructions: Tokens are either access cards or personal identification numbers (PINs). Group users with like access together. List card numbers/access codes in numerical order. If some or all access information is common to all tokens, use **Note A** to the right.

Card Nos./ Codes	**IC No.**	**Name**	**ALL DOORS** UD _____ sec. DL TZ _____ FC TZ _____ DU TZ _____ ☐1st Crd Unlock ☐Controller DC: _____ ☐Door Forced ☐RQE Unlock ☐Remote Unlock ☐DOTL alarm DD _____ sec. WD _____ sec. AD _____ sec. AOD _____ sec.	**Door** Front UD 10 sec. DL TZ 0 FC TZ 6 DU TZ 5 ☒1st Crd Unlock ☐Controller DC: _____ ☐Door Forced ☐RQE Unlock ☐Remote Unlock ☐DOTL alarm DD _____ sec. WD _____ sec. AD _____ sec. AOD _____ sec.	**Door** Back UD 10 sec. DL TZ 0 FC TZ 6 DU TZ 5 ☒1st Crd Unlock ☐Controller DC: _____ ☐Door Forced ☐RQE Unlock ☐Remote Unlock ☐DOTL alarm DD _____ sec. WD _____ sec. AD _____ sec. AOD _____ sec.	**Door** Suite UD 10 sec. DL TZ 0 FC TZ 6 DU TZ 5 ☒1st Crd Unlock ☐Controller DC: _____ ☐Door Forced ☐RQE Unlock ☐Remote Unlock ☐DOTL alarm DD _____ sec. WD _____ sec. AD _____ sec. AOD _____ sec.	**Door** _______ UD _____ sec. DL TZ _____ FC TZ _____ DU TZ _____ ☐1st Crd Unlock ☐Controller DC: _____ ☐Door Forced ☐RQE Unlock ☐Remote Unlock ☐DOTL alarm DD _____ sec. WD _____ sec. AD _____ sec. AOD _____ sec.	**Door** _______ UD _____ sec. DL TZ _____ FC TZ _____ DU TZ _____ ☐1st Crd Unlock ☐Controller DC: _____ ☐Door Forced ☐RQE Unlock ☐Remote Unlock ☐DOTL alarm DD _____ sec. WD _____ sec. AD _____ sec. AOD _____ sec.	**Door** _______ UD _____ sec. DL TZ _____ FC TZ _____ DU TZ _____ ☐1st Crd Unlock ☐Controller DC: _____ ☐Door Forced ☐RQE Unlock ☐Remote Unlock ☐DOTL alarm DD _____ sec. WD _____ sec. AD _____ sec. AOD _____ sec.
S/N 500003 C/N	1	John Boss	TZ 1 ☒ DBO ☒ PM Expires: ___/___/___	TZ ___ ☐ DBO ☐ PM Expires: ___/___/___	TZ ___ ☐ DBO ☐ PM Expires: ___/___/___	TZ ___ ☐ DBO ☐ PM Expires: ___/___/___	TZ ___ ☐ DBO ☐ PM Expires: ___/___/___	TZ ___ ☐ DBO ☐ PM Expires: ___/___/___	TZ ___ ☐ DBO ☐ PM Expires: ___/___/___
S/N 500004 C/N	2	Jacques Ellul	TZ ___ ☐ DBO ☐ PM Expires: ___/___/___	TZ 2 ☒ DBO ☐ PM Expires: ___/___/___	TZ ___ ☐ DBO ☐ PM Expires: ___/___/___	TZ 2 ☒ DBO ☒ PM Expires: ___/___/___	TZ ___ ☐ DBO ☐ PM Expires: ___/___/___	TZ ___ ☐ DBO ☐ PM Expires: ___/___/___	TZ ___ ☐ DBO ☐ PM Expires: ___/___/___
S/N 500005 C/N	1	James Herin	TZ 2 ☒ DBO ☐ PM Expires: ___/___/___	TZ ___ ☐ DBO ☐ PM Expires: ___/___/___	TZ ___ ☐ DBO ☐ PM Expires: ___/___/___	TZ ___ ☐ DBO ☐ PM Expires: ___/___/___	TZ ___ ☐ DBO ☐ PM Expires: ___/___/___	TZ ___ ☐ DBO ☐ PM Expires: ___/___/___	TZ ___ ☐ DBO ☐ PM Expires: ___/___/___
S/N 500006 C/N	1	Jacqueline Murawski	TZ ___ ☐ DBO ☐ PM Expires: ___/___/___	TZ 2 ☒ DBO ☐ PM Expires: ___/___/___	TZ ___ ☐ DBO ☐ PM Expires: ___/___/___	TZ ___ ☐ DBO ☐ PM Expires: ___/___/___	TZ ___ ☐ DBO ☐ PM Expires: ___/___/___	TZ ___ ☐ DBO ☐ PM Expires: ___/___/___	TZ ___ ☐ DBO ☐ PM Expires: ___/___/___
S/N 500007 C/N	1	Nicolas Copernicus	TZ ___ ☐ DBO ☐ PM Expires: ___/___/___	TZ 3 ☒ DBO ☐ PM Expires: ___/___/___	TZ 3 ☒ DBO ☐ PM Expires: ___/___/___	TZ ___ ☐ DBO ☐ PM Expires: ___/___/___	TZ ___ ☐ DBO ☐ PM Expires: ___/___/___	TZ ___ ☐ DBO ☐ PM Expires: ___/___/___	TZ ___ ☐ DBO ☐ PM Expires: ___/___/___
S/N 500008 C/N	1	Martin Van Buren	TZ 9 ☒ DBO ☒ PM Expires: ___/___/___	TZ ___ ☐ DBO ☐ PM Expires: ___/___/___	TZ ___ ☐ DBO ☐ PM Expires: ___/___/___	TZ ___ ☐ DBO ☐ PM Expires: ___/___/___	TZ ___ ☐ DBO ☐ PM Expires: ___/___/___	TZ ___ ☐ DBO ☐ PM Expires: ___/___/___	TZ ___ ☐ DBO ☐ PM Expires: ___/___/___

E-771A 3/97

Facility Administration Building Department /Division ________________ Approval John A. Boss Date 12/1/00 Page 1 of 8

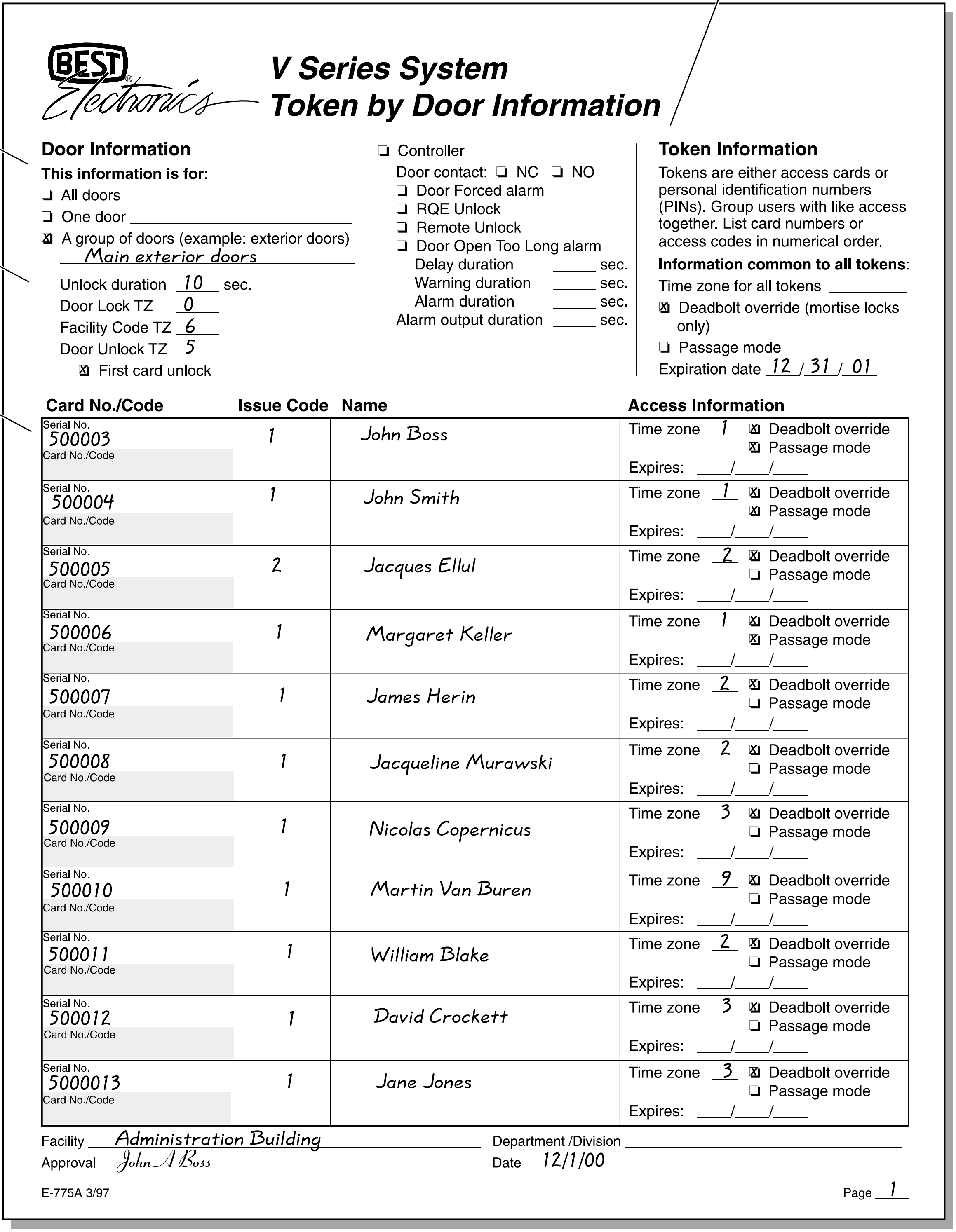
Figure 3.4 Sample of a completed Token & Door Information form

Record information common to all tokens

Record the doors this information is for

Record information common to the doors

Record information for each token



BEST Electronics®

V Series System Token by Door Information

Door Information

This information is for:

□ All doors

□ One door ______________________

☒ A group of doors (example: exterior doors)
Main exterior doors

Unlock duration 10 sec.

Door Lock TZ 0

Facility Code TZ 6

Door Unlock TZ 5

☒ First card unlock

□ Controller

Door contact: □ NC □ NO

□ Door Forced alarm

□ RQE Unlock

□ Remote Unlock

□ Door Open Too Long alarm

Delay duration _____ sec.

Warning duration _____ sec.

Alarm duration _____ sec.

Alarm output duration _____ sec.

Token Information

Tokens are either access cards or personal identification numbers (PINs). Group users with like access together. List card numbers or access codes in numerical order.

Information common to all tokens:

Time zone for all tokens _________

☒ Deadbolt override (mortise locks only)

□ Passage mode

Expiration date 12 / 31 / 01

Card No./Code	Issue Code	Name	Access Information
Serial No. 500003 Card No./Code	1	John Boss	Time zone 1 ☒ Deadbolt override ☒ Passage mode Expires: ____/____/____
Serial No. 500004 Card No./Code	1	John Smith	Time zone 1 ☒ Deadbolt override ☒ Passage mode Expires: ____/____/____
Serial No. 500005 Card No./Code	2	Jacques Ellul	Time zone 2 ☒ Deadbolt override □ Passage mode Expires: ____/____/____
Serial No. 500006 Card No./Code	1	Margaret Keller	Time zone 1 ☒ Deadbolt override ☒ Passage mode Expires: ____/____/____
Serial No. 500007 Card No./Code	1	James Herin	Time zone 2 ☒ Deadbolt override □ Passage mode Expires: ____/____/____
Serial No. 500008 Card No./Code	1	Jacqueline Murawski	Time zone 2 ☒ Deadbolt override □ Passage mode Expires: ____/____/____
Serial No. 500009 Card No./Code	1	Nicolas Copernicus	Time zone 3 ☒ Deadbolt override □ Passage mode Expires: ____/____/____
Serial No. 500010 Card No./Code	1	Martin Van Buren	Time zone 9 ☒ Deadbolt override □ Passage mode Expires: ____/____/____
Serial No. 500011 Card No./Code	1	William Blake	Time zone 2 ☒ Deadbolt override □ Passage mode Expires: ____/____/____
Serial No. 500012 Card No./Code	1	David Crockett	Time zone 3 ☒ Deadbolt override □ Passage mode Expires: ____/____/____
Serial No. 5000013 Card No./Code	1	Jane Jones	Time zone 3 ☒ Deadbolt override □ Passage mode Expires: ____/____/____

Facility Administration Building
Department /Division ______________________

Approval John A Boss
Date 12/1/00

E-775A 3/97

Page 1

Figure 3.5 Sample of a completed Token by Door Information form

ENCODING ACCESS CARDS OR GENERATING ACCESS CODES (OPTIONAL)

Next, you can encode the access cards or generate the access codes for people who will have access to your facility. For instructions on using the V Series Card Encoding Software, use the software's on-line help feature. If you don't have a card encoder, your access cards are pre-programmed for you. If you want BEST to generate random access codes for you, contact your BEST representative.

CREATING DEVICE CONFIGURATIONS

Next, you can create device configurations for your V Series Security Devices, using the information you provided in the user forms. For instructions, see *Chapter 4 Creating a device configuration*.

4 CREATING A DEVICE CONFIGURATION

A device configuration includes the settings that determine how a V Series Security Device operates. It also includes the database that defines which tokens can access the door controlled by the device and under what circumstances.

You can create a device configuration for an individual device. You can also create a device configuration for a group of devices.

Note: Only devices of the same type (for example, controllers, mortise electronic locks, cylindrical electronic locks) can belong to the same group.

For example, all of the magnetic stripe controllers for exterior doors to a particular building might share the same device configuration. Each controller operates exactly the same, and the same access cards can access each door.

To program a device, you perform the following tasks:

1. Identify the device to the Intelligent Programmer Software (IPS) by adding the device to the software's records. If you want, you can add a group and then add the device to the group.
2. Create a device configuration for one device or a group of devices either by editing the default configuration or by copying and editing a configuration you've already defined.

3. Connect a palmtop or laptop PC containing the device configuration to the device and transfer the configuration to the device.

This chapter describes the first two tasks. For instructions for transferring the device configuration to the device, see *Chapter 5 Programming a V Series Security Device*.

TWO APPROACHES TO CREATING A DEVICE CONFIGURATION

There are two basic approaches you can use to define a device configuration for a V Series Security Device or group of devices:

1. Create a new device configuration from scratch.
2. Copy and edit an existing device configuration.

When you use the first approach, you provide all programming settings and you add all of the tokens that need to access the doors controlled by the devices to the configuration's user database.

When you use the second approach, you copy an existing device configuration whose settings and/or user database are similar to the device configuration you need. Then, you can edit the settings and/or user database to suit the needs of the devices that will use this configuration. When you copy a device configuration to a new (or existing) device configuration, you can indicate whether you want to copy the user database in addition to the programming settings.

Tip: You can create one or more device configurations to serve as models. Then, you can copy and edit one of these models to define a new configuration for a device or group of devices.

Before you begin creating device configurations, make sure you understand the terms and definitions described in the table below.

Component	Definition
Device	V Series Electronic Lock or V Series Controller. When you add a device to your IPS records, you provide a 20-character name (including spaces) for the device.
Device configuration	Information that you define for a V Series Security Device or group of devices. A device configuration includes the programming settings that determine how the device(s) operate and the user database for the device(s).
Group	Two or more devices that share the same device configuration. When you add a group to your IPS records, you provide a 20-character name (including spaces) for the group.
User database	List of all tokens for a device configuration. It includes settings that define when each token can access the door(s).

ADDING A GROUP

If you want to define a device configuration for a group of V Series Security Devices, you need to add the group.

Note: For instructions to add a group when copying a device configuration, see page 4–6.

To add a group:

1. From the Main menu, select Devices. The Devices Administration menu, shown in Figure 4.1, appears.

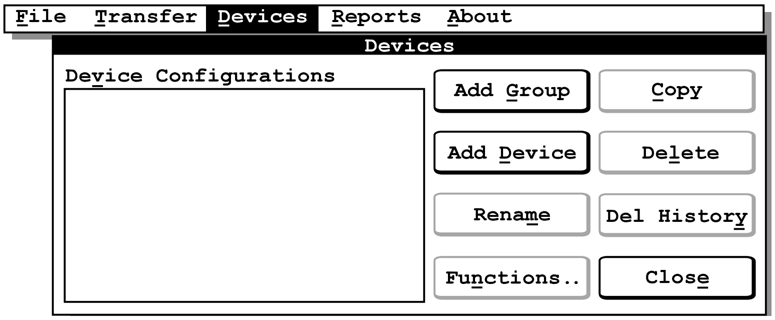


Figure 4.1 Devices Administration menu

2. Select Add Group. The Add Device Group dialog box, shown in Figure 4.2, appears.

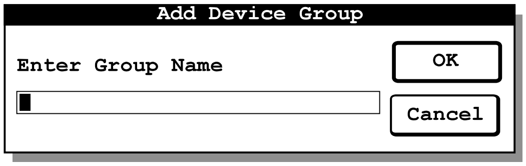


Figure 4.2 Add Device Group dialog box

3. In the Enter Group Name field, type a name for the group (up to 20 characters, including spaces). For example, you might type **EXTERIOR - BLDG 1** to represent all of the mortise electronic locks on exterior doors in Building 1.
4. Select OK. The Devices Administration menu reappears. The Device Configurations list includes the group you just added. **G>** appears next to the group name to indicate a group.

ADDING A DEVICE

If you want to define a device configuration for an individual V Series Security Device, you need to add the device to the IPS's records. If you want a device to use a configuration defined for a group, you need to add the device to the group.

To add a device:

1. From the Main menu, select Device. The Devices Administration menu, shown in Figure 4.3, appears.

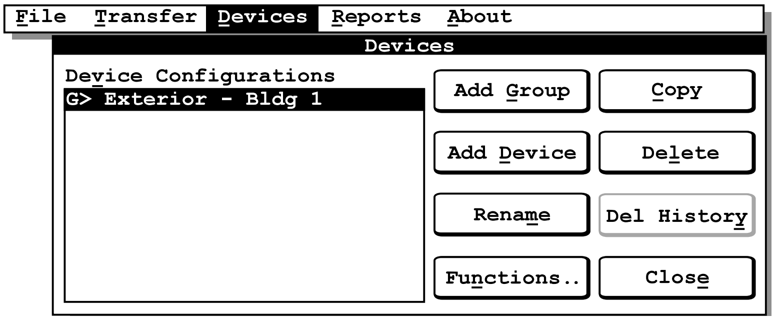


Figure 4.3 Devices Administration menu

2. Select Add Device. The Add Device dialog box, shown in Figure 4.4, appears.

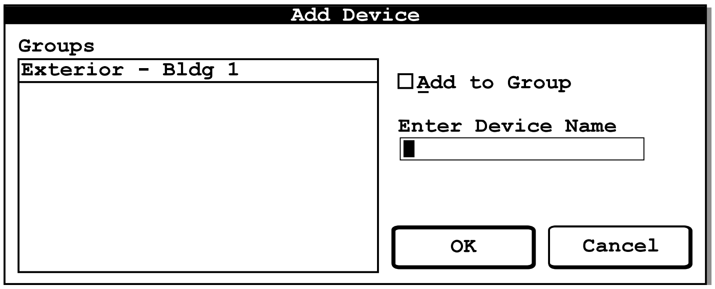


Figure 4.4 Add Device dialog box

3. If you want to add the device to a group, in the Groups list, highlight the group you want. Then, check the Add to Group check box.

   If you do not want to add the device to a group, make sure the Add to Group check box is not checked.

Tip: To check a check box, press Tab until the check box name is highlighted, then press the spacebar until you see an **X** in the check box. To remove the **X**, press the spacebar.

4. In the Enter Device Name field, type a name for the device (up to 20 characters, including spaces). For example, you might type **EAST DOOR**.
5. Select OK. The Devices Administration menu reappears. The Device Configurations list includes the device you just added.

   If you added the device to a group, the device is listed under the group and is indented. If you didn't add the device to a group, the device isn't indented, and **D>** *appears next to the device name to indicate a device.*

COPYING AN EXISTING DEVICE CONFIGURATION

If you want to define a device configuration for a V Series Security Device or group by copying an existing device configuration, you can:

- Add the device or group, following the instructions in the section *To add a device:* on page 4–4 or in the section *To add a group:* on page 4-3. Then, copy an existing device configuration to the new device or group.
- Or, copy a device configuration and create the new device or group at the same time.

To copy a device configuration to an existing device or group:

1. From the Main menu, select Device. The Devices Administration menu, shown in Figure 4.5, appears.

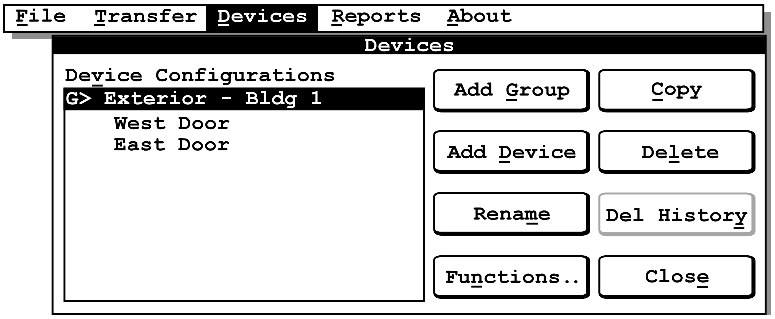
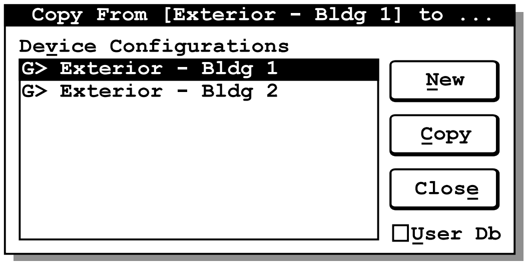


Figure 4.5 Devices Administration menu

2. In the Device Configurations list, highlight the device configuration (for a group or device) you want to copy.

3. Select Copy. The Copy From . . . To . . . dialog box, shown in Figure 4.6, appears. Notice that the name of the selected device configuration appears in the dialog box title.



```
Copy From [Exterior - Bldg 1] to ...
Device Configurations
G> Exterior - Bldg 1
G> Exterior - Bldg 2
```

Figure 4.6 Copy From . . . To . . . dialog box

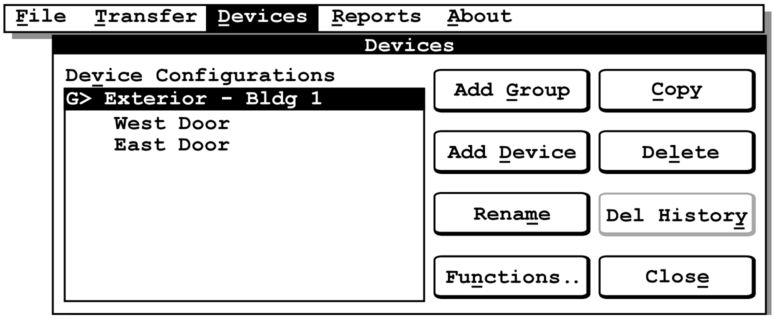
4. If you want to copy the selected device configuration's user database, check the User Db check box.

   If you do not want to copy the selected device configuration's user database, make sure the User Db check box is not checked.

5. In the Device Configurations list, highlight the group or device where you want to copy the selected device configuration.
6. Select Copy. A message box appears asking, “Copy . . . to . . .?”
7. To copy the device configuration, select Yes. The device configuration is copied to the selected group or device. The Copy From . . . To . . . dialog box reappears.
8. Select Close. The Devices Administration menu reappears.

To copy a device configuration to a new device or group:

1. From the Main menu, select Device. The Devices Administration menu, shown in Figure 4.7, appears.



```
Devices
Device Configurations
G> Exterior - Bldg 1
    West Door
    East Door
```

Figure 4.7 Devices Administration menu

2. In the Device Configurations list, highlight the device configuration (for a group or device) you want to copy.

3. Select Copy. The Copy From . . . To . . . dialog box, shown in Figure 4.8, appears. Notice that the name of the selected device configuration appears in the dialog box title.

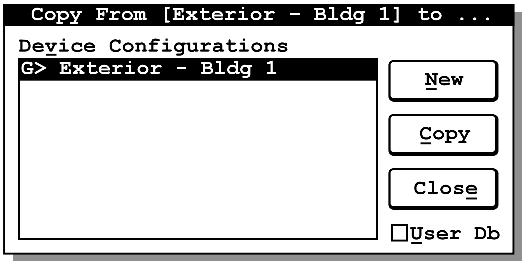


Figure 4.8 Copy From . . . To . . . dialog box

4. If you want to copy the selected device configuration's user database, check the User Db check box.

   If you do not want to copy the selected device configuration's user database, make sure the User Db check box is not checked.

5. Select New. The New Name dialog box, shown in Figure 4.9, appears.

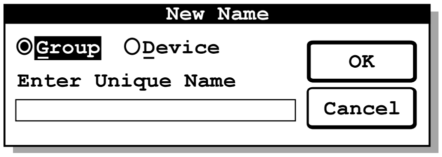


Figure 4.9 New Name dialog box

6. If you want to add a new group and copy the selected device configuration to the group, turn on the Group radio button.

   If you want to add a new device and copy the selected device configuration to the device, turn on the Device radio button.

Tip: To turn on the Group radio button, press and hold down Alt, and then press G. To turn on the Device radio button, press and hold down Alt, and then press L.

7. In the Enter Unique Name field, type a name for the new group or device (up to 20 characters, including spaces).
8. Select OK. The new device or group is created and the selected device configuration is copied to the new group or device.

   The Copy From . . . To . . . dialog box reappears. The Device Configurations list includes the group or device you just added.

9. Select Close.

Defining a device configuration

When you define a device configuration, you provide information that determines how the V Series Security Device(s) will work and how people will access the door(s) controlled by the device(s). Use the checklist below to make sure you perform each task.

□ Task 1: Define the token format (optional). See page 4-8.

□ Task 2: Enter facility code information. See page 4-14.

□ Task 3: Select device system settings. See page 4-16.

□ Task 4: Defining V Series Controller features (optional—controllers only). See page 4-19.

□ Task 5: Set up holidays. See page 4-23.

□ Task 6: Set up time zones. See page 4-24.

□ Task 7: Define timed access features. See page 4-28.

□ Task 8: Delete the temporary operator token. See page 4-31.

□ Task 9: Define the user database. See page 4-32.

Task 1: Define the token format (optional)

Each V Series Magnetic Stripe Security Device and Proximity Security Device is programmed at the factory to read access cards that use the following token format:

- Token length: 15 digits
- Facility code length: 5 digits
- Facility code start location: position 2
- Card number/access code length: 6 digits
- Card number/access code start location: position 7
- Issue code length: 1 digit
- Issue code start location: position 13
- Issue code start number: 0
- Issue code end number: 0
- Look ahead setting: 0 (disabled)
- Validate LRC setting: **X** (enabled).

Figure 4.10 shows an example of the information generally encoded on access cards.

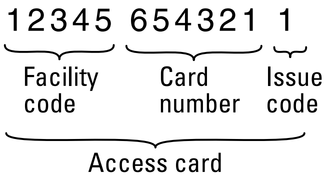


Figure 4.10 Access card

V Series Keypad Security Devices are programmed with the same default settings as magnetic stripe security devices. Usually only the following settings are relevant for keypad security devices:

- Token length
- Facility code length
- Facility code start location
- Card number/access code length
- Card number/access code start location
- Validate LRC setting.

Figure 4.11 shows an example of the information generally included in personal identification numbers (PINs).

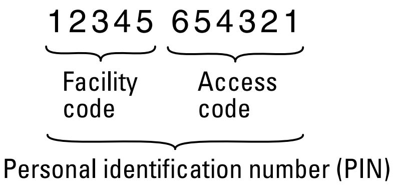


Figure 4.11 Personal identification number (PIN)

If you want to use tokens with a different token format for devices using this configuration, you can program the devices to use tokens with that format.

Defining the token length

The token length is the total amount of information encoded on each access card or the total number of digits in each PIN.

Note: Each PIN usually consists of a facility code and an access code that uniquely identifies the user.

Defining the facility code format

A facility code generally is a unique sequence of digits that is programmed into every device and encoded on every access card, or included in every PIN, that belongs to the facility. When you define the facility code format, you indicate:

- the maximum number of digits in the facility code
- the starting location of the facility code on the access cards or in the PINs.

Defining the card number/ access code format

A card number or access code is a unique sequence of digits that identifies a user. When you define the card number or access code format, you indicate:

- the maximum number of digits in the card number or access code
- the starting location of the card number on the access cards or the access code in the PINs.

Defining the issue code format

An issue code generally indicates how many times an access card with a particular card number has been issued. For example, when an access card is first issued to someone, it normally is encoded with Issue 1. If the access card is damaged, lost, or stolen, and a replacement card is issued to the card holder, the card normally would be encoded with Issue 2.

When you define the issue code format, you indicate:

- the maximum number of digits in the issue code
- the starting location of the issue code on the access cards
- the range of issue codes that the device should accept.

Note: Issue codes and the look ahead feature generally are not used for V Series Keypad Security Devices.

Using the look ahead feature

The look ahead feature lets you program a V Series Magnetic Stripe Security Device to accept an access card whose encoded issue code is higher than the current issue code recorded for the card in the device's database. The setting for the look ahead feature determines how many numbers higher the access card's encoded issue code can be than the issue code on record for the card.

For example, if you enter 2 as the look ahead setting in a device's configuration, the device will accept an access card whose encoded issue code is one or two numbers higher than the issue code on record for the card (as long as the issue code is within the acceptable issue code range). The device would accept an access card whose encoded issue code is 3, even if the current issue code on record for the card is 1.

When the device accepts an access card with an encoded issue code different from the current issue code on record for the card, the device automatically updates its records to reflect the encoded issue code.

A special situation can occur where the device accepts an access card with an encoded issue code lower than the current issue code on record for the card. In this situation, the device 'wraps around' when using the look ahead setting to determine whether the access card's encoded issue code is valid for the device.

For example, suppose:

- The valid issue code range is from 1 to 9.
- The look ahead setting is 1.
- The current issue code on record for card 125 is 9.
- Card 125's encoded issue code is 1.

When card 125 attempts to access the door during the time zone assigned for the access card, the device will grant access to the card. The device also will update its records to indicate that the current issue code for card 125 is 1.

Determining whether to validate the LRC

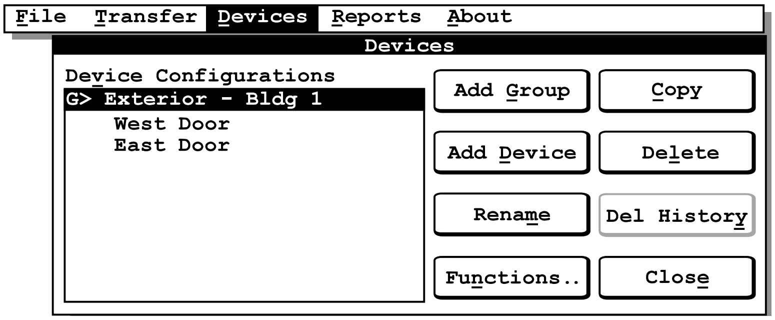
You can determine whether the devices using this device configuration validate the longitudinal redundancy check (LRC). However, always validate the longitudinal redundancy check unless a BEST representative informs you otherwise. The LRC feature is included in most token formats and helps verify that the devices read the card data or PIN correctly.

Caution

Changing the device configuration's token format will delete the token data already defined for the device configuration. If you need to change the token format, be sure you change the token format before you enter facility codes and define the user database.

To change the token format:

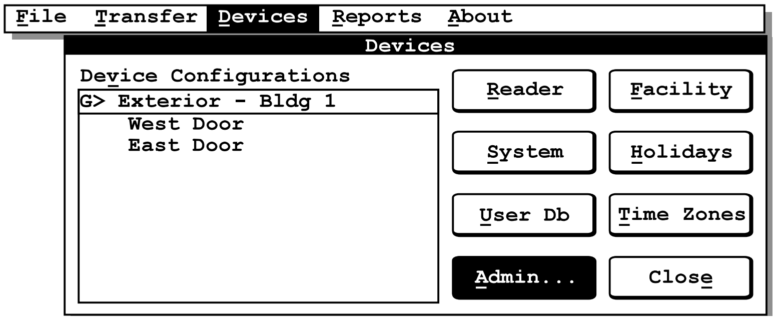
1. From the Main menu, select Devices. The Devices Administration menu, shown in Figure 4.12, appears.



G> Exterior - Bldg 1
West Door
East Door

Figure 4.12 Devices Administration menu

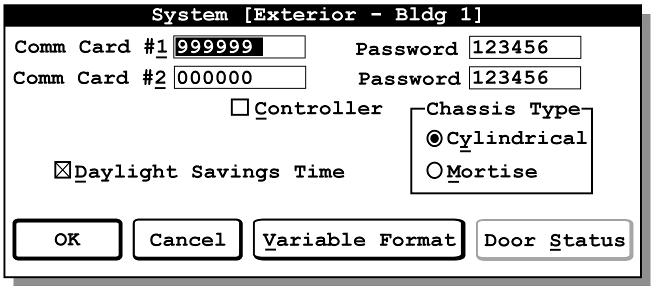
2. In the Device Configurations list, highlight the device or group whose device configuration you want to define.
3. Select Functions. The Devices Functions menu, shown in Figure 4.13, appears.



G> Exterior - Bldg 1
West Door
East Door

Figure 4.13 Devices Functions menu

4. Select System. The System dialog box, shown in Figure 4.14, appears.



System [Exterior - Bldg 1]

Comm Card #1 999999 Password 123456
Comm Card #2 000000 Password 123456

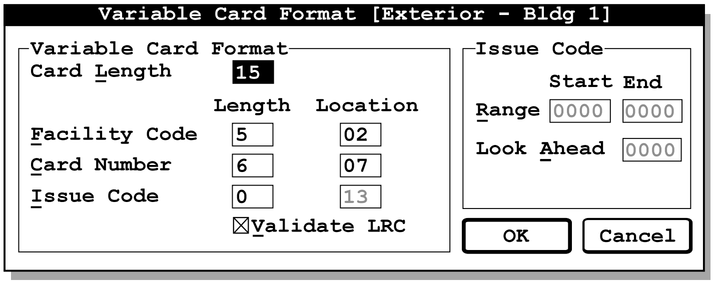
□ Controller

Chassis Type
● Cylindrical
○ Mortise

☒ Daylight Savings Time

Figure 4.14 System dialog box

5. Select Variable Format. The Variable Card Format dialog box, shown in Figure 4.15, appears.



Variable Card Format [Exterior - Bldg 1]

Variable Card Format

Card Length 15

	Length	Location
Facility Code	5	02
Card Number	6	07
Issue Code	0	13

☒ Validate LRC

Issue Code

	Start	End
Range	0000	0000
Look Ahead		0000

Figure 4.15 Variable Card Format dialog box

6. In the Card Length field, type the total number of digits of data (from 1 to 99) on the access cards or in the personal identification numbers (PINs), preceded by a zero if necessary. For example, if there are 20 digits of data on the access cards or in the PINs, type **20**.
7. In the Facility Code Length field, type the maximum number of digits (from 0 to 9) in the facility codes for this token format. For example, if the maximum facility code length is four digits, type **4**.

   If you type 0, the devices using this configuration will not check the facility code when determining whether to grant access to a token.

8. In the Facility Code Location field, type the starting location (from 1 to 99) of the facility code, preceded by a zero if necessary. For example, if the facility code starts at position 3, type **03**.

   If you typed 0 in Step 7, type **99** *here.*

9. In the Card Number Length field, type the number of digits (from 1 to 9) in the card number or the access code for this token format.

10. In the Card Number Location field, type the starting location (from 1 to 99) of the card number or access code, preceded by a zero if necessary.
11. In the Issue Code Length field, type the number of digits (from 0 to 4) in the issue code for this token format. If you type 0, the devices will not check the issue code when determining whether to grant access to a token.

Note: Issue codes and the look ahead feature generally are not used for V Series Keypad Security Devices. If you are changing the token format for a keypad security device, you generally can skip Step 12, and Step 14 through Step 16.

12. In the Issue Code Location field, type the starting location (from 1 to 99) of the issue code, preceded by a zero if necessary.

    If you typed 0 in Step 11, type **99** *here and skip Step 14, Step 15, and Step 16.*

13. If the devices should validate the longitudinal redundancy check (LRC), check the Validate LRC check box.

    If the devices should not validate the LRC, make sure this check box is not checked.

Note: Always check this box for V Series Keypad Security Devices.

Tip: To check a check box, press Tab until the check box name is highlighted, then press the spacebar until you see an **X** in the check box. To remove the **X**, press the spacebar.

14. In the Issue Code Range Start field, type the lowest-numbered issue code that the devices should accept, preceded by enough zeros to replace the digits you see (the total number of digits in the issue code for the selected token format). The devices will reject any tokens with issue codes lower than this number.

    For example, if the devices should reject any token with an issue number lower than 4 and the issue code for the selected token format has one digit, type **4***.*

15. In the Issue Code Range End field, type the highest-numbered issue code that the devices should accept, preceded by enough zeros to replace the digits you see (the total number of digits in the issue code for the selected token format). The devices will reject any tokens with issue codes higher than this number.

    For example, if the devices should reject any token with an issue number higher than 8 and the issue code for the selected token format has one digit, type **8***.*

16. In the Look Ahead field, type the setting that determines if a valid token with an issue code different from the issue code currently on record for that token can access the doors. Type enough zeros before the setting to replace the digits you see (the total number of digits in the issue code for the selected token format). For more information, see page 4–10.

    For example, if the devices should accept a token with an issue code up to three numbers higher than the current issue code on record for that token, type 3.

17. Select OK. A message appears asking, "The cards, facility codes and device history databases will be deleted. Are you sure?"
18. To accept your changes, select Yes. The System dialog box reappears.
19. Select OK. The Devices Functions menu reappears.

TASK 2: ENTER FACILITY CODE INFORMATION

So that the V Series Security Devices can verify the facility code on access cards or included in personal identification numbers (PINs), you need to add the facility codes you want the devices to accept. You also need to define the range of card numbers or access codes that is acceptable for each facility code. The devices will reject tokens with card numbers or access codes outside this range. Use the information you provided on the Facility Information form *(*see page 3–8).

What is a facility code?

A facility code generally is a unique sequence of digits that is programmed into every device and encoded on every access card, or included in every PIN, that belongs to the facility. The facility code helps ensure the security of a facility's devices since an access card or PIN without the facility code can't open a door even if the card has a valid card number or the PIN has a valid access code.

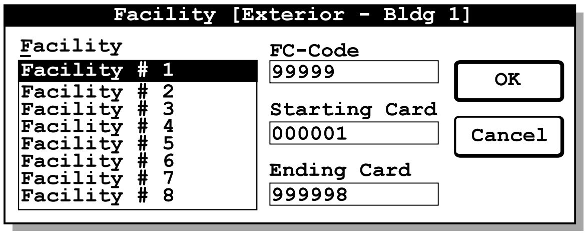
You can program a device with up to eight facility codes, although in most cases only one facility code is needed. However, if you add multiple facility codes, the range of valid card numbers or access codes for one facility code normally shouldn't overlap with the range of valid card numbers or access codes for another facility code. If a device's user database includes access cards with the same card number or PINs with the same access code, you can't be certain which user is associated with events recorded in the device's history for this card number or access code.

For example, you could define the following facility codes and card number or access code ranges:

Facility Code	Starting Card No. or Access Code	Ending Card No. or Access Code
12345	1	199
54321	200	299
13579	300	399

To enter facility code information:

1. Make sure you're viewing the Devices Functions menu and the device configuration you're defining is highlighted.
2. Select Facility. The Facility dialog box, shown in Figure 4.16, appears.



Facility [Exterior - Bldg 1]

FC-Code: 99999

Starting Card: 000001

Ending Card: 999998

Figure 4.16 Facility dialog box

3. In the Facility list, highlight the facility number that you want to enter information for.
4. In the FC-Code field, type the facility code, preceded by enough zeros to replace the digits you see (the total number of digits in the facility code for the selected token format). For example, if the facility code is 12345 and the facility code for the selected token format has five digits, type **12345**.
5. In the Starting Card field, type the lowest card number or access code (for the facility code entered in Step 4) that the devices should accept. Type enough zeros before the card number or access code to replace the digits you see (the total number of digits in the card number or access code for the selected token format). The devices will reject any tokens with card numbers or access codes lower than this number.

   For example, if the lowest card number or access code for this facility code is 1 and the card number or access code for the selected token format has six digits, type **000001**.

6. In the Ending Card field, type the highest card number or access code (for the facility code entered in Step 4) that the devices should accept. Type enough zeros before the card number or access code to replace the digits you see (the total number of digits in the card number or access code for the selected token format). The devices will reject any tokens with card numbers or access codes higher than this number.

   For example, if the highest card number or access code for this facility code is 199 and the card number or access code for the selected token format has six digits, type **000199***.*

7. For each additional facility code you want to define, repeat Step 3 through Step 6.
8. When you've finished entering facility code information, select OK. The Devices Functions menu reappears.

TASK 3: SELECT DEVICE SYSTEM SETTINGS

When you define system settings for the device configuration, you:

- add a communication token and password
- select the daylight savings time setting
- indicate whether the device configuration is for a V Series Controller or group of controllers (or for a V Series Electronic Lock or group of electronic locks)
- select the chassis type if the device configuration is for an electronic lock or group of electronic locks.

When defining system settings, use the information you provided on the Facility Information form (see page 3-8).

Adding a communication token and password

You need to add a permanent communication token to replace the temporary communication token used to access V Series Security Devices for initial programming. The permanent communication token lets you access the devices at any time to program them. The same permanent communication token generally is used for all the devices in your system.

You must add *at least one* communication token and you can have a maximum of two. You pick the password you want to use for each communication token. The password can be between one and six digits.

Selecting a daylight savings time setting

Each device has an internal clock/calendar that keeps track of the current date and time. The device needs to know the date and time to operate correctly and to keep an accurate record of all events at the device.

You need to indicate whether the devices using the device configuration are located in an area that changes to daylight savings time for part of the year. If you program the devices for daylight savings time, the devices automatically adjust their clocks ahead one hour in the spring and back one hour in the fall on the appropriate dates.

Note: In the U.S., daylight savings time begins on the first Sunday in April at 2:00 a.m. and ends on the last Sunday in October at 2:00 a.m.

Selecting a controller setting

You need to indicate whether controllers or electronic locks are using the device configuration. Door status features are available for controllers. For information about these features, see page 4–19.

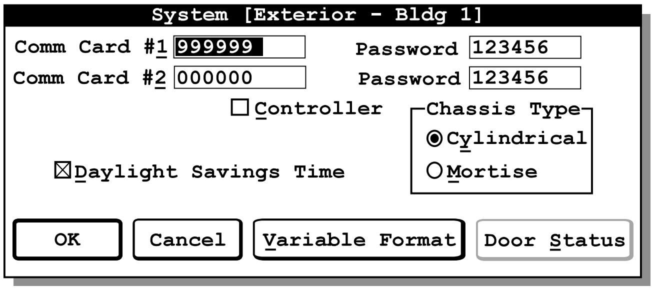
Selecting the chassis type

If electronic locks (not controllers) are using the device configuration, you need to identify the lock chassis type (cylindrical or mortise). This setting is used to program electronic locks using this device configuration to operate their motors for the appropriate duration when operating the lock. The cylindrical motor is required to run slightly longer than the mortise motor.

Note: Cylindrical chassis types have a figure-eight core in the knob or lever. Mortise chassis types have a figure-eight core in the escutcheon or none at all.

To select device system settings:

1. Make sure you're viewing the Devices Functions menu and the device configuration you're defining is highlighted.
2. Select System. The System dialog box, shown in Figure 4.17, appears.



System [Exterior - Bldg 1]

Comm Card #1 999999 Password 123456

Comm Card #2 000000 Password 123456

☐ Controller

☒ Daylight Savings Time

Chassis Type

● Cylindrical

○ Mortise

Figure 4.17 System dialog box

3. In the Comm Card #1 field, type the card number or access code for the communication token, preceded by enough zeros to replace the digits you see (the total number of digits in the card number or access code for the selected token format). For example, if the communication token number or PIN is 817 and the card number or access code for the selected token format has six digits, type **000817**.

Note: Remember, you must define at least one communication token for the device configuration.

4. In the Password field next to the Comm Card #1 field, type the password (from 1 to 6 digits) for the communication token, preceded by enough zeros to total six digits. After you use the communication token at a device, you enter this password to access programming and history features.

   For example, if you want the password for the main communication token to be 122988, type **122988**.

5. In the Comm Card #2 field, type the card number or access code for an additional communication token, preceded by enough zeros to replace the digits you see (the total number of digits in the card number or access code for the selected token format). You don't have to define two communication tokens for the device configuration.
6. In the Password field next to the Comm Card #2 field, type the password for the additional communication token, preceded by enough zeros to total six digits.
7. If the devices using this device configuration are located in an area that changes to daylight savings time, check the Daylight Savings Time check box.

   If the devices are located in an area that does not change to daylight savings time, make sure this check box is not checked.

Tip: To check a check box, press Tab until the check box name is highlighted, then press the spacebar until you see an **X** in the check box. To remove the **X**, press the spacebar.

8. If controllers are using this device configuration, check the Controller check box.

   If electronic locks are using this device configuration, make sure this checkbox is not checked.

9. If electronic locks are using this device configuration and they have a cylindrical chassis, turn on the Cylindrical radio button.

   If the locks have a mortise chassis, turn on the Mortise radio button.

Tip: To turn on the Cylindrical radio button, press and hold down Alt, and then press Y. To turn on the Mortise radio button, press and hold down Alt, and then press M.

10. Select OK. The Devices Functions menu reappears.

TASK 4: DEFINING V SERIES CONTROLLER FEATURES (OPTIONAL—CONTROLLERS ONLY)

If V Series Controllers are using this device configuration, you need to define special features available only for controllers. To define these features, you:

- select the door contact type
- select the door forced alarm setting
- select a RQE unlock setting
- select a remote unlock device setting
- define the door open too long feature
- select the alarm output duration.

When defining controller features, use the information you provided on the Token & Door Information form or the Token by Door Information form (see page 3–11).

Selecting the door contact type

You need to indicate whether the door contact for controllers using this device configuration is normally closed or normally open. By default, the door contact setting is normally open.

Selecting the door forced alarm feature

You need to indicate whether the controllers using this device configuration should trigger an alarm when the door controlled by the controller is opened without use of a valid access method. When the controller triggers a door forced alarm, the controller's alarm output is activated for the number of seconds selected for the alarm output duration. By default, the door forced alarm feature is turned off.

Note: An alerting device, such as a siren or strobe light, or a security system generally is connected to the controller's alarm output.

Using the RQE unlock feature

A controller can accept a request-to-exit signal from a lock or a separate request-to-exit device, such as a button, can be connected to a controller. When someone turns a door knob with a request-to-exit feature, or presses a request-to-exit button, the controller does not trigger an alarm when the door is opened. If the controller is programmed for the RQE unlock feature, the controller also unlocks the door. The request-to-exit feature usually is used to let people out of an area secured by a lock that remains locked all the time, such as a magnetic lock. By default, the request-to-exit feature is turned off.

Using the remote unlock feature

A remote unlock device, such as a button, can be connected to a controller. This device can be located away from the door. When someone, such as a receptionist, presses the remote unlock button, the controller unlocks the door if the controller is programmed for the remote unlock feature. By default, the remote unlock feature is turned off.

Defining the door open too long feature

You can program the controllers using this device configuration to monitor whether the door has not latched because it did not close correctly or because it has been propped open. This feature helps maintain the security of the area that the door provides access to. For example, if the default settings are used, the following events take place.

Suppose the controller has granted access to someone who enters the secured area and the door has been propped open. For 30 seconds after the end of the unlock duration nothing happens. This period is called the delay duration. It provides time for the person granted access to enter the secured area and close the door.

If the door remains open at the end of the delay duration, the reader connected to the controller triggers a local alarm (if equipped to do so, the reader sounds the alarm and flashes its red LED), warning people nearby that the door is open. If the door remains open, the local alarm continues for 60 seconds. This time period is called the warning duration.

If the door remains open at the end of the warning duration, the controller activates its alarm output. If the door remains open, the controller continues to activate its alarm output for 60 seconds.

When you select the door open too long feature for the controllers using this device configuration, you can change:

- the delay duration
- the warning duration
- the alarm duration.

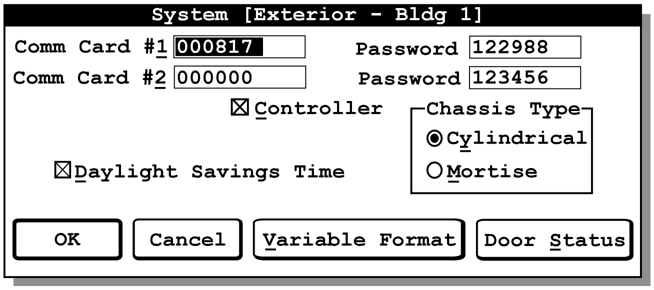
You also can eliminate one or two of these durations. For example, if you want a local warning alarm to begin to sound as soon as the unlock duration ends, you can change the delay duration to 0.

Selecting the alarm output duration

The default alarm output duration is 120 seconds. When the controller triggers a door forced alarm or a tamper alarm, it activates its alarm output for 120 seconds. You can change this duration.

To define controller features:

1. Make sure you’re viewing the Devices Functions menu and the device configuration you’re defining is highlighted.
2. Select System. The System dialog box, shown in Figure 4.18, appears.



System [Exterior - Bldg 1]

Comm Card #1 000817   Password 122988

Comm Card #2 000000   Password 123456

☒ Controller

Chassis Type: ● Cylindrical ○ Mortise

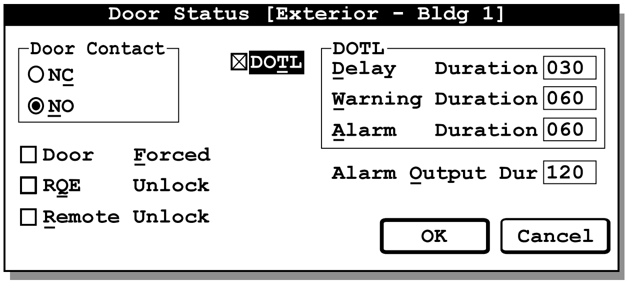
☒ Daylight Savings Time

Figure 4.18 System dialog box

3. If the Controller check box is not checked, check this check box.

Tip: To check a check box, press Tab until the check box name is highlighted, then press the spacebar until you see an **X** in the check box. To remove the **X**, press the spacebar.

4. Select Door Status. The Door Status dialog box, shown in Figure 4.19, appears.



Door Status [Exterior - Bldg 1]

Door Contact: ○ NC ● NO

☒ DOTL

DOTL
Delay Duration 030
Warning Duration 060
Alarm Duration 060

□ Door Forced
□ RQE Unlock
□ Remote Unlock

Alarm Output Dur 120

Figure 4.19 Door Status dialog box

5. If the door contact connected to the controllers using this device configuration is normally closed, turn on the NC radio button.

   If the door contact is normally open, turn on the NO radio button.

Tip: To turn on the NC radio button, press and hold down Alt, and then press C. To turn on the NO radio button, press and hold down Alt, and then press N.

6. If the controllers should trigger door forced alarms, check the Door Forced check box.

   If the controllers should not trigger door forced alarms, make sure this check box is not checked.

7. If the controllers use the RQE unlock feature, check the RQE Unlock check box.

   If the controllers do not use the RQE unlock feature, make sure this check box is not checked.

8. If the controllers use the remote unlock feature, check the Remote Unlock check box.

   If the controllers do not use the remote unlock feature, make sure this check box is not checked.

9. If the controllers use the door open too long feature, check the DOTL check box.

   If the controllers do not use the door open too long feature, make sure this check box is not checked.

10. In the DOTL Delay Duration field, type the number of seconds (from 1 to 999) the controllers should wait after the unlock duration ends before triggering a local alarm, preceded by zeros if necessary. For example, if the controllers should wait 60 seconds, type **060**.

    To indicate no delay, type **000***.*

11. In the DOTL Warning Duration field, type the number of seconds (from 1 to 998) a local warning alarm should sound, preceded by zeros if necessary. For example, if the local alarm should sound for two minutes, type **120**.

    To indicate that no local warning alarm should sound (at the end of the delay duration a remote alarm is triggered), type **000***.*

    To indicate that the local warning alarm should sound until the door is closed (no remote alarm is triggered), type **999***.*

12. In the DOTL Alarm duration field, type the number of seconds (from 1 to 998) the controller should activate its alarm output for a door open too long alarm, preceded by zeros if necessary. For example, if the controller should activate its alarm output for 90 seconds, type **090**.

    To indicate that the remote alarm should continue until the door is closed, type **999***.*

13. In the Alarm Output Dur field, type the number of seconds (from 1 to 998) the controller should activate its alarm output for a door forced alarm or a tamper alarm, preceded by zeros if necessary. For example, if the controller should activate its alarm output for 60 seconds, type **060**.

    To indicate that the controller should activate its alarm output for .5 seconds, type **000**.

    To indicate that the alarm output should remain activated until the alarm condition no longer exists, type **999**.

14. Select OK. The System dialog box reappears.
15. Select OK. The Devices Functions menu reappears.

TASK 5: SET UP HOLIDAYS

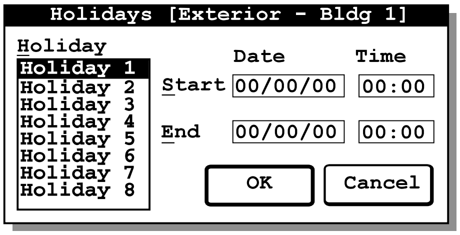
To configure the V Series Security Devices using this device configuration for operation on holidays, you need to define each holiday you listed on the Facility Information form (see page 3–8). A holiday is a time period usually associated with a calendar holiday. You can program up to 16 holidays.

Each holiday can span any time period you designate. For example, one holiday might be defined as half a day. Another holiday might span an entire week. For each holiday, you provide the date and time when the holiday starts, as well as the date and time when the holiday ends.

Note: Do not enter 24:00 to indicate the end of a holiday. Instead, enter 23:59.

To set up holidays:

1. Make sure you're viewing the Devices Functions menu and the device configuration you're defining is highlighted.
2. Select Holidays. The Holidays dialog box, shown in Figure 4.20, appears.


Holidays [Exterior - Bldg 1]

	Date	Time
Start	00/00/00	00:00
End	00/00/00	00:00

Figure 4.20 Holidays dialog box

3. On the Holiday list, highlight the holiday you want to define.

4. In the Start Date field, type the date when the holiday will start, first typing the year, then the month, then the day. For example, if the holiday will start on December 31, 2000, type **001231**.
5. In the Start Time field, type the time, in 24-hour format, when the holiday will start. For example, if the holiday will start at 1:00 p.m., type **1300**.
6. In the End Date field, type the date when the holiday will end. For example, if the holiday will end on January 2, 2001, type **010102**.
7. In the End Time field, type the time when the holiday will end. For example, if the holiday will end at 7:00 a.m., type **0700**.
8. For each additional holiday you want to define, repeat Step 3 through Step 7.
9. When you've defined all the holidays you want, select OK. The Devices Functions menu reappears.

TASK 6: SET UP TIME ZONES

Before you can select the settings that determine when each valid token can access doors controlled by V Series Security Devices using this device configuration, and the settings that determine when special access features are in effect, you need to define the time zones for the devices. Use the information you provided on the Facility Information form (see page 3-8).

In this task, you define when each time zone occurs. You'll use these time zones when you perform Task 7 to define timed access features and Task 8 to define the user database.

What is a time zone?

Time zones are blocks of time that occur each week and/or on holidays. You define time zones to set up days and times when:

- valid tokens can access the doors controlled by devices using this device configuration
- the doors automatically unlock (or unlock when a valid token accesses the door) and then later relock
- all tokens in the facility can access the doors
- the doors automatically lock down, denying *all* tokens access, and then later resume normal operation.

What is a time interval?

Each time zone can have up to three intervals. Intervals are time periods when selected tokens can access the doors or a special access feature is in effect. For each interval, you define the start time and end time. You also indicate which days each interval is in effect.

Each time zone can have up to three intervals. If the time zone spans midnight, you must define two intervals—one before midnight and one after midnight.

Note: Do not enter 24:00 to indicate the start time of a time interval. Instead, enter 00:00.

Defining time zone numbers

You can define the time zones numbered one through eight. However, Time Zone 0 and Time Zone 9 are already defined for you.

- Time Zone 0 = Never
- Time Zone 9 = Always (24 hours per day, 7 days per week, plus holidays)

How do I define time zones and their intervals?

The best way to understand how to define time zones and intervals is to consider an example. Suppose you're defining a device configuration for a device on a door that provides access to the offices for an entire department. Also, suppose the door needs to be accessed by the following groups of employees:

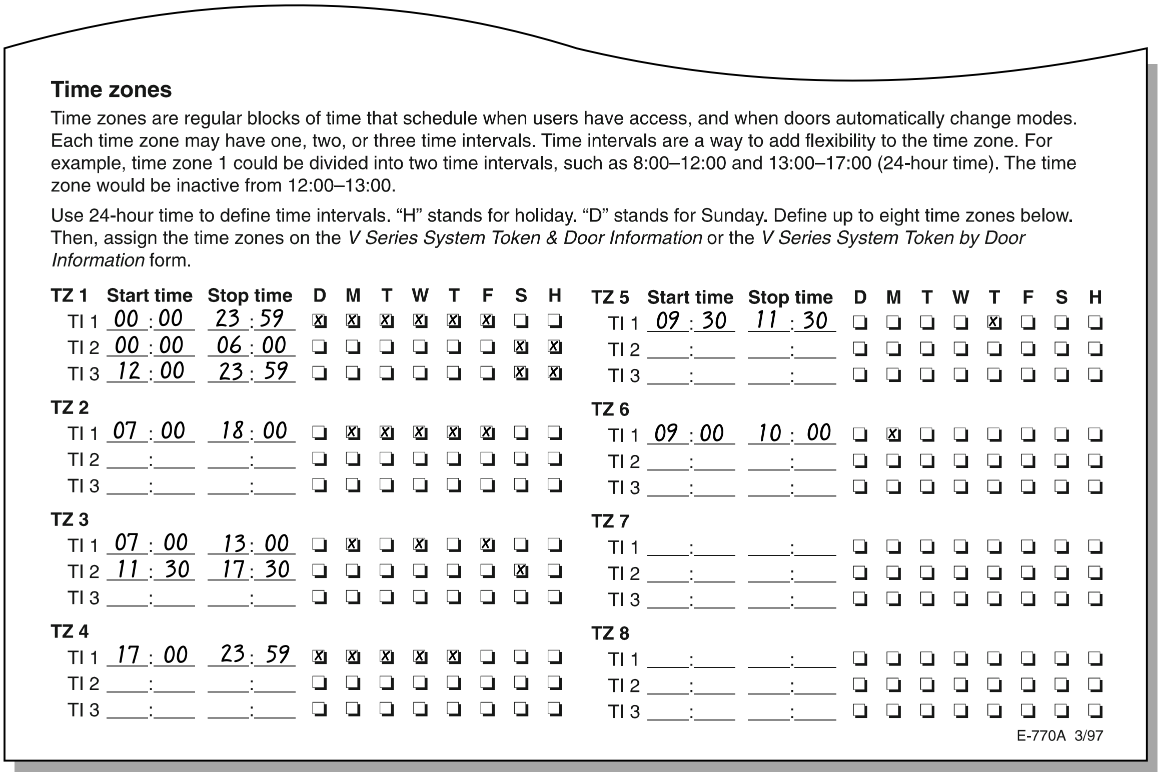
- **Managers**. Managers are allowed to access the door any time except on Sunday mornings from 6:00 a.m. until noon and on holidays.
- **Full-time employees**. Full-time employees are allowed to access the door from 7:00 a.m. until 6:00 p.m. on Mondays through Fridays.
- **Several part-time employees**. Part-time employees are allowed to access the door from 7:00 a.m. until 1:00 p.m. on Mondays, Wednesdays, and Fridays. They're also allowed to access the door on Saturdays from 11:30 a.m. until 5:30 p.m.
- **Housekeeping staff**. Housekeeping personnel are allowed to access the door from 5:00 p.m. until midnight on Sundays through Thursdays.
- **Security staff**. Security personnel are allowed to access the door at any time, including on Holidays.

Suppose you also want to enable the following features for the door:

- The door should automatically unlock on Thursdays at 9:30 a.m. and then relock at 11:30 a.m. Each week during this time, participants in a local professional association hold a meeting at the department's offices. Participants include employees from other companies, who don't have tokens for the facility.
- The device should let all tokens in the facility access the door on Mondays from 9:00 a.m. until 10:00 a.m. Each week during this time, an interdepartmental meeting is held at the department's offices.
- The door should never automatically lock down and deny *all* tokens entry.

Figure 4.21 shows how you would complete the time zones section of the Facility Information form to meet the needs described in the previous example. Notice, that you don't need to define a time zone for the security staff. You can assign Time Zone 9, one of the predefined time zones, to these employees' tokens to indicate that they should *always* be allowed to access the door.

Similarly, you don't need to define a time zone for the feature that automatically locks down the door. You can assign Time Zone 0, the other predefined time zone, for this feature to indicate that the feature should *never* be enabled.



Time zones

Time zones are regular blocks of time that schedule when users have access, and when doors automatically change modes. Each time zone may have one, two, or three time intervals. Time intervals are a way to add flexibility to the time zone. For example, time zone 1 could be divided into two time intervals, such as 8:00–12:00 and 13:00–17:00 (24-hour time). The time zone would be inactive from 12:00–13:00.

Use 24-hour time to define time intervals. "H" stands for holiday. "D" stands for Sunday. Define up to eight time zones below. Then, assign the time zones on the *V Series System Token & Door Information* or the *V Series System Token by Door Information* form.

TZ 1	Start time	Stop time	D	M	T	W	T	F	S	H
TI 1	00 : 00	23 : 59	☒	☒	☒	☒	☒	☒	❑	❑
TI 2	00 : 00	06 : 00	❑	❑	❑	❑	❑	❑	☒	☒
TI 3	12 : 00	23 : 59	❑	❑	❑	❑	❑	❑	☒	☒
TZ 2										
TI 1	07 : 00	18 : 00	❑	☒	☒	☒	☒	☒	❑	❑
TI 2	____:____	____:____	❑	❑	❑	❑	❑	❑	❑	❑
TI 3	____:____	____:____	❑	❑	❑	❑	❑	❑	❑	❑
TZ 3										
TI 1	07 : 00	13 : 00	❑	☒	❑	☒	❑	☒	❑	❑
TI 2	11 : 30	17 : 30	❑	❑	❑	❑	❑	❑	☒	❑
TI 3	____:____	____:____	❑	❑	❑	❑	❑	❑	❑	❑
TZ 4										
TI 1	17 : 00	23 : 59	☒	☒	☒	☒	☒	❑	❑	❑
TI 2	____:____	____:____	❑	❑	❑	❑	❑	❑	❑	❑
TI 3	____:____	____:____	❑	❑	❑	❑	❑	❑	❑	❑

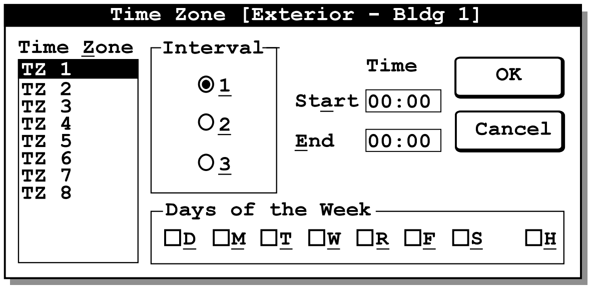
TZ 5	Start time	Stop time	D	M	T	W	T	F	S	H
TI 1	09 : 30	11 : 30	❑	❑	❑	❑	☒	❑	❑	❑
TI 2	____:____	____:____	❑	❑	❑	❑	❑	❑	❑	❑
TI 3	____:____	____:____	❑	❑	❑	❑	❑	❑	❑	❑
TZ 6										
TI 1	09 : 00	10 : 00	❑	☒	❑	❑	❑	❑	❑	❑
TI 2	____:____	____:____	❑	❑	❑	❑	❑	❑	❑	❑
TI 3	____:____	____:____	❑	❑	❑	❑	❑	❑	❑	❑
TZ 7										
TI 1	____:____	____:____	❑	❑	❑	❑	❑	❑	❑	❑
TI 2	____:____	____:____	❑	❑	❑	❑	❑	❑	❑	❑
TI 3	____:____	____:____	❑	❑	❑	❑	❑	❑	❑	❑
TZ 8										
TI 1	____:____	____:____	❑	❑	❑	❑	❑	❑	❑	❑
TI 2	____:____	____:____	❑	❑	❑	❑	❑	❑	❑	❑
TI 3	____:____	____:____	❑	❑	❑	❑	❑	❑	❑	❑

E-770A 3/97

Figure 4.21 Defining time zones and their intervals—an example

To set up time zones:

1. Make sure you're viewing the Devices Functions menu and the device configuration you're defining is highlighted.
2. Select Time Zones. The Time Zones dialog box, shown in Figure 4.22, appears.



Time Zone [Exterior - Bldg 1]

Time Zone: TZ 1, TZ 2, TZ 3, TZ 4, TZ 5, TZ 6, TZ 7, TZ 8

Interval: ● 1 ○ 2 ○ 3

Time

Start 00:00

End 00:00

Days of the Week: □D □M □T □W □R □F □S □H

Figure 4.22 Time Zones dialog box

3. On the Time Zone list, highlight the time zone you want to set up. The Time Zone dialog box shows the settings for Interval 1 of the selected time zone.
4. In the Interval field, turn on the radio button for the time interval (1, 2, or 3) you want to set up. The Time Zone dialog box shows the settings for the selected interval in the selected time zone.
5. In the Start Time field, type the time, in 24-hour format, when the interval will start. For example, if the interval will start at 1:00 p.m., type **1300**.
6. In the End Time field, type the time when the interval will end. For example, if the interval will end at 6:00 p.m., type **1800**.
7. For each day you want the interval to be active, check the appropriate Days of the Week checkbox. For example, if you want the interval to be active on Sundays, Saturdays, and Holidays, check the D check box, the S check box, and the H checkbox.
8. For each interval you want to set up for the selected time zone, repeat Step 4 through Step 7.
9. For each time zone you want to set up, repeat Step 3 through Step 8.
10. When you've set up all the time zones you want, select OK. The Devices Functions menu reappears.

TASK 7: DEFINE TIMED ACCESS FEATURES

You need to program the **unlock duration**—the number of seconds that the doors remain unlocked when accessed by a token—for the V Series Security Devices using this device configuration. You can also select time zones for three timed access features:

- **Door lock time zone**. This feature lets you select a time zone when the doors automatically lock down, denying *all* valid tokens access, and then later resume normal operation.
- **Facility code only time zone**. This feature lets you select a time zone when all tokens with a valid facility code can access the doors.
- **Door unlock time zone**. This feature lets you select a time zone when the doors automatically unlock (or unlock when a valid token accesses the door) and then later relocks.

You determine when each timed access feature is in effect by assigning one of the time zones you defined in Task 6, or one of the predefined time zones, to the feature. If you want a timed access feature never to be in effect, assign Time Zone 0. If you want a timed access feature always to be in effect, assign Time Zone 9.

If any time zones you assign for timed access features overlap, the most secure feature is in effect, according to the priority listed below. For example, if the time zone selected for the door unlock feature overlaps the time zone selected for the door lock feature, the door lock feature is in effect when the time zones overlap.

1. Door lock time zone
2. Facility code only time zone
3. Door unlock time zone

When programming timed access features, use the information you provided on the Token & Door Information form or the Token by Door Information form (see page 3-11).

Setting the unlock duration

Unlock duration is the programming function that determines how long doors controlled by devices using this device configuration remain unlocked when accessed by a token. By default, the unlock duration is 3 seconds.

Selecting a time zone for timed automatic lockdown

Use the door lock feature to program regular time periods when you don't want anybody to be able to access the doors. The only way to access a door when the door lock feature is in effect is with the communication token (or by key). By default, the door lock time zone is 0 (never).

Selecting a time zone for facility code access

Use the facility code only feature to program regular time periods when you want anyone with a token that has a valid facility code to be able to access the doors. This feature generally is used for devices that protect common entry points to buildings or areas where many people need access. Since you can program no more than 1000 tokens to access a door, you can also use this feature when more than 1000 tokens need to access a door.

For example, you could let all users with tokens that have a valid facility code access the doors at the main entrances to a building during normal business hours, such as on Mondays through Saturdays, from 8:00 a.m. to 10:00 p.m.

By default, the facility code only time zone is 0 (never).

⚠ Caution

If someone loses an access card, the card can be used to access the door during the facility code only time zone. To prevent the card from being used to access the door, you can disable the facility code only time zone, or you can change the facility code for the door and all of the cards that access it.

Selecting a time zone for timed automatic unlocking

Use the door unlock feature to program regular time periods when you want the doors to unlock and then later relock. You can determine whether the doors automatically unlock at the start of a door unlock time interval or whether the doors unlock only when accessed by a valid user token.

For example, you can use the door unlock feature for devices that protect conference room doors that you want to remain closed, but unlocked, for selected time periods. If you don’t enable the first card unlock feature, the doors automatically unlock at the start of a door unlock time interval. The doors remain unlocked until the end of the door unlock time interval.

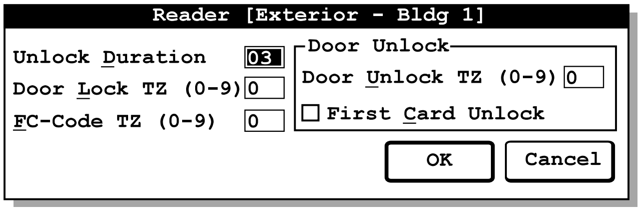
You might use the door unlock feature and the first card unlock feature for the doors at the front of a building. For example, suppose you’d like the doors to unlock at 8:00 a.m. on Mondays through Fridays, but only if someone has arrived. You would also like the doors to relock at 5:00 p.m. each day. For the door unlock time zone, you can assign a time zone defined to start at 8:00 a.m. and end at 5:00 p.m. on Mondays through Fridays. You can also enable the first card unlock feature.

If the first valid token to access the door doesn’t do so until 8:15 a.m., the door remains locked until 8:15 a.m. and then unlocks when accessed by the valid token. If no valid token accesses the door on a particular day, the door remains locked all day.

By default, the door unlock time zone is 0 (never). By default, the first card unlock feature is disabled.

To define timed access features:

1. Make sure you're viewing the Devices Functions menu and the device configuration you're defining is highlighted.
2. Select Reader. The Reader dialog box, shown in Figure 4.23, appears.



Reader [Exterior - Bldg 1]

Unlock Duration 03

Door Lock TZ (0-9) 0

FC-Code TZ (0-9) 0

Door Unlock

Door Unlock TZ (0-9) 0

□ First Card Unlock

Figure 4.23 Reader dialog box

3. In the Unlock Duration field, type the number of seconds (from 3 to 99) the doors controlled by devices using this device configuration should remain unlocked when accessed by a token, preceded by a zero if necessary. For example, if the doors should remain open for 5 seconds, type **05**.

   To indicate .5 seconds, type **00**.

   For more information, see page 4-28.

Note: If the Controller check box on the System dialog box is checked, the range for the unlock duration is 0 to 99. If the Controller check box is not checked, the range is 3 to 99.

4. In the Door Lock TZ field, type the time zone number (from 0 to 9) indicating when you don't want any tokens other than a valid communication token to be able to unlock the doors.

   To indicate one of the time zones you defined in Task 6, type the time zone number (from **1** *to* **8***). To indicate never, type* **0**.

   For more information, see Selecting a time zone for timed automatic lockdown on page 4-28.

5. In the FC-Code TZ field, type the time zone number indicating when you want all tokens with a valid facility code to be able to unlock the doors. To indicate one of the time zones you defined in Task 6, type the time zone number (from **1** to **8**).

   To indicate never, type **0**. *To indicate always, type* **9**.

   For more information, see Selecting a time zone for facility code access on page 4-29.

6. In the Door Unlock TZ field, type the time zone (from **1** to **8**) indicating when you want the doors to remain unlocked.

   To indicate one of the time zones you defined in Task 6, type the time zone number (from **1** *to* **8***). To indicate never, type* **0***.*

   For more information, see Selecting a time zone for timed automatic unlocking on page 4-29.

7. If you want the doors to unlock for the door unlock time zone (defined in Step 6) when a valid token accesses the door, check the First Card Unlock check box.

   If you want the doors to unlock automatically at the beginning of the door unlock time zone, make sure the First Card Unlock check box is not checked.

   For more information, see Selecting a time zone for timed automatic unlocking on page 4-29.

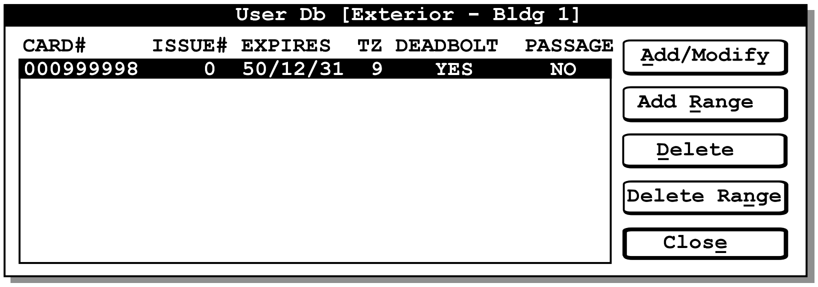
8. Select OK. The Devices Functions menu reappears.

TASK 8: DELETE THE TEMPORARY OPERATOR TOKEN

When you changed the device configuration's facility code from the factory default setting in Task 2, you disabled the temporary operator token. To keep the user database accurate and up-to-date, you need to delete the temporary operator token number from the user database.

To delete the temporary operator token:

1. Make sure you're viewing the Devices Functions menu and the device configuration you're defining is highlighted.
2. Select User Db. The User Database dialog box, shown in Figure 4.24, appears.



User Db [Exterior - Bldg 1]

CARD#	ISSUE#	EXPIRES	TZ	DEADBOLT	PASSAGE
000999998	0	50/12/31	9	YES	NO

Figure 4.24 User Database dialog box

3. In the Card# list, highlight Card # 999998.
4. Select Delete. A message box appears asking, "Do you really want to delete this?'

5. To delete the token, select OK. The User Database dialog box reappears. The token you deleted no longer appears on the Card# list.
6. Select Close. The Devices Functions menu reappears.

TASK 9: DEFINE THE USER DATABASE

The user database describes all of the tokens that can access the doors controlled by the V Series Security Devices using this device configuration. When defining the user database for the device configuration, you can:

- add tokens
- enroll proximity cards
- add a range of access cards
- modify tokens
- delete a token
- delete a range of access cards.

Note: Features involving a range of tokens generally are not used for V Series Keypad Security Devices since the use of consecutive access codes can compromise the security of your access control system.

Tip: When you've finished defining the user database, remember to review it to make sure it's complete and accurate.

Adding a token

You can add tokens that need access to the doors controlled by devices using this device configuration. For each token, you enter:

- the card number or access code
- the time zone representing the time periods when you want the token to be able to access the door
- the expiration date
- the issue code
- the deadbolt override setting
- the passage mode setting.

When adding tokens, use the information you provided on the Token & Door Information form or the Token by Door Information form (see page 3–11).

Note: Issue codes generally are not used for V Series Keypad Security Devices.

Assigning the time zone

For each token you add for the devices using this device configuration, you assign a time zone representing the time periods when you want the token to be able to access the doors. You can select one of the time zones you defined in Task 6, or one of the predefined time zones. If you want a token never to be able to access the doors, assign Time Zone 0. If you want a token always to be able to access the doors, assign Time Zone 9.

For information about defining time zones, see page 4–24.

Setting deadbolt override

If you grant the deadbolt override privilege to a token, the token can access a door controlled by an electronic lock using this device configuration even when the door's deadbolt is thrown.

Note: The deadbolt override feature applies only to electronic locks with a mortise deadbolt function chassis.

Setting passage mode

When a user with the passage mode privilege for a device uses his or her token, hears the door unlock, and uses his or her token again within the unlock duration, the door will remain unlocked. This feature can be used only during the time zone assigned to the token.

When a door is unlocked using the passage mode feature, the door remains unlocked until someone with the passage mode privilege locks the door. The door also will relock if a door lock time interval or a facility code only time interval begins. If you give tokens the passage mode privilege, you might want to define a brief door lock time interval at the end of each work day to make sure each door is relocked. For more information, see *Selecting a time zone for timed automatic lockdown* on page 4-28.

Similarly, if the user uses his or her token when the door is in passage mode, the user can relock the door by using the token again within the unlock duration. This feature can be used at any time although it does not relock a door during a door unlock time zone.

For information about setting the unlock duration, see page 4–28.

Tip: Instead of entering his or her personal identification number (PIN) twice to use the passage mode feature, a user can enter his or her PIN and press *, then press #.

Note: To add a range of consecutively numbered access cards, see page 4–38.

To add a token:

1. Make sure you're viewing the Devices Functions menu and the device configuration you're defining is highlighted.
2. Select User Db. The User Database dialog box, shown in Figure 4.25, appears.

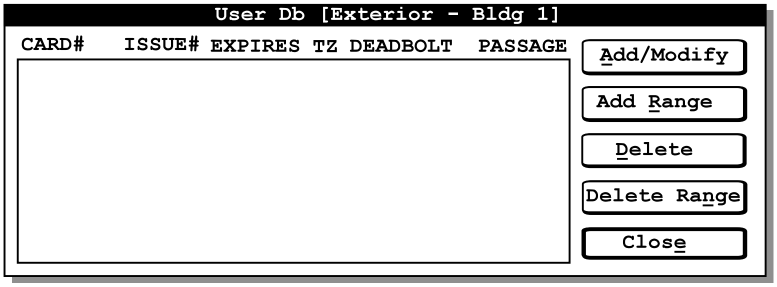
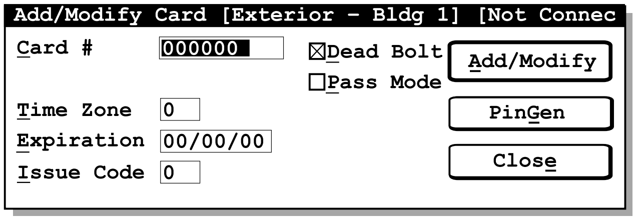


Figure 4.25 User Database dialog box

3. Select Add/Modify. The Add/Modify Card dialog box, shown in Figure 4.26, appears.



Card # 000000

☒Dead Bolt

□Pass Mode

Time Zone 0

Expiration 00/00/00

Issue Code 0

Figure 4.26 Add/Modify Card dialog box

4. In the Card # field, type the token's card number or access code, preceded by enough zeros to replace the zeros you see (the total number of digits in the card number or access code for the selected token format). For example, if the card number is 123 and the card number for the selected token format has six digits, type **000123**.

Note: If you're adding a token for keypad security devices, you can select PinGen if you want the IPS to generate the access code. Then the IPS completes the Card Number field with a randomly generated access code that has the number of digits in the access code for the selected token format.

5. In the Time Zone field, type the number of the time zone representing the time periods when you want the token to be able to access the doors controlled by devices using this device configuration. Type the number of one of the time zones you defined in Task 6 (from **1** to **8**), or type **0** for never, or type **9** for always.

   For information about defining time zones, see page 4-24.

6. In the Expiration field, type the date when you want the token to expire and no longer be able to access the doors. Type the year, then the month, then the day.

   For example, if you want the token to expire on December 31, 2001, type **011231**.

7. If the number of digits in the issue code for the selected token format is greater than 0, perform this step.

   In the Issue Code field, type the token's issue code, preceded by enough zeros to replace the zeros you see (the total number of digits in the issue code for the selected token format). For example, if the issue code is 2 and the issue code for the selected token format has one digit, type **2**.

Note: Issue codes generally are not used for V Series Keypad Security Devices.

8. To give the token the deadbolt override privilege, check the Dead Bolt check box. If you do not want to give the token the deadbolt override privilege, make sure the Dead Bolt check box is not checked.

   For more information about this feature, see page 4-33.

Note: The deadbolt override feature applies only to electronic locks with a mortise deadbolt function chassis.

9. To give the token the passage mode privilege, check the Pass Mode check box. If you do not want to give the token the passage mode privilege, make sure the Pass Mode check box is not checked.

   For more information about this feature, see page 4-33.

10. Select Apply. The User Database dialog box reappears. The list includes the token you just added.
11. For each additional token you want to add, repeat Step 3 through Step 10.
12. When you've added all the tokens you want, select Close. The Devices Functions menu reappears.

Enrolling Proximity Cards

Best Access Systems' VPD-ES Enrolling Station lets you read various types of proximity cards to add token records to the user database for a device configuration. For a list of the proximity card formats supported by the enrolling station, refer to the *VPS-ES Enrolling Station Setup and Operating Instructions*.

Before you can use the IPS to enroll proximity cards into a device configuration's user database, you must perform the following tasks to set up the enrolling station:

1. Confirm switch settings. See the *VPS-ES Enrolling Station Setup and Operating Instructions*.
2. Make connections. See the *VPS-ES Enrolling Station Setup and Operating Instructions*.
3. Confirm the transfer port setting. See the *VPS-ES Enrolling Station Setup and Operating Instructions*.

After you've set up the enrolling station for use with your computer, you're ready to enroll proximity cards.

To add a proximity card:

1. Make sure you're viewing the Devices Functions menu and the device configuration you're defining is highlighted.
2. Select User Db. The User Database dialog box, shown in Figure 4.27, appears.

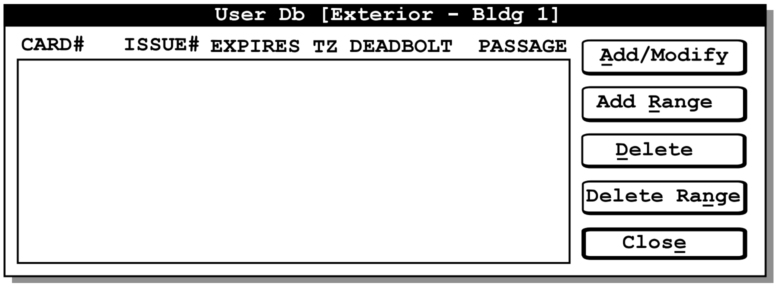
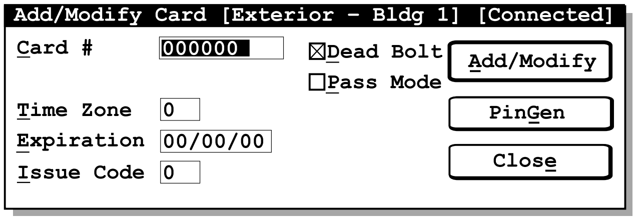


Figure 4.27 User Database dialog box

3. Select Add/Modify. The Add/Modify Card dialog box, shown in Figure 4.28, appears.

   The enrolling station sounds two or three tones and flashes its LED. Notice that "[Connected]" appears at the top of the Add/Modify dialog box, indicating that the enrolling station is communicating properly with the PC.


Add/Modify Card [Exterior - Bldg 1] [Connected]

Card # 000000

☒Dead Bolt

□Pass Mode

Time Zone 0

Expiration 00/00/00

Issue Code 0

Figure 4.28 Add/Modify Card dialog box

4. Place a proximity card over the enrolling station reader.

   The enrolling station sounds one tone and flashes its LED. the proximity card number appears in the Card Number field.

5. In the Time Zone field, type the number of the time zone representing the time periods when you want the card to be able to access the doors controlled by devices using this device configuration. Type the number of one of the time zones you defined in Task 6 (from **1** to **8**), or type **0** for never, or type **9** for always.

   For information about defining time zones, see page 4-24.

6. In the Expiration field, type the date when you want the card to expire and no longer be able to access the doors. Type the year, then the month, then the day.

   For example, if you want the card to expire on December 31, 2001, type **011231**.

7. If the number of digits in the issue code for the selected cable format is greater than 0, perform this step.

   In the Issue Code field, type the card's issue code, preceded by enough zeros to replace the zeros you see (the total number of digits in the issue code for the selected token format). For example, if the issue code is 2 and the issue code for the selected card format has one digit, type **2**.

8. To give the card the deadbolt override privilege, check the Dead Bolt check box. If you do not want to give the card the deadbolt override privilege, make sure the Dead Bolt check box is not checked.

   For more information about this feature, see page 4-33.

Note: The deadbolt override feature applies only to electronic locks with a mortise deadbolt function chassis.

9. To give the card the passage mode privilege, check the Pass Mode check box. If you do not want to give the card the passage mode privilege, make sure the Pass Mode check box is not checked.

   For more information about this feature, see page 4-33.

10. Select Apply. The User Database dialog box reappears. The list includes the card you just added.
11. For each additional card you want to enroll, repeat Step 3 through Step 11.

12. When you've added all the cards you want, select Close. The Devices Functions menu reappears.

    For information about responding to a problem that you experience when enrolling proximity cards, see the VPS–ES Enrolling Station Setup and Operating Instructions*.*

Adding a range of access cards

You can add a range of access cards with consecutive card numbers that need access to the doors. All access cards in the range will have the same:

- time zone setting
- expiration date
- issue code
- deadbolt override setting
- passage mode setting.

When adding a range of access cards, use the information you provided on the Token & Door Information form or the Token by Door Information form (see page 3–11).

Note: This feature generally is not used for V Series Keypad Security Devices since the use of consecutive access codes can compromise the security of your access control system.

To add a range of access cards:

1. Make sure you're viewing the Devices Functions menu and the device configuration you're defining is highlighted.
2. Select User Db. The User Database dialog box, shown in Figure 4.29, appears.

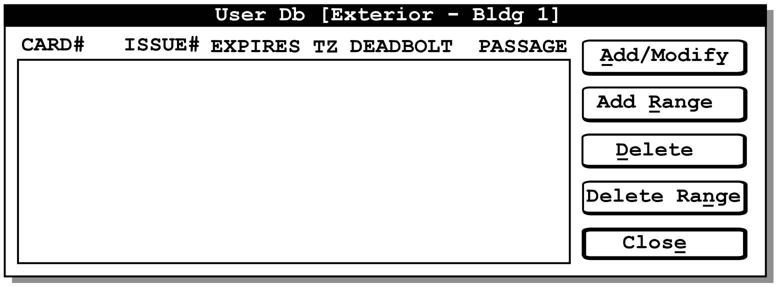
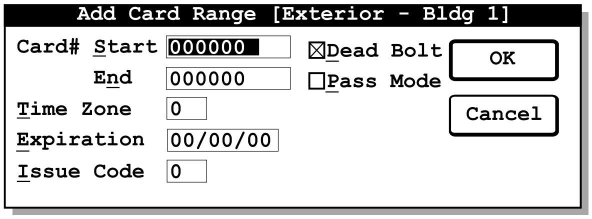


Figure 4.29 User Database dialog box

3. Select Add Range. The Add Card Range dialog box, shown in Figure 4.30, appears.



Add Card Range [Exterior - Bldg 1]

Card# Start 000000

End 000000

Time Zone 0

Expiration 00/00/00

Issue Code 0

☒Dead Bolt

☐Pass Mode

Figure 4.30 Add Card Range dialog box

4. In the Card # Start field, type the lowest card number in the range, preceded by enough digits to replace the zeros you see (the total number of digits in the card number for the selected token format). For example, if the lowest card number is 101 and the card number for the selected token format has six digits, type **000101**.
5. In the Card # End field, type the highest card number in the range, preceded by enough digits to replace the zeros you see (the total number of digits in the card number for the selected token format). For example, if the highest card number is 199 and the card number for the selected token format has six digits, type **000199**.
6. In the Time Zone field, type the number of the time zone representing the time periods when you want the access cards in the range to be able to access the doors controlled by devices using this device configuration. Type the number of one of the time zones you defined in Task 6 (from **1** to **8**), or type **0** for never, or type **9** for always.

   For information about defining time zones, see page 4-24.

7. In the Expiration field, type the date when you want the access cards in the range to expire and no longer be able to access the doors. Type the year, then the month, then the day.

   For example, if you want the access cards to expire on April 15, 2001, type **010415***.*

8. If the number of digits in the issue code for the selected token format is greater than 0, perform this step.

   In the Issue Code field, type the issue code for the access cards in the range, preceded by enough zeros to replace the zeros you see (the total number of digits in the issue code for the selected token format). For example, if the issue code is 2 and the issue code for the selected token format has one digit, type **2***.*

9. To give the access cards in the range the deadbolt override privilege, check the Dead Bolt check box. If you do not want to give

the access cards the deadbolt override privilege, make sure the Dead Bolt check box is not checked.

For more information about this feature, see page 4-33.

Note: The deadbolt override feature applies only to electronic locks with a mortise deadbolt function chassis.

10. To give the access cards in the range the passage mode privilege, check the Pass Mode check box. If you do not want to give the cards the passage mode privilege, make sure the Pass Mode check box is not checked.

    For more information about this feature, see page 4-33.

11. Select OK. The User Database dialog box reappears. The list includes the cards you just added.
12. For each additional card range you want to add, repeat Step 3 through Step 11.
13. When you've added all the card ranges you want, select Close. The Devices Functions menu reappears.

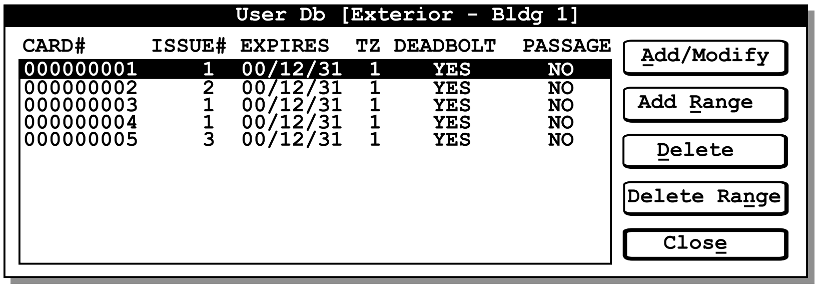
Modifying a token

If you copied the user database from another device configuration to create this device configuration, you might want to modify one or more of the following settings for a token:

- time zone setting
- expiration date
- issue code
- deadbolt override setting
- passage mode setting.

To modify a token:

1. Make sure you're viewing the Devices Functions menu and the device configuration you're defining is highlighted.
2. Select User Db. The User Database dialog box, shown in Figure 4.31, appears.

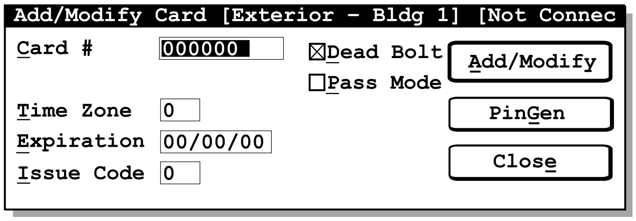


User Db [Exterior - Bldg 1]

CARD#	ISSUE#	EXPIRES	TZ	DEADBOLT	PASSAGE
000000001	1	00/12/31	1	YES	NO
000000002	2	00/12/31	1	YES	NO
000000003	1	00/12/31	1	YES	NO
000000004	1	00/12/31	1	YES	NO
000000005	3	00/12/31	1	YES	NO

Figure 4.31 User Database dialog box

3. In the Card# list, highlight the token you want to modify.
4. Select Add/Modify. The Add/Modify Card dialog box, shown in Figure 4.26, appears.



Add/Modify Card [Exterior - Bldg 1] [Not Connec

Card # 000000

Time Zone 0

Expiration 00/00/00

Issue Code 0

☒Dead Bolt

☐Pass Mode

Figure 4.32 Add/Modify Card dialog box

5. If you want to change the token's time zone, perform this step.

   In the Time Zone field, type the number of the time zone representing the time periods when you want the token to be able to access the doors controlled by devices using this device configuration. Type the number of one of the time zones you defined in Task 6 (from **1** *to* **8***), or type* **0** *for never, or type* **9** *for always.*

   For information about defining time zones, see page 4-24.

6. If you want to change the token's expiration date, perform this step.

   In the Expiration field, type the date when you want the token to expire and no longer be able to access the doors. Type the year, then the month, then the day.

   For example, if you want the token to expire on December 31, 2001, type **011231***.*

7. If the number of digits in the issue code for the selected token format is greater than 0 and you want to change the token's issue code, perform this step.

   In the Issue Code field, type the token's issue code, preceded by enough zeros to replace the zeros you see (the total number of digits in the issue code for the selected token format). For example, if the issue code is 2 and the issue code for the selected token format has one digit, type **2***.*

Note: Issue codes generally are not used for V Series Keypad Security Devices.

8. If you want to change the token's deadbolt override setting, perform this step.

   To give the token the deadbolt override privilege, check the Dead Bolt check box. If you do not want to give the token the deadbolt *override privilege, make sure the Dead Bolt check box is not checked.*

For more information about this feature, see page 4-33.

9. If you want to change the token's passage mode setting, perform this step.

   To give the token the passage mode privilege, check the Pass Mode check box. If you do not want to give the token the passage mode privilege, make sure the Pass Mode check box is not checked.

   For more information about this feature, see page 4-33.

10. Select OK. The User Database dialog box reappears. The list includes the token you just modified.
11. For each additional token you want to modify, repeat Step 3 through Step 10.
12. When you've modified all the tokens you want, select Close. The Devices Functions menu reappears.

Deleting a token

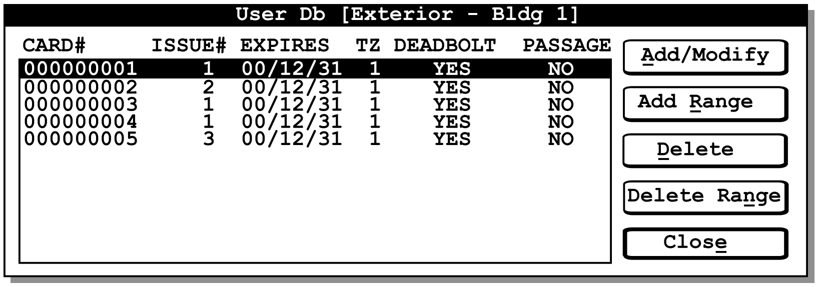
If you copied the user database from another device configuration to create this device configuration, you can delete any tokens that don't need to access the doors controlled by devices using *this* device configuration.

Caution

To maintain the security of your facility, you should delete all inactive tokens.

To delete a token:

1. Make sure you're viewing the Devices Functions menu and the device configuration you're defining is highlighted.
2. Select User Db. The User Database dialog box, shown in Figure 4.33, appears.



```
User Db [Exterior - Bldg 1]
CARD#       ISSUE# EXPIRES   TZ DEADBOLT  PASSAGE
000000001       1  00/12/31   1    YES       NO
000000002       2  00/12/31   1    YES       NO
000000003       1  00/12/31   1    YES       NO
000000004       1  00/12/31   1    YES       NO
000000005       3  00/12/31   1    YES       NO
```

Figure 4.33 User Database dialog box

3. In the Card# list, highlight the token you want to delete.
4. Select Delete. A message box appears asking, "Do you really want to delete this?"

5. To delete the highlighted token, select OK. The User Database dialog box reappears. The token you deleted no longer appears on the Card# list.
6. For each additional token you want to delete, repeat Step 3 through Step 5.
7. When you've deleted all the tokens you want, select Close. The Devices Functions menu reappears.

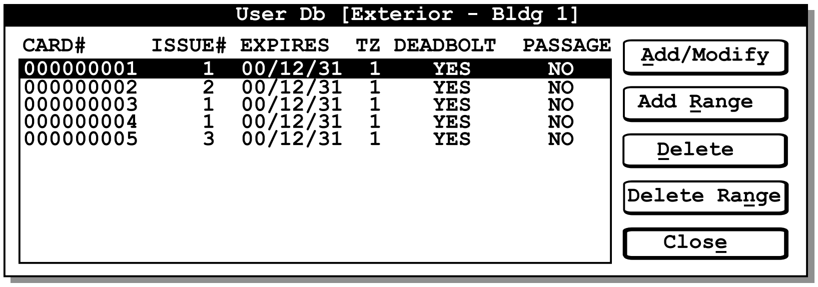
Deleting a range of access cards

If you copied the user database from another device configuration to create this device configuration, you can delete a range of access cards that don't need to access the doors controlled by devices using *this* configuration.

Note: This feature generally is not used for V Series Keypad Security Devices since the use of consecutive access codes can compromise the security of your access control system.

To delete a range of access cards:

1. Make sure you're viewing the Devices Functions menu and the device configuration you're defining is highlighted.
2. Select User Db. The User Database dialog box, shown in Figure 4.34, appears.

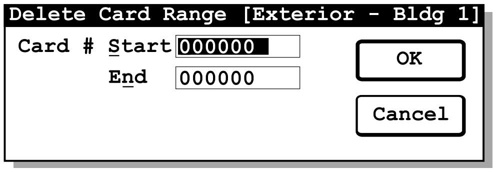


User Db [Exterior - Bldg 1]

CARD#	ISSUE#	EXPIRES	TZ	DEADBOLT	PASSAGE
000000001	1	00/12/31	1	YES	NO
000000002	2	00/12/31	1	YES	NO
000000003	1	00/12/31	1	YES	NO
000000004	1	00/12/31	1	YES	NO
000000005	3	00/12/31	1	YES	NO

Figure 4.34 User Database dialog box

3. Select Delete Range. The Delete Range dialog box, shown in Figure 4.35, appears.



Delete Card Range [Exterior - Bldg 1]

Card # Start 000000
End 000000

Figure 4.35 Delete Range dialog box

4. In the Card # Start field, type the lowest card number in the range, preceded by enough zeros to replace the digits you see (the total

number of digits in the card number for the selected token format). For example, if the lowest card number in the range is 101 and the card number for the selected token format has six digits, type **000101**.

5. In the Card # End field, type the highest card number in the range, preceded by enough zeros to replace the digits you see (the total number of digits in the card number for the selected token format). For example, if the highest card number in the range is 199 and the card number for the selected token format has six digits, type **000199**.
6. To delete the range of cards, select OK. The User Database dialog box reappears. The range of cards you deleted no longer appears on the Card# list.
7. Select Close. The Devices Functions menu reappears.

DEFINING ADDITIONAL DEVICE CONFIGURATIONS

For each additional device configuration you want to define, repeat Task 1 through Task 9.

5 PROGRAMMING A V SERIES SECURITY DEVICE

When you program a V Series Security Device, you use the Intelligent Programmer Software (IPS) to transfer a device configuration to the device. The device configuration might have been defined for that device only or for a group of devices.

If you created the device configuration on a desktop or laptop PC and you want to use a palmtop PC to program the device, you need to transfer the IPS data from the laptop or desktop PC to the palmtop PC. For instructions, see page 5–3.

To transfer a device configuration to a device, you perform the following tasks:

- ❑ Task 1: Connect a PC to the device. See page 5-5.
- ❑ Task 2: Transfer a device configuration to the device. See page 5-8. Then, disconnect the PC from the device.

Before you program a device, make sure you understand the terms and definitions described in the table on the next page.

Term	Definition
Palmtop cable	Cable that connects a palmtop PC to a desktop or laptop PC. This cable lets you transfer data from the desktop or laptop PC to the palmtop PC, or from the palmtop PC to the desktop or laptop PC. This cable also lets you install the IPS on a palmtop PC. In addition, this cable connects a palmtop PC to a PC-to-lock adapter cable. With the PC-to-lock adapter cable connected to a V Series Electronic Lock, you can transfer data from the palmtop PC to the lock, or from the lock to the palmtop PC. This cable also connects a palmtop PC directly to a V Series Controller or to a controller's remote RS–232 connector. Then, you can transfer data from the palmtop PC to the controller, or from the controller to the palmtop PC. *Obtain this cable from the computer vendor where you purchased your palmtop PC.*
PC-to-lock adapter cable	Cable that connects a palmtop cable or laptop cable to an electronic lock. With the palmtop cable connected to a palmtop PC or the laptop cable connected to a laptop PC, you can transfer data from the PC to the electronic lock, or from the lock to the PC. Obtain this cable from Best Lock.
Laptop cable	Cable that connects a laptop PC to a PC-to-lock adapter cable. With the PC-to-lock adapter cable connected to an electronic lock, you can transfer data from the laptop PC to the lock, or from the lock to the laptop PC. This cable also connects a laptop PC directly to a controller or to a controller's remote RS–232 connector. Then, you can transfer data from the laptop PC to the controller, or from the controller to the laptop PC. Obtain this cable from Best Lock.
Communication token	Token that you use to access a V Series Security Device's programming features. The communication token's card number or access code is programmed in the device.
Temporary communication token	Token for temporary use that lets you communicate with a V Series Security Device programmed with factory default settings.
Password	Series of digits (from 1 to 6) that you enter after you use a communication token to access a device's programming features or history. This password is programmed in the device.

TRANSFERRING DEVICE CONFIGURATIONS FROM A LAPTOP OR DESKTOP PC TO A PALMTOP PC

If you maintain your device configurations on a laptop or desktop PC and you want to use a palmtop PC to program V Series Security Devices, you need to transfer the device configurations from the laptop or desktop PC to the palmtop PC.

Caution

If both the laptop or desktop PC and the palmtop PC have a device configuration with the same name, when you transfer the device configuration to the palmtop PC, you overwrite the device configuration on the palmtop PC. You cannot retrieve the device configuration after it has been overwritten.

To connect a laptop or desktop PC to a palmtop PC:

1. Refer to Figure 5.1 and plug the palmtop cable into the side of the palmtop PC.
2. Plug the palmtop cable into the appropriate COM port on the laptop or desktop PC.

Note: The palmtop cable must be connected to the COM port selected in the Transfer Port field in the Setup dialog box (see page 1–6).

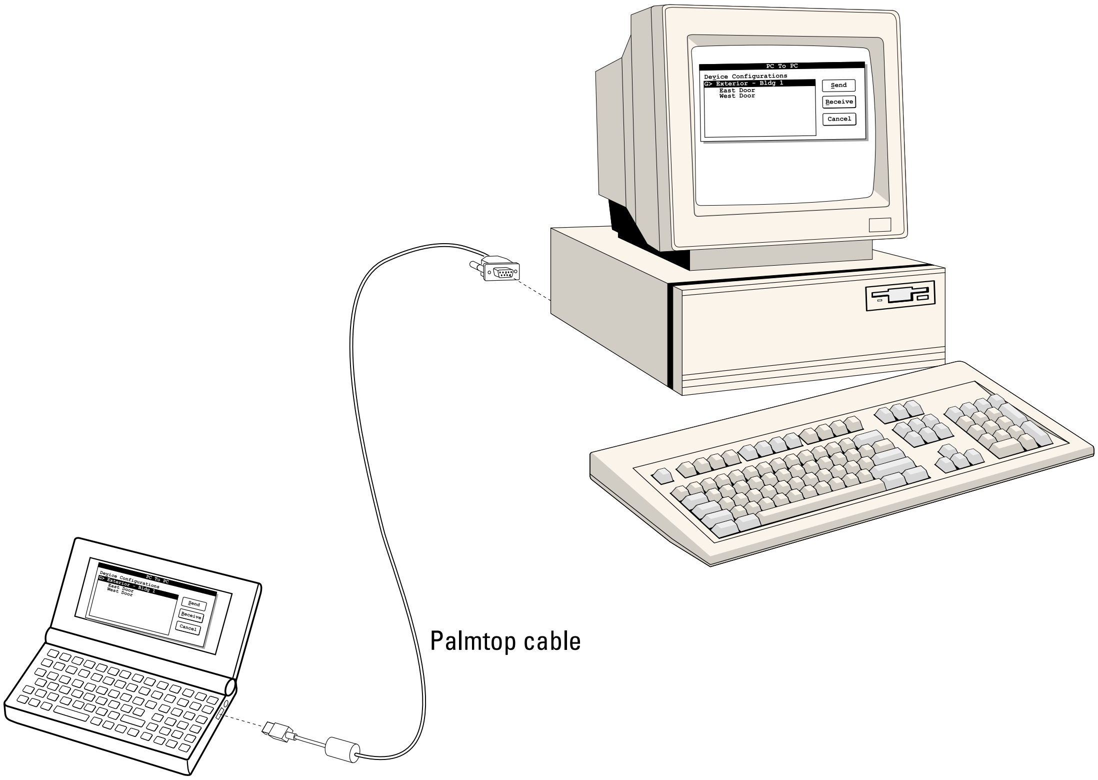
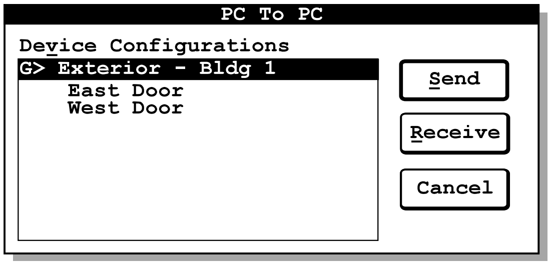


Figure 5.1 Connecting a laptop or desktop PC to a palmtop PC

To transfer device configurations from a laptop or desktop PC to a palmtop PC:

1. Make sure the laptop or desktop PC is properly connected to the palmtop PC. For instructions, see page 5-3.
2. Start and log into the IPS on the laptop or desktop PC. The Main menu appears. For instructions, see page 2-1.
3. At the laptop or desktop PC, select Transfer. The Transfer menu appears.
4. At the laptop or desktop PC, select PC to PC. The PC to PC dialog box, shown in Figure 5.2, appears.



G> Exterior - Bldg 1
East Door
West Door

Figure 5.2 PC to PC dialog box

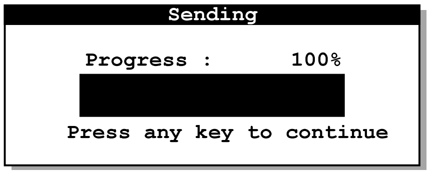
5. Mark each device configuration you want to transfer.

   To mark a device configuration, highlight the device configuration in the Device Configurations list. Then, press the spacebar. An asterisk appears next to the device configuration you marked.

Tip: To turn on the Server radio button, press and hold down Alt, and then press S.

6. Start and log into the IPS on the palmtop PC. The Main menu appears.
7. At the palmtop PC, select Transfer. The Transfer menu appears.
8. At the palmtop PC, select PC to PC. The PC to PC dialog box, shown in Figure 5.2, appears.
9. At the palmtop PC, select Receive. The Receiving Information dialog box appears on the palmtop PC, indicating that the palmtop PC is attempting to connect with the laptop or desktop PC.
10. At the laptop or desktop PC, select Send. The Sending information box appears on the laptop or desktop PC, indicating that the laptop or desktop PC is beginning to transfer information to the palmtop PC.
11. Wait while the transfer takes place. The information box on both PCs indicates the progress of the transfer. Figure 5.3 shows how the

Sending information box appears on the laptop or desktop PC at the end of the process.



```
Sending
Progress :      100%

Press any key to continue
```

Figure 5.3 Sending information box at the end of the process

12. On the palmtop PC, press Enter. The Main menu appears.
13. On the laptop or desktop PC, press Enter. The Main menu appears.
14. Disconnect the laptop or desktop PC from the palmtop PC. For instructions, see the section below.

To disconnect a laptop or desktop PC from a palmtop PC:

1. Unplug the palmtop cable from the COM port on the laptop or desktop PC.
2. Unplug the palmtop cable from the side of the palmtop PC.

TASK 1: CONNECT A PC TO THE DEVICE

Before you can transfer a device configuration from a PC to a V Series Security Device, you need to connect the PC to the device.

Connecting a laptop PC to a device

To connect a laptop PC to a V Series Electronic Lock, you need a laptop cable and a PC-to-lock adapter cable. To connect a laptop PC to a V Series Controller, you need only a laptop cable.

To connect a laptop PC to an electronic lock:

1. Refer to Figure 5.4 and plug the PC-to-lock adapter cable into the base of the lock.
2. Connect the PC-to-lock adapter cable to the laptop cable.
3. Connect the laptop cable to the appropriate COM port on the laptop PC.

Note: The laptop cable must be connected to the COM port selected in the Transfer Port field in the Setup dialog box (see page 1-6).

To connect a laptop PC to a controller:

1. Refer to Figure 5.4 and connect the laptop cable to the controller’s remote RS-232 connector.

Note: If the controller does not have a remote RS-232 connector, you can connect the laptop cable directly to the RS-232 connector on the controller board. For more information, see the *V Series Controller Installation Instructions*.

2. Connect the laptop cable to the appropriate COM port on the laptop PC.

Note: The laptop cable must be connected to the COM port selected in the Transfer Port field in the Setup dialog box (see page 1-6).

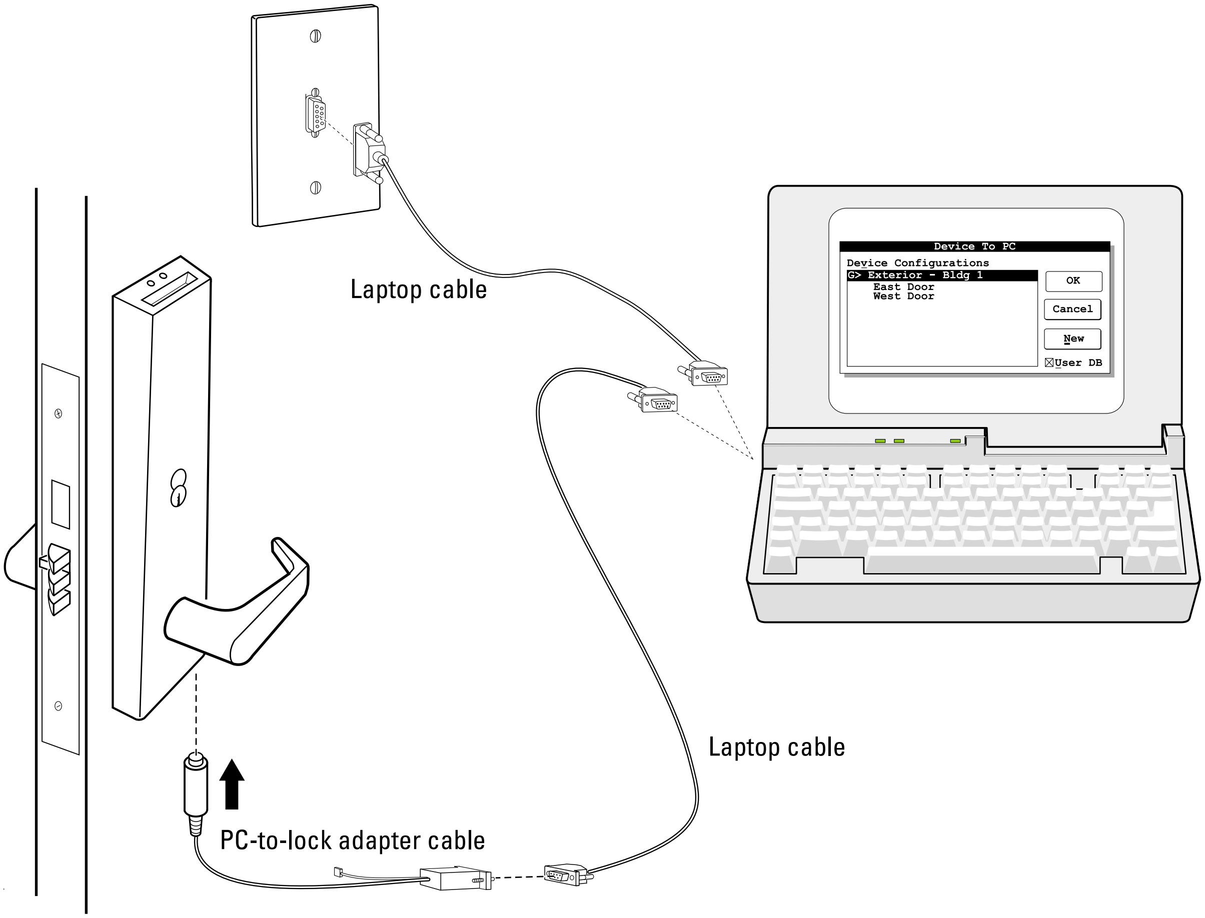


Figure 5.4 Connecting a laptop PC to an electronic lock or controller

Connecting a palmtop PC to a device

To connect a palmtop PC to an electronic lock, you need a palmtop cable and a PC-to-lock adapter cable. To connect a palmtop PC to a controller, you need only a palmtop cable.

To connect a palmtop PC to an electronic lock:

1. Refer to Figure 5.5 and plug the PC-to-lock adapter cable into the base of the lock.
2. Connect the PC-to-lock adapter cable to the palmtop cable.
3. Plug the palmtop cable into the side of the palmtop PC.

To connect a palmtop PC to a controller:

1. Refer to Figure 5.5 and connect the palmtop cable to the controller's remote RS-232 connector.

Note: If the controller does not have a remote RS-232 connector, you can connect the palmtop cable directly to the RS-232 connector on the controller board. For more information, see the *V Series Controller Installation Instructions*.

2. Plug the palmtop cable into the side of the palmtop PC.

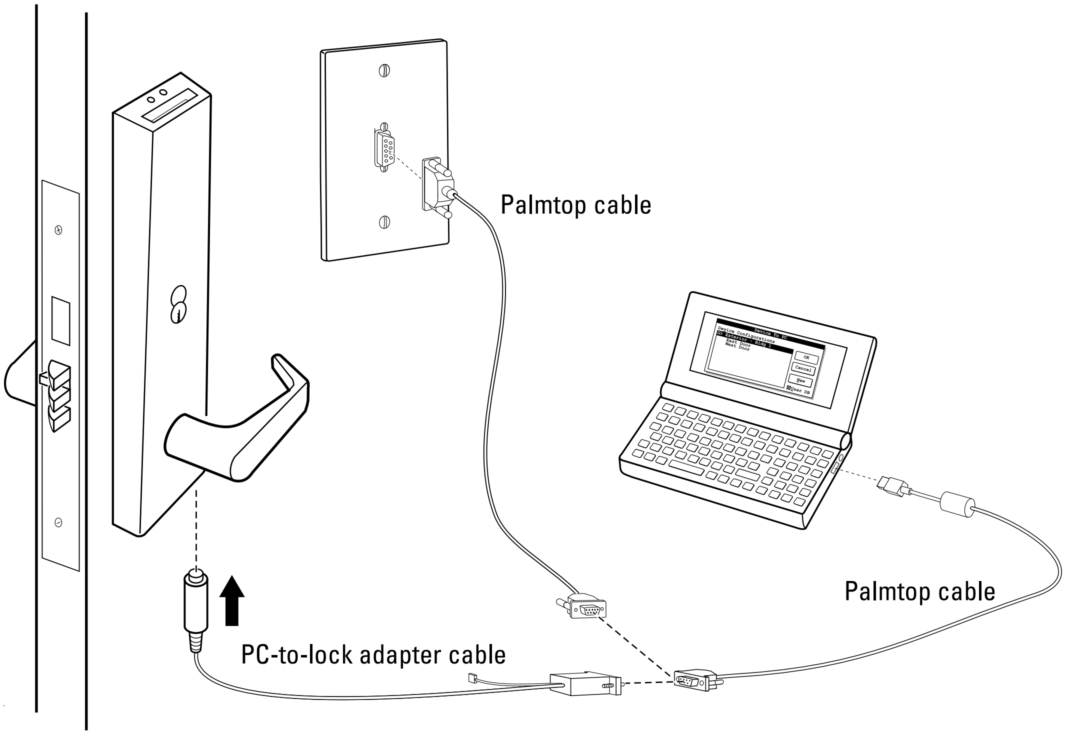


Figure 5.5 Connecting a palmtop PC to an electronic lock or controller

TASK 2: TRANSFER A DEVICE CONFIGURATION TO THE DEVICE

After you've connected the PC to the V Series Security Device, you're ready to transfer a device configuration to the device. When you transfer a device configuration to a device, in addition to transferring programming settings, you can decide whether to transfer:

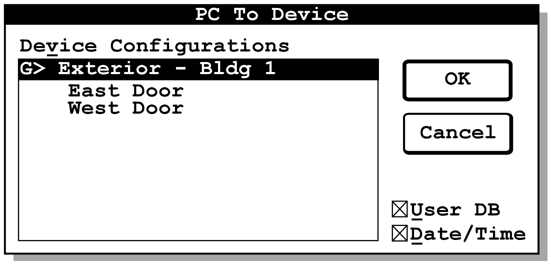
- the PC's date and time
- the device configuration's user database.

To transfer a device configuration to the device:

1. If you want to update the device's date and time when you transfer the device configuration, make sure the PC's date and time are correct.

Note: To check or set a laptop PC's date and time, you can use the DOS Date and Time commands. Refer to your DOS manual. To check or set a palmtop PC's date and time, refer to the manual provided with the PC.

2. Make sure the laptop or palmtop PC is properly connected to the device. For instructions, see *Connecting a laptop PC to a device* on page 5-5 or see *Connecting a palmtop PC to a device* on page 5-7.
3. From the Main menu, select Transfer. The Transfer menu appears.
4. Select PC to Device. The PC to Device dialog box, shown in Figure 5.6, appears.



```
Device Configurations
G> Exterior - Bldg 1
      East Door
      West Door
```

☒User DB
☒Date/Time

Figure 5.6 PC to Lockset dialog box

5. In the Device Configurations list, highlight the device configuration you want to transfer to the device.
6. If you want to transfer the selected device configuration's user database, in addition to the programming settings, check the User DB check box.

   If you do not want to transfer the selected device configuration's user database, make sure the User DB check box is not checked.

Tip: To check a check box, press Tab until the check box name is highlighted, then press the spacebar until you see an **X** in the check box. To remove the **X**, press the spacebar.

7. If you want to update the device's date and time when you transfer the device configuration, check the Date/Time check box. You should update the device's date and time if you are programming the device for the first time.

   If you do not want to update the device's date and time, make sure the Date/Time check box is not checked.

8. Select OK. A message appears stating, "This will overwrite all parameters in the lock."
9. To transfer the device configuration to the device, select Yes. A message appears stating, "Please swipe communications card."
10. Use the communication token to access the device.

Note: If you are programming the device for the first time, use the temporary communication token.

11. Select Yes. The Login dialog box, shown in Figure 5.7, appears.

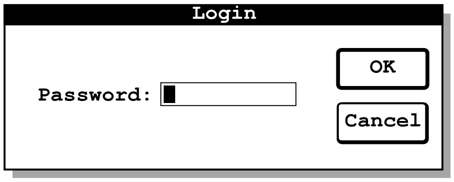


Figure 5.7 Login dialog box

12. In the Password field, type the communication token's password.

Note: The default password for the temporary communication token is 123456.

13. Select OK. A status bar appears, showing the progress of the transfer. When the device configuration has been transferred from the PC to the device, a message appears stating, "Press any key to continue."
14. Press any key. The PC to Device dialog box reappears.
15. To return to the Main menu, select OK.
16. Disconnect the PC from the device.

6 MANAGING DATA FOR YOUR V SERIES SECURITY DEVICES

This chapter describes how to manage your Intelligent Programmer Software (IPS) data. Instructions are provided for the following activities that you might perform:

- retrieving, viewing, printing, and deleting device history records. See page 6–1.
- retrieving a V Series Security Device's programming settings and user database. See page 6–8.
- viewing and printing a device configuration's programming settings. See page 6–12.
- viewing and printing a device configuration's user database. See page 6–14.
- printing all data for a device or group of devices. See page 6–15.
- backing up and restoring IPS data. See page 6–16.
- packing the database to reduce the computer memory being used by the IPS. See page 6–24.

RETRIEVING, VIEWING, PRINTING, AND DELETING HISTORY RECORDS

Each V Series Security Device maintains a history of up to the last 1000 events, including the date and time of each event. Each event is an action taken at the door controlled by the device or at the device itself. For example, the device records each programming change made for the device.

The device also records each time it grants access to a token or denies access to a token. For access events, the device records the card number or access code associated with the event.

You might want to view a device's history records to determine why a device is operating differently than you expect. You also might want to view a device's history if you've had a security problem and want to find out who accessed the door controlled by the device during a certain time period.

To use the IPS to view a device's history records, you first need to retrieve the history records from the device. Then, you can view and print the history records. When you've finished viewing and printing history records, you can delete them to save space on the PC.

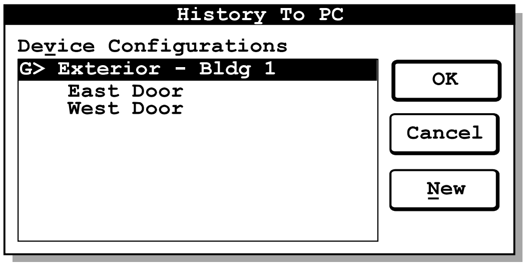
Retrieving history records from a device

The process of retrieving a device's history is slightly different if the device is not yet listed in the IPS records than if it is listed. If the device is already listed, see the section below. If the device is not already listed, page 6-3.

Note: You cannot retrieve history records to a group.

To retrieve history records from a device *already listed* in the IPS records:

1. Connect the PC to the device. For instructions, see *Connecting a laptop PC to a device* on page 5-5 or see *Connecting a palmtop PC to a device* on page 5-7.
2. From the Main menu, select Transfer. The Transfer menu appears.
3. Select History to PC. The History to PC dialog box, shown in Figure 6.1, appears.



History To PC

Device Configurations

```
G> Exterior - Bldg 1
     East Door
     West Door
```

Figure 6.1 History to PC dialog box

4. In the Device Configurations list, highlight the device whose history you want to retrieve.
5. Select OK. A message appears stating, "This will overwrite all history records on the PC for this device."
6. To retrieve the history records from the device, select Yes. A message appears stating, "Please swipe communications card."

7. Use the communications token to access the device.
8. Select Yes. The Login dialog box, shown in Figure 6.2, appears.

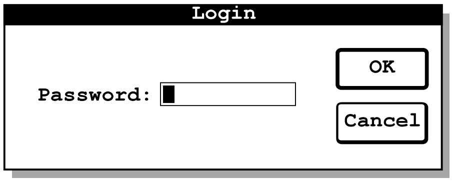


Figure 6.2 Login dialog box

9. In the Password field, type the communication token's password.
10. Select OK. A status bar appears, showing the progress of the transfer. When the history records are transferred from the device to the PC, a message appears stating, "Press any key to continue."
11. Press any key. The History to PC dialog box reappears.
12. To return to the Main menu, select OK.
13. Disconnect the PC from the device.

To retrieve history records from a device *not yet listed* in the IPS records:

1. Connect the PC to the device. For instructions, see *Connecting a laptop PC to a device* on page 5-5 or see *Connecting a palmtop PC to a device* on page 5-7.
2. From the Main menu, select Transfer. The Transfer menu appears.
3. Select History to PC. The History to PC dialog box, shown in Figure 6.3, appears.

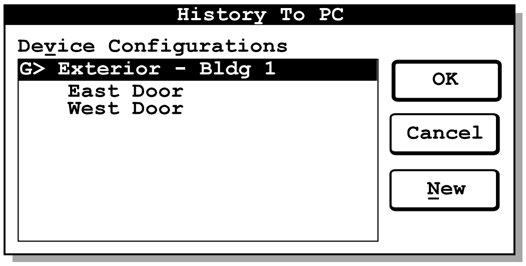
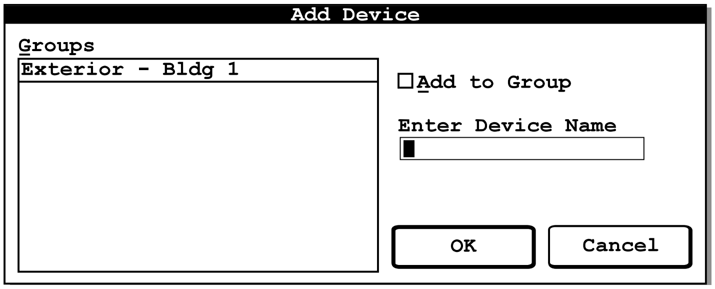


Figure 6.3 History to PC dialog box

4. Select New. The Add Device dialog box, shown in Figure 6.4, appears.



Groups: Exterior - Bldg 1

Figure 6.4 Add Device dialog box

5. If you want to add the device to a group, in the Groups list, highlight the group you want. Then, check the Add to Group check box.

   If you do not want to add the device to a group, make sure the Add to Group check box is not checked.

Tip: To check a check box, press Tab until the check box name is highlighted, then press the spacebar until you see an **X** in the check box. To remove the **X**, press the spacebar.

6. In the Enter Device Name field, type a name for the device (up to 20 characters, including spaces). For example, you might type **SOUTH DOOR**.
7. Select OK. The History to PC dialog box reappears.
8. In the Device Configurations list, highlight the device you just added.
9. Select OK. A message appears stating, “This will overwrite all history records on the PC for this device.”
10. To retrieve the history records from the device, select Yes. A message appears stating, “Please swipe communications card.”
11. Use the communication token to access the reader.
12. Select Yes. The Login dialog box, shown in Figure 6.5, appears.

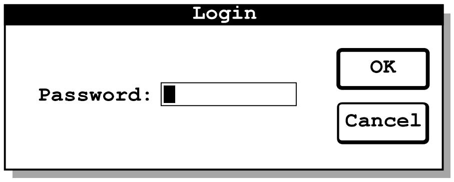


Figure 6.5 Login dialog box

13. In the Password field, type the communication token’s password.

14. Select OK. A status bar appears, showing the progress of the transfer. When the history records are transferred from the device to the PC, a message appears stating, “Press any key to continue.”
15. Press any key. The History to PC dialog box reappears.
16. To return to the Main menu, select OK.
17. Disconnect the PC from the device.

Selecting history records to view or print

After you’ve retrieved a device’s history records, you can view and print the history records at any time. The IPS keeps the history records until you overwrite them by retrieving the device’s history records again or until you delete the device from the IPS records.

When you view a device’s history records, you can select all or only a portion of the records to view. You can view the history records:

- for selected types of events, such as all **ACCESS GRANTED** events
- associated with a selected card number
- for a selected time period.

Note: For a list of all possible types of history events, see *Appendix B V Series Security Device History Event Types*.

When you select the criteria to indicate which records you want to view, the IPS shows only the records that meet all of the selected criteria. For example, you can view only the **ACCESS GRANTED** records for a selected token on a selected day.

To select history records to view or print:

1. From the Main menu, select Reports. The Reports menu, shown in Figure 6.6, appears.

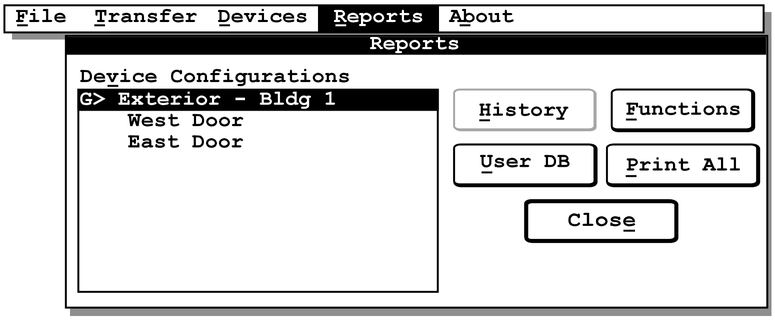
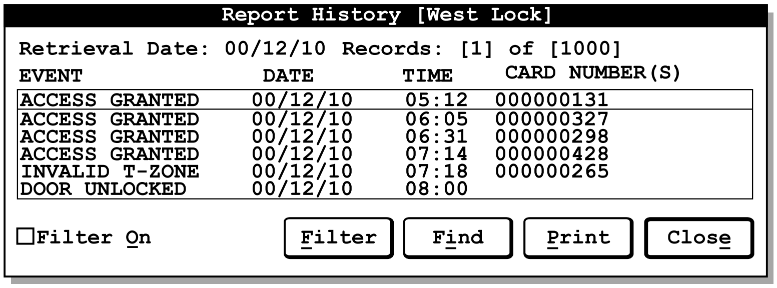


Figure 6.6 Reports menu

2. In the Device Configurations list, highlight the device whose history records you want to view or print.

3. Select History. The History Report dialog box, shown in Figure 6.7, appears.

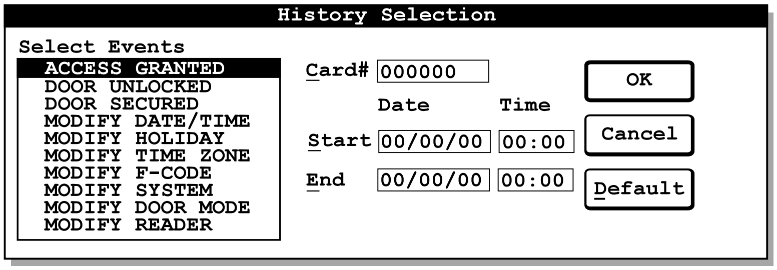


```
Report History [West Lock]
Retrieval Date: 00/12/10  Records: [1] of [1000]
EVENT               DATE        TIME     CARD NUMBER(S)
ACCESS GRANTED      00/12/10    05:12    000000131
ACCESS GRANTED      00/12/10    06:05    000000327
ACCESS GRANTED      00/12/10    06:31    000000298
ACCESS GRANTED      00/12/10    07:14    000000428
INVALID T-ZONE      00/12/10    07:18    000000265
DOOR UNLOCKED       00/12/10    08:00
□Filter On
```

Figure 6.7 History Report dialog box

Tip: If you want to find the next event listed in the History Report dialog box for a particular token, select Find. The Find Card Number dialog box appears. In the Card Number field, type the card number or access code for which you want to find a record. Then, select Find. The History Report dialog box reappears and the highlight bar moves to the next event in the list for the selected card number or access code.

4. To limit the records that appear in the History Report dialog box, select Filter. The History Selection dialog box, shown in Figure 6.8, appears.



```
History Selection
Select Events
  ACCESS GRANTED
  DOOR UNLOCKED
  DOOR SECURED
  MODIFY DATE/TIME
  MODIFY HOLIDAY
  MODIFY TIME ZONE
  MODIFY F-CODE
  MODIFY SYSTEM
  MODIFY DOOR MODE
  MODIFY READER

Card# 000000
        Date       Time
Start   00/00/00   00:00
End     00/00/00   00:00
```

Figure 6.8 History Selection dialog box

5. If you want to limit the type of events for which records appear in the History Report dialog box, perform this step.

   In the Select Event(s) list, mark each type of event that you want to view or print history records for. For example, if you want to view only records indicating that the device granted access to a token, mark **ACCESS GRANTED***.*

Note: To mark a type of event that you want to view history records for, highlight the event and press the spacebar. A diamond (♦) appears next to the type of event. To unmark a type of event, highlight the event and press the spacebar. The diamond next to the type of event disappears.

6. If you want the records for only one card number or access code to appear in the History Report dialog box, perform this step.

In the Card# field, type the card number or access code that you want to view or print records for, preceded by enough zeros to replace the digits you see (the total number of digits in the card number or access code for the selected token format). For example, if you want to view the events associated with token 817 and the card number or access code for the selected token format has six digits, type **000817**.

7. If you want the records for a selected time period to appear in the History Report dialog box, perform this step through Step 10.

   In the Start Date field, type the date when you want the time period to start, first typing the year, then the month, then the day. For example, if you want to view the records for a time period starting on December 15, 2000, type **001215**.

Note: If you want to view the records that meet the criteria defined in the Select Event(s) list and the Card# field no matter when the records were recorded, type all zeros in the Start Date field, Start Time field, End Date field, and End Time field.

8. In the Start Time field, type the time, in 24-hour format, when you want the time period to start. For example if you want to view the records for a time period starting at 8:00 a.m. on the selected start date, type **0800**.
9. In the End Date field, type the date when you want the time period to end, first typing the year, then the month, then the day. For example, if you want to view the records for a time period ending on January 1, 2001, type **010101**.
10. In the End Time field, type the time, in 24-hour format, when you want the time period to end.
11. Select OK. The History Report dialog box reappears, showing only the records that meet the criteria you defined in the History Selection dialog box. Notice that the Filter On check box is checked, indicating that only the records that meet the criteria defined in the History Selection dialog box are shown.

Tip: To scroll one line at a time through the records that appear in the History Report dialog box, press ↓ or ↑. To scroll one screen at a time, press Page Down (Page Down) or Page Up (Page Up).

To show all of the records, not just the records that meet the criteria defined in the History Selection dialog box, remove the check from the Filter On check box. All of the records appear.

12. To print a report showing the records you're viewing, select Print. A message appears stating, "Printing . . ." When the report has finished printing, a message appears stating, "Print completed. (Press any key to continue.)"
13. Press any key. The History Report dialog box reappears.
14. When you've finished viewing the device history records, select Close. The Reports menu reappears.
15. To return to the Main menu, select Close.

Deleting a device's history records

After you've viewed and printed a device's history records, you should delete the history records to conserve space on the PC.

To delete a device's history records:

1. From the Main menu, select Devices. The Devices Administration menu, shown in Figure 6.9, appears.

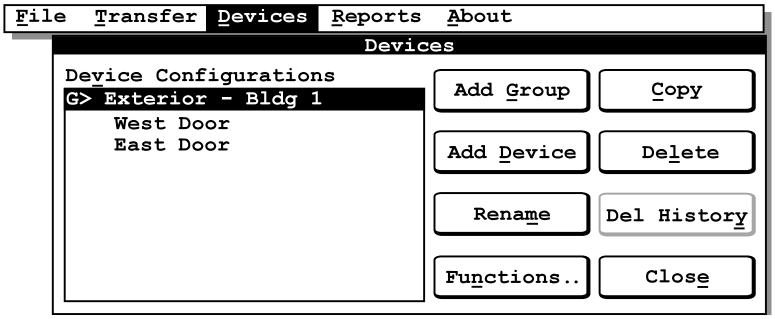


Figure 6.9 Devices Administration menu

2. In the Device Configurations list, highlight the device whose history records you want to delete.
3. Select Del History. A message appears asking, "Are you sure you want to delete all of the device's history?"
4. To delete the device's history records, select Yes. The Reports menu reappears.
5. To return to the Main menu, select Close.

RETRIEVING A DEVICE'S PROGRAMMING SETTINGS AND USER DATABASE

You can retrieve the programming settings and user database from a V Series Security Device. You can retrieve just the programming settings, or you can retrieve the user database, as well as the programming settings.

Updating the records for a device

If changes were made to the device’s programming settings or user database using a handheld terminal or the keypad on a V Series Keypad Security Device, you might want to retrieve the settings and user database to update the IPS records.

To retrieve a device’s programming settings and user database to update the records for a device:

1. Connect the PC to the device. For instructions, see *Connecting a laptop PC to a device* on page 5-5 or see *Connecting a palmtop PC to a device* on page 5-7.
2. From the Main menu, select Transfer. The Transfer menu appears.
3. Select Device to PC. The Device to PC dialog box, shown in Figure 6.10, appears.

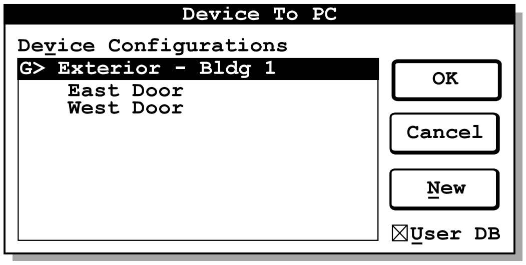


Figure 6.10 Device to PC dialog box

4. In the Device Configurations list, highlight the device configuration you want to overwrite with the configuration in the device.
5. If you want to transfer the device’s user database to the selected device configuration, in addition to the programming settings, check the User DB check box.

   If you do not want to transfer the device’s user database, make sure the User DB check box is not checked.

Tip: To check a check box, press Tab until the check box name is highlighted, then press the spacebar until you see an **X** in the check box. To remove the **X**, press the spacebar.

6. Select OK. A message appears stating, “This will overwrite all parameters on the PC for this device.”
7. To retrieve the configuration from the device, select Yes. A message appears stating, “Please swipe communications card.”
8. Use the communication token to access the device.

9. Select Yes. The Login dialog box, shown in Figure 6.11, appears.

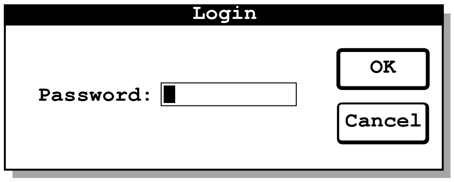


Figure 6.11 Login dialog box

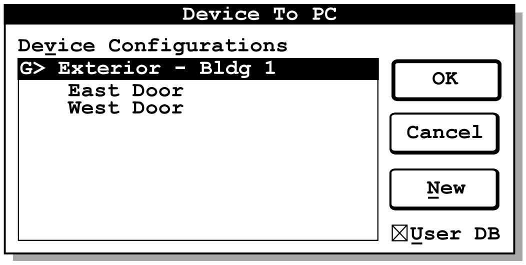
10. In the Password field, type the communication token's password.
11. Select OK. A status bar appears, showing the progress of the transfer. When the device configuration is transferred from the device to the PC, a message appears stating, "Press any key to continue."
12. Press any key. The Device to PC dialog box reappears.
13. To return to the Main menu, select OK.
14. Disconnect the PC from the device.

Creating a new device configuration

If you want to create a device configuration based on the settings and user database in use at a device and you don't have this information in the IPS records, you can retrieve the device's settings and user database and create a new device configuration at the same time.

To retrieve a device's configuration settings and user database to create a new device configuration:

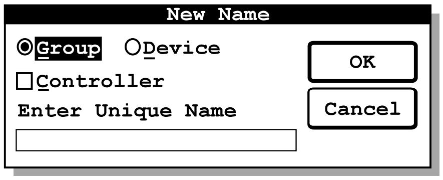
1. Connect the PC to the device. For instructions, see *Connecting a laptop PC to a device* on page 5-5 or see *Connecting a palmtop PC to a device* on page 5-7.
2. From the Main menu, select Transfer. The Transfer menu appears.
3. Select Device to PC. The Device to PC dialog box, shown in Figure 6.12, appears.



```
G> Exterior - Bldg 1
     East Door
     West Door
```

Figure 6.12 Device to PC dialog box

4. Select New. The New Name dialog box, shown in Figure 6.13, appears.



New Name

◉Group ○Device

□Controller

Enter Unique Name

Figure 6.13 New Name dialog box

5. If you want to add a new group, turn on the Group radio button. If you want to add a new device, turn on the Device radio button.

Tip: To turn on the Group radio button, press and hold down Alt, and then press G. To turn on the Device radio button, press and hold down Alt, and then press L.

6. If the new device configuration is for a V Series Controller or group of controllers, check the Controller check box.

   If the new device configuration is for an electronic lock or group of electronic locks, make sure the Controller check box is not checked.

Tip: To check a check box, press Tab until the check box name is highlighted, then press the spacebar until you see an **X** in the check box. To remove the **X**, press the spacebar.

7. In the Enter Unique Name field, type a name for the new group or device (up to 20 characters, including spaces).
8. Select OK. The Device to PC dialog box reappears. The device or group you just added is highlighted in the Device Configurations list.
9. If you want to transfer the device's user database to the selected device configuration, in addition to the programming settings, check the User DB check box.

   If you do not want to transfer the device's user database, make sure the User DB check box is not checked.

10. Select OK. A message appears stating, "This will overwrite all parameters on the PC for this device."
11. To retrieve the configuration from the device, select Yes. A message appears stating, "Please swipe communications card."
12. Use the communication token to access the device.

13. Select Yes. The Login dialog box, shown in Figure 6.14, appears.

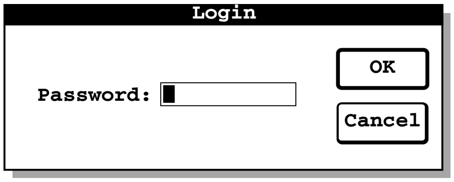


Figure 6.14 Login dialog box

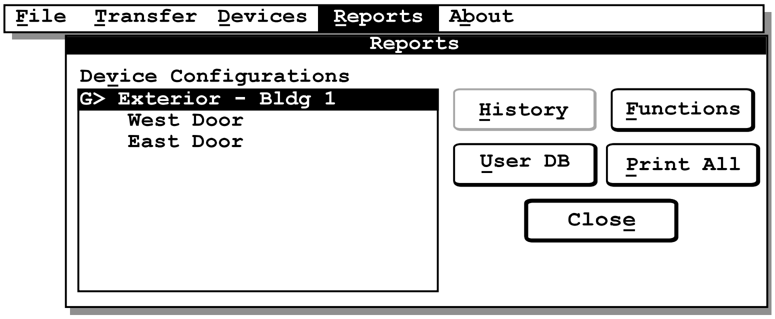
14. In the Password field, type the communication token's password.
15. Select OK. A status bar appears, showing the progress of the transfer. When the device configuration is transferred from the device to the PC, a message appears stating, "Press any key to continue."
16. Press any key. The Device to PC dialog box reappears.
17. To return to the Main menu, select OK.
18. Disconnect the PC from the device.

VIEWING AND PRINTING A DEVICE CONFIGURATION'S SETTINGS

You can view and print a device configuration's programming settings at any time.

To view or print a device configuration's settings:

1. From the Main menu, select Reports. The Reports menu, shown in Figure 6.15, appears.

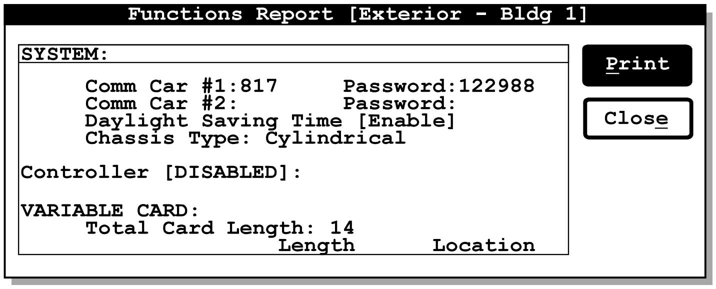


```
Device Configurations
G> Exterior - Bldg 1
     West Door
     East Door
```

Figure 6.15 Reports menu

2. In the Device Configurations list, highlight the device configuration whose settings you want to view or print.

3. Select Functions. The Functions Report information box, shown in Figure 6.16, appears. It shows all of the settings in the selected device configuration.



```
Functions Report [Exterior - Bldg 1]
SYSTEM:
     Comm Car #1:817     Password:122988
     Comm Car #2:        Password:
     Daylight Saving Time [Enable]
     Chassis Type: Cylindrical

Controller [DISABLED]:

VARIABLE CARD:
     Total Card Length: 14
                    Length      Location
```

Figure 6.16 Functions Report information box

Tip: To scroll one line at a time through the information that appears in the Functions Report information box, press ↓ or ↑. To scroll one screen at a time, press Page Down (Page Down) or Page Up (Page Up).

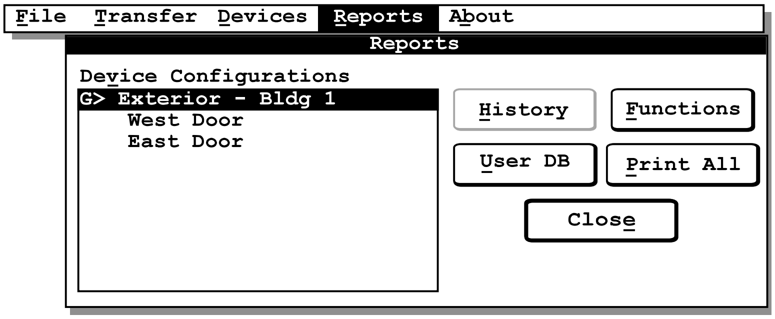
4. To print the device configuration's settings, select Print. A message appears stating, "Printing . . ." When the report has finished printing, a message appears stating, "Print completed. (Press any key to continue.)"
5. Press any key. The Functions Report information box reappears.
6. When you've finished viewing the device configuration's settings, select Close. The Reports menu reappears.
7. To return to the Main menu, select Close.

VIEWING AND PRINTING A DEVICE CONFIGURATION'S USER DATABASE

You can view and print a device configuration's user database at any time.

To view or print a device configuration's user database:

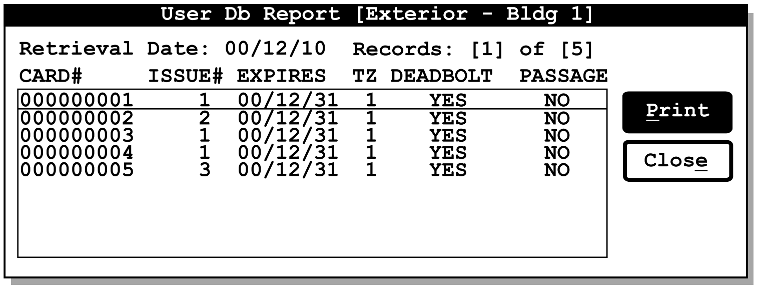
1. From the Main menu, select Reports. The Reports menu, shown in Figure 6.17, appears.



```
Device Configurations
G> Exterior - Bldg 1
     West Door
     East Door
```

Figure 6.17 Reports menu

2. In the Device Configurations list, highlight the device configuration whose user database you want to view or print.
3. Select User DB. The User Db Report information box, shown in Figure 6.18, appears. It shows all of the access cards in the selected device configuration.



```
User Db Report [Exterior - Bldg 1]
Retrieval Date: 00/12/10   Records: [1] of [5]
CARD#       ISSUE# EXPIRES   TZ DEADBOLT  PASSAGE
000000001       1   00/12/31  1     YES       NO
000000002       2   00/12/31  1     YES       NO
000000003       1   00/12/31  1     YES       NO
000000004       1   00/12/31  1     YES       NO
000000005       3   00/12/31  1     YES       NO
```

Figure 6.18 User Db Report information box

Tip: To scroll one line at a time through the information that appears in the User Db Report information box, press ↓ or ↑. To scroll one screen at a time, press Page Down (Page Down) or Page Up (Page Up).

4. To print the device configuration's settings, select Print. A message appears stating, "Printing . . ." When the report has finished printing, a message appears stating, "Print completed. (Press any key to continue.)"
5. Press any key. The User Db Report information box reappears.

6. When you've finished viewing the device configuration's settings, select Close. The Reports dialog box reappears.
7. To return to the Main menu, select Close.

PRINTING ALL DATA FOR A DEVICE OR GROUP OF DEVICES

You can print all the data for a V Series Security Device or group of devices at the same time. If you print all of the data for a device configuration for a *group* of devices, you print the following reports:

- Functions Report
- User Db Report.

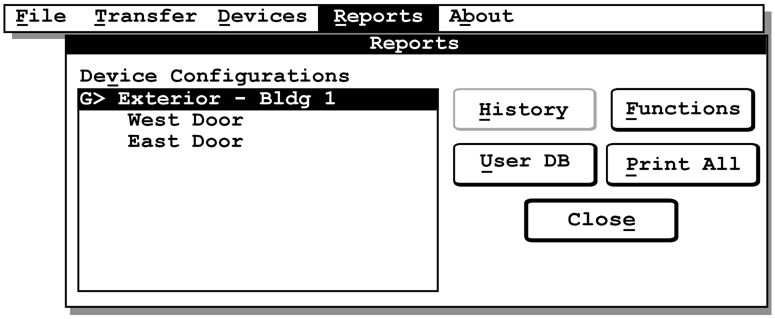
If you print all the data for a device configuration for an *individual device*, you print the following reports:

- History Report
- Functions Report
- User Db Report.

If you print all the data for a *device assigned to a group* device configuration, you print only the History Report.

To print all data for a device or group:

1. From the Main menu, select Reports. The Reports menu, shown in Figure 6.19, appears.



Device Configurations
G> Exterior - Bldg 1
West Door
East Door

Figure 6.19 Reports menu

2. In the Device Configurations list, highlight the device or group whose data you want to view or print.
3. Select Print All. A message appears stating, "Printing . . ." When the reports have finished printing, a message appears stating, "Print completed. (Press any key to continue.)"
4. Press any key. The Reports menu reappears.
5. To return to the Main menu, select Close.

BACKING UP AND RESTORING IPS DATA

The IPS provides features that let you back up and restore IPS data. For example, you can back up data from a palmtop PC directly to another PC's hard disk or floppy disk drive. You also can restore data from a PC's hard disk or floppy disk drive to a palmtop PC.

Similarly, you can back up data from a laptop or desktop PC to its own floppy disk drive or to another PC's hard disk or floppy disk drive. You also can restore data to a laptop or desktop PC from the PC's own floppy disk drive or from another PC's hard disk or floppy disk drive.

Backing up data

When you back up IPS data, you transfer all of the data. You cannot perform a partial backup.

You can use the backup feature when you want to create a duplicate copy of the IPS data for safekeeping or when you want to update the data on another PC.

To back up data to the PC's own hard disk or floppy disk drive:

1. From the Main menu, select File. The File menu appears.
2. Select Backup. The Backup menu, shown in Figure 6.20, appears.

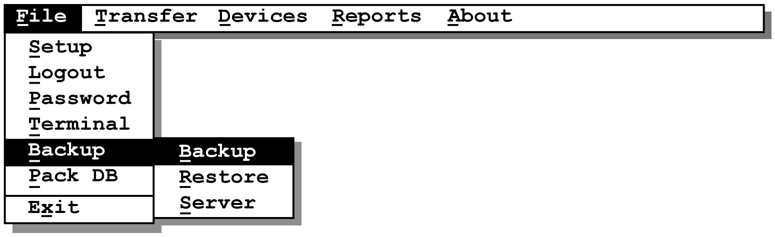


Figure 6.20 Backup menu

3. Select Backup. The Backup To dialog box, shown in Figure 6.21, appears.

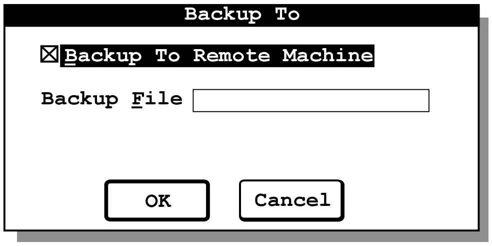


Figure 6.21 Backup To dialog box

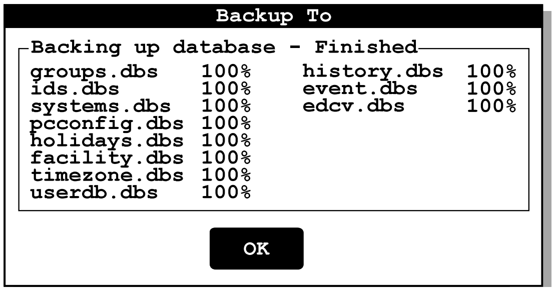
4. Remove the **X** from the Backup to Remote Machine check box.

Tip: To remove the **X** from a check box, press Tab until the check box name is highlighted, then press the spacebar until you do not see an **X** in the check box.

5. In the Backup File field, type the complete path for the backup. Include the location of the drive and directory where you want to back up the data, and a filename for the backup. For example, if you want to back up the data to a file named data.bak and a directory named IPS_data on a diskette in the PC's floppy disk drive, type **A:\IPS_DATA\DATA.BAK**.
6. If you are backing up the data to a floppy diskette, insert a floppy diskette with sufficient space to store the data in the appropriate disk drive.
7. Select OK. The Backup To information box appears, indicating that the PC is beginning to back up the data.

Note: If a file with the same name already exists at the location where you are backing up data, a message appears asking, "The file already exists. Do you want to overwrite it?" To overwrite the existing data, select Yes.

8. Wait while the backup takes place. The Backup To information box indicates the progress of the backup. Figure 6.22 shows how the Backup To information box appears at the end of the process.



```
                    Backup To
Backing up database - Finished
groups.dbs    100%    history.dbs  100%
ids.dbs       100%    event.dbs    100%
systems.dbs   100%    edcv.dbs     100%
pcconfig.dbs  100%
holidays.dbs  100%
facility.dbs  100%
timezone.dbs  100%
userdb.dbs    100%
```

Figure 6.22 Backup To information box at the end of the process

9. Select OK. The Main menu appears.

To back up data to another PC's hard disk or floppy disk drive:

1. Connect the source PC (the PC you want to back up data *from*) to the target PC (the PC you want to back up data *to*). For instructions, see page 5-3.
2. Start and log into the IPS on the source PC. The Main menu appears. For instructions, see page 2-1.
3. At the source PC, select File. The File menu appears.

4. At the source PC, select Backup. The Backup menu, shown in Figure 6.23, appears.

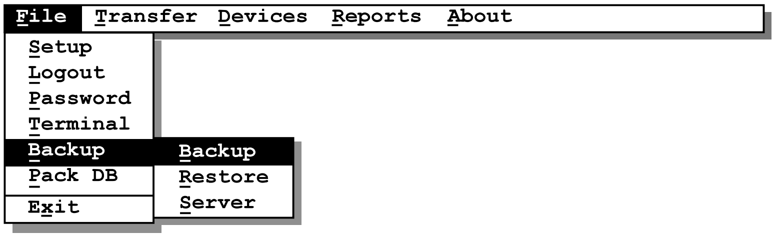
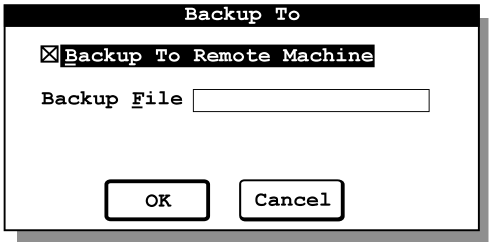


Figure 6.23 Backup menu

5. At the source PC, select Backup. The Backup To dialog box, shown in Figure 6.24, appears.



☒ Backup To Remote Machine

Backup File

Figure 6.24 Backup To dialog box

6. At the source PC, make sure the Backup to Remote Machine check box is checked.

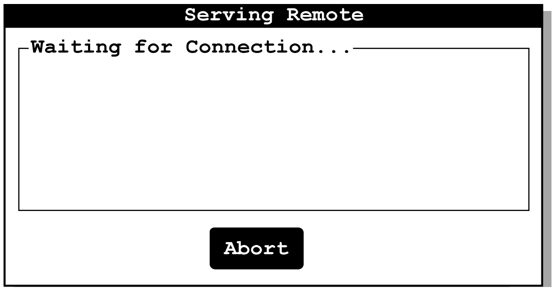
Tip: To check a check box, press Tab until the check box name is highlighted, then press the spacebar until you see an **X** in the check box.

7. At the source PC, in the Backup File field, type the complete path for the backup. Include the location of the drive and directory where you want to back up the data, and a filename for the backup. For example, if you want to back up the data to a file named data.bak in a directory named IPS_data on a diskette in the target PC's floppy disk drive, type **A:\IPS_DATA\DATA.BAK**.

Note: Do not select OK yet.

8. Start and log into the IPS on the target PC. The Main menu appears.
9. If you are backing up the data to a floppy diskette, insert a floppy diskette with sufficient space to store the data in the appropriate disk drive.
10. At the target PC, select File. The File menu appears.
11. At the target PC, select Backup. The Backup menu, shown in Figure 6.23, appears.

12. At the target PC, select Server. The Serving Remote information box, shown in Figure 6.25, appears.



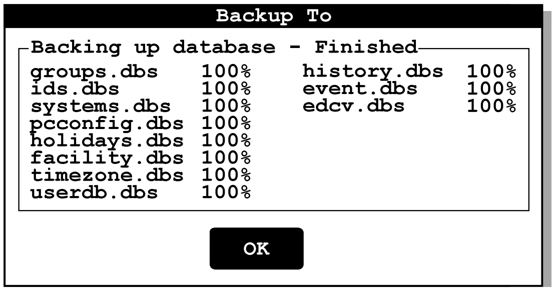
```
Waiting for Connection...
```

Figure 6.25 Serving Remote information box at the start of the process

13. At the source PC, select OK. The Backup To information box appears, indicating that the PC is beginning to back up the data.

Note: If a file with the same name already exists at the location where you are backing up data, a message appears asking, “The file already exists. Do you want to overwrite it?” To overwrite the existing data, select Yes.

14. Wait while the backup takes place. The information box on both PCs indicates the progress of the backup. Figure 6.26 shows how the Backup To information box appears on the source PC at the end of the process.



```
Backing up database - Finished
groups.dbs    100%     history.dbs  100%
ids.dbs       100%     event.dbs    100%
systems.dbs   100%     edcv.dbs     100%
pcconfig.dbs  100%
holidays.dbs  100%
facility.dbs  100%
timezone.dbs  100%
userdb.dbs    100%
```

Figure 6.26 Backup To information box at the end of the process

15. On the source PC, select OK. The Main menu appears.
16. On the target PC, select OK. The Main menu appears.
17. Disconnect the source PC from the target PC.

Restoring data

When you restore IPS data, you transfer all of the data. You cannot perform a partial restoral. You can use the restore feature when you have made a mistake and want to go back to a previous version of the data. You can also use the restore feature when you want to update the data on one PC with data from another PC.

Caution

When you restore IPS data to a location that already has IPS data, you overwrite all of that IPS data. You cannot retrieve the data after it has been overwritten.

To restore data from the PC's own hard disk or floppy disk drive:

1. From the Main menu, select File. The File menu appears.
2. Select Backup. The Backup menu, shown in Figure 6.27, appears.

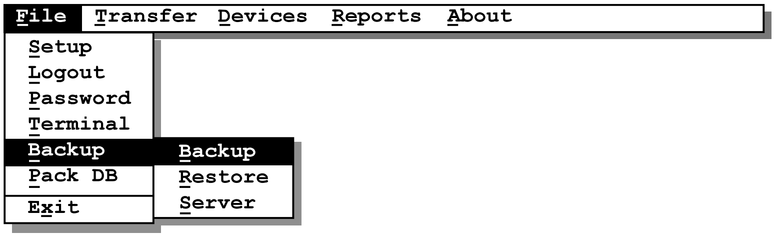
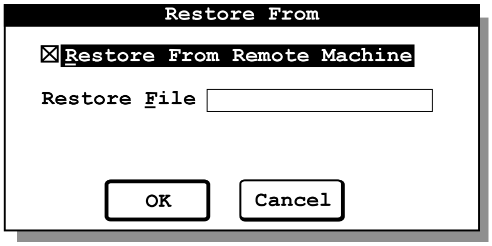


Figure 6.27 Backup menu

3. Select Restore. The Restore From dialog box, shown in Figure 6.28, appears.



☒ Restore From Remote Machine

Restore File

Figure 6.28 Restore From dialog box

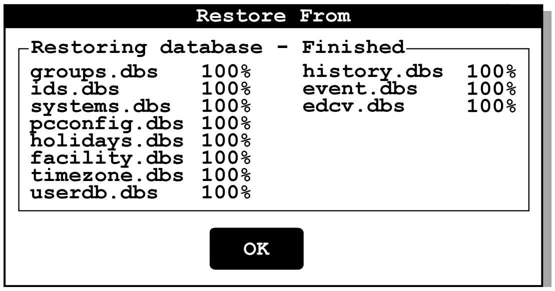
4. Remove the **X** from the Restore From Remote Machine check box.

Tip: To remove the **X** from a check box, press Tab until the check box name is highlighted, then press the spacebar until you do not see an **X** in the check box.

5. In the Restore File field, type the complete path for the backup you want to restore. Include the location of the drive and directory where you want to restore the data from, and the filename of the backup you want to restore. For example, if you want to restore the

data from a file named data.bak in a directory named IPS_data on a diskette in the PC's floppy disk drive, type **A:\IPS_DATA\DATA.BAK**.

6. If you are restoring the data from a floppy diskette, insert the floppy diskette in the appropriate disk drive.
7. Select OK. The Restore From information box appears, indicating that the PC is beginning to restore the data.
8. Wait while the restore takes place. The Restore From information box indicates the progress of the restore. Figure 6.29 shows how the Restore From information box appears at the end of the process.



```
                     Restore From
Restoring database - Finished
groups.dbs    100%      history.dbs  100%
ids.dbs       100%      event.dbs    100%
systems.dbs   100%      edcv.dbs     100%
pcconfig.dbs  100%
holidays.dbs  100%
facility.dbs  100%
timezone.dbs  100%
userdb.dbs    100%

                          OK
```

Figure 6.29 Restore From information box at the end of the process

9. Select OK. The Main menu appears.

To restore data from another PC's hard disk or floppy disk drive:

1. Connect the target PC (the PC you want to restore data *to*) to the source PC (the PC you want to restore data *from*). For instructions, see page 5-3.
2. Start and log into the IPS on the target PC. The Main menu appears. For instructions, see page 2-1.
3. At the target PC, select File. The File menu appears.
4. At the target PC, select Backup. The Backup menu, shown in Figure 6.30, appears.

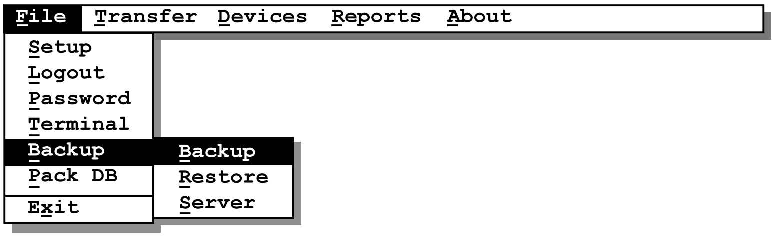
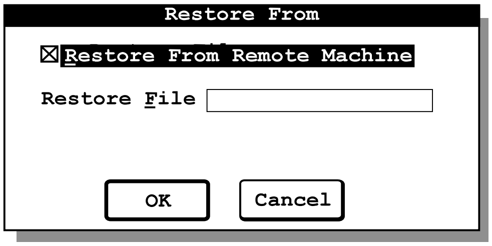


Figure 6.30 Backup menu

5. At the target PC, select Restore. The Restore From dialog box, shown in Figure 6.31, appears.



Restore From

☒ Restore From Remote Machine

Restore File

Figure 6.31 Restore From dialog box

6. At the target PC, make sure the Restore From Remote Machine check box is checked.

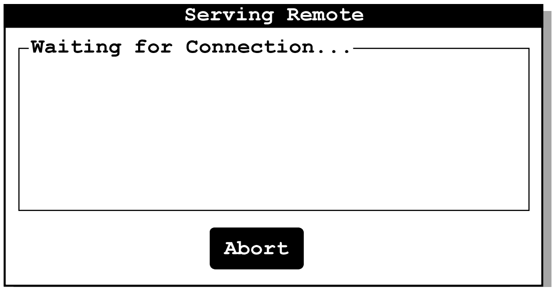
Tip: To check a check box, press Tab until the check box name is highlighted, then press the spacebar until you see an **X** in the check box.

7. At the target PC, in the Restore File field, type the complete path for the backup you want to restore. Included the location of the drive and directory where you want to restore the data from, and the filename of the backup you want to restore. For example, if you want to restore the data from a file named data.bak in a directory named IPS_data on a diskette in the source PC's floppy disk drive, type **A:\IPS_DATA\DATA.BAK**.

Note: Do not select OK yet.

8. Start and log into the IPS on the source PC. The Main menu appears.
9. If you are restoring the data from a floppy diskette, insert the floppy diskette in the appropriate disk drive.
10. At the source PC, select File. The File menu appears.
11. At the source PC, select Backup. The Backup menu, shown in Figure 6.30, appears.

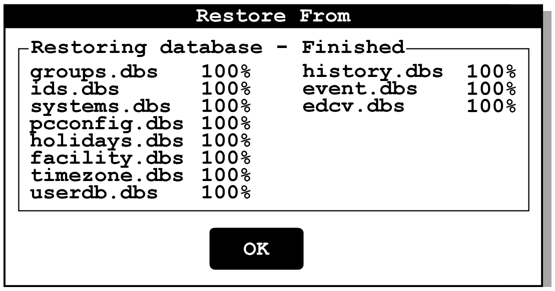
12. At the source PC, select Server. The Serving Remote information box, shown in Figure 6.32, appears.



```
Waiting for Connection...
```

Figure 6.32 Serving Remote information box at the start of the process

13. At the target PC, select OK. The Restore From information box appears, indicating that the PC is beginning to restore the data.
14. Wait while the restore takes place. The information box on both PCs indicates the progress of the restore. Figure 6.33 shows how the Restore From information box appears on the target PC at the end of the process.



```
Restoring database - Finished
groups.dbs    100%    history.dbs  100%
ids.dbs       100%    event.dbs    100%
systems.dbs   100%    edcv.dbs     100%
pcconfig.dbs  100%
holidays.dbs  100%
facility.dbs  100%
timezone.dbs  100%
userdb.dbs    100%
```

Figure 6.33 Restore From information box at the end of the process

15. On the target PC, select OK. The Main menu appears.
16. On the source PC, select OK. The Main menu appears.
17. Disconnect the target PC from the source PC.

PACKING THE IPS DATABASE

The IPS provides a feature that lets you “pack” its database. The process of packing the database involves reorganizing the IPS data so it takes up less space on the PC’s hard disk.

You can pack the database periodically to conserve space on your PC’s hard disk. If you see a message indicating your PC is running out of disk space, you can pack the database to free disk space.

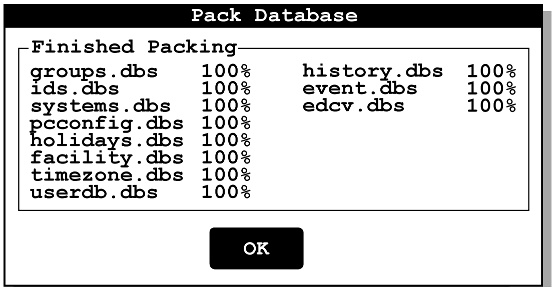
Note: When you pack the database, your device configurations’ programming settings and user databases, and your device history records are not affected.

Caution

Do not interrupt the process of packing the database. An interruption might cause you to lose or destroy data.

To pack the database:

1. From the Main menu, select File. The File menu appears.
2. Select Pack DB. A message appears asking, “Do not reboot or otherwise interrupt once pack has started or all your data could be lost. This may take several minutes. Do you wish to continue?”
3. To pack the database, select Yes. The Pack Database information box appears, indicating that the PC is beginning to pack the database.
4. Wait while the pack takes place. The Pack Database information box indicates the progress of the pack. Figure 6.34 shows how the Pack Database information box appears on the target PC at the end of the process.



```
                    Pack Database
Finished Packing
groups.dbs    100%     history.dbs   100%
ids.dbs       100%     event.dbs     100%
systems.dbs   100%     edcv.dbs      100%
pcconfig.dbs  100%
holidays.dbs  100%
facility.dbs  100%
timezone.dbs  100%
userdb.dbs    100%
```

Figure 6.34 Pack Database information box at the end of the process

5. Select OK. The Main menu appears.

7 MAINTAINING DEVICE CONFIGURATIONS

To maintain the Intelligent Programmer Software (IPS), you need to keep each V Series Security Device's programming up to date. You might need to modify a device's programming to change how it operates. You also might need to add, modify, or delete information in a device's user database.

To update a device or group of devices, you perform the following tasks:

1. Update the device configuration for the device or group of devices by editing the configuration.
2. For each device to be updated with the device configuration, connect a palmtop or laptop PC containing the updated configuration to the device and transfer the updated configuration to the device.

This chapter describes how to make the following common changes to a device configuration's programming settings and user database:

- adding a facility code or changing the range of card numbers or access codes for a facility code. See page 7-3.
- changing or adding a communication token and password. See page 7-4.
- changing or adding holidays. See page 7-6.
- changing or adding a time zone. See page 7-7.
- changing the user database. See page 7-8.

In addition, this chapter describes how to:

- delete a device configuration that you no longer need. See page 7–8.
- rename a device configuration. See page 7–9.

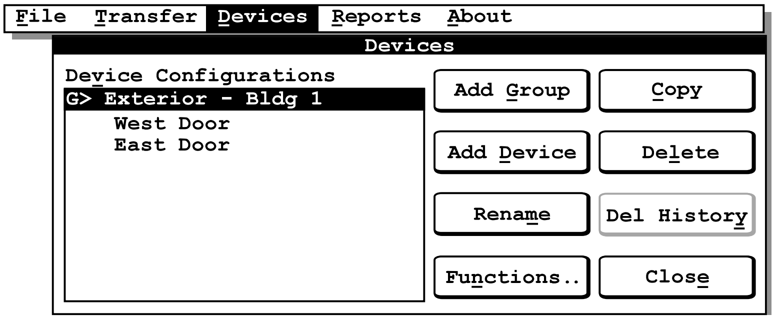
For instructions for transferring the device configuration to the device, see *Chapter 5 Programming a device*.

SELECTING A DEVICE CONFIGURATION TO EDIT

Anytime you want to edit a device configuration, you need to perform the steps below to select the device configuration.

To select a device configuration to edit:

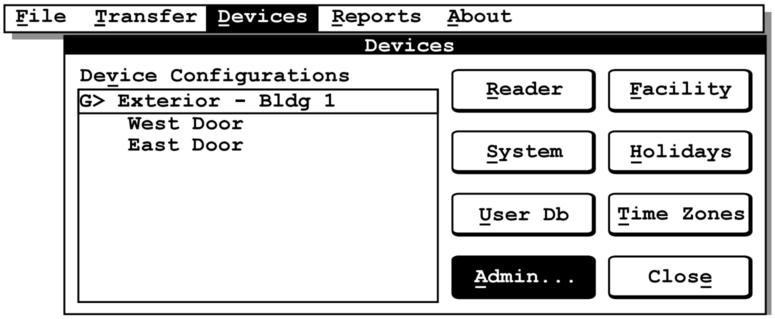
1. From the Main menu, select Devices. The Devices Administration menu, shown in Figure 7.1, appears.



Device Configurations
G> Exterior - Bldg 1
West Door
East Door

Figure 7.1 Devices Administration menu

2. In the Device Configurations list, highlight the device or group whose device configuration you want to edit.
3. Select Functions. The Devices Functions menu, shown in Figure 7.2, appears.



Device Configurations
G> Exterior - Bldg 1
West Door
East Door

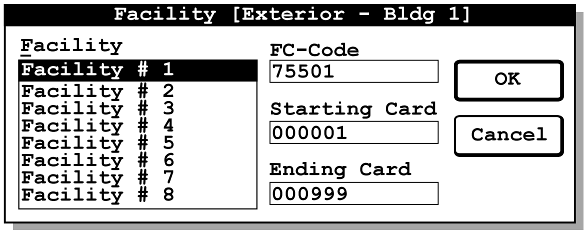
Figure 7.2 Devices Functions menu

ADDING A FACILITY CODE, OR CHANGING THE RANGE OF CARD NUMBERS OR ACCESS CODES FOR A FACILITY CODE

If you need to add additional tokens to a device configuration's user database and the tokens use a facility code not yet defined for the device configuration, you can add the facility code to the device configuration. You also can change the range of card numbers or access codes that is acceptable for a facility code. V Series Security Devices using the device configuration will reject tokens with card numbers or access codes outside this range. For more information about facility codes, see page 4–14.

To add a facility code or change the range of card numbers or access codes for a facility code:

1. Make sure you're viewing the Devices Functions menu and the device configuration you're editing is highlighted. For instructions, see *Selecting a device configuration to edit* on page 7 -2.
2. Select Facility. The Facility dialog box, shown in Figure 7.3, appears.



Facility [Exterior - Bldg 1]

FC-Code: 75501

Starting Card: 000001

Ending Card: 000999

Figure 7.3 Facility dialog box

3. In the Facility list, highlight the facility that you want to add or change.
4. If you're adding a facility code, perform this step.

   In the FC-Code field, type the facility code, preceded by enough zeros to replace the digits you see (the total number of digits in the facility code for the selected token format). For example, if the facility code is 86421 and the facility code for the selected token format has five digits, type **86421**.

5. If you're adding a facility code or you want to change the starting card number or access code, perform this step.

   In the Starting Card field, type the lowest card number or access code (with the selected facility code) that the devices should accept. Type enough zeros before the card number or access code to replace the digits you see (the total number of digits in the card number or access code for the selected token format). The devices will reject any tokens with card numbers or access codes lower than this number.

   For example, if the lowest card number or access code for this facility code is 1 and the card number or access code for the selected token format has six digits, type **000001**.

6. If you're adding a facility code or you want to change the ending card number, perform this step.

   In the Ending Card field, type the highest card number or access code (with the selected facility code) that the devices should accept. Type enough zeros before the card number or access code to replace the digits you see (the total number of digits in the card number or access code for the selected token format). The devices will reject any tokens with card numbers or access codes higher than this number.

   For example, if the highest card number or access code for this facility code is 999 and the card number or access code for the selected token format has six digits, type **000999**.

7. For each additional facility code you want to add or change the range of card numbers or access codes for, repeat Step 3 through Step 6.
8. When you've finished adding or changing facility code information, select OK. The Devices Functions menu reappears.
9. To return to the Main menu, select Close.

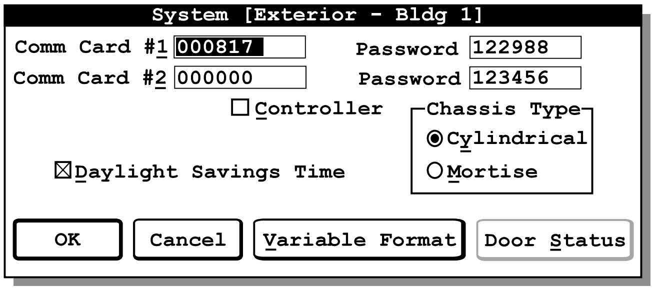
CHANGING OR ADDING A COMMUNICATION TOKEN AND PASSWORD

You can change the card number or access code and/or password for a communication token already defined for a device configuration. You also can add a second token to a device configuration's user database if only one communication token is defined.

Each device configuration must have *at least one* communication token and can have a maximum of two. You pick the password you want to use for each communication token. The password can be between one and six digits.

To change or add a communication token number, or access code, and password:

1. Make sure you're viewing the Devices Functions menu and the device configuration you're editing is highlighted. For instructions, see *Selecting a device configuration to edit* on page 7 -2.
2. Select System. The System dialog box, shown in Figure 7.4, appears.



System [Exterior - Bldg 1]

Comm Card #1 000817 Password 122988

Comm Card #2 000000 Password 123456

□ Controller

Chassis Type

● Cylindrical

○ Mortise

☒ Daylight Savings Time

Figure 7.4 System dialog box

3. If you want to change or add a card number or access code for a communication token, perform this step.

   In the Comm Card #1 or #2 field, type the card number or access code for a communication token, preceded by enough zeros to replace the digits you see (the total number of digits in the card number or access code for the selected token format). For example, if the communication token number is 411 and the card number or access code for the selected token format has six digits, type **000411**.

Note: Remember, you must define at least one communication token for the device configuration.

4. If you want to change or add the password for a communication token, perform this step.

   In the Password field next to the Comm Card #1 or #2 field, type the password (from 1 to 6 digits) for the communication token, preceded by enough zeros to total six digits. After you use the token to access a door controlled by a device, you enter this password to access programming and history features.

   For example, if you want the password for the communication token to be 8591, type **008591**.

5. Select OK. The Devices Functions menu reappears.
6. To return to the Main menu, select Close.

CHANGING OR ADDING HOLIDAYS

Since you program the time and date when each holiday starts and ends, you must update the holidays programmed for V Series Security Devices on a regular basis to indicate the new dates for holidays. It's easier to define a new holiday schedule in a device configuration if you first complete a Facility Information form (see page 3–8).

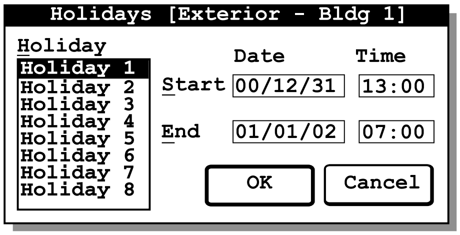
You can also change or add a holiday at any time. You can program up to 16 holidays for a device.

Each holiday can span any time period you designate. For example, one holiday might be defined as half a day. Another holiday might span an entire week. For each holiday, you provide the date and time when the holiday starts, as well as the date and time when the holiday ends.

Note: Do not enter 24:00 to indicate the end of a holiday. Instead, enter 23:59.

To change or add a holiday:

1. Make sure you're viewing the Devices Functions menu and the device configuration you're editing is highlighted. For information, see *Selecting a device configuration to edit* on page 7 -2.
2. Select Holidays. The Holidays dialog box, shown in Figure 7.5, appears.



Holidays [Exterior - Bldg 1]

Holiday: Holiday 1 (selected), Holiday 2, Holiday 3, Holiday 4, Holiday 5, Holiday 6, Holiday 7, Holiday 8

	Date	Time
Start	00/12/31	13:00
End	01/01/02	07:00

Figure 7.5 Holidays dialog box

3. On the Holiday list, highlight the holiday you want to change or add.
4. If you're adding a holiday or you want to change the date when the holiday will start, perform this step.

   In the Start Date field, type the date when the holiday will start, first typing the year, then the month, then the day. For example, if the holiday will start on December 31, 2000, type **001231**.
5. If you're adding a holiday or you want to change the time when the holiday will start, perform this step.

In the Start Time field, type the time, in 24-hour format, when the holiday will start. For example, if the holiday will start at 1:00 p.m., type **1300***.*

6. If you're adding a holiday or you want to change the date when the holiday will end, perform this step.

   In the End Date field, type the date when the holiday will end. For example, if the holiday will end on January 3, 2001, type **010103***.*

7. If you're adding a holiday or you want to change the time when the holiday will end, perform this step.

   In the End Time field, type the time when the holiday will end. For example, if the holiday will end at 6:30 a.m., type **0630***.*

8. For each additional holiday you want to change or add, repeat Step 3 through Step 7.
9. When you've changed or added all the holidays you want, select OK. The Devices Functions menu reappears.
10. To return to the Main menu, select Close.

CHANGING OR ADDING A TIME ZONE

You might want to change or add a time zone in a device configuration to define when:

- a group of access tokens can access doors controlled by V Series Security Devices using the device configuration
- the doors automatically unlock (or unlock when a valid token accesses the doors) and then later relock
- all tokens in the facility can access the door
- the doors automatically lock down, denying *all* tokens access, and then later resume normal operation.

For example, suppose your company adds a new group of employees who need to access a group of doors. In the device configuration for the group of devices controlling the doors, you might need to define a time zone indicating when the new employees can access the doors. When you add the new employees' tokens to the device configuration's user database, you can assign the newly-defined time zone for the employees. For more information about time zones, see page 4–24.

Changes to time zones affect the tokens and features using that time zone. For example, changing Time Zone 1 affects all tokens that have access to the door during Time Zone 1.

It's easier to define time zones if you first complete a Facility Information form (see page 3–8). For instructions to change or add a Time Zone, see page 4–24.

CHANGING THE USER DATABASE

The user database for a device configuration describes all of the tokens that can access the V Series Security Devices using this device configuration. When maintaining the user database for the device configuration, you can:

- add tokens. See page 4–32.
- enroll a proximity card. See page 4–35.
- add a range of access cards. See page 4–38.
- modify tokens. See page 4–40.
- delete a token. See page 4–42.
- delete a range of access cards. See page 4–43.

It’s easier to change the user database if you first complete a Token & Door Information form or the Token by Door Information form (see page 3–11).

Note: Features involving a range of tokens generally are not used for V Series Keypad Security Devices since the use of consecutive access codes can compromise the security of your access control system.

Tip: When you’ve finished changing the user database, remember to review it to make sure it’s complete and accurate.

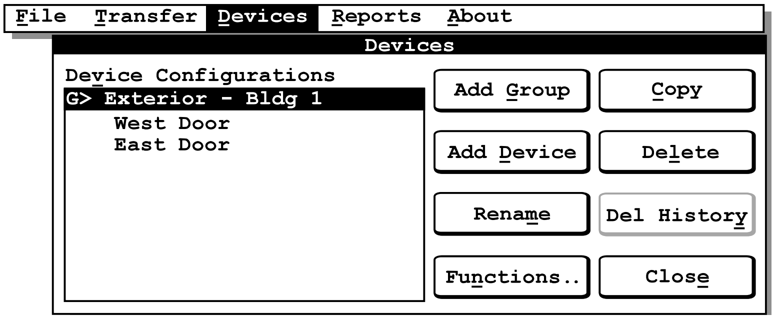
DELETING A DEVICE CONFIGURATION

You can delete a device configuration you no longer need. Before you delete a device configuration, make sure that no V Series Security Devices are currently using the configuration.

Note: If you accidentally delete a device configuration you need, you can retrieve the configuration from a device that is using exactly the same configuration. For instructions, see *Retrieving a device’s programming settings and user database* on page 6 -8.

To delete a device configuration:

1. From the Main menu, select Devices. The Devices Administration menu, shown in Figure 7.1, appears.



G> Exterior - Bldg 1
West Door
East Door

Figure 7.6 Devices Administration menu

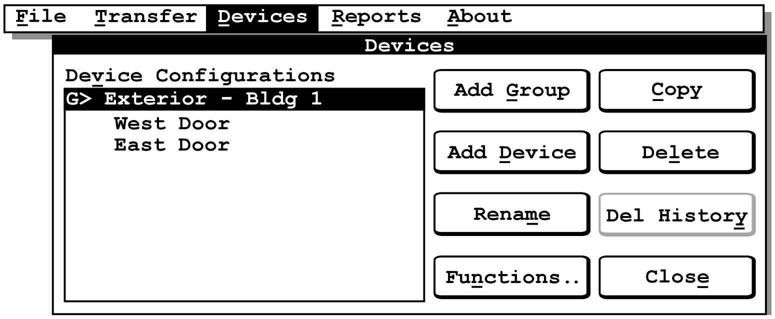
2. In the Device Configurations list, highlight the device configuration you want to delete.
3. Select Delete. A message appears asking, “Delete . . . ?”
4. To delete the device configuration, select Yes. The Devices Administration menu reappears. The device configuration no longer appears on the Device Configurations list.
5. To return to the Main menu, select Close.

RENAMING A GROUP OR DEVICE

You can rename a group or device to make it easier for you to identify.

To rename a group or device:

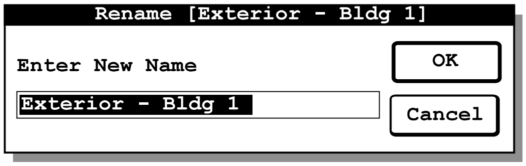
1. From the Main menu, select Devices. The Devices Administration menu, shown in Figure 7.7, appears.



G> Exterior - Bldg 1
West Door
East Door

Figure 7.7 Devices Administration menu

2. In the Devices Configurations list, highlight the group or device whose name you want to change.
3. Select Rename. The Rename dialog box, shown in Figure 7.8, appears.



Enter New Name
Exterior - Bldg 1

Figure 7.8 Rename dialog box

4. In the Enter New Name field, type the new name (up to 20 characters, including spaces). For example, you might type **WEST WAREHOUSE DOOR**.
5. Select OK. The Devices Administration menu reappears.
6. To return to the Main menu, select Close.

A

USING THE HANDHELD TERMINAL MODE

This appendix provides instructions for using the handheld terminal mode to perform the following activities:

- programming a V Series Security Device to override time zone control. See page A–3.
- viewing a device's system data. See page A–7.
- resetting a device. See page A–8.
- clearing an electronic lock's low battery message. See page A–11.

Unlike the regular IPS interface, which you can use when the PC is not connected to a device, the handheld terminal mode requires the PC to be connected to a device. This appendix describes how to:

- enter the handheld terminal mode. See page A–2.
- exit the handheld terminal mode. See page A–12.

If you want to perform other activities using the handheld terminal mode, refer to the *V Series Handheld Terminal User Manual*. When following the instructions in that manual, keep in mind the following guidelines:

- When the instructions say to press * on the handheld terminal keyboard, press Enter.
- When the instructions say to press **#** on the handheld terminal keyboard, press Esc (Escape).

Entering handheld terminal mode

Anytime you want to use the handheld terminal mode, you need to perform the steps below to connect the PC to the V Series Security Device and enter the mode.

To enter the handheld terminal mode:

1. Connect the PC to the device. For instructions, see *Connecting a laptop PC to a device* on page 5-5 or see *Connecting a palmtop PC to a device* on page 5-7.
2. From the Main menu, select File. The File menu, shown in Figure 1.2, appears.

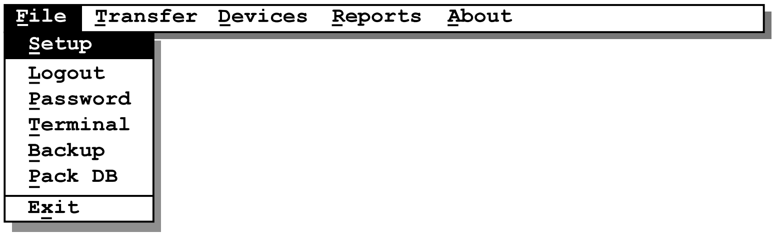
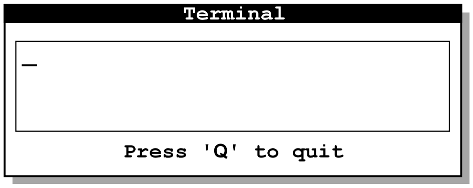


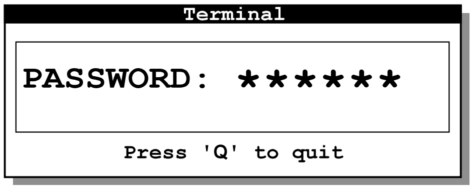
Figure 1.2 File menu

3. Select Terminal. You see:



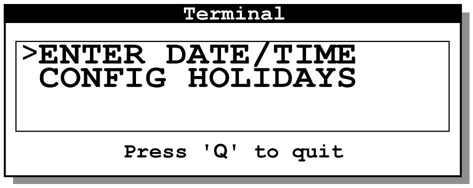
```
Terminal
_
Press 'Q' to quit
```

4. Use the communication token to access the device. You see:



```
Terminal
PASSWORD: ******
Press 'Q' to quit
```

5. Type the communication token's password.
6. Press Enter. You see:



```
Terminal
>ENTER DATE/TIME
 CONFIG HOLIDAYS
Press 'Q' to quit
```

PROGRAMMING A V SERIES SECURITY DEVICE TO OVERRIDE TIME ZONE CONTROL

There are four door mode features that let you override time zone control for a door. These features are similar to the timed access features. However, when you select a door mode to override time zone control, the selected door mode remains in effect until you restore time zone control for the V Series Security Device.

The following door mode features are available:

- **Door lock**. This feature locks down the door, denying all tokens access.
- **Card only**. This feature sets the device to allow access to any token in the device's user database.
- **Facility code only**. This feature sets the device to allow access to any token with a valid facility code.

⚠ Caution

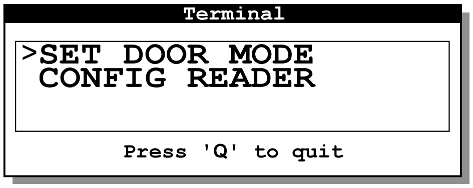
If someone loses an access card, the card can be used to access the door during the facility code only time zone. To prevent the access card from being used to access the door, you can disable the facility code only time zone, or you can change the facility code for the door and all of the cards that access it.

- **Door unlock**. This feature sets the door to unlock and remain unlocked.

When you are ready to restore the door to time zone control, you set the device to **time zone control** again. For example, during an emergency you might use the door lock feature to lock out all employees. When the emergency is over, you restore the device to time zone control.

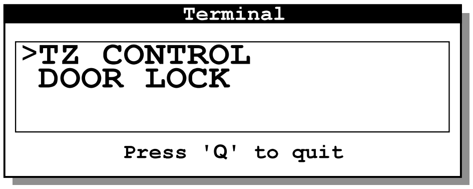
To lock down a door continuously:

1. Press ↑ or ↓ until you see:



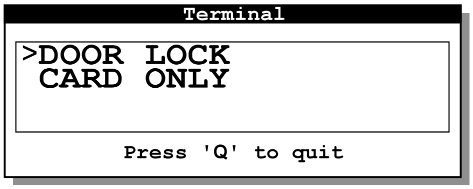
```
Terminal
>SET DOOR MODE
 CONFIG READER

Press 'Q' to quit
```

2. Press Enter. For example, you see:



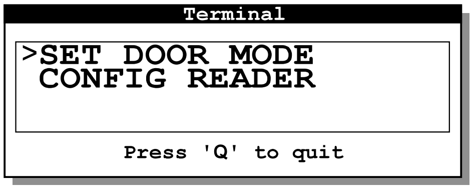
```
Terminal
>TZ CONTROL
 DOOR LOCK

Press 'Q' to quit
```

3. Press ↑ or ↓ until you see:



```
Terminal
>DOOR LOCK
 CARD ONLY

Press 'Q' to quit
```

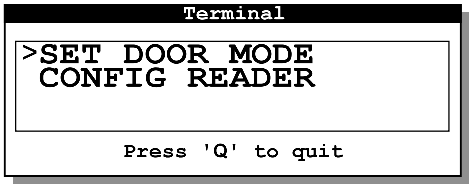
4. Press Enter. You see:



```
Terminal
>SET DOOR MODE
 CONFIG READER

Press 'Q' to quit
```

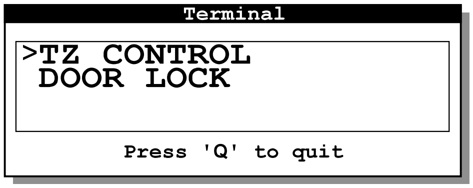
To disable time zone control while allowing individual tokens access:

1. Press ↑ or ↓ until you see:



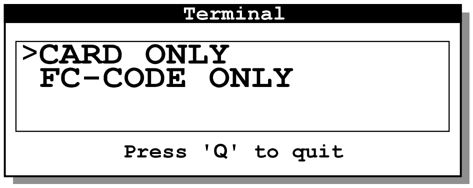
```
Terminal
>SET DOOR MODE
 CONFIG READER

Press 'Q' to quit
```

2. Press Enter. For example, you see:



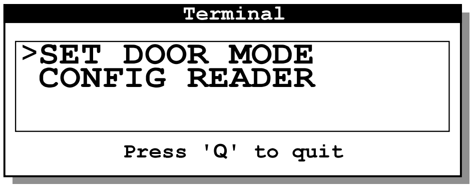
```
Terminal
>TZ CONTROL
 DOOR LOCK

Press 'Q' to quit
```

3. Press ↑ or ↓ until you see:



```
Terminal
>CARD ONLY
 FC-CODE ONLY

Press 'Q' to quit
```

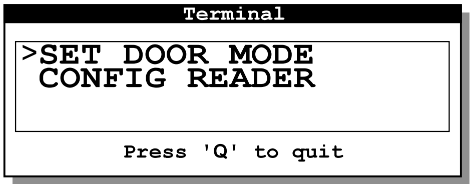
4. Press Enter. You see:



```
Terminal
>SET DOOR MODE
 CONFIG READER

Press 'Q' to quit
```

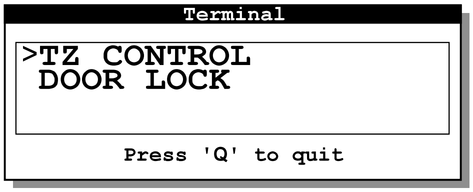
To allow access for tokens with a valid facility code:

1. Press ↑ or ↓ until you see:



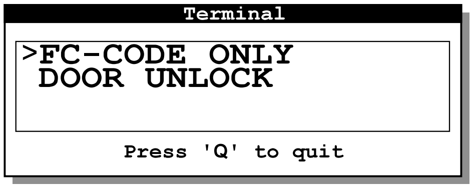
```
>SET DOOR MODE
 CONFIG READER

Press 'Q' to quit
```

2. Press Enter. For example, you see:



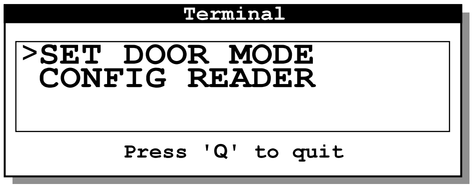
```
>TZ CONTROL
 DOOR LOCK

Press 'Q' to quit
```

3. Press ↑ or ↓ until you see:



```
>FC-CODE ONLY
 DOOR UNLOCK

Press 'Q' to quit
```

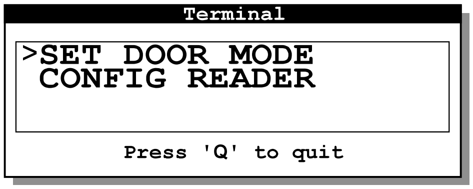
4. Press Enter. You see:



```
>SET DOOR MODE
 CONFIG READER

Press 'Q' to quit
```

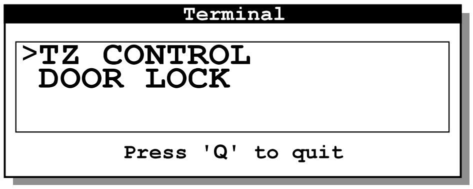
To unlock the door continuously:

1. Press ↑ or ↓ until you see:



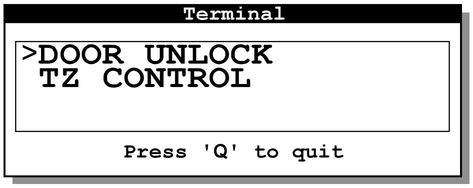
```
>SET DOOR MODE
 CONFIG READER

Press 'Q' to quit
```

2. Press Enter. For example, you see:



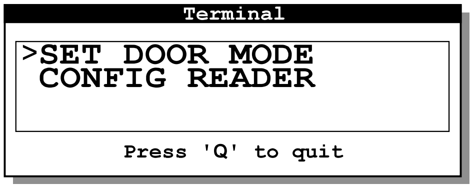
```
>TZ CONTROL
 DOOR LOCK

Press 'Q' to quit
```

3. Press ↑ or ↓ until you see:



```
>DOOR UNLOCK
 TZ CONTROL

Press 'Q' to quit
```

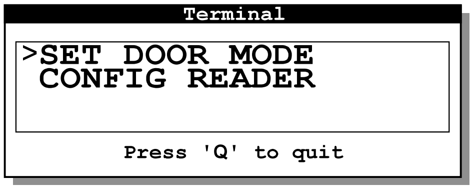
4. Press Enter. You see:



```
>SET DOOR MODE
 CONFIG READER

Press 'Q' to quit
```

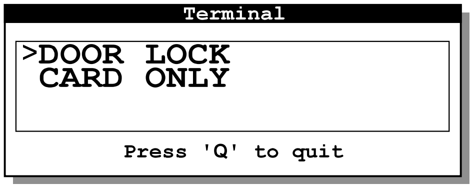
To restore time zone control:

1. Press ↑ or ↓ until you see:



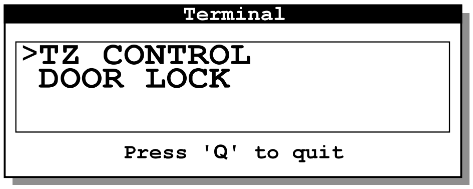
```
>SET DOOR MODE
 CONFIG READER

Press 'Q' to quit
```

2. Press Enter. For example, you see:



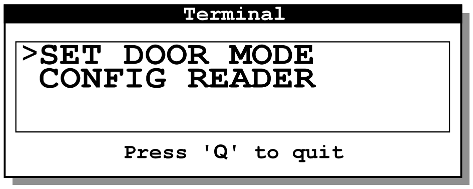
```
>DOOR LOCK
 CARD ONLY

Press 'Q' to quit
```

3. Press ↑ or ↓ until you see:



```
>TZ CONTROL
 DOOR LOCK

Press 'Q' to quit
```

4. Press Enter. You see:



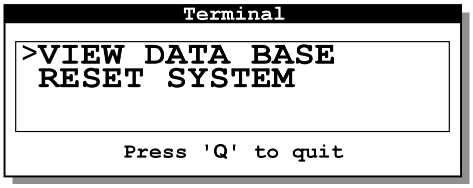
```
>SET DOOR MODE
 CONFIG READER

Press 'Q' to quit
```

VIEWING A V SERIES SECURITY DEVICE'S SYSTEM DATA

You can view a V Series Security Device's ROM version number and real time clock number. You might need this information to upgrade a device.

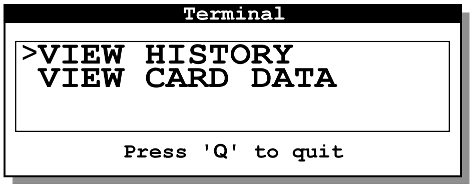
To view a device's system data:

1. Press ↑ or ↓ until you see:



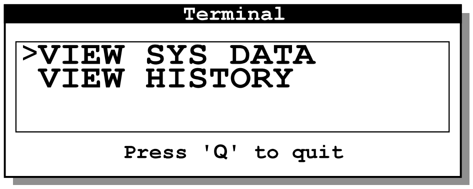
```
>VIEW DATA BASE
 RESET SYSTEM

Press 'Q' to quit
```

2. Press Enter. You see:



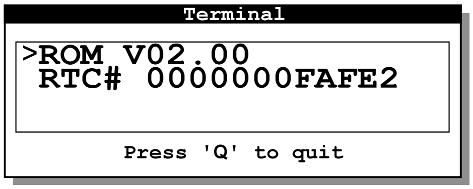
```
>VIEW HISTORY
 VIEW CARD DATA

Press 'Q' to quit
```

3. Press ↑ or ↓ until you see:



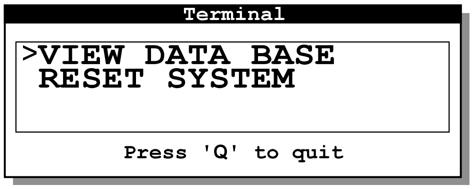
```
>VIEW SYS DATA
 VIEW HISTORY

Press 'Q' to quit
```

4. Press Enter. For example, you see:



```
>ROM V02.00
 RTC# 0000000FAFE2

Press 'Q' to quit
```

5. When you've finished viewing the system data, press Esc (Escape) twice. You see:



```
>VIEW DATA BASE
 RESET SYSTEM
```

Resetting a V Series Security Device

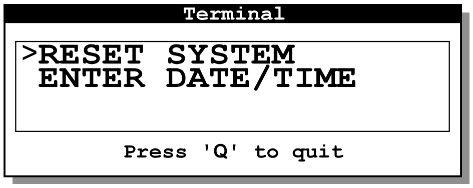
You can reset a V Series Security Device if you want to restore the factory default settings for the device and reprogram the device. You also can clear the user database without affecting programming settings.

Caution

Resetting a device will erase all of the device's programming settings, all of the device's history events, and all of the tokens in the device's user database. Resetting the user database will erase all tokens in the device's user database, but preserve the programming settings and history.

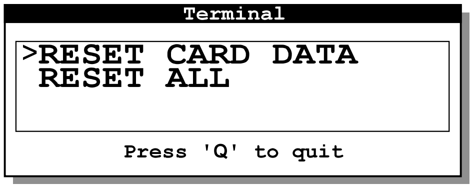
To reset a device's programming settings, history, *and* user database:

1. Press ↑ or ↓ until you see:



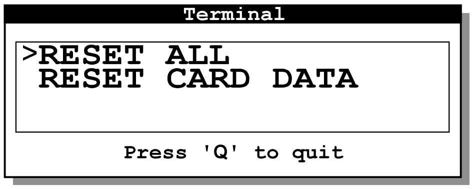
```
>RESET SYSTEM
 ENTER DATE/TIME
```

2. Press Enter. You see:



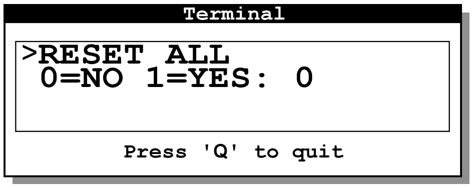
```
>RESET CARD DATA
 RESET ALL
```

3. Press ↑ or ↓ until you see:



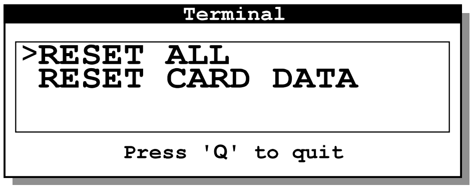
```
>RESET ALL
 RESET CARD DATA
```

4. Press Enter. You see:



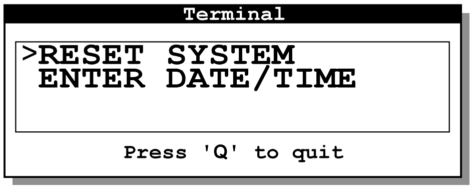
```
>RESET ALL
 0=NO 1=YES: 0
```

5. To reset the device, type **1**. If you decide you *do not* want to reset the device, type **0**.
6. Press Enter. If you typed **1** in Step 5, the device's programming settings, history, and user database are reset to factory default settings. You see:



```
>RESET ALL
 RESET CARD DATA
```

7. Press Esc (Escape). You see:



```
>RESET SYSTEM
 ENTER DATE/TIME
```

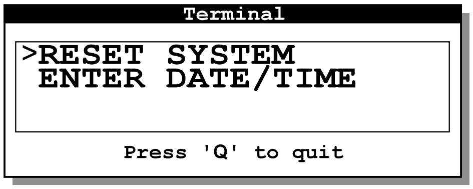
Caution

You should add a facility code and a permanent communication token before you close communication with the device. However, if you close communication without adding a new communication token and facility code, the temporary communication token and temporary operator token will work for the device.

To add a facility code and a permanent communication token in the handheld terminal mode, refer to the V Series Handheld Terminal User Manual*.*

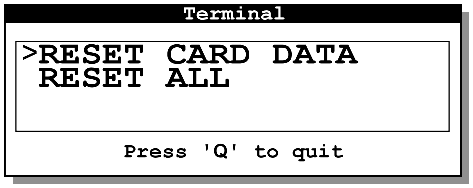
To reset a device's user database only:

1. Press ↑ or ↓ until you see:



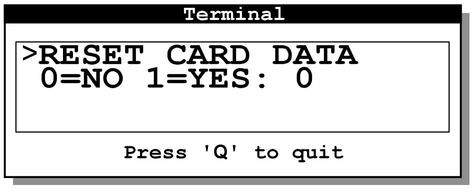
```
Terminal
>RESET SYSTEM
 ENTER DATE/TIME

Press 'Q' to quit
```

2. Press Enter. You see:



```
Terminal
>RESET CARD DATA
 RESET ALL

Press 'Q' to quit
```

3. Press Enter. You see:

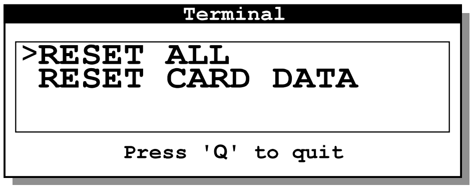


```
Terminal
>RESET CARD DATA
 0=NO 1=YES: 0

Press 'Q' to quit
```

4. To reset the user database, type **1**.

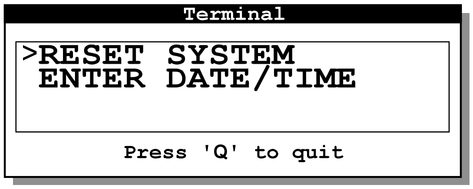
   If you decide you do not want to reset the user database, type **0**.

5. Press Enter. If you typed **1** in Step 4, the device's user database is reset to factory default settings. You see:



```
Terminal
>RESET ALL
 RESET CARD DATA

Press 'Q' to quit
```

6. Press Esc (Escape). You see:



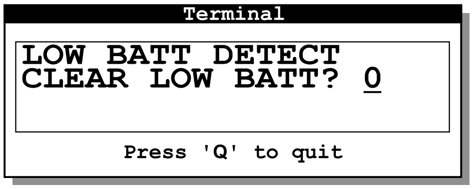
```
Terminal
>RESET SYSTEM
 ENTER DATE/TIME

Press 'Q' to quit
```

Clearing a low battery message (electronic lock only)

If a V Series Electronic Lock has low batteries, the lock rejects all tokens, and the lock's red and green LEDs flash when a user tries to access the lock. The lock also generates a low battery message. Even after the batteries are changed, the lock continues to reject tokens until you clear the lock's low battery message.

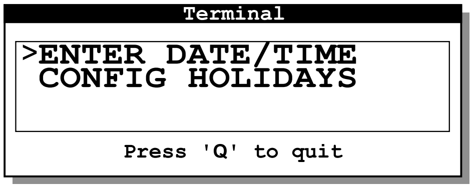
To clear an electronic lock's low battery message:

1. When you enter the handheld terminal mode you see:



```
LOW BATT DETECT
CLEAR LOW BATT? 0
```

2. To clear the low battery message, type **1**.
3. Press Enter. You see:



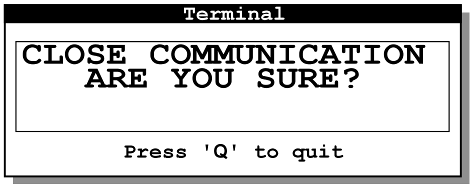
```
>ENTER DATE/TIME
 CONFIG HOLIDAYS
```

EXITING THE HANDHELD TERMINAL MODE

When you have finished performing activities in the handheld terminal mode, you can exit the mode and disconnect the PC from the V Series Security Device.

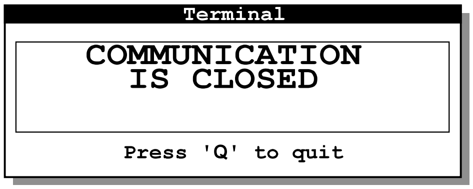
To exit the handheld terminal mode:

1. Press Esc (Escape) until you see:



```
CLOSE COMMUNICATION
   ARE YOU SURE?

Press 'Q' to quit
```

2. Press Enter. You see:



```
COMMUNICATION
 IS CLOSED

Press 'Q' to quit
```

3. Press Q. A message appears asking, “Quit?”
4. To exit, select Yes.
5. The Main menu appears.
6. Disconnect the PC from the device.

B

V SERIES SECURITY DEVICE HISTORY EVENT TYPES

The table on the following pages describes in alphabetical order each history event that can be recorded at a V Series Security Device. For information about retrieving, viewing, printing, and deleting device history records, see page 6–1.

Event type	Description
ACCESS GRANTED	The device granted access to the indicated token.
ADD CARD	Using the handheld terminal, the indicated token was added to the device's user database.
ADD CARD RANGE	Using the handheld terminal, the indicated range of tokens was added to the device's user database.
CARD EXPIRED	The device denied access to the indicated token because the token's programmed expiration date was earlier than the current date.
CONTROLLER ERR	The microcontroller board was unable to communicate with the controller board.
CONTROLLER OK	The controller's microcontroller board was able to communicate with the controller board after having failed to do so.
CYCLE ISSUE	The device updated the issue code recorded for the indicated token in the device's user database.
DEADBOLT LOCKED	The V Series Electronic Lock denied access to the indicated token because the lock's deadbolt was locked and the token did not have the deadbolt override privilege.
DEL CARD RANGE	Using the handheld terminal, the indicated range of tokens was deleted from the device's user database.
DELETE CARD	Using the handheld terminal, the indicated token was deleted from the device's user database.
DEVICE PC CONFIG	Using the IPS, the device's programming settings were retrieved from the device to the PC.
DEVICE PC HIST	Using the IPS, the device's history records were retrieved from the device to the PC.
DEVICE PC USERDB	Using the IPS, the device's user database was retrieved from the device to the PC.
DOOR FORCED	The door, which is controlled by a V Series Controller, was opened without use of a valid access method.
DOOR LOCKED	The device denied access to the indicated token because the device was in the door lock mode.
DOOR SECURED	The door automatically locked.
DOOR TAMPER	The device protected by the controller's tamper feature, such as the controller enclosure, was opened.
DOOR UNLOCKED	The door automatically unlocked.
DOTL ALARM	The door controlled by the controller generated a door open too long alarm.
FIRST UNLOCK	The first card unlock feature was used to unlock the door.
INVALID CARD #	The device denied access to the indicated token because the token was not recorded in the device's user database.

Event type	Description
INVALID F-CODE	The device denied access to the indicated token because the token's facility code was not valid.
INVALID ISSUE	The device denied access to the indicated token because the token's issue number was not valid.
INVALID T-ZONE	The device denied access to the indicated token because the token's time zone was not in effect.
MOD DOOR STATUS	Using the handheld terminal, the controller's programmed door status settings were changed.
MODIFY CARD	Using the handheld terminal, the information in the device's user database for the indicated token was modified.
MODIFY CHASSIS	Using the handheld terminal, the electronic lock's programmed chassis type was changed.
MODIFY DATE/TIME	Using the handheld terminal, the device's date and/or time were changed.
MODIFY DOOR MODE	Using the handheld terminal, the device's door mode was changed.
MODIFY F-CODE	Using the handheld terminal, the device's valid facility codes were changed.
MODIFY HOLIDAY	Using the handheld terminal, the holidays defined for the device were changed.
MODIFY READER	Using the handheld terminal, the device's timed access features were changed.
MODIFY SYSTEM	Using the handheld terminal, the electronic lock's system settings were changed.
MODIFY TIME ZONE	Using the handheld terminal, the device's time zones were changed.
MODIFY VAR FORM	Using the handheld terminal, the device's card format was changed.
PASSAGE CLOSE	The passage mode feature was used to lock the door.
PASSAGE OPEN	The passage mode feature was used to unlock the door.
PC DEVICE CONFIG	Using the IPS, programming settings were transferred from the PC to the device.
PC DEVICE USERDB	Using the IPS, a user database was transferred from the PC to the device.

<table>
<tr><th>Event type</th><th>Description</th></tr>
<tr><td>POWER LOSS: 0X0_</td><td>The device lost power and may have performed an internal reset. Use the following table to understand the code.
<table>
<tr><th>Code</th><th>Meaning</th><th>Internal reset</th></tr>
<tr><td>0x00</td><td>Reset code was cleared.</td><td>N/A</td></tr>
<tr><td>0x01</td><td>Memory was corrupted.</td><td>Yes</td></tr>
<tr><td>0x02</td><td>Real time clock was corrupted.</td><td>Yes</td></tr>
<tr><td>0x04</td><td>Power was lost.</td><td>No</td></tr>
<tr><td>0x08</td><td>Database version is incorrect, ROM change.</td><td>Yes</td></tr>
</table></td></tr>
<tr><td>REMOTE UNLOCK</td><td>The door, which is controlled by a controller, was unlocked using the remote unlock feature.</td></tr>
<tr><td>RESET DATABASE</td><td>Using the handheld terminal, the device’s user database was erased.</td></tr>
<tr><td>RESET HISTORY</td><td>Using the handheld terminal, the device’s history was erased.</td></tr>
<tr><td>RESET SYSTEM</td><td>Using the handheld terminal, the device’s programming was restored to factory default settings, and the device’s history and user database were erased.</td></tr>
<tr><td>SHUTDOWN</td><td>The controller lost power and shut down.</td></tr>
<tr><td>STARTUP</td><td>The controller restarted after it lost power and shut down.</td></tr>
<tr><td>TAMPER CLEARED</td><td>The device protected by the controller’s tamper feature was secured after having been opened.</td></tr>
</table>

C

GLOSSARY

Access card Credit card-size device encoded with magnetic information and used to access a door controlled by a V Series Magnetic Security Device or Proximity Security Device.

Access code Sequence of digits that is included in a personal identification number (PIN) and identifies the user.

Card Encoder Device that reads, encodes, and erases information on a V Series access card.

Card Encoding Software Software that controls the V Series Card Encoder.

Card number Sequence of digits that is encoded on an access card and identifies the user.

Card only door mode Door mode that allows access to any token in a device's user database.

Chassis type Type of mechanical locking mechanism—cylindrical or mortise—used in an electronic lock.

Communication token Token generally used for all V Series Security Devices in a facility to access devices at any time for programming.

Controller Device that allows the V Series electronics to be separate from the door's locking mechanism and to be located up to 500 feet away from the locking mechanism. The controller provides V Series electronic features for use with electrically-controlled locking devices.

Cylindrical chassis type Lock chassis that installs into a circular bore in the door.

Daylight savings time setting Programming setting that determines whether a V Series Security Device automatically adjusts its clock for daylight savings time.

Deadbolt override privilege Privilege that can be granted to a token so the token can access a door with a mortise electronic lock even when the door's deadbolt is thrown.

Device V Series Security Device. Both V Series Electronic Locks and V Series Controllers are V Series Security Devices.

Device configuration Information that you define for a V Series Security Device or group of devices using the Intelligent Programmer Software. A device configuration includes the programming settings that determine how the device(s) operate and the user database for the device(s).

Door forced alarm Remote alarm triggered by a V Series Controller when the door controlled by the controller is opened without use of a valid access method.

Door lock door mode Door mode that locks down a door, denying all tokens access.

Door lock time zone Time zone when a door automatically locks down, denying all tokens access, and then later resumes normal operation.

Door mode One of five types of operation for a V Series Security Device that determines what access is currently provided at a door.

Door open too long (DOTL) feature V Series Controller feature that monitors whether the door controlled by the controller has been open too long.

Door unlock door mode Door mode that sets the door to unlock and remain unlocked.

Door unlock time zone Time zone when a door automatically unlocks (or unlocks when accessed by a valid token) and then later relocks.

Electronic lock Battery-powered, self-contained, programmable lock, which controls access to a door. V Series Electronic Locks include magnetic stripe electronic locks, proximity electronic locks, and keypad electronic locks.

Enrolling station Device that can be connected to a PC running the IPS and used to read proximity cards while adding token records to a device configuration used by proximity security devices.

Facility code Sequence of digits that generally is unique and programmed into every device and encoded on every access card, or included in every personal identification number (PIN), belonging to a facility to help ensure the security of a facility's doors.

Facility code only door mode Door mode that sets a device to allow access to any token with a valid facility code.

Facility code only time zone Time zone when all tokens with a valid facility code can access a door.

Group Two or more V Series Security Devices that share the same device configuration.

Handheld terminal Equipment that lets you program a V Series Security Device with parameters and view access control information, such as the user database, programming settings, and device event history.

History Chronological record of up to the last 1000 events at a V Series Security Device, including the date and time of each event.

Holiday Time period of any length defined for a V Series Security Device, and usually associated with a calendar holiday.

Intelligent Programmer Software (IPS) Software that lets you define programming settings and the user database for groups of V Series Security Devices, as well as individual devices. The IPS also lets you retrieve the history records from devices, as well as view and print device information.

Intelligent Programmer Software (IPS) for Windows Windows–compatible software that lets you define programming settings and the user database for groups of V Series Security Devices, as well as individual devices. The IPS for Windows also lets you retrieve the history records from devices, as well as view and print device information.

Issue code Number indicating how many times a particular card number or access code has been issued.

Laptop cable Cable that connects a laptop PC to a PC-to-lock adapter cable, which in turn connects to a V Series Electronic Lock. This cable also connects a laptop PC to a V Series Controller’s RS–232 connector.

Look ahead setting Feature that lets you program a V Series Security Device to accept a token whose encoded issue code is higher than the current issue code recorded in the device’s database.

Mortise chassis type Lock chassis that installs into a mortised cavity in the edge of a door.

Palmtop cable Cable that connects a palmtop PC to a desktop or laptop PC. This cable also connects a palmtop PC to a PC-to-lock adapter cable, which in turn connects to a V Series Electronic Lock. This cable also connects a palmtop PC to a V Series Controller’s RS–232 connector.

Passage mode privilege Privilege that can be granted to a token for a door. When the token is used a twice (within the unlock duration) during the time zone assigned to the token, the door remains unlocked. When the door is unlocked by passage mode, and the token is used twice (within the unlock duration), the door relocks.

Password One to six digits used with a communication token to access a device for programming. Or, one to six digits used to access the Intelligent Programmer Software.

PC -to-lock adapter cable Cable that connects a palmtop cable or laptop cable to a V Series Electronic Lock.

Personal identification number (PIN) Sequence of digits, which generally includes a facility code and an access code. A user enters a PIN to access a door controlled by a V Series Keypad Security Device.

Reader Device that can be connected to a V Series Controller. Users use their tokens at the reader to access the door protected by the controller.

Remote unlock device Device, such as a button, that can be connected to a V Series Controller and located away from the door. When someone, such as a receptionist, presses the remote unlock button, the controller unlocks the door if the controller is programmed for the remote unlock feature.

Request-to-exit device Device, such as a button, that can be connected to a V Series Controller. When someone activates the request-to-exit device, the controller does not trigger an alarm. If the controller is programmed for the RQE unlock feature, the controller also unlocks the door.

Temporary communication token Token for temporary use that lets you communicate with a V Series Security Device programmed with factory default settings.

Temporary operator token Token that gives people temporary access to doors before the devices in a V Series System are permanently programmed.

Time interval Block of time during a time zone.

Time zone Blocks of time (up to three time intervals) that occur weekly and/or on holidays, and determine when selected tokens can access a door or when a special access feature is in effect.

Time zone control door mode Door mode that lets timed access features determine the operation of a V Series Security Device.

Token Access card or V Series personal identification number (PIN) used to access a door.

Unlock duration Number of seconds that a door remains unlocked when accessed by a valid access method.

User database All user tokens—up to 1000—defined for a device configuration.

Validate LRC setting Feature that determines whether a V Series Security Device validates the longitudinal redundancy check (LRC) for a token. The LRC, included in most token formats, helps verify that the token data is interpreted correctly.

Variable card format Feature that lets you program a V Series Security Device to accept tokens with a particular format.

D

INDEX