

EM3000

Access Control System



User's Guide

Contents

| | |
|--|-----------|
| <i>About the EM3000 Access Control System</i> | 3 |
| <i>Installing EMWIN</i> | 4 |
| <i>Configuration Wizard</i> | 6 |
| <i>Door Configuration</i> | 8 |
| Door Properties | 8 |
| Access Parameters | 9 |
| Readers | 11 |
| Counter Properties | 12 |
| <i>Time Zones</i> | 15 |
| Standard Time Zones | 15 |
| Holiday Time Zones | 16 |
| Holiday Schedule | 16 |
| <i>Access Levels</i> | 17 |
| <i>Adding Cardholders</i> | 18 |
| Adding Cardholder Records | 18 |
| Cardholder Overview | 19 |
| Making Bulk Changes | 19 |
| <i>Downloading Database Information</i> | 20 |
| <i>Transaction Monitoring</i> | 21 |
| <i>Appendix A: Operations Screens</i> | 22 |
| File Menu Selection | 22 |
| View Menu Selection | 23 |
| Database Menu Selection | 23 |
| EMC Menu Selection | 24 |
| Host Menu Selection | 24 |
| Window Menu Selection | 25 |
| Help Menu Selection | 25 |
| Icon Toolbar Reference | 25 |
| <i>Appendix B: Adding Facility Codes</i> | 26 |
| <i>Appendix C: Reports</i> | 27 |
| <i>Appendix D: Changing the Language</i> | 29 |

About the EM3000 Access Control System

The basic functions the EM3000 access control system include the following:

- Enables you to manage which individuals can access specific doors.
- Allows you to define the time of day each individual will be allowed to enter/exit a door.
- When an access door is opened without authorization, the system can create an alarm condition.

CARDS AND CARD READERS

Individuals use cards to gain access to a controlled area of the complex. Each card contains a unique card code and a facility code that, when presented to a card reader, can prompt the system to grant access.

- **Cards** are read by a card reader. If the card is valid, the system will grant access.
- **Card Readers** are devices that read cards, allowing the system to allow or reject entry based on the validity of the cards.
- **Facility Codes** are assigned to a group of access cards, allowing the cards to be associated with a facility or complex.

TIME ZONES

The Time Zones feature allows you to set up time periods when cards are valid. That is, if you want a cardholder to have access to the complex only during certain hours (e.g., 8:00 am – 5:00 pm) and/or days of the week, you need to create a time zone, link it to an access level, and then assign an access level to the cardholder.

ACCESS LEVELS

You may define an access level by linking specific readers to a time zone and then assigning cardholders a level. When the cardholder presents the card to a reader, the system validates authorization from the access level definition. The EM3000 system has a capacity of up to 255 access levels.

Installing EMWIN

SYSTEM REQUIREMENTS

Windows-based software offers many advantages in terms of usability and versatility, but requires a computer configuration powerful enough for it to work effectively. For this reason, to use EMWin software, the following items are required:

- An IBM PC-compatible computer running Windows 98, 2000, or NT. **Windows NT Users:** You must have service pack 5 or above installed.
- An available RS-232 COM port (DB-9 connector)
- CD ROM (with 4x or greater speed)
- Mouse

| MINIMUM | RECOMMENDED |
|----------------------------|-----------------------------|
| Pentium II – 300 mhz | Pentium III – 300 mhz |
| 64 MB RAM | 128 MB RAM |
| 50 MB free hard disk space | 100 MB free hard disk space |

Hardware Requirements

INSTALLATION

EMWin is designed to automatically launch when you place the EMWin CD in the CD-ROM drive. If the software does not launch automatically, please perform the following steps:

Windows NT/2000 Users: You must have administrator privileges to install EMWin.

- 1 Enter Windows® Explorer to find out the letter name of the CD-ROM drive.
- 2 Click on **Start** and then select **Run**. See Figure 1.
- 3 Type in the letter of the CD-ROM drive followed by “:\setup”. See Figure 2.

This will start the loading process.

- 4 The InstallShield Wizard will guide you through the rest of the process (8 screens).
- 5 Click **Finish** to complete the process.

NEW USERS: Once EMWin is installed, you may enter unit data (e.g., adding cardholder records) without being connected to a unit. Once you connect to a unit, EMWin will download all the data you previously entered. This feature enables you to set up a unit's data before the unit is even installed.

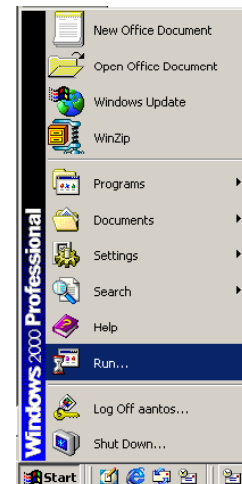


Figure 1: Selecting Run

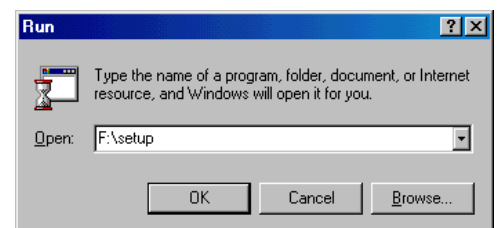


Figure 2: The Run Window

SELECTING THE COM PORT, IF NECESSARY

Once EMWin starts, it will automatically attempt to detect EMCs via the COM 1 port.

If using another COM port, you must manually select the port on the Serial Communications screen (see Figure 3).

To access the screen, at the menu bar, select **EMC** ---> **EMC Communications**.

To manually select another COM port:

- 1 Select the number from the Port drop-down box.
- 2 Click **A**pply.
- 3 Click **S**can. *EMWin will attempt to detect an EMC. The number of detected units will appear under the Scan button.*
- 4 Click **O**K to exit.

NOTES:

- If EMWin doesn't detect any units after you complete the above steps, consult your computer *User's Guide(s)*.
- The Com Speed, Poll Rate and Poller Delay boxes are not editable. The preset values in these fields ensure proper system communications.
- If using COM port 3 or above, your I/O and IRQ settings for the port must be set according to their standard configuration (i.e., default settings).

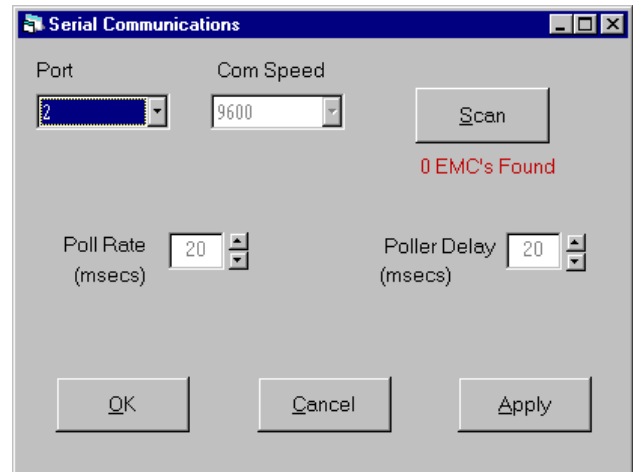


Figure 3: Serial Communications Screen

Configuration Wizard

COMPANY INFORMATION

- 1 Enter the following information:
 - Your Name
 - Company Name
 - Address
 - Phone number
- 2 Select the region (from the **Regional Setting** box) that most closely matches your region. Keep in mind, the regional settings affect EMWin’s predefined holidays (see page 16).

For example, if you select Mexico, EMWin will load all the holidays celebrated in that region (e.g., Benito Juarez’s Birthday).

- 3 To define a password, click the Password button and enter a new password (Figure 5).

After defining a password, you must enter it each time you login to the application (Figure 6).

- 4 Click **Apply** to save and **OK** to exit.
 - The **Clear** button clears all the screen’s data fields.
 - The **Reset** button resets the data to its default settings.



Figure 4: Company Information

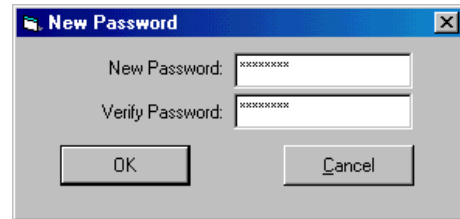


Figure 5: New Password

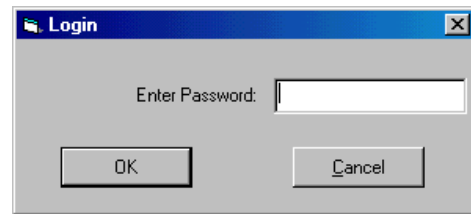


Figure 6: Login

DOOR NAMES

- 1 Enter the number of EMCs connected together on this system. This tells the program how many to expect.
- 2 **Add** or **Delete** doors related to this site or location.
- 3 Click **Apply** to save and **OK** to exit. (This will create the list of selections that will be used on the next tab, Door Assignments).

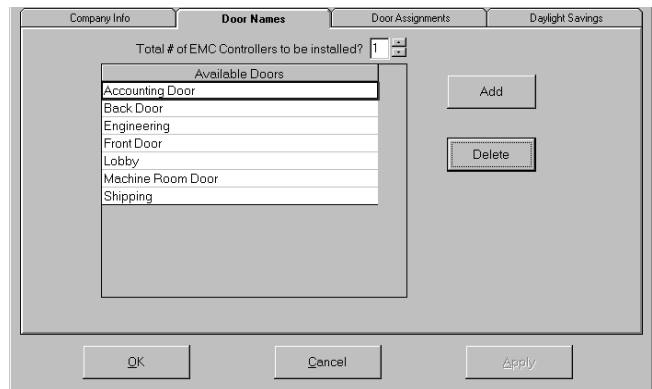


Figure 7: Door Names

DOOR ASSIGNMENTS

- 1 For each door on the system, select the name of the door by clicking the down arrow and highlighting the name of the door assigned to the unit.
- 2 Click **Apply** to store the names and **OK** to exit.

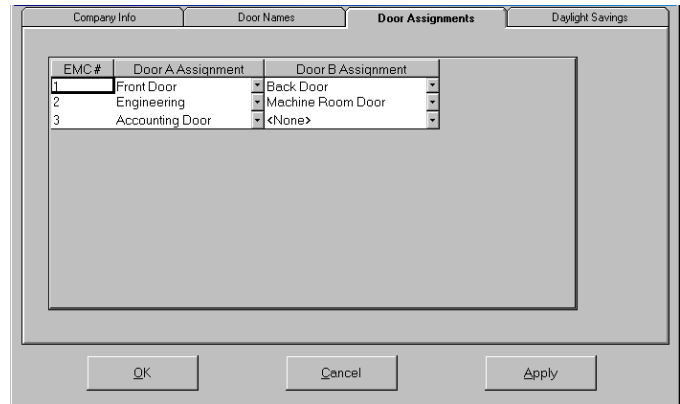


Figure 8: Door Assignments

DAYLIGHT SAVINGS

There are no steps required on this screen unless you need to change or disable daylight savings times.

The daylight savings times have been factory set through 2008. To modify any of the settings, you can either change the Daylight Savings Time field or the Start or End dates in the column to the right.

Selecting the No Daylight Savings option will cause the program to ignore daylight savings.

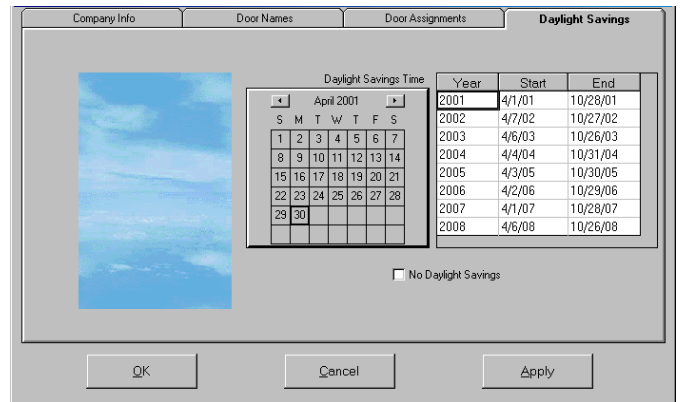


Figure 9: Daylight Savings

Door Configuration

This area defines the operating parameters for all of the access controlled doors or gates.

Select the door from the table to edit its properties, configure its parameters, etc.

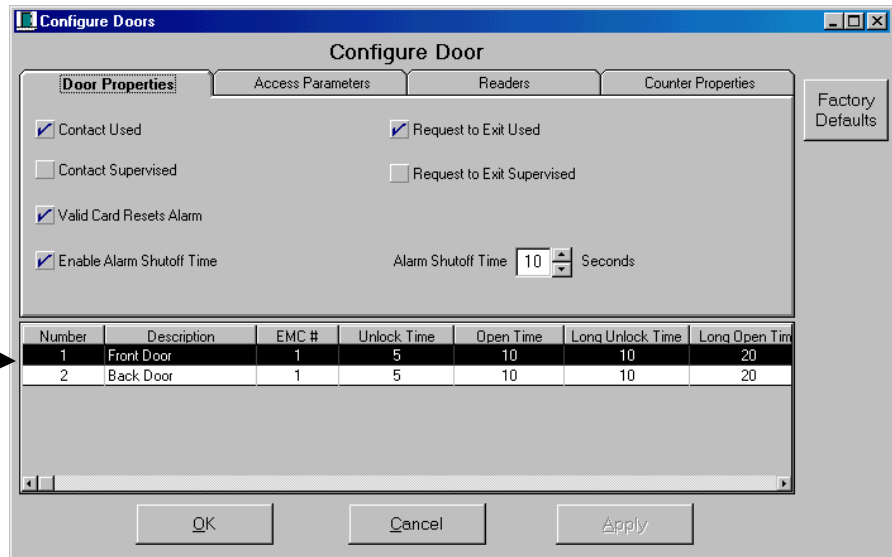


Figure 10: Door Properties

Door Properties

Set up the Door Properties as follows:

Contact Used: Check this box if a door contact will be monitored to audit door open or closed status.

Contact Supervised: Check box if contact circuit is monitored for tampering using 4 state calibration (check with your installer if your system was installed with supervised contacts).

Request to Exit Used (REX): Check box if REX has been installed. REXs, when prompted via a motion sensor or push button, allow individuals to exit through a controlled door.

Request to Exit Supervised: Check box if the REX circuit is monitored for tampering using 4 state calibration (check with your installer if your system was installed with a supervised REX).

Factory Defaults: Selecting this will cause the program default values to be re-entered into the door configuration section.

Valid Card Resets Alarm: Check this box if you want the local alarm that is sounded to be turned off by the first valid card that is read after the alarm is triggered.

Enable Alarm Shutoff Time: When enabled, the alarm (e.g., alarm buzzer or light) at the door will shut off after a predefined amount of time when a “door held open too long” alarm condition occurs. All other alarm conditions, such as a “door forced open” alarm, must be manually reset or turned off by:

- Presenting a valid card to the door’s reader (when the Valid Card Resets Alarm box is enabled – see above). **OR**
- Manually turning off the alarm from EMWin (see **EMC Menu Selection** on page 24).

Alarm Shutoff Time: Determines the amount of time an alarm remains active from a “door held open too long” alarm condition.

NOTE: The Number column displays sequential line item record numbers (not door numbers).

Access Parameters

The access parameters define the amount of time doors are unlocked and allowed to remain open prior to any action reported as an alarm.

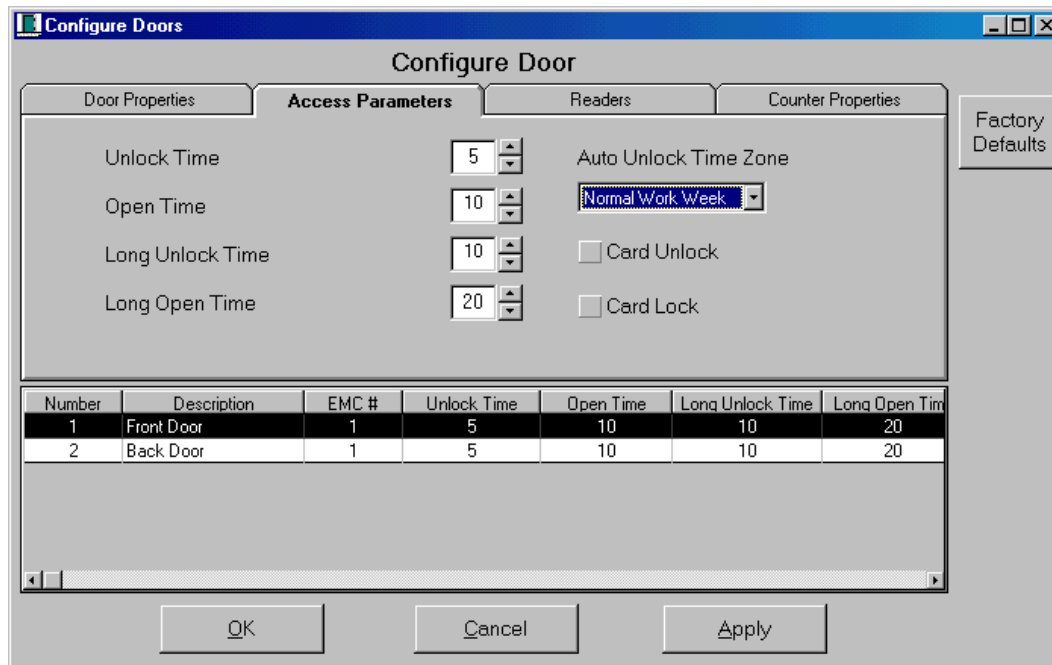


Figure 11: Access Parameters

Configure the Access Parameters as follows:

Unlock Time: Set the amount of time in seconds that the door lock is energized (door unlocked) when a valid card is granted access or a REX is activated.

Open Time: Set the amount of time that the door can remain open prior to an alarm being activated (if an alarm has been selected for this door).

Long Unlock Time: Set this time for cardholders who require additional time to gain access through a door, such as someone in a wheelchair.

Long Open Time: Set the amount of time that the door can remain open prior to an alarm being activated (if an alarm has been selected for this door).

Auto Unlock Time Zone: Select the Time Zone (e.g., 8am to 5pm) that defines the time you want a door (e.g., a lobby door) to automatically unlock and relock.

Card Unlock: See page 10.

Card Lock: See page 10.

Click Apply to save the information and/or OK to exit.

CARD UNLOCK / LOCK FUNCTIONALITY

Auto Unlock Time Zone
 Normal Work Week ▾
 Card Unlock
 Card Lock

- Each day during the Time Zone, the door(s) will be automatically **unlocked** (and remain unlocked) at the start of the time period. **Example:** Door unlocks at 8am.
- Each day during the Time Zone, the door(s) will be automatically **locked** (and remain locked) at the end of the time period. **Example:** Door locks at 5pm.
- Cards **won't** affect the Auto Unlock Time Zone.

Auto Unlock Time Zone
 Normal Work Week ▾
 Card Unlock
 Card Lock

- Door will NOT be automatically unlocked at the start of the Time Zone. **Example:** Employee arrives late (9am) and the door remains locked until his/her card unlocks it.
- Valid card will unlock door when presented during the Time Zone. Door will remain unlocked during the remaining duration of the Time Zone.
- Subsequent presentations of valid card(s) during the Time Zone (after door has been unlocked) will NOT lock the door.

Auto Unlock Time Zone
 Normal Work Week ▾
 Card Unlock
 Card Lock

- Door will be automatically unlocked at the start and locked at the end of the Time Zone.
- Valid card will lock door (and door will remain locked) when presented during the Time Zone.
- Subsequent presentations of valid card(s) during the Time Zone (after door has been locked) will NOT unlock the door.

Auto Unlock Time Zone
 Normal Work Week ▾
 Card Unlock
 Card Lock

- Door will NOT be automatically unlocked at the start of the Time Zone.
- Door will be automatically locked at the end of the Time Zone.
- Valid card will unlock a locked door when presented during the Time Zone. Door will remain unlocked during the remaining duration of the Time Zone or until a valid card is presented to the reader.
- Valid card will lock an unlocked door when presented during the Time Zone. Door will remain locked during the remaining duration of the Time Zone or until valid card is presented to the reader.

On Holidays:

- Auto Unlock functions are normally overridden on holidays. To have a door Auto Unlock on holidays, the day(s) must be manually enabled in the Holiday Time Zone (corresponding to the Standard Time Zone selected for the Auto Unlock schedule).
- If enabled on holiday day(s), Auto Unlock functionality is IDENTICAL to non-holiday Auto Unlock functionality, including Card Lock / Card Unlock options.

Readers

Use this screen to configure each of the readers.

Select the reader by checking the box next to Reader A or Reader B and clicking the **Config** button to bring up the Reader Configuration screen (Figure 13).

Reader A/B: Description fields (not editable) show the name assigned to each reader.

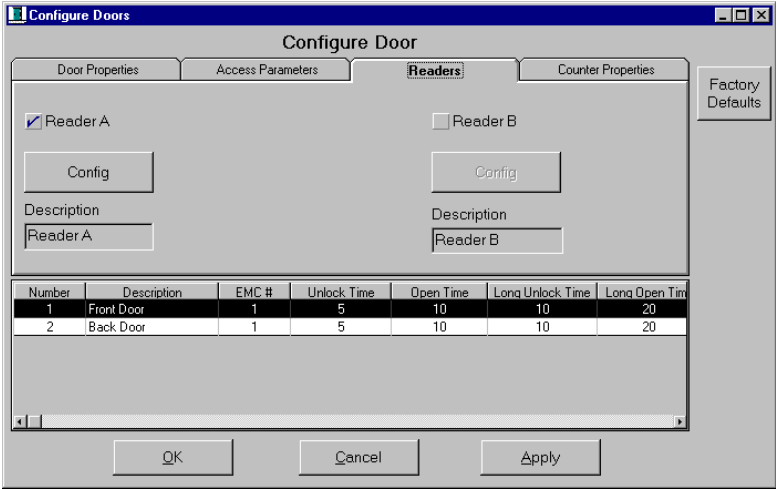


Figure 12: Readers

Reader Description: This field displays the Door # and name assigned to that door. You cannot edit the description.

Reader Type: Select the down arrow and select the reader type being used with this door position on this EMC.

Anti-Passback Time: Select the amount of time to pass before the same card can be used again at this reader. *This is to prevent someone from passing their card back to someone else to use to get through the doorway.*

Assignment: If you select the reader as Entry or Exit, the “true” anti-passback feature will be enabled. “True” anti-passback forces cardholders to exit (present their cards to Reader B) before they can enter again (through Reader A).

NOTE: If only one reader is connected to an EMC, **do NOT check the Entry or Exit boxes.**

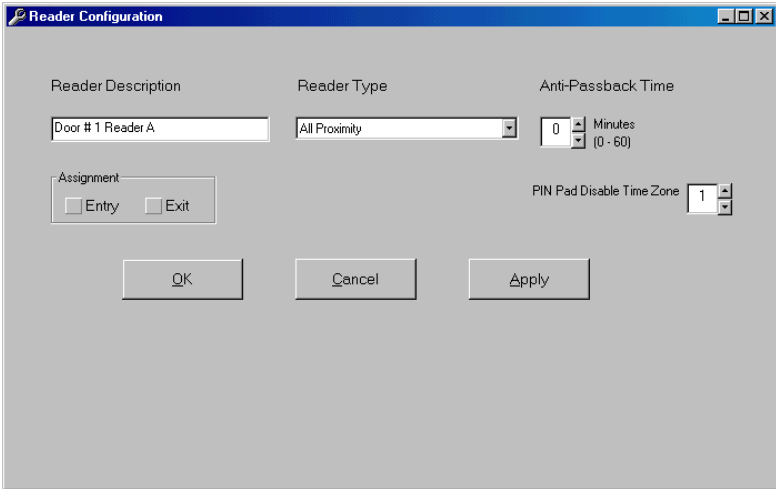


Figure 13: Reader Configuration

PIN Pad Disable Time Period: If the reader includes a PIN pad, you may assign a time zone to disable the PIN pad feature during the time defined in the time zone (refer to **Time Zones** on page 15). When the PIN pad is disabled, the cardholder will not be required to enter a PIN code when entering/exiting the complex.

Click **Apply** to save your selections and/or **OK** to exit.

Counter Properties

The Counter Properties tab allows you to configure your EM3000 system to perform special functions such as:

- Configuring the system to deactivate readers after (x) number of reads.**
 The system can deactivate any reader after it reads a definable number of cards. You may also set up another input device (e.g., a reader, REX, or contact sensor) to decrement the count and reactivate the deactivated reader.
- Setting an alarm counter so that when it reaches a defined number, the alarm relay activates (at High) or deactivates (at Low).**
 Alarm control relays can be used to raise/low lot full signs (for controlled parking lots), turn light bulbs on/off (for controlled rooms), or for any other situation where an entry/exit count can be utilized to control access to a specific area.

Tracks use by incrementing and decrementing the count.

Removes the Door Logic to disable the device's normal use (e.g. sensing door open/closed).

Activates alarm relay counter.

Removes the Door Logic to disable the alarm's normal use (e.g. door held open alarm).

Alarm activates (at High) and deactivates (at Low).

Reader A/B is disabled when Max. number reached.

Different Counter Properties may be configured for each door.

| Number | Description | EMC # | Unlock Time | Open Time | Long Unlock Time | Long Open Time |
|--------|-----------------|-------|-------------|-----------|------------------|----------------|
| 1 | Front Door | 1 | 5 | 10 | 10 | 20 |
| 2 | Back Door | 1 | 5 | 10 | 10 | 20 |
| 3 | Accounting Door | 2 | 5 | 10 | 10 | 20 |
| 4 | Engineering | 2 | 5 | 10 | 10 | 20 |

Figure 14: Counter Properties

TYPES OF INPUTS

Your installation may include any of the following input counter devices:

Card Readers (Reader A/B): Reader use may be tracked with a counter that increments or decrements to (1) disable the reader after a certain number of uses or (2) to trigger an alarm relay.

Request to Exit Devices (REX A/B): These devices allow manual exits through the use of a button or motion sensor (e.g., loop detector). You may track the use by incrementing or decrementing the count to trigger an alarm relay.

Door Status Contact (Contact A/B): Door contacts sense door open/closed status and can trigger an alarm if the door is held or forced open. You may track the use by incrementing or decrementing the count to trigger an alarm relay.

TYPES OF OUTPUTS

Configure your outputs according to your system configuration and security needs.

Alarm A/B (Used by Counter Logic): When you select to use an alarm's counter logic, the system will activate/deactivate the alarm relay based on (1) the number you define in the Alarm Counter Value fields and (2) the number of times an input device is used to increment/decrement the count (i.e., the number of times a card reader, REX, or contact sensor is activated for entry or exit).

Alarm A/B (Remove from Door Logic): When you remove the door logic from an alarm, the alarm will no longer operate as originally intended (e.g., will not respond to door held open or forced open conditions).

Alarm Counter Value: Set the alarm counter values according to the capacity of the control area (e.g., number of persons allowed in a room or number of spaces in a parking lot).

*When the counter reaches the **High**, the alarm relay will **activate** (raise a lot full sign).
When the counter reaches the **Low**, the alarm relay will **deactivate** (lower a lot full sign).*

Reader/Relay Counter Value: When reader use reaches the value in this field, Reader A or B can be disabled.

Max Disables: Allows you to select which reader will be disabled when using this field in conjunction with the Reader/Relay Counter Value field.

WHAT DO YOU WANT TO DO?

Below are two common counter configurations.

- **Disable a reader after (x) number of reads.**
 - 1 Select the readers to **Increment** and **Decrement**.
 - 2 Set the **Reader/Relay Counter Value**.
*When the number of reads matches this number, the reader will be disabled.
When the number of reads falls below this number, the reader will be enabled.*
 - 3 At the **Max. Disables** field, select the reader that will be disabled when max. number is reached.
 - 4 Click **Apply**.

- **Set the alarm relay to activate (raise a lot full sign) and deactivate (lower the sign) after (x) number of cars enter/leave a controlled area (parking lot).**
 - 1 Select the devices that will **Increment** and **Decrement** the count.
 - 2 Select (under the **Used by Counter Logic** column) the Alarm (A/B) that will be used as a counter.
 - 3 Select (under the **Remove from Door Logic** columns) the device(s) and/or alarm(s) that will have door logic removed.
 - 4 Enter the **Alarm Counter Value**.
 - 5 Click **Apply**.

NOTES

- **Entry Readers** are commonly used to *increment* the count.
REXs are commonly used to *decrement* the count.
- Any combination of devices may be used to increment and decrement a count. For example, you may use a reader to increment a count and a reader to decrement it.
- A loop detector (commonly used in parking lot applications) should be connected as a REX device.

Time Zones

Standard Time Zones

This screen brings up the factory default and any user-defined Time Zones.

NOTE: You cannot change the times for NEVER and ALWAYS Time Zones.

To change the times within the periods:

- 1 Highlight the Time Zone you want to change.
- 2 Left click on the red bar at the top of the screen at either end and adjust its length to your requirements.

NOTE: Notice the change in the Start and End columns as you change the size of the red bar.

OR

Double click on the times to the right of the period name and use the up and down arrows in the box to change the start and end times.

Select **Apply** to save your data and/or **OK** to exit.

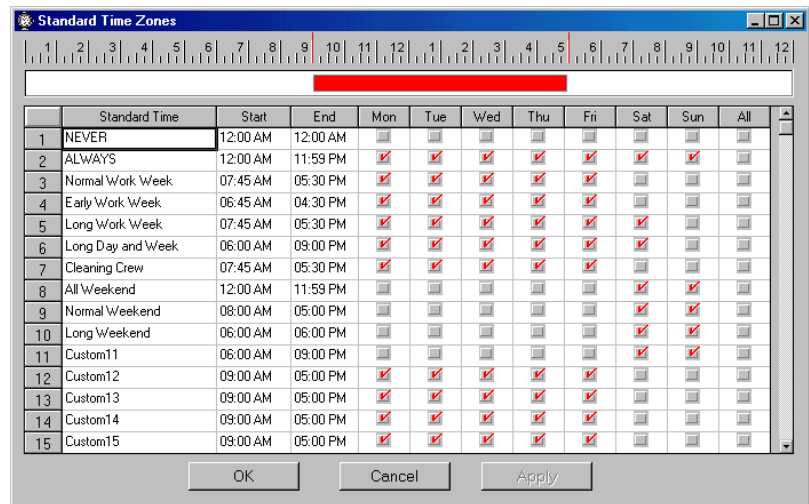


Figure 15: Standard Time Zones

CREATING CUSTOM TIME ZONES

To create a new (custom) time zone, click on one of the rows labeled "Custom" followed by the row number (e.g., Custom11, Custom12, etc.).

Enter the name of your custom time zone and define the days/times.

NOTE: EMWin will automatically create an exact copy of the new time zone as a holiday time zone. However, the holiday time zone's days will be disabled.

Holiday Time Zones

Holiday Time Zones are the controlling times for the corresponding Standard Time Zones (see page 15) and are active on Holidays only.

Follow the same steps to change the Holiday Periods as you did on page 15.

Select **Apply** to save your data and/or **OK** to exit.

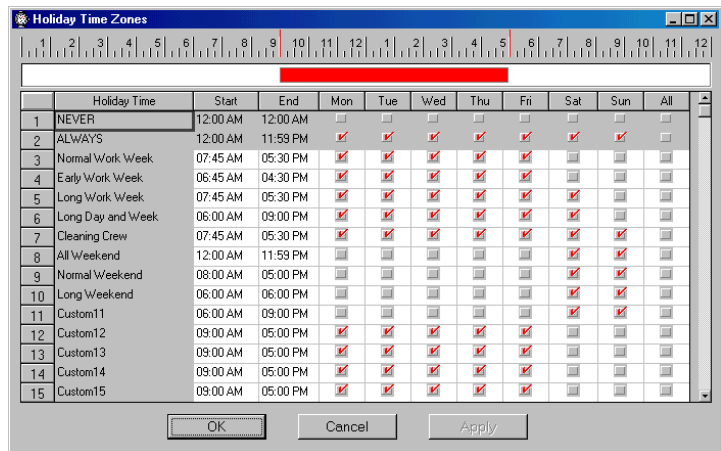


Figure 16: Holiday Time Zones

NOTE: To create a custom holiday schedule, you must create a custom time zone (see page 15) and return to the Holiday Time Zones screen to define the days/times.

EXAMPLE: You want a select group of people (e.g., the cleaning crew) to have access to a building on a normal holiday (e.g., Memorial Day). You create a custom Time Zone (called “Cleaning Schedule”).

Since Memorial Day falls on a Monday, you enable Monday on the Holiday Time Zone schedule (on the Cleaning Crew row).

Finally, on the Card Manager screen, you must assign the “Cleaning Crew” access level to each cardholder who will have access that day.

Holiday Schedule

The Holiday Schedule determines the days when the Holiday Time Zones will be active.

Holidays can be added by selecting the appropriate month and clicking on a day and filling in the information in the Holidays Column.

Select **Apply** to save your data and/or **OK** to exit.

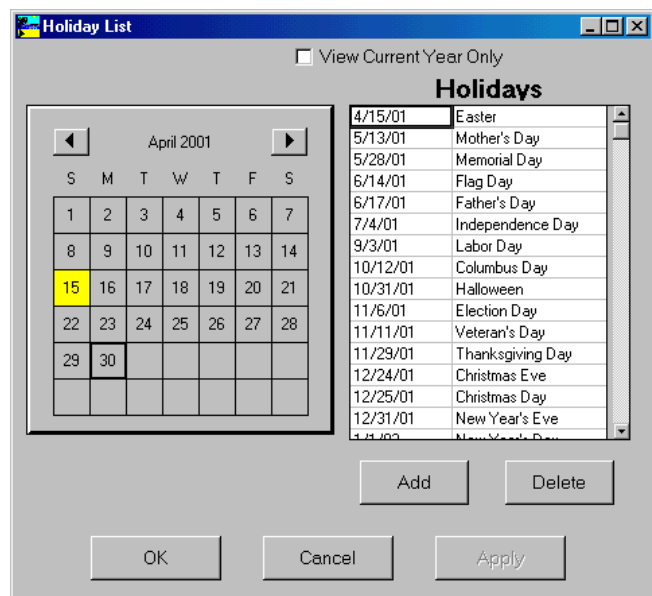


Figure 17: Holiday List

Access Levels

An Access Level (AL) is used with the cardholder record. The Access Level consists of a list of doors/readers and the Time Zone during which these are authorized. Each cardholder can be assigned up to 4 Access Levels. When a card is presented to the reader, the EMC checks the cardholder's access level to verify that the card is valid at the reader. If the reader is not found in the list, EMWin will continue its search with the next access level. If the reader is not found in any of the levels assigned to the cardholder, the system will deny access due to "Invalid Reader".

When a reader is found within the access level, the current time is checked with the associated Time Zone. If the time is not valid, an "Invalid Time Zone" transaction will be generated and access will be denied.

- 1 Select the Access Level you would like to modify, or select **New Group** to generate the desired configuration.
- 2 Select the Time Zone to assign to this Access Level. After clicking on the Time Zone, the Time Zone next to the ID will be changed accordingly.
- 3 Select from the Doors Available to be allowed for the current group and use the transfer arrows to move those doors into the Doors Assigned Column.
- 4 Select **Apply** to save your data and/or **OK** to exit.

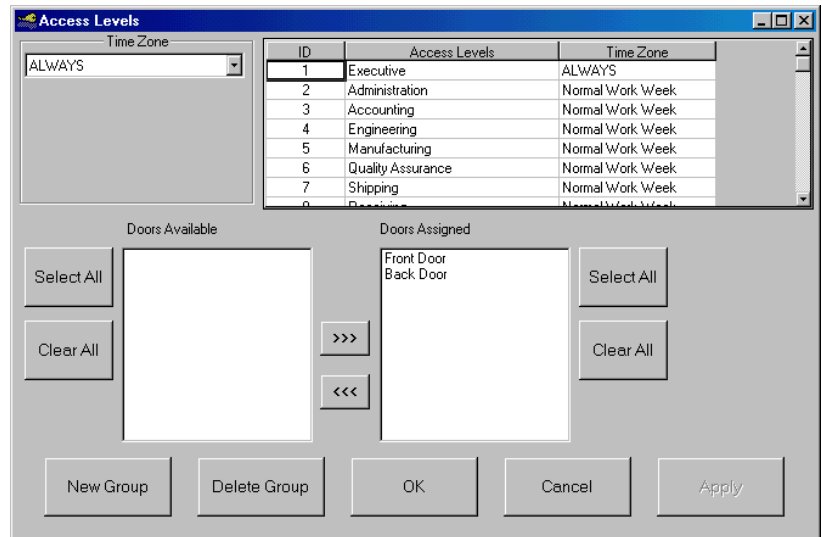


Figure 18: Access Levels

Adding Cardholders

Adding Cardholder Records

Before adding cardholders to the database, you must enter the facility code for the cards before card will be recognized (refer to page 26).

To add cardholders to the database, . . .

- 1 Click Database, Card Manager (see Figure 19). The Card Manager Screen appears.
- 2 At the Detail tab (Figure 20, click the **New Card** button.
- 3 Enter the Beginning Card ID and click **OK**.
- 4 Enter the Ending Card ID and click **OK**.
- 5 Enter the Name, Department, Company Name and address.
- 6 Enter Phone number and extension if appropriate.

The Activation Date defaults to today's date. If the card will become active on a different date and/or expire on a date other than the default, you may change those dates in the boxes provided.

All cards have a default expiration date of ten years from issuance.

- 7 Select an Access Level(s) for the cardholder.
- 8 Set Card Active to activate the card.

The Activation/Expiration Dates will be displayed (e.g., M/D/YY) according to your computer's Control Panel Regional Settings.
- 9 Select Long Access to increase the amount of time the door can stay open without triggering an alarm.

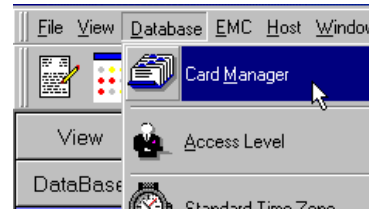



Figure 19: Card Manager Location

 A screenshot of the 'Card Manager' application window, specifically the 'Detail' tab. The window has three tabs: 'Overview', 'Detail', and 'Bulk Change'. The 'Detail' tab is active and contains the following fields:

- Card ID (6 digit): 000003
- Last Name: Everlearn
- First Name: William
- PIN (4 digit): [blacked out]
- Company Name: Your Company
- Address: 12345 Elsewhere
- Department: Charleston, SC 92666
- Authorization Groups: Engineering (dropdown)
- Phone: 713-555-1212
- Extension: 345
- Activation Date: 1/1/00
- Expiration Date: 1/1/10
- Buttons: No Picture, Picture
- Card Active: (checked)
- Long Access: (unchecked)
- Navigation: Next Record (with left and right arrows)
- Bottom Buttons: New Card, Delete Card, Re-assign, OK, Cancel, Apply

Figure 20: Card Manager (Detail Tab)

- 10 Click  of the Next Record tool to apply these entries and go to the next record.
- 11 Return to the Overview screen (Figure 21) to verify that the card you entered has been properly accepted.
- 12 Enter the data that will appear in each of the card records and then use the Batch Change button to set up the range of cards to be affected.
 - Use the **Re-Assign** button to change the Card ID code of an existing card.
 - Use the **Delete Card** button to remove a cardholder record.
 - Use the **Picture** button to add a photo (.bmp or .jpg file) of the cardholder. The picture's dimension ratio must be 5" wide x 7" tall or equivalent (e.g., 2.5" x 3.5") to minimize any distortion.

Cardholder Overview

The Overview tab allows you to view multiple cardholder records at once.

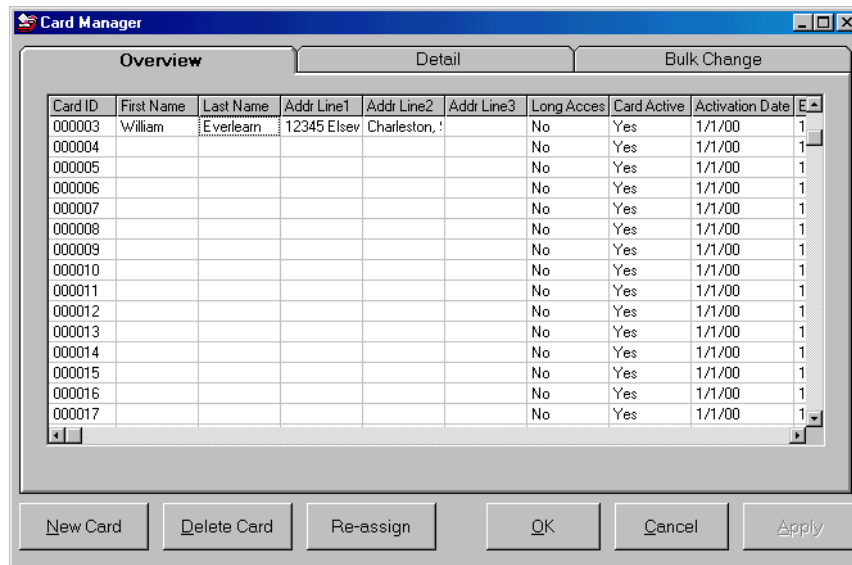


Figure 21: Card Manager (Overview Tab)

Making Bulk Changes

Bulk Changes allows data to be populated into series of cards at one time rather than changing each record individually.

- 1 At the Bulk Change tab, Edit the Bulk Change fields as necessary. *All gray-colored fields are editable.*
- 2 Click the **Batch Change** button.
- 3 Enter the Beginning and Ending Card ID codes of the cards that will be edited.
- 4 Click **Apply** to save your changes and/or **OK** to exit.

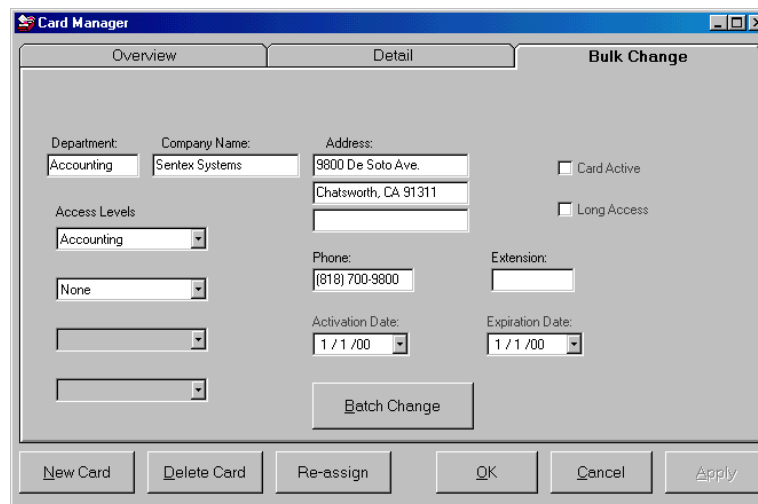


Figure 22: Card Manager (Bulk Change)

Downloading Database Information

The Download screen allows you to manually select and download databases (e.g., Card Manager) to one or all EMCs.

Important: After EMWin performs a full download (see below), subsequent changes (e.g., adding a new cardholder record) will be automatically downloaded.

Factory Defaults: This button deletes all entered data and reverts the system back to its original settings/data.

WARNING: Before selecting Factory Defaults, export to back-up your data or you will lose any entered data!!!

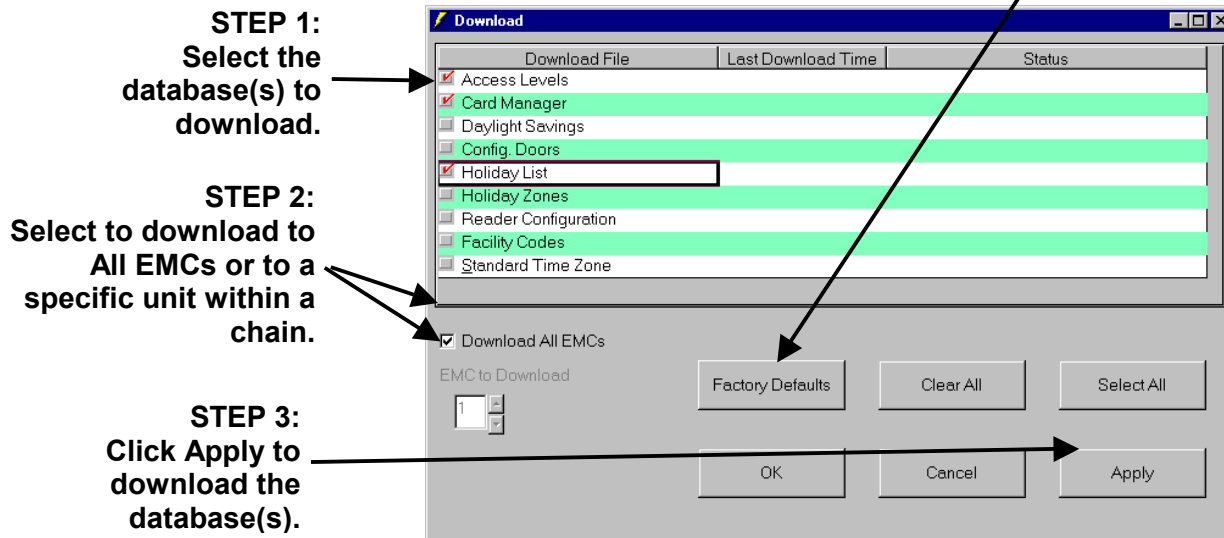


Figure 23: Downloading Database Information

- **Select All:** Selects all database selections from Download File column.
- **Clear All:** Clears any database selections from Download File column.

During Downloading, a progress bar appears near the bottom of the screen to give a visual progress status.

WHEN EMWIN PERFORMS A FULL DOWNLOAD

EMWin will perform a full download (i.e., download all the databases) when . . .

- An EMC powers up.
- EMWin is OFF for a significant amount of time. If the software and unit clock times differ significantly, the system will perform a full download.
- You manually prompt the unit to do so.

IMPORTANT NOTES ABOUT DOWNLOADING

During a full download, the system performs a number of complex processes (e.g., rebuilding the database structure, erasing all the field data, and downloading the new database and all cardholder records). For this reason, the download time will vary from several minutes to possibly several hours. Download times are primarily determined by . . .

- (1) The number of existing cardholder records in the database AND
- (2) The number of EMC panels linked (a maximum of 32 may be linked).

The more cardholder records and panels you have, the longer the download time.

Transaction Monitoring

The Transaction Monitor screen presents each of the transactions occurring on the system.

Click the **Browse** box to prevent the screen from updating while you are cruising through the entries.

Archive the transactions by clicking the **Archive** button. You will be asked for the number of days prior to today to archive and remove from the screen.

Select **OK** to close this screen.

The screenshot shows a window titled "Transaction Monitor" with a table of transaction data and control buttons at the bottom.

| Date/Time | Event | EMC | Door Name | Reader | Card # | Card Holder Name |
|---------------------|---------------------------|-----|------------|--------|--------|------------------|
| 6/21/01 9:52:59 AM | Door Forced Open | 1 | Front Door | A | | |
| 6/21/01 9:52:59 AM | Door Forced Open | 1 | Back Door | B | | |
| 6/22/01 8:56:46 AM | Communication Lost | 1 | Front Door | A | | |
| 6/22/01 8:57:02 AM | Communication Lost | 1 | Front Door | A | | |
| 6/22/01 8:57:35 AM | Door Forced Open | 1 | Front Door | A | | |
| 6/22/01 8:57:35 AM | Door Forced Open | 1 | Back Door | B | | |
| 6/25/01 8:18:17 AM | Communication Lost | 1 | Front Door | A | | |
| 6/25/01 8:18:46 AM | Door Forced Open | 1 | Front Door | A | | |
| 6/25/01 8:18:47 AM | Door Forced Open | 1 | Back Door | B | | |
| 6/25/01 10:10:23 AM | Communication Lost | 1 | Front Door | A | | |
| 6/25/01 10:10:24 AM | Communication Established | 1 | Front Door | A | | |
| 6/25/01 10:33:06 AM | Communication Lost | 1 | Front Door | A | | |
| 6/25/01 10:33:08 AM | Communication Established | 1 | Front Door | A | | |
| 6/25/01 10:46:42 AM | Communication Established | 1 | Front Door | A | | |
| 6/25/01 10:50:10 AM | Communication Established | 1 | Front Door | A | | |
| 6/25/01 10:51:34 AM | Communication Established | 1 | Front Door | A | | |
| 6/25/01 11:21:54 AM | Communication Established | 1 | Front Door | A | | |
| 6/25/01 11:23:21 AM | Communication Established | 1 | Front Door | A | | |
| 6/25/01 11:25:21 AM | Communication Established | 1 | Front Door | A | | |
| 6/25/01 11:53:34 AM | Communication Established | 1 | Front Door | A | | |

At the bottom of the window, there is a control bar with the following elements:

- Browse
- Archive
- OK

Figure 24: Transaction Monitor

Appendix A: Operations Screens

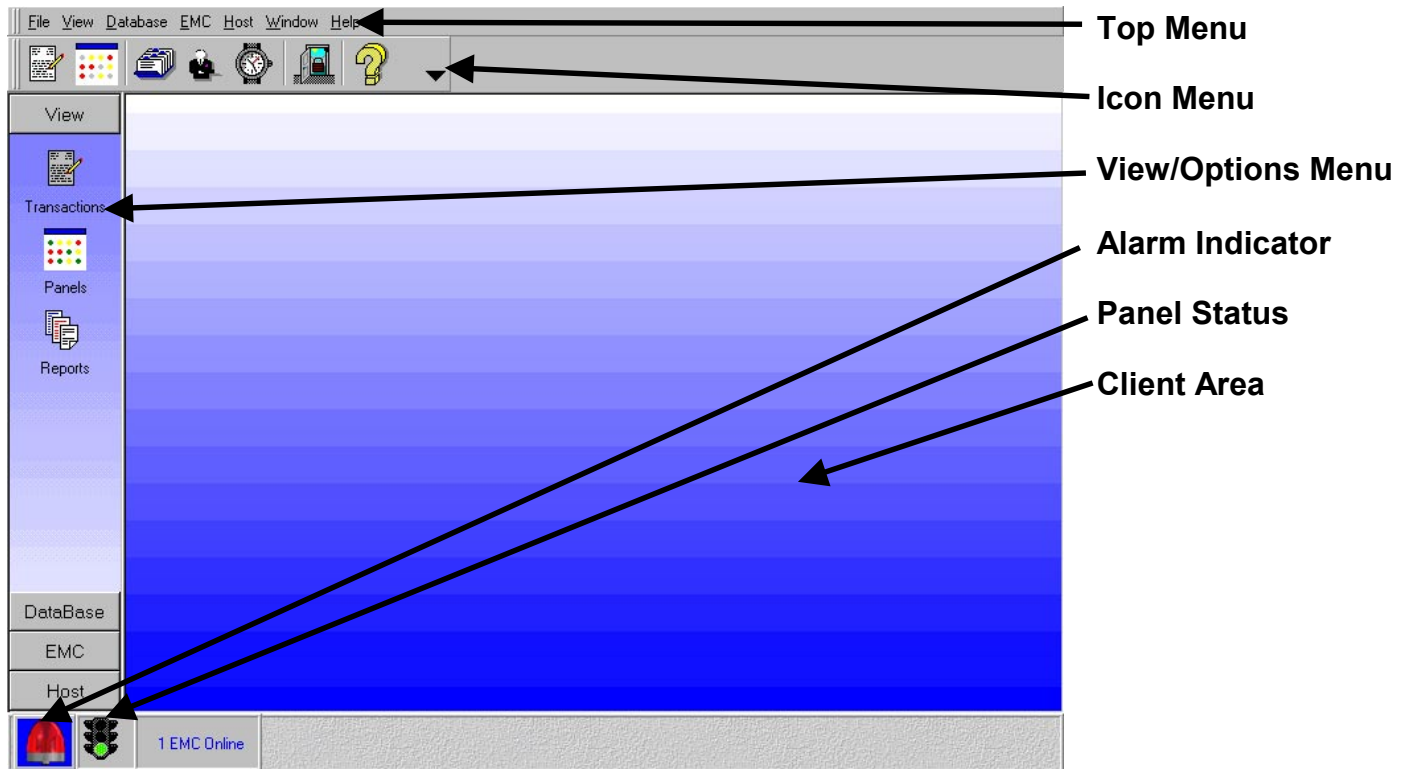


Figure 25: Operations Screen

File Menu Selection

Print: Creates an on-screen report of information (associated with the active window in the client area) which may then be printed. See also **Display Reports** on page 23.

Printer Setup: Allows operator to select a printer on the system and control its properties.

Exit: Causes EMWIN to cease operating. By doing this, you will cause the controllers to operate in standalone mode until program is restarted.

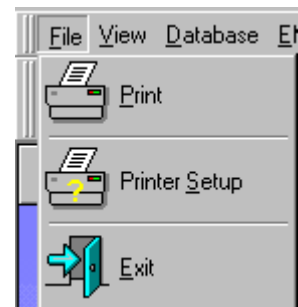


Figure 26: File Menu

View Menu Selection

History Transactions: Allow the operator to view all transactions as they are received from the panels.

Show Panel Status: View status of all panels (i.e., EMCs) on the system.

Display Reports: Predefined reports available to the operator.

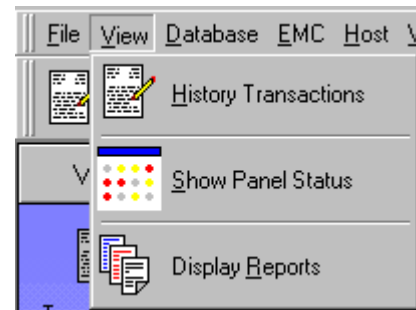


Figure 27: View Menu

Database Menu Selection

Card Manager: Allows operator to add/delete/change cards in the EMWin database.

Access Level: Displays all Access Levels and allows operator to view/change/add/delete groups.

Standard Time Zone: Allows operator to view/change/add standard Time Zones.

Holiday Time Zone: Allows operator to view/change/add holiday Time Zones.

Holiday List: Displays the entered holiday list.

Facility Codes: Allows operator to view/change facility codes.

Organize Database: Compacts and repairs your database.

Export Data: Allows you to export an EMWin database (e.g., Cardholders.mdb) for back-up purposes or to use in another application

NOTE: Sentex strongly recommends that you regularly back up your EMWin databases.

Import Data: Allows you to import a database (e.g., Cardholders.mdb) into the EMWin system. Use this feature to re-load lost data from your back-up .mdb file(s).

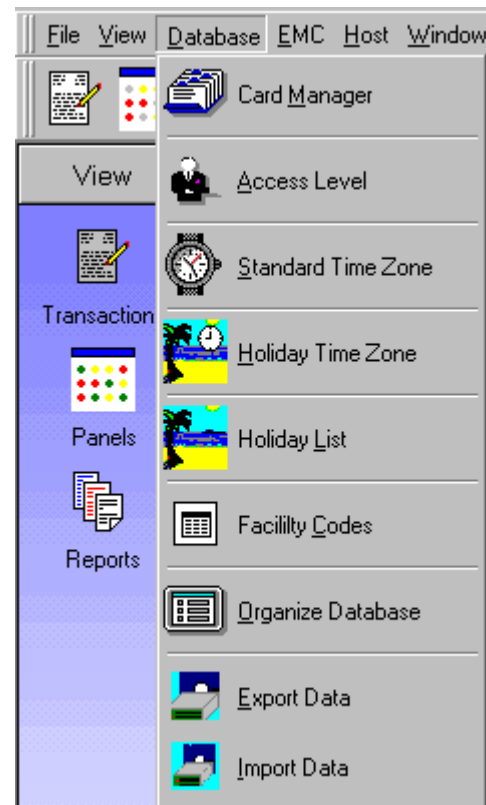


Figure 28: Database Menu

EMC Menu Selection

Download Data to EMC: Used to initiate a download of parameters to the EMCs.

Unlock/Lock Doors: Enables operator to unlock or lock a specific door.

Turn On/Off Alarm(s): Enables/disables alarms.

Calibrate Sensors: Calibrates all supervised circuits.

EMC Communications: Allows you to manually select a COM port for computer-to-EMC communications.

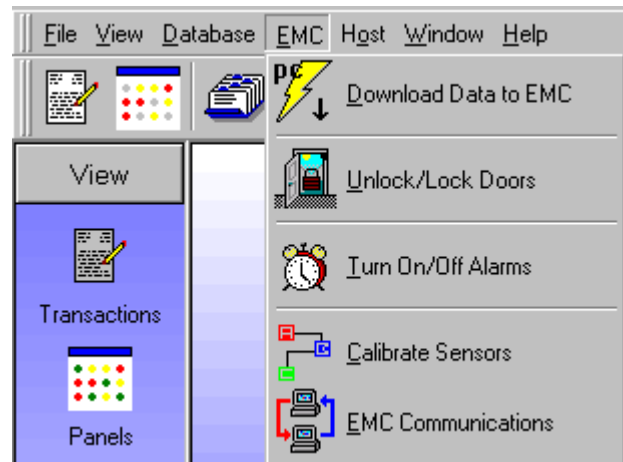


Figure 29: EMC Menu

Host Menu Selection

Configuration Wizard: Used to set up company information, Door Names, Door Assignments and Daylight Savings times.

Configure Doors: View/change Door Properties, Access Parameters and Readers.

Turn Host Alarm Off: Enables operator to manually turn off host alarm.

Test Host Alarm: Tests the alarm logic in program.

Show/Hide Poller: Turns poller information at bottom of screen on/off.

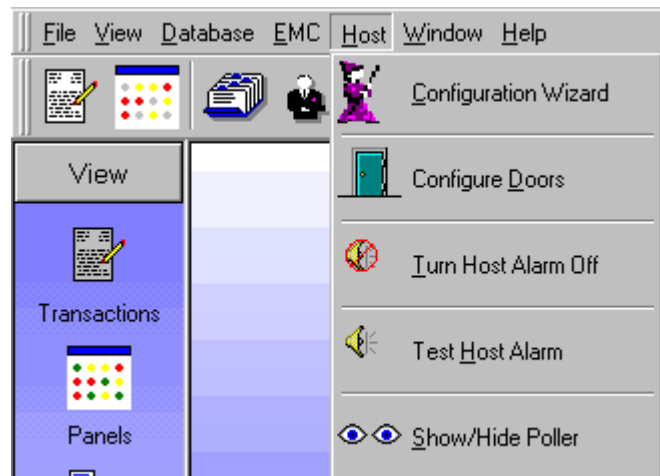


Figure 30: Host Menu

Window Menu Selection

Close All Windows: Closes all windows previously opened.

Default Window Sizes: Restores all windows to their default sizes.

Cascade Windows: Arranges selected windows in a cascaded orientation.

Tile Windows Horizontally: Arranges selected windows one above the other horizontally.

Tile Windows Vertically: Sets up selected windows side by side vertically.

Arrange Icons: Arranges minimized screens along the bottom of the client area.

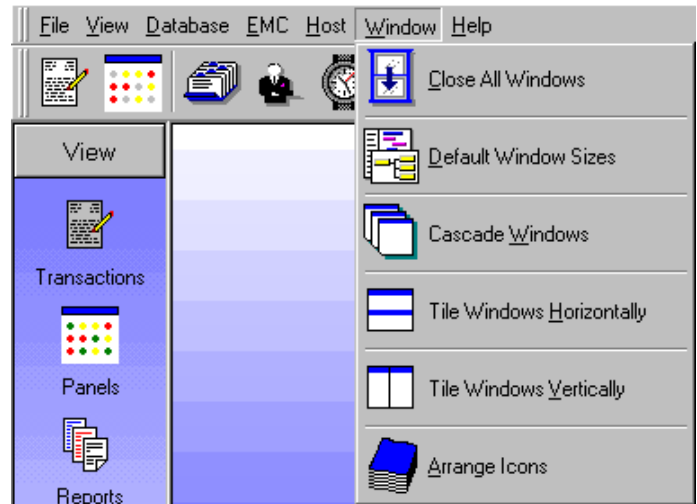


Figure 31: Window Menu

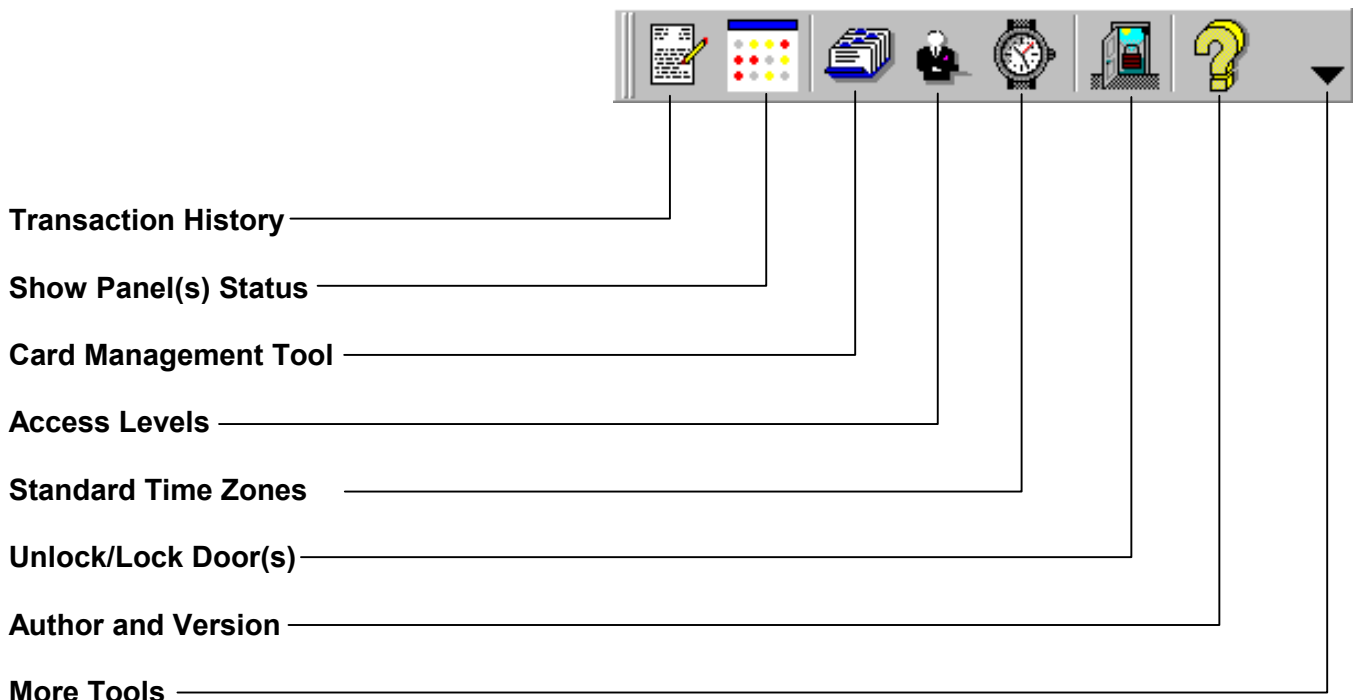
Help Menu Selection

Provides application information about author, version, and license.



Figure 32: Help Menu

Icon Toolbar Reference



Appendix B: Adding Facility Codes

- 1 Select Facility Codes from the Database top menu or vertical menu selection.

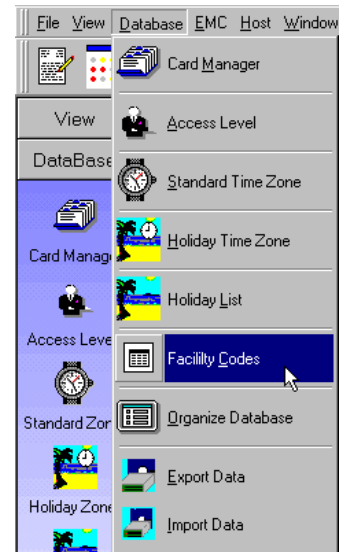


Figure 33: Facility Codes Location

- 2 Enter all facility codes under the Facility Code column.
For each facility code, double-click inside a cell, erase the dash, and enter the code.
- 3 Enter a Description (optional).
- 4 Select **Apply** and **OK** to confirm.

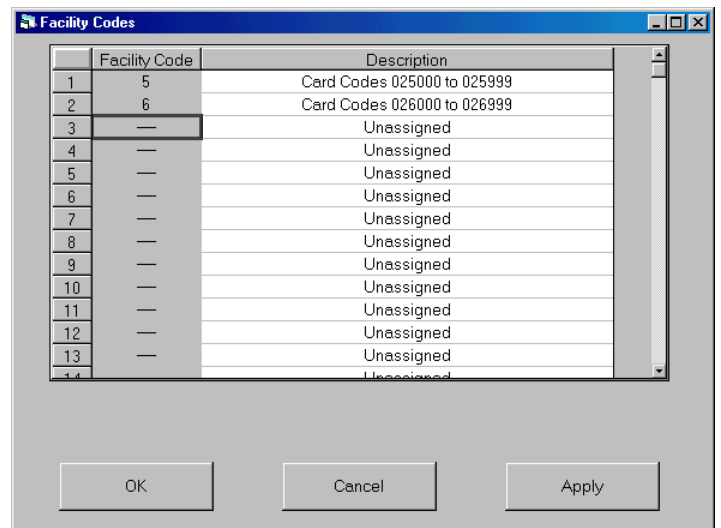


Figure 34: Facility Codes Screen

Appendix C: Reports

- 1 Select **Display Reports** from the **View** top menu or vertical menu selection.

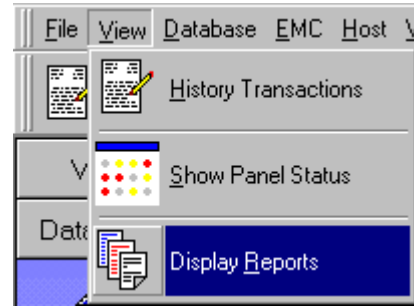


Figure 35: Display Reports Location

- 2 At the Reports screen, select the Report you wish to print by highlighting it with the mouse.

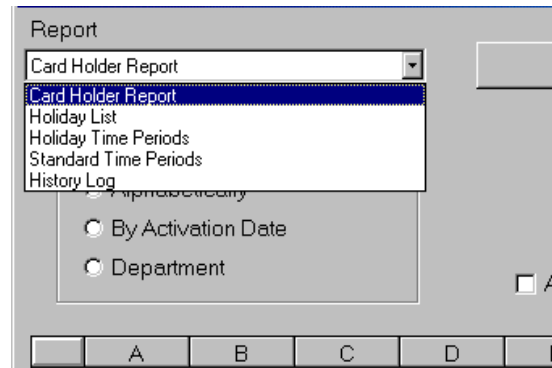


Figure 36: Selecting a Report

- 3 Now select the sorting mode you want. Select **Preview** to view the report on the screen before printing it out.

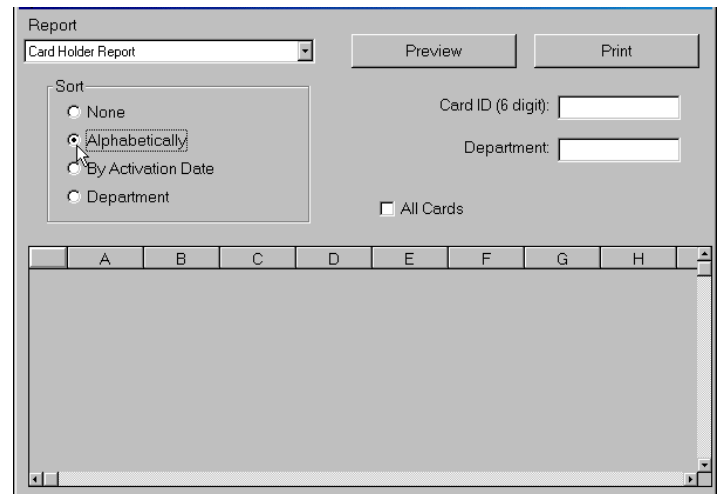


Figure 37

- 4 Selecting the **Print** button after previewing will show you a sample page of the report on the screen before printing it out.
- 5 Click on the printer icon to send the report to the default printer on your system.

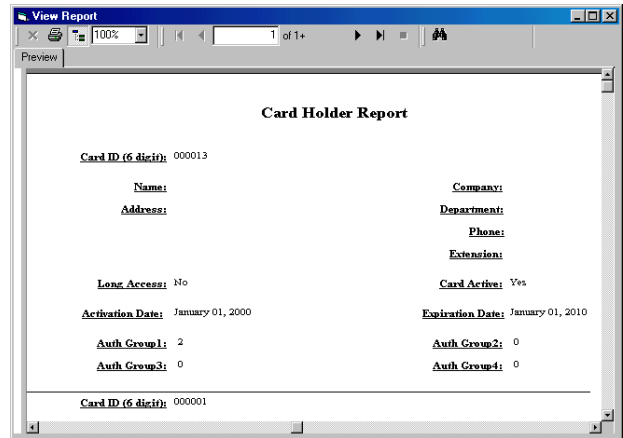


Figure 38

Appendix D: Changing the Language

During installation, EMWin prompts you to select the language to use in the application. If you need to change the language after installation, perform the steps in this chapter.

EXPORT THE ENTIRE DATABASE

- 1 At the menu bar, select **D**atabase and then **E**xport Data.
- 2 Click **S**elect All.
- 3 Click **A**pply.
- 4 Select the location of the database (.mdb) and click **S**ave.

Remember the location of the database, since you will need to import it later.

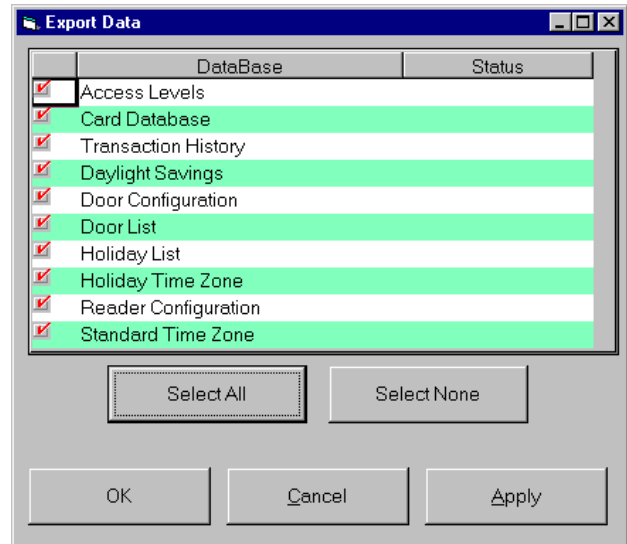


Figure 39: Exporting the Databases

UNINSTALL AND RE-INSTALL EMWIN

- 1 At the Windows Start menu, select **S**ettings and then **C**ontrol Panel.
- 2 Select **A**dd/Remove Programs.
- 3 Select **EMWin** from the software list.
- 4 Click **A**dd/Remove.
- 5 **R**e-install EMWin and select the new language during the Install Wizard.

CHANGE THE REGIONAL SETTING

- 1 At the menu bar, select **H**ost and then **C**onfiguration Wizard.
- 2 Select the **Company Info** tab.
- 3 Select the region (from the **Regional Setting** box) that most closely matches your region.
NOTE: Changing the region will affect, for example, the Holiday Schedules (e.g., Mexico's will differ from those of the United States).
- 4 Click **A**pply to save and **O**K to exit.

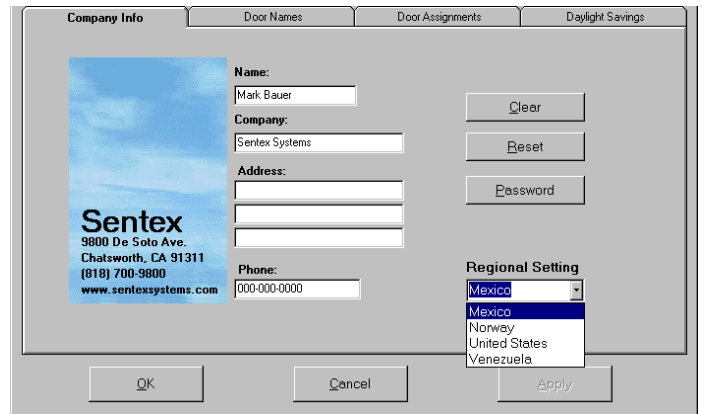


Figure 40: Changing the Regional Setting

SET THE FACTORY DEFAULTS AND EXIT EMWIN

- 1 At the menu bar, select **E**MC and then **D**ownload Data to EMC.
- 2 Click **S**elect All.
- 3 Click **F**actory Defaults.
- 4 Click **A**pply to save and **O**K to exit.
- 5 Exit EMWin.

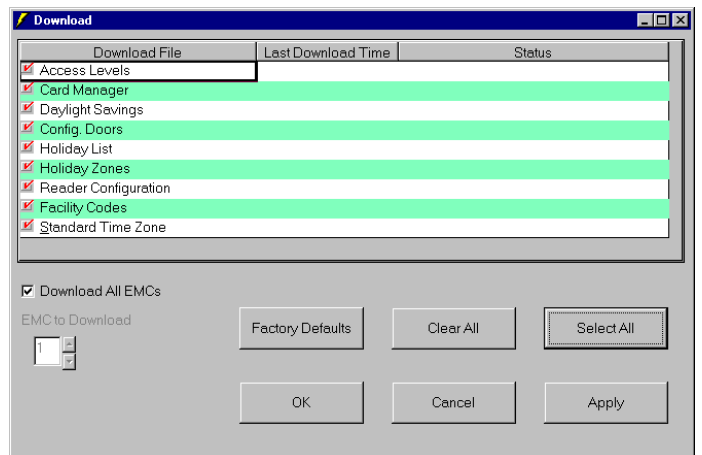


Figure 41: Setting the Factory Defaults

RESTART EMWIN AND RE-IMPORT THE DATABASE

- 1 Restart EMWin.
- 2 At the menu bar, select **D**atabase and then **I**mport Data.
- 3 Click **S**elect All.
- 4 Click **A**pply.
- 5 Select the location of the database to import (.mdb) and click **S**ave.

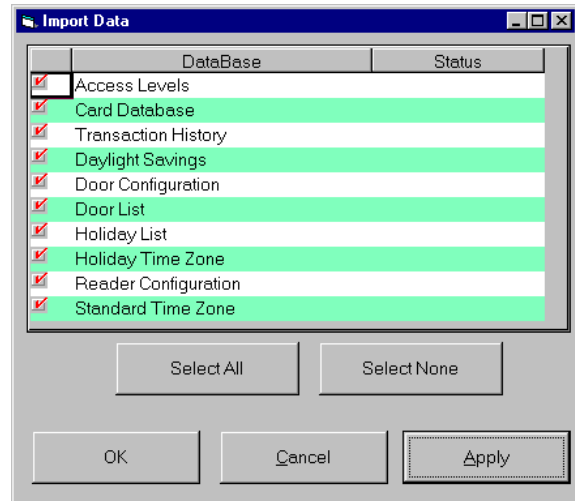


Figure 42: Importing EMWin Data



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