

Specifications for WIN-PAK 1.16 Access Control System

Confidential



SPECIFICATION FOR WIN-PAK ACCESS CONTROL SYSTEM

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PROJECT: «ProtectedPremises»
REFERENCE: «EstimateNo»
DATE : «Date1»

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1. WIN-PAK (v1.16) ACCESS CONTROL SYSTEM

1.1 WIN-PAK OVERVIEW

- 1.1.1** WIN-PAK™ is the Northern Computers state-of-the-art Integrated Access Control & Security Management Software that takes advantage of the Windows® 3.11/95/98 operating environment. Security professionals or system administrators can program card information, create badges, and monitor alarms and cameras with ease. The interface is intuitive and makes it easy to manage Northern's high-tech security hardware.
- 1.1.2** The Security Management System is modular and networkable, capable of alarm monitoring, video imaging, badging, CCTV switching. It allows for easy expansion or modification of inputs, outputs, and remote control stations. System control at the central computer location is under a single software program that provides full integration of all components and can be altered at any time, depending upon the facility requirements. Reconfiguration is through on-line system programming without hardware changes.
- 1.1.3** The system can support both manual and automatic responses to alarms. Each alarm is capable of initiating a number of different actions, such as camera switching, activation of remote devices, door control, and card PIN validation.
- 1.1.4** Access control functions include validation based on time of day, day of week, holiday scheduling, site code verification with card validation override, video storage and retrieval of cardholder photographs, and access validation based on positive verification of cards, card/PIN and card/video.
- 1.1.5** Camera functions, such as pan/tilt, iris control and zoom, are supported. Unless specific programming dictates otherwise, an operator is able to control these functions for all cameras so equipped.
- 1.1.6** Using assigned passwords, different levels of system operation may be defined for each individual operator. Operator actions range from basic monitoring to full control of the system including programming

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- 1.1.7*** System programming is user friendly, and can be accomplished by personnel with no prior computer experience. The programming is menu driven and includes on-line Help, as well as on-line data entry examples. The system supports both supervised and non-supervised alarm point monitoring. Upon recognition of an alarm, the system is capable of switching CCTV cameras that are associated with the alarm point. The system can also arm or disarm alarm points both manually and automatically, by time of day, and day of week.
- 1.1.8*** The method of communication from remote locations to the central components is transparent to the user.
- 1.1.9*** All components use “distributed-processing” concepts.
- 1.1.10*** Processing includes the ability to down-load operating parameters to any field panel, thus allowing the field panel to provide full operating functions independent of any other system component.
- 1.1.11*** Live video from a CCTV system can be displayed on the computer screen. The live video window allows the user to change its size and location on the computer screen. Video controls (pan, tilt, zoom, camera/monitor selection) and the ability to send user programmable commands to the CCTV system is also supported from the live video window.

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1.2. WIN-PAK SYSTEM FEATURES

- 1.2.1.** Windows 3.1, 3.11, 95, 98 Operating Environment.
- 1.2.2.** Supports 32 loops x 31 control panels, 250 remote dial up sites, 15,500 card readers, 1,000 cameras, (100 pan/tilts), 100 monitors, 124,000 alarm inputs, 62,000 relay outputs (supervised and non-supervised).
- 1.2.3.** Up to 32 communication ports.
- 1.2.4.** Networking supports up to 5 workstations.
- 1.2.5.** Smart Scheduling for dial-up and dial back from remote locations.
- 1.2.6.** Video Imaging & Card Badging.
- 1.2.7.** Dynamic Floor Plan Graphics with multiple level maps.
- 1.2.8.** JPG, TGA, and TIF files can be imported for photos, backdrops and floor plans.
- 1.2.9.** PCX files can be imported for photos and floor plans.
- 1.2.10.** BMP files can be imported for floor plans only.
- 1.2.11.** Integrated CCTV control.
- 1.2.12.** Custom card databit format support.
- 1.2.13.** Ninety-nine levels of priority for alarms.
- 1.2.14.** Extensive prioritized alarm management functions.
- 1.2.15.** Multiple language text support.
- 1.2.16.** Elevator control & guard tour functions.
- 1.2.17.** Zoned mustering & emergency response.
- 1.2.18.** Full anti-passback support.
- 1.2.19.** Year 2000 compliant.
- 1.2.20.** Integrated attendance reporting
- 1.2.21.** Database and History are stored in Xbase format.
- 1.2.22.** Card locate facility.
- 1.2.23.** Card activation/deactivation by month/day/year.
- 1.2.24.** Muster and tracking reporting.
- 1.2.25.** Password protection.

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1.3 SYSTEM CAPABILITIES

- 1.3.1** The system provides the following essential functions:
- 1.3.2** Add, delete, report, view, or edit cardholder information.
- 1.3.3** A unique card number up to 12 digits and an optional Personal Identification Number (PIN) for each cardholder
- 1.3.4** Card database has thirty-three user fields, twenty-eight searching and twenty-five user definable.
- 1.3.5** Storage of all system transactions in a retrievable history file (exporting reports to XLS.TXT and other file formats).
- 1.3.6** The ability to program descriptions for all system alarm points.
- 1.3.7** The ability to program descriptions for all system output points.
- 1.3.8** The ability to program descriptions for all system card readers.
- 1.3.9** The ability to program descriptions for all system cameras.
- 1.3.10** Monitor both supervised and non-supervised alarm points.
- 1.3.11** Report on alarm point activity and status.
- 1.3.12** Report of alarm, normal or trouble conditions.
- 1.3.13** Display floor plan graphic for any alarm point.
- 1.3.14** Display floor plan graphic for card activity.
- 1.3.15** Interlock any alarm point condition to an output relay.
- 1.3.16** Interlock any alarm point condition to another alarm point.
- 1.3.17** Interlock any alarm point condition to a valid camera, and switch the camera to a System monitor.
- 1.3.18** Manually control the pan, tilt and lens functions.
- 1.3.19** Set & clear the movement limits of the pan & tilt mechanism.
- 1.3.20** Adjust the motorized zoom lens.
- 1.3.21** Program alarms and associate incoming alarms with related outputs.

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- 1.3.22*** Bypass alarms in the system.
- 1.3.23*** Log all events by time & date.
- 1.3.24*** Store all or selected system transactions in a disk file (history files).
- 1.3.25*** Reporting capability for printing selected system transactions from the disk files by time or date selection.
- 1.3.26*** Third party report generation tool for customized reports.
- 1.3.27*** Complete database reporting of all data programmed into the WIN-PAK system data files.
- 1.3.28*** Alarm notification in all modes of operation.
- 1.3.29*** Operator password control of all system functions.
- 1.3.30*** Customer can make system configuration changes at any time.
- 1.3.31*** Operator access level defines areas of valid access and day of access.
- 1.3.32*** Special card options include, but are not limited to, timezone reference that defines valid time including limited use that provide specific number of uses and visitor use that provides a specific number of days a card may be used.
- 1.3.33*** Trace function that displays all usage of a card
- 1.3.34*** Digital storage of cardholder photograph.
- 1.3.35*** Create permanent badges.
- 1.3.36*** Create temporary badges.
- 1.3.37*** Manual or automatic display of digital image of cardholder upon card usage. The cardholder “video image” popup is activated based on a priority level set to the cardholder or reader. Information in the popup includes, but is not be limited to, reader, time, date, cardholder name, status and user programmable message. The size of the popup is adjustable by the operator.

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- 1.3.38** Add, delete, report or edit timezone definitions. Timezone definitions include; starting time, ending time, days of the week, holiday override and a provision to link multiple timezone definitions.
- 1.3.39** Add, delete, report or edit access level definitions. The access levels define specific points of access.
- 1.3.40** Add, delete, report or edit action messages. The action messages can be displayed upon specific alarm activity, card, or reader usage.
- 1.3.41** Global anti-passback support, allowing cardholder to enter/exit at any card reader.
- 1.3.42** Floor plan graphics imported and stored in a .bmp file format.
- 1.3.43** Input points can be associated with floor plan graphics to show alarm locations.
- 1.3.44** Floor plan graphics can be linked together in an hierarchical fashion.
- 1.3.45** Any alarm, card, or reader activity can be acknowledged based on priority.
- 1.3.46** The ability to prioritize specific alarm, card or reader usage from 1 to 99, with separate priority options for anti-passback, trace, PIN, not found, expired, and timezone card violations.
- 1.3.47** The ability to store system commands that are not accepted by the hardware.
- 1.3.48** A mode of operation that does not require operator acknowledgement of alarms or system commands.
- 1.3.49** The operator can acknowledge and clear alarms from display. Upon acknowledgement, the user can enter a response of up to 500 characters per alarm.
- 1.3.50** Higher priorities can be displayed at the top of the list with identical points stacked with a frequency count of each point's change of state associated with the most current status displayed.
- 1.3.51** Up to 1,000 of the most current transactions can be displayed in real time via scroll bar.
- 1.3.52** The ability to log operator transactions on the system printer as well as in the history files.
- 1.3.53** The user can assign an action message per event state.
- 1.3.54** Remote control panels can operate in an off-line mode. In the off-line mode, the remote control panels retain an historical summary of all control panel transactions.

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- 1.3.55** A programmable "delay" setting, up to 255 seconds for all system alarm points. The system will not report the alarm condition until the delay setting has expired.
- 1.3.56** Dynamic alarm monitoring of 361 alarm points in real time on the system computer's video display terminal. The user can poll a point to insure the current status in real-time.
- 1.3.57** Dynamic alarm display allows color-coding for each specific alarm point action of alarm, normal, trouble and timezone control.
- 1.3.58** Up to 32 communication ports.
- 1.3.59** A system alarm upon a loop integrity violation.
- 1.3.60** Manual operator control of system output relays. The manual functions include the ability to energize, de-energize, return to timezone or pulse the output relay. The pulse time is a programmable setting.
- 1.3.61** The stored "video image" of the cardholder can be displayed. The display can switch to a real-time camera at card reader location for specific card usage. The card reader will not activate the door lock until positive operator acknowledgement.
- 1.3.62** Support of multiple card reader technology including Wiegand effect, magnetic stripe, proximity, biometrics, and bar code.
- 1.3.63** Support use of keypad for access control.
- 1.3.64** Support use of card/keypad (PIN) for access control.
- 1.3.65** Backup and restore of any or all database system files.
- 1.3.66** In a traditional (Wiegand) 5 digit card database the number 0 and 65,535 are not valid card numbers as some devices transmit these numbers on an improper read.
- 1.3.67** In a 12 digit card database the number 0 is not a valid card number as some devices transmit this number on an improper read.
- 1.3.68** A "live view" from the CCTV switcher can displayed on the system computer. The view includes pan, tilt, zoom, camera/monitor selection and the ability to send user programmed information to the video switcher. The size and location of the view can be adjusted.
- 1.3.69** A panel not responding to an alarm is reported if communication to a panel is lost.
- 1.3.70** Real time printing of alarms as they occur by line printing (dot matrix printer) or by typical Windows page printing.

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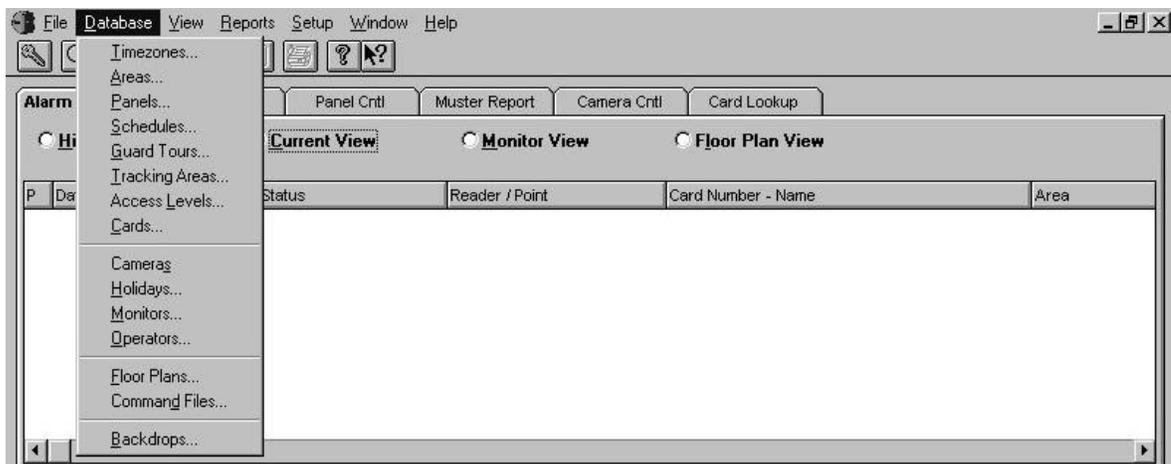
- 1.3.71** Viewing of cardholder number or PIN number is password restricted.
- 1.3.72** Specific alarm point or system alarm (communication, ground fault, power, panel reset, low voltage, panel tamper), card or reader activity state can be prioritized from 1 to 99. A state is defined as normal, alarm, trouble, ajar, trace, not found, anti-passback violation, PIN violation, timezone violation, site code violation or expired card.
- 1.3.73** Both supervised and non-supervised alarm points are monitored, with the ability to select by point which point is supervised and define if the point is a normally closed or normally open point contact.
- 1.3.74** Support up to four readers per panel.
- 1.3.75** Report export capabilities to various formats including, but not limited to, Crystal Reports, Data Interchange Format, Excel, Lotus, Quattro Pro, Rich Text Format, tab-delimited text and Word.
- 1.3.76** System alarm history can be generated. A system alarm state is defined by panel and includes the following minimum information: communication, ground fault, power, panel reset, low voltage, panel tamper and loop communication.
- 1.3.77** Programmable system time schedules that the computer uses to automatically start uploading or downloading information to the remote sites. Information sent to the panel includes, but is not limited to, card database changes, time, date and buffer condition. Information received from the panel includes all buffered events. While connected to the remote site the system software polls, verifies and reports any loss of panel communication. If an overlap of dial-up scheduling is programmed into the system, a message notifies the user and provides an option to modify. If a site's communication time is longer than expected, the system automatically adjusts the time schedule to allow all selected sites to be updated.
- 1.3.78** Information may be encoded on track 1, 2 or 3 (requires suitable printer) without the need to reinsert the card. With suitable printer each track can be encoded with either ABA, IATA or TTS format.
- 1.3.79** Supported CCTV microprocessor based switchers include, but are not be limited to, American Dynamics, Burle, Dedicated Micros, Geutebruck, Javelin, Vicon and Panasonic.

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1.4. WIN-PAK DATABASES

The WIN-PAK access control system is made up of interconnecting databases. Although only a few databases are required for operating a basic system, up to fifteen databases are possible in advanced systems that make use of WIN-PAK's CCTV, floor plan and badging features. The programming order of these databases is very important, because almost every database depends upon information entered in other databases. There are six databases which provide the core of an access control system. All databases in WIN-PAK have the same control window. This makes the program easier to learn and use.



1.4.1. TIMEZONE DATABASE

This database defines timezones. A timezone is one or more blocks of time used to determine WHEN an activity will happen or WHEN a card will be allowed access. A timezone is defined by blocks of time, each consisting of a start and end time, and days of the week. Holidays may also be included in a block of time. These elements can be attached to cards and inputs/outputs in other databases.

1.4.2. AREA DATABASE

An Area is a way of defining a network of hardware that is wired together and originates from the same communications port, such as a loop of panels or CCTV equipment. There can be only one direct connect area defined per communications port. You may have multiple dial-up areas defined to a single COM port.

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1.4.3. CONTROL PANEL DATABASE

Panels are an integral part of the access control system. They control card readers, locks, alarms and other inputs and outputs. Although they are programmed from the WIN-PAK software, they run independently. They can even buffer transaction information when the computer is off and unbuffer it to the PC when it is turned back on. The database allows you to assign parameters that are specific to how each panel should operate.

The panel database maintains information on access control panels such as options are enabled, reader information, input and output point information.

1.4.4. SCHEDULES DATABASE

The scheduler function in WIN-PAK can be used to schedule WIN-PAK events. It can be used to pop-up a reminder to backup files, automatically update panels periodically, and even automatically dial up remote sites at specific intervals.

1.4.5. GUARD TOUR DATABASE

The WIN-PAK Guard Tour database is used to define tours that a guard can patrol to help secure a facility. Defined guard tours allows the guard a certain amount of time to present his card on a route. Early or late arrival to a reader produces an alarm message in WIN-PAK. Detailed information is provided for check point readers (in sequence), which include time and tolerance allowances from check point to checkpoint. Guard Tours can be sorted(by name, alphabetically) for viewing via the Guard Tour Data List.

1.4.6. TRACKING AREA DATABASE

The muster function in WIN-PAK provides special screen views and reports of card record transactions. The purpose of these views and reports is to allow the operator to determine who has left an area of the facility, and who remains. One of the main uses of the muster function is accounting for the whereabouts of personnel in the event of a disaster, where personnel would have to evacuate an area without stopping to present their cards. After leaving the facility they would gather in a "safe" area and present their cards at a muster reader. This would allow an account of who has arrived at the "safe" area and who remains in the "tracking" areas. The information in the "tracking" area's will show where people last used their cards

1.4.7. ACCESS LEVEL DATABASE

Access Levels determine WHERE & WHEN a user's card will be valid in the system. An access level consists of a number of readers that can be accessed and the time period that a card can be presented to allow access. The ability to assign cards to a group of doors eliminates the need to program the card for every reader.

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1.4.7. CARD HOLDER DATABASE

The card database maintains information on all cards and card holders. The card database shows the cards that have been defined with a list showing the user name, card number and access level.

Individual card details can be accessed from the card screen. This screen will be used for adding or editing information on the individual cards and card holders. The information contained within this screen includes:

Card Details:

The Card details screen shows three tabs as follows:

- Cards Screen
- Notes Screen
- Badge Screen

Card Screen:

Name: (20 characters for each of first & last names)
Card Number: (Encoded card number)
PIN Number: (Any 5 digit number less) (1 through 65,534)
Status: (Active; Inactive; Lost/Stolen; or Trace)
Access Level: (Drop down from predefined Access Level)
Expiration Date: (From 1-254 days, if hardware or date if schedule used)
(or)
Limited Use: (Number of uses of the card 1-254, if required)
(or)
Valid/Invalid reads: (Priorities for each read status, with associated action message and means to implement special commands)

Notes Screen:

This screen contains a list of 25 user definable note fields of up to 25 characters. The descriptive names of each field can be predefined. These fields can be used for recording personnel information such as Phone number, Home Address, Blood Group, Courses attended etc.

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Badge Screen:

This screen provides the facility to manage the badging components. It requires a video capture card and video camera to be connected to the PC, alternatively a TWAIN Interface device may be used without a video capture card or import file such as BMP, JPG, PCX, TIF, or TGA. The system shall allow two video images to be captured and stored with the rest of the card holders information. This video information shall be available for viewing or printing out in ID badge production (one or two sided printing, magnetic stripe encoding and signature capture can be implemented as well).

1.4.8. CAMERA DATABASE

The camera database contains information on the CCTV cameras in the access control system. The database shows the cameras that have been defined and some basic information on each one, including the camera's descriptive name, address and title that will appear on a monitor when using this camera.

1.4.9. HOLIDAY DATABASE

The Holiday database is a set of defined holidays that are considered when defining timezones. The ability to define holidays is important if they will be treated differently (i.e. only certain employees will have access on these days, a particular input won't be shunted, or a door will either be open or closed, etc...) If the "Holiday" notation is used in a timezone assigned to a card, then the person will be allowed access during that holiday.

1.4.10. MONITOR DATABASE

The monitor database is a set of defined monitors that are used in the CCTV supervision of a facility. These monitors can be selected from within the Reader, Input, and Output screens of the Panel Database to view particular areas when reader and alarm information is received. They can also be selected manually from the Camera Control Screen.

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1.4.11. OPERATOR DATABASE

The Operator Database contains information on all WIN-PAK operators. The operator Database shows the system operators that have been defined. Individual operator details can be accessed from the Operator screen and will be used for adding or editing information on operators. The information contained within this screen includes:

Operator Name

Each operator is given a descriptive name of up to 20 characters

Password(s)

A password(s) of up to 8 characters can be entered and is case sensitive.

Operator Privileges

Operator privileges define what kind of control an operator has over different options of the program. The Operator Detail window contains a list of the different options that an operator can be assigned a privilege. Symbols before each option show the operator's privilege for that option. The three privileges for each option are as follows:

<i>Edit:</i>	Ability to add, modify and delete information.
<i>None Privilege:</i>	Cannot edit or view information.
<i>View Privilege:</i>	Ability to view information but not edit.

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Operational Privileges

Operational privileges give the operator control over the system maintenance. These options do not have a View privilege.

File: Clicking the File bar from the list toggles the entire set of File options between the Edit privilege and the None privilege.

Backup: Clicking the Backup bar from the list toggles this option between the Edit privilege and the None privilege. The operator must have the Edit privilege in order to backup system files.

Restore: Clicking the Restore bar from the list toggles this option between the Edit privilege and the None privilege. The operator must have the Edit privilege in order to restore system files.

Archive: Clicking the Archive bar from the list toggles this option between the Edit privilege and the None privilege. The operator must have the Edit privilege in order to archive history files.

Purge: Clicking the Purge bar from the list toggles this option between the Edit privilege and the None privilege. The operator must have the Edit privilege in order to purge archived history files.

Rebuild: Clicking the Rebuild bar from the list toggles this option between the Edit privilege and the None privilege. The operator must have the Edit privilege in order to rebuild, recreate, and pack indexes of the databases.

Print Setup: Clicking the Print Setup bar from the list toggles this option between the Edit privilege and the None privilege. The operator must have the Edit privilege in order to change printer settings.

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Operational Privileges (continued)

Exit: Clicking the Exit bar from the list toggles this option between Edit privilege and the None privilege. The operator must have the Edit privilege in order to properly exit WIN-PAK.

Databases: Clicking the Databases bar from the list toggles the entire set of database options between the Edit, None, and View privilege.

Timezones: Clicking the Timezones bar from the list toggles the Timezone database privilege between Edit, None, and View

Areas: Clicking the Areas bar from the list toggles the Area database privilege between Edit, None, and View.

Panels: Clicking the Panels bar from the list toggles the Panel database privilege between Edit, None, and View.

Schedules: Clicking the Schedules bar from the list toggles the Schedules database privilege between Edit, None, and View.

Guard Tours: Clicking the Guard Tours bar from the list toggles the Guard Tours database privilege between Edit, None, and View.

Tracking Areas: Clicking the Tracking Areas bar from the list toggles the Tracking Areas database privilege between Edit, None, and View.

Access Levels: Clicking the Access Levels bar from the list toggles the Access Level database privilege between Edit, None, and View.

Cards: Clicking the Cards bar from the list toggles the Card database privilege between Edit, None, and View.

Cameras: Clicking the Cameras bar from the list toggles the Camera database privilege between Edit, None, and View.

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Operational Privileges (continued)

Holidays: Clicking the Holidays bar from the list toggles the Holiday database privilege between Edit, None, and View.

Monitors: Clicking the Monitors bar from the list toggles the Monitor database privilege between Edit, None, and View.

Operators: Clicking the Operators bar from the list toggles the Operator database privilege between Edit, None, and View. Selecting the Edit privilege gives the operator access to operator passwords and privileges, and with it the whole system.

Minimize the use of: The View privilege will allow the operator to see all operator information except passwords.

Floor Plans: Clicking the Floor Plans bar from the list toggles the Floor Plan database privilege between Edit, None, and View.

Command Files: Clicking the Command Files bar from the list toggles the Command File database privilege between Edit, None, and View.

Reports: Clicking the Reports bar from the list toggles the entire set of report options between the Edit and the None privilege.

History Reports: Clicking the History Reports bar from the list toggles between the Edit privilege and the None privilege for printing reports on system history.

Database Reports: Clicking the Database Reports bar from the list toggles between the Edit privilege and the None privilege for printing reports on WIN-PAK's databases.

Attendance Report: Clicking the Attendance Report bar from the list toggles between the Edit privilege and the None privilege for printing attendance reports.

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Operational Privileges (continued)

Setup: Clicking the Setup bar toggles between the Edit and None privileges for all items located in the Setup Menu. If all options are set to None, the Setup Menu will be inaccessible to the operator. These options can not be edited from a network client.

Options: Clicking the Options bar toggles between the Edit and None privileges for items located in the Options section of the Setup Menu. This allows/disallows the operator to choose certain card, communications, and operator options. See System Setup for more information.

Note Fields: Clicking the Note Fields bar toggles between the Edit and None privileges for items located in the Note Fields section of the Setup Menu. This allows/disallows the operator to redefine the note field labels.

Serial Ports: Clicking the Serial Ports bar toggles between the Edit and None privileges for items located in the Serial Ports section of the Setup Menu. This allows/disallows the operator to define serial port usage and hardware.

Alarm Monitor: Clicking the Alarm Monitor bar toggles between the Edit and None privilege. This allows/disallows the operator access to the Alarm Monitor Screen.

Alarm Info: Clicking the Alarm Info bar toggles between the Edit and None privilege. This allows/disallows the operator access to the Alarm Info Screen.

Panel Cntl: Clicking the Panel Cntl bar toggles between the Edit and None privilege. This allows/disallows the operator access to the Panel Control Screen.

Muster Report: Clicking the Muster Report bar toggles between the Edit and None privilege. This allows/disallows the operator access to the Muster Report Screen.

Camera Cntl: Clicking the Camera Cntl bar toggles between the Edit and None privilege. This allows/disallows the operator access to the Camera Control Screen after Area is setup and Monitor and Camera Databases are programmed.

Card Lookup: Clicking the Card Lookup bar toggles between the Edit and None privilege. This allows/disallows the operator access to the Card Lookup Screen.

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Operational Privileges (continued)

Mail: Clicking the Mail bar toggles between the Edit and None privilege. This allows/disallows the operator access to the Mail Screen in a network system.

Muster card: Clicking the Muster Card Deletion bar toggles Deletion between the Edit and None privilege. This allows/disallows the operator the ability to delete muster cards from the Muster Report Screen.

Non-Muster card: Clicking the Non-Muster Card Deletion bar Deletion toggles between the Edit and None privilege. This allows/disallows the operator the ability to delete non-muster cards from the Muster Report Screen.

Display Card: Clicking the Display Card Numbers bar toggles between the Edit and None privilege. The Edit privilege allows the operator to see card numbers when displayed on the screens that show them. The None privilege will show “*****” instead of card numbers on screens that show them.

Display PIN: Clicking the Display PIN Numbers bar toggles between the Edit and None privilege. The Edit privilege allows the operator to see PIN numbers when displayed on the screens that show them. The None privilege will show “*****” instead of PIN numbers on screens that show them.

Guard Tour View: Clicking the Guard Tour View bar toggles between the Edit, View and None privilege. The Edit privilege allows the operator to initiate and cancel guard tours. The View privilege only allows the operator to view a tours progress. The None privilege prohibits the operator from viewing or controlling guard tours.

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1.4.12. FLOOR PLAN DATABASE

Floor plans are a useful component of the WIN-PAK control system in that they give the operator a visual map or cue associated with an alarm or reader area. The floor plans images would first be created using one of a number of software drawing packages available and saved as bitmap file (.BMP). Alternatively if plans are available already in this format they can be directly imported.

The floor plan database maintains graphic floor plans that can be associated with particular input points. This is an alternative way of monitoring alarm points in the Alarm monitor Screen. The floor plan data base displays a list of the floor plans that have been defined and a graphic floor plan file name and location. The following is an example of a defined area definition within WIN-PAK:

Hot Spots and Layers

A Hot Spot is a defined area on a floor plan that can provide access to more detailed information in the form of an alarm input status, a link to another floor plan or both. The system shall allow the operator to zoom down through multiple layers of graphics to view areas in greater detail. The defined Hot Spot is shown on a floor plan as an alarm icon. The icon will show the status of the alarm by it's color and whether it is flashing or not flashing.

1.4.13. COMMAND FILE DATABASE

Command Files are text files used to instruct one or more panels to take a particular action or instruct a third party device connected to a communications port. Command files can either be automatically sent to a panel upon receiving information or upon acknowledgement, as defined in the System Set-up option. Command files can also be sent manually from the Panel Control Screen .

1.4.14. BACKDROPS

Badge backdrop designs are created as templates that can be merged with card user data to produce badges. WIN-PAK has a component for building these templates called the Badge Layout Utility. The operator can choose the badge size, background color (or picture), where the photos and fields will appear. The operator can then save the badge backdrop design and assign it to a user.

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1.5. WIN-PAK CONTROL MONITOR VIEW (SCREENS)

Six security screens give the administrators immediate access to the principle facets of day-to-day access control management. The 'Easy to Understand' screens and menus enable operators to learn and program the system quickly.



1.5.1. ALARM MONITOR SCREENS

One of WIN-PAKs primary functions is to monitor the alarm points of a facility. Every card, reader and input point that has been entered into the database can have a priority, a message, and a command file associated with it.

This screen reports all alarm and reader activity as it happens. The user has four options regarding how information is viewed on screen. The user can view alarms, card reads, and other system activities as they occur. The operator can select the following views:

History View

(Current View) or in order of priority

The operator can also view defined alarm points and their current status in a grid

(Monitor View)

(Floor Plan View) or by graphic floor

Priority determines how important a particular alarm, reader, or card status is. It will determine the order it will appear (on screen in the " Current View") while monitoring current alarms, and whether it needs to be acknowledged or not. A message associated with an alarm may simply be what the alarm status or card violation is, or may include instructions for the operator to follow.

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1.5.2. ALARM INFORMATION SCREEN

The Alarm Info. screen is used to view alarm and card read information and allow a response. When an alarm is triggered or a card is read, the status icon will appear in the Alarm Monitor Screen in the Current View. The priority of the alarm must be above the user defined threshold and needs to be defined in the Monitor View for the icon to appear. This screen also provides a field for entering a response note. To enter a response note to an alarm, simply click within the Notes field and type your note. If Log Actions is enabled in the Operator Options screen (Located in the Set-up Menu), then these notes will be saved and can be printed in a history report.

1.5.3. PANEL CONTROL SCREEN

This screen gives the user direct control over the panels and the active input and output points connected to them. This is where panels are buffered, unbuffered, and initialized and where individual input points can be shunted and output points can be energized. Command files can be sent to individual panels and remote areas can be dialed up from this screen.

1.5.4. MUSTER REPORT SCREEN

Provides operators with Muster Screen in two sections. The upper section shows the Muster Area Card Transactions. Normally this section will be empty. If a muster is declared, people will go to the muster readers to present their cards, this section will then show their cards. If people go back into the tracking areas, or use an exit reader (to go home, for example) their card read record is removed from this area.

The lower section of the screen shows the Non-Muster Area Card Transactions. This section functions generally in the same manner as the Muster Area Card Transactions section except that it is dealing with card reads from the tracking readers. During a muster call, some or all of the activity would switch to the Muster Area Card Transactions. Multiple views can be selected by clicking a different muster or tracking area definition (filter).

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1.5.5. CAMERA CONTROL SCREEN

The Camera Control Screen is used to make adjustments to cameras in a CCTV monitoring system. Use this screen to control focus, aperture, zoom, panning, and tilt of individual cameras; select which camera to use for a given monitor and send out camera titles.

1.5.6. CARD LOOKUP SCREEN

The Card Lookup screen is designed to be a quick way for the operator to access card information without having to enter the card database. Its screen offers the operator the card number, name, status, PIN number, access level, expiration date, and user-defined note fields for the card holder. It also displays the card holders badge photo. It may be used to allow the operator to quickly retrieve the stored image for comparison against a live video image displayed on the WIN-PAK screen (Live View feature) on the CCTV/ Video Door entry systems

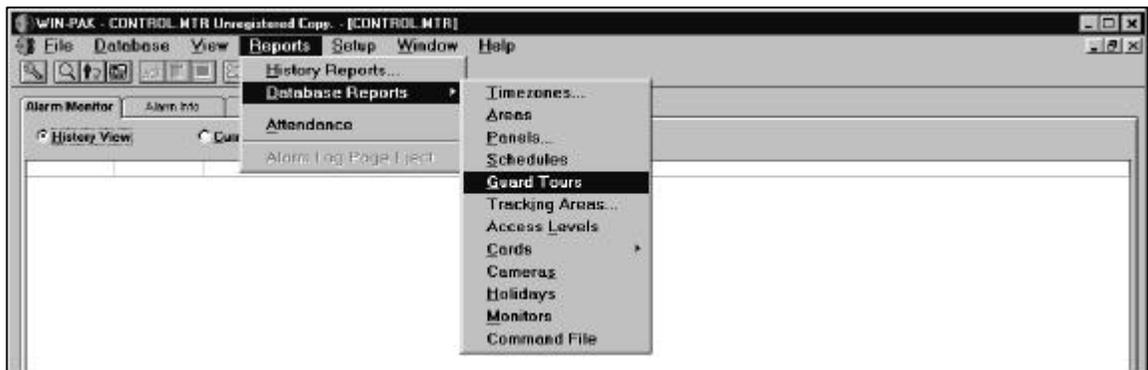
The records in the database can be browsed using the navigation buttons at the bottom of the screen. Each button will take you to a record based upon the record you are currently viewing and the index used in the last search. This provides the user quick access to the card database with the ability to search on any field.

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1.6. WIN-PAK REPORTS

WIN-PAK gives the user the ability to generate a wide range of useful reports for any of its databases. A history report is a log of transactions that occur between two points in time. The report can include card, input point, and operator transactions. An operator with report generating privileges (Operator Database) can generate reports for any time period for any or all areas and panels. Database reports provide you with a list of records in any of WIN-PAK's databases, while Attendance reports provide basic exported attendance information. The reports can be displayed on the screen, printed out or exported in one of several formats stored to disk.



1.6.1. HISTORY REPORT

A history report is a log of transactions that occur between two points in time. The report can include card, input point, system alarms, guard transactions, and operator transactions. An operator with report generating privileges can generate reports for any time period for any or all areas and panels. The report includes transaction date and time, type of transaction, status (activity), card name, reader, acknowledge time and date (if enabled), operator and operator notes (if enabled).

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1.6.2. ATTENDANCE REPORT

The purpose of the attendance report is to answer the following two questions:

How long was a cardholder in an area of the building?

How long was a group of cardholders in an area of the building?

The report uses the current history database records to extrapolate the attendance information. The report displays how long a cardholder was in an area via the "Elapsed Time" field. This value represents the number of hours and minutes. If no "Exit Time" found, the elapsed time is based on the current date and time.

1.6.3. TIMEZONE REPORT

This report includes the timezone name, start time, end time, days of the week included and whether holidays are included.

1.6.4. AREA REPORT

This report includes the area name, port, baud rate and area type.

1.6.5. PANEL REPORT

This report includes the panel ID, panel name, area name, options enabled, readers enabled, panel type, version of firmware being used, number of digits for cards, timezones included, inputs & outputs and groups defined.

1.6.6. SCHEDULES REPORT

This report includes the schedule name(s), daily or weekly backup reminders, auto dial-up and panel updates.

1.6.7. GUARD TOUR REPORT

This report includes the guard tour name(s), stop number, check point name(s), check in time and time tolerances (+ and -).

1.6.8. TRACKING REPORT

This report includes tracking area name(s), area type, reader name.

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1.6.9. ACCESS LEVEL REPORT

This report includes the access level name(s), reader names, timezone name(s), and group name(s).

1.6.10. CARD REPORT

Two types of card reports can be generated, one with card notes and the other without. The reports include last name, first name, card number, access level, card status, expiration date, PIN and note fields if this option is selected. You may also filter the database on selected note fields, as well as, if a photo image is associated with the card holder. The reports can be sorted either by the card number or the card holders name.

1.6.7. CAMERA REPORT

This report includes the camera ID, name and title.

1.6.11. HOLIDAY REPORT

The report includes the holiday name and date.

1.6.12. MONITOR REPORT

This report includes the monitor ID and name.

1.6.13. COMMAND FILE REPORT

The report includes the command file name, area name and the commands in the file.

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1.6.14. MUSTER REPORT

Provides operators with Muster Screen in two sections. The upper section shows the Muster Area Card Transactions. Normally this section will be empty. If a muster is declared, people will go to the muster readers to present their cards, this section will then show their cards. If people go back into the tracking areas, or use an exit reader (to go home, for example) their card read record is removed from this area.

The lower section of the screen shows the Non-Muster Area Card Transactions. This section functions generally in the same manner as the Muster Area Card Transactions section except that it is dealing with card reads from the tracking readers. During a muster call, some or all of the activity would switch to the Muster Area Card Transactions. The report can be printed in three formats, either the Non-Muster area, Muster Area or both.

The screenshot shows a software window titled "Muster Report" with several tabs: "Alarm Monitor", "Alarm Info", "Panel Ctrl", "Muster Report", "Camera Ctrl", and "Card Lookup". The "Muster Report" tab is active. The window is divided into two main sections. The top section is labeled "Muster Area: 00000 card transaction(s)" and contains a large empty rectangular area. Below this area are controls for "Sort Order" (set to "Card Holder Name") and "Filter Area" (set to "ALL"), along with a "Delete" button. The bottom section is labeled "Non-Muster Area: 00000 card transaction(s)" and also contains a large empty rectangular area. Below this area are similar controls for "Sort Order" (set to "Card Holder Name") and "Filter Area" (set to "ALL"), along with a "Delete" button. At the bottom of the window, there is a checked checkbox labeled "Refresh Muster Report" and a "Print Report..." button.

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1.7. WIN-PAK ID BADGING

WIN-PAK comes with a full-featured badge layout utility. Badges can be designed using WIN-PAK to capture ID photos, and print onto cards to produce high quality photo ID badges. WIN-PAK also has the facility to capture signatures and print directly onto the ID badges. WIN-PAK also allows 2 sided printing, magnetic stripe encoding (selected printers), and up to two photos on the badge. The secondary photo is optional and may be a side view of the person or alternatively their vehicle showing the number plate.

1.7.1. CREATING THE BADGE LAYOUT

Badge designs are created as templates that can be merged with card user data to produce badges, similar to the way templates can be created in word processing software to mass produce letters. WIN-PAK has a component for building these templates called the Badge Layout Utility. The operator can choose the badge size, the background color (or picture), where the photos and fields will appear, etc.. The operator can then save the badge design and assign it to persons in the Card Database. Any previously designed backdrops can be assigned to a card.

The six elements that can be placed on a badge (text, bitmap, photo, barcode, shape, and signature block) are accessible through both the toolbar and the background editing menu.



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1.7.2. IMPORTING & CAPTURING IMAGES

WIN-PAK allows you to import an image in addition to capturing an image with a video capture card or TWAIN interface device. Both methods are achieved by clicking the Badge tab on the Cards Screen within the Card Database. Photos are taken with the aid of a video capture card and video camera connected to the PC. Images captured will be saved as JPEG files which uses a compression technology to decrease the size of the file.

1.7.3. CARD PRINTING

Printing of cards is a matter of selecting a specific card record and clicking on Print, to produce high quality photo ID badges. Set-up will provide options based upon the printer drivers that have been previously added in Windows. When a "Badge Printer" is selected only a single badge will display on the screen, however if a "Standard Printer" is selected that prints onto letter size paper, various options need to be selected as to where on the paper the badge will be printed. These options will enable the configuration to be set to print onto self adhesive labels.



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1.7.4. SIGNATURE CAPTURE

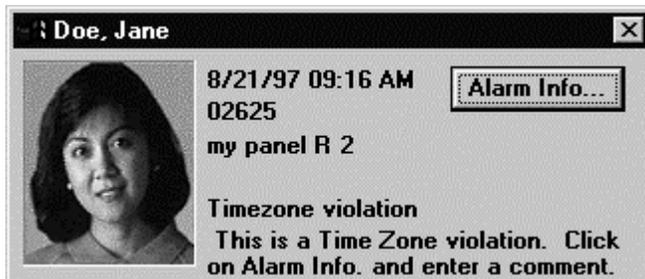
WIN-PAK has the facility to capture signatures and print directly onto the ID badges. A Signature Pad will be required to enable this facility.

1.7.5. AUTOMATIC CARD LOOKUP

WIN-PAK can be set to automatically look up cards that come from readers or cards with status priorities higher than a particular threshold. The operator can determine this priority threshold by selecting Options from the Setup menu and clicking the *Communications* tab to open the Communications Screen.

In the Alarm Monitoring section, note the number box labeled “Auto card lookup priorities less than:” and adjust the number by typing it in the box or by using the arrow keys to increment/decrement the number. All read statuses that are a higher priority (lower number) than this threshold will pop-up a card lookup screen.

This screen will show the card holder’s photo and card number (if the operator has View privilege), the reader name, transaction status, and the message associated with the card or reader status (card status will appear first). Clicking the Alarm Info... button will bring up the Alarm Info Screen so that a comment may be entered.



This dialog box is sizable and can be placed anywhere on the WIN-PAK screen. A gray box will appear where the photo would be when a card that is not in the database is read or if there is no photo attached to the card holder.

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1.7.6. LOCATE TOOL

WIN-PAK includes a function to help identify the whereabouts of a particular card holder. This is called the Locate tool. Locate Tool can identify the last place and time that a card holder presented their card.

When the Locate tool is accessed while browsing cards in the Card Lookup screen, the information of the currently viewed card record will automatically be filled in the Locate fields.

1.7.7. GUARD TOUR VIEW

Clicking the Guard Tour View bar toggles between the Edit, View and None privilege. The Edit privilege allows the operator initiate and cancel guard tours. The privilege only allows the operator to view a tour progression. The None privilege prohibits the operator from viewing or controlling guard tours.

1.7.8. LIVE CAMERA VIEW

Monitoring of cameras can be done without using the Camera Control Screen if a video capture board is installed. Simply select the live Camera option from the View menu to bring up to bring up the Live Camera Dialog box. The screen can be adjusted to any size and can be placed anywhere with the WIN-PAK screen.

Note: Live Camera View is not an option if TWAIN interface was chosen instead of a video capture card during WIN-PAK installation. It will only display video when the Flashpoint or SE100 board is installed.

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2. GENERAL SYSTEM OVERVIEW

2.1. SYSTEM OVERVIEW

- 2.1.1** The Access Control and Security Management System provides control on doors, gates, barriers, and turnstiles, via the operation of magnetic stripe cards, Wiegand cards, proximity tags/cards, transmissive infrared cards, and barium ferrite cards.
- 2.1.2** The system will be supplied with magnetic stripe cards, Wiegand cards, proximity tags/cards, and transmissive infrared cards.
- 2.1.3** The system is controlled and administered from a desktop or personal computer (PC) connected to the system.
- 2.1.4** The system shall have up to 5 auxiliary operator workstation(s) for additional control, alarm monitoring, ID badging and administration purposes.
- 2.1.5** The system shall employ up to 992 hardwired N-1000-II, N-1000-III or N-1000-IV controllers on the field networks.
- 2.1.6** The system shall provide the facility for the production of video ID badges with backdrops.
- 2.1.7** The system shall provide facilities for auxiliary monitoring of door contacts, movement detectors, electrical equipment etc.
- 2.1.8** The system shall provide facilities to interface to the CCTV system.

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3. N-1000-IV CONTROLLERS & ANCILLARY EQUIPMENT

3.1. N-1000-IV OVERVIEW

The N-1000-IV panels are the decision-making units in the access control system. Each control panel contains a Central Processing Unit (CPU) and memory for local control capability. Control panel database information is programmed from the central PC. The panels then operate independently from the programming device. Watch-dog timer circuitry monitors the CPU and automatically resets it if necessary. In this distributed database system the programming device need not be on-line for the system operation.

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3.2. N-1000-IV STANDARD FEATURES

- 3.2.1 Card Reader and Keypad Control:** Each N-1000-IV will support 4 card readers and 2 matrix keypads or 4 fivewire keypads.
- 3.2.2 Reader Technologies:** Supports all major reader technologies & 16 digit ABA card formats (computer software may only support 12 digit).
- 3.2.3 Fully "Distributed" database with Control Logic:** All card information, timezone information, relay control information and alarm point monitoring information is loaded into the N-1000-IV memory. This unit will operate completely "stand-alone" without dependence on other equipment.
- 3.2.4 Card Memory:** The N-1000-IV includes a standard memory of up to 5,000 cards, and 25,000 in the 'X' model. For each card entered into the N-1000-IV one or more Time-Zones are assigned to limit access by time of day and day of week. The cards may be programmed to be any or all of the 4 card readers connected to the N-1000-IV.
- 3.2.5 Buffer Capacity:** As standard the N-1000-IV has a buffer capacity of 10,200 while the 'X' version has a capacity of 6,600. Both the Card memory and Buffer capacity values are the default values, and may be configured differently.
- 3.2.6 Timezones:** The N-1000-IV has 63 programmable timezones. Each timezone is set with 'Start-Time,' 'End-Time,' and 'Days of the Week' parameters. Cards, relays or alarm points may be associated with timezones for controlling access, activating relays, or shunting alarm points. Multiple timezones may be 'linked' for even more versatility.
- 3.2.7 Local or Remote Configuration:** The distributed intelligence concept allows access control to be maintained whether the installation is in a single building or in multiple buildings, across town or across country. The N-100-IV can communicate from a remote location to a central location via leased telephone lines using lease line modems and either a 20mA loop converter (C-100-A1) or a 485 converter (N-485-PCI-2). A dial-up configuration using an N-485-HUB-2 connected between the N-1000-IV (485 dropline) and the auto dial modem (M-9600-2).

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3.2.8 Standard 16 Supervised Alarm Input Points: Each N-1000-IV includes 16 supervised 3 state (Normal, Alarm, Trouble) alarm input points for monitoring purposes. Whenever an input point goes into an alarm or trouble condition, the N-1000-IV will send an alarm or trouble message to the system. Additionally, the N-1000-IV can energize a relay based on a specific alarm condition. System alarms are pre-programmed as Primary Power loss, Ground Fault, 5 volt short, Panel reset, Comline, and Tamper. System alarms are separate from the 15 wired alarm inputs. Each of the 16 alarm input points may be programmed with an English text descriptor. When an alarm or trouble occurs the description will be recorded together with the date, time and alarm point number. Return to normal state is also recorded. Controllers supporting keypads will have 16 alarm input points for monitoring purposes. Each point can be programmed to be N/O or N/C and supervised or non supervised.

Inputs can be shunted or silenced for the alarm/normal message, but still be able to allow troubles to be reported or be configured to be totally shunted or silenced. Shunts of this nature will be commonly used with egress devices.

3.2.9 Standard 4 Relay Outputs: The standard N-1000-IV panel provides 4 DPDT (Double Pole Double Throw) relays, rated for 12vDC @ 2.5A and 24vDC @ 2A. The N-1000-IV-X provides 8 DPDT relay outputs. Relays can act separately or a number of relays may be defined together acting as a single group of relays. Relays can act individually and in a group at the same time. Relays and groups can be manually controlled, or activated based on specific card read or alarm point condition. Each of the alarm outputs or groups of points may be programmed with English text descriptor.

3.2.10 Local Alarm Output: The N-1000-IV may be programmed to energize a specific single or multiple relay outputs based on any alarm input action. This feature provides the capability of "Local Alarm" output control for local audible and visual annunciators as well as digital dialers, etc.

3.2.11 Alarm Point Shunting by Timezone: Any of the 16 alarm points may be shunted by time of day and day(s) of the week. The shunting is accomplished by associating an alarm input point to one or more timezones. Whenever the timezone is active, the N-1000-IV will ignore the specified alarm point.

3.2.12 Interlocking Capability: The N-1000-IV offers flexible interlocking options. Interlocking capabilities can be programmed as follows:

- | | | |
|--------------------|----------------------|----------------------|
| i) Input to Output | ii) Output to Output | iii) Group to Output |
| iv) Input to Input | v) Output to Input | vi) Group to Input |

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vii) Input to Group

viii) Output to Group

ix) Group to Group

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- 3.2.13 Time Programmable Relay Outputs:** All output relays may be assigned to a timezone for automatic operation of the device connected to the relay. In addition, each relay may have a programmable 'Pulse' time from 0-63 seconds, minutes, or hours. The pulse time determines the amount of time the relay is energized on valid card reads or interlocks.
- 3.2.14 HVAC or Elevator Control:** Using the group option, 32 different groups of relays can control elevators, lighting/HVAC., doors or any other device where multi-relays may be required.
- 3.2.15 Programmable Door Strike Pulse Time and Door Open Alarm Time:** The door strikes and door contact monitoring switches both have a programmable pulse/shunt time. The times may be set from 0-63 seconds, minutes, or hours. Whenever the door is opened with valid card read, timezone control or manually controlled, the N-1000-IV will shunt the door position switch.

Shunt time and pulse times can be canceled by the Auto Relock feature. This standard feature senses that when the door is open by a valid process (card read or egress) and is closed before the end of the pulse or shunt time. The door, when closed, will be automatically relocked and rearmed canceling the balance of the shunt or pulse time.

- 3.2.16 System Fallback:** In the event of failure to communicate to the central computer or failure or break in communications the N-1000-IV controllers will buffer all alarms and transactions locally. On resumption of communications to the central computer all transactions shall be unbuffered. (Requires RS-485).

In the event of primary power failure, operation shall be subject to the level of battery backup provided. The default shall be 3 hours of operation of the control panel and 5 days on the program/RAM memory.

3.3. EXPANDED RELAY OUTPUT AEP-3

The optional AEP-3 board provides an additional 8 double pole, double throw relays and is mounted integral to the N-1000-IV controller. Up to 2 AEP-3s can be utilized with the N-1000-IV providing up to 16 DPDT relays.

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3.4. CONTROL PANEL COMMUNICATION NETWORK

(Option 1)

The control panel(s) shall communicate using RS-485 multi drop communications. The maximum distance of the multidropline shall be 4000 feet with up to 31 control panels per multi drop line without the use of Modems or Line Drivers.

(Option 2)

The control panel(s) shall communicate using a 20mA Communication Loop(s) operating at 1200 baud. The maximum distance between control panels in the communication loop(s) shall be 2000 feet without the use of Modems or Line Drivers.

Either option shall be field selectable and not require any additional hardware except converter for the dropline to talk to a modem or PC. 485 communications to the computer shall be either 9600 or 19.2K baud.

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4. OPERATOR WORKSTATIONS & BADGING EQUIPMENT

4.1. PRIMARY WORKSTATION SPECIFICATIONS

(Full PC technical specification at end of section)

The central computer shall communicate with the N-1000-IV controllers located on the field networks by means of / 20mA loop / RS-485 multi-drop line configuration / leased land line connections via modem type / dial-up modem via modem type.

4.1.1 The Primary Workstation will be located in

4.1.2 The central computer type PC-AC incorporates these minimum requirements:

- 266MHz Pentium II processor
- 32 MB non-parity EDO memory
- 32X EIDE CD-ROM drive
- 3.5" 1.44MB floppy drive
- 3GB tape back-up
- 2.1GB hard drive

LARGE SYSTEMS:

- 400MHz Pentium II processor
- 128MB RAM
- 32X EIDE CD-ROM drive
- 3.5" 1.44MB floppy drive
- 3 GB tape back-up
- 6GB SCSI Hard drive

4.1.3 The central computer shall be supplied with a 14" SVGA color monitor (optional 17" monitor available), capable fo 1024 x 768 resolution at a minimum of 16-bit color

4.1.4 System operation shall be via a standard keyboard and mouse.

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- 4.1.5** The central computer shall be supplied with Microsoft® Windows® 95 and WIN-PAK Integrated Access Control software.
- 4.1.6** The central computer shall be fitted with a WIN-PAK Network card type LAN-3 (ISA) or LAN-4 (PCI) to enable networking to auxiliary workstations.
- 4.1.7** The central computer shall be fitted with an 8 Port Expander type WIN-EXP-8, providing 8 communication ports.
- 4.1.8** The central computer shall be fitted with a 16 Port Expander type WIN-EXP-DI-16, up to 2 of the WIN-EXP-DI-16 may be configured to provide up to 32 communication ports.

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- 4.1.9** The central computer shall be connected to a printer type P-1000 Parallel Dot Matrix printer, / P1500 LaserJet Printer / P4000 Parallel DeskJet printer, for printing / alarms / transactions / and reports. The P4000 Parallel DeskJet printer is not to be used with WINPAK 1.15 for line printing. Use printer type P-1000 for line printing.

4.2. AUXILIARY OPERATOR WORKSTATION

An auxiliary operator workstation shall be connected to the central computer position by means of a local area network type..... / a T1 / ISDN telephone line via a modem type

- 4.2.1** The auxiliary computer type PC-AC incorporates, as a minimum a:

166MHz Pentium processor
32 MB non-parity EDO memory
12/24X EIDE CD-ROM drive
3.5" 1.44MB floppy drive
2GB hard drive

LARGE SYSTEM:

266MHz Pentium II processor
64MB non-parity EDO memory
32X EIDE CD-ROM drive
3.5" 1.44MB floppy drive
2GB hard drive

- 4.2.2** The auxiliary operator workstation shall be located in
- 4.2.3** The auxiliary computer shall be supplied with a 14" SVGA color monitor (optional 17" available) capable of up to 1024 x 768 resolution at a minimum of 16-bit color.
- 4.2.4** System operation shall be via a standard keyboard and mouse.
- 4.2.5** The auxiliary computer shall be supplied with Microsoft® Windows® 95 and WIN-PAK Integrated Access Control software.
- 4.2.6** The auxiliary computer shall be fitted with a WIN-PAK Network card type LAN-3 (ISA) or LAN-4 (PCI) to enable networking to the central workstation.

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- 4.2.7** The auxiliary computer shall be capable of supporting all software functions on the central computer.

- 4.2.8** The auxiliary computer shall be connected to a printer type P-1000 Parallel Dot Matrix printer, / P1500 LaserJet Printer / P4000 Parallel DeskJet printer, for printing /alarms / transactions / and reports. The P4000 Parallel DeskJet printer is not to be used with WIN-PAK 1.16 for line printing. Use printer type P-1000 for line printing.

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4.3. VIDEO BADGING

The video badging system includes a full feature badge layout utility as standard. The utility includes up to 2 photos per card, barcode, bitmaps text font, signature capture and the ability to import images and signatures without the use of a capture card. Provides 2 sided printing and/or magstripe encoding (for compatible printers). Other features include line drawing / boxes / shapes / layering of objects on the card with transparent overlay of text on the lower information and a “snap to grid” feature. X-Y coordinates of object and object size shall be displayed in English or metric measurements.

- 4.3.1** The central / auxiliary computer shall incorporate a Video capture card type PB-VC-5 which provides the facility for a live video input into the system for capturing video images. Video capture card type PB-VC-5 is not compatible with PentiumPRO or Pentium II CPUs - for Pentium II computers the PB-VC-7 shall be used..
- 4.3.2** The central / auxiliary computer shall incorporate a Signature Capture unit type PB-SIG-CAP to enable the capturing of signatures and printing onto PVC badges.
- 4.3.3** A dye-sublimation printer shall be supplied enabling printing of video ID Badges directly onto PVC cards.
- 4.3.4** 4 Color film rolls shall be provided, for use with the appropriate printer type.
- 4.3.5** Color video camera shall be provided to enable capturing of live images.
- 4.3.6** The video ID camera shall be a type / fitted with a mm / fixed iris / auto iris / lens.
- 4.3.7** The video ID camera shall be mounted on a type / bracket / tripod.

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4.4. COMPUTER HARDWARE AND SOFTWARE REQUIREMENTS

4.4.1. PERSONAL COMPUTER REQUIREMENTS

Northern Computers, Inc. requires an IBM or IBM-compatible computer. The processor and Random Access Memory (RAM) requirements depend upon the size of the system. These requirements are summarized below:

System Size	SYSTEM PARAMETERS			MINIMUM WIN-PAK PC REQUIREMENTS*		
	Readers	Card Holders	COM Ports	Processor	RAM	Note
Small	1-10	1-250	1-2	486/100M Hz	16Mb	Basic operation of access control and badging OK, short reports, system is on nearly all the time and is rarely shut down. Not to be used as WIN-PAK server in networks. Makes a good WIN-PAK workstation.
Standard	1-100	1-5,000	1-8	Pentium 166Mhz	16Mb	Recommended starting point for WIN-PAK applications defined above. Can be used as a WIN-PAK server, extra RAM will enhance server performance.
Large	1-system reader capacity	1-25,000	1-32	Pentium II 233Mhz	32Mb	Recommended for systems using more than 16 COM ports. Provides a good basic platform for future upgrades of WIN-PAK.

*System performance can be improved by running database, badging and report activities from a client instead of the servers.

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4.4.2. DISK DRIVES

WIN-PAK requires a computer with a hard disk drive (210 MB recommended minimum) and either a 3.5" high density floppy disk drive or a CD-ROM drive.

A hard disk drive system provides the necessary disk storage for the WIN-PAK program, database entries, and history transactions. If you plan on using the badging component of WIN-PAK or other programs on your PC, you may want to invest in a larger hard disk drive.

The 3.5" high density floppy disk drive (or CD-ROM drive) is used for loading the WIN-PAK software.

Because the space on a floppy disk is limited, a tape drive or other removable medium is recommended for WIN-PAK backups.

4.4.3. MONITOR

WIN-PAK requires a VGA monitor capable of displaying 256 colors on a 640 x 480 pixel screen. 16 or 24 bit color is recommended for badging or video image call-up.

Note: Northern Computers recommends that you refrain from using screen savers on your WIN-PAK computers in applications that require you to view incoming activity. They mask the activity and draw power from your PC's processor.

If you need to use a screen saver, choose one that blanks out the screen. The Alarm Monitor will not update while a screen saver is running, but will be made current when the screen saver is disabled by keyboard or mouse activity.

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4.4.4. MOUSE

To fully operate WIN-PAK, a two-button mouse is required.

4.4.5. SERIAL COMMUNICATION BOARDS

The computer may have up to two serial communication ports (type 8250 or 16550 IBM asynchronous) configured as COM 1 and COM 2. COM 1 must be set for IRQ4 and COM 2 must be set for IRQ3 or use a WIN-EXP-xx for up to 32 selectable ports.

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5. ENTRANCES / FIRE EXITS / INTRUDER MONITORING

Local fire codes shall have jurisdiction over these recommended installation practices. Consult local codes for complete details. Remember to get all approvals in writing from the local authority before installing.

5.1. DOOR / ENTRANCE NUMBER

- 5.3.1. The single / double leaf / door / turnstile / gate / barrier leading from to shall be fitted with a swipe / insert / proximity / reader / keypad of type / and fitted with a keypad to restrict / entry through the door / entrance.
- 5.3.2. The reader / and keypad / shall be mounted at a height of and positioned
- 5.3.3. Egress through the door / entrance shall be means of swipe reader / insert reader / proximity reader / keypad of type / mounted at a height of and positioned
- 5.3.4. Egress through the door / entrance shall be means of the manual override of the locking mechanism by means of an egress button mounted at a height of and positioned
- 5.3.5. The door / entrance shall be monitored with contacts for detecting door forced and door ajar (left/held open) alarms
- 5.3.6. Locking of the door shall / utilize the existing arrangements / be via an electric lock / electric release / magnetic lock / shear lock / of type and shall be failsafe (unlocked) / fail secure (locked)
- 5.3.7. A sounder shall be positioned next to the door / entrance to provide an audible signal if the door is / left ajar / forced open / presented with an invalid card /

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5.2. FIRE EXIT NUMBER

- 5.2.1. The fire exit located shall be monitored for unauthorized exit.
- 5.2.2. The fire exit shall be locked / utilizing the existing locking arrangements / by an electric lock / electric release / magnetic lock / shear lock / of type automatically by the system.
- 5.2.3. The lock shall be of the / failsafe (unlocked) / secure (locked) type / and a break glass unit / push bar unit shall be supplied to override the lock.
- 5.2.4. A sounder shall be positioned next to the door / entrance to provide an audible signal if the door is opened.

5.3. FIRE EXIT

- 5.3.1. The fire exit located shall be monitored for unauthorized exit.
- 5.3.2. The fire exit shall be locked / utilizing the existing locking arrangements / by an electric lock / electric release / magnetic lock / shear lock / of type automatically by the system.
- 5.3.3. The lock shall be of the / failsafe (unlocked) / secure (locked) type / and a break glass unit / push bar unit shall be supplied to override the lock.
- 5.3.4. A sounder shall be positioned next to the door / entrance to provide an audible signal if the door is opened.

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5.4. INTRUDER MONITORING - CIRCUIT NUMBER

5.4.1. Thearea shall be monitored by a magnetic contact / PIR detector type and located

5.5. INTRUDER MONITORING - CIRCUIT NUMBER

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5.6. INTRUDER MONITORING - CIRCUIT NUMBER

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6. ANCILIARY EQUIPMENT & SERVICES

6.1. POWER SUPPLIES

- 6.1.1** All N-1000-IV controllers and readers shall be powered from 16.5VAC/12VDC battery backed power supply units providing a minimum hours continued operation in case of power failure.
- 6.1.2** Locks shall be powered from / an unsustained power supply / battery backed power supply units / providing a minimum hours continued operation / in case of power failure...
- 6.1.3** Power supplies shall be monitored for primary power failure and unauthorized tampering
- 6.1.4** The central computer / and auxiliary operator workstation(s) / shall be supported by uninterruptable Power Supply(ies) model / providing a minimum of minutes/hours continued operation in case of mains failure

6.2. EMERGENCY RESPONSE

- 6.2.1** Where the system has Ingress/Egress and Muster readers the system shall allow a Muster Report to be generated. (See Muster Reports in section 1)

6.3. CCTV INTERFACE

- 6.3.1** The system shall be interfaced with the CCTV system enabling signals to be transmitted to the CCTV system to switch cameras/monitors, move cameras to pre-set positions or start recording. Signals may be programmed to operate in response to events on the access control system. These signals will be provided via a / serial link / from WINPAK or wired outputs from the N-1000-IV controllers.

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7. SCHEDULE OF EQUIPMENT

<i>ITEM #</i>	<i>EQUIPMENT DESCRIPTION</i>	<i>QTY</i>
	PC (As Detailed in the specification)	
	WIN-PAK Software	
	WIN-EXP-8 Port Expander	
	WIN-EXP-DI-16	
	C-100-A1 RS232 to 20mA Converter	
	N-485-PCI-2 RS232 to RS485 Converter	
	N-485-RPT-2 RS485 Repeater	
	N-1000-IV	
	N-1000-IV-X	
	N-1000-IV (X-4) (12OVAC to 16.5VAC 50VA)	
	AEP-3 Expanded Relay Output Board (Additional 8 Outputs)	
	S-4 Suppressor Kit	
	N-485-HUB-2 RS232 to RS485 for modem applications	
	Modem(s): M-200 M-300-LO M-300-LA M-9600-2 M-9600-LO M-9600-LA	

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ITEM #	EQUIPMENT DESCRIPTION	QTY
	Type ? Wiegand Card Readers	
	Type ? Magnetic Card Readers	
	Type ? Proximity Readers	
	Type ? Keypads	
	Type ? Cards	
	Type ? Keytags	
	Auxiliary? Amp lock power supply	
	Surface Egress Button	
	Delayed Egress Device	
	Magnetic Door Contacts	
	Passive Infra-Red Movement Detectors	
	Type ? Signature Capture Module	
	Type ? Direct to Card Printer	
	Type ? Color Film Roll	
	Type ? Camera	
	Tripod	

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8. CAPITAL EXPENDITURE

8.1. SYSTEM COST

To design, supply, install, test and commission the Automatic Access Control System.	\$ _____
To design, supply, test and commission the Automatic Access Control System.	\$ _____
To supply, test and commission the Automatic Access System.	\$ _____
<u>TOTAL SYSTEM COST</u>	<u>\$ _____</u>

OPTIONS (See attached Schedule)

To supply recommended spares list.	\$ _____
To provide training for as listed	\$ _____

MAINTENANCE (See Attached Schedule)

One/Two routine maintenance visits.	\$ _____
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9. TERMS & CONDITIONS

COMMISSIONING

Following completion of the installation (COMPANY NAME) engineers will test and commission the system. The commissioning of any part of the system shall constitute the practical completion of that part. Hand over to the relevant parties shall be made upon practical completion, by means of a Hand over Certificate.

Partial System Handover shall be allowed.

Entry of cardholders details, enrolling, production and lamination of cards onto the system (except 20 for test and training purposes) is available upon request and, otherwise will incur additional cost.

Commissioning includes production of graphical maps in accordance with drawing No.'s Additional graphical maps and alterations are available on request and, other wise will incur additional cost.

Unless stated otherwise, training in the operation of the system will be carried out onsite at the time of Handover.

PRICING

The prices included in this quotation are based on the cost of labour and materials ruling at the date hereon.

The Company reserves the right to pass on any increase in material or labour costs incurred before completion.

These costs will be calculated using the indices and calculation formula issued by the British Electrical and Manufactures Association (BEAMA) which in turn are based on those issued by the Department of Trade and Industry.

WARRANTY

The system shall be warranted against defects in materials or workmanship for a period of ?? months following the date of handover or practical completion, whichever is the earlier.

The warranty shall operate on a next working day unit replacement basis, and shall not apply to consumables such as cards/badges/tags, fuses etc.

VALUE ADDED TAX

The costs given do not include VAT for any costs arising from statute, regulation or other instrument imposed by the government after the day of submission of this quotation. Accordingly the contract price shall be increased to the extent that the goods supplied or services rendered in the performance of the contract are chargeable with Value Added Tax by the gross amount of the Tax chargeable thereon.

ACCESS AUTHORITY LEVELS, DOOR CONFIGURATIONS AND TIMEZONES

Whilst every care has been taken to ensure the set up of the system is in accordance with the way in which the system will be required to operate, it is not always possible to predict whether certain settings will best suit the systems desired operation. Where during system commissioning the Client wishes alternate access levels, door configurations and timezones which result in additional costs for (Company Name), The Company reserve the right to pass additional costs to the client. System training will allow these functions to be adjusted by the client.

HOURS OF WORK

This proposal is based on the work being carried out during the Company's normal working hours and does not include for any overtime, weekend or Bank holiday working. If the work has to be carried out outside the company's normal working hours, this can usually be arranged but may result in additional charges.

SITE ACCESS

Unless stated otherwise the costs have been calculated based on unhindered free access being available to all areas where work is to be carried out allowing for continuous and uninterrupted working. Whilst the Company will make every effort to work in with other trades any interruptions or delays caused by others may result in additional charges.

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DELAYS

The prices given do not include for any extra expenses incurred should the contract be extended as a result of our being delayed or prevented from proceeding with the contract for any other reason other than our own fault. In the event that the works are delayed for reasons outside our own control, additional charges may be made.

CARD ARTWORK

Unless stated otherwise the costs have been calculated on the basis that no customer specific artwork is required for the cards/tags or badges. If customer specific artwork has been included, it shall be the responsibility of the client to supply good quality and accurate camera ready artwork. Any cost incurred by the Company in changing cards due to artwork changes may result in additional charges.

VARIATIONS

Any variation or revision to the Performance Specification may incur additional cost, and will be carried out only upon receipt of written authorisation.

INFORMATION TO BE PROVIDED TO OTHERS

You are asked to advise our installation engineers of the location of any concealed water, gas, electricity, telephone or other services, wiring or pipes before work commences. In the absence of any such advice the Company cannot accept liability for any damages to these services or for consequential damages.

The Client is asked to advise all (Company Name) employees of any Health & Safety requirements/hazards, including notification of any asbestos materials, the handling of/working with, removal of is excluded from our offer.

The Client is asked to provide detailed floor plans on PC-compatible 3.5 inch disc in standard file format for use in generating graphical maps.

DELIVERY

Where the delivery time of products for incorporation into the works cannot be accurately forecast it may be necessary to make early supply arrangements in order not to delay the completion programme. If such products are then available before they are required on site they will be placed in our Bonded Stores. In such cases products will be invoiced, indemnifying the client in case of fire, theft etc. and acknowledging the fact that we hold such products on the client's behalf.

EXCLUDED ITEMS

Please note that the following items are EXCLUDED in the prices quoted:

- Building work (including cutting away, chasing, making good, redecoration, ducting, trenching, foundation work for the installation of gate posts, turnstiles, barriers, tower or pole bases).
- Installation / repair / maintenance and testing of / gates / barriers / turnstiles / locks / door closure's / hinges
- Mains power requirements.
- Obtaining any necessary permissions or consents.
- Such electricity as may be required for the powering of plant and tools.
- Scaffolding or other special equipment required for gaining access to areas necessary for the satisfactory installation of the system.
- Any special work required to interface with the sites existing computer networks.
- Production of site drawings in .BMP file format for importing into the graphical maps facility.

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SERVICES TO BE PROVIDED BY OTHERS

The prices have been calculated on the following services being provided by others at no cost to the Company:

- An unswitched, fused 12Vac electrically “clean” power supply adjacent to each camera and monitoring/control equipment locations. Termination should be by way of a 13amp fused, unswitched spur outlet. The supply and phase must be common to all points.
- The provision of proper protective earthing for the electrical systems in Hazardous areas.
- Ground differential between mains supplies across the site must not exceed 14 volts.
- Such building work (cutting away, chasing, making good, redecoration, ducting, trenching, foundation work for the installation of gate posts, turnstiles, barriers, tower or pole bases) as may be necessary.
- Installation / repair / maintenance and testing of / gates / barriers / turnstiles / locks / door closures / hinges.
- Conduit and containment systems.
- Such electricity as may be required for the powering of plant and tools.
- The provision of draw wires in existing ducting.
- Lockable site storage space (minimum of 2 cubic metres required).
- A safe means of access to and within all working areas.
- A reasonable level of lighting in all working areas.
- Washing and toilet facilities.
- The services of a ceiling tiler. If a tiler is not available the Company engineers will on most occasions remove the tiles with all due care, however (Company Name) cannot accept responsibility for any damage caused by their actions.