User Manual

WIN-PAK Version 1.16

NORTHERN COMPUTERS, INC.

TD0015 rev1299

ADEMCO GROUP
INTEGRATED SYSTEMS

Contents

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Chapter 1

Introduction

Thank you for selecting WIN-PAK access control software. WIN-PAK 1.16 provides the same solid, reliable access control as version 1.15, but with a number of new features. These features include enhanced support for Pelco camera control, Guard Tour enhancements, support for Datacard Express magnetic stripe encoding and panel year recognition, with the appropriate panel firmware.

Version 8.02 panel firmware is required for the Send Year to Panel feature. Using this feature, remote panels can remain buffered over Leap Day to provide accurate history.

The basic installation, programming and functions remain the same as version 1.15.

If you are upgrading from an earlier version of WIN-PAK, make sure to create a backup of your database files before installing WIN-PAK 1.16.

What is Access Control?

Access control is computerized control over entry to any area that can be secured with a lock and key. Entry is only allowed to authorized people at authorized times. Control of who is allowed to come and go is easily maintained.

The weakness of a lock and key security system is the key. The key is a readily duplicated piece of metal that gives anyone who holds it access to an area. The risk of lost or stolen keys, with the expense of changing locks, is a costly problem. Access control is an effective and affordable solution to this problem. With access control, each person receives a card or keycode which restricts access to authorized areas at authorized times.

A small, programmable control panel allows or denies access. If a card is lost or stolen, or if a keycode is no longer secure, the control panel can be reprogrammed quickly and easily.

An additional benefit of access control is report capability. The system provides reports of all card/keycode activity, including whether access was granted or denied, and why. A permanent record of all entries to an area can be maintained.

What is WIN-PAK?

WIN-PAK is state-of-the-art access control software that takes advantage of the Windows™ operating environment. Security professionals 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.

Database Management

WIN-PAK databases allow you to define time zones, areas, panels, cards, and other information pertinent to the site. It is easy to add and modify hardware or cards so that your access control system can grow with your company's needs.

Access Control Management

WIN-PAK's tabbed screens give security personnel immediate access to the principle facets of day-to-day access control management.

The Alarm Monitor screen provides alarm monitoring capabilities available in four views.

- The History view displays all alarm information and system communication in a list form as it is received from the panels.
- The Current view displays incoming alarms according to a set priority so that high priority items are easily visible.
- The Monitor view displays a grid of alarm input points that can be monitored for status changes.
- The Floor Plan view provides a graphical representation of locations in alarm with "hot spot" capabilities for navigating.

The Alarm Info screen provides information on particular alarm activity and allows the user to enter response notes.

The Panel Control screen provides control over panels, input points, and output points.

The Muster Report screen aids in emergency situations when it is important for the operator to know who has reached muster (safe) areas.

The Camera Control screen gives camera control of an optional CCTV system.

The Card Lookup screen provides the user quick access to the card database, and the ability to search on most fields, including twenty-five user-defined note fields.

The Mail screen provides the operator at the server with a chat function to communicate with networked WIN-PAK workstations.

In addition to real-time printouts of alarms sent to Windows print spooler (follows the rules of Windows printing.) WIN-PAK can be used to generate a wide range of reports. History reports provide alarm logs from any given date, and database reports can list the records in any WIN-PAK database.

Badge Design

WIN-PAK comes with a full-featured badge layout utility. Producing high quality photo ID badges is easy. Using WIN-PAK, you can design the badge, capture the photo ID and print. Print onto an access control card to incorporate two security measures onto one card! No program offers more complete access control than WIN-PAK.

Hardware/Software Requirements

WIN-PAK is designed to run on IBM and IBM-based personal computers that meet IBM serial communication specifications. The minimum hardware/software requirements for WIN-PAK are outlined in the following sections.

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 as outlined in the following table:

	SYSTEM PARAMETERS		MINIMUM WIN-PAK PC REQUIREMENTS			
System Size	Readers	Card Holders	COM Ports	Processor	RAM	Note
Small	1-10	1-250	1-2	486/100MHz	16MB (32MB*)	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 good WIN-PAK workstation.
Standard	1-100	1-5,000	1-8	Pentium 166Mhz	16MB (32MB*)	Recommended starting point for WIN-PAK applications defined above. Can be used as a WIN-PAK server, extra RAM enhances server performance.
Large	1-system reader capacity	1-25,000	1-32	Pentium II 233Mhz	32MB (64MB*)	Recommended for systems using more than 16 COM ports. Provides a good basic platform for future upgrades of WIN-PAK.

** Windows 98*

To increase system performance, run badging and report generation from workstations instead of the server.

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.

Monitor

WIN-PAK requires a VGA monitor capable of displaying 256 colors on a 640 x 480 pixel screen.

Mouse

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

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.

Operating Systems

WIN-PAK requires Microsoft Windows version 3.1 (3.11 for networks) or later. It is NOT intended for use on the Windows NT platform.

Windows versions prior to Windows 95 require a disk operating system (DOS) to provide overall control of computer hardware and software. Check your Windows Manual to see which operating system, and which version, is required to run your version of Windows.

Peripherals

Parallel Printer

A parallel printer is optional, but is required for most systems to print system activity, database reports and history reports. The printer must be an IBM compatible parallel printer and supported by Windows.

Converters

A converter serves as an interface between the computer's serial communication port and the control panels. Northern Computers offers two communication converter options, the C-100-A and the N-485-PCI-2.

C-100-A

The C-100-A allows the computer, using RS-232 protocol, to communicate with the control panels in a 20 mA current loop. A C-100-A Converter is required for each port in local configurations.

N-485-PCI-2

The N-485-PCI-2 allows the computer, using RS-485 protocol, to communicate with control panels in a RS-485 dropline.
The N-485-PCI-2 has an advantage over the C-100-A in that it can provide a higher degree of data supervision in the communications line as well as an increase in system performance.

Although WIN-PAK can run effectively under Windows 95 or 98, it does not take advantage of the 32-bit architecture of this Windows version.

Modems

Modems enable the connection of the computer running WIN-PAK to control panels at remote locations, using standard telephone lines. WIN-PAK supports two modem configurations, as described below:

Leased-line Modems

The M-300 leased-line modems provide a continuous, direct connection from the computer to the communication loop, using a standard leased telephone line, terminated with an RJ11C modular telephone jack.

Auto-answer/Auto-dial Modems

The M-200 auto-answer/auto-dial modems (Hayes compatible) are typically used in dial-up configurations with the C-100-A1, in which the panels are normally off-line with the computer and are dialed only when communication is necessary. The M-200 modem uses a standard telephone line terminated with an RJ11C modular telephone jack.

The M-9600-2 is typically used in dial-up configurations with the N-485-HUB-2 for locations that automatically call to the WIN-PAK computer with activities.

Do not use telephone lines with special features like “call-waiting” because they may interfere with modem communications. If you must use such a line, disable these features.

Don’t use screen savers on the computers where you 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 does not update while a screen saver is running, but is made current when the screen saver is disabled by keyboard or mouse activity.

Disable all power saving features when using WIN-PAK 1.16.
They will adversely affect the overall performance and operation.

Chapter 2

Quick Start

Pre-Installation System Setup

Because of the complex computer configuration required to run WIN-PAK, Northern Computers sells WIN-PAK as a "turnkey" system. The software and peripherals are installed and tested on a computer that meets the required specifications as outlined in the previous section. The tested PC and software are then sold as the front end of an electronic access control system.

If the software has been purchased alone, (without a Northern Computers, Inc. computer) for installation on the customer's own PC, then the purchaser must configure the PC, install a video capture card (if badging), and install WIN-PAK. Because there are many PC brands and types available, the user may run into IRQ conflicts and other hardware issues. To avoid these hassles, we encourage users to purchase a pre-tested, turnkey system from Northern Computers.

Upgrade

BEFORE installing WIN-PAK 1.16, backup your WIN-PAK databases.

1. From the File menu, click Backup.
2. Click Yes to buffer panels, if desired.
3. Copy the backup files from the BACKUP subdirectory to a tape or other backup media.
4. Proceed with the Installing WIN-PAK described below.

New Installation

BEFORE installing WIN-PAK, configure your PC according to instructions in Appendix A of the User Manual. Make sure that

your files contain the correct commands.

BEFORE installing WIN-PAK, install your video capture card or digital camera (if badging). See the documentation for your video peripheral for more information.

After these two steps have been completed, install WIN-PAK as outlined in the next section of this manual.

Installing WIN-PAK

1. Insert WIN-PAK CD into the CD-ROM drive. The autorun CD engages. If the auto run feature does not engage:
   - Click the Windows **Start** button and then click **Run**.
   - Click browse and select **D:\Demo32.exe** (where **D** is your CD drive.) Click **OK**.
2. A copyright information screen appears. Click **OK** to acknowledge that you understand the message and agree to the terms. (Clicking **Cancel** at any point aborts the installation.)
3. The Select Installation Type. Select one of the following types of installation:
   - **Stand-Alone**
     The current machine is NOT networked with any other computer.
   - **Server**
     The current machine is networked with other computers, stores all database information, and communicates with the control panels.
   - **Client**
     The current machine is networked with other computers but does not store database information or communicate with the control panels.
4. Click **OK** to continue. WIN-PAK Install then prompts for a video card type: Select the board that is installed on the target PC (or *None*). Click **OK**.

5. WIN-PAK Install prompts for the badge printer. If you have one of the special feature printers listed, then select it (for the Datacard Image Card II or III, select DataCard [dupl and/or magstripe]). If you have any other printer or will not be printing badges, then select *Other*. Click **OK** to continue.

6. WIN-PAK Install prompts for the type of signature capture pad. If you have a *Penware 100* or *1100* signature capture pad, then select *Penware 100*. If you will not be capturing signatures, select *None*. Click **OK** to continue.

7. WIN-PAK Install prompts for an installation directory. The default directory is on the C: drive. To select another directory, click the Drive drop-down arrow and select one. An alternate subdirectory can be selected by double-clicking the directory folders. When the directory you want appears in the top text box, click **OK**.

8. A registration dialog box appears. Type in your name and organization. Click **OK** to continue.

9. WIN-PAK Install confirms that the registration information is correct. If not, click **No** to return to the registration window and modify the information. If it is, Click **Yes**.

10. The Alarm Printing window appears. Select **Yes** if you will be printing alarms from this station or **No** if you will not.

11. WIN-PAK Install copies files to your hard drive. (Do not change the Source Pathname unless it is different from the default path.) WIN-PAK install continues copying files to your hard drive.

12. A message appears notifying you that WIN-PAK has been successfully installed. Click **OK**. A Northern Access Control group window, containing icons, is installed.

The WIN-PAK program icons are:

WIN-PAK Program

Double-click this icon to access WIN-PAK

Badge Layout Utility

Double-click this icon to create badge backdrops for cards (also accessible from within WIN-PAK)

WIN-PAK Help

Double-click this icon to get help on any of WIN-PAK's functions (also accessible from within WIN-PAK).

ReadMe.HLP

Double-click this icon to read any last minute release information that may not be included in the manual.

PCPAK TO WIN-PAK CONVERSION HELP

Double-click this icon for instructions on how to convert PCPAK databases to WIN-PAK.

Un-Install WIN-PAK

Double-click this icon to delete WIN-PAK and any related files off of your hard drive.

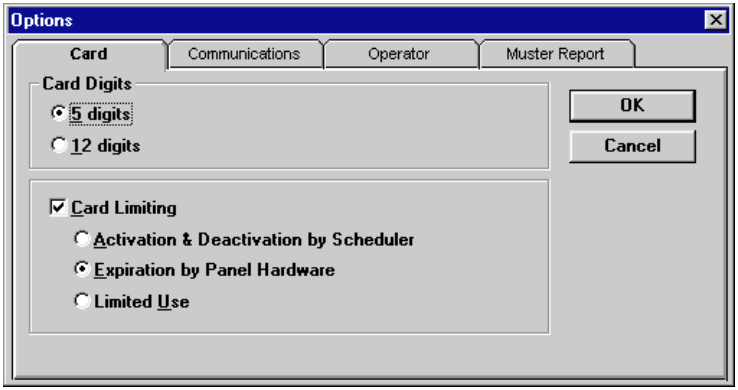
Opening WIN-PAK for the First Time

Double-click the WIN-PAK icon to open the program. If this is a new installation, click **Yes**. WIN-PAK creates the databases. (If this is an upgrade, click **No, so that your existing databases are preserved**.)

The History and Scheduler Databases MUST be re-indexed when upgrading systems.

Options Setup

The first time you run WIN-PAK, you are prompted to set up various options. The Options dialog box has four tabs, each dealing with different areas of the program. These options can be modified later by selecting Options from the WIN-PAK Setup menu and making the desired .



Card Options

1. The Options box opens to the Card tab. Select either 5 digit or 12 digit cards. (12-digit cards are supported

by N-1000 Control Panels with version 8.xx firmware only. WIN-PAK does not support 6.03 firmware.)

2. Enable Card Limiting if you want to automatically limit card usage. This can be done in one of three ways:

   a. *Activation & Deactivation by Scheduler*
   WIN-PAK can permit a card access between two dates. The activation and deactivation dates are set for each card in the Card Database. WIN-PAK checks the card dates by the schedule defined in the Schedules database.

   b. *Expiration by Panel Hardware*
   A card's access can also be set to expire on a selected date. This is done at the panel level so the computer doesn't have to be online to expire the card. The expiration date for each card is set in the Card Database and becomes effective when the card information is transferred to the panels. The expiration date can be up to 254 days from the date that it is entered in the Card Database.

The database capacity of the control panel may be reduced by up to 50% when either the *Expiration by Panel Hardware* or *Limited Use* card limiting option is selected. See N-1000 programming manual for details.

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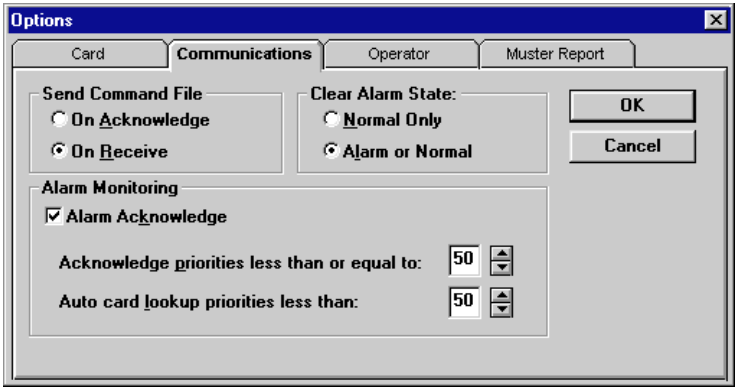
   c. *Limited Use*
   A card's access can also be restricted to a limited number of uses. Once a card has been used a set number of times, it becomes invalid. This number (maximum 254) is set for each card in the Card Database. Like *Expiration by Panel Hardware*, *Limited Use* is also controlled at the panel.



Communication Options

Communication options cannot be set from a network client. If you are installing a network client, the Communications tab is not available.

1. Click the **Communications** tab to configure Communication options. From the Send Command File section, select whether you want to send command files and switch cameras upon receiving alarm information or when you acknowledge alarm information. The **On Acknowledg**e option requires the operator to acknowledge before sending/ switching, while **On Receive** acts automatically when alarm and reader conditions are received.

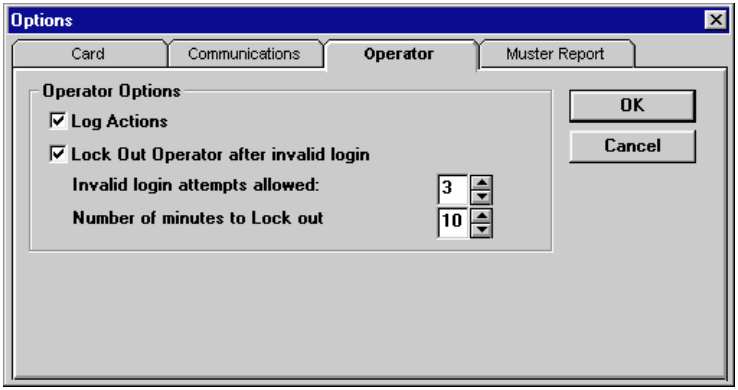
2. From the Clear Alarm State section, select whether you want operators to be able to clear only normal states, or both alarm and normal states.

3. From the Alarm Monitoring section, enable **Alarm Acknowledge** if you want to eliminate the need to Acknowledge lower priority items. If enabled, type in or use the arrow keys to indicate the lowest priority requiring acknowledgment. 1 is the highest priority

and 99 is the lowest priority. Alarms, readers, and cards with this priority or higher (lower number) AND undefined alarms and cards need to be acknowledged. If not enabled, only undefined alarms and cards need to be acknowledged.

Undefined alarms and cards always have the highest priority.

4. WIN-PAK's Auto Card Lookup automatically displays card information including name, card number, and badge photo (if one exists) for cards that send a status to the Alarm Monitor. To prevent Auto Card Lookup from displaying every card presented, set a priority threshold. Enter a number from 0 to 99. All card statuses with higher priorities (lower numbers) than this trigger the Auto Card Lookup. The rest are ignored.



Operator Tab

1. Click the Operator tab to configure operator options. From the Operator screen, enable the **Log Actions** option if you want history reports to contain operator actions including alarm acknowledgment and database modifications.

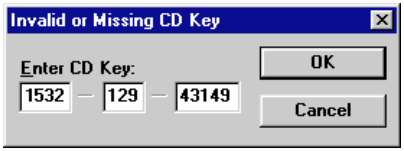
2. Enable **Lock Out Operator after invalid login** if you want WIN-PAK to refuse access after a certain number of invalid login attempts. Type in the number of invalid attempts allowed in the first box and the number of minutes to lock out in the second box. The arrows adjust the box that has the cursor in it.

3. Click the Muster Report tab to configure muster reporting options. Check the box labeled **Initialize with History Data** to enable priming (see Chapter 5). Type in or use the number arrows to select the number of hours of history to be considered in the priming operation. The maximum is 99 hours.

4. When your options are set the way that you want them, click **OK** from any screen.

Registration

When you open WIN-PAK prior to registering, a screen appears prompting you to enter the CD Key number.



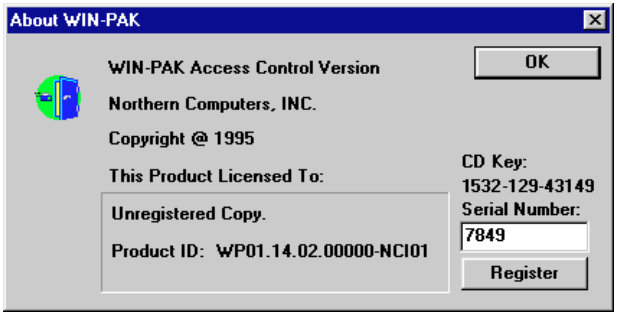
Enter the CD Key (printed inside your WIN-PAK manual cover) in the text spaces provided. Press TAB to move from one text entry space to the next. When finished, click **OK**.

Operator names are not case sensitive, but passwords are!

If the CD key you entered is valid, the screen below will appear.

Along with changing the system privileges and password, the operator name can and should also be changed.

To register your copy of WIN-PAK, click **Yes**. The following screen appears:



Call Northern Computer's Customer Service at 1-800-323-4576 to obtain the product serial number. Enter the serial number in the space provided, and click **Register**. The CD Key message no longer appears. As a registered user, you receive notification of future WIN-PAK upgrades.

Serial Number Information

The WIN-PAK serial number includes the version and issue number. The following example shows how to interpret the serial number:

WP01.16.00.00001-NCI01

WP	WIN-PAK product
01	major release (first part of version)
16	release code change (second part of version)
00	compile number (used in development, will always be 00 in general release versions)
00001	the issue number of this version (evaluation/demo always use 00000 and are limited in card quantity and port communication time)
NCI01	version type

NCI01	Domestic upgrade version
NCI02	Domestic full version (standard)
NCI03	Domestic demo version
ADV01	Advanced Systems version
INT01	International version

First Login

1. Under **Operator Name:** type *system* and under **Password:** type *startup* (lowercase) and click **Login**.
2. A message will appear recommending that you change the SYSTEM password immediately. Click **OK**.

Be sure and change the password, this is critical to the security of your system. Passwords can be up to 8 characters of numbers and letters. They are case sensitive. For the greatest security, use a combination of both letters and numbers; do not use any familiar terms such as your company name, initials, birth dates, etc.

SYSTEM Privileges and Password

WIN-PAK doesn't give the SYSTEM operator access to all functions, so you will need to change them manually:

1. Select Operators from the Database Menu.

A simple strategy for choosing a password that is both easy to remember, but hard to decode is to pick a simple phrase preceded or followed by one or more numbers. Enter it without spaces and capitalize each word. Such a password cannot be easily decoded either by a random number generator or by dictionary decoder.

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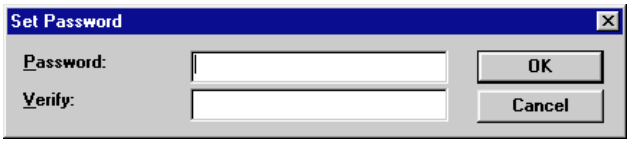
2. Click **Edit.**
3. Change the privileges for SYSTEM so that you have access to all sections of the program. Scroll down the list of options and change all of the symbols to open keys ( ). Click:
   - • • two times on ***File***
   - • • • three times on ***Database***
   - • one time on ***Reports***
   - • one time on ***Setup***
   - • one time on ***Alarm Monitor***
   - • one time on ***Alarm Info***
   - • one time on ***Panel Control***
   - • one time on ***Muster Report***
   - • one time on ***Camera Control***
   - • one time on ***Card Lookup***
   - • one time on ***Mail***
   - • one time on ***Muster Card Deletion***
   - • one time on ***Non-Muster Card Deletion***
   - • • two times on ***Guard Tour View***
4. Double check to make sure that all of the symbols have been changed to keys without the circle and bar ( ).

5. Click **Password...** The Set Password dialog box appears.



6. Enter a new password in both the Password and Verify boxes. Passwords can contain both alpha characters and numbers. Make sure that you don't forget what it is. But do not use your company name, your birthday or similar information which could easily be decoded. Click **OK**. Click **OK** again to close Operator Detail. Click **Close** to close the Operator Database.

You now have complete access to the WIN-PAK program. Login again, using SYSTEM and your new password. You will have the ability to change WIN-PAK setup, program databases, and will have access to all other functions.

When exiting WIN-PAK for the first time, a screen will appear prompting you to save the control file. Click **OK**.

Logging In from Within WIN-PAK

Operators can log in from within WIN-PAK by selecting Login from the File menu or by clicking the Login button ( ) on the toolbar. Either of these actions brings up the Login dialog box prompting you for operator ID and password.

Buffer/Unbuffer Prompts

When starting WIN-PAK, a dialog box prompts the operator to unbuffer panels. If **Yes** is selected, all direct connected panels are

unbuffered and shows up in the Alarm Monitor Screen. If **No** is selected, the panels continue to buffer transactions.

Similarly, when exiting WIN-PAK, a dialog box prompts the operator to buffer panels. If **Yes** is selected, all direct connected panels are instructed to buffer transactions before WIN-PAK is closed. If **No** is selected, panels do not buffer transactions and all incoming alarm and card read data will be lost.

Communication Setup

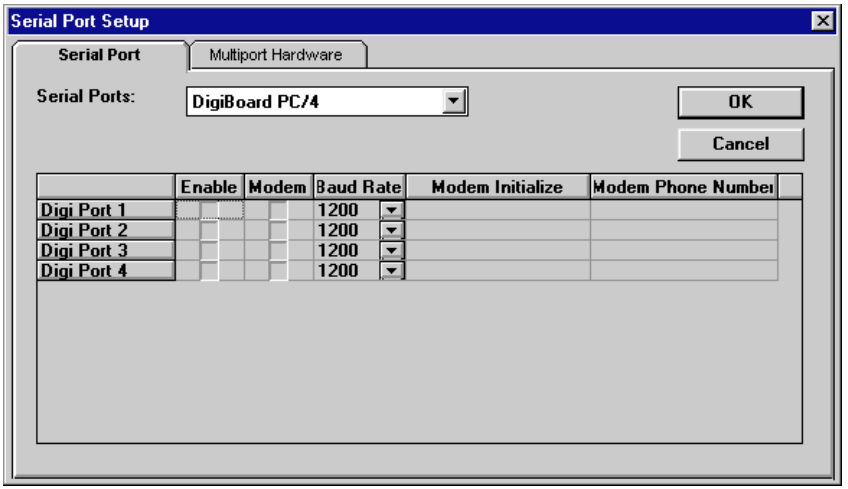
It is important to designate Serial Ports for communication before programming your databases. Serial ports must be defined so that they can be used in the Areas Database.

The Serial Port Setup dialog box is used to configure WIN-PAK for your communication hardware. The setup contains two screens, the first for setting up each port, and the second for configuring multi-port hardware (if needed).

Each serial port can be used to communicate to a loop of panels or a supported CCTV system. Personal computers generally have one or two internal serial ports that can be used, but additional hardware can be purchased allowing up to 32 communication ports.

To Define Serial Ports

1. From the Setup menu, Select Serial Ports, the Serial Port Setup dialogue box opens.



Do not enable a serial port if you have a serial mouse attached to it – errors will occur.

2. The first screen is used to enable and configure each port. Select the port hardware you are using from the drop-down list. The default is Internal Serial Ports (COM1 & COM2). If no additional hardware is used for multi-port capability, leave this default selected.

3. If you have multi-port hardware, select the type from the Serial Ports drop-down list.

   The data entry table in this screen will reflect the selected serial port option. If left at Internal Serial Ports, two rows are viewable labeled COM 1 and COM 2, but if a multi-port option is selected, more rows appear allowing you to define each port.

For each needed port (row):

a. Enable the ports that you will be using by clicking the box in the row under Enable. An "X" indicates that the port has been enabled. These ports are available to define areas in the Areas Database.

b. Click the box in the row under Modem if the port will be used for a remote dial-up location. An "X" indicates that the modem is enabled.

c. If the port is connected to a modem, select the baud rate of incoming communication from the drop-down list (1200, 2400, 4800, 9600 or 19.2 K).

d. For each port connected to a modem, a default initialization command string appears. It can be changed by selecting and deleting the default string and retyping in a new one. *Shift-F2* allows

you to edit instead of retyping the whole string. Press *Shift-F2* which will highlight the whole line. Then press the left or right arrow key so the line appears in yellow. Use the arrow keys to move to where you need to add or remove information.

The following string may work better with modems sold by Northern Computers (as well as some other brands):

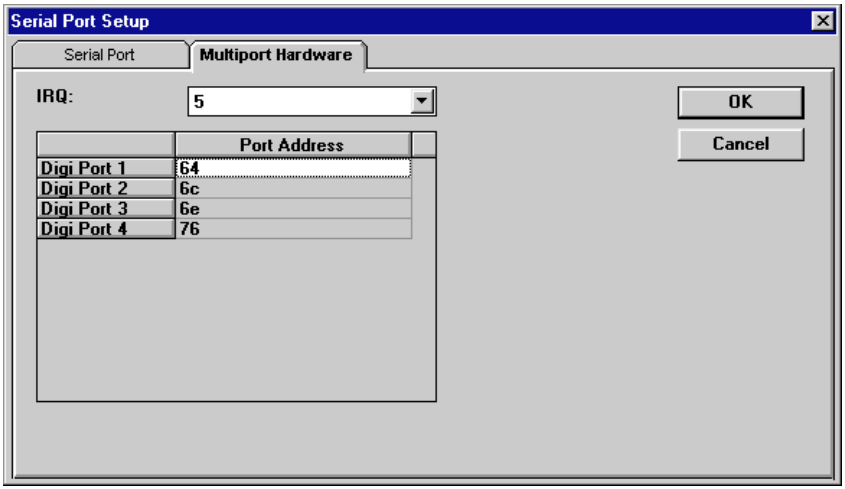
ATEØV1QØ&C1&WSØ=1&DØ

Ø = zero

e. If the port is connected to a modem, type in the modem phone number of the **port's** modem. This is the number a remote modem would dial to connect to WIN-PAK. It is used for *485 ACK/NAK* dial-in loops or areas.

If a multi-port unit has been selected, click on the Multi-port Hardware tab to open a screen to configure your hardware to work with your computer.

Do not change the settings in the Multi-port Hardware Screen unless your hardware is not working correctly.



The settings on this folder are specific to the type of hardware being used. The default settings in the fields are for the hardware selected in the Serial Ports screen. See the hardware's manual for alternate settings in case there is a conflict with other peripherals. If your hardware settings need to be changed:

1. From the drop -down list, select an alternate IRQ for the unit. The hardware must also be configured for this setting.
2. Type an alternate port address in the space next to the port you want to change.

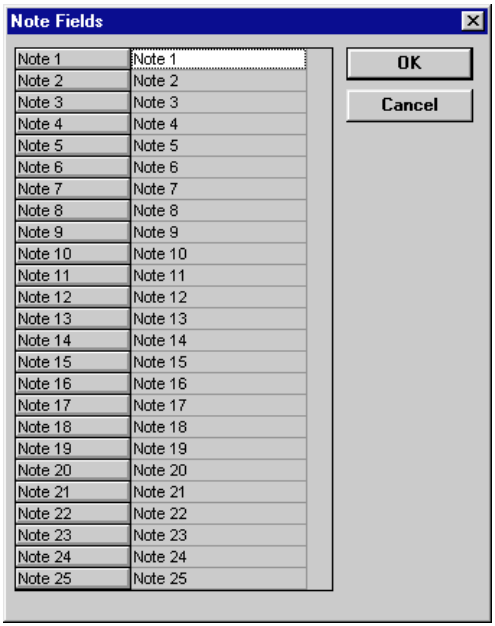
Note Field Setup

Note field labels can be defined at any time. However, setting them up before programming your Card Database can make the task easier. Decide what data you want to manage on each card holder (or card) and the entry order, and then rename your note fields.

On badging clients, new Note Field names do not appear in the Backdrops database until you exit and restart WIN-PAK on the client.

---

1. Select Note Fields... from the Setup menu.

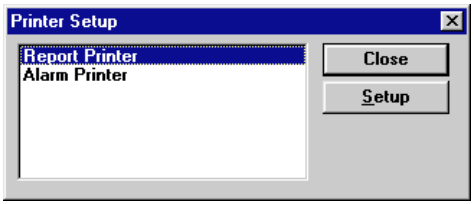


2. Type a new label in the space next to a note field. For example, type *Department* next to **Note 1** to change the label from *Note 1* to *Department* in every area of WIN-PAK that uses note fields.

3. Hit **Enter** or move to a new field to save the label. Click **OK** when finished.

Printer Setup

The report printer and the alarm printer are set up independently. Select Print Setup... from the File menu. The Printer Setup dialog box opens.



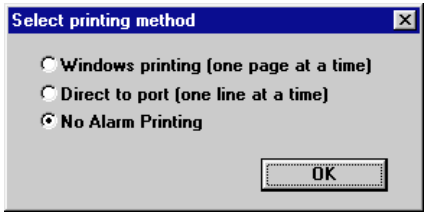
Printer Drivers are added and configured in the Windows Control Panel, located in the Main Group. See your Window's manual for more information.

Report Printer

Select Report Printer and click **Setup**. To configure the options for printing reports. You should have at least generic text installed as a print driver so that the reports are shown and come up in a letter ($8^1/_2$" x 11") format.

Alarm Printer

Select Alarm Printer and click **Setup** to configure the options for printing system alarms. The Select printing method dialog box opens.



Select the desired printing method.

Windows Printing (One Page at a Time)

This option should be selected with laser printers. It holds transaction information until enough transactions are made to fill a page. It then prints the page. If you want the information printed before the page is full, you must click the page eject button from the menu bar. 

Direct to Port (one line at a time)

This option can be selected with dot matrix printers to print transactions in "real time." Use this feature for local printing only (not to be used with, or as, a shared network printer).

No Alarm Printing

Select this option if no alarm printing is required.

Chapter 3

Databases

Command File Database

Overview

The WIN-PAK access control system is made up of interconnecting databases that can be accessed from the Database menu. 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, muster, and other features. The programming order of these databases is very important, because almost every database depends upon information entered in other databases.

Core Databases

Timezone Database

This database defines time zones. *Time zones* are time elements that can be used to determine when particular actions happen or when certain cards are allowed access. Time zones can be attached to cards, inputs, and outputs in other WIN-PAK databases.

The Areas Database

This database defines the settings for each communication port in the system.

The Panel Database

The panel database maintains information on access control panels, including selected options and information, or readers, input points and output points.

The Access Level Database

Access levels determine where and when access is allowed to a card holder. An access level consists of a number of readers that can be accessed, the time access is permitted, and if configured, the group of relays to be pulsed. Cards assigned to an access level have access to the specified readers (doors) at the specified times.

The Card Database

The card database maintains information on cards and card holders including an access level and badge information.

Supplementary Databases

The following databases are supplementary. Information may be required in the supplementary databases first, however, to provide information when defining the main databases. (Badge backdrops are created using the Badge Layout Utility which is discussed in Chapter 4.)

An operator must be permitted to add, edit, or delete database records by being given **Edit** ( ) privileges for a particular database in the Operator Database.

An operator with a **Look** ( ) privilege can view records, but not modify them. Access the database is allowed, but all editing buttons are replaced with a "View..." button. The operator can see all information in the database, but cannot save any changes. **Cancel** must be used to exit the database.

An operator with a **None** ( ) privilege to a database cannot view records. The database does not appear in the Database menu. If the **None** privilege is assigned to all databases, the Database menu does not appear on the menu bar. (See Operator Database for more information.)

Schedules Database

The schedules database is used to send commands from WIN-PAK to the access control system at particular days and times. The uses for this feature include updating the panel date and time, dialing up to remote panels, and activating/deactivating cards. A schedule can also be set to send a reminder message to the operator to back up files.

The Guard Tours Database

The WIN-PAK Guard Tours database defines tours that a guard can patrol to help secure a facility. Defined tours allow the guard a certain amount of time to present a card to each reader or trip an input on his route. Early or late arrivals to a reader or point

produce an alarm message in WIN-PAK.

Tracking Areas Database

Tracking areas are different from the Areas Database previously discussed. Tracking areas are used to determine where personnel are in a facility at a given time (when a muster report is run).

Camera Database

The camera database is used to define video cameras in a CCTV configuration.

Holidays Database

The holiday database is used to define holidays during the year. The operator will have the option of including or excluding these holidays when defining a timezone.

Monitors Database

The monitors database is used to define video monitors in a CCTV configuration.

Operators Database

The operators database is used to set operator passwords and the privileges that each operator has for the different sections of WIN-PAK.

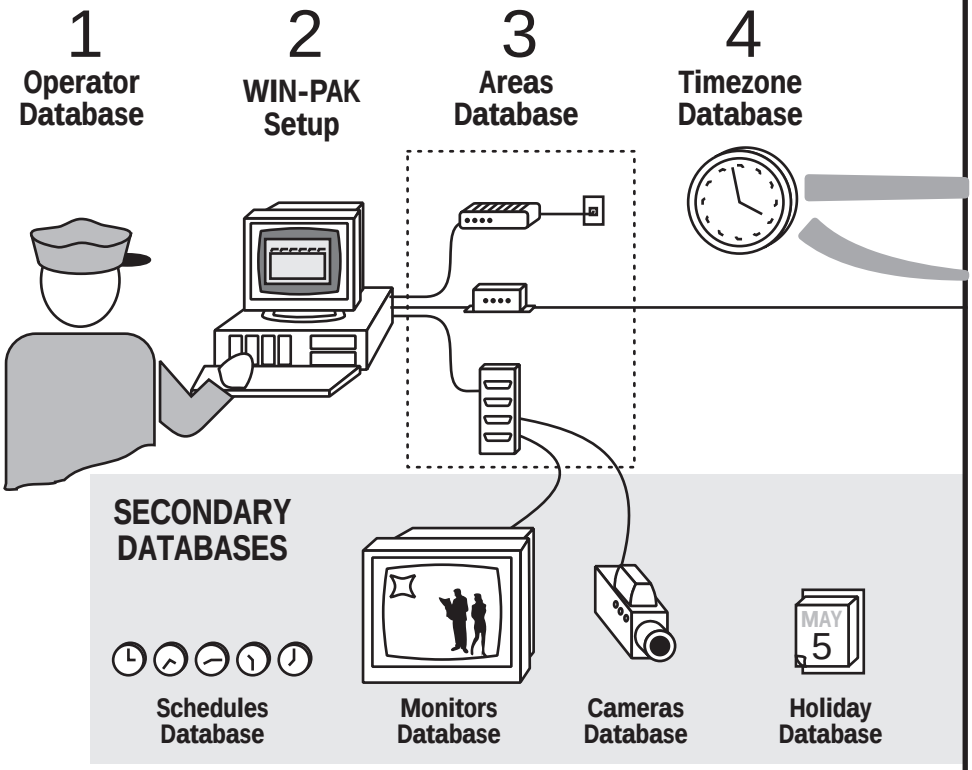
Floor Plan Database

The floor plan database is used to provide a graphic representation of the facility. This database is used to match the graphics with descriptions and define hot spots that can be used to monitor alarms.

Command File Database

The command file database is used to define text files containing panel commands. These files can be uploaded to the panels upon receiving a card/input status.

On the following pages is an illustration of how databases are interconnected and a recommended programming order.



Step 1

It is important that a "master" operator be defined in the **Operator** Database that has access to all areas in the WIN-PAK program.

Step 2

Setup should be done before the following databases are defined, as they will affect certain options in the Area, Panel, and Card Databases.

The **Schedules** Database is also an important part of the Setup process. It allows you to determine:

- when time & date updates will be sent to the panels,
- what information will be sent to remote panels and when,
- when to check the activation/deactivation status of cards.

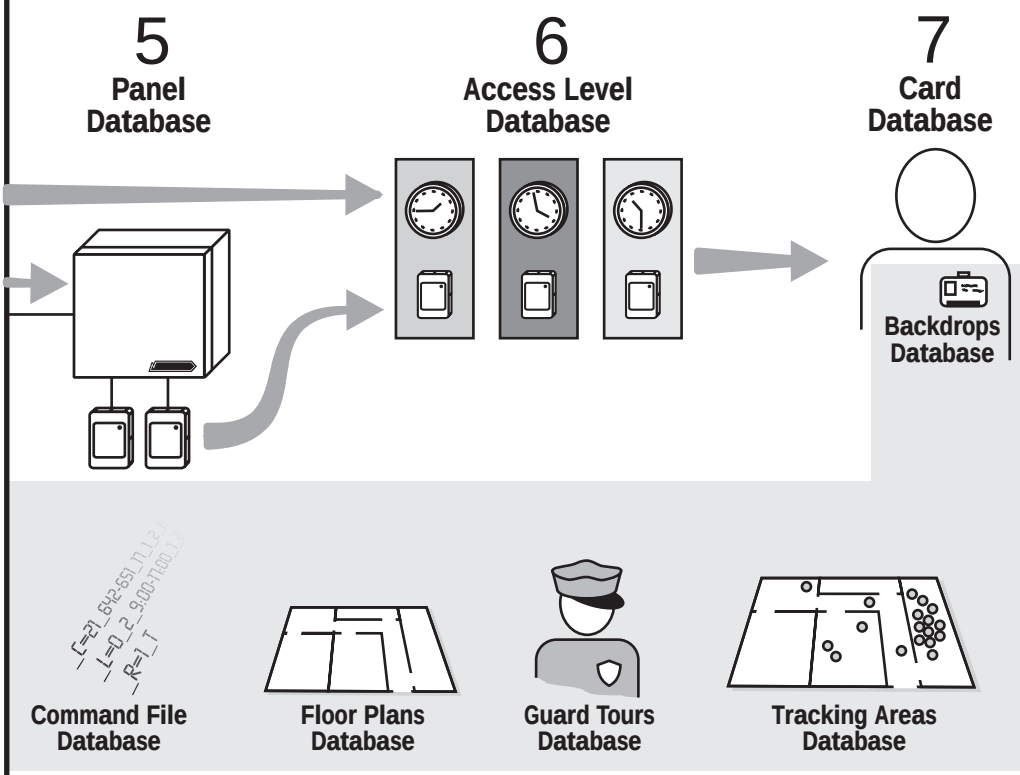
Step 3

Areas can be defined from serial ports made active in the Serial Ports section of the Setup menu. These areas can be local or remote control panel loops or CCTV networks.

Step 4

Time zones simply define blocks of time. These need to be added to be included in the Panel and Access Level definitions.

- If **Holidays** will be treated differently, they should be defined in the Holiday Database.



Step 5

The Panel Database defines panel options, readers, input points, output points, and relay groups.

Depending upon the system, the following databases may need to be programmed first:

- If a CCTV system is utilized, records should be added in the **Camera** and **Monitor** databases first.
- If **Command Files** that contain panel programming commands will be used, program them first.

Step 6

Access Levels match readers to time zones and relay groups. Access levels will be assigned to cards to decide which cards have access at particular readers at particular times.

Step 7

Cards are defined in the card database. This database is where personnel are assigned to a card number and cards are assigned to an access level.

- If badging is going to be done from WIN-PAK, **badge backdrops** should be designed in the Badge Layout Utility so they can be assigned to cards in this database.

Other Databases

- Alarms can be monitored by floor plans with hot spots defined in the **Floor Plan** database. Floor plans can be added to this database after input points are defined in the Panel Database.
- The **Guard Tours** database can be used to schedule routes for a guard to present a particular card at specified readers.
- The **Tracking Areas** Database is used to define areas that can be monitored with the Muster Report screen.

The Database Control Window

All WIN-PAK databases have the same control window. This makes the program easier to learn and use. The elements of the database control window are described in this section.

The Database Control Window

A Data List
a scroll bar will appear on the right when data fills this space

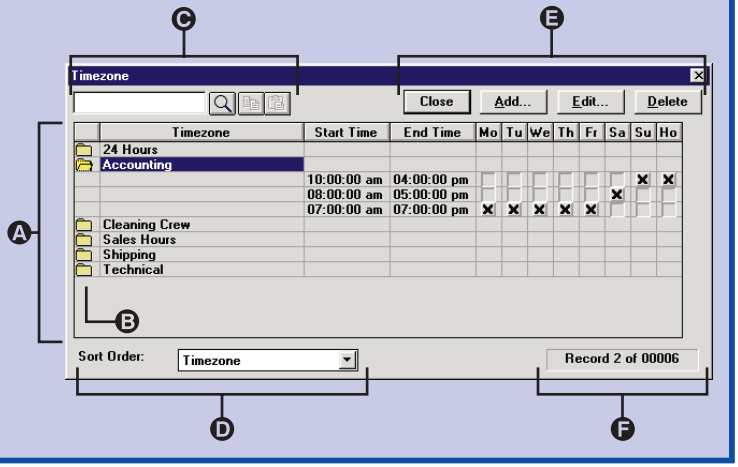
B Folders:
only found in the timezone, guard tours, tracking areas, and access level databases

C Search Tool

D Sort Order

E Database Control Buttons

F Status Line
record number and total records



Data List

The data list is an on-screen chart of the database records. It varies depending on the database you are looking at, but basically contains the names of the records and important information contained in them. In all databases, double-clicking the record is a shortcut for editing and viewing more detailed information.

Folders

The Timezone, Guard Tour, Tracking Areas, and Access Level Data List Records have folders in front of them. If you click the folder for a particular record, its information is displayed as a sublist for viewing.

Search Tool

This tool is used to find a particular record in larger databases. Type in the record (or first few characters of the record) you are looking for and click the Search button. The record information entered in the search box must be the type of information specified in the Sort Order box. For example, if you want to search for a particular access level, set your sort order to access level (see below) and then type the name in the Search space. The search button ( ) to find the first occurrence of a record meeting the criteria.

NOTE: The Search Tool is NOT case sensitive.

Sort Order

WIN-PAK offers you more than one sorting option for each database to make it easier for you to find the record you are looking for. Simply click the drop-down list button to view a list of fields, and select the one you want to sort by. For most databases you have the choice of sorting by the in which order records were entered by selecting "None" or alphabetically by name. This is also the index that the Search feature uses to find a record.

NOTE: You cannot use Search if the Sort Order is set to "None."

Database Control Tools

Use the control buttons in the database control window to modify the database.

Adding and modifying database records are included in the same section. Because both processes require opening the correct tab or dialog box, adding or deleting information, or overwriting previously entered information. When you close the database, all of your changes are saved.

Add... Add Button

Use this button to add a new record to your database. It opens a window with empty fields so that you can enter new data.

Edit... Edit Button

Use this button to edit the currently selected record. It opens a window showing the data for that record. Add or delete information, or overwrite existing information. Closing the record saves your changes.

Delete Delete Button

Use this button to delete the currently selected record. As a safeguard against accidental deletion, a dialog box appears asking you to confirm the deletion. Click **OK** to confirm.

NOTE: Records that have been deleted appears in the database "grayed out" until the database is packed. See Chapter 7 for more information on packing.

Sometimes a record cannot be deleted until records from other databases are reprogrammed to remove references to it. For example, a time zone record cannot be deleted until all references to it in the Panel and Access Level databases are removed. When references to a record are removed, it can be deleted.

View... View Button

This button will appear instead of the **Add...** and **Edit...** buttons when the current operator does not have editing privileges. The operator can use this button to browse detailed information on the database. Although an operator can access these screens with **View...**, and even appear to change information, none of the changes can be saved because the **OK** button is removed. The operator must **Cancel** out of the record.

Close Close Button

This button closes the current database and saves any changes.

Status Line

Record 1 of 00003

The status line located on the tool bar displays what record number is currently selected and the number of records currently defined.

The following sections will illustrate how to add and modify information in each individual database. It is wise to plan your system carefully on paper before you begin programming, paying close attention to programming order. Appendix I contains worksheets that you can use to plan your system.

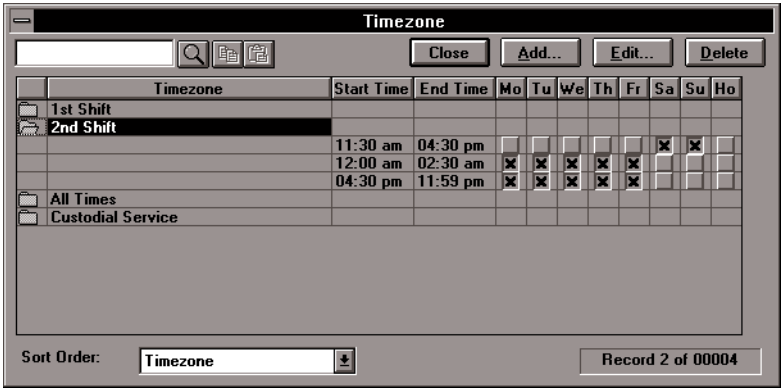
The Timezone Database

A timezone is one or more blocks of time used to determine WHEN an activity happens or WHEN a card is allowed access. A timezone is defined by blocks of time, each consisting of a starting time, an ending time, and days of the week. WIN-PAK also allows the user to determine whether holidays are to be included in each block of time.

Timezones should be programmed with access levels, shunted inputs, and time controlled outputs (doors) in mind. There must be at least one timezone defined before you can enter panels in the Panel Database.

For example, we could define a timezone for 8:00 am to 5:00 pm, Monday through Friday excluding holidays, and give it the name "1st Shift." Then we use the name of the timezone, **1st Shift**, to refer to that period of time in defining access times, shunt times, etc.

Access the Timezone Database by clicking Database on the menu bar, and selecting Timezones.... This opens the Timezones Database Control Window.



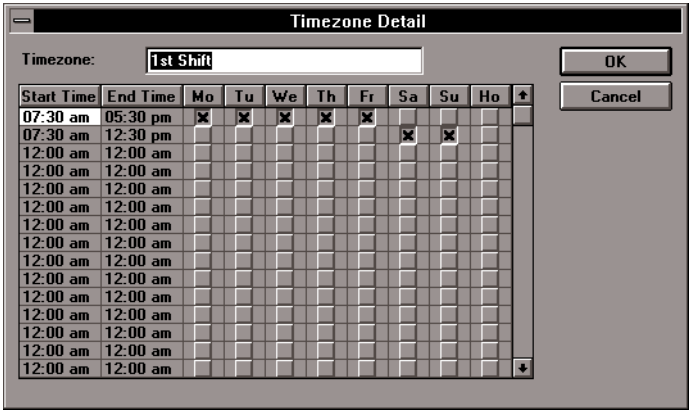
The Data List contains the names of all defined timezones. Clicking on a timezone folder shows the blocks of time that define it. Each block of time has a Start Time, an End Time, and x's to indicate which days of the week it includes. There is an x under "Ho" if holidays are included in the block.

Under the Data List is the sort order. Click the drop-down arrow to select the sort order. Choose from the order in which the records were entered (None) or alphabetically by name (Timezone).

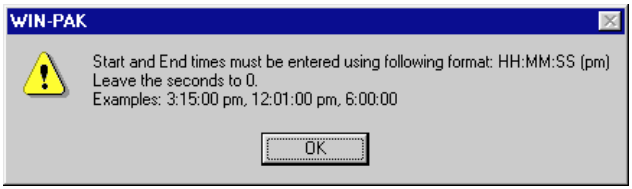
When sorted by Timezone, you can search by entering the name of the desired timezone in the search box and clicking the Search button ( ).

Adding or Editing a Timezone

Click **Add...** to enter a new timezone or **Edit...** to modify the currently selected timezone. This opens the Timezone Detail window.



When you begin entering the details for the timezone, a message appears providing the correct syntax for entering the start and end time:



Click **OK** after noting the correct syntax for entering times.

Use zeros for seconds as seconds are not programmable

1. Type the name of the timezone in the text entry box. The timezone name can be a descriptive name containing up to twenty characters with any combination of letters, numbers, or spaces.

2. Click the first box under "Start Time" (defaulted 12:00 am). Type the starting time of the block and hit **Enter**.

3. Select the End Time box. Type the end time of the block and hit **Enter**.

4. Select the days that are included in the block. Selecting holidays (HO) in the time block includes all holidays that fall within that block as defined in the Holiday Database. If not selected, the block excludes holidays.

   X's mark your selection as shown in the sample screen. Clicking the day again deselects it.

This process can be repeated for as many blocks of time as needed to define the timezone.

Deleting a Block of Time

Click **OK** to save the timezone or **Cancel** to ignore any changes or additions and return to the Timezone Database Window.

Deselecting all days of the week effectively deletes a block of time.

Deleting a Timezone

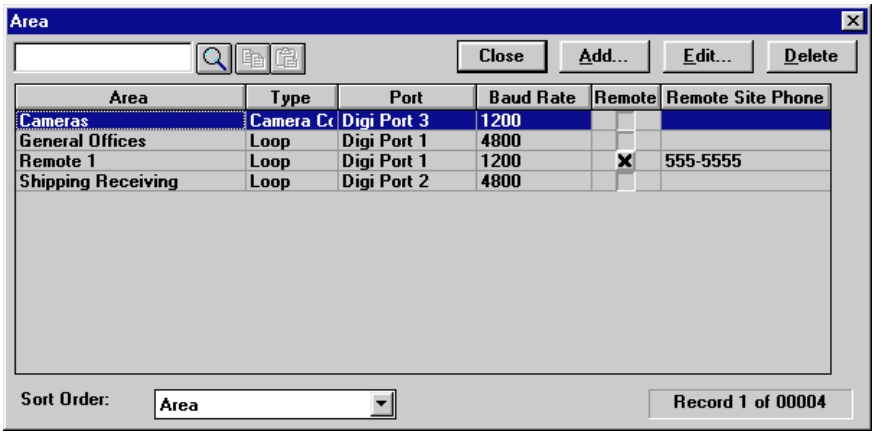
Select the timezone you want to delete and click **Delete**. If you are sure you want to delete the timezone, click **OK** when the confirmation dialog box prompts you.

The record continues to appear in the data list although it is unavailable. New records cannot use its name until the database is packed (see Chapter 7).

The Areas Database

An *Area* is a network segment that originates from the same communication port, such as a loop of panels or closed-circuit TV equipment. There can be one direct connection Area defined per communication port.

To open Areas Database click Database on the menu bar, and selecting Areas.... This opens the Areas Database Control Window.



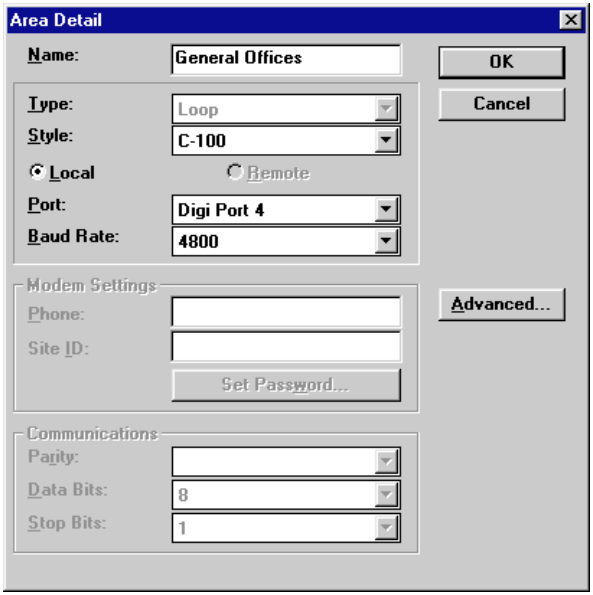
The Data List contains the names of all defined areas. The information includes the Area Name, Type, Port, Baud Rate, and a Remote Site Phone Number (if it is a remote site).

Under the Data List is the sort order for the list. Click the drop-down list button, to change the sort order. Sort by the order in which the records were entered (None) or alphabetically by name (Area).

When sorted by Area, search by entering the name in the search box and clicking the Search button ( ).

Adding or Editing an Area

Click **Add...** to enter a new area or **Edit...** to modify the currently selected area. This brings up the Area Detail window.



Name

Enter the name of the area in the text entry box. The area name can be a descriptive name containing up to twenty characters with any combination of letters, numbers, or spaces.

Type

Select a type of configuration for the area from the drop-down list. The choices are *Loop* (of panels), *Camera Control*, or *Unknown*. *Unknown* is for other RS-232 communication or devices. Select the one that describes the use of the communication port.

Style

Select the style that further describes the configuration of the area. The drop-down list options depends on the type you have selected.

Loop

Choose *C-100*, *485*, or *485 ACK-NAK* (485 should be used for the N-485-PCI and N-485-API [not -2] or 4702 panel). (Refer to the WINPAK1.INI file in Appendix F for special settings with the N-4702.)

The 485 ACK-NAK option works with the part numbers N-485-xxx-2 only, when the N-485-xxx-2 is configured for ACK-NAK.

Camera Control

Choose the brand of CCTV equipment you are using. The *NCI CCTV* option allows WIN-PAK to communicate with Northern Computers' PC-CCTV interface, which is required for some brands such as American Dynamics.

Unknown

This field is limited to *Other*.

Local/Remote

Select either *Local* or *Remote* to describe the area. Local is hardwired or leased line communication, and remote is dial-up modem communication.

Multiple remote areas can be assigned to the same port, but only one local area can be assigned to a port.

Port

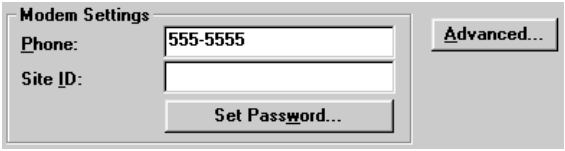
Select the communications port for the area from the drop-down list. This list consists of the serial ports enabled in your Serial Port Setup (in the Setup menu) that match your Local/Remote specification above.

Baud Rate

Select a baud rate from the drop-down list to match the communication device connected to the defined port. (See your access control panel, 485 interface, or CCTV manuals for required baud rates.)

Modem Settings

The remaining fields define the settings necessary for communicating with a remote site. Some of the options in this section may be unavailable depending on the equipment selected in the Style field. They are only available if the area is a remote site and the Type to Loops.



Phone

Type the phone number of the REMOTE SITE. Enter the number as if you were dialing the number directly using up to 32 characters. (A comma can be used to specify a pause in a dialing sequence.)

For example, if a 9 is required, enter the 9 and a comma, followed by the seven digit phone number. Likewise, if the remote site is in a different area code and a 1 is also required, enter 1, the area code and the seven digit number.

Site ID

Enter a unique code for each remote site. *(Only with 485 ACK-NAK.)* Use the following format:

```
@A [unique 4-digit number], S [unique 4-digit number]
```

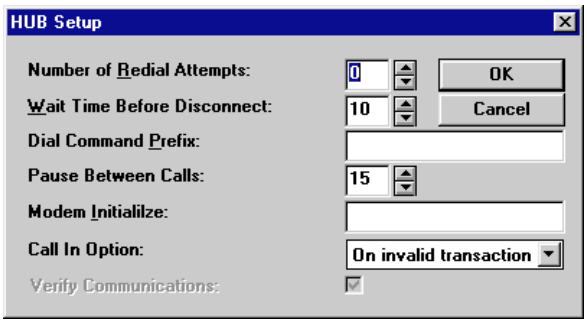
For example `@A0001,S0001` would be area 1, site 1 and `@A0002,S0003` would be area 2 site 3.

Set Password

Specify a unique password up to 8 characters long, using numeric, alpha, or a combination of both. *(Only with 485 ACK-NAK.)*

Advanced...

When Remote Loops are selected, **Advanced** allows you to define remote area communication options. (Most of these options, however, are only available with *485 ACK-NAK.)*



Number of Redial Attempts

Enter a specific number (0-50) in the **Number of Redial Attempts** box. The default setting is zero, which results in one redial attempt. *(Only with 485 ACK-NAK.)*

Wait Time Before Disconnect

Enter a specific number of SECONDS (1-999) in the **Wait Time Before Disconnect** box. WIN-PAK defaults this number at 10. *(Only with ACK-NAK.)*

Dial Command Prefix

Specify a Dial Command Prefix. This command should be "ATDT" in almost all circumstances. *(Only with 485 ACK-NAK.)*

Pause Between Calls

Enter a specific number of SECONDS (1-999) for **Pause Between Calls**. WIN-PAK defaults this number at 15 seconds. *(Only with 485 ACK-NAK.)*

Modem Initialize

Enter the remote modem initialize string as
`ATEØQØV1&KØ&C1&DØSØ=1&W`

Northern Computers' modems include documentation regarding the current modem initialization strings.

This string is made of the following options:

`EØ`	modem command echo disabled
`QØ`	enables modem responses
`V1`	verbose (text) result codes
`&KØ`	disable local flow control
`&C1`	cause DCD (carrier detect) to track actual state of remote modems carrier
`&DØ`	ignore data terminal ready signal from computer
`SØ=1`	one ring until answer
`&W`	write the active profile as defaults

(Only with 485 ACK-NAK.)

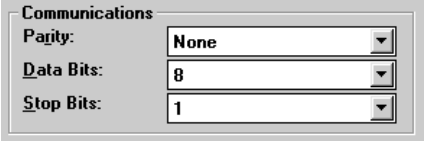
Call In Option

Specify one of two possible **Call in Options**: *On invalid transactions* (includes buffer full) or *Never. (Only with 485 ACK-NAK.)*

Verify Communication

Enable this option to ensure that all panel communication is supervised. This option is automatically enabled when *485 ACK-NAK* is selected and cannot be turned off.

Communications



(Available with Camera Control or Unknown.) Refer to your CCTV or other serial device manual for proper settings.

Deleting an Area

Select the area you want to delete and click the **Delete** button. If you are sure you want to delete the area, click **OK** when prompted to confirm the delete.

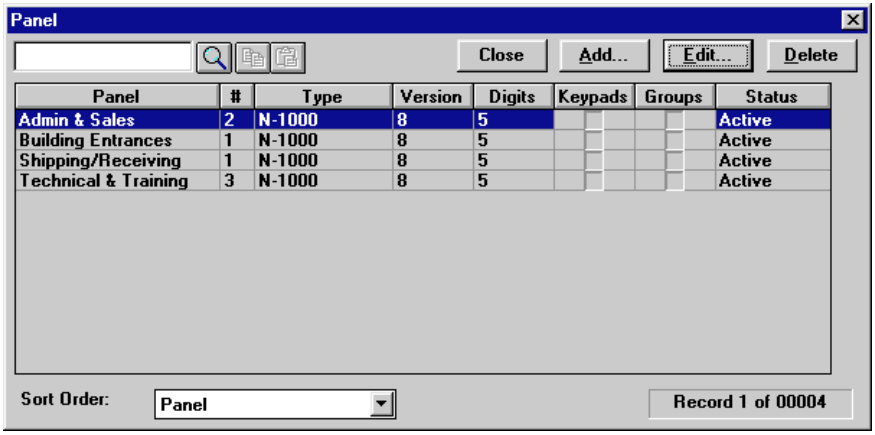
You cannot delete an area that is assigned in another database.

The record continues to appear in the data list although it is unavailable. New records cannot use its name until the database is packed (see Chapter 7).

The 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 your WIN-PAK software, they run independently. They can even save transaction information buffer when your computer is off and transmit it to your PC when you turn it back on. This database lets you assign parameters for each panel specific.

Open the Panel Database by selecting the Panels... option from the Database menu.



The Data List contains the names of all defined panels. For each panel it lists a Panel Name, Panel Number, Type, PROM Version, Digits and whether Keypads and Groups are enabled. The status of the panel is also indicated.

Under the Data List is the sort order. Click the drop-down list button, To change the sort order. This database allows you to sort by the order in which the records were entered (None) or alphabetically by panel name (Panel).

When sorted by Panel, search by entering the name in the search box and clicking the Search button ( ).

Adding or Editing a Panel

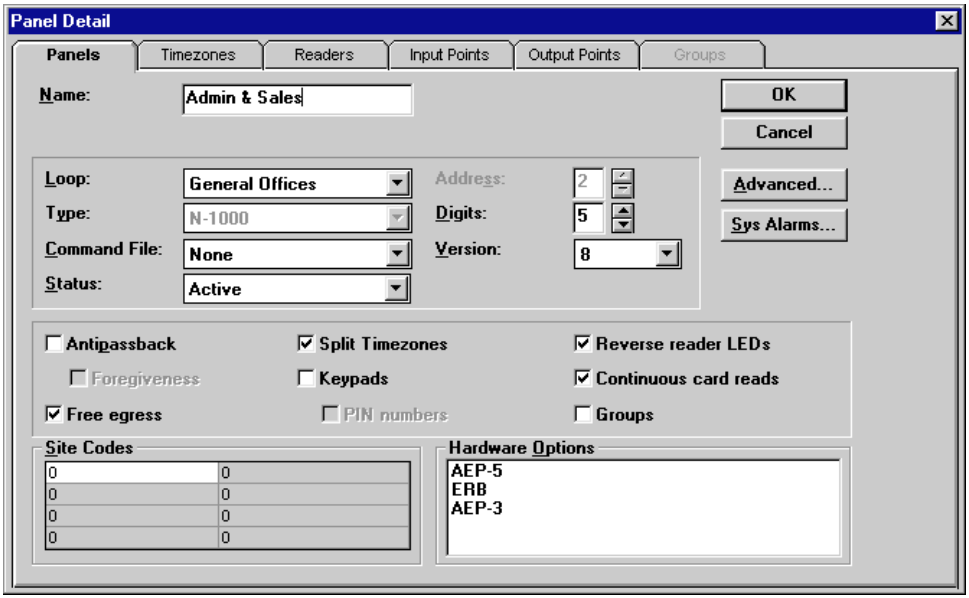
To add a new panel simply click the **Add...** button and fill out the detail screens as outlined below. To edit a previously defined panel, select it and click **Edit.** This allows you to view or modify its information.

WIN-PAK organizes panel information in five or six detail screens that are accessible when you add or edit a panel. These screens include information on the panel, time zones, readers, input and output points, and groups of output points (if enabled). Click a tab to access that area of information.

The **OK** button appears on every screen but should only be clicked when data on all of the screens is configured. Clicking **OK** saves all changes and closes the current panel detail window.

Panel Screen

The first screen of information is labeled Panels and contains the most general panel information. The fields are described in the following graphic.



Name

Enter a name for the panel in the space provided. It can consist of twenty characters including letters, numbers, and spaces.

Although “Name” is the first field in the Panels screen, panel “Type” must be defined first.

Loop (Area)

Click the drop-down list and pick the panel area from the list of defined areas.

Once an area (loop) is selected and **OK** is clicked to save the panel, you cannot re-assign another area (loop) to the panel. The area itself, however, can still be edited from the Area Database.

Address

Assign a unique address to the panel. This address must match the panel's address setting. You can number panels from 1 to 63 for C-100 loops or from 1 to 31 for RS-485 loops. An error message warns if the number is the same as another panel in the same loop (area) or if the number is higher than allowed. This field cannot be altered after clicking **OK** to save the panel data.

Type

Select the type of control panel, from the list available. This selection determine which panel options are available. This field cannot be altered after moving from this screen. When "N-4702" is selected as the panel *Type*, the area *Style* must be set as "485." (Refer to the WINPAK1.INI file in Appendix D for special settings when using the N-4702.)

The 12-digits, Groups, and Split Timezones options cannot be used with the N-4702 panel.

Digits

The five and twelve digit option in the Serial Ports section of the Setup menu. Restricts or allows firmware choices, and limits card programming between 5 and 12 digits at the panel level. If 5 digits was chosen in the Setup menu, this option cannot be changed in the Panel Database and is unavailable.

Site codes cannot be used with 12-digit cards.

If 12 digits was chosen in the Setup menu, WIN-PAK allows you to select either 5 or 12 digits at the panel level for individual

panels with firmware version 7.49 and up. When 5-digits is selected, card numbers between 1 and 65534 are accepted. When 12-digits is selected, a default card format is sent. This default reads, in order, the first 12 positions of the card, accepting card numbers from 1 to 999999999999. It may be necessary to change this format structure for certain applications. (Refer to the panel documentation for more information.)

Command File

Select a command file from the panel. List of all command files in the Command File database. The command file selected is sent to the panel when it is initialized. To remove a command file, select NONE. For more information on command files, see the section on the Command File database.

Version

Select the PROM version of the pane from the list. This selection changes the number of card digits that can be recognized by the panel and the availability of certain hardware options. The version number is printed on the firmware chip on the panel's circuit board.

When "N-4702" is selected as ***Type***, the version to set to OTHER.

Status (Panel)

Active

Select *Active* if the panel is on-line and you are expecting transactions from it or will be sending commands to it. WIN-PAK looks for that panel every two minutes.

Inactive

Select *Inactive* if the panel is installed but communications are stopped. A temporary file is created that tracks additions, modifications, and deletions to the card database. These changes

are uploaded to the panel when it comes back on-line.

Not Present
Select *Not Present* if the panel has not been installed, but you anticipate that it will be in the future.

Enable Options Section

Anti-passback

Anti-passback is used to discourage users from entering with others without using their own cards. Cards must be used at a designated IN reader, then at a designated OUT reader before the card can be READ IN again. If the in/out/in pattern is broken, an anti-passback violation occurs and access is denied. A reader on each side of the door is required for this option.

If anti-passback is enabled for any panel in a given area, then the result is global anti-passback where the card must be presented at any out reader before it can be READ IN again without a violation.

Readers 1 and 3 are considered the IN readers and Readers 2 and 4 are considered the OUT readers. Readers 3 and 4 are on the N-1000-IV (X) only.

Forgiveness

This option is used with the anti-passback option. Enabling Forgiveness resets all cards at midnight so that if a card user leaves the building in the evening without using the Anti-passback exit reader, the person is allowed a NORMAL entry the next morning. Without forgiveness, an anti-passback violation occurs in this instance. This option is automatically disabled when Anti-passback is disabled.

Free Egress

Free egress allows an exit without the use of a card, usually by means of a button, motion detector, or other device. For example, with an N-1000-II panel, card reader 1 activates one door, and card reader 2 activates a different door. Inputs 3 and 4 are reserved for exit devices for these two doors which release locks just like a valid card read. The table below shows how inputs are set for different panel versions.

Input to Output interlocks must also be defined for each door. Input 3's Alarm Action should be set to ***Pulse*** Output 1, and it's Normal Action should be set to ***No Action***. Likewise Input 4's Alarm Action should be set to ***Pulse*** Output 2, and it's Normal Action should be set to ***No Action***. See Interlocking in the Input Points section for more information.

PANEL INPUTS

Input	N-4702 N-800 N-1000-II	N-1000-III	N-1000-IV
1	Door 1 State		
2	Door 2 State		
3	Door 1 Egress→ 01	General Alarm	Door 3 State
4	Door 2 Egress→ 02	General Alarm	Door 4 State
5	General Alarm	Door 1 Egress→ 01	
6	General Alarm	Door 2 Egress→ 02	
7	General Alarm	General Alarm	Door 3 Egress→ 03
8	Primary Power	General Alarm	Door 4 Egress→ 04

Split Timezones

Enabling this option allows you to associate a different timezone for each reader in the Access Level database. This requires that version 8.xx or higher firmware be in the control panel and selected in the Version field. Without this option enabled, only one timezone is associated with every reader on the panel in the Access Level Database.

The *Split Timezones* option is available only when version 8.00 or higher firmware is selected for the N-1000-II.

N-1000-III/IV panels require 8.2 version firmware (or higher).

Keypads

Check this option if matrix style (11-wire) keypads are used with the panel. Wiegand style (5-wire) keypads are treated as readers and this option should **not** be selected.

PIN Numbers

This option is available with a Keypad. A keycode must be entered **before** presenting a card to gain access. Do not select this option if the panel is using keypads without readers.

Reverse Reader LEDs

Check this option to reverse the standard LED operation of the reader. With this checked, a reader that normally changes from green to red at a valid card read, changes from red to green.

Disable the **Reverse Reader LED** option when using 12 digit cards with the NR-1 reader.

Continuous Card Reads

When this option is enabled, card readers read cards continuously, independent of output pulse time. If the option is not enabled, card readers do not recognize valid cards while the corresponding output is energized. For example, ***without*** the Continuous Card Reads option enabled and output 1 assigned a 10 second pulse time, a valid card read at reader 1 causes output 1 to energize for 10 seconds, during which time the card reader does not recognize any other valid cards.

Groups

Enable this option if you want to create output relay groups. Groups allow cards to activate more than one output relay for applications such as elevator control (See Appendix C). When the Groups option is used with Free Egress ("E" option), a valid card read pulses the defined group at *all* readers. When the Groups option is used WITHOUT Free Egress, a valid card read on Reader 1(3) pulses the group, and a valid card read on Reader 2(4) pulses Relay 2(4).

Group is automatically selected if an AEP-3 is selected from the hardware options. See the Hardware Options Section.

Site Codes Section

Enter up to 8 site codes in this section. Site codes are encoded with a card number on cards to ensure that cards belong to the facility where access is attempted. Click any space in the table to enter a site code. The panel will not check for site codes if nothing is entered in this table.

When the system is set up for 12 digits, Site Codes cannot be entered.

Hardware Options Section

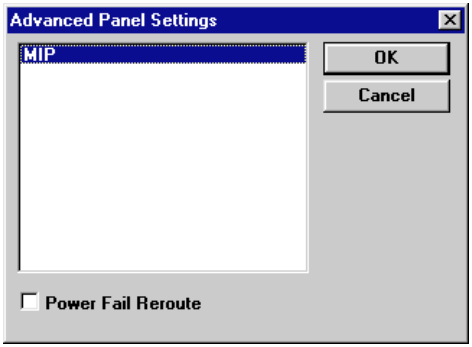
Select the hardware options that are used with your panel. These include add-on boards which supervise by reporting a trouble condition if the inputs or their wiring are tampered with. (Northern Computer's AEP-5 is an example of this add-on board. Select all that apply.)

AEP-5 supervised input board (not utilized with the N-1000-III or N-1000-IV)
ERB solid state relay board for outputs 9-12 (not utilized with the N-1000-III or N-1000-IV)
AEP-3 8 output relays on a single board (2 possible)

If Northern's AEP-3 is selected, an **AEP-3 (second)** option will appears for panels with two AEP-3 boards.

Advanced...

This allows the operator to select more advanced panel options.



Multiple Interlock Protection (MIP)

The Multiple Interlock Protection option requires that all input points tied to a single output be returned to a normal state to de-energize the point. Without MIP, only one input needs to return to the normal state to de-energize the output.

Click the option to turn it on or off. A bar over the option with the option name reversed out, as shown in the screen above, means the option is ON. (A default is ON when using firmware 7.46 and newer.)

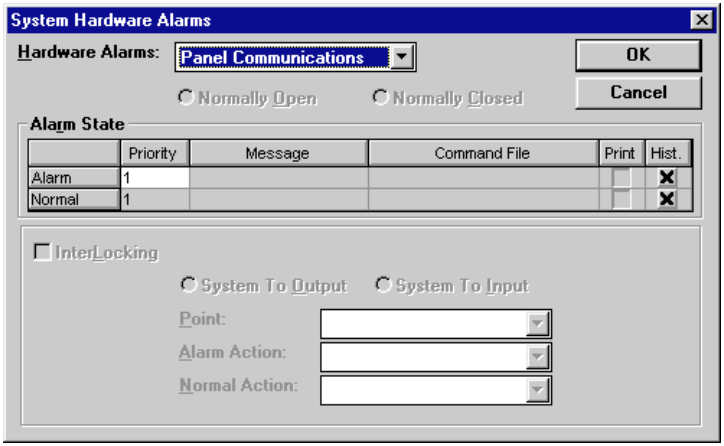
Power Fail Reroute

Enable this option to reroute the Power Fail alarm from Input 8 to Input 19, which is System Alarm 3 in WIN-PAK.

Power Fail Reroute only applies to N-1000 or N-800 panels using version 8.2 firmware and an AEP-5 board. Input 8 on an AEP-5 board can then be used as a wired input.

Sys Alarms...

This button defines system hardware alarms.



The N-1000-II uses alarm 17 for Communication Failure, alarm 18 for AUX Port Failure, and alarm 8 or 19 for Power Failure (see Advanced Panel settings).

Hardware Alarms

Select an alarm from the drop-down list. The information defines the currently selected alarm. Choose from the following:

Panel Communications in alarm when the panel doesn't sense any current (or current below a specific value) on the receive path of the loop (specific to panel). This has a default priority of 1.

AUX Port in alarm when the panel senses communication failure from the auxiliary port. This has a default priority of 99.

Panel Primary Power in alarm when the control panel loses primary power. This has a default priority of 1.

Panel Reset in alarm when the panel is reset. This alarm cannot be stored in the history buffer. An N-1000-II panel must have 8.2 firmware selected for the panel to report this alarm. This has a default priority of 1.

System Alarm interlocking is unavailable in this version.

Poll Response in alarm when WIN-PAK does not receive a response to its poll (M=pn K) to the panel. Three polling attempts are made. If WIN-PAK doesn't receive a response (OK message) within those three attempts, it will receive a Poll Response alarm. This has a default priority of 1.

It is possible to define all of these one at a time. Select an alarm and define it, then the next, and so on. The following hardware alarms can also be configured if you are defining an N-1000-III or N-1000-IV:

Tamper Switch in alarm when the enclosure of the panel is opened. This has a default priority of 1.

Ground Fault in alarm when an input is shorted to the

Earth Ground. This has a default priority of 1.

Low Voltage in alarm when the panel's 12 volt battery is low. This has a default priority of 1.

External 5 Volt in alarm when an External 5 Volt battery has shorted. This has a default priority of 1.

Normally Open / Normally Closed

The Normally Open / Normally Closed option is available when defining the Panel Primary Power and Tamper Switch hardware alarms. Use this option to define the alarm's normal status.

Alarm State

Priority

Both Alarm and Normal conditions for the selected alarm can be assigned a priority from 1 to 99. The Current View in Alarm Monitor allows you to view alarms by an assigned priority. High priority items appear at the top of the list while lower priority items appear lower in the list.

Click in the priority box next to the status that you want to prioritize and type in a number. 1 would be the highest priority and 99 is the lowest priority.

Message

A descriptive message can be associated with each alarm status. It appears in the Alarm Info screen to provide additional instructions pertaining to the alarm status. Type in a message of up to 80 characters. You must press **Enter** or click on another box before clicking **OK** to activate changes.

The System Alarm message appears in the Alarm Info screen only. It is not available in History View.

Command File

If you want a command file associated with an alarm status, select the file from the list. This file is sent either when the condition is received or upon acknowledgment as defined in the Setup Options.

Print

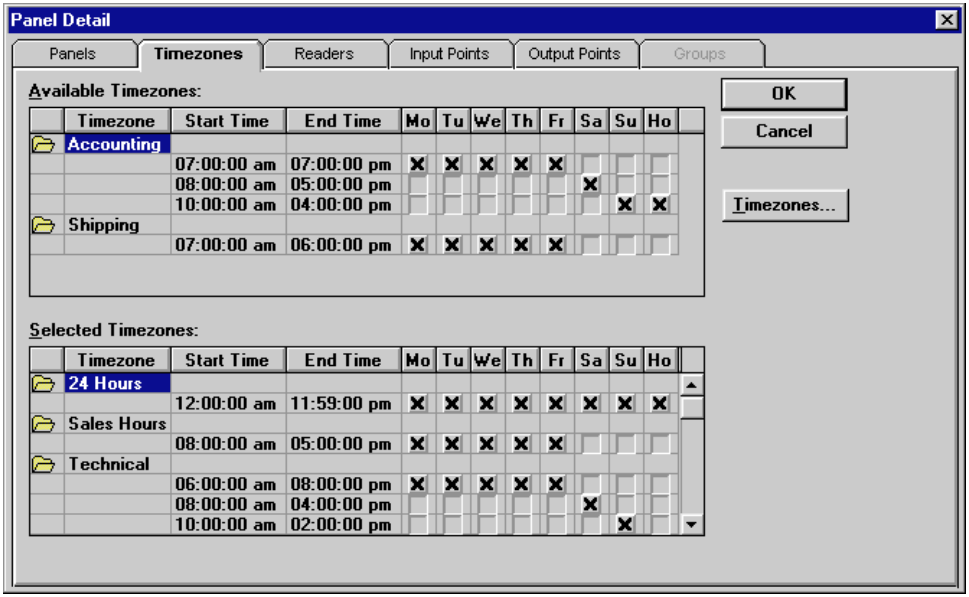
Enable this option for every status that you want printed to your alarm log printer.

Hist.

Enable this option for every status that you want kept in the WIN-PAK history files. This keeps a log of the status and can be used to generate reports. By default, all options are included in history reports.

Timezones Screen

Click the **Timezones** tab to open the Timezones Screen. Select the timezones that are available at the panel.



The screen contains a list of all available timezones. Click an available timezone, to add it to the Selected Timezones list. Click a timezone in the Selected Timezones list, to take it off the list and return it to the Available Timezones list. You cannot remove a selected timezone if it has been assigned to a reader or alarm input point.

Up to 63 blocks of time (not 63 timezones) can be used with each panel. In the above example, *Accounting* uses 3 blocks of time and *Shipping* uses 1.

A maximum of 63 blocks of time can be assigned to a single panel. A block is a line containing a start time, end time, and days valid. Each timezone may contain several blocks, so WIN-PAK warns you if you exceed the maximum number.

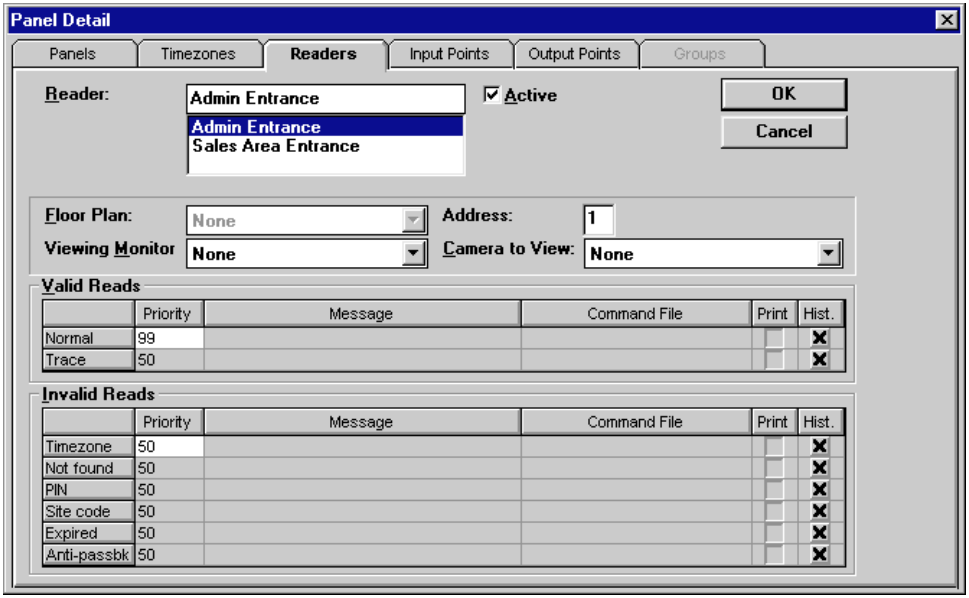
Timezones... Timezones Button

This button opens the Timezone Database, so if the operator starts defining a panel and realizes he needs to define a timezone for it, he can do so without leaving the Panel Detail. The Available Timezones list automatically updates to include the new timezone. (See the section on Timezones for more information).

Readers Screen

Click the **Readers** tab to open the Readers Screen. Configure readers for the panel being defined. The number of readers available depends on the panel Type.

Information defined in the Reader Screen applies only to the selected reader.



Reader

The reader list contains all available readers. The name of the currently selected reader is displayed in the Reader field. All options made in the sections below apply to the selected reader.

Readers are given the default names of the panel and number of the reader. For example, **Panel 1 R 2** is the default name for the second reader of Panel 1. Each reader in the system must have a unique name. Therefore, it is good to leave the default names because they are descriptive and unique, but they can be changed if desired. Simply select the reader from the list and type in a new name of up to 25 characters.

If you rename the reader, continue to include a reference to the panel in the name. Readers on different panels cannot share the same name.

Active

Select Active so that a ✓ appears in the box. This makes options available and also makes the reader available to the Access Level database.

Address

This field displays the address of the selected reader. It cannot be edited.

Floor Plan

Not used at this time.

Viewing Monitor

From the list, select a viewing monitor to be associated with this reader. Monitors must be defined in the Monitors Database to use this feature. Use this option together with the Camera to View option (below) for CCTV supervision of a reader. The selected monitor displays the select camera view when the priority of either the card or the reader status exceeds the Acknowledge threshold.

A camera and monitor can switch to the view defined in this screen when a status is received or on acknowledgment. Select your preference from the Options dialog in the Setup Menu.

Camera to View

From the list, select a camera to be associated with this reader. Cameras must be defined in the Camera Database. The selected camera view is displayed on the selected monitor when the priority of either the card or the reader status exceeds the Acknowledge threshold.

Card Read Actions

The Valid and Invalid Read sections define how particular card read conditions are interpreted and acted upon. For each type of read status there is the option of assigning a priority, a message, and a command file. Each type of read status can be set to print to the alarm log printer and also be included with history information for reporting purposes.

Valid Reads

A valid read occurs when a card is presented and allowed access because it is assigned the proper access level. This returns a normal condition to WIN-PAK, unless the card has a TRACE status in the Card Database – then return a TRACE condition is reported.

Invalid Reads

An invalid read occurs when a card is presented, but not allowed access. This may be for a variety of reasons, each of which can be assigned a different set of options:

- A TIMEZONE condition is sent when the card was used outside of it's valid timezone.
- A NOT FOUND condition is sent when the panel does not recognize the card number. Usually this means the card is not in the panel or was never validated or given access to that reader.
- A PIN condition is sent when an incorrect PIN number is entered where card presentation and PIN entry is required.
- A SITE CODE condition is sent when a card with an incorrect site code is presented.
- An EXPIRED condition is sent when a card is presented after it's expiration date or after the allotted

number of uses (as defined in the Card Database and System Setup).

- An ANTI-PASSBACK condition is sent when an anti-passback violation has occurred in panels with this option enabled.

Both Valid and Invalid reads can be assigned the following options:

Priority

The condition can be assigned a priority from 1 to 99. The Current View in Alarm Monitor allows you to view alarms that meet the alarm acknowledgment threshold (in the Setup Options), by an assigned priority. High priority appear at the top of the list while lower priority items will appear lower in the list.

A similar arrangement can be found in the Card Database where the action is based on the individual card status. The reader or card with the highest priority dictates the message WIN-PAK sends.

Click in the priority box next to the status that you want to prioritize and type in a number. 1 is the highest priority and 99 would be the lowest priority.

Message

A descriptive message can be associated with each status. Appears in the Alarm Info View of the Control Monitor, or in the AutoCard lookup, so that the operator additional information regarding that type of card read at that reader. Click in the message box next to the status that you want to add a message to and type in a message of up to 80 characters.

Command File

A command file can be associated with each status. This file is sent either when this condition is received or upon

acknowledgment as defined in the Setup Options. Select the command file from the drop-down list next to the status that you want to link a command file to.

If a command file has also been selected for a card in the Card Database, then both the reader and card command files is sent. The reader command file has priority and its command file will be sent first. Then the cards command file is sent.

Print

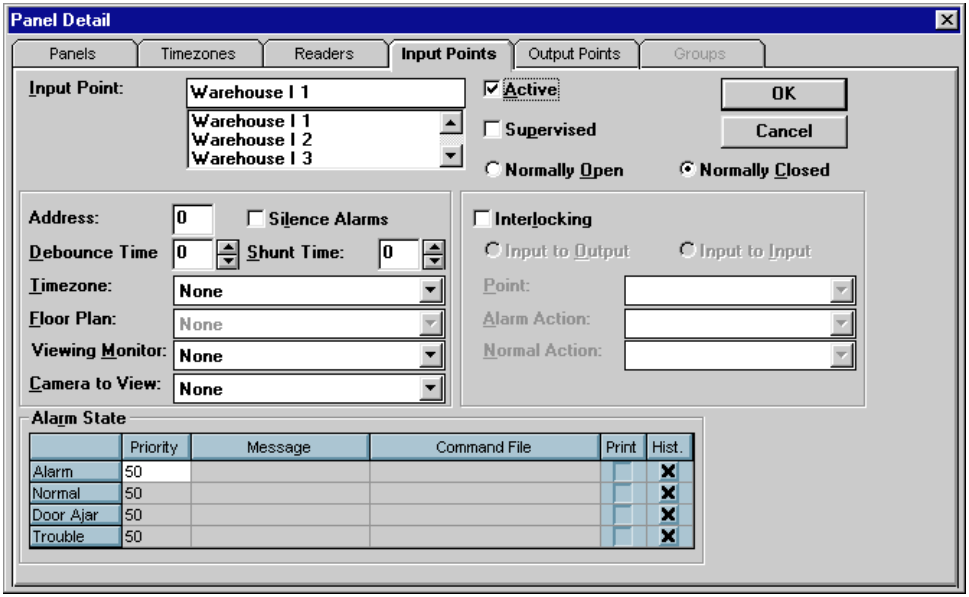
Enable this option for every status that you want printed to the alarm log printer.

Hist.

Enable this option for every status that you want kept in the WIN-PAK history files. This keeps a log of the status and can be used to generate reports.

Input Points Screen

Click the Input Points tab to open the Input Points screen. Define all input points for the panel. The tab shown below is for an N-1000-III or N-1000-IV panel.



Input Point

The input point list contains all input points available for the panel you are defining. The name of the currently selected input point is displayed at the top. All options selected apply to the selected input point.

Input Points are given the default names of the panel and number of the input point. For example, **Panel 2 I 4** is the default name for the fourth input point of the panel named Panel 2. It is good to leave these names because they are descriptive, but they can be changed if desired. Simply select the input point from the list and type in a new name of up to 20 characters.

If you rename the input point, continue to include a reference to the panel in the name. Input points on different panels cannot share the same name.

Active

Select Active so that a ✓ appears in the box. If Free Egress is selected as an option in the Panel Screen, some input points are automatically activated and reserved for these devices. (See *Appendix B* for more information on interlocking for a free egress.)

Points that are not active respond as if the *Silence Alarms* option is enabled. If you wish to monitor Primary Power on an N-1000-II/N-800 panel with versions 7.0, 7.3, 7.46, 7.48, 7.49, or 8.0 firmware, then Input 8 must be active. If using version 8.2 firmware, check the panel's *Advance* setting to see if input 8 is used for Primary Power.

Address

This field displays the address of the selected input point.

Supervised

Enable the supervised function if the input point is electrically wired to prevent tampering. (This option is only available when defining an N-1000-III or N-1000-IV panel.)

Normally Open / Normally Closed

Determined the normal status of the alarm circuits. (This option is only available when defining an N-1000-III or N-1000-IV panel.)

Silence Alarms

Enable this option to turn off alarm point reporting associated with the input (such as with an egress device).

Debounce Time

Debounce Time is the length of time (in seconds) that an input must be in alarm condition (or returned to normal) before it is recognized as an alarm (normal). For example, an input point

with the debounce time of 5 must be in alarm condition for five seconds before it is reported as an alarm. The same is true when returning to the normal condition. The point does not report as normal until it is in the normal state for five seconds. This can be set from 0 to 255 seconds.

Shunt Time

Shunt time is the amount of time (in seconds) that the input point is shunted (deactivated) when triggered, such as upon a valid card read. This can be set from 0 to 63 seconds.

Timezone

Select a timezone from this list if you want the input point to be automatically shunted during a particular timezone. This list contains only the timezones selected for this panel.

Floor Plan

Not available at this time.

Viewing Monitor

From the list, select a viewing monitor to be associated with this input. Monitors must be defined in the Monitor Database to use this feature. Use this option together with the Camera to View option (below) for CCTV supervision of an input. The selected monitor displays the selected camera view when a change of state occurs at the alarm point.

A camera and monitor can switch to the view defined in this screen when a status is received or upon acknowledgment. Select your preference under *Send Command File* from the Options dialog in the Setup menu.

Camera to View

From the list select a camera to be associated with this input. Cameras must be defined in the Camera Database to use this feature. The selected camera view is displayed on the selected monitor when a change of state occurs at the alarm point.

Interlocking

Interlocking, in the case of inputs, is linking the changing state of the input to either another input, an output, or a group of outputs. Enable Interlocking for this input by clicking in the Interlocking box. A ✓ will appear and the entire section can then be edited.

Inputs, Outputs, and Groups must be made "active" to appear in the drop-down list for interlocking.

---

1. Select whether you want to interlock to an output (output group) or an input. This determines which points and groups are available in the Point List.

Defaults are created for interlocks if the "Free Egress" option is enabled. These fields can be modified if needed.

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2. From the list, select the name of the point list that you want to interlock.
3. From the alarm Action list, select the action taken by the second point when the initial input goes into alarm.
4. From the Normal Action list, select the action taken by the second point when the initial input goes into normal status.

See Appendix D for the actions that can be chosen and more information on interlocking.

Alarm State Section

An input point must be in one of four states: Alarm, Normal, Door Ajar, or Trouble.

Alarm
When a device attached to an input point is in alarm condition.

Normal
When a device attached to an input point is in normal operating condition.

Door Ajar
When a door contact is open longer then it's shunt time.

Trouble
When an alarm circuit is out of specified tolerance which may indicate tampering or other "troubles" with the alarm point.

The Trouble state only appears in N-1000-II panels when the AEP-5 is used. It is always available with an N-1000-III or N-1000-IV panel.

Each of these states can be assigned a priority, a message, and a command file as well as be included in real-time printing and History Reports.

Priority

The state can be assigned a priority from 1 to 99. The Current View in Alarm Monitor allows you to view alarms by an assigned priority. The higher the priority the closer the alarm will appear to the top of the list.

A priority of 0 is displayed in the Alarm Monitor when a new panel is brought on-line. Once WIN-PAK fully initializes the panel, the defined priorities are applied.

Click in the Priority box next to the status that you want to prioritize and type in a number. Priority 1 is a very high priority item and 99 is a very low priority item.

Message

A message of up to 80 characters can be defined for each state. This message appears in the Alarm Info screen for the input. Click in the Message box and type it in the message.

Command File

If you want a command file associated with a particular state, select the file from the List. This file is sent either when the state is received or upon acknowledgment as defined in the System Setup options.

Print

Enable this option for every alarm state that you want printed to the alarm log printer. An "x" shows that it is enabled.

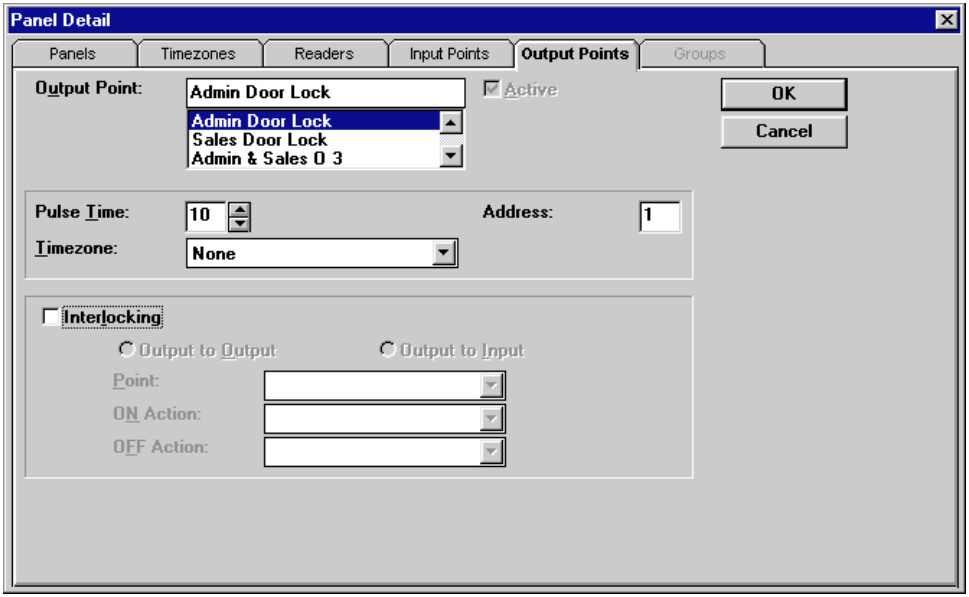
Hist.

Enable this option for every state that you want kept in the WIN-PAK history files. This keeps a log of the state's occurrences and can be used to generate reports. An "x" shows that it is enabled.

Outputs Points Screen

Click the Output Points tab to open the Output Points Screen. Define all output points or groups for the panel.

An N-4702 panel can only utilize outputs one and two, even though WIN-PAK allows you to program twelve outputs.



Output Point

The output point list contains all defined output points and groups available for the panel. The name of the currently selected output point or group is displayed at the top. All options selected apply specifically to this output point or group.

If you rename the output point, continue to include a reference to the panel in the name. Output points on different panels cannot share the same name.

Output points are given the default names of the panel and number of the output point. For example, **Panel 4 O 3** would be the default name for the third output point of the panel named

DATABASES

Panel 4. Groups are given the default names of the panel and number of the group. For example, **Panel 4 G 1** would be the default name for the first group of the panel named Panel 4. It is good to leave these names because they are descriptive, but they can be changed if desired. Simply select the output point from the list and type in a new name of up to 20 characters.

Active outputs above 14 are defined by attaching them to a group. The group can then be programmed as an output.

Active

Select the Active box so that a ✓ appears in the box. This ensures that the output appears in other components of WIN-PAK (i.e. Groups, Interlocks, and Panel Control). If Free Egress is selected, some input points are automatically activated reserved for these devices. (See *Appendix B* for more information on interlocking for a free egress.)

Pulse Time

The Pulse Time is the amount of time an output pulses when triggered, such as upon a valid card read. Set this from 0 to 63 seconds.

Timezone

Select a timezone from this drop-down list if you want the output point or group to be energized during a particular timezone. This list contains only timezones selected for this panel in the Timezones Database.

Address

This field displays the address of the selected output point. This field cannot be changes.. (Group are denoted by the number 100. For example, Group 1's address is 101.

PANEL OUTPUTS

	Output	N-1000-IV	N-1000-III	N-1000-II
Door Relays	01	Door 1	Door 1	Door 1
	02	Door 2	Door 2	Door 2
	03	Door 3	Auxiliary	Auxiliary
	04	Door 4	Auxiliary	Auxiliary
X-Relays	05	Auxiliary	Auxiliary	Auxiliary
	06	Auxiliary	Auxiliary	Auxiliary
	07	Auxiliary	Auxiliary	Auxiliary
	08	Auxiliary	Auxiliary	Auxiliary
09-14 are TTL Outputs	09	N/A	N/A	ERB*
	10	N/A	N/A	ERB*
	11	Reader 1 LED	Reader 1 LED	ERB
	12	Reader 2 LED	Reader 2 LED	ERB
	13	Reader 3 LED	N/A	Reader 1 LED
	14	Reader 4 LED	N/A	Reader 2 LED
Available via Groups	17-24	1st AEP-3	1st AEP-3	1st AEP-3
	25-32	2nd AEP-3	2nd AEP-3	2nd AEP-3

**Not available when an AEP-3 is used.*

Interlocking

Interlocking, in the case of outputs, is linking the changing state of the output to either another output, an input, or a group of outputs. Click the Interlocking box to enable this option. A ✓

appears in the box and the entire section can be edited.

1. Select whether you want to interlock to an output (output group) or an input. This determines which points and groups are available in the Point List. Outputs 17-32 cannot be directly interlocked because they are not physically located on the panel. However, once that output is in a group, the group can be interlocked.

Inputs, Outputs, and Groups must be active to be available for interlocking.

---

2. From the Point list, select the point that you want to interlock.
3. From the ON Action list, select the action the second point takes when the initial output goes into on status.

Defaults are created for interlocks if the Free Egress option is enabled. These fields can be modified if needed.

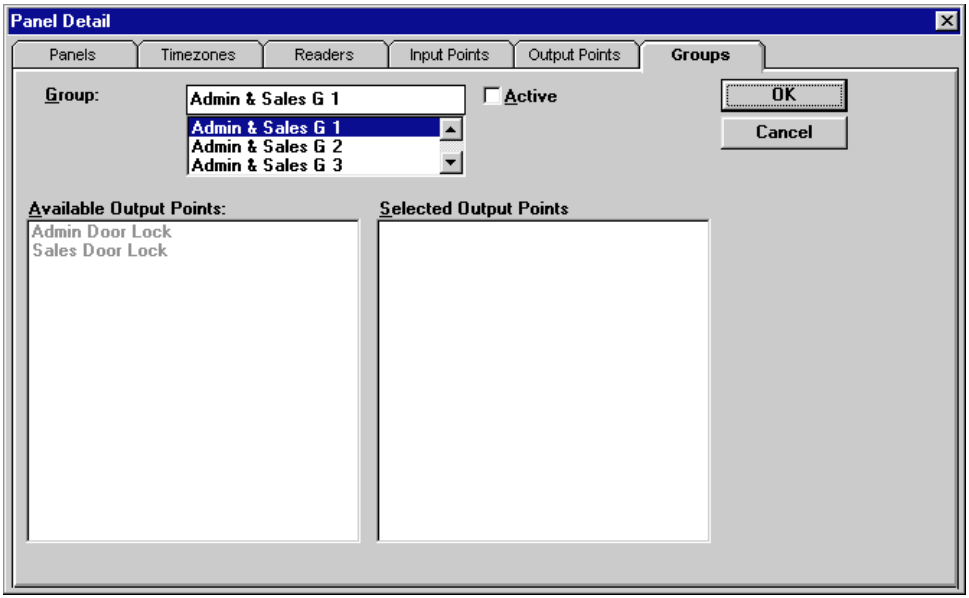
---

4. From the OFF Action list, select the action the second point takes when the initial output goes to an off status.

(See Appendix D for the actions that can be chosen and more information on interlocking.)

Groups Screen

If the *Groups* option is enabled, click the Groups tab to open the Groups Screen. Define any desired groups of output points.



Group

A group is one or more active output points grouped together so that they all respond to the same triggering action. There are 32 possible groups available for a panel. The name of the currently selected group is displayed at the top of the list. The Selected Output Points list applies specifically to this group.

If you rename the group, continue to include a reference to the panel in the name. Groups on different panels cannot share the same name.

Groups are given the default names of the panel and number of the group. For example, **Panel 2 G 7** is the default name for the seventh group of the panel named Panel 2. It is good to leave these names because they are descriptive, but they can be changed if desired. Simply select the group from the list and type in a new name.

Active

Select Active, so that a ✓ appears in the box. The group then appears in other components of WIN-PAK.

Available Output Points and Selected Output Points

All output points defined for this panel are listed as Available Output Points. Click an output point in this list to add it to the Selected Output Points list for the Group. Click it in the Selected list to remove it from the group.

Output points must be active before they are listed as Available Output Points.

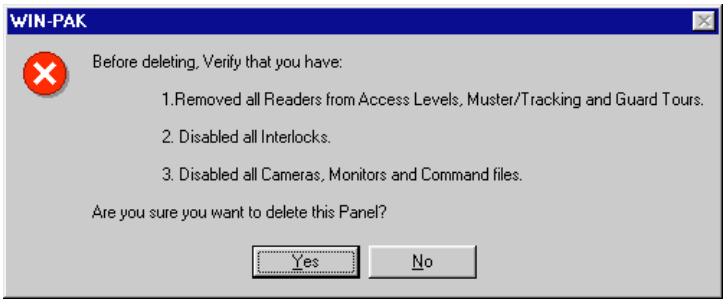
To define the group's timezone control, pulse times, and interlocking, return to the Output Points Screen and select the group from the list of points. The group has an address of 101 or greater.

Select Timezone, Pulse Time, and Interlocking as outlined in the Output Points Screen section of the manual.

Deleting a Panel

From the panel tab, select the panel you want to delete and click

the **Delete** button. Verify that you have taken all the proper steps outlined in the confirmation box. If you are sure you want to delete the panel, click **OK**.



The record will continue to appear in the data list although it is unavailable. New records cannot use its key fields (i.e., name or number) until the database is packed (see Chapter 7).

The Schedules Database

The WIN-PAK Schedules Database can execute certain WIN-PAK functions at scheduled times. The following four functions can be scheduled to happen at regular intervals:

Panel Time & Date Update

Upload the time and date to every direct connected (hardwired) panel.

Backup Reminder

Send a pop-up message to remind you to back up your WIN-PAK database and history files.

Auto Dial-Up

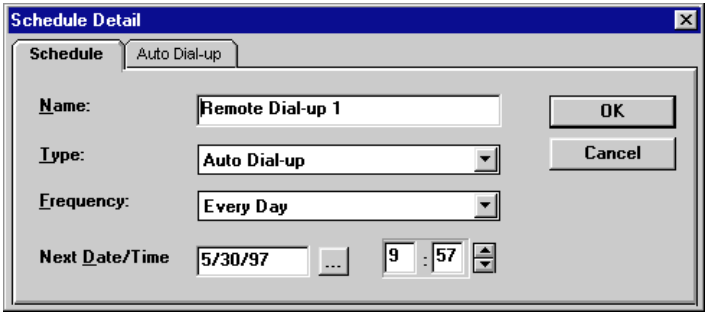
Contact each dial-up panel and send command files, unbuffer panels or upload time and date.

Card Activation & Deactivation

Check activation and deactivation dates for cards and update the card status accordingly. The *Card Activation & Deactivation by Scheduler* option must be enabled in WIN-PAK Setup and cards must be assigned activation and deactivation dates.

For remote panels, the cards are sent and stored in a temporary file. When a panel is on-line, either through auto-dialup from the scheduler or manual dial-up, the commands in the temporary file are sent, updating the cards if *Send Commands* is checked.

Open the Schedules Database by selecting Schedules... from the Database menu. Add a scheduled function by filling out the fields as described below.



Windows 95 and 98 supports Daylight Savings Time changes. Set **Time & Date Update** to occur one minute after Windows changes the time and date. Then reset **Frequency** and **Time** to your normal requirements until the next DLST time change.

Name

Type a name for the Schedule in the text entry box.

Type

From the list, select the type of scheduled event that you want to define. You can select from *Panel Time & Date Update*, *Backup Reminder*, *Auto Dial-up*, or *Card Activation & Deactivation*.

Frequency

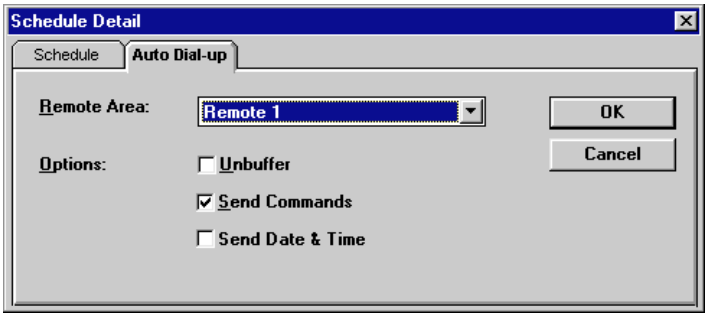
From this list, select how often the scheduled event should take place. You can select *Once*, *Every Hour*, *Every Day*, *Every Week*, *Every Two Weeks*, *Every Month*, or *Never*.

Next Date/Time

Enter the next date and time that the event should take place. The ellipses button opens up a month dialog. Navigate to the month that you want to start the event and select the appropriate date.

Use the time text entry boxes to enter the time that you want the event to happen. The first box is hours (in 24 hour format) and the second box is minutes. Use the arrow keys to increment/decrement the numbers by 1.

If *Auto Dial-Up* is selected, the *Auto Dial-Up* tab is available. Click this tab to bring up the *Auto Dial-Up* screen.



Remote Area

From the list, select the area that you want to dial. This list contains all defined Remote sites.

Unbuffer Option

Unbuffers all panel transactions from the remote site with the defined schedule.

Send Commands Option

Send the stored card commands to the remote panels; these commands include card additions and deletions, and cards that have been activated or de-activated from the Scheduler Database.

Send Date & Time Option

Sends the computer's date and time to the remote panels.

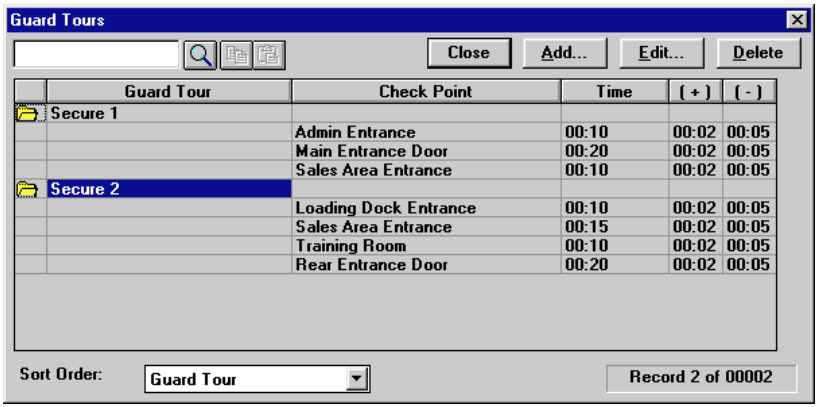
Click **OK** to save the changes or **Cancel** to quit without saving the schedule.

The Guard Tours Database

The WIN-PAK Guard Tours database defines tours that a guard can patrol to help secure a facility. Defined tours allow the guard a certain amount of time to present a card to each reader on his route. Early or late arrivals produce an alarm message in WIN-PAK.

Both card readers and input points can be checkpoints in a tour. However, the first checkpoint in the tour must be a card reader. Invalid cards (card not found) can be used to satisfy checkpoints, except for first stop in tour.

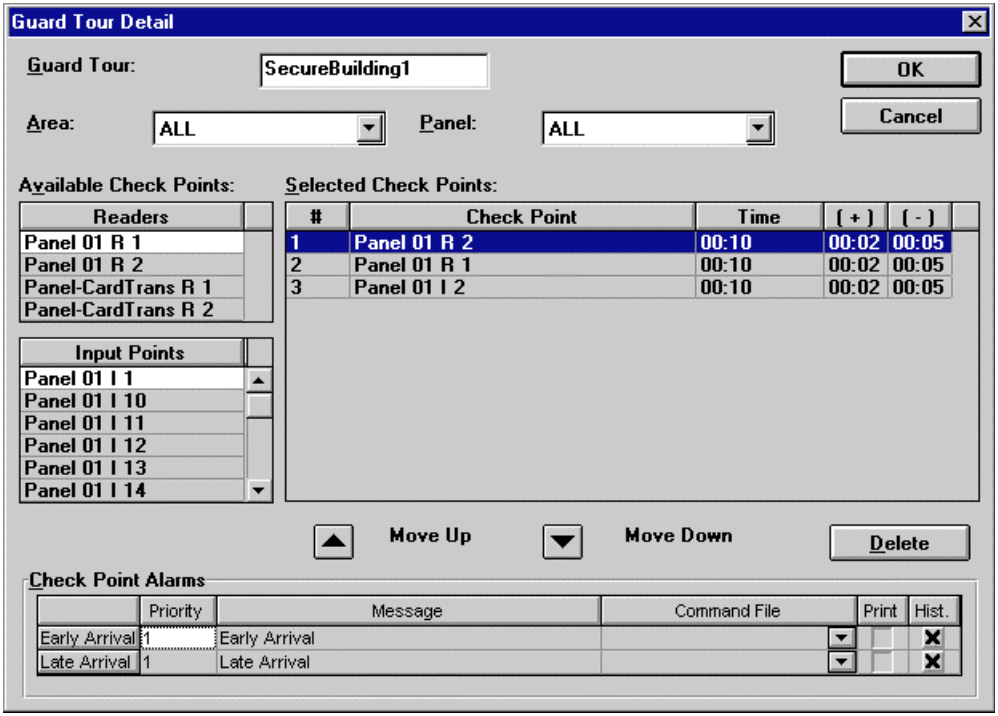
To open the Guard Tour database, select Guard Tours... from the Database menu.



The Guard Tours Data List shows each guard tour represented by a folder. Click a folder to open it and display detailed information on the tour. The detailed information shows the check point readers in sequence, with the time allowed to get from one check point to the next. Tolerances for early and late arrival are also given.

Under the Data List is the sort order of the list. Click the drop-down list button, to change the sort order. This database allows you to sort by the order in which the records were entered (None) or alphabetically by name (Guard Tour).

When sorted by Guard Tour, search by entering the name in the search box and clicking the Search button ( ).



Adding or Editing a Guard Tour

Click **Add...** to enter a new guard tour or **Edit...** to modify the currently selected guard tour. This opens the Guard Tour Detail window.

Guard Tour

Enter the name of the guard tour in the text entry box. The name can be a descriptive name containing up to twenty characters with any combination of letters, numbers, or spaces.

Area

Click the **Area** drop-down arrow and select the loop you want to include in the Guard Tour. Or select ALL to make all readers and input points available.

Panel

Click the **Panel** drop-down arrow and select the panel that has the readers and input points that you want to include in the Guard Tour. Or select ALL to make all readers and input points available.

Available Check Points

Notice that both readers and input points are available for selection as checkpoints.

Readers
Double click on each reader you want to include in the tour. It is added to the list of Selected Check Points. The order can be changed after the points are selected.

Input Points
Double click on each input point you want to include in the tour. It is added to the list of Selected Check Points. The order can be changed after the points are selected.

Selected Check Points

This is the list of readers and input points in the guard tour. Readers and inputs may be selected from the list of Available Check Points more than once. The order of the check points can be changed by

selecting a reader or input point and using the **Move Up** and **Move Down** buttons at the bottom of the window. The **Move Up** button moves the check point further ahead in the tour, and the **Move Down** button moves it later in the tour.

To remove a check point, select it and click the **Delete** button.

Time

The Time column allows you to enter an amount of time required to reach each check point. This time is from the start of the tour for the first check point, and from check point to check point for the rest of the tour. Click the Time column for each check point and enter the duration as *hours* : *minutes*.

Typing a number less than 60 and hitting **Enter** will be registered as minutes. For a longer period of time, type the number of hours, a colon (:) and the number of minutes, and hit **Enter**.

Plus (+) and Minus (–)

For the time needed to reach each check point, a tolerance for late and early arrival can be given. Click on the check point in the (+) column and enter the amount of time tolerated for late arrival as *hours* : *minutes*. Click on the check point in the (–) column and enter the amount of time tolerated for early arrival as *hours* : *minutes*.

#	Check Point	Time	(+)	(-)
1	Loading Dock Entrance	00:10	00:02	00:05
2	Sales Area Entrance	00:15	00:02	00:05
3	Training Room	00:10	00:02	00:05
4	Rear Entrance Door	00:20	00:02	00:05

In this screen, the guard has 5 (10-5) to 12 (10+2) minutes from the start of the guard tour to reach the reader at the Loading Dock Entrance. The guard then has 10 (15-5) to 17 (15+2) minutes to reach the reader at the Sales Area Entrance.

Guard Tour Alarms

There are only two possible alarms, *early arrival* or *late arrival*. If a card is not presented at the appropriate reader or the specified input point doesn't change to alarm state within the allotted time, an alarm is generated indicating a missed check-in.

If a card is presented to the appropriate reader too soon or the specific point changes state too soon, a different alarm is generated indicating an early arrival.

Both of these alarms can be assigned a priority, a message, and a command file as well as be included in log printing and history reports.

Priority

The alarm can be assigned a priority from 1 to 99. The Current View in Alarm Monitor allows you to view alarms by an assigned priority. The higher the priority (lower number) the closer the alarm is to the top of the list.

Click in the Priority box next to the alarm that you want to prioritize and type in a number. A priority 1 is a very high priority item and 99 is a very low priority item.

Message

A message of up to 80 characters can be defined for each alarm. This message appears in the Alarm Info screen for the alarm. Click in the Message box and type in the message.

Command File

To associate a command file with an alarm, select the desired file from the drop-down list next to the alarm. This file is sent to the panel, either when the alarm is received or on acknowledgment, depending on which System Setup options you selected.

Print

Enable this option for each alarm that you want printed to the alarm log printer. An "x" shows that it is enabled.

Hist.

Enable this option for each alarm that you want kept in the WIN-PAK history files. This keeps a log of the alarm's occurrences and can be used to generate reports. An "x" shows that it is enabled.

Deleting a Guard Tour

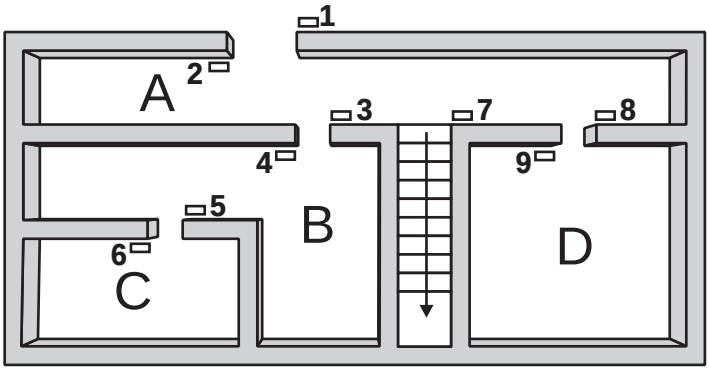
Select the guard tour that you want to delete with the mouse and click the **Delete** button. If you are sure you want to delete the guard tour, click **OK** when the confirmation box asks you.

You cannot delete a tour that is currently running.

The Tracking Areas Database

Tracking Areas are sections of a facility that are defined by the readers that allow access to the area. Unlike Areas that we defined in the Areas Database, Tracking Areas are not related to the loops that carry communication through an access control system. They are, rather, defined by a system administrator to logically determine the sections of a facility, and are an integral part of a WIN-PAK function called mustering. Mustering allows the operator to view the cards that have entered into these defined areas. This is particularly useful for tracking individuals in emergency situations.

Tracking Areas can also be used as a list or grouping of readers to restrict reporting information (as in “History, Cards” and Attendance Reports).



In this diagram, A, B, C, and D are Tracking Areas. If each area is distinct and not nested, (a concept described later in this chapter), then the area is defined by the readers that a card must be presented at to gain access to the area. Readers 1, 4, and 9 allow access to Tracking Area A. Readers 3 and 6 allow access to Tracking Area B. Reader 5 allows access to Tracking Area C and Reader 8 allows access to Tracking Area D.

Muster System Precautions

When designing a muster system for use with WIN-PAK, it is important to keep the following precautions in mind:

1. Use a separate dropline (COM port) to isolate the muster readers from the tracking units. A special line should be run to provide a unique data path that will still be intact should the wiring from the main facility get damaged.

2. A cold restart of the access control panel could occur from a serious surge on the power or communication lines. This can cause corruption of the panel's database and time functions. Version 8.01.10 and higher firmware address the time problem by generating a system alarm 99 (Panel Database, System Alarms, Panel Reset Alarm) when the panel experiences a cold restart. WIN-PAK will then send the current Time and Date to the panel within 60 seconds of receiving this alarm. The default time and date after a cold restart is January 1st, Monday at 12:00 am. You will be able to see this time stamp on activities in the History view. Panel Time is critical to the proper operation of the Muster function as the most recent event is used to determine the Tracking/Muster status of a Card holder. If a card is presented to the Muster reader and the time and date stamp is earlier than from another reader location, there will not be a change of status to the Muster (safe) location.

3. In the event that the card database is lost or corrupted at the muster reader, WIN-PAK will recognize all reader types (Not Found, Time Zone, Normal, Trace, Pin Violation, and Expired) as "valid" muster reads (provided that the time is later than the previous card read as described above). This

function will prevent the need to reload the cards to a muster panel during a muster event. Only Valid and Trace card reads will count at a Tracking reader.

4. The communication loops should be RS-485. WIN-PAK should have corresponding Areas defined as RS-485 with ACK-NAK enabled. If using N-485-API-2s, they must be powered by a battery backed up power supply (not required for N-1000-III or N-1000-IV where the 485 is built into the control panel and is already using the battery backup of the control panel).

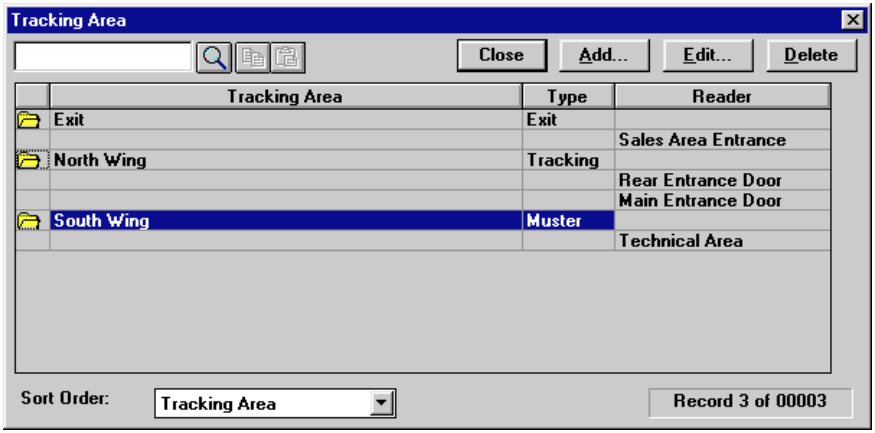
5. An UPS or other backup power source should power the WIN-PAK computer, N-485-PCI-2 and other associated communication devices. Installation of the equipment should be in a location that is considered "safe" from known hazards.

6. The muster system should be on-line (not buffered) to ensure timely and complete information. Regular checks to insure that the muster system is functioning properly should be performed as part of the security routine and should be rigorously enforced.

7. As mentioned above, it is critical that the time and date be correct on card reads at the Muster readers. If the time and/or date are earlier than that of other reads in the system they will be ignored. For this reason, regular checks should be made to see that all panels are maintaining the correct time and date. The checklist for actions to be performed at the computer during the time of the muster should include several checks to be sure that the muster reads are coming in from the panel with the correct time and date. If it is observed that they are not, officials should order the swiping of cards stopped, and the time and date should be sent to the panel. A quick test should then be run and all people who might have swiped their card during

a time when the time and/or date were incorrect should be directed to repeat their swipe. Multiple swiping of the same card at the Muster reader will not adversely affect the result of the Muster as the most recent time/date stamp is the one that is "displayed" in the Muster section. This procedure should be practiced regularly, so personnel have a clear familiarity with it. The Scheduler should also be programmed to update time and date at least once a day.

The Tracking Areas Database can be accessed by selecting the Tracking Areas... option from the Database menu. This will open the Tracking Areas Data List.



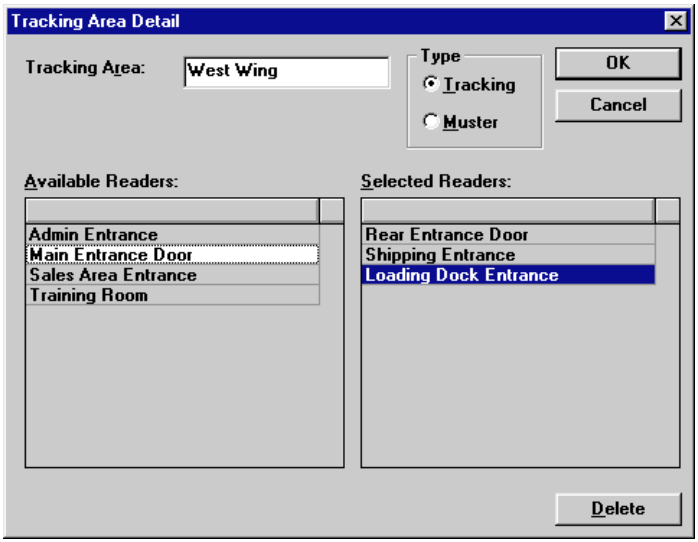
The Data List contains the names of all defined tracking areas and their type. Clicking on a tracking area folder will show the readers that define it.

Under the Data List you will see the sorting order of the list. By clicking the drop-down list button, you can select how you want to sort the tracking areas for viewing. This database allows you to sort by the order in which the records were entered (None) or alphabetically by name.

When sorted by Tracking Area, an area can be searched for by entering the name in the search box and clicking the Search button ( ).

Adding or Editing a Tracking Area

Click **Add...** to enter a new tracking area or **Edit...** to modify the currently selected tracking area. This will bring up the Tracking Area Detail window.



Tracking Area

Enter a name for the tracking area in the space provided. It can consist of twenty characters including letters, numbers, and spaces.

Type

Areas that can be set up fall under one of three categories: Exit Areas, Tracking Areas, and Muster Areas. Below are a description of each.

Exit Area

When you first view the Tracking Areas Data List you will notice a predefined area called EXIT. It is defined by a reader or group of readers that are used to remove card read records from the tracking and muster areas. The perception of this "area" is that when a person presents a card at one of these readers, they have left the areas of concern (e.g., they have gone home, or to another facility). They will no longer be tracked in reference to a possible muster call. This option can be edited to add or remove readers, but the area itself cannot be deleted.

The Exit area is also used in the Attendance Report to indicate an end to a calculation.

Tracking Area

A *tracking area* is an area containing readers at which presented cards are tracked in case of a muster call. The first time a person presents a card at one of these readers, the read event for that particular card is recorded and may be viewed in the "Non-Muster Card Transactions" screen. Each time that same card is presented at one of the readers in that area, the previous record for that card is replaced by the new record. The screen will display the most recent records of card reads from an individual area or from all areas at one time. Reports can be generated in the same manner. All reads from each card will continue to be tracked in a similar manner until the card is presented at a muster reader or an exit reader. When a card is presented at a muster reader, the record of the card is moved to the Muster Area Screen. When a card is presented at an exit area reader, it is removed from the muster system.

Tracking area definitions can also be used in Card/History Reports and Attendance Reports.

Muster Area

Like tracking areas, *muster areas* are also logical areas, not defined by the hardwiring of the system. They contain readers that will **only** be used by card users if there is a call for muster (in the event of a disaster, for example). Several different muster areas can be created. The Muster Area Card Transaction screen will display card read events. A report can be run on cards presented in an individual muster area or at all muster areas. In normal conditions there will be no transactions being recorded in the Muster Area Card Transaction screen. It will only be used if there is a muster call (usually in an emergency).

Defining Readers

Available Readers

Along the left of the Tracking Areas Detail Window are all readers that are available to define the area. Click on a reader to move it to the Selected Readers List.

Readers selected for a muster area will not be available for any other muster area or a tracking area. Readers selected for a tracking area will be available for other tracking areas, but will NOT be available for a muster area.

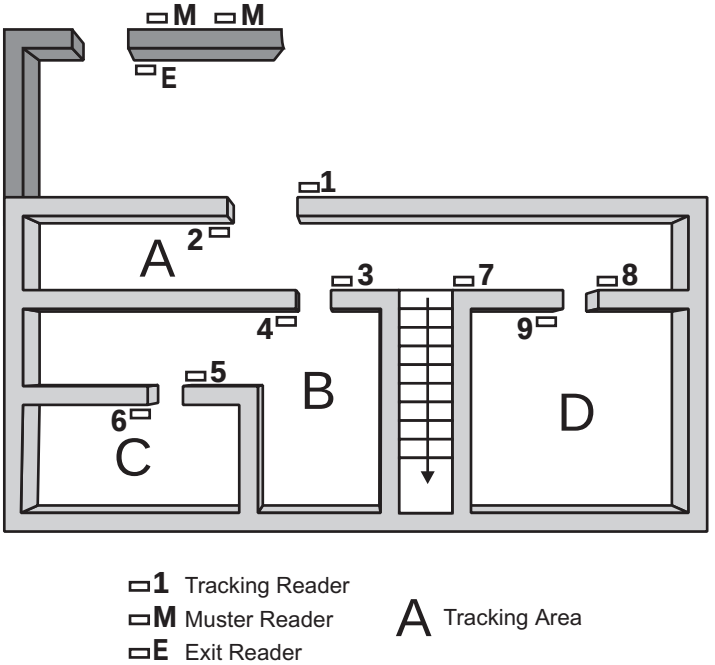
Selected Readers

As readers are clicked on from the Available Readers list, they are moved to this list. These are the readers that define the area. To remove readers from this list, select them and click the **Delete** button.

Click **OK** to save your changes to the Tracking Area or **Cancel** to exit the Tracking Areas Detail screen without saving your changes.

Nesting Areas

The concept of *nesting* is not unique to the muster system, but does take on considerable significance when planning areas for disaster management, and can change the way muster reports will be run. When an area is considered "nested" in another area, its readers are also part of that other area. For example, note the diagram below.



The **first** general principle of nesting is that readers used to enter an area or move about within the area should be listed under the tracking area in the Tracking Areas Database. If we focus on the B and C areas shown above, we can consider those areas in two ways.

Not Nested

If they are not nested, then Readers 3 and 6 would be listed for Area B in the database because those are the readers that a card

would be presented at to allow access to Area B. Reader 5 would be listed for Area C.

Nested

If we consider these same areas to be nested, we would consider anyone who is in Area C as ALSO in Area B. In that case, we list Readers 3, 5, and 6 under Area B and Reader 5 again under Area C. There can be many levels of "nesting". There could be another room inside of Area C, which would be Nested under both B and C.

The diagram would have the following Tracking Area definitions when nesting:

Tracking Area A Readers 1, 3, 4, 5, 6, 8, 9
(Presenting at any of these readers shows the person in Tracking Area A. Readers 2 and 7 both leave Tracking Area A.)

Tracking Area B Readers 3, 5, 6
(reader 4 leaves Tracking Area B)

Tracking Area C Reader 5
(reader 6 leaves Tracking Area C)

Tracking Area D Reader 8
(reader 9 leaves Tracking Area D)

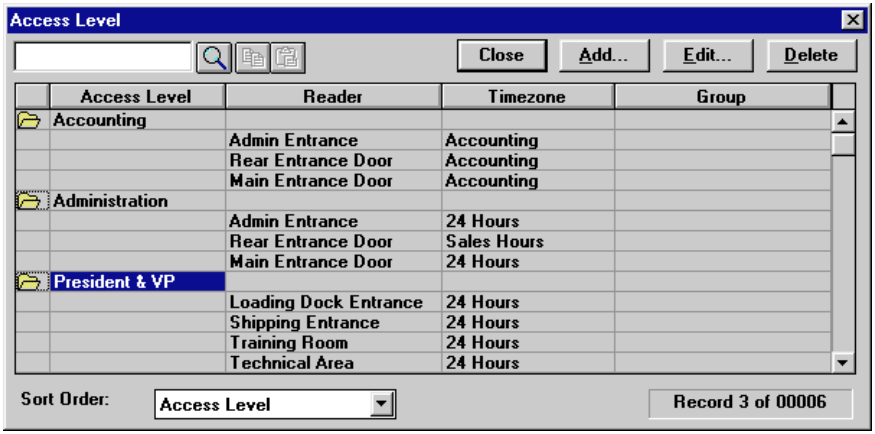
Reader E (Exit Reader)
Reader E causes the cardholder information to be deleted from the non-muster or muster view screens. The card holder has exited the tracking area.

Reader M (Muster Reader)
Reader M causes card holders to appear in the muster view screen as per selected filter. It also removes card holders from the non-muster view.

The Access Level Database

Access Levels determine where and when a user's card is valid in the system. An access level represents the readers that a card user can present cards to and the time period during which he can present to them to gain access. When a card is defined in the card database, it is assigned an access level. The ability to assign cards to a group of doors eliminates the need to program the card for every reader.

Select Access Levels... from the Database menu to open the Access Level Data List.



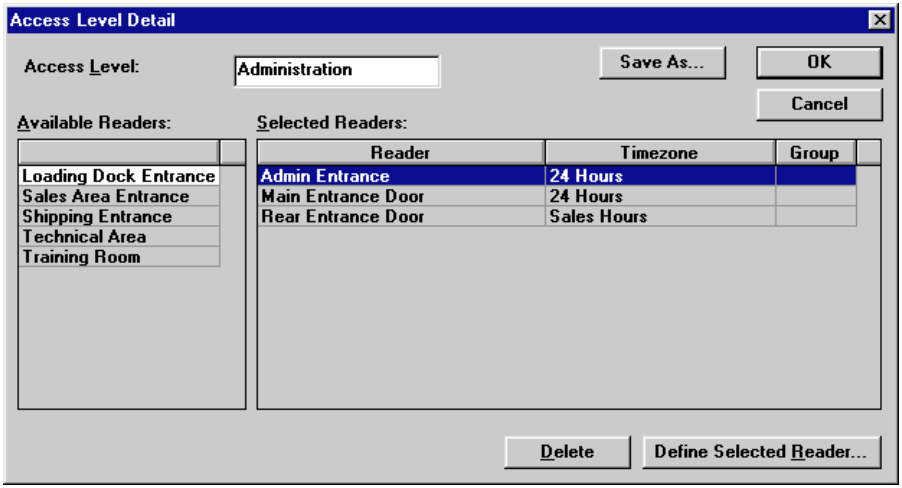
The Access Level Data List shows the Access Level records that have been defined. Click a record's folder to show details of the access level including which readers and time zones are utilized, and a group name (if defined). This list is sortable by the order in which the records were entered (None) or alphabetically by Access Level Name (Access Level).

When sorted by Access Level, an access level can be searched for by entering the name in the search box and clicking the Search button ( ).

Adding or Editing an Access Level

Click **Add...** to enter a new access level or **Edit...** to modify the currently selected access level. This brings up the Access Level Detail window.

When an access level has been changed, the affected panel should be re-initialized or the cards manually updated.

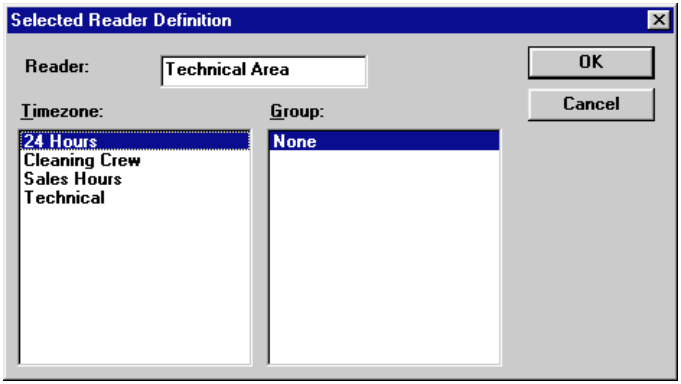


Access Level

Type in a name for the access level. Use up to 20 characters including letters, numbers, and spaces.

Available Readers

All of the readers made *active* in the Panel Database appear in this list. To include the reader in your access level definition, select it from this list. A Selected Reader Definition box appears.



The reader name appears at the top of this box. All time zones defined for this reader's panel are listed under Timezone on the left. All groups defined for this panel are listed under Group on the right.

Timezone

Select the timezone during which a person with this access level is to have access though this reader.

When the Split Timezones option is enabled for panels with version 8.xx or higher firmware, you are prompted for a time zone for each selected reader.

On older version firmware, the time zone defaults to the same as the previously selected reader for that panel.

Group

Select the output group that a person with this access level is to be able to activate. The LAST SELECTED group for a reader on the same panel overwrites the other groups – there cannot be split groups on the same panel.

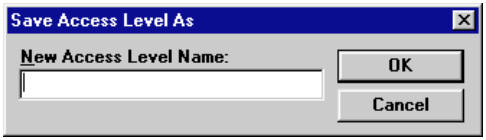
Click **OK** to save or **Cancel** to return to the Access Level Detail without saving.

The Reader, Timezone, and Group are now a part of the Selected Readers list. To remove a reader from the list, select it and click **Delete**. To change its time zone or group, click on **Define Selected Reader**.

Free Egress ("E" option) determines how the panel responds to the group. See your panel documentation for more information.

Save As...

Clicking the **Save As...** button allows you to save the current Access Level under a different name. This allows you to create new Access Levels based on existing ones with similar attributes.



New Access Level Name

Type in a name for the new access level (up to 20 characters).

Click **OK** to save the new access level or **Cancel** to return to the Access Level Detail without saving.

Deleting an Access Level

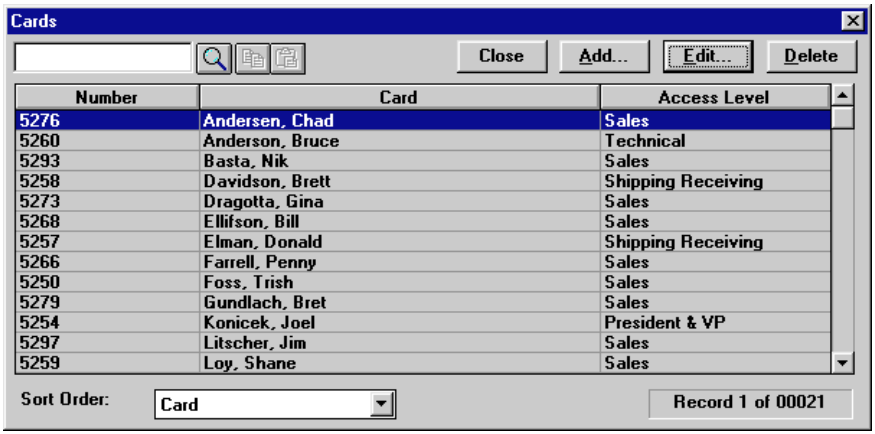
Select the access level to be deleted and click the **Delete** button. If you are sure you want to delete the access level, click **OK** in the confirmation dialog box.

An Access Level may not be deleted if it is already assigned to cards.

The record continues to appear in the data list although it is unavailable. New records cannot use its name until the database is packed (see Chapter 7).

The Card Database

The card database contains information on all cards/card users in the system. Selecting Cards... from the Database menu opens the Card Database.



The Card Database shows the user name and card number of the cards which have been defined. The list also has a column of information dedicated to the index that the cards are sorted by. For example, if cards are sorted by activation date, the last column on the list is activation date.

The Card Database has the largest number of sorting options. Cards can be sorted by the order in which they were entered (None), by card number (Number), by name (Card), by access level (the order in which the access levels were entered), by activation/deactivation dates, or by any of the 25 user-defined note fields. See System Setup for information on defining note fields.

To Find a Card

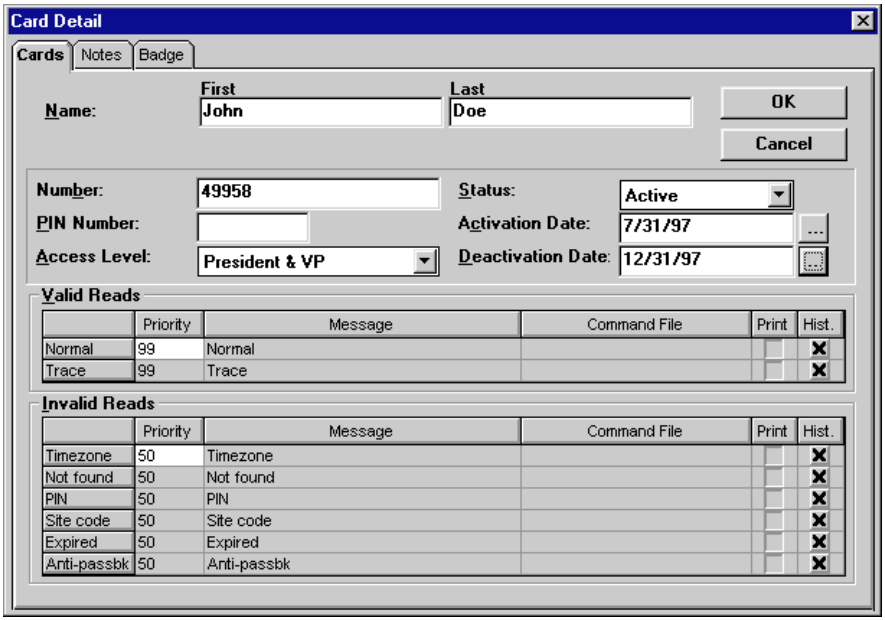
1. Selecting the desired field in the Sort Order list.
2. Type the criteria in the Search box
3. Click the Search button ( ).

Adding or Editing a Card

Click **Add...** to enter a new card or **Edit...** to modify the currently selected card. This opens the Card Detail window. This window contains three screens. The first screen contains general card information, the second contains notes, and the third contains badge information. Clicking **OK** from any screen closes the current card and saves your changes. Use the tabs to move from one screen to another and only click **OK** when you are finished.

Cards Screen

The Cards Screen contains basic information on the card and cardholder including name, card number, access level, status, and read information.



Name

Type in the first name of the card holder in the *First* text entry space and the last name of the card holder in the *Last* text entry space. Both first and last names can be up to 20 characters long.

Number

Type in the card number from the access control card. If your system uses keypads only (no cards), enter the keypad number.

If you selected 5 digit cards in the Setup Options/Card Screen, then the numbers allowed are 1 – 65534. If it is set to 12 digits, then the numbers allowed are 1 – 999,999,999,999.

Status

Select a status for the card from the Status drop-down list. The card must have one of four statuses: *Active, Trace, Inactive,* or *Lost*

or Stolen. When *Active* or *Trace* is selected, access is allowed as per the access level. A card with *Trace* status returns a *Trace* condition when presented. When *Inactive* or *Lost/Stolen* is selected, the card is no longer valid at any reader in the system.

PIN Number

This field is used if card users are required to enter a PIN number with their card. For a 5 digit system, this can be any 5 digit number between 1 and 65534. **If the system is keypad only, the number MUST be entered into the Number field above, and can then be treated as a 12 digit number.**

Access Level

Select an access level from the **Access Level** drop-down list. This list consists of access levels previously defined in the Access Level Database. See Access Level Database for more information.

Limited Use Options

Card access can be limited in one of three ways: activation/deactivation by use of the Scheduler, an expiration date, or by a limited number of uses. The field(s) visible for this option in the Card database depend on the method selected in setting up WIN-PAK. See Chapter 2 for an explanation of each option and instructions on selecting one.

The Expiration Date and Limited Use options are only available if enabled in the Setup Options. See Setup for more details.

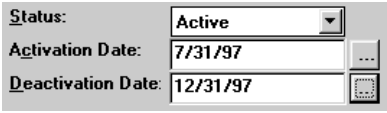
Activation & Deactivation Date:

Select *Active* in the Status field.

Use the ellipses buttons to set an Activation date and a Deactivation date. The ellipses button will bring up a month

calendar. Use the arrow keys to navigate to the month you want and then select the date. After selecting both an Activation and Deactivation Date, the result should appear as below.

Leaving the activation date blank will upload the card to the panels in the card's access level.



Use the Schedules database to check for these dates at specified times. When a Card Activation & Deactivation scheduled event is performed, cards with an Activation date prior to the event will be sent to the panels. Cards with a Deactivation date prior to the event will be deleted from the panels and their status will be made "Inactive" in the card database.

Expiration Date:

This field is used to define an expiration date that limits the period of time that a card can gain access. This date can be up to 254 days from the date that this information is sent to the panels.

Enter the expiration date of the card by clicking the ellipses (...). A month calendar appears showing the current month or the month of the expiration date, if previously defined.

The computer does not have to be on-line to expire an existing valid card. The expiration of the card is done at the panel level.

Use the backward and forward arrows to change the calendar one month at a time. After navigating to the month of expiration, select the exact date of expiration. The card cannot gain access after this date. Click **OK** to save the date or **Cancel** to return to Card Detail without saving the date.

Leave this blank if no expiration date is required. Click **Cancel** to remove a date.

Limited Use

This field is used to define the number of times that a card can gain access.

Enter the number of uses for which the card is valid by clicking the arrows. The maximum is 254. After the number of uses has passed, the card will be invalid.

The Limited Use value decreases as the card is used.

Valid and Invalid Reads

The Valid and Invalid Read sections are used to define how particular card read conditions are interpreted and acted upon.

For each type of read status there is the option of assigning a priority, message, and command file. Each type of read status can also be set to print to an event-logging printer and included in history for reporting purposes.

Valid Reads

	Priority	Message	Command File	Print	Hist.
Normal	99	Normal			✘
Trace	99	Trace			✘

Invalid Reads

	Priority	Message	Command File	Print	Hist.
Timezone	50	Timezone			✘
Not found	50	Not found			✘
PIN	50	PIN			✘
Site code	50	Site code			✘
Expired	50	Expired			✘
Anti-passbk	50	Anti-passbk			✘

Valid Reads

When a card is presented and allowed access because it is assigned the proper access level, a valid read is generated. This usually returns a *normal* condition to WIN-PAK. The exception is if the card is given a *Trace* status in the Card Database – it then returns a *trace* condition when presented.

Invalid Reads

When a card is presented, but not allowed access, an invalid read is generated. This may be for a variety of reasons, each of which can be assigned a different set of options:

A *Timezone* condition is sent when the card was presented at a reader outside the time permitted by its access level.

A *Not found* condition is sent when the panel does not recognize the card number (possibly a card that is not in the panel).

A *PIN* condition is sent when an incorrect PIN number is entered at readers where PIN entry is required.

A *Site code* condition is sent when a card with an incorrect site code is presented.

An *Expired* condition is sent when a card is presented after its expiration date or after the allotted number of uses (as defined in the Card Database and System Setup).

An *Anti-passback* condition is sent when an anti-passback violation has occurred in panels with this option enabled.

Both Valid and Invalid reads can be assigned the following options:

Priority

The condition can be assigned a priority from 1 to 99. The Current View in Alarm Monitor allows you to view alarms that require acknowledgment by an assigned priority. High priority items appear at the top of the list while lower priority items appear lower in the list.

Click in the priority box next to the status that you want to prioritize and type in a number; 1 is the highest priority and 99 is the lowest priority.

A similar arrangement can be found in the Readers Screen of the Panel Database where the action is based on the card read status itself. The read status or card with the highest priority dictates what is displayed in the current view. If command files or action messages are attached to both the reader and the card, both are displayed in the Alarm Info screen or both command files are sent.

Message

To associate a descriptive message with a status, type a message (up to 80 characters) in the message box next to the status. This message is sent to the Alarm Info Screen so that the operator knows what the invalid reads mean.

Command File

A command file can be associated with each status. To associate a command file with a status, select the desired file from the drop-down list next to the status. This file is sent to the panel, either when this status is received or on acknowledgment, depending on which System Setup options you selected.

Print

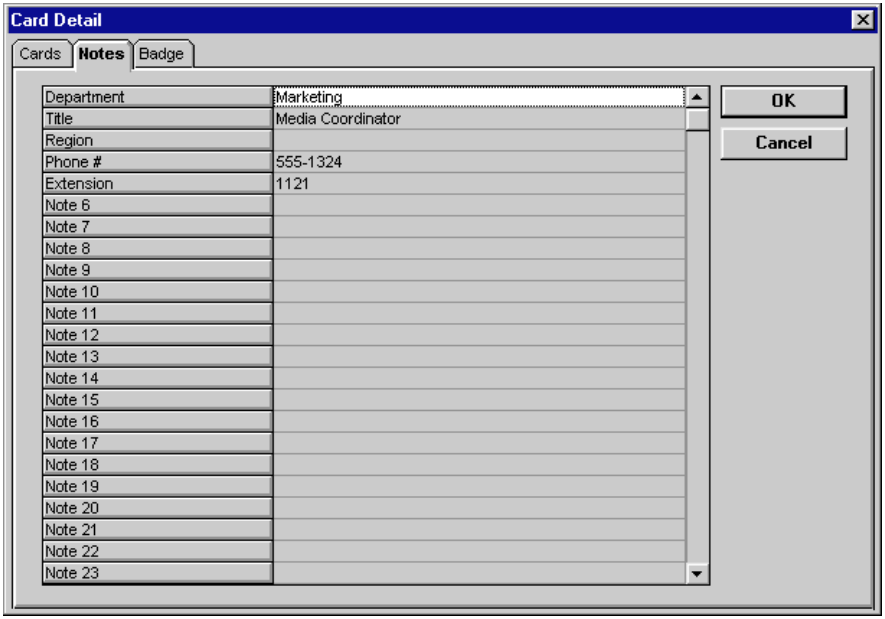
Enable this option for every status that is to be printed to the log activity printer.

Hist.

Enable this option for every status to be kept in the WIN-PAK history files. This keeps a log of the status's use and can be used to generate reports.

Notes Screen

Click the Notes tab to open the Notes Screen. User-defined information on the card user is entered here.



This screen contains a list of 25 note fields. The names of the fields are on the left. They contain descriptive names if they have been defined in the Note Fields... section under the Setup menu. Otherwise they are labeled Note 1, Note 2, etc.

To enter a note, enter information in the box next to the field to be defined. Use up to 25 characters including letters, numbers, and spaces. To save the note you must either hit **Enter** or click on another note before clicking **OK** or moving to another screen.

Shift-F2 allows you to edit an existing field.

Badge Screen

Click the Badge tab to open the Badge Screen for managing the badging component of WIN-PAK.

If a photo has been taken for the card user, it appears in the Image box. Photos can be incorporated into badges in several ways. One way is to capture a photo from a source connected to your PC. This may involve using a video camera with a video capture card or a TWAIN device such as a digital camera or scanner. The steps below outline the different methods available for capturing a badge photo in WIN-PAK.

Capturing a Photo with Video Camera and Video Capture Board

The following steps demonstrate how to capture an image with a video camera and video capture board. They assume that all equipment has been connected and configured to work with your computer.

A program called WinImage starts when you click Photo. This program is dynamically linked to WIN-PAK for capturing photos. It closes automatically when the Card Database is closed.

---

1. Click **Photo**.
2. If you have a video capture board installed, a window appears with live action from your camera. Use this image to properly frame your photograph.

The dialog box used for capturing the photograph changes, depending upon the video capture board selected during WIN-PAK setup. Three elements, Freeze/Unfreeze, Primary/Secondary, and Compression are consistent with all capture boards. Options that may differ for each board are covered in the Video Capture Boards section that follows. First, the Freeze/Unfreeze, Primary/Secondary, and Compression elements are defined as follows:

Freeze/Unfreeze

This button toggles between "freezing" and "unfreezing" the viewed image. When the desired image is on screen, click **Freeze** to keep it on-screen. Click **Unfreeze** to switch back to the live camera view.

You can also use the space bar to toggle between Freeze and Unfreeze.

Primary/Secondary

WIN-PAK allows the capture of two photos per subject. For example, one photo taken from the front of the subject and one profile. Selection of either the Primary or Secondary radio button determines which of two photos you are capturing.

Compression

The image that is "snapped" for a record is saved to a JPEG file which uses compression technology to decrease the size of the file. If desired, use the arrow keys to adjust the compression of the saved image. The lower the number in this box, the greater the compression. However, images loose some quality in this process, so avoid over-compressing. A setting of 100 applies the least amount of compression and provides the best quality image. A setting of 30 applies the most compression, but provides a lower quality image.

Video Capture Board Types

The options available for capturing a photo depends on the system's video capture card. Following is an explanation of the options available for different hardware.

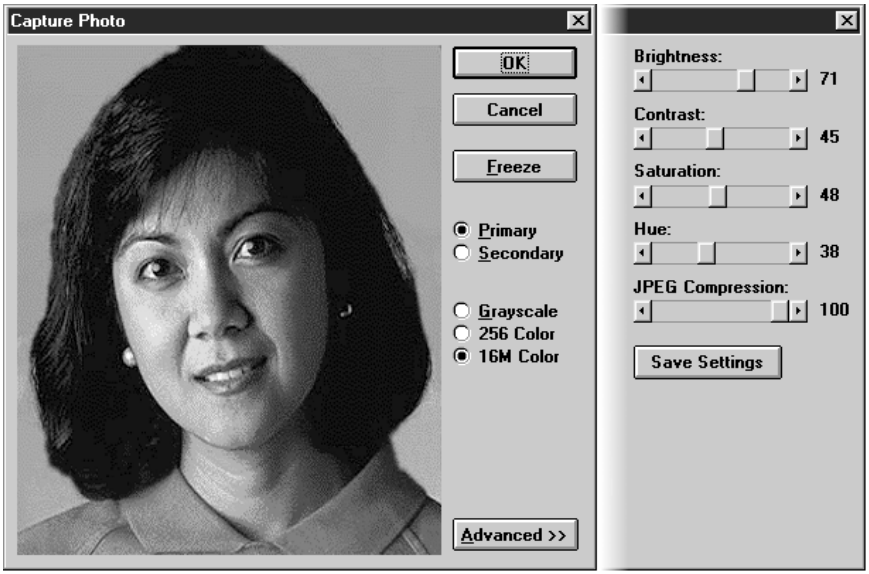
When using a Video Blaster capture board, the computer should be set to show 256 colors or less with a screen resolution of no greater than 800 x 600 pixels.

VideoBlaster

The VideoBlaster video capture card allows only the standard options of primary/secondary photo and compression as outlined above.

Computer Eyes 1024

With a Computer Eyes 1024 video capture card, clicking **Capture Image** from the Badge Screen of the Card Database opens a window with an **Advanced** button. Clicking **Advanced** expands the windows as shown:



The user is given the following choice as to how to preview the live video:

Grayscale: This option shows the video in black & white and provides the quickest and smoothest method of previewing your photo.

256 Color: This option shows the video in color, but limits the display to 256 colors. It is the second quickest method of previewing a photo, but will have a striped or blotchy effect.

16M Color: This option provides the best preview but will appear "choppy" because it takes longer to redraw the

electronic image on the screen.

When the preview is set at 16M Colors, the picture is clear enough to adjust the slides at the right of the photo to enhance its quality. The effects of these controls are described below:

Brightness

This slider lightens or darkens the entire tonal range of the photo.

Contrast

This slider expands or constricts the entire tonal range of the photo. The difference in highlights and shadows can be greatly increased or decreased.

Saturation

This slider controls the vibrancy, or amount of color, in the photo.

Hue

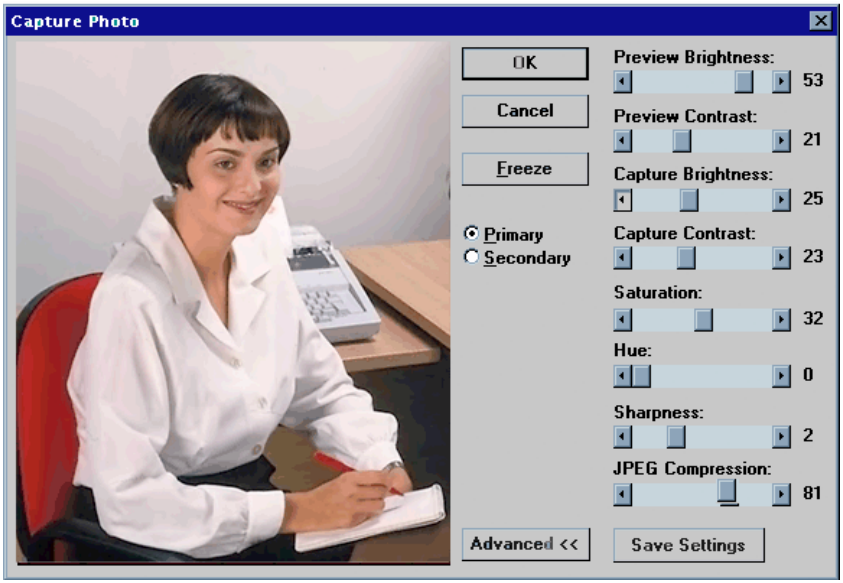
This slider controls the value of color in the photo. Adjusting this can correct photos that seem to have incorrect color.

Save Settings

This button saves the position of the sliders so that the same settings can be used for all of your badges.

Integral Technologies FlashPoint

Clicking **Capture Image** from the Badge Screen of the Card Database opens a window with an **Advanced** button. Clicking **Advanced** expands the window.



You can adjust the slides at the right of the image to enhance its quality. These controls allow different settings for previewing the video image and capturing it. The image seen in the Preview mode can be brightened electronically. When the flash is tripped, the amount of light entering the camera's iris is reduced compared to the preview, allowing the flash to provide the light saturating the subject, without over exposing the picture. (It may be necessary to adjust the FlashPoint settings. See Appendix B.)

Preview Brightness

This slider lightens or darkens the entire tonal range of the preview image.

Preview Contrast

This slider expands or constricts the entire tonal range of the preview image. The difference in highlights and shadows can be greatly increased or decreased.

Capture Brightness

This slider lightens or darkens the entire tonal range of the image when the image is captured.

Capture Contrast

This slider expands or constricts the entire tonal range of the image when the image is captured. The difference in highlights and shadows can be greatly increased or decreased.

Saturation

This slider controls the vibrancy, or amount of color, in the background image.

Hue

This slider controls the value of color in the background image. Adjusting this can correct photos that seem to have incorrect color.

Sharpen

This slider sharpens blurry images by increasing the contrast of adjacent pixels. The highest value is 7.

Compression

The captured image is saved as a JPEG file which uses a compression technology to decrease the size of the file. If desired, use the arrow keys to adjust the compression of the saved image. The lower the number in this box, the greater the compression. However, images loose some quality in this process, so avoid over-compressing. A setting of 100 applies the least amount of compression and provides the best quality image. A setting of 30 applies the most compression, but provides a lower quality image.

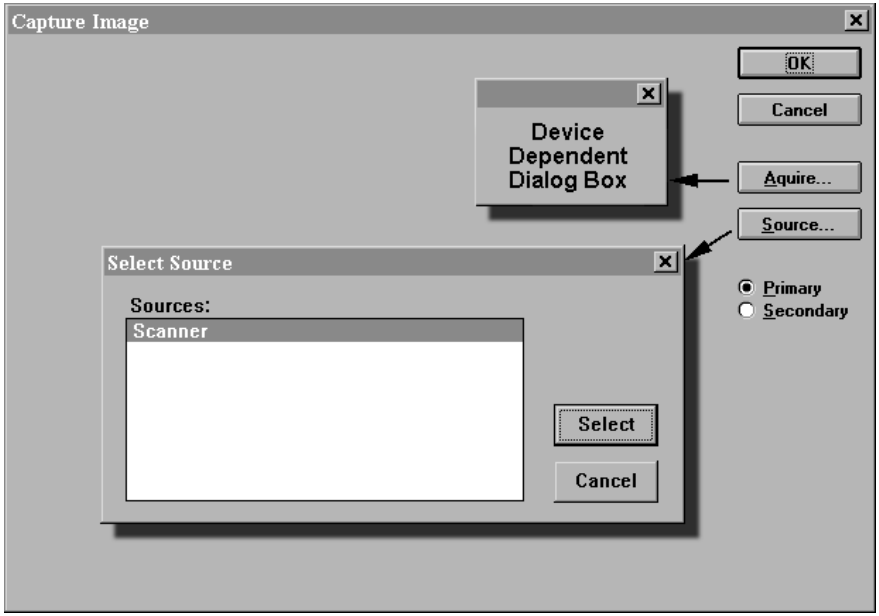
Lower compression produces a better quality image, but the image file is larger. An image compressed at 100 is approximately 80k. An image compressed at 30 is approximately 8k.

Save Settings

This button saves the position of the sliders so that you can use the same settings for all of your badges.

TWAIN Compatible Interface

If your system is equipped with a *TWAIN Compatible Interface*, you can capture photos and backdrops from other devices such as scanners. Clicking **Capture Image** from the Badge Screen of the Card Database opens a capture dialog.



The FIRST time you capture an image, click the **Source...** button. This shows the TWAIN drivers present on your computer. Choose one and click **Select**. The TWAIN interface uses this driver until you select a different one.

To capture an image, click the **Acquire** button. This opens a

device dialog box based upon the previously selected source. See your device manual for information on how to use its TWAIN interface.

The compression for a TWAIN device is set at the maximum (30). If less compression (more detail) is required, then compression can be set manually.

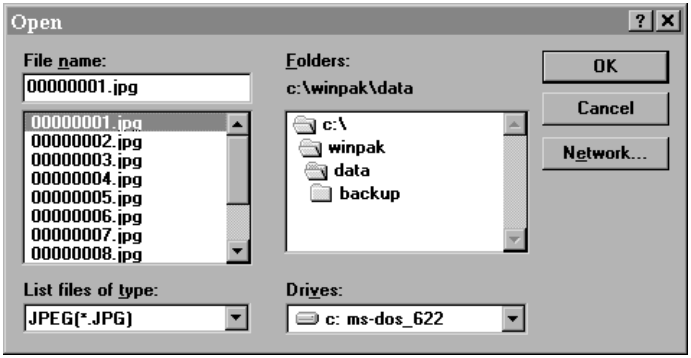
1. Close WIN-PAK
2. Open the BADGER.INI text file (see Appendix F: Database and *.ini Files).
3. Enter the following line under the [Preferences] section:
   `JPEG_Compression=`*`nnn`*

   (where *nnn* is the compression level; 100 is the least compression, while 30 is the most).

Import Photo

WIN-PAK allows you to import an image in addition to capturing an image with a video capture card. This is useful if you already have images of your personnel or if you want to retouch images that have been previously captured. To do this, take the following steps:

1. From the Badge Screen, click **Import Photo** to open the Import Photo window.
2. Click **Open…** to open a dialog box for you to browse your folders and find your image.



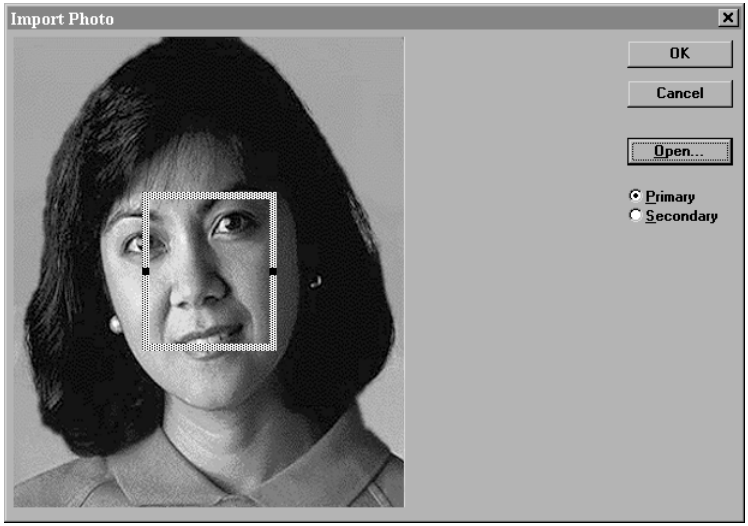
3. Select the file type you are looking for from the List files of Type drop down list. You can select from DIB (*.BMP), JPEG (*.JPG or *.JP2), PCX (*.PCX), Targa (*.TGA), and TIFF (*.TIF) files.

Infrequently, you may find a JPEG file that cannot be imported into WIN-PAK. Try opening the file in a graphics program and saving it as a *.BMP file.

---

4. Find the directory that your image is in by selecting the correct drive from the Drives drop down list and then double clicking on folders to navigate to the correct directory.

5. Your image should then be in a list under File Name. Select it and click the **OK** button to import it.



6. The picture appears with a frame in the center. Click and drag from within the frame to move it and use the handles on the sides of the frame to resize it.
7. Click the *Primary* option to use this photo in badge layouts that have a primary photo placeholder or click the *Secondary* option to use this photo in badge layouts that have a photo placeholder for a secondary picture.
8. When the frame contains what you want in the picture, click **OK**.
9. Click the appropriate **View** button to update the view of the badge with the new photo.

Capture Signature

Having a card backdrop designed with a signature block is the first step to putting a signature on a card. The second step is to actually capture the signature. This is done in WIN-PAK from the Badge Screen of the Card Database.

Only one signature can be imported per card record.

As part of the WIN-PAK installation procedure, a prompt asks you if you have a signature pad. Clicking Yes adds a line to the `BADGER.INI` file, enabling the device. If you are adding the pad after WIN-PAK has been installed, follow this procedure to enable signature capturing for your PC:

1. Close WIN-PAK.
2. Using a text editor, add the following line to the [Preferences] section of `BADGER.INI` (Located in the WINDOWS directory:

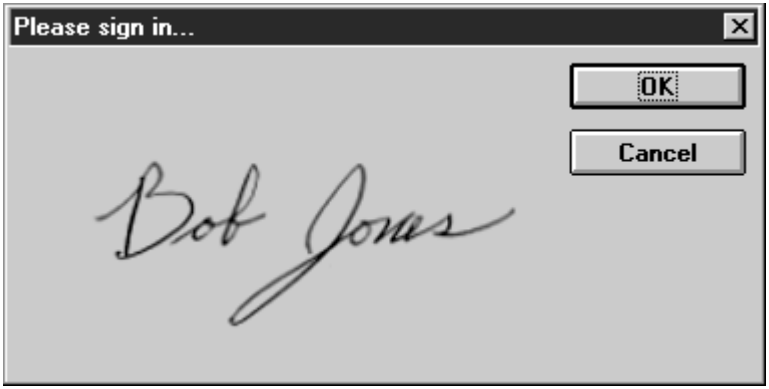
   ```
   SigPad=Penware 100
   ```

3. Open WIN-PAK

Then for each signature take the following steps:

1. In the Card Database, open the record of each person you want a signature captured. Click the **Badge** tab to open the Badge screen.
2. Click the **Signature** button.

3. The following dialog box opens and reflect all activity on the signature pad. Have the badge user sign their name on the pad. To clear off the name and start over, press the left button on the signature pad, or cancel button.

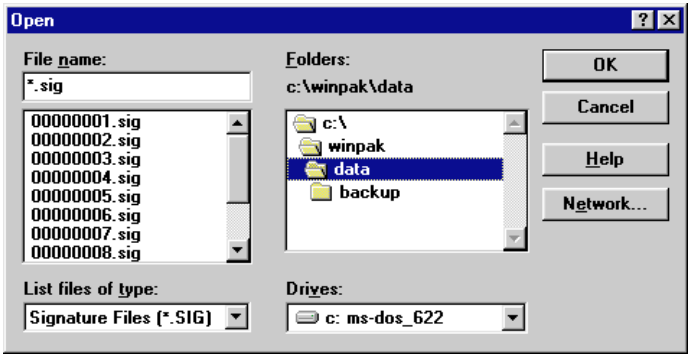


When the signature looks the way you want it, press the right button on the signature pad or OK. This saves the signature and exit to the Badge screen. The signature appears in the badge preview when you click on the **View Badge** button.

Import Signature

Signatures do not need to be captured from within WIN-PAK. They can also be captured using the WinImage capturing software, saved to a file, and imported into WIN-PAK at a later time. To import a previously captured signature, follow the steps below:

1. Click **Import Signature**. This opens a dialog box for opening a signature file.



2. Find the directory that your signature is in by selecting the correct drive from the *Drives* drop-down list and then double clicking on folders to navigate to the correct directory.

3. The signature should be in the list under File Name. The file must have an **.SIG** extension. Select it and click the **OK** button to import it.

Assigning a Badge Layout

To assign a badge layout to a card, click the Badge Layout drop-down list and select one. This list contains all the layouts defined in the Backdrops Database (see Chapter 4). To see the layout selected, click **View Badge**. This option shows the backdrop with photo, signature, and field information.

DataCard ImageCard/Fargo Options

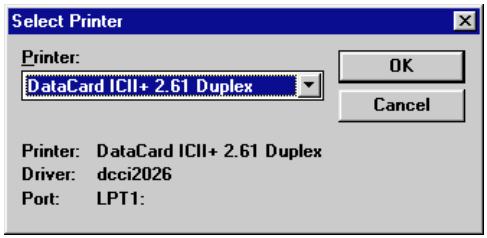
If the DataCard ImageCard or Fargo duplexing printer (prints both sides) was selected as your badge printer when installing WIN-PAK, you have the option of selecting a front and back badge layout as shown:

Click the appropriate drop-down list button to select a front and back badge layout. Click the **View Front** button to view the front design or the **View Back** button to view the back design. Enabling *Default Back Layout* makes the current back layout design the default with all defined badges.

Printing a Badge

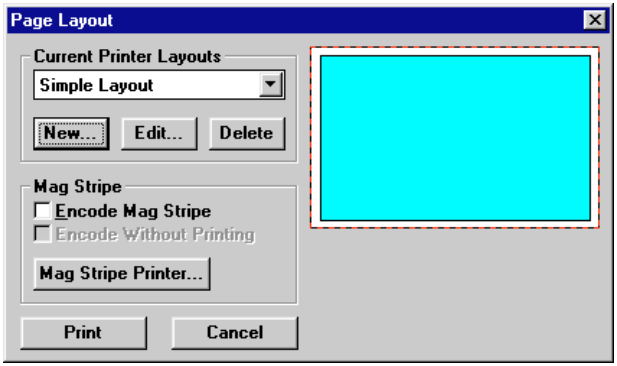
Clicking **Print** allows you to print a badge using the currently visible record. A dialog box called Print Setup opens providing you with options based on the printer drivers that are installed in Windows. *If you selected the DataCard or Fargo as your badge printer when installing WIN-PAK a different dialog box opens. See the section "Printing with a DataCard/Fargo Duplex Printer" for printing options with those printers.*

Printer Drivers are added in the Control Panel of Windows, located in the Main Group. See your Windows manual for more information.



Printer Layouts

Clicking **OK** brings up a dialog box to print the badge. A preview displays how the badge will fit on the card (or page) using the printer you selected.



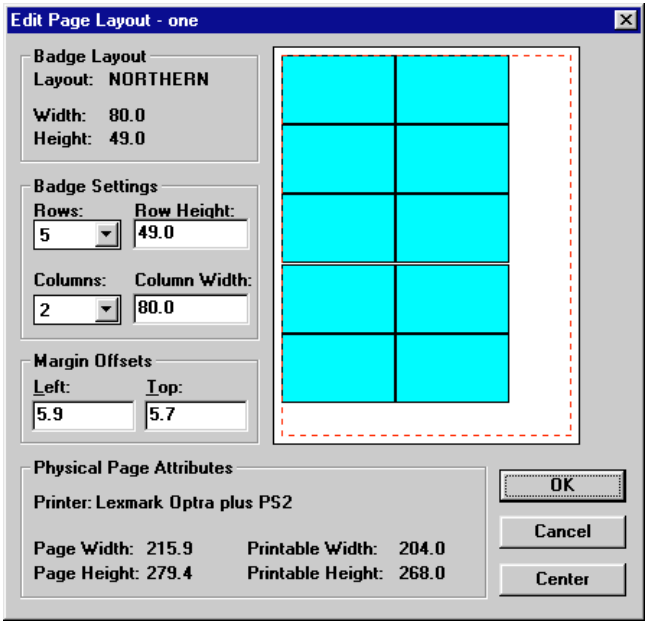
Current Printer Layouts

Although most badge printers print well with WIN-PAK's default settings, the Page Layout Dialog box allows you to define different layouts for printing badges.

Creating a New Layout

1. Click **New…**.
2. Type in a New Page Layout Name in the dialog box provided and click **OK**.
3. Click **Edit…**. An Edit Page Layout dialog box appears.

Only one layout prints per page when printing on a 8 1/2" x 11" (or larger) sheet. If you want to print more than one per sheet, you must create multiple layouts – one layout for each badge position. Then reinsert the paper to print again. Repeat until the desired amount of printing is accomplished per page.



4. Use the badge settings to determine the number of rows on a page, their height and the number of columns and their width.
5. Use the Left and Top Margin offsets to determine how far from the left and top of the page that the first badge prints. Click the Center button if you want the badge (or badge group) centered on the page.
6. Click **OK** to accept the changes or **Cancel** to return to the Page Layout dialog box.

DATABASES

Magnetic Stripe Options

If a printer with magnetic stripe printing capabilities is used, WIN-PAK can use the printer to encode the card. The following outlines the options used in this procedure.

Encode Mag Stripe

Enable this option to print a magnetic stripe on a card. You must use a printer with this capability, define a magnetic stripe in the badge layout, and use a magnetic stripe card.

Encode Without Printing

Enable this option to encode the magnetic stripe without the other elements of the badge. This option is only available if the Encode Mag Stripe option is enabled.

Mag Stripe Printer…

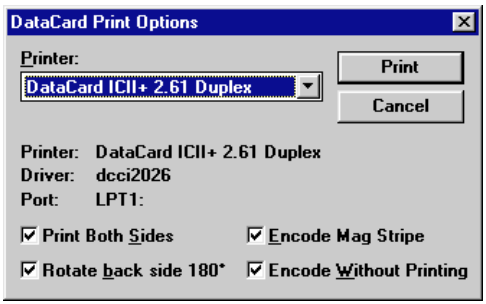
This button opens a dialog containing the names of printers that encode magnetic stripes. Select the printer you are using and click **OK**.

Click **Print** to print the card or **Cancel** to go back to the database without printing.

Printing with a DataCard/Fargo Duplex Printer

If the DataCard ImageCard II or DataCard ImageCard Express is selected during installation, a dialog box appears, allowing the operator to select options for printing. The Fargo Print Option dialog appears slightly different.

The DataCard ImageCard III uses the same options as ImageCard II.



Printer

From the drop down list, select the DataCard printer that you are using.

Print Both Sides

Enable the *Print Both Sides* option if you will be printing both a front and a back on the badge. Make sure that the badge being printed has a backdrop defined for both sides.

Verify the printer driver is setup correctly before printing.

Rotate Back Side 180°

Enable the *Rotate Back Side 180°* option if you are printing on both sides of the card and want the back side of the card to be printed upside down (180°). This option is only available if the *Print Both Sides* option has been enabled.

Encode Mag Stripe

Enable the *Encode Mag Stripe* option if you want to encode a number onto a badge with a magnetic stripe. A badge layout with a magnetic stripe code defined must be selected.

Datacard Express Magnetic Stripe Encoding

To activate this feature, select **the DataCard Imagecard Express** from the **Select Badge Printer** menu during installation.

Follow the instructions in the WIN-PAK 1.15 manual to setup Magnetic stripe encoding.

The magnetic stripe setup must be assigned to the layout used for the back side of the card when duplex (two-sided) printing.

Encode Without Printing

Enable the *Encode Without Printing* option if you want to encode a number onto a magnetic stripe badge without printing the layout. The *Encode Mag Stripe* option must be enabled to use this option.

Deleting a Card

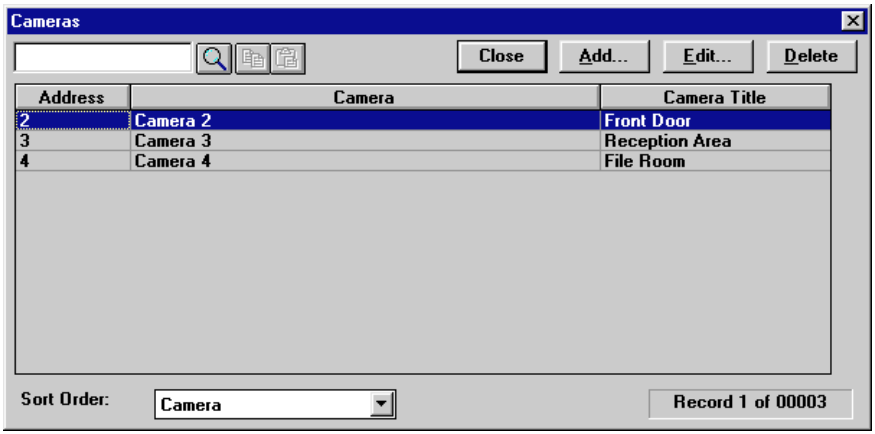
Select the card you want to delete and click the **Delete** button. If you are sure you want to delete the card, click **OK** in the confirmation dialog box.

The record continues to appear in the data list although it is unavailable. New records cannot use its key fields (i.e., name or card number) until the database is packed (see Chapter 7).

An alternative to deleting a card is to make the card status "Inactive." By making the card inactive, any future history will have a database of the person's name and other relevant information for history reporting. If the card is deleted, there will be no reportable history on that holder name.

The Camera Database

The camera database contains information on CCTV cameras in the access control system. Selecting Cameras... from the Database menu opens the Camera Database.

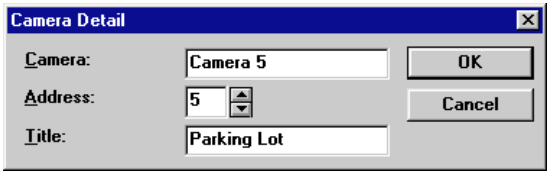


The Camera Database shows the cameras that have been defined and some basic information on each one, including the camera's descriptive name, address, and the title that appears on a monitor when using this camera. This list is sortable by the order in which they were entered (None) or alphabetically by Camera Name (Camera).

When sorted by Camera, a camera can be searched for by entering the name in the search box and clicking the Search button ( ).

Adding or Editing a Camera Record

Click **Add...** to enter a new camera or **Edit...** to modify the currently selected camera. This opens the Camera Detail window.



Camera

Enter a descriptive name for the camera of up to 20 characters including letters, numbers, and spaces.

Address

Enter a unique numerical address for the camera from 1 to 999. If you enter a duplicate address, an error message appears.

Title

Enter the text that you want to appear on the screen when looking at this camera view. The title may contain up to 20 characters.

Selected CCTV equipment must be capable of supporting titles to use the Camera Title database field. Some camera titling may not support 20 characters.

Click **OK** to save your changes or **Cancel** to return to the database without saving your changes.

To Delete a Camera Record

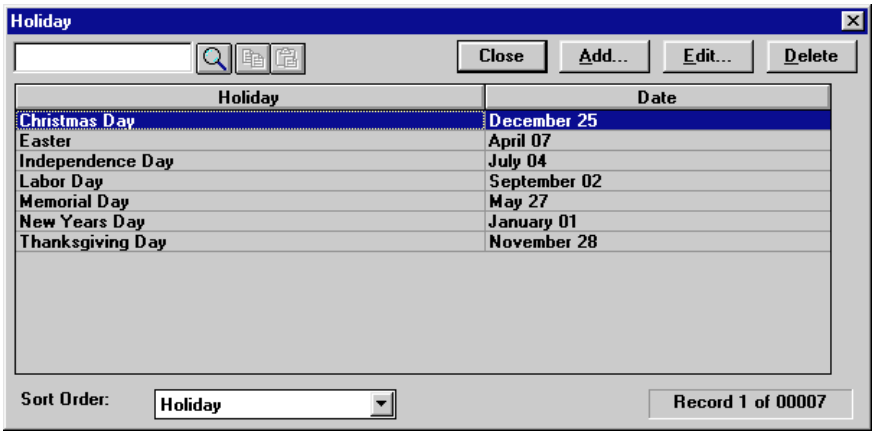
Select the camera you want to delete and click the **Delete** button. If you are sure you want to delete the camera, click **OK** when the confirmation dialog box asks you.

The record continues to appear in the data list although it is unavailable. New records cannot be able to use its key fields (i.e. name or number) until the database is packed (see Chapter 7).

The Holidays Database

The holiday database is a set of defined holidays that are considered when defining time zones. The ability to define holidays is important if they are treated differently (i.e., only certain employees have access on these days, a particular input isn't shunted, or a door is either open or closed, etc.) If "**Ho**liday" is enabled in a timezone assigned to a card, then the person is allowed access during that holiday. If "**Ho**liday" is not included in the timezone, then the card does not have access on that day. If a door is Time Zone controlled and does not have a defined "**Ho**liday" time element, then it will remained locked during the "**Ho**liday".

Selecting Holidays... from the Database menu opens the Holiday Data List.

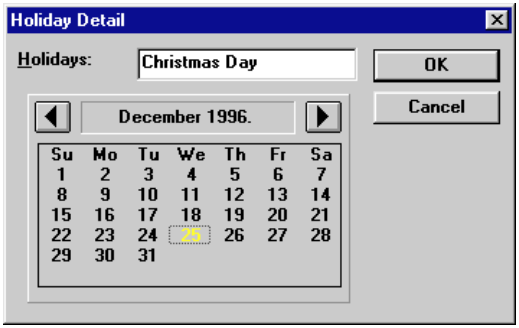


The Holidays Data List shows the holidays that have been defined and the date they are on. This list is sortable by the order in which they were entered (None) or alphabetically by holiday name (Holiday).

When sorted by Holiday, a holiday can be searched for by entering the name in the search box and clicking the Search button ( ).

Adding or Editing a Holiday

Click **Add...** to enter a new holiday or **Edit...** to modify the currently selected holiday. This opens the Holiday Detail window.



Type in the name of the holiday (up to 20 characters) that you want to add in the text entry space provided. Then use the arrow keys to browse by month until you see the month that the holiday is in. Click the day of the holiday within the month.

Click **OK** to save the holiday or **Cancel** to return to the database control window without saving the holiday.

Enter only holidays for the current year. If you enter multiple instances of a holiday, which falls on different days each year, WIN-PAK cannot tell which is the correct date.

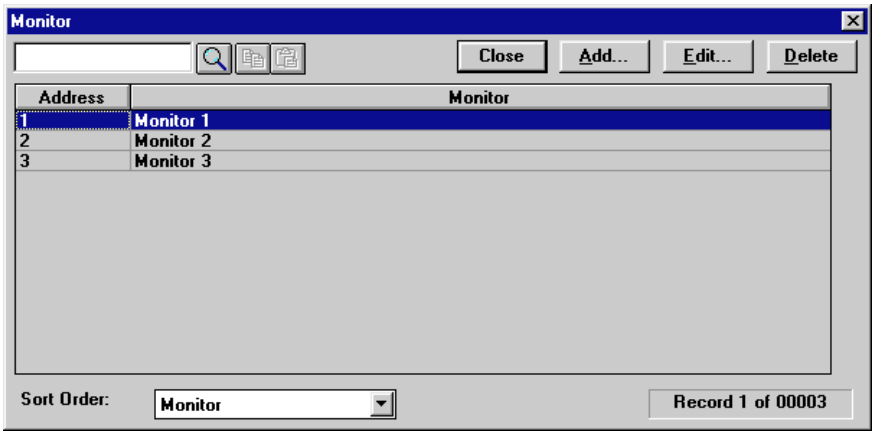
Deleting a Holiday

Select the holiday you want to delete and click the **Delete** button. If you are sure you want to delete the holiday, click **OK** when the confirmation dialog box asks you.

The record continues to appear in the data list although it is unavailable. New records cannot be able to use its name until the database is packed (see Chapter 7).

The Monitors 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, and Input 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. Selecting Monitors... from the Database menu opens the Monitor Data List.

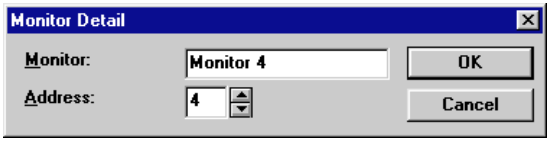


The Monitors Data List shows the monitors that have been defined and their address. This list is sortable by the order in which they were entered (None) or alphabetically by monitor name (Monitor).

When sorted by Monitor, a monitor can be searched for by entering the name in the search box and clicking the Search button ( ).

Adding or Editing a Monitor

Click **Add...** to enter a new monitor or **Edit...** to modify the currently selected monitor. This opens the Monitor Detail window.



Type in the name of the monitor (up to 20 characters) that you want to add in the text entry space provided. Then use the arrow keys to enter a monitor address.

Click **OK** to save the monitor or **Cancel** to return to the database control window without saving the monitor.

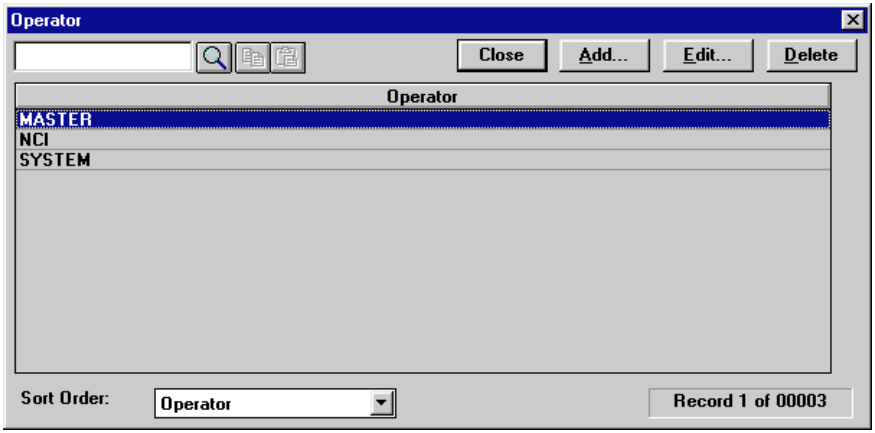
Deleting a Monitor

Select the monitor you want to delete and click the **Delete** button. If you are sure you want to delete the monitor, click **OK** when the confirmation dialog box asks you.

The record continues to appear in the data list although it is unavailable. New records cannot use its key fields (i.e. name or number) until the database is packed (see Chapter 7).

The Operator Database

The Operator Database contains information on all WIN-PAK operators. Selecting Operator... from the Database menu opens the Operator Database.

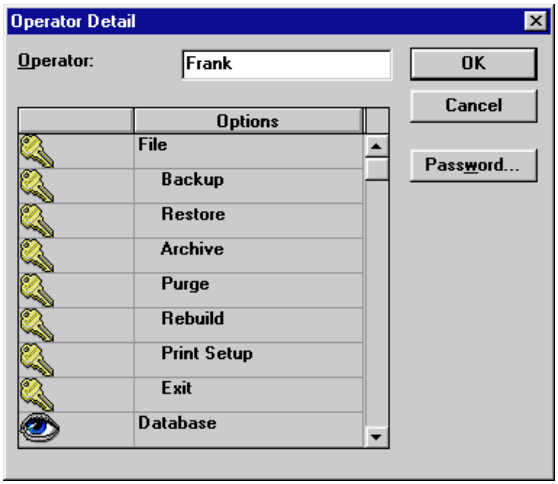


The Operator Database shows the system operators that have been defined. This list is sortable by the order in which the records were entered (none) or alphabetically by operator name.

When sorted by Operator, an operator can be searched for by entering the name in the search box and clicking the Search button ( ).

Adding or Editing a System Operator

Click **Add...** to enter a new system operator or **Edit...** to modify the currently selected system operator. This opens the Operator Detail window.

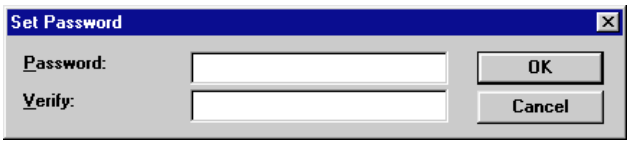


Operator

Enter a descriptive operator name consisting of up to 20 characters (letters, numbers, and spaces).

Password

The Password button opens up a dialog box to enter a password for the operator you are defining. The password must be entered by the operator when logging into WIN-PAK.



Enter the Password in the first space provided. The password can be up to 8 characters of numbers or letters. It shows up in the space as asterisks. The password is case sensitive – make sure the operator knows the exact case of his password.

Enter the password in the Verify space provided using the correct case. This ensures that you entered the password correctly in the first space.

Click **OK** when finished to save the password or **Cancel** to exit this dialog without saving the password.

Be sure and change the password, this is critical to the security of your system. For the greatest security, use a combination of both letters and numbers; do not use any familiar terms such as your company name, initials, birth dates, etc. A simple strategy for choosing a password that is both easy to remember, but hard to decode, is to pick a simple phrase preceded or followed by one or more numbers. Enter it without spaces and capitalize each word. Such a password cannot be easily decoded either by a random number generator or by dictionary decoder.

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 to. Use the scroll bar to view the list. Symbols before each option show the operator's privilege for that option. The privileges and their symbols are shown below:

NOTE: Backup & Restore, Archive, Purge, and Rebuild privileges can not be edited from a network client.

Edit Privilege
An operator with the Edit Privilege for an option has the ability to add, modify, and delete information.

None Privilege
An operator with the None Privilege for an option cannot edit or view the information.

View Privilege
An operator with the View Privilege for an option can view the information, but cannot edit it.

Privileges are grouped into categories for ease of editing. The categories are operational privileges, database privileges, report privileges, setup privileges, and main screen privileges.

Operational Privileges

Operational privileges give the operator control over 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. (See Chapter 7)

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. (See Chapter 7)

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. (See Chapter 7)

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. (See

Chapter 7)

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. (See Chapter 7)

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.

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 correctly exit WIN-PAK.

WARNING: An operator could potentially exit WIN-PAK by exiting Windows or by turning off the computer.

BOTH ACTIONS CAN CORRUPT COMPUTER DATA – WIN-PAK DATABASES COULD BE AFFECTED! THESE ACTIONS ARE STRONGLY DISCOURAGED!

Database Privileges

Database privileges determine the operator's access to database information. Each operator can be assigned Edit, None, or View privileges to each of fourteen databases.

An operator with Edit privileges to a database can add, edit, and delete records in that database. If the operator has been assigned None, the database is inaccessible. An operator with View

privileges can browse but not edit a database.

An operator can be assigned the same privilege for all databases at one time by clicking the Database bar or they can be assigned one at a time by clicking on individual bars.

If an operator has View privileges for a database, the button View... appears.

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.

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 THIS PRIVILEGE. The View privilege allows 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.

Report Privileges

Report privileges define which reports the operator can define and print. Because viewing and printing disclose the same information, the operator can either have access to the information (Edit) or not (None). View is not an option.

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.

Setup Privileges

Setup privileges define which setup parameters the operator can modify. These are the commands located in the Setup menu. They can either be edited (Edit) or not (None) – there is no View privilege. In a network setup, these options can only be edited on the network server.

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 is inaccessible to the operator. These options cannot 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.

Main Screen Privileges

The last twelve bars in the privileges list control access to the eight main screens that make up the control center of WIN-PAK. These twelve bars must be set individually. If the operator is not allowed access to any of the twelve, then the screens do not appear when the operator logs in. In other cases the tab may be inaccessible. Of these options, the Guard Tour View is the only one that allows the View privilege.

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.

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 Deletion

Clicking the Muster Card Deletion bar toggles 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 Deletion

Clicking the Non-Muster Card Deletion bar 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 Numbers

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 shows "*****" instead of card numbers on screens that would otherwise show them.

Although card numbers may be hidden in screens that normally show them, they are still visible in Card Database reports (if access to reports is enabled), the Locate Function (if access to Card Database is enabled), and Attendance Reports.

Display PIN Numbers

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 shows "*****" instead of PIN numbers on screens that would otherwise show them.

NOTE: Although PIN numbers may be hidden in screens that show them, they are still visible in Card Database reports ONLY if access to reports is enabled.

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 progression. The None privilege prohibits the operator from viewing or controlling guard tours.

Deleting an Operator

Select the operator you want to delete, and then click the **Delete** button. If you are sure you want to delete the operator, click **OK** in the confirmation dialog box.

If you delete an operator, references to that operator's activities in the system are removed and do not appear in history reports.

Instead, change the operator's password and limit access to File and Exit only. This prohibits the operator from logging on while maintaining the record of past activities.

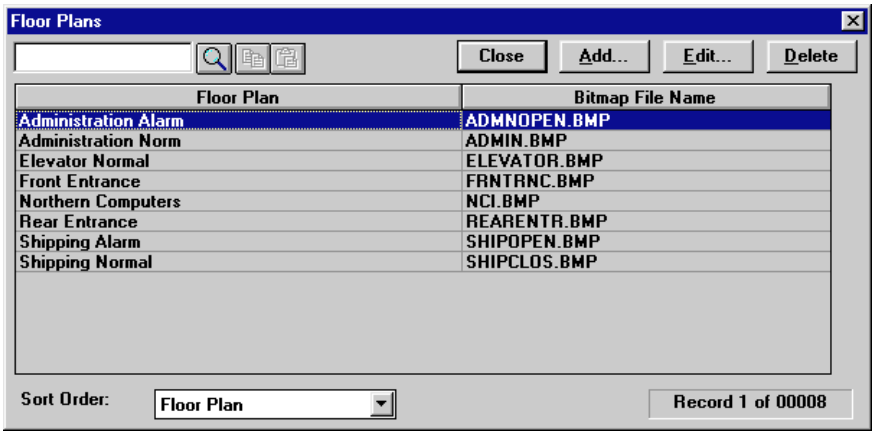
The record continues to appear in the data list although it is unavailable. New records cannot use its name until the database is packed (see Chapter 7).

The Floor Plan Database

The floor plan database maintains graphics that can be associated with particular input points. These graphics are created in other applications and may be a diagram of a floor plan, a photo, or any other graphic that can be saved as a Windows Bitmap file (.BMP). This is an alternative way of monitoring alarm points in the Alarm Monitor Screen. Operators can view points by the facility area they are located in.

Photos of areas of the building can be used instead of floor plans.

Select Floor Plans... from the Database menu to open the Floor Plan Database.

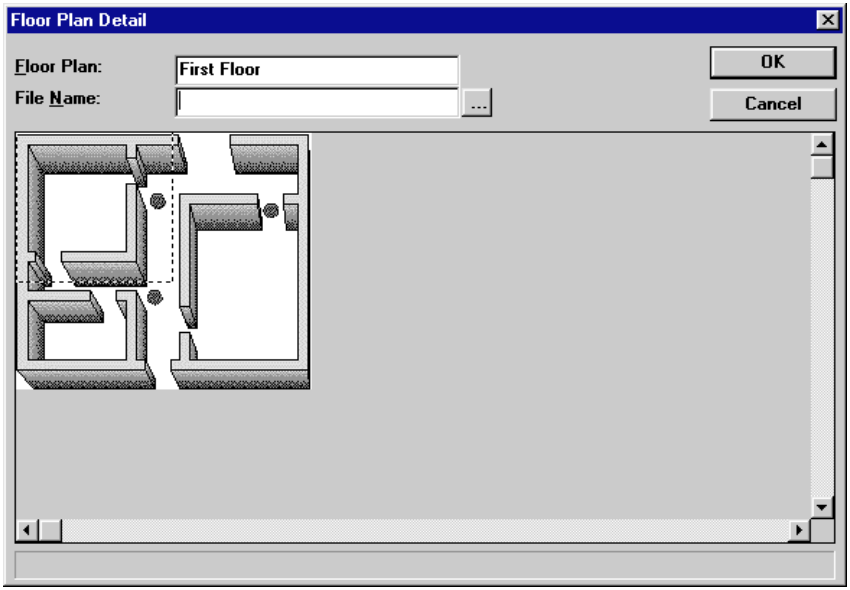


The Floor Plan Database displays a list of the floor plans that have been defined and the name and location of the Floor plan graphic. This list is sortable by the order in which they were entered (None) or alphabetically by Floor Plan name.

When sorted by Floor Plan, search for a floor plan by entering its name in the search box and clicking the Search button ( ).

Adding or Editing a Floor Plan Record

Click **Add...** to enter a new floor plan or **Edit...** to modify the currently selected floor plan. This opens the Floor Plan Detail window.



The Floor Plan Detail window is used to select a floor plan graphic, name it, and assign a "hot spot" if needed.

Floor Plan

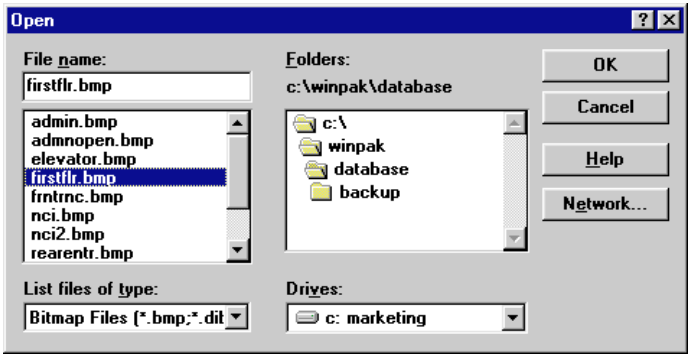
Type in a descriptive name for the floor plan. The name can be up to 20 characters including spaces.

Selecting a Floor Plan Graphic

File Name

Type in the name of the graphic that you want to use, including

the path, in the space provided or use the ellipse button ... to open a file finding dialog box.



The Open dialog box allows you to select the floor plan file that you want to associate with the name you defined.

List Files of Type

The floor plan graphic MUST be in a Windows bitmap format. This drop-down list allows you to select between displaying only Windows bitmaps (BMP) or listing all files. Listing Bitmap files only is preferred because it does not list files that cannot be used.

Drives

Select the correct drive of the graphic you want to open.

Directories

Use the directory tree under Directories to navigate to the directory of the graphic that you want to open. Double-clicking on a folder opens it to reveal its contents.

File Name

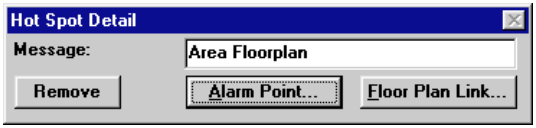
Once you have selected the correct drive and directory, the list under File Name should contain the name of the file that you

want to open. Scroll the list, if necessary, until you find the correct file, then select it.

Click **OK** after you have selected the file that you want to open or click **Cancel** to return to the Floor Plan Detail without opening a graphic.

Creating a Hot Spot

The Floor Plan Detail window contains a dialog box called Hot Spot Detail. 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 following sections explain how to define hot spots for alarm points and floor plans.



Defining Alarm Point Hot Spots

An alarm point hot spot is a defined place on a floor plan that displays the status of one or more alarm input points. When a floor plan with this type of hot spot is viewed in the Floor Plan View of the Alarm Monitor, it contains an alarm icon where the spot was defined. This icon tells the status of the alarm by its color and blinks until the alarm is acknowledged. The following steps show how to define an alarm point hot spot.

The size of the hot spot adjusts automatically to the appropriate size, depending on how many alarm input points are defined.

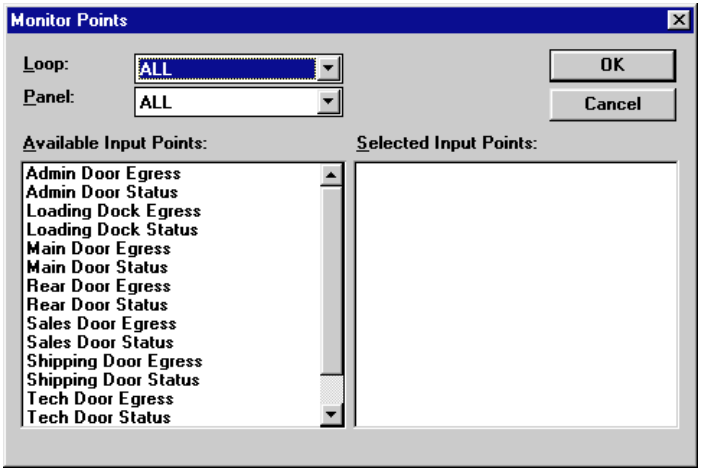
---

1. With the floor plan open, click on the floor plan where you want the upper-left corner of the hot spot

to be and drag with the mouse to where you want the lower-right corner of the hot spot to be. This creates a white box around the spot.

2. The Hot Spot Detail Window becomes active. Type in a message for the hot spot in the space provided (up to 50 characters). This message appears in the status bar when the cursor is over the spot in the Floorplan View of the Alarm Monitor.

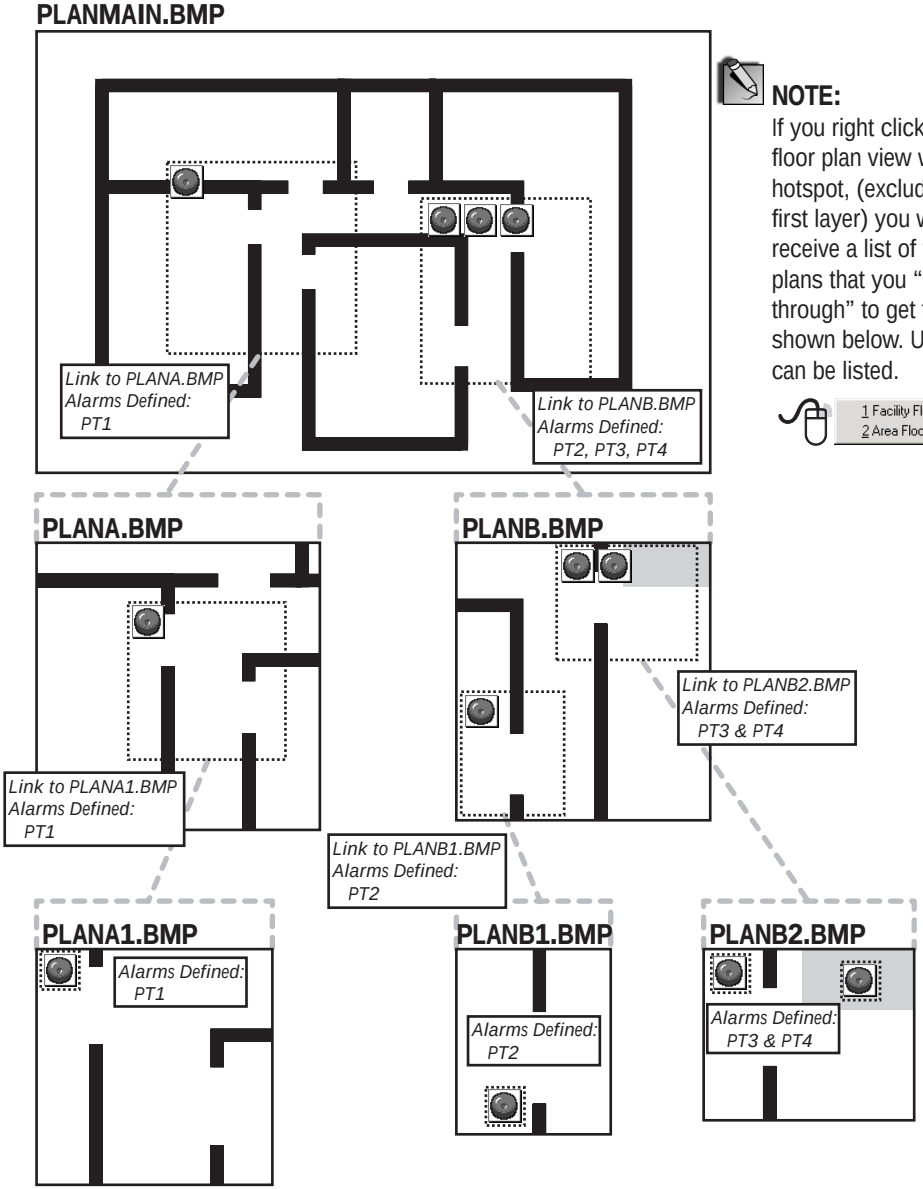
3. Click **Alarm Point...**. This opens the Monitor Points dialog box.



4. Select the desired loop from the Loop drop-down list or leave **All** to select from more than one loop.

5. Select the desired panel from the Panel drop-down list or you can select any panel defined in the Panel database that is located on the selected loop.

To see the status of an alarm point through multiple layers of linked floor plans, define the alarm point in each layer.



NOTE:
If you right click on the floor plan view within a hotspot, (excluding the first layer) you will receive a list of the floor plans that you "traveled through" to get to it as shown below. Up to five can be listed.

6. Select the desired points from the Available Input Points list. They are added to the Selected Input Points list and to your hot spot. When these alarms are triggered the alarm input icons appear in the Floor Plan View of the Alarm Monitor , based on the Acknowledge Alarm Threshold set in the Communications section of the Setup options.

   Clicking the points in the Selected Input Points list removes them, and puts them back in the Available Input Points list.

7. Click **OK** to exit and save your input point hot spot information. Then click **OK** from the Floor Plan Detail to save the change to your floor plan.

Deleting a Hot Spot

To delete a hot spot within a floor plan, select the hot spot with the mouse, and click **Delete** in the *Hot Spot Detail* dialog box. After deleting or removing a hot spot, packing the Floor Plan Database is required.

Floor Plan Linked Hot Spots

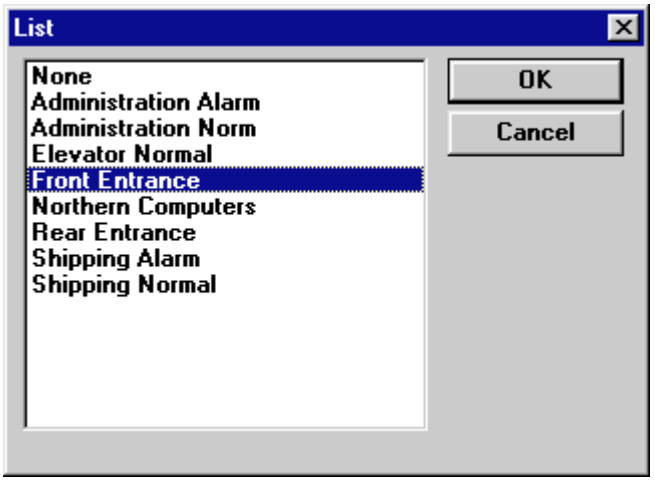
A floor plan linked hot spot is an area on a floor plan containing a link to another floor plan. A floor plan link appears as a dashed box in the Floor Plan View, unless it is both an alarm point AND a floor plan hot spot; then it appears as an alarm icon.

To Define a Floor Plan Hot Spot

1. Open the floor plan and place the cursor where you want the upper-left corner of the hot spot to be, and then click and drag to the lower right corner. This creates a white box around the spot.

2. The Hot Spot Detail Window becomes active. Type in a message for the hot spot in the space provided (up to 50 characters). This message appears in the status bar when the cursor is over the spot in the Floor Plan View of the Alarm Monitor.

3. Click Floor Plan Link.... This opens the List dialog box containing all defined floor plans.



4. Select the floor plan that you want to link to the hot spot.

In addition to floor plan diagrams, photographic images can be used. These can be scanned and saved as bitmap files or taken with a digital camera.

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5. Click **OK** to save the floor plan link, and **OK** from the Floor Plan Detail to save the floor plan.

Creating Floor Plans

Floor plans are a useful because they give the operator a visual map or cue associated with an alarm or reader area. There is a wide variety of software packages available to help you create floor plan images ranging from simple, inexpensive paint programs, such as Windows Paint to more elaborate painting and drawing programs. Any program that can save to an uncompressed Windows bitmap file (.BMP) will work, but you may find that some programs are easier to use or provide more flexibility. Following are some tips to help you create useful floor plans.

Floor Plan Size

Floor plans can be created larger than the Floor Plan View of the Alarm Monitor. Scroll bars allow the operator to see areas of the floor plan that aren't immediately visible. While this may be suitable for an entire facility floor plan, it may be cumbersome when the operator wants a quick view of an alarm input area. In this is case, it is important to design the floor plan to fit on the floor plan viewing area.

Monitors vary in size and resolution. Special drivers installed in your computer can also give you special flexibility by allowing you to change resolution and color capabilities. Design your floor plan with the hardware and monitor settings that are used for running WIN-PAK. What you see on the screen when designing the graphic will then be what you get in WIN-PAK.

Deleting a Floor Plan

Select the floor plan to be deleted and click the **Delete** button. If you are sure you want to delete the floor plan, click **OK** in the confirmation dialog box.

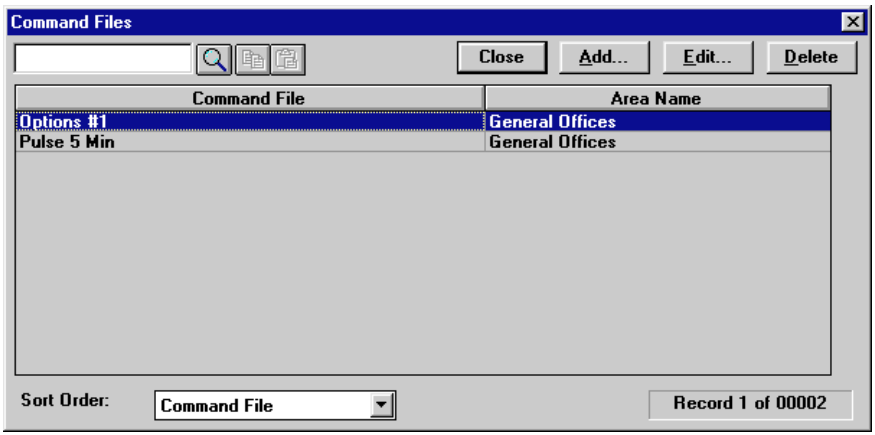
The record continues to appear in the data list although it is unavailable. New records cannot use its name until the database is packed (see Chapter 7).

The Command File Database

Command Files are text files used to control system hardware. They may be used to instruct one or more panels to take a particular action, or they can be used to send data to a camera control or other (*Unknown*) loop. Command files can either be automatically sent to a panel (or other loop) upon receiving information or upon acknowledgment, as defined in the System Setup option. Command files can also be sent manually from the Panel Control Screen (or Live Camera View).

WIN-PAK checks command file entries for correct syntax when an area is defined as a *Loop*, refer to your panel's programming manual for commands and their syntax. Areas defined as *Camera* or *Unknown* won't be checked for syntax.

Selecting Command File... from the Database menu opens the Command File Database.

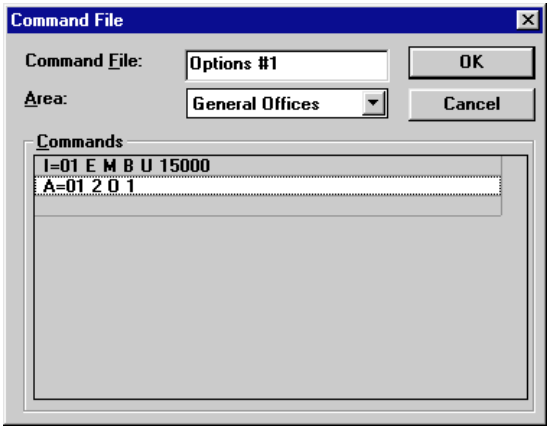


The Command File Data List shows the Command Files that have been defined and the area (loop) that they are defined for.

When sorted by Command File, you can search for a file by entering its name in the search box and clicking the Search button ( ).

Adding or Editing a Command File

Click **Add...** to enter a new command file or **Edit...** to modify the currently selected command file. This brings up the Command File Detail window.



Command File

Enter a name for the command file. It can consist of up to 20 characters including letters, numbers, and spaces.

Area

From the drop down list, select the area in which the command file will be used. This list contains all of the areas defined in the Area database.

Commands

Type in the commands you want to add to the command file. When your Area defines a panel loop, be sure to use the syntax required by your panel. If your area defines a camera loop, use the appropriate syntax for that manufacturer. Commands defining an

Unknown area type are sent as a text file regardless of syntax. Commands for an Unknown area that would normally have an <Enter> or <CR> must instead contain <137> or <0x0xd>. Include the *greater than* (<) and *less than* (>) symbols when you type in either of these statements. After entering one command line, press the down arrow to add more. Make sure to press the down arrow after the last command, so that none of the commands appears in yellow. This ensures that all of the commands are saved when you click **OK**.

When you have finished entering commands, click **OK** to save your command file or **Cancel** to return to the Command File Database screen without saving.

Deleting a Command File

With the mouse, select the command file to be deleted and click the **Delete** button. If you are sure you want to delete the command file, click **OK** in the confirmation dialog box.

The record continues to appear in the data list although it is unavailable. New records cannot use its name until the database is packed (see Chapter 7).

Chapter 4

Badge Backdrops

Overview

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. You can select the badge size, background color or picture, location of photos and text fields and other . The operator can then save the badge backdrop design and assign it to persons in the Card Database. This chapter shows how to create a badge backdrops. Assigning these badge backdrops to card holders is covered in the Card Database section of Chapter 3.

Accessing & Exiting the Badge Layout Utility

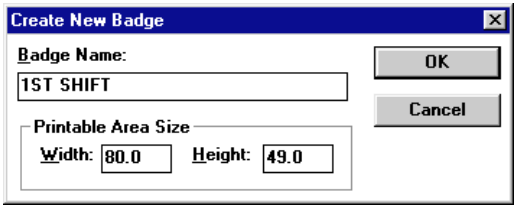
To access the Badge Layout Utility select Backdrop... from the Database menu. This launches the utility for customizing badge backdrop designs.

The Badge Layout Utility can be accessed independently from WIN-PAK by double-clicking its icon in the Northern Access Control Group in Windows.

To exit the Badge Layout Utility of WIN-PAK, select Exit from the File Menu.

Creating a New Badge

To create a new badge select New Badge... from the File menu or click on the New Badge button ( ). When the Create New Badge dialog box opens specify the name and printable area of the new badge. Fill in the fields outlined below.



Badge Name

Enter a name for the badge design. You can use spaces and special characters. The program automatically replaces lower case letters with capital letters . You can use up to 25 characters or until the field is full.

Printable Area Size

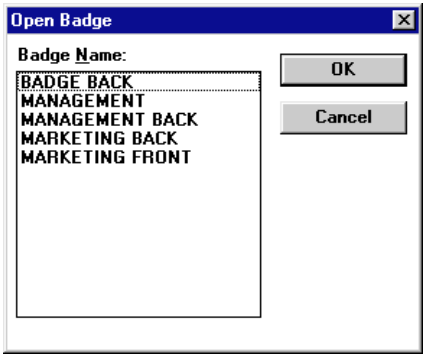
Enter in the width and height of the printable area of the badge in millimeters. The default size for a new badge is 80 mm W x 49 mm H, which works for most badge printers. To create a vertical badge change the values to 49 mm W x 80 mm H.

The size of a badge's printable area can be changed after the new badge is created by selecting Badge Layout... from the File Menu.

Click **OK** to accept the new badge parameters or **Cancel** to close the dialog box without creating a badge.

Opening an Existing Badge

Select Open... from the File menu or click the Open button ( ) on the tool bar to display a list of previously created badges. Select a badge from the list and click **OK** to open it, or click **Cancel** to leave this option without opening a badge.



To see measurements in inches, edit the BADGER.INI file in the WINDOWS subdirectory. Add the following line under [Preferences]: `Inches=1`

To Close a Badge

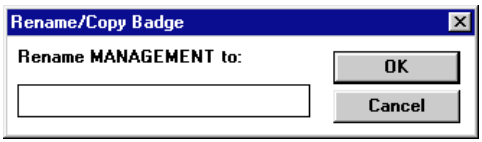
Select **Close** from the File menu. The currently selected badge design closes. To close all open badge designs, select Close All from the Window menu. Both methods prompt you to save backdrops that have not been saved.

To Save a Badge

Select **Save** from the File menu or click the Save button ( ) on the tool bar. All changes made to the currently selected badge design are saved. It is a good idea to save your work often. It is necessary to save your changes before printing the badge. A badge that has not been saved after changes have been made is indicated by an asterisk in the title as shown below:

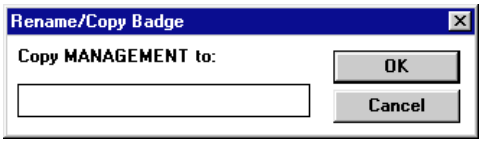
To Rename a Badge

Select **Rename** from the File menu. The Rename/Copy Badge dialog box opens. Type in a new name. Click **OK** to keep the change or **Cancel** to keep the original name.



To Copy a Badge

Select **Copy** from the File menu. The Rename/Copy Badge dialog box opens. Type in the new badge name. Click **OK** to create the new badge or **Cancel** without creating it. Copying a badge design allows you to create several badges with the same basic layout and perhaps one distinguishing feature (such as the background color).



A badge will not copy until it is saved.

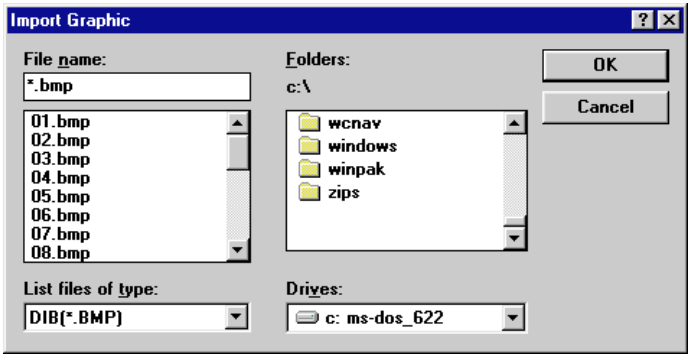
To Delete a Badge

Select **Delete** from the File menu. This permanently deletes the currently selected badge design.

To Import a Graphic

All graphics used in designing a badge must be located in the DATA directory specified during WIN-PAK setup. Select **Import**

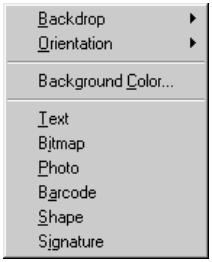
Graphic... from the File menu to copy a graphic file from any directory on your hard drive or a floppy disk to the graphic directory.



1. From the Files of Type drop-down list, select the correct type of file (.bmp, .jpg, .tga, or .tif).
2. From the Drives drop-down list, select the drive where your files is located. (A and B are usually floppy disk drives).
3. In the Folders window, click folder containing the file.
4. From the File Name list, select your file and click **OK** to import the graphic or **Cancel** to exit this box without importing.

Editing the Badge Background

One basic feature of the Badge Layout Utility is the ability to change the background of the badge. The background is the entire printable area on the card in which other elements are placed. This area is defined by the gray box that appears on a new badge.



There are three ways to provide a background for a badge: select a single color, capture a live image using your computer equipped with a video camera and capture board, or import an existing bitmap image. These three methods are explained below.

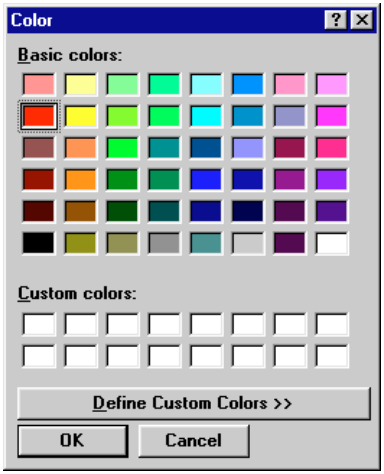
Creating a Single Color Background

The simplest background is one that consists of a single color. Badge colors can be used to represent different clearance levels as they are easy to distinguish from a distance.

Colors on the screen and colors that are printed don't always match exactly because of different monitor & printer settings.

Lighter color backgrounds print better. White is typically the best background color.

To change the color of the background, click anywhere on it with the RIGHT mouse button. A menu opens displaying editing options. Select Background Color.... Selecting this menu item opens the Basic Colors palette. Select the color you like and click **OK**. Or create a custom color for your badge (See Appendix F).



You must erase the captured background from the badge if you want to change it to a solid color.

Capturing a Background

Another way to create a background is with your computer equipped with a video camera and video capture board. This involves setting up something that you want to appear as your background and capturing it on video. The instructions below assume that your video equipment has been installed and tested.

To capture a new background, right-click anywhere on the existing background. A menu opens, displaying editing options. Select Backdrop and then select Capture from the submenu. If you have a board installed, a window appears with live action from your camera. Use this image to properly frame your background.

The dialog box used for capturing the background changes, depending on the video capture board selected during WIN-PAK

setup. Options that may differ for each board are covered in the Video Capture Boards section that follows.

Freeze/Unfreeze

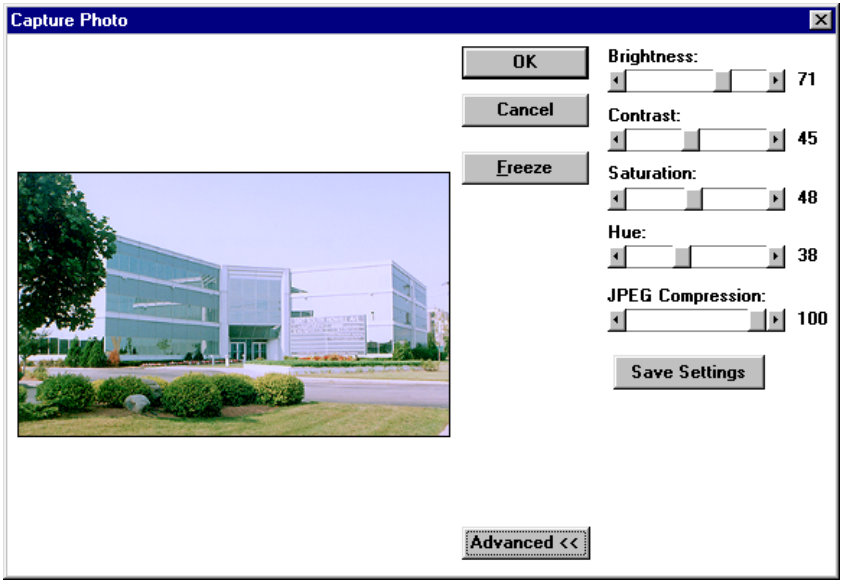
This button toggles between "freezing" and "unfreezing" the viewed image. When the desired image is on screen, click **Freeze** to keep it on-screen. Click **Unfreeze** to switch back to the live camera view.

Video Capture Board Types

The options available for capturing a background depends on the system's video capture card. Following is an explanation of the options available for different hardware.

Computer Eyes 1024

Selecting Capture from the Backdrop submenu opens a dialog box with an **Advanced** button. Clicking **Advanced** expands the windows as shown:



You can adjust the slides at the right of the background image to enhance its quality. The effect of each control is described below:

Brightness

This slider lightens or darkens the entire tonal range of the background image.

Contrast

This slider expands or constricts the entire tonal range of the background image. The difference in highlights and shadows can be greatly increased or decreased.

Saturation

This slider controls the vibrancy, or amount of color, in the background image.

Hue

This slider controls the value of color in the background image. Adjusting this can correct images that seem to have incorrect color.

Compression

The captured image is saved to a JPEG file which uses compression technology to decrease the size of the file. If desired, use the arrow keys to adjust the compression of the saved image. The lower the number in this box, the greater the compression. However, images loose some quality in this process, so avoid over-compressing. A setting of 100 applies the least amount of compression and provides the best quality image. A setting of 30 applies the most compression, but provides a lower quality image.

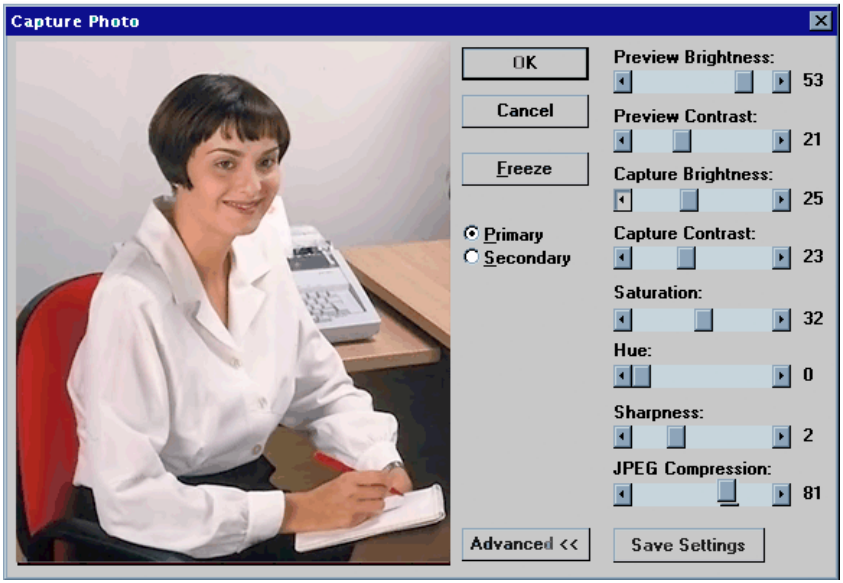
The lower the compression the better. An image compressed at 100 is approximately 80k. An image compressed at 30 is approximately 8k.

Save Settings

This button saves the position of the sliders so that the same settings can be used for all of your badges.

Integral Technologies FlashPoint

Selecting Capture from the Backdrop submenu opens a dialog box with an **Advanced** button. Clicking **Advanced** expands the window.



You can adjust the slides at the right of the backdrop to enhance its quality. These controls allow different settings for previewing the video image and capturing it. The image seen in the Preview mode can be brightened electronically. When the flash is tripped, the amount of light entering the camera's iris is reduced compared to the preview, allowing the flash to provide the light saturating the subject, without over exposing the picture. (It may be necessary to adjust the Flash point settings. See Appendix B.)

Preview Brightness

This slider lightens or darkens the entire tonal range of the preview image.

Preview Contrast

This slider expands or constricts the entire tonal range of the preview image. The difference in highlights and shadows can be greatly increased or decreased.

Capture Brightness

This slider lightens or darkens the entire tonal range of the image when the image is captured.

Capture Contrast

This slider expands or constricts the entire tonal range of the image when the image is captured. The difference in highlights and shadows can be greatly increased or decreased.

Saturation

This slider controls the vibrancy, or amount of color, in the background image.

Hue

This slider controls the value of color in the background image. Adjusting this can correct photos that seem to have incorrect color.

Sharpen

This slider sharpens blurry images by increasing the contrast of adjacent pixels. The highest value is 7.

Compression

The captured image is saved as a JPEG file which uses a compression technology to decrease the size of the file. If desired, use the arrow keys to adjust the compression of the saved image. The lower the number in this box, the greater the compression. However, images loose some quality in this process, so avoid over-compressing. A setting of 100 applies the least amount of

compression and provides the best quality image. A setting of 30 applies the most compression, but provides a lower quality image.

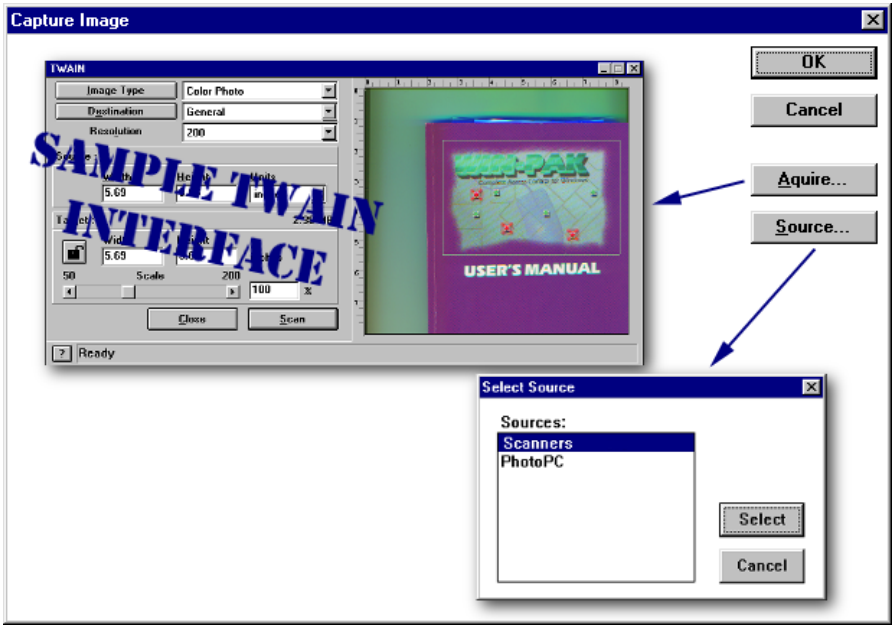
The lower the compression the better. An image compressed at 100 is approximately 80k. An image compressed at 30 is approximately 8k.

Save Settings

This button saves the position of the sliders so that you can use the same settings for all of your badges.

TWAIN Compatible Board

If your system is equipped with a *TWAIN Compatible Board*, you have the ability to capture background images from other devices such as scanners. Selecting Capture from the Backdrop submenu opens a dialog box with an **Acquire...** and **Source...** button.



The FIRST time you capture an image, click the **Source...** button. This shows the TWAIN drivers present on your computer. Choose one and click **Select**. The TWAIN interface will use this driver until you select a different one.

To capture an image, click the **Acquire** button. This opens a device dialog box based upon the previously selected source. See your device manual for information on how to use its TWAIN interface.

Loading a Bitmap Graphic Background

A third method of creating a background is to load an existing bitmap graphic file. Creating this file takes more work than the other two methods but allows an infinite number of possibilities. Here are just a few ways to obtain a file:

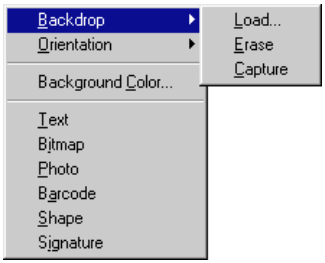
- Use a paint-type software program to create a background file from scratch
- Use a desktop scanner to scan a logo or photograph and save it to a file

When Creating Your Background File, Remember...

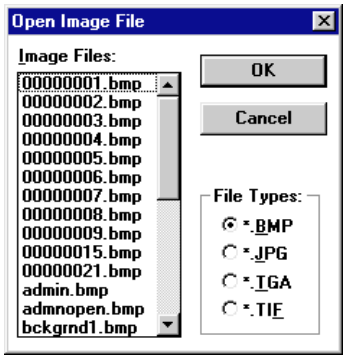
1. The file must be saved as a Windows Bitmap (BMP), JPEG (JPG), Targa (TGA) or TIFF (TIF) file and imported to the directory you specified as your graphic subdirectory during WIN-PAK setup. The file should be close to 300ppi (pixels per inch).
2. Keep in mind the orientation and size of the badge. Try to make the image the same size and shape as the printable area of your badge because WIN-PAK will stretch the background image to fill the printable area – check Badge Layout in the File menu to see the printable area size.
3. Keep in mind where photos, barcodes, and text will be placed on the badge so important parts of your background are not obscured.

Loading the File

To load the graphic file after it has been imported into your WIN-PAK data directory, right-click anywhere on the current background.



A menu opens, displaying editing options. Select Backdrop and then select Load... from the submenu. The Open Image File dialog box appears.



Choose the type of graphic file you wish to import from the **File Types** list. Your choices are:

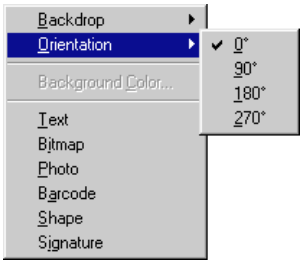
(*.BMP)
(*.JPG)
(*.TGA)
(*.TIF)

Once you select the type of file you are importing, select the file you want to import and click **OK**. The graphic is loaded and stretched to fit your badge size.

Infrequently, you may find a JPEG file that cannot be imported into WIN-PAK. Try opening the file in a graphics program and saving it as a *.BMP file.

Changing the Background Orientation

After you have either captured or loaded an existing backdrop, you can rotate it within your badge. Click anywhere on the current background with the RIGHT mouse button. A menu will pop up displaying editing options. Select Orientation. This will open up a submenu with rotation options expressed in degrees.



Your options are:

0°	Places your image upright.
90°	Rotates your image 90° clockwise.
180°	Places your image upside-down.
270°	Rotates your image 90° counterclockwise.

Erasing the Background

To remove the loaded graphic as a background, click anywhere on it with the RIGHT mouse button. A menu will pop up displaying editing options. Select Backdrop. A submenu will appear. Select Erase to remove the background.

Badge Elements

Elements can be added to badges to conform to your specific needs. The badge holder's photo can be placed on the badge. The badge can also contain his name, card number, and other pertinent information. A barcode can be added to input information into computer systems ranging from access control and payroll to resource checkout. Bitmaps such as logos can be added.

Once added, elements can be manipulated in a number of ways. They can be moved, rotated and resized. Background, foreground and outline colors can be specified. In addition, unwanted elements can be removed.

Adding Elements

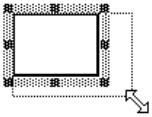
The six elements that can be placed on a badge (text, bitmap, photo, barcode, shape, and signature) are accessible in three ways. Either select the element from the Object menu, click the button on the toolbar that corresponds to the element that you want to add, or click the RIGHT mouse button on any open area of the badge and select the element you want to add from the menu. All methods will change the cursor (when over the badge) to the styles shown here:

Text Tool
Bitmap Tool
Photo Tool
Barcode Tool
Shape Tool
Signature Tool

Click the badge where you want the upper left-hand corner of the element to appear. All elements can be moved and resized, so don't be concerned if it doesn't appear in the right place. The instructions for moving and resizing appear below.

Resizing Elements

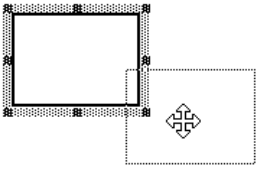
One of the ways to modify a badge element is by resizing it. All elements are resized by "stretching" its edges. First click with the pointing cursor on the element to select it for modification. If it is difficult to select the element because it is obscured by other elements, use the TAB key to cycle through the elements until the one that you want to resize is selected. When over an edge or corner of a selected object, the cursor changes to a double-pointed arrow.



Click and drag an edge or corner until the sizing box is the size and shape that you want the element to be.

Moving Elements

All elements on the badge can be moved. First click on the element to select it. If it is difficult to select the element because it is obscured by other elements, use the TAB key to cycle through the elements until the one that you want to move is selected. When the cursor is within the edges of a selected element and the left mouse button is clicked, it changes to the move tool (four-directional arrow).

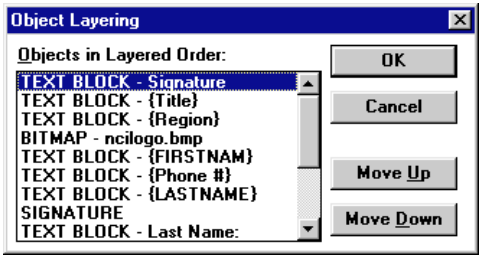


Then just click and drag the element to where you want it. The dotted outline shows the new placement.

Badge elements can be modified in many other ways by accessing the element's menu. This is done by selecting the element and clicking the RIGHT mouse button.

Layering Elements

Elements on the badge are layered as they are placed. This is only be noticeable when elements overlap each other. To change the layering order select Layering... from the Object menu or by click the layering button ( ) from the tool bar.



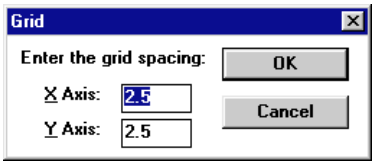
Objects on the badge are listed in the order that they are layered, from top to bottom. Select the object to be moved from the list shown. Click **Move Up** to move the object one item closer to the front. Click **Move Down** to move the object one item closer to the back. Click **OK** when finished.

Grids

Grids are evenly spaced points to assist in sizing and aligning elements. The grid can be used simply as a visual help in placing elements, or you can have items "snap" to the grid when moved.

Setting up a Grid

Select Grid Settings... from the Grid menu and modify the grid as shown.



Spacing

Use the edit fields in this section to define how far apart the grid points are. The X Axis field is the distance between points horizontally across the badge. The Y Axis field is the distance between points vertically down the badge. Both distances are measured in millimeters.

To see measurements in inches, edit the BADGER.INI file in the WINDOWS subdirectory. Add the following line under [Preferences]: `Inches=1`

Snapping to the Grid

Selecting Snap to Grid from the Grid menu toggles on and off the option of having items snap to the grid when moved on the badge. For example, when an element is moved close to a grid mark, it will be pulled to it like a magnet. A check mark identifies this option as enabled when you open the Grid menu.

Showing the Grid

Selecting Show Grid from the Grid menu or clicking the Show Grid button ( ) on the toolbar toggles on and off the option of viewing the grid on the badge. (See Grid Setup... above). A check mark identifies this option as enabled when you open the Grid menu.

Adding and Editing Text

Adding Text

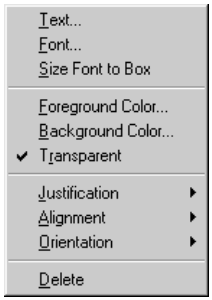
Adding text to a badge is as easy as clicking on the badge with the text tool. The text tool can be accessed in a number ways:

- Select Insert Text from the Object menu,
- Click the text button (A) on the toolbar,
- Click anywhere on an empty part of the badge with the RIGHT mouse button and select Text.

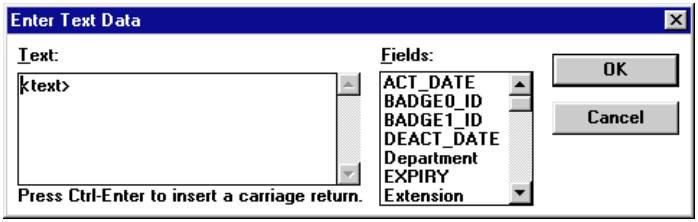
After the cursor has changed to the text tool, click on the badge where you want the upper left-hand corner of the text box to be. The text box can be resized and moved as described earlier and edited as described below.

Editing Text Contents

Click on the text box to make sure that it is selected. Then click the RIGHT mouse button anywhere on the text box to open up its option menu and select Text....



This menu item opens a dialog box for defining what text is displayed. You can enter in the Text edit field exactly what you want. Press **Control** and **Enter** together to start a new line.

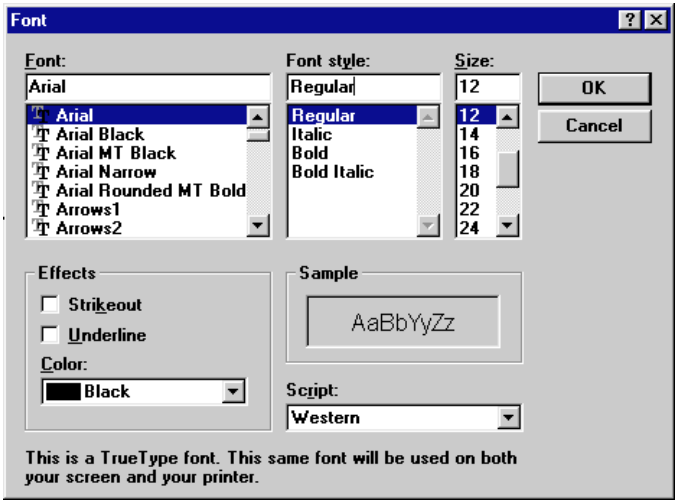


The message <TEXT> identifies an item as a text box. It should be deleted or "written over" when defining your text or it will be displayed in your text box and print on your badge.

You can also include information specific to the badge holder. To do this, place the cursor in the Text edit field where you want this information to appear. Then find which field you want to use from the list on the right. Double-click the information field and it will appear in the text edit field. Now when you assign a badge to an individual, it will automatically fill in the appropriate data for that person. Click **OK** when finished.

Changing the Font

This menu item allows you to change the font, style, and size of the text. Options are reflected in the Sample box.



If a barcode font or a True Type font was installed in Windows, it will appear in the Font list and be available for use.

Font

Select a Font type from the list. The fonts included in this list depend upon the fonts installed in Windows. See your Windows manual for information on installing fonts.

Font Style

Select a style for the appearance of the font you are using: Regular, *Italic*, **Bold**, or ***Bold Italic***.

Size

Select a size (in points) for the font. The size of the capital letters is approximately:

72 point =	1.0 inch
36 point =	0.5 inch
18 point =	0.25 inch
9 point =	0.125 inch

You can also resize text by sizing the text box and the "Size Font to Box" option below.

Effects

It is also possible to apply simple effects to your text. Click the Strikeout box to have a line going through your text. Click the Underline box to add an underline to your text.

Color

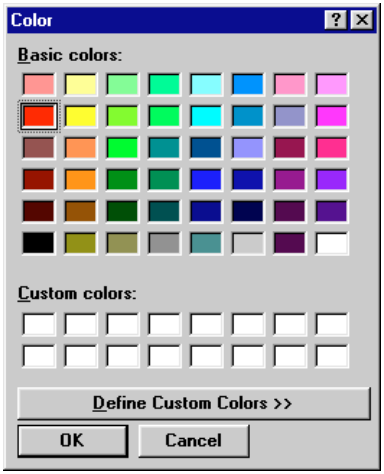
It is possible to change the color of your text from this menu from the Color drop-down list. However, you have more flexibility in choosing text color from the "Foreground Color" menu item discussed below.

Resizing Text

Click on the text to select it, then click anywhere on the text with the right mouse button to open the options menu. Select Size Font to Box. Enabling this option changes the text size to fit the text box when resized. The text will grow or shrink proportionally when the box is resized. This may not be desirable in fields where the data is a variable such as a name.

Editing The Text Foreground Color

Click on the text to select it, then click anywhere on the text with the right mouse button to open the options menu. Select Foreground Color. Selecting this menu item brings up a palette of Basic Colors for changing the text color.



Choose a color, select it with the mouse, and click **OK**. If a custom color is needed for the text, it can be created (See Appendix F).

Editing the Text Background Color

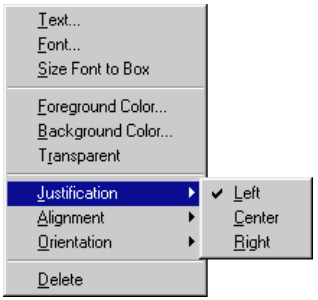
Click on the text to select it, then click anywhere on the text with the right mouse button to open the options menu. Select Background Color. Selecting this menu item brings up a palette of Basic Colors for changing the text background color (above). Choose a color, select it with the mouse, and click **OK**. If a custom color is needed for the text, it can be created (See Appendix F).

Creating Text with a Transparent Background

The background color of text can be set to transparent. Click on the text to select it, then click anywhere on the text with the right mouse button to open the options menu. Select Transparent so that the elements behind it show through.

Editing Text Horizontal Justification

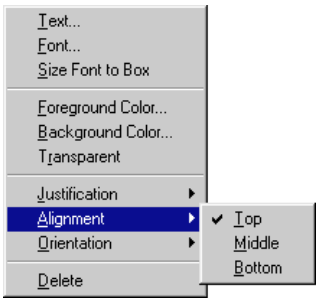
To adjust text horizontal justification, click on the text to select it, then click anywhere on the text with the right mouse button to open the options menu. Select Justification.



Selecting this menu item opens a submenu allowing the operator to select the horizontal positioning of the text in the text background. You can have it justify to the Left, Center, or Right.

Editing Text Vertical Alignment

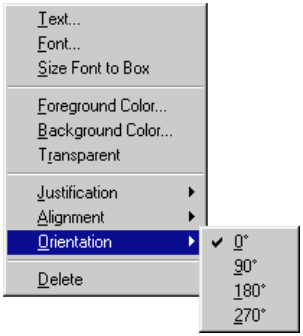
To adjust text vertical alignment, click on the text to select it, then click anywhere on the text with the right mouse button to open the options menu. Select Alignment.



Selecting this menu item opens a submenu allowing the operator to select the vertical positioning of the text in the text background. You can have it align to the Top, Middle, or Bottom of the text box.

Changing Text Orientation

To change the orientation of text, click on the text to select it, then click anywhere on the text with the right mouse button to open the options menu. Select Orientation and choose the angle for the text to appear on the badge.



Your options are:

0° Places your text upright.
90° Rotates your text 90° clockwise.
180° Places your text upside-down.
270° Rotates your text 90° counterclockwise.

Deleting a Text Block

To delete a text block, click on the text to select it, then click anywhere on the text with the right mouse button to open the options menu. Click Delete. This menu item removes the text from the badge.

Adding and Editing a Photo Placeholder

The Badge Layout Utility of WIN-PAK places a photo placeholder on the badge, not an actual photo. Photos are imported into the badge when a photo is captured and the badge design is assigned to the card holder in the card database.

Adding a Photo Placeholder

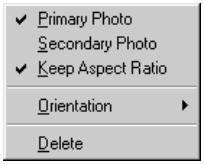
Adding a photo placeholder to a badge is as easy as clicking on the badge with the photo tool. The cursor can be changed to the photo tool in any of the following ways:

1. Select Insert Photo from the Object menu.
2. Click the photo button ( ) on the toolbar, or click anywhere on an empty part of the badge with the RIGHT mouse button and select Photo.

After the cursor has changed to the photo tool, click on the badge where you want the upper left-hand corner of the photo to be. The place holder can be moved, resized, or edited as described below.

Editing a Photo Placeholder

Clicking the RIGHT mouse button anywhere on a photo placeholder opens up its option menu. The menu items are explained below.



Primary Photo

Enabling this option assigns the placeholder to the photo designated as the "primary" photo for the badge holder in WIN-PAK. This is the only photo that is displayed in the card lookup, pop-up, and card databases.

Secondary Photo

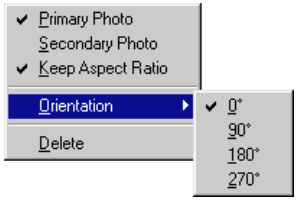
Enabling this option assigns the placeholder to the photo designated as the "secondary" photo for the badge holder in WIN-PAK. The only way to view the secondary photo is in a badge layout view.

Keep Aspect Ratio

Enabling this option keeps the photo in proportion as you are resizing so that it isn't irregularly shaped.

Orientation

This menu item allows you to rotate your photo.



Your options are:

0°	Places your photo upright.
90°	Rotates your photo 90° clockwise.
180°	Places your photo upside-down.
270°	Rotates your photo 90° counterclockwise.

Deleting a Photo Placeholder

To delete a photo placeholder, click on it to select it, then click anywhere on the photo placeholder with the right mouse button to open the options menu. Click Delete. This menu item removes the photo placeholder from the badge.

Adding and Editing a Bitmap Graphic

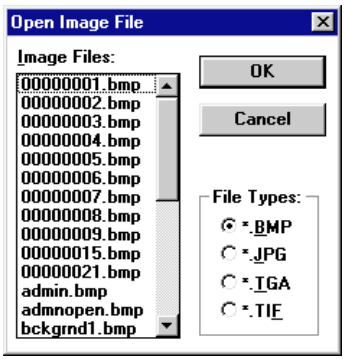
WIN-PAK allows you to place bitmap graphic images on the badge such as a logo or symbol. Simply create or scan in your image and save it as a Windows bitmap (*.BMP), JPEG (*.JPG), Targa (*.TGA), or TIFF (*.TIF). Then use the "Import a Graphic..." option to place the graphic in the correct WIN-PAK subdirectory.

Adding a Graphic Image

Adding a graphic image to a badge is as easy as clicking on the badge with the graphic image tool. The cursor can be changed to the graphic image tool in any of the following ways:

1. Select Insert Bitmap from the Object menu.
2. Click the graphic image button ( ) on the toolbar, or click anywhere on an empty part of the badge with the RIGHT mouse button and select Bitmap.

After the cursor has changed to the graphic image tool, click on the badge where you want the upper left-hand corner of the graphic image to be. This opens a dialog box that allows you to select a graphic image for your backdrop from your graphic subdirectory.



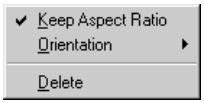
Choose what type of graphic file you wish to import as your backdrop from the **File Types** list. Your choices are:

(*.BMP)
(*.JPG)
(*.TGA)
(*.TIF)

Once you select what type of file you are opening, you can then view those files in the file list. When you see the file that you want to use, select it and click **OK**.

Editing a Graphic Image

Clicking the RIGHT mouse button anywhere on a placed bitmap element opens up its option menu. The menu items are explained below.

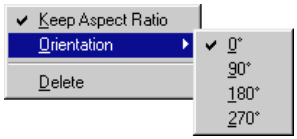


Keep Aspect Ratio

Enabling this option keeps the bitmap in proportion as you are resizing so that it isn't irregularly shaped.

Orientation

Orientation allows you to rotate your bitmap.



Your options are:

0°	Places your bitmap upright.
90°	Rotates your bitmap 90° clockwise.
180°	Places your bitmap upside-down.
270°	Rotates your bitmap 90° counterclockwise.

Deleting a Bitmap

To delete a bitmap, click on it to select it, then click anywhere on the bitmap with the right mouse button to open the options menu. Click Delete. This menu item removes the bitmap from the badge.

Adding and Editing a Barcode

WIN-PAK creates barcodes for badges in a number of formats that can be used for a wide variety of reasons. Barcodes can contain information specific to the badge design or to the cardholder. For example, the barcode can reflect the card number or the user's social security number.

Some "High Density" applications may require a bar code font. In this case, use the text field to define your barcode instead of a barcode field.

Another advantage to using a barcode font is the ability to rotate the barcode (text block).

Adding a Barcode

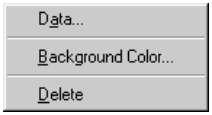
Adding a barcode to a badge is as easy as clicking on the badge with the barcode tool. The cursor can be changed to the barcode tool in any of the following ways:

1. Select Insert Barcode from the Object menu.
2. Click the barcode button ( ) on the toolbar, or click anywhere on an empty part of the badge with the RIGHT mouse button and select Barcode.

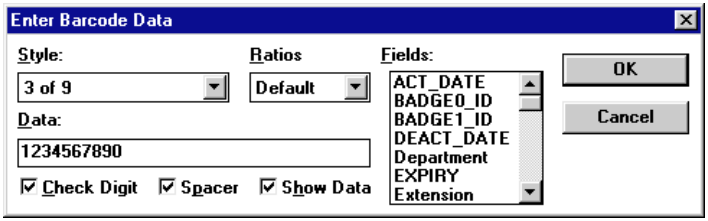
After the cursor has changed to the barcode tool, click on the badge where you want the upper left-hand corner of the barcode to be. The barcode can be resized and moved or edited as described below.

Editing a Barcode

Select the barcode by clicking on it. Then click the RIGHT mouse button anywhere on the barcode to open up its option menu.



Click Data... to define your barcode with the following fields in the dialog box:



Style

Select a barcode style from this drop down list. Your choice includes:

- 2 of 5
- 2 of 5 interleaved
- 3 of 9
- Codabar
- Code 39
- Code 93
- Code 128
- EAN 128
- EAN 13
- EAN 8
- MSI
- ITF
- Code 11
- Code B
- Telepen
- UPC A
- UPC E
- Code 128 A
- Code 128 B
- Code 128 C

Ratios

Select a ratio from this drop down list to determine the width ratio of thick bars to thin bars. For example, a ratio of 2.00 would mean that thick bars are twice the width of thin bars.

Data

Data can be entered directly into this edit box. Either type in what you want encoded or enter a field that you want coded from the card holder's database. To do this, simply double-click a field from the listing of fields and it will appear in the data edit box.

Data can be combined in much the same way as it was in the text fields mentioned above. You should highlight and delete the sample data (1234567890) when defining this field.

Error detection is not a feature with all barcode readers.

Check Digit

Provides error detection.

Spacer

Adds space before and after the barcode when show data is enabled.

Show Data

This option displays the data encoded underneath the barcode in what is called "human readables."

Editing The Barcode Background Color

Click on the barcode to select it, then click anywhere on the barcode with the right mouse button to open the options menu. Select Background Color. Selecting this menu item brings up a palette of Basic Colors for changing the barcode background color.

Choose a color, select it with the mouse, and click **OK**. If a custom color is needed for the barcode background, it can be created (See Appendix F).

Deleting a Barcode

Select the barcode by clicking on it, then click on it with the RIGHT mouse button to open its options menu. Select Delete. This menu item removes the barcode from the badge.

Adding & Editing a Shape

The Badge Layout Utility allows you to place a shape on your badge. Shapes consist of rectangles, rounded rectangles, ellipses, and lines. You can change the border or line width, the border and background color, or make them transparent to frame photos or text blocks.

Adding a Shape

Adding a shape to a badge is as easy as clicking on the badge with the shape tool. The cursor can be changed to the shape tool in any of the following ways:

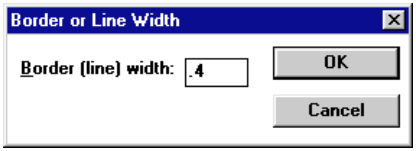
1. Select Insert Shape from the Object menu.
2. Click the shape button ( ) on the toolbar, or click anywhere on an empty part of the badge with the RIGHT mouse button and select Shape.

After the cursor has changed to the shape tool, click on the badge where you want the upper left-hand corner of the shape to be. A square will be placed which can be changed to a different shape, moved, and resized.

Right-clicking anywhere on the shape opens up the editing menu. The menu items are explained below.

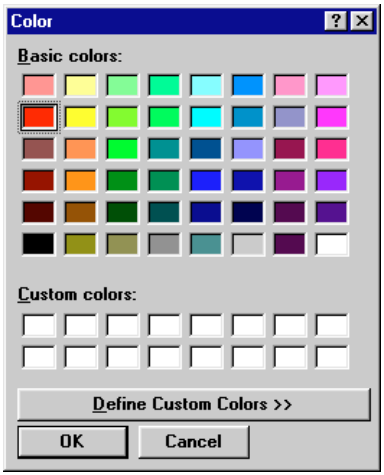
Border or Line Width...

You can change the width of the shape border or line.



Foreground Color...

This will allow you to change the color of the border or line.



Background Color...

This will allow you to change the color of the center of the shape. Not applicable if you have selected transparent.

Transparent

This turns the shape transparent. It is not applicable if the shape is a line. For all other shapes, the center region becomes

transparent and only the border is visible. You can use this option to create frames for other elements on the badge.

Line

This turns the shape into a line. If you stretch this shape so that it is longer horizontally, it will be drawn as a horizontal line. If you stretch this shape so that it is longer vertically, it becomes a vertical line.

Rectangle

This turns the shape into a rectangle.

Rounded Rectangle

This turns the shape into a rectangle with rounded corners.

Ellipse

This turns the shape into an ellipse.

Delete

Select this to delete the object from the badge.

Adding & Editing a Signature Placeholder

The Badge Layout Utility allows you to place a signature placeholder to reserve an area that the signature can be imported onto the badge.

A signature pad (Northern Computers' **PB-SIG-CAP**) can be connected to the computer to scan in signatures. The signatures are saved in vector format. They can be placed on the badges and are proportionally stretched to fill the area allotted for them. The color and weight of the signature is user configurable. They

can also be made transparent to be placed on top of any other object on the badge.

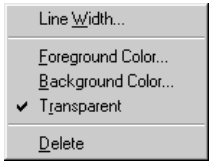
Adding a Signature Placeholder

Adding a signature placeholder to a badge is as easy as clicking on the badge with the signature placeholder tool. The cursor can be changed to the signature placeholder tool in any of the following ways:

1. Select Insert Signature from the Object menu.
2. Click the signature placeholder button ( ) on the toolbar, or click anywhere on an empty part of the badge with the RIGHT mouse button and select Signature.

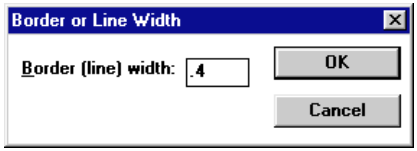
After the cursor has changed to the signature placeholder tool, click on the badge where you want the upper left-hand corner of the signature placeholder to be. The signature placeholder can be moved and resized or edited.

Right-clicking anywhere on the signature placeholder opens up this menu. The menu items are explained below.



Line Width

The following dialog box will appear prompting you to enter width of the line used in the signature. The width is measured in millimeters.



Foreground Color

This will allow you to change the "pen" color of the signature.

Signatures cannot be oriented.

Background Color...

This will allow you to change the background color of the signature block.

Transparent

This makes the background color of the signature block transparent. When the signature is put on the badge, it will appear to be written over what is behind it.

Delete

Select this to delete the signature block from the badge.

Magnetic Stripe Encoding

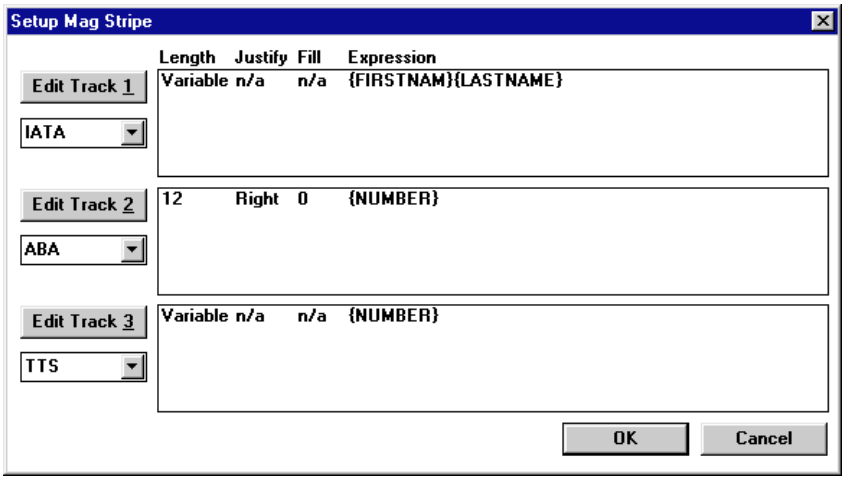
The Badge Layout Utility allows you to setup magnetic stripe encoding information for each badge that you create. If you are using a supported printer that does magnetic stripe encoding, you will be able to encode cards when they are printed.

The magnetic stripe setup MUST be assigned to the layout used for the back side of the card when duplex (2-sided) printing.

Each badge layout can have magnetic stripe encoding data

defined for it. Any combination of text and fields can be encoded on the magnetic stripe provided it is within the bounds of the format. Individual fields can be placed within any ordinal character range, justified left, center, or right, and padded with any character.

To edit the magnetic stripe information for a badge, select the window containing the badge design that you want to print. Then select Mag Stripe Setup... from the File menu. Selecting this option opens a dialog box called *Setup Mag Stripe* that will allow you define the magnetic stripe information for that badge.



How Magnetic Stripe Information Is Defined

As you can see in the above dialog, magnetic stripe data can be defined for all three tracks. For each track, specify the magnetic stripe format that will be used: IATA, ABA, or TTS.

The following track/format assignments are the industry encoding standards:

IATA = Track 1 ABA = Track 2 TTS = Track 3

Each track can have any number (limited by the amount of data that will fit on a given track) of data items that can be

consecutively written to it. The data that can be used is limited to certain ASCII characters, depending upon the format selected for that track.

IATA will allow you to enter the numerical characters 0-9, the alphanumeric characters A-Z, and various punctuation characters (ASCII 32-95). If lowercase letters are used, WIN-PAK converts them to uppercase first, as IATA doesn't understand lowercase. If a field separator is required, it is designated by the "^". See your printer documentation for the number of characters that can be encoded using the IATA format.

Some encoders may not utilize Track 3. Check your printer before using this feature.

ABA will only allow numeric characters 0-9 and various punctuation characters (ASCII 48-63). See your printer documentation for the number of characters that can be encoded using the ABA format.

Some magnetic stripe cards may not support track 3 encoding. Check with your card supplier for further information.

TTS will only allow numeric characters 0-9 and various punctuation characters (ASCII 48-63). See your printer documentation for the number of characters that can be encoded using the TTS format.

Currently, Northern Computers' readers only read ABA or Wiegand type encoding. The NR-1 reader reads ABA on Track 2, and the NR-2 reader reads ABA on Track 1.

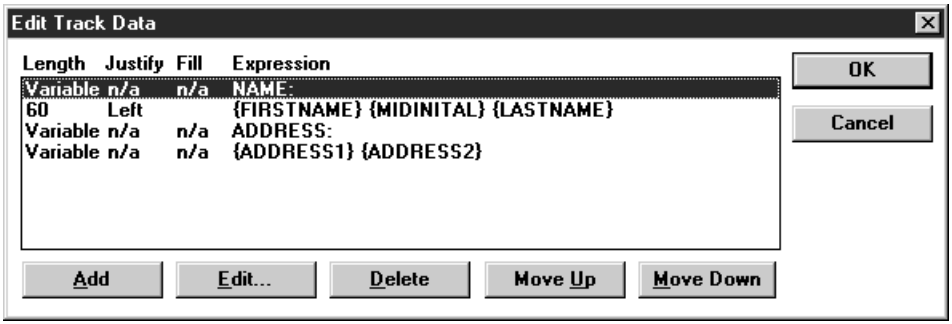
Each data item is defined by four fields. The first field is the length. This is the number of characters that is written to the track for this data item. If the data item is longer than the length, it will be truncated. If it is shorter it will be padded with the Fill

character. The data item can be defined as "Variable" length. This means the number of characters written to the track is equal to the length of the data item. The second field is the Justification. Justification is only valid for fixed length data items. If a data item is shorter than the number of characters allotted for it, it can be justified left, center, or right, within those characters. All other characters will be set to the Fill character. The third field is the Fill character, which is used to pad the data to fit a fixed length field. The last field is the Expression. This can be any combination of text or database fields.

Editing The Tracks

To edit a given track, push the **Edit** button next to that track, or double-click on a data item line within the track list box. This will bring up the *Edit Track* dialog.

The Edit Track dialog allows you to modify the data format of each of the tracks on the magnetic stripe. This dialog is shown below, along with information about the controls on it.



Add

Add a new data item to this track. It is initially set to default values. Once created, you can then edit it to configure the item with the proper data.

Edit...

Edit the currently selected data item. You can also double-click on the desired line in the list box. See below for information on editing track data items.

Delete

Deletes the currently selected data item from the list.

Move Up

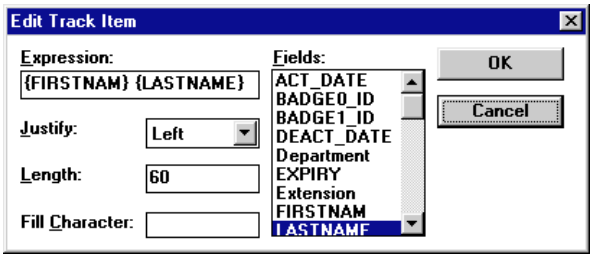
Moves the selected item up one position in the list. Use Move Up and Move Down to change the order of the items in the list.

Move Down

Moves the currently selected item down one position in the list.

Press **OK** to exit and keep any changes that have been made, or **Cancel** to exit without keeping any changes.

If you edit any of the items from the Edit Track Data dialog, the *Edit Track Item* dialog opens. This is the lowest level dialog that allows you to configure each data item.



Data

This can be any combination of text and database fields. Double-click an item in the Fields list to insert it in the Data edit box. You can also type any text you desire.

Justify

Select the justification method you would like to use for this item. If Length is Variable, justification is not applicable.

Length

Enter the maximum length of this data item, or Variable to create a variable length item.

Fill Character

Enter the character you wish to use to fill the blank space in fixed length data items. You can specify any ASCII value by typing /n, where n is a number. You can also just type a character in.

To enter empty spaces for your Fill character, either type a space or /32 in the *Fill Character* field.

Fields

These are the fields available to be used in the data. Double click on a field to insert it in the Data edit box.

Press **OK** to exit and keep any changes that have been made, or **Cancel** to exit without keeping any changes.

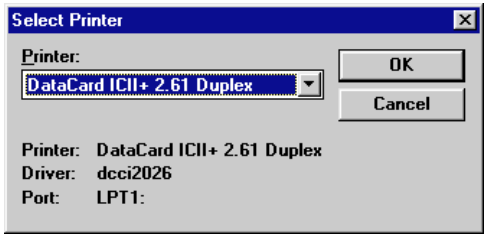
Printing a Badge Layout

This section demonstrates how to print a copy of your badge DEFINITION. It is not used to print badges with personnel fields, photos, and barcodes filled in – that is done from the Card Database in the main WIN-PAK component.

Printer Drivers are added in the Control Panel of Windows, located in the Main Group. See your Window's manual for more information.

Select the window containing the badge design that you want to print. Then select Print... from the File menu or click the Print button ( ) on the toolbar. Selecting this option opens a dialog box called Select Printer.

A badge will not print until it is saved.



Select your printer from the drop-down list and click **Print** to print the card design, or **Cancel** to go back to the database without printing.

Windows Options

The Window menu is a standard menu for most Window's applications. It allows you to organize open and minimized badge windows in a variety of ways. This menu is useful when working on more than one badge a time.

Below is an explanation of the Window menu items:

Tile

This menu item arranges all open badges so that they can all be seen. It is also handy for enlarging one open badge to its maximum size.

Cascade

This menu item arranges the badges in a stacked position with the title bars showing.

Arrange Icons

This menu item arranges all minimized badge windows along the bottom left corner of the main window.

Close All

This menu item closes all open badges. A prompt to save the badge will appear for each badge that has been modified but not saved. Click **Yes** to save the changes or **No** to ignore the changes.

List of Open Badges

This menu also lists all open badges. The currently selected badge has a check mark next to it. Clicking on a badge name will make it the selected badge and bring it to the front.

To display more than one layout at a time, your computer must be set to a value greater than 256 colors. However, while you are capturing images from the Card Database, you will have to set your monitor to 256 colors if you are using the VideoBlaster capture card.

Chapter 5

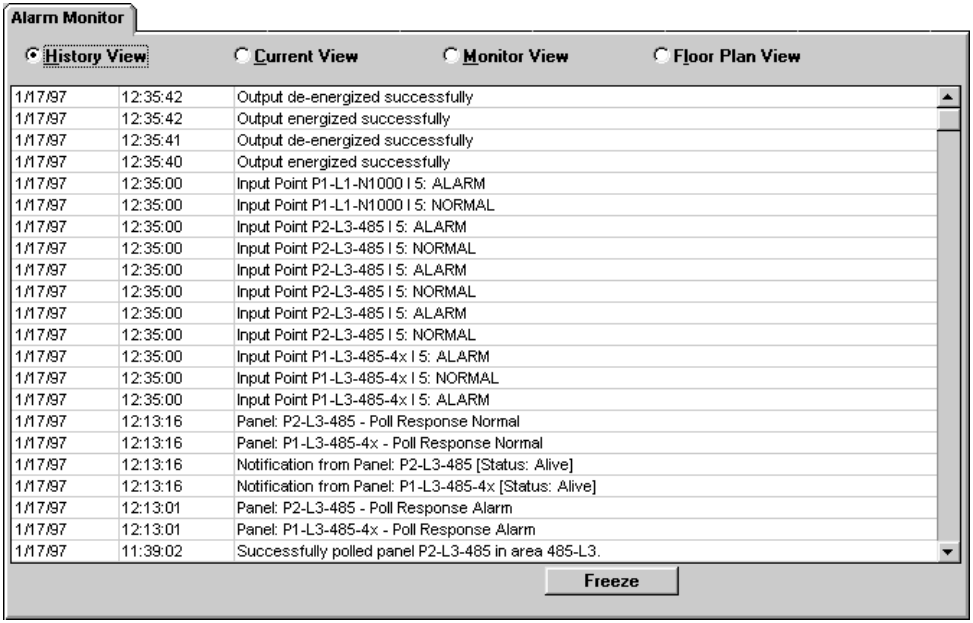
System Screens

Alarm Monitor Screen

WIN-PAK's Alarm Monitor Screen reports all alarm and reader activity as it happens. The user has four viewing options. The user can view alarms and card reads as they come in (History View) or in order of priority (Current View). The operator can also view defined alarm points and their current status in a grid (Monitor View) or by graphic floor plans (Floor Plan View). Each of these views is explained in detail in the following sections.

History View

The History View displays all alarm information and system communication as they are received from the panels in a list form with the most recent information appearing at the top of the list. This list displays information on alarms and readers including the date, time, and status.



The operator can use this view to monitor alarms at a glance. This view provides an overview of system activity only – it does not allow the user to acknowledge or respond to activity.

Browsing On-line History

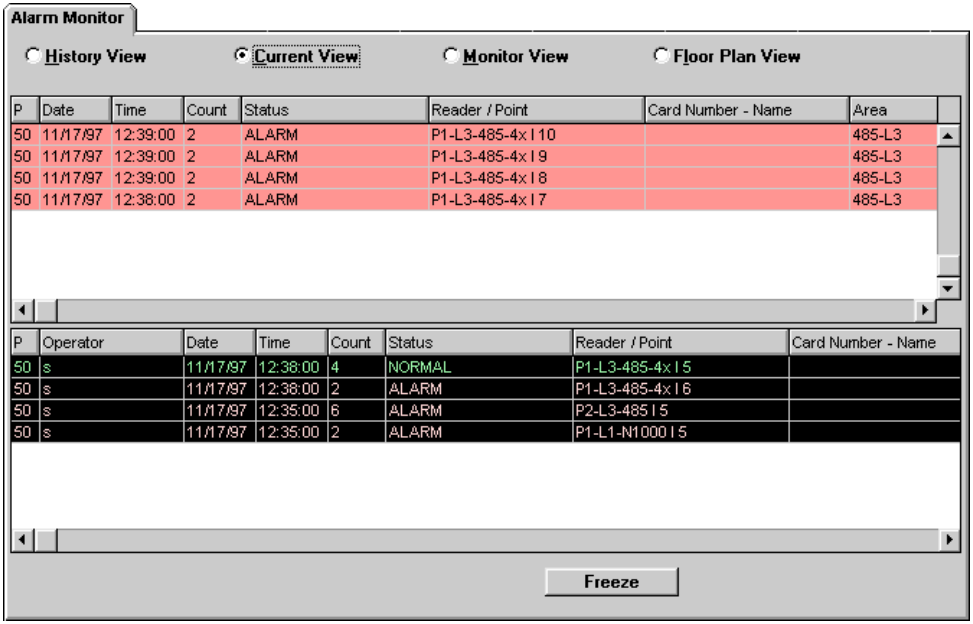
When alarm and reader information fills the screen, a scroll bar appears so the operator can browse through past actions.

The **Freeze** button halts the display of actions for a maximum of 120 seconds to keep the display from showing more alarms while browsing.

When frozen, the button changes to **Live** and begins a countdown to return to live alarm monitoring. The operator can use this button to toggle back to *Live* before the end of the countdown.

Current View

The Current View displays information on incoming alarms. The screen is divided into two sections, one for incoming alarms and one for acknowledged alarms.



Incoming Alarm Section

The upper section of the screen receives alarms based on the priority threshold for acknowledgment (as defined in the Setup). All alarms with a priority higher than the threshold (the number being equal to or lower) are displayed. All alarms with a priority lower (the number being higher) than the threshold are NOT displayed.

In the *Incoming Alarm* section of the screen, the colors of the bars indicate the type of alarms. A red bar indicates an alarm condition, a green bar indicates a normal condition, and a yellow bar indicates a trouble condition. When you click an alarm or group of alarms to select them, the bar turns gray.

A yellow alarm (an input in trouble condition) only appears with an N-1000-III or IV board or when and AEP-5 board is used with an N-1000-II.

Once a point goes into alarm or trouble, the bar color will not go back to a normal color (green). For example, if the first message from that point or card is normal, subsequent alarm or trouble conditions change the alarm to red or yellow. After that, it will stay red (or change between yellow and red) but will not go to green on a normal state. The *Count* column shows the number of times a point changes state while it is in the upper screen.

Double-clicking on a transaction brings up the Alarm Info screen showing the details of what has been indicated by the counter, and allowing a Note to be written for that alarm. *See the Alarm Info Screen section of this chapter.*

Acknowledging a transaction moves it to the lower portion of the screen.

Acknowledged Alarm Section

When an alarm is acknowledged, it moves to the *Acknowledged Alarm* section of the screen. The background color of the transaction is black, and the color of the type changes according to the convention used in the *Incoming Alarm* section: green for normal, yellow for trouble, and red for alarm. The color changes with each new condition. Transactions remain in the *Acknowledged Alarm* section until they are cleared.

The position of transactions in both areas of the screen is determined by priority level and time. The highest priority transactions are first, while transactions with the same priority are shown with the most recent being first.

Acknowledging an Alarm or Card Read

Acknowledging an alarm or card read shows that the operator has

seen the alarm/card read status. All alarms received in the *Incoming Alarm Section* have a priority high enough to require acknowledgment.

To acknowledge an alarm or card read in Current View

1. Select the alarms to be acknowledged Click on a single alarm or to select more than one alarm, hold down the **Control** key and click each alarm. To select a range of alarms, press **Shift** and then select the first and last alarms in the range.
2. Click the Acknowledge button ( ) on the toolbar or right click on the alarm(s) and then select **Acknowledge** from the menu that appears.

The alarm(s) move to the *Acknowledged Alarm* section of the screen.

Clearing an Alarm or Card Read

Clearing an alarm or card read deletes it.

To clear an alarm from the Current View

1. Select the alarm(s) to be cleared.
2. Click the Clear button ( ) on the toolbar or right-click the alarm(s) and select **Clear** from the menu that appears.

The alarm(s) are deleted.

Clearing an alarm may require that the alarm point be in the Normal mode. The *Clear Alarm State* setting is found in the Setup menu under Communications.

Viewing and Responding to Alarm and Card Read Information

To view alarm and card read information, double-click the alarm. This will open the Alarm Info screen with information on that alarm. *See Alarm Info later in this chapter for information on using this screen.*

Viewing Card Information

Selecting a card read in the current view and clicking on the Card Lookup tab will display the information and a photograph (if existing) of the card user. *See Card Info later in this chapter for more information on using this screen.*

Locating a Card Holder from a Read

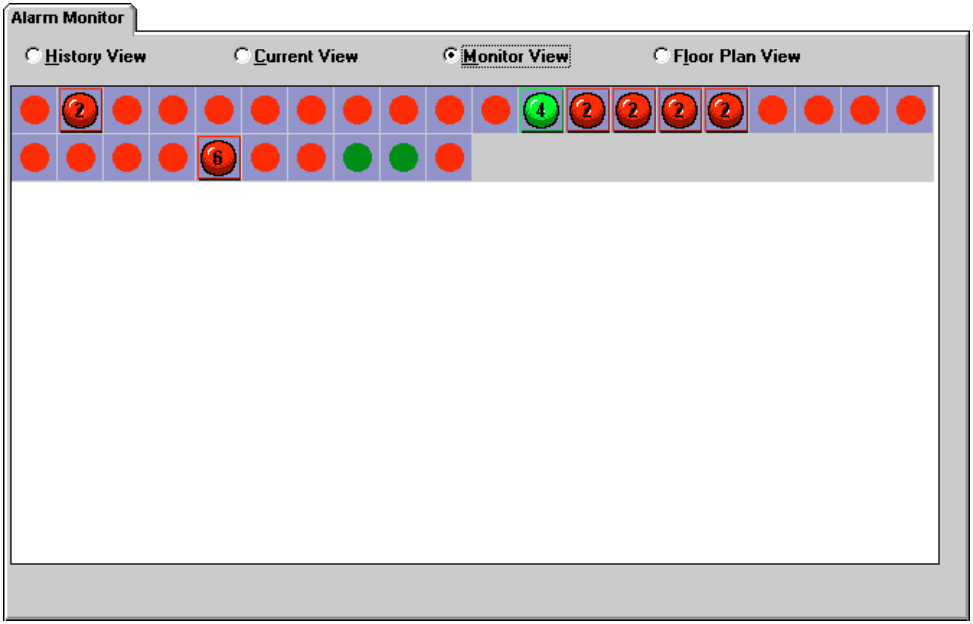
Selecting a card read in the current view and selecting Locate... from the View menu will open up the *Locate* tool with the card information pre-entered in the fields.

Monitor View

The Monitor View displays a screen of alarm input points defined by the operator. Icons representing these points show the status of the alarm point. Green alarms represent a normal condition, red alarms represent an alarm condition, and yellow alarms represent a trouble condition.

A yellow alarm representing an input in a *trouble* status will only appear with an N-1000-II panel when an AEP-5 board is being used, or with an N-1000-III or IV board.

A number may appear in the center of the alarm denoting the number of times the input point has changed status since the last time it was cleared. Input points requiring acknowledgment as defined in the Setup Options and Panel Database will be flashing when received.

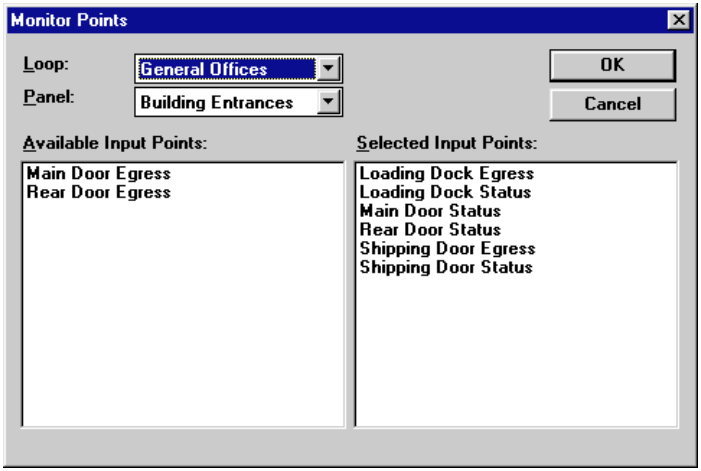


Defining Alarm Input Points

To define alarm points for your grid, select Monitor Points... from the View menu or click the Monitor Points button ( ) on the toolbar.

A dialog box will open to allow you to select input points to monitor.

System Alarms are not used as Available Input Points.



Loop

Use this drop-down list to select the loop (area) that contains the point(s) you want to monitor.

Panel

Use this drop-down list to select the panel that contains the point(s) you want to monitor.

Once the loop and panel are specified, the enabled input points for that panel will be displayed under Available Input Points. Simply click once on the point you want to monitor and it will be added to the Selected Input Points list. Clicking points in the Selected Input Points list will remove them.

Click OK to add the input points in the Selected Input Points list.

To identify an alarm, select it, and its name will appear in the status bar. The number displayed in an alarm icon is the number of times the alarm has changed state since it was last cleared. Double-clicking the alarm will open the Alarm Info screen to display alarm information and allow the operator to enter a note.

Acknowledging an Alarm

As in the Current View, acknowledging an alarm shows that the operator has seen the alarm. An alarm in Monitor View blinks and beeps until it is acknowledged.

1. Select the alarms to be acknowledged. Click on a single alarm or, to select more than one alarm, hold down the **Control** key and click each alarm. To select a range of alarms, press **Shift** and then select the first and last alarms in the range.
2. Click the Acknowledge button ( ) on the toolbar or right click on the alarm(s) and then select **Acknowledge** from the menu that appears.

The alarm will stay on the screen but will not flash.

Clearing an Alarm

Clearing an alarm will not delete it from Monitor View, but it will clear the Alarm Count in the alarm.

1. Select the alarm(s) to be cleared.
2. Click the Clear button ( ) on the toolbar or right-click the alarm(s) and select **Clear** from the menu that appears.

The alarm count will then be cleared on the monitor.

Polling an Alarm

A panel doesn't report when a point is shunted. Polling is valuable when points are shunted and you want to know whether a point is "open" or "closed."

To poll an alarm

1. Select the alarm.
2. Right click on it to bring up a menu.
3. Select Poll.

Only points associated with that panel will report.

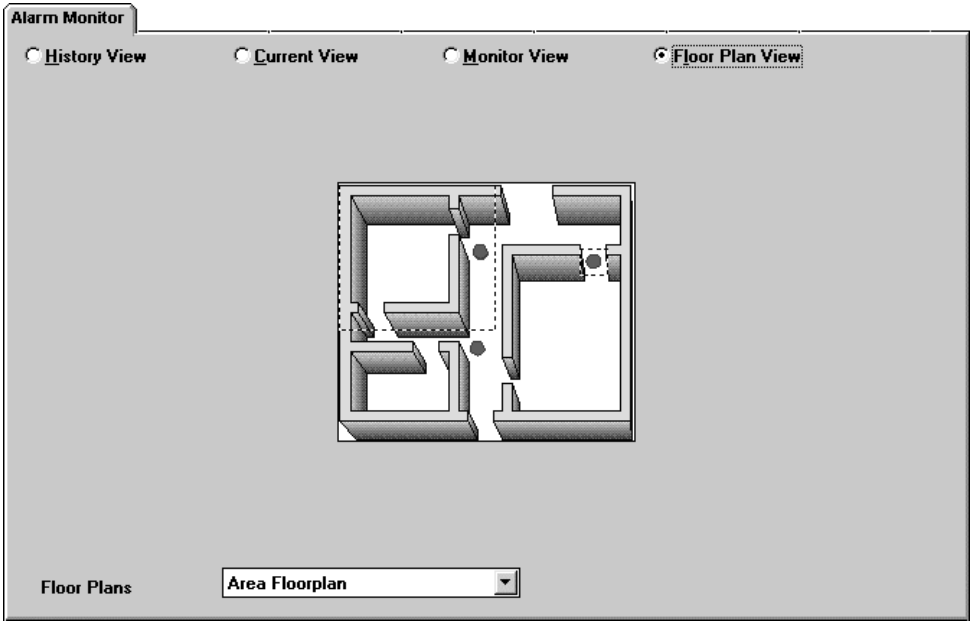
Use of the polling feature requires that the control panel has version 7.46 or higher firmware.

Viewing Alarm Information and Responding to Alarms

To view alarm information, double-click the icon. This opens the Alarm Info screen with the message defined for the alarm status in the Panel Database. *See Alarm Info later in this chapter for more information on using this screen.*

Floor Plan View

This view gives the operator the option of monitoring alarms by floor plans and/or digital photos. Floor plans can be representations of a building created in a paint-type program and saved as a bitmap file. Photos can be taken with a digital camera or scanned and saved as bitmap files. The bitmap is referenced and given a descriptive name in the Floor Plan Database. *See Floor Plan Database in Chapter 3 for more information on defining floor plans.*

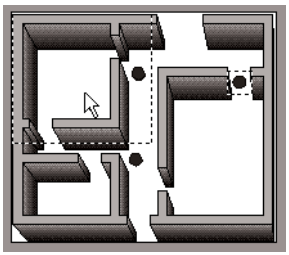


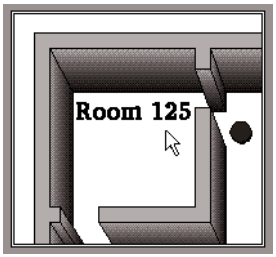
Floor Plans are accessed by clicking on the drop-down list at the bottom of this screen, and selecting the floor plan that you want. This list consists of floor plans defined in the Floor Plan Database.

Using Floor Plan Hot Spots

The Floor Plan Database allows the operator to create *hot spots* on the floor plan, which can be linked to another floor plan, an input point, or both. Hot spots appear as dashed rectangles when linked to another floor plan or as an alarm when linked to an input point. When the cursor is over the hot spot, a message pertaining to it appears in the status bar.

Click the floor plan hot spots to bring up a floor plan or other graphic. This makes it possible to build detailed graphic maps where clicking a floor plan hot spot gives a more detailed look at a specific area.





While clicking a floor plan hot spot brings you to another floor plan, right-clicking the new plan opens a menu listing the floor plans that you have "travelled through" to get to the current graphic. To get back to any of these floor plans, just click its name on the list.

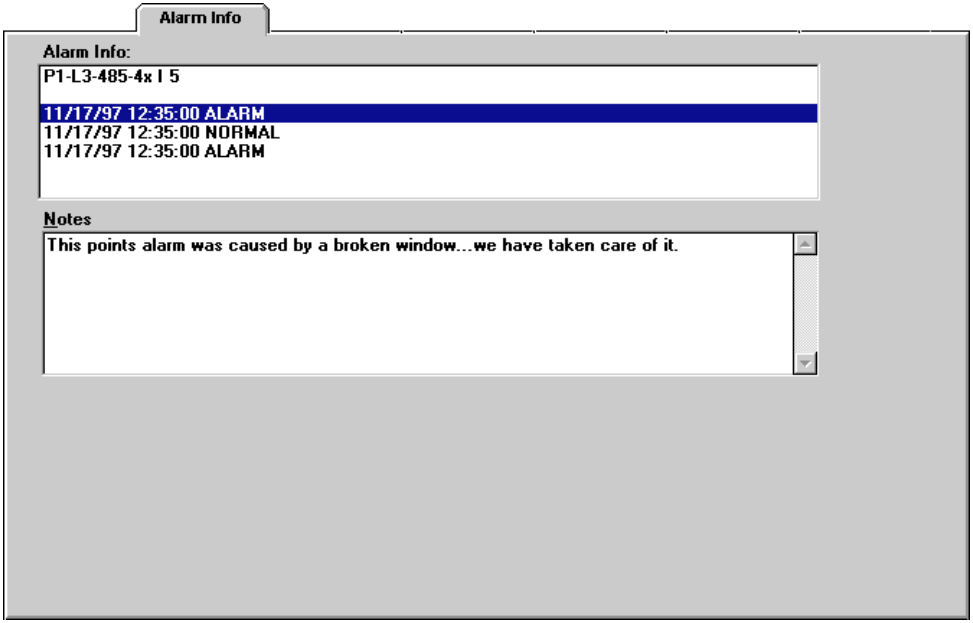
Monitoring Alarm Points

Hot spots can also be defined in the Floor Plan Database as alarm input points. These will appear on the floor plan as alarm icons. This gives the operator the option to monitor alarm points like in the Monitor View but with points placed on a floor plan. This makes it easy to recognize where a particular alarm is in a facility.

Alarm Info

The Alarm Info screen is used to view alarm and card read information and allow the operator to enter a response. When an alarm is triggered or a card is read (with the appropriate threshold settings), it appears in the Alarm Monitor Screen in the Current View and, if defined, in the Monitor and Floor Plan views. Double-click the alarm in one of these views or select it and click the Alarm Info tab to view alarm information and the message associated with it. These messages are defined in the panel and card databases.

If a note is to be entered, it must be entered into the Notes field BEFORE the alarm is acknowledged. After the alarm is acknowledged, the Notes field cannot be edited.



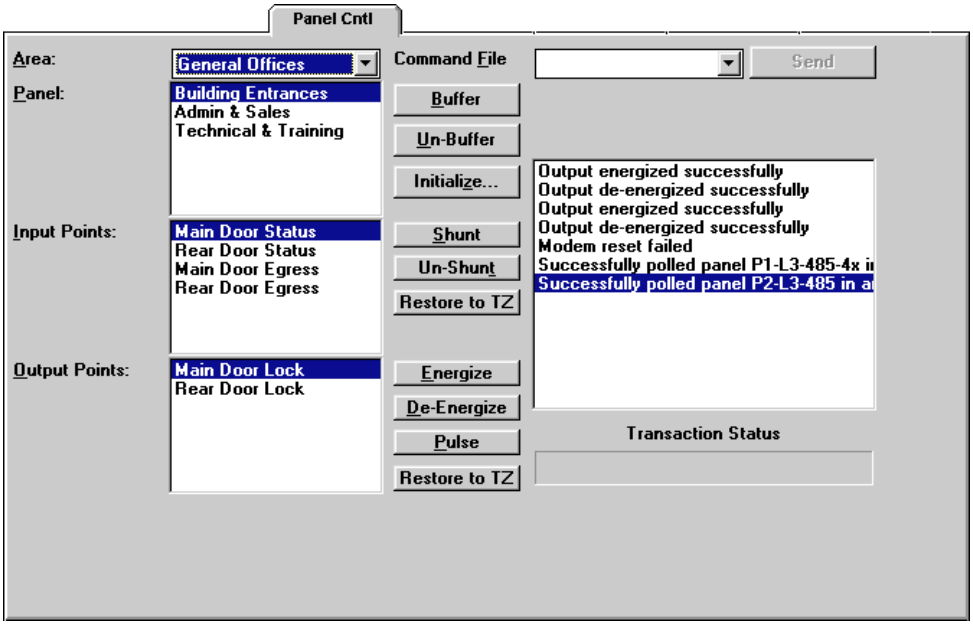
Each change of state of the alarm is displayed until the point is cleared.

This screen also provides a field for entering response notes. To enter a response note to an alarm state, simply select the state in the Alarm Info field, click within the Notes field and type your note. If "Log Actions" is enabled in the Operator Options screen (Located in the Setup Menu), then these notes will be saved and can be printed in a history report.

It is necessary to press Enter at the end of each line when creating a comment. Words will not automatically wrap to the next line when typing.

Panel Control

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.



All commands sent to area panels are shown in the Progress Window. This displays a list of every command and its current status. When the window fills up, a scroll bar appears allowing you to browse through all your actions.

Under the Progress Window is the Transaction Status bar. This bar shows the progress of the currently sent commands.

Area

From the list, select the area that you want to communicate through. All remote and local areas defined as Loops in the Area Database appear in this list. If a remote area is selected, a Connect button appears to the screen for additional options.

Controlling Panels

Panel

All Panels defined for the Area that you selected appear in this list. Select the panel you want to control.

Buffer Panels

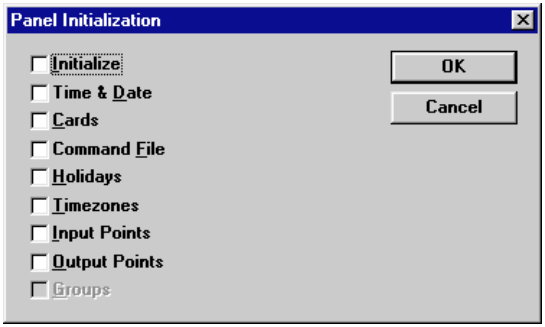
This button buffers the selected panel. Clicking this button stops all panel information from being sent to WIN-PAK, and instead stores it in it's own memory. This is useful when WIN-PAK is exited or when troubleshooting panels.

Unbuffer Panels

This button unbuffers the panel selected in the Panel field. Clicking this button prompts the panel to send all buffered transactions to WIN-PAK. Alarms that were buffered will be presented in the alarm monitor with the time that the alarm occurred at the panel. WIN-PAK will act on the alarms per WIN-PAK's program options (buffer, floorplan, command files, messages, etc...).

Panel Initialization

The **Initialize** button opens a dialog box allowing you to send programmed information to the panel(s) selected in the Panel field. Specify which information you want sent by enabling the options below.



All panel inputs will report in twice when the *Initialize* option is selected.

Initialize

Enabling this option includes information contained in the panel definition (anti-passback, free egress, etc.) and site codes and also deletes all cards in the panel when the **OK** button is pushed.

When selected, Initialize will reset the panel's programming. Therefore, all options should be selected when Initialize is enabled.

Time & Date

Enabling this option will include the current time and date (as defined by the system clock on your PC) when the **OK** button is pushed.

Cards

Enabling this option will include card information when the **OK** button is pushed. Cards are automatically updated when using the Card Database. Therefore, it is not always necessary to send cards to the panel from this screen.

If sending only cards, it is recommended to completely re-initialize the panel with all options. This is to delete old cards still located at the panel.

Command File

Enabling this option will send the command file that is assigned to the panel when the **OK** button is pushed. A command file is assigned to a panel in the *Panel Screen* in the Panel Database.

Holidays

Enabling this option will include the Holidays database when the **OK** button is pushed.

Timezones

Enabling this option will include panel timezone information when the **OK** button is pushed.

Input Points

Enabling this option will include input point information (shunt times, timezone assignments, interlocks, etc.) when the **OK** button is pushed.

Output Points

Enabling this option will include output point information (pulse times, timezone assignments, interlocks, etc.) when the **OK** button is pushed.

Groups

Enabling this option will include group information (pulse times, timezone assignments, interlocks, etc.) when the **OK** button is pushed.

Clicking **OK** uploads all the information enabled in the Panel Initialization section to the panel specified in the Panel field.

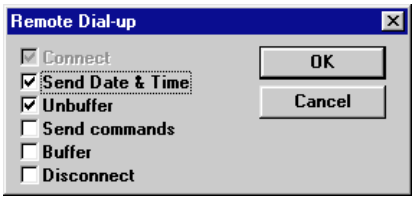
Sending a Command File

Any command file defined in the Command File Database can be manually sent to a panel. To send a command file, (1) select it from the drop-down list and (2) Click the **Send** button.

The command file will be sent to the "Area" defined in the command file.

Controlling Remote Panels

If the area that you select in the Area drop-down box is defined as a remote area, and has panels assigned to it, a button labeled **Connect** will be visible. Clicking this button opens a dialog box allowing the operator to send commands via modem to a remote area. The commands appear in the order that they will be performed.



Connect

Enable the Connect option to dial the remote site. This option is unavailable if the current area is already on-line. The option will be selected and unavailable if it is not connected and you click on **Connect**.

Panel control of the remote loop will be grayed out until a connection is made with the remote site and if unbuffer is selected. The

control options will remain grayed out until the panel is unbuffered.

Send Date & Time

This option is recommended to maintain time sync with the system.

Unbuffer

Enable this option to unbuffer the panels at the remote location. It is recommended that this option be selected if the *Send Commands* option is selected. When sending commands, information at the panel may be lost if not unbuffered.

Send Commands

Enable this option to send the card database updates to the remote site. It is recommended that if buffered information is needed, to unbuffer the panel as well. If *Send Commands* is enabled, and *Unbuffer* is not, then buffered events may be lost.

Buffer

Enable this option to buffer information at the remote panels after unbuffering and sending commands.

Disconnect

Enabling this option will disconnect the remote area from WIN-PAK when completed. If you do not disconnect automatically, you will remain on-line until you select the "Area" and click the Disconnect button.

Clicking **OK** performs all enabled commands in the order they appear for the remote area selected. If all commands are enabled, the following happens:

1. WIN-PAK connects to the remote site.

2. WIN-PAK updates the remote site's date and time.
3. WIN-PAK unbuffers information from the remote panels and download them to the Alarm Monitoring views.
4. WIN-PAK sends the card updates.
5. WIN-PAK re-buffers the panels at the remote site.
6. WIN-PAK disconnects from the remote site.

If the Disconnect option is not selected in the Remote Dial-up, a Disconnect box replaces the Connect box. Clicking on the Disconnect box will provide similar options. The Remote Dial-up box will show the Buffer option marked (suggesting to buffer remote panels) and the Disconnect option marked and "grayed", to allow disconnect.

Controlling Input Points

Shunt

Click this button to shunt the currently selected input point.

Unshunt

Click this button to unshunt the currently selected input point.

Restore to TZ (Timezone)

When a point has been shunted or unshunted during a timezone, it should be returned to the timezone when the "override" is done. Click this button to restore the selected input to the programmed timezone.

Controlling Output Points

Energize

Click this button to energize the currently selected output point.

De-Energize

Click this button to de-energize the currently selected output point.

Pulse

Click this button to pulse the currently selected output point.

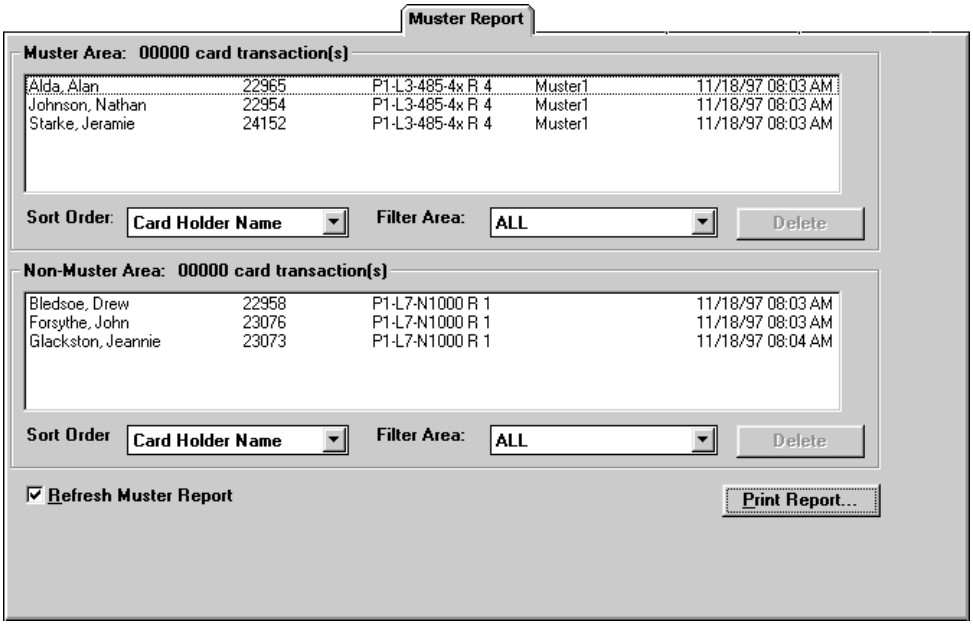
Restore to TZ (Timezone)

When a point has been energized or de-energized during a timezone, it should be returned to the timezone when the override is completed. Click this button to restore the selected output to the programmed timezone.

Muster Screen

Muster reporting allows an operator to track where card holders are in the event of an emergency. Tracking depends upon the setup of tracking areas in the Tracking Areas database. These areas are based on the readers used to enter areas of a facility. *See Tracking Areas Database in Chapter 3 for more information.*

Once tracking areas have been defined, a new screen will be added to the operations screens. Clicking the Muster Report Tab opens up this screen.



The upper section is the **Muster Area Card Transactions** section. Normally this section will be empty. If a muster is declared, people will go to the muster readers to present their cards, and this section will show those card reads. 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 updating of this view is done automatically, but can be frozen to view the muster area list. To do this, disable the **Refresh Muster Report** option by clicking on the box in the lower left hand corner. When you click on this box the check mark disappears, and the card read records coming in from then on are stored in a buffer rather than written to the screen. This allows you to work with an unchanging screen. When you click on the box again to enable the option, the card reads stored in the buffer are written to the screen and all card reads from then on are recorded until you disable the option again.

You can delete card read records from the **Muster Area Card Transactions** screen by selecting a card and clicking the **Delete** button under the right corner of the list. The **Refresh Muster Report** option MUST be disabled (unchecked) to delete a card.

The lower section of the screen is the **Non-Muster Area Card Transactions** section. This section functions generally in the same manner as the **Muster Area Card Transaction** section except that it is dealing with card reads from the tracking readers. This section will have a lot of activity going on most of the time. During a muster call, some or all of the activity would switch to the **Muster Area Card Transaction** screen. The **Refresh Muster Report** box affects this section of the screen in the same manner that it affects the upper section.

Sort Order

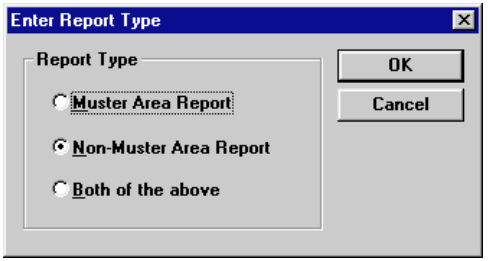
The Sort Order selections for both the upper and lower sections work in the same manner as the sort order selectors in other areas of the Database structure. Options include sorting by card number (if the operator has the View privilege), card holder name, tracking area, and date/time.

Filter

The Filter selections allow you to view reads from all areas at one time, or only the reads from a particular area.

Reports

Print Reports will print a report based upon the sort order and filters you have selected. It gives you the option of reporting on the muster area only, the non-muster area only, or both areas.



Muster System Precautions

When designing a muster system for use with WIN-PAK, it is important to keep the following precautions in mind:

1. Use a separate dropline (COM port) to isolate the muster readers from the tracking units. A special line should be run to provide a unique data path that will still be intact should the wiring from the main facility get damaged.
2. A "cold restart" of the access control panel could occur from a serious surge on the power or communication lines. This can cause corruption of the panel's database and time functions. Version 8.01.10 and higher firmware address the time problem by generating a system alarm 99 (Panel Database, System Alarms, Panel Reset Alarm) when the panel experiences a cold restart. WIN-PAK will then send the current Time and Date to the panel within 60 seconds of receiving this alarm. The default time and date after a cold restart is `January 1st, Monday at 12:00 am.` You will be able to see this time stamp on activities in the History view.

Panel Time is critical to the proper operation of the Muster function as the most recent event is used to determine the Tracking/Muster status of a Card holder. If a card is presented to the Muster reader and the time and date stamp is earlier than from another reader location, there will not be a change of status to the Muster (safe) location.

3. In the event that the card database is lost or corrupted at the muster reader, WIN-PAK will recognize all reader types (Not Found, Time Zone, Normal, Trace, Pin Violation, and Expired) as "valid" muster reads (provided that the time is later than the previous card read as described above). This function will prevent the need to reload the cards to a muster panel during a muster event. Only Valid and Trace card reads will count at a Tracking reader.

4. The communication loops should be RS-485. WIN-PAK should have corresponding Areas defined as RS-485 with ACK-NAK enabled. If using N-485-API-2s, they must be powered by a battery backed up power supply (not required for N-1000-III or N-1000-IV where the 485 is built into the control panel and is already using the battery backup of the control panel).

5. An UPS or other backup power source should power the WIN-PAK computer, N-485-PCI-2 and other associated communication devices. Installation of the equipment should be in a location that is considered "safe" from known hazards.

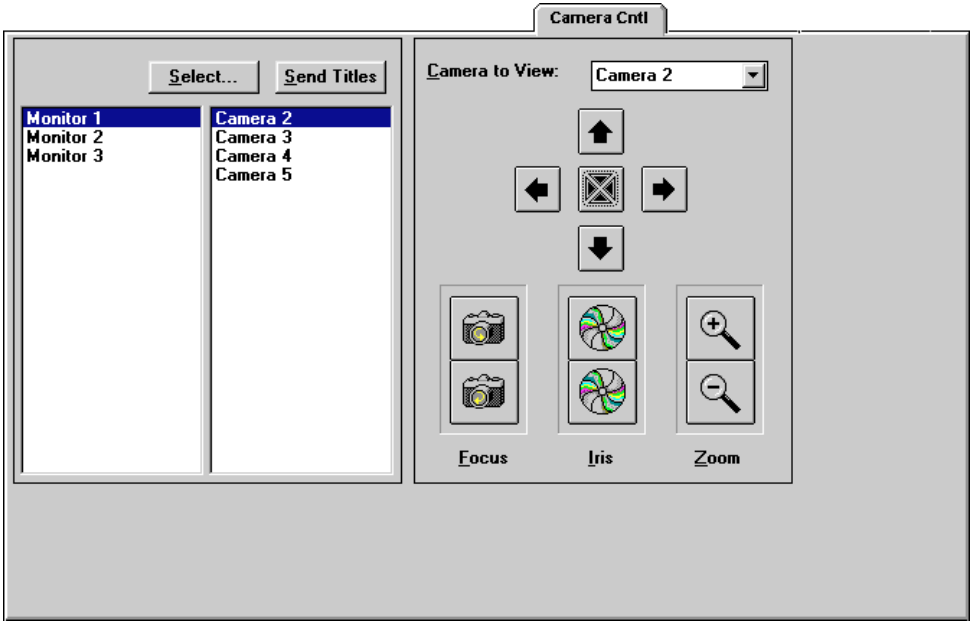
6. The muster system should be on-line (not buffered) to ensure timely and complete information. Regular checks to insure that the muster system is functioning properly should be performed as part of

the security routine and should be rigorously enforced.

7. As mentioned above, it is critical that the time and date be correct on card reads at the Muster readers. If the time and/or date are earlier than that of other reads in the system they will be ignored. For this reason, regular checks should be made to see that all panels are maintaining the correct time and date. The checklist for actions to be performed at the computer during the time of the muster should include several checks to be sure that the muster reads are coming in from the panel with the correct time and date. If it is observed that they are not, officials should order the presentation of cards stopped, and the time and date should be sent to the panel. A quick test should then be run and all people who might have swiped their card during a time when the time and/or date were incorrect should be directed to repeat their swipe. Multiple swiping of the same card at the Muster reader will not adversely affect the result of the Muster as the most recent time/date stamp is the one that is "displayed" in the Muster section. This procedure should be practiced regularly, so personnel have a clear familiarity with it. The Scheduler should also be programmed to update time and date at least once a day.

Controlling Cameras

The Camera Control Screen is used to assign cameras to monitors and to make adjustments to cameras in a CCTV monitoring system.



This function of WIN-PAK is for facilities with CCTV systems. Setting up WIN-PAK for these systems requires that the Camera and Monitor Databases contain records and that an area is defined as a CCTV network.

Assigning Cameras and Monitors

To assign a monitor to a camera view, select the monitor name from the left column, the camera name from the right column, and click **Select**. The camera view selected will then appear on the selected monitor.

To view the titles of the camera views on the appropriate monitors, click **Send Titles**. This will display titles on all camera

views being monitored. See your CCTV equipment manual to see if the title feature is supported.

Controlling a Camera

Adjustments can be made to cameras remotely from within WIN-PAK. Select the camera that you want to control from the *Camera to View* drop-down list. Once you have a camera selected, you can adjust it in any number of the following ways.

To Adjust Focus

Focus on Closer Objects

Clicking and holding down this button slowly brings objects closer into focus.

Focus on Farther Objects

Clicking and holding down this button slowly brings objects farther away into focus.

Your camera must support focus, aperture adjustment, zoom, pan and tilt, homing presets, and titling to take advantage of these features.

To Adjust Aperture

Increase Aperture

Clicking and holding down this [top] button slowly increases the aperture of the camera iris, letting in more light. The icon will change showing the center more open when "pushed".

Decrease Aperture

Clicking and holding down this [bottom] button slowly decreases the aperture of the camera iris, letting in less light. The icon will change showing the center closed when "pushed".

To Adjust Zoom

Zoom In

Clicking and holding down this button slowly zooms the camera in closer.

Zoom Out

Clicking and holding down this button slowly zooms the camera out farther.

Camera Pan and Tilt Control

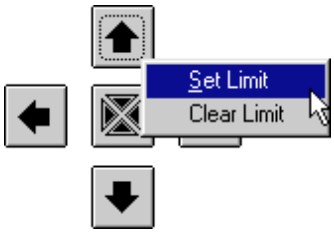
Control Arrows

Clicking and holding down the camera control arrows move the camera. Clicking and holding down the Left Arrow pans to the left, while clicking and holding down the Right Arrow pans to the right. Clicking and holding down the Up Arrow tilts the camera up, while clicking and holding down the Down Arrow tilts the camera down.

Setting Pan and Tilt Limits

Limits should be set on each camera's panning and tilting actions. Limits are used to keep a camera from tilting and panning to a point that is stressful on the hardware and to limit a camera's view to that which is useful. The following steps demonstrate how to set the upward tilt limit for a camera. Repeat these steps for downward tilt, left pan, and right pan on each camera.

Your CCTV equipment must support preset limits to use this feature.



1. Use the up and down arrows to tilt the camera to the highest point needed.
2. Right-click on the up arrow with the mouse.
3. Click **Set Limit** from the pop-up menu.

To clear a limit that has been set:

1. Right-click on the arrow with the limit you want to clear.
2. Click **Clear Limit** from the pop-up menu.

Setting Home Position

A *Home Position* is the most utilized view of a camera. It can be set for each camera so that it will return to it's home position with the correct focus, aperture, and zoom settings when the **Home** button is pushed. The following steps outline setting a home position:

Your CCTV equipment must support the home position to use this feature.

---

1. Adjust the pan, tilt, and adjustment settings for the view that you want to make your home position.
2. Right-click the **Home** button and click **Set Home** from the pop-up menu.

Now your camera will return to this view when you click the **Home** button.

Live Camera View

Monitoring of cameras can be done without using the Camera Control Screen if a video capture board is installed. Simply select Live Camera from the View menu to bring up the live camera dialog box. This screen is adjustable in size and can be located anywhere on the WIN-PAK screen.

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.

Select the CCTV Area that contains the camera that you want to view from the Area drop-down list. If you would like to see the camera view on a monitor as well as live on your screen, select the monitor you want to view it on from the Monitor drop-down list. Select the Camera that you want to view from the Camera drop-down list.

Adjustments made to Iris, Zoom and Focus are done the same way as outlined in the Camera Control screen section.

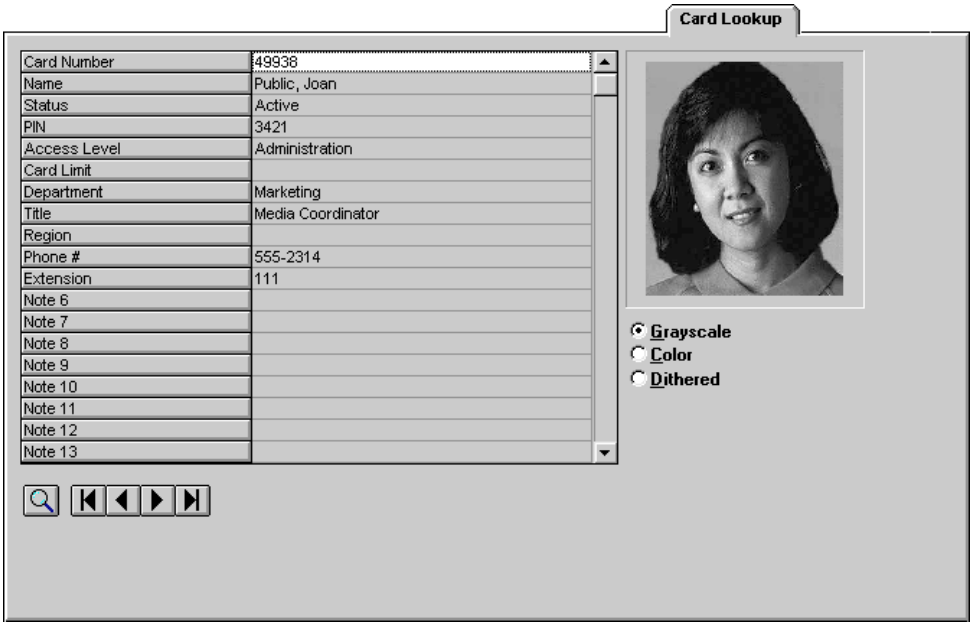
Panning is done differently in the Live Camera dialog box. As you move the cursor over the live camera view portion of the screen you will notice that the cursor turns into an arrow. The arrow will point in the direction of the closest edge of the view. Depressing the left mouse button will pan in the direction the arrow is pointing.

A command file can also be sent from this dialog box. Select the command file that you want to send from the drop-down list, and click **Send**.

Displayed areas and command files are only those associated with an area defined as camera.

The 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. It's screen offers the operator the card number, name, card status, PIN number, access level, expiration date, and user-defined note fields for the card holder. It also displays the card holder's badge photo.



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. The buttons are as follows:

First Record

Click this button to bring up the first record in the card database.

Previous Record

Click this button to bring up the record preceding the currently viewed record in the card database.

Next Record

Click this button to bring up the record following the currently viewed record in the card database.

Last Record

Click this button to bring up the last record in the card database.

Card Search

Besides browsing records one at a time, it is also possible to search for a card record using the search tool. To find a particular card holder, simply click in the information space next to a key field name, type in the criteria, and click the Search button ( ). The key fields that can be searched by are:

You cannot search on any of the following fields from this screen: Status, PIN, Access Level, or Card Limit.

You also cannot search on the Card Number if the operator doesn't have access to view the number.

Card Number

Click next to this label and type in the card user's card number. If the full card number is not known, type in the beginning digit(s) of the number. Clicking the search button ( ) will bring up the first occurrence of that number and the records will be indexed by the Card Number field. Click the next button ( ) for successive occurrences of that number (if available).

Name

Click next to this label and type in the card user's name using the *Lastname, Firstname* format. You can also type in the beginning characters of the last name. Clicking the search button ( ) will bring up the first occurrence of a record with a last name beginning with those letters. The records will be indexed by last name so that clicking the next button ( ) will bring up successive alphabetical records.

You cannot locate by using the first name only.

Any User-Defined Field

Click next to any of the user-defined fields and enter the information for that field. Enter as much of the beginning characters that you want. Clicking the search button ( ) will bring up the first occurrence of those characters indexed by the user-defined field. Clicking the next button ( ) will bring up successive alphabetical records.

Photo View Options

Grayscale

This option shows the photo as a black & white picture and is the quickest method of viewing a photo.

Color

This option shows the photo as a color picture, taking advantage of the number of colors your screen is capable of displaying. It is the second quickest method of viewing a photo, but may have a striped or blotchy effect when running with a monitor setup of 256 colors or less.

Dithered Color

This option displays the photo as a higher quality color picture by appearing to "increase" the number

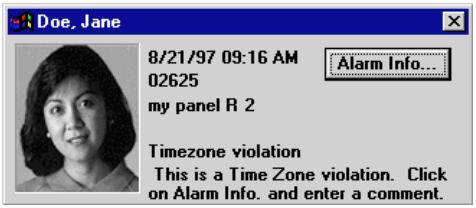
of colors your monitor can display. It does this by alternating different color pixels to simulate one color. This provides a smoother color transition within a photo with a less striped or blotchy effect. This option takes the longest time to display and provides a higher quality than "Color" only when the monitor is set to display 256 colors or less.

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 increase or decrease 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 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.



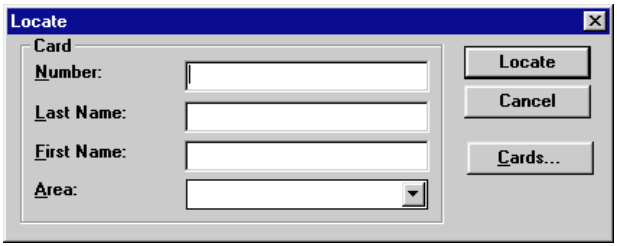
This dialog box is re-sizable and can be placed anywhere on the WIN-PAK screen. A gray box will appear where the photo would

be when a card that is not in the database is read or if there is no photo attached to the card holder.

Locate Tool

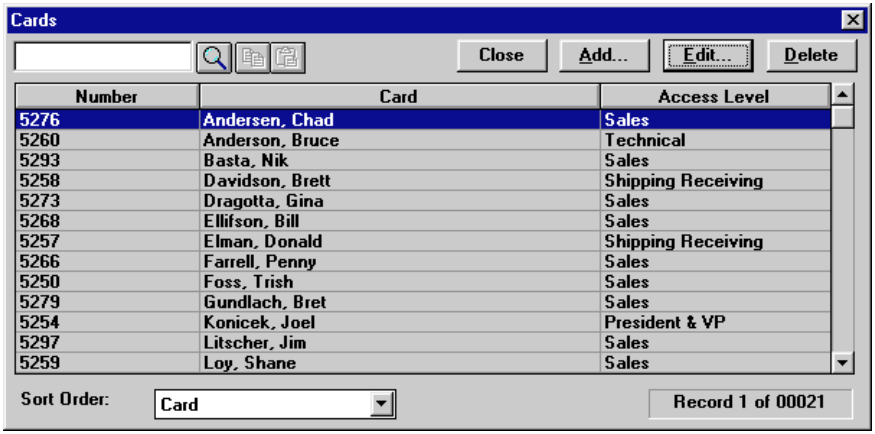
WIN-PAK includes a function to help identify the whereabouts of a particular card holder. This is called the Locate tool. Use the following steps to find the last place and time that a card holder presented their card.

1. Select Locate... from the View menu. The locate dialog box will appear.



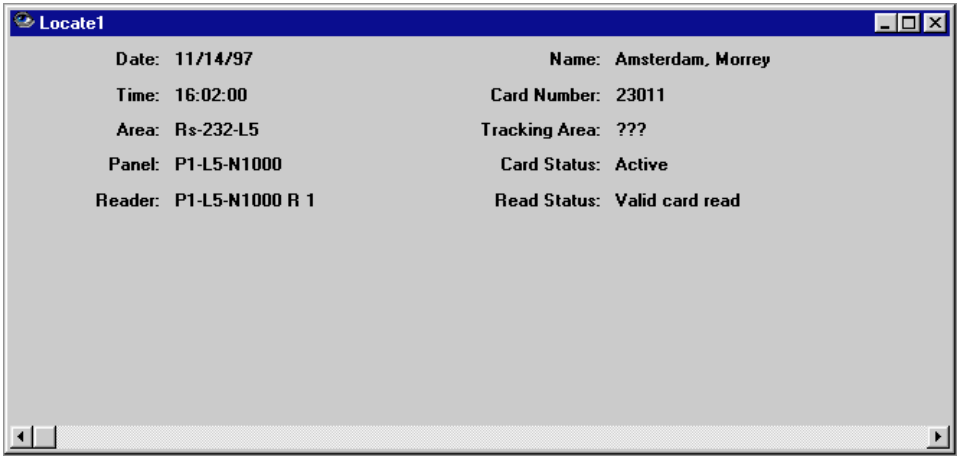
2. Fill in the card number or last and first name of the person you are trying to locate. Card numbers MUST be entered in entirely, but you only need to type in the first part of the last name to do a search. All card holders whose last names begin with those letters will be reported on.

If the last name and card number aren't known, it will be easier to use the **Cards...** button to fill in those fields for you. Clicking the **Cards...** button opens the Card Database.



Select a sort order and use the scroll bar (if needed) to find the person you want to locate and select that record. Click **Close** to return to the Locate tool and the information of the selected record will automatically be filled in the fields.

3. Click **Locate**. A report will be generated providing you with information on the last time the card holder presented the card at a reader. The information includes the date and time of the event, the reader name, the card number and name of the card holder, the area and panel name, the card and read statuses, and the tracking area.



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.

The Mail Screen

The Mail screen is only visible if WIN-PAK is installed as a client or server, it is not displayed if stand alone. The Mail screen is used to communicate from the server to the network stations. Although labeled mail, it is actually a chat function with the ability to broadcast a message to all WIN-PAK stations currently networked and on-line in WIN-PAK.

In Box

This box is used by network clients to display messages sent from the server.

Out Box

This box is used by the network server to send messages to one or more on-line operators at client stations in the network.

To Send a Message from the Server

1. Type a message in the Message box that you want to send to another operator at a client station.
2. Click on the operator(s) that you want to send the message to in the Users box. The **Refresh List** button will update the display of all operators currently on the network and logged into WIN-PAK. When sending a message to more than one operator, it is a good idea to refresh the list before you send a message, so that you can select recently logged on operators. Clicking the **Select All** button is a quick way to select every operator listed in the Users box.
3. Click **Send** to send your message to the operators you selected. The Mail Screen will automatically be opened on the monitors of those operators and your message will appear in their In Box.

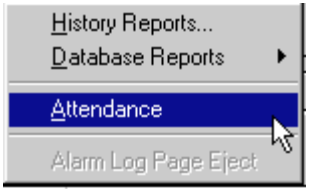
The Mail function only allows one way information from the server to the clients.

Chapter 6

Reports

Viewing Reports

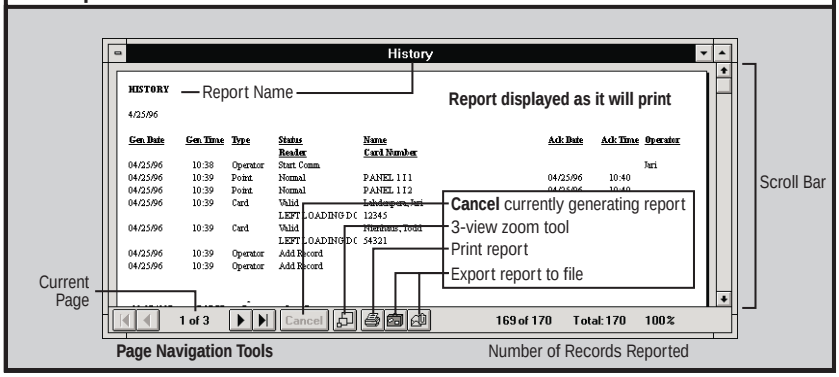
Using WIN-PAK you can generate a wide range of reports to view on-screen and print out. To generate a report, select the Reports menu.



Available reports include History Reports, Database Reports and Attendance Reports.

The report viewer, as shown below, is used to browse reports on-screen.

The Report Viewer



The report is displayed in the viewer as it will appear when it is printed. The name of the report and date it is generated are at the top left of the page. Reports are in a column format with the headings for each column at the top of each page.

NOTE: In order to preview a page, the report printer must be defined. If Windows does not have a printer driver loaded, no preview is available.

Viewer Tools

The Report Viewer has several tools to assist in viewing reports.

Scroll Bar

Use the scroll bar to view the entire length of a page. Click on the arrows to browse slowly or on the bar itself to move up or down a screen at a time.

First Page

Click this button to view the first page of the report

Previous Page

Click this button to view the previous page.

Next Page

Click this button to view the page next page.

Last Page

Click this button to view the last page of the report.

Cancel

Click this button to cancel a requested report.

3-View Zoom Tool

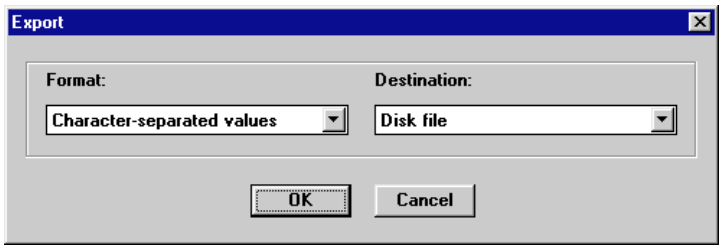
Use this button to display the page at 100%, sized to fit the entire page in the window, or sized to fit the page width in the window.

Print

Click this button to print the report.

Exporting Reports

Reports can be exported to various file types. Click either of the two buttons shown to bring up the *Export* dialog box.



Format

From the list, select the file type you want. A number of data, word processing, and spreadsheet formats are available. Some file types require additional information before the data is exported.

Destination

To export the data to a file on your own computer, select *Disk File* from the Destination drop-down list. You will be prompted to navigate to the directory where the file is to be saved. To send the exported data directly to someone via e-mail system, select the mail system you have installed. You will be prompted for a person to receive the report.

Status Information

Page 1 of 3

The current page and the total number of pages are displayed.

Records 10 of 10 Total: 10 100%

Displays the number of transactions in the report. This number increases as the report is generated.

Generating History Reports

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

HISTORY

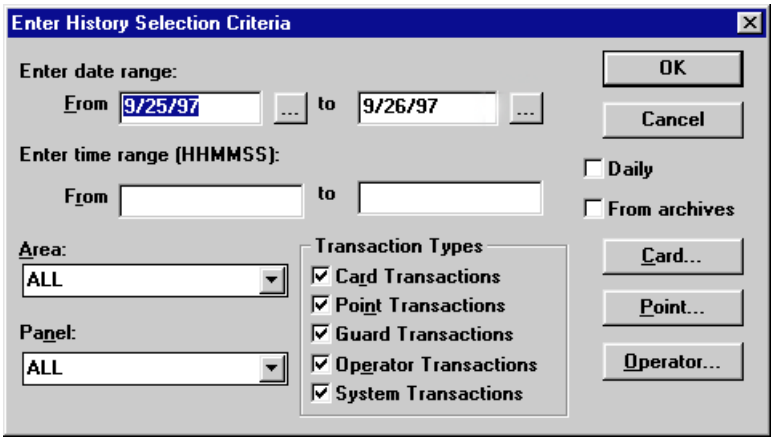
11/17/97

Gen Date	Gen Time	Type	Status Reader	Name Card Number	Tracking Area		Ack Date	Ack Time	Operator
11/17/97	10:58	Operator	Start Comm						
11/17/97	10:58	Operator	Edit Record	Operator DB	0000000002	s			
11/17/97	10:58	Operator	Operator Login						s
11/17/97	10:58	Guard	Start Tour	Short					s
11/17/97	11:01	Guard	Missed Check-in P1-L7-N1000 R 1						
11/17/97	11:04	Guard	Missed Check-in						
11/17/97	11:07	Guard	Missed Check-in P1-L5-N1000 R 1						
11/17/97	11:09	Operator	Operator Logout						s
11/17/97	11:09	Operator	Shutdown						s
11/17/97	11:38	Operator	Start Comm						
11/17/97	11:38	Operator	Edit Record	Operator DB	0000000002	s			
11/17/97	11:38	Operator	Operator Login						s
11/17/97	12:13	System	Alarm	Panel P1-L3-485-4x Poll Resp.					
11/17/97	12:13	System	Alarm	Panel P2-L3-485 Poll Resp.					
11/17/97	12:13	System	Normal	Panel P1-L3-485-4x Poll Resp.					
11/17/97	12:13	System	Normal	Panel P2-L3-485 Poll Resp.					
11/17/97	12:35	Point	Alarm	P1-L3-485-4x I 5			11/17/97	12:42	s

This points alarm was caused by a broken window...we have taken care of it.

How to Generate a History Report

Select History Reports... from the Reports menu. Enter selection criteria in the dialog box.



To narrow your search and determine the information reported, type criteria in the spaces provided.

Date Range

The Date Range is defaulted as today and yesterday. To change the start date, click the ... button next to the From. Scroll to the desired year and month, then highlight the start date.

Purged information cannot be displayed. Archived information (beyond date/time range) may be retrieved by selecting the "From Archives Option" shown below.

To enter the end date of your desired range click the button next to the To box and choose the desired date from the calendar. The dates are formatted MM/DD/YY, where MM is the month, DD is the date and YY is the year.

Time Range

Enter the time range to be reported, type the start time in the first text entry space and the end time in the second text entry space. Follow the format HHMMSS, where HH is hours, MM is minutes and SS is seconds. For example: 133000 would be 1:30 p.m. Leaving these spaces blank will generate a report on all times for the dates specified above.

NOTE: Seconds are currently not monitored at the panel.

If both the date and time ranges are left blank, a report is generated on all dates and times currently in un-purged history files. This process could take some time, depending on how much history has been generated.

If the date range is specified, but the time range is left blank, then history for the specified dates (that are not purged) are reported.

If both the date range and time range are specified, then history that is between the defined hours and not purged is reported for the dates specified. The hours cannot cross midnight.

The Daily option allows two ways of using the date and time ranges:

Daily Enabled

If Daily is enabled (box checked), then history is reported on the specified time range for each day in the date range. See the chart below.

Daily Disabled

If Daily is disabled (box NOT checked), then history is reported from the starting time of the starting date continuously to the ending time of the ending date. See the chart on the opposite page.

Area

Choose an Area from the drop-down list if you want only the history for a specific area generated or choose **ALL** for a full system history report.

Panel

Choose a name from the Panel drop-down list if you want only the history for a specific panel generated, or choose **ALL** for a full system history report.

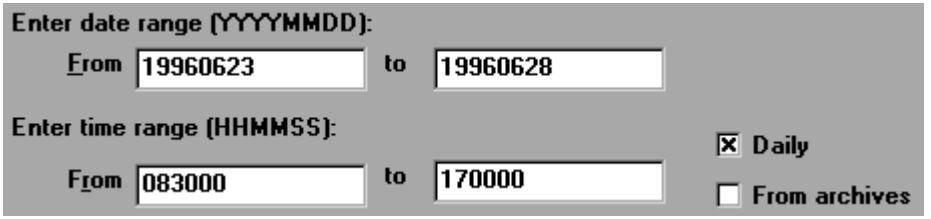
Transaction Types

All transaction types are included by default. You can enable or disable **Card, Point, Guard, Operator,** and **System Transactions** for inclusion in the history report.

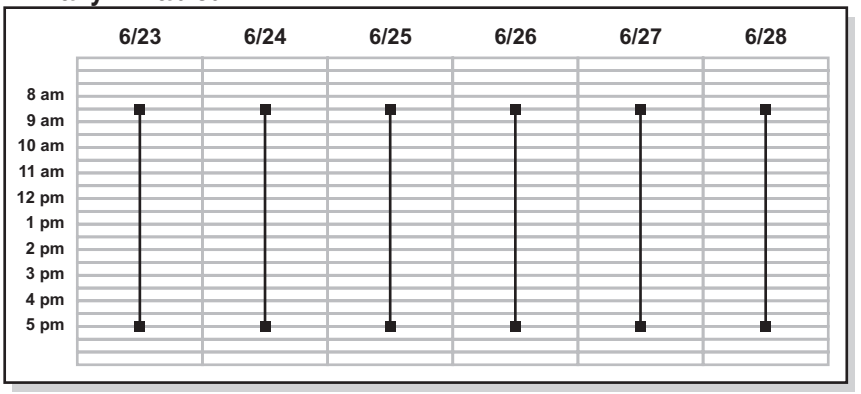
If you select transaction types, use the three buttons at the lower right hand corner of the dialog box (Card..., Point..., & Operator...) to select transaction criteria.

The operator's alarm acknowledgment information is

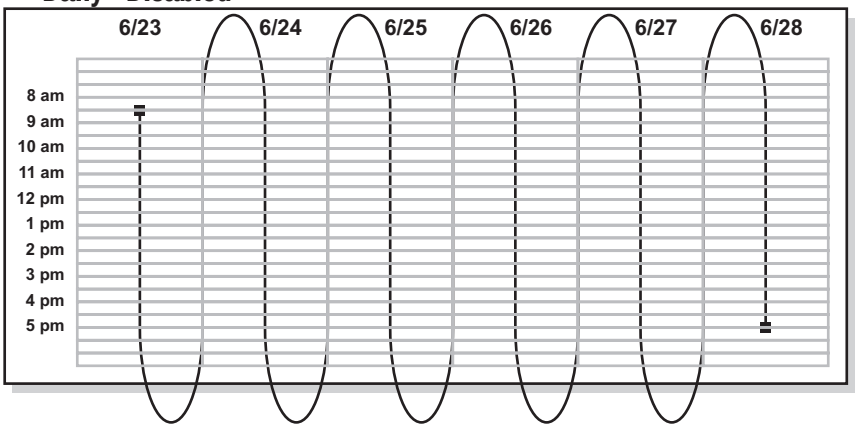
Enabling the Daily Option



"Daily" Enabled



"Daily" Disabled

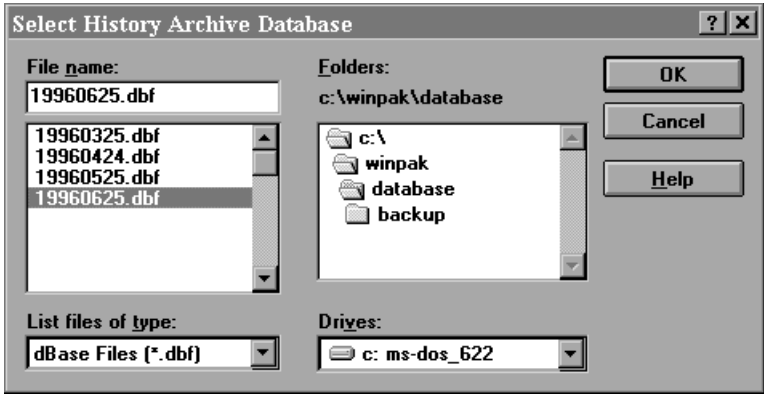


automatically included when either the *Card Transaction* or the *Point Transaction* options are enabled.

From Archives

History reports can be generated from archived history. By enabling the **From Archives** option in the History Selection Criteria box, another dialog box will appear when you click **OK**, prompting you to select which archive file you would like to run the report on.

NOTE: Remember that the date of the archived file does NOT include transactions for that particular day. For example, the file 19981101.DBF does not include or contain transactions for November 1, 1998. See Chapter 7 for more information.



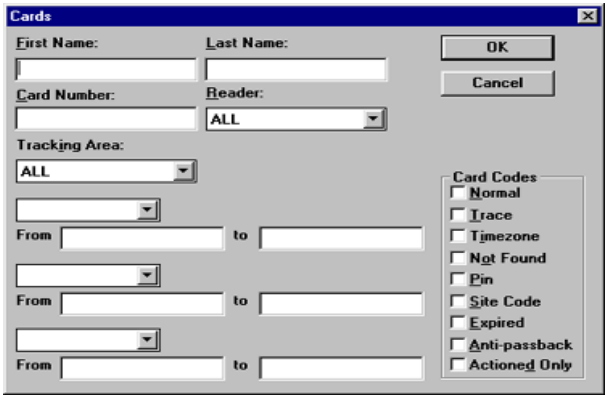
Archive files are named by the date from which they were archived. For example, if the date selected in the archive procedure was November 1, 1998, then the file would be called 19981101.DBF. Select the archive file you want to report on and click **OK**.

Remember that the date range must reflect dates included in the archived file, otherwise you will not get the desired results. Leave the date range empty to report on all dates in the archived file. Further, the **Daily** option can be used to report on a time range for each of those days.

Card...

Click Card... to select the card information you want included in the report. The first four fields allow you to narrow your search by first name, last name, card number, or reader.

NOTE: **ALL** criteria must be met for data to appear on the report.



First Name

Enter a first name to narrow your search. For example, entering *Jim* reports on all card holders with the first name *Jim*. This field is case sensitive and must be typed in as it appears in the card database.

Last Name

Enter a last name to narrow your search. For example, entering *Smith* reports on all card holders with the last name *Smith*. This field is case sensitive and must be typed in as it appears in the card database.

Card Number

Enter a specific card number that you want to report on.

Reader

Enter a specific reader that you want to report on. This field is case sensitive and must be typed in as it appears in the Reader Screen of the Panel Database.

Note Ranges

WIN-PAK lets you specify reports using criteria for up to three of the 25 note fields. Select a note field from the drop-down list. Then select the beginning and ending (alphabetically) criteria for the range. Beginning partial criteria is acceptable for these fields. For example, to you wanted to generate a report for departments that begin with letters A through F:

1. From the drop-down list, select the note number that you defined as *Department*. (See Note Fields under the Setup menu)
2. Type the letter *A* in the first text entry space and *F* in the second text entry space.

The report is generated for all departments from *A* through *F* including *Accounting, Distribution, Financing,* etc. This can be done for up to three note fields.

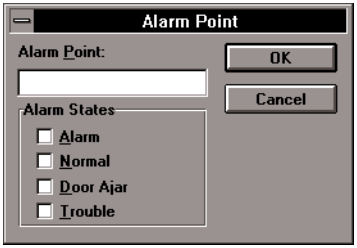
Card Codes

Enable the card read statuses that you want included in the reported or leave them all disabled to report on them all.

NOTE: When enabling the *Actioned Only* option in the **Card Codes** section, only card transactions that have operator notes assigned to them are printed.

Point...

Clicking this button will bring up a dialog box to enter selection criteria pertaining to alarm point information.



Alarm Point

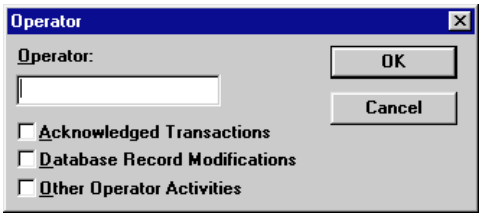
Enter a specific alarm point that you want to report history on. This field is case sensitive and must be typed in as it appears in the Input Point Screen of the Panel Database. Leaving this blank reports on all alarm points.

Alarm States

Enable the alarm states that you want reported on for alarms or leave them all disabled to report on them all.

Operator...

Clicking this button will bring up a dialog box to enter selection criteria pertaining to a particular operator.



Operator

Enter an operator that you want to view transactions for. This field is case sensitive and must be typed in as it appears in the operator database. Leaving this blank will include transactions from all operators.

Operator Transactions

Enable the operator transactions that you want included in the report or leave them all disabled to report them all.

Acknowledged Transactions shows transactions that have been acknowledged and the time.

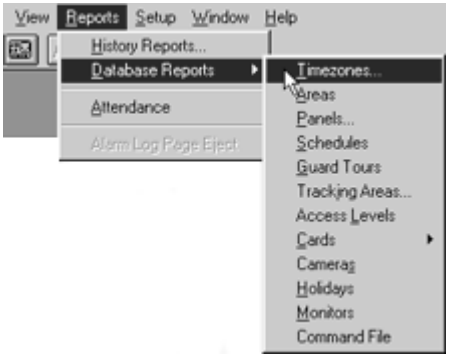
Database Record Modifications shows any editing of databases.

Other Operator Activities includes login, logout, alarm acknowledgment and clearing.

Generating Database Reports

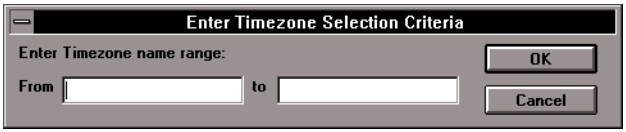
WIN-PAK can generate a report for any of its databases. Select Database Reports from the Reports menu to see a list of databases. Selecting a database from this list will either generate a report automatically or prompt you for selection criteria, depending upon the database.

Databases that prompt you for more than one set of criteria will report only those records that meet all of your selection requirements.



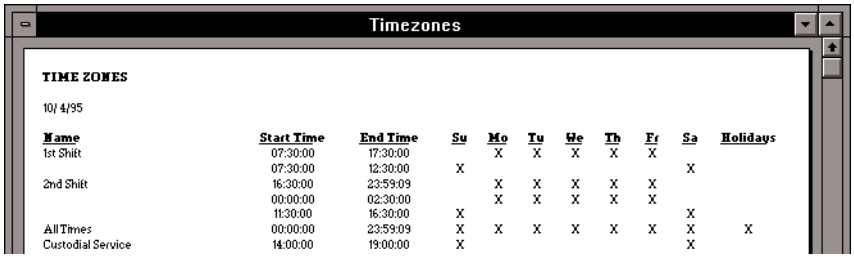
To Generate a Timezone Report

1. Select Timezones from the Database Reports list. The Timezone Selection Criteria dialog box opens.



2. Define the report range by entering starting and ending criteria for an alphabetical list of time zones. Enter the time zone name (or a partial name) in these two boxes. To report on all timezones, leave these fields empty.

A sample Timezone Report shows the timezone name, start time, end time, days of the week included, and whether holidays are included.



Timezones

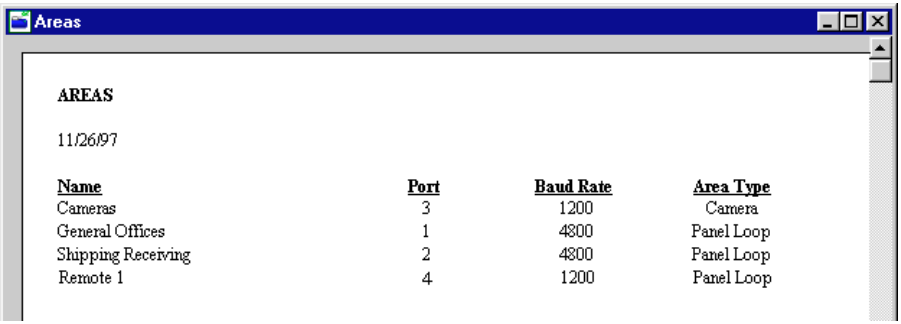
TIME ZONES

10/ 4/95

Name	Start Time	End Time	Su	Mo	Tu	We	Th	Fr	Sa	Holidays
1st Shift	07:30:00	17:30:00		X	X	X	X	X		
	07:30:00	12:30:00	X						X	
2nd Shift	16:30:00	23:59:09		X	X	X	X	X		
	00:00:00	02:30:00		X	X	X	X	X		
	11:30:00	16:30:00	X						X	
All Times	00:00:00	23:59:09	X	X	X	X	X	X	X	X
Custodial Service	14:00:00	19:00:00	X						X	

To Generate an Areas Report

Select **Areas** from the Database Reports list. A sample report is shown below. It includes the area name, port, baud rate, and area type.



AREAS

11/26/97

Name	Port	Baud Rate	Area Type
Cameras	3	1200	Camera
General Offices	1	4800	Panel Loop
Shipping Receiving	2	4800	Panel Loop
Remote 1	4	1200	Panel Loop

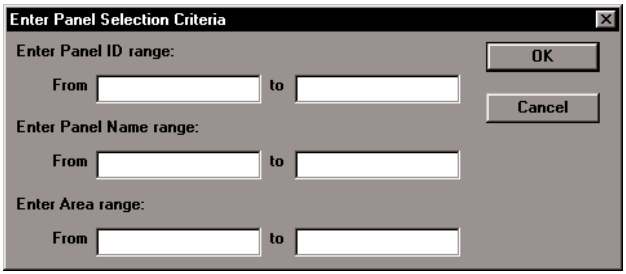
Ports in the Area Report are numbered as follows:

1 = Com Port 1 (Multiport or COM1)
2 = Com Port 2 (Multiport or COM2)
3 = Com Port 3 (Multiport only) and so on...

NOTE: Port 1 indicates Boca or Digiport 1, Port 2 indicates Boca or Digiport 2, etc...

To Generate a Panel Report

1. Select Panels from the Database Reports list. The Panel Selection Criteria dialog box opens.



2. Define the panel report range by entering a 10-digit panel ID number in the **From** field and in the **to** field. This generates a numerical list of panels. For example, enter **From:** 0000000001 **to** 0000000001 to get a report on Panel 1. Panels with the same Panel ID from other areas are also included in the report.

3. Define the panel report range by entering a panel name (or first letters of a name) in the **From** and **to** fields. This generates an alphabetical list of panels.

4. Define the report range by entering an area name (or the first letters of a name) in the **From** and **to** fields. This generates an alphabetical list of panels for the selected areas.

A sample report is shown on the facing page. It includes the panel ID, panel name, area name, panel type, version, number of card digits, hardware and programming options enabled, readers enabled, time zones included, and inputs, outputs, and groups defined. It also shows information on interlocks, pulse time, and shunt time.

PANELS

11/26/97

ID	Panel Name	Area Name	Panel Type	Version	Digits
2	Admin & Sales	General Offices	N-1000	Other	5

Hardware Options

Antipassback	Forgiveness	Keypads	Pins	Cont	Egress	Groups	LED	OR Interlocks	Split Timezones
				X	X		X	X	X

Reader Name	ID
Admin Entrance	1
Sales Area Entrance	2

Timezone Name	Start Time	End Time	Su	Mo	Tu	We	Th	Fr	Sa	Holidays
24 Hours	00:00:00	23:59:09	X	X	X	X	X	X	X	X
Sales Hours	08:00:00	17:00:00		X	X	X	X	X		
Technical	06:00:00	20:00:00		X	X	X	X	X		
	08:00:00	16:00:00							X	
	10:00:00	14:00:00	X							
Accounting	07:00:00	19:00:00		X	X	X	X	X		
	08:00:00	17:00:00							X	
	10:00:00	16:00:00	X							X
Cleaning Crew	04:00:00	06:00:00		X	X	X	X	X		
	19:00:00	23:00:00		X	X	X	X	X		
	10:00:00	14:00:00	X						X	

Output Point Name	ID	Interlock	Off	On	Timezone	PT
Admin Door Lock	1	None				10
Sales Door Lock	2	None				10

Input Point Name	ID	Interlock	Normal	Alarm	Timezone	ST	DT	SIL
Admin Door Status	1	None				10	0	
Sales Door Status	2	None				10	0	
Admin Door Egress	3	Output: Admin Door Lock				0	2	
Sales Door Egress	4	Output: Sales Door Lock				0	2	

To Generate a Schedules Report

Select Schedules from the Database Report list. A sample report is shown below. It includes the schedule name, type, frequency and the next scheduled date and time.

SCHEDULES

9/29/97

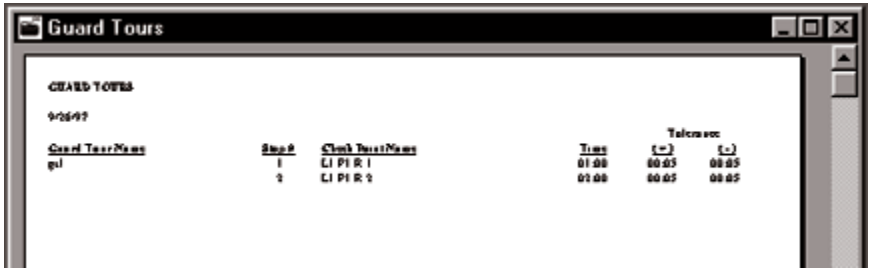
Schedule Name	Schedule Type	Frequency	Next Date	Next Time
Backup Reminder	Backup Reminder	Every Week	10/03/97	08:39
Panel Update Time	Panel Time & Date Update	Every Day	09/30/97	00:01

To Generate a Guard Tour Report

1. Select Guard Tours from the Database Report list. The Guard Tour Selection Criteria dialog box opens.

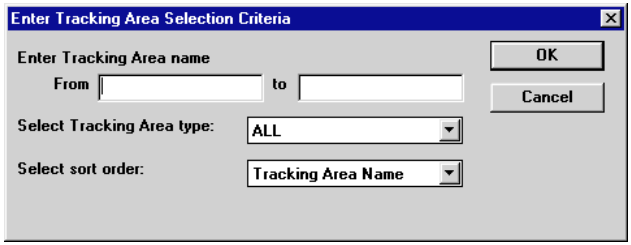
2. Define a report range by entering a guard tour name (or the first letters of a name) in the **From** and **to** fields. This generates an alphabetical list of Guard Tours. Or leave the fields empty to generate a list of all Guard Tours defined in the database.

A sample report is shown below. It includes the Guard Tour name(s), stop number(s), check point name(s), and time(s). It also gives a tolerance value for the check in times.



To Generate a Tracking Area Report

1. Select Tracking Areas... from Database Reports. The Tracking Area Selection Criteria dialog box opens.

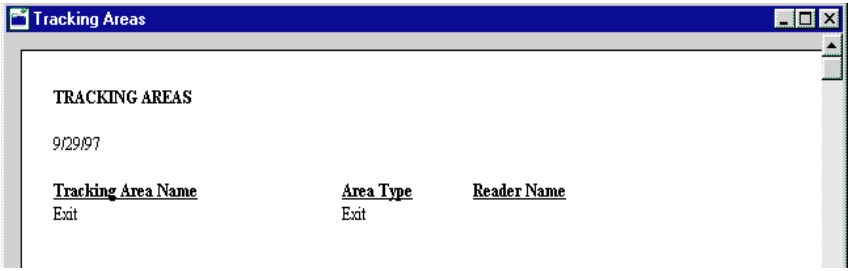


2. Define a report range by entering a tracking area name (or the first letters of a name) in the **From** and **to** fields. This generates an alphabetical list of Tracking Areas. Or leave the fields empty to generate a list of all Tracking Areas.

3. Use the drop down list to choose the type of area you want listed or select **ALL**.

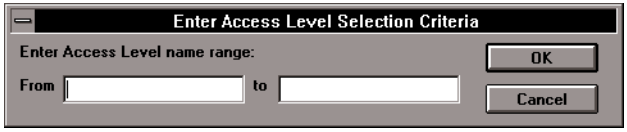
4. Use the drop down box to choose the sort order. The report information can be sorted either by the name of the tracking area or by type of area.

A sample report is shown below. It includes the tracking area name(s), area type(s), and reader name(s).



To Generate an Access Level Report

1. Select Access Levels from the Database Reports list. The Access Level Selection Criteria dialog box opens.



2. Define a report range by entering an access level name (or the first letters of a name) in the **From** and **to** fields. This generates an alphabetical list of Access Levels. Or leave the fields empty to generate a list of all Access Levels.

A sample report is shown below. It includes the access level name(s), reader name(s), time zone name(s), and group name(s).

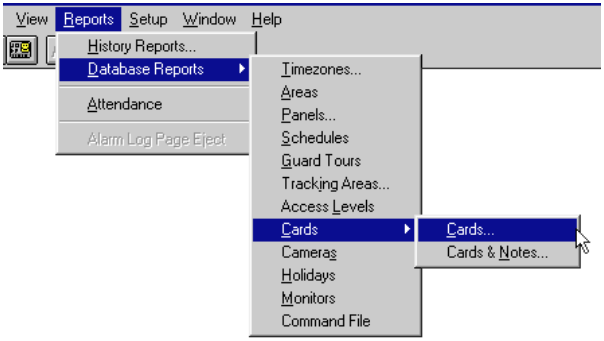
ACCESS LEVELS

11/26/97

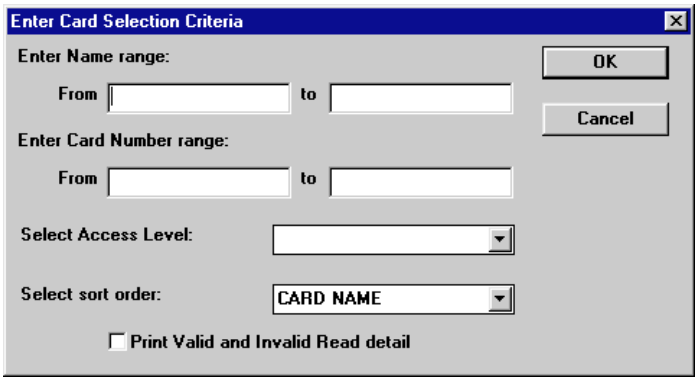
Access Level Name	Reader Name	Time Zone Name	Group Name
Accounting	Main Entrance Door	Accounting	
	Rear Entrance Door	Accounting	
	Admin Entrance	Accounting	
Administration	Main Entrance Door	24 Hours	Building Entrances G 1
	Rear Entrance Door	Sales Hours	Building Entrances G 1
	Admin Entrance	24 Hours	
President & VP	Main Entrance Door	24 Hours	
	Rear Entrance Door	24 Hours	
	Admin Entrance	24 Hours	
	Sales Area Entrance	24 Hours	
	Technical Area	24 Hours	
	Training Room	24 Hours	
	Shipping Entrance	24 Hours	
	Loading Dock Entrance	24 Hours	
Sales	Main Entrance Door	24 Hours	
	Rear Entrance Door	Sales Hours	
	Sales Area Entrance	Sales Hours	
Shipping Receiving	Main Entrance Door	Shipping	
	Rear Entrance Door	Shipping	
	Shipping Entrance	Shipping	
	Loading Dock Entrance	Shipping	
Technical	Main Entrance Door	24 Hours	
	Rear Entrance Door	Technical	
	Technical Area	Technical	
	Training Room	Technical	

To Generate a Card Report without Notes

1. Select Cards from the Database Reports list. A submenu opens with the choice of **Cards** or **Cards & Notes.**



2. To generate a Card Report without notes, select **Cards...** The Card Selection Criteria dialog box opens.



3. Define a report range by entering a card holder name (or the first letters of a name) in the **From** and **to** fields. This generates an alphabetical list of Card Holders. Or leave the fields empty to generate a list of all Card Holders.

Using *Name Range* from A to C includes all the card holders with last names beginning with A and B. Names that begin with C are not included.

4. Define a report range by entering a card number in the **From** and **to** fields. This generates list of cards by number.
5. From the Access Level drop-down list, select an Access Level to narrow the report or choose All.
6. Select the preferred sort order. Card reports can be sorted by either the card number or card holder name.

A sample report is shown below. It includes last name, first name, card number, expiration date, access level, if the card uses a PIN and indicates if there is a photo on the card.

CARD$

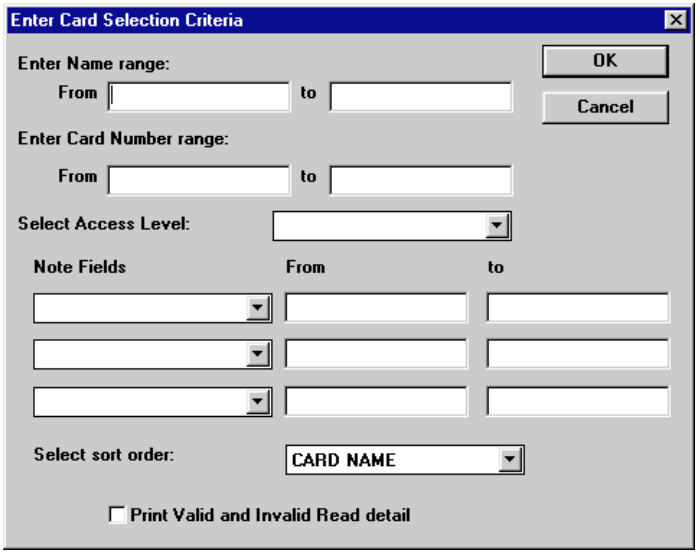
11/26/97

Last Name	First Name	Number	Access Level	CardStatus	Activate	Deactivate	PIN	Photo
Public	Joan	49938	Administration	Active	11/30/97	11/30/98	3421	X

To Generate a Card Report with Notes

1. Select Cards from the Database Reports list. A submenu opens with the choice of **Cards** or **Cards & Notes.**

2. To generate a Card Report with notes, select **Cards & Notes.** The Card Selection Criteria dialog box opens.



3. Define a report range by entering a card holder name (or the first letters of a name) in the **From** and **to** fields. This generates an alphabetical list of Card Holders. Or leave the fields empty to generate a list of all Card Holders.

4. Define a report range by entering a card number in the **From** and **to** fields. This generates a list of cards by number.

5. From the Access Level drop-down list, select an Access Level to narrow the report or choose All.

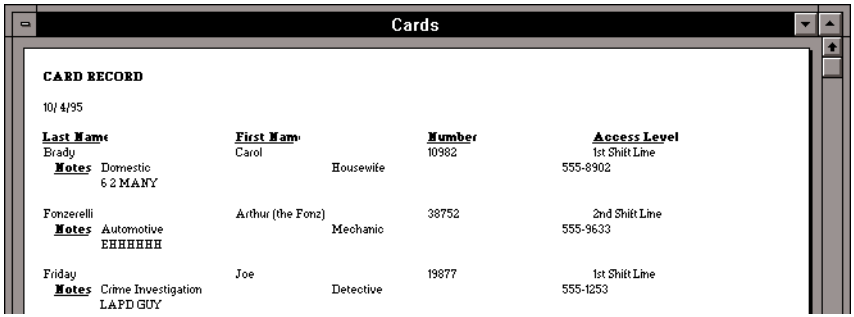
6. Select the preferred sort order. Card reports can be sorted by either the card number or card holder name.

7. Define a report range by entering the names (or first letters of the names) of up to three note fields in the **From** and **to** fields.

8. Enable the **Print Valid and Invalid Detail** option to

include the valid and invalid card detail information in the report. This includes the type of read (normal, timezone error, not found, etc...), priority, and message.

A sample report is shown below. It includes last name, first name, card number, access level, all note fields, and valid/invalid read details (if selected).



Cards

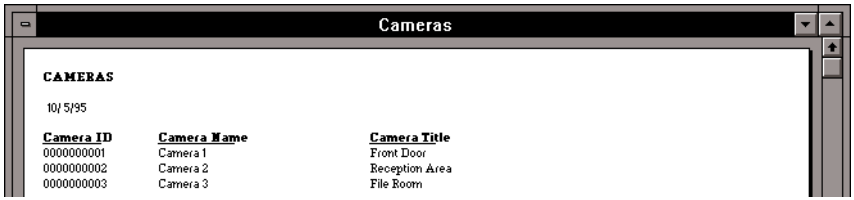
CARD RECORD

10/ 4/95

Last Name	First Name		Number	Access Level
Brady	Carol		10982	1st Shift Line
Notes Domestic 6 2 MANY		Housewife		555-8902
Fonzerelli	Arthur (the Fonz)		38752	2nd Shift Line
Notes Automotive EHHHHHH		Mechanic		555-9633
Friday	Joe		19877	1st Shift Line
Notes Crime Investigation LAPD GUY		Detective		555-1253

To Generate a Camera Report

Select Cameras from the Database Reports list. A sample report is shown below. It includes the camera ID, name, and title.



Cameras

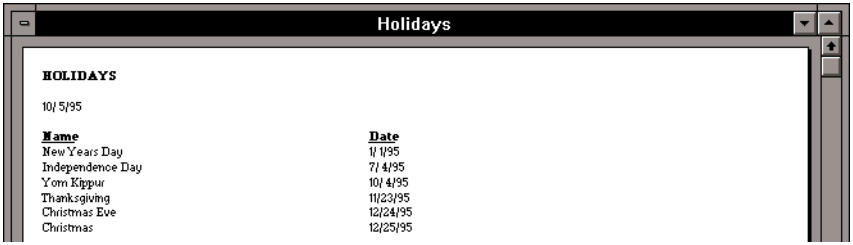
CAMERAS

10/ 5/95

Camera ID	Camera Name	Camera Title
0000000001	Camera 1	Front Door
0000000002	Camera 2	Reception Area
0000000003	Camera 3	File Room

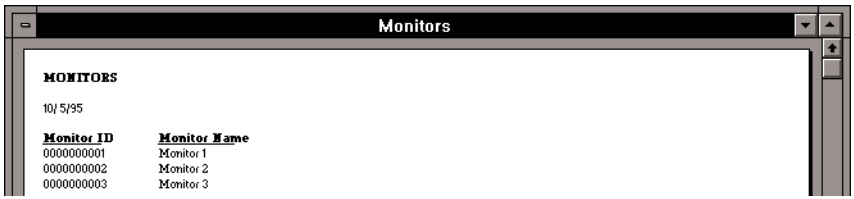
To Generate a Holiday Report

Select Holidays from the Database Report list. A sample report is shown below. It includes the holiday name and date.



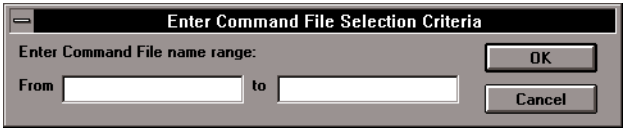
To Generate a Monitor Report

Select Monitors from the Database Reports list. A sample report is shown below. It includes the monitor ID and name.



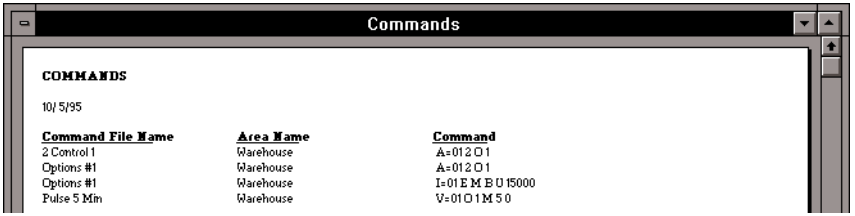
To Generate a Command File Report

1. Select Command File from the Database Reports list. The Command File Selection Criteria dialog box opens.



2. Define a report range by entering a command file name (or first letters of a name) in the **From** and **to** fields. This generates an alphabetical list of command files.

A sample file is shown below. It includes the command file name, area name, and the commands in the file.



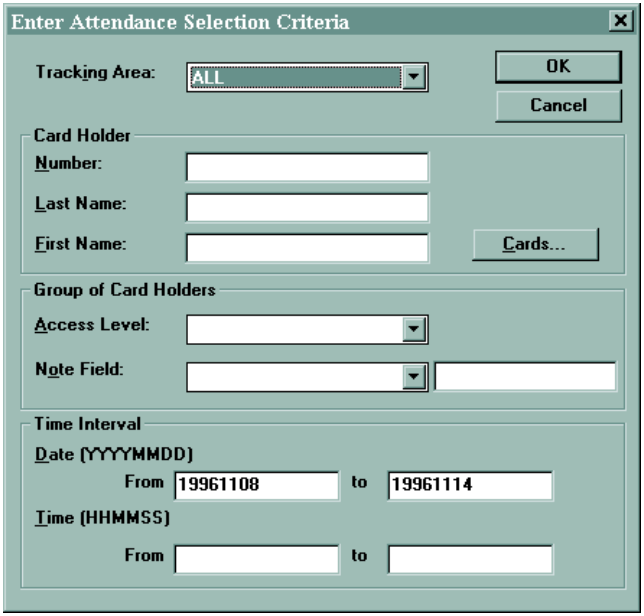
To Generate An Attendance Report

An attendance report answer the questions:

- How long was a card holder in an area of the building?
- How long was a group of card holders in an area of the building?

To generate these reports, select **Attendance…** from the Reports menu, the **Attendance Selection Criteria** dialog box opens.

NOTE: A card presented at a reader outside of a Tracking Area, removes it from that Tracking Area and prohibits it from being reported in the Attendance Report.



To determine how long a particular card holder was in an area:

1. Select a specific Tracking Area or use the default value of **ALL** Tracking Areas in the building.
2. Enter the card holder information. Either enter the card number or last and first name in the text entry spaces provided. Alternately, click **Cards…** button to browse the card database to find the desired card.
3. Optionally, enter the time interval. If not specified, the entire time span of the history database is used.
4. Click **OK** for a report on the time range.

To determine how long a group of card holders were in an area:

Method 1:

Select the Tracking Area, and then Select an Access Level that includes all of the card holders.

Optionally, enter the time interval as above.

Method 2:

Select the Tracking Area as above. Select a "Note Field" and enter the exact value for which all of the card holders belong.

Optionally, enter the time interval as above.

The report uses the current history database records to extrapolate the attendance information requested.

The report displays how long a card holder 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.

Chapter 7

WIN-PAK Maintenance

In the process of maintaining your access control system, your data should be carefully and systematically managed to prevent loss of information. WIN-PAK provides tools for keeping your data clean and safe. The following sections cover how to maintain your files using Archive, Purge, Backup, Restore, and the Rebuild functions.

NOTE: Maintenance functions in a WIN-PAK network can only be performed from the WIN-PAK server.

Archive

Archiving refers to moving a range of history records to a separate file. Normally, this would be done with history that doesn't need to be viewed regularly. Although these records will still be accessible, they will not be searched when running a History Report unless specified. This speeds up the history report process by eliminating old transactions.

NOTE: It is up to the user to determine how often to do the archive process. It depends on how much data the user needs immediate access to – a week, a month?

Archiving is done by selecting Archive... from the File menu. This will open a calendar dialog prompting you to enter a date.

Click the arrow buttons to move forward or back one month at a time, then click the exact date that you want WIN-PAK to archive PRIOR TO (not including the date). Then click **Archive** to continue or **Cancel** to abort the operation.

Serial communications must be halted, so you will be prompted to buffer your panels. If you choose not to buffer your panels, then any incoming transactions will be lost. If you choose to buffer the panels and if some panels are already buffered, WIN-PAK will unbuffer all connected panels. You will have to rebuffer these panels manually. If you are using N-485 with ACK/NAK, you will not need to buffer the panels, as the ACK/NAK will make sure that transactions are not lost.

If history was archived through January 1, 1998 as shown above, then an archive file containing history PRIOR TO January 1st would be created named 19980101.DBF. All history information PREVIOUS to January 1st would then be purged (deleted) from the main history file. The archived information would then only be retrievable by enabling *From archive* in the History Selection Criteria dialog when generating a history report, and selecting the 19980101.DBF file.

NOTE: In this example, the transactions from 01/01/98 WILL NOT be in the archived file.

Purge

Purging refers to removing records from the active WIN-PAK history (not archived). This is for deleting history that will never need to be accessed again.

To delete records, select Purge... from the File menu. This will open a calendar dialog prompting you to enter a date.

Click the arrow buttons to move forward and back one month at a time, then click the exact date that you want WIN-PAK to purge PRIOR TO (not including the date). Click **Purge** to continue or **Cancel** to abort the operation.

Serial communications must be halted, so you will be prompted to buffer your panels.

When completed, your history records prior to the date you selected will be removed.

Backing Up WIN-PAK Files

An important part of keeping data safe is backing up files on a regular basis. WIN-PAK allows you to do a backup of your databases (and indexes) to a separate sub-directory.

CAUTION: NEVER DO A BACKUP WHEN YOU THINK A DATABASE IS CORRUPTED! First copy the databases to another backup subdirectory. Then rebuild the databases using the Repair function.

A backup will save your WIN-PAK database (and index) files to a separate subdirectory. This is useful if one or more of your databases becomes corrupt. It will not protect your data or system, however, from hardware failures, so it is important to conduct regularly scheduled complete backups to some form of removable media (floppy disks, tapes, etc..) in addition to WIN-PAK backups. To conduct a backup:

1. Select Backup from the File Menu. The backup will verify that all clients are logged out and disables new client logins (Backup requires exclusive use of the databases).

2. You will be prompted to buffer panels. Click **Yes** if you want to buffer panels or **No** if you do not. If you choose not to buffer your panels, then any incoming transactions will be lost. If you choose to buffer the panels and if some panels are already buffered, WIN-PAK will unbuffer all connected panels. You will have to rebuffer these panels manually. If you are using N-485 with ACK/NAK, you will not need to buffer the panels, as the ACK/NAK will make sure that transactions are not lost.

   Backup shuts down communications (closes databases) and copies all database files (PK*.DBF and PK*.MDX) and archived history files from the WIN-PAK database directory (usually C:\WINPAK\DATABASE) to the BACKUP subdirectory (usually C:\WINPAK\DATABASE\BACKUP). If the BACKUP sub directory doesn't exist, WIN-PAK creates it. It finishes by restarting communications, unbuffering panels, and enabling client logins.

Databases can now be copied from BACKUP subdirectory to tape or other backup media.

Images, badges, and signatures are not backed up through the backup procedure. These files are found in the C:\WINPAK\DATA subdirectory and should be backed up to a tape or other storage media.

Restoring from a Backup

If you are experiencing database difficulties or data loss in WIN-PAK that rebuilding will not correct, you can restore your databases from the last backup. Any data entered since the last backup will need to be re-entered. To restore from a backup:

1. Restore your most recently backed up files from your backup media to the C:\WINPAK\DATABASE\BACKUP directory. Images, badges, and signatures should be copied to the C:\WINPAK\DATA directory.

History transactions are also stored in a database file. Therefore, a restore will overwrite the "current" history.

---

2. Select Restore from the File menu.
3. The restore will verify that all clients are logged out and disables new client logins (Restore requires exclusive use of the databases).

IMPORTANT: To keep images and the Card Database in sync, the backup and restore functions should be done for both sets of information at the same time.

---

4. You will be prompted to buffer panels. Click **Yes** if you want to buffer panels or **No** if you do not. If

you choose not to buffer your panels, then any incoming transactions will be lost. If you choose to buffer the panels and if some panels are already buffered, WIN-PAK will unbuffer all connected panels. You will have to rebuffer these panels manually. If you are using N-485 with ACK/NAK, you will not need to buffer the panels, as the ACK/NAK will make sure that transactions are not lost.

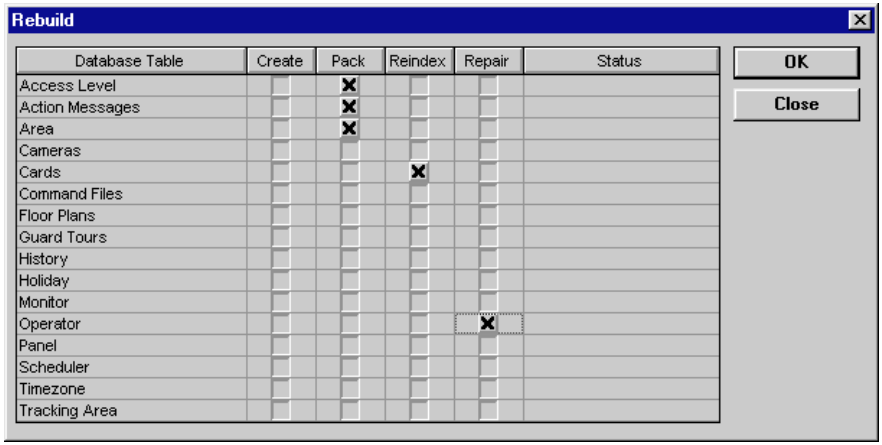
It then shuts down communications (closes databases) and copies all database files (PK*.DBF and PK*.MDX) and archived history files from the BACKUP subdirectory (usually C:\WINPAK\DATABASE\BACKUP) to the WIN-PAK database directory (usually C:\WINPAK\DATABASE). It finishes by restarting communications, unbuffering panels, and enabling client logins.

Rebuilding Databases

Databases can become corrupt when there is a power outage or if WIN-PAK is exited improperly. This corruption can cause databases to lose data or act irregularly. It is important that operators know the correct procedure for exiting both WIN-PAK and Windows!

NOTE: Clients MUST be logged off to use any rebuilding functions.

WIN-PAK provides the ability to maintain and repair databases using the Create, Pack, Reindex, and Repair functions. All of these can be accessed by selecting Rebuild... from the File menu. A large dialog box will open with a matrix that contains Databases on the side and functions along the top.



Select the functions that you want to perform in the row of the database you want them performed on.

Create the Database

Caution should be exercised when Create is used!!!

Select this option if you want to recreate the database from scratch. This will overwrite the existing files for the database with new files.

CAUTION: If you use the CREATE function on an EXISTING DATABASE, ALL INFORMATION IN THAT DATABASE WILL BE LOST! In addition, other databases that rely on it may not open.

Databases that relate to others can cause programming problems if deleted. For example, if the Timezone Database was recreated, all timezones used in the Panel and Access Level databases would be out of sync.

When creating operators and assigning privileges, access to the Create function should be strictly limited.

Pack the Database

Databases keep track of records even when they have been deleted. This is why records continue to appear "grayed" in the Data List. Packing the database purges these deleted records and make your system run more efficiently.

ReIndex

This function deletes the indexes of the database and rebuilds them.

Repair

This function looks for records that are corrupt and strips them out of the database. It then reindexes and rebuilds the integrity table. This can take a while depending upon the size of the databases.

A p p e n d i c e s

Appendix: A
Pre-Installation System Setup

Pre-Installation System Setup

Two files that are located in the root directory of your PC are responsible for it's configuration. The AUTOEXEC.BAT file contains commands and programs that you want executed each time you start your computer. The CONFIG.SYS file instructs the PC on how to handle different operations. Both of these files can be edited with a simple text editor such as Edit (DOS-based) or Sysedit (Windows-based). Below are some examples of statements that may appear in these two files. The examples shown are for a typical Windows 3.11 system using a Videoblaster capture card. Windows 95 and Window 98 do not normally require statements like those required for Windows 3.11.

AUTOEXEC.BAT (WIN-PAK Stand-alone System with Badging)

These statements are just a part of the AUTOEXEC.BAT file and may differ depending upon your individual hardware and software setup.

```
@ECHOFF
PROMPT $P$G
PATH=C:\DOS;C:\;C:\WINDOWS;C:\VBSE100
```

`SET VIDEOBLST_SE100=C:\VBSE100 A:718 I:11 M:D000 T:5`
: May be present if a Videoblaster video capture board is being used.

`LH SE100DRV`
: Video capture driver statement.

`C:\WINDOWS\SMARTDRV.EXE /X 1024 512`
: Helps allocate memory for Windows and WIN-PAK to operate efficiently.

`SET TEMP=C:\DOS\TEMP`

Make sure the ***TEMP*** sub-directory exists in the ***DOS*** directory when using this statement.

`ECHO Y|DEL C:\DOS\TEMP\*.*`

Cleans up the TEMP files by deleting them during power up.

CONFIG.SYS (WIN-PAK Standalone System with Badging)

These statements are just a part of the CONFIG.SYS file and may differ depending upon your individual hardware and software setup.

```
DEVICE=C:\WINDOWS\HIMEM.SYS
DEVICE=C:\WINDOWS\EMM386.EXE NOEMS X=D000-D3FF
```

May have an exclude statement added after "NOEMS" to accommodate a range of memory for the video capture board. If `EMM386.EXE` is used, NOEMS must be present.

`DOS=HIGH`

`FILES=150`

Files must be set to 150 for a WIN-PAK standalone system. If running WIN-PAK as a server, 250 files should be made available.

`STACKS=9,256`

Aside from the AUTOEXEC.BAT and CONFIG.SYS files, Windows has two files that determine how it works with your hardware and software configuration. The WIN.INI file contains information on individual programs, fonts, and Windows' system settings. The `SYSTEM.INI` file contains information on how Windows works with your hardware.

When using a video capture board, the Extended Memory

Manager (EMM) statement in the CONFIG.SYS may have an "X=" statement included within it:

Example:

```
DEVICE=C:\WINDOWS\EMM386.EXE NOEMS X=D000-D3FF
```

If it does, an "exclude" statement must be included in your SYSTEM.INI file that matches it:

Example: `EMMExclude=D000-D3FF`

AppendiX: B
Peclo Camera Control

Pelco CM9750 Camera Support

WIN-PAK 1.16 provides support for the Pelco CM9750 Camera.

Operation Disk for the SYSTEM 9750

Use the Pelco Installer to create the Operation Disk, which is used to boot up the 9750 Controller. Refer to the Pelco SYSTEM CM9750 Programming Manual for instructions on how to create and program this disk. When creating the Operation Disk take note of the following information:

Program all cameras and monitors that are to be used on the Matrix Bay

1. Program all communications ports.
2. The ASCII comport card for communication with the WIN-PAK software is by default 4800 baud. This setting cannot be changed from within the Operation Disk.
3. The ASCII port may need to be ordered special from Pelco.

Hardware Required

CM9750 - Controller

This unit sends commands to the appropriate devices and initializes from an Operation Disk that sets the parameters for all the equipment.

CM9750-VMM - Video Output Module

This is a Matrix Bay monitor and camera output device.

No. 9750 RCV/DRV - Receiver and Driver Device

This unit controls a Pan/Tilt Camera with focus etc.

Null Modem Adapter

This provides the connection between the ASCII COM port and the cable to the WIN-PAK computer. Serial Cable 25-9 or 9-9, dependant on WIN-PAK computer port. (If you are using a multi-port board, use the provided connectors along with a null modem adapter).

WIN-PAK Capabilities

- Pan Tilt (Up/down, Left/Right)
- Camera to Monitor Switching
- Focus (Near)
- Focus (Far)
- Iris (Open)
- Iris (Close)
- Zoom (Telephoto)
- Zoom (Wide)

Functions not supported by WIN-PAK 1.16

Send Titles This series of Pelco equipment does not allow titles to be sent)

Macros Macros cannot be sent by WIN-PAK with the selection of Pelco for a CCTV loop.

Set Limits This particular series of Pelco Controller does not support Preset position [Limits].

WIN-PAK Setup

1. In the Area and Serial Port setup, set the baud rate to 4800.
2. For the Area Loop, select **CCTV**.
3. For the Area Name select **Pelco**.
4. Set these values:
   - Parity Even
   - Data Bits 8
   - Stop bits 1
5. Program the Camera and Monitor to match the programming of the Operation Disk. Only cameras and monitors programmed on the Operation Disk can be controlled by the WIN-PAK software.

Refer to the Pelco SYSTEM CM9750 Programming Manual for additional information.

Commands Supported by WIN-PAK 1.16

Lens Control	Cmd	Pan/Tilt	Cmd	Matrix Control	Cmd
Focus Near	NA	Pan Left	[1-64] La	Select Monitor	[1-99]Ma
Focus Far	FA	Pan Right	[1-64] Ra	Select Camera	[1-99] #a
Iris Open	Oa	Tilt Up	[1-63] Ua		
Iris Close	Ca	Tilt Down	[1-63] Da		
Zoom Telephoto	Ta	Stop	Sa		
Zoom Wide	Wa				

The bracketed [1-64] represents the speed at which the command is performed. WIN-PAK uses 32 for the speed to provide a medium range when commands are being sent. Example: “32Ra” which represents a pan right at the speed of 32.

Command Examples

Command Description	String to Send
Switch camera 3 to monitor 1	1Ma3#a
Go to camera 2, preset 3, on monitor 5	5Ma2#a3\a

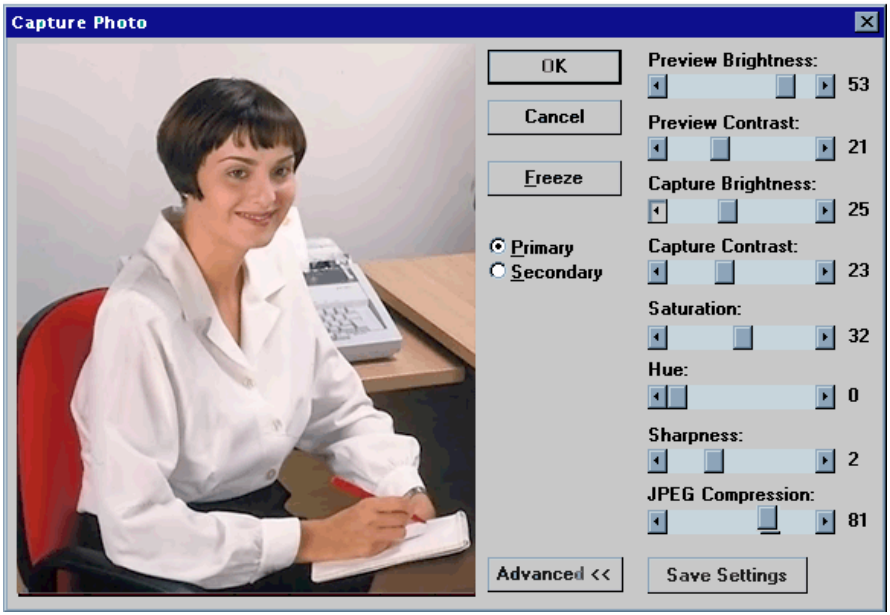
Appendix: C
FlashPoint Video Settings

FlashPoint Video Capture Card Settings

Settings for the FlashPoint 128 Capture Card (PB-VC-7) include:

- Preview Brightness
- Preview Contrast
- Capture Brightness
- Capture Contrast

These setup controls allow different settings for previewing the video image and capturing it. The image seen in the Preview mode can be brightened electronically. When the flash is tripped, the amount of light entering the camera's iris is reduced compared to the preview, allowing the flash to provide the light saturating the subject, without over exposing the picture.



Note that the Preview brightness setting is higher than the Capture brightness setting. You must adjust these settings for your specific lighting conditions.

To function properly, changes need to be made in the FlashPoint FPG program setup. Below are sample settings that can be used.

To Change the Grab Settings

1. Click the Windows **Start** button, **Program** menu, **FlashPoint**, **FPG**.
2. Click **Setup**, and then click **Grab**. Start with these values:

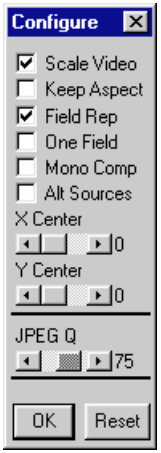
   - Brightness 25
   - Contrast 23
   - Field 2
   - Align Odd
   - Type Universal

3. Test the flash sync by clicking **Grab** on the menu bar (the camera and flash devices must be connected and working properly). If a flash occurs but does not illuminate the subject (out of sync), try changing the value of the Field setting by a unit of 1.
4. Repeat the flash test after each change in the field value. Generally, an acceptable field value will be between 0 and 5.
5. If the sync still doesn't work, change the Align feature to a different setting (try **Even** first and then, lastly, **Any**).
6. After changing the **Align** setting, repeat the field test, changing the field value 1 unit at a time.

Field Rep Setting

The Field Rep needs to be enabled with standard (field capture) cameras. (The PB-CAM-4 and PBCAM-9 cameras supplied by Northern Computers are of the field capture type.) If you are using a frame capture type camera, you do not need to use the Field Rep in your setup.

To Enable the Field Rep Setting



1. Click **Tools**, **Configuration**.
2. Check the Field Rep box to enable this option. When Field Rep is enabled, both video fields from the camera are illuminated by the flash. If it is not enabled, a striping effect results because the second field is not illuminated by the flash. With Field Rep enabled, you may notice a reduction in the resolution of the picture.
3. For further information, refer to the FlashPoint manual.

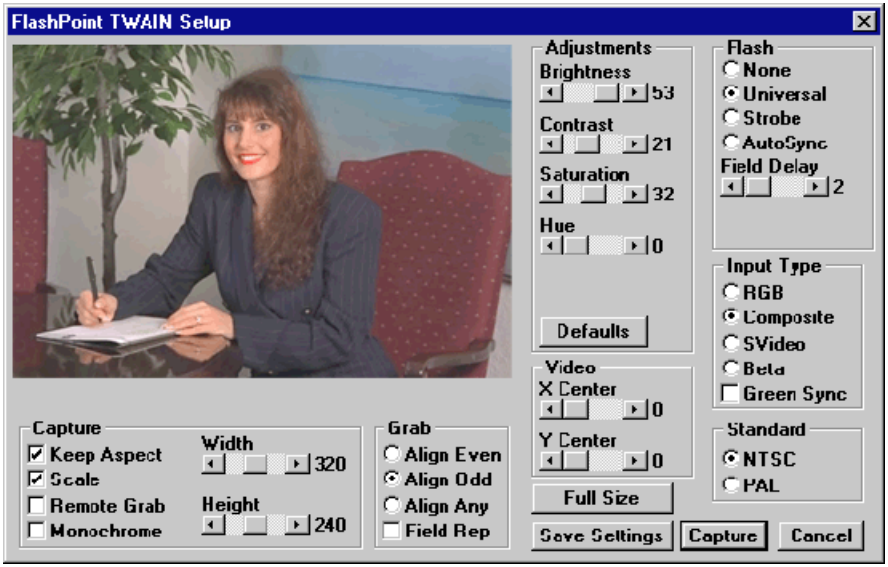
TWAIN Interface Flash Method

An alternate method of using the Flash option with WIN-PAK 1.16 is to utilize the TWAIN interface of the FlashPoint capture card. The TWAIN Interface provides a number of advantages:

1. Capture the full camera view.
2. Crop the image after the picture is captured.
3. With a field camera, the resolution can be reduced by half, without reducing the apparent resolution of the captured picture. (When properly setup, you do not need to use the Field Rep setting, thus, allowing the appearance of more resolution.)

To Setup a TWAIN Interface for Flash

1. Select the TWAIN interface during WIN-PAK installation. The settings for a TWAIN interface are similar to those just described, except there are no separate capture or preview brightness/contrast settings.



2. Use the sample settings shown here as a starting point for your TWAIN setup. Test the settings and then adjust them as necessary for your system.

3. If a frame capture camera is used or if flash is not being utilized, the width and height settings should be set to 640 by 480 setting.

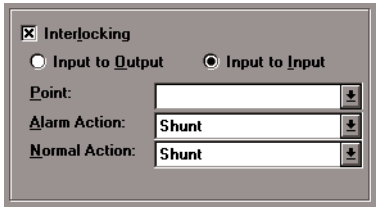
For further information, review the section “Video Capture Board Types” in this manual.

Appendix: D
Interlocking

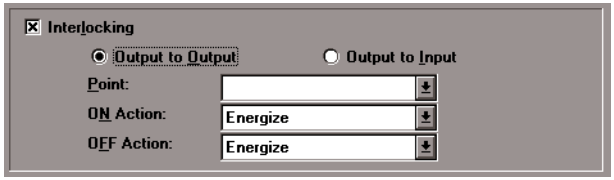
Interlocking

The interlocking feature allows an input point or output point to take a specified action based upon another input point or output point changing state. In an interlock sequence, an action on one point causes a reaction from a second point.

Interlocks initiated with an input point change of state are defined in the Input screen of the Panel Database.



Interlocks initiated with an output point change of state are defined in the Output screen of the Panel Database.



A group is considered an output. *Input to Output* could be an input interlocked to an output group. *Output to Output* could be an output interlocked to a group or one group interlocked to another.

In either screen, click the box labeled Interlocking to enable the interlocking section.

Select Input to Output or Input to Input from the Input Point screen to define the interlock type when initiating from an input point change of state.

Input to Output
When an input is interlocked to an output, a change of state on the input causes the output to react.

Input to Input
When input A is interlocked to input B, a change of state on input A causes input B to react.

OR

Select Output to Output or Output to Input from the Output Point screen to define the interlock type when initiating from an output point change of state.

Output to Input
When an output is interlocked to an input, a change of state on the output causes the input to react.

Output to Output
When output A is interlocked to output B, a change of state on output A causes output B to react.

The parameters that must be specified in an interlock sequence are shown below:

Component A:
Specify an input or output to initiate the interlock sequence. A change of state on Component A causes a reaction from Component B.

Component B:
Specify an input or output to react upon a change of state on Component A.

Action 1:
Specify the action for Component B to take when

Component A goes into an alarm state (input) or energized state (output).

Action 2:

Specify the action for Component B to take when Component A returns to a normal state (input) or de-energized state (output).

A diagram of where these parameters are found in the Panel database is shown on the folloiwng page. The screen on the top illustrates an interlocking scheme for a free egress situation for door address 1.

INPUT INTERLOCKS

Panel Detail

Panels | Timezones | Readers | Input Points | Output Points | Groups

Input Point: Main Office (WH) I 3
Main Office (WH) I 1
Main Office (WH) I 2
Main Office (WH) I 3
Main Office (WH) I 4

Active

OK
Cancel

Address: 3
Silence Alarms
Debounce Time 0
Shunt Time: 0
Timezone: None
Floor Plan: None
Viewing Monitor: None
Camera to View: None

Interlocking
Input to Output
Input to Input
Point: Main Office (WH) O 1
Alarm Action: Pulse
Normal Action: No action

Alarm State

	Priority	Message	Command File	Print	Hist.
Alarm	50				
Normal	50				
Door Ajar	50				

Component A
Specify an input or output to initiate the interlock sequence. A change of state on Component A causes a reaction from Component B.

Component B
Specify an input or output to react upon a change of state on Component A.

Action 1
Specify the action for Component B to take when Component A goes into an alarm state (input) or energized state (output).

Action 2
Specify the action for Component B to take when Component A returns to normal state (input) or de-energized state (output).

OUTPUT INTERLOCKS

Panel Detail

Panels | Timezones | Readers | Input Points | Output Points | Groups

Output Point: Main Office (WH) O 1
Main Office (WH) O 1
Main Office (WH) O 2
Main Office (WH) O 3
Main Office (WH) O 4

Active

OK
Cancel

Pulse Time: 10
Address: 1
Timezone: None

Interlocking
Output to Output
Output to Input
Point: Main Office (WH) I 1
ON Action: Follow
OFF Action: No action

The following actions are available for the Action 1 and Action 2:

Energize—Applicable only when Component B is an output point, this action turns the point on.

De-Energize—Applicable only when Component B is an output point, this action turns the point off.

Shunt—Applicable only when Component B is an input point, this action shuts off the point.

Un-Shunt—Applicable only when Component B is an input point, this action reactivates the point.

Pulse—Energizes the output point (or momentarily shunts an input point) for a set amount of time.

Pulse Off—Turns off a point currently being pulsed. When relay is energized, it will Pulse Off and then return to Energized state. (This is rarely used and must be used in addition to a command file.)

No Action—No change of state.

Follow—Take the state of Component A.

Invert Follow—Take the opposite state of Component A.

When a Follow action is specified for Action 1, No Action must be specified for Action 2. A Follow/No Action specification causes Component B to follow any change of state on Component A.

Example 1

Component A: Input #5 (motion detector)

Component B: Output #3 (siren)
- **Action 1:** Energize
- **Action 2:** De-energize

When input #5 goes into alarm state (motion detector triggered), output #3 energizes (sounding the alarm). When input #5 returns to normal state, output #3 de-energizes (turning off the siren).

Example 2

Component A:	Input #6 (door status switch)
Component B:	Output #4 (bell)
Action 1:	Pulse
Action 2:	No Action

When input #6 goes into alarm state (door status switch open illegally), output #4 pulses for its predetermined pulse time. The pulse time is set in the Output Point screen in the Panel Data section of WIN-PAK.

Example 3

Component A:	Output #1 (door strike relay)
Component B:	Input #1 (door status switch)
Action 1:	Follow
Action 2:	No action

When output #1 energizes (upon a valid card read or egress), input #1 is shunted for the defined shunt time specified in the panel database. Input #1 follows the state of output #1.

Example 4

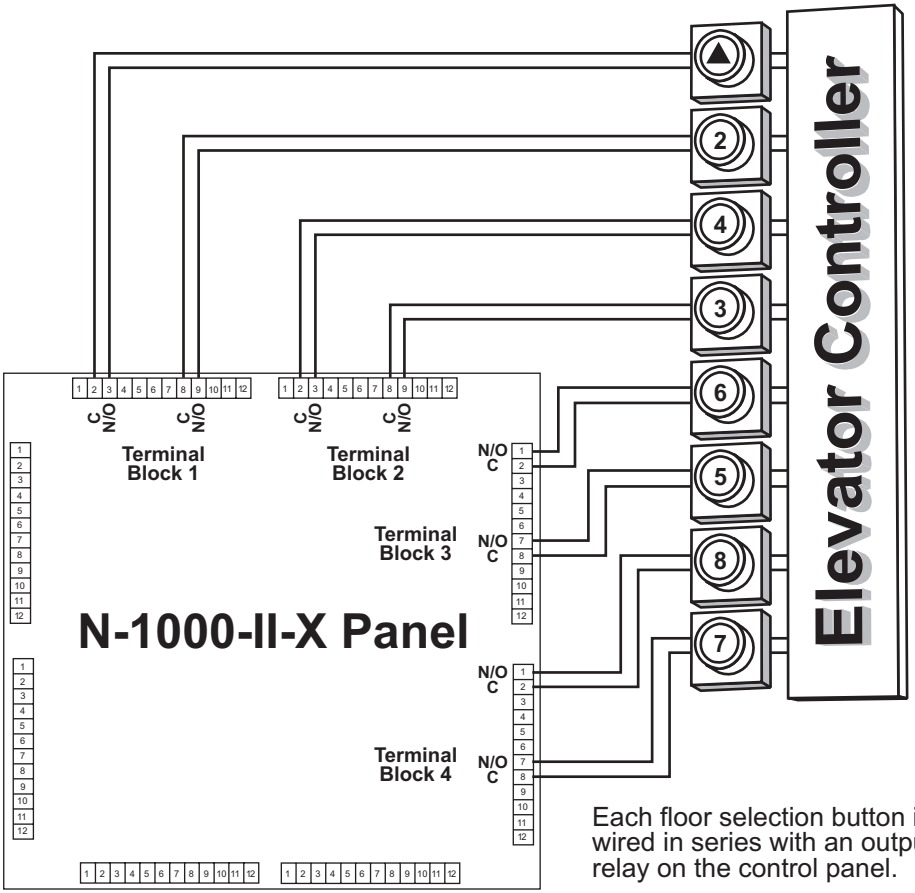
Component A:	Input #7 (push button)
Component B:	Input #8 (motion detector)
Action 1:	Pulse
Action 2:	No Action

When input #7 goes into alarm state (push button activated), input #8 pulses (shunts) for its set shunt time, deactivating the motion detector.

Appendix: E
Elevator Control

Elevator Control

Elevator control is accomplished through the use of the Group Option, which allows activation of a combination of output points upon a valid card read. The N-1000-II/N-800 output points are used to enable the operation of the floor select buttons of the elevator controller. Normally-open floor select buttons should be wired in series through the normally-open side of the N-1000-II/ N-800 relays. This configuration is shown is shown below.



Each floor selection button is wired in series with an output relay on the control panel.

In normal operation, when a valid card is read, the group of output points assigned to the card change state, enabling the appropriate floor select buttons. The user then makes a floor selection.

Group definitions and pulse times are programmed in the Panel Database. The groups are then assigned to access levels in the Access Level Database. The access levels are then assigned to cards in the Card Database.

Example

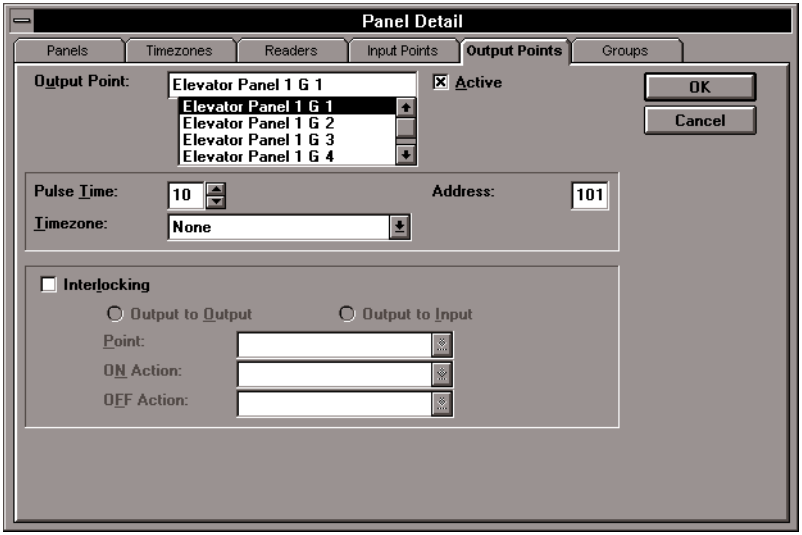
Given: We want to give Jim Johnson (card #22435) access to all eight floors. We want to give Jane Doe (card #17732) access to floors 1-4 only.

NOTE: Addresses indicated by 1xx are groups.

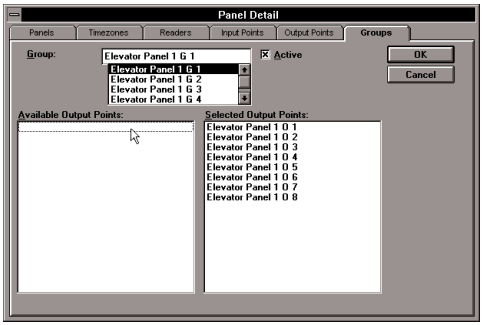
1: Create a panel in the Panel Database where the Group Option is enabled. 

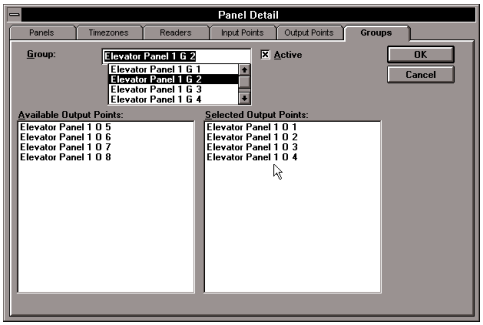
The Groups tab will now be accessible.

2: In the Output Points Screen make all output points that you want to include in your group “Active”. In this example, activate outputs 1 through 8 to represent the 8 floors.



3: From the Groups Screen, make Group #1 "Active" and select output points 1-8 to include all 8 floors. Make Group #2 "Active" and select as output points 1-4 to include only the first 4 floors.

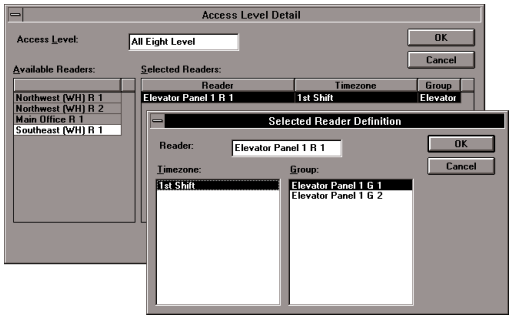


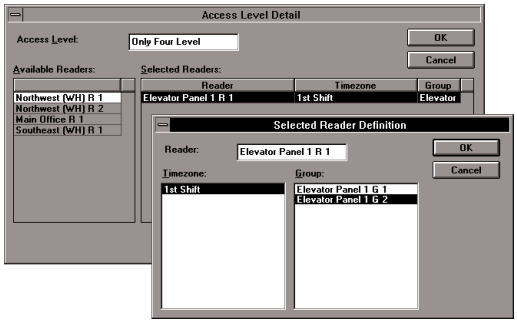


4: Return to the Output Points Screen and scroll down to the bottom of the Output Points list to view groups. Groups have a "G" in the name and have an address greater than 100. Select Group #1 and assign it a pulse time of 10 seconds. The pulse time

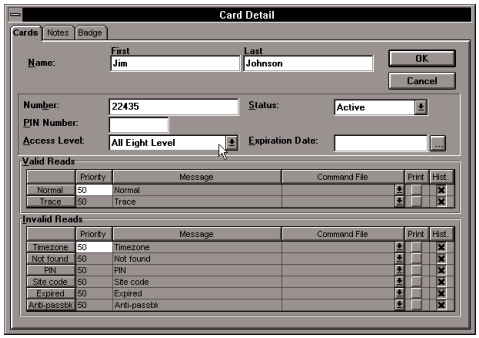
is the amount of time that the card holder will have to select a floor after presenting the card. Do the same for Group #2.

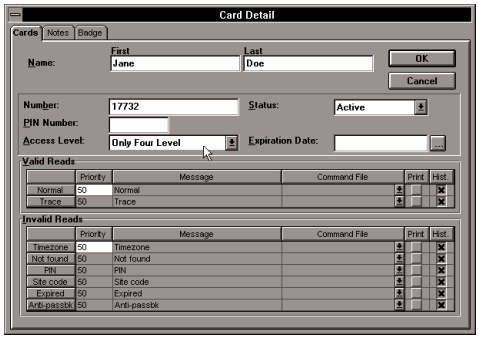
5: Define Access Levels for Jim Johnson (All Eight Level) and Jane Doe (Only Four Level), in the Access Level Database, as shown:





6: Assign the access levels to the cards, in the Card Database, as shown:





When Jim Johnson presents card #22435, output points #1-8 pulse for 10 seconds, allowing selection of floors 1-8. When Jane Doe presents card #17732, output points #1-4 pulse for 10 seconds, allowing selection of floors 1-4.

Appendix: F

Database and *.INI FIles

Database and *.INI FIles

The 35 WIN-PAK System database files are located in the WINPAK\DATABASE subdirectory:

ACTIONS.DBF	Interlock Actions	*Contains the Interlock Actions matrix.*
PKALMAIN.DBF	Access Level Main File	*Contains the Access Level Names and ID numbers*
PKALRDLK.DBF	Access Level Reader Lookup	*Contains the 1:M relationship between Access Level ID and Panel Readers (There will be 1 AL ID to M Readers)*
PKAMLKUP.DBF	Action Message Reader Lookup	*Contains the relationship between Panel Readers/Inputs, Action Messages, and Cards*
PKARMAIN.DBF	Area Main File	*Contains the information that defines an area such as Port, AREA NAME and AREA ID*
PKCAMAIN.DBF	Camera Main File	*Contains Camera names and Ids*
PKCDMAIN.DBF	Card Main Database	*Contains the card data as well as AL ID*
PKCDNTLK.DBF	Card Notes File	*Contains card notefields*
PKCFCMLK.DBF	Command file lookup	*Contains the commands associated with a command file*
PKCFMAIN.DBF	Command Main File	*Contains the command name, Area & Command File ID*
PKFKREFC.DBF	Referential Integrity	*Contains counts that signify dependencies between files that are used when files are to be deleted*
PKFPHSPT.DBF	Floor Plan Hot Spot	*Contains information pertinent to floorplan hotspots*
PKFPHSLK.DBF	Floor Plan Hot Spot Lookup	*Contains associated information for hotspots*
PKFPMAIN.DBF	Floor Plain Main File	*Contains the floorplan ID, Name and Bitmap file name*
PKGTMAIN.DBF	Guard Tour Main File	*Contains Guard Tour ID information*
PKGTSTLK.DBF	Guard Tour lookup	*Contains directive for reader lookup*

PKHLMAIN.DBF	Holiday Main File	*Contains a list of holidays referenced by ID*
PKIOMAIN.DBF	Tracking Area Main Database	*Contains the main tracking area information*
PKIORDLK.DBF	Tracking Area Reader Lookup	*Contains the reader information for the tracking area database*
PKHSMAIN.DBF	History Main File	*Contains the current histroy file data*
PKMNMAIN.DBF	Monitor Main File	*Contains the Monitor information of ID and NAME*
PKOPMAIN.DBF	Operator Main File	*Contains the Operator information, ID, Name, Password*
PKPNGPL1.DBF	Panel Groups 1	*Main Groups are recorded in this file - 1 entry per group*
PKPNGPL2.DBF	Panel Group Points	*Points lookup file for groups - 1 entry per group point*
PKPNHALK.DBF	Panel Hardware Alarms	*Accounts for panel hardware alarm inputs - 1 entry per alarm point*
PKPNINLK.DBF	Panel Input Points	*Input point lookup database - 1 entry per input*
PKPNMAIN.DBF	Panel Main File	*Contains the main panel configuration info - 1 entry per panel*
PKPNOTLK.DBF	Panel Output Points	*Output Point lookup database - 1 entry per output*
PKPNRDLK.DBF	Panel Reader Lookup	*Reader information - 1 entry per reader*
PKPNSCLK.DBF	Panel Site Code	*Contains panel site codes - 1 entry per panel site code*
PKPNTSLK.DBF	Panel Timezone Slots	*Contains references to Timezones for panel slots*
PKT00001.DBF	THIS IS A TEMPORARY FILE USED INTERNALLY BY WIN-PAK.	
PKSCMAIN.DBF	Scheduler Main File	*Scheduler File*
PKTZMAIN.DBF	Timezone Main File	*Contains timezone name and ID*
PKTZRGLK.DBF	Timezone Ranges	*Contains ranges for timezones - 1 entry per timezone range*

WINPAK1.INI File

(found in the WINDOWS directory)

Registration Section

The Registration Section contains registration information as well as the operator that last logged in successfully.

```
[Registration]
Administrator=John Doe
Organization=ABC, Inc.
Operator=Vinnie
```

Network Section

The Network Section details important network information.

```
[Network]
NodeType=0
```

NodeType= 0 describes a standalone system,
1 describes a network server,
2 or any other integer describes a network client

```
Node ID=
Server Name=
```

The server name can equal the actual machine name of the server or the TCP/IP address of the server. Only used on client machines.

Control Panel Section

The Control Panel Section contains information on the Main Control Panel.

```
[Control Panel]
```

Options Section

```
[Options]
Shutdown Buffer=0
```

Shutdown Buffer= 0 means default is NOT to put panels int a buffer mode
1 means default IS to put panels into a buffer mode

`Database Directory=C:\WINPAK\DATABASE`

The directory where WIN-PAK looks for databases. In a network configuration, this may change depending on what directory or drive the server is sharing. For example, if the server is sharing the root drive (C:\), then the database directory on the client would be C:\WINPAK\DATABASE. If the server is only sharing the WINPAK directory, it would be C:\DATABASE.

`Transaction Buffer Size=1000`

The number of uncleared transactions allowed before old data is deleted.

```
BadgePhoto=1
CardPhoto=2
```

Note Fields Section

The Note Fields section contains the labels that note fields are identified by in WIN-PAK. These are set in the Note Fields section of the Setup menu.

```
[Note Fields]
Note 1 Desc=Department
Note 2 Desc=Title
Note 3 Desc=Phone #
Note 4 Desc=License Plate #
Note 5 Desc=Note 5
Note 6 Desc=Note 6
Note 7 Desc=Note 7
Note 8 Desc=Note 8
Note 9 Desc=Note 9
Note 10 Desc=Note 10
Note 11 Desc=Note 11
Note 12 Desc=Note 12
Note 13 Desc=Note 13
Note 14 Desc=Note 14
Note 15 Desc=Note 15
Note 16 Desc=Note 16
Note 17 Desc=Note 17
Note 18 Desc=Note 18
Note 19 Desc=Note 19
Note 20 Desc=Note 20
```

```
Note 21 Desc=Note 21
Note 22 Desc=Note 22
Note 23 Desc=Note 23
Note 24 Desc=Note 24
Note 25 Desc=Note 25
```

Serial Ports Section

The Serial Ports Section contains information that defines the number of COM ports and their settings.

```
[Serial Ports]
Type=0
```

Type	=0	COM1 & COM2
	=1	DigiBoard PC/4
	=2	DigiBoard PC/8
	=3	DigiBoard PC/16
	=4	BOCA BB 1004
	=5	BOCA BB 1008
	=6	BOCA BB 2016
	=7	DualDigiBoard PC/16

The statement: `Debug Dump=1` can be added to the Serial Ports section for troubleshooting what WIN-PAK is sending and how the panel responds. When entering WIN-PAK it will create a dump file in C:\WINPAK called RSDUMP01.TXT that can be viewed with a text editor after exiting WIN-PAK.

A new text file is generated every time you enter WIN-PAK (RSDUMP02.TXT, etc.). Delete the statement, or change the variable to “Ø” to turn it off when you are done troubleshooting.

```
First Port=4
P1Modem=0
P2Modem=0
IRQ=0
P1Use=1
P1BaudRate=1200
P1Init=
```

`P1Phone=`

`P1Address=0`

In general: 0=NO 1=YES

`P2Use=1`

`P2BaudRate=1200`

`P2Init=`

`P2Phone=`

`P2Address=0`

`Status Port Address=0`

`retries=10`

When a command is sent to N-4702 panels and no acknowledgement is received, it will be retried. The maximum number of retries is defined here.

`timeout=120`

The maximum number of seconds between retries. (See "retries" above.)

The N-4702 (with version 2.21 firmware or higher) requires longer delays between retries and a greater number of retries.

Printers Section

The Printers section determines the operation of printers in WIN-PAK.

`[Printers]`

`Print Alarms=1`

Print Alarms=

0 DISABLES the printing of system responses

1 ENABLES the printing of system responses

If the line: `Beep Alarm=0` is added to the Printers section, you will not hear the alarms when they come in.

If the line: `Beep Alarm=0` is added to the Printers section, you will not hear the alarms when they come in.

`Report Printer=`

SERVER OPTIONS SECTION

The Server Options Section contains information specific to the server.

```
[Server Options]
Card Digits=5
```

Card Digits=
5 means 5-digit programming has been chosen. This allows card numbers between 1 and 65534 in the card database.

12 means 12-digit programming has been chosen. This allows card numbers between 1 and 999999999999 in the card database.

```
Card Limiting=1
Clear Alarm OK=1
```

Clear Alarm OK=
0 means Normal only
1 means Alarm OR Normal

```
Command File Send=1
Alarm Priorities=50
```

Priority Threshold

```
Auto Card Lookup=50
```

Card Lookup Threshold

```
Security=13,70,30,90,27,133,117,26,85,25
Log Operator Actions=1
Muster History Init=0
```

Hours to "Prime"

```
[Recent File List]
File1=C:\WINPAK\CONTROL.MTR
```

The BADGER.INI File

(found in the WINPAK\DATA directory)

Preferences Section

```
[Preferences]
DataPath=C:\Winpak\DATA
```

Where images are stored.

```
JPEG Compression=100
```

Compression setting for images

100= least compression, best quality

30= most compression, least quality

`VideoDLL=Flashpnt.dll`
Video capture device

`PrintDLL=DATACARD.DLL`
Printer used (may not be present if "Other" was chosen during installation or a different printer is used).

`Inches=1`
Default (blank) is in mm

`ShowGrid=0`
`SnapGrid=1`
`SigPad=PenWare100`
Present if Signature Pad was checked during installation

```
[Misc]
Parent=WINPAK

[DataCard]
Encode=0
EncodeOnly=0
Duplex=0
RotateBack=1
```

Appendix: G
PCPAK to WIN-PAK Conversion

PCPAK to WIN-PAK Conversion

CONVERT.EXE is a PC-PAK to WIN-PAK conversion utility that converts PC-PAK databases to the format of WIN-PAK databases (xBase). This allows the user to make an upgrade from an existing PC-PAK system to WIN-PAK without having to re-enter all database information.

The conversion of PC-PAK files is not complete, however. This is because the WIN-PAK database is very different from the PC-PAK database in structure. The conversion utility has been designed to take the WIN-PAK database to a point where the user can quickly make modifications.

The utility converts all necessary databases except for:

- Operators will not be converted.
- Backdrop data (badge backgrounds) will not be converted.
- Timezones will not be converted. A timezone named *timezone1* defining 24-hour, 7-day access will be created. This timezone will be substituted for timezones used in WIN-PAK access levels. All timezone assignments to input points or output points will not be kept.
- More access levels than were originally in PC-PAK may be created.

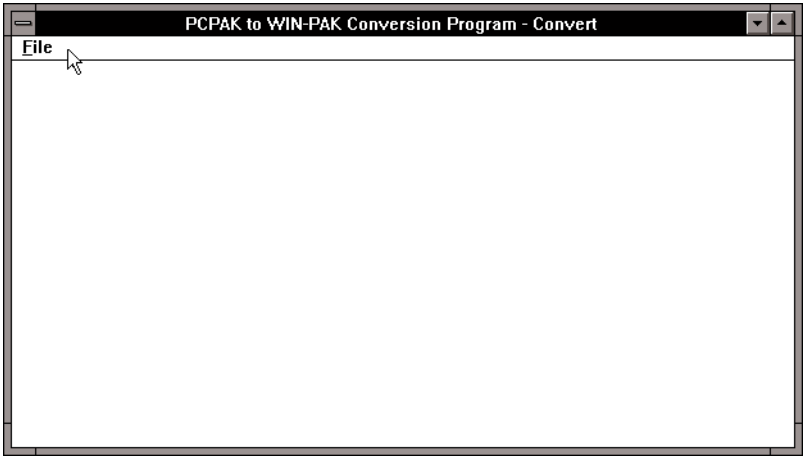
Before converting, rename the PC-PAK panel, reader names and card database to be unique. The card holders must be set Lastname,_Firstname (where _ is a space). This is necessary in WIN-PAK programming.

Conversion Procedure

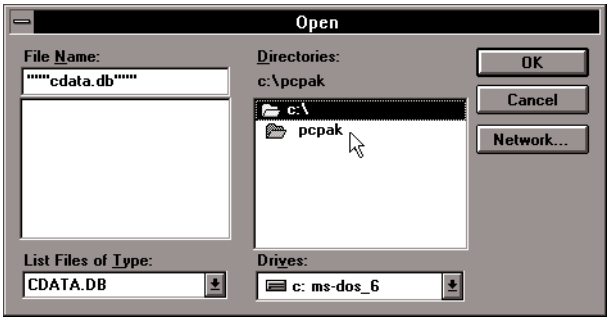
The following steps demonstrate how to convert PC-PAK databases and photo IDs to WIN-PAK databases and photo IDs

using the Convert Utility. It is a good idea to print out complete database reports from PC-PAK before converting, to reference what modifications need to be made to the WIN-PAK databases.

1. **MAKE A BACKUP** of the files within the PC-PAK directory. See the PC-PAK manual for more information on backing up these files.
2. Install WIN-PAK (refer to the installation section of this manual). After creating databases and logging in, select **Exit** from the File menu to close WIN-PAK.
3. From the Program Manager, select Run from the File menu.
4. Type "`C:\WINPAK\CONVERT.EXE`" in the command line and click **OK**. This opens the conversion utility.



5. Select Convert from the File menu. An Open dialog box appears.



6. Double click the the directory where the PC-PAK files are stored. The CDATA.DB file will highlight as it is the main file from which the conversion takes place. Click **OK**.

   The program begins converting the databases. This process may take some time depending on the number of panels and cards programmed into the system. A very large database with video images could take several hours.

7. A message indicates that it is about to rebuild the "Referential Integrity Table." Click **OK**.

8. When the conversion complete box appears, click **OK**.

9. Select **Exit** from the File menu to close the Convert Utility.

The Convert Utility copies all photos into the `WINPAK/DATABASE` subdirectory. These need to be copied into the `WINPAK/DATA` subdirectory. Copy all .JPG files from the DATABASE subdirectory to the DATA subdirectory using File Manager or using the following command from the DOS prompt:

```
C:\ COPY C:\WINPAK\DATABASE\*.JPG C:\WINPAK\DATA
```

DOS commands can be entered from within Windows by double-clicking the *Exit to DOS* icon in the Main Group. Return to Windows by typing "EXIT" at the prompt and hitting **ENTER.**

Checking the Conversion

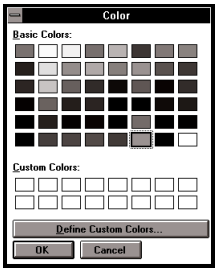
Refer to the database chapter of this manual for instructions on how to view and edit databases. Use the steps below to check the conversion and make any necessary modifications to your databases.

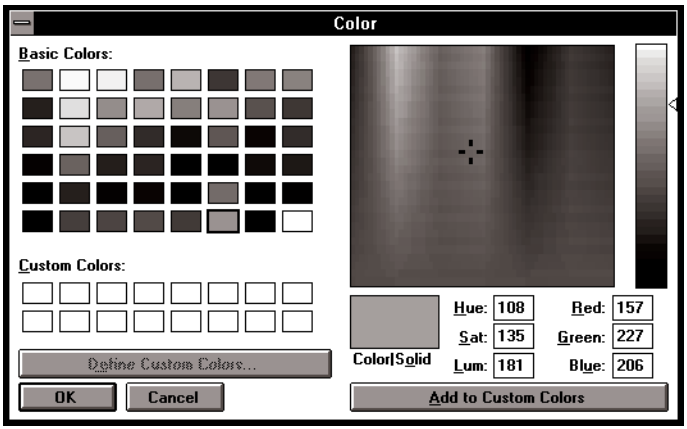
1. Open WIN-PAK and login using WIN-PAK's default user & password. Create/edit the operator database to allow all privileges. Then re-login and make sure that your COM Ports are enabled in the Serial Ports... section of the Setup menu.
2. Select Timezones from the Database menu. Add all necessary timezones for inputs, outputs, and cards as described in the Database chapter. These timezones will be used and available for panels and access levels.
3. Select Areas from the Database menu and check all information for each area, editing if necessary.
4. Select Panels from the Database menu. Edit each panel by selecting the appropriate timezones created for particular inputs and outputs. Check that the correct shunt times and pulse times converted properly along with the interlocks for inputs and outputs.
5. Select Access Levels from the Database menu. Edit each Access Level by reassigning readers to the appropriate Timezones just created.
6. Select Cards from the Database menu. Check each card to assure that information is correct and edit access levels as necessary.

Appendix: H
Custom Badge Colors

Custom Badge Colors

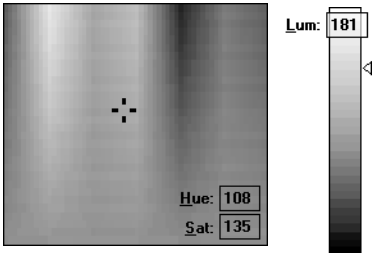
If the colors on the palette don't meet your specifications for a background color or for a text color, it is possible to define a custom color. Clicking Define Custom Colors... from the Color dialog box extends the box to include a spectrum map.





A color can be entered in one of two ways. The first is by clicking on an area in the large square spectrum map. This map measures hue horizontally and saturation vertically. Hue is color. Saturation is the amount of gray in the color.

After a color is chosen here, we can then adjust the luminosity of the color by moving the slider along the bar at the right of the map. Luminosity is the amount of black or white that we add to a color to darken or lighten it.



Hue/Saturation/Luminosity

This process can also be done by entering specific numbers for hue, saturation, and luminosity in the text entry spaces provided. Hue can contain the values 0 through 239, starting with red and running through the spectrum of colors and ending with red. Saturation can contain the values 0 (gray with no trace of color) through 240 (the full value of the color). Luminosity can contain the values 0 (black) through 240 (white) with the untinted color at about 120.

Red/Green/Blue

Color can also be measured by the three hues used to create color on the monitor - red, green, and blue. Simply enter in the values for each of these colors to produce a combined color.

Monitors use red, green, and blue light to create the colors that you see. Most color printing devices use cyan, magenta, yellow, and black to create colors. You may need to experiment with printing if you are trying to match a color exactly. Keep track of either the red/green/blue values or the hue/saturation/luminosity values when testing because you cannot save your custom color to the palette.

Color | Solid

The Color swatch will show you how your color will appear on the monitor and is a representation of how your color will appear when printed. Because monitors can only show a certain number of colors at a time, the colors may be dithered. This dithering will be on your monitor only - when printed, it will appear as a solid color.

The Solid swatch shows the closest solid color your monitor would pick with its current settings. If your monitor is set to display 16 colors, the monitor would pick the closest match to the Color swatch from 16 colors. If your monitor is set to display 256 colors, the closest match to the Color swatch from those colors would be picked. If your monitor can display more colors, the Solid swatch may match the Color swatch exactly.

If you double-click the Solid swatch, your color will automatically be changed to that color.

Click **OK** to change the color of your backdrop or text or click **Cancel** to return to the badge without changing the color.

Appendix: I
Setting Up a Network Server

Setting Up a Network Server

This icon indicates Windows 95 Information

Following the steps in the sections below will assist you in setting up a WIN-PAK network server. This guide is based on running WIN-PAK with Windows for Workgroups 3.11. Special instructions for Windows 95 are provided as notes (marked with the Windows 95 icon) and in the Windows 95 Network Setup section (2b).

This guide assumes that the network card and network card configurations are complete and functional to the manufacturer's specifications. It is also based on a first time installation of WIN-PAK (no existing databases).

WIN-PAK requires the TCP/IP protocol to function properly. Protocol version 3.11b used with Windows for Workgroups 3.11 is supplied with WIN-PAK. Windows 95 already has the TCP/IP protocol.

1. Modifying AUTOEXEC.BAT and CONFIG.SYS for Windows for Workgroups 3.11 Systems

Windows 95 users perform steps 4, 6, 8 & 9.

1. From the C:\ prompt type `EDIT AUTOEXEC.BAT` and press **ENTER**.
2. If the statement below does not exist, then add it below the "`SET PATH=`" statement.
   `C:\WINDOWS\SMARTDRV.EXE_/X_1024_512`

The underscore (_) in all statement examples represent a space.

3. Now press the **ALT** key and then **ENTER** to activate the drop down list. Press the letter *X* then press the **ENTER** key. A message appears stating that the file is

not saved – save it now. Press **ENTER** and the C:\ prompt appears.

4. From the C: prompt type `EDIT CONFIG.SYS` and then press **ENTER**.

5. Locate the line `DEVICE=C:\WINDOWS\HIMEM.SYS` If not present, add as the first line by placing the cursor at the top and pressing **ENTER** to add a new line. Arrow up one line and type the statement in.

6. Locate the line beginning with "`Files=`" and update the command to allow for 250 files. The line should read `Files=250`.

7. Locate the line `EVICE=C:\WINDOWS\EMM386.EXE_NOEMS`–X=D000-D3FF may be added in badging systems.

   If not present add this line just under `DEVICE=C:\WINDOWS\HIMEM.SYS` by placing the cursor at the line just under it and pressing **ENTER** to add a new line. Arrow up one line and type the statement in.

8. Now press the **ALT** key and then **ENTER** to activate the dropdown list. Press the letter *X* then press the **ENTER** key. A message will appear stating that the file is not saved – save it now. Press **ENTER** and you will be at the C:\ prompt.

9. Turn off the computer for 5 seconds and then turn it back on.

2.a.WINDOWS for Workgroups 3.11 Network Setup

1. At the C:\ prompt type in `WIN` .
2. Open the Windows Setup by double-clicking its icon located in the **Main** group.
3. Select Change Network Settings from the Options menu.
4. Click the **Networks** button. Verify that **Install Microsoft Windows Network** and **No additional network** options are selected. If they are not, select them.
5. Press **OK** to return to the **Network Setup** dialog box.
6. Click the **Sharing** button.
7. Select both file and printer sharing (mandatory on the server, optional on the client).
8. Click **OK** to return to the **Network Setup** dialog box.

NOTE STEPS 9-14: The Interrupt value, Base I/O and Base Memory Address settings may vary with your computer and the type of card you have. Set them the same as your adapter card.

---

9. Click the **Drivers** button.
10. Click **Add Adapter**.
11. Select the adapter card that is installed in your computer and click **OK**.
12. Use **Interrupt Value** of 10 and click **OK**.
13. Base I/O is 280. If so, click **OK**.
14. Base Memory Address is 0xD400. If so, click **OK**.
15. Click the **Add Protocol** button and select *Unlisted or Updated Protocol*. Click **OK**.

16. Insert the WIN-PAK CD into your CD drive. Verify that the utilities are on the CD. From the Windows Start Menu, select RUN and type ***D:\utils*** (where D is the CD drive letter).
17. Select *Microsoft TCP/IP-32 3.11b* and press **OK**. Windows now copies files and returns to the **Network Drivers** window.
18. Select *Microsoft TCP/IP-32 3.11b* and click **Setup**.
19. **ENTER** a unique IP address on each of the machines (i.e. Server 1: 192.168.1.1, Client 192.168.1.2). Use your arrow keys to move the cursor to position.
20. The Subnet Mask will default as *255.255.255.0*. Click **OK**.
21. Select *Microsoft TCP/IP-32 3.11b* and click **Set as Default Protocol**.
22. Click **Close**.
23. Press **OK** button to continue to **Microsoft Windows Network Names** dialog.
24. User name is NORTHERN COMPUTERS 1
25. Workgroup name is WINPAK
26. Computer name is WINPAKSERVER
27. Click **OK**.
28. You are now prompted to insert Microsoft Windows for Workgroups Disk#5.

If a previous or other network is already in use, you may not be prompted for the disks.

2.b. WINDOWS 95 Network Setup

1. After Windows 95 is started click the **Start** button. Within the Windows 95 main menu, navigate to **Settings } Control Panel**. When you are in the Control Panel, double click the *Network* icon.
2. Click **Add**, **Protocol**, **Add**. Then select Microsoft as the Manufacturer and TCP/IP as the network protocol and click **Ok**.
3. Click **File and Printer Sharing**.
4. Enable both access options to allow access to both your files, and your printer, and click **Ok**.
5. Highlight *TCP/IP*.
6. Click the **Properties** button.
7. In the IP Address tab, enable the *Specify IP address* option.
8. Enter a unique IP address on each of the computers in your network (i.e. `Server 1: 192.168.1.1`, `Client 1: 192.168.1.2`). Use your arrow keys to move cursor to position.
9. Set the Subnet Mask at `255.255.255.0` and click **Ok**.
10. Click the **Identification** tab.
11. For *Computer Name* type in `WINPAKSERVER`.
12. For *Workgroup* type in `WINPAK`.
13. For *Computer Description* type in `NORTHERN COMPUTERS 1`.
14. Click **OK**.
15. Insert disk(s) for Windows 95 as prompted.
16. Click **Yes** to restart the computer.

17. After Windows 95 is restarted, click the **Start** button. Within the Windows 95 main menu, navigate to **Settings } Control Panel**. When you are in the Control Panel, double click the *Network* icon.
18. Select the *IPX/SPX* protocol and click **Remove**.
19. Select the **Client for Netware Networks** protocol and click **Remove**. (If not listed go to next step)
20. Click **OK**.
21. Click **Yes** to restart the computer.

3. Swap File Setting (Windows 3.11 only)

Northern requires that you do not exceed a swap file setting of 4096KB. If more memory is needed, install additional RAM modules. Exceeding the swap file setting may cause the computer to lock up.

1. In the Progran Manager **Main** group, double-click the Control Panel icon.
2. Double-click the 386 Enhanced icon.
3. Click **Virtual Memory**.
4. Click **Change**.
5. In the **New Swapfile Settings** area, change the **New Size** to *4096*KB.
6. Select *Permanent* from the **Type** dropdown list if possible.
7. Click **OK**. Click the **Restart Windows** button so the changes will take affect.
8. Once Windows starts up, it will ask you for a password. You can either enter a password for your use or click **OK** without entering a password. Refer to your Windows manual for password information.

4. WIN-PAK Server INSTALLATION

1. Insert WIN-PAK installation CD. It will automatically launch the installation program. If auto run is disabled, launch install manually. From the Windows 95/98 Start menu, click Run. Type D:\Demo32.exe (where D is the CD drive) and then click OK.
2. Click **Install Software**.
3. Click **Install WIN-PAK 1.16**
4. Click **OK** to the **Northern Computers WIN-PAK Setup** window.
5. Click **OK** to the **Northern Computers WIN-PAK Setup** window.
6. Select **Server** and click **OK**.
7. Select appropriate answer to video capture card option.
8. Select appropriate answer to badge printer if used.
9. Select appropriate answer to **Signature Capture** option.
10. Click **OK** to **Select WIN-PAK Directory**.
11. Enter registration information for the user and company.
12. Select **No** to **Alarm Printing** and click **OK**. Installation begins and several files are copied.
13. Click **OK** to the final **Northern Computers WIN-PAK Setup**.
14. Click **OK** to restart the computer. WIN-PAK will restart Windows for you.

WIN-PAK may require the computer to be rebooted (exit Windows, turn the computer off for a few seconds, turn it back on, and re-enter Windows).

5. Setting WIN-PAK Server for Sharing

1. Double Click the **File Manager** icon in the **Main** group window.
2. In File Manager, select **Share As** from the Disk menu.
3. The Share As directory box appears. In the path box type **C:\WINPAK** then select **FULL** to allow full access.

In Windows 95, right-click the **Start** button and click *Explorer*. When Explorer is open, right-click your C:\WINPAK subdirectory and select *Sharing...* from the menu. Enable the *Shared As* option and change the Access Type to *Full*.

4. Click **OK**. You should see a hand under the shared directory in File Manager.
5. Close File Manager and select Exit Windows from the File menu in the Program Manager.
6. Click **OK** to "...end your Windows session".
7. When the C:\ appears, type "`WIN`" to restart Windows.
8. Click the Setup bar to change the 4 keys below it to open keys allowing access.

Continue programming your system as explained in the Quick Start and Database sections of the manual.

You may wish to register WIN-PAK at a later time.You will have full functionality of the program, but until you register, you will continue to see the registration prompt and will not be notified of future upgrades in the software.

6. Connecting WIN-PAK Clients to the WIN-PAK Server

1. After the WIN-PAK client is configured (see Appendix J), connect the LAN cable between the server and the client. If more than one client is being used, connect those clients as well. One LAN-TERM should be used at each end of the network (terminating the *T* connector).
2. While WIN-PAK is running at the server, start WIN-PAK at the client.
3. When the client comes online, the client's name appears in the **Alarm Monitor History View** as a logon and in the Mail Screen as a User.

7. Shutting off WIN-PAK Server and the Computer

1. Verify that all WIN-PAK clients are logged off.
2. At the Server, select **Exit** from the File menu.
3. Select the **Shutdown** option with or without buffering as needed.
4. Click **Shut Down**.
5. From the Windows Program Manager, select Exit Windows in the File menu.
6. Click **OK** to "...end your Windows session."
7. When the DOS screen appears (C:\), you may power down the computer and monitor.

Appendix: J
Setting Up a Network Client

Setting Up a Network Client

This icon indicates Windows 95 Information

Following the steps in the sections below will assist you in setting up a WIN-PAK network client. This guide is based on running WIN-PAK with Windows for Workgroups 3.11. Special instructions for Windows 95 are provided as notes and in the Windows 95 Network Setup section (2b).

This guide assumes that the network card and network card configurations are complete and functional to the manufacturer's specifications and that the WIN-PAK Server is on the D:\ drive.

WIN-PAK requires the TCP/IP protocol to function properly. Protocol version 3.11b used with Windows for Workgroups 3.11 is supplied with WIN-PAK. Windows 95 already has the TCP/IP protocol.

1. Modifying AUTOEXEC.BAT and CONFIG.SYS for a Windows For Workgroups 3.11 System

Section 1 is not required for Windows 95.

1. From the C:\ prompt type `EDIT AUTOEXEC.BAT` then press **ENTER**.

The underscore (_) in all statement examples represent a space.

2. If the statement below does not exist, add it below the statement that says `SET PATH=etc...` :

   `C:\WINDOWS\SMARTDRV.EXE_/X_1024_512`

3. Now press the **ALT** key and then **ENTER** to activate the drop-down list. Press the letter *X* and then **ENTER**. A message will appear stating that the file is not saved – save it now. Press **ENTER** and you will be at the C:\ prompt.

4. Type `EDIT CONFIG.SYS` and then press **ENTER**.
5. Locate the line `DEVICE=C:\WINDOWS\HIMEM.SYS.` If not present, add it as the first line by placing the cursor at the top and pressing **ENTER** to add a new line. Arrow up one line and type the statement in.
6. Next locate the line `DEVICE=C:\WINDOWS\EMM386.EXE NOEMS`–`X=D000-D3FF` may be added in badging systems

   If not present add this line just under `DEVICE=C:\WINDOWS\HIMEM.SYS` by placing the cursor at the line just under it and press **ENTER** to add a new line. Arrow up one line and type the statement in.
7. Now press the **ALT** key and then **ENTER** to activate the drop down list. Press the letter "`X`" and the **ENTER** key. A message will appear stating that the file is not saved – save it now. Press **ENTER** and you will be at the C:\ prompt.
8. Turn off the computer for 5 seconds and then turn it back on.

2.a. WINDOWS for Workgroups 3.11 Network Setup

1. At the C:\ prompt type `WIN` to start Windows.
2. Open the Windows Setup by double-clicking on its icon located in the "Main" group.
3. Select Change Network Settings from the Options menu.
4. Click **Networks** button. Verify that "Install Microsoft Windows Network" and "No additional network" options are both selected. If not, select them.
5. Click **OK** to return to "Network Setup" dialog box.

6. Click **Sharing** button.
7. Select both file and printer sharing (mandatory on the server, optional on the client).
8. Click **OK** to return to the "Network Setup" dialog box.
9. Click **Drivers** button.
10. Click **Add Adapter**.
11. Select the adapter card for your computer and click **OK**.
12. Enter an Interrupt Value of "10" and click **OK**.
13. The Base I/O should be "280". If so click **OK**.
14. The Base Memory Address should be "0xD400". If so click **OK**.

Steps 9-14: The Interrupt value, Base I/O and Base Memory Address settings may vary with your computer and the type of card you have. Set them the same as your adapter card.

---

15. Click the **Add Protocol** button and select *Unlisted or Updated Protocol*. Click **OK**.
16. Insert the WIN-PAK CD into your CD drive. From the Windows Start Menu, select RUN and type ***D:\utils*** (where D is the CD drive letter). Then proceed with step 17.)
17. Select *Microsoft TCP/IP-32 3.11b* and press **OK**. Windows now copies files and returns to the **Network Drivers** window.
18. Select *Microsoft TCP/IP-32 3.11b* and click **Setup**.
19. **ENTER** a unique IP address on each of the

machines (i.e. Server `1: 192.168.1.1`, Client `192.168.1.2`).Use your arrow keys to move cursor to position.

20. The Subnet Mask will default as *`255.255.255.0`*. Click **OK**.
21. Select *Microsoft TCP/IP-32 3.11b* and click **Set as Default Protocol**.
22. Click **Close**.
23. Click **OK** button to continue to **Microsoft Windows Network Names** dialog.
24. The User name is `NORTHERN COMPUTERS 2` (if more than one client is being used, increment from 2 to 3 etc.).
25. The Workgroup name is WINPAK.
26. Computer name is `WINPAKCLIENT1` (if more than one client is being used, increment from 2 to 3 etc...).
27. Click **OK**.
28. You will now be prompted to insert Microsoft Windows for Workgroups Disk#5.

2.b. WINDOWS 95 Network Setup

1. After Windows 95 is started click the **Start** button. Within the Windows 95 main menu, navigate to **Settings } Control Panel**. When you are in the Control Panel, double click the *Network* icon.
2. Click **Add**, **Protocol**, **Add**. Then select Microsoft as the Manufacturer and TCP/IP as the network protocol and click **OK**.
3. Click **File and Printer Sharing**.
4. Enable both access options to allow access to both your files, and your printer, and click **OK**.

5. Select *TCP/IP*.
6. Click the **Properties** button.
7. In the IP Address tab, enable the *Specify IP address* option.
8. Enter a unique IP address on each of the computers in your network (i.e. Server 1: `192.168.1.1`, Client `1: 192.168.1.2`). Use your arrow keys to move cursor to position.
9. Set the Subnet Mask at `255.255.255.0` and click **OK**.
10. Click the **Identification** tab.
11. For *Computer Name* type in `WINPAKCLIENT1` (if more than one client is being used, increment the name number starting with `WINPAKCLIENT2`).
12. For *Workgroup* type in `WINPAK`.
13. For *Computer Description* type in `NORTHERN COMPUTERS 2` (if more than one client is being used, increment the description number starting with `NORTHERN COMPUTERS 3`).
14. Click **OK**.
15. Insert disk(s) for Windows 95 as prompted.
16. Click **Yes** to restart the computer.
17. After Windows 95 is restarted, click the **Start** button. Within the Windows 95 main menu, navigate to **Settings } Control Panel**. When you are in the Control Panel, double click the *Network* icon.
18. Select the *IPX/SPX* protocol and click **Remove**.
19. Select the *Client for Netware Networks* protocol and click **Remove**. (If not listed go to next step.)

20. Click **OK**.
21. Click **Yes** to restart the computer.

3. SWAP FILE SETTING (Windows 3.1)

1. Open the Control Panel by double-clicking its icon in the **Main** group in the Program Manager.
2. Double-click the **Enhanced** icon.
3. Click the **Virtual Memory** button.
4. Click the **Change** button.
5. In the **New Swapfile Setting**s area, change the **New Size** to *4096*.
6. Select **Permanent** in the **Type** drop-down list.
7. Click **OK**, and then click the **Restart Windows** button so the changes will take effect.
8. Once Windows starts up, it will ask you for a password. You can either enter a password for your use or click **OK** without entering a password. Refer to your Windows manual for password information.

WINDOWS 3.11 NOTE: Do not exceed a swap file setting of 4096KB. If more “memory” is needed, install additional RAM modules. Exceeding the swap file setting may cause the computer to lock up. This is not a requirement for Windows 95.

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4. WIN-PAK INSTALLATION (Client)

1. Insert WIN-PAK installation CD. It will automatically launch the installation program. If auto run is disabled, launch install manually. From the Windows Start menu, click Run. Type D:\Demo32.exe (where D

is the CD drive) and then click OK.

2. Click **Install Software**.
3. Click **Install WIN-PAK 1.16**
4. Click **OK** to the **Northern Computers WIN-PAK Setup** window.
5. Select **Client** and click **OK**.
6. Select appropriate answer to video capture card option.
7. Select appropriate answer to badge printer if used.
8. Select appropriate answer to **Signature Capture** option.
9. Click **OK** to **Select WIN-PAK Directory**.
10. Select the D: drive (mapped WIN-PAK server drive) from the drop-down list.
11. In the **Database Directory** box, type `D:\DATABASE` and click OK.
12. Enter registration information for the user and company.
13. For **Server Name**: type in `WINPAKSERVER` (*name of server machine*) and click **OK** or IP address (used mostly for dial-up networks).
14. Enter 2 (3,4,5... if more than 1 client is used) for the **Client ID**: and click **OK**. This must be numeric (no alphabetical characters).
15. Click and drag across the C:\ in the **Select Image Directory** box and type `D:\DATA` (path to where the images are located) and click **OK**.
16. Select **No** to Alarm printing and click **OK**.

Installation will begin and several files will be copied.

17. Click **OK** to the final **Northern Computers WIN-PAK Setup.**

18. Click **OK** to restart the computer in the **Install** window. WIN-PAK may restart Windows for you. If so, remember to log in using the SYSTEM operator and *startup* for the password.

Appendix: K
System Worksheets

System Worksheets

SETUP WORKSHEET (Options)

1 PER SYSTEM (Setup Worksheet 1 of 3)

CARD SCREEN

Card Digits:

- ❑ 5 digits
- ❑ 12 digits

Card Limiting ❑

- ❑ Activation & Deactivation by Scheduler
- ❑ Expiration by Panel Hardware
- ❑ Limited Use

COMM. SCREEN

Send Command File & Switch Cameras

- ❑ on Acknowledge
- ❑ on Receive

Clear Alarm State

- ❑ Normal Only
- ❑ Alarm or Normal

Alarm Monitoring

- ❑ Alarm Acknowledge

Ack. Priorities Less Than or Equal to: _____

Auto Card Lookup Priorities Less Than: _____

OPER. SCREEN

Operator Actions

- ❑ Log Actions
- ❑ Lockout Operator after invalid login

Invalid Attempts Allowed: _____

# of Min. to Lock Out: _____

MUSTER. SCREEN

Muster Report Options

- ❑ Initialize with History Data

Number of Hours to Retrieve: _____

SETUP WORKSHEET (Serial Ports)

1 PER SYSTEM (Setup Worksheet 2 of 3)

Port Name	Enable	Modem	Baud Rate	Modem Init.	Modem Phone #
XX1	❑	❑			
XX2	❑	❑			
XX3	❑	❑			
XX4	❑	❑			
XX5	❑	❑			
XX6	❑	❑			
XX7	❑	❑			
XX8	❑	❑			
XX9	❑	❑			
XX10	❑	❑			
XX11	❑	❑			
XX12	❑	❑			
XX13	❑	❑			
XX14	❑	❑			
XX15	❑	❑			
XX16	❑	❑			
DigiPort 17	❑	❑			
DigiPort 18	❑	❑			
DigiPort 19	❑	❑			
DigiPort 20	❑	❑			
DigiPort 21	❑	❑			
DigiPort 22	❑	❑			
DigiPort 23	❑	❑			
DigiPort 24	❑	❑			
DigiPort 25	❑	❑			
DigiPort 26	❑	❑			
DigiPort 27	❑	❑			
DigiPort 28	❑	❑			
DigiPort 29	❑	❑			
DigiPort 30	❑	❑			
DigiPort 31	❑	❑			
DigiPort 32	❑	❑			

Multiport Hardware *(if enabled)*

Multiport Hardware: _____

IRQ: _____ Port Address: _____

SETUP WORKSHEET (Note Fields)

1 PER SYSTEM (Setup Worksheet 3 of 3)

Field #	Field Name Label
Note 1	
Note 2	
Note 3	
Note 4	
Note 5	
Note 6	
Note 7	
Note 8	
Note 9	
Note 10	
Note 11	
Note 12	
Note 13	

Field #	Field Name Label
Note 14	
Note 15	
Note 16	
Note 17	
Note 18	
Note 19	
Note 20	
Note 21	
Note 22	
Note 23	
Note 24	
Note 25	

TIMEZONE WORKSHEET

1 TIMEZONE GROUP PER PAGE

Timezone Name: ________________________________

Note:
Remember that you cannot cross midnight. One line should be used to define the P.M. ending time, and the next line should define the A.M. time.

Start Time	End Time	Mo	Tu	We	Th	Fr	Sa	Su	Ho
		☐	☐	☐	☐	☐	☐	☐	☐
		☐	☐	☐	☐	☐	☐	☐	☐
		☐	☐	☐	☐	☐	☐	☐	☐
		☐	☐	☐	☐	☐	☐	☐	☐
		☐	☐	☐	☐	☐	☐	☐	☐
		☐	☐	☐	☐	☐	☐	☐	☐
		☐	☐	☐	☐	☐	☐	☐	☐
		☐	☐	☐	☐	☐	☐	☐	☐
		☐	☐	☐	☐	☐	☐	☐	☐
		☐	☐	☐	☐	☐	☐	☐	☐
		☐	☐	☐	☐	☐	☐	☐	☐
		☐	☐	☐	☐	☐	☐	☐	☐

Denoting Time in WIN-PAK

Time in WIN-PAK is always displayed in what we consider a normal time format (i.e. 1:30 p.m., 7:00 p.m., etc.). However, time can be ENTERED in two ways, normal time format or 24-hour time format. To enter a time in normal format, simply type in the time: 1:35 am (it is important that you use a space to separate the time and am/pm).

WIN-PAK also accepts 24-hour time input, if you fail to include an am/pm distinction, the program will assume am. To enter a time in 24 hour format, simply type in the time: 13:35 (it is important that you use a colon to separate hours and minutes. Your entry will be displayed in normal time when you hit enter.

AREAS WORKSHEET

1 AREA PER PAGE

Area Name: _____

Password:: _____

TYPE: ❑ Loop

STYLE:
- ❑ C-100
- ❑ 485
- ❑ 485 ACK-NAK

❑ Local ❑ Remote

COM Port: _____

Baud Rate: _____

Phone: _____

Site ID: _____

❑ Camera Control ❑ Unknown

_____ *CCTV Brand*

Other

COMMUNICATIONS:

Parity: _____

Data Bits: _____

Stop Bits: _____

HUB SETUP

Number of Redial Attempts: ____

Wait Time Before Disconnect: ____ sec

Dial Command Prefix: _____

Pause Between Calls: ____ sec

Modem Initialize: _____

Call In Option: On invalid transaction ❑ Never ❑

Verify Communications ❑

PANEL WORKSHEET

1 PANEL PER PAGE (1 of 7 Panel Worksheets)

Panel Name: _____ Panel Address: _____

Loop (Area): _____ Type: _____ Version: _____

Command File: _____

- ❑ Antipassback
  - ❑ Forgiveness
- ❑ Free Egress
- ❑ Split Timezones *(version 8.xx firmware only)*
- ❑ Keypads
  - ❑ PIN Numbers
- ❑ Reverse Reader LEDs
- ❑ Continuous Card Reads
- ❑ Groups

Site Codes

Hardware Options

- ❑ AEP-5
- ❑ ERB
- ❑ AEP-3
  - ❑ AEP-3

System Hardware Alarms (all versions)

Panel Communications

Alarm State	Priority	Message	Command File	Print	Hist.
Alarm				❑	❑
Normal				❑	❑

AUX Port

Alarm State	Priority	Message	Command File	Print	Hist.
Alarm				❑	❑
Normal				❑	❑

Panel Primary Power

Alarm State	Priority	Message	Command File	Print	Hist.
Alarm				❑	❑
Normal				❑	❑

System Hardware Alarms (continued)

Tamper Switch (N-1000-III & N-1000-IV only)

Alarm State	Priority	Message	Command File	Print	Hist.
Alarm				❑	❑
Normal				❑	❑

Ground Fault (N-1000-III & N-1000-IV only)

Alarm State	Priority	Message	Command File	Print	Hist.
Alarm				❑	❑
Normal				❑	❑

Low Voltage (N-1000-III & N-1000-IV only)

Alarm State	Priority	Message	Command File	Print	Hist.
Alarm				❑	❑
Normal				❑	❑

External 5 Volt (N-1000-III & N-1000-IV only)

Alarm State	Priority	Message	Command File	Print	Hist.
Alarm				❑	❑
Normal				❑	❑

Panel Reset (Available with version 8.2 (and later) firmware)

Alarm State	Priority	Message	Command File	Print	Hist.
Alarm				❑	❑
Normal				❑	❑

Poll Response

Alarm State	Priority	Message	Command File	Print	Hist.
Alarm				❑	❑
Normal				❑	❑

PANEL WORKSHEET

Timezones *(names from Timezone worksheets)*

READER WORKSHEET

1 READER PER PAGE (4 of 7 Panel Worksheets)
2 READERS PER N-1000 PANEL
(4 *READERS PER N-1000-IV PANEL)*

Panel Name: _____ *(not a database requirement)*

Reader Name: _____ Address: _____

Monitor: _____ Camera: _____

Valid Reads	Priority	Message	Command File	Print	Hist.
Normal				❑	❑
Trace				❑	❑

Invalid Reads	Priority	Message	Command File	Print	Hist.
Timezone				❑	❑
Not Found				❑	❑
PIN				❑	❑
Site Code				❑	❑
Expired				❑	❑
Anti-Passbk				❑	❑

INPUT POINT WORKSHEET

1 INPUT POINT PER PAGE 5 of 7 Panel Worksheets)
16 INPUTS PER PANEL

Panel Name: _____ *(not a database requirement)*

Input Point Name: _____ Address: _____

❑ Supervised Normally: ❑ Open ❑ Closed *(Only on the N-1000-III and N-1000-IV panels)*

❑ Silence Alarms Debounce Time: _____ sec. Shunt Time: _____ sec.

Timezone: _____

Monitor: _____ Camera: _____

Alarm State	Priority	Message	Command File	Print	Hist.
Alarm				❑	❑
Normal				❑	❑
Door Ajar				❑	❑
Trouble				❑	❑

Displays only if AEP-5 is selected or when using the N-1000-III or N-1000-IV panel.

❑ Interlocking

❑ Input to OUTPUT ❑ Input to INPUT Point: _____
(Component B)

Alarm Action

- ❑ Energize only when Component B is an output
- ❑ De-Energize only when Component B is an output
- ❑ Shunt only when Component B is an input
- ❑ Un-Shunt only when Component B is an input
- ❑ Pulse
- ❑ Pulse Off
- ❑ No Action
- ❑ Follow
- ❑ Invert Follow

Normal Action

- ❑ Energize only when Component B is an output
- ❑ De-Energize only when Component B is an output
- ❑ Shunt only when Component B is an input
- ❑ Un-Shunt only when Component B is an input
- ❑ Pulse
- ❑ Pulse Off
- ❑ No Action
- ❑ Follow
- ❑ Invert Follow

OUTPUT POINT WORKSHEET

1 OUTPUT POINT PER PAGE (6 of 7 Panel Worksheets)

Panel Name: _____ *(not a database requirement)*

Output Point Name: _____ Address: _____

Pulse Time: _____ sec.

Timezone: _____

❑ Interlocking

❑ Output to OUTPUT ❑ Output to INPUT Point: _____
(Component B)

Alarm Action

- ❑ Energize only when Component B is an output
- ❑ De-Energize only when Component B is an output
- ❑ Shunt only when Component B is an input
- ❑ Un-Shunt only when Component B is an input
- ❑ Pulse
- ❑ Pulse Off
- ❑ No Action
- ❑ Follow
- ❑ Invert Follow

Normal Action

- ❑ Energize only when Component B is an output
- ❑ De-Energize only when Component B is an output
- ❑ Shunt only when Component B is an input
- ❑ Un-Shunt only when Component B is an input
- ❑ Pulse
- ❑ Pulse Off
- ❑ No Action
- ❑ Follow
- ❑ Invert Follow

GROUP WORKSHEET

1 GROUP PER PAGE (7 of 7 Panel Worksheets)

Panel Name: _____ *(not a database requirement)*

Group Name: _____ Address: 1_ _

Pulse Time: _____ sec.

Timezone: _____

Output Points

❑ Interlocking

❑ Output to OUTPUT ❑ Output to INPUT Point: _____
(Component B)

Alarm Action

- ❑ Energize only when Component B is an output
- ❑ De-Energize only when Component B is an output
- ❑ Shunt only when Component B is an input
- ❑ Un-Shunt only when Component B is an input
- ❑ Pulse
- ❑ Pulse Off
- ❑ No Action
- ❑ Follow
- ❑ Invert Follow

Normal Action

- ❑ Energize only when Component B is an output
- ❑ De-Energize only when Component B is an output
- ❑ Shunt only when Component B is an input
- ❑ Un-Shunt only when Component B is an input
- ❑ Pulse
- ❑ Pulse Off
- ❑ No Action
- ❑ Follow
- ❑ Invert Follow

SCHEDULES WORKSHEET

1 SCHEDULE PER PAGE (1 of 1 Schedule Worksheet)

Schedule Name: _____

Type:

- ❑ Panel Time & Date Update
- ❑ Backup Reminder
- ❑ Auto Dial-Up
- ❑ Card Activation & Deactivation

Remote Area Name: _____

- ❑ Unbuffer
- ❑ Send Commands
- ❑ Send Time & Date

Frequency:

- ❑ Once
- ❑ Every Hour
- ❑ Every Day
- ❑ Every Week
- ❑ Every Two Weeks
- ❑ Every Month
- ❑ Never

Next Date/Time:

Time of Day: _____

GUARD TOURS WORKSHEET

1 GUARD TOUR PER PAGE (1 of 1 Guard Tour Worksheet)

#	Reader Name	Time	+	–

Check Point Alarms

	Priority	Message	Command File	Print	Hist.
Early Arrival				❑	❑
Late Arrival				❑	❑

ACCESS LEVEL WORKSHEET

1 ACCESS LEVEL PER PAGE

Access Level Name: _____

Reader	Timezone	Group

CARD WORKSHEET

1 CARD PER PAGE

Last Name: _____ First Name: _____

Number: _____ PIN: _____

Access Level: _____

Status

❑ Active ❑ Lost or Stolen

❑ Trace ❑ Inactive

Limited Use

Activation Date: ___/___/___
Deactivation Date: ___/___/___

OR

Expiration by
Hardware Date: ___/___/___

OR

Number of Uses: ___

Valid Reads	Priority	Message	Command File	Print	Hist.
Normal				❑	❑
Trace				❑	❑

Invalid Reads	Priority	Message	Command File	Print	Hist.
Timezone				❑	❑
Not Found				❑	❑
PIN				❑	❑
Site Code				❑	❑
Expired				❑	❑
Anti-Passbk				❑	❑

Note Fields

1	9	17
2	10	18
3	11	19
4	12	20
5	13	21
6	14	22
7	15	23
8	16	24
		25

Backdrop (front): _____

Backdrop (back): _____

CAMERA WORKSHEET

19 CAMERAS PER PAGE

Camera Address	Camera Name	Camera Title

HOLIDAY WORKSHEET

19 HOLIDAYS PER PAGE

Holiday Name	Holiday Date

MONITOR WORKSHEET

19 MONITORS PER PAGE

Monitor Address	Monitor Name

OPERATOR WORKSHEET

1 OPERATOR PER PAGE

Operator Name: _____

Password: _____

	Edit	None
File	☐	☐
Backup	☐	☐
Restore	☐	☐
Archive	☐	☐
Purge	☐	☐
Rebuild	☐	☐
Print Setup	☐	☐
Exit	☐	☐

	Edit	View	None
Database	☐	☐	☐
Timezones	☐	☐	☐
Areas	☐	☐	☐
Panels	☐	☐	☐
Schedules	☐	☐	☐
Guard Tours	☐	☐	☐
Tracking Areas	☐	☐	☐
Access Levels	☐	☐	☐
Cards	☐	☐	☐
Cameras	☐	☐	☐
Holidays	☐	☐	☐
Monitors	☐	☐	☐
Operators	☐	☐	☐
Floor Plans	☐	☐	☐
Command Files	☐	☐	☐

	Edit	None
Report	☐	☐
History Reports	☐	☐
Database Reports	☐	☐
Attendance	☐	☐

	Edit	None
Setup	☐	☐
Options	☐	☐
Note Fields	☐	☐
Serial Ports	☐	☐

	Edit	None
Alarm Monitor	☐	☐
Alarm Info	☐	☐
Panel Cntl	☐	☐
Camera Cntl	☐	☐
Card Lookup	☐	☐
Mail	☐	☐
Muster Card Deletion	☐	☐
Non-muster Card Deletion	☐	☐
Display Card Numbers	☐	☐
Display PIN Numbers	☐	☐
Guard Tour View	☐	☐

FLOOR PLAN WORKSHEET

1 FLOOR PLAN PER PAGE

Floor Plan Name: _____

Floor Plan File: _____

Attach Drawing
or Print Out
of Floor Plan

This floorplan is
attached as a hot
spot to:

_____
Parent Floor Plan Name

HOT SPOTS

Floor Plans	Input Points
_____	_____
	_____
	_____
	_____
	_____
_____	_____
	_____
	_____
	_____
	_____
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	_____
_____	_____
	_____
	_____
	_____
	_____

COMMAND FILE WORKSHEET

1 COMMAND FILE PER PAGE

Command File Name: _____

Area: _____

	Commands
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	

BACKDROP WORKSHEET

1 BACKDROP PER PAGE

Backdrop Name: _____

Height= _____

Width= _____ Horizontal ❑

❑ Vertical

Width= _____

Sketch your badge backdrop ideas.

Elements that can be added are:

1. Photo(1) and Photo(2)
2. Bitmap
3. Text
4. Barcode
5. Shapes
6. Signature

Backdrops can be:

❑ Single Color
❑ Imported Bitmap
❑ Captured Bitmap

Print Area	Width	Height

Margins	Left	Right	Top	Bottom

Magnetic Stripe		Length	Justify	Fill	Expression
Track 1	❍ IATA				
	❍ ABA				
	❍ TTS				
Track 2	❍ IATA				
	❍ ABA				
	❍ TTS				
Track 3	❍ IATA				
	❍ ABA				
	❍ TTS				

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