

# **PRO-ACC ENTERPRISE ACCESS CONTROL SYSTEM SOFTWARE GUIDE**



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## Introduction

Hartmann Controls Corp. is a privately-owned manufacturer of access control systems. The company has been in operation since 1998 distributing a full product line throughout Canada, USA, Mexico, Central and South America, Australia and India. Hartmann Controls Corp. has become a well established company with thousands of installed sites globally. We are constantly improving ways to bring state-of-the-art high quality, feature rich and profitable access control to our business partners.

Our high-quality card access control products serve extremely well in the commercial, institutional, health care as well as property management sectors.

The PRO-ACC Access Control System is the latest and most advanced access control system we have developed based on the success of our Protector II Access System which has been the backbone of Hartmann Controls Corp for more nearly a decade. Hartmann Controls Corp has also developed several products for other manufacturing and integration companies under OEM licensing agreements.

Our Controllers are ETL Listed. Conforming to UL STD.294 and Certified to CSA-C22.2 NO. 205.

The PRO-ACC system is designed for seamless integration with mid-sized projects including multi-building applications via TCP/IP. Whether you are controlling one door or thousands of doors around the world, you will be very satisfied with the ease of installation and configuration of the PRO-ACC System. You also get the benefit of Hartmann Controls training and technical support; a level of service unmatched in the industry.

Hartmann Controls Corp produces the most intuitive software and hardware on the market to date. Customers, installers and integrators are consistently complimenting us on the performance, reliability and ease of administering our systems.

## PRO-ACC System Features & Benefits

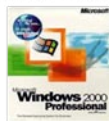
- Supports 65,000 users
- Unlimited Site Codes
- 32 access panels per port, 100 ports per system
- Virtually thousands of doors
- 255 Access Privileges
- 200 Time Zones
- 30 Holidays
- Timed Anti-Pass Back with individual, back to back, or Global Anti-Pass Back
- Software user privileges support using passwords
- Windows 98/2000/XP/Vista/Windows7 support
- Supports 10 Client Work Stations
- Extremely simple installation and configuration
- Full reporting support
- Fully distributed system (field panels contain all information to operate on their own with no connection to PC)
- Elevator Support (up to 64 floors per cab using 8 floor expanders)
- Input Output Panel Support
- Multi-Site Dial Up
- Multiple Communications Ports
- Multiple TCP/IP communication channels

## Minimum System Requirements

- PC Pentium 200 MHz
- Windows 98/ME/NT/2000/XP/Vista/Windows7
- 256 MB RAM
- VGA monitor, **Best viewed in 1280x1024 pixels and 32-bit True Color using small fonts**
- Mouse or tablet
- 5GB hard disk space required depending upon system configuration
- Also recommended is a CDRW for backup purposes if PC is not connected to network

### **All Hartmann software is compatible with:**

- **Windows 98**
- **2000**
- **XP**
- **Vista**
- **Windows 7**



**Note:** Windows screenshots used in the following pages were derived from a Windows XP Professional operating system. If you are using Vista or Windows7, the screens may vary but not significantly. The PRO-ACC screenshots will not be affected regardless of operating system.

## Setting Up Main Server PC Communications

*(PRO-ACC Server that will communicate with field panels)*

Insert the PRO-ACC DVD provided with your panel into the CD/DVD disk drive on the primary server or workstation that will be used in the administration of the access control system.



**Note:** For Vista and Windows7 operating systems, it is highly recommended to turn off UAC (User Access Control) from within User Accounts configuration prior to installation.

If the setup and installation program does not auto run, open My Computer and browse to the CD/DVD drive and double-click on the file **Setup.exe**.

## Installing USB Driver for USB to RS485/422 Converter

*(Skip this section and proceed to 'CONFIGURING TCP/IP E-NET MODULE' if you are installing using an e-Net TCP/IP Module)*



**Important:** DO NOT plug the USB converter into USB port on computer until after you have installed the driver.

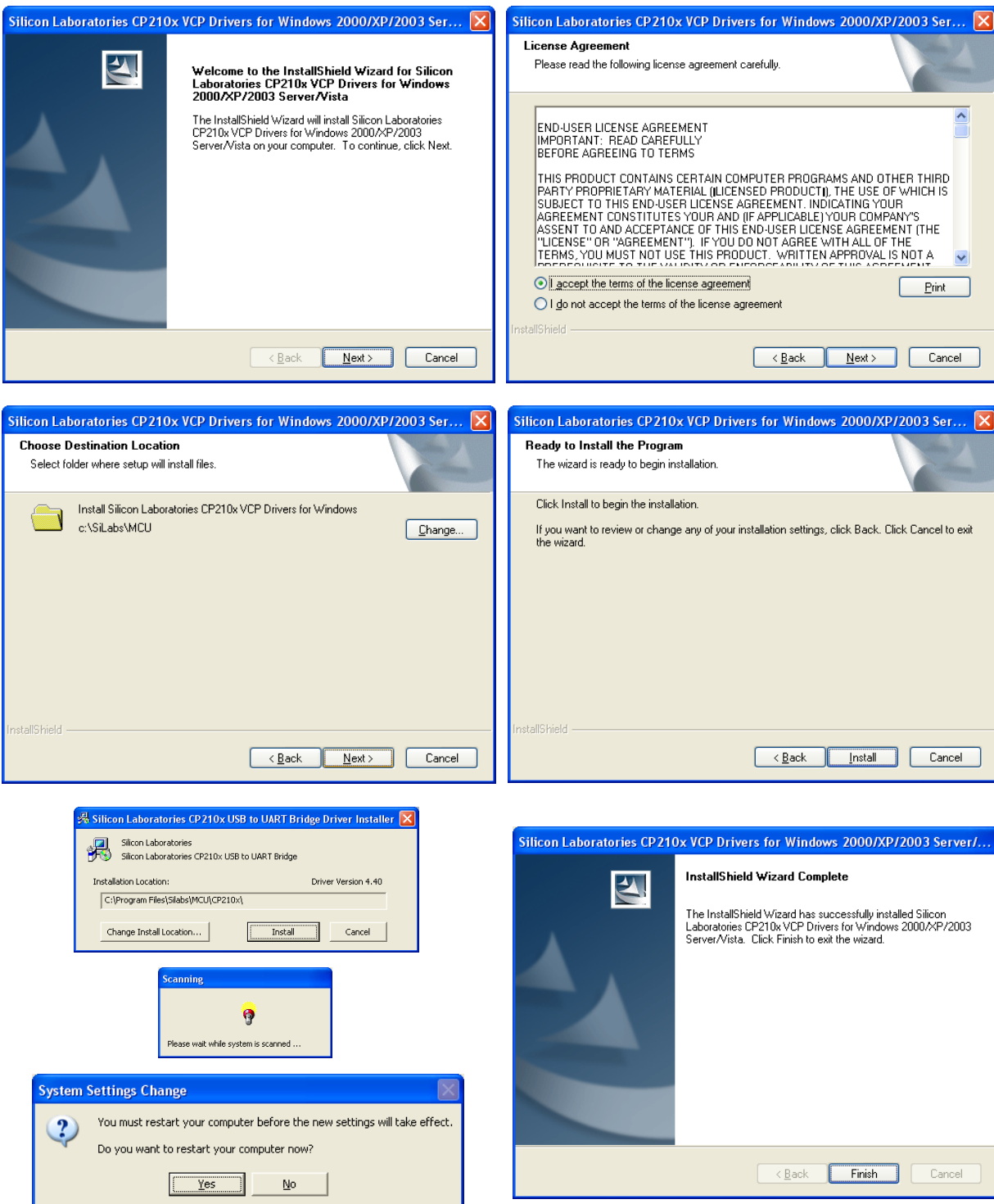
From the main screen as shown in Figure 1, select '**USB-101 Driver (2000/XP/Vista/Win7)**'.



Figure 1

From the Browse Folders windows, select your Windows operating system type (XP, Vista, Windows7, etc.) and run the executable from within the appropriate folder.

Install the USB Driver referring to the following screenshots for reference.



Once the driver is installed, plug in the 'USB to RS-485/422' converter into any available USB port on the computer. You should see the red power light visible indicating the driver was successfully installed.

Next you will need to identify what communication port the USB converter was set to by Windows.

Begin by left clicking on the Windows **Start** button and then followed by a right click on **My Computer**. Select **Properties** and choose the **Hardware** tab, click on **Device Manager** and select **Ports (COM & LPT)** from the list. The USB device will be in the list (See Figure 2 below), showing the port number it is plugged into (i.e.: COM3 as shown in the below example). In Vista and Windows7, **Device Manager** can be located via **Start**, right-click on **Computer** and choose **Properties**. **Device Manager** will be in the upper right corner under Tasks.

Make a note of this port number, as you will need to input this during communication setup of the PRO-ACC Software.

**Note:** If you do not see the USB device listed in the **Ports** section and the red power led is not illuminated on the USB converter, then the driver was not successfully installed. Unplug the USB converter from the computer; re-run the USB Driver installation again this time choose to uninstall. Then try the USB Driver installation again (remember to keep the USB module unplugged until driver installation is complete). You may have to restart the computer after un-installation and re-installation of the driver.

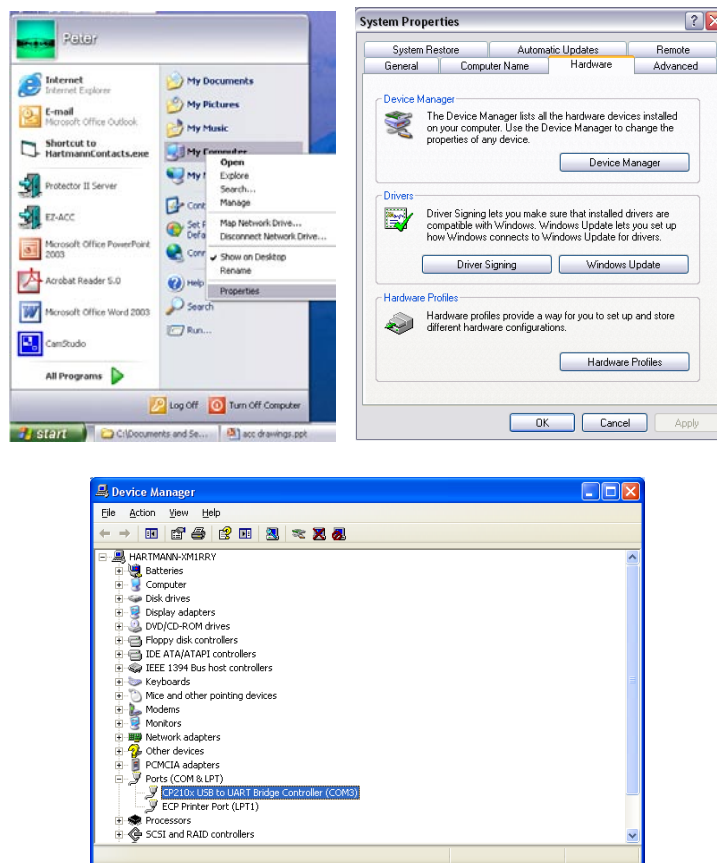


Figure 2

## **Configuring a TCP/IP eNet P-232-X Module**

*(Skip this section if you have already configured the USB Converter for panel communication and proceed to 'Installing PRO-ACC Server Software')*

To configure the eNet TCP/IP Module to communicate with your network or access control administration workstation, you must edit the default device settings as instructed below.

The default IP address of eNet module is 192.168.0.10 with a subnet of 255.255.255.0 (shipped default IP address is indicated on underside of module). To change your workstation or laptop IP to communicate with the eNet module, you must temporarily change the computers IP and subnet addresses as follows.

**Note:** if you have any active wireless connections, it is recommended that you temporarily disable them.

Attach a CAT5 RJ-45 cable from the TCP/IP module to the network jack on the computer (ensure cable is not a crossover cable).

Click the Windows **Start** button and select **Control Panel**. With **Control Panel** open, select **Network Connections**. Identify the local network interface card device you will be connecting to, right-click on it and choose **Properties**. From the **General** tab, scroll within the window list to **Internet Protocol (TCP/IP)** then click the **Properties** button. For Vista and Windows7, use **Internet Protocol Version 4 (TCP/IPv4)**. Make a note of any setting and addresses on the General tab as you will have to return your computer back to its original settings after configuring the TCP/IP module. See Figure3a/3b/3c.

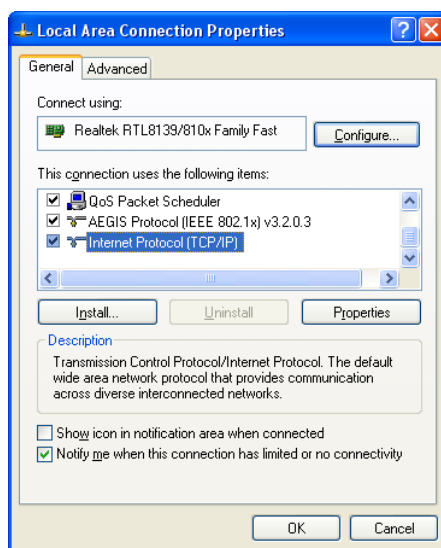


Figure 3a – XP

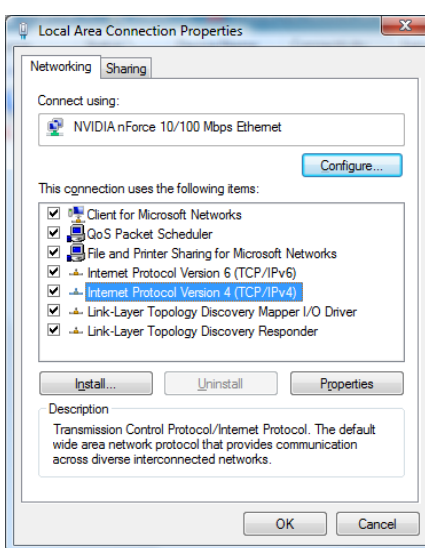


Figure 3b – Vista/Windows7



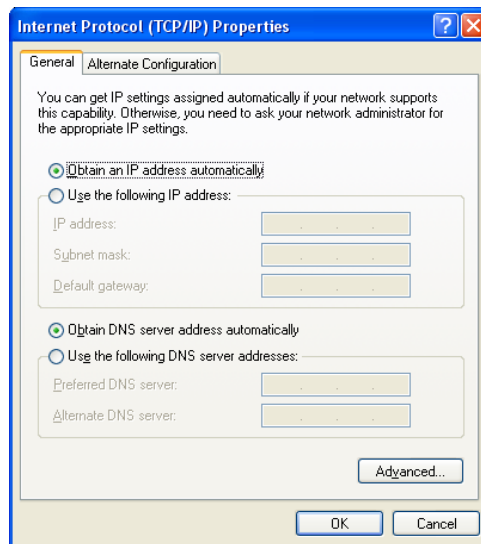


Figure 3c

Select '**Use the following IP address:**' and enter 192.168.0.99 for the IP address, 255.255.255.0 for the Subnet mask and leave the Default gateway blank. (Figure 4) Click OK to continue and click Close on the **Local Area Connection Properties** window. You may be prompted to restart your computer for the new settings to take effect.

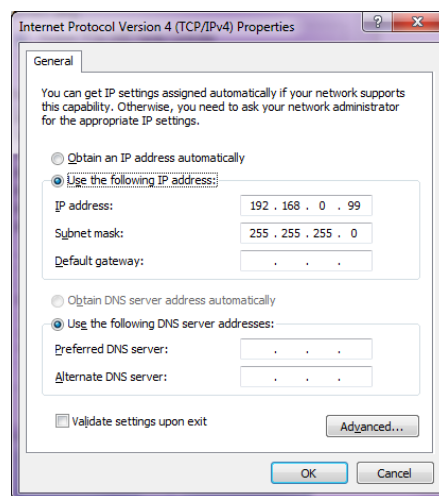


Figure 4

To verify the changes were successfully applied, click the Windows **Start** button and choose **Run** from the menu. In the Run window, type **cmd** and click OK. In the new window, type **IPCONFIG** and press Enter. (Figure 5)

If the settings for IP address and Subnet address match the prior entered values, type EXIT and press Enter to close the command window. If they do not match, you must redo the changes as described above.

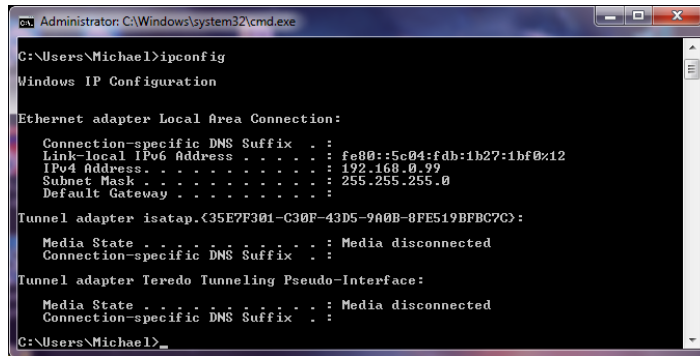
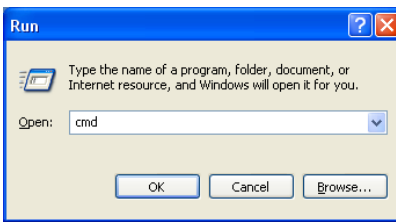


Figure 5

Now open your browser and type the default IP address of the TCP/IP module into the address bar (192.168.0.100). You should be presented with the following Controller Setup screen. (Figure 6).

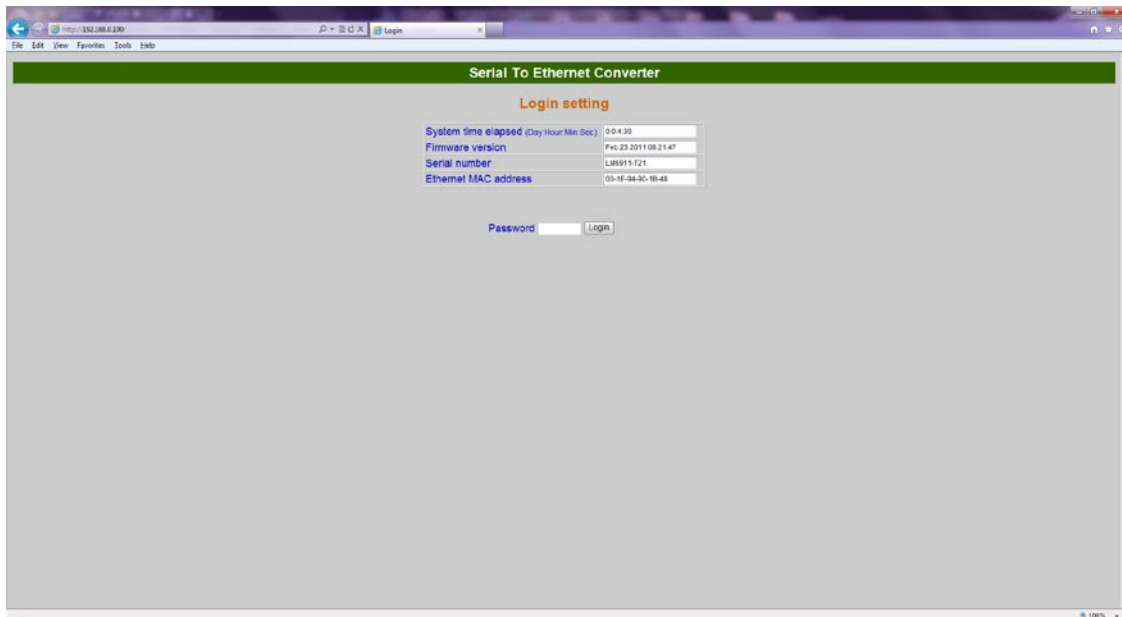


Figure 6

Click the Login button (there is no default password but it can be changed later from the setup interface if desired). You will now be presented with the Controller Parameter Setup screen as shown in figure 7.

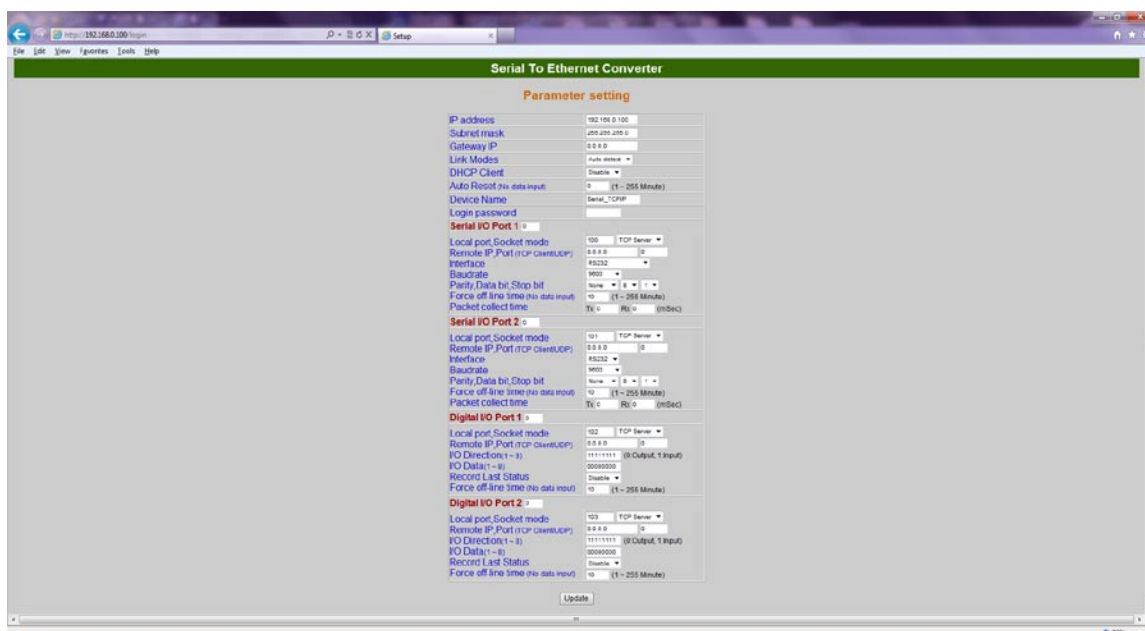


Figure 7

The sections that will be reconfigured are the main network parameters at the top and the 'Serial I/O Port2 settings'. Complete steps 1–6 in order as described below.

Serial To Ethernet Converter	
Parameter setting	
IP address	192.168.0.100
Subnet mask	255.255.255.0
Gateway IP	0.0.0.0
Link Modes	Auto detect
DHCP Client	Disable
Auto Reset (No data input)	0 (1 ~ 255 Minute)
Device Name	Serial_TCPIP
Login password	

Serial I/O Port 2 0	
Local port,Socket mode	101 TCP Server
Remote IP,Port (TCP Client/UDP)	0.0.0.0 0
Interface	RS232
Baudrate	9600
Parity,Data bit,Stop bit	None 8 1
Force off-line time (No data input)	10 (1 ~ 255 Minute)
Packet collect time	Tx 0 Rx 0 (mSec)

1. The Serial I/O Port 2 '**Interface**' must be set to **RS422**;
2. The '**Local port, Socket mode**' must be set to an unblocked port for the communication channel to the PRO-ACC or EZ-ACC software (example indicated port 3001) and to TCP Server;
3. The '**Baudrate**' must be set to **19200**, '**Parity**' of **None**, '**Data Bit**' of **8** and '**Stop Bit**' of **1**;
4. The '**Force off-line time**' should be set to **1**.
5. The '**Auto-Reset**' should be set to **1**.
6. Click the **Save** button at the bottom to apply these changes.

**Note:** For an installation that is using multiple communication channels within the PRO-ACC or EZ-ACC software utilizing multiple eNet modules, ensure that each device is given a distinct static IP address and unique unblocked port number. You may also choose to also identify each eNet device by giving it a unique '**Device name**' (change from default name of '**Serial\_TCPIP**').

Your changes (prior to finalizing site's static IP address, Subnet mask and Gateway IP values) should appear as indicated below:

Serial To Ethernet Converter	
Parameter setting	
IP address	192.168.0.100
Subnet mask	255.255.255.0
Gateway IP	0.0.0.0
Link Modes	Auto detect ▼
DHCP Client	Disable ▼
Auto Reset (No data input)	1 (1 ~ 255 Minute)
Device Name	Serial_TCPIP
Login password	

Serial I/O Port 2 0	
Local port,Socket mode	3001 TCP Server ▼
Remote IP,Port (TCP Client/UDP)	0.0.0.0 0
Interface	RS422 ▼
Baudrate	19200 ▼
Parity,Data bit,Stop bit	None ▼ 8 ▼ 1 ▼
Force off-line time (No data input)	1 (1 ~ 255 Minute)
Packet collect time	Tx 0 Rx 0 (mSec)

When you click the Save button, the screen should state that the controller is restarting as shown in Figure 8 and then return to the login screen. If it does not show the restart and returns directly to the login screen, you will have to login to verify all parameter changes, edit and possibly attempt a Save again.

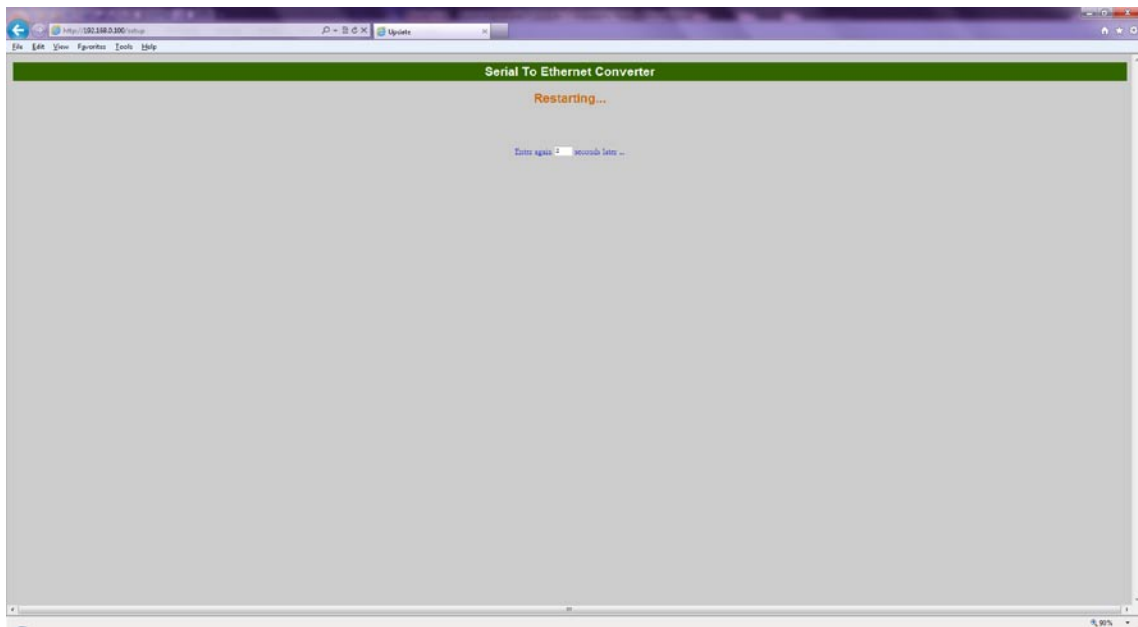


Figure 8

NOTE: If the settings don't take effect after you perform the initial Save, repeat steps 1-6 in that order performing a Save after each step. The setup information (prior to changing the IP and Subnet addresses) should be as shown in Figure 9.

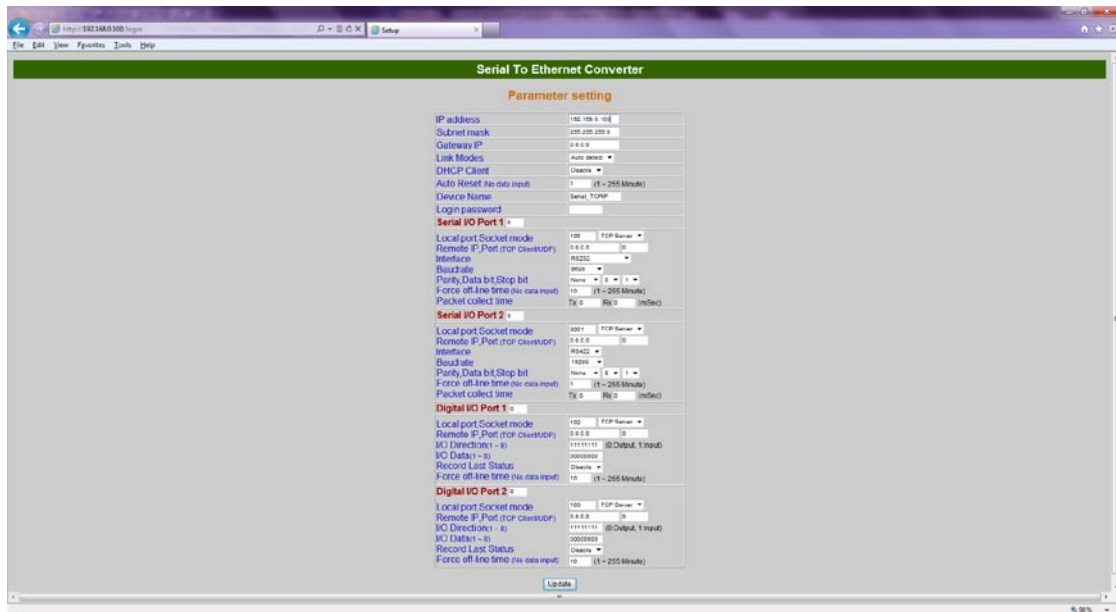


Figure 9

The IP address and Subnet address must be set to whatever required values are required to communicate on the local network. Once these values are changed and a Save applied, the browser will show the controller being restarted you can now disconnect the module from the setup computer and attach it into the sites local network.



Be aware that in some circumstances, use of managed network switches or routers can cause the port within the switch to time out or go to sleep due to system traffic inactivity. Speak with the clients network administrator should a functional and communicating eNet device suddenly stop communicating for no obvious reason as this is not an issue with the device but the client's network.

**NOTE:** If you reset the eNet TCP/IP module, the IP address will default back to 192.168.0.100 and a Subnet Mask of 255.255.255.0 and require another reconfiguring of the local computer network settings in order to communicate to the eNet device and perform the controller setup.

## **Reset the eNet Serial to Ethernet Module**

Should you be unable to communicate to the eNet module and require a full reset; while powered on, depress the reset button located beside the RJ45 LAN 10/100 jack. With the reset button still depressed, remove the power from the device for approximately 10 seconds. Again, with the reset button still depressed, reconnect the power to the device and keep the reset button depressed for 10 seconds. The eNet module will now be reset to manufacturers default values of **192.168.0.100 / 255.255.255.0**.



## Turning Off User Access Control (UAC) in Vista/Windows7



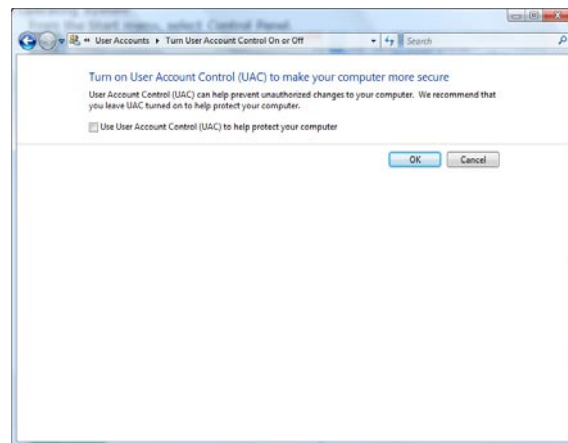
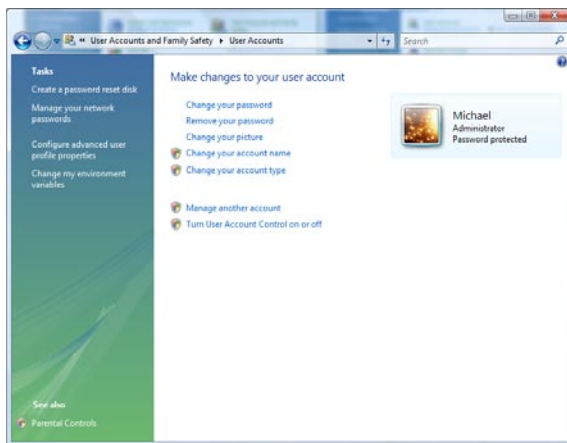
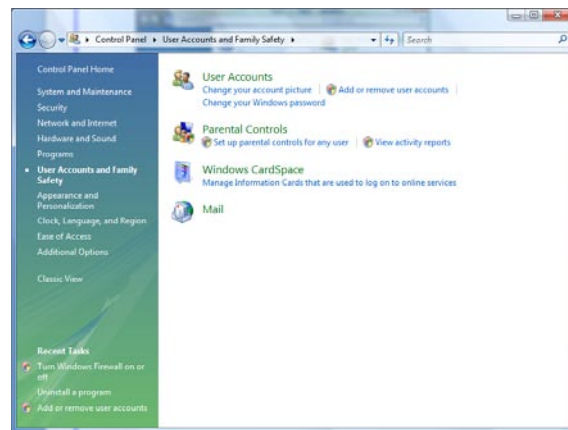
**Note:** For Vista and Windows7 operating systems, it is highly recommended to turn off UAC (User Access Control) from within User Accounts configuration prior to installation.

**Important:** If it is not desired to disable or turn of the Windows UAC, skip the following steps and refer to an alternative installation method is shown later in this guide during software installation.

For Vista Operating System Refer to the Following Steps and Screenshots:

From the **Start** menu, select **Control Panel**.

Select '**User Accounts and Family Safety**', then '**User Accounts**', then '**Turn User Account Control on or off**'. Uncheck '**Use User Account Control (UAC)...**', click **OK**.

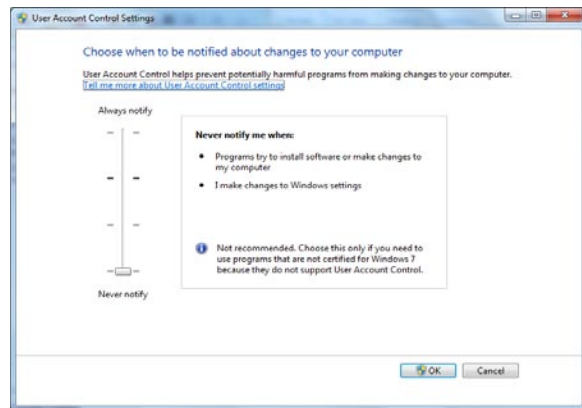
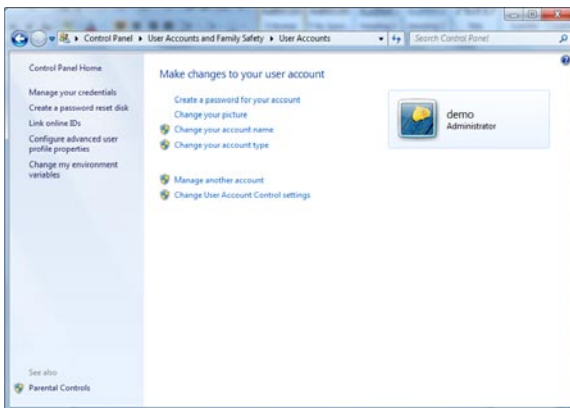
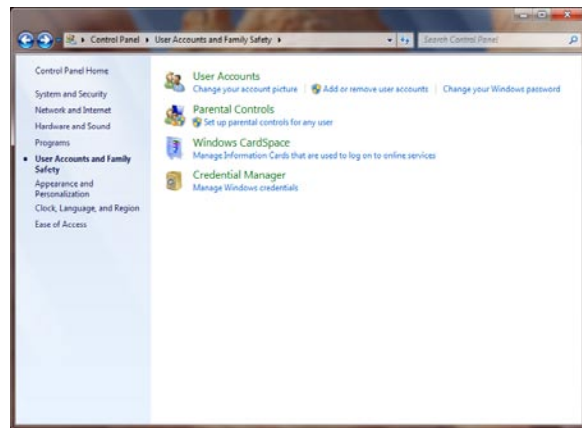
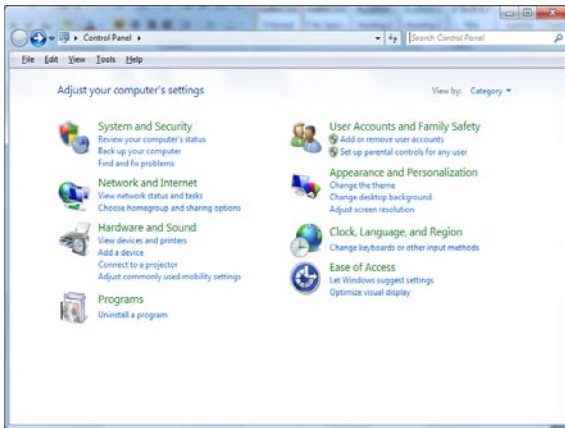


Close all windows and restart the PC.

For Windows 7 Operating System Refer to the Following Steps and Screenshots:

From the **Start** menu, select **Control Panel**.

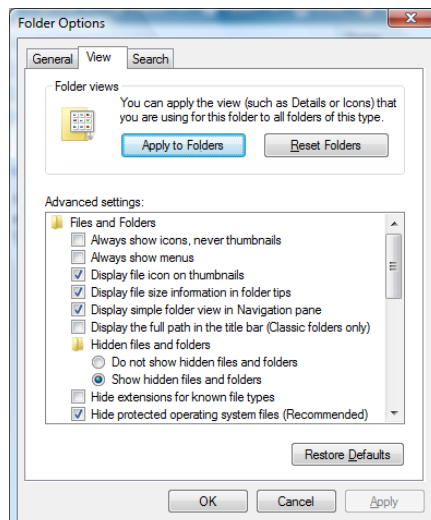
Select '**User Accounts and Family Safety**', then '**User Accounts**', then '**Change User Account Control settings**'. Slide the control down to '**Never Notify**' and click **OK**.



Close all windows and restart the PC.

If UAC is not turned off, though the PRO-ACC Enterprise software will install and run correctly, the typical installation directory of C:\Program Files\PRO\_ACC\_SERVER\ (or C:\Program Files (x86)\PRO\_ACC\_SERVER\) will exist however the true application directory that runs the software and stores the database will be C:\Users\(\username\)AppData\Local\VirtualStore\Program Files\PRO\_ACC\_SERVER\.

You will not be able to browse to this virtual directory unless in the **Folder Settings**, you set 'Hidden Files and Folders' to '**Show hidden files and folders**' as indicated below.



## Installing PRO-ACC Server Software

From the DVD, to install the PRO-ACC Server Software, follow the prompts as shown in Figures 10-18. Ensure that you are logged in as a computer administrator with full access.



**Note:** For Vista and Windows7 operating systems, it is highly recommended to turn off UAC (User Access Control) from within User Accounts configuration prior to installation.

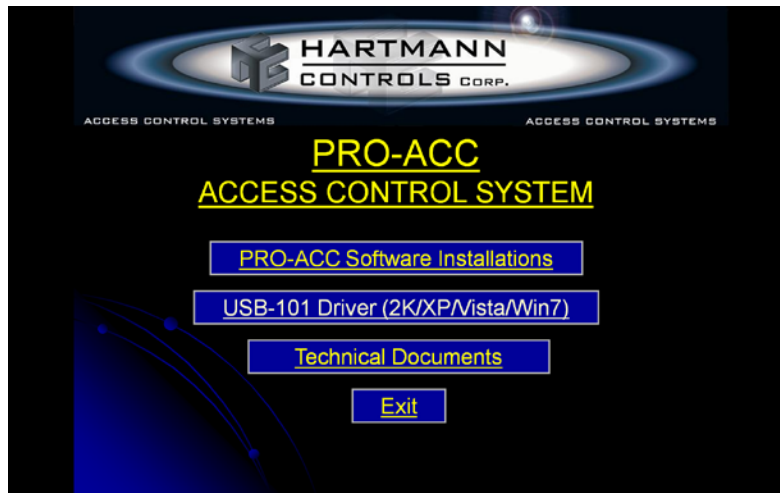


Figure 10

---

Click on 'PRO-ACC Software Installations'

---



Figure 11

---

Click on 'Main P.C. PRO-ACC SERVER'

---

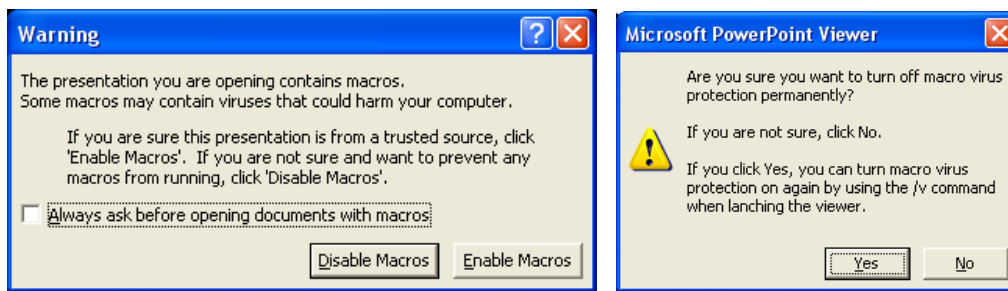


Figure 12

Select '**Enable Macros**' (if prompted)  
followed by clicking the '**Yes**' button

---



Figure 13

Click '**OK**'

---

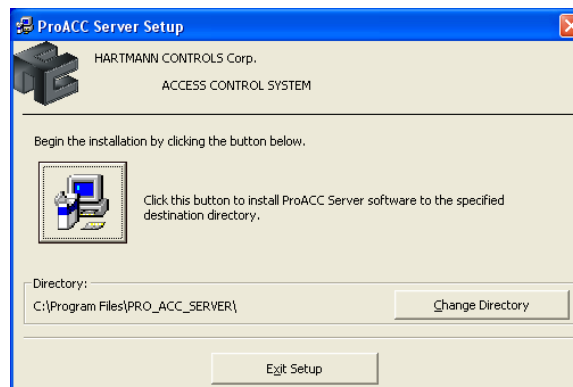


Figure 14

Click the install icon button on the left  
(**DO NOT** change the default installation directory unless advised)

---

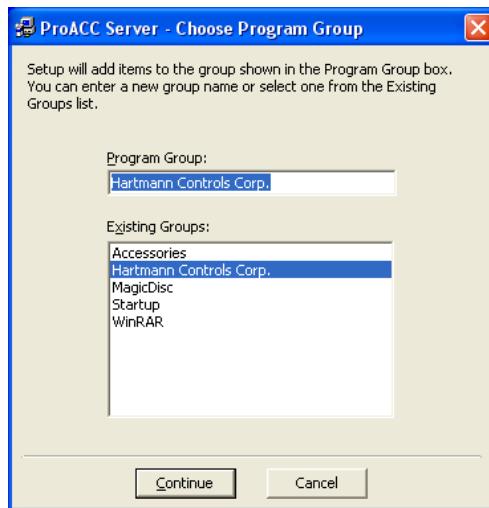


Figure 15

Click '**Continue**'

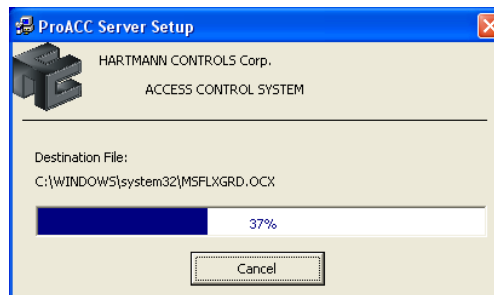


Figure 16

Viewing Installation status

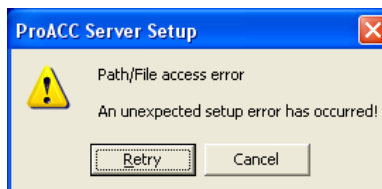


Figure 17

If you receive the following error message, press the '**Retry**' button to continue

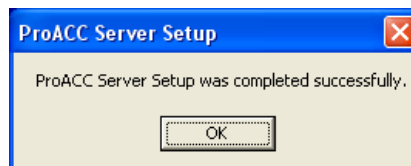


Figure 18

Once installation is complete, if you are installing on Vista or Windows7 it is recommended to follow the steps outlined in the '**PRO-ACC Installation on Vista or Windows7**' section before running the software for the first time.

## Alternative Installation for Leaving Windows UAC Enabled

An alternative method to installing PRO-ACC Server onto a PC with Microsoft Vista or Windows 7 and disabling the UAC process is not desired would be to install the application into the **C:\Users\Public\** directory.

During the software installation, when at the screen shown in Figure 14 above, click the **Change Directory** button and change the path to **C:\Users\Public\** and click **OK**.

## Compatibility Mode on Vista/ Windows7

- When you run the PRO-ACC DVD, you need to make sure you run the setup program as administrator. (if you do not run as administrator you will get '**Path not found**' error message)
- After you have run the installation via the Hartmann Controls DVD or Hartmann Web Site download, you should find a '**Hartmann Controls Corp**' menu in **All Programs** directory. Right click on PRO-ACC Server and select **Properties** as shown. (Figure 19)
- Select the **Compatibility** tab, change settings as shown and click the **OK** button.

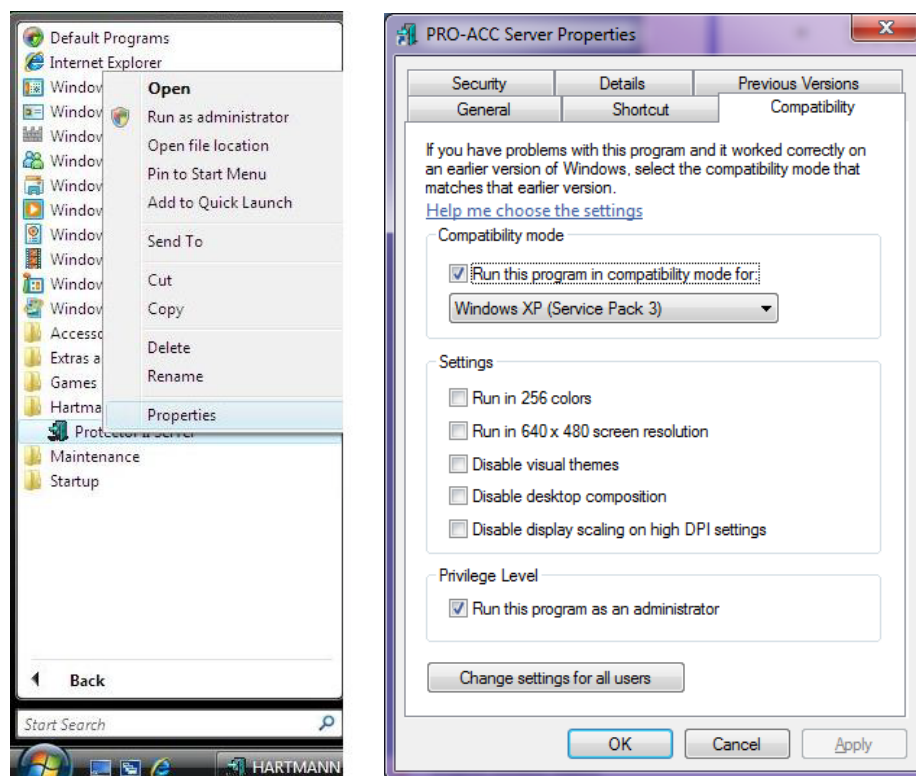


Figure 19

## Setting Up the Initial Panel

### Registration Procedure

Run the PRO-ACC software (located in Start/Programs/Hartmann Controls Corp). On first run you will be required to register the software with a unique registration code. Type in the registration number and click the '**Register**' button. Figure 20

Please call Hartmann Controls at 1-877-411-0101 with your 5-digit Serial Number and you will be supplied with a unique Registration # for the software.



**Important:** You can skip this step by clicking the '**Register Later**' button however will be prompted for registration each time the PRO-ACC software is run for the next 30 days. After 30 days, the software will lock out functionality until a valid registration number is entered.

Figure 20

### Initial Login

For first time login, use **HC** for user and **HC** for password. (You can change this later). Click the **LOG IN** button to continue. Figure 21

Figure 21



## Quick Setup Wizard

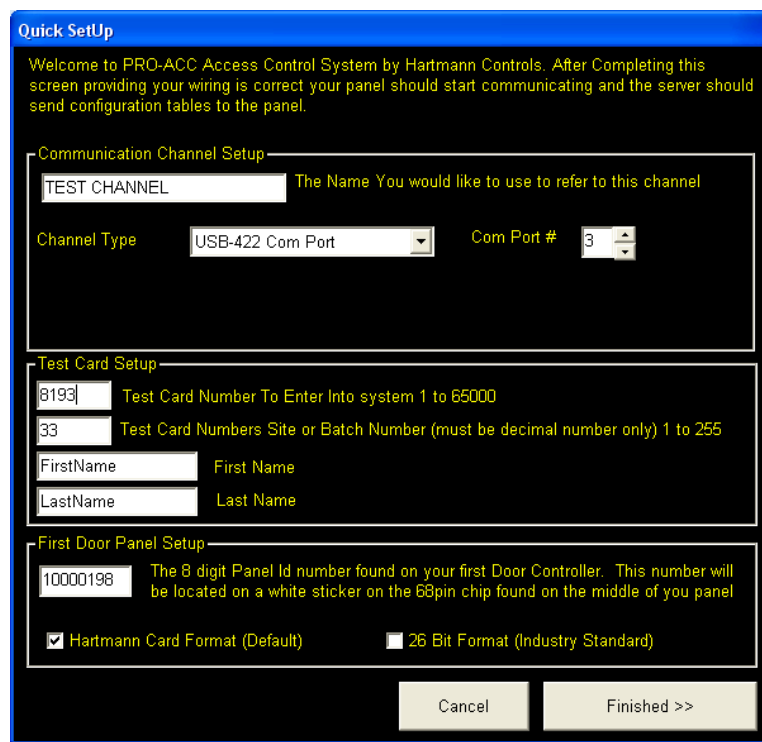
The first time that you start the PRO-ACC software, the “Quick Setup” wizard will run. This wizard will only run one time. To take advantage of this quick setup method of getting the first panel communicating with a card to test, all that is required is to set up the communication port that your panel will communicate on (recorded earlier) or TCP/IP address if using HC-TCP/IP module, a valid card number and site code, and the 8-digit panel address located on the firmware chip label located in the middle of your controller. See Figure B



Figure B

If you are communicating to the panel using a Hartmann USB RS-485/422 Converter, enter the following as shown in Figure 21.

- Select '**USB-422 Com Port**' from the Channel Type dropdown list
- Set the COM port recorded earlier (example shows 3 for COM3).
- Enter a valid test card number and site code
- You can edit the channel name, and card 'firstname/lastname' if desired but not necessary for setup communication
- Enter the address of your panel (the 8-digit number found as per Figure B)
- Select Card Format type (40-bit Hartmann or 26-bit Standard)
- Click **Finished** to apply all settings.



**Quick SetUp**

Welcome to PRO-ACC Access Control System by Hartmann Controls. After Completing this screen providing your wiring is correct your panel should start communicating and the server should send configuration tables to the panel.

**Communication Channel Setup**

TEST CHANNEL The Name You would like to use to refer to this channel

Channel Type USB-422 Com Port Com Port # 3

**Test Card Setup**

8193 Test Card Number To Enter Into system 1 to 65000

33 Test Card Numbers Site or Batch Number (must be decimal number only) 1 to 255

FirstName First Name

LastName Last Name

**First Door Panel Setup**

10000198 The 8 digit Panel Id number found on your first Door Controller. This number will be located on a white sticker on the 68pin chip found on the middle of you panel

☒ Hartmann Card Format (Default) ☐ 26 Bit Format (Industry Standard)

Cancel Finished >>

Figure 21



If you are communicating to the panel using a Hartmann eNet TCP/IP module, enter the following as shown in Figure 22.

- Select '**TCP/IP-422 Server**' from the Channel Type dropdown list
- Enter the assigned IP address for the module
- Set the COM port recorded earlier (example shows 3001 for port #)
- Enter a valid test card number and site code
- You can edit the channel name, and card 'firstname/lastname' if desired but not necessary for setup communication
- Set the address of your panel (the 8-digit number found as per Figure B)
- Select Card Format type (40-bit Hartmann or 26-bit Standard)
- Click **Finished** to apply all settings.

**Quick Setup**

Welcome to PRO-ACC Access Control System by Hartmann Controls. After Completing this screen providing your wiring is correct your panel should start communicating and the server should send configuration tables to the panel.

**Communication Channel Setup**

TEST CHANNEL The Name You would like to use to refer to this channel

Channel Type TCP/IP-422 Server

IP Address 192.168.1.125 3001 (3000 -> 4000)

**Test Card Setup**

8193 Test Card Number To Enter Into system 1 to 65000

33 Test Card Numbers Site or Batch Number (must be decimal number only) 1 to 255

FirstName First Name

LastName Last Name

**First Door Panel Setup**

10000198 The 8 digit Panel Id number found on your first Door Controller. This number will be located on a white sticker on the 68pin chip found on the middle of you panel

☒ Hartmann Card Format (Default) ☐ 26 Bit Format (Industry Standard)

Cancel Finished >>

Figure 22

If you are communicating to the panel via a modem, enter the following as shown in Figure 23.

- Select '**Dial Up**' from the Channel Type dropdown list
- Set the COM port as indicated via Device Manager for the modem (example shows 4 for COM4)
- Enter the dialing phone number to the field modem
- Enter the Modem Initialization String for the PC modem
- Enter a valid test card number and site code
- You can edit the channel name, and card 'firstname/lastname' if desired but not necessary for setup communication
- Set the address of your panel (the 8-digit number found as per Figure B)
- Select Card Format type (40-bit Hartmann or 26-bit Standard)
- Click **Finished** to apply all settings.

Quick Setup

Welcome to PRO-ACC Access Control System by Hartmann Controls. After Completing this screen providing your wiring is correct your panel should start communicating and the server should send configuration tables to the panel.

Communication Channel Setup

LOCAL The Name You would like to use to refer to this channel

Channel Type Dial Up Com Port # 4

Phone #

Modem Init String AT&F1E0F1S0=0&A&B0&H&K&I&M&R1&N10&U10&W0

Test Card Setup

8193 Test Card Number To Enter Into system 1 to 65000

33 Test Card Numbers Site or Batch Number (must be decimal number only) 1 to 255

FirstName First Name

LastName Last Name

First Door Panel Setup

10000198 The 8 digit Panel Id number found on your first Door Controller. This number will be located on a white sticker on the 68pin chip found on the middle of you panel

☒ Hartmann Card Format (Default) ☐ 26 Bit Format (Industry Standard)

Cancel Finished >>

Figure 23

## Main Screen Introduction

The main screen for the PRO-ACC Access Control application presents the user with a selection of commonly used quick-launch icons, full menu support, recent alarm notifications as well as useful information such as last backup date, overridden door indicator, offline door indicator, panel time and date settings, client workstation connections and notification of panel updating requirements. (Figure 24)

The Quick-Access icons trigger the following functions:

Add Remove Cardholder  
Live Events  
Update Panels

Device Status  
DVR Images  
Override Door

Reports  
Maps  
Backup Utility



Figure 24

## Delete/Acknowledge Alarm Events (Main Screen)

The grid along the bottom portion of the screen displays any alarm event occurring from the last time the software was started when in 'View Alarms' mode. Historical events of all activity, including alarm events, is saved into master event logs and can be accessed via the Reports menu at any time.

A user can delete/acknowledge a single or all alarm events. To delete all alarm events, click once anywhere within the grid of events, and when prompted as per Figure 25, select '**YES**'.

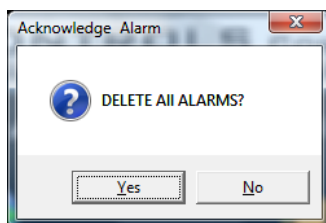


Figure 25

If the user would only like to delete/acknowledge a single alarm event or specific events, click once on the desired specific alarm event within the grid of events and when prompted to DELETE ALL ALARMS (as shown in figure 25), select '**NO**'. You will then be presented with a new dialogue box which asks you if you wish to delete the specific record, now select '**YES**'. (Figure 26) The text in the message box describes the alarm event you have chosen to delete/acknowledge. Read this carefully before selecting 'YES'.

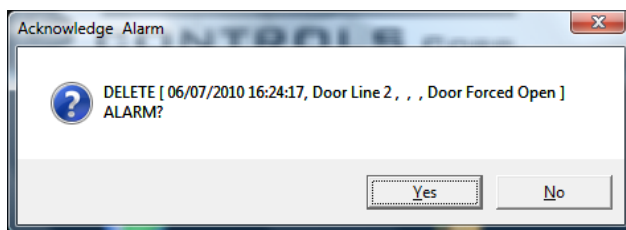


Figure 26



**Important:** The user can toggle between viewing alarm events and viewing all events by clicking the button on the left just above the event list. Alarm events are displayed in red text while all other events are displayed in white text (cardholder events can be customized to another colour and will be discussed later in this manual).

## Panel Communication Status (Main Screen)

The main screen presents to the user, the communication status of panel(s) and the software. This information is located just above the Events/Alarms viewing window.

## Communication Setup

The PRO-ACC Access system is capable of supporting 3 different communication types.

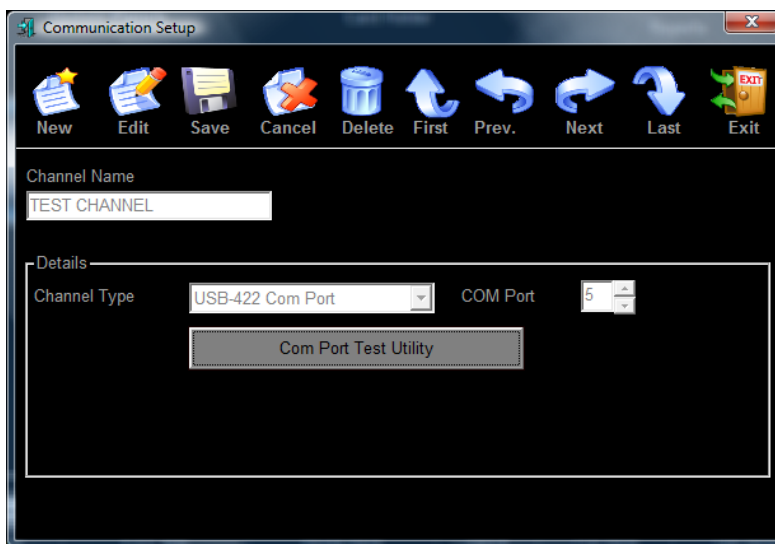
To setup your communication channels from the **Setup** menu, select **System Setup** and from the sub-menu list, select **Communication Setup**.



### COM Port

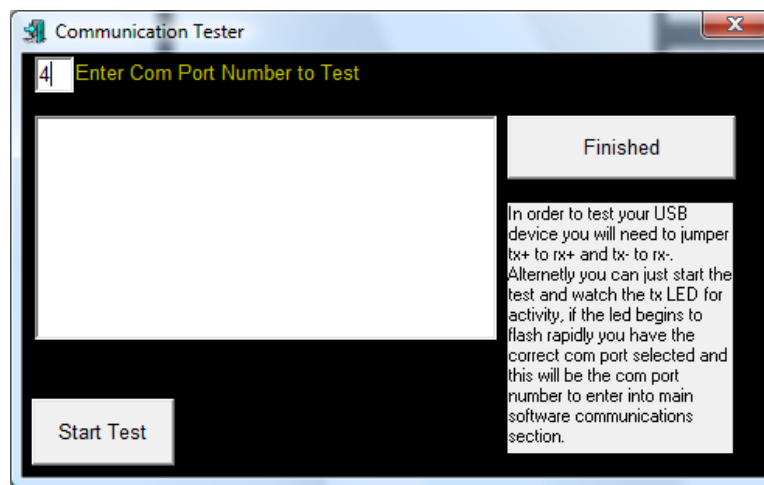
This type communicates to panels through your PC's COM port. A USB to RS-485/422 converter (HC-USB) is used in order to convert the RS232 signal from the serial port on your computer to the RS422 signal that our panels utilize. This allows for long distance wire runs from the PC to the controller (up to 4000') and also is the communication bus to add multiple panels to the system.

To configure this setting, either Edit an existing communication channel or create a New one; select 'USB-422 Com Port' from the dropdown list and choose the numeric COM port assigned to the USB port the device is plugged into on the PC. Assigning a meaningful name to the Channel Name is helpful, especially in environments where multiple channels exist. (Eg. Building "A", Building "B", etc)



You can easily identify the assigned port within the computers operating system by accessing **Device Manager**. In Windows XP and prior operating systems, right-click on the **My Computer** icon, choose **Properties**, select the **Hardware** tab and click the **Device Manager** button. Under Ports you should see an entry for CP210x or Silicon Laboratories - the COM port will be listed in brackets. In Windows Vista and Windows 7, Device Manager can be located by clicking the **Start** button, right-clicking on **Computer** and selecting **Properties**. In the new window, **Device Manager** should be located under **Tasks** in the upper left area.

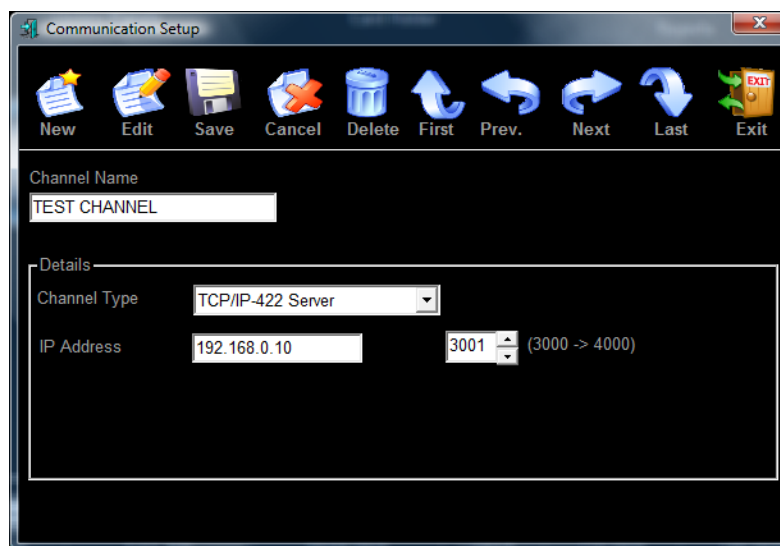
If you are not sure what communication ports are on your computer or which ones are not in use, this section has a “**Com Port Test Utility**” which when run can test to make sure that not only you are connected to a good port but it will also test the converter as well. Just click on the instruction button on the tester and follow the instructions to do the test. Loop back wiring must be connected to the convertor in order for the test to work.



## TCP/IP

This type will communicate to your panels through your local area network (LAN) or a wide area network (WAN). The PRO-ACC software will use the PC's network card (NIC) to communicate over the network to the Serial to Ethernet TCP/IP device (HC-TCPIP) in the field. From there you can link further controllers via the RS422 communication on the panels, thus utilizing only one TCP/IP device for communicating with multiple panels on one site.

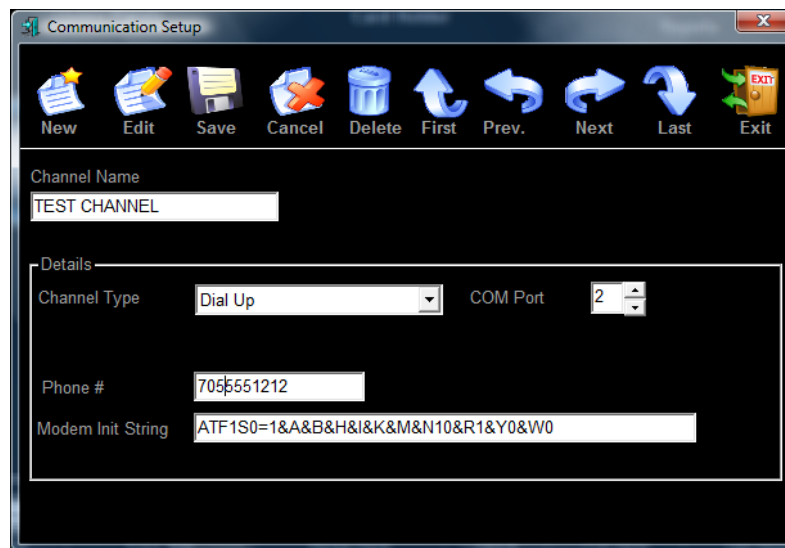
To configure this setting, either Edit an existing channel or create a New one: select **TCPIP-422 Server** from the dropdown list, enter the assigned static **IP Address** of the device and the unblocked port number. Assigning a meaningful name to the Channel Name is helpful, especially in environments where multiple channels exist. (Eg. Building "A", Building "B", etc)



## Dial Up

This type communicates using a modem at your PC (software end) to dial and connect to a modem at a remote site (panel end). This allows for the PRO-ACC software to communicate to sites that do not have a network in place and you cannot run cable to.

To configure this setting, either Edit and existing channel or create a New one; select Dial Up from the dropdown list, enter the COM port the modem is using (identified via Device Manager), assign the phone number that is connected to the modem at the remote site and enter the required modem initialization string as described earlier in the Technical manual. (Recommended modem is US Robotics V.92) (Note: Modem Line must be ANALOG).



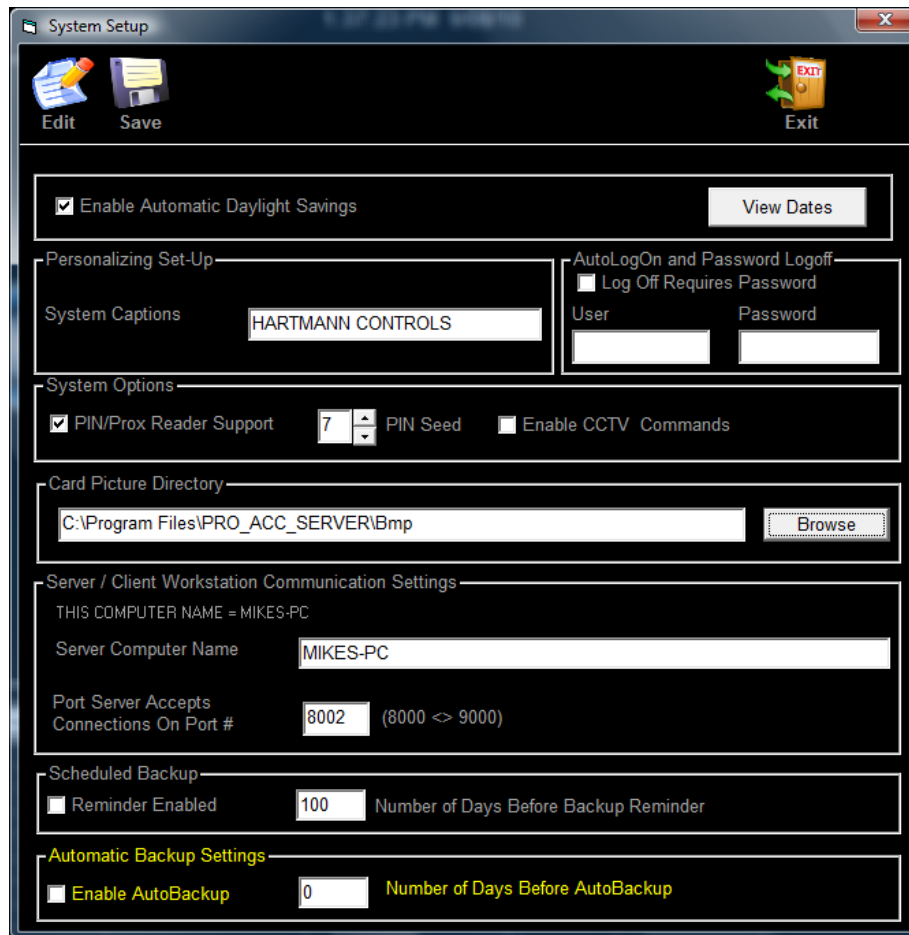
The screenshot shows the 'Communication Setup' dialog box. At the top, there is a toolbar with icons for New, Edit, Save, Cancel, Delete, First, Prev., Next, Last, and Exit. Below the toolbar, the 'Channel Name' field is set to 'TEST CHANNEL'. Under the 'Details' section, the 'Channel Type' is set to 'Dial Up' in a dropdown menu, and the 'COM Port' is set to '2' in a spinner box. The 'Phone #' field contains the number '7055551212'. The 'Modem Init String' field contains the string 'ATF1S0=1&A&B&H&I&K&M&N10&R1&Y0&W0'.



## Using the System – System Setup Menu

**System Setup** options are generally one-time configured parameters. In System Setup you can change the heading on top of tool bar, enable Daylight Savings, Auto Logon, Card and Pin Setup, define a Card Picture directory, Server & Workstation setup and schedule backups and backup reminders.

To access and setup these parameters from the **Setup** menu, select **System Setup** and from the sub-menu list, select **System Setup**.



The screenshot shows the 'System Setup' window with the following sections and options:

- Toolbar:** Edit, Save, Exit.
- Enable Automatic Daylight Savings:** ☒ View Dates
- Personalizing Set-Up:**
  - System Captions:** HARTMANN CONTROLS
  - AutoLogOn and Password Logoff:**
    - ☐ Log Off Requires Password
    - User:** [Empty field]
    - Password:** [Empty field]
- System Options:**
  - ☒ PIN/Prox Reader Support 7 PIN Seed ☐ Enable CCTV Commands
- Card Picture Directory:** C:\Program Files\PRO\_ACC\_SERVER\Bmp Browse
- Server / Client Workstation Communication Settings:**
  - THIS COMPUTER NAME = MIKES-PC
  - Server Computer Name:** MIKES-PC
  - Port Server Accepts Connections On Port #:** 8002 (8000 <> 9000)
- Scheduled Backup:**
  - ☐ Reminder Enabled 100 Number of Days Before Backup Reminder
- Automatic Backup Settings:**
  - ☐ Enable AutoBackup 0 Number of Days Before AutoBackup

## **SYSTEM SETUP (cont'd)**

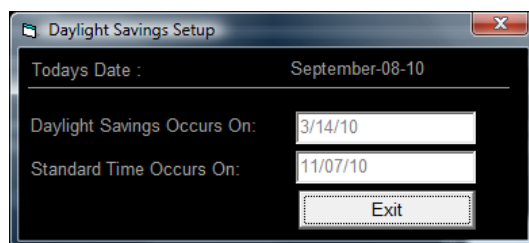
### **Automatic Daylight Savings Option**

If you observe Daylight Savings, then check the box, you may also view the dates that are configured for the next time change.



A horizontal toolbar with a dark background. On the left, there is a checked checkbox followed by the text "Enable Automatic Daylight Savings". On the right, there is a button labeled "View Dates".

The dates are automatically configured via Windows registry access and are updated as a new calendar year occurs. It is important to remember that panel times are run independent of the software or connected computer and each occurrence of a daylight savings event, you must perform a Panel Time Synchronization otherwise scheduled timezones will be off by one hour minimum.



A dialog box titled "Daylight Savings Setup". It displays "Today's Date : September-08-10". Below this, there are two input fields: "Daylight Savings Occurs On:" with the value "3/14/10" and "Standard Time Occurs On:" with the value "11/07/10". At the bottom right is an "Exit" button.

### **Personalize the Heading Option**

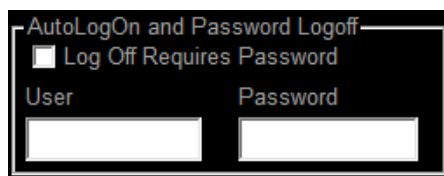
You may also add additional heading information at the top of the tool bar, such as the client's business name or "For Service Contact 1-800-555-1212".



A dialog box titled "Personalizing Set-Up". It has a section labeled "System Captions" with a text input field containing the text "For Service Contact 1-800-555-1212".

### **Auto Log On and Password Logoff**

You can setup the software to automatically Logon when you restart your PRO-ACC software. The User and Password entries must be an existing a valid combination (case-sensitive). By choosing this option, you now force a username and password required for logging out of the software.



A dialog box titled "AutoLogOn and Password Logoff". It contains a checkbox labeled "Log Off Requires Password". Below this are two input fields labeled "User" and "Password".

## **SYSTEM SETUP (cont'd)**

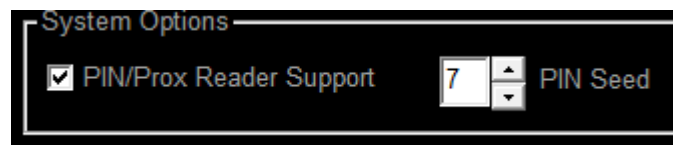
### **Card Picture Directory Option**

This option allows you to store your images in a separate directory. Simply click Browse to select where you wish to have the card photos stored. PRO-ACC has a system folder located in C:\Program Files\PRO\_ACC\_SERVER\Bmp\ which can be configured for this purpose.



### **PIN / Prox Option**

For higher security applications, the PRO-ACC System allows for you to configure a PIN and Prox (HC-PROP640) combination reader. This allows you to setup the operation of the PIN/Prox reader at that door. You can configure the operation so that they only require their card during the day and after hours they would require both PIN and Card. To enable this operation, check the PIN/Prox Reader Support check box. This will enable the features in your system. (You also need to enable PIN support in Door Panel Options for the specific reader). To heighten security, the PRO-ACC software allows you to set a seed. The seed is based on an algorithm of the card number; by changing the value of the seed the system will generate your PIN numbers. This ensures no duplication of PIN numbers between sites. Select a number from 1 to 255 to change your PIN calculations.



## **SYSTEM SETUP (cont'd)**

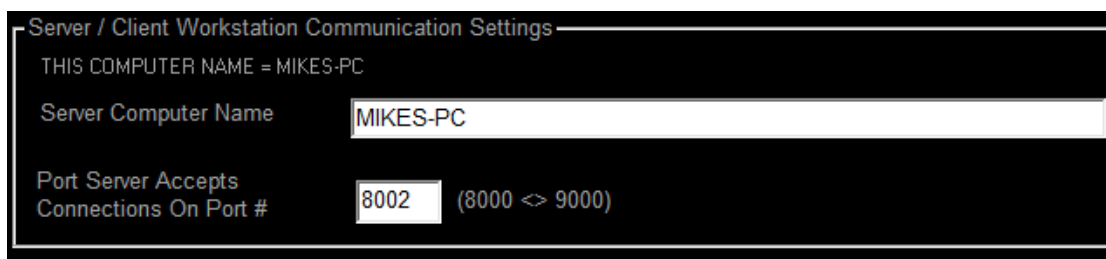
### **Enable CCTV Commands**

This option must be checked if the access software system will be communicating with a Serial CCTV system with views triggered via defined events.

☐ Enable CCTV Commands

### **Server/Client Workstation Communication Settings**

If you will be setting up remote PRO-ACC Client workstations you must set your Computer name (case-sensitive), as well as select a random port for TCP/IP communications between the PRO-ACC Server and PRO-ACC Client workstations. Enter a port number in the range of 8000 to 9000. If your PRO-ACC Client Workstation has trouble communicating to the PRO-ACC Server, try setting this port to another value. You must enter the Server Computer Name exactly as indicated by the line above the entry box for "THIS COMPUTER NAME = "



Server / Client Workstation Communication Settings


THIS COMPUTER NAME = MIKES-PC

Server Computer Name

Port Server Accepts Connections On Port #  (8000 <> 9000)

### **Scheduled Backup Setup**

This option allows the user to setup a reminder for performing database backups. Simply check Reminder Enabled and then select the number of days to pop up warning for backup.

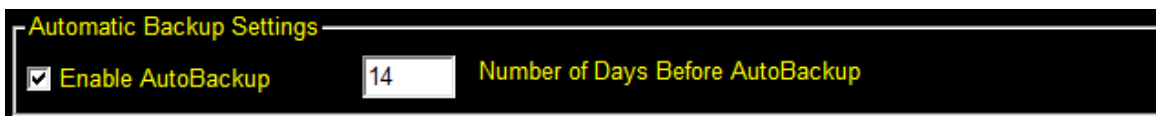


Scheduled Backup

☒ Reminder Enabled  Number of Days Before Backup Reminder

### **Automatic Backup**

This option allows the user to schedule a cycle of automated backups based on a pre-determined number of days between backups.

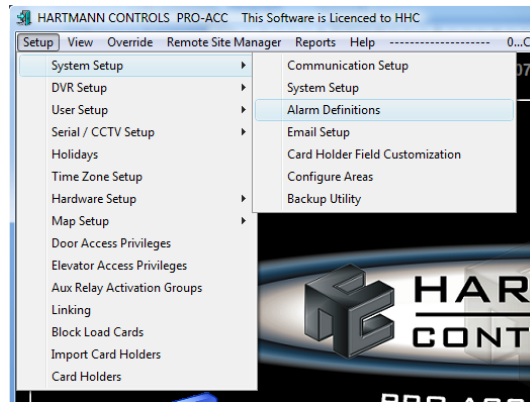


Automatic Backup Settings

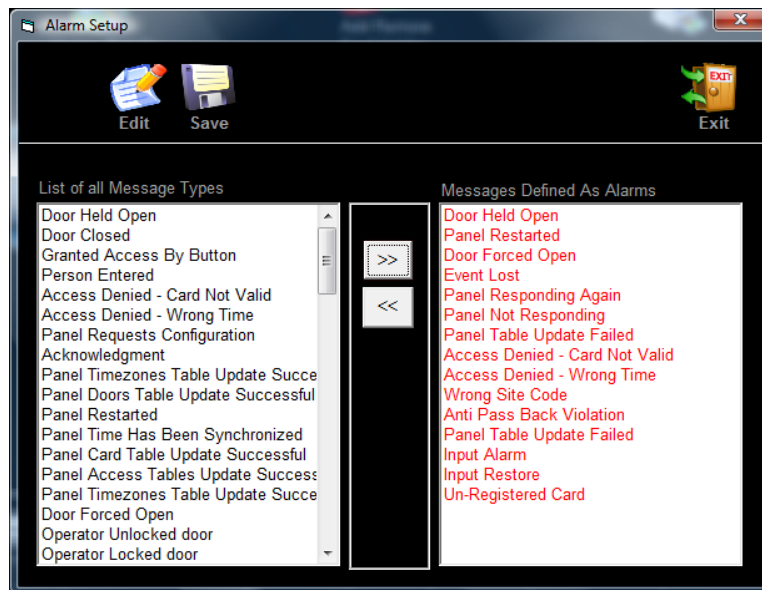
☒ Enable AutoBackup  Number of Days Before AutoBackup

## Alarm Definitions

To view or modify what messages will appear as alarm messages, from the **Setup** menu, select **System Setup** and from the sub-menu, select **Alarm Definitions**.



In order to change what event types your system will consider being alarms, click Edit and only selecting the events from the left window to move to Messages defined as Alarms by clicking on the forward arrow. You can also remove an alarm message from the right window by selecting the alarm and clicking on the back arrow.



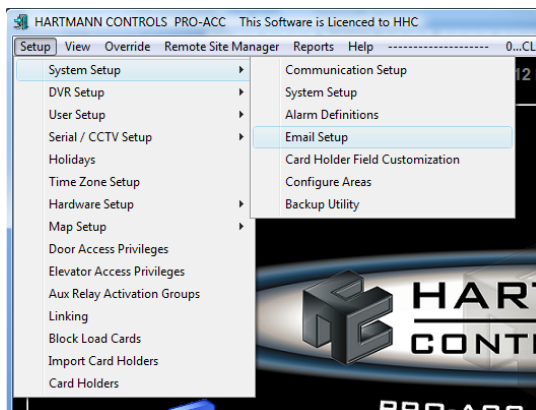
All Message types are listed in the left panel and the right panel displays pre-configured alarms. You can configure what messages are to be considered as alarms.

On the PRO-ACC Software, all alarm events will appear in a separate window on the live event screen. The user can toggle back and forth from Live Events to Alarm Events.

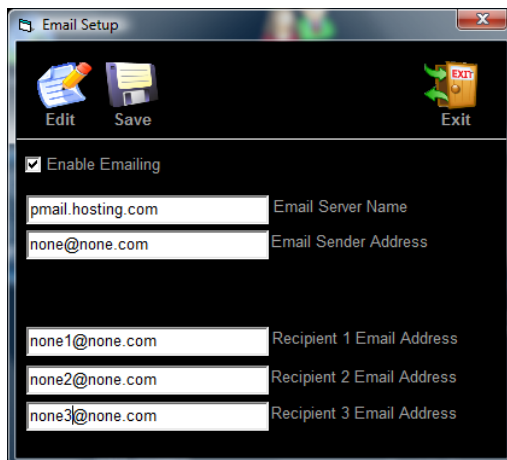
## Email Setup

PRO-ACC has the capability to e-mail any alarm event that happen on the system to up to 3 recipients. In order to do this, an E-mail Client Software application such as Outlook must already be setup on the computer the PRO-ACC Server software is running on. You also require the outgoing mail server name that is setup for emailing and a valid e-mail address that you are using to e-mail from.

To configure emailing or alarm messages, from the **Setup** menu, select **System Setup** and from the sub-menu, select **Email Setup**.



Check the Enable Emailing box, and then enter a valid outgoing email server address and a sender email address to indicate where the message is coming from. You can now list up to 3 email recipient addresses.

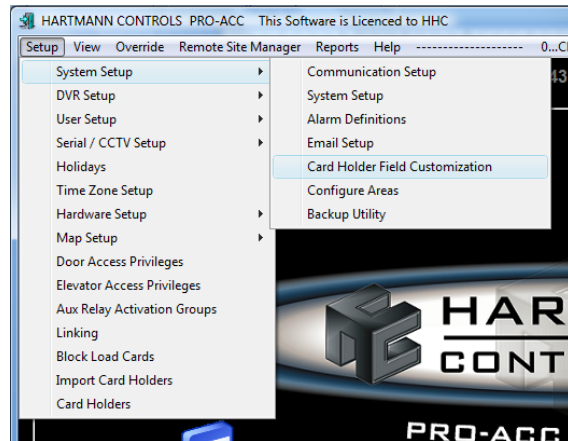


This option will not function if outgoing mail requires mail server authentication with a username and password.

## Card Holder Field Customization

The PRO-ACC Software allows you to setup 16 Optional Database fields for your cardholder's portfolio. The **Card Holder Labels** screen allows the administrator to edit the fields with data labels that are pertinent to their site. (For example; Department, Employee Number, Date of Hire, etc.) These fields are later used when setting up the Card Holders.

To customize these Card Holder Fields, from the **Setup** menu, select **System Setup** and from the sub-menu, select **Card Holder Field Customization**.



Click **Edit**, and enter the desired field names. Once completed click **Save** and then **Exit**. Clicking on Cancel will discard any changes made when in Edit mode.

A screenshot of the 'Card Holder Labels' window in the software. The window has a title bar with 'Card Holder Labels' and a close button. Below the title bar are four icons: a pencil for 'Edit', a floppy disk for 'Save', a red X for 'Cancel', and a green arrow pointing out of a box for 'Exit'. The main area is titled 'Optional Card Holder Fields' and contains 16 numbered text input fields arranged in two columns. The fields are: 1 Home Phone, 2 Work Phone, 3 Vehicle Type, 4 Licence Plate, 5 DOB, 6 Employee #, 7 Status, 8 Start Date, 9 Gender, 10 Car Type, 11 Address, 12 Address2, 13 City, 14 Prov/State, 15 Postal/Zip Code, and 16 Unused.

## Card Holder Field Customization (cont'd)

The saved field customization will be reflected within the Card holder screen as indicated using the example below.

The screenshot displays the 'Card Holders' application window. The title bar reads 'Card Holders'. The interface includes a toolbar with icons for New, Edit, Save, Cancel, Delete, First, Prev., Next, Last, and Exit, along with a 'Print Badge' button. The main form contains the following fields and controls:

- First Name, Initial:** \* FirstName
- Last Name:** \* LastName
- Expiry Date:** M/dd/yy
- Master Card:** ☒ Master Card
- Track:** ☐ Track
- Card Number:** \* 407
- Site Code:** \* 33
- Access Privilege Group:** Grant Access All Doors
- Elevator Group:** NO ACCESS
- Aux Relay Activation Group:** NO SHUNTING
- Home Phone:**
- Work Phone:**
- Reset Anti-Pass Back:**
- Vehicle Type:**
- Licence Plate:**
- Sort By:**
- DOB:**
- Employee #:**
- Status:**
- Start Date:**
- Search Tools:**
- Gender:**
- Car Type:**
- Address:**
- Address2:**
- City:**
- Prov/State:**
- Extra Notes:**
- Postal/Zip Code:**
- Unused:**

A placeholder box on the right side of the form contains the text: 'No Cardholder Image Double Click To Set Image'.



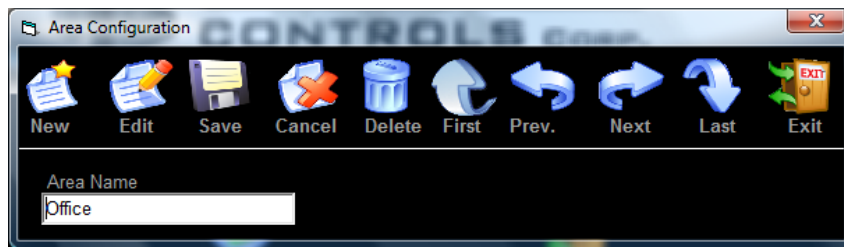
## Configure Areas (For Global Anti-Pass Back)

Global Anti-Pass Back allows for controlled movement (restriction of multiple entries into same zone or area without exiting first) and tracking of individuals over a larger installation where multiple panels and areas have been defined. If this tracking involves readers over multiple panels, areas must be defined and the PRO-ACC server software must be running in order for the PRO-ACC software to manage the global anti-pass back process.

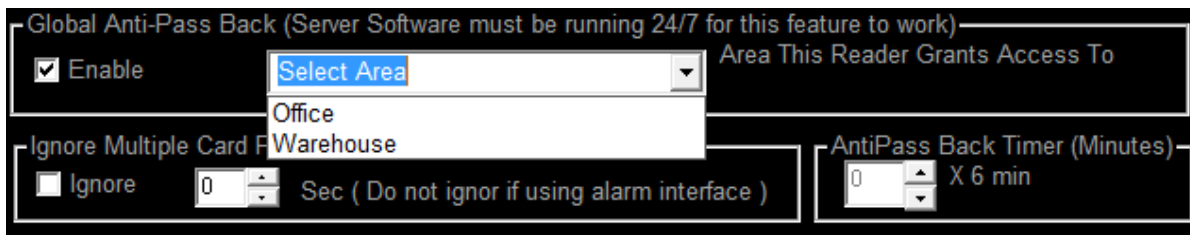
To configure an area for global anti-pass back, from the **Setup** menu select **System Setup** and from the sub-menu, select **Configure Areas**.



The screen that will pop up is shown below and to add areas is as simple as clicking New, typing in the name in the "Area Name" box and clicking on the Save button. To delete an area, click on the area name in the "Area Name" box and click on the Delete button.



The reader doors then can be assigned to these areas under the Setup menu, Hardware Setup – Door Panel – Options.



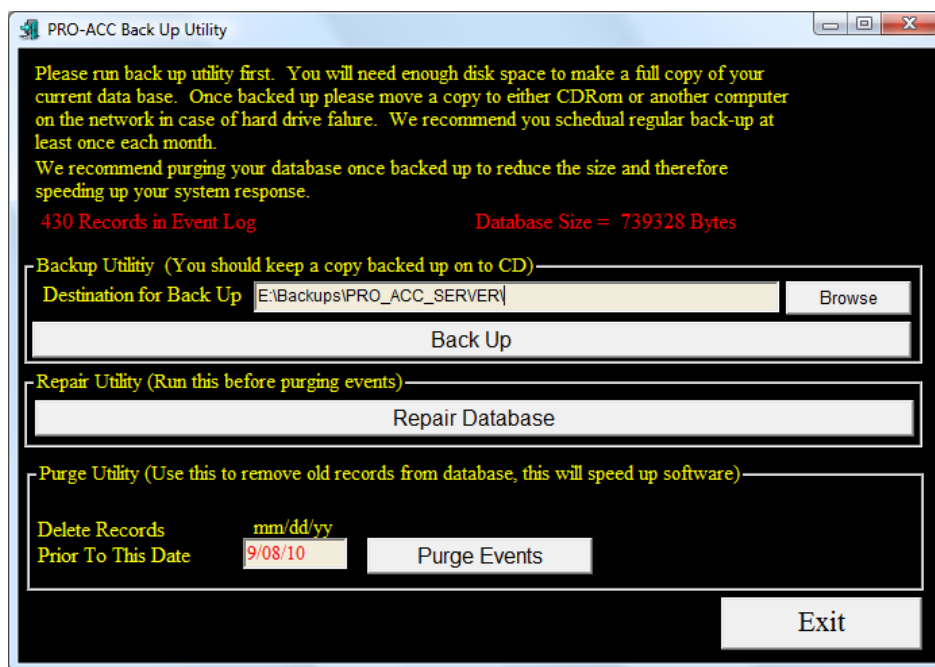
## Backup Utility

The PRO-ACC Backup Utility permits the end user to securely perform backups of the system database as well as managing the size and state of the database to ensure optimum system performance. For Multi-site installations, please contact Hartmann Controls Tech Support for backup instructions.

To perform a backup, either click on the Quick Launch icon on the main PRO-ACC screen or from the **Setup** menu, select **System Setup** and from the sub-menu, select **Backup Utility**.



This will close the PRO-ACC Software and start up the backup utility. If configured, there is also a backup reminder that will appear on a pre-determined schedule. See "Scheduled Backup Setup" under "System Setup".



## **Backup Utility (cont'd)**

Indicated in RED is the number of records in the Event Log and the database file size in bytes (divide this value by 1024 to get size in kilobytes and divide it again by 1024 to get size in megabytes).

Enter a backup destination path or use the browse button to locate a known location. Best practice is to save the backup file to an external device (flash drive), burn to a CD or DVD disc or save to a network folder if exists. It is not recommended to keep backup files on the same PC that the original database is on.

Upon completion of a successful backup, you will see the following message in the lower left corner of the Backup Utility dialogue window.



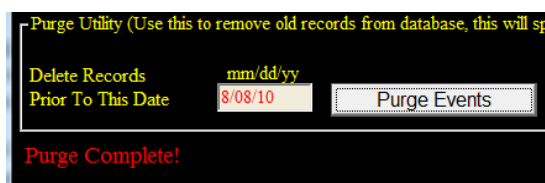
You will also see on the main screen of the PRO-ACC system in the lower left, the date of the last successful backup.

Depending on the client's needs and the size of the database, it is also recommended to purge excessive Event log messages periodically. A database repair should be performed first to clean up and compact the database prior to purging records out.

Simply click the Repair button on the Backup Utility screen. Upon successful completion of a database repair, you will see the following message in the lower left corner of the Backup Utility dialogue window.



You can now enter a desired purge date into the 'Delete Records Prior To This Date' (use correct format of mm/dd/yy) and click the Purge Events button. Upon successful completion of a database purge, you will see the following message in the lower left corner of the Backup Utility dialogue window. You will also notice that the number of records in the Event Log and database file size will have decreased as a result of the purge.

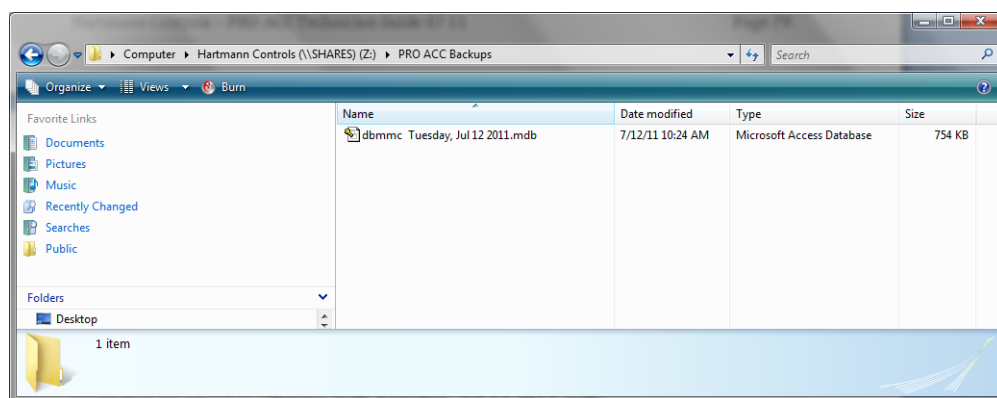


## Restore a Backup

To restore a previously created backup generated by the PRO-ACC Backup Utility program, first you must determine the location of the backup file or archive and then identify which backup file you wish to restore. Generally the file with the most recent date modified attribute as shown within Windows Explorer will be the file required for restoration.

The backup process makes a copy of the current system database '**dbmmc.mdb**' and saves it into the assigned directory under a modified file name based on the calendar date the backup process was performed.

As an example, if a backup was performed on Tuesday, July 12, 2011; the backup file name would then be saved as '**dbmmc.mdb Tuesday, Jul 12 2011.mdb**'.



Copy this file into your **C:\Program files\PRO\_ACC\_SERVER\dbase** directory.

It is suggested you do not delete the current dbmmc.mdb file (unless it is corrupt or unusable) but rather right-click on it and rename it to '**dbmmc\_old.mdb**'.

Now right-click on the recently copied in backup file and rename it from '**dbmmc.mdb Tuesday, Jul 12 2011.mdb**' (using above date as an example) to just '**dbmmc.mdb**'.

If you did not use the PRO-ACC Backup Utility program to generate the backup file but rather just made a copy of the original 'dbmmc.mdb' file and stored it in a backup archive, the steps to restore are similar.

You should, as suggested above, rename the existing 'dbmmc.mdb' and then simply copy the backup file into the C:\Program files\PRO\_ACC\_SERVER\dbase directory. If you do not rename the existing database file, when you copy the backup file on top of it, Windows will prompt you advising that the file already exists and whether you wish to overwrite. Select 'Yes' or 'Copy and Replace'.

Open the PRO-ACC software and verify by reviewing configuration settings, panel addresses and card holder lists that the backup restore was successful.



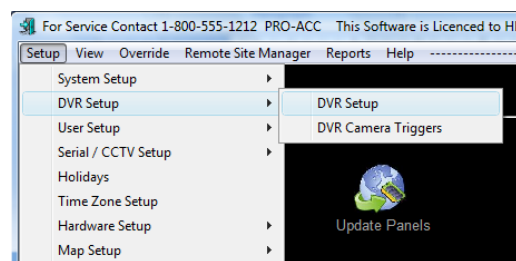
**Note:** Configuration settings and instructions stored on the panel cannot be downloaded back to the software as a method of restoring a backup. Any configuration changes or card holder information that has changed or been added since the last known good backup will have to be manually re-entered.

## DVR Integration Setup

The PRO-ACC system is capable of full integration with the following DVR's using TCP/IP to trigger the cameras on events:

- **OpenEye**
- **Toshiba**
- **Samsung Digital Watchdog**
- **Honeywell Fusion**
- **PCOpen**
- **Bosch DiVar**

To configure a DVR, from the **Setup** menu, select **DVR Setup** and from the sub-menu, select **DVR Configuration**.

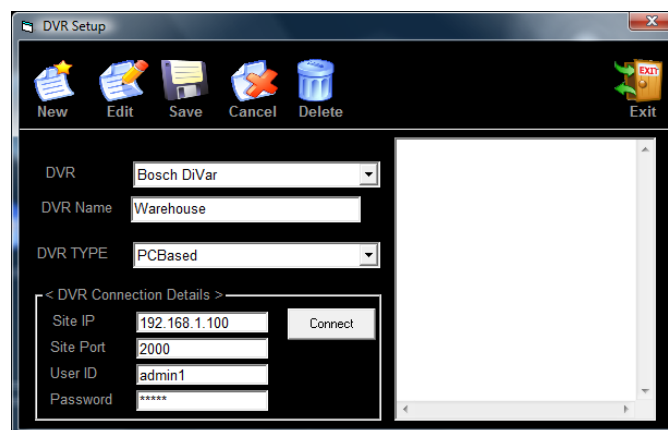


Select **New** to add a new DVR. Enter a Name for the DVR (ie: Office DVR); enter the DVR's IP Address, Port Number, and User ID & Password.

When finished, click on **Connect** to establish connection with the DVR. When connected, you will see all the cameras and names that are available.

Click **Save** and repeat steps if you have more than one DVR.

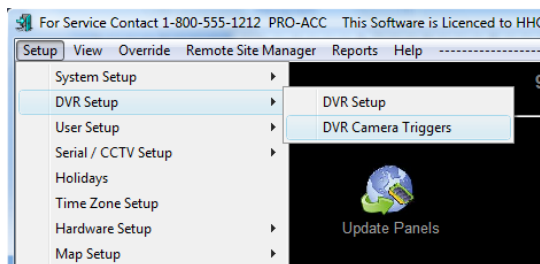
**Note:** Please ensure you are able to connect to your DVR via the network prior to setup. Also note your DVR's IP Address, Port and User Name & Password are configured at the DVR and not the PRO-ACC software.



## DVR Camera Trigger

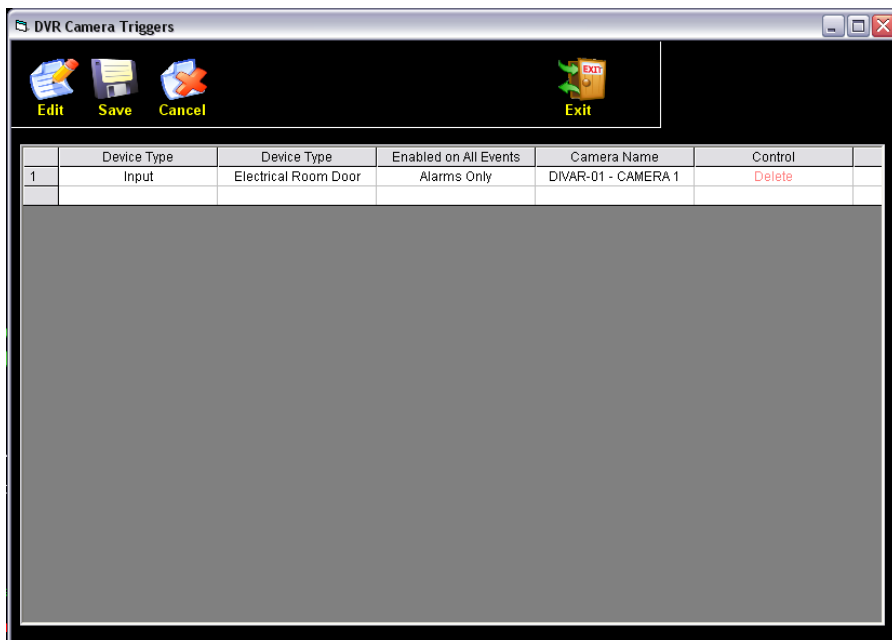
You can program different cameras to display in the Video Alarm Window. The top left corner will always display the triggered camera. You can configure a camera to trigger on Alarms only for a device or trigger a camera on All Events from that device.

To configure DVR camera triggers, from the **Setup** menu, select **DVR Setup** and from the sub-menu, select **Camera Triggers**.



Select **Edit** and click on the first white **Device Type** cell. Select the device from the dropdown list (door, reader, input) that you want a camera to be triggered.

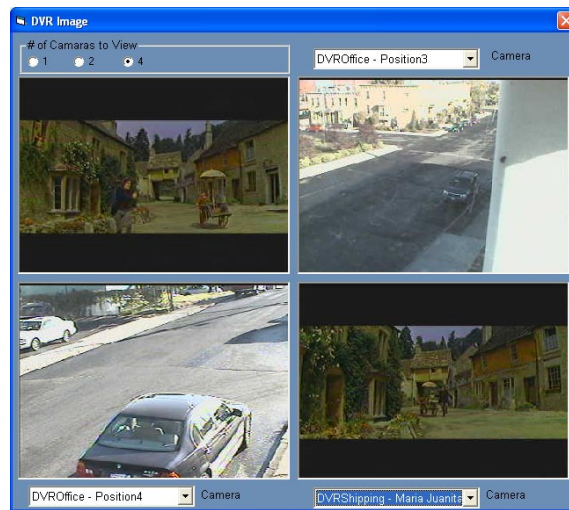
Click on the second white **Device Type** cell to select the name of the device. Then click on the next white **Enabled on All Events** box. Select if you wish to have **Alarms Only** or **All Events** to trigger the camera. Then click on the next white **Camera Name** cell to select one of the available configured cameras. Add additional triggers as required. Click **Save** when finished.



## DVR Operation

You can program different cameras to display in the Video Window. The top left corner will always display the triggered camera.

Click on the DVR Video quick launch icon from the PRO-ACC main screen from the main software menu. The camera screen will display. You can select to display 1, 2 or 4 cameras on screen. Use the drop down box under each video window to select the camera that you wish to view.



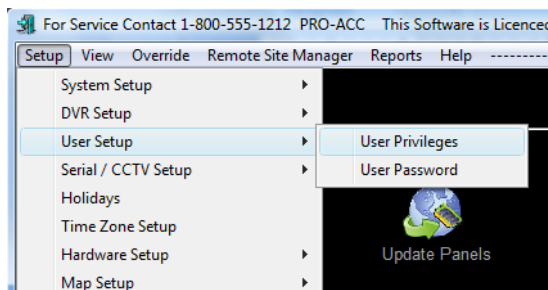
You can also search for recorded video from the live events window from our main menu. Simply click on the event time column and the DVR search window will display. From here, you can review cameras during that time to see what occurred.



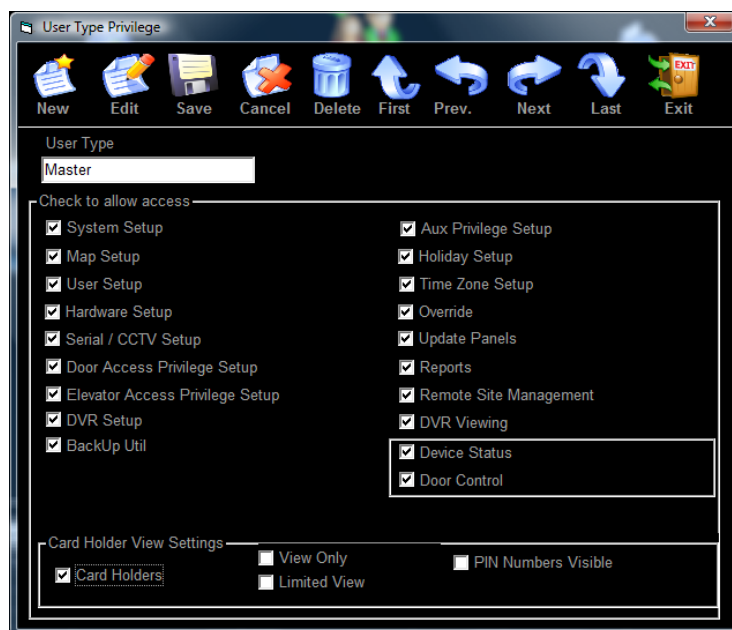
## User Privileges

User Privileges allows the administrator to assign access limitations to pre-determined User Logins. This allows for you to customize what each login user will be able to view and make any changes to. You could then create a user privilege with full access to change any system parameters, create another user privilege such as a Guard to only be able to view events and create another user privilege such as admin which can create/modify card holders and run reports.

To add or modify a User Privilege type, from the **Setup** menu select **User Setup** and then from the sub-menu, select **User Privilege**.

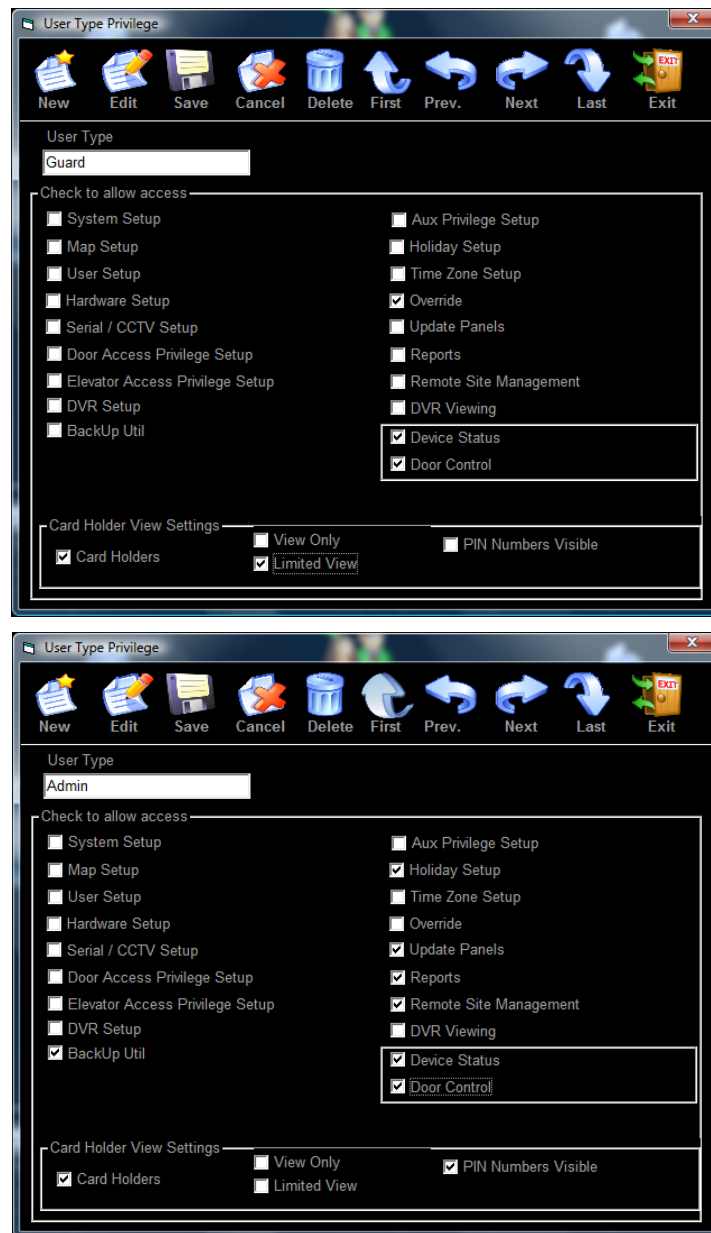


You will then be displayed with the User Type Privilege box. Click New, and then enter a User Type name like Administrator, Guard, Human Resources, etc. Then click on an Access Menu to select or de-select the desired user access privilege.





## User Privileges (cont'd)



For the Card Holders, you can allow for a User to have only viewing privileges but not editing. Once completed click Save. Exit screen when finished.

Clicking on Cancel, while still in Edit or New, will discard any changes made and return to the original data.

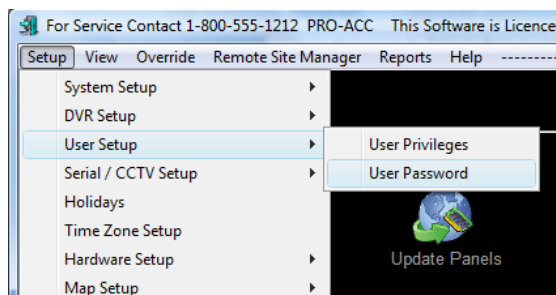
To delete a User Privilege, from the drop down box of User Type, select the user type and then click on Delete.

Once you have setup your User Types, you are now ready to assign login Users with their privileges.

## User Password Setup

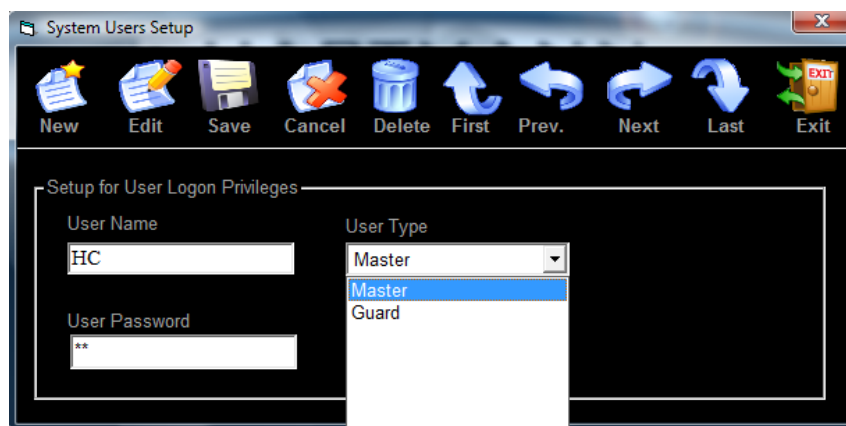
Users Password Setup allows the administrator to define who has access to the system (User Name) and assign a logon password for each user (User Password). Each user is then assigned a **User Type** (see User Type Privileges) to allow access to specific system components.

To add or modify a user account, from the **Setup** menu select **User Setup** and from the sub-menu, select **User Password**.



You will then be displayed with the **System Users Setup** box. (Default user name and password has been set to "hc" for the master account).

Click New, to add a new User. Enter in a User Login Name and Password. From the User Type, select from the drop down menu what privilege you wish to assign this individual.



You must always have one **Master User** configured with access to everything. Do not forget the Username and Password or you will be locked out of all system functions!

**Exit** the screen when finished.

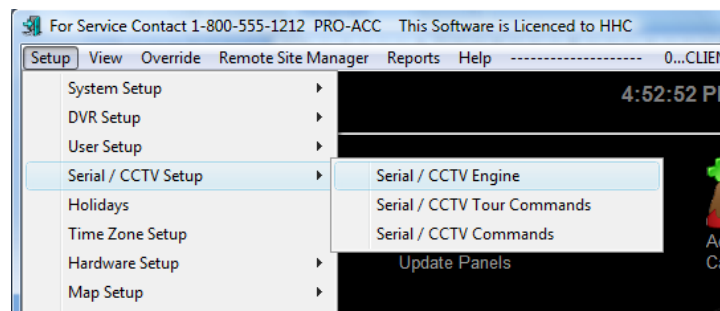
Clicking on Cancel, while still in Edit or New mode, will discard any changes made and return to the original data.

To delete a user, select the user in User Name drop down box, and then click on Delete.

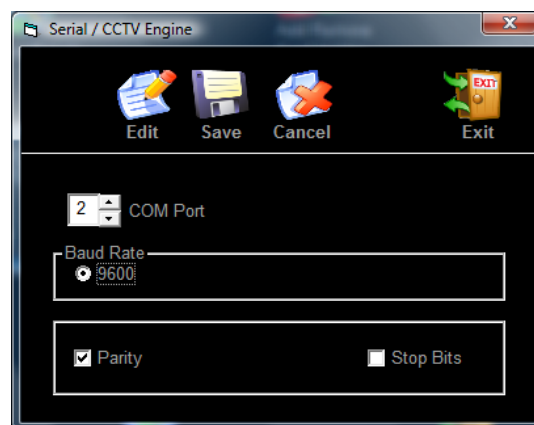
## Serial (RS232) / CCTV Communication Setup

The PRO-ACC system is capable of using another communication channel to trigger a peripheral device such as a CCTV switcher, pager or other devices through a RS232 port. The Port must be configured as follows.

To configure a port for this purpose, from the **Setup** menu, select **Serial/CCTV Setup** and from the sub-menu, select **Serial/CCTV Engine**.



In the **Serial/CCTV Engine** screen, select the **COM Port** the RS232 peripheral device will be connected to, select the **Baud Rate** (only 9600), select if **Parity** will be used and select if **Stop Bits** will be used.

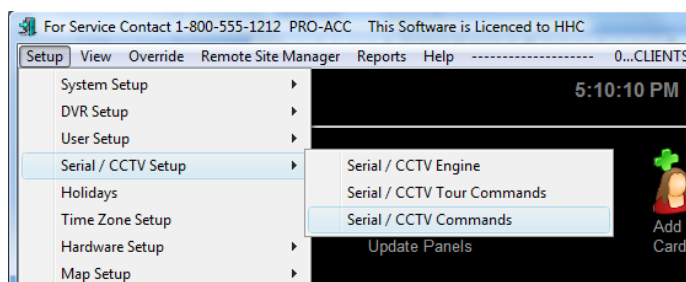


**Note:** Please refer to your peripheral equipment for proper settings.

## Serial / CCTV Command Set

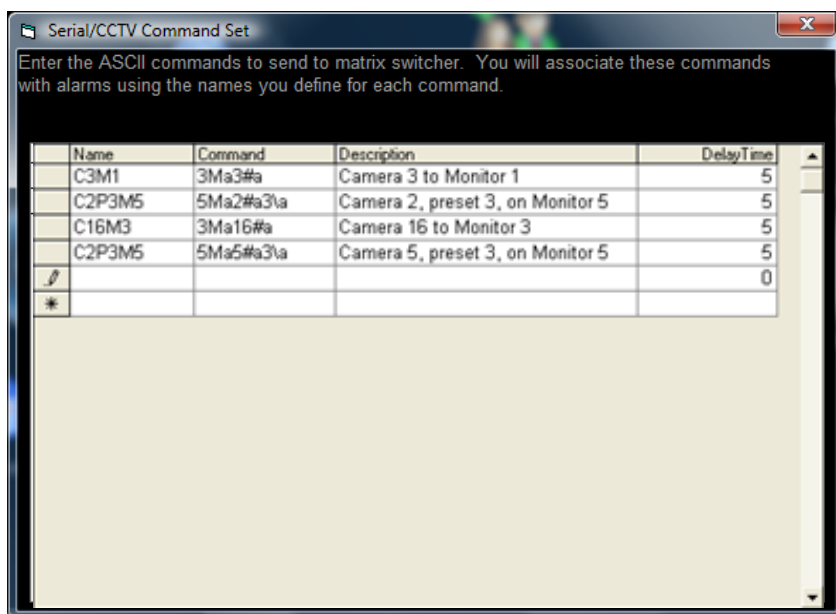
When alarms are present, the PRO-ACC sends the command that has been pre-determined under the "Options" area in the Door Panel setup to the configured serial port. It will send the appropriate command to the controlling device, whether the device is a CCTV switcher, pager or other peripherals to be triggered.

To configure commands for a Serial/CCTV device, from the **Setup** menu, select **Serial/CCTV Setup** and from the sub-menu, select **Serial/CCTV Command Set**.



For the Name, add a name to the event. In the Command area, enter the ASCII Command for triggering your event. (Please refer to your CCTV/ Pager or other peripheral documentation for ASCII command format.)

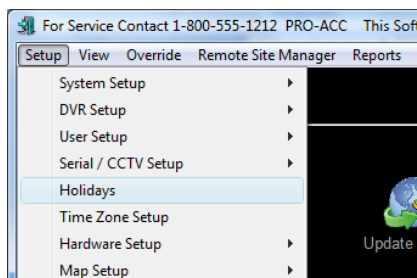
For the Description, add a meaningful and more detailed description of what is to occur. For the Delay Time, add the delay time (in seconds) before the event returns to normal.



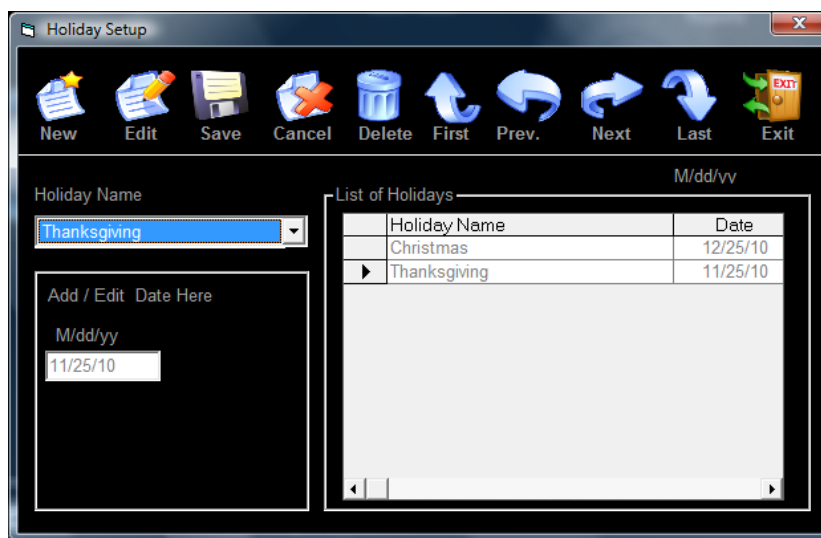
## Holiday Configuration

The Holiday configuration screen is where the user can enter up to 20 holidays. This in turn will cause the time zones programmed to follow the schedule created under the holiday listing for all programmed holidays. For example, if Christmas is configured as a holiday, it falls on a Tuesday, where in a normal business operation certain doors may automatically unlock on a schedule, but because Christmas was assigned a holiday the doors will now follow the holiday schedule of the time zone.

To modify or create a holiday, from the **Setup** menu, select **Holidays**.



Click **New** to add a new holiday or click **Edit** to edit an existing Holiday. Type in a Holiday Name and enter the holiday date using the 'm/d/yyyy' format. Click **Save**. The new holiday should appear on the right side of the screen in the list box. You can have up to 20 distinct holidays listed.



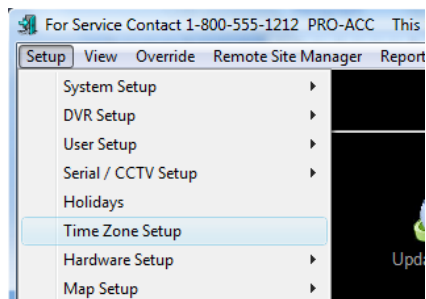
To delete a holiday, use the **First/Previous/Next/Last** buttons to select the holiday you wish to delete, and then click **Delete**. (Make sure you are not in Edit mode, otherwise Delete will not work). **Exit** the screen when finished.

Within the Time Zones configuration, remember to apply the required holiday schedule to all active timezones used for privileges.

## Time Zones

The **Time Zone Configuration** screen is where you can specify access schedules for each door and/or elevator floor. Doors and/or elevator floors can be assigned as Secure or Public, or scheduled to a time zone which specifies at what times the door and/or floors is to be secure, and at what times it is to be public. In secure mode, access can be restricted to those users with access privileges.

To create or modify a time zone, from the **Setup** menu, select **Time Zone Setup**.

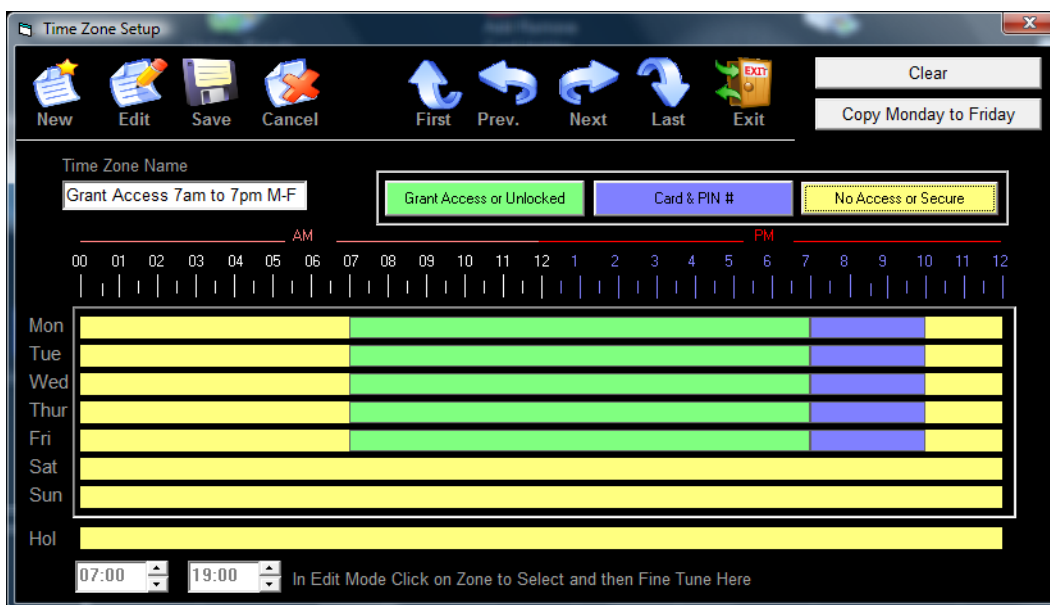


Click **New** to add a new time zone. (To edit, use **First/Previous/Next/Last** to select the time zone you wish to edit, then click **Edit**)

Create a **Time Zone Name** that accurately describes the time zone parameters or application.

**Yellow** represents **No Access or Secure** mode where a card would be required to gain access; **Green** represents **Grant Access or Unlocked** mode where free access is made available; and **Blue** represents **Card & PIN #** High-Security mode in which both a card presentation & PIN entry would be required to grant access. The Blue High-Security zone option will only be visible if PIN/Prox Reader Support has been activated via System Setup, the door/reader configured for a PIN/Prox Combo and the application has been restarted.

High-security zones are designed to be applied as a Time Zone for a device such as a door and will be ignored and considered as a No Access zone if integrated into an Access Privilege group.



## **Time Zones (cont'd)**

To specify a time during which the door is to be Public, first click on the green "Grant Access or Unlocked" box next to the Time Zone Name. This means you are about to create a Public Time Zone, (ie: "8-5 Mon-Fri will be Free Access"). To create a Secure Time Zone box, click on the yellow "No Access or Secure" box, this means that these times you would require a card to gain access. Click on the Blue Card & PIN # box to create the times that you wish High Security in which a Card and PIN would be required to gain access.

Then simply click within the appropriate day to create your time zone box. Stretch the box by clicking on either edge and dragging to the desired times. To fine-tune, use the arrow boxes at the bottom of the screen. A maximum of two time frames are permitted for any particular day.

The **Copy Monday to Weekdays** button will copy the time zone created on Monday to all other weekdays. Don't forget to set **Weekend** and Holiday access parameters if applicable.

**Holiday** parameters set here will apply to all holidays specified in Holiday Configuration.

**Clear** will delete all time zone boxes sections for the specific Time Zone. To delete a single time zone box, double click on the box.

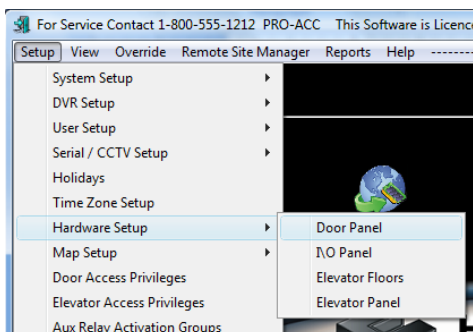
**Save** when finished. **Cancel** will discard all changes. **Exit** screen when finished.

Once all time zones are configured, they can be applied to the appropriate Door Reader, Elevator Floor and Access Privilege Group.

## Door Panel Setup

The **Door Panel Setup** screen is where you setup your door hardware address then configure the doors and readers that are assigned to that controller. You also configure the door operation with a designated time zone, setup door timers and alarm functions of the door. It is important for all information within this box to be complete, accurate and unique for the successful operation of your system.

To add or modify a door panel, from the **Setup** menu, select **Hardware Setup** and from the sub-menu, select **Door Panel**.



Click **New** to add a new Panel Address or if this is your first time setting up the PRO-ACC software you can click **Edit** and just change the panel address with the address of the panel you have just installed via Quick Setup.

To review all panels added, use **First/Previous/Next/Last** to select the panel address you wish to view.

A screenshot of the 'Door Panel Setup' window. The window has a title bar and a menu bar with 'Setup', 'View', 'Override', 'Remote Site Manager', 'Reports', and 'Help'. Below the menu bar is a toolbar with icons for 'New', 'Edit', 'Save', 'Cancel', 'Delete', 'First', 'Prev.', 'Next', 'Last', and 'Exit'. The main area is divided into sections. The 'Communication Settings' section includes fields for 'Panel Address' (30000128), 'Panel Name' (Panel 1), 'Communication Channel' (TEST CHANNEL), and a checked 'Panel Installed' checkbox. Below this are four columns for 'Reader 1' through 'Reader 4'. Each reader column has fields for 'Door Name', 'Reader Name', 'Timed Anti-Pass Back' (checkbox), 'Door Time Zone' (dropdown), 'First Card In Enabled' (checkbox), 'Description', and 'Options'. At the bottom, there are checkboxes for 'Reader 1, 2 In Out' and 'Reader 3, 4 In Out', a 'Site' dropdown, and an 'IE Monitor Point' section with a 'Name' field (tamper) and checkboxes for 'Use for Alarm Panel Input', 'NC', and 'NO'.



## **Door Panel Setup (cont'd)**

Enter your **Panel Address**. Panel addresses are the 8-digit number found displayed on the firmware chip of the panel. All addresses are unique to each panel. It is important to make a note of the panel address and where the panel is to be located.

Assign a significant and recognizable **Panel Name**. (Maximum 10 characters)

Select the Communication Channel from the dropdown list that this panel will be connected to.

The **Panel Installed** check box determines whether or not you want the panel to be in communication with the software. For example, if the panel is malfunctioning, or installation is not yet complete, sending communication data to the panel will slow down operation of the software. In this case, set the panel as not installed. For normal operation, set the panel as **Installed**.

Enter **Door Name(s)** as appropriate to your application, and designate corresponding **Reader Name(s)**. Ensure that each Door and Reader name is unique, even if not used.

Assign a **Time Zone** for the reader from the drop down menu.

The **Description** button is an option where you could create a detailed description of the door which will appear on the device status screen.

(ie: "This is a high priority door located on north east corner of building A").

To delete a door panel, use **First/Previous/Next/Last** to select the door panel you wish to delete, and then click **Delete**. (Make sure you are not in Edit mode, otherwise Delete will not work). **Exit** screen when finished.

The **IE Monitor Point** is an extra normally open input point on all controller panels that you can use for panel tamper or could be used to wire any device that you wish to monitor.

## Door Panel Setup (cont'd)

### First Card In Enabled

Should the door have a public time zone (ie: Unlocked 8AM to 5PM M-F) and you do not want the door to go public from secure automatically at the start of its public time frame, but rather only go public when the first valid card is presented to the reader once within the public time; then check the **First Card In Enabled**.

### Timed Anti-Pass Back

Should the configuration require a door to be controlled by having a defined time-frame before a valid card that has already been used at a reader, be allowed to used at the same reader again, check the **Timed Anti-Pass Back** option. The number of minutes (multiples of 6 minute increments to a maximum of 255 minutes total) before a pass back is permitted is configured via the **Options** button for that reader or combination reader.

### In / Out Reader Configuration

If two readers are assigned to one door (i.e. Outside reader and Inside reader), check the box labeled **Reader 1, 2 In Out** (or Reader 3, 4 In Out). Make sure both readers are set for the same time zone prior to setting the two readers for an In / Out combination.

The screenshot shows the 'Door Panel Setup' window. At the top is a toolbar with icons for New, Edit, Save, Cancel, Delete, First, Prev., Next, Last, and Exit. Below the toolbar are buttons for 'Auxiliary Relays' and 'Card Formats'. The main section is titled 'Communication Settings' and includes fields for 'Panel Address' (30000128), 'Panel Name' (Panel 1), and 'Communication Channel' (TEST CHANNEL). There is a checkbox for 'Panel Installed'. Below this are three columns for Reader 1, 2; Reader 3; and Reader 4. Each column has fields for 'Door Name', 'Reader Name', 'Reader Name', 'Reader Name', 'Timed Anti-Pass Back', 'Door Time Zone', 'First Card In Enabled', 'Description', and 'Options'. At the bottom, there are checkboxes for 'Reader 1, 2 In Out' and 'Reader 3, 4 In Out'. The bottom right section is titled 'IE Monitor Point' and includes a 'Name' field (tamper), a checkbox for 'Use for Alarm Panel Input', and radio buttons for 'NC' and 'NO'.

Reader 1, 2	Reader 3	Reader 4
Door Name: Front Door	Door Name: Server Room	Door Name: HR Office
Reader Name: Reader FD In	Reader Name: Reader SR	Reader Name: Reader HR
<input type="checkbox"/> Timed Anti-Pass Back	<input type="checkbox"/> Timed Anti-Pass Back	<input type="checkbox"/> Timed Anti-Pass Back
Door Time Zone: Unlocked 8am to 5pm M	Door Time Zone: Locked Always	Door Time Zone: Grant Access 7am to 7p
<input checked="" type="checkbox"/> First Card In Enabled	<input type="checkbox"/> First Card In Enabled	<input checked="" type="checkbox"/> First Card In Enabled
Description	Description	Description
Options	Options	Options

☒ Reader 1, 2 In Out ☐ Reader 3, 4 In Out

IE Monitor Point  
Name: tamper ☐ Use for Alarm Panel Input ☐ NC ☒ NO

## Door Panel Setup (cont'd)

### Options

By clicking this box, the Options configuration screen for the particular door/reader or combination will appear. This is where configuration of REX and Door Contacts, disabling of Forced and Held Open events and buzzers can be suppressed, door timers can be adjusted for Unlock duration and Allowed Open times, enabling of PIN/Prox Combo, system message control, enabling Serial/CCTV Control, enabling and assigning the area the reader monitors for Global Anti-Pass Back, setting of the Anti-Pass Back timer, multiple card presentation setup plus alarm interface lockdown options.

**Front Door**

**I1**  
☒ Use Input as Rex  
Time When to Monitor (Yellow)

**I2**  
☒ Use Input as Door Contact  
Time When to Monitor (Yellow)

Check if you do not want indicated message to be reported  
☐ Disable Forced Open Event ☐ Disable Held Open Event

**Reader Buzzer Options**  
☐ Disable Forced Open Buzzer ☐ Disable Held Open Buzzer

**Lock Timers (Seconds)**  
Unlock: 5 Allowed Open: 5

**Reduce System Traffic**  
☐ Disable All Messages Except For Alarms And Card Access Messages

**Alarm Interface**  
☐ Exclude From LockDown ☐ Allow Vaild Cards Access During LockDown

**Pulse Aux Relay**  
☐ Pulse Aux Relay on First Valid Card if Aux Relay is in Public Mode

**Enable PIN Mode**  
☒ Use PIN/Prox Combo

**Serial / CCTV Control**  
☐ Activate Serial/CCTV Engine  Serial / CCTV Command

**Global Anti-Pass Back (Server Software must be running 24/7 for this feature to work)**  
☐ Enable  Area This Reader Grants Access To

**Ignore Multiple Card Presentations**  
☐ Ignore 0 Sec ( Do not ignor if using alarm interface )

**AntiPass Back Timer (Minutes)**  
0 X 6 min

**Done**

## Door Panel Setup (cont'd)

### Options - Configure REX and Door Contacts

If you are not using one of the designated door inputs for a Request to Exit Device or Door Contact, simply remove the check from the box and that designated door input becomes a standard input point. This input point then can be used to monitor any auxiliary device such as a motion detector, high temp alarm, etc.



The screenshot shows a software window titled "Front Door" with a close button (X) in the top right corner. Inside the window, there are two configuration sections, I1 and I2, each with a checkbox, a text input field, and a dropdown menu.

Section	Checkbox	Text Input	Dropdown
I1	<input type="checkbox"/> Use Input as Rex	East Exit	Locked Always
I2	<input type="checkbox"/> Use Input as Door Contact	Motion Detector West Hall	Unlocked 8am to 5pm M-F

**Options - Configure Unlock Timer** - the time for which the door will stay unlocked allowing the cardholder sufficient time to pass through and enter.

**Options - Configure Allowed Open Timer** - the amount of time that the door may be held open before activating an alarm (door contacts required).

**Options - Configure Disable Forced Open Event** – if you check this box, this door will not report a forced open alarm message when the door is opened without a legitimate card read or request to exit.

**Options - Configure Disable Held Open Events** – if you check this box, this door will not report a held open alarm message when the door is held open longer then the “allowed open” time after a legitimate card read or request to exit.

**Options - Configure Reader Buzzer Options** – check disable forced open or disable held open buzzer if you do not wish the reader buzzer to sound under either forced open or held open condition.

**Options - Configure Motion Detector Option** – check this if you do not want the door lock to unlock the door when the exit button input is activated (used mainly with motion detector as exit button input with strikes for door locks).

**Options - Configure Enable PIN Mode** – this option is available if your system is programmed for high security PIN/Prox card combo. If you check this box this door will not grant access unless a valid card and PIN combo is presented during Blue time zone periods. During yellow time zone periods only a valid card or valid PIN will be required to grant access.

## **Door Panel Setup (cont'd)**

**Options - Configure Exclude From Lockdown (Alarm Interface)** – with an alarm configured via the IE input, by selecting this option, the door will be excluded from being locked down when the alarm is armed.

**Options - Configure Allow Valid Cards Access During Lockdown (Alarm Interface)** – with this option selected, any card holder with valid credentials will be permitted access at this door while the alarm has been activated. Without this option selected, only card holders with alarm shunt privileges can be granted access.

**Options - Configure Pulse Aux Relay** – based on a time zone applied to an auxiliary relay, this allows a valid card holder to send a single pulse (once only during the time zone cycle) to the device attached to the auxiliary relay (ie: to disarm an alarm system based on first card presented within a time schedule instead of automatically disarming at a prescribed time).

**Options - Configure Reduce System Traffic** – this option is used for larger installations wishing to lower the transactions rate. If this box is "checked", the door will only report alarm events and events that have a card number tied to them such as Access Granted etc.

**Options - Configure Serial / CCTV Control** - this option is available if you are using CCTV Engine portion of PRO-ACC. Check this if you want a camera command to be sent to the switcher when an alarm event occurs. Select the appropriate command for this door.

**Options - Configure Ignore Multiple Card Presentations** – great for parking gate apps, with this option selected, multiple card, fob or clicker presentations will be ignored and access granting will be reset based on the number of seconds selected (to a maximum of 255 seconds). This feature is not to be used if the IE input is used for an alarm interface.

**Options - Configure Anti-Pass Back Timer** – if you are using local (within panel) or Global Anti-Pass Back, this is where you configure the controlled time, in 6 minute increments, before a card holder is able to return through a reader in a secure mode.

## Door Panel Setup (cont'd)

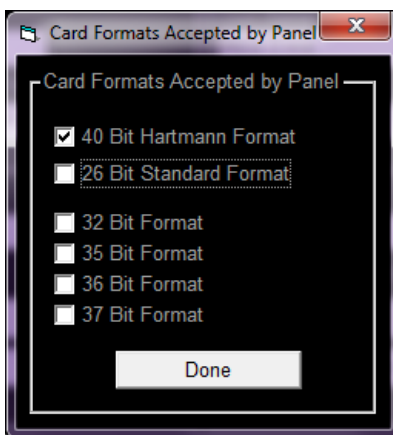
### Anti-Pass Back

You have several options for anti-pass back. You can set just one reader (door) for timed anti pass back by checking the "timed anti-pass back" box. This will mean that once a card is used to enter a room the same card cannot be used at that reader again until the selected time (max 255 minutes) is complete. If you have a situation where you have a reader on each side of a door you can select back to back operation. And then enable anti-pass back on both readers. In this case if a card is used to enter a door it cannot be used again for the specified time or until the card has been presented at the opposite reader and person has left the area (this will reset the timer).

You can also select to have two doors back to back and then select panel level anti-pass back. In this case the 4 readers will act together to secure an area. For example if a user enters through reader 1, he/she will not be allowed to enter through reader 1 or reader 3 (until timer runs out). Then if he/she presents card at reader 4, he will reset timer on reader 1 and 3 but not be allowed access through reader 2.

### Card Formats

**Card Formats** allow for the use of several different Wiegand card formats in a system. For example, the building is a multi-tenant building with the base building and elevators as common to everyone; in this scenario each tenant would require two cards to enter the facility, one for the base building and the other for their offices. However, if using an open formatted reader, you can now read multiple card formats for the base building allowing the tenants to carry only one card.



The 40-bit Hartmann format cannot be selected or used with any other format however with the 40-bit Hartmann format unselected, any or all of the remaining formats can be checked and recognized by the panel.

## Door Panel Setup (cont'd)

### Auxiliary Relay Configuration

Each 4-Door Panel is equipped with 4 extra relays (2-door panels are equipped with 2 extra auxiliary relays). These relays may be used for Card Shunting, Alarm Interface, Door Alarms, Input Output Triggers or following of Time Zones.

**Door Event** - Simply choose the door(s) on this panel you would like this relay to trip off and select the trigger event of the trigger source (forced, held, invalid card) to activate the auxiliary relay. You can also configure deactivating of the relay based on a door closed with a time delay.

**Time Zone** - Simply chose the time zone you would like this relay to follow. This feature could be used for a light above an entrance door etc.

**Card Shunt** - Select an appropriate name for this relay. Also select how you would like the relay to deactivate, on a door closed or a second timer. Once an Aux relay is set for Card shunt it will appear in the Aux Relay group screen for selection. This feature can be used for Alarm shunting, handicap access to activate door operators or whatever you choose.

**Input Point** - By selecting this feature, with either one or both of a doors REX and Door Contact not configured, you can now use the associated panel input points to monitor and trigger auxiliary relays to perform secondary functions.

**Alarm Interface-** By selecting this feature you enable that reader to toggle that Aux relay it is assigned to. The Aux relay will only toggle when you present your card 3 consecutive times to the reader. This is generally used in conjunction with your key switch input on your alarm panel.

The screenshot displays the 'Auxiliary Relays' configuration window, which is divided into four vertical panels for configuring Auxiliary Relay 1 through 4. Each panel contains the following fields and options:

- Name:** A text input field. For Relay 1, it is 'Front Door Alarm'; for Relay 2, 'Rear Door Piezo'; for Relay 3, 'P1 AUX3'; and for Relay 4, 'Exit Door'.
- Relay Trigger Type:** A dropdown menu. For Relay 1, it is 'Door Event'; for Relay 2, 'Time Zone'; for Relay 3, 'Card Shunt'; and for Relay 4, 'Input Point'.
- Source of Trigger:** A list of checkboxes. For Relay 1, the options are 'Front Door', 'Shipping Door', 'Server Room', and 'HR Office'. For Relay 4, this field is present but empty.
- Activate Relay On:** A section with checkboxes for 'Forced', 'Held', and 'Invalid Card'. This is only present for Relay 1.
- Deactivate Relay on:** A section with a checkbox for 'Door Closed' followed by a time delay spinner (e.g., '5 Sec'). This is present for Relays 1, 2, and 3.
- Deactivate Relay on:** A section with a checkbox for 'InputRestore' followed by a time delay spinner (e.g., '1 Sec'). This is present for Relay 4.

A 'Done' button is located at the bottom right of the window.

**Save** when finished. **Cancel** will discard all changes.

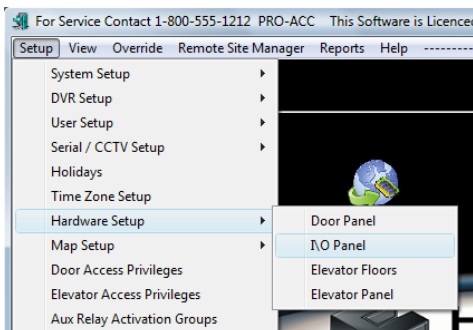
**Exit** screen when finished.

## Smart I/O Panel Setup

The PRO-ACC supports Smart I/O controllers, which monitor 8 programmable dry contact input points, and provide 8 programmable Form "C" dry contact output relays.

### ADD a New I/O Panel

To add or modify an Input/Output panel, from the **Setup** menu, select **Hardware Setup** and from the sub-menu, select **I/O Panel**.



Click **New**. (To edit, use **First/Previous/Next/Last** to select the panel address you wish to edit, then click **Edit**)

Enter your **Panel Address**. Panel addresses are the 8-digit number found displayed on the main firmware chip of the panel. All addresses are unique to each panel. It is important to make a note of the panel address and where the panel is to be located.

Inputs		Linked	Outputs	
Input Name	Time Zone		Output Name	Time Zone
1		<input type="checkbox"/>	1	
2		<input type="checkbox"/>	2	
3		<input type="checkbox"/>	3	
4		<input type="checkbox"/>	4	
5		<input type="checkbox"/>	5	
6		<input type="checkbox"/>	6	
7		<input type="checkbox"/>	7	
8		<input type="checkbox"/>	8	

Assign a **Panel Name** (Maximum 10 characters).

Select the Communication Channel that this panel will be connected to.



## Smart I/O Panel Setup (cont'd)

NOTE: The **Panel Installed** check box determines whether or not you want the panel to be in communication with the software. For example, if the panel is malfunctioning, or installation is not yet complete, sending communication data to the panel will slow down operation of the software. In this case, set the panel as not installed. For normal operation, set the panel as **Installed**.

Enter **Input Name** as appropriate to your application, and **Output Names**.

Assign a Time Zone from the drop down menu.

Inputs will only be monitored during Secure Times (Yellow) in the "Time Zone" assigned to it, which means that if the input is tripped during the secure time it will be reported to the software as an alarm. If an input is tripped during the "Grant Access or Unlock" (Green) times of the "Time Zone" assigned to it, then nothing will be reported. If you would like an output to follow an input for such purposes as to sound an alarm simply check the **Linked** check box and the output will follow the input during armed times.

The screenshot shows the 'I/O Panel' configuration window. At the top is a toolbar with icons for New, Edit, Save, Cancel, Delete, First, Prev., Next, Last, and Exit. Below the toolbar are three input fields: 'Panel Address' (10001234), 'Panel Name' (Elev P1), and 'Communication Channel' (TEST CHANNEL). To the right of these fields is a checked checkbox labeled 'Panel Installed'. The main area is divided into three sections: 'Inputs', 'Linked', and 'Outputs'. The 'Inputs' section has 8 rows, each with an 'Input Name' and a 'Time Zone' dropdown. The first three rows are filled: 'Temp Sensor' (Locked Always), 'Emergency Exit' (Locked Always), and 'Fuel Lock Up' (Locked Always). The 'Outputs' section also has 8 rows, each with an 'Output Name' and a 'Time Zone' dropdown. The first four rows are filled: 'Alarm Zone 5' (Locked Always), 'Piezo Siren' (Locked Always), 'Exterior Strobe' (Locked Always), and 'North Yard Gate' (Unlocked 8am to 5pm Iv). The 'Linked' section is a vertical column of checkboxes between the 'Inputs' and 'Outputs' sections, with the first three checkboxes checked, corresponding to the first three input/output pairs.

Inputs		Linked	Outputs	
Input Name	Time Zone		Output Name	Time Zone
1 Temp Sensor	Locked Always	<input checked="" type="checkbox"/>	1 Alarm Zone 5	Locked Always
2 Emergency Exit	Locked Always	<input checked="" type="checkbox"/>	2 Piezo Siren	Locked Always
3 Fuel Lock Up	Locked Always	<input checked="" type="checkbox"/>	3 Exterior Strobe	Locked Always
4		<input type="checkbox"/>	4 North Yard Gate	Unlocked 8am to 5pm Iv
5		<input type="checkbox"/>	5	
6		<input type="checkbox"/>	6	
7		<input type="checkbox"/>	7	
8		<input type="checkbox"/>	8	

**Save** when finished. **Cancel** will discard all changes.

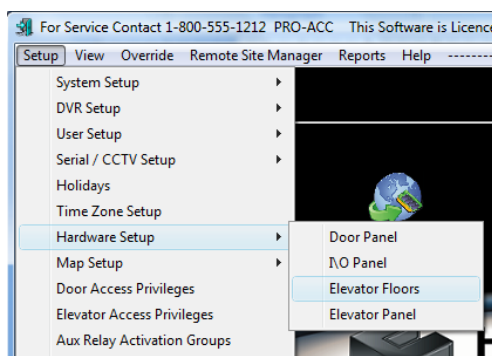
**Exit** screen when finished.

## Elevator Floors Setup

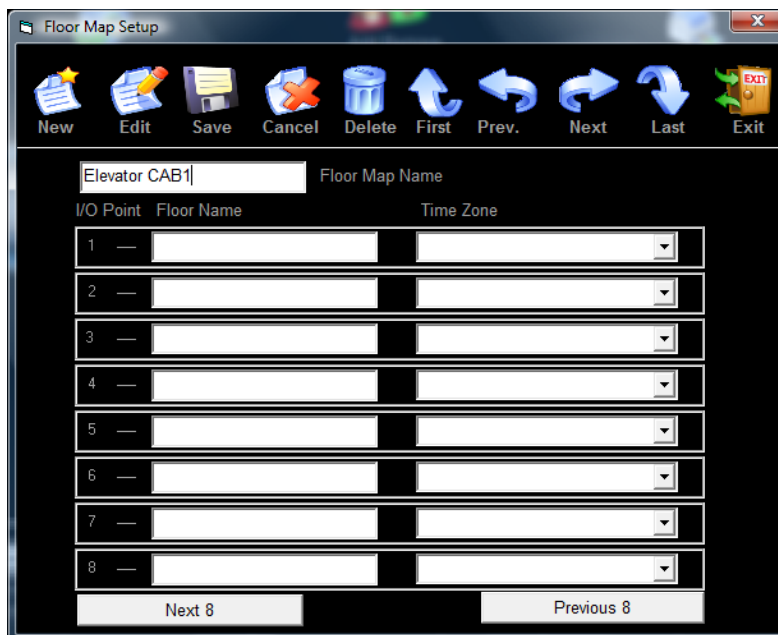
The PRO-ACC supports Elevator controllers, which are used to control access to floors in an elevator. The standard elevator controller supports 8 floors. To increase the number of floors you would add additional 8 floor elevator expanders to the elevator controller for a maximum of 7 expanders or 64 floors.

Floor maps need to be defined prior to setting up the elevator controller. The floor map defines what the elevator relays will control which floor. The Floor maps once defined then can be assigned to a specific Elevator control (or elevator cabs) that will control those floors.

To add or modify an Elevator Floor Map, from the **Setup** menu, select **Hardware Setup** and from the sub-menu, select **Elevator Floors**.

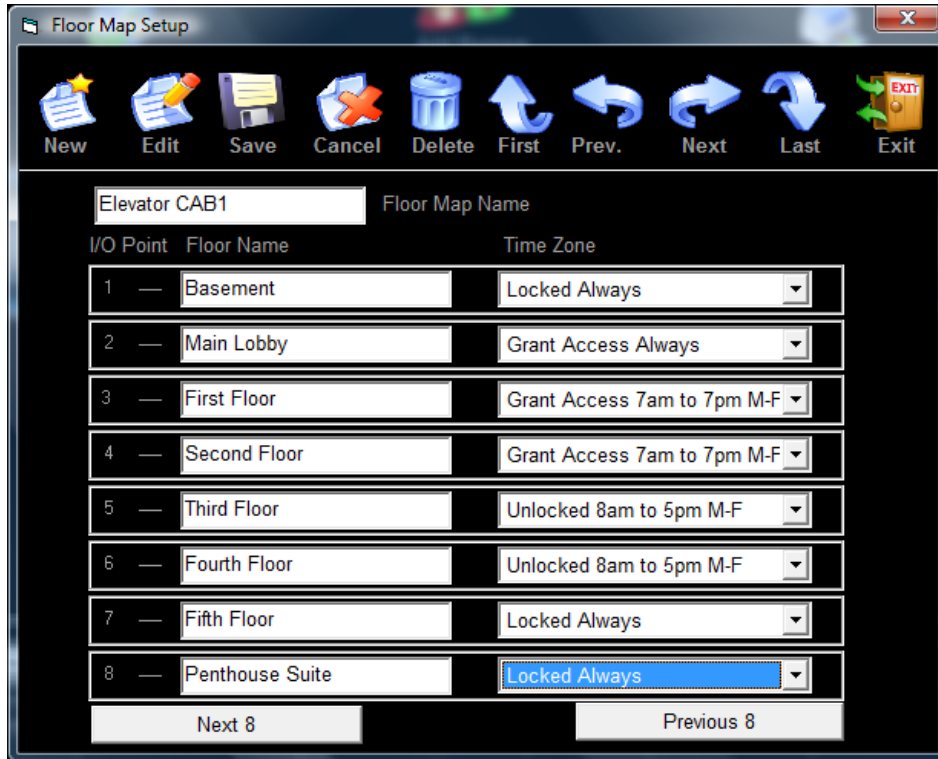


Click **New** to add the new Elevator Floor Map (To **Edit**, use **First/Previous/Next/Last** to select the panel address you wish to edit, then click **Edit**).



## Elevator Floors Setup (cont'd)

Enter a Floor Map Name, and then enter floor names to the relays and choose a time zone that will designate when free access, if any, is allowed to that floor. (ie: "Locked all the Time") which requires you to use a card to gain access to the floor, setup the floor to be open for free access during regular business hours, etc. If you need another time zone setup, simply go to the Time Zone Setup and create a new one.



The screenshot shows the 'Floor Map Setup' window. At the top, there is a toolbar with icons for New, Edit, Save, Cancel, Delete, First, Prev., Next, Last, and Exit. Below the toolbar, the 'Floor Map Name' is set to 'Elevator CAB1'. The main area contains a table with three columns: 'I/O Point', 'Floor Name', and 'Time Zone'. The table lists eight floors: Basement, Main Lobby, First Floor, Second Floor, Third Floor, Fourth Floor, Fifth Floor, and Penthouse Suite. Each floor has a corresponding time zone setting. At the bottom, there are buttons for 'Next 8' and 'Previous 8'.

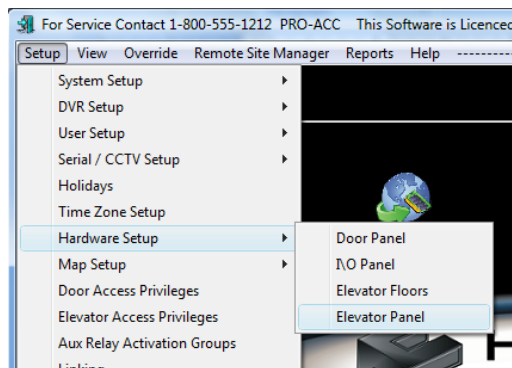
I/O Point	Floor Name	Time Zone
1	Basement	Locked Always
2	Main Lobby	Grant Access Always
3	First Floor	Grant Access 7am to 7pm M-F
4	Second Floor	Grant Access 7am to 7pm M-F
5	Third Floor	Unlocked 8am to 5pm M-F
6	Fourth Floor	Unlocked 8am to 5pm M-F
7	Fifth Floor	Locked Always
8	Penthouse Suite	Locked Always

**Save** when finished. **Cancel** will discard all changes.

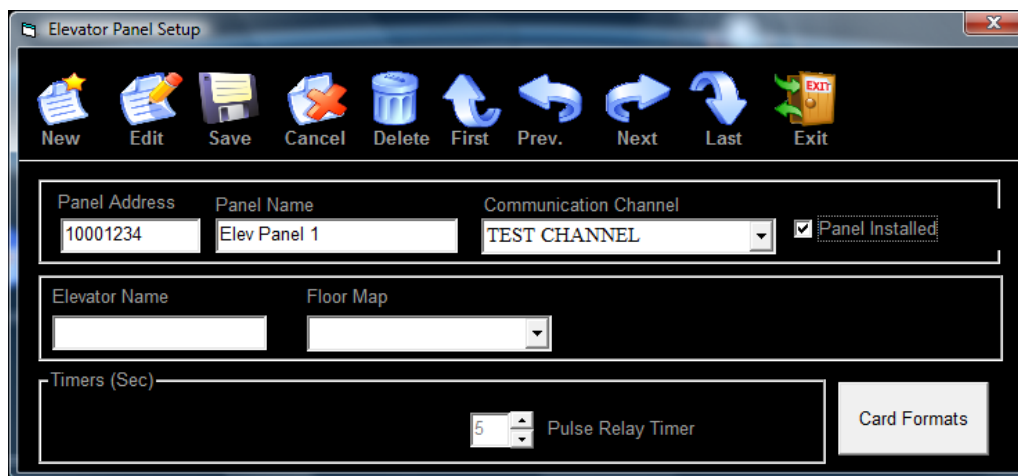
**Exit** screen when finished.

## Elevator Controller Setup

Once the Elevator Floor configurations are completed, you can now setup the Elevator Control. From the Setup menu, select Hardware Setup and from the sub-menu, select Elevator Panel.



Click **New** to add a new panel to the system. (To edit an existing panel, use **First/Previous/Next/Last** to select the panel address you wish to edit, and then click **Edit**).



Enter your **Panel Address**. (Panel addresses are the 8-digit number found displayed on the IC Chip of the panel. All addresses are unique to each panel. It is important to make a note of the panel address and where the panel is to be located)

Select the Communication Channel that this panel will be connected to.

Assign a **Panel Name**. (Maximum 10 characters)

NOTE: The **Panel Installed** check box determines whether or not you want the panel to be in communication with the software. For example, if the panel is malfunctioning, or installation is not yet complete, sending communication data to the panel will slow down operation of the software. In this case, set the panel as not installed. For normal operation, set the panel as **Installed**.

## Elevator Controller Setup (cont'd)

Enter **Elevator Name** as appropriate to your application

The screenshot shows the 'Elevator Panel Setup' window. The toolbar includes icons for New, Edit, Save, Cancel, Delete, First, Prev., Next, Last, and Exit. The main area is divided into three sections. The first section contains 'Panel Address' (10001234), 'Panel Name' (Elev Panel 1), 'Communication Channel' (TEST CHANNEL), and a checked 'Panel Installed' checkbox. The second section contains 'Elevator Name' (CAB1) and 'Floor Map' (Elevator CAB1). The third section contains 'Timers (Sec)' with a value of 5 and a label 'Pulse Relay Timer'. A 'Card Formats' button is located at the bottom right.

The pulse relay timer is how long the panel will close the floor relay or relays that correspond to the floors in the elevator controller that will allow access when a programmed card is presented to the reader in the elevator cab.

**Save** when finished. **Cancel** will discard all changes.

**Exit** screen when finished.

## Map Setup

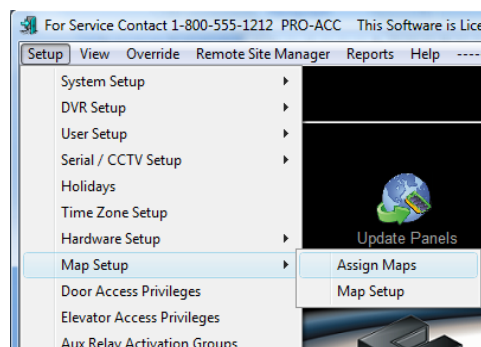
### Assign Maps

The PRO-ACC system comes with the ability to have Active Maps displayed as well as control devices within a map. (ie: lock or unlock a door) It supports multiple map views, allowing for several floor plans to be setup.

The PRO-ACC Active Maps does not support any zoom features, therefore if you have large floor plans you may wish to divide them into smaller sections so that they can be viewed individually on one screen. The Active live map screen automatically resizes your image map. Map images should be saved in \*.jpg or \*.bmp format. You can save an auto cad drawing in jpg format, however keep in mind the size of the floor plan, because you may want to break the map into smaller sections for better viewing and control.

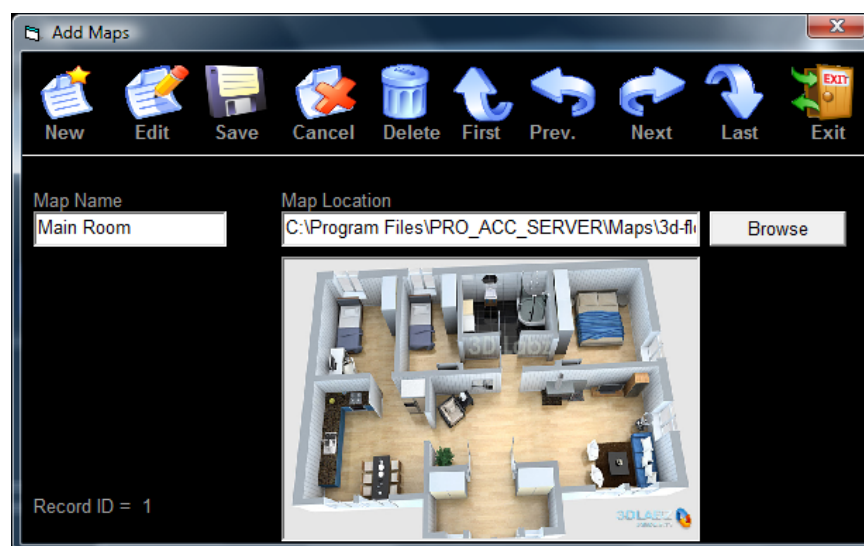
This process must be performed first before you can assign devices to maps, thus making them 'active'.

In order to add maps to the system, from the **Setup** menu select **Map Setup** and from the sub-menu, select **Assign Maps**.



Click **New** to add a new map to the system. (To edit or delete an existing map, use **First/Previous/Next/Last** to select the map you wish to edit, and then click **Edit**).

Use the **Browse** button to locate the map image on the PC (preferred location is within the Maps folder inside the PRO\_ACC\_SERVER directory) and then assign a meaningful **Map Name**.

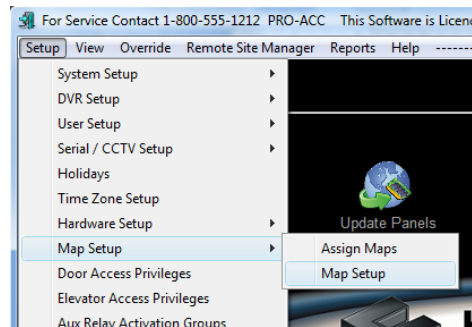


## Map Setup (cont'd)

### Map Setup

Once you have added your maps to the system you can now assign the devices to monitor on the map. The maps are capable of controlling the assigned devices and displaying the live status of doors as well as alarm points.

To add and configure your devices within a map, from the **Setup** menu, select **Map Setup** and from the sub-menu, select **Map Setup**.



From the drop down menu in the upper left corner, select a map you wish to add devices to. The window pane on the left will show all available doors on your system. Click on **Show Alarm Points** to display all available alarm points on your system.

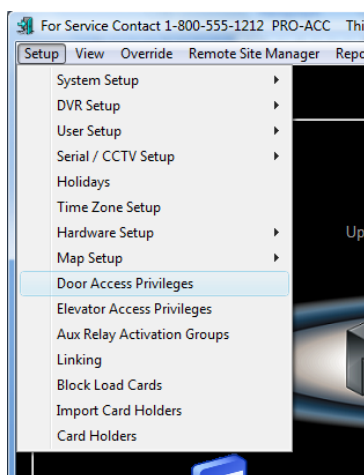
To add a device to a map, simply double click on the selected device and it will be placed on the upper left corner of the map. Click on the device and hold your left mouse button to move the icon to the desired position. Release the button when the desired position is reached. Continue this for all devices and once complete save the map by clicking the **Save** button. Continue the above for all maps.



## Door Access Privileges

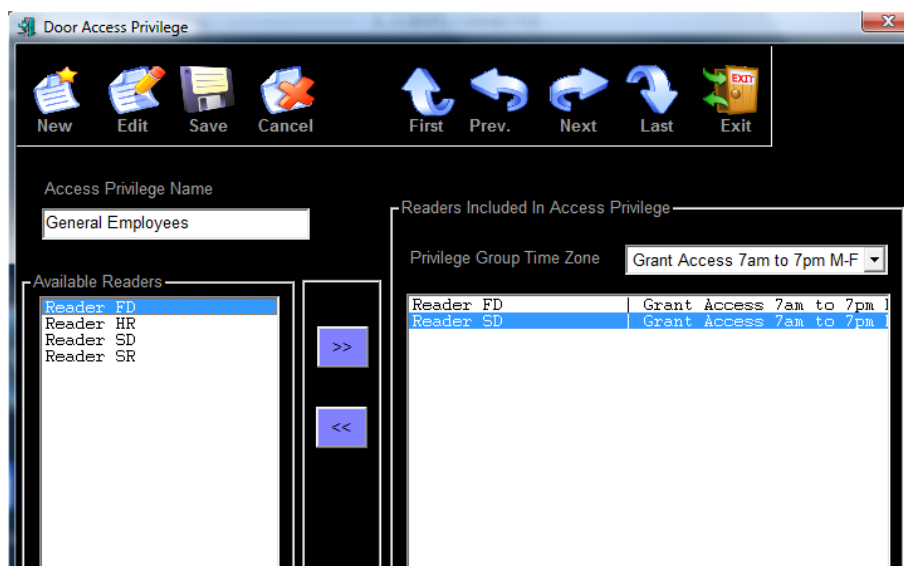
Door Access Privileges allows you to specify groups to which specific access parameters can be assigned. Each cardholder is assigned an access privilege group in the Card Configuration screen, and, together, these two screens determine which doors that cardholder has access to and at what times.

To add or modify a Door Access Privilege, from the **Setup** menu, select **Door Access Privileges**.



Click on **New** to setup a new Access Privilege Group. (To edit, use **First/Previous/Next/Last** to select the access privilege group you wish to edit, then click **Edit**).

Determine an **Access Privilege Name** (i.e. General Employees, Cleaners, Security, Management, etc).





## **Door Access Privileges (cont'd)**

Select a door reader from the left pane listing all of the **Available Readers**. Double-clicking on the door name or use the forward arrow will make that door appear under **Readers Included In Access Privilege**".

Similarly, to remove a door from the right pane **Readers Included In Access Privilege**, double click on the door or use the back arrow to remove the reader door from the access privilege. Select all doors to be included in the access privilege group.

Every reader included within an access privilege must have a Time Zones assigned to determine when a card may allow access to each of these doors. Simply highlight the door (in the right pane) and from the drop down list of **Privilege Group Time Zone** there will be a selection of pre-defined Time Zones (plus any new ones created by installer or user). Select the time zone you wish to apply for controlling and granting access for this reader door. For example, if the employee door is locked 24 hours and requires a card to gain access, you can select a time zone that would allow a cardholder(s) access from 07:30-18:30 Mon-Fri. All other times their card will not let them through the employee reader door.

Click **Save**.

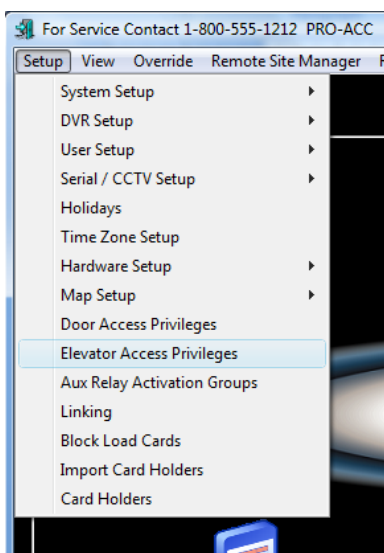
**Exit** screen when finished.

Clicking on **Cancel**, while still in Edit or New, will discard any changes made and return to the original data.

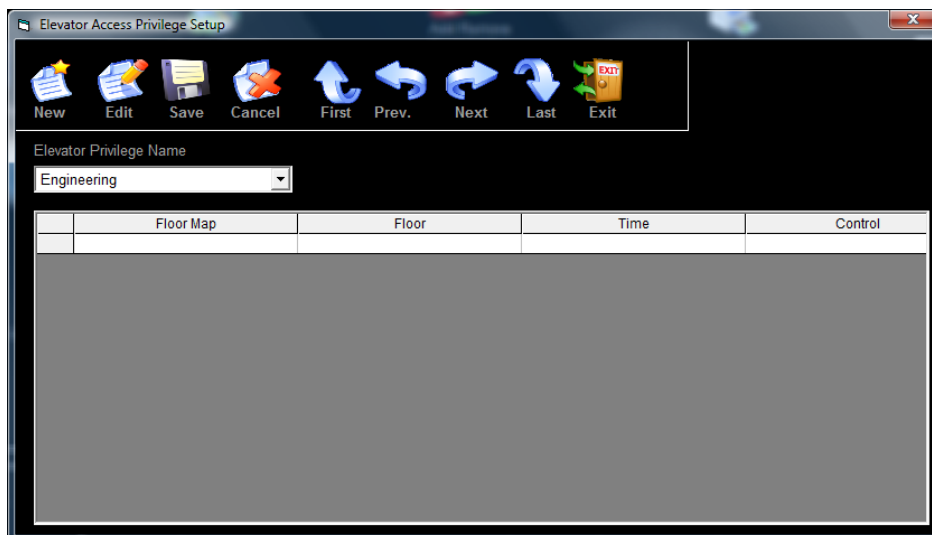
## Elevator Access Privilege Setup

The Elevator Access Privileges allows you to specify groups to which specific floor access parameters can be assigned. Each cardholder is assigned an elevator access privilege group in the Card Configuration screen, and, together, these two screens determine which elevator floors that cardholder has access to.

To add or modify an Elevator Access Privilege, from the **Setup** menu, select **Elevator Access Privileges**.



Click on **New** to create a new Elevator Access Privilege. (To edit, use **First/Previous/Next/Last** to select the Access Privilege Group you wish to edit, then click **Edit**).



Determine an **Access Privilege Name** (i.e. Cleaners, Security, Management, etc). Once a name has been assigned, click the **Save** button once and then return to the newly created Elevator Access Privilege and click **Edit**.

## Elevator Access Privilege Setup (cont'd)

Click on the Elevator Floor Map box. A list of available Elevators will be available from the drop down box. Select the appropriate elevator floor map. Click on the next box which is the Floor. A list of available floors will be displayed. Select the floor you wish to add. Finally, click on the next box which is Time. This will determine the times a card with this elevator access privilege assigned to it will be allowed to that floor. Repeat the steps until you finish your elevator access.

	Floor Map	Floor	Time	Control
	Elevator CAB1	Main Lobby	Grant Access Always	
	Elevator CAB1	First Floor	Grant Access Always	
	Elevator CAB1	Second Floor	Unlocked 8am to 5pm M-F	
	Elevator CAB1	Third Floor	Unlocked 8am to 5pm M-F	
	Elevator CAB1	Fourth Floor	Unlocked 8am to 5pm M-F	
	Elevator CAB1	Fifth Floor	Unlocked 8am to 5pm M-F	
	Elevator CAB1	Penthouse Suite	Locked Always	

If you wish to delete an Access Privilege Group, then click in the Control box to delete.

Once the above is complete, click **Save**.

**Exit** screen when finished.

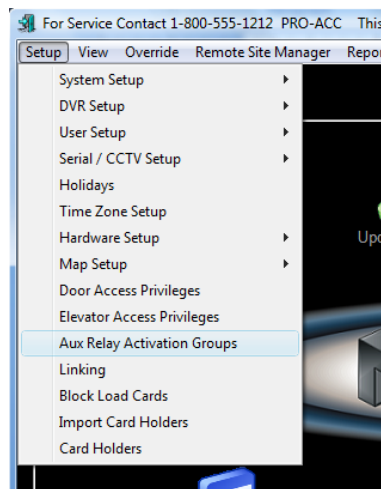
Clicking on **Cancel**, while still in Edit or New, will discard any changes made and return to the original data.

## Auxiliary Relay Activation Groups

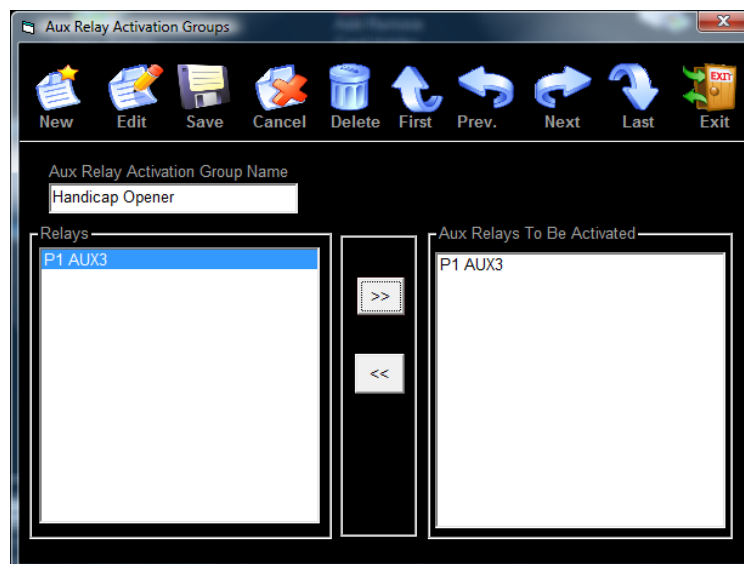
Shunt Groups allow you to specify a group of Auxiliary Relays, which will be activated when a valid card is presented. Each cardholder is assigned a shunt group in the Card Configuration screen, and together these two screens determine which Auxiliary Relays will activate when they present their card.

For relays to be visible for configuration, the Auxiliary Relays must already be configured as such within the Options in Door Panel Setup discussed earlier.

To add or modify an Auxiliary Activation Group, from the **Setup** menu, select **Aux Relay Activation Groups**.



Click on **New**. (To edit, use **First/Previous/Next/Last** to select the Aux Relay Activation Group you wish to edit, then click **Edit**).



Determine an Aux Relay Activation Group Name (i.e. Handicap Opener, ARM/DISARM, Accessibility, etc.).

## **Auxiliary Relay Activation Groups (cont'd)**

Select an Auxiliary Relay from the left pane listing the available auxiliary **Relays**. Double clicking on the auxiliary relay name or selecting the forward arrow will make that Auxiliary Relay appear under “**Aux Relays to Be Activated**” pane. You may select more than one relay to trigger for this group. Once you are finished the right pane will show all the Auxiliary Relays that cards assigned to this group will activate.

To remove a relay from triggering simply double click on the relay name in the right window pane or use the back arrow to remove from the “Aux Relays To Be Activated” window pane.

Click **Save** then **Exit** screen when finished.

Clicking on **Cancel**, while still in Edit or New, will discard any changes made and return to the original data.

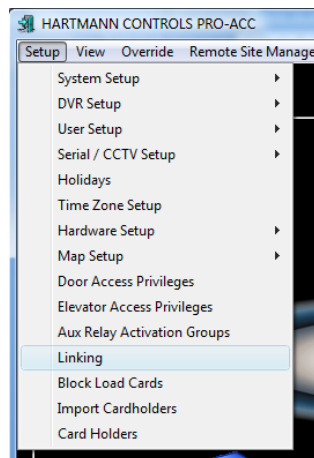
## Linking

Linking allows an event, or action to trigger an event or action on the same panel, or another panel (or several panels) on the system.



**The PRO-ACC server software must be running for events to operate properly, therefore DO NOT USE LINKING FOR ANY LIFE SAFETY CONTROL !!!**

To configure linking, from the **Setup** menu, select **Linking**.

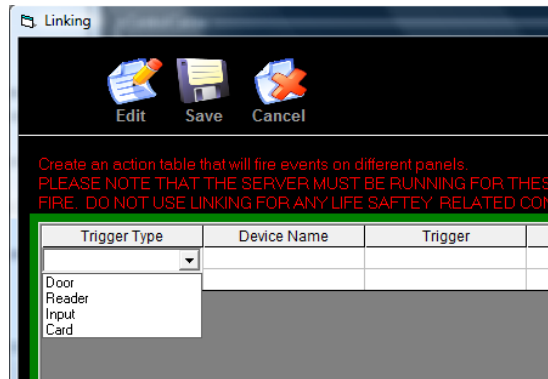


The action table can be populated by clicking on **Edit**, a green border will appear around the linking table. You must enter one field at a time, starting from left to right.

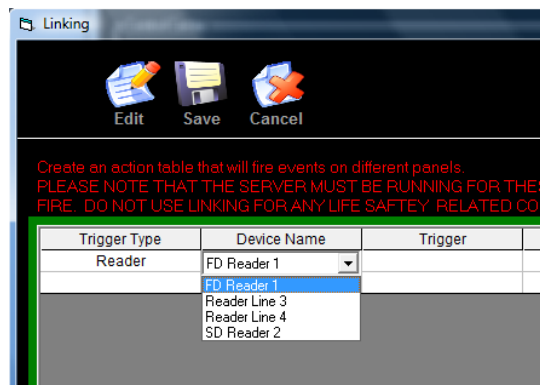
Trigger Type	Device Name	Trigger	Destination Type	Device Name	Action	Delete

## Linking (cont'd)

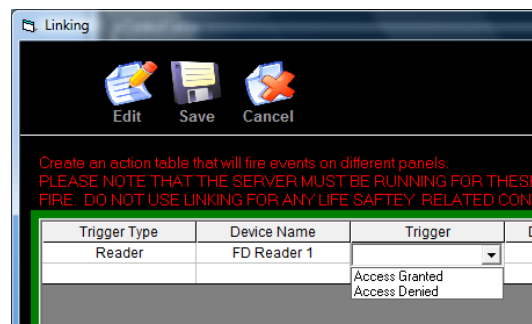
Choose a **Trigger Type** by left clicking on the empty field and from the drop down menu that appears, you can select what device or event will become the trigger (**Door**, **Reader**, **Input**, or **Card**).



From the next dropdown list to the right, select the **Device Name** for the trigger type. The dropdown list will change its contents depending on the **Trigger Type** (ie: **Door** will show all doors only, **Reader** will show all readers only, **Input** will show configured inputs and **Cards** will show all active cards).

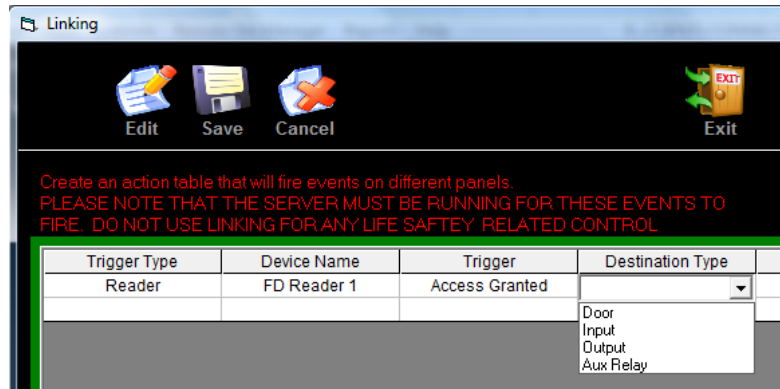


Continuing to the right, you will now select from the **Trigger** dropdown list, the trigger event associated with the device selected.

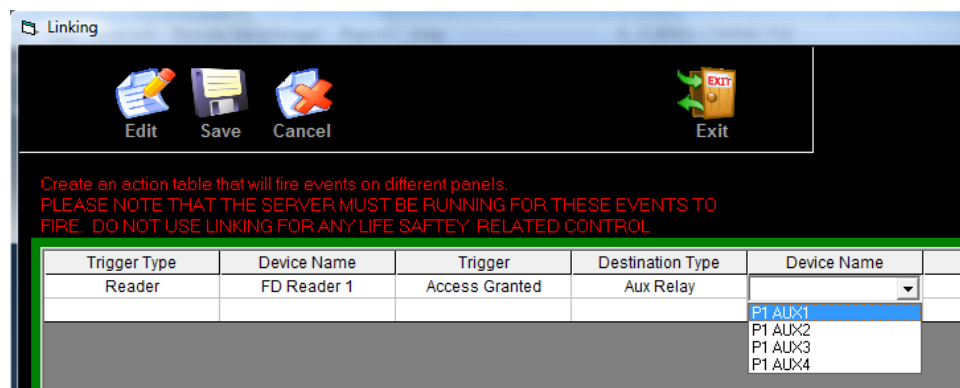


## Linking (cont'd)

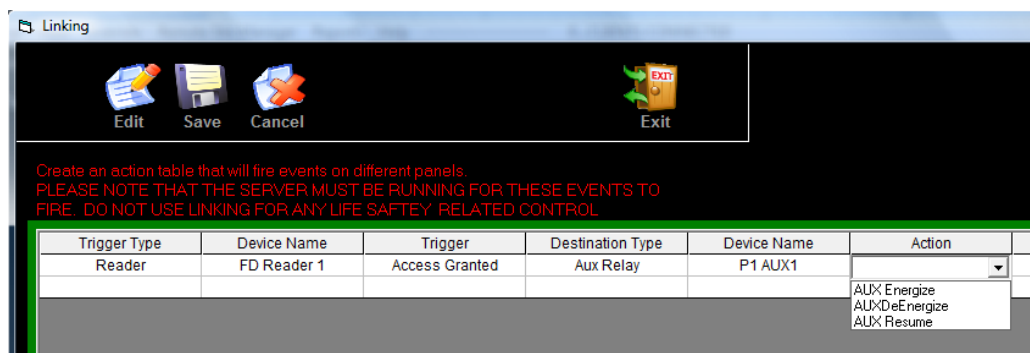
Now you can select the destination device, the device name, and the action you want to occur. Choose the **Destination Type** from the dropdown list. This can be a **Door**, **Input** point, **Output** point or **Auxiliary Relay**.



Now select a **Device Name** from the next dropdown list that would be associated with the **Destination Type**.



Now choose an **Action** to occur for the Destination based on the destination name and type.





## Linking (cont'd)

Within the linking grid, you can create multiple linking events that are singular events (action to reaction) or combination events whereby one destination action becomes the source action for a new event.



To complete the Linking configuration after all events and triggers and destinations have been configured, click the **Save** button and **Exit** the window. The PRO-ACC software must be **restarted** before any linking takes effect and must be **running at all times** to function correctly.

To **Delete** a Linking action, click on the cell under the Delete column in the same row and the action you wish to delete; the items in that row will show as striked out and show the word Deleted. You cannot undelete a Linking action.



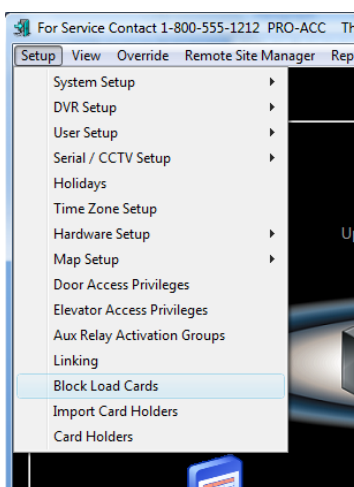
**The PRO-ACC server software must be running for events to operate properly, therefore DO NOT USE LINKING FOR ANY LIFE SAFETY CONTROL !!!**

## **Block Load Cards**

Block loading cards is a method of quickly inputting many cards into the system at once. All that has to be done is to put in the first card or start number and the last card or end number and then the site code that is on all the cards. Also put in the Access privilege, Elevator privilege and the Auxiliary relay shunt group that will be assigned to all these cards. The cards must be sequential with no breaks and all the cards from the start number to the end number will instantly be installed in the system.

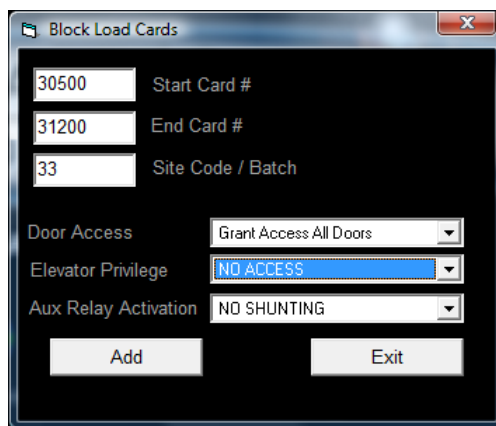
**Caution should be used** when using this feature, although it may seem easy it leaves the system wide open to a security risk due to the fact that in order to track the cards properly someone has to go back and put all the names in each of the card holders and in most case this does not happen.

To block load cards, from the **Setup** menu, select **Block Load Cards**.



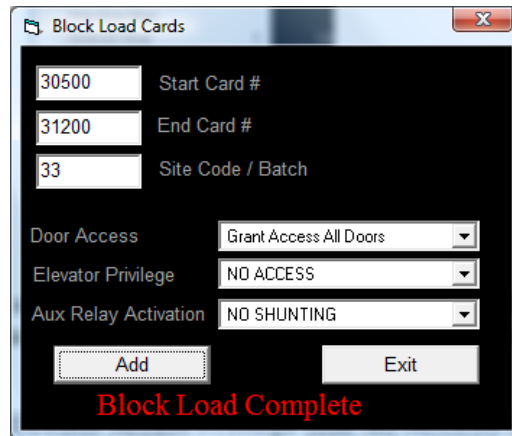
You must ensure that you have a complete running sequence of cards for the range you wish to block load. Enter the starting card number, last card number and site code (batch code / facility code).

Assign a Door Access Privilege, Elevator Access Privilege (use NO ACCESS if not used) and an Aux Relay Activation (use NO SHUNTING if not used) and click the Add button.



## **Block Load Cards (cont'd)**

When the cards have been successfully loaded, the bottom of the window will show **Block Load Complete** as indicated below.



The screenshot shows a software window titled "Block Load Cards". It contains several input fields and dropdown menus. The "Start Card #" field is set to 30500, the "End Card #" field is set to 31200, and the "Site Code / Batch" field is set to 33. Below these are three dropdown menus: "Door Access" set to "Grant Access All Doors", "Elevator Privilege" set to "NO ACCESS", and "Aux Relay Activation" set to "NO SHUNTING". At the bottom of the window, there are two buttons: "Add" and "Exit". Below the buttons, the text "Block Load Complete" is displayed in red.

If you have other ranges to block load with different access privileges, continue in the same manner ensuring that there is no duplication of card numbers.

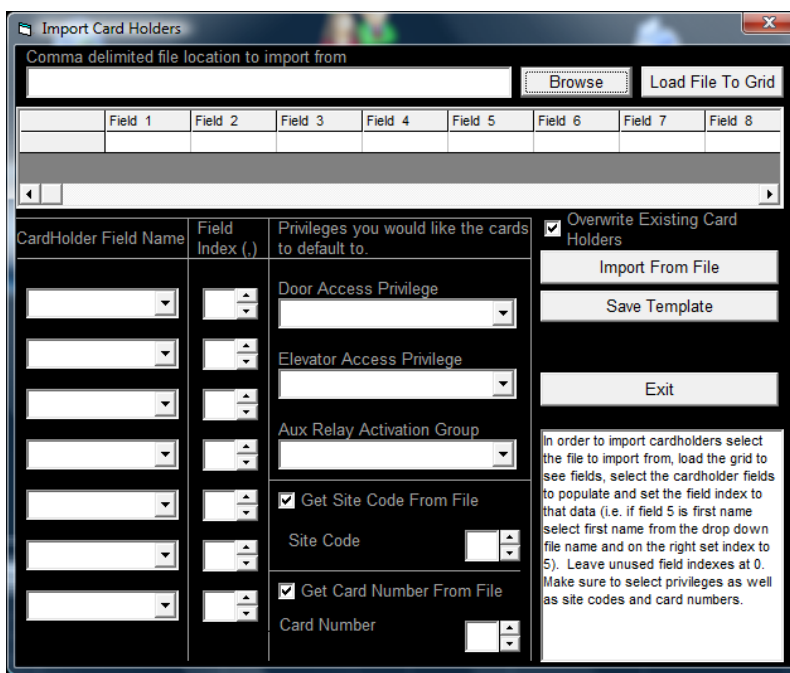
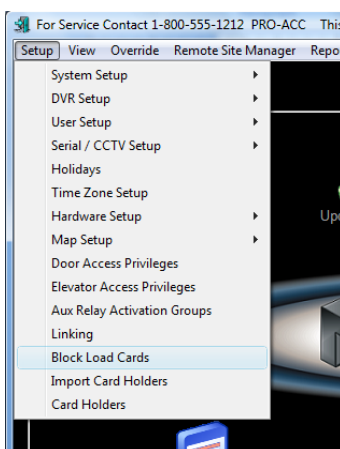
Click **Exit** when finished.

## Importing Card Holders

Using the Importing card utility makes bringing in information on cardholders from another database that a company already has in place from maybe a personnel department or even payroll simple and easy. As long as the file being imported is a "flat file" or ".CSV" type file all that has to be done is map out the appropriate fields once and the template can be save to be used for future imports from the same programs.

You should import First Name, Last Name, Card Number and Site Code as a minimum. You can import up to 7 fields in total which can be visible within the Card Holder screen (if configured). You can choose to import the Site Code if within the file or just specify what site code to use for the entire import.

To import card holders, from the **Setup** menu, select **Import Card Holders**.



Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7	Field 8

CardHolder Field Name	Field Index (.)	Privileges you would like the cards to default to.
		Door Access Privilege
		Elevator Access Privilege
		Aux Relay Activation Group
		<input checked="" type="checkbox"/> Get Site Code From File
		Site Code
		<input checked="" type="checkbox"/> Get Card Number From File
		Card Number

☒ Overwrite Existing Card Holders

Import From File

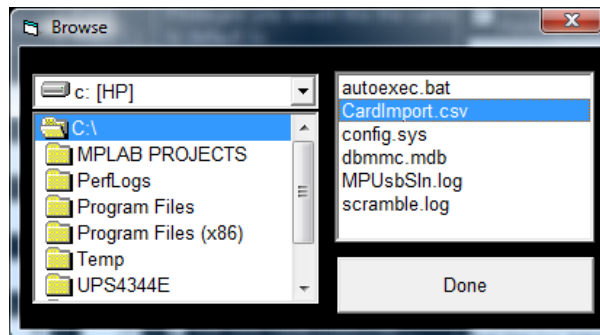
Save Template

Exit

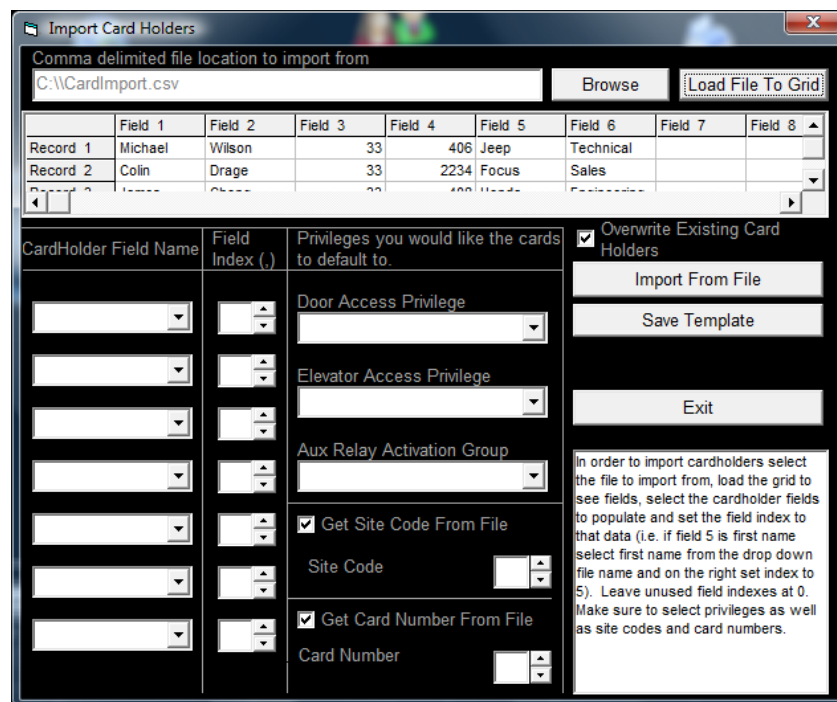
In order to import cardholders select the file to import from, load the grid to see fields, select the cardholder fields to populate and set the field index to that data (i.e. if field 5 is first name select first name from the drop down file name and on the right set index to 5). Leave unused field indexes at 0. Make sure to select privileges as well as site codes and card numbers.

## Importing Card Holders (cont'd)

First, you must use the **Browse** button to locate the file to be imported.



Once located, click the **Done** button and click **Load to Grid**.



	Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7	Field 8
Record 1	Michael	Wilson	33	406	Jeep	Technical		
Record 2	Colin	Drage	33	2234	Focus	Sales		

CardHolder Field Name | Field Index (.) | Privileges you would like the cards to default to.

Door Access Privilege | Elevator Access Privilege | Aux Relay Activation Group

☒ Get Site Code From File | Site Code |

☒ Get Card Number From File | Card Number |

☒ Overwrite Existing Card Holders

Import From File | Save Template | Exit

In order to import cardholders select the file to import from, load the grid to see fields, select the cardholder fields to populate and set the field index to that data (i.e. if field 5 is first name select first name from the drop down file name and on the right set index to 5). Leave unused field indexes at 0. Make sure to select privileges as well as site codes and card numbers.

Now select each **Card Holder Field Name** (dropdowns on left) and scroll to its **Field Index** value. For example, if the Card holder Field Last Name is located in Field 2 of the grid, then set the index to 2.

## Importing Card Holders (cont'd)

You can set and import up to 7 fields. Once the field and field indexes are configured, select a **Door Access Privilege** to apply to all cards being imported (this can be changed later if necessary). Also apply the appropriate **Elevator Access Privilege** and **Aux Relay Activation Group** to the import. If you are not using Elevator and Aux Relay, it is recommended that you still set them to defaults as shown below (NO ACCESS / NO SHUNTING).

Comma delimited file location to import from  
C:\CardImport.csv    Browse    Load File To Grid

	Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7	Field 8
Record 1	Michael	Wilson	33	406	Jeep	Technical		
Record 2	Colin	Drage	33	2234	Focus	Sales		

CardHolder Field Name    Field Index (.)    Privileges you would like the cards to default to.

First Name    1    Door Access Privilege: General Employees

Last Name    2    Elevator Access Privilege: NO ACCESS

Vehicle Type    5    Aux Relay Activation Group: NO SHUNTING

Status    6    ☒ Get Site Code From File    Site Code: 3

☒ Get Card Number From File    Card Number: 4

☒ Overwrite Existing Card Holders

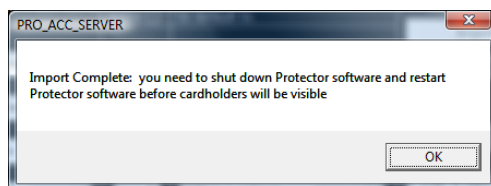
Import From File    Save Template    Exit

In order to import cardholders select the file to import from, load the grid to see fields, select the cardholder fields to populate and set the field index to that data (i.e. if field 5 is first name select first name from the drop down file name and on the right set index to 5). Leave unused field indexes at 0. Make sure to select privileges as well as site codes and card numbers.

If the file includes the site code and/or card number, you can check the box for each category and select the field index for each.

There is also the option to overwrite existing card holders (if duplicates exist) and save the import configuration as a template. The advantage of having a template is if you wish to import different data files that may require having different privilege rules.

Once everything is configured, click the **Import From File** button. You will see the following message after a successful import. The software needs to be restarted before the imported records will be visible.

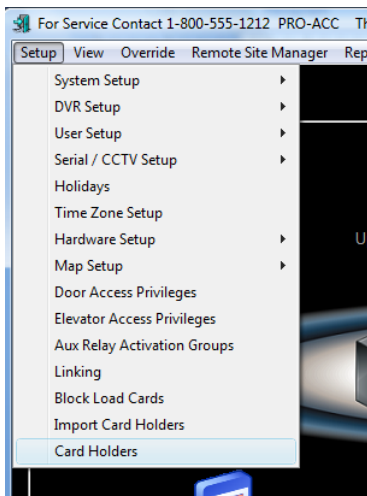


Click the **Exit** button when finished.

## Card Holders

The Cardholder Configuration screen is where all cardholder information is collected and stored including assigned card numbers and access privilege group. Information can be sorted by first name, last name, card number, or any one of the 16 customized fields. The 16 extra fields can be customized in cardholder labels. Cardholder photos can also be imported and stored.

To add or modify a card holder, from the **Setup** menu, select **Card Holders** or click on the Card Holder quick launch icon on the main screen.



Click **New** to add a new cardholder with all fields empty. (To edit, use **First/Previous/Next/Last** to select the cardholder you wish to edit, then click **Edit**).

**NOTE:** The 16 extra field labels may be edited in Card Holder Field Customization.

The mandatory minimum fields for entry are (as indicated with red asterisk): **First Name, Last Name, Card Number, Site Code and Door Access Privilege.**

Card numbers and site codes that are prefixed with zeros can have the leading zeros dropped. For example; a site code of 033 can be entered as 33. Card numbers are 5-digits in length and site codes are 3-digits in length maximum.

If required, specify an **Expiry Date** which will be the calendar day the card will stop working.

Specify an **Access Privilege Group** by selecting from the drop-down menu. If not required, select NO ACCESS. Specify an **Aux Relay Activation Group** by selecting from the drop-down menu. If not required, select NO SHUNTING.

If you select the **MASTER** checkbox, the card holder has full control access to all doors, elevators and auxiliary relay shunting. You must assign a Door Access Privilege before applying the MASTER setting.

## Card Holders (cont'd)

The screenshot shows the 'Card Holders' software window. At the top is a toolbar with icons for New, Edit, Save, Cancel, Delete, First, Prev., Next, Last, and Exit, along with a 'Print Badge' button. The main form contains the following fields:

First Name, Initial	Last Name		Expiry Date	<input type="checkbox"/> Master Card		Track
* Bart	* Simpson		9/15/10 M/dd/yy			
Card Number	Site Code	Access Privilege Group	Elevator Group	Aux Relay Activation Group		
* 666	* 33	* General Employees	NO ACCESS	NO SHUNTING		
Home Phone	Work Phone		Reset Anti-Pass Back			
800-555-1212	800-555-1313					
Vehicle Type	Licence Plate		Sort By	No Cardholder Image Double Click To Set Image		
Car	HCC 1234		Card Number			
DOB	Employee #		Search Tools			
08/01/1985	12345		Last Name			
Status	Start Date		Find	Find Next		
Shipping	01/01/2006		Show List			
Gender	Car Type					
M	Yugo					
Address	Address2		City	Prov/State		
123 Main Street	Suite 2		Barrie	Ontario		
Extra Notes			Postal/Zip Code	Unused		
			L0L 1X0			

To add an image to the card, from the Edit mode, simply double click on the Image box. This will then allow you to browse your PC for the location of the photo. The image will show once you save the card holder record and go back into it.

This screenshot shows the same 'Card Holders' software window as the previous one, but with a photo of Bart Simpson added to the image box on the right side of the form. The rest of the form fields and the toolbar are identical to the previous screenshot.



## Card Holders (cont'd)

### Searching for a Card Holder

For searching for a card holder, clicking **Show List** will show an expanded window that can be scrolled through to locate a particular record. With the list visible, you can sort it on the fly by choosing which field you want to sort the list by from the **Sort By** dropdown. Once a record is located, double click on the row and it will bring that card holder record into the screen for editing. Clicking the **Hide List** button will hide the list.

You can also perform a search by any one of the 16 card holder fields by choosing the field in the **Search Tools** dropdown, click the **Find** button and entering the value you are searching for. With multiple matches, clicking the **Find Next** button will progress through a data subset matching your search until no more records are located.

### Tracking Card Holders

The PRO-ACC system can also be configured to track card holder activity by showing event messages in a different colour than default (pink, green, light blue, navy blue) and sounding a beep on each event. Multiple card holders can be configured for tracking.

By clicking the Track button, the following screen shows how to configure a card holder tracking colour and beep if applicable. Tracking is maintained until turned off by the user.



**Note:** Cardholder information will not be saved unless you assign a card number to the user. When assigning a card number, ensure the number has not been assigned to another user.

Click **Save** when finished. **Cancel** will discard all changes.

To delete a card holder, use **First/Previous/Next/Last** to select the cardholder you wish to delete, and then click **Delete**. (Make sure you are not in Edit mode, otherwise Delete will not work).

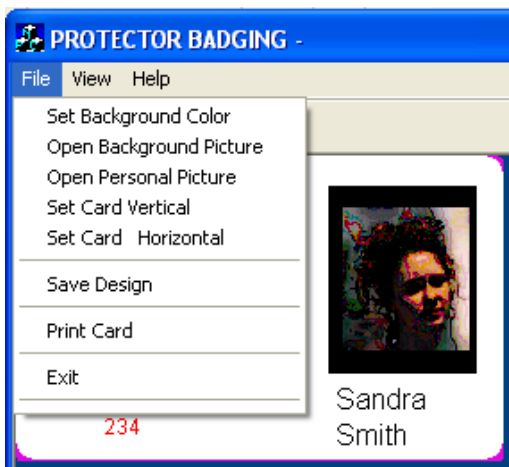
**Exit** screen when finished.

## Card Holders (cont'd)

### Basic Badge Creation

You can also print a badge. However, to print a badge on a card you will require a Dye Sublimation Card Printer (P/N E5001U) and special printable Proximity cards (P/N HCIDC80).

Click on the "Print Badge" box, which will bring you to a basic badge creator. Selecting File will allow you to set background color and background picture such as a corporate logo, setup the card to be vertical or horizontal, print the card and save the design for all other cards.

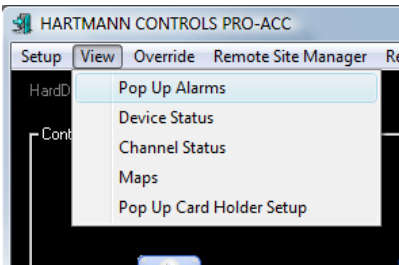


## Using the System – View Menu

The View Menu allows you to see specific events live as they happen, view your device status, display active maps, setup pop up cardholder photo at readers, and configure a pop up alarm box to display for every alarm.

### Turn on Pop Up Alarms

From the **View** menu, select **Pop Up Alarms**.



The **Pop Up Alarms** will activate a box to display for every alarm.

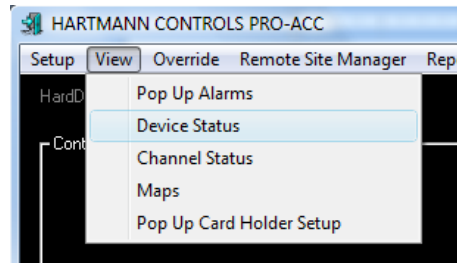


If the PRO-ACC software is closed, the Pop Up Alarms will have to be turned back on when the software restarts. This is not a setting or preference.

## View Menu (cont'd)

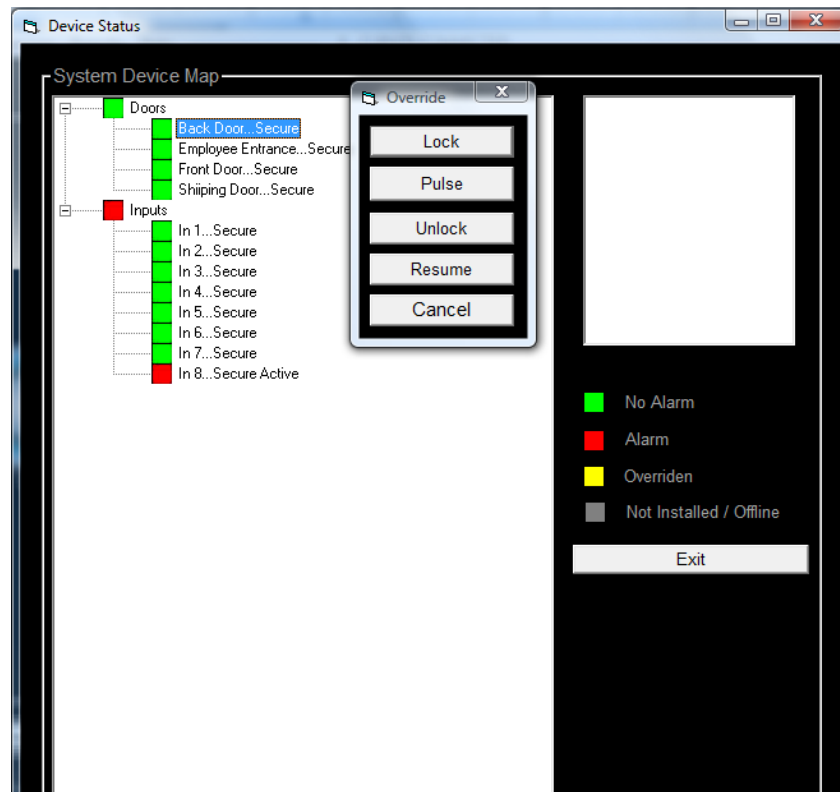
### View Device Status

From the **View** menu, select **Device Status**.



The **Device Status** Screen will display in a tree view the status of all your Door and input devices. It will display them if they are in alarm, overridden, normal and even offline. This screen also allows for you to manually control the devices. Simply right click on a device and a popup window will appear with the available functions that you may control for that device.

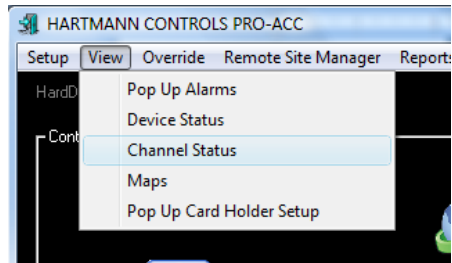
**Device Status** also has a quick launch icon from the main screen.



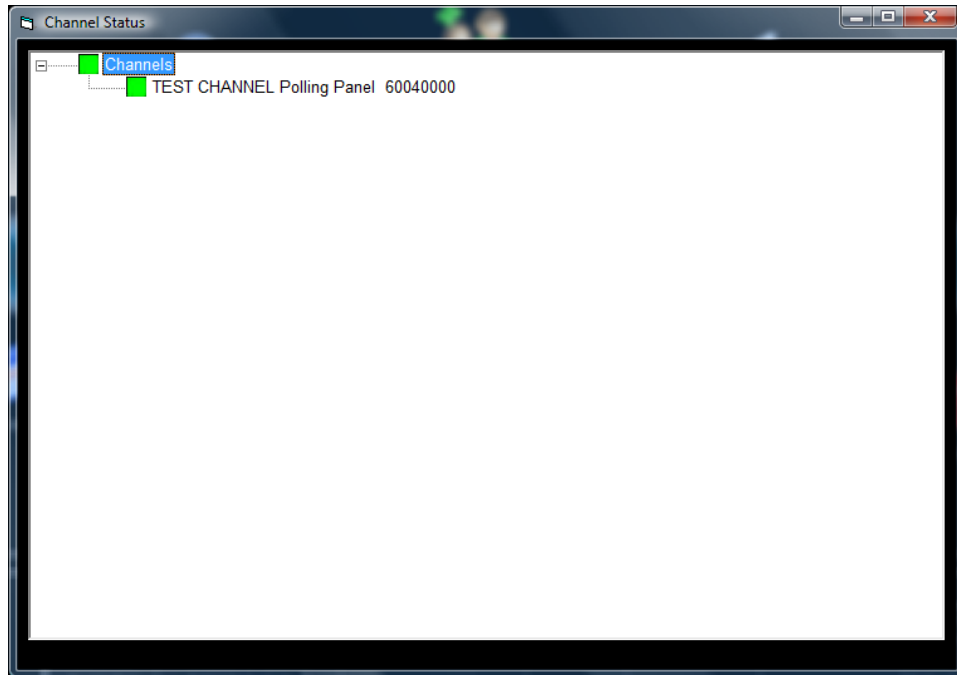
## View Menu (cont'd)

### View Channel Status

From the **View** menu, select **Channel Status**.



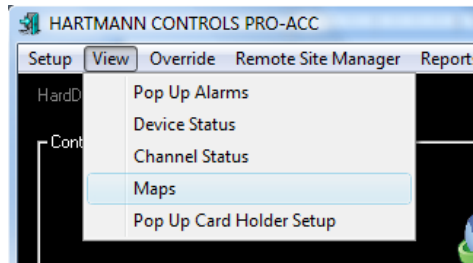
**Channel Status** will show you the status of all your communication lines for the system.



## View Menu (cont'd)

### View Active Maps

From the **View** menu, select **Maps**.



**Maps** will allow you to have your Active Maps be displayed and for control use. Simply right click on any active device for a popup window of control functions.

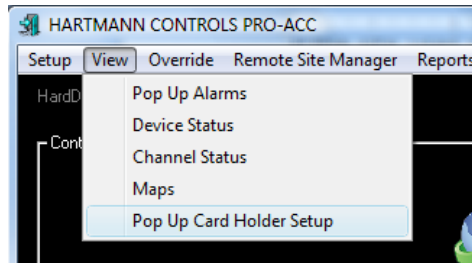


If the site uses multiple maps, the system can be configured to **Auto-Scroll Maps** through all active maps based on a **Dwell Time** between map images (in seconds)

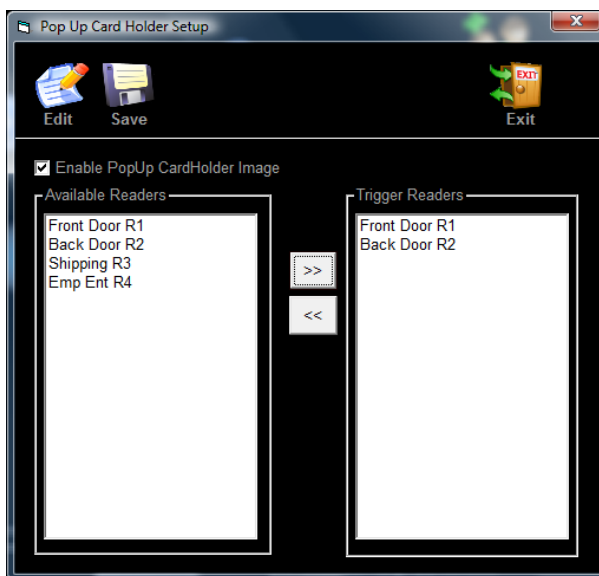
## View Menu (cont'd)

### Setup Card Holder Pop Ups

From the **View** menu, select **Pop Up Card Holder Setup**.



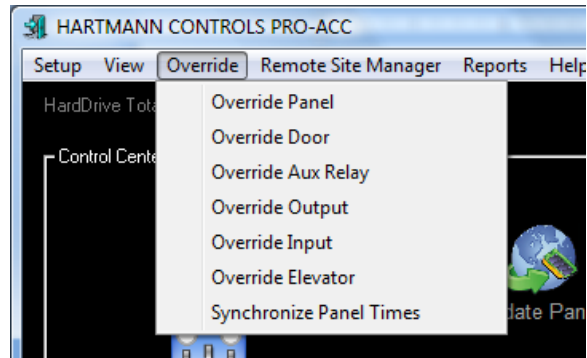
The **Pop Up Card Holder Setup** is used to configure the which reader door(s) in which you wish to have a cardholder photo appear when card is presented. The card holder popup screen shows the 3 most recent card holder popups with the most current being the largest image.



If the PRO-ACC software is closed, the Pop Up Card Holders will have to be turned back on when the software restarts. This is not a setting or preference.

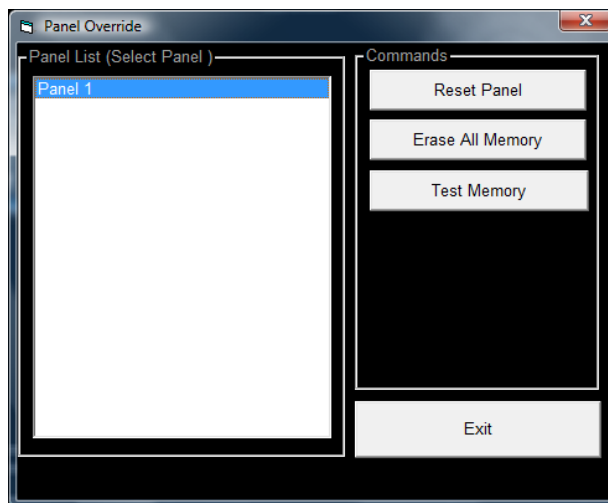
## Using the System – Override Menu

The Override Menu allows you to do some manual override functions for panels, doors, auxiliary relays, outputs, inputs and elevators for your system. This is also where you perform a synchronization of panel times to the software.



### **Override Panel**

The **Override Panel** should only be used by an authorized dealer. This is used to reset the panel, erase memory from the panel and test the panel memory.



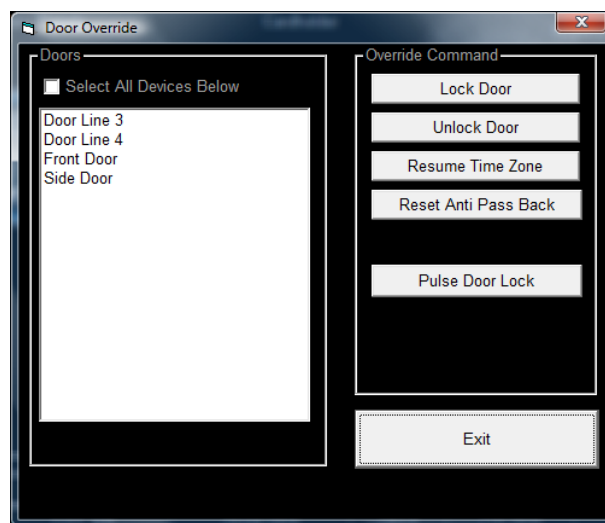


## Override Menu (cont'd)

The **Override Door, Aux Relay, Output, Input and Elevator** menus will display all available devices for control. The screens allow for you to manually control the devices. Simply select the device that you wish to manually override from the left side list and then select from the right side screen (Override Controls) the command that you wish to apply to the device

### Override Doors

Here you can select an individual Door or all Doors and send a Lock, Unlock or Pulse signal to the door. The door will show as Overridden on a Lock or Unlock signal until Resume Time Zone is applied. The same applies for an overridden Anti-Pass Back area.

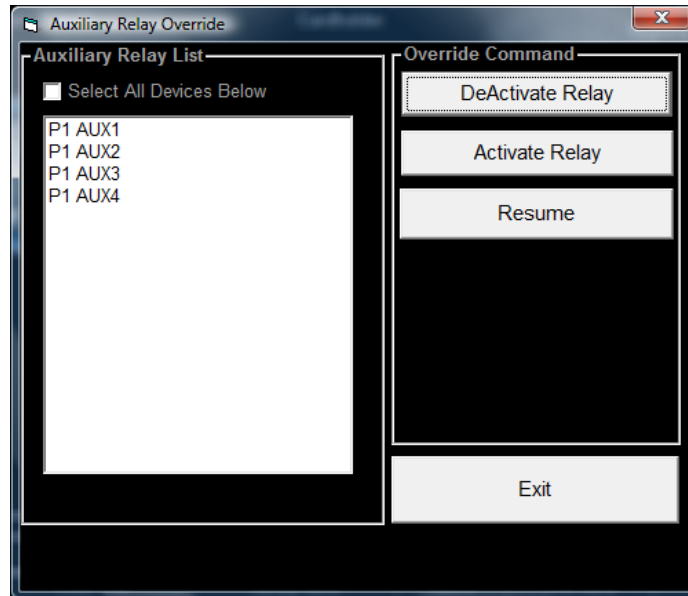


You must apply Resume Time Zone anytime you have overridden a door (secure or public) otherwise the door will not follow its scheduled time zone.

## Override Menu (cont'd)

### Override Auxiliary Relays

Here you can select an individual Auxiliary Relay or all Auxiliary Relays and send an activate or deactivate signal to the relay. The relay will show as Overridden until Resume is applied.

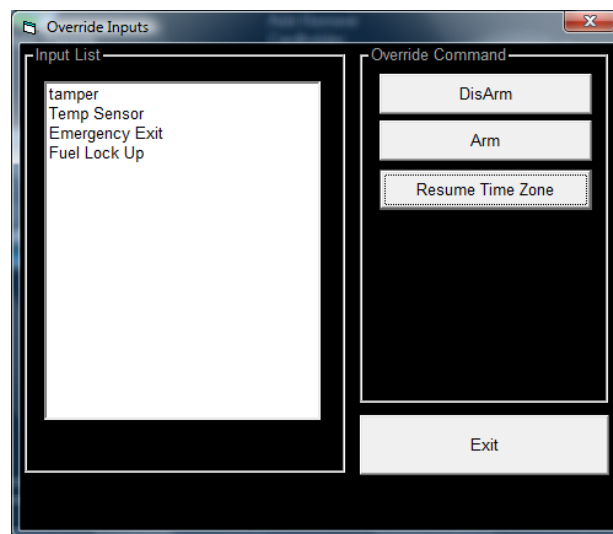
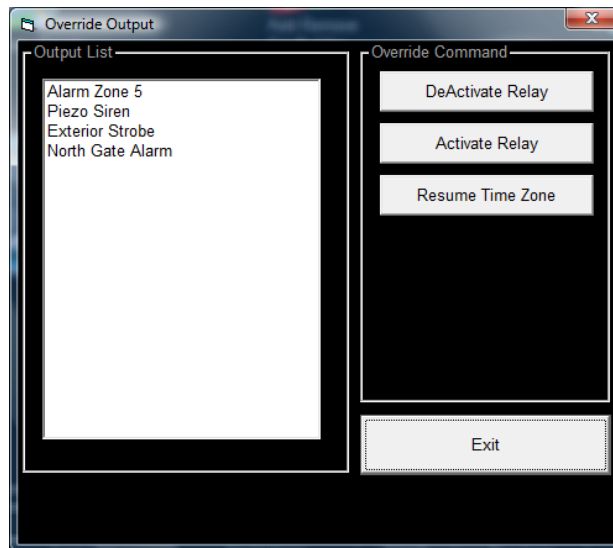


You must apply Resume anytime you have overridden a relay (activate or deactivate) otherwise the relay will not follow properly perform its function as programmed.

## Override Menu (cont'd)

### Override Output or Input Relay

Here you can select an individual Output or Input Relay or all Output or Input Relays and send an activate (arm) or deactivate (disarm) signal to the relay. The relay will show as Overridden until Resume Time Zone is applied.

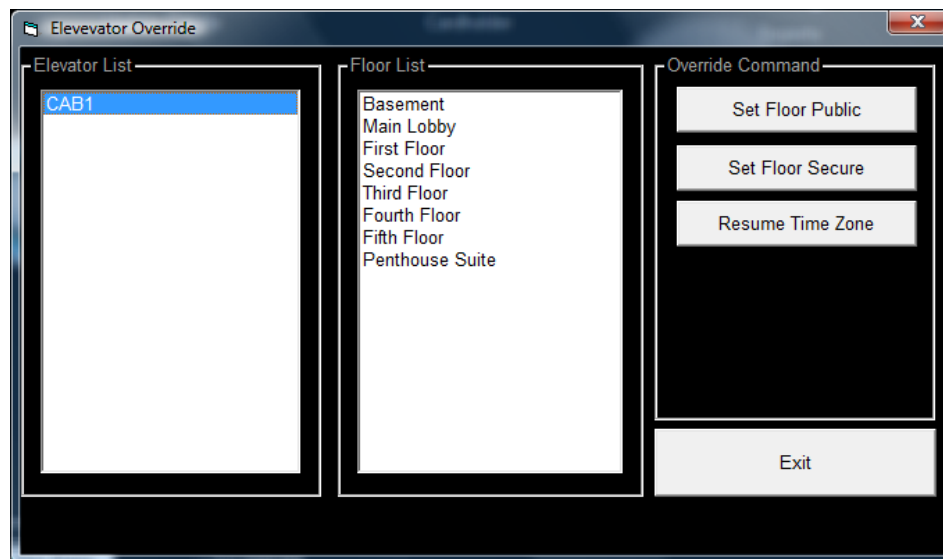


You must apply Resume Time Zone anytime you have overridden an Input or Output otherwise the functionality of the input or output will not follow properly perform programmed.

## Override Menu (cont'd)

### Override Elevator

Here you can select your elevator CAB and then override any listed floor associated with that CAB to public or secure. These will remain as overridden until Resume Time Zone is applied.



You must apply Resume Time Zone anytime you have overridden an Elevator Floor Public or Secure otherwise the floor will not follow its scheduled time zone.

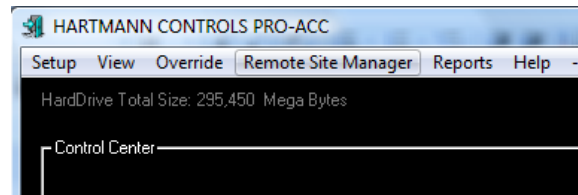
### Synchronize Panel Times

This is where you perform a synchronization of panel times to the software. The panel has its own on-board clock that is not referencing the software applications time which is PC-based. The panels' clock time can drift and is easily identified if the Event Time within the Events screen or log showing unusual dates and/or times which will adversely affect scheduled events. It is recommended that a Panel Time Synchronization is performed on a regular basis if the panel is not permanently connected to the software.

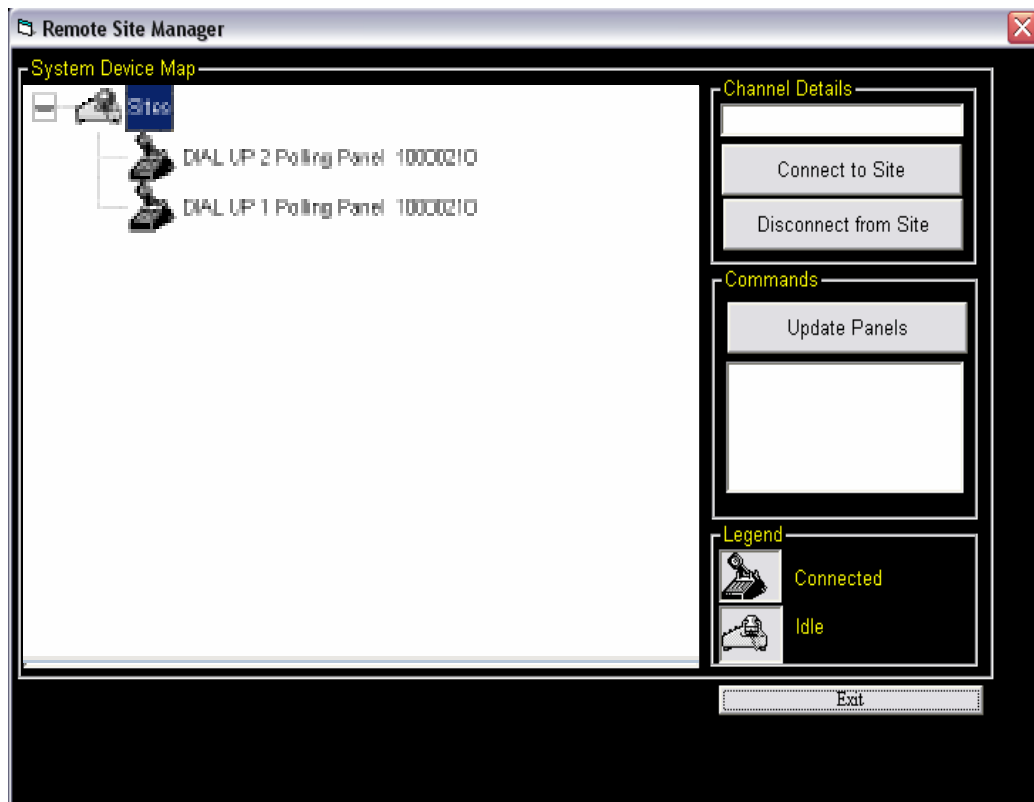
If the software is running permanently or connected to the panel on a regular basis, Panel Time Synchronization occurs automatically every 6 hours. Time synchronization also occurs each time the software is opened assuming the communication channel(s) is active.

## Using the System – Remote Site Manager

The **Remote Site Manager** allows you to control your dial-up sites.

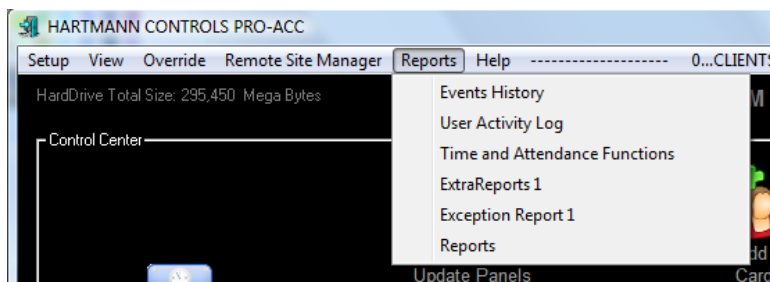


Select your site from the left hand list, and then click on Connect. Once communication has been established you can update your panels and/or control the remote site. Once tasks have been completed, simply click on Disconnect to hang up from site.



## Using the System – Reports Menu

The **Reports** menu allows you to retrieve history information that has been saved by the PRO-ACC System. The Reports menu item within the main Reports list can also be accessed via the Reports quick launch icon from the main screen.



### Events History Report

The **Event History Report** will quickly display in a chronological list format, all the events that were recorded by the system.

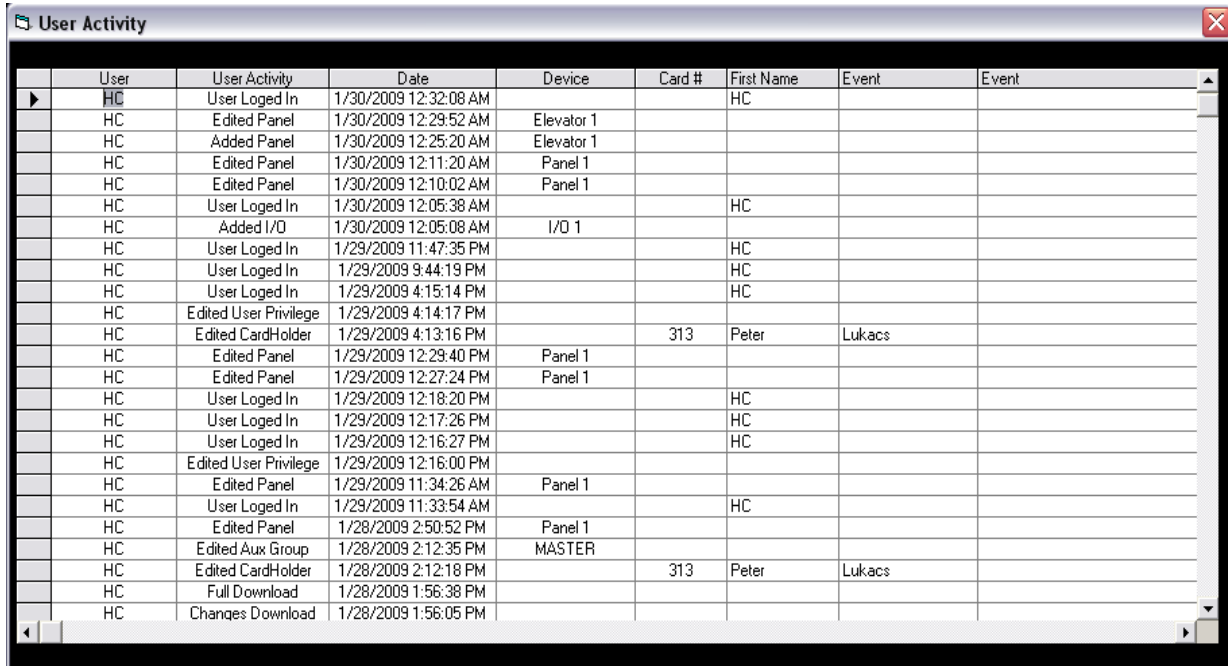
Panel	Event Time	Device Name	Card #	First Name	Last Name	Event Description
Panel 1	1/28/2009 5:29:41 PM		0			Panel Not Responding
Panel 1	1/28/2009 2:41:00 PM	Front Door	0			Person Requested Access by button
Panel 1	1/28/2009 1:58:27 PM	Front Door	313	Peter	Lukacs	Access Granted
Panel 1	1/28/2009 1:58:22 PM	Front Door	313	Peter	Lukacs	Access Granted
Panel 1	1/28/2009 1:58:20 PM	Front Door	313	Peter	Lukacs	Access Granted
Panel 1	1/28/2009 1:56:47 PM		0			Panel Timezones Table Update Suc
Panel 1	1/28/2009 1:56:46 PM		0			Panel Access Tables Update Succe
Panel 1	1/28/2009 1:56:44 PM		0			Panel Doors Table Update Successf
Panel 1	1/28/2009 1:56:40 PM		0			Panel Aux Relay Tables Update Suc
Panel 1	1/28/2009 1:56:40 PM		0			Panel Site Code Table Update Succ
Panel 1	1/28/2009 1:56:39 PM		0			Panel Card Table Update Successfu
Panel 1	1/28/2009 1:56:39 PM		0			Panel Holidays Update Successful
Panel 1	1/28/2009 1:56:33 PM	Front Door	313	Peter	Lukacs	Access Granted
Panel 1	1/28/2009 1:56:28 PM	Front Door	313	Peter	Lukacs	Access Granted
Panel 1	1/28/2009 1:56:27 PM	Front Door	313	Peter	Lukacs	Access Granted
Panel 1	1/28/2009 1:56:13 PM		0			Panel Doors Table Update Successf
Panel 1	1/28/2009 1:55:18 PM	Front Door	313	Peter	Lukacs	Access Granted
Panel 1	1/28/2009 1:55:13 PM	Front Door	313	Peter	Lukacs	Access Granted
Panel 1	1/28/2009 1:55:11 PM	Front Door	313	Peter	Lukacs	Access Granted
Panel 1	1/28/2009 1:55:02 PM	Front Door	313	Peter	Lukacs	Access Granted
Panel 1	1/28/2009 1:54:57 PM	Front Door	313	Peter	Lukacs	Access Granted
Panel 1	1/28/2009 1:54:55 PM	Front Door	313	Peter	Lukacs	Access Granted
Panel 1	1/28/2009 10:50:15 AM	Equipment Room	0			Operator Commanded Resume Time
Panel 1	1/28/2009 10:50:13 AM	Emergency Exit	0			Operator Commanded Resume Time
Panel 1	1/28/2009 10:49:50 AM	Front Door	0			Door Closed
Panel 1	1/28/2009 10:49:49 AM	Back Door	0			Operator Commanded Resume Time
Panel 1	1/28/2009 10:49:48 AM	Back Door	0			Operator Unlocked door
Panel 1	1/28/2009 10:49:48 AM	Front Door	0			Door Forced Open

By clicking on any of the headers of the data columns, the report will resort itself based on the column selected.

## Reports (cont'd)

### User Activity Log

The User Activity Log report will display in a list format, all the functions that a particular user had done to the system. That is why it is important to assign a User Log for every individual that you will allow access into the PRO-ACC System.



The screenshot shows a window titled "User Activity" with a table of user activities. The table has columns for User, User Activity, Date, Device, Card #, First Name, Event, and Event. The data is sorted by date, showing activities from January 28, 2009, to January 30, 2009.

User	User Activity	Date	Device	Card #	First Name	Event	Event
HC	User Logged In	1/30/2009 12:32:08 AM			HC		
HC	Edited Panel	1/30/2009 12:29:52 AM	Elevator 1				
HC	Added Panel	1/30/2009 12:25:20 AM	Elevator 1				
HC	Edited Panel	1/30/2009 12:11:20 AM	Panel 1				
HC	Edited Panel	1/30/2009 12:10:02 AM	Panel 1				
HC	User Logged In	1/30/2009 12:05:38 AM			HC		
HC	Added I/O	1/30/2009 12:05:08 AM	I/O 1				
HC	User Logged In	1/29/2009 11:47:35 PM			HC		
HC	User Logged In	1/29/2009 9:44:19 PM			HC		
HC	User Logged In	1/29/2009 4:15:14 PM			HC		
HC	Edited User Privilege	1/29/2009 4:14:17 PM					
HC	Edited CardHolder	1/29/2009 4:13:16 PM		313	Peter	Lukacs	
HC	Edited Panel	1/29/2009 12:29:40 PM	Panel 1				
HC	Edited Panel	1/29/2009 12:27:24 PM	Panel 1				
HC	User Logged In	1/29/2009 12:18:20 PM			HC		
HC	User Logged In	1/29/2009 12:17:26 PM			HC		
HC	User Logged In	1/29/2009 12:16:27 PM			HC		
HC	Edited User Privilege	1/29/2009 12:16:00 PM					
HC	Edited Panel	1/29/2009 11:34:26 AM	Panel 1				
HC	User Logged In	1/29/2009 11:33:54 AM			HC		
HC	Edited Panel	1/28/2009 2:50:52 PM	Panel 1				
HC	Edited Aux Group	1/28/2009 2:12:35 PM	MASTER				
HC	Edited CardHolder	1/28/2009 2:12:18 PM		313	Peter	Lukacs	
HC	Full Download	1/28/2009 1:56:38 PM					
HC	Changes Download	1/28/2009 1:56:05 PM					

By clicking on any of the headers of the data columns, the report will resort itself based on the column selected.

## Reports (cont'd)

### Time and Attendance Functions

The **Time and Attendance Functions** report requires a Reader IN and Reader OUT pre-configured in order to work correctly. You can also use the Reader IN and Reader OUT for a quick roll call of who is in the building. These two features are only as good as the sites staff or processes in regard to mandatory movement through the configured In and OUT readers.

Time and Attendance / Who is In?

Edit Save Exit

Who is in?  
This report is based on the last 24 Hours

Who is in?  
Who Is In CSV

Available Readers

- Front Door R1
- Back Door R2
- Shipping R3
- Emp Ent R4

In Readers

- Front Door R1

Out Readers

- Back Door R2

Time and Attendance Functions

Start Date mm/dd/yy  
9/15/10

End Date mm/dd/yy  
9/22/10

Card Holders

☒ All ☐ Selected

Card Number

Select font type of Courier New  
Disable word wrapping for best viewing

Run Report

Run Report to CSV



The Time and Attendance Functions is not a payroll or accounting package and should only be used for time verification.



## Reports (cont'd)

### Extra Reports1

The **Extra Reports1** menu option allows the user to run 4 categories of reports based on a Start and End Date range such as: **Multiple Card Usage**, **Card Holder First and Last Card Usage**, **Card Holder Usage with Filtering** (Card Number or Transaction Type Filtering) and **Total Card Usage**.

The screenshot shows a window titled "Extra Reports 1 (Saved as CSV file for easy manipulation with excel)". It contains four sections for generating reports:

- Time To Run Report Against:** Includes date pickers for Start Date (9/20/10) and End Date (9/27/10), and an Exit button.
- Open With:** Radio buttons for "Open With Simple Notepad" and "Open With Excell".
- Multiple Card Usage:** A "Minutes" spinner set to 10, a "Reasonable Time Frame between Usage" label, a "Run Report" button, a "Directory" field with "c:\PRO\_ACC Reports", and a "FileName" field with "MultipleCrdUsage".
- Card Holder First And Last Card Usage:** Radio buttons for "All Card Holders" and "Selected Card Only" (with a text input "1000000"), a "Run Report" button, a "Directory" field with "c:\PRO\_ACC Reports", and a "File Name" field with "FirstAndLast".
- CardHolder Usage With Filtering:** Radio buttons for "All Card Holders" and "Selected Card Only" (with a text input "1000000"), a "Run Report" button, radio buttons for "All Transactions" and "Selected Transaction Only" (with a dropdown "Select Event Type"), a "Directory" field with "c:\PRO\_ACC Reports", and a "File Name" field with "CardUsage".
- Total Card Usage:** Radio buttons for "All Card Holders" and "Selected Card Only" (with a text input "1000000"), a "Run Report" button, a "Directory" field with "c:\PRO\_ACC Reports", and a "File Name" field with "CardUsageCount".

Each report can be managed for all card holders or by specific card holder. The user can select the directory to save the reports into, create a filename for the report and can also select the reports output file format type (NotePad for .txt or Excel for .csv).

## Reports (cont'd)

### Exception Report 1

The **Exception Report 1** is used to identify card holder movement between two readers when a time requirement is mandated from presentation at one reader until presentation at the second reader. The exception report will only be generated when an event exceeds the presentation minute criteria.

Exception 1 Report

This Report works as follows, if a card is presented at reader1 it has XX minutes to be presented at Reader2. If it is not seen at reader 2 in the selected time period it will show in an exception report.

<input type="checkbox"/> Include	Reader Name	10	Minutes	Reader Name
<input type="checkbox"/> Include	Reader Name	10	Minutes	Reader Name
<input type="checkbox"/> Include	Reader Name	10	Minutes	Reader Name
<input type="checkbox"/> Include	Reader Name	10	Minutes	Reader Name
<input type="checkbox"/> Include	Reader Name	10	Minutes	Reader Name
<input type="checkbox"/> Include	Reader Name	10	Minutes	Reader Name

Directory: c:\PRO\_ACC Reports      File Name: Exception Report

**Time To Run Report Against**

M/dd/yy      M/dd/yy  
7/27/10      Start Date      8/03/10      End Date

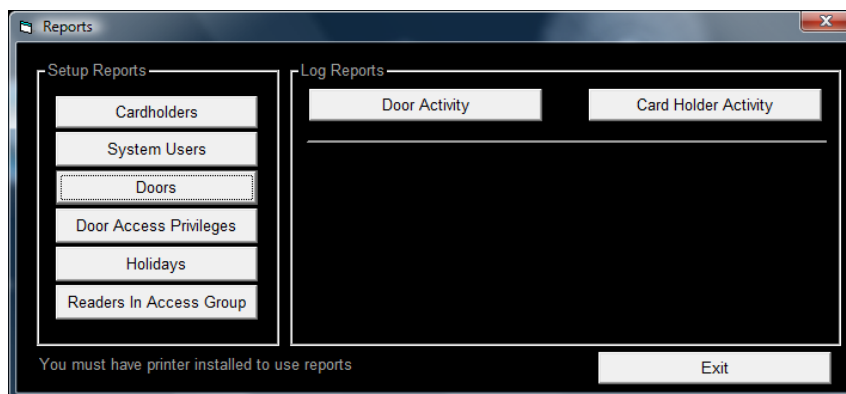
Run Report      Exit

## Reports (cont'd)

### Reports

This allows the user to print system programming information **Setup Reports** and **Log History Reports** by reader door and or cardholder (active and non-deleted card holders only). This option is also available via the quick launch icon on the main PRO-ACC screen.

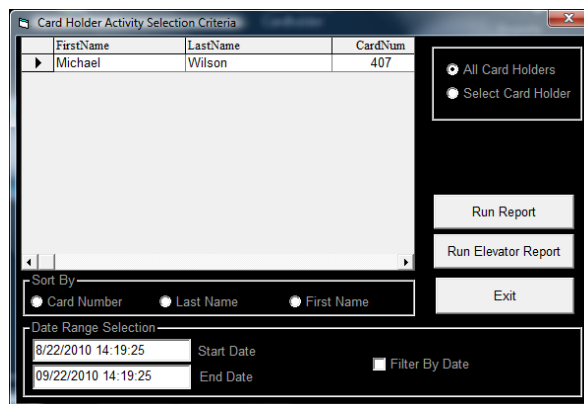
The Setup Reports are good to print off once you have finished setting up your system parameters. The Log Reports allow you to run history reports by Door Activity or Cardholder Activity. These reports let you search via date and time for a specific event. These reports then can be emailed or exported into a variety of formats such as Crystal Reports, Excel, Lotus, Word and etc.



### Card Holder Activity Report

This report allows the user to create a User Activity Report based on a single card holder or all card holders for Doors or Elevators; sort the listing by Card Number, First Name, or Last Name; and set an optional Date Range Selection.

If you are using the date range criteria, it is important to understand that the system tracks events within a calendar day by the hours/minutes/seconds. The time element of the Date Range Selection uses the 24-hour clock (military time).



## Reports (cont'd)

Time	Reader Name	First Name	Last Name	Card#	Event
2010/09/21 10:11:00	Back Door R2	Michael	Wilson	407	Person Entered
2010/09/21 10:11:21	Front Door R1	Michael	Wilson	407	Person Entered
2010/09/21 10:13:45	Front Door R1	Michael	Wilson	407	Person Entered
2010/09/21 10:13:45	Back Door R2	Michael	Wilson	407	Person Entered
2010/09/21 10:13:55	Back Door R2	Michael	Wilson	407	Person Entered
2010/09/21 10:14:31	Front Door R1	Michael	Wilson	407	Person Entered
2010/09/21 10:14:31	Back Door R2	Michael	Wilson	407	Person Entered
2010/09/21 10:21:43	Back Door R2	Michael	Wilson	407	Person Entered
2010/09/21 10:21:43	Back Door R2	Michael	Wilson	407	Person Entered
2010/09/21 10:21:44	Front Door R1	Michael	Wilson	407	Person Entered
2010/09/21 10:21:53	Back Door R2	Michael	Wilson	407	Person Entered
2010/09/21 10:21:54	Front Door R1	Michael	Wilson	407	Person Entered
2010/09/21 14:22:20	Front Door R1	Michael	Wilson	407	Person Entered
2010/09/21 14:22:20	Back Door R2	Michael	Wilson	407	Person Entered
2010/09/21 14:22:23	Back Door R2	Michael	Wilson	407	Person Entered
2010/09/21 14:22:36	Back Door R2	Michael	Wilson	407	Person Entered
2010/09/21 14:23:41	Back Door R2	Michael	Wilson	407	Person Entered
2010/09/21 13:49:14	Back Door R2	Michael	Wilson	407	Person Entered
2010/09/21 13:49:44	Back Door R2	Michael	Wilson	407	Person Entered
2010/09/21 13:49:47	Back Door R2	Michael	Wilson	407	Person Entered

### Door Activity Report

This report allows the user to create a Door Activity Report based on a single reader or all readers and set an optional Date Range Selection.

If you are using the date range criteria, it is important to understand that the system tracks events within a calendar day by the hours/minutes/seconds. The time element of the Date Range Selection uses the 24-hour clock (military time).

Reader Activity

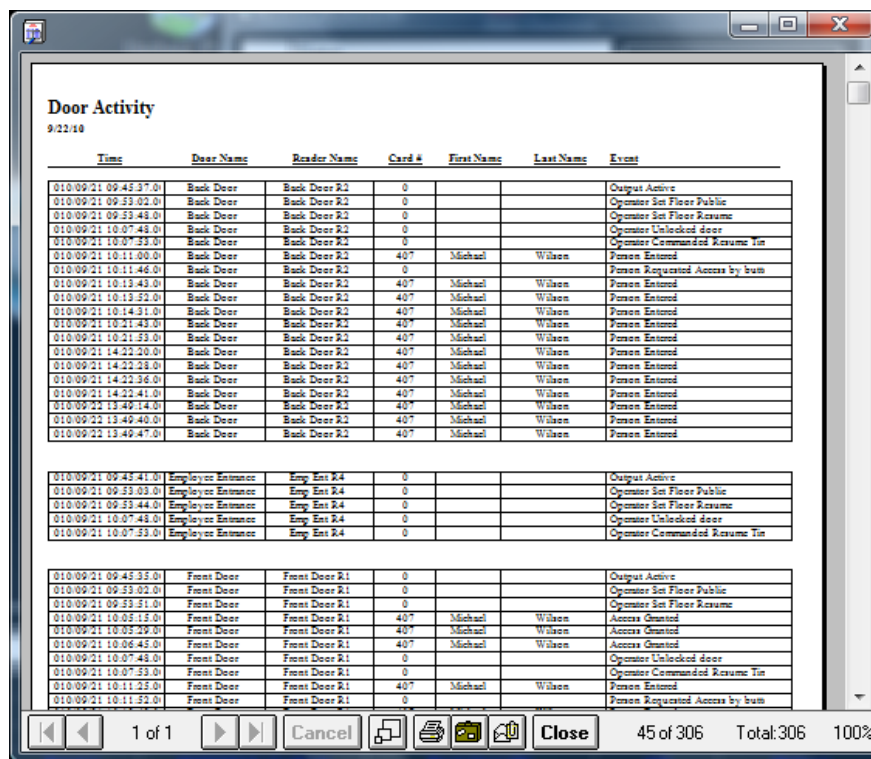
Name  
Back Door R2  
Emp Ent R4  
Front Door R1  
Shipping R3

☒ All Readers  
☐ Select Reader

Run Report  
Exit

Date Range Selection  
Start Date: 8/22/2010 14:43:34  
End Date: 09/22/2010 14:43:34  
☐ Filter By Date

## Reports (cont'd)



**Door Activity**  
9/22/10

Time	Door Name	Reader Name	Card #	First Name	Last Name	Event
010/09/21 09:43:37.0	Back Door	Back Door R2	0			Output Active
010/09/21 09:53:02.0	Back Door	Back Door R2	0			Operator Set Floor Public
010/09/21 09:53:43.0	Back Door	Back Door R2	0			Operator Set Floor Resume
010/09/21 10:07:48.0	Back Door	Back Door R2	0			Operator Unlocked door
010/09/21 10:07:53.0	Back Door	Back Door R2	0			Operator Commanded Resume Tim
010/09/21 10:11:00.0	Back Door	Back Door R2	407	Michael	Wilson	Person Entered
010/09/21 10:11:46.0	Back Door	Back Door R2	0			Person Requested Access by butt
010/09/21 10:13:43.0	Back Door	Back Door R2	407	Michael	Wilson	Person Entered
010/09/21 10:13:52.0	Back Door	Back Door R2	407	Michael	Wilson	Person Entered
010/09/21 10:14:51.0	Back Door	Back Door R2	407	Michael	Wilson	Person Entered
010/09/21 10:21:43.0	Back Door	Back Door R2	407	Michael	Wilson	Person Entered
010/09/21 10:21:53.0	Back Door	Back Door R2	407	Michael	Wilson	Person Entered
010/09/21 14:22:20.0	Back Door	Back Door R2	407	Michael	Wilson	Person Entered
010/09/21 14:22:28.0	Back Door	Back Door R2	407	Michael	Wilson	Person Entered
010/09/21 14:22:36.0	Back Door	Back Door R2	407	Michael	Wilson	Person Entered
010/09/21 14:22:41.0	Back Door	Back Door R2	407	Michael	Wilson	Person Entered
010/09/21 13:49:14.0	Back Door	Back Door R2	407	Michael	Wilson	Person Entered
010/09/22 13:49:40.0	Back Door	Back Door R2	407	Michael	Wilson	Person Entered
010/09/22 13:49:47.0	Back Door	Back Door R2	407	Michael	Wilson	Person Entered
010/09/21 09:43:41.0	Employee Entrance	Emp Ent R4	0			Output Active
010/09/21 09:53:03.0	Employee Entrance	Emp Ent R4	0			Operator Set Floor Public
010/09/21 09:53:44.0	Employee Entrance	Emp Ent R4	0			Operator Set Floor Resume
010/09/21 10:07:48.0	Employee Entrance	Emp Ent R4	0			Operator Unlocked door
010/09/21 10:07:53.0	Employee Entrance	Emp Ent R4	0			Operator Commanded Resume Tim
010/09/21 09:43:33.0	Front Door	Front Door R1	0			Output Active
010/09/21 09:53:02.0	Front Door	Front Door R1	0			Operator Set Floor Public
010/09/21 09:53:51.0	Front Door	Front Door R1	0			Operator Set Floor Resume
010/09/21 10:03:13.0	Front Door	Front Door R1	407	Michael	Wilson	Access Granted
010/09/21 10:03:29.0	Front Door	Front Door R1	407	Michael	Wilson	Access Granted
010/09/21 10:06:45.0	Front Door	Front Door R1	407	Michael	Wilson	Access Granted
010/09/21 10:07:48.0	Front Door	Front Door R1	0			Operator Unlocked door
010/09/21 10:07:53.0	Front Door	Front Door R1	0			Operator Commanded Resume Tim
010/09/21 10:11:25.0	Front Door	Front Door R1	407	Michael	Wilson	Person Entered
010/09/21 10:11:52.0	Front Door	Front Door R1	0			Person Requested Access by butt

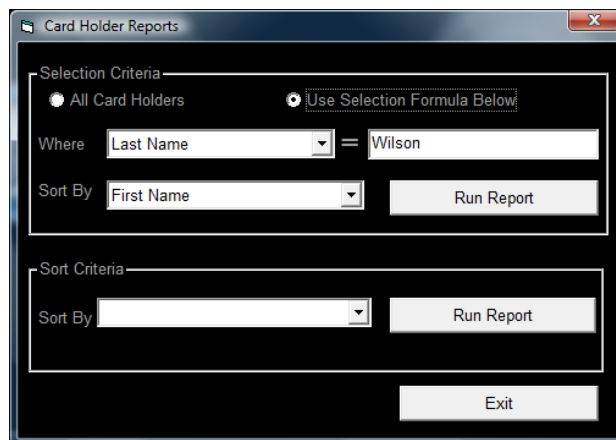
1 of 1    Cancel    Close    45 of 306    Total:306    100%

## System Programming Setup Reports

This section for reports is essential for maintaining a hard copy of key software and hardware configuration settings.

## Card Holder Reports

This report allows the user to generate a list of All Card Holders, specific selection criteria based on any card holder field as well as sorting the output based on any of the card holder fields.



**Card Holder Reports**

Selection Criteria

☒ All Card Holders    ☐ Use Selection Formula Below

Where: Last Name = Wilson

Sort By: First Name    Run Report

Sort Criteria

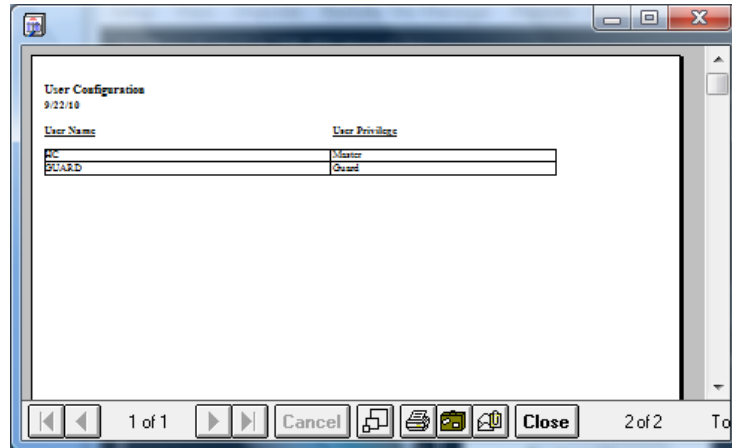
Sort By:    Run Report

Exit

## Reports (cont'd)

### System User Report

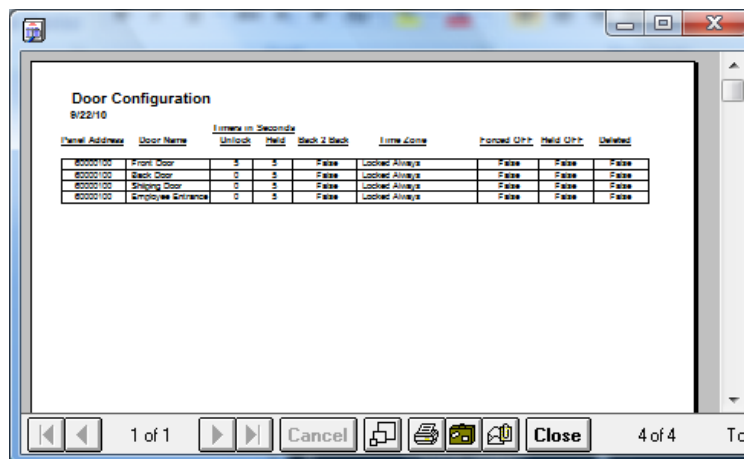
This report generates a list of all active users that can log into the PRO-ACC software system.



User Name	User Privilege
MC	Monitor
GUARD	Guard

### Doors Configuration Report

This report generates a list of all Door Configurations including information such as: Panel Address, Door Name, Timer Info, if back To Back, Time Zone and Forced/Held options.

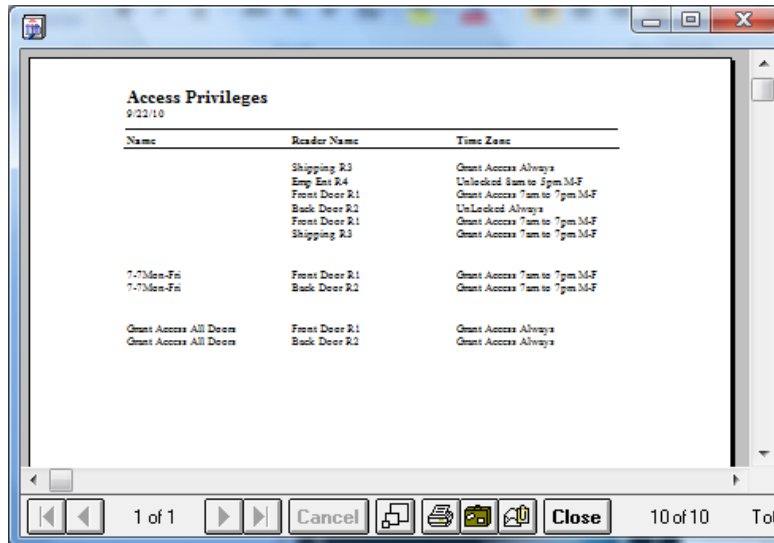


Panel Address	Door Name	Timers in Seconds		Back 2 Back	Time Zone	Forced O/P	Held O/P	Deleted
		Unlock	Held					
80000100	Front Door	5	5	False	Locked Always	False	False	False
80000100	Back Door	0	5	False	Locked Always	False	False	False
80000100	Shipping Door	0	5	False	Locked Always	False	False	False
80000100	Employee Entrance	0	5	False	Locked Always	False	False	False

## Reports (cont'd)

### Door Access Privileges Report

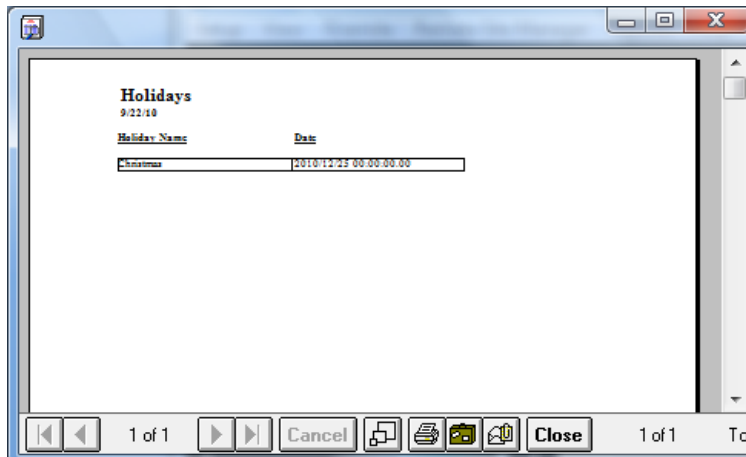
This report generates a list of all Access Privileges, all readers associated with the particular privilege and the Time Zone applied to each reader within the privilege.



Name	Reader Name	Time Zone
Shipping R3		Grant Access Always
Emp Ent R4		Unlocked 8am to 5pm M-F
Front Door R1		Grant Access 7am to 7pm M-F
Back Door R2		Unlocked Always
Front Door R1		Grant Access 7am to 7pm M-F
Shipping R3		Grant Access 7am to 7pm M-F
7-7Mon-Fri	Front Door R1	Grant Access 7am to 7pm M-F
7-7Mon-Fri	Back Door R2	Grant Access 7am to 7pm M-F
Grant Access All Doors	Front Door R1	Grant Access Always
Grant Access All Doors	Back Door R2	Grant Access Always

### Holidays Report

This report generates a list of all scheduled Holiday names and the date they are applicable to.

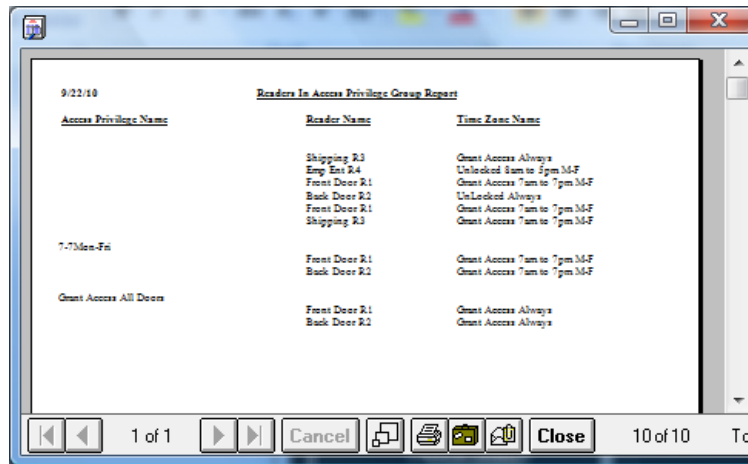


Holiday Name	Date
Christmas	2010/12/25 00:00:00.00

## Reports (cont'd)

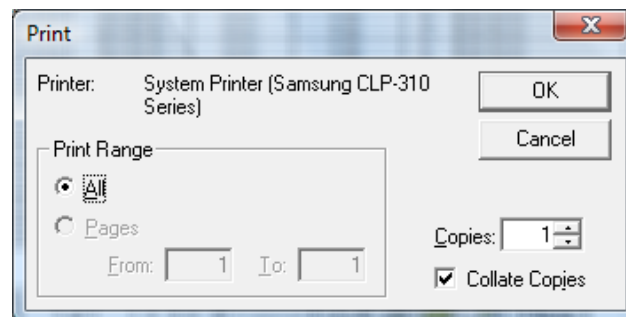
### Readers in Access Group Report

The report generates the same listing of information as the Door Access Privilege report.

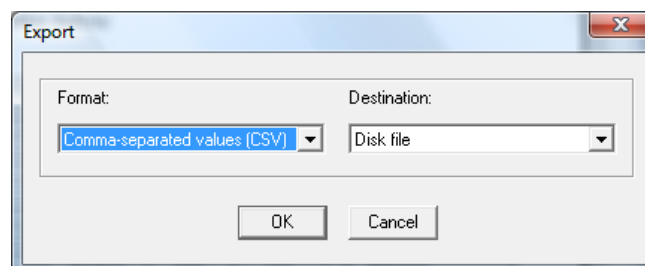


Once you run your report, a window opens presenting the report results to the user. You have the options print the report by clicking the **Print** icon, export and save the report in various formats and to specified drives by clicking the **Suitcase** icon, or email as an attachment by clicking the **Envelope/Paperclip** icon.

### Print the Report



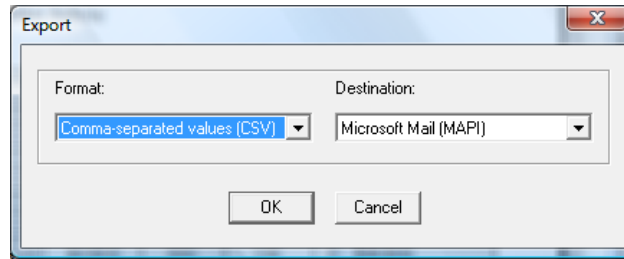
### Export Report to Disk File





## Reports (cont'd)

### Export Report as Attachment to Email



Click the **Close** button once you have finished with the report.



**Printer software must be configured on the PC for these reports to be presented on-screen.**

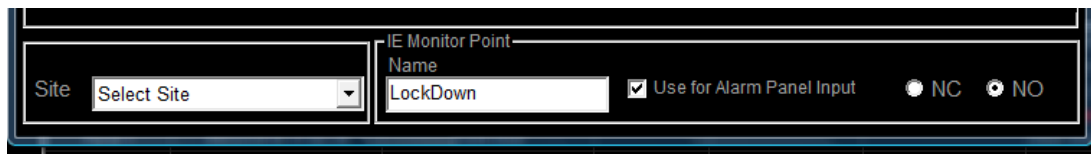
## Configuring 3X Superior Functionality

The general purpose of the 3X (3-swipe) process is to allow an authorized cardholder to lockdown the entire system (excluding any doors configured not to be part of the lockdown) with 3 swipes of a card at a specified reader or to use the 3-swipe process to arm or disarm an alarm.

### 3-Swipe Manual Lockdown

Once it has been determined which reader will be used as the designated 3-swipe lockdown reader, from the Setup menu, select Hardware Setup and select Door Panels from the sub-menu. Go to the correct panel and note the reader (1, 2, 3 or 4).

On the main Door Panel Setup screen, click Edit and check Use for Alarm Panel Input and give the IE Monitor Point an appropriate name.



The screenshot shows a software interface for configuring a door panel. On the left, there is a 'Site' dropdown menu with 'Select Site' as the current selection. To the right, under the heading 'IE Monitor Point', there is a 'Name' text box containing the text 'LockDown'. Next to the name box is a checked checkbox labeled 'Use for Alarm Panel Input'. To the right of the checkbox are two radio buttons: 'NC' (which is selected) and 'NO'.

Now, within the same panel, click the Auxiliary Relays button in the upper right corner. From the Auxiliary relay setup screen, select the relay that is directly correlated to the reader number or position (ie: if you are using reader 1 for the 3-swipe, then you will configure Aux Relay 1).



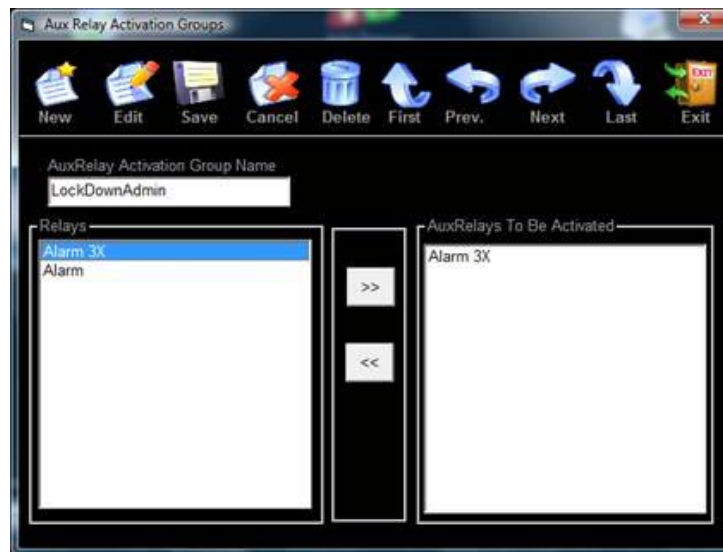
The screenshot shows the 'Auxiliary Relays' setup window. The title bar says 'Auxiliary Relays'. Inside, under the heading 'Auxiliary Relay 1 Setup', there is a 'Name' text box containing 'Alarm 3X'. Below that is a 'Relay Trigger Type' dropdown menu with 'Alarm Interface' selected. At the bottom of the window, there is a section labeled 'Pulse or Timer' with a checked checkbox labeled 'Toggle'.

## Configuring 3X Superior Functionality (cont'd)

Give the relay an appropriate name and select **Alarm Interface** from the **Relay Trigger Type** dropdown list. Check the **Pulse or Timer** checkbox so that you are using **Toggle**.

Click **Done**, **Save** and **Exit**.

From the **Setup** menu, select **Aux Relay Activation Groups**. Click **New** and give this new Activation Group and appropriate name for the lockdown process. From the left pane, highlight the name of the relay associated with the reader and either double-click it or use the double arrow button to move it over to the right pane. Once complete, click **Save** and **Exit**.



Lastly, go to the applicable card holder that is determined to possess the 3-swipe lockdown and click **Edit**. Under the **Aux Relay Activation Group** dropdown, select the lockdown group created for this process. Click **Save** and **Exit**.

For wiring, run 2 wires from the IE wire block along the bottom edge of the panel and connect them directly to the NO (normally open) and C (common) connections on the auxiliary relay associated with the lockdown reader. (NO wire connects to the left connection on the IE block, C wire connects to the right connection on the IE block as described earlier in the hardware section of this guide).

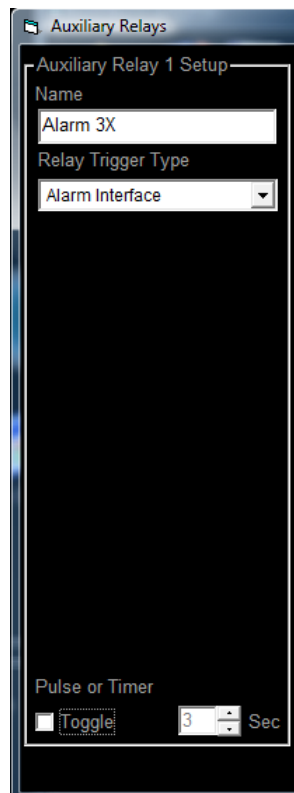
Shut down the PRO-ACC software and once restarted, perform an **Update – Full Download**. You should now be able to test the cardholder at the assigned reader by swiping the reader 3 times (must get 3 beep/acknowledgments). Any public door will now go secure (unless excluded from the lockdown process), event screen will indicate Armed and reader LED's will flash RED/GREEN continuously. To exit lockdown and resume doors back to their schedules, swipe the assigned reader 3 times again.

## Configuring 3X Superior Functionality (cont'd)

### 3-Swipe Alarm Interface

This process is configured very similar to the 3-Swipe Manual Lockdown with the exception of configuration of the Pulse or Timer option within the Auxiliary Relay setup screen.

Leave the Toggle checkbox unchecked and if required, enter the number of seconds for the alarm panel to detect the relay closure (typically 1 second is sufficient).



You will still need to create an Aux Relay Activation Group and then assign it to designated card holders.

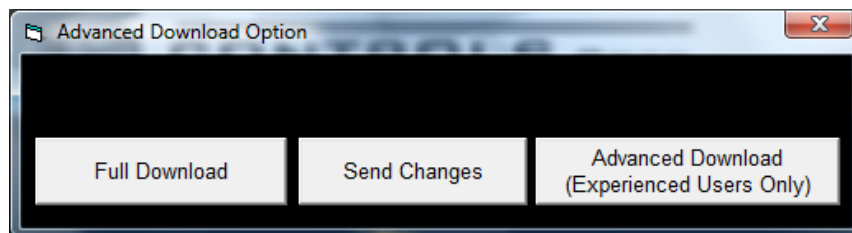
For wiring, refer to diagrams as described earlier in the hardware section of this guide.

Shut down the PRO-ACC software and once restarted, perform an Update – Full Download. You should now be able to test the cardholder at the assigned reader by swiping the reader 3 times (must get 3 beep/acknowledgments). It can also be configured to sense a signal to arm the alarm via a keypad entry, key switch or push button. Any public door will now go secure (unless excluded from the lockdown process), event screen will indicate Armed and reader LED's will flash RED/GREEN continuously. To exit lockdown and resume doors back to their schedules, swipe the assigned reader 3 times again.

## Using the System – Update Panels

The **Update** quick launch icon allows you to manually send changes to the controller panel(s) that you have made within the software.

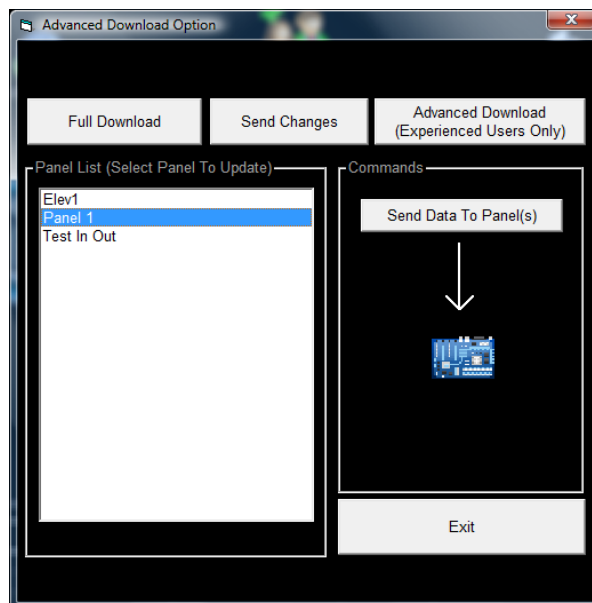
**Note:** When making changes to card holders, you do not need to update your system as these are automatically sent when you hit the Save button.



By selecting **Full Download**, a complete set of 7 tables will be sent to each installed panel overwriting the memory of each controller completely. This set of 7 tables includes (in the following order); Holidays, Cards, Site Codes, Aux Relay, Doors, Access and Timezones.

By selecting **Send Changes**, only the tables that are affected by the recent software additions or changes will be updated.

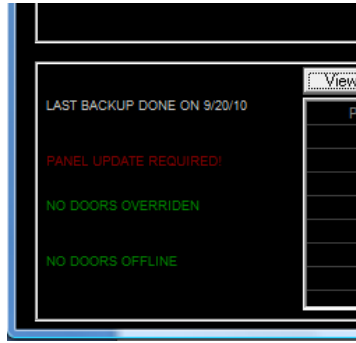
By selecting **Advanced Download**, you can select which specific panel you require sending a complete set of 7 tables to. You must select the panel from the window list on the left and click the **Send Data to Panel(s)** button.



Advanced Download should only be performed when instructed by your dealer, installer or Technical Support.

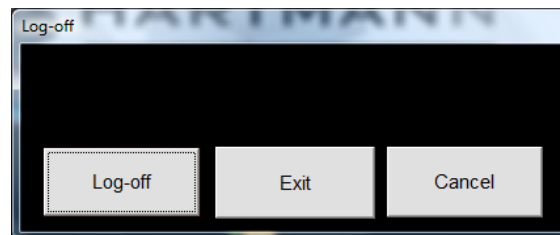
## Using the System – Update Panels

**Note:** When you make any configuration change that is not automatically sent to the controllers, the PRO-ACC software will pop up and flash a message indicating '**Panel Update Required!**' as shown below.



## Logging Out and Closing the PRO-ACC Software Application

To log out of the PRO-ACC software or close the application, click the red 'X' in the most upper-right corner of the PRO-ACC screen.



By clicking the **Log-Off** button, the application will close communication to the controller(s), the main screen will close and the user will be presented with the startup Log In screen.

By clicking the **Exit** button, the application will close communication to the controller panel(s) and shut down the PRO-ACC application. If within System Setup, the software has been configured for AutoLogOn/Password LogOff, the user will be required to enter a valid User/Password combination to exit or log off.



By clicking **Cancel**, the Log-Off window will close and the user will return to the main PRO-ACC screen.

## Server – Client Workstation Setup

The PRO-ACC Access system is capable of supporting additional PC control for administering the system.

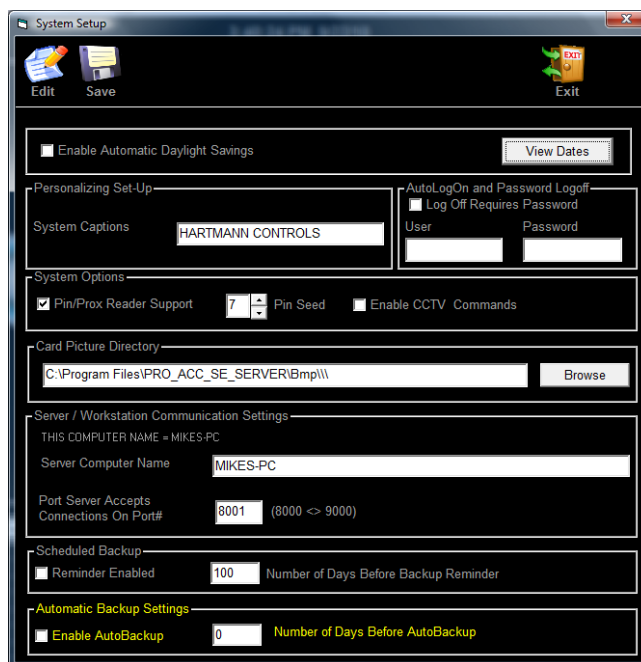
Server Software is installed on the main computer that will be communicating to the field panels. It does not need to be installed on windows server software, it will run on Win98, Win2000, WinXP, Vista and Windows 7.

The Client Workstation software is installed on extra PC's where you would like to allow additional control of the system. It is not needed if you only require one PC to manage the system.

To setup a Server – Client Workstation system, please follow these steps.

**Step 1.)** Install the PRO-ACC Server software on your main PC that will be communicating to the panels. When you have finished installing the software, run the software and log in. Then go to **Setup>>System Setup>>System Setup**.

Click **Edit**. Where it shows **Server Computer Name**, please enter the windows name of the PC as indicated (case-sensitive). It shows you what it has identified the name just above as 'THIS COMPUTER NAME =....'. Just below is Ports this server accepts connections on. This is the port the server will open and wait for workstations to connect through.



The screenshot shows the 'System Setup' window with the following sections:

- Enable Automatic Daylight Savings**: A checkbox that is currently unchecked. A 'View Dates' button is to its right.
- Personalizing Set-Up**: Includes a 'System Captions' field with the text 'HARTMANN CONTROLS'.
- AutoLogOn and Password Logoff**: Includes a 'Log Off Requires Password' checkbox (unchecked) and fields for 'User' and 'Password'.
- System Options**: Includes a checked 'Pin/Prox Reader Support' checkbox, a 'Pin Seed' field with the value '7', and an unchecked 'Enable CCTV Commands' checkbox.
- Card Picture Directory**: Includes a text field with the path 'C:\Program Files\PRO\_ACC\_SE\_SERVER\Bmp\\\' and a 'Browse' button.
- Server / Workstation Communication Settings**: Includes a field for 'THIS COMPUTER NAME = MIKES-PC', a 'Server Computer Name' field with the value 'MIKES-PC', and a 'Port Server Accepts Connections On Port#' field with the value '8001' (range 8000 <- 9000).
- Scheduled Backup**: Includes a checked 'Reminder Enabled' checkbox and a 'Number of Days Before Backup Reminder' field with the value '100'.
- Automatic Backup Settings**: Includes a checked 'Enable AutoBackup' checkbox and a 'Number of Days Before AutoBackup' field with the value '0'.



**You need to make sure that no firewall is blocking this port.**

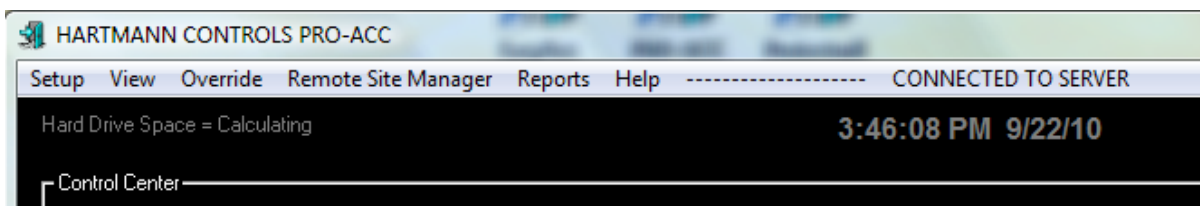
## **Server – Client Workstation Setup (cont'd)**

**Step 2.)** You now need to share the database directory for the workstation. This is done via windows sharing. In windows file explorer, go to where you installed the ProtectorII software, this is most likely "C:\Program Files\PRO\_ACC\_SERVER. Right click on the dbase directory and click sharing. Enable sharing on the network. Users must have read/write permissions.

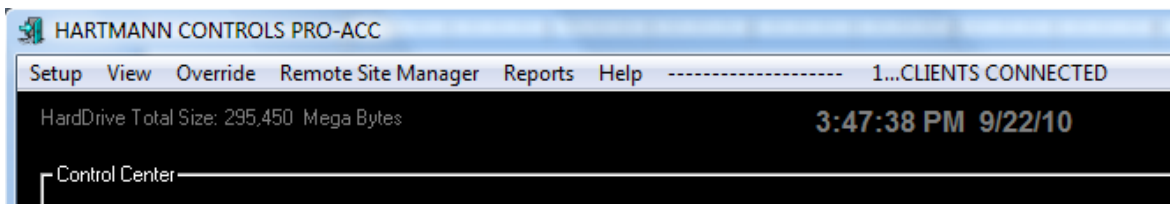
**Step 3.)** Go to the client PC that you would like to control the system with. You now need to map the network drive to the shared dbase directory you created above. Click on Tools and Map Network Drive, find the database drive we created earlier and map it.

**Step 4.)** From the client PC, now install the client workstation software from the PRO-ACC DVD. (If installed onto a Vista or Windows7 PC, refer to required compatibility settings within this guide before running the client software for the first time). Once installed, log in to the PRO-ACC Client software. It will immediately ask you for the database location. Enter the mapped drive letter from above or alternatively enter the PC name with double back slash and drive directory "dbase".

If you are connected properly, you should have full control of system from the client workstation and it will indicate at top of screen Connected to Server.



On the PRO-ACC Server PC, you should see the following at the top indicating a successful client PC connection.



**Please note, when running client workstations they must have the server software running in order to see live events and send commands to the panels.**



## **Server – Client Workstation Setup (cont'd)**

If you log onto a client workstation and you get an error message resembling “file already in use”, you do not have Read-Write permissions to the main server dbase directory via Windows settings. You may have to ask the local IT or Network administrator to correct.

If you log on successfully but the software reports not connected to server and runs slowly and you do not see any events or status, you are logged into database but the IP connection could not be created, this will be due to port blocking. You must double check you are not blocking the port the workstation is trying to connect to the server on via TCP/IP.

## **NOTES**