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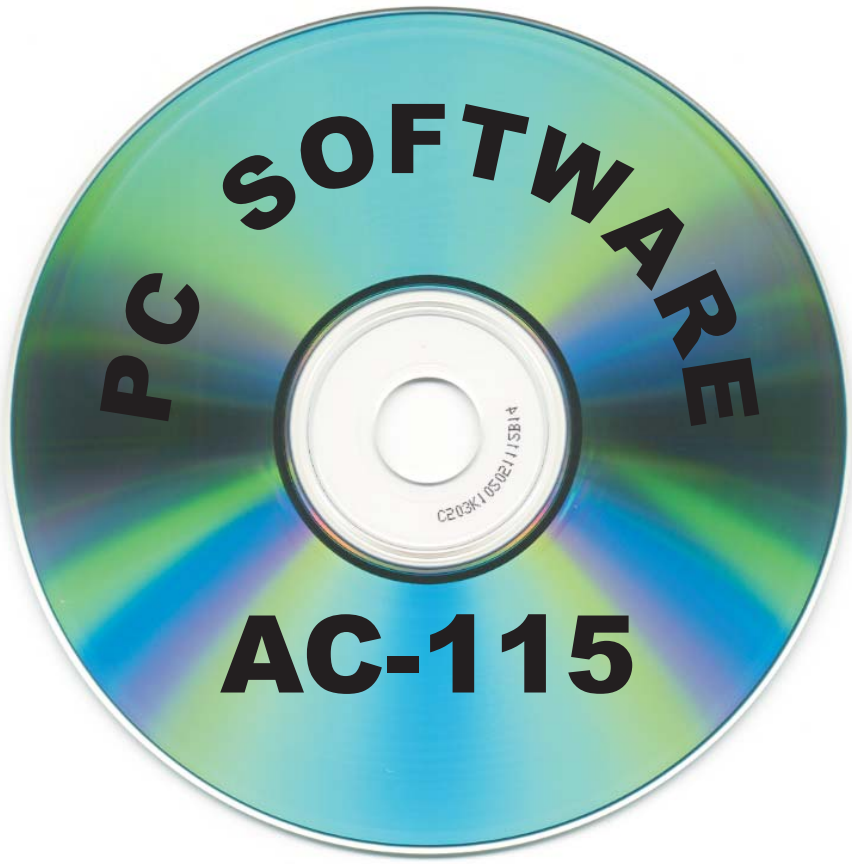


Software Installation and User's Guide

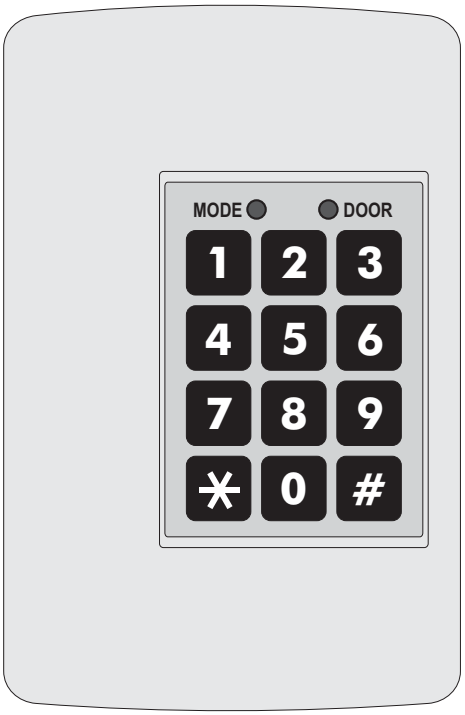
For Windows® 95/98/ME and Windows® NT/2000

10/01
v29.7.30

InteliDoor
Smart Access Control

ROSSLARE

Software Installation and User's Guide for the AC-115 Access Control System



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1

Introduction

Thank you for purchasing the AC-115 single door self contained access controller and AC-115 PC software.

The AC-115 is an advanced single door controller capable of being networked with up to seven more AC-115s.

A single AC-115 can be used without PC Software. Programming the AC-115 without the PC software (local programming) is accomplished via the AC-115's membrane keypad. However there are many features that can only be set by the AC-115 PC software.

The PC software must be used when more than one AC-115 is joined in a network of doors.

This manual explains how to install and use the AC-115 PC software with one or more doors.

In this section you will learn how to use this manual, how to choose the right operating system and the necessary hardware required to use your AC-115 system.

Topics in this Chapter

- **How to use this manual**
- **Selecting the right Operating System**
- **Selecting the right PC Hardware**
- **Installing the AC-115 PC Software**

How to use this Manual

The manual is constructed in a step by step format but can also be used as a quick reference guide.

Installers who are new and unfamiliar with the setup procedure should read this manual from cover to cover and should read each chapter in the order that it is presented. However if you are already familiar with the AC-115, this manual can be used as a quick reference guide in order to fine tune your knowledge about the AC-115 system.

This manual is loaded with tips. You can easily identify a tip when you see the lightbulb symbol that is shown below.

Tips are marked with a lightbulb symbol.

Important points to remember are marked with the symbol shown below.

This manual also contains a troubleshooting section in the appendix to help you debug problems connecting the AC-115 to the PC..

A PDF of this manual can also be found on the AC-115 PC Software installation CD.

Selecting the right Operating System

The AC-115 software will function in English on any PC using the following Operating Systems:

- Windows® 95/98/ME
- Windows® NT/2000

There are however some special considerations to take into account when using the AC-115 multi-language support feature. See the section below.

Selecting the right Operating System for your language.

The AC-115 currently supports the following languages.

- English
- French
- German
- Hebrew
- Italian
- Russian
- Spanish

The English version of the above operating systems will all allow all western scripts such as English, French, German, Italian, or Spanish to function by default.

For non-western scripts such as Hebrew or Russian you must use the Windows® 95/98/Me/NT that is specific to that region of that language. For example to view Russian text you must have the Russian version of Windows® 95/98/Me/NT.

If you are using Windows® 2000 you do not have to purchase the Russian version, as Windows® 2000 already has multi-language support. You must still configure Windows® 2000 to display the characters correctly and to function with your keyboard. For more information about setting up Windows® 2000 for your language see, Appendix A.

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Selecting the right PC Hardware

Your PC Hardware must be capable of handling any of the below Operating Systems.

- Windows® 95/98/ME
- Windows® NT/2000

To install the software you will need a minimum of 300MB available on your Hard Disk.

Your PC will also require an available Serial Port (9-PIN Connector).

Installing the AC-115 PC Software

The installation of the AC-115 PC software package from the CD-ROM is a mostly automated process done by a smart installer program.

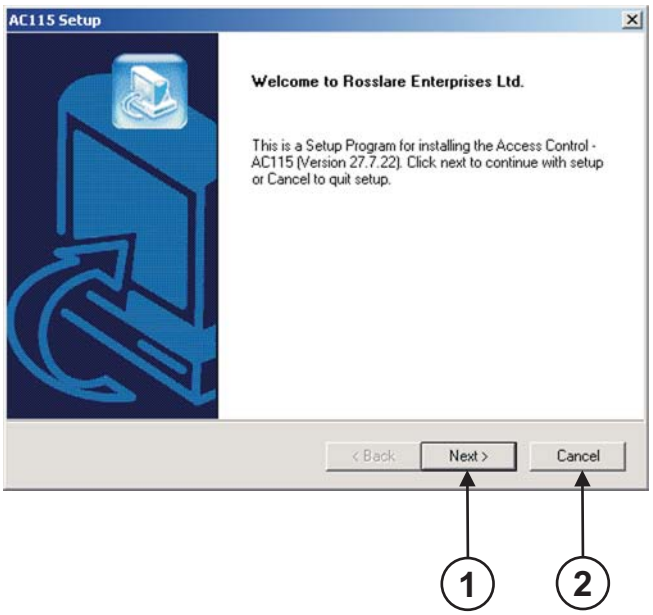
1) Close all applications

2) Insert the AC-115 PC software CD into the CD drive.

If the AC-115 setup wizard does not start automatically, click **Start** on the Windows® taskbar, and click **Run**. Type "D:\Setup", where D is the letter that corresponds to the CD drive.

For example if your CD drive is the E drive, type E:\setup.

3) You should see the following window on your screen.



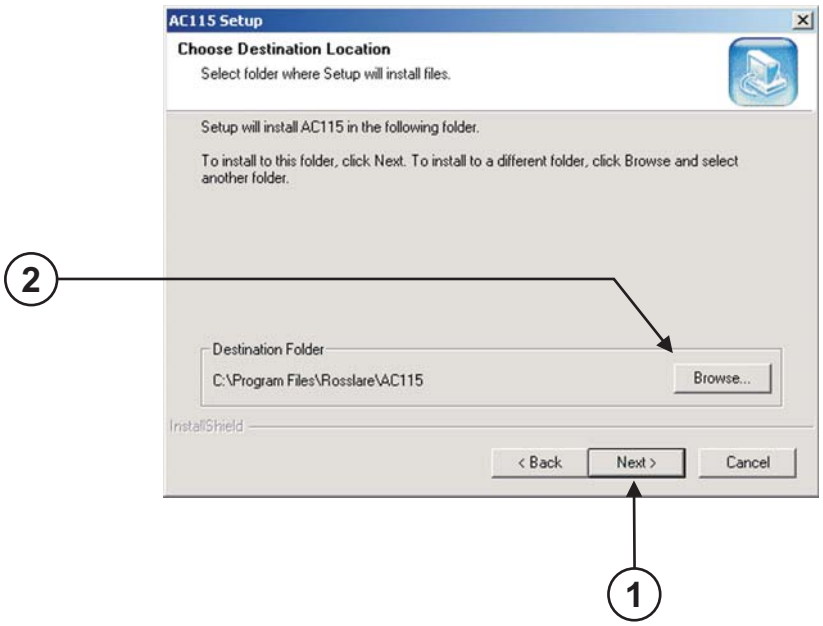
① Click the "Next" button to continue with the installation

or

② Click the "Cancel" button to quit the AC-115 PC software installer

4) Choosing the Destination Location

The installer will prompt you to enter the destination location of the installation. This is where the AC-115 PC software will be stored on your hard disk.



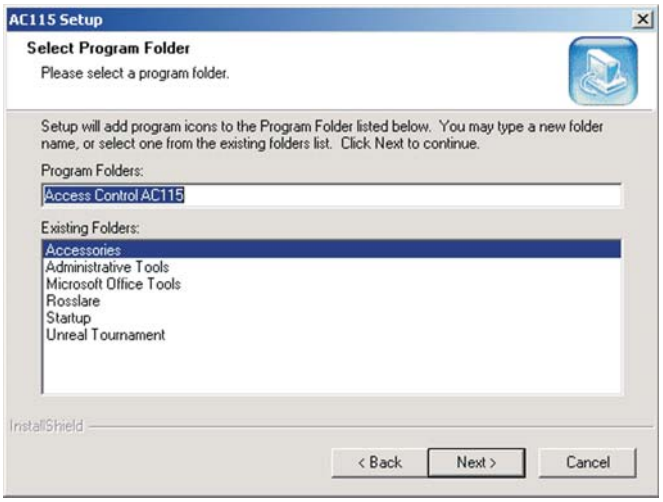
① Click the "Next" button to accept the default installation location and continue with the installation.

OR

② Click the "Browse..." button to change the installation location.

After you have selected your new installation location click the "Next" button to continue with the installation.

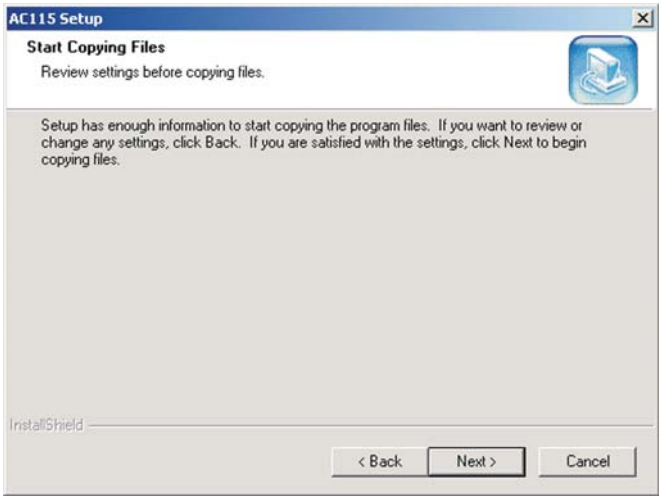
5) Selecting a program folder



This window determines where the AC-115 PC software will appear in your PC's Windows® Start menu.

Click "Next" to accept the default Start menu location and continue with the software installation.

4) Finalizing your installation



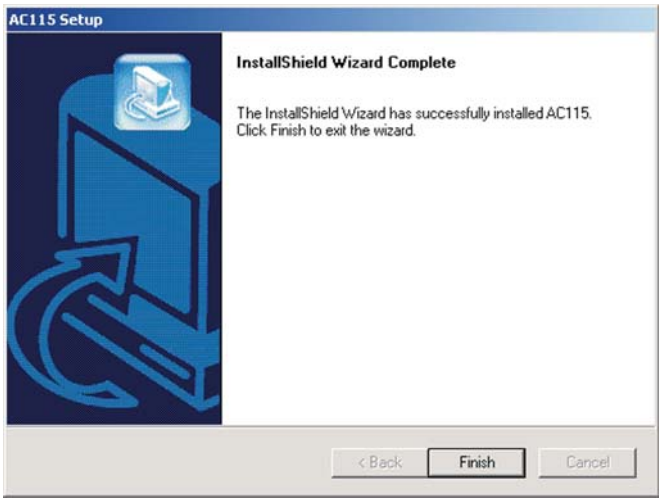
All the installation settings are now entered. Installation can now begin.

This is you final chance to cancel the installation. Press the "Cancel" button if you wish to cancel the installation.

OR

Press the "Next" button to install the AC-115 PC software.

5) Installation Complete



If you see the screen on the left you have successfully installed the software.

Click the "Finish" button to Exit the installer.

2

Setting up the connection to the PC

Now that you have successfully installed the software, you're ready to start using it. However, before you begin using the software, it is important to make sure the AC-115 hardware is attached correctly.

In this chapter you will learn how to attach the AC-115 hardware to a PC and check to make sure that the communication between the AC-115 and the PC is really working.

To do this you will also learn how to login to the software, how to set up your serial port (COM port) and you will get a breif introduction to the softwares Main Window.

Topics in this Chapter

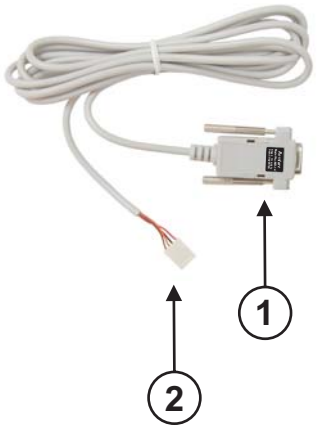
- **Connecting the AC-115 to your PC**
- **Starting the software and logging In**
- **Introduction to the Main Screen**
- **Setting up your Serial Port (COM Port)**
- **Setting up your preferred language**
- **Setting up PC software Operators**
- **PC Software Database Status**

Connecting the AC-115 to your PC

In order to get the fullest out of this manual you should already have the In and Out 26-Bit Wiegand readers, the Release to Exit (REX) button, and Door Monitor wired to the AC-115. The AC-115 must also be wired to power.

It is assumed that you have already followed the step-by-step installation instructions provided in the AC-115 Hardware Installation and User Guide.

In this section you will learn how to wire the AC-115 to the PC. To do this you will need an RS485 to RS232 converter cable (Rosslare Model Number MD-14). This cable can be ordered from your Rosslare Security products supplier. A picture of the MD-14 has been provided below to help you identify the cable.



The MD-14 has two connecters.

① RS232 Connector

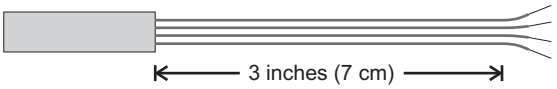
② RS485 Connector

The AC-115 does not require a connector on the RS485 side of MD-14 cable.

Preparing your MD-14 for use with the AC-115

This is a brief set of instructions on preparing the MD-14 for the AC-115. When you receive a new MD-14 the RS485 connector should look like the following.

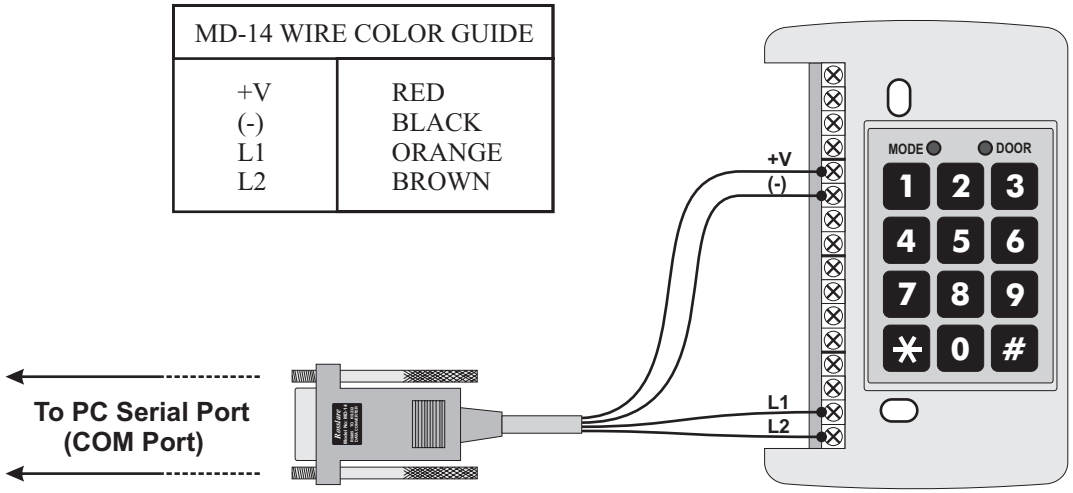
Cut the connector off and remove about 3 inches (7 cm) of cable shielding and strip the ends of the four wires about a quarter of an inch (5 mm).



Connecting the MD-14 to the AC-115 and your PC

Below is a wiring diagram showing you how to attach the MD-14 to the AC-115

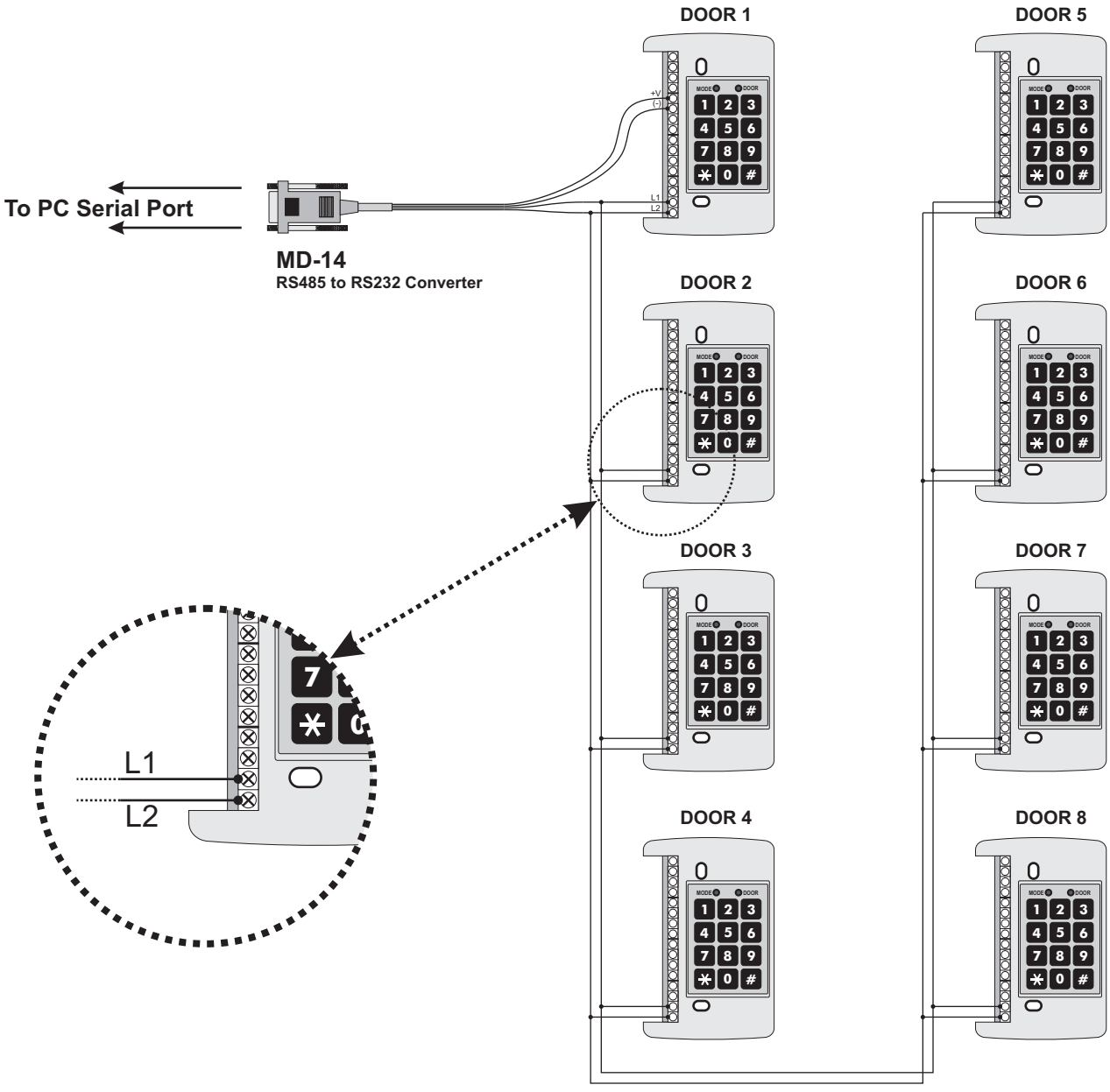
MD-14 WIRE COLOR GUIDE	
+V	RED
(-)	BLACK
L1	ORANGE
L2	BROWN



You have now correctly attached the MD-14 to the AC-115 and to your PC serial port (COM Port).

Connecting more than one AC-115 to your PC

The diagram below shows how to connect more than one AC-115 to the PC in order to build a multi-door AC-115 network. Note that you need only one MD-14 for the whole network. Once wired and powered, you must set the Door Numbers of the AC-115's in the network.



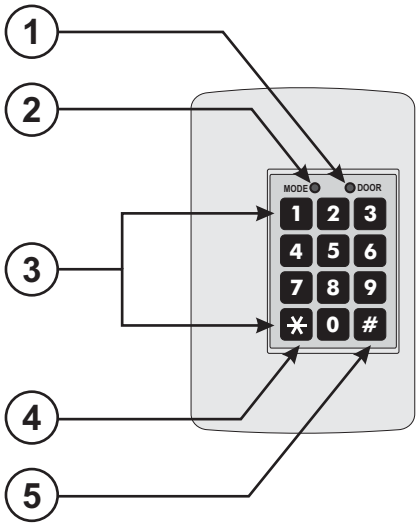
Setting up Door Numbers for multi-door AC-115 network

When attaching more than one AC-115 to build a multi-door network it is very important to assign unique Door Numbers to each AC-115 in the network.

The PC requires the Door Number in order to correctly identify the hardware when they communicate through the serial port. You will need to remember the Door Numbers you assign when you are setting up the software.

Door Numbers can only be programmed from the 3x4 matrix keypad of the AC-115 controller and not from the PC. This is called "local programming". Local programming is covered in extensive detail in the AC-115 Hardware Installation and Users Guide.

First a quick introduction of the AC-115 local programming interface.



There are two status LED's on the AC-115

① This is the DOOR LED, it is used to assist navigation through the local programming menu.

② This is the MODE LED, this LED indicates the current mode of operation of the AC-115. It is also used to assist navigation through the local programming menu.

③ This is the 3x4 matrix keypad. It has buttons from "0" to "9" that are used when entering programming settings and when entering Personal Identification Numbers (PIN).

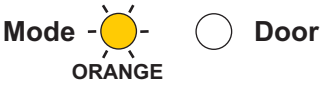
④ The "*" key is the bell button.

⑤ The "#" key is used for entering or exiting local programming mode.

Now that you are more familiar with the AC-115 interface, you are ready to start local programming.

The following is an example of setting an AC-115 Door Number.

1) Press the **"#"** key for 2 seconds.
- Mode LED will flash orange
- Door LED will turn off



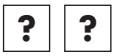
2) Enter your 4-digit Programming Code and press the "#" for confirmation.

If the Programming Code Is valid the Mode LED will Stop flashing.

3) Press **"61"** to enter **Menu 61**

- The Mode LED will turn red

4) Enter the 2-digit Door Number between 01 and 08, this will be the new door number.



- The Mode LED will turn orange

5) Press the "#" key for 3 seconds to exit programming mode.

- The Mode LED will turn green

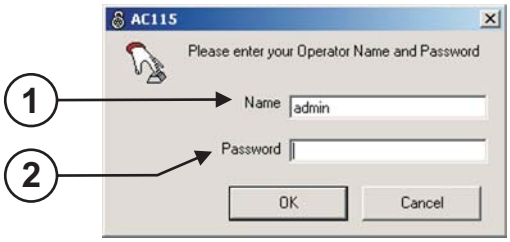
You have now learned how to locally program the Door Number of an AC-115 door controller. Remember to do this for each door.

You're now ready to start using the PC software. Once you've learned to login to the software and get aquatinted with the main screen, you will proceed to test the connection with the AC-115.

Starting the software and logging In

Start the AC-115 PC Software from the Windows® "START" menu or by clicking the icon on the Windows desktop.

You will be prompted with the following login window.



① This is the name that you use to login to the software.

② This is the password that you use to login to the software.

Operators of the software can be assigned to have different access rights to the software. Limits can be placed on which menus the user has access to. You will lean more about setting user levels later.

For now enter the Name "**admin**" and Password "**admin**" and click the ok button. You have now successfully logged into the software as the operator named "**admin**".

The software will now attempt to connect to the AC-115 using the default COM port setting. The default COM port setting is COM 1.

If COM 1 is not available (being used by some other software), the following window will appear informing you of the connection problem.

This means that you will have to change your COM port or to make the COM port available by quitting/uninstalling the software that is keeping the COM port busy. Click the cancel button.

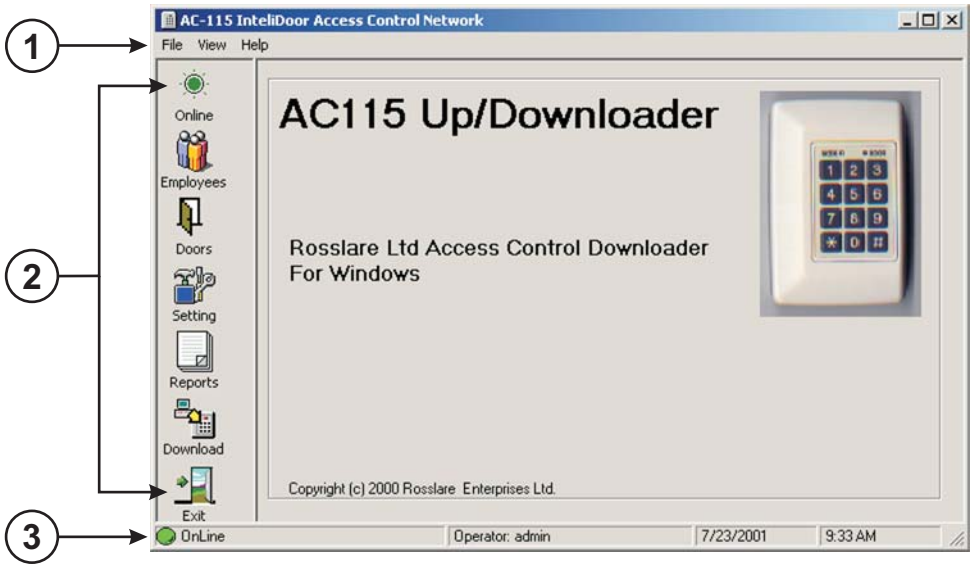
The software will then detect that you have no doors installed. The software will now operate in offline mode. You will learn more about offline mode later.

Introduction to the Main Window

Now that you've successfully logged into the PC software you are ready to make sure that your AC-115 software is communicating correctly with the AC-115. In this section you will learn how to setup your Serial Port (COM Port) and make sure that your AC-115(s) are communicating.

After logging in you will see the software's main window, depending on the security access level of the user logging on, there will be various options available for use.

Below you will find a quick description of the software's main screen.



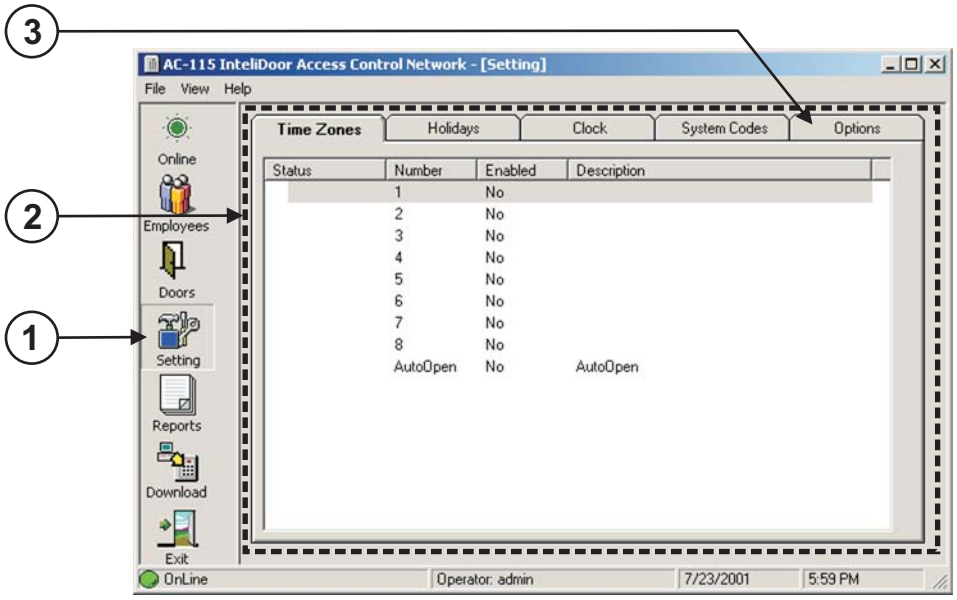
① Menu bar: Is an area containing menu options such as the file, view and help menus.

② Tool bar: An area that contains shortcuts to menus and commands.

③ Online Status Indicator: Indicates that the AC-115 has successfully taken control of the PC's COM port.

Setting up your Serial Port (COM Port)

Now that you are a little more familiar with the software's Main Window you are ready to set-up your Serial Port COM Port.

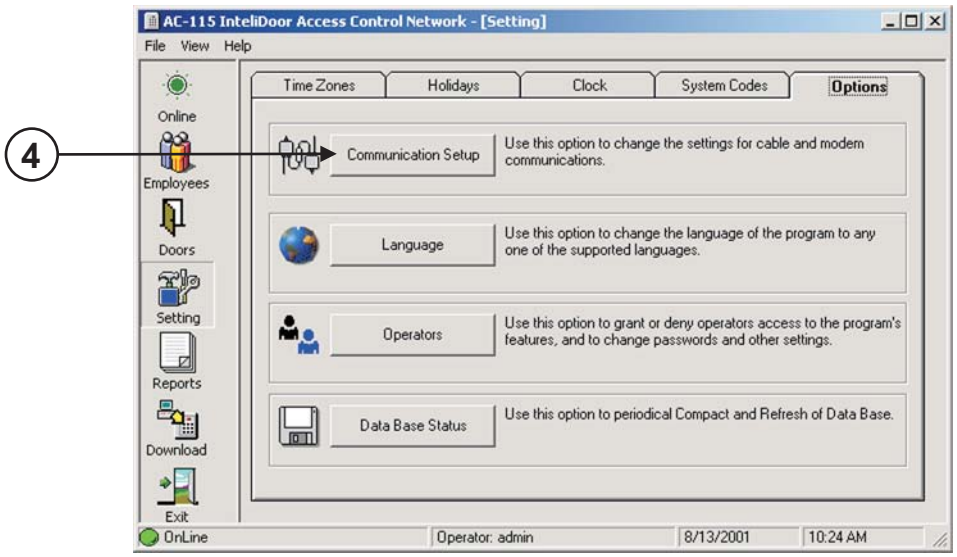


① From the Main Window click on the Setting button on the tool bar.

② You will see the Setting window.

③ Click on the Options tab.

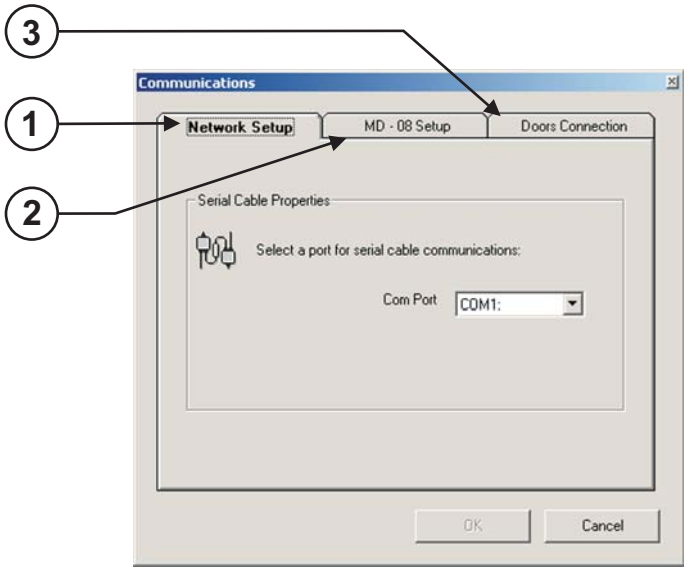
You will see the following window.



④ Click on the Communication Setup button.

Continued on the following page...

The following Communications Setup window will pop up.



① Click on the "Network Setup" tab to change the COM port settings for your AC-115 network.

② Click the "MD-08 Setup" tab to change the COM port settings for your MD-08. See Appendix B for more information on the MD-08.

③ Click on the "Doors Connection" tab to Test the connection of each of the installed doors in the network.

When you have completed entering you Communication Settings click the "OK" button. The software will then attempt to connect to the equipment using the new settings.

Setting up your preferred language

The AC-115 currently supports the following languages.

- English
- French
- German
- Hebrew
- Italian
- Russian
- Spanish

The English version of the above operating systems will all allow all western scripts such as English, French, German, Italian, or Spanish to function by default.

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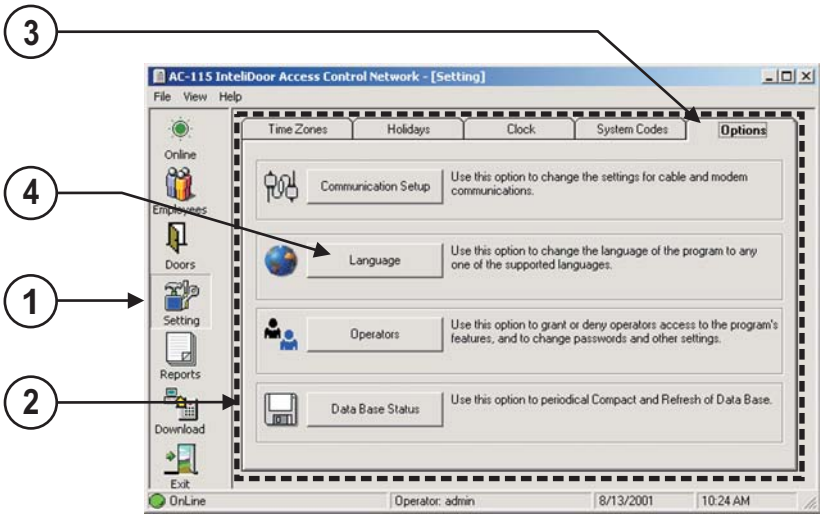


① From the Main Window click on the Setting button on the tool bar.

② You will see the Setting window.

③ Click on the Options tab.

④ Click on the language button.

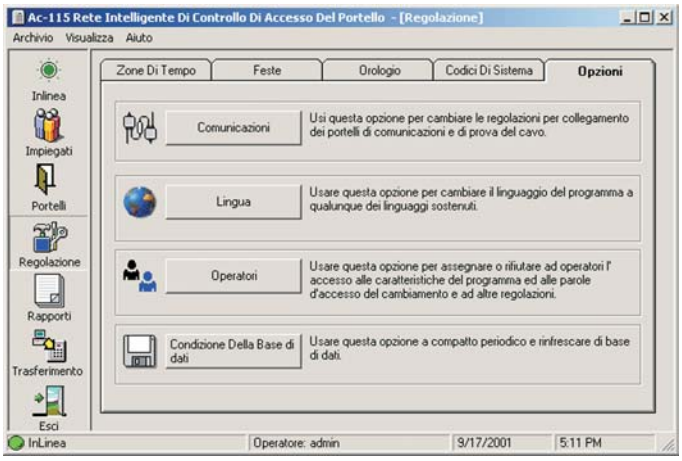
Continued on the next page...

You will see the following language selection window.

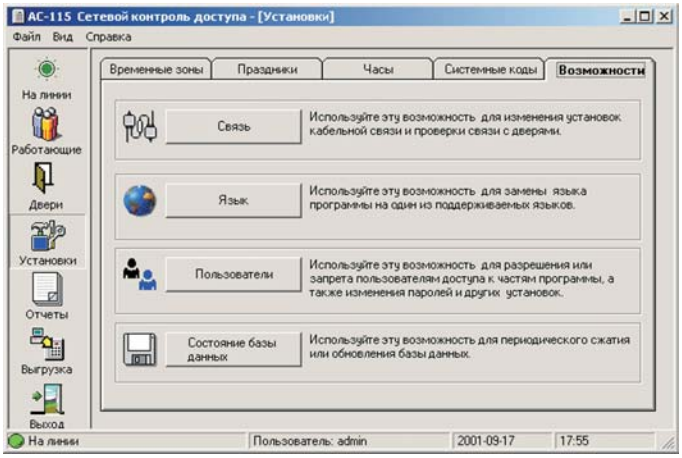
Select the language of your choice and click the ok button.

The text in the PC software should now be in the language you selected.

Below are examples of the AC-115 PC software in Italian and Russian.



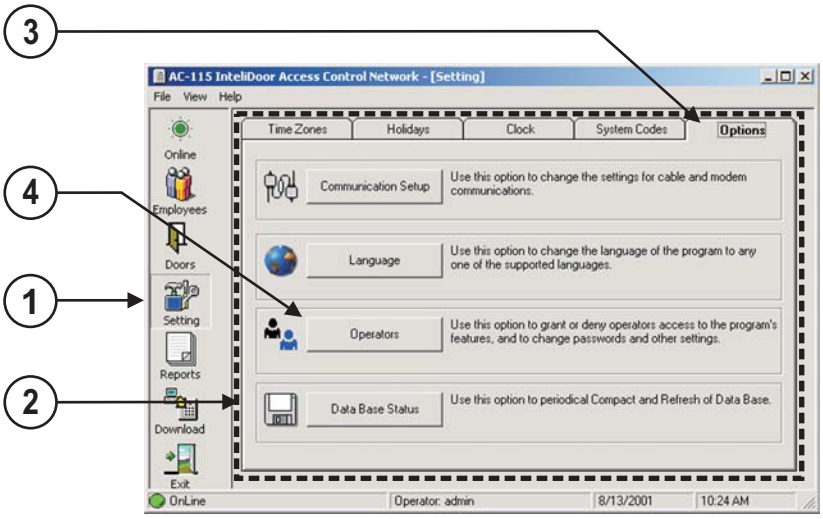
ITALIAN



RUSSIAN

Setting up PC software Operators

The AC-115 PC software supports multiple users, each with their own access rights to the various menus and options within those menus. Adding, removing, and maintaining users and their access rights is accomplished from the Operators Window.



① From the Main Window click on the Setting button on the tool bar.

② You will see the Setting window.

③ Click on the Options tab.

④ Click on the ”Operators” button.

PC Software Database Status

Periodically the PC software will prompt you to compact its database. This procedure makes sure that your database is kept in its best condition, allowing it to be accessed faster.

If your system has heavy traffic, the software will prompt you to compact the database more often.

By clicking on the “Data Base Status” button shown in the picture above you can view the date of the last compaction.

3

Setting up your first door

So far you have learned how to install the AC-115 PC Software, attached your AC-115 to the PC and setup your serial port connection. You are now ready to start setting up your first door.

In this chapter you will how to program all of the AC-115's Settings. This chapter will walk you through the whole setup process from beginning to end. Along the way you will learn how to use every feature of the AC-115.

Topics in this Chapter

- **Modes of Operation**
- **Downloading and Uploading**
- **Enabling your first door**
- **Downloading settings to the hardware**
- **Testing you network for the first time**
- **Setting up the System Codes**
- **Setting up Activities and Time Zones**
- **Automatic Normal / Bypass Mode switching**
- **Setting up Holiday Dates**
- **Setting up System Date and Clock**

Modes of Operation

The AC-115 software has two operating modes Online and Offline Mode.

Online Mode

Certain features of the software can only function when the PC is connected to the AC-115 network and all the AC-115's on the network are functioning and communicating properly.

Locked features include the ability to view the AC-115 network's realtime door status, downloading the door settings to the hardware and uploading the door history file to the PC.

To unlock these feature the software must be put into Online Mode. Before entering Online Mode the software will makes sure that:

1) The COM port selected in your settings is available.

2) At least one door is marked as installed.

3) All the doors marked as installed are functioning and communicating properly.

If any of the above three conditions are not met the software will not enter Online mode and stay in Offline Mode.

If the above conditions are met the software will enter Online Mode

Offline Mode

In Offline Mode a user can change almost all the software's door and user settings. However these settings will not take effect until the software is brought into Online Mode and the settings are downloaded to the door network.

If the settings are not downloaded to the door network the software will remember the change in settings even if the user exits the software, ready to be downloaded in the future at the users discretion.

Checking the software's Mode of Operation

You can instantly view the software's Mode of Operation at a glance by checking the Mode of Operation indicator on the bottom left corner of the Main Window.

If the software is Online the Mode of Operation indicator will be green.

If the software is Offline the Mode of Operation indicator will be red.

Changing the software's Mode of Operation

Changing the software's Mode of Operation is as simple as clicking the File Menu and clicking on the "Work Offline" menu item. See below.

A check mark next to "Work Offline" indicates that the software is in Offline Mode.

If you are currently in Offline Mode unchecking "Work Offline" will command the software to attempt to enter Online Mode.

If you are currently in Online Mode unchecking "Work Offline" will command the software to exit Online Mode and return to Offline Mode.

Downloading and Uploading

Downloading settings to the AC-115 network

In this manual downloading refers to the act of transferring settings from the PC to the AC-115 hardware.

Whenever any doors are enabled/disabled, door or user settings are changed in the PC software, the settings will not take effect until the settings are downloaded from the PC to the AC-115 hardware in the AC-115 network.

If settings are changed the software will store these changes. If the user makes changes to the settings and exits the software without downloading the settings to the AC-115 hardware in the AC-115 network, the software will still save the changed settings allowing the user to download the settings to the AC-115 network later.

Uploading history from the AC-115 network

In this manual uploading refers to the act of transferring history data from the AC-115 hardware to the PC.

You will learn more about uploading the history data in Chapter 5.

Enabling your first door

Installing your first door

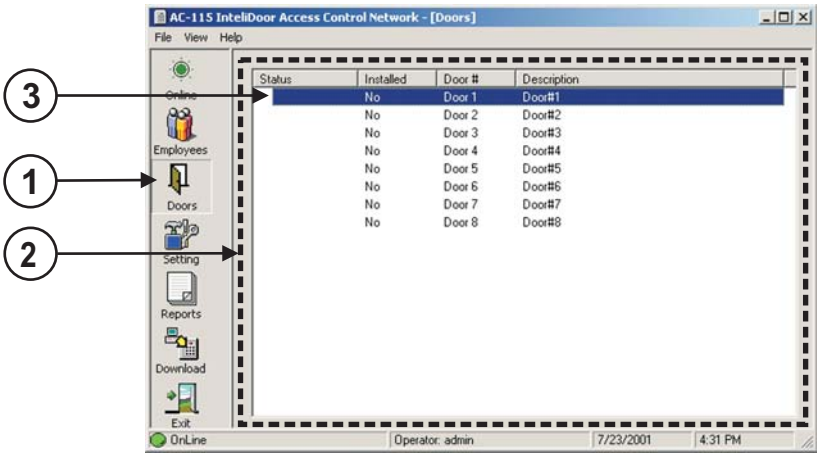
In this section you'll learn how to setup your first door. You will need the following hardware setup in order to complete this section.

Note that the AC-115 in this setup has its Door Number set to #1. A new AC-115 from the factory is set to Door Number one by default. If you are not sure what your AC-115 hardware's Door Number is, then follow the instructions on page 17 to set your AC-115's Door Number to #1.

To install your first door you will first need to enter the Doors window. From the Doors Menu you can install/uninstall any of the eight doors in the network. To install Door #1 you will need to see the Door Properties for Door #1.

Getting the Door Properties for Door #1

Follow the instructions below to view the Door Properties for Door #1.



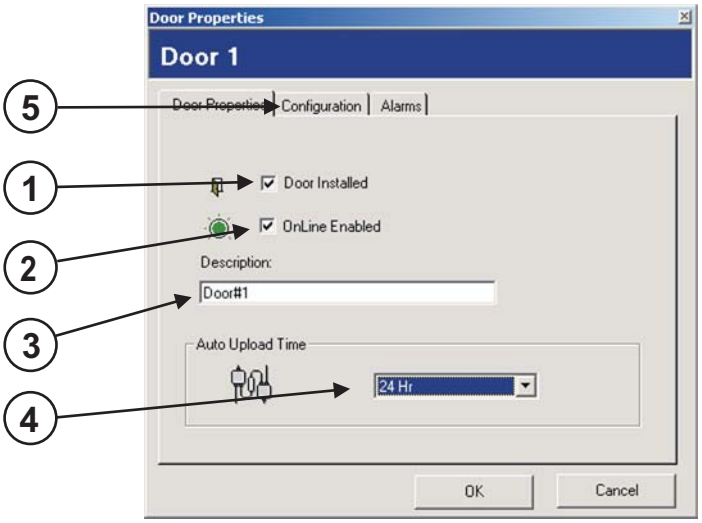
① From the Main Window click on the Doors button on the tool bar.

② You will see the Doors window.

③ Double click on the row marked as Door #1 to get the Door Properties for Door #1.

Setting the Door Properties for Door #1

Below is the Door Properties window for Door #1



① Select this checkbox to Install Door #1.

② Select this checkbox to enable Door #1 in the Online Window.

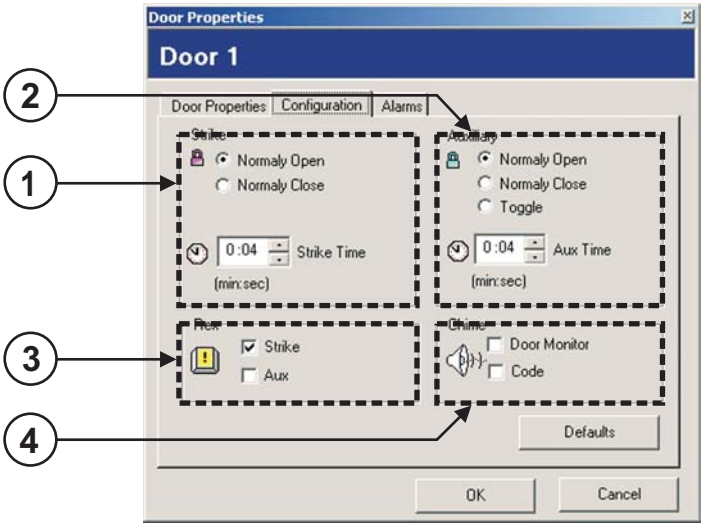
③ Enter a simple description for Door #1.

④ Select how often you want the AC-115 hardware to upload its history report to the PC.

⑤ Click on the Configuration tab.

Setting the Door Configuration for Door #1

Below is the Door Configuration window for Door #1.



① Configure the operation settings for the Lock Strike Relay.

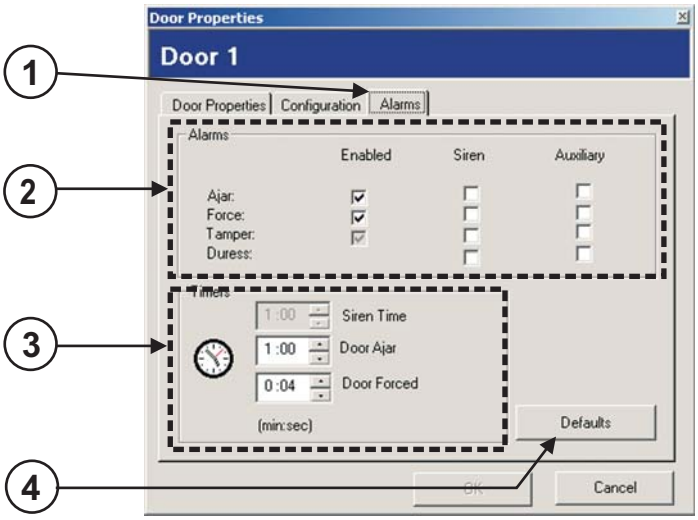
② Configure the operation settings for the Auxiliary Relay

③ Configure which outputs are activated when the REX switch is pushed.

④ Configure which events cause the Chime Alert to sound. e.g. when door is opened or when valid code is entered.

Setting the Alarm Conditions for Door #1

Below is the Alarm Conditions window for Door #1



① Click on the Alarms Tab

② In the Alarms section you can decide whether the Auxiliary Relay and/or the Internal Siren are activated when one of the following four events occur.

Door Ajar Event
Forced Door Event
Tamper Event
Duress Event

Door Ajar Event
A door ajar event occurs when a door is left open longer then the door ajar time.

Forced Door Event
If a door is opened without a valid code being entered, then the forced door event will be activated.

Tamper Event
If the AC-115 bezel is removed, or if the AC-115 loses its connection with a reader a tamper event will be activated.

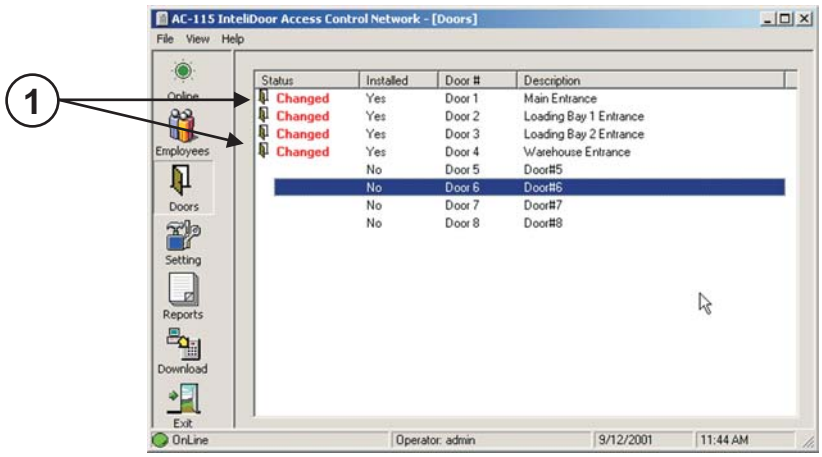
Duress Event
If a duress code is entered then the duress event will be activated.

③ Set up the Siren Time, Door Ajar Time and Forced Door time.

④ If you wish to reset the alarm conditions to their factory default settings click the default button.

Click “OK”... You have now setup your first door. You can follow the same procedure to setup all eight doors.

Below is the Doors Window after four door have been installed.



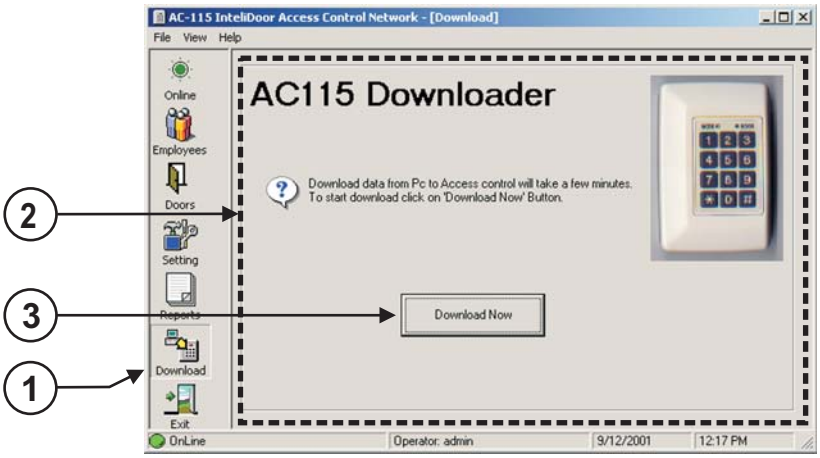
① Notice that the status of each door installed is now “Changed”.

This means that there are settings that have been changed on the PC software that have not been sent to the AC-115 door network.

Changes made to settings in the software do not update the AC-115 network immediately. Changed settings are only updated to the controllers when the download procedure is initiated.

In the next section you will learn how to initiate your first download procedure.

Downloading settings to the hardware



① From the Main Window click the Download button on the tool bar.

② You will see the Download window.

③ Click on the "Download Now" button to update changed settings to the installed doors in the network.

The PC Software will then proceed to download the changed settings to the controllers in the network

When the PC software is in Offline Mode the Download button in the toolbar is greyed out. To enable Downloading, the PC software must first be placed into Online Mode.

When installing a new Door the first download will take longer as all the settings in the new Door will be updated. Downloading to existing doors is very fast as only the changed settings are sent to the Door.

Now that you have Downloaded your settings to the installed doors, it is time to test your network for the first time.

Testing your network for the first time

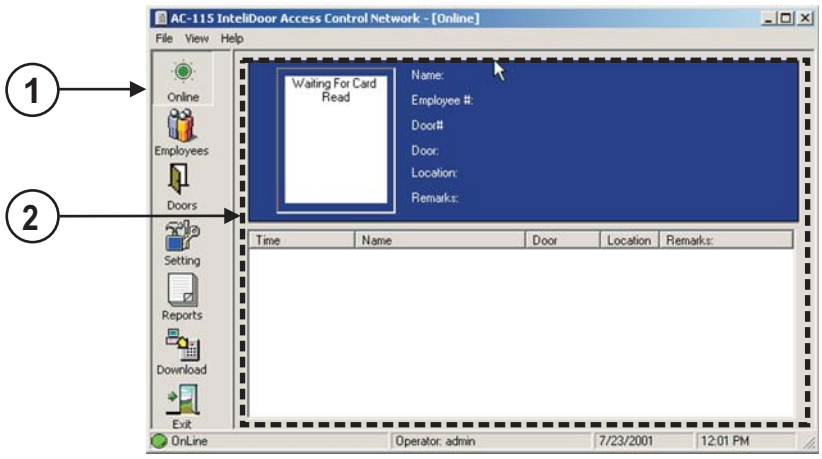
You have now setup your door settings in the PC software and have downloaded the settings to your controllers. The test will make sure that the controllers in the network are communicating properly and that the readers attached to them are also working correctly. This is done by viewing the Online Window while entering the Employee Codes at each of the In & Out Readers attached to the controllers in the network.

There are two conditions that need to be met before you can start testing.

1) All the doors you want to test must have Online Enabled active in their door properties. If Online Enabled is not active in a door, then the status of that door will not appear in the Online Window.

2) You must be in Online Mode in order to access the Online Window. If the Online button in the tool bar is greyed out, it means that you are not in Online Mode.

If your system meets the above conditions you can begin to follow the instructions below.



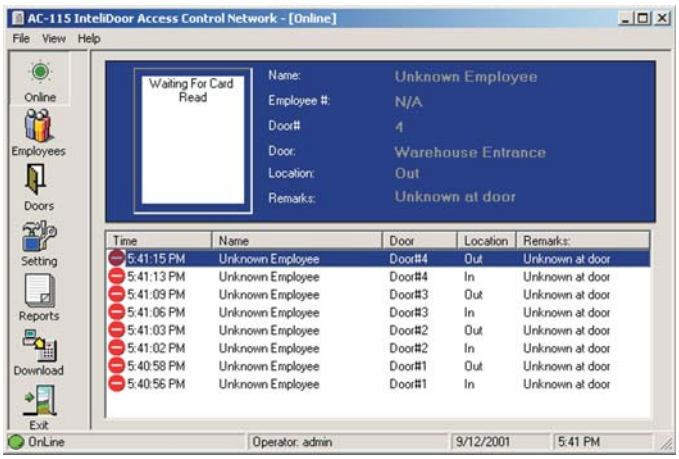
① From the Main window click the Online button on the tool bar.

② You will see the Online window.

If there are any events in the network such as a Prox card being read, it will be seen in the Online Window.

Test each of the readers in your system, if it is a Prox Reader apply any compatible Prox Card, if it is a Keypad Reader enter any Keypad Code. If it is any other reader, activate the Reader so that the ID will be sent to the controller over the 26-Bit Wiegand Reader's output.

Below is an example of what your Online Window should look like after you have created a few events by activating all the readers in your network.



In this example there are 4 controllers in the AC-115 network.

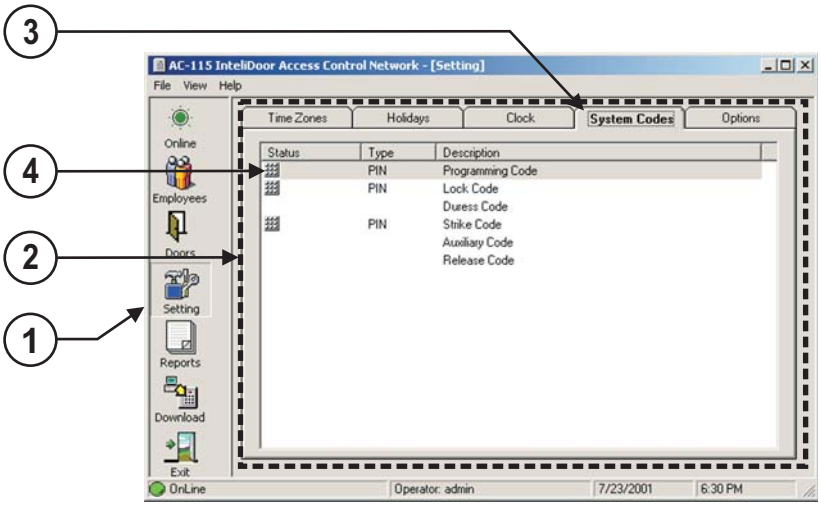
All the readers were tested for each of the controllers on the network.

If all the readers show up on your list then the readers and controllers are functioning normally. In the example provided above the network is functioning normally.

If any of the readers attached to the controller do not show up on the list, then test the reader again, if it is still not on the list, the reader is most likely not connected properly, malfunctioning, or may not be 26-Bit Wiegand compatible.

Setting up the System Codes

Setting up the Programming Code, Lock Code, Duress Code, Strike Code, Auxiliary Code, and Release Code is done in the “Systems Code” tab within the Settings Toolbar button.



① From the Main Window click the Setting button on the tool bar.

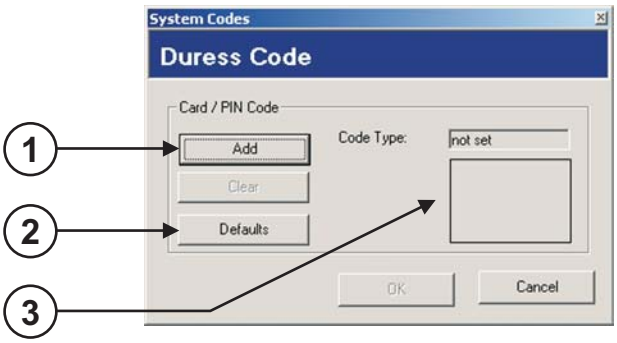
② You will see the Setting window.

③ Click on the “System Codes” tab.

From this window you can set all listed codes.

④ Look at the row with the description “Programming Code”. Notice the keyboard icon and the type being PIN. The icon indicates that this Programming Code is active and it is a PIN Code.

Setting codes is simple; to change/create a Duress Code, double click on the row marked “Duress Code”.



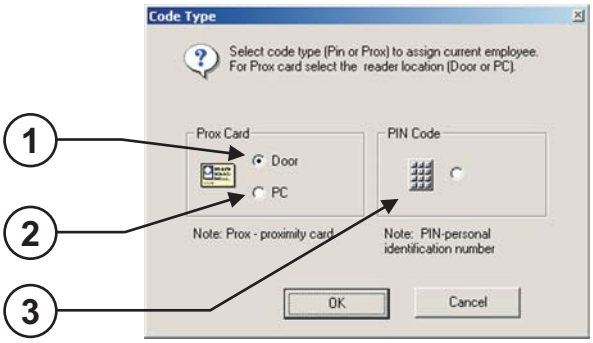
① Click the Add button to add a new Duress Code

② Click the Defaults button to reset the Duress Code to its factory default value.

③ In this window you will find the Code type, PIN or Prox and the value of the PIN Code or the Card ID Code.

Click the Add the button, and continue on the next page...

You will see the Code type selection window shown below.. There are three methods to enter the code.



① Adding a Code using a reader that is attached to any AC-115 hardware in the network.

② Adding a Code using any 26-Bit Wiegand compatible reader attached to the PC using the MD-08, a 26-Bit Wiegand to RS232 Converter Accessory. (Purchased separately). See Appendix B for more information on the MD-08.

③ Adding a PIN code using the PC keyboard.

Select the method of entry of your preference, make an entry with a reader or enter a new PIN code and continue.

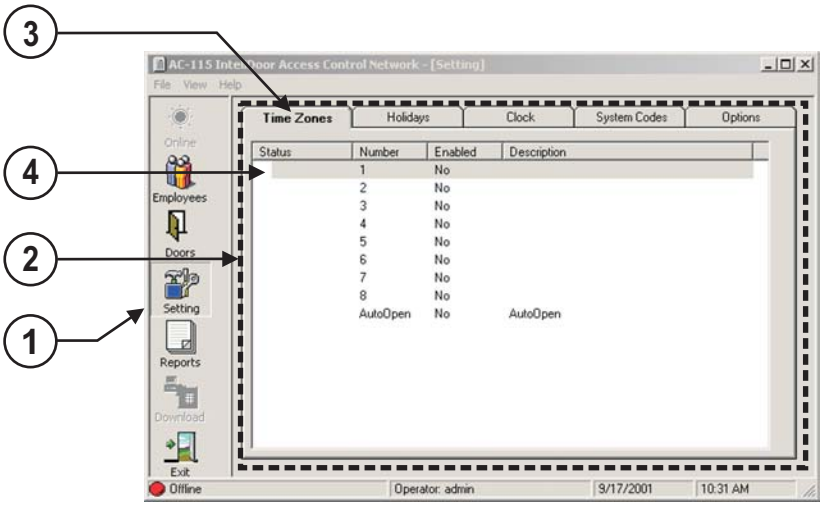
The same method outlined for the Duress Code can be used to add any of the other codes that are made available in the System Codes Tab.

When you are done changing the System Codes, they will only take effect once the changes have been downloaded to the controller network. System Codes are Global, this means that all the controllers in the network will have the same System Code settings.

Setting up Activities and Times Zones

By default holders of Valid Employee Codes are given 24 hours access when the controllers are in Normal Mode. Using the PC software access to set up access times during Normal Mode can be programmed by setting up schedules where and when entry is allowed or denied.

You can create eight weekly schedules named “Activities” that are made up of a set of Times Zones. Later you will be shown how to apply Activities to various Employee Codes. Follow the instructions below to create an Activity.



① From the Main Window click the “Setting” button on the tool bar.

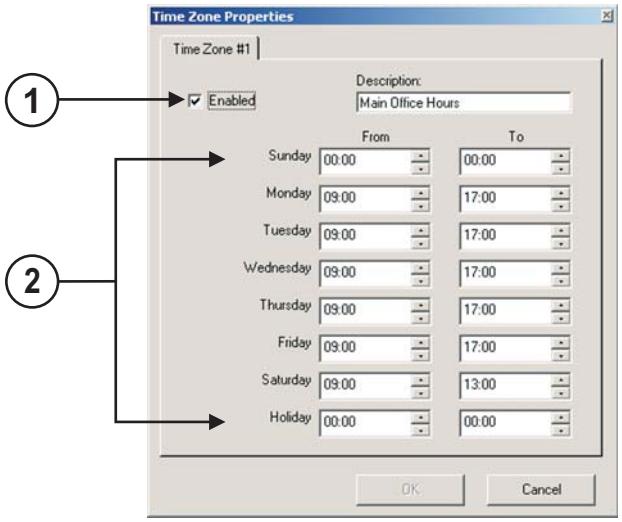
② You will see the Setting window.

③ Click on the Time Zones Tab.

From this window you can set all Activities.

④ Double Click on the Row marked Number 1.

You will see the following window showing the Times Zones for Activity 1.



Here Activity 1 is the set of Time Zones that represent a companies Main Office Hours.

In this example, an Employee who falls under Activity 1 can only enter the premises Monday through Friday between 9:00am and 5:00pm when the controller is in Normal Mode.

① Click the Enable Check box to enable this Activity. If you do not enable the Activity it will not be available when applying Activities to Employee Codes.

Select the Time Zones when access will be granted for performing this activity for each day of the week.

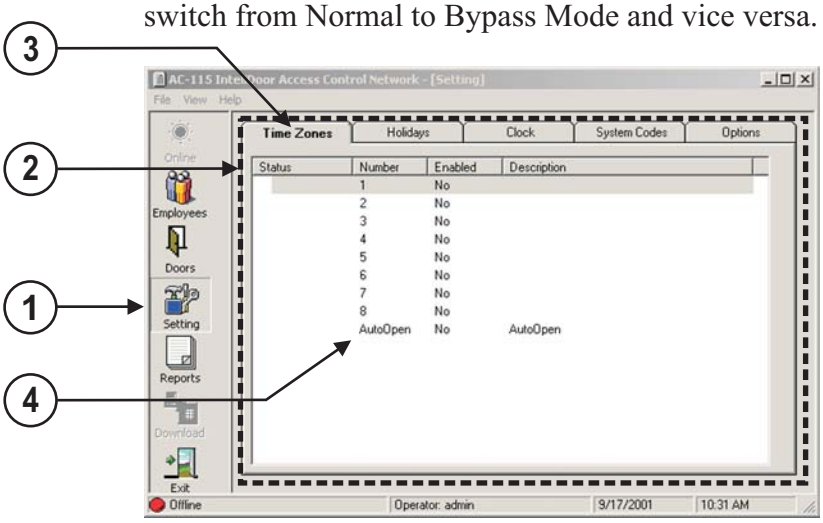
② The Time Zone marked Holiday is a special time zone that is only in effect on days that are marked in the PC software as Holiday Dates. You will learn how to program Holiday Dates later in this Chapter.

Once you have defined all the Time Zones in this Activity and have enabled the Activity click the “OK” button.

Activities are global settings, which means that all the controllers in your AC-115 network will be updated with these settings when downloaded to the network.

Automatic Normal / Bypass Mode Switching

Using the internal real time clock the AC-115 can be scheduled to automatically switch from Normal to Bypass Mode and vice versa.



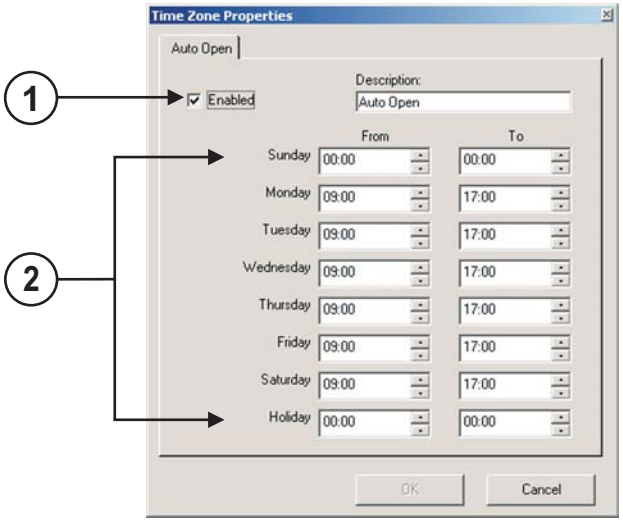
① From the Main Window click the "Setting" button on the tool bar.

② You will see the Setting window.

③ Click on the Time Zones tab.

④ Double Click on the Row marked Auto Open.

You will see the following window.



As you can see, setting up the Automatic Normal to Bypass Mode switching schedule is similar to setting up an Activity schedule.

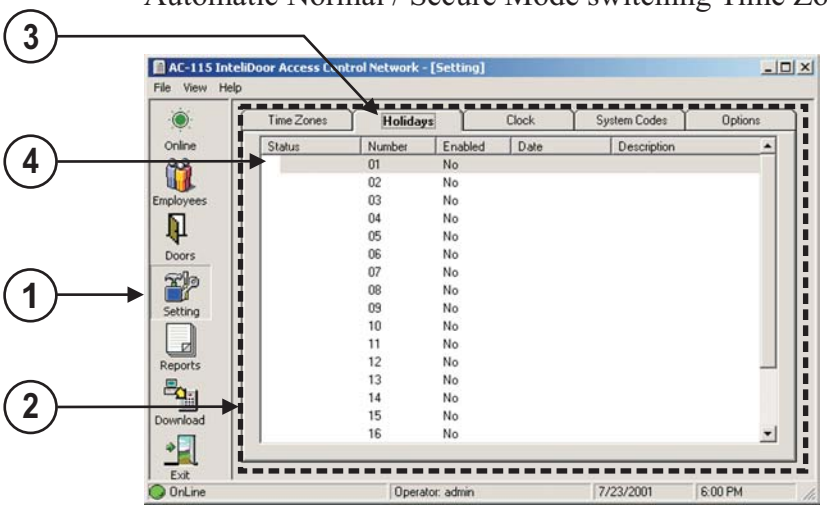
① Click the Enable Check box to enable this Activity. If you do not enable the Activity it will not be available when applying Activities to Employee Codes.

② Select the Time Zones when access will be granted for performing this activity for each day of the week.

The Time Zone marked Holiday is a special Time Zone that is only in effect on days that are marked in the PC software as Holiday Dates. You will learn how to program Holiday Dates in the next section.

Setting up the Holiday Dates

The PC software can be programmed to handle up to 24 days of the year as Holiday Dates. Holidays are handled differently from regular days, they have their own Time Zones in each of the eight Activities, and also have their own Automatic Normal / Secure Mode switching Time Zones.



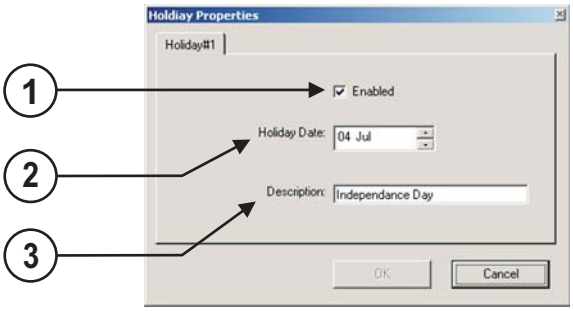
① From the Main Window click the Setting button on the tool bar.

② You will see the Setting window.

③ Click on the Holidays tab.

④ Double Click on the Row marked as Holiday 01.

You will see the following window.



① Click the Enable Check box to enable this Holiday. If you do not enable the Holiday it will not be active.

② Enter the date (day and month) of the Holiday.

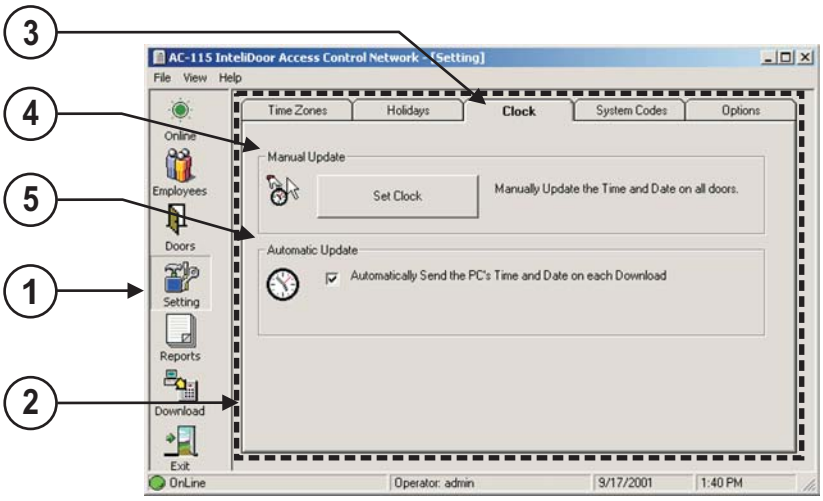
③ Enter the description of the Holiday

When you are done, click the “OK” button to confirm your settings. You will be returned to the Holiday tab in the settings window, ready to setup another Holiday Date.

Holidays are global settings and are downloaded to all controllers in the AC-115 network.

Setting up the System Date and Clock

The AC-115 network can be synchronized with the PC date and time in the programming screen. This can be an automated process, which will be done upon every Download.



① From the Main Window click the Setting button on the tool bar.

② You will see the Setting window.

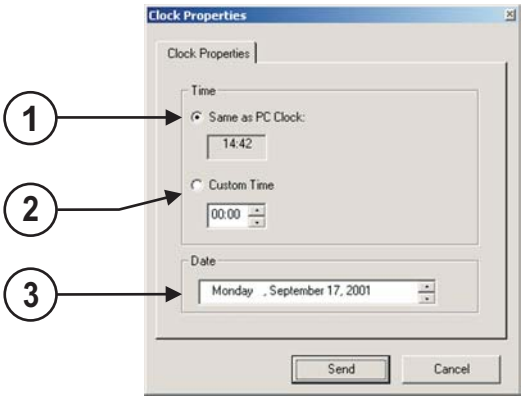
③ Click on the Clock tab.

④ Click here to Manually update the Clock.

⑤ Click here to Automatically update the Clock.

Manually updating the clock

If you select to manually update the clock you will see the following window.



① You have the option to set the time in the network to the same time as your PC Clock.

OR

② You can set up a custom time that is different from your PC Clock.

③ Select the correct date here.

4

Setting up your Employees

Each AC-115 network can support up to 2400 independent Users (Employees).

Employee codes can be programmed to the controllers in the network using either the AC-115's own programming keyboard or by using the PC Software.

Employee information is first stored in the PC database and then sent to the controllers in the network upon downloading.

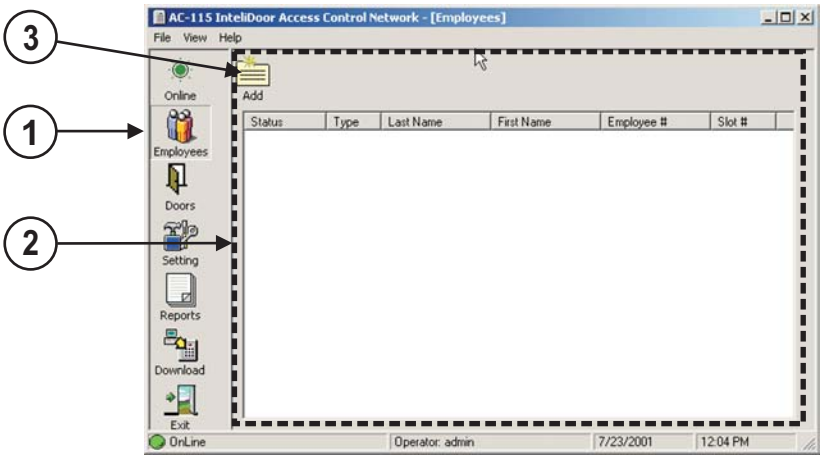
In this Chapter you will learn how to add and delete users, and maintain current users by editing their settings.

Topics in this Chapter

- **Adding Employees**
  - **General Settings**
  - **Details Settings**
  - **Activity Time Zone Settings**
  - **Rights Settings**
- **Editing Employee Settings**
- **Deleting Employees**

Adding Employees

Managing Employee activities, door rights, codes, and other information all takes place from the Employee window. To reach the Employee window follow the instructions below.

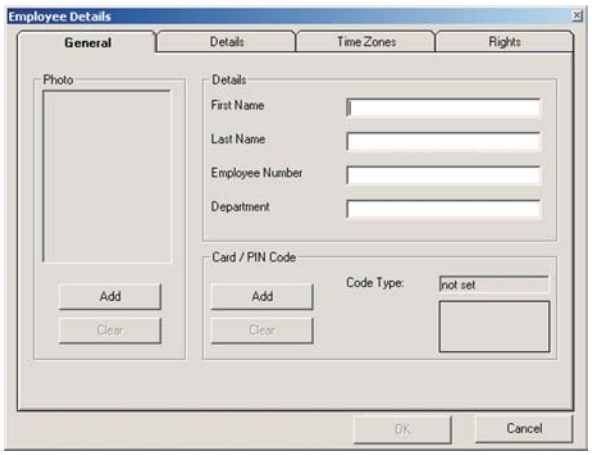


① From the Main Window click the Employees button in the tool bar.

② You will see the Employee window.

③ Click on the Add button to begin adding and setting up your first Employee.

You will see the following window.

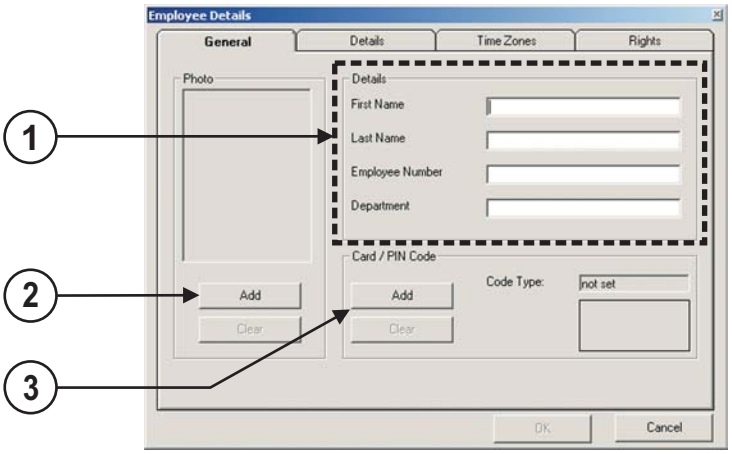


From this window you can reach all the settings for the new user you are about to create.

The first step is to enter the Employees general details, assigning the Employee Code, and entering the employee's picture into the database. This is all done within the General tab.

Additional personal information can be stored in the Details TabSetting up the Employees permitted entry time is done by assigning activities in the Time Zones tab. Last, you must edit the Employees door rights and the Lock Strike and Auxiliary Event Actions for each installed door in the system from within the Rights tab.

Adding Employees - General Settings

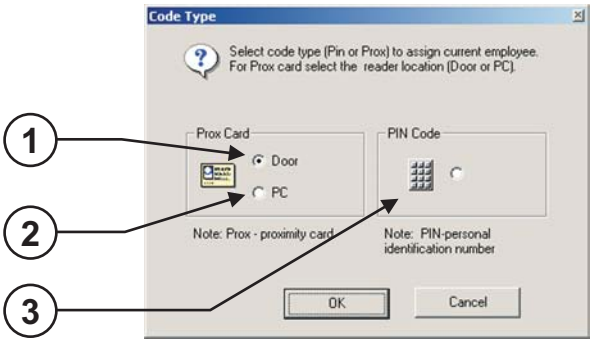


① Enter Name, Employee Number, and the Department of the new employee in the fields provided in the software.

② Insert a picture of the employee. Click the Add button in the Photo section to browse your hard disk and add the appropriate photograph.

You should have already prepared some photographs for use in the software. For best results the pictures should be 119 pixels in width and 161 pixels in height.

③ To assign a Code to the Employee click the Add button in the Card / Pin Code Section. You will see the code type selection window shown below. There are three methods to enter the code.



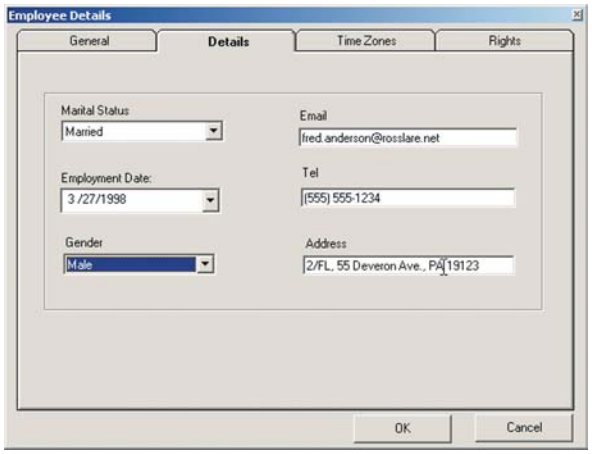
① Adding a Code using a reader that is attached to any AC-115 hardware in the network.

② Adding a Code using any 26-Bit Wiegand compatible reader attached to the PC using the MD-08, a 26-Bit Wiegand to RS232 Converter Accessory. (Purchased separately). See Appendix B for more information on the MD-08.

③ Adding a PIN code using the PC keyboard.

Select the method of entry of your preference, make an entry with a reader or enter a new PIN code and continue.

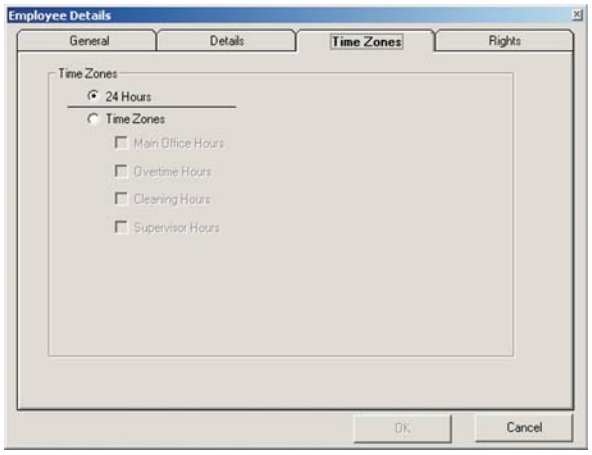
Adding Employees - Details Settings



In this section you can keep data about the employee such as Marital Status, Employment Date, Gender, E-mail Address, Telephone Number and Residential Address.

This information is not required but it can be helpful if one needs to contact or verify the identity of an employee by asking questions about their details.

Adding Employees - Activity Time Zone Settings



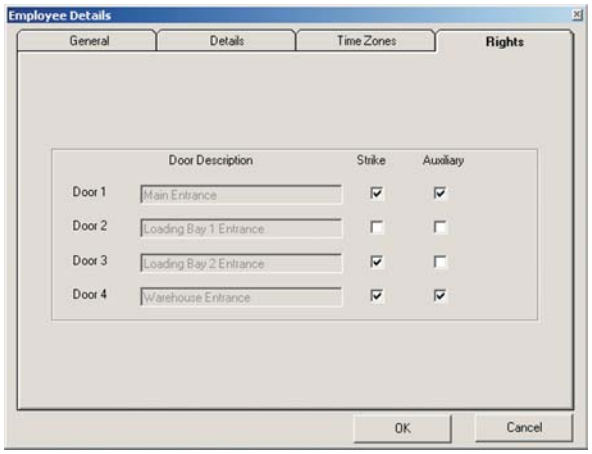
From this window you can specify if this Employee will have unlimited 24 hour access or if they are constrained to any specific times (preprogrammed activities).

Select 24 Hours to give the user 24 hour access to any of the doors that they have access to.

or

Select Time Zones and then select the Activities that this user has been approved for. Activities will only show here if you have setup and enabled them in the Settings window. You can assign multiple Activities for each user.

Adding Employees - Rights Settings



In the Rights tab you can specify which doors the Employee has access to.

This is done by selecting which Event Actions (Lock Strike and Auxiliary Output activation) occur when the user enters a valid code at each of the doors.

In the example on the left there are four doors installed in the system.

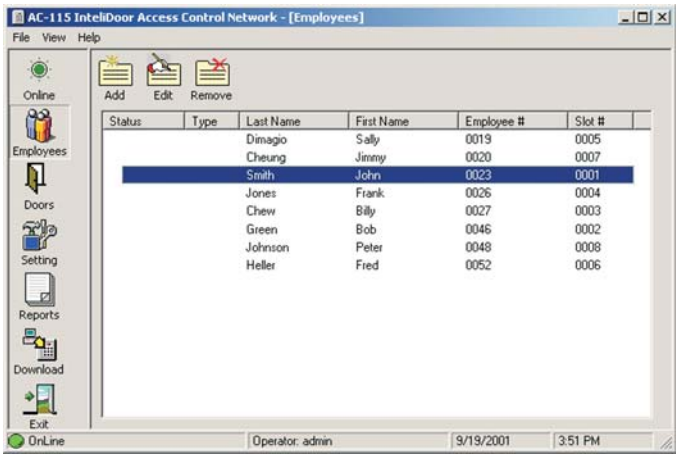
For doors 1 and 4 both the Lock Strike and the Auxiliary are activated upon entry of a Valid Code.

When a valid code is entered at door 2, no Event Actions occur, therefore this user has no access to door 2.

For door 3 only the Lock Strike Output activation Event Action occurs when a valid code is entered.

When you have finished entering all the settings for this Employee click the "OK" button at the bottom of the window. The new Employee information must be downloaded to the AC-115 network before the Employee's settings are fully enabled.

Editing Employees Settings



You may wish to change your Employee settings.

Additionally, you may need to replace a lost Proximity Card, or a forgotten PIN Code for a particular Employee.

In this case...

Double Click on the Employee you wish to edit or select the Employee and click on the “Edit” button in the Employee window. The Employee settings window will appear. Make your changes and click the “OK” button to confirm the changes.

Changes will only take effect after the new settings have been downloaded to the controllers.

Deleting Employees

Select the Employee you wish to delete from the Employee window (see the screen shot above) and click the “Remove” button to delete the user.

A confirmation window will appear, click the “OK” button to confirm the removal of the user or click the “Cancel” button to cancel the removal of the user.

Changes will only take effect after the new settings have been downloaded to the controllers.

It is recommended that you always double check that you are removing the correct user before you proceed. Once removed, Employees cannot be recovered, and you must add a new user and re-enter all the Employee Settings.

5

Uploading History & Creating Reports

You have now learned how to setup your AC-115 network. This next chapter requires that your AC-115 network has been in use for a short time.

When in use, each AC-115 controller in the network will store in its internal memory a record of the history of events that have occurred at that controller.

Periodically the event history stored in the internal memory of the AC-115 controller must be uploaded to the PC using the AC-115 PC software.

In this chapter you will learn how to upload the AC-115 controllers event history to the PC and how to generate reports.

Topics in this Chapter

- **What is the Event History?**
- **When should the Event History be uploaded?**
- **Uploading Event History Manually**
- **Uploading Event History Automatically**
- **Introduction to Reports**
- **Setting up your Reports**
- **Generating Movement Reports**
- **Generating Door Reports**
- **Generating Interactive Reports**

What is the Event History?

While your AC-115 network is in use each controller in the network will store in its internal memory a history of events and the time the events occurred at the controller.

Below and on the following page is a list of all the events that an AC-115 is able to record in its event history.

- Door Opened - By Code(Inside)
- Door Opened - By Code(Outside)
- Door Not Opened - Secure Mode(Inside)
- Door Not Opened - Time Zone(Inside)
- Unknown Code Passed(Inside)
- Unknown Code Passed(Outside)
- Strike Code Passed(Inside)
- Strike Code Passed(Outside)
- Strike Code Not Opened - Secure Time(Inside)
- Door is Released - Employee Code Passed(Inside)
- Door is Released - Employee Code Passed(Outside)
- Door Opened - By REX
- Secure Mode
- Bypass Mode
- Normal Mode
- Ajar Mode - Started
- Ajar Mode - Stopped
- Forced Mode - Started
- Forced Mode - Stopped

Event List is continued on the next page...

Events list continued from previous page...

- Duress Mode - Started
- Duress Mode - Stopped
- Tamper Mode - Started
- Tamper Mode - Stopped
- Auxiliary Opened
- Auxiliary Closed
- Strike Closed by Door Monitor
- Strike Closed by Timer
- Siren - Started
- Siren - Stopped

When should the Event History be uploaded?

Each AC-115 controller can store up to 2000 events in its internal memory. The internal memory of the controller is cleared each time it uploads its event history to the PC using the AC-115 PC software.

If the event history stored within an AC-115 controller's internal memory is not uploaded the internal memory will eventually become full. When the controllers internal memory is full and new events occur, the oldest event in the internal memory is deleted and the new event is stored in its place. This is called Event Overflow.

When Event Overflow occurs, some events are lost due to a lack of internal memory in the AC-115 controller. The lost data will never appear in the PC software's database and will therefore not appear in any of the reports.

In order to prevent Event Overflow each controller in your AC-115 must have its event history uploaded to the PC software's database periodically.

There are two methods to upload the event history from the AC-115 controllers in your network, manual and automatic uploading.

Manual or Automatic Uploading?

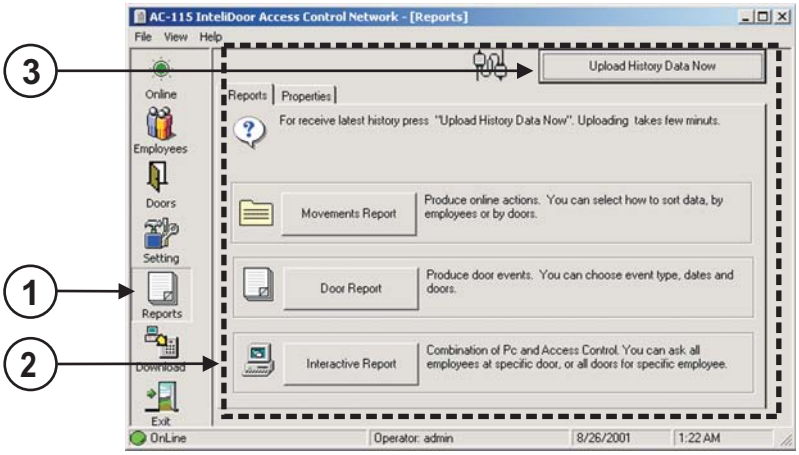
Manual Uploading has been designed for AC-115 networks that do not have a lot of event traffic and will therefor not reach an Event Overflow condition quickly. These networks usually do not have a dedicated PC that can stay online and connected with the AC-115 network. A user must periodically initiate the Event History upload sequence from the PC.

Automatic Uploading has been designed for AC-115 networks that have a lot of event traffic. This is where an AC-115 can achieve an Event Overflow quickly. Each AC-115 in the network can be programmed to upload its Event History periodically. Automatic Uploading requires that your PC is connected to the AC-115 network and online at all times waiting to receive the Event History from the controllers.

On the following pages you will learn how to manually and automatically upload the event history from the controllers in your AC-115 network.

Uploading Event History Manually

You can manually upload the event history from all the AC-115 controllers in the network at the same time or you can specifically select the Door Numbers belonging to the AC-115 controllers that you wish to upload data from.

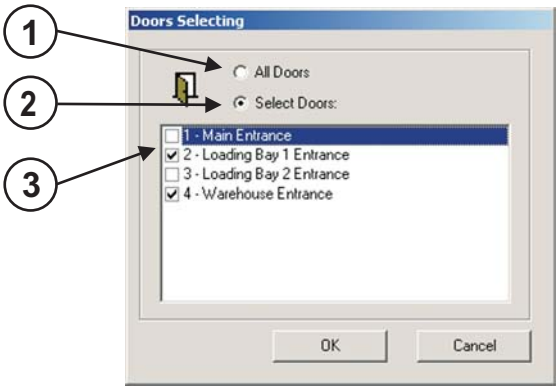


① From the Main Window click the Reports button on the tool bar.

② You will see the Reports window.

③ Click on the button marked “Upload History Data Now”.

The following window will appear.



① Select this option if you want to upload the Event History from all the controllers in the AC-115 network.

② Select this option if you want to select a specific door or set of doors to upload the Event History from.

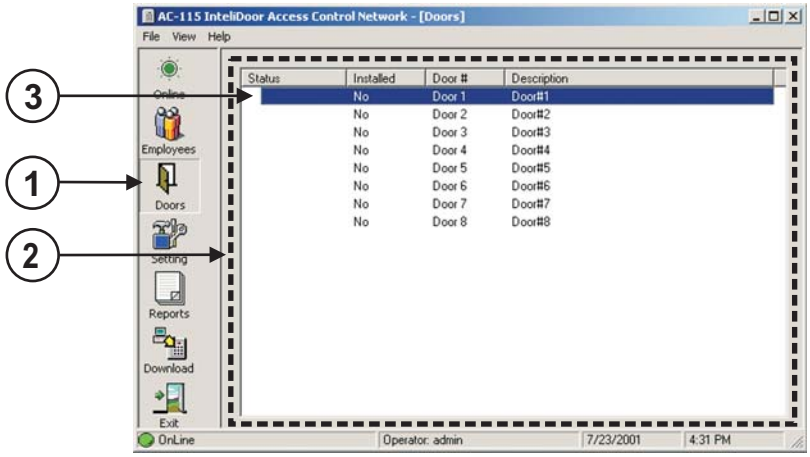
③ When selecting specific doors check the boxes to select which door or set of doors you want to upload from.

Click the “OK” button and the PC software will then begin to upload the Event History from all the controllers or the controllers selected.

You have now manually uploaded the event history from the controllers in your AC-115 network.

Uploading Event History Automatically

The AC-115 software Automatic Upload feature can be turned on from its Door Properties. To reach controller door properties follow the example below.

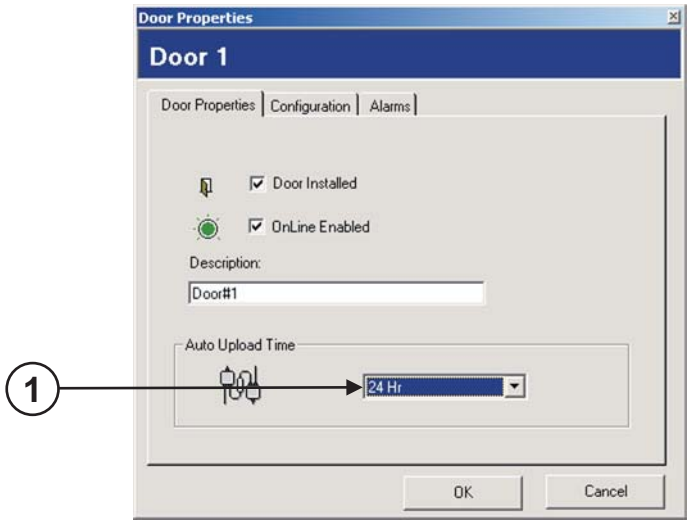


① From the Main Window click on the Doors button on the tool bar.

② You will see the Doors window.

③ Double Click on the Door that you want to set to automatically upload.

The Door Properties window will appear.



① Use the pull down menu to select the interval between Event History uploads.

You have the following time period options.

None	
0.5 Hr	6 Hr
1 Hr	12 Hr
2 Hr	24 Hr
4 Hr	48 Hr

How often you should upload your AC-115's Event History depends on how busy the controller is. You must make sure that the controller's internal memory does not exceed 2000 events to prevent Event Overflow.

Click "OK". You have now learned how to setup an AC-115 to automatically upload its event history.

Introduction to Reports

The AC-115 PC Software can generate three types of reports; Movement, Door and Interactive Reports. In this section you learn about these reports and in the following sections you will learn how to generate each of them.

Movement Report

The Movement Report shows all the Lock Strike activation events that occurred due to an entry of a valid employee code. Movement Reports are available in two formats; sorted by door number and sorted by employee. Both formats lists the date, time, employee's full name, door number, and the reader location (In Reader or Out Reader) of each Lock Strike activation event between a selectable range of dates.

Door Report

The Door Report enables you to view all or a selectable set of events that occurred at all or a selectable set of doors.

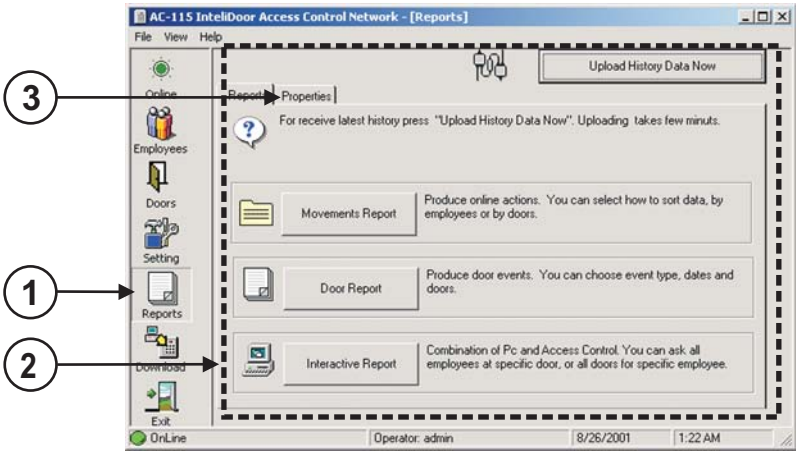
Interactive Report

The Interactive Report is used to help do regular maintenance of Employees and door access rights. Interactive Reports are available in two formats; sorted by door number and sorted by employees.

The report sorted by door number enables you to clearly see who has rights to each of the doors in the network. The report sorted by employees enables you to clearly see each employee's door rights.

Setting up your reports

Before you begin to generate reports there are a few settings that need to be entered first.

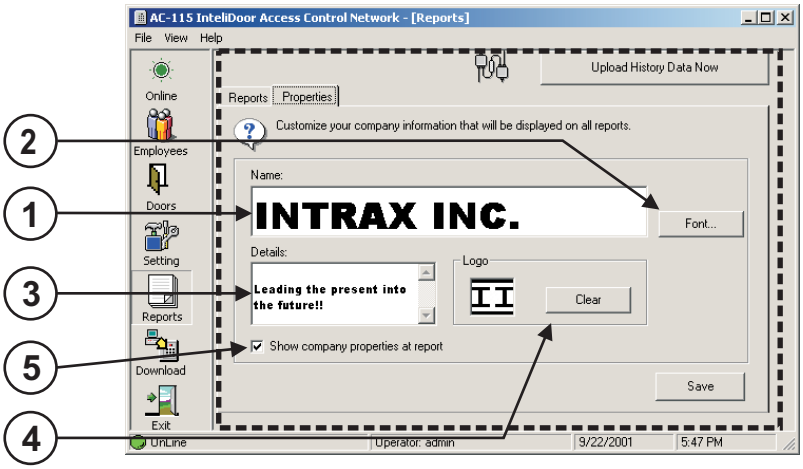


① From the Main Window click the Reports button on the tool bar.

② You will see the Reports window.

③ Click on the Properties tab.

The Reports properties window will appear, as shown below.



① Enter the your company name here.

② Select the font that you want the company name to appear in on your reports

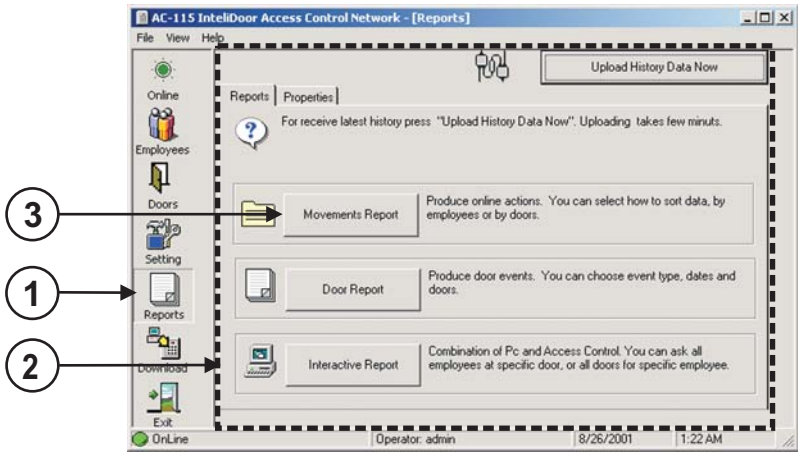
③ In this area you may enter details that you wish to appear below your name on the report.

④ Click here and select a jpg file to use as your logo.

⑤ Finally, you must check this box in order to view the company information on your reports.

When you have completed entering all the settings click the “Save” button located on the bottom right corner of the window.

Generating Movement Reports

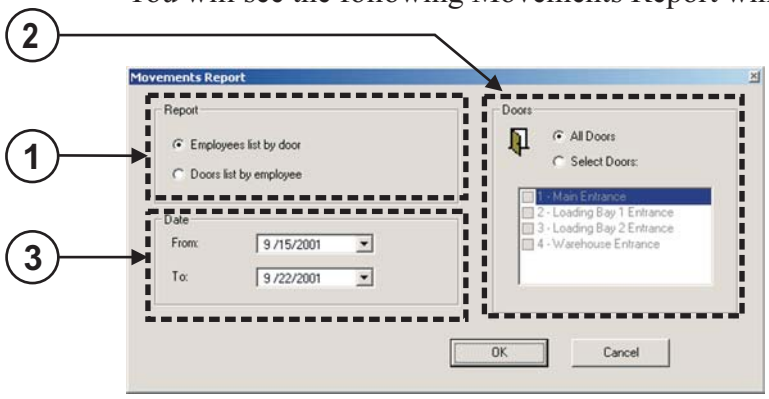


① From the Main Window click the Reports button on the tool bar.

② You will see the Reports window.

③ Click on the "Movements Report" button.

You will see the following Movements Report window.



① Select how you want the reports to be sorted.

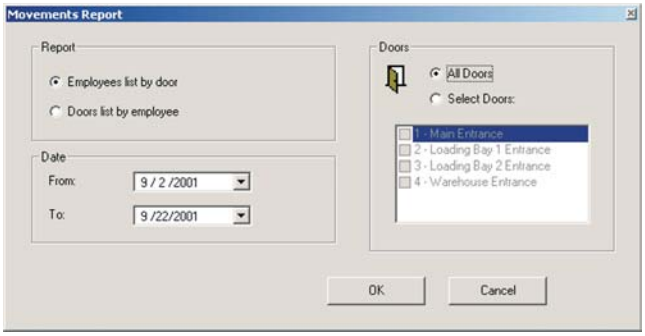
② Select whether you want all doors / employees to be included in the report, or a selected set of doors / employees.

If you choose to select the doors to be included in the report, then you must click on the check box beside each door you want to include in your report.

③ Select the date limits for the report.

When you have finished entering all the report settings press the "OK" button to generate the movement report. Some example Movement Reports have been provided on the next few pages.

Movement Reports - Employees list by door / All doors

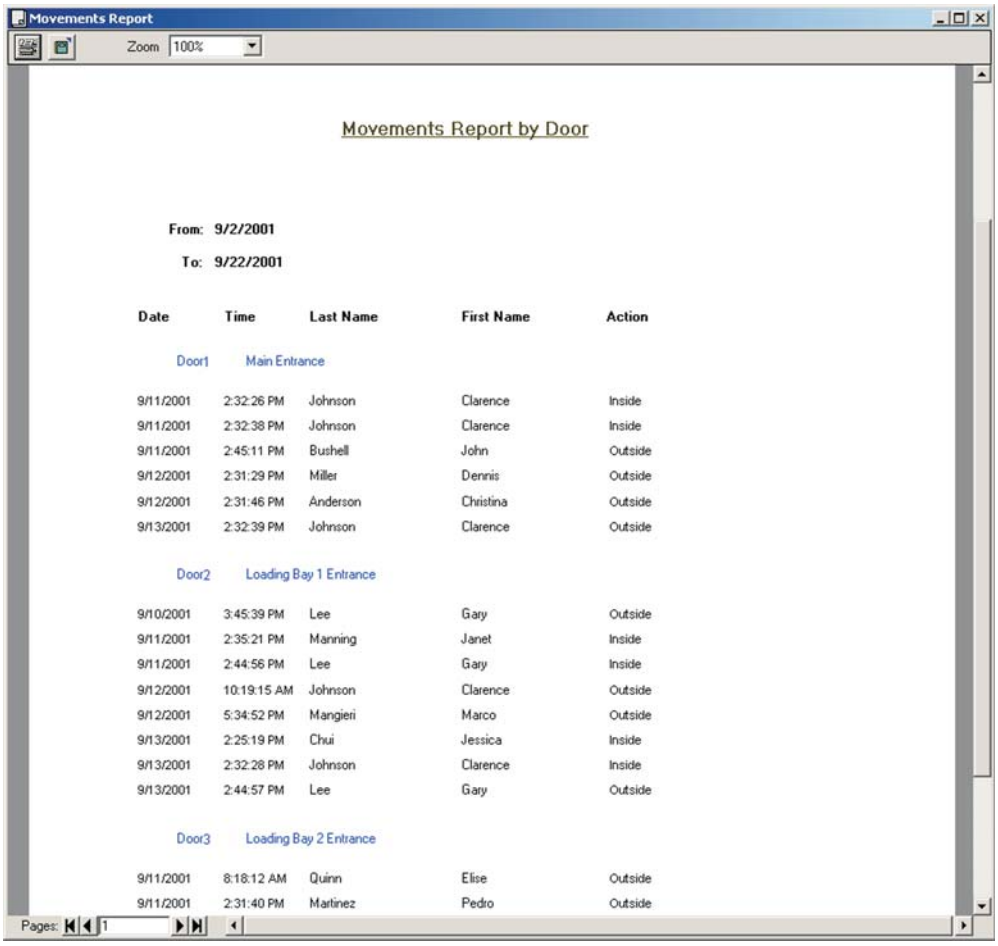


Report Type: Employee list by door

Doors: All doors

Date: 9/02/2001 to 9/22/2001

The following report will be generated by the PC software:



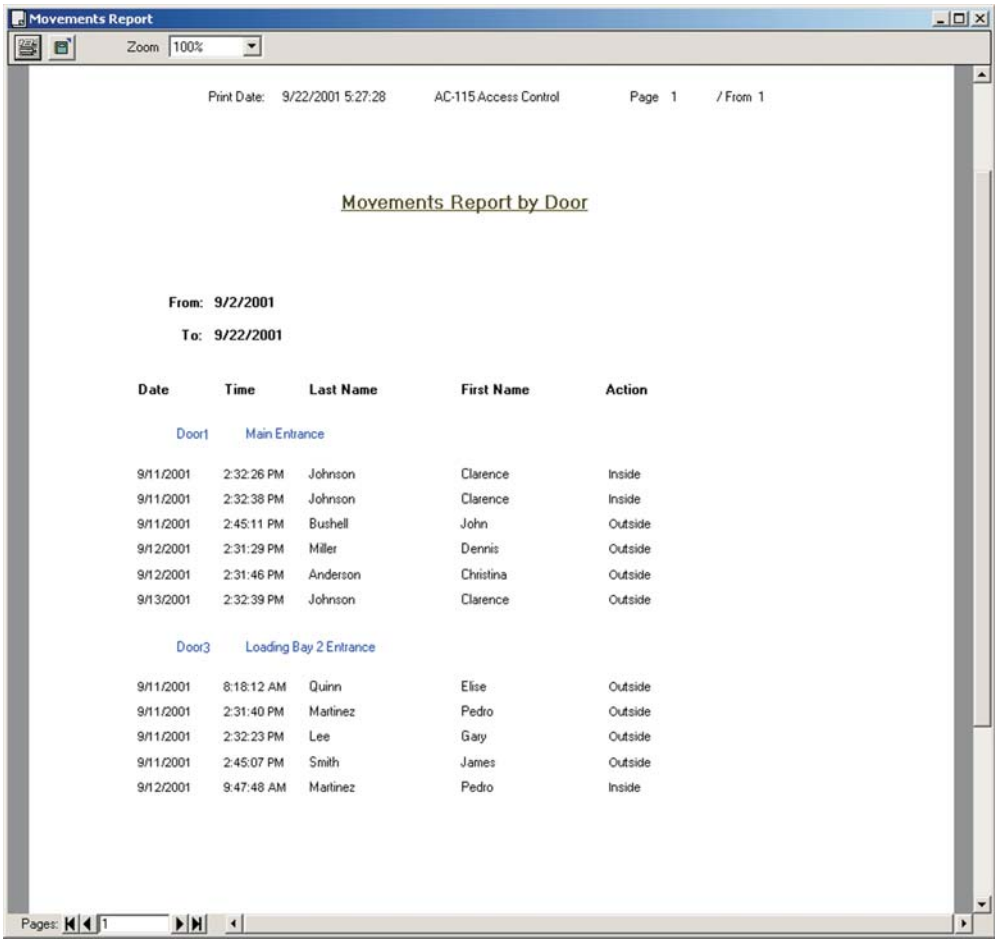
Movement Reports - Employees list by door / Selected doors

Report Type: Employee list by door

Doors: Doors 1 and 3 only

Date: 9/02/2001 to 9/22/2001

The following report will be generated by the PC software:



Movements Report

Zoom 100%

Print Date: 9/22/2001 5:27:28 AC-115 Access Control Page 1 / From 1

Movements Report by Door

From: 9/2/2001

To: 9/22/2001

Date	Time	Last Name	First Name	Action
Door1	Main Entrance			
9/11/2001	2:32:26 PM	Johnson	Clarence	Inside
9/11/2001	2:32:38 PM	Johnson	Clarence	Inside
9/11/2001	2:45:11 PM	Bushell	John	Outside
9/12/2001	2:31:29 PM	Miller	Dennis	Outside
9/12/2001	2:31:46 PM	Anderson	Christina	Outside
9/13/2001	2:32:39 PM	Johnson	Clarence	Outside
Door3	Loading Bay 2 Entrance			
9/11/2001	8:18:12 AM	Quinn	Elise	Outside
9/11/2001	2:31:40 PM	Martinez	Pedro	Outside
9/11/2001	2:32:23 PM	Lee	Gary	Outside
9/11/2001	2:45:07 PM	Smith	James	Outside
9/12/2001	9:47:48 AM	Martinez	Pedro	Inside

Pages: 1

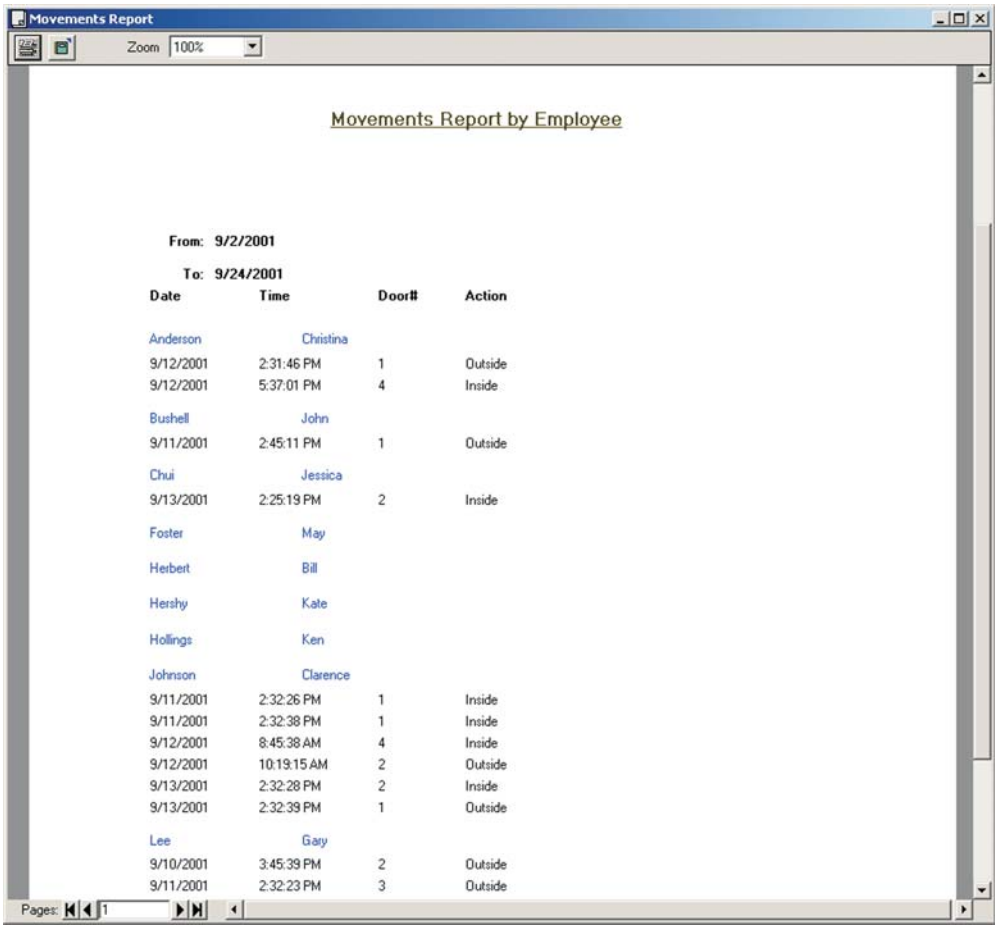
Movement Reports - Doors list by employee / All employees

Report Type: Doors list by employee

Doors: All employees

Date: 9/02/2001 to 9/24/2001

The following report will be generated by the PC software:



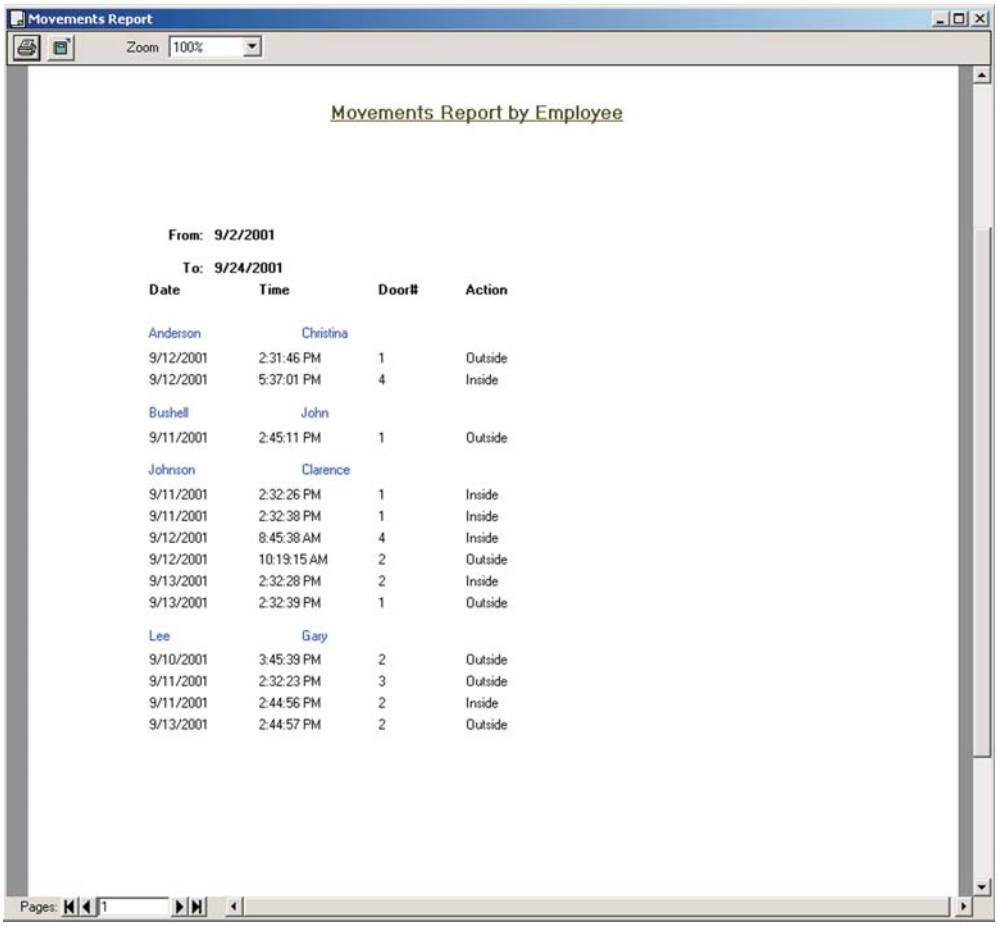
Movement Reports - Doors list by employee / Select employees

Report Type: Doors list by employee

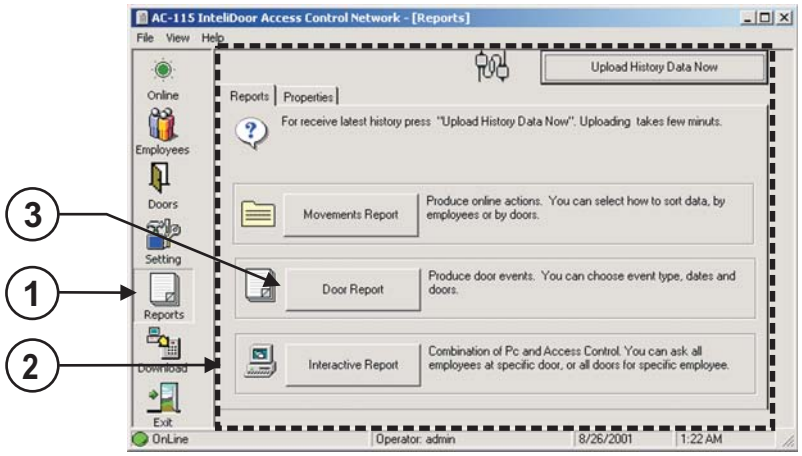
Doors: Selected employees
Christina Anderson
John Bushell
Clarence Johnson
Gary Lee

Date: 9/02/2001 to 9/24/2001

The following report will be generated by the PC software:



Generating Door Reports

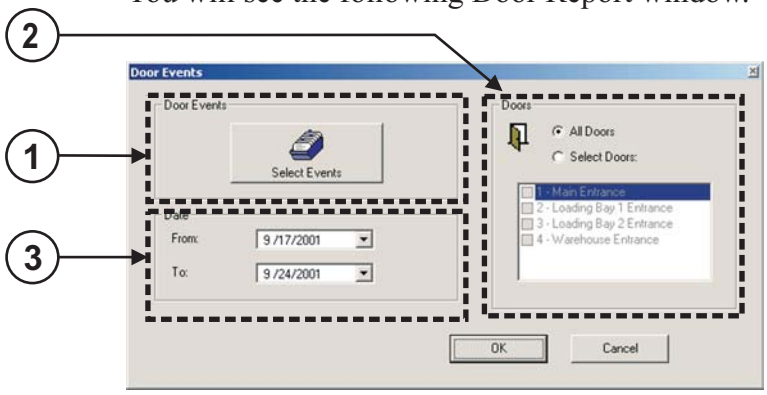


① From the Main Window click the Reports button on the tool bar.

② You will see the Reports window.

③ Click on the "Door Report" button.

You will see the following Door Report window.



① Select the events that you wish to see on the reports.

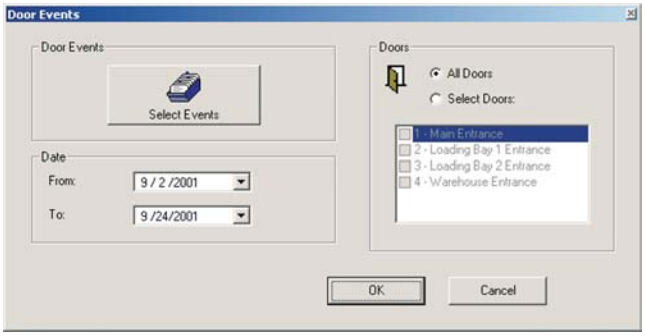
② Select whether you want all doors to be included in the report or a selected set of doors.

If you choose to select the doors to be included in the report, then you must click on the check box beside each door you want to include in your report.

③ Select the date limits for the report.

When you have finished entering all the report settings press the "OK" button to generate the Door Report. Some example Door Reports have been provided on the next few pages.

Door Report - All Events / All doors



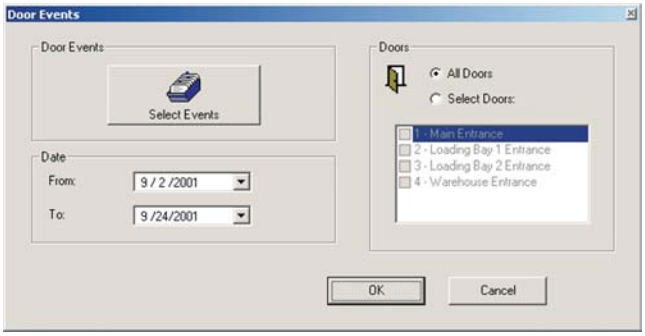
Report Type: All Events

Doors: All doors

Date: 9/02/2001 to 9/24/2001

The following report will be generated by the PC software:

Door Report - Tamper Events / All doors

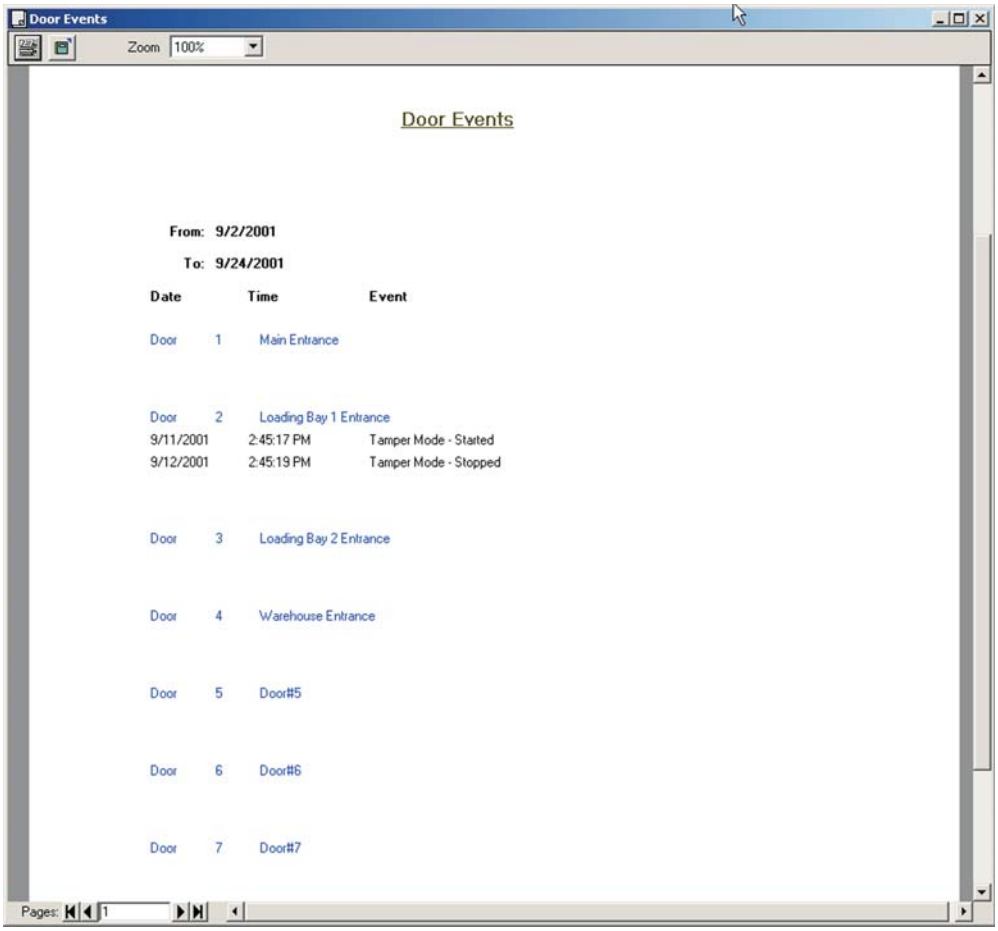


Report Type: Tamper Events

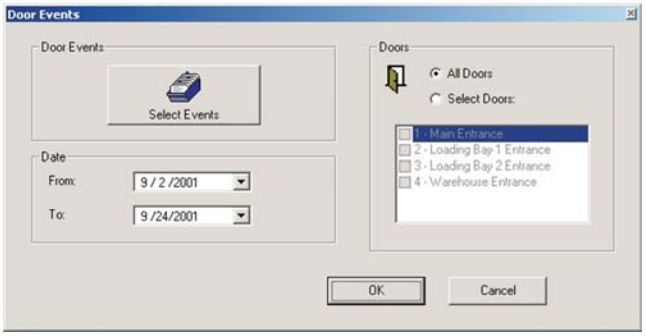
Doors: All doors

Date: 9/02/2001 to 9/24/2001

The following report will be generated by the PC software:



Door Report - Auxiliary Events / Door 1 and 4



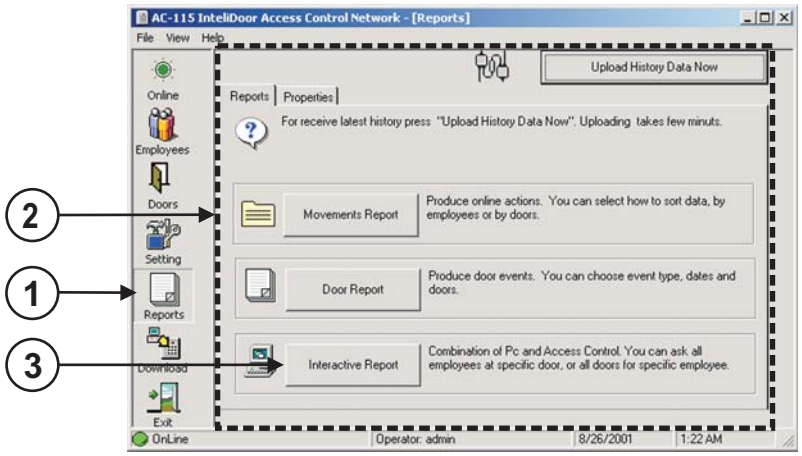
Report Type: Auxiliary Events

Doors: Door 1 and 4

Date: 9/02/2001 to 9/24/2001

The following report will be generated by the PC software:

Generating Interactive Reports

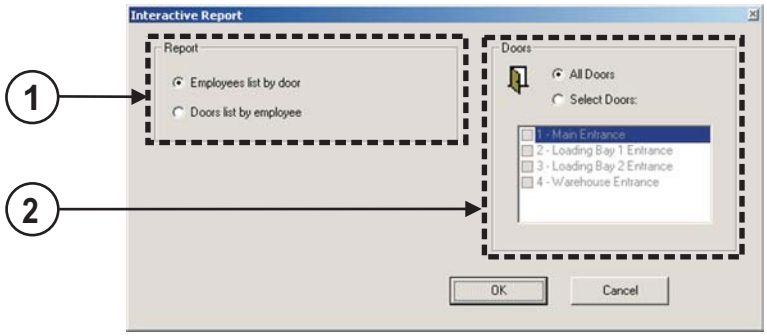


① From the Main Window click on the Reports button on the tool bar.

② You will see the Reports window.

③ Click on the "Interactive Report" button.

You will see the following Door Report window.



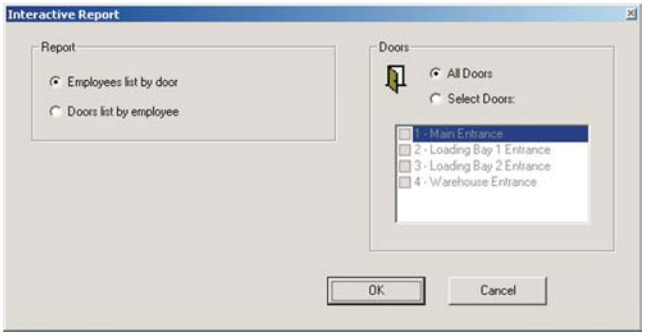
① Select how you want the reports to be sorted.

② Select whether you want all doors /employees to be included in the report or a selected set of doors / employees.

If you choose to select the doors to be included in the report, then you must click on the check box beside each door you want to include in your report.

When you have finished entering all the report settings press the "OK" button to generate the Interactive Report. Some example Interactive Reports have been provided on the next few pages.

Interactive Report - Employee list by door / All doors

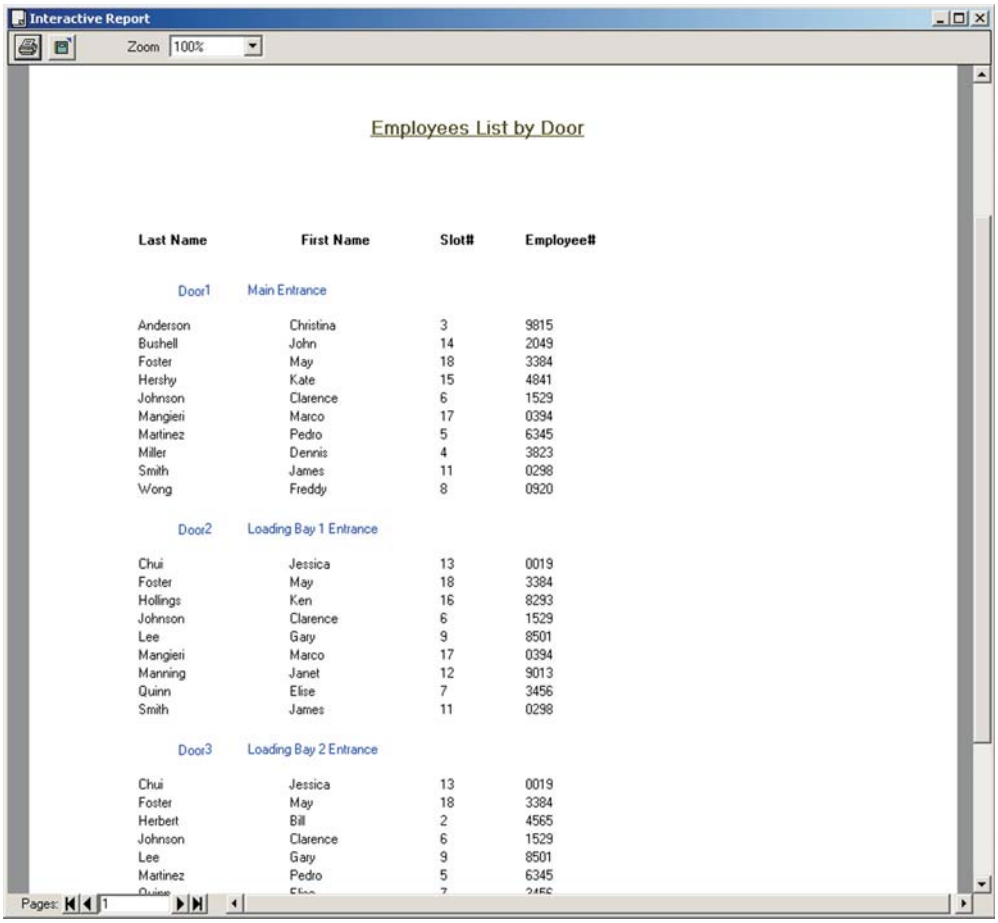


Report Type: Employee list by door

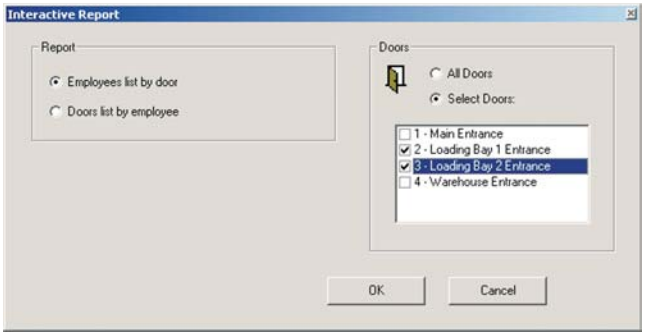
Doors: All doors

Date: 9/02/2001 to 9/24/2001

The following report will be generated by the PC software:



Interactive Report - Employees list by door / Selected doors

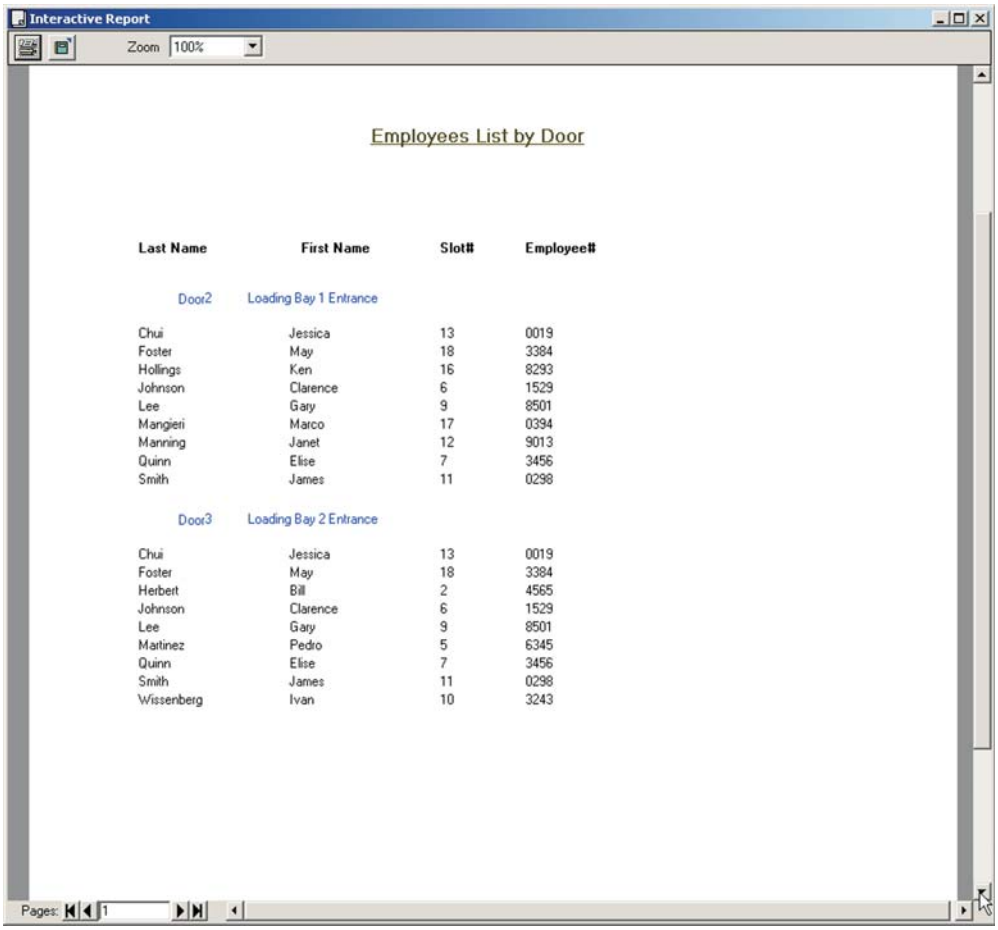


Report Type: Employee list by door

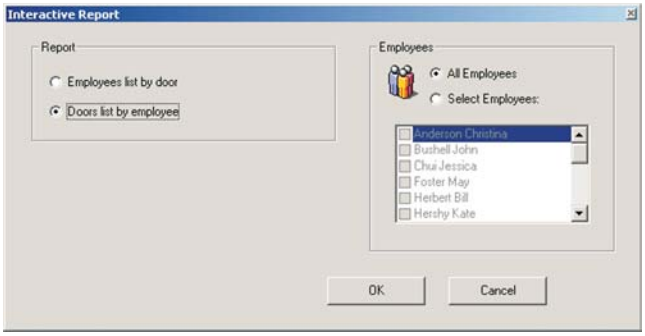
Doors: Doors 2 and 3

Date: 9/02/2001 to 9/24/2001

The following report will be generated by the PC software:



Interactive Report - Doors list by employee / All employees

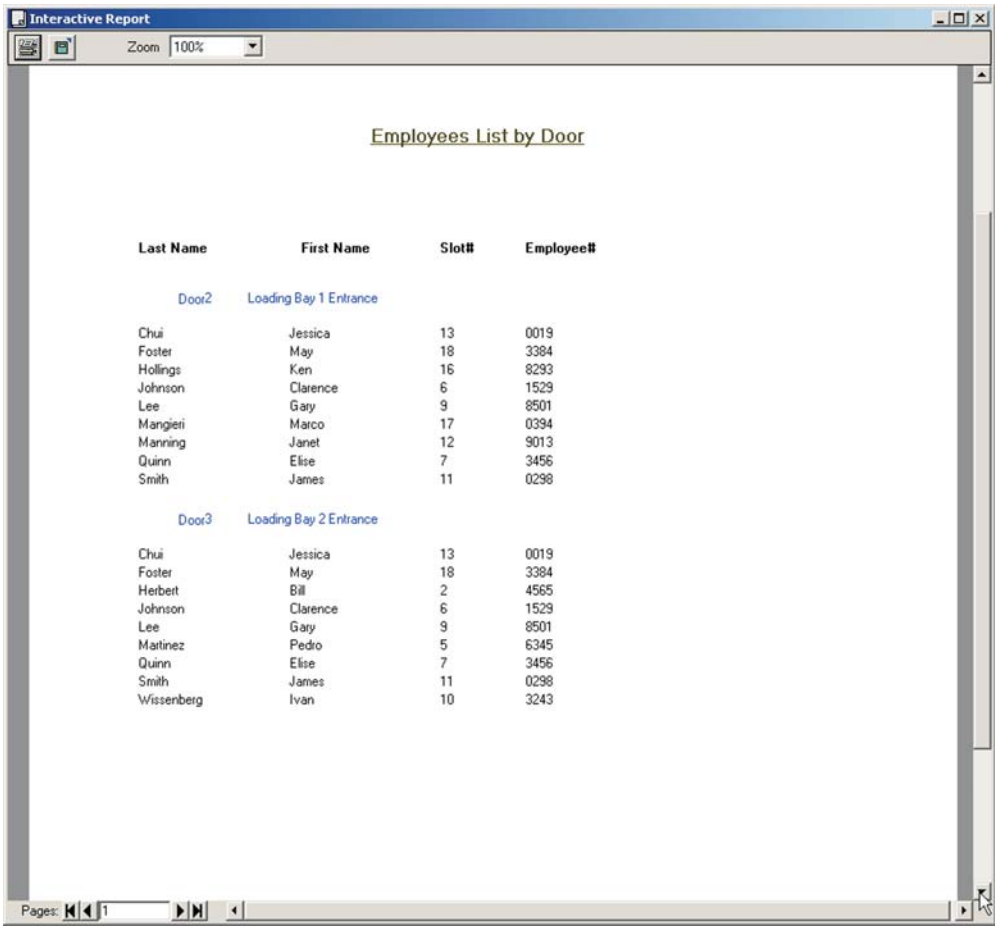


Report Type: Doors list by employee

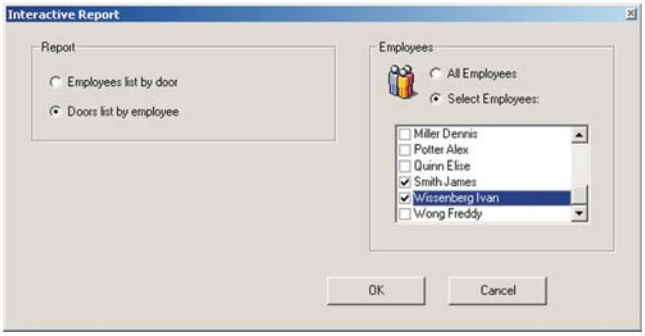
Doors: All employees

Date: 9/02/2001 to 9/24/2001

The following report will be generated by the PC software:



Interactive Report - Doors list by employee / Selected Employees

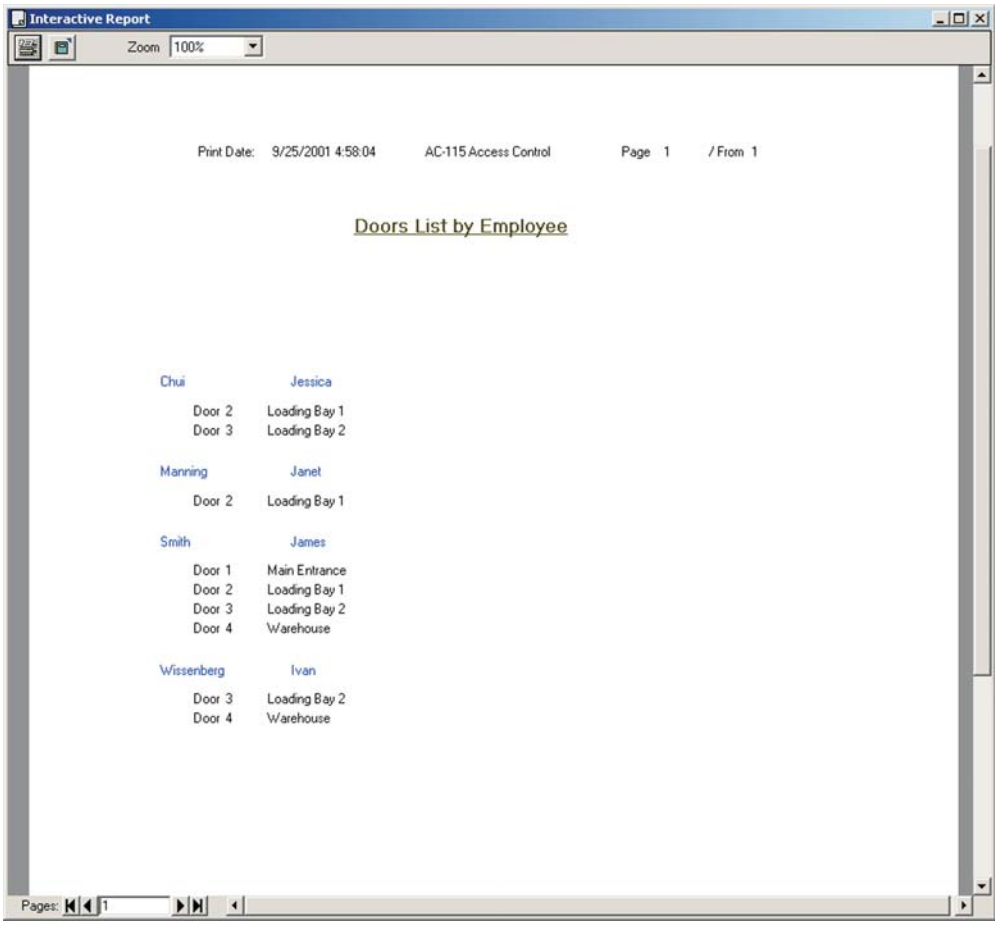


Report Type: Doors list by employee

Doors: Selected employees
Jessica Chui
Janet Manning
James Smith
Ivan Wissenberg

Date: 9/02/2001 to 9/24/2001

The following report will be generated by the PC software:



Appendix A

A

Setting up your language in Windows® 2000

The AC-115 software currently supports the following languages.

- English
- French
- German
- Hebrew
- Italian
- Russian
- Spanish

The following is a step by step example showing how to change the language from English to Russian. The same steps can be used to change languages to any of the available languages.

STEP 1 Try to change languages within the AC-115 software

a) Click on the “Settings” button on the program tool bar.
b) Click the tab marked “Options”.
c) Click on the button marked “Language”.

You should see the following if you are running the English version of Windows® 2000.

Notice that Hebrew and Russian are missing from this list. This is because Windows® 2000 language is set to English (United States).

The English alphabet is not compatible with the Hebrew or Russian alphabet so Hebrew and Russian are not shown on the list.

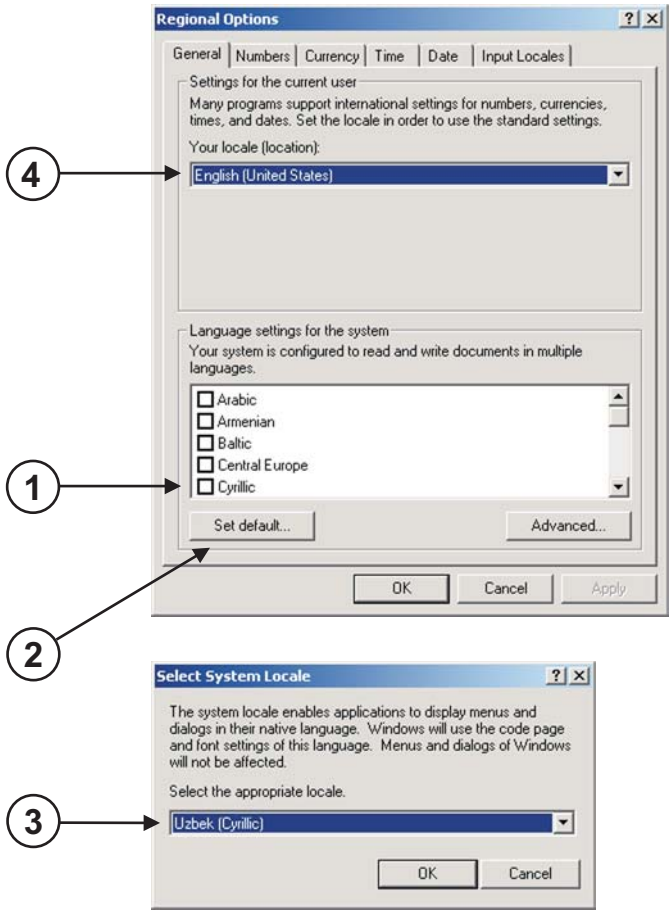
To view Russian text for instance we must change the configuration of the default local language into “Cyrillic” first.

If you see the language of your choice, select the language from the list and click the OK button. If you do not see the language of your choice continue to **STEP 2** on the next page.

STEP 2 Changing the default locale on Windows® 2000

a) Open the "Regional Options" applications from your Windows® control panel.

b) You should see the following screen



Assuming you want to see Russian text in the AC-115 PC software, you must first select "Cyrillic" in the language settings for the system.

① Click on the checkbox next to Cyrillic in the Language settings for the system.

② You must click the "Set Default" button to confirm you language selection.

③ A small confirmation window will appear, select a Cyrillic compatible locale from the drop down menu. Such as Azeri, Serbian, or Uzbek and then click the "OK" button.

④ Select a Cyrillic compatible locale from the "Your locale" drop down menu. Such as Azeri, Serbian, or Uzbek.

Click the "OK" button to confirm your Regional Options Settings. You may be required to insert your Windows® 2000 installation CD to install additional files and to restart your PC. Repeat **STEP 1** and you will now be able to select Russian from the language list.

Appendix B

B

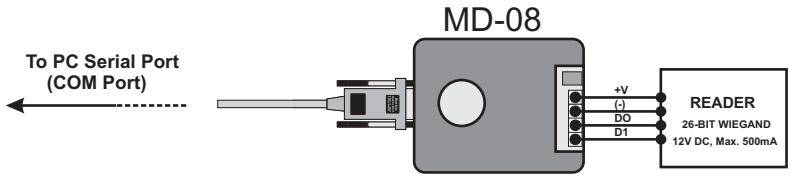
Using the MD-08

The MD-08 is a 26-Bit Wiegand to RS485 converter. It allows you to connect a 26-Bit Wiegand Reader directly to one of your PC's COM ports. This permits you to program Employee and System Codes without being in On-line Mode. This provides the convenience of not being required to use a reader attached to a controller in the network when setting Employee and System Codes.

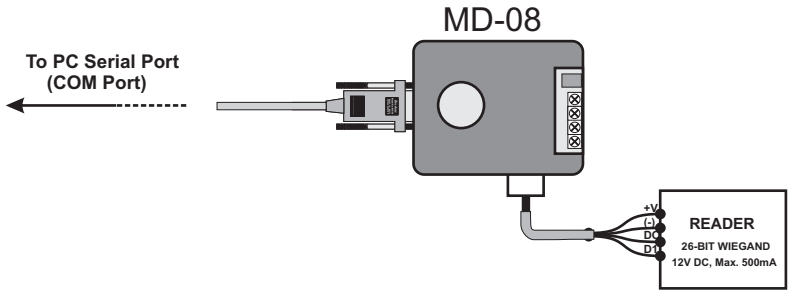
Instead, you may program Employee and System Codes using a Reader attached to the MD-08. You could even pre-program all the Employee and System Codes for a network in your office prior to departing to the site of the AC-115 network you are installing or maintaining.

There are three ways to attach 26-Bit Wiegand readers to the MD-08.

Wiring a reader directly to the MD-08's terminal block

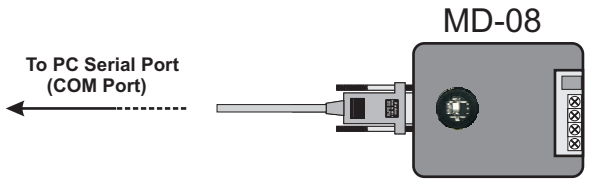


Attaching a Rosslare reader directly to the MD-08's connector input



Readers are not provided with the MD-08 and must be purchased separately.

Installing Rosslare's MD-12W Prox Reader Module directly into the MD-08



The MD-12W is not provided with the MD-08 and must be purchased separately.

Technical Support

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