IS2000

Administrative
Operator's Guide

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Figure 1 - System Navigation

All IS2000 modules display the following in the top third of the screen:

- **Module Toolbar** (top row) – Displays the IS2000 modules, from Access to Help. Allows for easy navigation between modules. The ▾ indicates the presence of a drop-down menu.
- **Command Toolbar** (second row) – Displays module dependent commands. For example, the Hardware Manager consists of the commands shown.
- **Information box** (top right) – Displays the operator, computer name, date and time, as well as the driver type. The information box also displays a flashing message "X Alarms Pending" as alarms occur. A "logout" key is present in the bottom right of the information box.

Several Mouse Cursor Icons appear when operating the software:

The Drag Object icon appears when the left mouse button is held down over a selected object. Moving the mouse while holding down the left mouse button and releasing the mouse button over the desired destination is termed "Drag 'n' Drop".

The Hourglass icon appears when the system is busy processing data to be displayed or while loading a form.

The Popup Menu icon is displayed when the cursor is placed over an area of the screen that contains additional commands. Right click to call up the popup menu for additional commands.

The Moving Hand icon will appear when placed over an area of the screen that can be moved by holding down the left mouse button, and moving the mouse to the desired location. This is typically used to navigate a floor plan in the Graphic Maps module.

The Pointing Hand icon will appear when the cursor is placed over a hyperlink text. A left click over the hyperlink will display additional information relating to the link.

Logging Off

To log off from the IS2000 system:

1. Click on at the top right corner of the Information Box, to log out from the IS2000.
2. To completely shutdown the IS2000, click on (typical Windows Close) at the top right corner of any of the module windows.

Event Manager

The default start-up module for IS2000 is the Event Manager.

Figure 2 - Event Manager

We will begin the IS2000 configuration with the Hardware Manager. Go to Hardware Manager.

HARDWARE MANAGER

The Hardware Manager contains three basic windows: the Hardware Tree, Hardware Properties and the Status Screen.

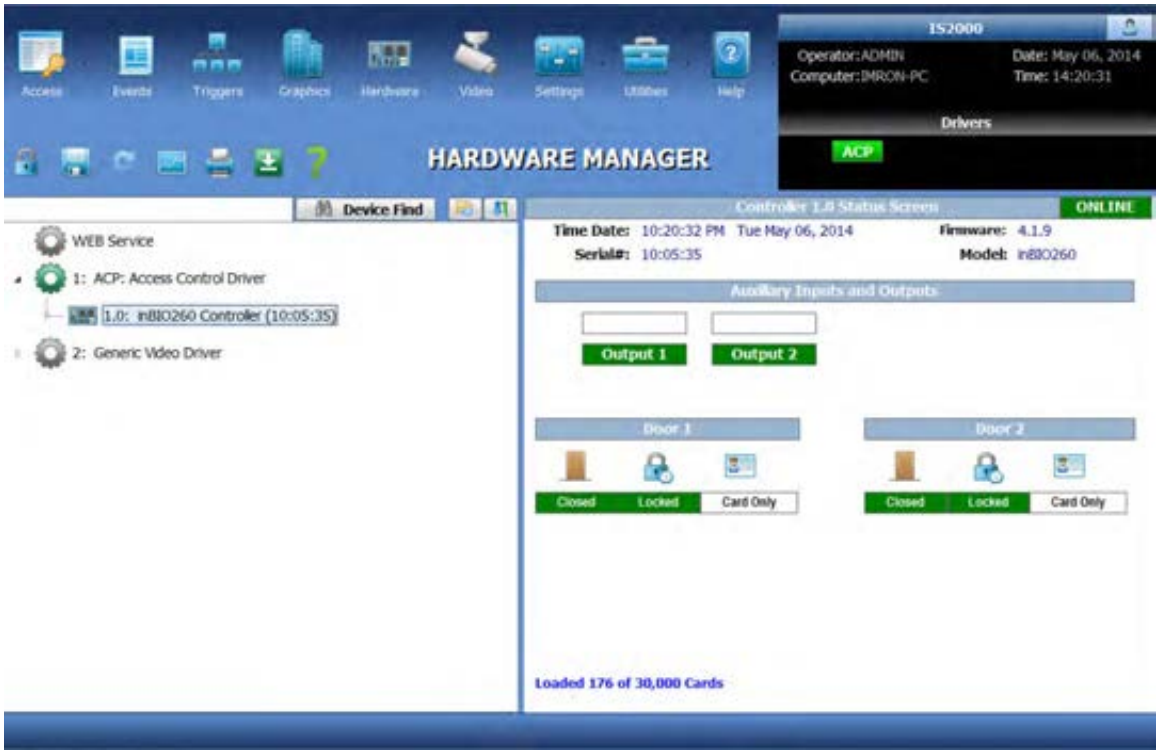

Figure 3 - Hardware Manager

Maneuvering the Hardware Tree

The following section describes the components of the Hardware Tree and Hardware setup/configuration. We begin with some of the basic components of the Hardware Manager:

- Unlocking the Module
- Viewing the Hardware Tree
- Viewing Properties

Unlocking the Module

Unlock the Module by clicking on the Command Toolbar's icon. This operation is required in order to make any database changes.

If you attempt to make database changes while the module is locked, the application will remind you by displaying a message in the Information Box.

Viewing the Hardware Tree

The Hardware Tree is located in the middle left of the IS2000 Hardware Manager screen. The access control driver is the software interface between the GUI (**IS2000**), the database, and the field hardware. Any updates which affect the field hardware are sent by the driver to the field hardware. These field events are received by the driver and passed on to the GUI. The driver, hardware, and associated devices are displayed in a hierarchical tree and are assigned virtual addresses:

1: Driver
  1.0: Controller
    1.0.0: Sub-Controller
      1.0.0.I1 (Input 1) - or - **1.0.0.O1** (Output 1) - or - **1.0.0.R1** (Reader 1)

Note: Devices are designated with a letter and a number. The letter designates whether the device is an input (I), output (O), or a reader (R). The number designates the input, output, or reader number.

A (+) or (-) is present to the left of each component. These are used to view the assigned "sub-level" hardware. Click on the (+) to expand the hardware tree or click on the (-) to collapse the hardware tree.

Viewing Properties

The Properties window is located in the bottom left corner of the IS2000 Hardware Manager screen. Depending upon which item is selected in the Hardware Tree: Driver, controller, Sub-controller, or other devices, the Properties window changes to reflect the properties for the respective selection. You can click on the field to the right of the property name to modify, edit or enter parameters.

Establishing Communication with the Hardware

Configuring the Access Control Driver for Communication

Before we can communicate with the field hardware, we must first add the "Access Control Driver".

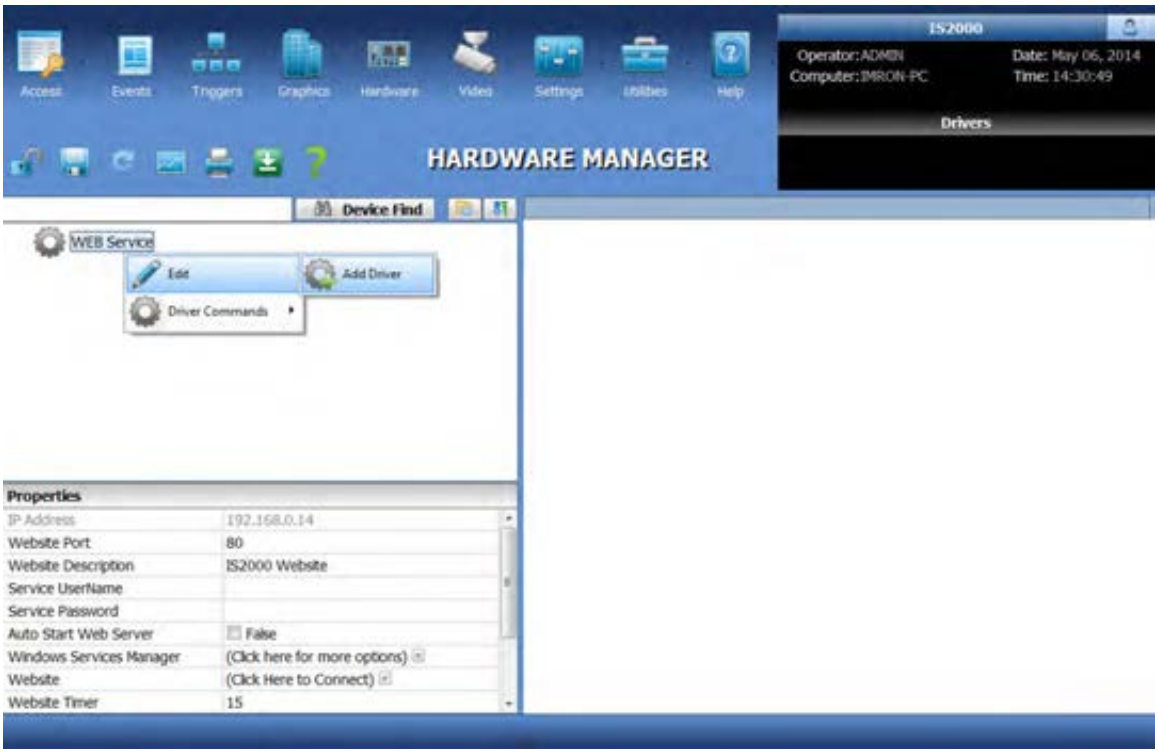

Figure 4 - Adding a Driver

1. Right-mouse click on the window shown in the figure above.
2. Select "**Add Driver**" from the **Edit** menu.

Figure 5 - New Driver

3. A "**New Driver**" window appears. This window contains the computer name and the Driver Types, which are displayed in different categories. The computer name is automatically entered and will match the name in the information box. Select the correct Driver Type. For this example, we have selected "**ACP Access Control**" under the Access Control Drivers.

Figure 6 - New Driver

4. Click on . The newly added driver along with the associated driver properties will now be displayed.

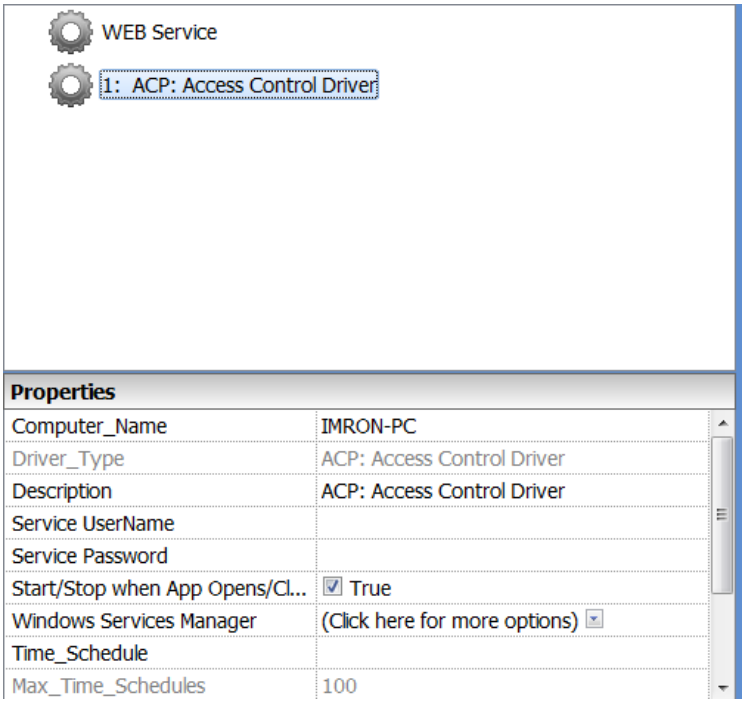

Figure 7 - Driver and Associated Properties

Running the Driver

1. Start the driver. Right click on the ACP: Access Control Driver. Select "**Start Driver**" under the **Driver Commands** drop down menu to start the access control driver.

2. When the driver is running:
   a. The Information Box will display the driver type next under **Drivers**. Note the **ACP** driver in the information box.
   b. The "**Driver 1 Status Screen**" now appears to the right along with a green "**RUNNING**" box and the technical details for the driver.

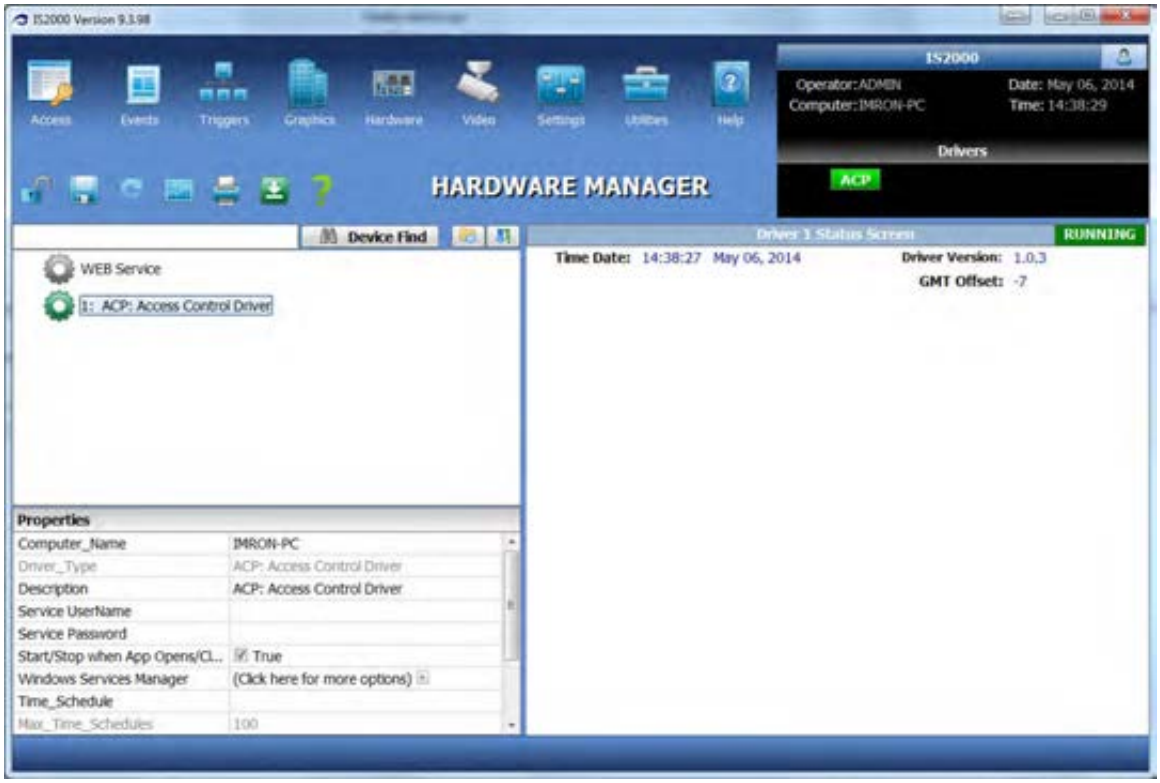

Figure 8 - Running the Driver

Adding a Controller

Once the Access Control Driver is running, a controller can be added.

1. To add a controller, right mouse click on the indicated window. Select "**Add Controller**" under the **Edit** drop down menu.

Figure 9 - Adding a Controller

2. **'Add Controller'** window appears.
3. If doing a Manual Setup, then choose the Controller Type, Controller Address and Description. If doing an Auto Setup, then the driver will auto scan the network on the LAN and populate a list of the controllers that it found. Select the appropriate controller, based on the MAC ID and IP Address. Click on .

Figure 10 - New Controller Window

Controller Status

The controller status is displayed on the Controller Status Screen.

Refer to the **"Controller 1.0 Status Screen"** in the figure below.

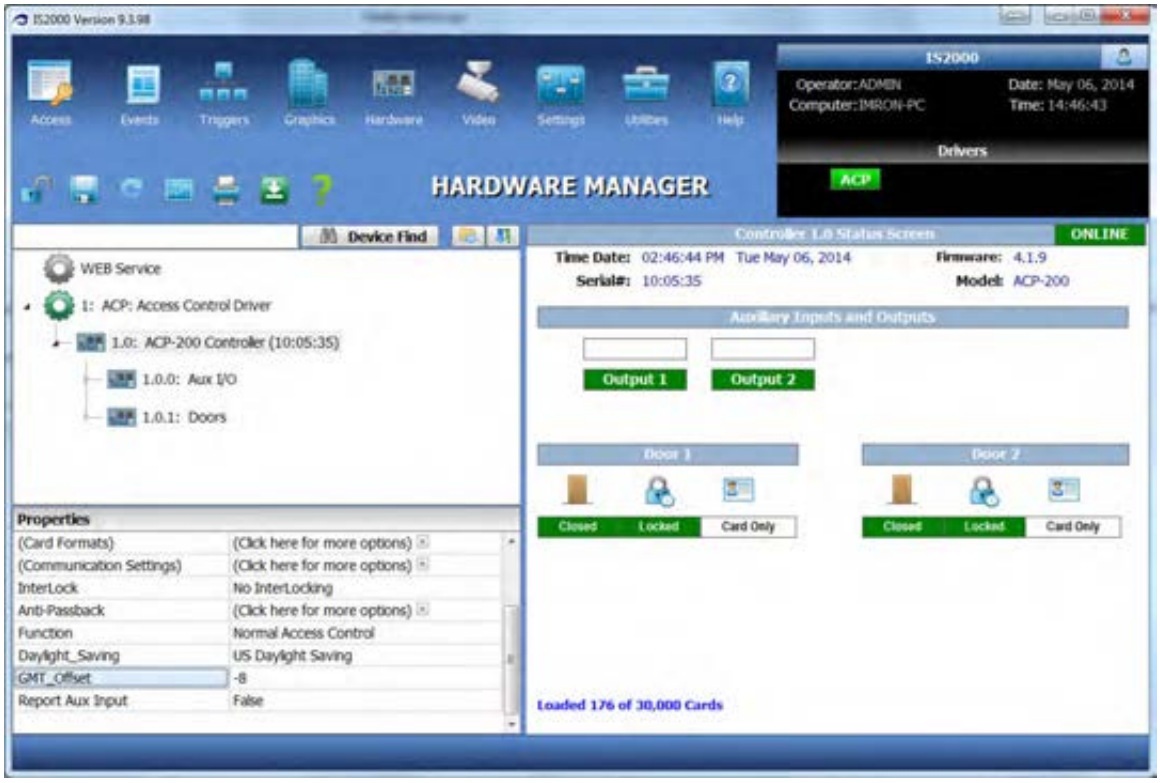

Figure 11 - Controller Status

If the Access Control Driver is communicating with the controller (ACP), a green "ONLINE" status will appear on the top right corner of the Controller Status Screen. Also, the Firmware and Model information is updated and appears below the ONLINE status.

1. If the controller does **NOT** come online, re-check the controller property configuration.

2. If you feel the property configuration is correct, check the hardware connections.

Resetting the Controller

Resetting the controller erases the current database in the controller. A Reset can now be executed since a working database has not been created and downloaded to the controller. Also initiating a Reset, at this point, will erase the factory test database.

Note: In the future, use this command only when directed by technical support.

Figure 12 - Reset Controller

1. Right click on the controller.
2. Under the **Controller Commands** drop down menu, select **"Reset Controller"**.
3. A Reset Controller message box appears. Click **Yes**.

Figure 13 - Reset Controller Message Box

- After the Reset process erases the controller's database, a database download will be initiated.
- Any subsequent changes should be saved .

Status Screen

When adding or resetting a device, you may see that the status of the sub-controllers is offline. The controller may also go offline during the download. The bottom of the Status Screen shows "Processing...". This is indicative of a download or if the system is busy loading data.

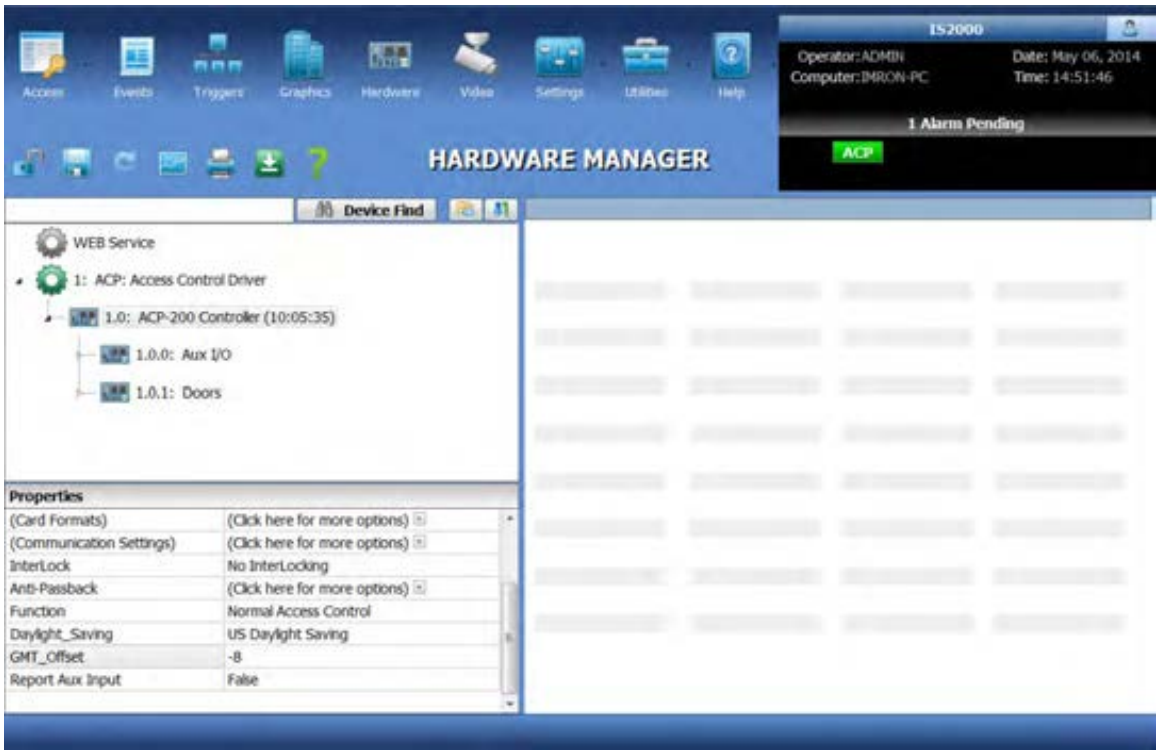

Figure 14 - Status Screen

"Loaded x of 30,000 Cards" indicates the number of cards (Personnel Manager) that have been loaded into the ACP controller's local database.

HARDWARE DEVICE PROGRAMMING

This section covers the configuration of basic properties associated with sub-controller devices.

Sub-Controllers

There are two types of Sub-Controllers for the ACP and inBIO controllers: Aux I/O and Doors. The Aux I/O has two supervised inputs and two relays. The MR-52 has eight supervised inputs and six relays. Although the number of inputs and relays differ between the MR-50 and MR-52, programming devices such as a reader, an input, or a relay is the same for both Sub-Controllers.

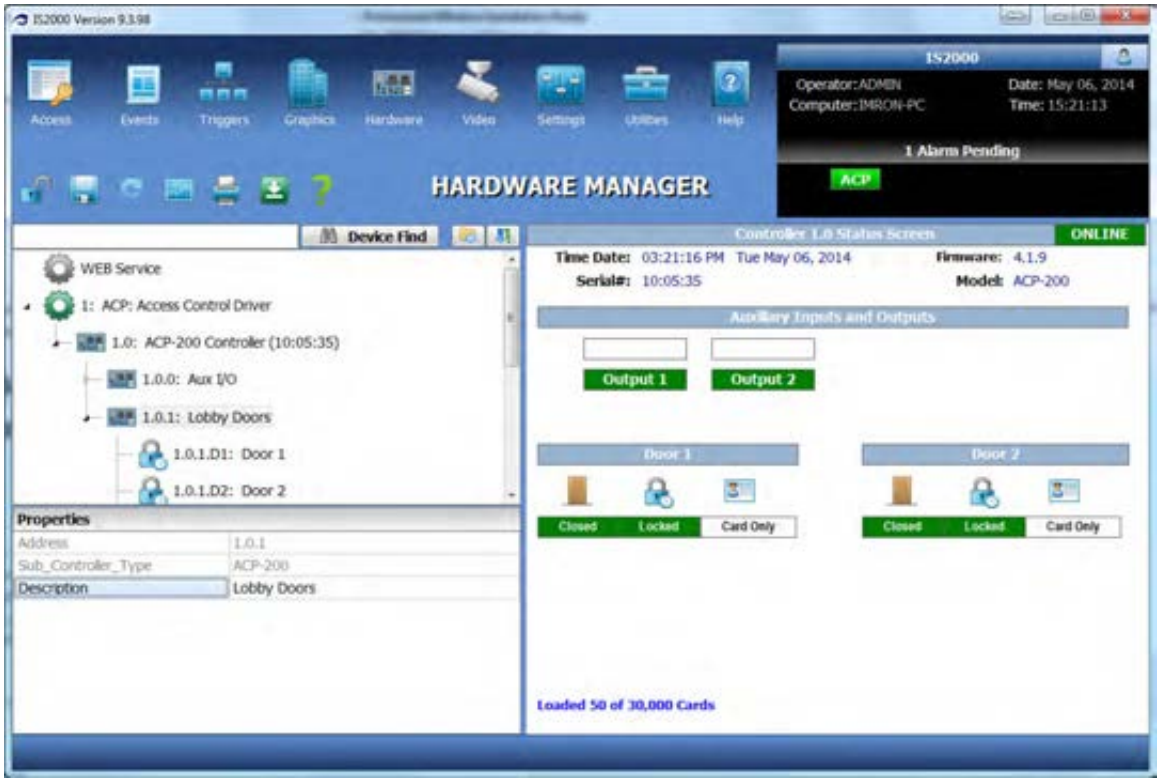

Figure 15 - Hardware Devices

To Rename the Sub-Controller**:**

1. Click on the Sub-Controller property "**Description**".
2. Enter the name of the Sub-Controller. In our example, we replaced the default description with "**Lobby Doors**".
3. Press [ENTER].
4. Click on from the Command Toolbar.

Programming the Sub-Controller Devices

The sub-controller devices consist of the following:

- Doors
- Inputs
- Outputs
- Readers

To program a device, select the device and modify properties in the Properties window of the Hardware Manager. For additional information regarding the properties, please go to IS2000 Help.

Doors

Door - Description

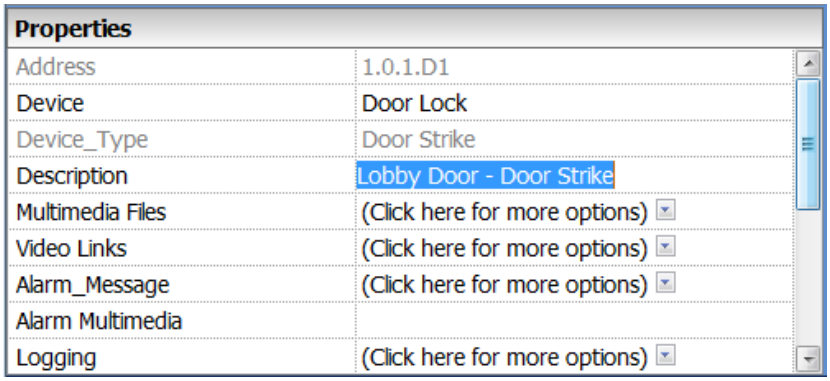

Figure 16 - Door Description

Door – Access Grant Time

The Access Grant Time defines the amount of time the door will remain unlocked when a valid card is read or a request to exit device is used.

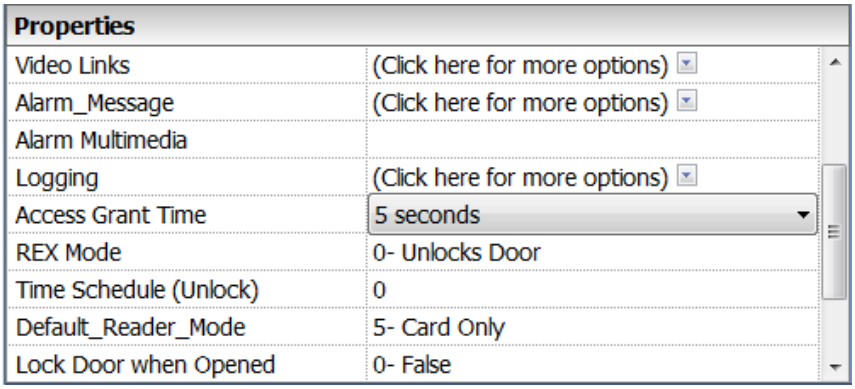

Figure 17 - Door Access Grant Time

Inputs

Door Contact - Description

The Description is displayed throughout the IS2000 including Access Levels, Event Manager, History reports, etc.

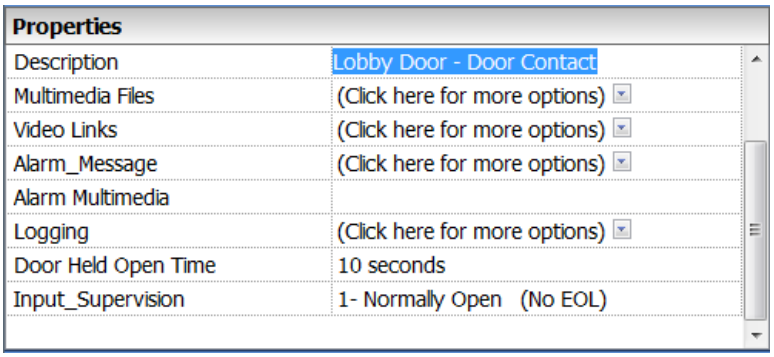

Figure 18 - Door Contact Description

Door Contact – Door Held Open Time

The Door Held Open Time is used to supervise the door for alarm and the door held open timer.

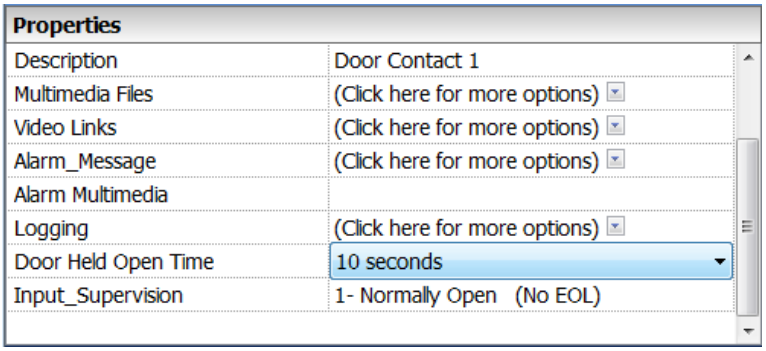

Figure 19 - Door Contact Door Held Open Time

Door Contact - Input_Supervisions

The Input Supervision defines the type of contact installed at the door.

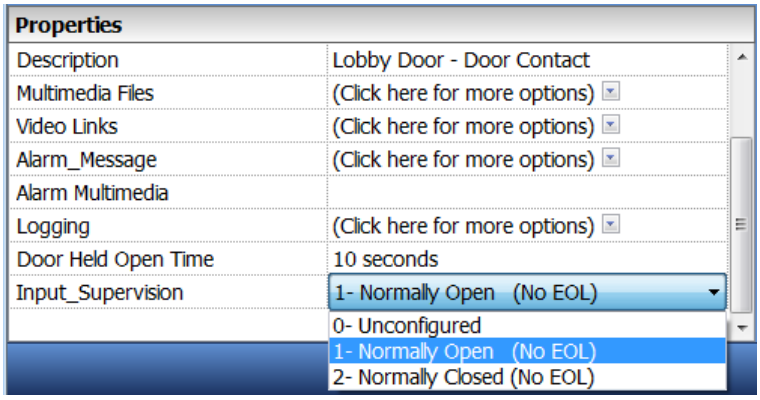

Figure 20 - Door Contact Input Supervision

Reader

Proximity Reader - Description

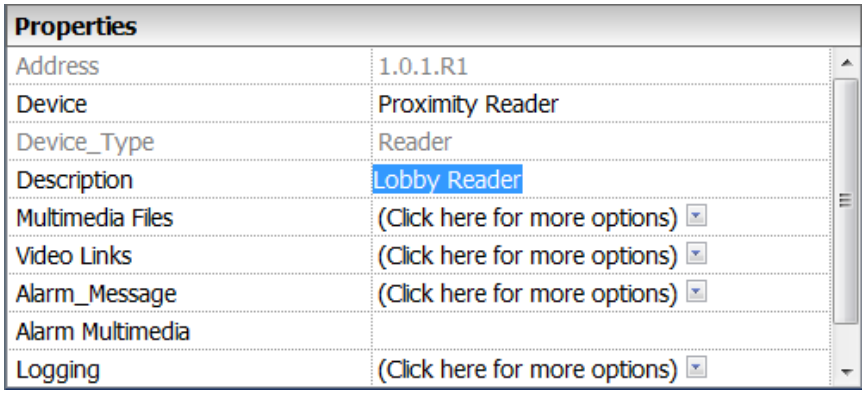

Figure 21 - Proximity Reader Description

TIME SCHEDULES

A Time Schedule will determine when a door can be accessed using a valid credential. Time schedules are also used to set up doors to unlock per defined schedule using Triggers and Macros.

- There are a total of 100 available Time Schedules and are remotely stored at the controller once downloaded. Devices that are connected to the controller, along with personnel records with access levels, will follow their respective Time Schedules.
- Each Time Schedule contains twelve **"Intervals"** and eight Holiday types.
- Three tabs: Time Schedules, Holidays, Time Schedule Status allows you to toggle between these screens.
- In the current screen, the green bars to the right are a graphical representation of the current Time Schedule. These bars change dynamically to reflect any modifications to the Time Schedules.

To go to Time Schedules:

1. Click on the Access Module.
2. Click on Time Schedules.

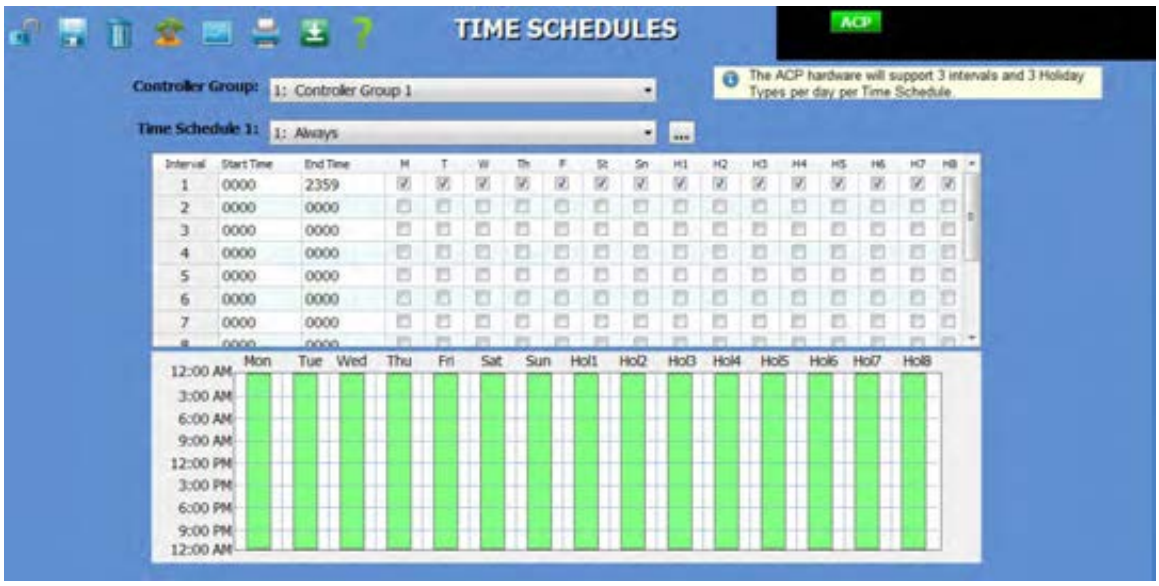

Figure 22 - Time Schedules

There are two "pre-programmed" Time Schedules.

- "1: Always" – This Time Schedule should NOT be changed. The "1: Always" Time Schedule is always active. When this Time Schedule is assigned to an Access Level it provides 24/7 access to the readers which belong to that Access Level. **Do not program this time schedule**.

- "2: Work Hours (M-F 8 to 5)" – We created this Time Schedule for your convenience. This Time Schedule will activate Monday through Friday from 8am (0800 hours) to 5pm (1700 hours), except on Holidays. You can modify the properties of this Time Schedule to correspond to your specific requirements.

Programming Time Schedules

To program a new Time Schedule:

1. Select the next available Time Schedule.
2. Click on the (…) button to the right of the Time Schedule field.
3. Rename it from its default description and click on to update changes. In the example shown below, Time Schedule 3 was renamed Swing Shift.

Note: A Time Schedule always begins with Interval 1. Do not skip Intervals.

5. Use military time for the Start Time and End Time values.
6. Select the days of the week that will follow the Start and End Time.
7. An Interval cannot pass midnight. Use two intervals instead. For example, a swing shift interval from 22:00 to 03:00 can be programmed with two intervals. Interval 1 should end at 24:00 and interval 2 should start at 00:00, refer to the figure below.

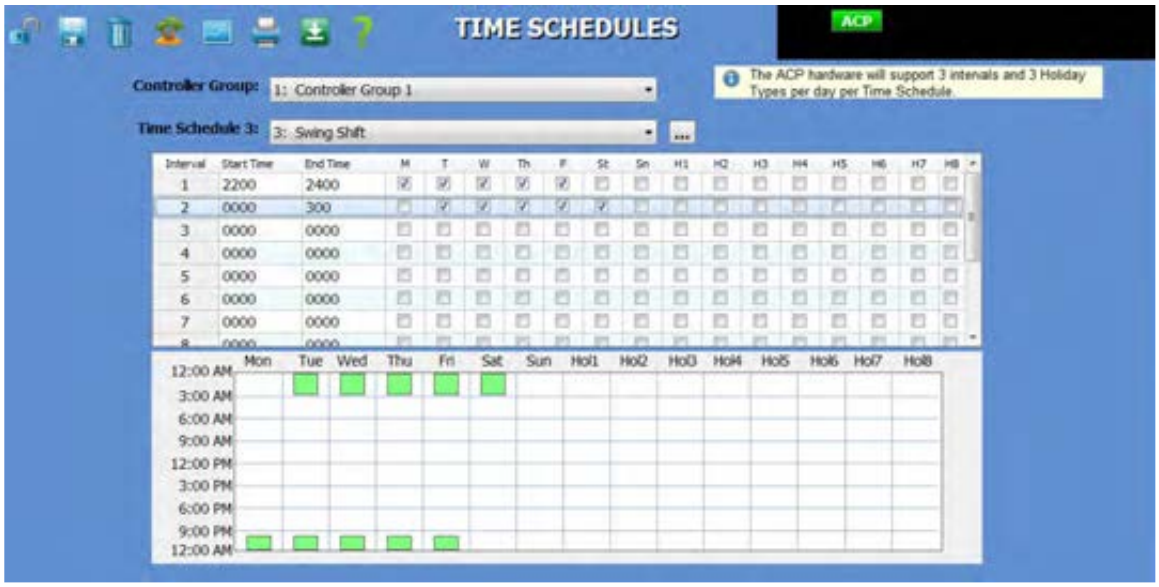

Figure 23 - Swing Shift

Programming Holidays

To program Holidays:

1. Select the "Palm Tree" from the Command Toolbar.
2. Select a Holiday to edit. Enter a description of the new Holiday.
3. To enter a start date, click on the field corresponding to the new Holiday from the Start Date column and use the calendar to select a start date. Do the same for the stop date.
4. If you want to observe a Holiday, checkmark at least one of the three Holiday types (H1-H3). The Holiday type should match the Holiday type in the Time Schedules screen. If the Holiday type is not marked, the system will view this day(s) as a regular day(s).

Note: If the holiday lasts for more than a single day, you may enter the date for the last holiday of the period in the Stop Date column. For a single holiday, the Start Date and Stop Date should be the same.

For example, in the figure below, Fourth of July is entered as a Holiday that is observed on a single day; whereas Christmas is entered as a Holiday that is observed for four days.

To program Multiple Holiday intervals:

The following example illustrates how to associate multiple Holiday intervals to a single Time Schedule:

1. For Holiday ID #3, "Days before Thanksgiving" has a start date of 11/26/2014 and a stop date of 11/26/2014. We have selected Holiday type, H3.
2. For Holiday ID #4, "Thanksgiving Day" has a start date of 11/27/2014 and a stop date of 11/27/2014. We have selected Holiday type, H1.
3. For Holiday ID #5, "Day after Thanksgiving" has a start date of 11/28/2014 and a stop date of 11/28/2014. We have selected Holiday type, H3.

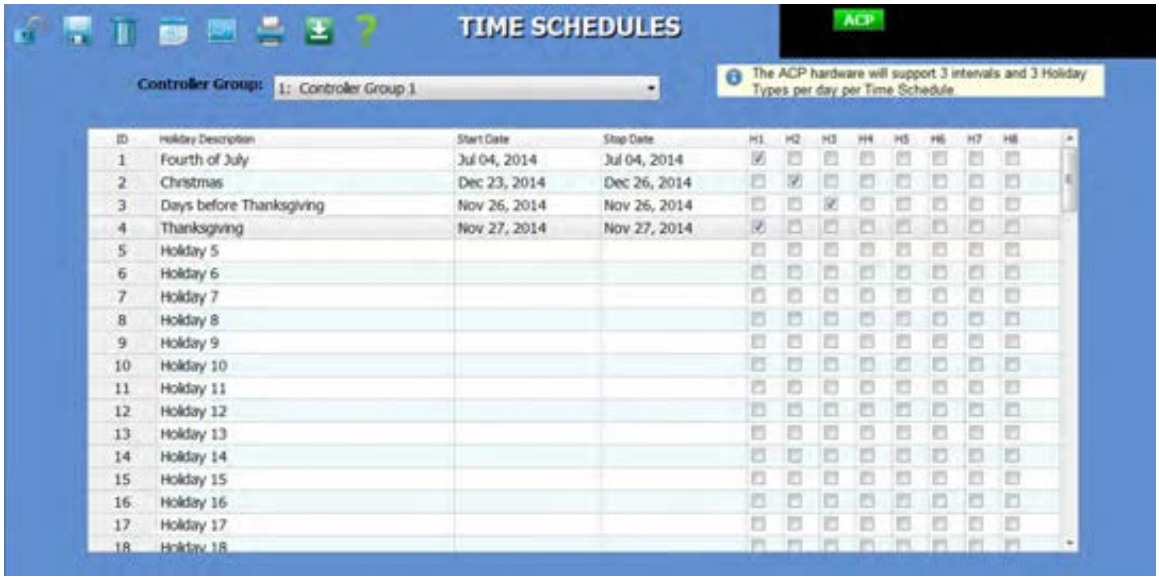

Figure 24 - Programming Holidays

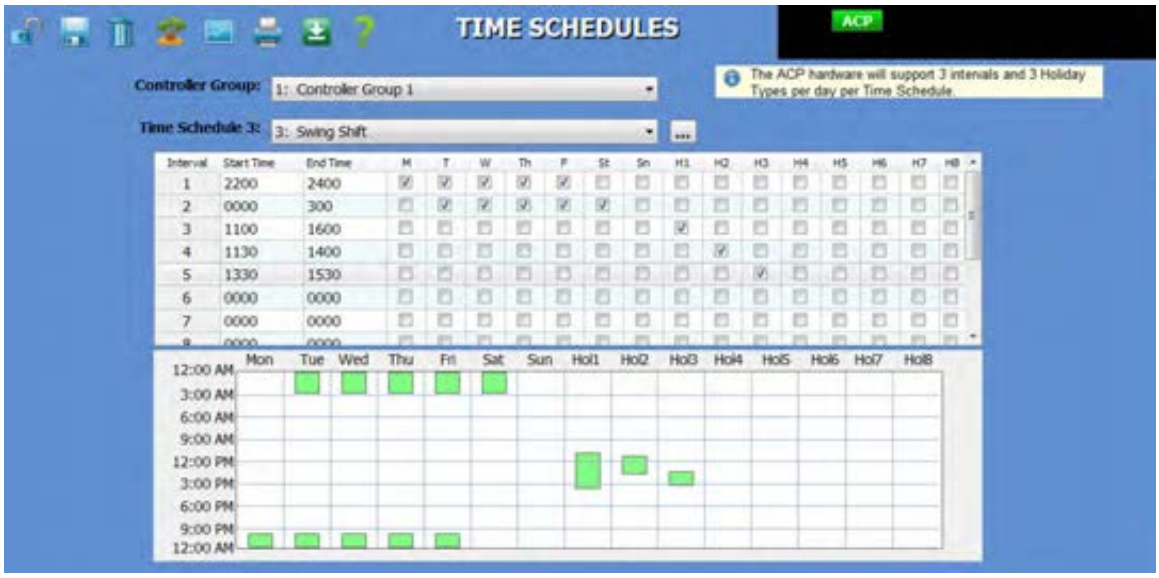

Figure 25 - Multiple Holiday Intervals

Note:

- Holiday types match the Holiday type day mask in Time Schedules.
- The green bars reflect the Time Schedule associated with the Holidays.

Time Schedule Status

To determine the status of all the Time Schedules, click on the Status icon from the Command Toolbar.

The screen displays the current status, active (green) or inactive (grey) of all programmed Time Schedules.

Notice that Time Schedule 1 is active. This correctly corresponds to the programmed Time Schedules.

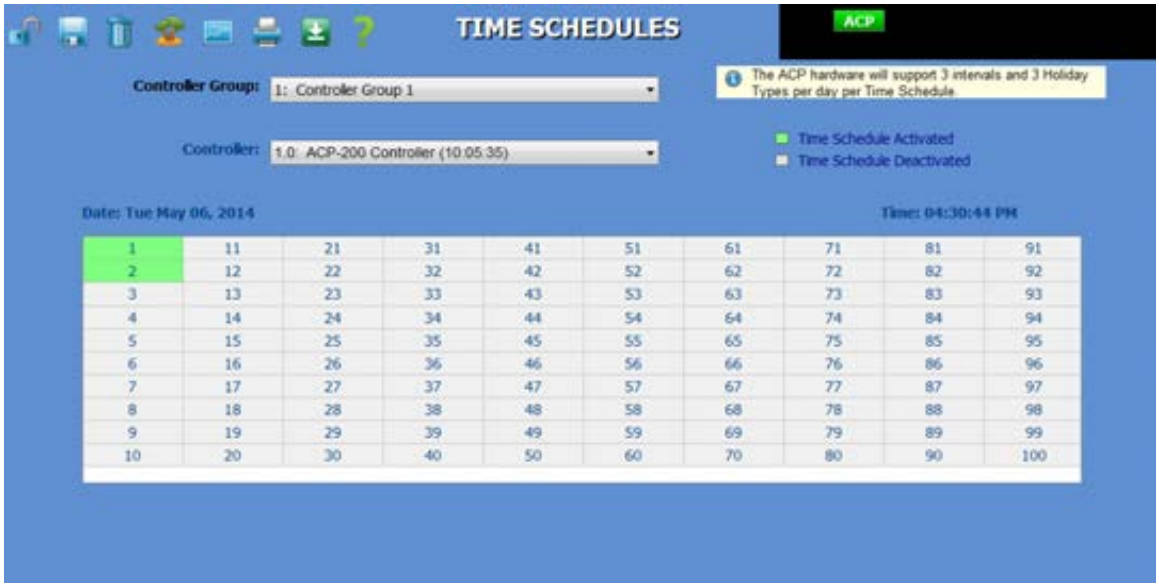

Figure 26 - Time Schedule Status

ACCESS LEVELS

An Access Level is defined as a reader or group of readers with a Time Schedule association. Access Levels determine when a person has access to specified readers.

To go to Access Levels:

1. Click on the Access Module.
2. Click on Access Levels.

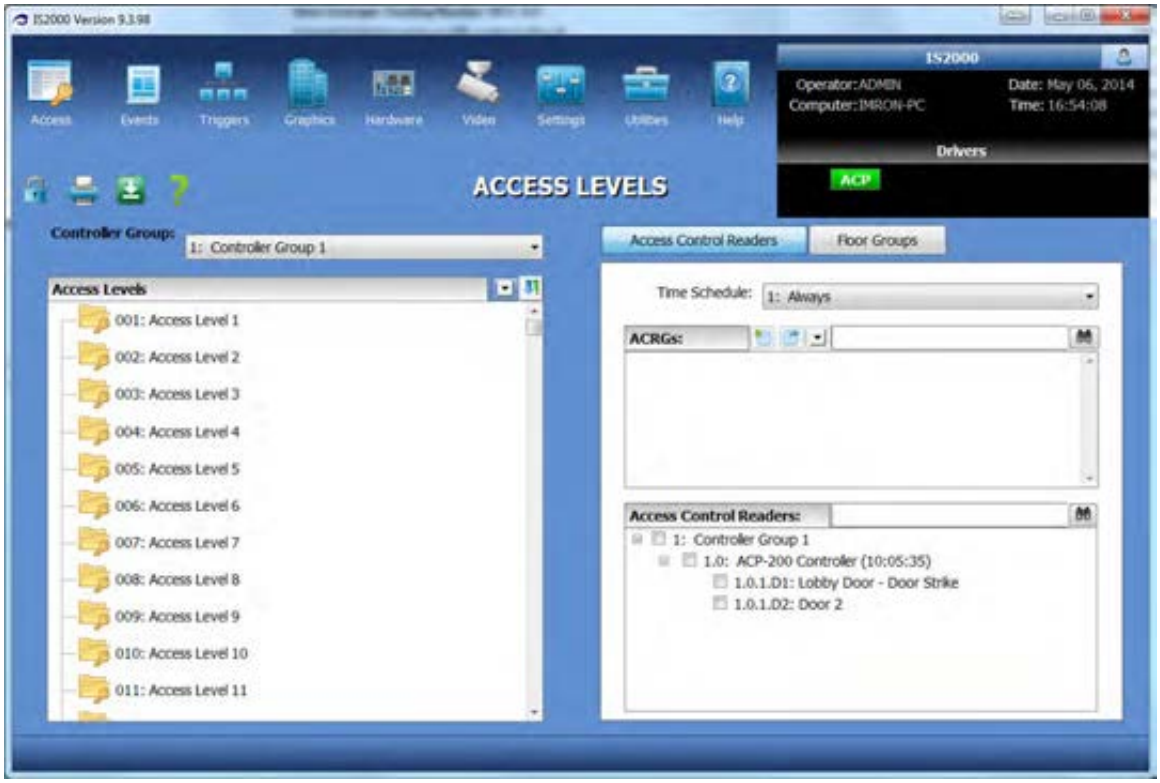

Figure 27 - Access Levels

Access Level Manager

The Access Level Manager consists of the following:

Three basic windows:

- Access Levels (ACL)
- Access Control Readers (ACR)
- Access Control Reader Groups (ACR Groups)

Two drop down menus:

- Controller Group
- Time Schedule

Two tabs:

- Access Control Readers
- Floor Groups (Elevator Control)

Access Control Reader (ACR)

Access Control Readers are readers that can be assigned to an Access Control Reader Group (see below) or an Access Level. Readers assigned directly to an Access Level will also have a Time Schedule association.

Access Control Reader Groups (ACR Groups)

Access Control Reader Groups are a collection of Readers. The Access Control Reader Group is used in two scenarios. First, in systems with a large number of readers, the readers can be grouped into any number of readers which are common to specific areas and then assigned to Access Levels with the proper Time Schedule. Second, an Access Control Reader Group can be assigned to a card (with a Time Schedule) directly from the Personnel Manager. This cannot be done with readers. If you want the ability to assign a special reader to a card make sure to create an Access Control Reader Group.

Access Levels (ACL)

An Access Level is defined as a reader or group of readers with a Time Schedule association. Access Levels determine when a person has access to specified readers. Prior to creating the Access Levels and Personnel database, we recommend that you first break down the site by user groups (departments and areas of access). Although our system provides 255 Access Levels per Controller Group it is easier to manage a system when there is an "efficient" number of Access Levels.

Programming Access Levels

An access level can consist of ACR Groups, readers or a combination of the two. Let's begin with an ACR Group.

To create an ACR Group:

1. Right mouse click on the ACR Group window. From the menu, select "**Add New ACR Group.**" Refer to the figure below.

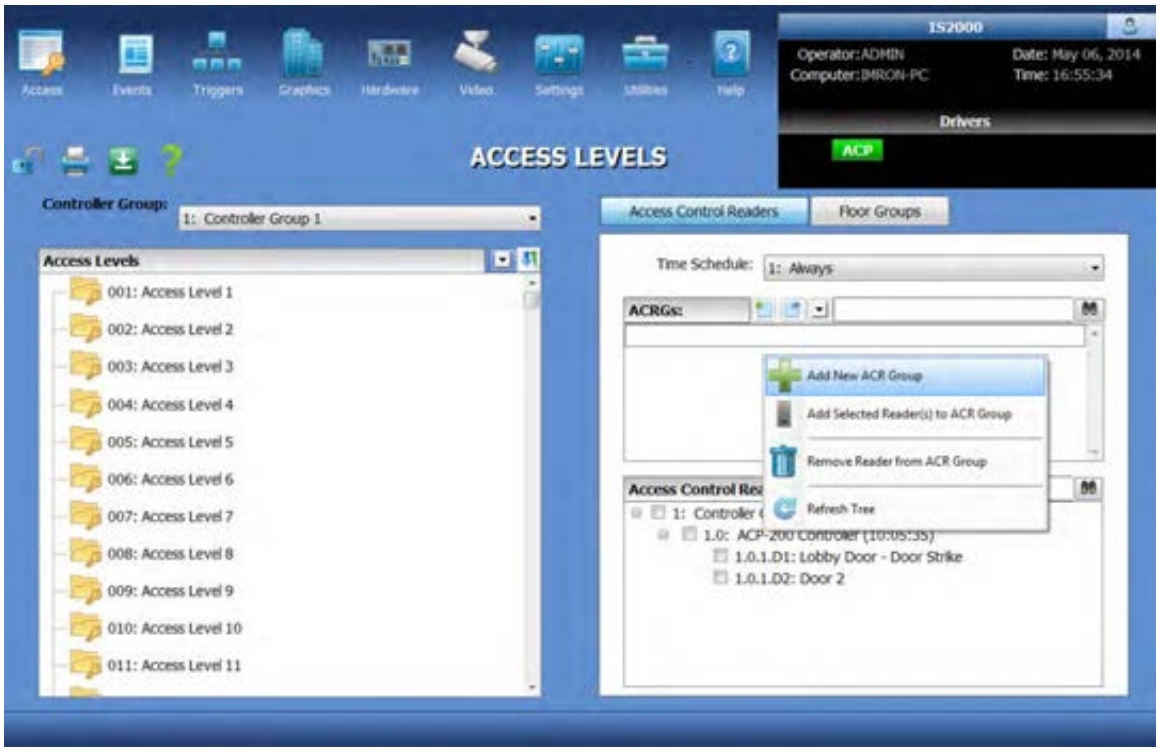

Figure 28 - Add New ACR Group

2. To rename the ACR Group, right mouse click on the selected **New ACR Group**. From the menu, select "**Edit Description**".

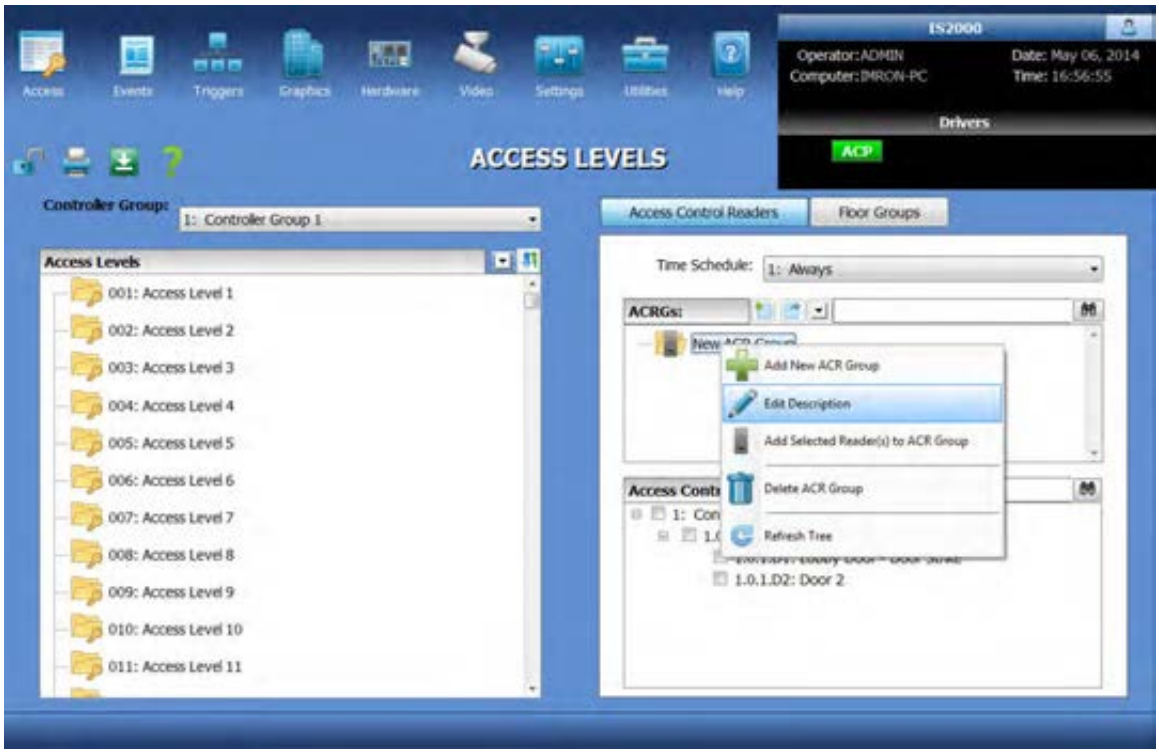

Figure 29 - Edit Description of ACR group

3. The **New ACR Group** has been renamed **All Readers**.

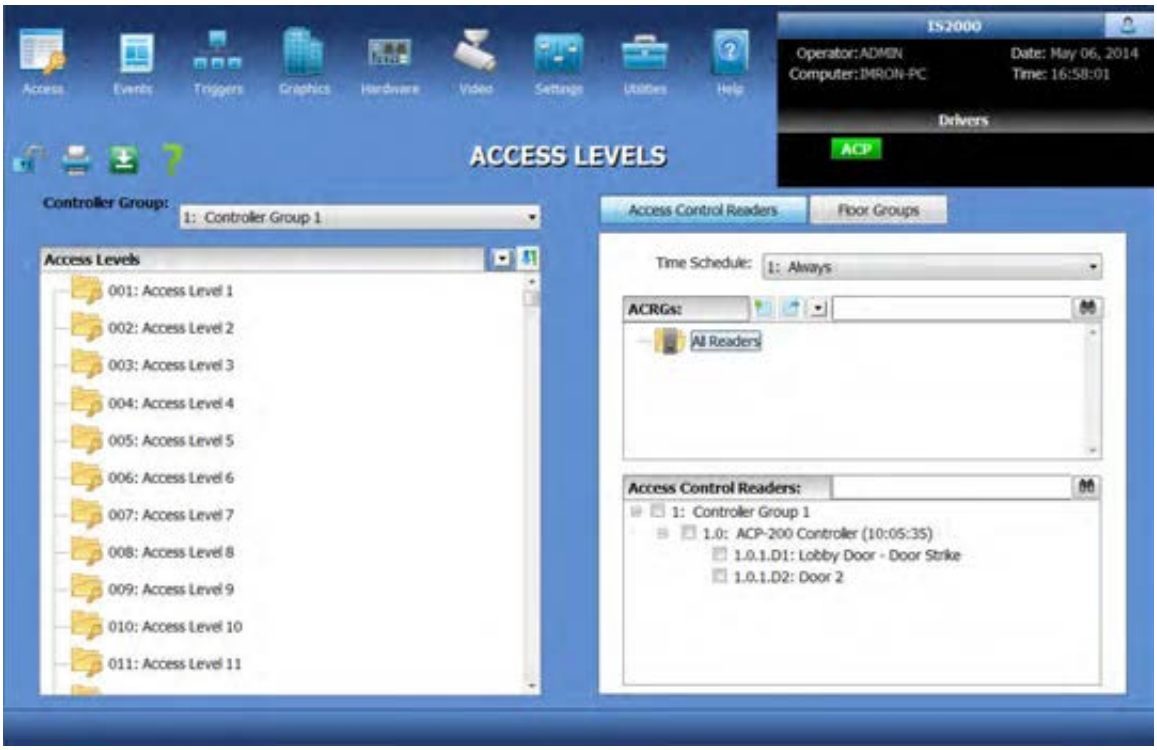

Figure 30 - ACR Group - All Readers

4. To select reader(s) to be assigned to an ACR Group or an ACL:

    1. Go to the Access Control Readers window.
    2. Click on one reader and assign each one at a time.

    -OR-

    3. Select multiple readers, check the box next to the corresponding reader or click on the "**Select All**" button to select all the readers.

5. To assign selected readers to an ACR Group, perform one of the following reader assignment methods:
    - Menu Assignment
    - Drag and Drop

Menu Assignment

After reader(s) have been selected:

a. Initiate a right mouse click on ACR Group "All Readers". This will bring up a menu.
b. Click on "**Add Selected Reader(s) to ACR Group**".

Drag and Drop

a. Select the reader(s).
b. Point the mouse to the reader or reader block.

c. Hold down the left mouse key until you see a "hard drive" icon appear.
d. Now drag the hard drive icon over the ACR Group and hold it there until you see a "box" appear around the ACR Group name.
e. Then, let go of the mouse button.

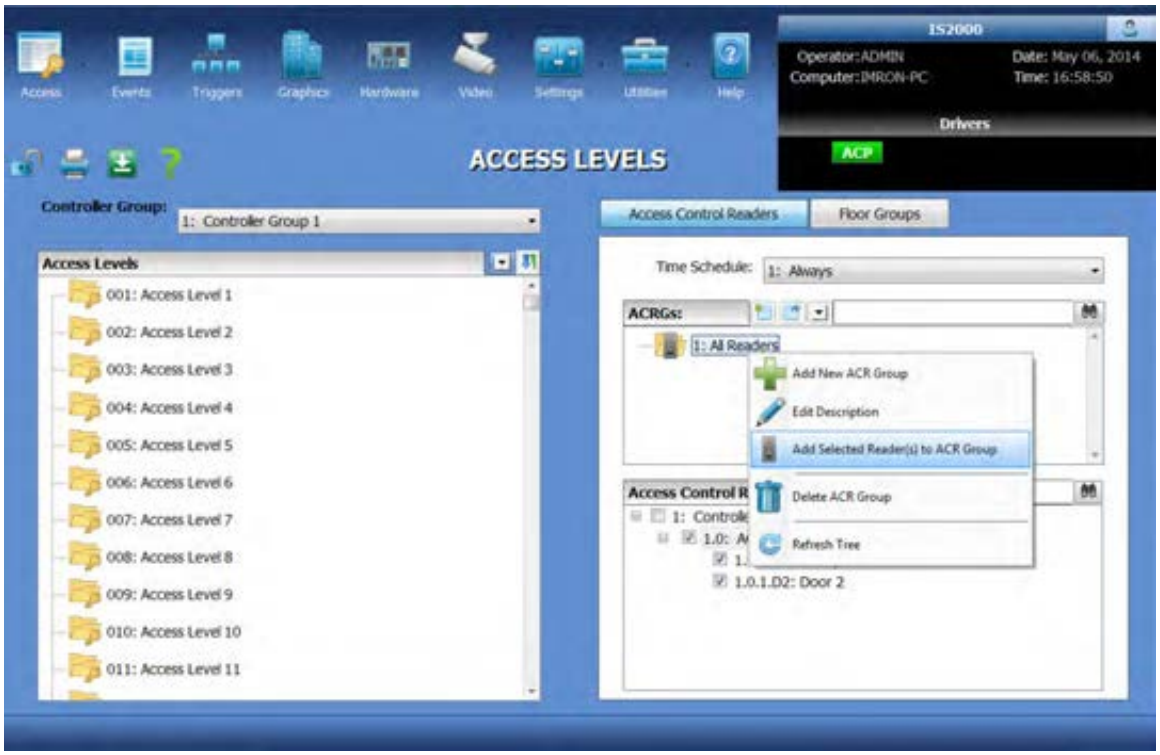

Figure 31 - Add Selected Reader(s) to ACR Group

6. To assign an ACR Group to an Access Level:

- Rename the Access Level. Select the Access Level and right mouse click. From the menu, select "**Edit Description**." Access Level 1 has been renamed to "All Access."
- Assign the ACR Group to the Access Level by:

Menu Assignment

a. Select the ACR Group
b. Initiate a right mouse click on the "All Access" Access Level.
c. From the menu, select "**Add Selected ACR Group to Access Level**."

-OR-

Drag and Drop

a. Select the ACR Group.
b. Drag over the Access Level.

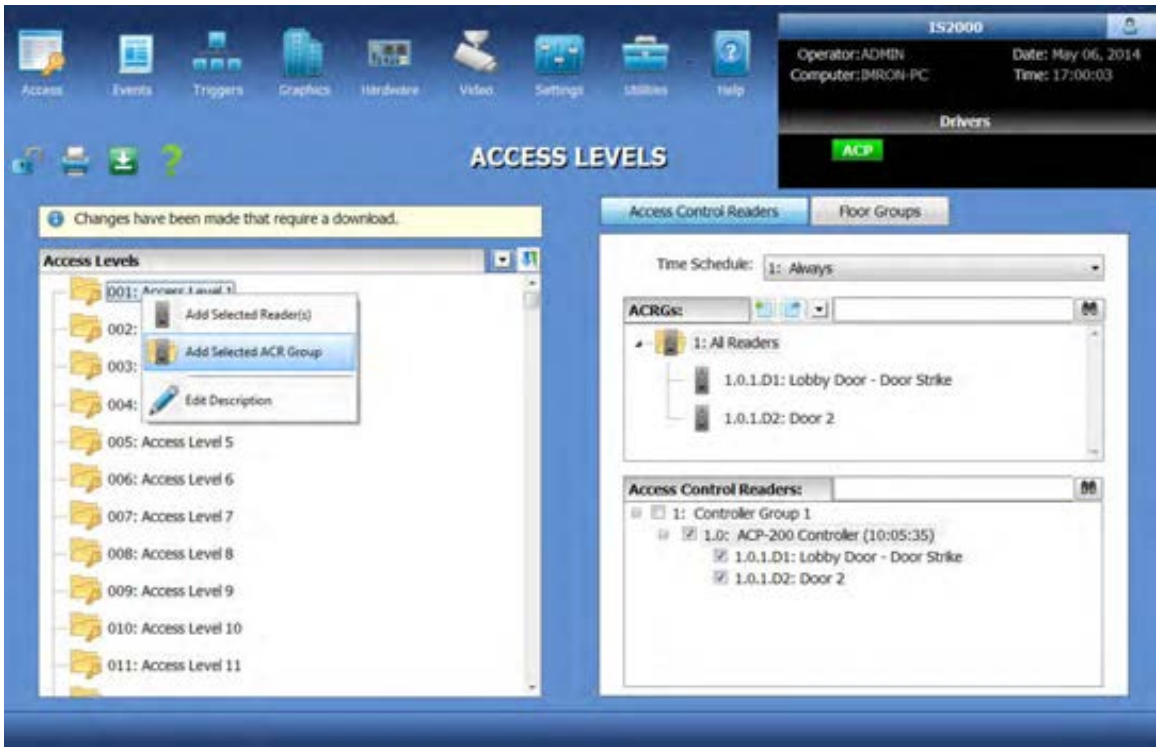

Figure 32 - Assign ACR Group to an Access Level

To review:

- ACL1 (All Access) includes ACR Group 1 (All Readers) associated to Time Schedule 1 (Always).
- The readers are always available for further assignment to other ACR Groups and Access Levels.
- A is not present in the Command Toolbar. Any edits made in this screen are automatically saved to the database.

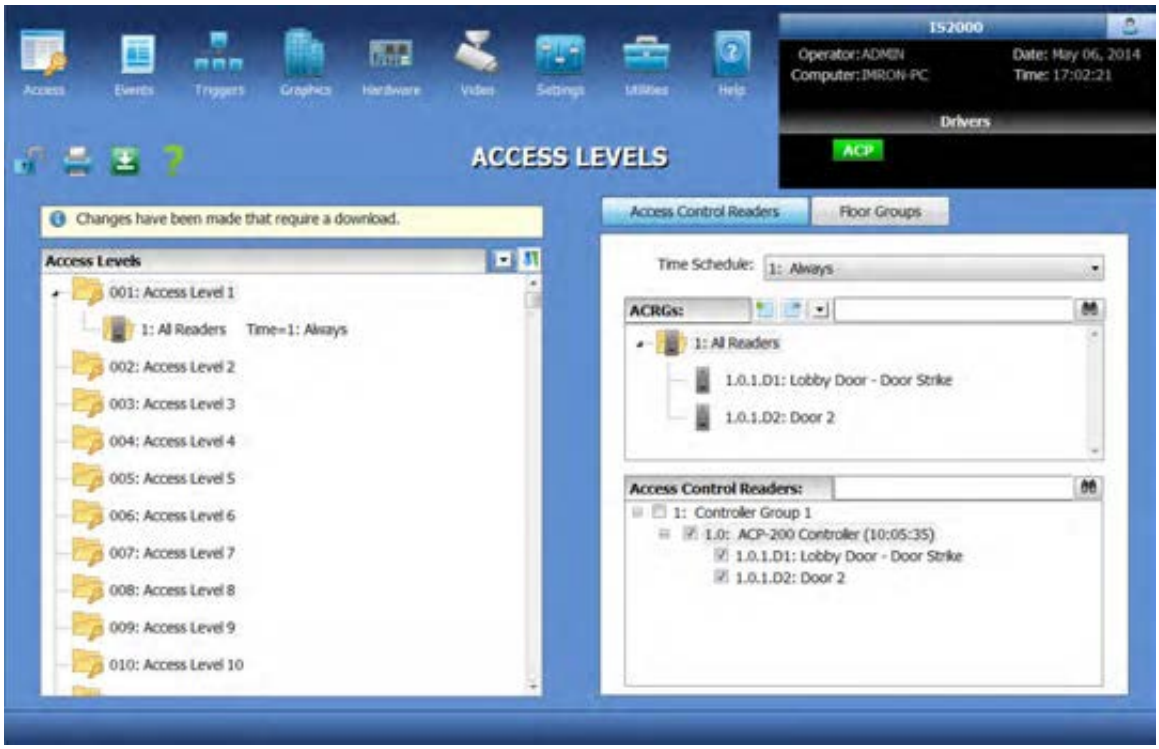

Figure 33 - Assigned Access Level

Access Level Exercise

Let's run through an exercise where we will create a new ACR Group and assign this ACR Group in combination with a reader (along with Time Schedules) to an Access Level.

1. Right click on the ACR Group window to display the menu shown in the figure below.
2. Click on "**Add New ACR Group**".

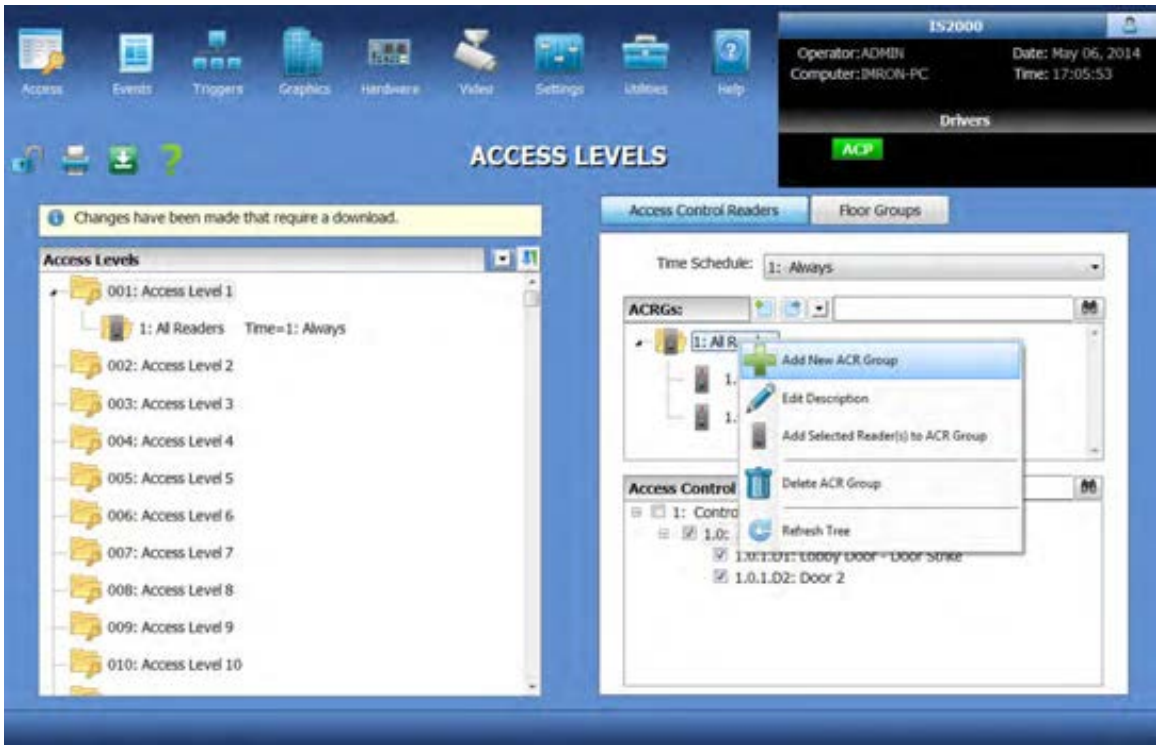

Figure 34 - Add Another ACR Group

3. Rename the New ACR Group "Lobby Doors".

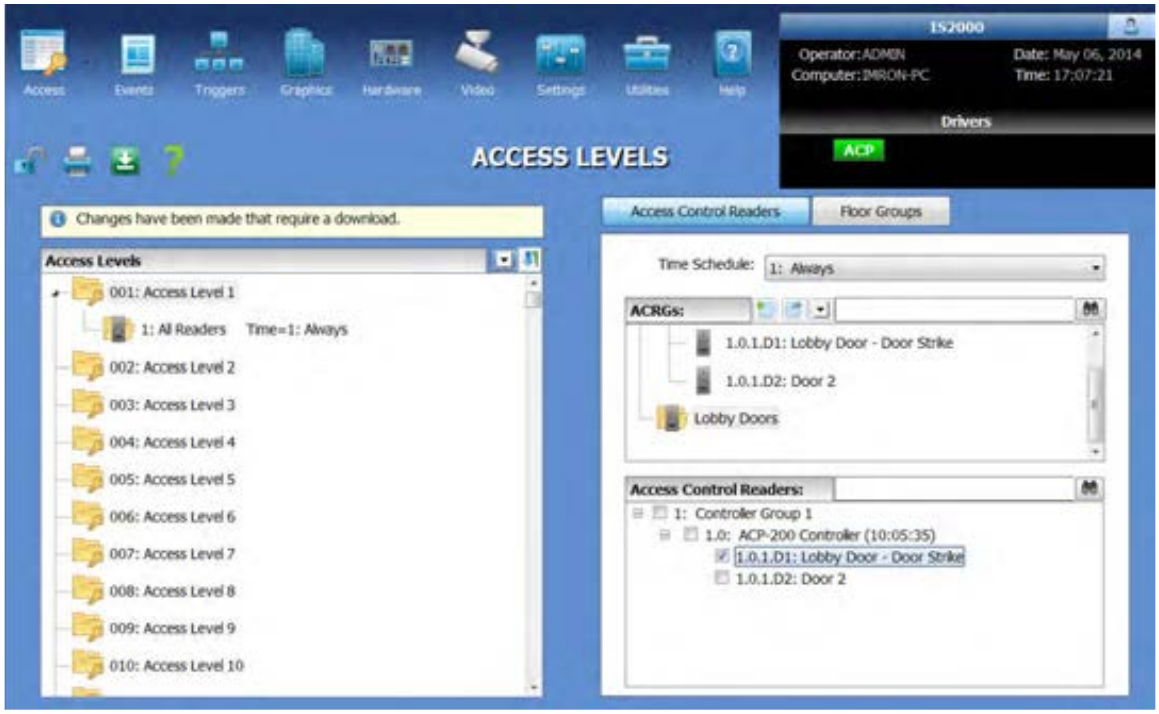

Figure 35 - Rename Default ACR Group

4. Assign the Lobby Door to the ACR Group "Lobby Doors".

5. Click on the Time Schedule's drop down menu and select Time Schedule 2 "Work Hours (M-F 8 to 5)".
6. Create a new Access Level using ACL2. Rename ACL2 to "Day Time General Access". Click to highlight ACR Group 2 "Lobby Doors", and assign it to ACL2 "Day Time General Access".
7. Use the same assignment process (drag and drop or menu assignment) as performed for reader assignment to an ACR Group. The difference in the assignment of an ACR Group to an ACL is in the drag and drop feature, where you will see a "Folder" icon instead of a Hard Drive icon.

Note: The Lobby Door can also be assigned directly to the Access Level. See the next exercise.

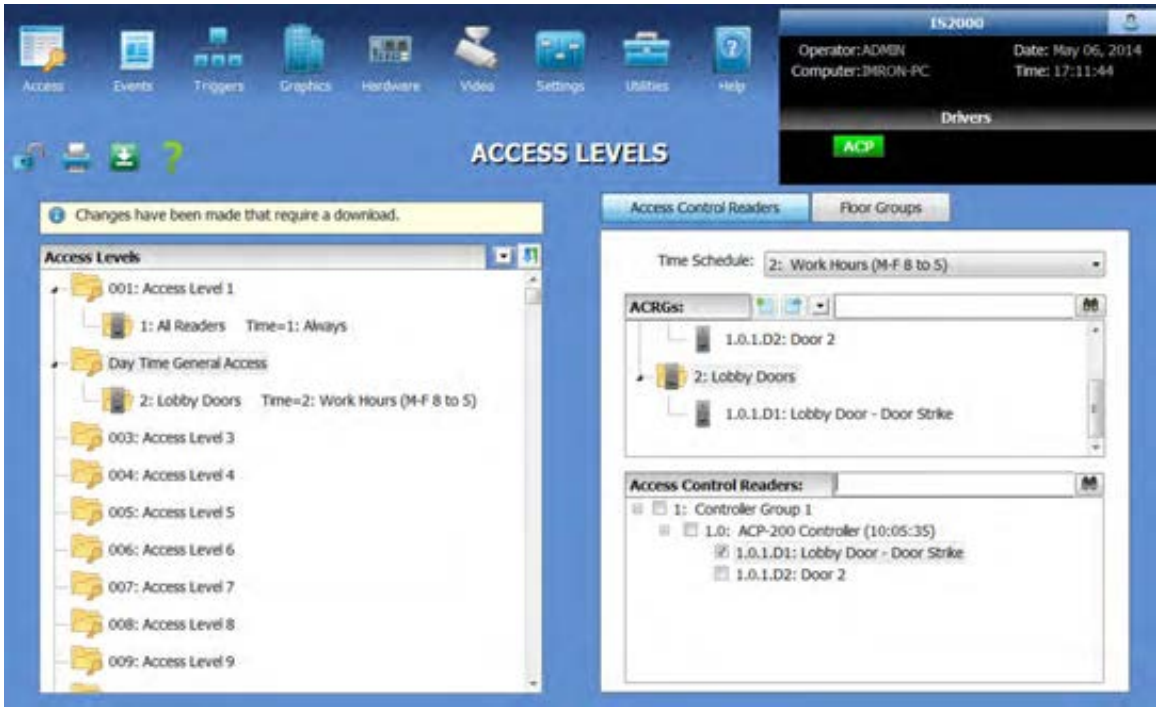

Figure 36 - Access Level 2

ACCESS GRANTED

Once IS2000 is up and running, cards can be presented to the reader. This section outlines the steps necessary to obtain an Access Granted event.

- Click on the Event Manager.
- Present a card to any operational door reader.

The following event was generated:

[**Event Description:** Access Denied: Invalid **Name:** 26 Bits]

Note: Access Denied is always followed by an Access Denied related event.

The above event indicates that controller does not have a valid card format. The correct card format will have to be programmed.

Programming a valid card format:

1. Go to Hardware Manager and Unlock the module.
2. Click on the controller (ACP) to display controller related properties.
3. Go to **Card Formats**, under the Properties window.
4. Click on the down arrow next to (Click here for more options) to open the **Card Formats** window.
5. There are 9 "**Format**" tabs for each of the card bit counts.
6. Click on the 'Crd Format Library' button to display the library of bit patterns for the respective bit count.

7. Once the appropriate bit pattern is chosen and/or entered for the bit count then click .

Figure 37 - Card Format

8. Card Formats are now programmed. Click on .

Note: Programming the Card Format is not required for (identical) additional cards.

9. Go to Event Manager.
10. Present the same card to the door reader.

The following event was generated:

[**Event Description:** Access Denied: Card ►► **Name:** 1) Not in Database **Data:** 60062]

The above event indicates that the card is not programmed in the database. We will need to program the card number (60062) in the Personnel database.

To program the card in the Personnel database, go to Personnel Manager.

1. Click on the Access Module.
2. Click on Personnel Manager.

PERSONNEL MANAGER

The Personnel Manager tracks pertinent employee data in four separate tabs.

Access Control

Access Control includes Photo ID, First and Last Name, Card #, Activation/Deactivation Date, and Access Levels.

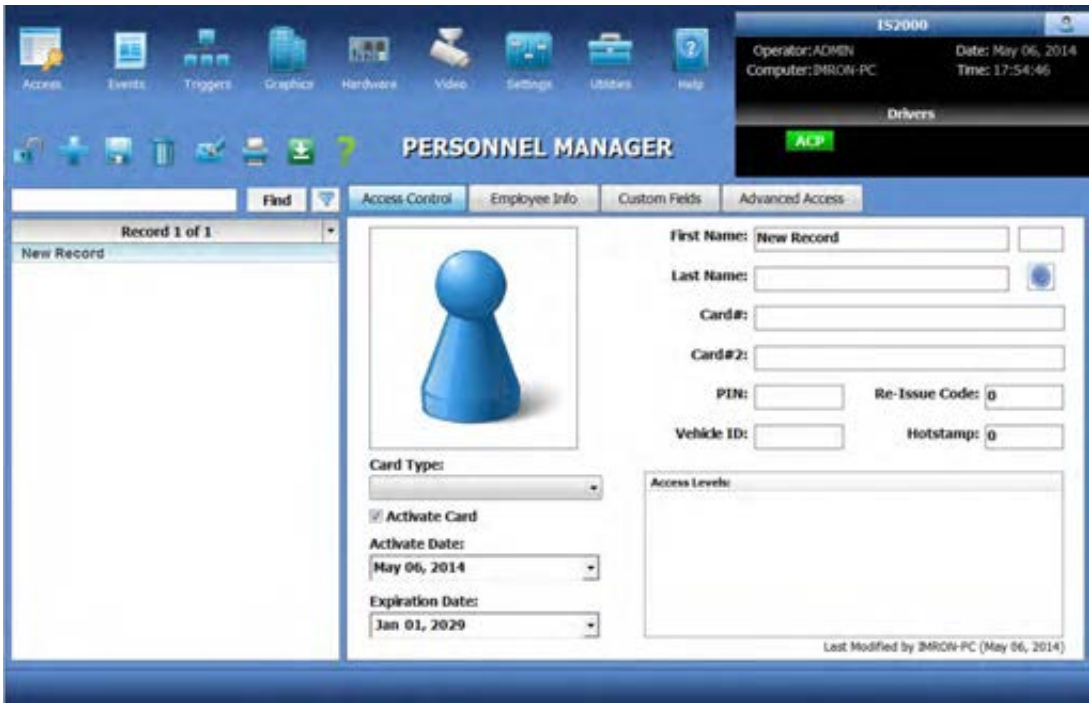

Figure 38 - Personnel Manager: Access Control

Card Type

An important feature in Access Control is Card Type. Card Type keeps track of the status of cards assigned to Personnel Records.

Card Type works in conjunction with "**Group Edit"** found on the Command Toolbar**.** The Group Edit window has two tabs:

1. **Card Type Templates** - Add, edit, and/or delete Card Type Templates.
2. **Field Edit -** Edit a group of records by a specific field.

Card Type Templates

- Card Type Templates can be used to assign a set of values that are common to a particular group of Personnel Records.
- Personnel fields can be enabled/disabled for the card template, by either checking/not checking the selected field.
- Card Templates should be configured BEFORE building the Personnel database.
- Existing Card Type Templates can be edited to meet system requirements

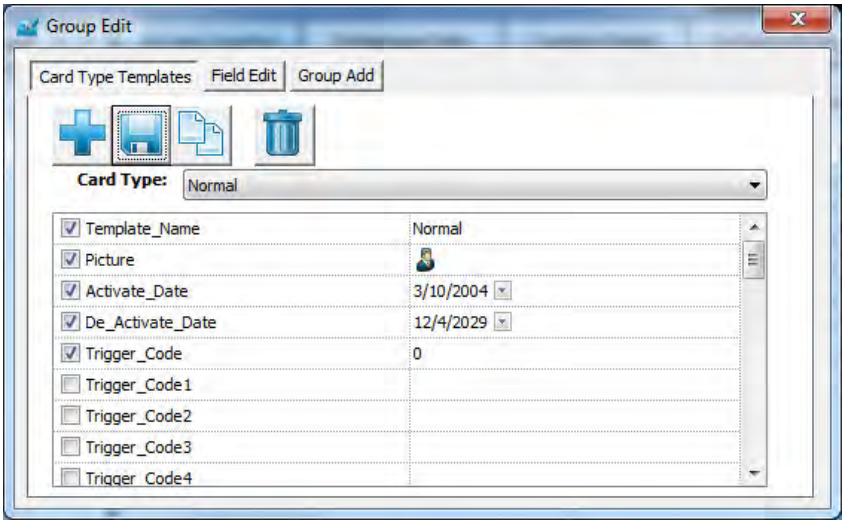

Figure 39 - Card Type Templates

Card Template buttons:

1. Adds a new template.

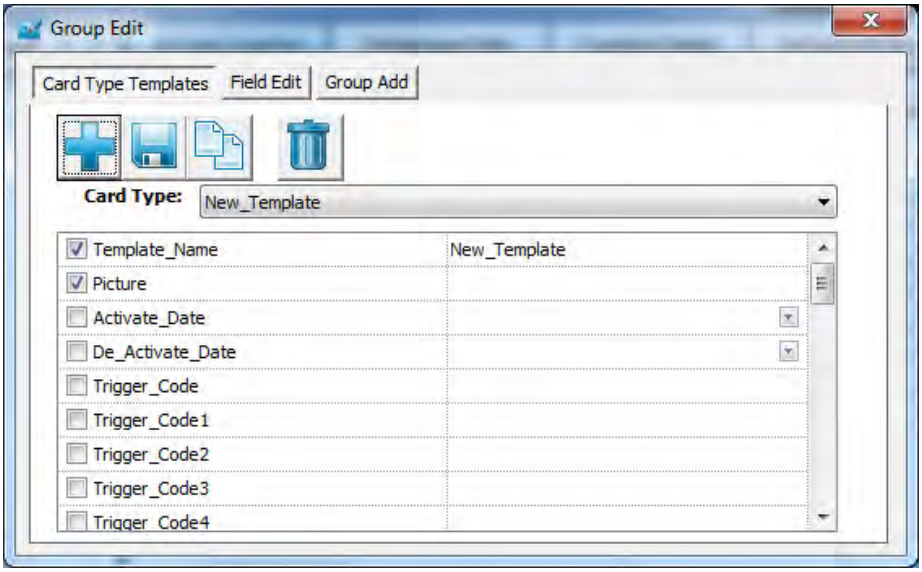

Figure 40 - New Template

2. Makes a copy of the current card template.

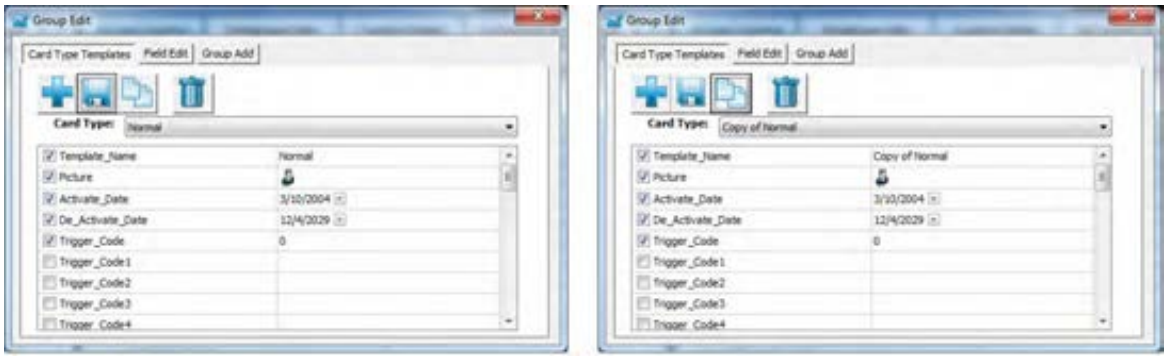

Figure 41 - Copy of Card Template

3. Saves the card template. Make sure to click on save after adding or making changes to card templates.
4. Deletes the current card template.

Field Edit

- Delete The Group Edit button under Field Edit tab will edit ALL of the currently viewed Personnel Records with the Data value defined for the Data Field specified.
- Edit The Group Delete command will delete ALL of the currently viewed Personnel Records.

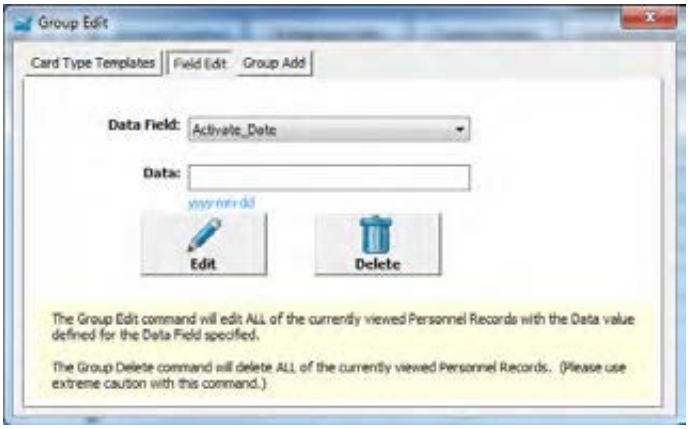

Figure 42 - Field Edit

Recommendations for Card Type Use

If a card is lost or stolen:

- Do NOT delete the Personnel Record
- Use the Lost or Stolen card type template.

-OR-

- Edit the Lost or Stolen card type template so that the access level is set to "blank". If the lost or stolen card is used, the events are recorded but access is not granted.

It is strongly recommended that the Group Edit tool be utilized only by the Administrators. This tool should be removed from other profiles using the Profile Editor.

Employee Info

Employee Info includes more detailed information, which includes Company, Department, Title, SSN, Address, DOB, DOH, Telephone number, and E-mail. Additional information may be entered in the Custom Fields.

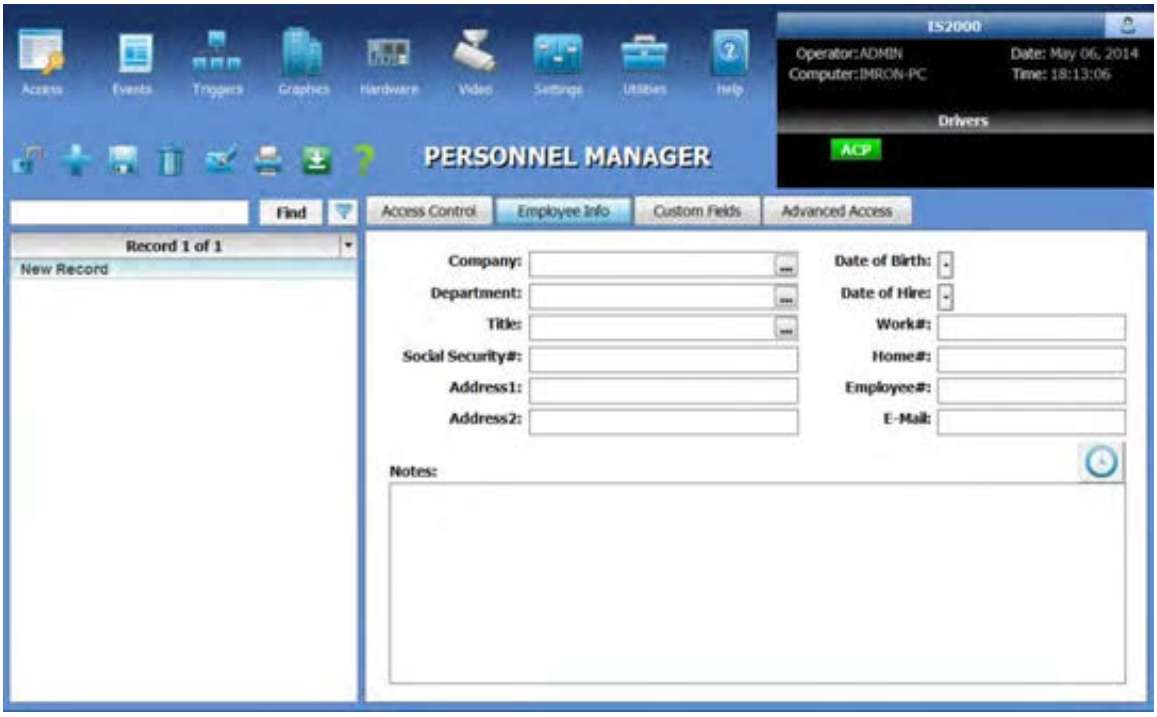

Figure 43 - Personnel Manager: Employee Info

Advanced Access Control

Advanced Access Control includes 12 advanced options that control different features of personnel record.

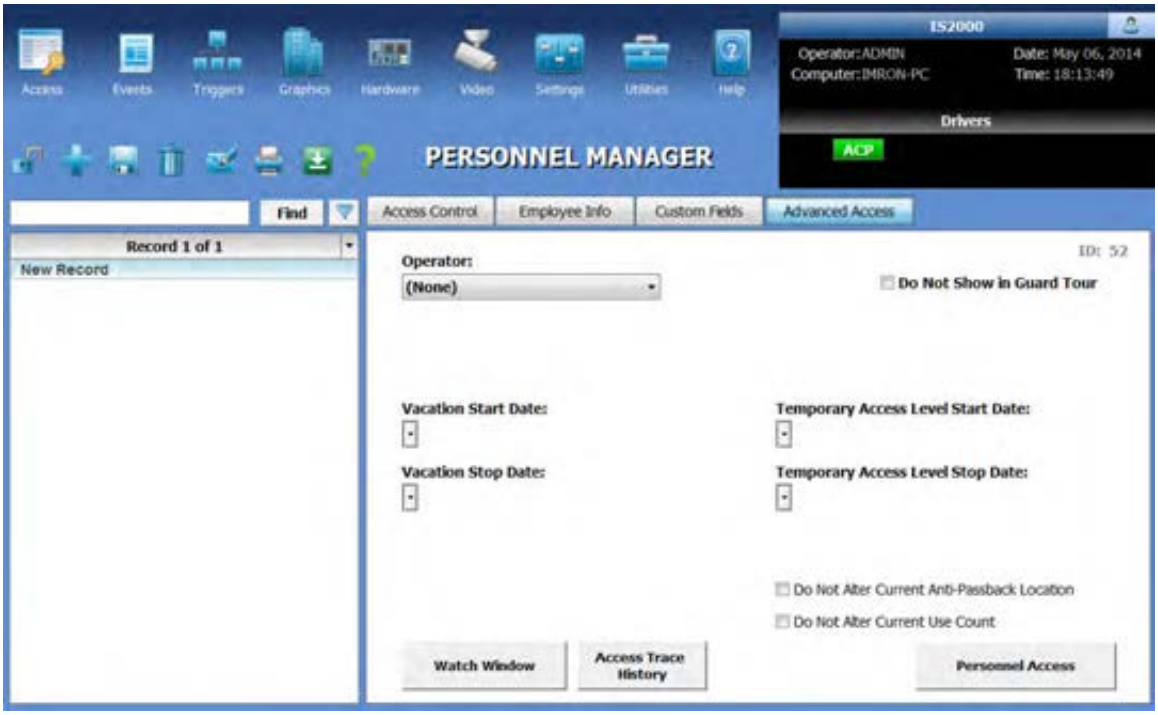

Figure 44 - Personnel Manager: Advanced Access Control

ID Badging

ID Badging is an optional application that allows badge templates to be created. Templates can be linked to the Personnel database.

To use the Badge Designer:

1. Click on the Event Manager module.
2. Go to the Help menu from the Navigation toolbar.
3. Choose About IS2000.
4. Set the ID Badging option to True.
5. Open the Personnel Manager module.

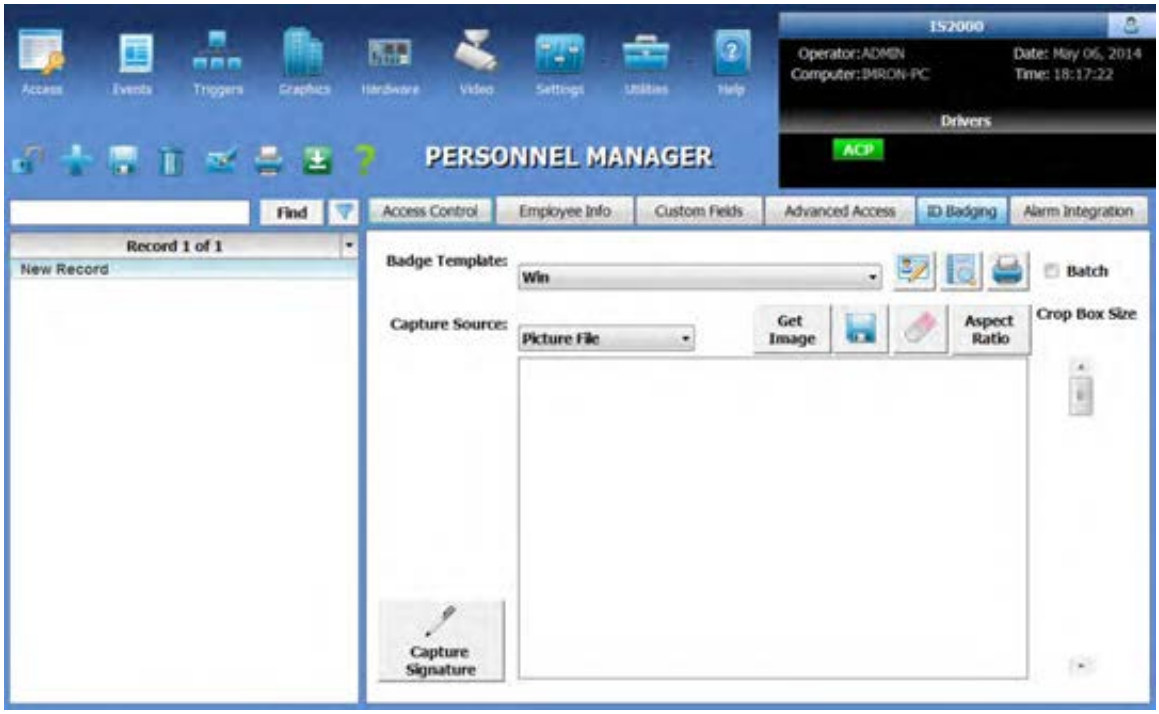

Figure 45 - Personnel Manager: ID Badging

Adding a Record

a. To add a new record, click on in the Command Toolbar.
b. Enter information in the following fields.
    a. First Name: John
    b. Last Name: Smith
    c. Obtain an access control card or key and enter its card number into the "Card Number:" field.
    d. Right click on the **Access Levels** window.
    e. Select "**Add Access Level(s)**"

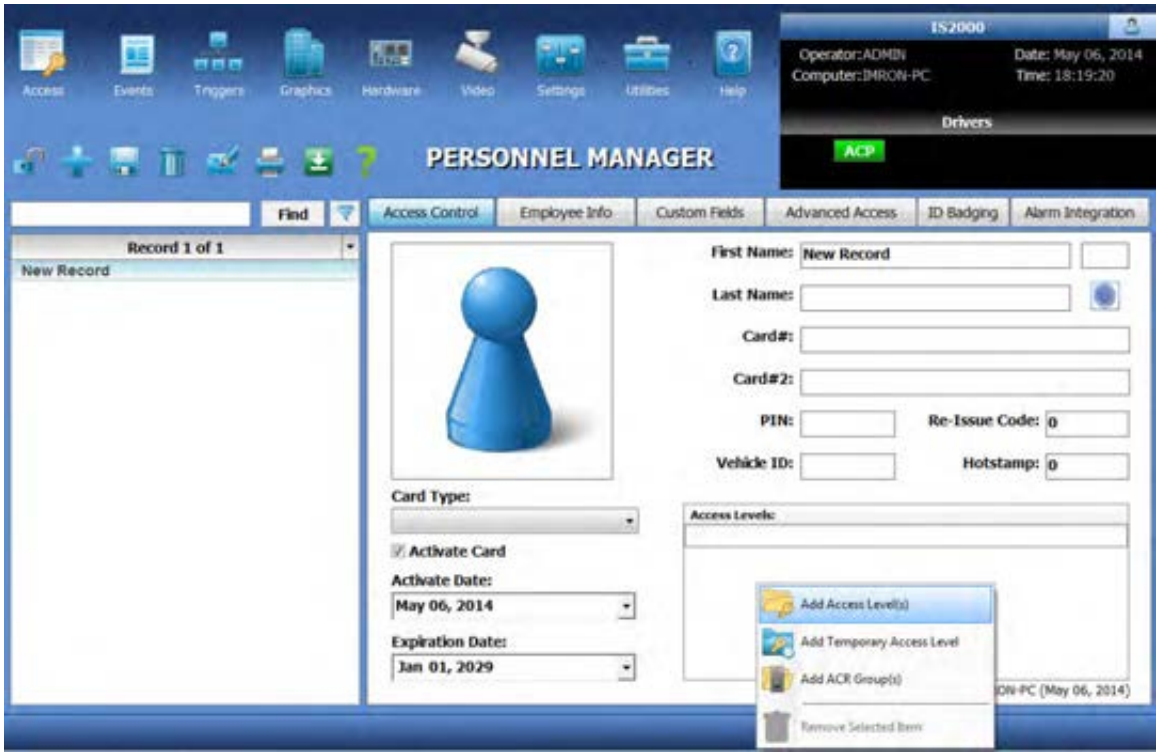

Figure 46 - Add Access Level(s)

f. Select "1: All Access"

g. Click on .

Figure 47 - All Access

h. To associate the personnel record with a picture, click on the picture box to view photo options.

Note: All photos should be saved in the JPG format and stored in the photos folder found in the directory path IS2000\data\graphics\photos.

i. Click on from the Command Toolbar.

The driver will update the database information to the controller (assuming the controller is online).

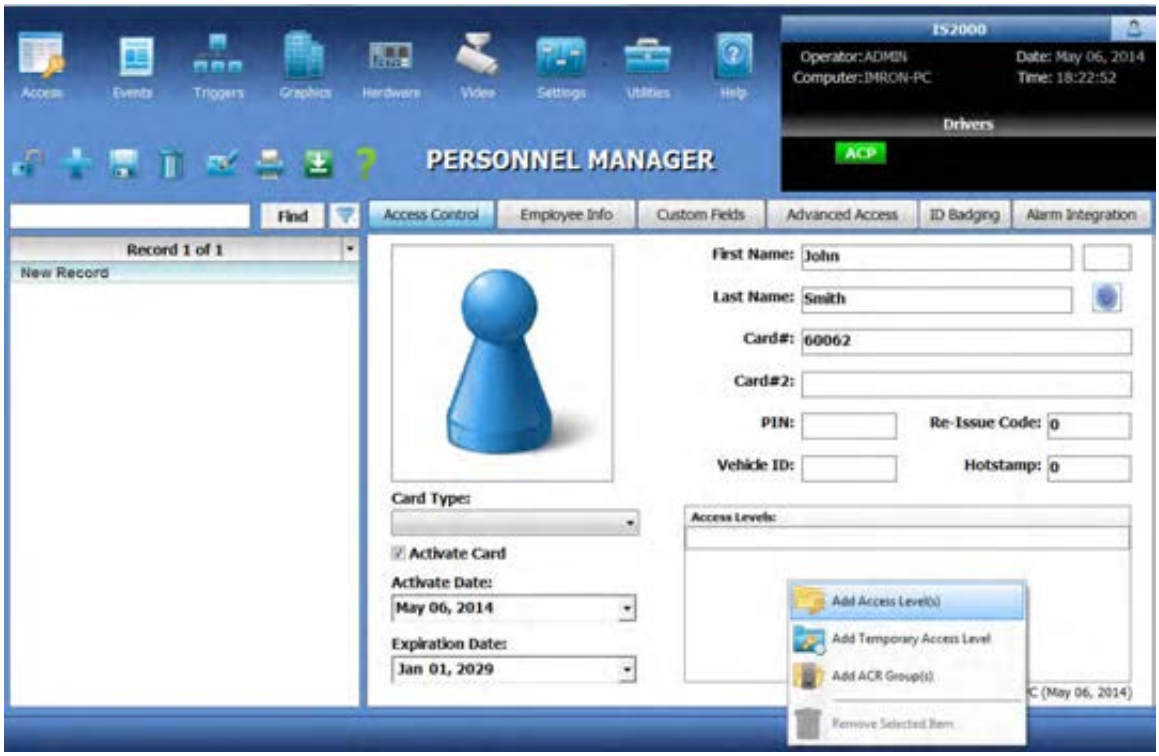

Figure 48 - New Record Added

Now, let's test our programming.

1. Go to the Event Manager.
2. Present your newly added card/key to a door reader.

The following event was generated:

[**Event Description:** Access Granted: Door Used►► **Name:** John Smith **Data**: 60062]

The above event indicates that the record is programmed correctly.

ALARM MANAGER

The **Alarm Manager** can only be accessed when there is at least one or more alarms pending. These alarms can be system events and/or hardware events.

Alarms Pending

The "X Alarms Pending" message is located in the Information Box. When alarms occur, this message will appear in flashing red and will indicate the number of pending alarms.

The Alarm Manager can be set to **Auto Alarm Mode**. This mode automatically displays the Alarm Manager when an alarm is generated, without having to click on the "X Alarms Pending" message.

To set up **Auto Alarm Mode**:

1. Go to **Settings** in the Module Toolbar.
2. Select **Profile Editor**.
3. Unlock the Module.
4. Go to the **Profile Settings** window.
5. Select **General Options**.
6. Set the **Auto Alarm** in the **Properties** window to **True**.

By default, the administrative operator needs to click on the "X Alarms Pending" message to go to the Alarm Manager.

Activating the Alarm Manager

To activate the Alarm Manager when alarms are pending, go to the Information Box and click on the **"X Alarms Pending"** message flashing in red.

Figure 49 - Alarms Pending

Device/System Alarm Group Folder

The Alarm Manager will create a folder for each device or system event that generated the alarm. The folder groups all pending alarm events for the device or system event.

For example, a door contact can generate multiple alarm events (runaway). These events are all stored in the door contact's folder waiting for operator acknowledgement.

The folder in the first row "**Café Entrance**" displays one alarm pending for this device.

To the left of the device folder is the "Alarm Event Tree" with either the (+) or (-).

1. To expand and display the device's pending alarms press the plus (+).
2. To collapse (refresh) the folder, press the (-).

Alarm Processing

1. Select the alarm event that you want to work on.

We will begin with the following alarm [**Door Forced Open on May 06, 2014 20:27:15**]

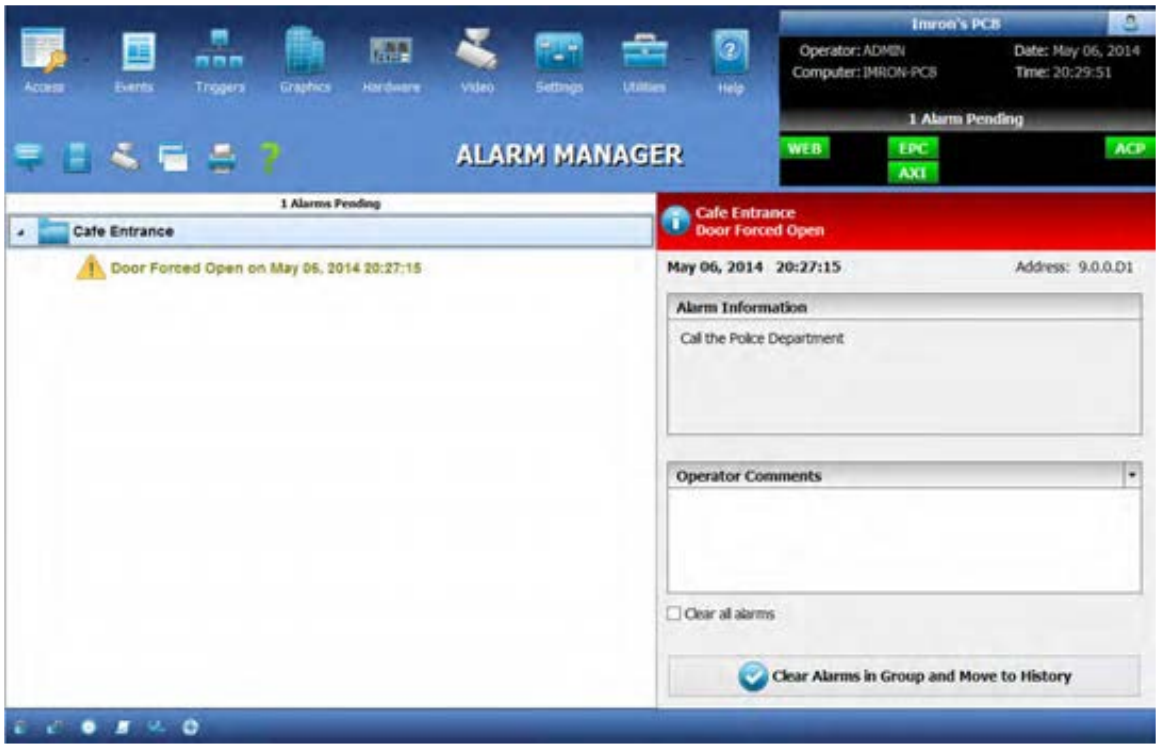

Figure 50 - Alarm Manager

2. Then, enter in some comments for this alarm in the Operator Comments box to the right. Optional pre-defined Operator Comments can also be selected from the drop down menu.

   These pre-defined Operator Comments can be customized in the Profile Editor and is optional when clearing an alarm. Additional Operator Comments can be added or existing ones can be modified.

To add additional Operator Comments:

a. Go to **Settings** in the Module Toolbar.
b. Select **Profile Editor**.
c. Unlock the Module.
d. Go to the **Profile Settings** window.
e. Select **Alarm Manager**.
f. Scroll down in **Properties** window to **Operator Comments**.

3. Select the appropriate Operator Comments, if necessary, type additional information in the box below to further detail the alarm.

4. Click on .

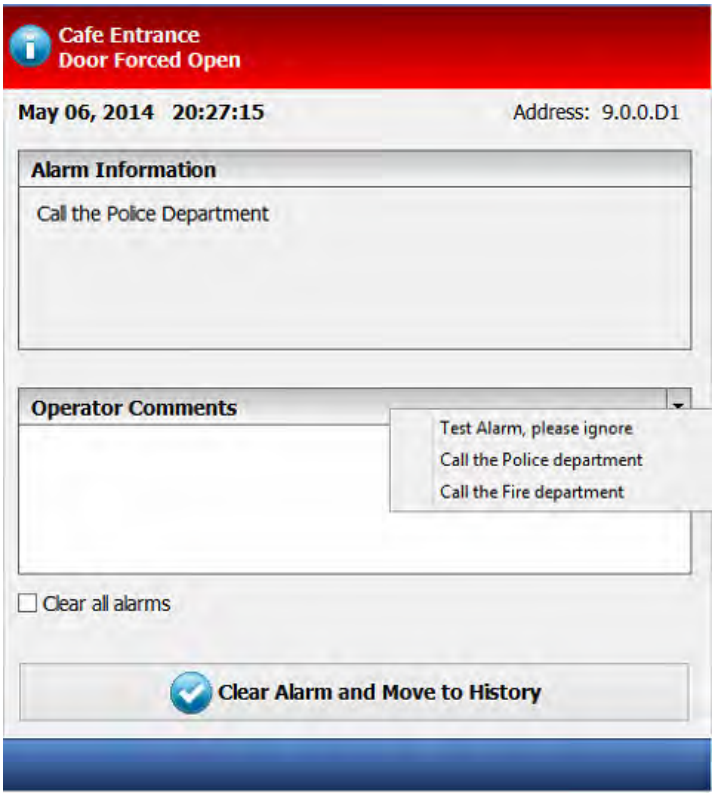

Figure 51 - Clear All Alarms

A quick way to clear all pending alarms (for all devices and/or system events) is to check the "**Clear all alarms**" box and click on when done. Clearing all alarms in this manner is especially useful during installation or testing, rather than clearing alarms individually.

To set up the **Clear all alarms** function:

a. Go to **Settings** in the Module Toolbar.
b. Select **Profile Editor**.

c. Unlock the Module.
d. Go to the **Profile Settings** window.
e. Select **General Options**.
f. Set the **Alarm Manager Admin** in the **Properties** window to **True**.

Once an alarm is cleared, it is stored in the history database for future reporting purposes.

DOOR SCHEDULES

Door Schedules are used to program reader(s) to unlock on a specific time of day for a specific timed interval. This functionality is achieved via the IS2000 server and therefore requires that the IS2000 server be running in order for the reader(s) to follow the programmed unlock timed intervals.

To go to Door Schedules:

1. Click on the Access Module under the Navigation Toolbar.
2. Click on Door Schedules.

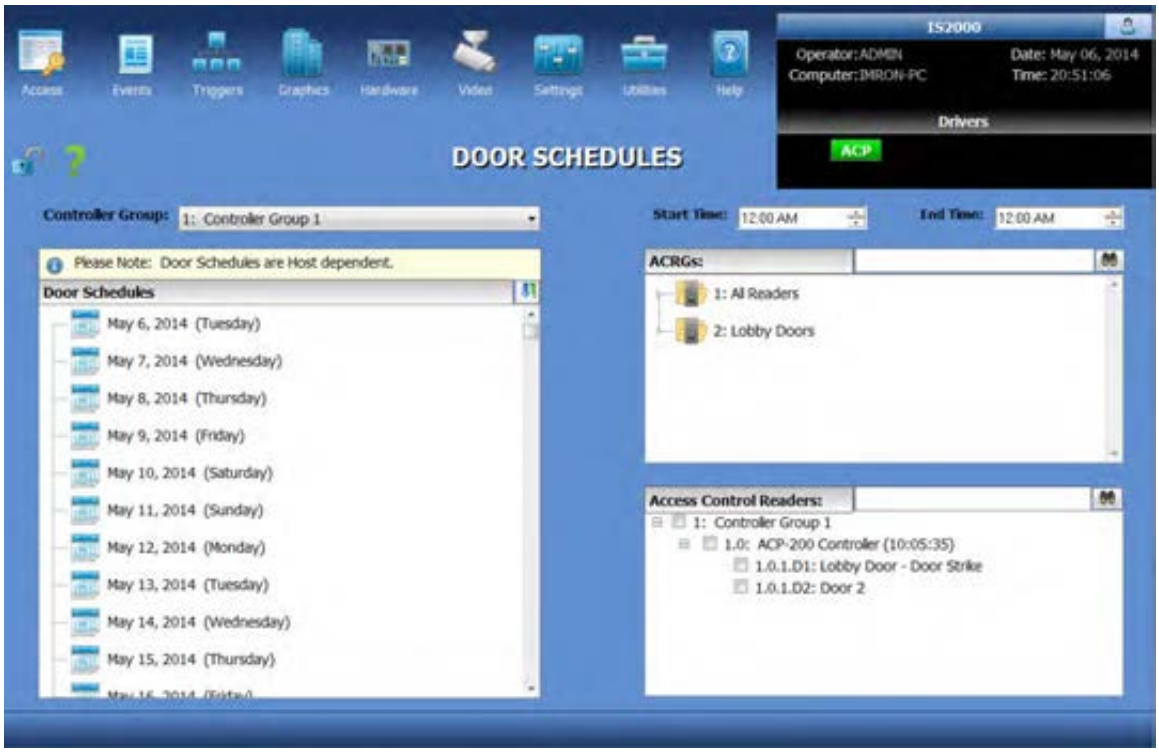

Figure 52 - Select Door Schedules

Creating an Access Control Reader (ACR) Group

- Click on the Access menu and select Door Schedules
- If Controller Groups are being utilized, select the appropriate Controller Group from the drop down pick list.

- Right click in the Access Control Reader Groups Box, and click on Add New ACR Group. Once this has been completed, a new ACR Group will be displayed in the tree titled New ACR Group.
- To modify the name of the ACR Group, highlight the New ACR Group and right mouse click and select Edit Description. This will allow the operator to assign a logical name to the Access Control Reader group such as Interior Doors.

Selecting Reader(s) to add to an ACR Group

- Click on the Access menu and select Door Schedules.
- Select one (1) or more readers by clicking on the Reader located in the Access Control Reader box. To select all readers click on the Select All button. To deselect all previously selected readers click on the Select None button.
- Once the desired readers have been selected, highlight the appropriate ACR Group, and perform a right click and select Add Selected Readers (s) to ACR Group. This will add all reader(s) selected to the ACR Group.
- Another option to add the readers to the ACR Group is to drag and drop the selected readers. To add the readers to the ACR Group using drag and drop functionality left mouse click on one of the selected readers. A reader icon will display indicating the reader(s) are ready to be dropped onto the appropriate ACR Group. With the left mouse button still selected, drag the mouse on top of the desired ACR Group and release the mouse. The list of reader(s) will be displayed below the ACR Group indicating they have successfully been added.

Adding ACR Groups / Reader to a Door Schedule Date

- Click on the Access menu and select Door Schedules.
- If Controller Groups are being utilized, select the appropriate Controller Group from the drop down pick list next to Controller Groups.
- Highlight the desired Door Schedule Date that you would like the reader(s) to unlock on from the tree located in the column on the left.
- Highlight the Access Control Reader group from the tree on the right, when selected the ACRG (Access Control Reader Group) will be highlighted in blue.
- Select the appropriate Start Time and End Time. This is time period that the reader(s) will be unlocked.
- Highlight the Door Schedule Date from the tree on the left and perform a right mouse click. Select Add Selected ACR Group. Once this step has been completed the ACR Group will appear below the Door Schedule Date with the associated unlock time.
- Another option to add the reader(s) to the Door Schedule Date is to drag and drop the selected reader(s) / ACR Groups. To add the reader(s) / ACR Groups to a Door Schedule Date using drag and drop functionality left mouse click on one of the selected readers or ACR Groups. A reader icon will display indicating the reader(s) are ready to be dropped onto the appropriate Door Schedule Date. With the left mouse button still selected, drag the mouse on top of the desired Door Schedules Date and release the mouse. The list of reader(s) / ACR Group will be displayed below the Door Schedule Date indicating they have successfully been added. Individual readers added to a Door Schedule Date will be shown with a reader icon to the left of the reader name and associated unlock time interval. ACR Groups added to a Door Schedule Date will be shown with a folder icon to the left of the ACR Group number, name and associated unlock time.
- Since this is host dependent, no downloads are necessary once the changes have been made.

Note: Door Schedule Dates can be programmed for up to a year in advance and repeat for the following years. The Door Schedules list box is arranged with today as the first item in the list.

Assigning a Time Schedule to a Door Lock

Since a time schedule has been previously created, we can now associate a Door to a time schedule, and have it unlock when the time schedule is active.

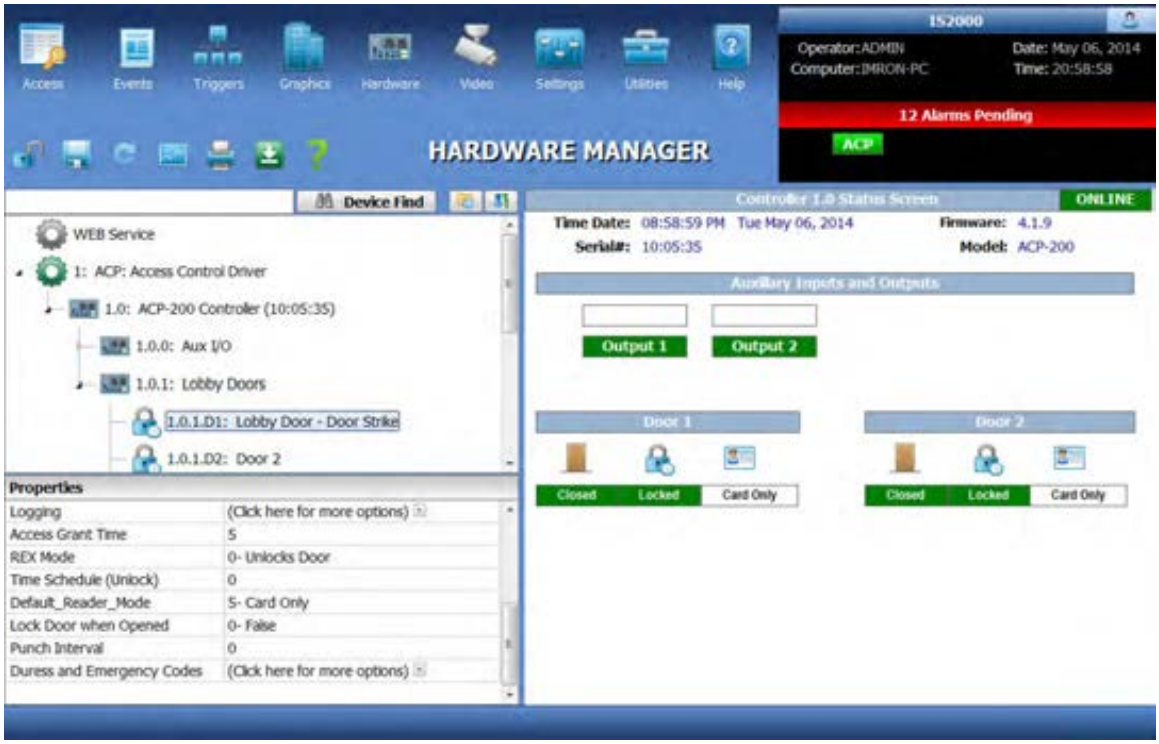

Figure 53 – Assigning a Time Schedule to a Door Lock

Follow the steps below to assign a Time Schedule to a Door Lock:

1. Navigate to Hardware Manager and Unlock the module.
2. From the Device Tree, select the Door that you wish to Unlock on schedule.
3. Locate the Time Schedule (Unlock) property, and assign a Time Schedule.
4. Click the Save command to update the changes to the database and the controller.

GRAPHIC MAPS

Graphic Maps are used to graphically represent a facility or multiple facilities. This module allows you to graphically zoom in and out of building images, view real-time status of devices, and control devices based on floor plan positioning.

Importing Graphic Maps

In order to use the Graphic Maps module, a site(s) with a building and floor plans have to be created. To create a site, perform the following:

1. Create a Sub-Folder within the Sites Folder found under the following IS2000\Data\Sites Folders. The name of the Sub-Folder will be the name of the Site.
2. Place an image file that will represent this Site within the newly created Sub-Folder. Remember the image file must be one of three types: BMP, WMF, or JPG.
3. Create a new Sub-Folder within the newly created Sub-Folder that represents the Site. The name of this Sub-Folder will be the name of the Building.
4. Place an image file that will represent this Building within the newly created Building Sub-Folder. Remember the image file must be one of the following types: BMP, WMF, or JPG.
5. Create a new Sub-Folder within the newly created Sub-Folder that represents the Building. The name of this Sub-Folder will be the name of the first Floor Plan.
6. Place an image file that will represent this Floor Plan within the newly created Floor Plan Sub-Folder. Remember the image file must be one of the following types: BMP, WMF, or JPG.

Note: To use the zoom feature on maps, the image must be saved in the WMF format.

7. Repeat Steps 5 and 6 for additional Floor Plans.
8. Repeat Steps 3 through 7 for additional Buildings with Floor Plans.
9. Repeat Steps 1 through 8 for additional Sites, with Buildings and Floor Plans.

Navigating Graphic Maps

Graphic Maps contain three tabs for easy navigation:

1. "Sites" allows you to view the hierarchical tree generated for a site(s) in the left window and the corresponding building and floor plan images in the right window. The floor plan was selected from the tree on the left to display the floor plan of the building to the right.

Figure 54 - Site Navigation

2. "Layers" allow you to view devices under the assigned layers.

Figure 55 - Layers

3. "Plotting" allows you to plot devices from the expanded hardware tree. Select a layer then drag and drop devices directly on the floor plan.

Figure 56 - Plotting

Plotting Devices

To plot devices:

1. Unlock the Module
2. Go to the Plotting tab.
3. Select a layer from the drop down menu.
4. Drag and drop devices onto the floor plan. The two Doors with addresses 1.0.0.D1 and 1.0.0.D2 are plotted under the "Door Strikes" layer, note the lock icons on the floor plan.

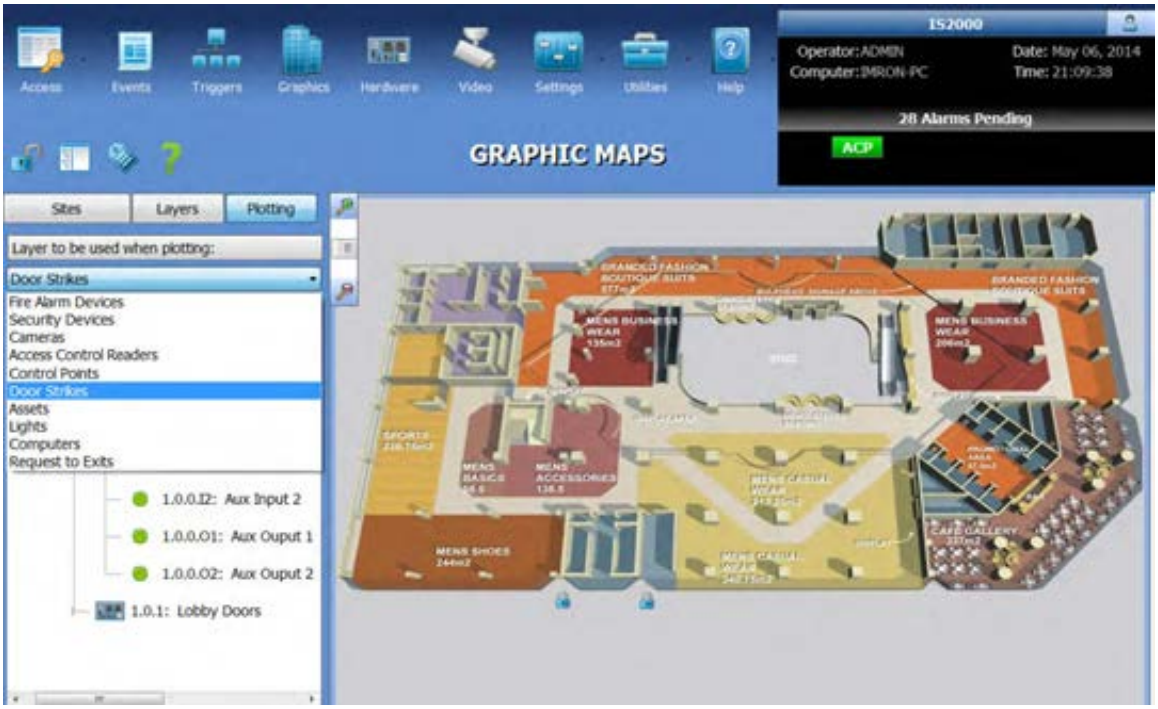

Figure 57 - Selecting a Layer

5. Once a device is plotted, "[X]" appears to the left of the device address.
   - A device cannot be plotted more than once.
   - To remove a device from the floor plan, drag and drop the device back to the hardware tree.

   To continue plotting repeat steps 3 and 4.

6. Go to "Views". Select layers to view the devices on the floor plan to the right.

7. The zoom icon located in the top left of the floor plan window allows you to zoom in (+) and out (-) of the floor plan.

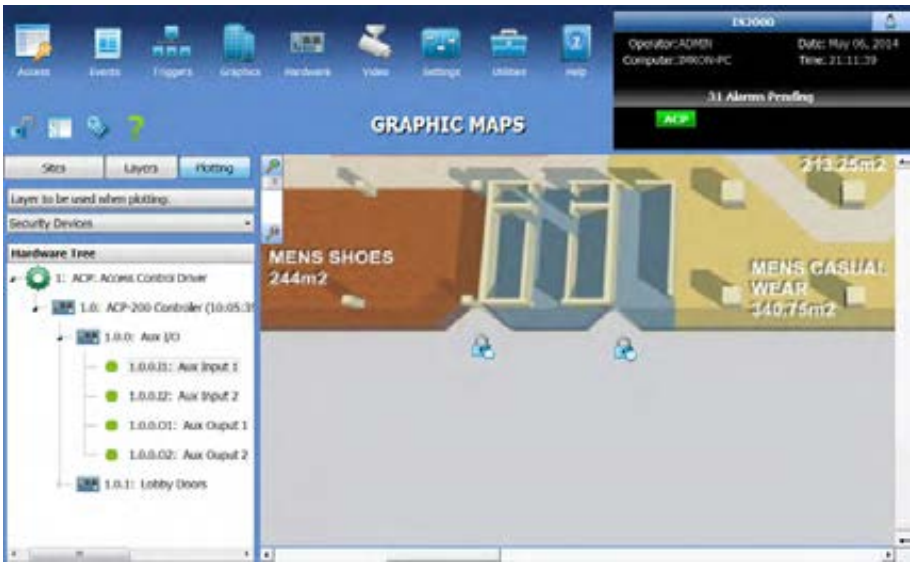

Figure 58 - Floor Plan Zoom

8. Devices can be controlled directly from Graphic Maps. Right-mouse click on the device icon to call up a menu associated with the specific device and select the appropriate function.

.

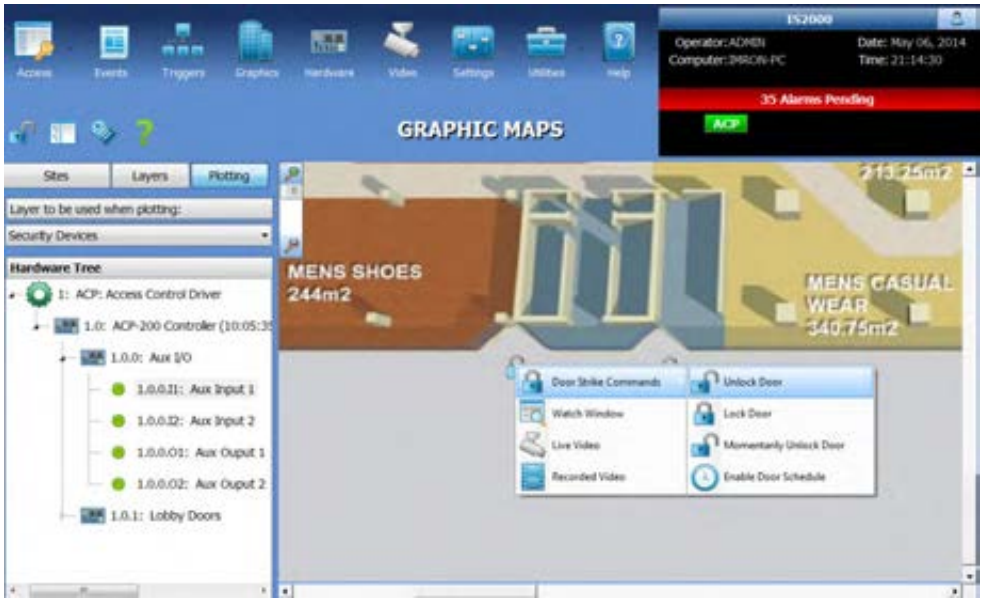

Figure 59 - Real-Time Device Status and Control

PROFILE EDITOR

The Profile Editor is used to edit operator profiles. A profile determines the software layout, including what Software Modules or Commands an operator can access. This is a powerful tool for multi-operators who only need to see a fraction of the database

To go to Profile Editor:

- Click on **Settings** in the Module Toolbar.
- Select **Profile Editor**.

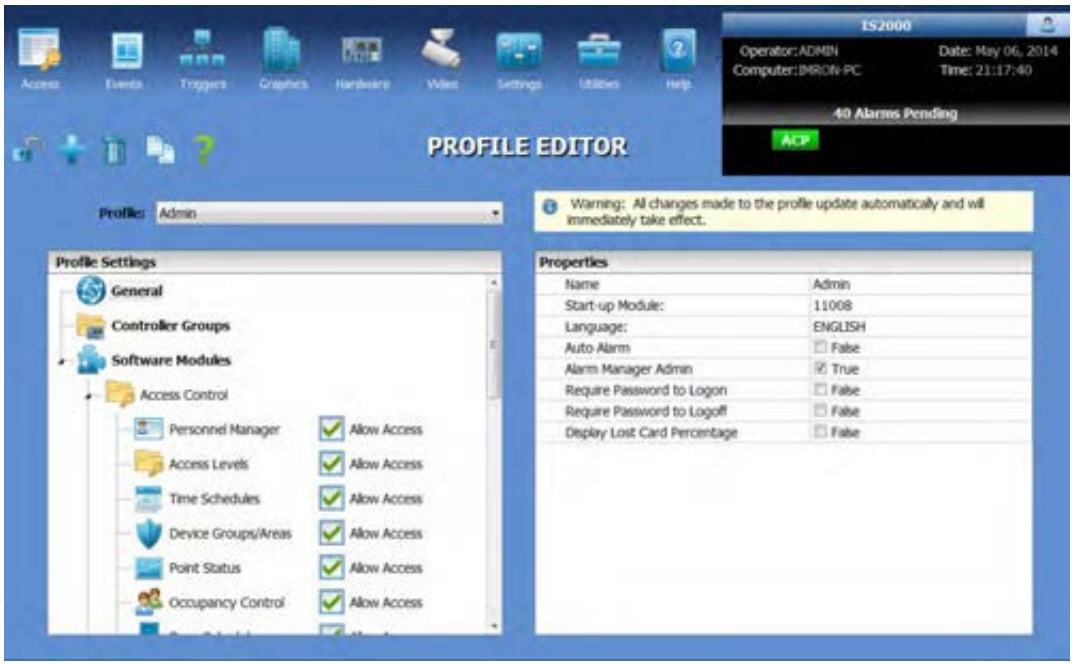

Figure 60 - Profile Editor

Profile Editor Command Toolbar

1. Adds a new profile.
2. Deletes current profile.
3. Copies a profile.

Programming Profiles

1. To modify an existing profile, select a profile from the Profile Editor list.
2. To enable a Software Module, check the modules to "**Allow Access**" in the left window. To disable a module leave the box unchecked "**No Access**".

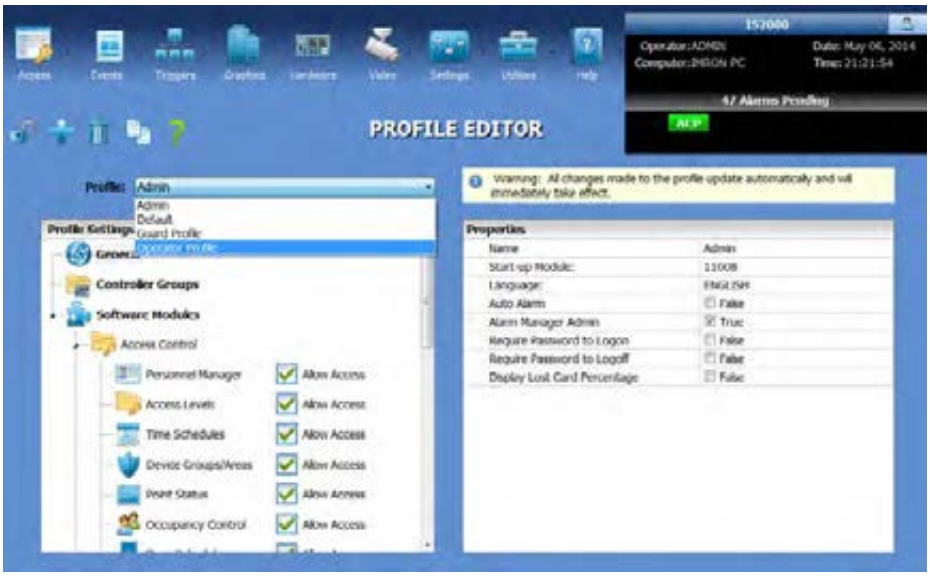

Figure 61 - Edit Existing Profile

Various properties are unique for each module. Properties ranging from screen color to database filter can be changed for the profile of the operator.

3. Select a module that the operator has access to. This displays the modifiable properties pertaining to the selected module to the right.
4. Check the box next to the property (**True)** to make visible or leave the box unchecked (**False)** to keep hidden.

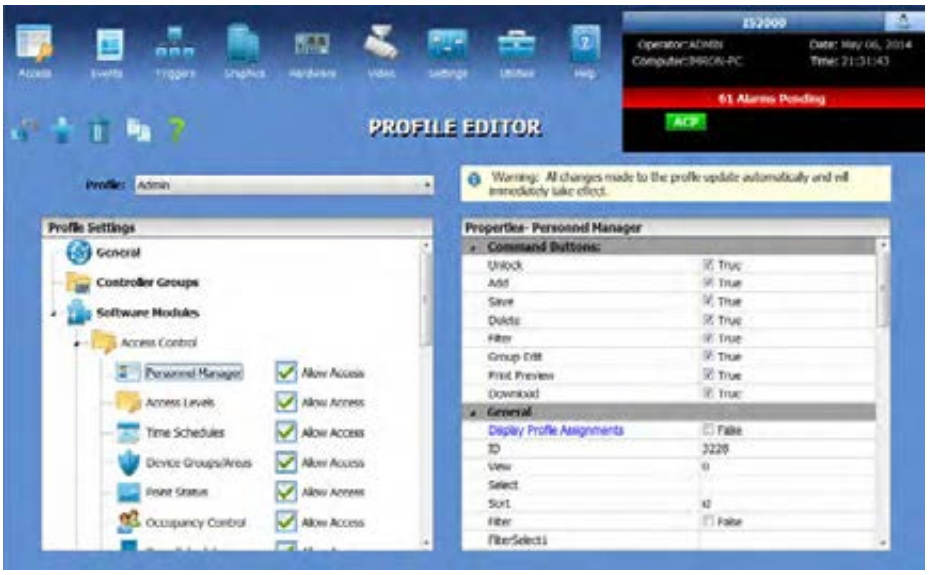

Figure 62 - Edit Properties

5. Scroll down to view more properties for relevant modules. Properties can also be modified to have one of the following options:

0: No Access
1: Read/Write
2: Read Only

3: Mask Field

6. To add a New Profile, click on .
7. To change the name of the profile, select **General Options** from the left window to display associated properties to the right.
8. Select the field next to **Name** under the **Properties** window. Type in the appropriate name.
9. Under the **Properties** window associated with **General Options**, program the following properties:

    - Start-up Module- Select the default module that will appear when the current profile is logged on.
    - Language- Select the appropriate language (when applicable).
    - Auto Alarm- Check this box if an operator requires that the IS2000 system immediately goes to Alarm Manager when a new alarm event is received. This is generally used for profiles of operators who will be monitoring system activity.
    - Alarm Manager Admin- Check this box to have a "**Clear all Alarms**" option in the **Operator Comments** window in the Alarm Manager. This feature allows the operator to clear ALL alarms without entering a response.
    - Require Password to Logon- Check this box if a Logon password is required.
    - Require Password to Logoff- Check this box if a Logoff password is required.

10. Follow steps 2-5 to complete profile programming.

OPERATORS

Once a valid profile is defined, the **Operators** module can be used to associate a profile to an operator.

To go to Operators:

- Click on **Settings** in the Module Toolbar.
- Select **Operators**.

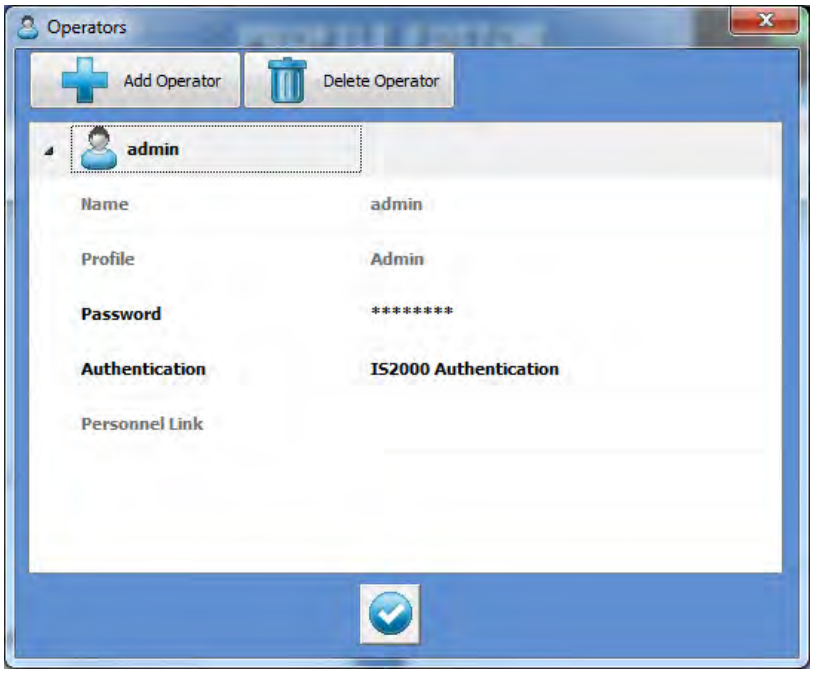

Figure 63 - Operator

1. To add a new operator, select an available operator from the Operator Display List.
2. Enter a name for the operator.
3. Select a profile for the operator from the list of available profiles.
4. Assign a password for the operator.

Note: To delete an operator, select the operator and click on .

ID BADGING

Badge Designer is an optional application that allows badge templates to be created. Templates can be linked to the Personnel database.

To use the Badge Designer:

1. Go to the Help menu from the Navigation toolbar.
2. Choose About IS2000.
3. Set the ID Badging option to True.

   - Check the ID Badging box. When this is set to **True**, ID Badging is enabled.

Figure 64 - ID Badging Set to True

Note: If the ID Badging Licenses property shows that licenses are not available, please contact your dealer for more information.

Badge Designer Interface

Go to Personnel Manager.

1. Select the **ID Badging** Tab.
2. Unlock the Module.

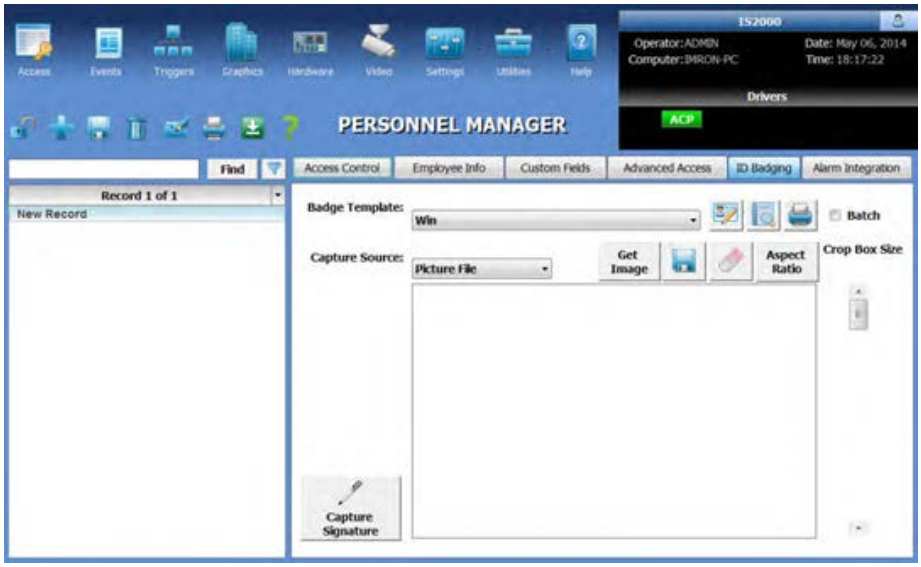

Figure 65 - ID Badging

ID Badging Buttons:

1. Opens an existing photo.
2. Clears the photo.
3. Live video.
4. Video Configurations: Video Format, Video Display, Video Source.
5. Signature Capture.
6. Edits Badge Layout.
7. Badge preview.

ID Badging Drop Down Menu:

- **Crop Box Size**- crops photo to desired size.
- **Badge Template**- select from a list of badge templates.

To go to Badge Designer, click on the "Edit Badge Designer" button. The badge designer consists of:

a. Menu
b. Toolbar
c. Toolbox
d. Properties Window
e. Badge Layout Area

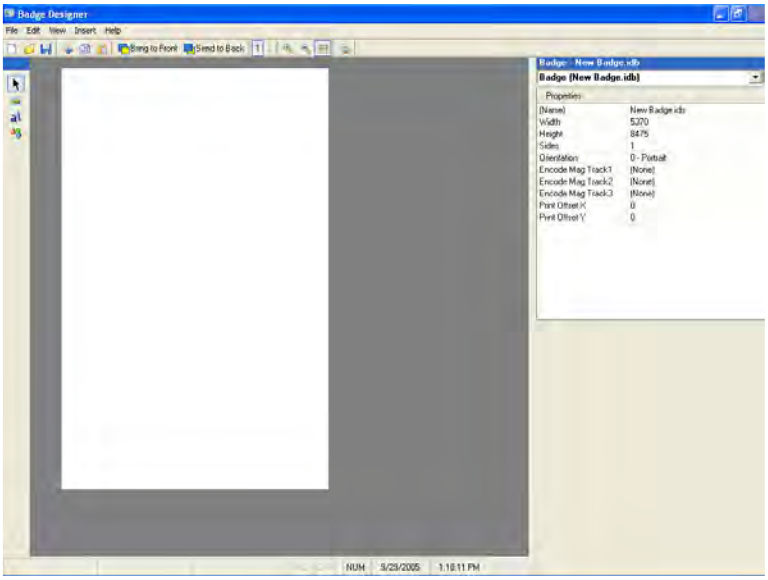

Figure 66 - Badge Designer

The **toolbar** contains the following functions:

	New	Creates new badge template.
	Open	Opens an existing badge template.
	Save	Saves the current badge template.
	Cut	Cuts the selected object in the Badge Layout area.
	Copy	Copies the selected object in the Badge Layout area.
	Paste	Pastes the copied object in the Badge Layout area.
	Front	Moves the selected object to the top most layer.
	Back	Moves the selected object to the bottommost layer
1	**Side1**	Displays the front side of the card.
2	**Side2**	Displays the back side of the card.
	Zoom In	Zooms in by 50%, only when the view is set to actual size.
	Zoom Out	Zooms out by 50%, only when the view is set to actual size.
	Show Grid	Toggles the grid display in the Badge Layout area.

The **toolbox** contains the following functions:

	Pointer	When selected, allows objects to be selected in the Badge Layout area.
	Image	When selected, clicking on the Badge Layout area will cause an Image field to be inserted in the specified position. This command is identical to the Image on the Insert menu.
	Text	When selected, clicking on the Badge Layout area will cause a Text field to be inserted in the specified position. This command is identical to the Text on the Insert menu.
	Shape	When selected, clicking on the Badge Layout area will cause an Image field to be inserted in the specified position. This command is identical to the Image on the Insert menu.

Properties Window

The Properties Window allows the viewing and setting of properties associated with the selected object in the Badge Layout Area.

Badge Properties

Properties associated with the badge.

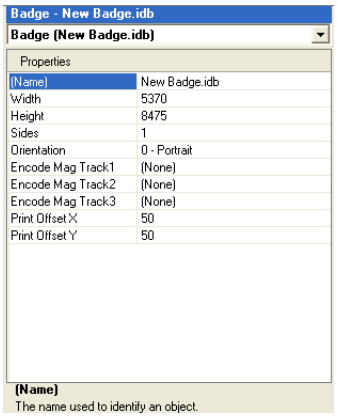

Figure 67 - Badge Properties

- **(Name)** – The filename of the Badge Template. All files will have an IDB extension.
- **Width** – Width of badge in units of Twips.
- **Height** – Height of badge in units of Twips.
- **Sides** – Number of sides the badge has. Choices are from 1 to 2.
- **Orientation** – Print orientation of the badge, portrait or landscape.
- **Encode Mag Track 1** – Magstripe encoding track 1.
- **Encode Mag Track 2** – Magstripe encoding track 2.
- **Encode Mag Track 3** – Magstripe encoding track 3.
- **Print Offset X** – Number of Twips to offset the badge printout along the X coordinate.
- **Print Offset Y** – Number of Twips to offset the badge printout along the Y coordinate.

Image Properties

Properties associated with an image.

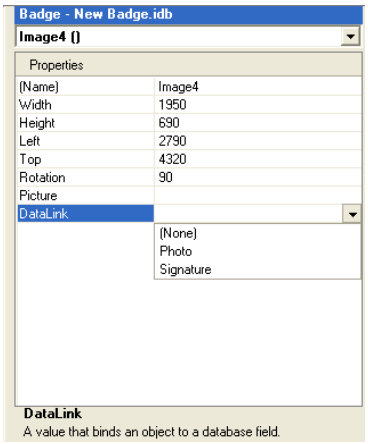

Figure 68 - Image Properties

- **(Name)** – The name used to identify the object.
- **Width** – Width of object.

- **Height** – Height of object.
- **Left** – The distance between the left edge of an object and the left edge of the badge. (centimeter * 100)
- **Top** – The distance between the top edge of an object and the top edge of the badge.
- **Picture** – The graphic displayed. Choose from existing graphics or newly added graphics.
- **Datalink** – A value that binds an object to a database field. The object can be linked to a photo or signature.

Text Properties

Properties associated with text.

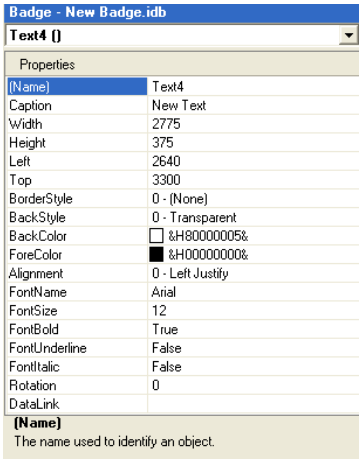

Figure 69 - Text Properties

- **(Name)** – The name used to identify the object.
- **Width** – Width of object.
- **Height** – Height of object.
- **Left** – The distance between the left edge of an object and the left edge of the badge. (centimeter * 100)
- **Top** – The distance between the top edge of an object and the top edge of the badge.
- **Font related properties:**
  - **Border Style**
  - **Back Style**
  - **Back Color**
  - **Fore Color**
  - **Alignment**
  - **Font Name**
  - **Font Size**
  - **Font Bold**
  - **Font Underline**
  - **Font Italic**
  - **Rotation**
- **Datalink** – A value that binds an object to a database field. The object can be linked to numerous fields in the Personnel Manager.

Shape Properties

Properties associated with a shape.

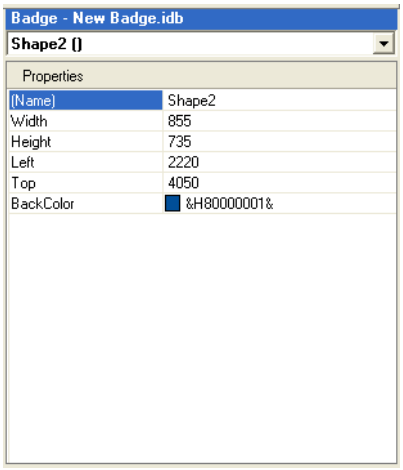

Figure 70 - Shape Properties

- **(Name)** – The name used to identify the object.
- **Width** – Width of object.
- **Height** – Height of object.
- **Left** – The distance between the left edge of an object and the left edge of the badge. (centimeter * 100)
- **Top** – The distance between the top edge of an object and the top edge of the badge.
- **Back Color –** The background color used to display text and graphics in an object.

Creating a Badge

a. Add an image by selecting from the toolbox. When selected the cursor will change.
b. Drag the cursor over the Badge Layout Area.
c. A box will appear.

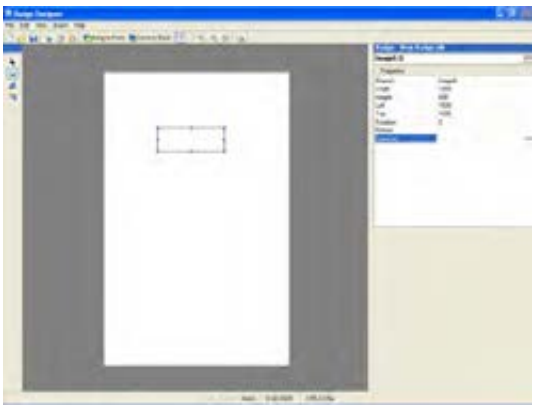

Figure 71 - Creating an Image

4. Click on DataLink from the properties window. Select **Photo**.

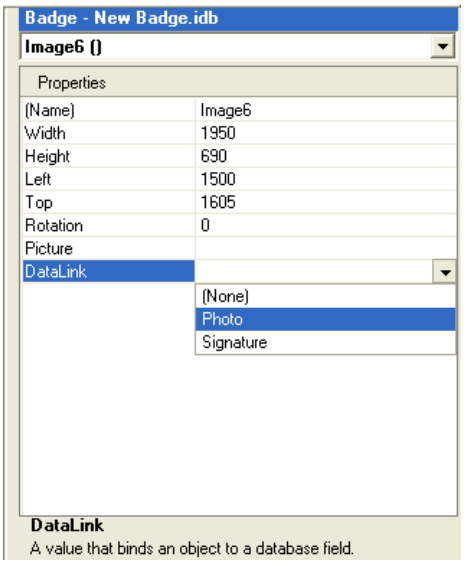

Figure 72 - Datalink with Photo 1

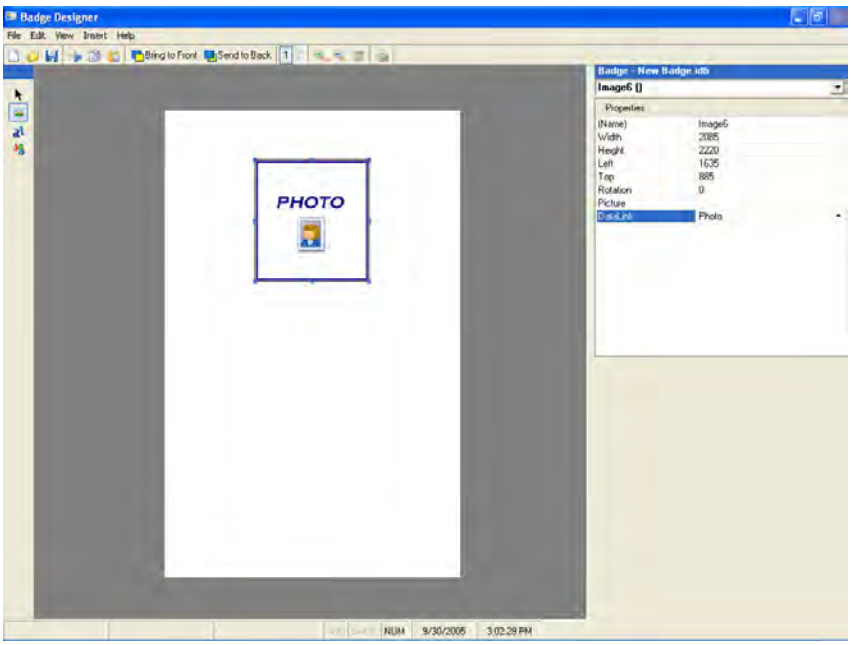

Figure 73 - Datalink with Photo 2

5. The badge template will now associate the image with the photos in Personnel Manager.

6. Add text by selecting from the toolbox. When selected the cursor will change.

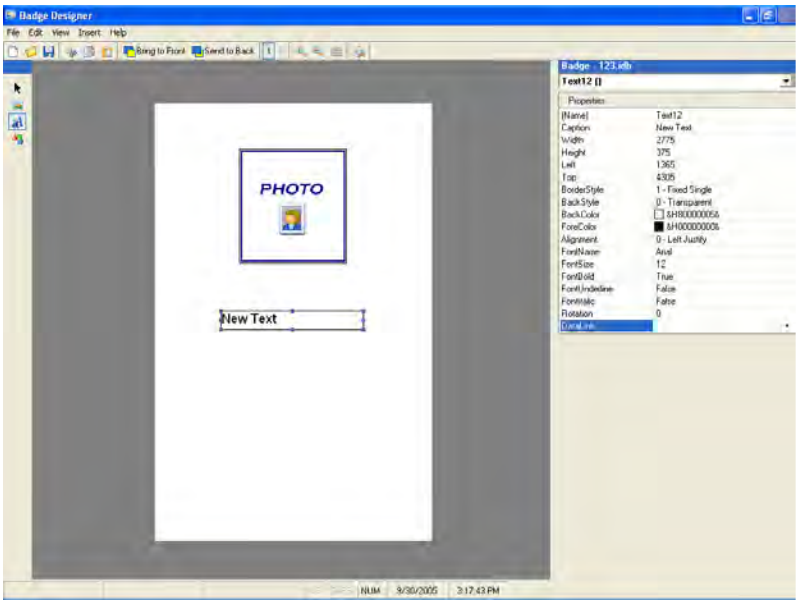

Figure 74 - Adding Text

7. In the following example, the First Name, Last Name, Employee ID#, and Department are added to the badge template.

   a. To add the first name, click on **DataLink** and select **First_Name**.

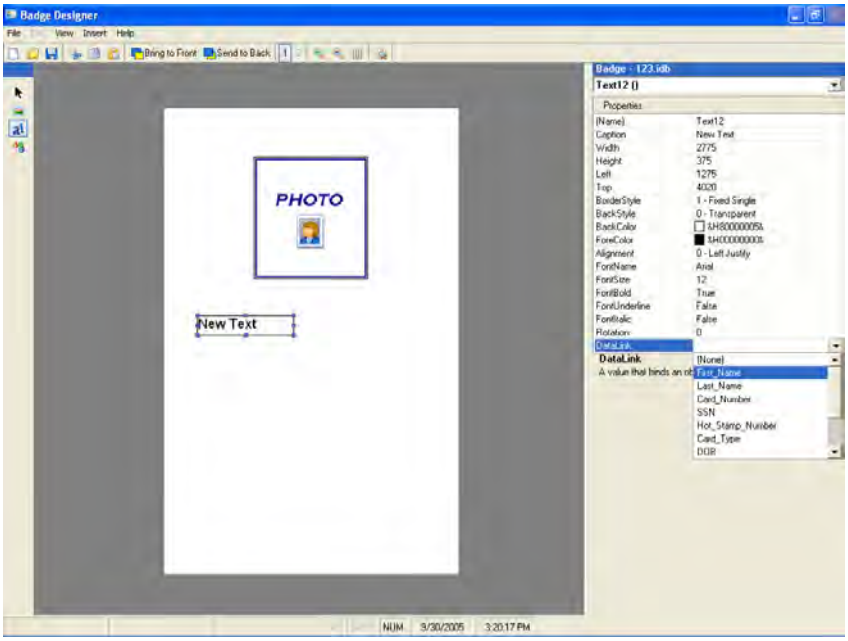

Figure 75 - Adding the First Name

   b. To add the last name, select from the toolbox. Drag the cursor over the Badge Layout Area.
   c. Create a text box right next to the first name text box.
   d. Click on **DataLink** and select **Last_Name.**

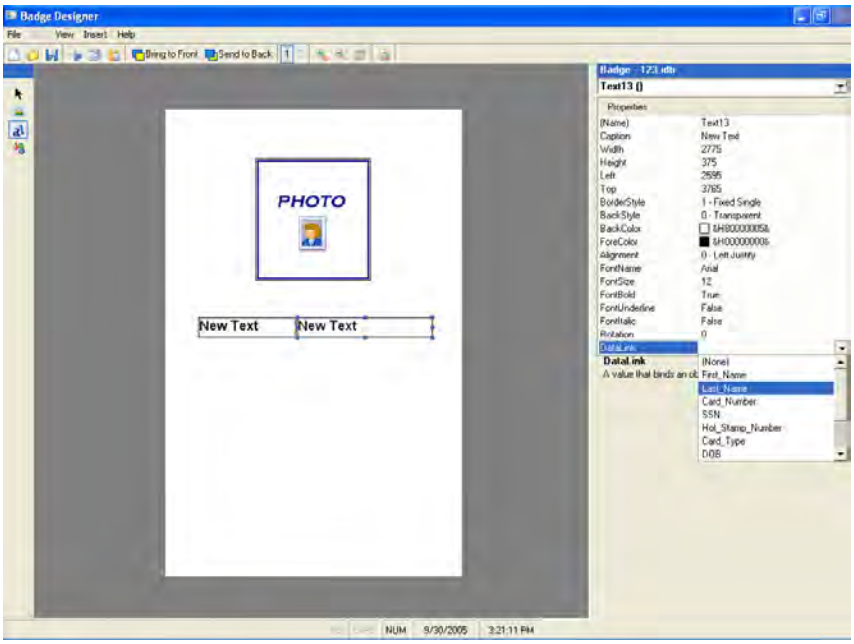

Figure 76 - Adding the Last Name

e. Perform steps b and c to add a new text box.
f. Click on **DataLink** and select **Department.**

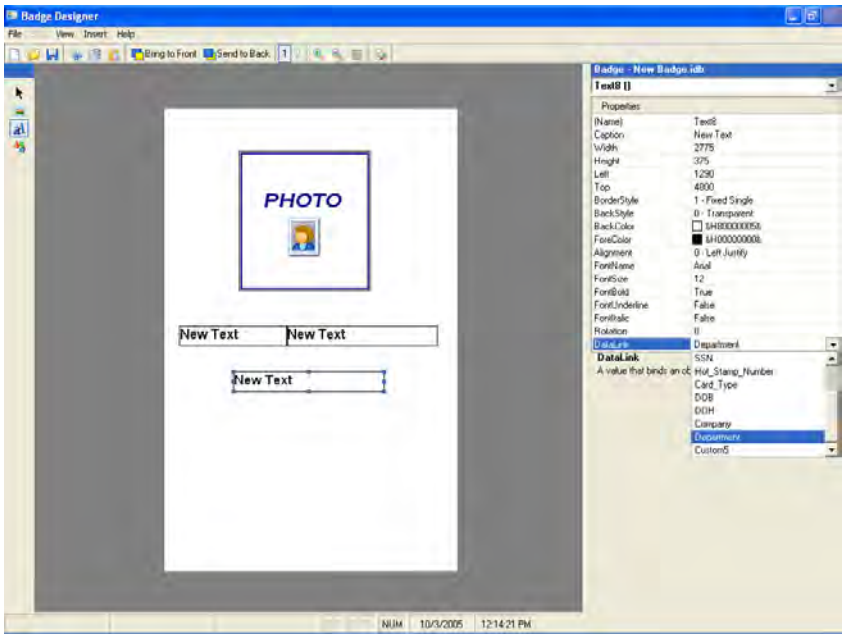

Figure 77 - Adding the Department

g. Perform steps b and c to add a new text box.
h. Click on **DataLink** and select **Custom5.**

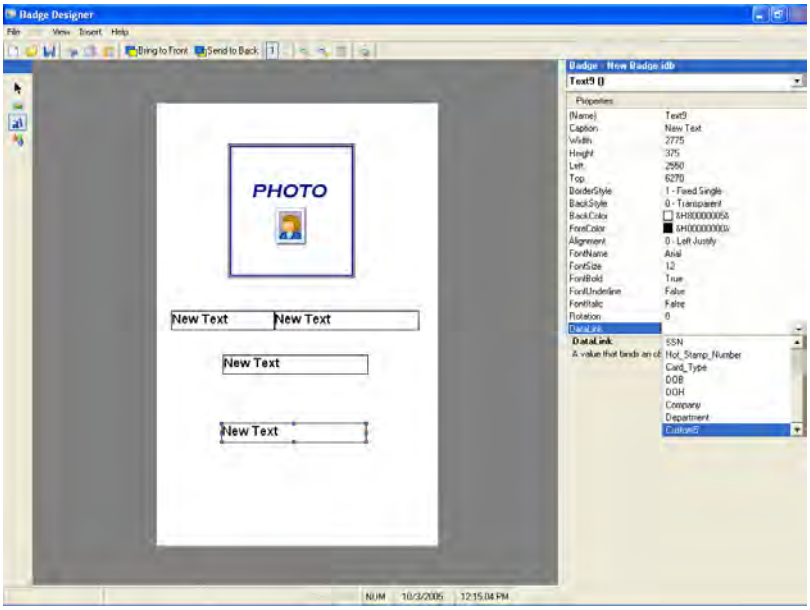

Figure 78 - Adding Employee ID

Note: Custom5 is the Employee ID# defined in User Field5 under Custom Fields. To go to Custom Fields, click on the Employee Info Tab in Personnel Manager.

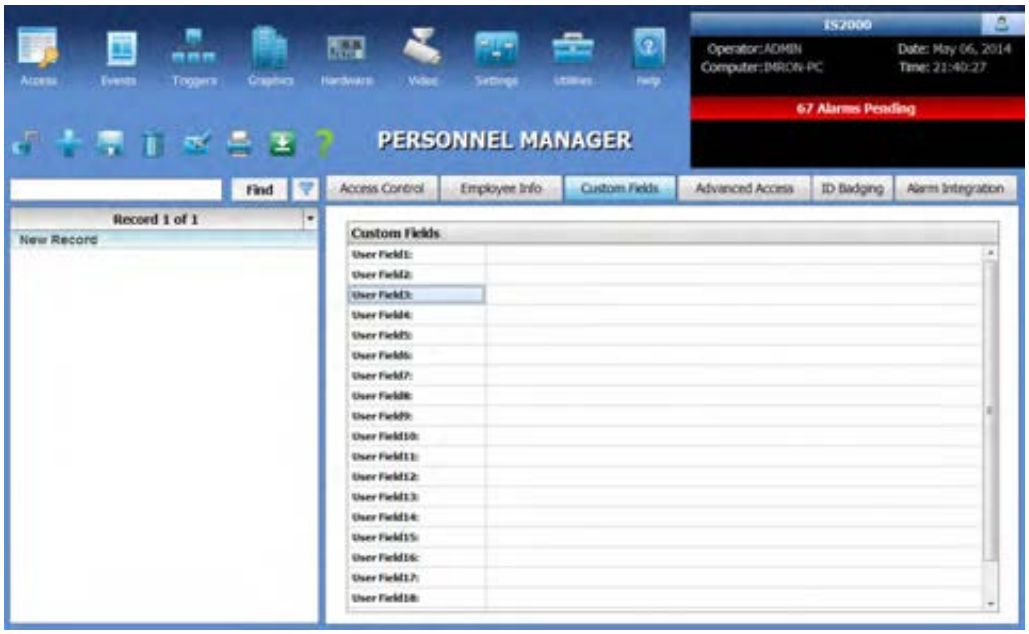

Figure 79 - Custom Fields

8. Use the properties window to format photo and font properties. From the font properties window, format the font size, font bold, and the border style.

Note: Other font properties can also be formatted. Double click on the text, to open a properties window. Barcodes and auto size text among other properties can be modified here or from the properties box to the right.

Figure 80 - Modified Properties

9. Add company logo. Select from the toolbox. When selected the cursor will change.
10. Drag the cursor over the Badge Layout Area.
11. A box will appear.
12. From the properties window, select **Picture** and click on (…) to open the Image Properties window.
13. Select the image of interest and click on .
14. Define the image size and location.

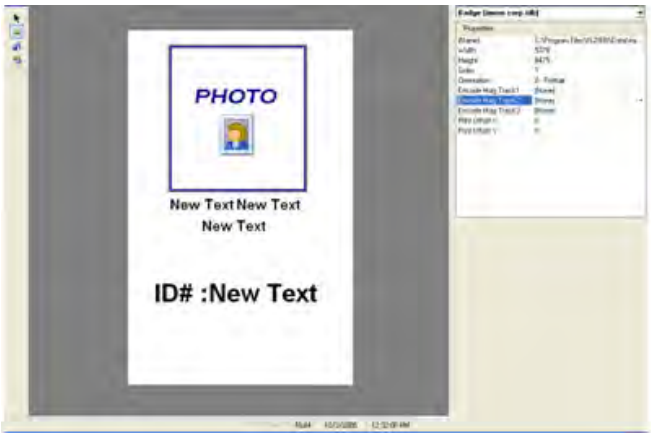

Figure 81 - Adding a Picture 2

15. To change the background color, first create a new shape by selecting from the toolbox.
16. When selected the cursor will change.
17. Drag the cursor over the Badge Layout Area.
18. A blue square will appear.

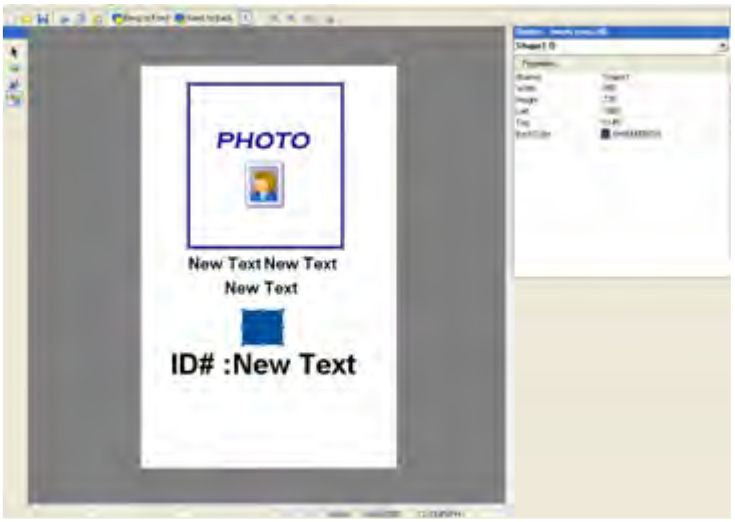

Figure 82 - Creating a Shape

19. For this example, we will change the shape color from default blue to yellow. To do so, click on **Back Color** from the object properties window.
20. Click on (…), to open a color selection window.
21. Select the appropriate color, and press **OK**.

Note: Custom colors can also be defined.

Figure 83 - Changing BackColor

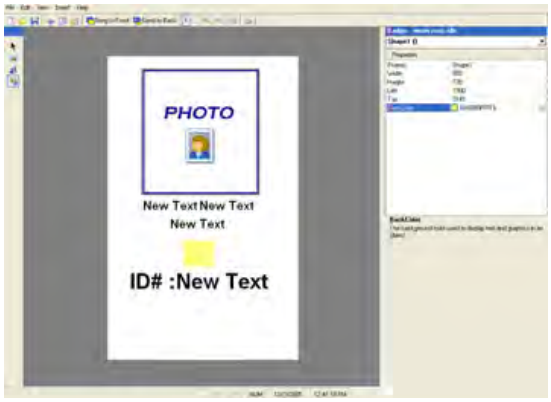

Figure 84 - Back Color

22. The new back color, yellow, will be used for the background of the new badge template. Extend the shape to nearly cover the badge template.

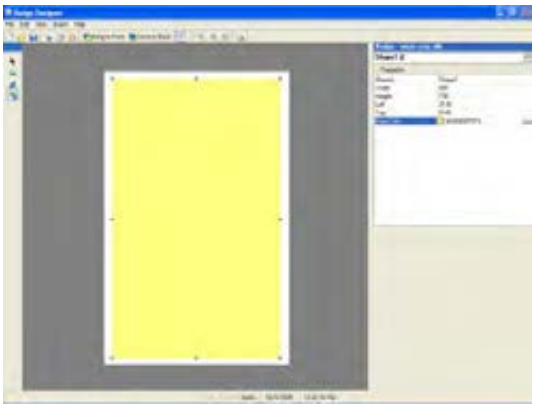

Figure 85 - New Badge Background

23. Go to the Toolbar and click on **Send to Back**. The badge template is complete.
24. Go to the Toolbar and click on **Save As**. Type in a name for the newly created badge template.
25. The template, with an .idb extension, will be saved in the appropriate location.

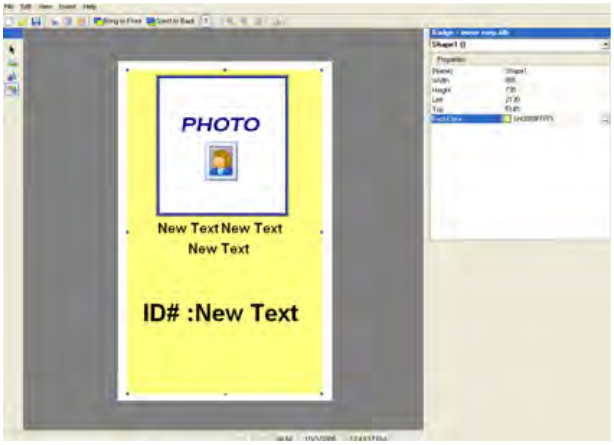

Figure 86 - New Badge Template

26. To close the Badge Designer, click **File** on the Toolbar and select **Exit**.

27. From ID Badging, click on to preview the badge.
28. If additional formatting is not required, the badge can be printed.

Figure 87 - Badge Preview

APPENDIX A - Terms

TERM	DESCRIPTION
Administrator / Operator	Person who has access and control over the IS2000 system.
ACR	Access Control Reader
ACR Group	Access Control Reader Group
ACL	Access Level
ACP	Access Control Panel
Reader	Device to read a card or other input for access.
SA	Secured Area
SCP	Serial Control Processor
TS	Time Schedule

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